



**MIDDLETON TOWN COUNCIL  
TOWN HALL – COUNCIL CHAMBERS  
MONDAY, JUNE 20, 2016  
7:00 P.M.**

**AGENDA**

- 16.06.01 CALL TO ORDER
- 16.06.02 APPROVAL OF THE AGENDA
- 16.06.03 APPROVAL OF THE MINUTES
  - .01 Council Meeting – May 16, 2016
  - .02 Special Council Meeting – June 6, 2016
- 16.06.04 NEW BUSINESS
  - .01 Request for MPS/LUB Amendment – Neil C. Mitchell Sales
  - .02 Committee of the Whole Recommendations
    - a. Appointment: Western Regional Housing Authority
    - b. RFD 016-2016: Permit to Keep Horses
    - c. Appointment: Middleton Fire Department
  - .03 Approval of Capital Investment Plan Document
  - .04 Budget Approvals
    - a. General Operating
    - b. Water Utility Operating
    - c. Visitor Information Centre
  - .05 Electronic Voting Bylaw – 2<sup>nd</sup> Reading & Passing
  - .06 Repeal of Swimming Pool Bylaw - 2<sup>nd</sup> Reading & Passing
  - .07 RFD 014-2016: Award of Tender – Asphalt Patching and Paving
  - .08 RFD 015-2016: Award of Tender – Three Quarter Ton Truck
  - .09 RFD 017-2016: Harassment Policy Amendment
  - .10 Request for Fireworks
  - .11 Development of Regional Recreation Services and Facilities
- 16.06.05 REPORTS
  - .01 Management
  - .02 Planning Services – May 2016
  - .03 Planning Services Public Advisory Panel
  - .04 Police Advisory Board
  - .05 Mayor
- 16.06.06 CORRESPONDENCE
- 16.06.07 ANYTHING BY MEMBERS
- 16.06.08 ADJOURNMENT



**REQUEST FOR DECISION**  
**Permit to Keep Horses**  
**#016-2016**

Date: 1 June 2016	Subject: Permit to Keep Horses
Proposal Attached:	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	Town Council is requested to decide on whether or not to permit horses to be kept at 122 Main Street.
Background:	<p>Ms. Codi Coyle has requested permission to keep two horses at a property located at 122 Main Street in Middleton. Further to Chapter 32 of the Town's Bylaws, application is made to Council for approval in this matter. In addition, Policy 4.1 Keeping of Farm Animals and Fowl states that residents wishing to do this must submit letters of support from surrounding/adjacent property owners as part of the application. As part of this application, there are several letters of support. There is also a letter from a property owner indicating some concerns around how the issues of odour and cleanliness will be addressed if they become problematic.</p> <p>A second concerned resident has verbally expressed concerns to the CAO around this process that, in essence, puts neighbours at cross purposes and potential conflict when overall land use planning is a Council responsibility. By continuing to have in force a bylaw and policy that allows spot approval of potentially conflicting land use, the issue of consistent and predictable land use within residential areas is at risk.</p>
Benefits:	By allowing residents to have limited numbers of farm animals or domestic fowl, it offers residents some flexibility for an urban/rural combination of living.
Disadvantages:	By allowing residents to make individual application for the keeping of farm animals or domestic fowl, property owners aren't always assured that there won't be conflicting uses within a residential area that could impact property values or the ability to enjoy one's own private property.

Options:	<ol style="list-style-type: none"> <li>1. Approve the permit to allow 2 horses to be kept at 122 Main Street.</li> <li>2. Deny the permit to allow 2 horses to be kept at 122 Main Street.</li> </ol>
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: 20 June 2016

TOWN OF MIDDLETON

APPLICATION TO KEEP CERTAIN FARM ANIMALS AND  
DOMESTIC FOWL WITHIN THE TOWN

Name of Applicant(s): Codi Cole  
Address of Applicant: 235 Victoria Rd. Middleton  
Type of Animals or Fowl: horse  
Number of Animals or Fowl: 2  
Location where said  
Animals are to be kept: 122 main st middleton NS

May 29, 2016  
Date

Codi Cole  
Signature of Applicant

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Permit is hereby granted to the above-named to keep the above-mentioned farm animals or domestic fowl within the Town of Middleton, subject to the conditions outlined in the Farm Animal & Domestic Fowl Bylaw, Chapter 32.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer

Amount of License Fee: NIL



river

any manure  
will be  
removed  
quarterly \*\*

manure will be  
a minimum 75m  
from  
neighbouring  
houses

fenced area

manure

barn

barn will be a  
minimum 50m from  
neighbouring  
houses

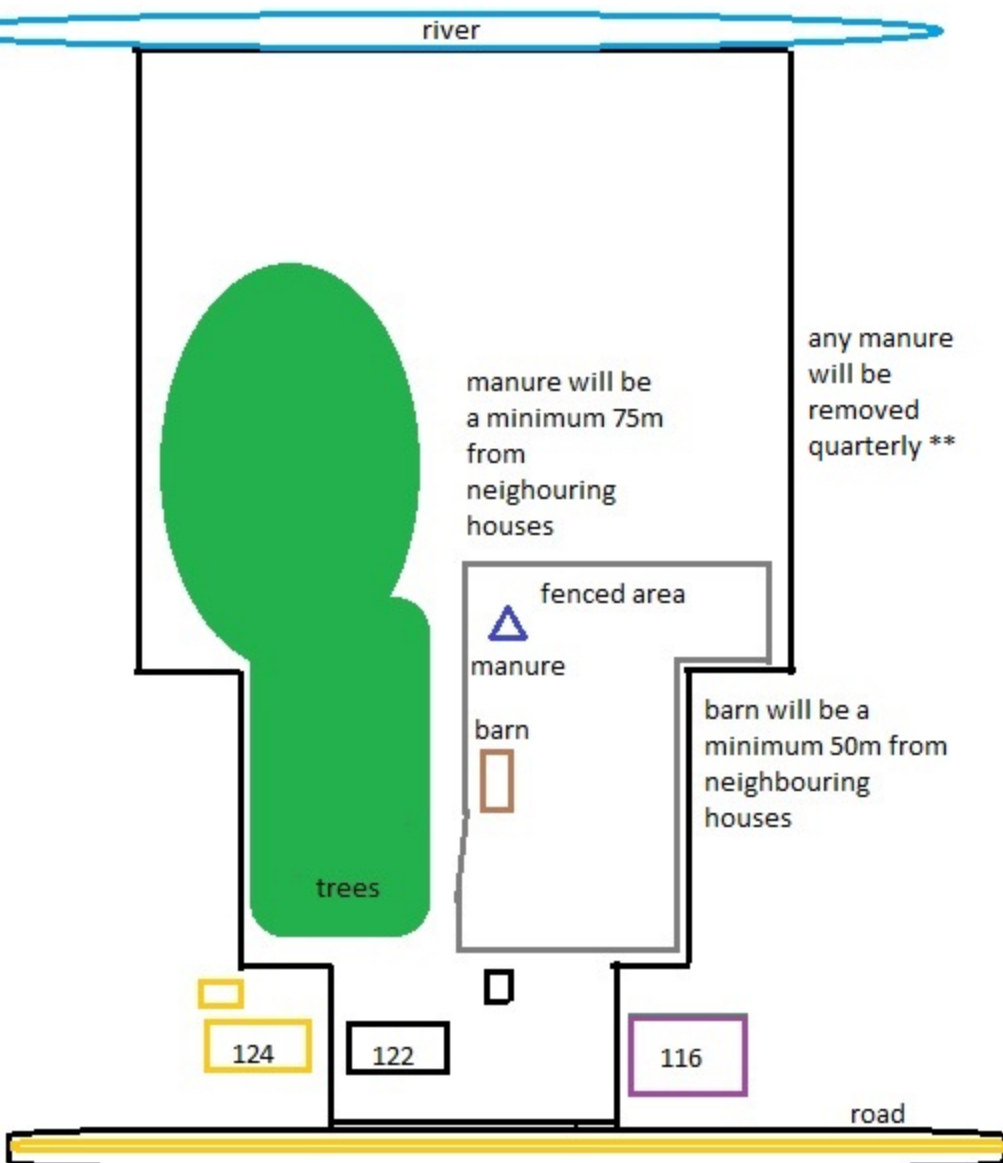
trees

124

122

116

road



Chapter 31 Cont'd.

6. A license issued under this By-law shall be valid until the 31st day of MARCH next following its issue unless sooner revoked or suspended.
7. A license issued hereunder may be suspended or revoked by the Council if the holder thereof fails to comply with Sanitary Regulations respecting Auto Trailers made under the authority of Chapter 13 of the Acts of Nova Scotia, 1962 and amendments thereto, the Public Health Act.
8. Every licensee shall display his license on demand of a Police Officer or constable.
9. The Clerk on payment of twenty-five cents shall replace any license when a person licensed files with the Clerk his statutory declaration that it has been lost, stolen, or destroyed.
10. The Clerk shall keep a record of every license issued by him, with a number on each record corresponding to the number inserted in the license.
11. Every person who violates or fails to comply with any of the provisions of this By-law shall be liable on conviction to a penalty not exceeding Fifty Dollars, and in default of payment to imprisonment for a period not exceeding thirty days.

CHAPTER 32 - FARM ANIMALS AND DOMESTIC FOWL BY-LAW

Council: July 7, 1969

Minister: Sept. 11, 1969

BE IT ORDAINED by the Town of Middleton in Council as follows:

1. No person shall keep cows, horses, mules, asses, sheep, goats, pigs, foxes, mink, geese, turkeys, hens, or other domestic fowl or any of them within the limits of the Town of Middleton, unless, and until such person shall have first applied for and obtained from the Town Council a permit for such keeping.

2. (1) Any person who desires to keep any of the aforementioned animals or fowl within the limits of the Town may make written application to the Town Council addressed to the Town Clerk which application shall be considered by the Town Council as hereinafter provided for at its first regular meeting after receipt of such application.

After due consideration of the application by the Council and the Medical Health Office the Council may grant a permit in writing to the applicant for such keeping provided that such keeping in the opinion of the Council and Medical Health Officer,

(a) will not create a nuisance as defined by Section 47(3) of the Public Health Act, Chapter 247 of the Revised Statutes of Nova Scotia 1967.

(b) will not cause physical damage to the person or property of adjoining owners.

(c) will not be injurious to the public health.

3. Any permit granted under this by-law shall remain in force for a period of one year from the date thereof, unless sooner revoked due to violation of the provisions contained in Section 2(1), (a), (b) and (c) prior to the expiration of one year, after which time a further application may be received and dealt with by the Council as herein provided.

(a) No fees shall be chargeable by the Town Council for such permits.

4. Persons in this by-law shall include any firm, company or corporation.

5. Any person who violates or fails to comply with the provisions of this by-law shall be liable to a penalty not exceeding \$50.00, and in default of payment to imprisonment for a period not exceeding twenty days, and for a second or subsequent offence to a penalty not exceeding \$100, and in default or payment to imprisonment not exceeding two months.

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

**Subject:** Keeping of Farm Animal and Fowl

**Number:** 4.1

**Coverage:** Council, Staff & Public

**Approved by:** Council & CAO

**Effective Date :** September 5, 1978

**Revision Date:** August 8, 2006

***Rationale***

This policy establishes guidelines for new applications to keep farm animal and fowl.

***Policy Statement***

- 1) Further to the requirements in the Town's bylaws regarding applications for keeping farm animals and fowl, persons wishing to keep farm animals and fowl who do not already do so shall supply letters from neighbouring residents stating that they have no objections to the application.
- 2) The renewal of licenses is automatic, provided that there are no complaints from neighbouring residents, and the license holders continue to comply with the Farm Animal and Domestic Fowl Bylaw.

***References***

- 1) Town bylaws, Ch 32, Farm Animals and Domestic Fowl Bylaw
- 2) Town bylaws, Ch 8-2F, Clerk's Duties, Issuance of Licenses

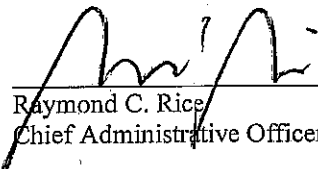
***Previous Policies***

The previous policy 1/9 "Policy Regarding Keeping of Farm Animals and Fowl" dated September 5, 1978 is hereby amended.

**Certification**

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 8<sup>th</sup> day of August, 2006.

**GIVEN** under the hand of the Clerk and under the seal of the Town of Middleton this 5<sup>th</sup> day of March, 2007

  
Raymond C. Rice  
Chief Administrative Officer



Middleton Fire Department

49 Church Street

Middleton, NS

B0S 1P0

May 27, 2016

Members of Town Council,

The members of the Middleton Fire Department have voted in favor of **Dustin MacNeil** of **14495 Hwy 1 Wilmot** becoming a probationary member of the department on **May 25, 2016.**

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

2<sup>nd</sup> Deputy Chief – Neil Freeman

Province of Nova Scotia

Canada - Nova Scotia Infrastructure Secretariat

CAPITAL INVESTMENT PLAN

5 Year Capital Investment Plan for the Fiscal Years 2016/2017 to 2020/2021

Municipal Unit:	Town of Middleton
Fiscal Year (Start):	2016
Date Submitted:	Tuesday, June 21, 2016
Director of Finance/Treasurer:	Marianne Daine
Phone Number:	902-825-2502
Email Address:	financedirector@town.middleton.ns.ca
Years Submitted:	5

I, Marianne Daine, representing the

Town of Middleton

Municipality

do certify that this Capital Investment Plan is consistent with the budget approved by Council for the

Town of Middleton

Municipality

for the fiscal year ended March 31, 2017

Director of Finance / Treasurer

Date

**CAPITAL INVESTMENT PLAN**

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# Schedule 1: Capital Investment Plan - Project Summary

Municipality: Town of Middleton

	Project #	Project Name	Project Location (Street, Community, etc.)	Brief Project Description	Expenditure Code	Estimated Total Project Cost
CIP-S1-1	Project #1	Computer System for Office	131 Commercial Street, Middleton	Annual technology upgrades for municipal office	123 - Computer Systems for Municipal Office	\$25,000
CIP-S1-1	Project #2	Reservoir Upgrades	144 Gates Mountain Road, Middleton	Renew reservoir walls	411 - Reserviors	\$150,000
CIP-S1-1	Project #3	Surge Tank	411 Hwy 362, Middleton	Construct Surge Tank at Hwy 101 water pumping building	417 - Water Distribution Systems	\$60,000
CIP-S1-1	Project #4	Pressure Release Valve Upgrade	411 Hwy 362, Middleton	Install pressure release valve at Hwy 101 water pumping building	417 - Water Distribution Systems	\$25,000
CIP-S1-1	Project #5	Pump Controls Upgrade	462 Main Street, Middleton	Install variable speed drives on pump controls at hospital pumping station	417 - Water Distribution Systems	\$15,000
CIP-S1-1	Project #6	Reservoir Engineering	144 Gates Mountain Road, Middleton	Outsource engineering assessment and proposal for new reservoir	417 - Water Distribution Systems	\$40,000
CIP-S1-1	Project #7	Queen Street Water Main	Queen Street, Middleton	Replace 450 ft of 6" water main on Queen Street	417 - Water Distribution Systems	\$22,000
CIP-S1-1	Project #8	Fire Hydrants	Middleton	Purchase and install fire hydrants	417 - Water Distribution Systems	\$18,500
CIP-S1-1	Project #9	Crosswalk Signs	Commercial Street, Middleton	Replace 2 overhead crosswalk signs on Commercial Street	317 - Road Traffic - Signs / Signals	\$64,000
CIP-S1-1	Project #10	Rebuild and Repave Queen Street	Queen Street, Middleton	Rebuild and repave 450 ft of street on Queen Street	314 - Roads / Streets	\$90,000
CIP-S1-1	Project #11	Rebuild and Repave Taylor Drive	Taylor Drive, Middleton	Rebuild and repave 1100 ft of street on Taylor Drive	314 - Roads / Streets	\$110,000
CIP-S1-1	Project #12	Rebuild and Repave Commercial Street	Commercial Street, Middleton	Rebuild and repave 1000 ft of street on Commercial Street from Marshall Street to North Street	314 - Roads / Streets	\$120,000
CIP-S1-1	Project #13	Repave School Street	School Street, Middleton	Repave 1000 ft of street on School Street from brook to Bentley Drive	314 - Roads / Streets	\$40,000
CIP-S1-1	Project #14	Street Light Conversion	Commercial Street, Middleton	Convert 26 decorative street lights in downtown area to LED lights	318 - Street Lights	\$56,000
CIP-S1-1	Project #15	Rebuild and Repave Victoria Street	Victoria Street, Middleton	Rebuild and repave 1500 ft of street on Victoria Street from Marshall Street to Veterans Lane	314 - Roads / Streets	\$180,000
CIP-S1-1	Project #16	Rebuild and Repave Main Street	Main Street, Middleton	Rebuild and repave 600 ft of street of Main Street from Bridge Street to Gates Avenue	314 - Roads / Streets	\$72,000
CIP-S1-1	Project #17	Rebuild and Repave Commercial Street	Commercial Street, Middleton	Rebuild and repave 800 ft of street on Commercial Street from North Street north to brook	314 - Roads / Streets	\$96,000
CIP-S1-1	Project #18	Repave School Street Sidewalk	School Street, Middleton	Repave 650 ft of sidewalk on School Street from Main Street to Church Street	315 - Sidewalks / Curbs / Gutters	\$10,000



	Project #	Project Name	Project Location (Street, Community, etc.)	Brief Project Description	Expenditure Code	Estimated Total Project Cost
CIP-S1-1	Project #19	Pave West Main Street Sidewalk	Main Street, Middleton	Pave 1000 ft of sidewalk on West Main Street	315 - Sidewalks / Curbs / Gutters	\$10,000
CIP-S1-1	Project #20	Repave Bridge Street Sidewalk	Bridge Street, Middleton	Repave 400 ft of sidewalk on Bridge Street	315 - Sidewalks / Curbs / Gutters	\$15,000
CIP-S1-1	Project #21	Repave Gates Avenue Sidewalk	Gates Avenue, Middleton	Repave 600 ft of sidewalk on Gates Avenue in front of High School	315 - Sidewalks / Curbs / Gutters	\$15,000
CIP-S1-1	Project #22	Victoria Street Sanitary Sewer Main	Victoria Street, Middleton	Replace 1500 ft of 16" sanitary sewer main on Victoria Street from Marshall Street to Veterans Lane	418 - Wastewater Collection Systems	\$100,000
CIP-S1-1	Project #23	Commercial Street Sanitary Sewer Main	Commercial Street, Middleton	Replace 800 ft of 10" sanitary sewer main on Commercial Street from North Street north to brook	418 - Wastewater Collection Systems	\$100,000
CIP-S1-1	Project #24	Commercial Street Sanitary Sewer Main	Commercial Street, Middleton	Replace 850 ft of 10" sanitary sewer main on Commercial Street from George Street north to Station+	418 - Wastewater Collection Systems	\$150,000
CIP-S1-1	Project #25	Main Street Sanitary Sewer Main	Main Street, Middleton	Replace 600 ft of 8" sanitary sewer main on Main Street from Bridge Street to Gates Avenue	418 - Wastewater Collection Systems	\$75,000
CIP-S1-1	Project #26	Upgrade STP Storage Building	204 Main Street, Middleton	Replace roof and siding on storage building at sewer treatment plant +	420 - Wastewater Treatment	\$4,000
CIP-S1-1	Project #27	Lagoon Ladders	204 Main Street, Middleton	Install ladders on side of sewer lagoons	420 - Wastewater Treatment	\$8,000
CIP-S1-1	Project #28	Main Street Sanitary Sewer Main	Main Street, Middleton	Replace 2000 ft of 18" sanitary sewer main on Main Street from Bridge Street to Queen Street	418 - Wastewater Collection Systems	\$946,312
CIP-S1-1	Project #29	Taylor Drive Storm Sewer Main	Taylor Drive, Middleton	Install 500 ft of 15" storm sewer main on Taylor Drive	320 - Storm Sewers	\$24,200
CIP-S1-1	Project #30	Main Street Catchpits	241 Main Street, Middleton	Renew 2 catchpits on Main Street in front of Tim Hortons +	421 - Storm Sewers	\$30,000
CIP-S1-1	Project #31	Queen Street Storm Sewer Main	Queen Street, Middleton	Install 200 ft of 8" storm sewer main on Queen Street	320 - Storm Sewers	\$30,000
CIP-S1-1	Project #32	Marshall Street Storm Sewer Main	Corner Marshall and King Streets through to Rotary Park, Middleton	Replace 1100 ft of 36" storm sewer main on Marshall Street	320 - Storm Sewers	\$180,000
CIP-S1-1	Project #33	Visitor Information Centre	Middleton	Construct a new Visitor Information Centre	721 - Tourism Infrastructure	\$70,000
CIP-S1-1	Project #34	Recreation Parks Improvements	337 Marshall Street, Middleton	Rotary Raceway Park-construct skateboard surface, install tennis court lights, Other-Trail development and +	714 - Parks / Playgrounds	\$290,000
CIP-S1-1	Project #35	Community Centre/Fire Hall	Middleton	Construct a fire hall/community centre	214 - Fire Stations / Buildings	\$3,600,000
CIP-S1-1	Project #36	Environmental Site Assessment Phase 3	146 Commercial Street	Outsource the environmental assessment of the contaminant risk to adjacent properties and determine +	312 - Garage/Workshops/Yards for Equipment/Vehicles/Construction	\$54,000
CIP-S1-1	Project #37	Rosa M Harvey Middleton & Area Library Roof and Ramp/ Walkway	45 Gates Avenue, Middleton	Reshingle roof and replace ramp/walkway	718 - Libraries	\$38,000
CIP-S1-1	Project #38	101 Highway Signs	Exit 18 and 18A Highway 101	Design and erect 2 101 Highway exit signs.	317 - Road Traffic - Signs / Signals	\$10,000
CIP-S1-1	Project #39	Swimming Pool	Off Gates Avenue, Middleton	Municipal contribution to new swimming pool	715 - Swimming Pools	\$80,000



	Project #	Project Name	Project Location (Street, Community, etc.)	Brief Project Description	Expenditure Code	Estimated Total Project Cost
CIP-S1-1	Project #40	4x4 3/4 Ton Truck	295 Marshall Street, Middleton	Purchase of a 4x4 3/4 ton truck	311 - Transportation Machinery / Equipment	\$50,000
CIP-S1-1	Project #41	Speed Signs	West Main Street and Commercial Street, Middleton	Purchase of 2 speed signs to place at entrances to Town	317 - Road Traffic - Signs / Signals	\$7,300
CIP-S1-1	Project #42	Power Pressure Washer/ Steamer	295 Marshall Street, Middleton	Purchase of a power pressure washer/steamer	311 - Transportation Machinery / Equipment	\$5,600
CIP-S1-1	Project #43	Strategic Planning Computer Program	295 Marshall Street, Middleton	Purchase of a program to track vehicle and building repairs and plan for long term investment	123 - Computer Systems for Municipal Office	\$20,000
CIP-S1-1	Project #44	4x4 1/2 Ton Truck	295 Marshall Street, Middleton	Purchase of a 4x4 1/2 ton truck for maintenance	311 - Transportation Machinery / Equipment	\$35,000
CIP-S1-1	Project #45	Dump Truck & Plow	295 Marshall Street, Middleton	Purchase of a dump truck and plow	311 - Transportation Machinery / Equipment	\$120,000
CIP-S1-1	Project #46	4x4 1/2 Ton Truck	295 Marshall Street, Middleton	Purchase of a 4x4 1/2 ton truck for maintenance	311 - Transportation Machinery / Equipment	\$40,000
CIP-S1-1	Project #47	Air Packs	49 Church Street, Middleton	Purchase of 4 air packs for Fire Department	216 - Fire Fighting Equipment	\$40,000
CIP-S1-1	Project #48	Remote Air Filling Station	49 Church Street, Middleton	Purchase of a remote oxygen filling station for Fire Department	216 - Fire Fighting Equipment	\$30,000
CIP-S1-1	Project #49	Pumper Truck	49 Church Street, Middleton	Purchase of a pumper truck for Fire Department	215 - Fire Engines / Other Vehicles	\$600,000
CIP-S1-1	Project #50	Mower	337 Marshall Street, Middleton	Purchase of a mower for recreation facilities	311 - Transportation Machinery / Equipment	\$7,000

Additional Comments (Max 4000 Characters):

Schedule 2: Capital Investment Plan - Project Ranking Criteria Form (optional)

Municipality: Town of Middleton

	Criterion Number	Suggested Criterion	Suggested Criterion Definition	Weight (0-100%)
CIP-S2-1	1	Aesthetic Impacts		
CIP-S2-2	2	Distribution Effects (Local vs. Municipal)		
CIP-S2-3	3	Economic Development Impacts		
CIP-S2-4	4	Environmental Impacts		
CIP-S2-5	5	Environmental Mitigation		
CIP-S2-6	6	Fiscal and Budget Impacts		
CIP-S2-7	7	Health and Safety Impacts		
CIP-S2-8	8	Impact on Deferral		
CIP-S2-9	9	Inter-Municipal Effects		
CIP-S2-10	10	Legal Mandates		
CIP-S2-11	11	Project requires life cycle replacement		
CIP-S2-12	12	Project supports actions of the MCCAP		
CIP-S2-13	13	Public Concern		
CIP-S2-14	14	Relationship to Other Projects		
CIP-S2-15	15	Social Impacts		
CIP-S2-16	16	Sustainability		
CIP-S2-17	17	Uncertainty of Risk		
CIP-S2-18	18	Regulatory Requirements		
CIP-S2-19	19	Other (Please specify)		
CIP-S2-20	20	Other (Please specify)		
Total				**Note: Weightings must sum to equal 100% --> 0

Additional Comments (Max 4000 Characters):



### Schedule 3: Capital Investment Plan - Project Ranking Score Form (optional)

Municipality: Town of Middleton

### Criteria and Related Weights (Rank 1 to 10)

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[illegible]



[illegible]

CIP-S3-1	Project #49	Pumper Truck	\$600,000																				0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CIP-S3-1	Project #50	Mower	\$7,000																				0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments (Max 4000 Characters):



Schedule 4: Capital Investment Plan - Budget Year 1 - 2016/2017

Please note: Code 06 (Federal Gas Tax Reserve Fund) and Code 21 (Gas Tax Funds) are Gas Tax funding codes

Municipality: Town of Middleton

	Project #	Project Name	Expenditure Code	Estimated Total Project Cost	Current Year Project Cost	Municipal Source		Provincial Grant		Federal Grant		Other Sources		Long-Term Borrowing		Cumulative Project Cost to Date
	Year 1 - 2016/2017						Code		Code		Code		Code		Code	
CIP-S4-1	Project #1	Computer System for Office	123	25,000	5,000	5,000	02									
CIP-S4-1	Project #8	Fire Hydrants	417	18,500	3,700	3,700	05									
CIP-S4-1	Project #37	Rosa M Harvey Middleton & Area Library Roof and Ramp/Walkway	718	38,000	8,000	8,000	01									
CIP-S4-1	Project #4	Pressure Release Valve Upgrade	417	25,000	25,000	25,000	05									
CIP-S4-1	Project #9	Crosswalk Signs	317	64,000	28,000	28,000	01									
CIP-S4-1	Project #40	4x4 3/4 Ton Truck	311	50,000	50,000	50,000	10									
CIP-S4-1	Project #2	Reservoir Upgrades	411	150,000	134,710	134,710	06									15,290
CIP-S4-1	Project #14	Street Light Conversion	318	56,000	56,000	56,000	10									
CIP-S4-1	Project #28	Main Street Sanitary Sewer Main	418	946,312	75,000					50,000	22			25,000	42	
CIP-S4-1	Project #32	Marshall Street Storm Sewer Main	320	180,000	180,000	38,863	06			141,137	21					
CIP-S4-1	Project #34	Recreation Parks Improvements	714	290,000	200,000	30,000	01			98,000	25	30,000	34			
CIP-S4-1	Project #34	Recreation Parks Improvements	714	290,000								42,000	31			
CIP-S4-1	Project #35	Community Centre/Fire Hall	214	3,600,000	137,500									137,500	42	
CIP-S4-1	Project #36	Environmental Site Assessment Phase 3	312	54,000	54,000	54,000	04									
CIP-S4-1	Project #38	101 Highway Signs	317	10,000	10,000	10,000	04									
CIP-S4-1	Project #41	Speed Signs	317	7,300	7,300	7,300	10									
CIP-S4-1	Project #42	Power Pressure Washer/Steamer	311	5,600	5,600	5,600	01									
CIP-S4-1	Project #47	Air Packs	216	40,000	40,000	20,000	10	20,000	17							
CIP-S4-1	Project #50	Mower	311	7,000	7,000	7,000	10									
CIP-S4-1	Project #26	Upgrade STP Storage Building	420	4,000	4,000	4,000	10									
CIP-S4-1	Project #27	Lagoon Ladders	420	8,000	8,000	8,000	10									
Totals					\$1,038,810	\$495,173		\$20,000		\$289,137		\$72,000		\$162,500		\$15,290



Additional Comments (Max 4000 Characters):

Provincial Grant-Fire Department Air Packs-Nova Scotia Emergency Services Provider Fund-\$20,000  
Federal Grant-Recreation Skateboard Park-Atlantic Canada Opportunities Agency Canada-150 Community Infrastructure Program-\$98,0000

Schedule 4: Capital Investment Plan - Budget Year 2 - 2017/2018

Please note: Code 06 (Federal Gas Tax Reserve Fund) and Code 21 (Gas Tax Funds) are Gas Tax funding codes

Municipality: Town of Middleton

	Project #	Project Name	Expenditure Code	Estimated Total Project Cost	Current Year Project Cost	Municipal Source		Provincial Grant		Federal Grant		Other Sources		Long-Term Borrowing		Cumulative Project Cost to Date
	Year 2 - 2017/2018						Code		Code		Code		Code			
CIP-S4-1	Project #1	Computer System for Office	123	25,000	5,000	5,000	02									
CIP-S4-1	Project #3	Surge Tank	417	60,000	60,000	60,000	05									
CIP-S4-1	Project #13	Repave School Street	314	40,000	40,000	40,000	10									
CIP-S4-1	Project #18	Repave School Street Sidewalk	315	10,000	10,000	10,000	10									
CIP-S4-1	Project #28	Main Street Sanitary Sewer Main	418	946,312	871,312			580,874	13					290,438	42	
CIP-S4-1	Project #5	Pump Controls Upgrade	417	15,000	15,000	15,000	05									
CIP-S4-1	Project #8	Fire Hydrants	417	18,500	3,700	3,700	05									
CIP-S4-1	Project #19	Pave West Main Street Sidewalk	315	10,000	10,000	10,000	01									
CIP-S4-1	Project #30	Main Street Catchpits	421	30,000	30,000	30,000	01									
CIP-S4-1	Project #34	Recreation Parks Improvements	714	290,000	30,000	20,000	01	10,000	17							
CIP-S4-1	Project #35	Community Centre/Fire Hall	214	3,600,000	262,300									262,300	42	
CIP-S4-1	Project #43	Strategic Planning Computer Program	123	20,000	20,000	20,000	10									
CIP-S4-1	Project #48	Remote Air Filling Station	216	30,000	30,000	30,000	10									
	Totals				\$1,387,312	\$243,700		\$590,874		\$0		\$0		\$552,738		\$0

Additional Comments (Max 4000 Characters):

Provincial Grant-Recreation Parks Improvements Trail Development-Communities, Culture and Heritage-Recreation Development Facility Program Grant-\$10,000



Schedule 4: Capital Investment Plan - Budget Year 3 - 2018/2019

Please note: Code 06 (Federal Gas Tax Reserve Fund) and Code 21 (Gas Tax Funds) are Gas Tax funding codes

Municipality: Town of Middleton

	Project #	Project Name	Expenditure Code	Estimated Total Project Cost	Current Year Project Cost	Municipal Source		Provincial Grant		Federal Grant		Other Sources		Long-Term Borrowing		Cumulative Project Cost to Date
	Year 3 - 2018/2019						Code		Code		Code		Code			
CIP-S4-1	Project #1	Computer System for Office	123	25,000	5,000	5,000	02									
CIP-S4-1	Project #29	Taylor Drive Storm Sewer Main	320	24,200	24,200	24,200	06									
CIP-S4-1	Project #7	Queen Street Water Main	417	22,000	22,000	22,000	05									
CIP-S4-1	Project #15	Rebuild and Repave Victoria Street	314	180,000	180,000									180,000	42	
CIP-S4-1	Project #6	Reservoir Engineering	417	40,000	40,000	40,000	05									
CIP-S4-1	Project #8	Fire Hydrants	417	18,500	3,700	3,700	05									
CIP-S4-1	Project #9	Crosswalk Signs	317	64,000	36,000	36,000	01									
CIP-S4-1	Project #10	Rebuild and Repave Queen Street	314	90,000	90,000									90,000	42	
CIP-S4-1	Project #11	Rebuild and Repave Taylor Drive	314	110,000	110,000	110,000	06									
CIP-S4-1	Project #16	Rebuild and Repave Main Street	314	72,000	72,000					72,000	21					
CIP-S4-1	Project #20	Repave Bridge Street Sidewalk	315	15,000	15,000	15,000	01									
CIP-S4-1	Project #25	Main Street Sanitary Sewer Main	418	75,000	75,000					75,000	21					
CIP-S4-1	Project #31	Queen Street Storm Sewer Main	320	30,000	30,000									30,000	42	
CIP-S4-1	Project #33	Visitor Information Centre	721	70,000	70,000	30,000	01	40,000	17							
CIP-S4-1	Project #35	Community Centre/Fire Hall	214	3,600,000	3,200,200			1,150,000	13	1,150,000	23	650,000	31	250,200	42	
CIP-S4-1	Project #44	4x4 1/2 Ton Truck	311	35,000	35,000	35,000	10									
	Totals				\$4,008,100	\$320,900		\$1,190,000		\$1,297,000		\$650,000		\$550,200		\$0

Additional Comments (Max 4000 Characters):

Provincial Grant-Visitor Information Centre-Communities, Culture and Heritage-Recreation Development Facility Program Grant-\$40,000



Schedule 4: Capital Investment Plan - Budget Year 4 - 2019/2020

Please note: Code 06 (Federal Gas Tax Reserve Fund) and Code 21 (Gas Tax Funds) are Gas Tax funding codes

Municipality: Town of Middleton

	Project #	Project Name	Expenditure Code	Estimated Total Project Cost	Current Year Project Cost	Municipal Source		Provincial Grant		Federal Grant		Other Sources		Long-Term Borrowing		Cumulative Project Cost to Date
	Year 4 - 2019/2020						Code		Code		Code		Code			
CIP-S4-1	Project #1	Computer System for Office	123	25,000	5,000	5,000	02									
CIP-S4-1	Project #8	Fire Hydrants	417	18,500	3,700	3,700	05									
CIP-S4-1	Project #12	Rebuild and Repave Commercial Street	314	120,000	120,000									120,000	42	
CIP-S4-1	Project #17	Rebuild and Repave Commercial Street	314	96,000	96,000					96,000	21					
CIP-S4-1	Project #21	Repave Gates Avenue Sidewalk	315	15,000	15,000	15,000	01									
CIP-S4-1	Project #22	Victoria Street Sanitary Sewer Main	418	100,000	100,000									100,000	42	
CIP-S4-1	Project #23	Commercial Street Sanitary Sewer Main	418	100,000	100,000					100,000	21					
CIP-S4-1	Project #34	Recreation Parks Improvements	714	290,000	40,000	30,000	01	10,000	17							
CIP-S4-1	Project #37	Rosa M Harvey Middleton & Area Library Roof and Ramp/Walkway	718	38,000	30,000	30,000	01									
CIP-S4-1	Project #45	Dump Truck & Plow	311	120,000	120,000									120,000	42	
CIP-S4-1	Project #49	Pumper Truck	215	600,000	600,000									600,000	42	
	Totals				\$1,229,700	\$83,700		\$10,000		\$196,000		\$0		\$940,000		\$0

Additional Comments (Max 4000 Characters):

Provincial Grant-Recreation Parks Improvements Signage-Communities, Culture and Heritage-Recreation Development Facility Program Grant-\$10,000

Schedule 4: Capital Investment Plan - Budget Year 5 - 2020/2021

Please note: Code 06 (Federal Gas Tax Reserve Fund) and Code 21 (Gas Tax Funds) are Gas Tax funding codes

Municipality: Town of Middleton

Project #	Project Name	Expenditure Code	Estimated Total Project Cost	Current Year Project Cost	Municipal Source		Provincial Grant		Federal Grant		Other Sources		Long-Term Borrowing		Cumulative Project Cost to Date
Year 5 - 2020/2021						Code		Code		Code		Code		Code	
CIP-S4-1	Project #1	Computer System for Office	123	25,000	5,000	5,000	02								
CIP-S4-1	Project #8	Fire Hydrants	417	18,500	3,700	3,700	05								
CIP-S4-1	Project #24	Commercial Street Sanitary Sewer Main	418	150,000	150,000					150,000	21				
CIP-S4-1	Project #34	Recreation Parks Improvements	714	290,000	20,000	15,000	01	5,000	17						
CIP-S4-1	Project #39	Swimming Pool	715	80,000	80,000								80,000	42	
CIP-S4-1	Project #46	4x4 1/2 Ton Truck	311	40,000	40,000	40,000	10								
Totals					\$298,700	\$63,700		\$5,000		\$150,000		\$0		\$80,000	\$0

Additional Comments (Max 4000 Characters):

Provincial Grant-Recreation Parks Improvements Tennis Court Lighting-Communities, Culture and Heritage-Recreation Development Facility Program Grant-\$5,000



Schedule 5: Capital Investment Plan - Gas Tax Project Details
Complete For All Current Year Gas Tax Funded Projects (Codes 06 and 21)

Municipality: Town of Middleton Date: 21/06/16 Contact: Marianne Daine Phone: 902-825-2502 Page 17

	Project #	Project Name	Project Category	Total Project Cost	Current Year Planned Gas Tax Expenditure	Gas Tax Project Status	Date Approved by Council	Proposed Project Start Date	Was this Project Undertaken by a Non-Municipal Entity?	DETAILED Project Description: describe location, scope/ size, measurable outcomes, rationale, benefits (# users, dwelling units, volumes, etc.)	Prior Funding from Gas Tax
CIP-S6-1	Project #32	Marshall Street Storm Sewer Main	Wastewater	\$180,000	\$180,000	Not Started	21/03/2016	01/09/2016	No	Replace 1100' of 36" storm sewer on Marshall Street from the corner of Marshall St and King St through to Rotary Park. This will replace the old storm line which has collapsed. This will allow storm water to continue to be diverted from entering the sanitary sewer system. It will also stop flooding and prevent the formation of sink holes.	No
CIP-S6-1	Project #2	Reservoir Upgrades	Drinking Water	\$150,000	\$134,710	Project Underway	07/04/2014	06/07/2015	No	Renew reservoir walls through a complete resurfacing. This will reduce THM levels in the water and stop a 20% loss of water leaking through cracks.	Yes

Additional Comments (Max 4000 Characters):

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Appendix A: Capital Investment Plan		SOURCES OF FINANCING CODES			
Municipal Sources		Provincial Grant	Federal Grant	Other Sources	Long-Term Borrowing
01	Operating Fund - General	11 DMA-PCAP	21 Gas Tax Fund	31 Donations from Organizations	41 Municipal Finance Corporation - Utilities
02	Operating Fund - Water	12 DMA-Building Canada Fund (BCF)	22 Building Canada Fund (BCF)	32 Fund Raising	42 Municipal Finance Corporation - General
03	Operating Fund - Electric	13 DMA-New BCF	23 New BCF	33 Charges for Local Improvements	43 Bank
04	Operating Reserve Fund	14 DMA-FRIIP	24 Green Fund	34 Grants/Contributions from Other Municipalities	44 FCM
05	Special Purpose Tax Reserve Fund	15 DMA-ATAP	25 Other**	35 Public - Private Partnership	45 Other**
06	Federal Gas Tax Reserve Fund	16 DMA-Other**		36 Inter-Municipal Partnerships	
07	Capital Lease/Long-Term Commitment	17 Other**		37 Other**	
08	Lease/Long-Term Commitment	** Legislative authority for these expenditures must be approved prior to inclusion in the capital program.			
09	Other**	** Identify the Source of Financing for items coded Other**.			
10	General Capital Reserve	EXPENDITURE CODES			
				Other Development	

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Appendix A: Capital Investment Plan

SOURCES OF FINANCING CODES

Municipal Sources		Provincial Grant		Federal Grant		Other Sources		Long-Term Borrowing	
01	Operating Fund - General	11	DMA-PCAP	21	Gas Tax Fund	31	Donations from Organizations	41	Municipal Finance Corporation - Utilities
02	Operating Fund - Water	12	DMA-Building Canada Fund (BCF)	22	Building Canada Fund (BCF)	32	Fund Raising	42	Municipal Finance Corporation - General
03	Operating Fund - Electric	13	DMA-New BCF	23	New BCF	33	Charges for Local Improvements	43	Bank
04	Operating Reserve Fund	14	DMA-FRIIP	24	Green Fund	34	Grants/Contributions from Other Municipalities	44	FCM
05	Special Purpose Tax Reserve Fund	15	DMA-ATAP	25	Other**	35	Public - Private Partnership	45	Other**
06	Federal Gas Tax Reserve Fund	16	DMA-Other**			36	Inter-Municipal Partnerships		
07	Capital Lease/Long-Term Commitment	17	Other**			37	Other**		
08	Lease/Long-Term Commitment	** Legislative authority for these expenditures must be approved prior to inclusion in the capital program.							
09	Other**								
10	General Capital Reserve								

General

Transportation

Environmental Health

Other Development

121	Municipal Administrative Building	311	Transportation Machinery / Equipment	411	Reservoirs	611	Community Development
122	Office Equipment	312	Garages/Workshops/Yards for Equipment/Vehicles/Construction	412	Water Supply Wells	612	Residential Land Development
123	Computer Systems for Municipal Office	313	Walking Trails and Pathways	413	Water Supply Pipelines	613	Housing - Low Rental
124	Multipurpose Buildings	314	Roads / Streets	414	Water Supply Treatment Facilities	614	Housing - Senior Citizens
125	Capacity Building Projects	315	Sidewalks / Curbs / Gutters	415	Water Supply Treatment Equipment	615	Industrial Park / Commission
126	Broadband Connectivity	316	Bridges	416	Water Storage	616	Other Environmental Developmental Services
127	Community Energy Infrastructure	317	Road Traffic - Signs / Signals	417	Water Distribution Systems		
128	Other General	318	Street Lights	418	Wastewater Collection Systems		
		319	Parking Lot / Meters	419	Wastewater Lift Stations and Force Mains		
		320	Storm Sewers	420	Wastewater Treatment		
		321	Airport / Airfields - Facilities	421	Storm Sewers		
		322	Airport / Airfields - Equipment	422	Solid Waste Landfill		
		323	Transit Garages / Offices / Buildings	423	Solid Waste Transfer Station		
		324	Transit Equipment	424	Solid Waste Material Recovery Facility		
		325	Transit Buses	425	Solid Waste Compost Facility		
		326	Transit for the Disabled Buses / Handi - Vans	426	Brownfield Development		
		327	Transit Shelters / Terminals	427	Disaster Mitigation Projects		
		328	Highways	428	Other Environmental Health Services		
		329	Short-Sea Shipping				
		330	Short-Line Rail				
		331	Other Transportation Services				

Protective

Public Health and Welfare

Electric Light Utility

211	Police Buildings	511	Cemeteries / Crematoriums	811	Electrical Generating Equipment / Facilities
212	Police Vehicles			812	Electrical Distribution Systems
213	Court Facilities				
214	Fire Stations / Buildings				
215	Fire Engines / Other Vehicles				
216	Fire Fighting Equipment				
217	Fire Alarm Systems				
218	Other Protective Services				



TOWN OF MIDDLETON  
BUDGET SUMMARY 2016/2017

**SUMMARY OF EXPENSE**

	PREV YEAR ACTUAL	2015/16 ACTUAL	2015/16 BUDGET	2016/17 BUDGET	BUDGET INC	% INC.	% OF TOTAL
1. General Gov't	390,721	494,090	528,619	459,560	-69,059	-13.06	11.90
2. Police Protection	592,969	613,556	616,539	633,027	16,488	2.67	16.39
3. Fire Protection	130,152	113,948	128,806	143,526	14,720	11.43	3.72
3a. Hydrant Rental	113,225	119,744	119,744	129,428	9,684	8.09	3.35
4. Oth Protec Serv	13,124	13,736	13,500	14,000	500	3.70	0.36
5. Transportation Serv	575,025	524,048	581,167	585,930	4,763	0.82	15.17
6. Enviromental Health	356,423	410,305	449,575	404,983	-44,592	-9.92	10.48
7. Pub Health & Welfare	2,000	500	500	0	-500	-100.00	0.00
8. Env Dev Services	176,585	184,860	196,712	192,496	-4,216	-2.14	4.98
9. Recreation Services	325,064	389,271	374,500	416,051	41,551	11.10	10.77
10. Fiscal Services	883,397	888,582	905,248	884,376	-20,872	-2.31	22.89
<b>TOTAL EXPENSE</b>	<b>\$3,558,685</b>	<b>\$3,752,639</b>	<b>\$3,914,910</b>	<b>\$3,863,377</b>	<b>-\$51,533</b>	<b>-1.32%</b>	<b>100.00%</b>

**SUMMARY OF REVENUE**

1. Tax Revenue & GIL	2,317,253	2,385,619	2,378,672	2,450,122	71,450	<b>3.00</b>	63.42
2. Spec Assmts	425,903	439,298	454,329	411,382	-42,947	<b>-9.45</b>	10.65
3. Tax on County Rate	63,565	69,680	69,673	43,660	-26,013	<b>-37.34</b>	1.13
4. Tax & GIL (not on rate)	124,198	109,040	120,541	118,333	-2,208	<b>-1.83</b>	3.06
5. Serv to Oth Govts	107,273	92,641	91,613	83,129	-8,484	<b>-9.26</b>	2.15
6. Sale of Services	98,106	92,633	103,094	104,531	1,437	<b>1.39</b>	2.71
7. Rev own Sources	137,574	143,487	143,316	144,338	1,022	<b>0.71</b>	3.74
8. Unconditional Tfrs	338,661	338,673	338,674	338,684	10	<b>0.00</b>	8.77
9. Conditional Tfrs	39,929	81,941	67,272	42,998	-24,274	<b>-36.08</b>	1.11
10. Tfrs Fr Oth Funds	60,003	147,726	147,726	126,200	-21,526	<b>0.00</b>	3.27
11. Transfer From own Agency	0	0	0	0	0	<b>0.00</b>	0.00
<b>TOTAL REVENUE</b>	<b>\$3,712,465</b>	<b>\$3,900,738</b>	<b>\$3,914,910</b>	<b>\$3,863,377</b>	<b>-\$51,533</b>	<b>-1.32%</b>	<b>100.00%</b>
<b>SURPLUS(DEFICIT)</b>	<b>\$153,780</b>	<b>\$148,099</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>0</b>

TOWN OF MIDDLETON  
TAX RATE SUMMARY  
2016/2017

COMMERCIAL RATE	0.043	RESIDENTIAL RATE	0.0182
SPEC.LEGISLATION(COUNTY RATE	0.0186	SEASONAL TOURIST	0.0323
FARM ACREAGE RATE	2.98 /ACRE		
FORREST TAXABLE(UNDER50000)	0.25 /ACRE		
ACRES			

RESIDENTIAL REVENUE	88,188,800	assmt	to#11111	1,605,036
COMMERCIAL REVENUE	16,557,300	assmt	to#11121	711,964
SPEC LEGISLATION REVENUE	1,864,400	assmt	to#11122	34,678
SEASONAL TOURIST PROPERTY	278,500	assmt	to#11122	8,982
RESOURCE PROPERTY REV	216,400	assmt	to#11151	3,938
BUS OCCUPANCY REVENUE	0	assmt	to#11411	0
GIL FEDERAL-COMMERCIAL	760,700	assmt	to#12111	32,710
GIL FEDERAL-RESOURCE	2,700	assmt	to#12111	49
PROVINCIAL GIL-COMMERCIAL	2,239,300	C-assmt	to#12311	96,290
PROVINCIAL GIL-RESIDENTIAL	0	R-assmt	to#12311	0
PROVINCIAL GIL -RESOURCE	7,400	R-assmt	to#12311	135
FARM ACREAGE grant	205 acres		to#16286	611
FORREST ACREAGE(UNDER 50000 ACRES)	163 acres		to#11153	41
<b>TOTALS</b>	<b>110,115,500</b>			<b>2,494,433</b>

**COMMERCIAL ASSESSMENT**

16,557,300
1,864,400
0
760,700
278,500
2,239,300
<u>21,700,200</u>
110,115,500

**RESIDENTIAL ASSESSMENT**

88,188,800
216,400
7,400
0
2,700
<u>88,415,300</u>

1 Cent on  
TAX RATE

2,170

8,842

\$11,012

TOWN OF MIDDLETON  
BUDGET 2016/2017  
REVENUE

<u>DESCRIPTION</u>	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/16</u>	<u>Curr 15/16 Budget</u>	<u>2016/17 Budget</u>
R-E-V-E-N-U-E				
TAXATION-REAL				
01-110-111-1001-TAXATION RESIDENTIAL	1,517,968	1,567,507	1,567,140	1,605,036
01-110-111-1002-COMMERCIAL TAXABLE	660,142	677,232	676,421	711,964
01-110-111-1065-COMM SP. LEGISLATION	63,565	69,680	69,673	43,660
01-110-111-1003-RESOURCE TAXABLE	3,827	3,890	3,890	3,938
01-110-111-1006-FOREST TAXABLE	41	41	41	41
01-110-111-1005-FARM ACREAGE TAXABLE	0	0	0	0
SUB TOTAL	2,245,543	2,318,350	2,317,165	2,364,639
TAXATION-SPECIAL				
01-110-112-1060-SIDEWALK ANNUAL CHG	0	0	0	
01-110-112-1061-SEWER ANNUAL ENT	0	400	600	600
01-110-112-1062-SEWER USAGE CHARGE	425,903	438,898	453,729	410,782
SUB TOTAL	425,903	439,298	454,329	411,382
TAXATION-BUSINESS				
01-110-114-1041-BUSINESS OCCUPANCY	0	0	0	0
01-110-114-1042-BASED ON REV.MT&T	13,859	13,098	13,098	10,894
01-110-114-1043-POWER CORP-HST	18,764	13,670	18,000	18,000
SUB TOTAL	32,623	26,768	31,098	28,894
OTHER TAXES				
01-110-119-1064-DEED TRANSFER TAX	67,156	57,838	65,000	65,000
SUB TOTAL	67,156	57,838	65,000	65,000
GIL-FEDERAL				
01-110-121-1070-FEDERAL (GIL)	35,697	35,785	33,391	32,759
SUB TOTAL	35,697	35,785	33,391	32,759
GIL-PROVINCIAL				
01-110-123-1071-REAL PROPERTY	99,618	101,205	97,830	96,425
01-110-123-1072-FIRE PROTECTION	23,923	23,923	23,931	23,931
SUB TOTAL	123,541	125,128	121,761	120,356

TOWN OF MIDDLETON  
BUDGET 2016/2017  
REVENUE

	<b>Prev Year <u>Actual</u></b>	<b>Actual YTD <u>Mar 31/16</u></b>	<b>Curr 15/16 <u>Budget</u></b>	<b>2016/17 <u>Budget</u></b>
<b>GIL-PROV AGENCIES</b>				
01-110-124-1073-NSLC	0	0	0	0
01-110-124-1074-NSPC	455	471	471	467
<b>SUB TOTAL</b>	<b>455</b>	<b>471</b>	<b>471</b>	<b>467</b>
<b>SERV PROVID OTH GOVTS</b>				
01-110-133-1080-GEN GOV'T (ANNA CO)	2,434	2,482	2,482	2,998
01-110-133-1081-FIRE(ANNAPOLIS CO)	74,431	72,031	72,131	72,131
01-110-133-1083-PLANNING	22,408	10,128	9,000	0
01-110-133-1084-RECREATION(ANNA CO)	8,000	8,000	8,000	8,000
<b>SUB TOTAL</b>	<b>107,273</b>	<b>92,641</b>	<b>91,613</b>	<b>83,129</b>
<b>SALE OF SERVICES</b>				
01-110-141-1100-GEN GOV'T SERVICE	31,156	33,619	37,871	36,257
01-110-141-1102-TRANSPORTATION RENT	66,351	58,515	64,523	67,774
01-110-141-1103-RECREATION RENTAL	600	500	700	500
<b>SUB TOTAL</b>	<b>98,106</b>	<b>92,633</b>	<b>103,094</b>	<b>104,531</b>
<b>OTHER REV FROM OWN SOURCES</b>				
01-110-151-1120-LICENSES-TAXI,ETC.	80	115	0	0
01-110-151-1121-LICENSE-DOG	25	25	25	25
01-110-151-1122-BUILDING FEES	9,727	3,958	6,500	3,250
01-110-151-1123-PLANNING FEES	500	1,250	1,500	1,500
01-110-151-1124-DRIVEWAY/Bldg. PERMITS	175	525	350	350
01-110-151-1125-FINES	1,058	3,675	1,000	1,000
01-110-151-1126-RENTS	19,188	14,298	23,341	22,613
01-110-151-1127-CONCESSIONS/FRANCHISE	0	0	0	0
01-110-151-1128-INT DEPOSIT REC'D	2,206	1,836	3,000	3,000
01-110-151-1129-INT SUNDRY	387	232	100	100
01-110-151-1130-INT RATES & TAXES	56,238	62,677	55,000	55,000
01-110-151-1131-DONATIONS-RECREATION	530	0	0	0
01-110-151-1132-PROGRAMS-RECREATION	38,641	54,451	50,000	55,000
01-110-151-1133-DONATIONS-OTHER	0	0	0	0
01-110-151-1134-MISC JOBBING TAX CERT	2,612	445	2,500	2,500
01-110-151-1135-WCB RECOVERIES	6,208	0	0	0
<b>SUB TOTAL</b>	<b>137,574</b>	<b>143,487</b>	<b>143,316</b>	<b>144,338</b>
<b>UNCOND TFRS FR OTH GOV</b>				
<b>FEDERAL</b>				
01-110-161-1150-CANADA WORKS GRANT	0	0	0	0
01-110-161-1151-GAS TAX	0	0	0	0
<b>SUB TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

TOWN OF MIDDLETON  
BUDGET 2016/2017  
REVENUE

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/16</u>	<u>Curr 15/16 Budget</u>	<u>2016/17 Budget</u>
<b>PROVINCIAL</b>				
01-110-162-1152-ICE CONTROL				
01-110-162-1153-DMA (EQUALIZATION)	338,073	338,073	338,073	338,073
01-110-162-1154-FARM ACREAGE	588	600	601	611
01-110-162-1155-COMMERCIAL EQUIPMENT	0	0	0	0
01-110-163-1156-TRANSITION GRANT	0	0	0	0
<b>SUB TOTAL</b>	<b>338,661</b>	<b>338,673</b>	<b>338,674</b>	<b>338,684</b>
<b>COND TFRS FR OTH GOV</b>				
<b>FEDERAL</b>				
01-110-171-1170-EXCISE & NSHT RECOV	7,399	5,986	5,000	5,000
<b>SUB TOTAL</b>	<b>7,399</b>	<b>5,986</b>	<b>5,000</b>	<b>5,000</b>
<b>PROVINCIAL</b>				
01-110-175-1171-EMO GRANTS	1,000	1,000	1,000	1,000
01-110-175-1172-OTHER(COMPASS)	0	40,000	40,000	0
01-110-175-1173-THROUGH STREETS	0	0	0	0
01-110-175-1176-COMM. DEVELOPMENT	0	0	0	0
01-110-175-1177-RECREATION	31,531	34,954	21,272	36,998
<b>SUB TOTAL</b>	<b>32,531</b>	<b>75,954</b>	<b>62,272</b>	<b>37,998</b>
<b>OTHER TRANSFERS</b>				
<b>ASSET VALUATION ALLOWANCES &amp; EQUITY</b>				
01-110-191-1200-VALUATION ALL-TAXES	0	0	0	0
01-110-191-1201-VALUATION ALL-AREA RATE	0	0	0	0
01-110-191-1202-VALUATION ALL-OTHER	0	0	0	0
01-110-191-1203-SURPLUS PRIOR YEAR	0	107,726	107,726	0
01-110-191-1204-TFR REV RESERVE	60,003	40,000	40,000	126,200
<b>SUB TOTAL</b>	<b>60,003</b>	<b>147,726</b>	<b>147,726</b>	<b>126,200</b>
<b>TRANSFERS FROM OWN AGENCIES</b>				
01-110-193-1220-VWRMA DEBT RECOVERY	0	0	0	0
<b>SUB TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES</b>	<b>3,712,465</b>	<b>3,900,738</b>	<b>3,914,910</b>	<b>3,863,377</b>

TOWN OF MIDDLETON  
BUDGET 2016/2017  
GENERAL GOVERNMENT SERVICES

	Prev Year <u>Actual</u>	Actual YTD <u>Mar 31/16</u>	Curr 15/16 <u>Budget</u>	2016/17 <u>Budget</u>
<b><u>DESCRIPTION</u></b>				
<b>E-X-P-E-N-D-I-T-U-R-E-S</b>				
<b>GENERAL GOV'T SERVICES</b>				
<b>LEGISLATIVE</b>				
01-210-211-2000-MAYOR'S STIPEND	11200	11200	11200	11200
01-210-211-2024-MAYOR'S TRAV EXP	622	450	1523	1446
01-210-211-2001-COUNCIL'S STIPEND	39550	39550	39550	39550
01-210-211-2034-COUNCIL'S TRAVEL EXP	3947	4086	5431	9204
SUB TOTAL	55319	55286	57704	61400
<b>ADMINISTRATIVE</b>				
01-210-212-2009-T.H. LIGHTS	16171	14640	16000	16000
01-210-212-2027-T. H. REPAIRS	6443	9199	13465	8465
01-210-212-2013-T.H. SUPPLIES	1158	1587	1450	1450
01-210-212-2010-T.H. INSURANCE	1372	1413	1413	1525
01-210-212-2002-T.H. SALARY	600	2241	645	2642
01-210-212-2011-T.H. FUEL	5330	3389	7000	7000
01-210-212-2012-T.H. JANITOR	9389	9577	9608	10906
01-210-212-2020-T.H. OTHER-TAX,WATER	1456	1100	1475	1475
01-210-212-2003-T.H. WAGES	52	0	0	0
SUB TOTAL	41971	43145	51056	49463
<b>FINANCIAL</b>				
01-210-213-2002-FIN OFFICE SALARY	171647	180864	180181	184580
01-210-213-2022-FIN LEGAL	6251	12620	21000	21000
01-210-213-2023-FIN AUDITORS	10867	10637	12000	12000
01-210-213-2017-FIN OFFICE SUPPLIES	7100	6622	8150	9750
01-210-213-2016-FIN POSTAGE	2307	3412	3200	3200
01-210-213-2015-FIN TELEPHONE	6954	7129	8500	8500
01-210-213-2018-FIN EQUIP RENT & SERV	3860	7826	10108	4747
01-210-213-2032-FIN MISC	11532	85093	89800	4891
01-210-213-2033-FIN GIFTS,FLOWERS & MEMORIALS.	4273	2383	4900	4900
SUB TOTAL	224791	316585	337839	253568
<b>TAXATION</b>				
01-210-214-2040-TAX C B & TAX SALE	307	586	0	0
01-210-214-2042-TAX. EXEMPT WIDOWS	500	700	1500	1500
01-210-214-2043-TAX EXEMPT 25(A)	10322	10629	10490	10572
SUB TOTAL	11128	11915	11990	12072

TOWN OF MIDDLETON  
BUDGET 2016/2017  
GENERAL GOVERNMENT SERVICES

	<b>Prev Year <u>Actual</u></b>	<b>Actual YTD <u>Mar 31/16</u></b>	<b>Curr 15/16 <u>Budget</u></b>	<b>2016/17 <u>Budget</u></b>
<b>OTH GENERAL SERV</b>				
01-210-219-2050-GEN ELECT RATE PAYER	0	0	0	10083
01-210-219-2024-GEN CONV DELEG	1591	1886	2100	2100
01-210-219-2025-GEN TRAINING	5202	7438	7450	7450
01-210-219-2026-GEN UNSM&AMA DUES	3389	3532	3650	3650
01-210-219-2004-FRIDGE BEN (EMPLOYER)	46669	50911	56330	59274
01-210-219-2006-OTHER BENEFITS(ACCR	660	3391	500	500
01-210-219-2005-WCB	0	0	0	0
SUB TOTAL	57512	67158	70030	83057
<b>DEPARTMENT TOTAL</b>	<b>390721</b>	<b>494090</b>	<b>528619</b>	<b>459560</b>

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TOWN OF MIDDLETON  
BUDGET 2016/2017  
POLICE PROTECTIVE SERVICES

DESCRIPTION	Prev Year <u>Actual</u>	Actual YTD <u>Mar 31/16</u>	Curr 15/16 <u>Budget</u>	2016/17 <u>Budget</u>
<b>POLICE COMMISSION</b>				
01-220-220-2007-HONORARIA	0	0	0	0
01-220-220-2024-OTHER EXP	198	0	500	500
<b>SUB TOTAL</b>	<u>198</u>	<u>0</u>	<u>500</u>	<u>500</u>
<b>CRIME INVEST &amp; PREV</b>				
01-220-222-2008-POL SERV CONT	544,982	556,396	558,605	578,095
01-220-222-2035-SHARED SERVICES	32,994	33,820	33,820	35,140
01-220-222-2071-MISC EXPENSE	715	1,003	0	1,354
01-220-222-2024-TRAVEL & MEALS	0	0	0	0
<b>SUB TOTAL</b>	<u>578,691</u>	<u>591,219</u>	<u>592,425</u>	<u>614,589</u>
<b>TRAFFIC ACTIVITIES</b>				
01-220-223-2003-WAGES-CROSS GUAR	7,841	8,287	8,599	9,329
01-220-223-2080-EQUIP-CROSS GUAR	27	476	350	500
01-220-223-2004-FRINGE BENEFITS	570	672	575	750
<b>SUB TOTAL</b>	<u>8,438</u>	<u>9,435</u>	<u>9,524</u>	<u>10,579</u>
<b>STATIONS &amp; BLDGS</b>				
01-220-225-2090-STATIONS(BLDG REN	5,565	11,523	13,540	6,559
<b>SUB TOTAL</b>	<u>5,565</u>	<u>11,523</u>	<u>13,540</u>	<u>6,559</u>
<b>POLICE SERVICES OTH</b>				
01-221-227-2022-OTH SERV LEGAL	78	1,379	550	800
<b>SUB TOTAL</b>	<u>78</u>	<u>1,379</u>	<u>550</u>	<u>800</u>
<b>DEPARTMENT TOTAL</b>	<u><b>592,969</b></u>	<u><b>613,556</b></u>	<u><b>616,539</b></u>	<u><b>633,027</b></u>



TOWN OF MIDDLETON  
BUDGET 2016/2017  
PROTECTIVE SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/16</u>	<u>Curr 15/16 Budget</u>	<u>2016/17 Budget</u>
<u>DESCRIPTION</u>				
PROTECTIVE SERV FIRE				
FIRE PROTECTION SERV				
01-221-240-2100-FIRE CHIEFS EXP	1203	336	2000	2000
01-221-240-2015-ALARMS(TELEPHONE)	10708	10517	12000	12000
01-221-240-2101-HYDRANT RENTAL	113225	119744	119744	129428
01-221-240-2025-TRAINING	4713	13741	11500	12000
01-221-240-2024-TRAVEL& CONV.	2372	3351	2500	3500
SUB TOTAL	132220	147689	147744	158928
STATIONS & BLDGS				
01-221-241-2010-INSURANCE	2526	2602	2602	1774
01-221-241-2027-REPAIR	16396	10326	12500	12500
01-221-241-2011-FUEL	11024	6026	12000	12000
01-221-241-2009-LIGHTS	4514	5138	5500	5500
01-221-241-2020-WATER	494	522	500	500
01-221-241-2012-JANITOR	2700	2700	2700	5000
01-221-241-2013-JANITOR SUPPLIES	1868	1929	2000	2000
SUB TOTAL	39521	29243	37802	39274
FIRE FIGHTING EQUIP				
01-221-242-2110-HOSE & COUPL	4800	4034	4500	9100
01-221-242-2019-EQUIP GAS	3448	2607	4500	4500
01-221-242-2028-VEHICLE REPAIR	15557	11900	10500	15000
01-221-242-2010-VEHICLE INSUR	5104	5004	5004	3652
01-221-242-2030-CLOTHING & BOOTS	14623	10950	10500	14500
01-221-242-2029-RADIO REPAIR	5096	4514	5500	5500
01-221-242-2111-OTHER EQUIP	11129	7062	10000	10000
01-221-242-2112-OTHER	4698	5163	5000	5000
SUB TOTAL	64454	51233	55504	67252
OTHER FIRE EXP				
01-221-243-2007-HONORARIA	4500	3750	4500	4500
01-221-243-2010-LIAB INSUR	2089	1567	2000	2000
01-221-243-2120-MISC(ADV,SUBS)	593	210	1000	1000
01-221-243-2121-DONATIONS	0	0	0	0
SUB TOTAL	7182	5527	7500	7500
<b>DEPARTMENT TOTAL</b>	<b>243377</b>	<b>233692</b>	<b>248550</b>	<b>272954</b>

TOWN OF MIDDLETON  
BUDGET 2016/2017  
OTHER PROTECTIVE SERVICES

<u>DESCRIPTION</u>	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/16</u>	<u>Curr 15/16 Budget</u>	<u>2016/17 Budget</u>
EMERGENCY MEASURES				
01-221-244-2007-EMO HONORARIUM	0	0	0	0
01-221-244-2130-EMO OTHER EXP	1000	1000	1000	1000
01-221-244-2131-REGIONAL EMO	5297	5143	5500	5500
SUB TOTAL	6297	6143	6500	6500
OTHER PROTECTIVE SERVICES				
01-221-245-2140-ANIMAL & PEST CONT	6827	7593.1	7000	7500
SUB TOTAL	6827	7593.1	7000	7500
DEPARTMENT TOTAL	13124	13736	13500	14000

TOWN OF MIDDLETON  
BUDGET 2016/2017  
TRANSPORTATION SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/16</u>	<u>Curr 15/16 Budget</u>	<u>2016/17 Budget</u>
<b>DESCRIPTION</b>				
<b>TRANSPORTATION SERVICES</b>				
<b>COMMON EQUIPMENT</b>				
01-230-260-2002-EQUIP SALARY	7,447	9,880	7,645	11,651
01-230-260-2003-EQUIP WAGE	286	260	0	0
01-230-260-2019-EQUIP GAS	32,362	18,758	25,000	25,000
01-230-260-2010-EQUIP INSUR	5,516	5,525	5,525	4,190
01-230-260-2028-EQUIP REPAIR	35,344	37,141	40,000	40,000
<b>SUB TOTAL</b>	<b>80,955</b>	<b>71,564</b>	<b>78,170</b>	<b>80,841</b>
<b>SMALL TOOLS &amp; EQUIP</b>				
01-230-261-2150-SMALL TOOLS	9,202	10,163	12,706	10,096
<b>SUB TOTAL</b>	<b>9,202</b>	<b>10,163</b>	<b>12,706</b>	<b>10,096</b>
<b>WORKSHOPS YDS &amp; BLDG</b>				
01-230-262-2002-WRKSHOP SALARY	10,816	8,440	10,846	9,953
01-230-262-2003-WRKSHOP WAGES	156	117	0	0
01-230-262-2009-WRKSHOP LIGHTS	2,464	2,459	5,500	3,500
01-230-262-2011-WRKSHOP FUEL	4,751	2,050	6,000	4,000
01-230-262-2015-WRKSHOP TELEPHONE	5,632	6,930	5,000	7,500
01-230-262-2020-WRKSHOP WATER	371	579	500	600
01-230-262-2010-WRKSHOP INSURANCE	672	691	691	1,890
01-230-262-2027-WRKSHOP REPAIR	8,771	6,233	5,350	5,300
<b>SUB TOTAL</b>	<b>33,633</b>	<b>27,498</b>	<b>33,887</b>	<b>32,743</b>
<b>LIABILITY</b>				
01-230-263-2010-LIAB INS/DAMAGE	9,572	12,641	10,017	10,275
<b>SUB TOTAL</b>	<b>9,572</b>	<b>12,641</b>	<b>10,017</b>	<b>10,275</b>
<b>ENGINEERING</b>				
01-230-264-2021-SURVEY & ENGINEER	1,369	0	400	1,200
<b>SUB TOTAL</b>	<b>1,369</b>	<b>0</b>	<b>400</b>	<b>1,200</b>

TOWN OF MIDDLETON  
BUDGET 2016/2017  
TRANSPORTATION SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/16</u>	<u>Curr 15/16 Budget</u>	<u>2016/17 Budget</u>
<b>ROADS &amp; STREETS</b>				
01-230-265-2002-SALARY	117,662	122,653	132,022	141,962
01-230-265-2003-WAGES	12,997	1,360	0	0
01-230-265-2004-FRINGE BENEFITS	63,530	55,446	64,955	76,070
01-230-265-2160-CHLORIDE	0	0	0	0
01-230-265-2161-SAND&GRAVEL	3,754	5,787	7,342	10,000
01-230-265-2162-PATCHING	67,322	69,866	76,869	61,869
01-230-265-2163-STORM SEWER MAINT.	618	4,670	3,000	5,000
01-230-265-2005-W C B	0	0	0	0
01-230-265-2030-SAFETY SUPPLIES	1,610	4,223	5,831	5,831
01-230-265-2025-TRAINING	8,543	4,403	5,370	7,810
01-230-265-2164-SUPPLY & EXPENSE	8,983	5,872	7,800	8,800
01-230-265-2029-RADIO REP./RENTAL	311	311	400	400
01-230-266-2002-SNOW-SALARY	42,366	28,353	43,216	33,436
01-230-266-2003-SNOW WAGES	16,525	5,018	0	0
01-230-266-2170-SNOW CHLORIDE&CART/	28,594	29,435	30,000	30,000
01-230-266-2171-SNOW EQUIP RENTAL	2,111	1,199	2,000	2,000
<b>SUB TOTAL</b>	<b>374,926</b>	<b>338,596</b>	<b>378,805</b>	<b>383,178</b>
<b>STREET LIGHTING</b>				
01-230-267-2009-ST LIGHTING NSPC	28,286	24,968	26,182	26,182
01-230-267-2180-ST LIGHTING MATERIAL	710	2,894	1,500	1,915
<b>SUB TOTAL</b>	<b>28,996</b>	<b>27,862</b>	<b>27,682</b>	<b>28,097</b>
<b>TRAFFIC SERVICES</b>				
01-230-268-2190-TRAFFIC SERV SIGN	0	1,400	4,000	4,000
01-230-268-2191-TRAFFIC SERV PAINT	14,371	13,323	14,500	14,500
<b>SUB TOTAL</b>	<b>14,371</b>	<b>14,723</b>	<b>18,500</b>	<b>18,500</b>
<b>PARKING SERVICES</b>				
01-230-269-2200-PARK LOT RENTALS	0	0	0	0
<b>SUB TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PUBLIC TRANSIT</b>				
01-230-270-2210-OTHER	22,000	21,000	21,000	21,000
	22,000	21,000	21,000	21,000
<b>DEPARTMENT TOTAL</b>	<b>575,025</b>	<b>524,048</b>	<b>581,167</b>	<b>585,930</b>

TOWN OF MIDDLETON  
BUDGET 2016/2017  
ENVIRONMENTAL HEALTH SERVICES

DESCRIPTION	Prev Year <u>Actual</u>	Actual YTD <u>Mar 31/16</u>	Curr 15/16 <u>Budget</u>	2016/17 <u>Budget</u>
ENVIRONMENTAL HEALTH SERV				
SEWAGE COLLECTION SYSTEM				
01-240-300-2002-COLL SALARY	3490	2642	3450	3116
01-240-300-2003-COLL WAGES	0	0	0	0
01-240-300-2220-COLL SUPP & EXP	9151	2340	6000	6000
01-240-300-2221-COLL CLEANING	0	10426	10000	5000
SUB TOTAL	12641	15408	19450	14116
SEWAGE LIFT STATIONS				
01-240-301-2002-LIFT STN SALARY	5439	7709	10396	9090
01-240-301-2003-LIFT STN WAGES	20	520	0	0
01-240-301-2009-LIFT STN POWER	6999	6761	6281	6900
01-240-301-2230-LIFT STN SUPP & EXP	5449	4321	12189	12392
01-240-301-2231-LIFT STN EQUIP REPA	469	12117	11650	6000
SUB TOTAL	18376	31428	40516	34382
SEWAGE TREATMENT & DISPOSAL				
01-240-302-2002-TREAT SALARY	37641	43992	54903	51877
01-240-302-2003-TREAT WAGES	7783	39	0	0
01-240-302-2009-TREAT POWER	56787	53550	52572	52000
01-240-302-2240-TREAT UV	12388	18787	16805	2000
01-240-302-2241-TREAT OTH CHEMICAL	0	0	0	0
01-240-302-2005-TREAT WCB	0	0	0	0
01-240-302-2242-TREAT SUPP & EXP	44551	66421	75924	72385
01-240-302-2015-TREAT TELEPHONE	1551	1666	1500	1500
01-240-302-2243-TREAT EQPT/MOTOR I	4192	5060	5000	5000
01-240-302-2028-TREAT VEHICLES (POI	10119	8945	8816	8649
01-240-302-2020-TREAT WATER	304	326	400	400
SUB TOTAL	175315	198786	215920	193811
GARBAGE & WASTE COLLECTION & DISPOSAL				
01-240-303-2002-WST COLL SALARY	0	0	0	0
01-240-303-2003-WST COLL WAGES	0	0	0	0
01-240-303-2251-OTH COLL EXP	5564	8815	8100	8600
01-240-303-2252-WST/RECYCL CONT	139926	142555	150589	146074
SUB TOTAL	145490	151370	158689	154674
OTHER				
01-240-304-2002-OTHER SALARY	0	0	0	0
01-240-304-2003-OTHER WAGES	0	0	0	0
01-240-304-2260-OTHER EXP-CONTRAC	4601	13313	15000	8000
SUB TOTAL	4601	13313	15000	8000
<b>DEPARTMENT TOTAL</b>	<b>356423</b>	<b>410305</b>	<b>449575</b>	<b>404983</b>

TOWN OF MIDDLETON  
BUDGET 2016/2017  
PUBLIC HEALTH WELFARE SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/16</u>	<u>Curr 15/16 Budget</u>	<u>2016/17 Budget</u>
<u>DESCRIPTION</u>				
HEALTH & WELFARE SERVICES				
PUBLIC HEALTH				
01-250-320-2270-MENTAL HEALTH	0	0	0	0
01-250-302-2271-OTHERS	0	0	0	0
SUB TOTAL	0	0	0	0
OTHER HEALTH				
01-250-321-2280-NURSING(VON)	0	0	0	0
01-250-321-2281-OTHERS	0	0	0	0
SUB TOTAL	0	0	0	0
SOCIAL WELFARE ADMIN				
01-250-322-2290-ADMIN & PLACEMENT	0	0	0	0
SUB TOTAL	0	0	0	0
SOCIAL WELFARE SERVICES				
01-250-323-2300-MUNICIPAL HOMES	0	0	0	0
01-250-323-2301-PRIVATE HOMES	0	0	0	0
01-250-323-2302-CHILD WELFARE	0	0	0	0
SUB TOTAL	0	0	0	0
SOCIAL WELFARE				
01-250-323-2303-OTHER EMP PROJECT	2000	500	500	0
SUB TOTAL	2000	500	500	0
<b>DEPARTMENT TOTAL</b>	<b>2000</b>	<b>500</b>	<b>500</b>	<b>0</b>

TOWN OF MIDDLETON  
BUDGET 2016/2017  
OTHER ENVIRONMENTAL DEVELOPMENT SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/16</u>	<u>Curr 15/16 Budget</u>	<u>2016/17 Budget</u>
<b>DESCRIPTION</b>				
<b>OTHER ENV DEV SERVICES</b>				
<b>PLANNING &amp; ZONING</b>				
01-260-340-2002-ADMIN SALARIES	14,869	9,768	9,628	10,026
01-260-340-2003-ADMIN WAGES	17,233	23,355	17,200	0
01-260-340-2008-ADMIN CONTRACT	35,679	49,034	48,210	69,100
01-260-340-2004-FRINGE COSTS	5,382	4,819	3,681	2,148
01-260-340-2005-WCB	0	0	0	0
01-260-340-2310-PROFESSIONAL FEES	735	52	1,500	1,500
01-260-340-2017-OFFICE EXPENSE	2,225	498	0	0
01-260-340-2016-PHOTOCOPY & POSTAGE	1,505	201	500	0
01-260-340-2015-TELEPHONE	2,520	724	720	0
01-260-340-2018-OFFICE EQUIPMENT	387	0	0	0
01-260-340-2311-OFFICE RENTAL	417	678	385	1,252
01-260-340-2024-TRAVEL & MEETINGS	1,586	1,935	1,585	0
01-260-340-2031-ADVERTISING COSTS	47	0	0	2,000
01-260-340-2025-TRAINING & CONFERENCES	0	225	1,225	0
01-260-340-2010INSURANCE EXPENSE	5,854	6,391	7,370	2,034
01-260-340-2014-AMORTIZATION EXPENSE	0	0	0	0
01-260-340-2312-OTHER	0	50	0	0
<b>SUB TOTAL</b>	<b>88,439</b>	<b>97,731</b>	<b>92,004</b>	<b>88,060</b>
<b>COMMUNITY DEVELOPMENT</b>				
01-260-341-2002-ADMINISTRATION	41,123	39,968	45,054	46,423
01-260-341-2004-FRINGE COSTS	8,327	6,545	9,408	9,944
01-260-341-2005-WCB	0	0	0	0
01-260-341-2017-OFFICE EXPENSE	1,592	2,089	2,000	2,000
01-260-341-2016-PHOTOCOPYING & POSTAGE	400	400	450	450
01-260-341-2015-TELEPHONE	3,814	4,705	4,000	4,500
01-260-341-2018-EQUIP./PGMS& SERVICE	4,383	3,123	4,000	4,000
01-260-341-2320-OFFICE RENTAL	4,315	4,467	5,249	5,085
01-260-341-2024-TRAVEL & EDUCATION	0	0	0	0
01-260-341-2031-ADV & PROMOTION	872	4,134	4,375	4,000
01-260-341-2321-SPECIAL PROJECTS	3,300	7,141	11,300	9,300
01-260-341-2025-TRAIN & CONFERENCES	1,307	100	1,800	1,000
<b>SUB TOTAL</b>	<b>69,432</b>	<b>72,670</b>	<b>87,636</b>	<b>86,702</b>
<b>OTHER DEV SERVICES</b>				
01-260-342-2330-TOURIST BUREAU	15,847	12,249	12,249	11,758
01-260-342-2026-MEMBERSHIPS	855	0	700	500
01-260-342-2331-TOWN CRIER'S EXP	0	0	250	250
01-260-342-2332-OTHER TOURISM EXP	300	0	800	2,000
01-260-342-2333-XMAS LIGHTING EXP	1,641	2,137	2,500	2,500
01-260-342-2334-GRANTS OTH ORG	0	0	0	0
01-260-342-2335-OTHER EXP	71	73	573	726
01-260-342-2336-COMM IN BLOOM	0	0	0	0
<b>SUB TOTAL</b>	<b>18,714</b>	<b>14,459</b>	<b>17,072</b>	<b>17,734</b>
<b>DEPARTMENT TOTAL</b>	<b>176,585</b>	<b>184,860</b>	<b>196,712</b>	<b>192,496</b>

TOWN OF MIDDLETON  
BUDGET 2016/2017  
RECREATION CULTURAL SERVICES

	Prev Year <u>Actual</u>	Actual YTD <u>Mar 31/16</u>	Curr 15/16 <u>Budget</u>	2016/17 <u>Budget</u>
<b>DESCRIPTION</b>				
<b>REC &amp; CULTURAL SERVICES</b>				
<b>ADMINISTRATION</b>				
<b>MANAGEMENT</b>				
01-270-361-2002-ADMIN SALARY	73,753	73,002	78,104	80,093
01-270-361-2003-OFFICE WAGES(CASUAL)	0	0	0	0
01-270-361-2004-FRINGE BENEFITS	13,806	13,616	15,890	18,245
01-270-361-2024-TRAVEL & MEALS	1,674	482	1,600	1,000
01-270-361-2025-TRAINING & CONF	1,173	68	1,300	1,000
01-270-361-2026-MEMBERSHIP FEES	145	650	400	400
<b>SUB TOTAL</b>	<b>90,551</b>	<b>87,817</b>	<b>97,294</b>	<b>100,738</b>
<b>OFFICE</b>				
01-270-362-2017-OFFICE SUPPLIES	0	0	0	0
01-270-362-2016-PHOTOCOPY & POST	0	0	0	0
01-270-362-2015-TELEPHONE	0	0	0	0
01-270-362-2031-PRINTING & ADVER	968	1,424	1,000	1,000
01-270-362-2350-RESOURCE MATER	0	0	0	0
01-270-362-2018-OFFICE EQUIP & SERV	0	0	0	0
01-270-362-2351-OFFICE RENTAL	0	0	0	0
01-270-362-2005-WCB	0	0	0	0
<b>SUB TOTAL</b>	<b>968</b>	<b>1,424</b>	<b>1,000</b>	<b>1,000</b>
<b>POOL</b>				
01-270-363-2002-POOL SALARY	0	0	0	0
01-270-363-2003-POOL WAGES	0	0	0	0
01-270-363-2020-POOL WATER/SEWER	0	0	0	0
01-270-363-2009-POOL LIGHTS	100	100	100	100
01-270-363-2360-POOL MATERIALS	0	0	0	0
01-270-363-2361-POOL GRANTS	12,000	12,000	12,000	12,000
01-270-363-2362-POOL OTHER	152	157	157	368
<b>SUB TOTAL</b>	<b>12,252</b>	<b>12,257</b>	<b>12,257</b>	<b>12,468</b>



TOWN OF MIDDLETON  
BUDGET 2016/2017  
RECREATION CULTURAL SERVICES

DESCRIPTION	Prev Year <u>Actual</u>	Actual YTD <u>Mar 31/16</u>	Curr 15/16 <u>Budget</u>	2016/17 <u>Budget</u>
<b>RINK</b>				
01-270-364-2002-RINK SALARY	0	0	0	0
01-270-364-2003-RINK WAGES(CASUAL	0	0	0	0
01-270-364-2020-RINK WATER/SEWER	5,139	6,861	6,900	6,900
01-270-364-2370-RINK GRANTS	5,000	2,500	2,500	2,500
<b>SUB TOTAL</b>	<b>10,139</b>	<b>9,361</b>	<b>9,400</b>	<b>9,400</b>
<b>REC FACILITIES</b>				
01-270-365-2002-PARKS SALARY	35,459	37,232	36,142	36,865
01-270-366-2002-PARKS SALARY(PW)	687	4,172	705	4,919
01-270-365-2003-PARKS WAGES(CASUA	19,499	19,419	21,033	22,298
01-270-366-2003-PARKS WAGES(PW)	26	0	0	0
01-270-365-2004-FRINGE BENEFITS	9,090	9,803	8,143	8,707
01-270-365-2005-WCB	0	0	0	0
01-270-365-2025-PARKS TRAINING	1,783	1,106	1,590	3,370
01-270-365-2020-PARKS WATER/SEWER	435	11,202	700	12,000
01-270-365-2009-PARKS LIGHTS	1,841	2,644	1,700	2,500
01-270-365-2010-PARKS INSURANCE	578	651	651	2,040
01-270-365-2380-PARKS EQUIPMENT	8,064	5,903	7,808	8,819
01-270-365-2381-EQUIP.RENTAL(P.W.)	3,000	3,000	3,000	3,000
01-270-365-2382-PARKS STRUCTURES	9,647	26,037	21,950	23,250
01-270-365-2015-PARKS TELEPHONE	1,474	1,342	1,250	1,250
01-270-365-2383-PARKS GRNDS MGT	15,533	21,397	21,510	21,510
01-270-365-2384-PARKS SPEC PROJ	0	0	0	0
<b>SUB TOTAL</b>	<b>107,115</b>	<b>143,907</b>	<b>126,182</b>	<b>150,528</b>
<b>CUL BLDGS &amp; FACILITIES</b>				
<b>MUSEUMS</b>				
01-270-367-2390-MCDNLD MUSEUM	5,000	2,500	2,500	2,500
<b>SUB TOTAL</b>	<b>5,000</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>

TOWN OF MIDDLETON  
BUDGET 2016/2017  
RECREATION CULTURAL SERVICES

	Prev Year <u>Actual</u>	Actual YTD <u>Mar 31/16</u>	Curr 15/16 <u>Budget</u>	2016/17 <u>Budget</u>
<b>LIBRARY</b>				
01-270-368-2015-LIBRARY TELEPHONE	444	416	500	500
01-270-368-2020-LIBRARY WATER	581	444	600	600
01-270-368-2009-LIBRARY LIGHTS	4,870	4,323	4,500	4,500
01-270-368-2027-LIBRARY REPAIRS	2,084	821	1,000	1,000
01-270-368-2010-LIBRARY INSURANCE	421	434	434	310
01-270-368-2013-LIBRARY BLDG SUPPLIES	209	502	775	775
01-270-368-2012-LIBRARY JANITORIAL	5,056	5,157	5,174	5,872
<b>SUB TOTAL</b>	<b>13,664</b>	<b>12,097</b>	<b>12,983</b>	<b>13,557</b>

DESCRIPTION

**PROGRAM DEVELOP**

01-270-369-2002-SUMMER SALARY	0	0	0	0
01-270-369-2003-WAGES(CASUAL)	26,000	39,987	33,134	46,760
01-270-369-2025-TRAVEL & TRAINING	1,608	1,955	2,100	2,100
01-270-369-2400-SPORTS PROGRAM	652	0	1,000	1,000
01-270-369-2403-SPECIAL PROG	0	385	500	500
01-270-369-2404-CREATIVE ARTS	0	0	250	250
01-270-369-2405-GENERAL PROG	21,568	29,581	27,500	28,500
01-270-369-2406-MUN PHYS ACTIVITY LEA	6,389	10,659	8,500	8,500
<b>SUB TOTAL</b>	<b>56,218</b>	<b>82,568</b>	<b>72,984</b>	<b>87,610</b>

**LEADERSHIP DEVEL**

01-270-370-2410-WORKSPS & CLINIC	0	0	500	500
<b>SUB TOTAL</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>

**REC GRANT PROG**

01-270-370-2420-COMM ORG GRANTS	0	0	0	0
01-270-371-2421-CULTURAL GRANTS	0	0	500	500
<b>SUB TOTAL</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>

**SP EVENTS/FESTIVALS**

01-270-373-2440-HEART OF THE VALLEY	7,500	7,500	7,500	7,500
01-270-373-2441-APPLE BLOSS FEST	520	686	750	750
01-270-373-2442-EVENTS-OTHER	21,137	29,154	30,650	29,000
01-270-373-2443-EVENTS-CONCESS	0	0	0	0
<b>SUB TOTAL</b>	<b>29,157</b>	<b>37,340</b>	<b>38,900</b>	<b>37,250</b>

**DEPARTMENT TOTAL**

<b>325,064</b>	<b>389,271</b>	<b>374,500</b>	<b>416,051</b>
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TOWN OF MIDDLETON  
BUDGET 2016/2017  
FISCAL SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/16</u>	<u>Curr 15/16 Budget</u>	<u>2016/17 Budget</u>
<u>DESCRIPTION</u>				
FISCAL SERVICES				
DEBT CHARGES				
INT SHORT-TERM BORROW				
01-280-400-2450-OPERATING BORROW	326	675	500	700
01-280-400-2451-TEMP CAPITAL BORROW	0	0	0	0
SUB TOTAL	326	675	500	700
INT/LONG-TERM DEBIT				
01-280-400-2460-DEBENTURE INTEREST	89,952	72,983	74,440	70,295
01-280-400-2461-TERM LOAN INTEREST	1,867	1,242	1,133	2,576
SUB TOTAL	91,819	74,225	75,573	72,871
PRIN-LONG TERM DEBIT				
01-280-400-2470-DEBENTURE PRINC	272,603	272,603	272,603	232,408
01-280-400-2471-TERM LOAN PRINC	33,518	15,165	15,165	39,250
01-280-400-2472-SINKING FUND REQ	0	0		
SUB TOTAL	306,121	287,768	287,768	271,658
OTH DEBT CHARGES				
01-280-400-2480-BANK SERV CHARGE	3,888	4,192	4,000	4,000
01-280-400-2481-DISC ON DEBENTURE	0	806	915	650
01-280-400-2482-CASH OVER/SHORT	-10	0	0	0
SUB TOTAL	3,878	4,998	4,915	4,650
TR. TO OWN RES/FUNDS				
01-280-401-2490-UNCOLLECTIBLE TAX	0	31,334	0	0
01-280-401-2491-OTHER DOUBTFUL REC	600	0	0	0
01-280-401-2492-UNRESOLVED ASS APPE	0	0	0	0
01-280-401-2493-DEFICIT PREV YR	0	0	0	0
SUB TOTAL	600	31,334	0	0

TOWN OF MIDDLETON  
BUDGET 2016/2017  
FISCAL SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/16</u>	<u>Curr 15/16 Budget</u>	<u>2016/17 Budget</u>
<b>OTHER FUNDS</b>				
01-280-401-2500-SRF CAPITAL	0	0	0	0
01-280-401-2501-SRF EQUIPMENT	0	0	0	0
01-280-401-2502-SRF GEN OPERATIONS	0	0	0	0
01-280-401-2503-SRF OPER RECREATION	0	0	0	0
01-290-420-2002-COR SEWER SALARY	2,976	840	0	0
01-290-420-2003-COR SEWER WAGES	0	0	0	0
01-290-420-2540-COR SEWER MATERIAL	0	0	0	0
01-290-421-2002-COR STS SALARY	504	0	0	0
01-290-421-2003-COR STS WAGES	286	0	0	0
01-290-421-2550-COR STS MATERIAL	19,936	0	22,000	28,000
01-290-422-2002-COR LAND/BLDG-SAL.	5,435	307	0	0
01-290-422-2003-COR LAND/BLDG-WAGES	2,191	0	0	0
01-290-422-2560-COR LAND/BLDG MATERIAL	25,777	2,897	40,000	38,000
01-290-423-2570-COR EQUIP TOWN	0	0	0	0
01-290-423-2571-COR EQUIP POLICE	0	0	0	0
01-290-423-2573-COR EQUIP PW	3,429	0	0	5,600
01-290-423-2573-COR EQUIP FIRE	0	0	0	0
01-290-423-2574-COR EQUIP REC	0	6,017	7,000	0
01-290-423-2575-COR EQUIP ECO DEV	0	0	0	0
01-290-423-2576-COR EQUIP ENV PLAN	0	0	0	0
01-290-424-2002-COR SIDEWALKS SAL	0	0	0	0
01-290-424-2003-COR SIDEWALKS WAG	0	0	0	0
01-290-424-2580-COR SWALKS MATER	0	8,134	9,000	0
01-290-425-2002-COR SEWER LIFT SAL	0	2,825	0	0
01-290-425-2003-COR SEWER LIFT WAG	0	0	0	0
01-290-425-2590-COR SEWER LIFT MAT	0	2,088	4,000	0
<b>SUB TOTAL</b>	<b>60,534</b>	<b>23,108</b>	<b>82,000</b>	<b>71,600</b>

**TFRS TO OTH GOVT AGEN**

**UNCONDITIONAL**

01-280-402-2510-JOINT EX BOARD	0	0	0	0
01-280-402-2551-OTH LOCAL GOVT	0	0	0	0
01-280-402-2512-VALLEY WASTE AUTH	0	0	0	0
<b>SUB TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

TOWN OF MIDDLETON  
BUDGET 2016/2017  
FISCAL SERVICES

	<b>Prev Year <u>Actual</u></b>	<b>Actual YTD <u>Mar 31/16</u></b>	<b>Curr 15/16 <u>Budget</u></b>	<b>2016/17 <u>Budget</u></b>
CONDITIONAL				
01-280-403-2520-ASSESSMENT	24,262	23,942	23,942	23,705
01-280-403-2521-CORRECTIONS	25,083	24,829	24,829	24,583
01-280-403-2522-DEFICIT HOUSING AUTH.	40,000	46,146	40,000	40,000
01-280-403-2523-PLANNING (DPC)	0	0	0	0
01-280-403-2524-REGIONAL DEV.AUTHORITY	-11,533	5,369	12,309	12,144
01-280-403-2525-REG LIBRARY	11,528	11,528	11,528	11,528
01-280-403-2526-EDUCATION (ADSB)	330,780	354,660	341,884	350,937
SUB TOTAL	420,120	466,474	454,492	462,897
OTHER FISCAL SERV				
EXTRAORDINARY EXPENDITURES				
01-280-404-2160-EXTRAORDINARY EXP				
SUB TOTAL	0	0	0	0
<b>DEPARTMENTAL TOTAL</b>	<b>883,397</b>	<b>888,582</b>	<b>905,248</b>	<b>884,376</b>
<b>TOTAL EXPENDITURES</b>	<b>3,558,685</b>	<b>3,752,639</b>	<b>3,914,910</b>	<b>3,863,377</b>
<b>SURPLUS (DEFICIT)</b>	153,780	148,099	0	0

## TOWN OF MIDDLETON 2016/17 GRANT REQUESTS

Revised May 26, 2016

Organization	Project/Program	2013 Grant	2014 Grant	2015 Grant	2016 Request
AVCC Tourism Committee	Marketing Strategy	0	\$0		\$1,000
Southwest Nova Biosphere	Smartphone map app				\$500
Middleton Fire Department	125th Anniversary			\$ 4,000.00	
Trans County Transportation	Operating Grant	\$1,500	\$2,000	\$1,000	\$1,000
Companion Animal Prot. Society	Operating Grant	\$3,000	\$3,000	\$3,000	\$3,000
A.V. Macdonald Museum	Operating Grant	\$5,000	\$5,000	\$2,500	\$2,500
Heart of the Valley Festival	Annual Festival	\$7,500	\$7,500	\$7,500	\$7,500
AC Ground Search & Rescue	Training Funds	\$1,000	\$1,000	\$1,000	\$1,000
Valley Community Learning	Program Support	\$500	\$500	\$500	
Middleton Rink Commission	Heat pumps/toilets	\$5,000	\$5,000	\$2,500	\$2,500
Future View Training, Museum	Operating Grant	\$2,500	\$1,000	0	Not specified
AV Ch. Autism Nova Scotia	Program Support				Not specified
<b>Total</b>		<b>\$26,000.00</b>	<b>\$25,000</b>	<b>\$22,000</b>	<b>\$19,000</b>

TOWN OF MIDDLETON  
BUDGET 2016/17  
WATER UTILITY  
REVENUE

DESCRIPTION	PREV YEAR <u>ACTUAL</u>	ACTUAL YTD <u>Mar 31/16</u>	BUDGET <u>2015/16</u>	PROJECTED <u>2016/17</u>	PROJECTED <u>2017/18</u>	PROJECTED <u>2018/19</u>
R-E-V-E-N-U-E						
OPERATING REVENUE(6000)						
METERED SALES(6010)						
6011-RESIDENTIAL(11200)	290916	299215	305621	322137	336027	336027
6012-COMM/INSTIT(11200)	109639	120178	112688	129356	134934	134934
6013-INDUSTRIAL(11200)	14127	11577	26748	12481	13019	13019
SUB TOTAL	414681	430970	445057	463974	483980	483980
FLAT RATE SALES(6020)						
6021-RESIDENTIAL(12000)	0	0	0	0	0	0
6022-COM/INSTIT(12000)	367	463	200	200	200	200
6023-INDUSTRIAL(12000)	483	488	500	500	500	500
SUB TOTAL	850	951	700	700	700	700
FIRE PROTECTION(6030)						
6031-PUBLIC FIRE PRO(13100)	113225	119744	119744	129428	136809	136809
6032-PRIVATE-OTH MUN(13200)	8087	8553	8553	9245	9772	9772
6033-PRIVATE-OTHER(13300)	870	1070	0	0	0	0
SUB TOTAL	122182	129367	128297	138673	146581	146581
OTH OPERATING REV(6040)						
6041-SPRINKLER SERV(14000)	3600	3600	3050	3050	3050	3050
6042-SALES OTH UTIL(15000)	0	0	0	0	0	0
6043-FORFEITED DISC(17100)	3380	2783	4500	4500	4500	4500
6044-SPEC SERVICES CON/DISC(17100)	1150	1800	1250	1250	1250	1250
6045-RENTS(17200)						
SUB TOTAL	8130	8183	8800	8800	8800	8800
TOTAL OPERATING REVENUE	545843	569471	582854	612147	640061	640061
NON-OPERATING REVENUE(5100)						
6111-JOBB & CONTRACT(18100)	3	90	200	200	200	200
6112-INTEREST(18200)	0	1	200	200	200	200
6113-GRANTS(18300)	0	0	0	0	0	0
6114-APPROPRIATIONS FROM OTHER FUNDS (18400)	0	0	0	0	0	0
6115-AMORTIZATION OF DEFERRED ASSIST(18500)	0	0	0	0	0	0
6116-TRANSFER FROM DEPRECIATION FUND(18600)	0	0	0	0	0	0
6117-OTHER(18900)	1060	530	530	530	530	530
SUB TOTAL	1063	621	930	930	930	930
TOTAL NON-OPERATING REVENUE	1063	621	930	930	930	930
TOTAL REVENUE	546906	570092	583784	613077	640991	640991

TOWN OF MIDDLETON  
BUDGET 2016/17  
WATER UTILITY  
EXPENDITURES

DESCRIPTION	PREV YEAR <u>ACTUAL</u>	ACTUAL YTD <u>Mar 31/16</u>	BUDGET <u>2015/16</u>	PROJECTED <u>2016/17</u>	PROJECTED <u>2017/18</u>	PROJECTED <u>2018/19</u>
<b>E-X-P-E-N-D-I-T-U-R-E-S</b>						
SOURCE OF SUPPLY(7000)						
7001-SOS SUPER SAL(21100)	0	0	0	0	0	0
7002-ENGINEERING(21100)	0	0	0	0	0	0
7003-OPERATION SAL(21200)	871	4474	4497	4632	4771	4914
7004-OPERATION WAGE(21200)	286	0	0	0	0	0
7005-OPER SUPP & EXP(21300)	768	680	2000	2060	2122	2186
7006-MAINT PLANT&LAKES(21410)	0	0	0	0	0	0
7007-INTAKES(21420)	0	0	0	0	0	0
7008-WELLS&SPRINGS(21430)	0	456	600	618	637	656
7009-OTHER(21440)	280	289	294	302	311	320
7011-WATER PURCHASED(21500)	0	0	0	0	0	0
7021-RENTS(21600)	0	0	0	0	0	0
7031-OTHER TAXES(27000)	4570	4608	4627	4766	4909	5056
SUB TOTAL	6775	10507	12018	12378	12750	13133
PUMPING(7100)						
7101-SUPER SAL(22100)	0	0	0	0	0	0
7102-ENGINEERING(22100)	0	0	0	0	0	0
7103-OPERATION SAL(22200)	3196	4341	434	447	460	474
7104-OPER WAGE(22200)	20	0	0	0	0	0
7111-FUEL(22300)	0	0	0	0	0	0
7112-POWER PURCH(22400)	35741	32085	41200	42436	43709	45020
7113-WELL MONITOR LINE CHG(22510)	0	0	0	0	0	0
7121-PUMP MAINT SAL(22510)	336	529	733	755	778	801
7122-PUMP MAINT WAGE(22510)	0	0	0	0	0	0
7123-MAINT PLANT MAT(22510)	5116	325	7210	7426	7649	7878
7124-PUMP EQUIP SAL(22520)	657	0	689	710	731	753
7125-PUMP EQUIP WAGE(22520)	0	0	0	0	0	0
7126-PUMP EQUIP MAT(22520)	0	0	5000	5150	5305	5464
7131-RENTS(22600)	0	0	0	0	0	0
7141-OTHER(22900)	0	0	0	0	0	0
SUB TOTAL	45066	37280	55266	56924	58632	60391
WATER TREATMENT(7200)						
7201-TREAT SUPER SAL(23100)	0	0	0	0	0	0
7202-ENGINEERING(23100)	0	0	0	0	0	0
7203-TREAT OPER SAL(23200)	4511	4646	9211	9487	9772	10065
7204-TREAT OPER WAGE(23200)	0	0	0	0	0	0
7211-CHEM & ADDITIVES(23310)	6280	6732	7210	7426	7649	7878
7212-OTH-ELECTRICITY(23390)	1724	1549	1804	1858	1913	1970
7221-TREAT MAINT SAL(23410)	228	361	430	444	458	472
7222-PL MAINT WAGE(23410)	0	0	0	0	0	0
7223-PL MAINT MAT(23410)	328	0	0	0	0	0
7224-PL MAINT-BLDG/INS(23410)	228	236	238	245	252	260
7231-RENT-(23600)	0	0	0	0	0	0
7241-OTHER(23900)	23209	12693	10000	10300	14109	10927
SUB TOTAL	36508	26217	28893	29760	34153	31572



TOWN OF MIDDLETON  
BUDGET 2016/17  
WATER UTILITY  
EXPENDITURES

	<u>PREV YEAR ACTUAL</u>	<u>ACTUAL YTD Mar 31/15</u>	<u>BUDGET 2015/16</u>	<u>PROJECTED 2016/17</u>	<u>PROJECTED 2017/18</u>	<u>PROJECTED 2018/19</u>
TRANSMISSION & DISTRIBUTION (7300)						
7301-T & D SUPER SAL(24100)	0	0	0	0	0	0
7302-ENGINEERING(24100)	0	0	0	0	0	0
7303-MAPS & RECORDS(24200)	0	0	0	0	0	0
7311-OPER MAINS SAL(24310)	48158	41834	64002	65922	67900	69937
7312-OPER MAINS WAGE(24310)	8381	376	0	0	0	0
7313-OPER RESERV SAL(24310)	3759	5165	1717	1768	1822	1877
7314-OPER RESERV WAG (24310)	20	0	0	0	0	0
7315-OPER HYDR SAL(24310)	2525	2141	6370	6561	6757	6960
7316-OPER HYDR WAGE(24310)	377	104	0	0	0	0
7317-OPER SERV SAL(24310)	2517	6014	3899	4016	4136	4260
7318-OPER SERV WAGE(24310)	273	0	0	0	0	0
7319-OPER METER SAL(24320)	1078	2503	1489	1534	1580	1627
7321-OPER METER WAGE(24320)	0	0	0	0	0	0
7331-MAT EXP RESERV(24410)	1784	2273	2000	2060	2122	2186
7332-MAT EXP MAINS(24430)	13633	13523	22507	23182	23878	24594
7333-MAT EXP HYDRA(24443)	999	0	1093	1126	1160	1195
7334-MAT EXP SERV(24441)	3919	4599	5150	5305	5464	5628
7335-MAT EXP METER(24442)	2452	60	5000	2000	2060	2122
7341-RENTS(24500)	0	0	0	0	0	0
7351-STORE EXP(24600)	0	0	0	0	0	0
7361-TRANSPORTATION(24700)	24286	21469	21809	22463	23137	23831
7371-SHOP/training/Safety Equip. (24800)	6274	3855	10261	10569	10886	11213
7372-T & D INSURANCE (24800)	350	360	365	376	387	399
7381-OTHER TAXES(27000)	38656	38837	39782	40976	42205	43471
SUB TOTAL	159441	143112	185444	187858	193494	199299
ADMIN & GENERAL(7400)						
7411-SUPERVISION SAL(25110)	0	0	0	0	0	0
7412-METER READ SAL(25120)	1263	3676	2134	2198	2264	2332
7413-METER READ WAGE(25120)	0	0	0	0	0	0
7414-BILL/ACCT SUPP(25130)	1876	2502	1854	1910	1967	2026
7415-COLLECT COSTS(25140)	234	202	52	53	55	57
7416-UNCOLLECTIBLE ACCOUNTS EXP(25150)	3640	2540	2060	2122	2185	2251
7417-OTH-OFF EQUIP(25160)	37447	32090	36916	38024	39164	40339
7421-SAL EXEC OFF(25210)	21750	21750	25472	26236	27023	27834
7422-SAL OFF STAFF(25220)	73562	77617	76283	78571	80928	83356
7423-SALARIES OTH(25290)	51108	52214	57358	59078	60851	62677
7431-G O EXP RENT(25330)	3742	3874	3950	4068	4190	4316
7441-PRO FEES AUDIT(25410)	4693	4797	4738	4880	5027	5178
7442-PRO FEES LEGAL(25420)	0	0	0	0	0	0
7443-PRO FEES SPECIAL SERVICES(25430)	0	0	0	0	0	0
7451-REGULATORY EXP(25500)	1590	1590	1648	1698	1748	1800
7461-LIAB & WCB INS(25600)	6792	7490	6765	6968	7177	7392
7471-RENTS GEN PROP(25700)	10090	8264	7099	7312	7532	7758
7481-MAINT GEN PROP(25800)	0	0	0	0	0	0
7491-OTH DEPREC(26000)	66236	67654	70654	74947	76861	79408
SUB TOTAL	284024	286259	296983	308065	316972	326722
<b>TOTAL OPERATING EXPENSE</b>	<b>531814</b>	<b>503376</b>	<b>578604</b>	<b>594985</b>	<b>616001</b>	<b>631117</b>

TOWN OF MIDDLETON  
BUDGET 2016/17  
WATER UTILITY  
EXPENDITURES

DESCRIPTION	PREV YEAR <u>ACTUAL</u>	ACTUAL YTD <u>Mar 31/15</u>	BUDGET <u>2015/16</u>	PROJECTED <u>2016/17</u>	PROJECTED <u>2017/18</u>	PROJECTED <u>2018/19</u>
NON-OPER EXPENSE(7500)						
7501-LONG TERM DEBT						
PRINCIPAL(29110)	4300	4300	4300	4300	4300	4300
7502-LONG TERM DEBT						
INTEREST(29200)	1085	848	880	792	690	574
7503-OTH INT BANK(29310)	0	0	0	0	0	0
7504-OTH INT S T BOR(29320)	0	0	0	0	0	0
7505-OTHER INTEREST						
INTERFUND BOR(29330)	344	156	0	0	0	0
SUB TOTAL	5729	5304	5180	5092	4990	4874
CAPITAL OUT OF REVENUE(7600)						
7601-SERV SALARY(29400)	0	0	0	0	0	0
7602-SERV WAGES(29400)	0	0	0	0	0	0
7603-SERV MATERIAL(29400)	0	0	0	0	0	0
7611-HYDR SALARY(29400)	1411	836	0	0	0	0
7612-HYDR WAGES(29400)	442	0	0	0	0	0
7613-HYDR MATERIAL(29400)	0	266	0	0	0	0
7614-HYDR PURCHASED(29400)	0	0	0	0	0	0
7621-METERS SALARY(29400)	0	0	0	0	0	0
7622-METERS WAGES(29400)	0	0	0	0	0	0
7623-METERS MATERIAL(29400)	0	0	0	0	0	0
7624-METERS PURCHAS(29400)	0	0	0	0	0	0
7631-TRANS SALARY(29400)	0	0	0	0	0	0
7632-TRANS WAGES(29400)	0	0	0	0	0	0
7633-TRANS MATERIA(29400)	0	0	0	0	0	0
7634-TRANS ENG & LEGAL(29400)	0	0	0	0	0	0
7641-DIST SALARY(29400)	0	659	0	0	0	0
7642-DIST WAGES(29400)	0	0	0	0	0	0
7643-DIST MATERIA(29400)	0	0	0	0	0	0
7644-DIST ENG&LEGAL(29400)	0	0	0	0	0	0
7651-OTH CAP SAL(29400)	5753	85	0	0	0	0
7652-OTH CAP WAGE(29400)	2152	0	0	0	0	0
7653-OTH CAP MATER(29400)	5704	0	0	5000	5000	5000
7654-OTH CAP ENG&LEG(29400)	10408	0	0	0	0	0
7665-TRANS TO RESERV(29900)	0	0	0	0	0	0
SUB TOTAL	25870	1848	0	5000	5000	5000
TOTAL NON-OPERATING EXPENSES	31599	7152	5180	10092	9990	9874
TOTAL EXPENDITURES	<b>563413</b>	<b>510527</b>	<b>583784</b>	<b>605077</b>	<b>625991</b>	<b>640991</b>
PROJECTED SURPLUS (DEFICIT)	<b>-16507</b>	<b>59565</b>	<b>0</b>	<b>8000</b>	<b>15000</b>	<b>0</b>

		<b>MIDDLETON TOURIST BUREAU BUDGET</b>			
			<b>2016/17</b>		
		<b>Prev Year</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
		<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>
<b>DESCRIPTION</b>			<b>Mar 31/16</b>		
<b>REVENUE</b>					
R-110 GRANTS		23,766	20,093	17,607	16,956
R-120 RENTAL INCOME		0	0	0	0
R-130 INT & MISC		11	2	0	0
R-140 SALES		0	0	0	0
R-150 TFRS FR SURPLUS		0	0	4,000	3,000
TOTAL REVENUE		23,777	20,095	21,607	19,956
<b>EXPENDITURES</b>					
E-205 SALARIES		17,246	16,654	16,403	14,352
E-210 CPP EXPENSE		740	711	812	710
E-215 EI EXPENSE		454	438	432	378
E-217 WCB EXPENSE		397	480	472	491
E-220 TELEPHONE		447	646	555	650
E-225 TRAVEL & MEALS		89	0	100	200
E-230 OFFICE SUPPLIES		99	0	150	100
E-235 PROMOTION EXPENSE		0	0	100	100
E-240 PROFESSIONAL FEES		782	782	785	785
E-245 BANK CHGS & INT		15	0	50	50
E-250 HEAT & ELECTRICITY		779	258	500	300
E-255 REP & MAINT		191	38	500	1,000
E-260 WATER & SEWER		166	126	220	200
E-265 PURCHASE/RESALE		0	0	0	0
E-270 POSTAGE		0	0	20	20
E-275 TAXES		431	439	475	475
E-280 ADVERTISING		0	0	0	0
E-285 INSURANCE		33	33	33	145
E-290 MISC EXPENSE		0	0	0	0
PRIOR YEAR'S DEFICIT		0	0	0	0
TOTAL EXPENDITURES		21,869	20,605	21,607	19,956
SURPLUS (DEFICIT)		1,908	-510	0	0
SURPLUS ON HAND START OF YEAR		2,179	4,087	4,087	3,577
LESS AMOUNT TRANS. TO CURRENT YEAR		0	0	4,000	3,000
		2,179	4,087	87	577
LESS DEFICIT AT YEAR END					
PLUS SURPLUS AT YEAR END		1,908	-510		
ACCUM. SURPLUS YEAR END		4,087	3,577	87	577



**REQUEST FOR DECISION**  
**Electronic Voting Bylaw**  
**#012-2016**

Date: 28 April 2016	Subject: Electronic Voting Bylaw Chapter 57
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Committee of the Whole recommend first reading to amend Chapter 57 Electronic Voting Bylaw to Council at the regularly scheduled Council meeting in May 2016.
Background:	<p>Further to the decision by Town Council to provide for electronic voting at the 2016 municipal election, a bylaw outlining the provisions for this method of voting needs to be in force prior to the election. Attached is a proposed amended bylaw, developed by Intelivote, that is being implemented in various other municipal units that have chosen to go forward with electronic voting (Internet and telephone voting).</p> <p>It is required to have a bylaw in force, and the details within the document provide clarity around the various issues of who, what, when and where as they relate to the upcoming municipal election.</p> <p>Council is also being asked to provide clarity on whether or not paper ballots will also be used, or if the only methods utilized will be electronic (Internet and telephone).</p>
Benefits:	
Disadvantages:	
Options:	
Required Resources:	
Source of Funding:	
Sustainability Implications:	

(Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLT

Target Decision Date: 16 May 2016

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**CHAPTER 57**  
**ELECTRONIC VOTING BYLAW**  
**TOWN OF MIDDLETON**

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**VOTING BYLAW FOR USE OF ALTERNATIVE VOTING**  
**(INTERNET AND TELEPHONE)**

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**BE IT ENACTED** by the Council of the Town of Middleton, under the authority of Section 146A of the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended, as follows:

**SHORT TITLE**

1. This Bylaw shall be known as Chapter 57 and may be cited as the “Electronic Voting Bylaw”.

**DEFINITIONS**

2. In this bylaw:
  - a. “Act” means the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended;
  - b. “advance poll” means:
    - i. the Tuesday immediately preceding ordinary polling day; and
    - ii. one other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day or Saturday, the seventh day before ordinary polling day;
  - c. “alternative polling days” means any hours and dates fixed by a resolution of Council for alternative voting;
  - d. “alternative voting” means voting by telephone or via the internet through the unsupervised use of a personal computing device and includes a combination of telephone and internet voting;
  - e. “ballot box” means a computer database in the system where cast internet ballots and telephone ballots are put;
  - f. “candidate” means a person who has been nominated as a candidate pursuant to the Act;
  - g. “Council” means the Council of the Town of Middleton;
  - h. “Education Act” means the *Education Act* 1995-1996 S.N.S. c. 1, as amended;
  - i. “election” means an election held pursuant to the Act, including a school board election;
  - j. “Election Officer” means an “Election Official” under the Act;

- k. “elector” means a person:
  - i. qualified to vote pursuant to the Act and the Education Act; and
  - ii. entitled to vote on advance polling days for an election pursuant to Section 10 of this bylaw, or entitled to vote on the ordinary polling day;
- l. “final list of electors” means the final list of electors completed pursuant to Section 40 of the Act;
- m. “friend voter” means a friend who votes for an elector pursuant to Section 12 of this by-law;
- n. “Internet ballot” means an image of a ballot on an Internet enabled digital device screen including all the choices available to an elector and the spaces in which an elector marks a vote;
- o. “Municipality” means the Town of Middleton;
- p. “normal business hours” means the time between 8:30 am and 4:30 pm, Monday through to and including Friday;
- q. “ordinary polling day” means the third Saturday in October in a regular election year and in the case of any other election, means the Saturday fixed for the election;
- r. “PIN” means the Personal Identification Number issued to an elector for alternative voting on alternative polling days or on the ordinary polling day;
- s. “proxy voter” means an elector who votes by a proxy pursuant to the Act;
- t. “regular election year” means 2016 and every fourth year thereafter;
- u. “spoiled ballot” means an Internet ballot or telephone ballot that has not been marked for any candidate;
- v. “Returning Officer” means a Returning Officer appointed pursuant to the Act;
- w. “seal” means to secure the ballot box and prevent Internet and telephone ballots from being cast;
- x. “system” means the technology, including software, that:
  - i. records and counts votes; and
  - ii. processes and stores the results of alternative voting during alternative polling days and on the ordinary polling day;
- y. “System Elections Officer” means:
  - i. a person who maintains, monitors, or audits the system, and
  - ii. a person who has access to the system beyond the access necessary to vote by alternative voting;

- z. “telephone ballot” means:
  - i. an audio set of instructions which describes the voting choices available to an elector; and
  - ii. the marking of a selection by an elector by depressing the number on a touch tone keypad.

### **ALTERNATIVE VOTING PERMITTED**

- 3. Subject to this bylaw, alternative voting shall be permitted on alternative polling days and on the ordinary polling day.
- 4. The Municipality may elect to use alternative voting on the ordinary polling day and/or make available the equipment to use alternative voting at any poll.
- 5. Not fewer than sixty (60) days before the ordinary polling day, the Returning Officer is directed to establish procedures and forms for the conduct of voting in accordance with the bylaw and to provide a copy of the procedures and forms to each candidate for election.

### **NOTIFICATION OF ELECTORS**

- 6.0 The Returning Officer shall cause notice of advance poll days to be published in a newspaper circulating in the municipality.
- 6.1 The notice of advance poll days shall:
  - a. identify the advance poll days for paper voting and for alternative voting; and
  - b. inform the elector that telephone voting and internet voting is permitted during alternative polling days.
- 6.2 The notice may include any other information the Returning Officer deems necessary.
- 7.0 The Returning Officer shall cause notice of the ordinary polling day to be published as required by the Act.
- 7.1 The notice may include any information the Returning Officer deems necessary to comply with the Act or this bylaw.

### **FORM OF TELEPHONE AND INTERNET BALLOTS**

- 8.0 A telephone ballot and Internet ballot shall:
  - a. identify by the title “Election for Mayor”, “Election for Councillor” or “Election for School Board Member”, as the case may be;
  - b. identify the name or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and
  - c. warn the elector to “vote for one candidate only” or “vote for not more than (the number of candidates to be elected) candidates”, as the case may be.



- 8.1 No title, honour, decoration or degree shall be included with a candidate's name on an Internet ballot or telephone ballot.

## **OATH**

9. Any oath that is authorized or required shall be made in the form required by the Act.

## **ELECTORS**

10. No person shall vote by alternative voting unless:
- a. the person's name appears on the final list of electors on the date chosen by Council for the final list of electors, to be completed pursuant to Section 40 of the Act; **or**
  - b. The person's name does not appear on the final list of electors and:
    - i. the person appears before the Returning Officer during normal business hours during advance polling days; and
    - ii. the person swears an oath in the prescribed form to the Act.

## **PROXY VOTING**

11. A proxy voter shall not vote for an elector by alternative voting.

## **FRIEND VOTING**

- 12.0 A friend voter shall only vote for an elector by alternative voting if:
- a. an elector is unable to vote because:
    - i. the elector is blind;
    - ii. the elector cannot read; or
    - iii. the elector has a physical disability that prevents him or her from voting by alternative voting.
  - b. the elector and the friend appear, in person, before the Returning Officer and take the prescribed oaths.
- 12.1 A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
- 12.2 The elector shall take an oath in the prescribed form to the Act providing that he or she is incapable of voting without assistance.
- 12.3 The friend of the elector shall take an oath in the prescribed form to the Act that:
- a. the friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector;
  - b. the friend will mark the ballot as requested by the elector; and
  - c. the friend will keep secret the choice of the elector.

- 12.4 The Returning Officer shall enter in the poll book:
- a. the reason why the elector is unable to vote;
  - b. the name of the friend; and
  - c. the fact that the oaths were taken.

## **VOTING**

13. The system shall put Internet ballots and telephone ballots cast by an elector in the ballot box.

## **SEAL**

- 14.0 At the close of the alternative polling days, the system shall seal the ballot box until after the close of the poll on ordinary polling day.
- 14.1 The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during advance polling days.

## **LIST OF PERSONS WHO VOTED**

15. At the close of ordinary polling days, the system shall:
- a. generate a list of all electors who voted either manually or by alternative voting; and
  - b. a list of voters who did not vote, if required by the Returning Officer.

## **COUNTING**

16. At the close of ordinary polling day, the system shall generate a count of the telephone ballots and Internet ballots in the ballot box that were cast for each candidate during alternative polling days and on the ordinary polling day.

## **RECOUNT BY SYSTEM**

17. In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.
18. If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.
19. If the regenerated count and the initial count do not match, the Returning Officer shall:
- a. direct one final count be regenerated by the system of the votes cast by alternative voting, and
  - b. attend while the final count is being regenerated.
20. The regenerated final count pursuant to subsection (1) shall be the final count of the votes cast by alternative voting.

## **RECOUNT BY COURT**

- 21.0 For a recount, the judge shall only consider the final count by the system, as determined by Section 21 or 22, of the total number of votes that were cast by alternative voting for each candidate.
- 21.1 The final count by the system, as determined by Section 21 or 22, of the total number of votes that were cast by alternative voting for each candidate, shall be added to the judge's count of the number of votes for each candidate cast by non-alternative voting.

## **SECRECY**

- 22. An Election Officer and System Election Officer shall maintain and aid in maintaining the secrecy of the voting.
- 23. Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

## **SEVERABILITY**

- 24. If a court of competent jurisdiction should declare any section or part of a section of this bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the bylaw and it is hereby declared that the remainder of the bylaw shall be valid and shall remain in force.

## **PROHIBITIONS**

- 25. No person shall:
  - a. use another person's PIN to vote or access the system unless the person is a friend voter;
  - b. take, seize, or deprive an elector of his or her PIN; or
  - c. sell, gift, transfer, assign or purchase a PIN.
- 26. No person shall:
  - a. interfere or attempt to interfere with an elector who is casting an Internet ballot or telephone ballot;
  - b. interfere or attempt to interfere with alternative voting; or
  - c. attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.
- 27. No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

## **OFFENCES AND PENALTIES**

- 28.0. A person who:
  - a. violates any provision of this bylaw; or
  - b. permits anything to be done in violation of any provision of this bylaw; is guilty of an offence.

- 28.1 A person who contravenes Subsection (1) of this section is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand (\$5,000) dollars and not more than ten thousand (\$10,000) dollars and in default of payment, to imprisonment for a term of two years less a day, or both.
- 28.2 In determining a penalty under Subsection (2), a judge shall take into account:
- the number of votes attempted to be interfered with;
  - the number of votes interfered with; and
  - any potential interference with the outcome of an election.
- 28.3 Pursuant to Section 146A of the Act:
- the limitation period for the prosecution of an offence under this bylaw is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
  - The Remission of Penalties Act*, 1989 SNS c.397, as amended, does not apply to a pecuniary penalty imposed by this bylaw.

1. Date of First Reading: May 16, 2016
2. Publication of Notice of Second Reading
3. Date of 2<sup>nd</sup> Reading & Passing
4. Date of Publication of Notice of Passing

\*Effective date of the Bylaw unless otherwise specified in the text of the Bylaw.

**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 day of , 2016.

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

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Rachel L. Turner  
Town Clerk



**REQUEST FOR DECISION**  
**Chapter 45 Swimming Pool Fencing Bylaw**  
**#011-2016**

Date: May 2, 2016	Subject: Swimming Pool Fencing Bylaw
Proposal Attached: Yes	Submitted by: Sharon McAuley, Planning Services Coordinator

Proposal:	That Committee of the Whole consider recommending to Council the repeal of Chapter 45 – Swimming Pool Fencing Bylaw at the regular Council meeting scheduled for May 16, 2016.
Background:	<p>In January of 2016 the Town entered into an agreement with the County of Annapolis to provide Building and Fire Inspection Services for the Town of Middleton. As a result, a review is being done of the Town's Building and Fire Bylaws/Policies to ensure they are complimentary with that of the County.</p> <p>To streamline processes for both residents and staff who are providing these services, it is proposed to repeal the Swimming Pool Fencing Bylaw which has already been repealed in the County.</p> <p>The latest version of the Swimming Pool Fencing Bylaw came into effect on January 12, 2005 with the purpose of ensuring that all swimming pools in the Town of Middleton are fenced to prohibit children from gaining unsupervised access.</p> <p>Solicitor advice:</p> <ul style="list-style-type: none"> <li>• Although the Town is not required to have a Swimming Pool Fencing Bylaw, under the MGA the Town has the authority to order that any property or structure which is "dangerous" be made safe. There is no reason why the Town could not rely upon that authority and order the owner of a pool to erect a fence.</li> <li>• It is arguable that the Town is better protected from a claim if the bylaw is repealed. While the bylaw continues to be in force and effect, there is, arguably, a duty upon the Town to conduct inspections to ensure that pool owners are in compliance. If an accident occurred and someone were to find that a pool did not</li> </ul>

	<p>meet the standards of the bylaw, a Plaintiff might argue that the Town should bear some responsibility (that it failed to properly investigate). By repealing the bylaw, the Town is signaling to property owners that they alone will be responsible for ensuring the safety of people who may enter upon their property.</p>
Benefits:	<ul style="list-style-type: none"> <li>• Town will no longer be responsible for policing what could be considered as parent/guardian/homeowner's responsibilities.</li> <li>• Processes will match the surrounding municipality.</li> <li>• Reduce risk to the Town.</li> </ul>
Disadvantages:	<ul style="list-style-type: none"> <li>• Perception that the Town does not care for the safety of children.</li> </ul>
Options:	<ul style="list-style-type: none"> <li>• Status quo.</li> <li>• Repeal the Swimming Pool Fencing Bylaw.</li> </ul>
Required Resources:	<ul style="list-style-type: none"> <li>• Bylaw enforcement will be required if the swimming pool fencing bylaw is not repealed.</li> </ul>
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/Recommendations:	
CAO's Review/Comments:	

CAO Initials: RLT

Target Decision Date: May 16, 2016

C  
Jan 12/05

**TOWN OF MIDDLETON  
SWIMMING POOL BYLAW  
CHAPTER 45**

1. In this Bylaw, "Swimming Pool" means a container or body of water maintained or used or which may be used for swimming purposes whether above or in-ground and which has any depth of water greater than twenty-four inches, other than an existing natural body of water or stream. It shall also include any such container or body of water as above described belonging to or connected with any type of multiple housing development, motel, hotel, club, or similar establishment. It shall, however, not include an irrigation or fire protection pond, or a fishing or duck pond.
2. No swimming pool shall be constructed in the Town of Middleton after the passage of this Bylaw unless a permit has been obtained therefore from the Building Official of the Town.
3. To obtain a permit, plans and specifications must be submitted to the Building Official and, if it appears that the plans and specifications are in conformity with the requirements of this Bylaw and of all other laws and ordinances applicable thereto, the Building Official shall issue a Building Permit therefore.
4. (a) Every owner of a swimming pool shall erect and maintain at all times around such a pool a fence or other obstruction not less than 1.5 metres (5 feet) in height above ground, so as to prevent entry thereto by any unauthorized persons.  
  
(b) The fence enclosing any swimming pool may have a wall or a wall of a building as part of such fence, provided the said wall is at least 1.5 metres (5 feet) in height, and that if the wall contains any openings that could provide a means of ingress and egress to and from the pool, that such openings be kept locked or blocked at all times when such pool is not under competent supervision.  
  
(c) Every such fence or guarding obstruction shall have a gate or gates constructed of material not less than equivalent strength and which provides an equivalent degree of safety, and every such gate shall be of at least the same height as the said fence or guarding obstruction, be supported by substantial hinges, and be equipped with self-closing, self-latching devices placed at the top and on the inside of the gate.  
  
(d) Every gate shall be kept closed and locked at all times when the pool is not under competent supervision.  
  
(e) No one shall pour, spray, fill or introduce water into any swimming pool, unless a fence has been completely erected around the swimming pool in the manner required by sub-sections (a), (b), (c), and (d) of this section.

(f) An owner of an above ground swimming pool that has walls 90 degrees to the ground, shall construct additional fencing, if necessary, to raise the height of the sides of the pool 1.5 meters (5 feet) above ground level. If the side of the pool is at 90 degrees to the ground and is 1.5 meters (5 feet) above ground level, then only fencing and a gate is required around the access to the pool. If the walls of the above ground pool walls are not at 90 degrees to the ground, then fencing in accordance with this Bylaw is required.

5. Construction Fencing, To prevent persons from accidentally falling into an excavation of a swimming pool, the owner shall erect, at the commencement of excavation, a strongly constructed fence, boarding, or barricade, not less than 1.2 meters (4 feet) in height around the open sides of the excavation area. The safety fence shall be maintained until the permanent fence, required by this Bylaw, is erected."
6. This Bylaw shall come into effect for:
  - (a) all swimming pools to be constructed after the passage of this Bylaw on the date the Bylaw is approved by the Minister of Municipal Affairs, and
  - (b) existing swimming pools, sixty days after the approval of this Bylaw by the Minister of Municipal Affairs.

Approved by Town Council December 5, 1988

Approved by Minister of Municipal Affairs January 12, 1989

**THIS IS TO CERTIFY THAT** this bylaw amendment, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council by majority vote of the whole Council of the Town of Middleton on the 4<sup>th</sup> day of January, 2005.

Marianne Daine

Marianne Daine  
Deputy Clerk Treasurer

**GIVEN** under the hand of the Deputy Clerk Treasurer and under the corporate seal of the Town of Middleton this 11<sup>th</sup> day of January, 2005.

Marianne Daine

Marianne Daine  
Deputy Clerk Treasurer

1. Date of Notice to Council Nov 30/04
2. Date of First Reading Dec 06/04
3. Publication of Notice of Second Reading Dec 15/04
4. Date of 2<sup>nd</sup> Reading & Passing Jan 04/05
5. Date of Publication of Notice of Passing\* Jan 12/05

\* Effective date of the Bylaw unless otherwise specified in the text of the Bylaw.





**REQUEST FOR DECISION  
Asphalt Patching Tender Award  
#014-2016**

Date: June/ 14/ 2016	Subject: Asphalt Patching Tender Award
Proposal Attached:	Submitted by: John Pearson, Public Works Director

Proposal:	That Council awards the tender for Asphalt Patching for 2016 to Dexter Construction Co. LTD, as outlined in the tender submission.
Background:	<p>The Town annually goes to market to allow for open competition for business among firms to provide asphalt and services as it relates to road patching for the fiscal year. The tender was released in April and closed on May 16<sup>th</sup>, with two bids received for this tender, those being Howard Little Excavating Ltd., and Dexter Construction Ltd.</p> <p>The tender asked for pricing on Supply &amp; Place: Spreader Patching; Supply &amp; Place: Hand Patching; and Bulk Sales (all per tonne cost pricing).</p> <p>Without a formally approved budget in place for this fiscal year, the award of the tender requires a resolution by Council. Alternately, Council could wait until the budget has been passed which would allow staff to award the contract based on an approved budget. This would potentially cause delay in getting work scheduled to address the patching needs within the community.</p>
Benefits:	
Disadvantages:	
Options:	
Required Resources:	
Source of Funding:	General Operating Budget (proposed amount is \$61,869.00 for patching)

Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	I support the recommendation provided by Mr. Pearson.

CAO Initials: RLT

Target Decision Date: 20 June 2016

**ASPHALT PATCHING TENDER****CLOSING DATE; May 16, 2016**

#	Tenderers	Tender Security	Safety Certification	WCB Clearance Letter		SPREADER PATCHING PER TONNE	HAND PATCHING PER TONNE	BULK SALES PER TONNE
1	Dexter Construction Co. Ltd	✓	✓	✓		\$ 118.00	\$ 189.00	\$ 105.00
2	Howard Little Excavating Ltd.		✓	✓		\$ 138.00	\$ 205.00	\$ 100.00
3								
4								
5								

\* HST not included

## **TENDER: ASPHALT PATCHING**

### **TENDER REPORT May 2016**

<b>No.</b>	<b>Item</b>	<b>Actions/Decisions</b>	<b>Resp.</b>	<b>Status</b>
1	Ads	<ul style="list-style-type: none"><li>Placed on Town website</li><li>Placed on Provincial Procurement portal</li></ul>	John Krista	complete
2	Invitations to Bid	<ul style="list-style-type: none"><li>Invitations to bid were sent to:<ul style="list-style-type: none"><li>DJ Lowe 1980 Ltd.</li><li>Dexter Construction Company Limited</li><li>Howard Little Excavating Ltd</li></ul></li></ul> <p>Invitations included Tender Package documents.</p>	John Krista	complete
3	Tender Package	See attached.	John Krista	complete
4	Tender Opening	<ul style="list-style-type: none"><li>Tender opening took place at 1:00 pm on May 16, 2016 with the following tenders being submitted and opened:</li></ul> <p>See attached spreadsheet for submitted tender amounts.</p>	Rachel	complete
5	Tender Review	Tenders were reviewed by John Pearson and recommendations made to Council at the June 20, 2016 Council Meeting.	John	



**REQUEST FOR DECISION**  
**2016 ¾ Ton Truck**  
**# 015-2016**

Date: June 14, 2016	Subject: 2016 ¾ Ton Truck
Proposal Attached:	Submitted by: John Pearson, Public Works Director

Proposal:	To award the tender for the 2016 ¾ Ton Ford Truck to Bruce Ford
Background:	<p>The 2016 /2017 capital budget included the purchase of a 2016 ¾ Ton Truck. In April, a request for proposals was released and four bids were received by the closing date of May 16, 2016:</p> <p>Bruce Ford -\$34,043 - 5% \$1702.00 = \$ 32,341.00          Bruce GM- \$34,280          O,Regan Chev Buick GMC LTD -\$34,547          Kentville Chrysler Dodge Jeep -\$31,739.50          (The difference between Ford and Dodge is \$601.50 I would spend that in travel.)</p>
Benefits:	Local supplier.
Disadvantages:	
Options:	
Required Resources:	
Source of Funding:	2016/17 Capital Budget.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLT

Target Decision Date: June13, 2016

## **TENDER: ¾ Ton Truck**

### **TENDER REPORT May 2016**

<b>No.</b>	<b>Item</b>	<b>Actions/Decisions</b>	<b>Resp.</b>	<b>Status</b>
1	Ads	<ul style="list-style-type: none"><li>Placed on provincial procurement website</li><li>Placed on Town website</li></ul>	John Krista	complete
2	Invitations to Bid	<ul style="list-style-type: none"><li>Invitations to bid were sent on April 25, 2016 to:<ul style="list-style-type: none"><li>Bruce GM</li><li>Bruce Ford</li><li>Connell Chrysler</li></ul></li></ul> <p>Invitations included Tender Package documents.</p>	John Krista	complete
3	Tender Package	See attached.	John Krista	complete
4	Tender Opening	<ul style="list-style-type: none"><li>Tender opening took place at 1:00 pm on May 16, 2016 with the following tenders being submitted and opened:</li><li></li></ul> <p>See attached spreadsheet for submitted tender amounts.</p>	Krista	complete
5	Tender Review & Recommendation	<ul style="list-style-type: none"><li>Tenders were reviewed by John Pearson and recommendation made to Council at the June 20, 2016 Council meeting.</li></ul>	John	



**REQUEST FOR DECISION**  
**Harassment Policy Amendment**  
**#017-2016**

Date: 14 June 2016	Subject: Policy 3.4: Harassment
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Council approve Policy 3.4 Harassment as amended.
Background:	<p>On June 13, Council was sent an e-mail providing the required seven day notice for a change to Policy 3.4 per the MGA.</p> <p>Currently, the policy only allows for internal workplace investigations into harassment complaints and requires a male and female on the appointed committee. There may be specific circumstances where an external committee or appointee would be a more appropriate solution to investigate a complaint so as not to have employees investigating other employees. Additionally, finding appropriate employees of both genders can also pose significant challenges with a small staff. While maintaining this as one process, it is proposed that the CAO be given the flexibility to determine if an external investigation is the most appropriate solution so as to deal with serious allegations or complaints in the most fair, transparent, and timely manner possible.</p> <p>Additionally, under section 4 of the policy, section 4.5 re-iterates and specifies gender victims of sexual harassment, where it is already fully defined in section 4.4. The deletion of section 4.5 is also being proposed as an amendment.</p>
Benefits:	<p>The proposed changes allow for flexibility to find the most appropriate solution to potential complaints within the organization, providing employees the confidence that their complaints will be confidential and treated with professionalism.</p> <p>The removal of section 4.5 also recognizes that harassment can happen with any gender or person, without stereotyping any kind of harassment to a gender type.</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: 20 June 2016



TOWN OF MIDDLETON CODE D - PERSONNEL			
Subject: Harassment		Number: 3.4	
Coverage: Staff & Council		Approved by: Council & CAO	
Effective Date : December 2, 1991		Revision Date: October 2, 2006 February 5, 2007	

### ***Rationale***

The Town of Middleton is committed to providing a work environment in which all employees are treated with respect and dignity. There will be zero tolerance for harassment both in and outside the workplace. This policy is one step toward ensuring that the workplace is a comfortable place for all, clearly stating the Town's position and providing a clear path for remediation in the event of harassment.

### ***Policy Statement***

#### **1.0) General**

- 1.1) This Policy applies to members of Council and all employees.
- 1.2) Any form of harassment of an employee constitutes a serious violation. Those who are found to have committed harassment will face disciplinary action up to and including termination.

#### **2.0) Objectives**

- 2.1) The objectives of the Harassment Policy and Procedure are to:
  - a) provide the definition of harassment;
  - b) educate the employees on the issue of harassment;
  - c) define the responsibilities of both management and employees in relation to harassment;
  - d) identify the options available in dealing with harassment;
  - e) provide the process for an objective and fair investigation of complaints of harassment;
  - f) achieve the strictest confidentiality possible; and
  - g) ensure advice and support are given to individuals who are subjected to harassment.

#### **3.0) Applicable Legislation**

- 3.1) Every Person has the right to live and work without being harassed. The *Nova Scotia Human Rights Act* and the *Canada Labour Code* protect employees and customers from harassment that is related to their race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned

conviction, or sexual orientation. The *Criminal Code* protects against physical and sexual assault.

#### **4.0) Definition**

- 4.1) Harassment is any behaviour that demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions, comments, or displays. It may be a single incident or continue over time. Some examples of harassment include:
- a) unwelcome remarks, slurs, jokes, taunts, or suggestions about a person's body, clothing, race, national or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristics;
  - b) unwelcome sexual remarks, invitations, or requests (including persistent, unwanted contact after the end of a sexual relationship);
  - c) displays of sexually explicit, sexist, racist, or other offensive or derogatory material;
  - d) written or verbal abuse or threats;
  - e) practical jokes that embarrass or insult someone;
  - f) leering (suggestive staring) or other offensive gestures;
  - g) unwelcome physical contact, such as patting, touching, pinching, hitting;
  - h) patronizing or condescending behaviour;
  - i) humiliating an employee in front of co-workers;
  - j) abuse of authority that undermines someone's performance or threatens her or his career;
  - k) vandalism of personal property; and/or
  - l) physical or sexual assault.
- 4.2) Sexual harassment is offensive, degrading, inappropriate, threatening and illegal. Sexual harassment is defined in the Nova Scotia Human Rights Act As:
- a) a course of vexatious sexual conduct or comment that is known or ought reasonably to be known as unwelcome;
  - b) a sexual solicitation or advance made to an individual by another individual where the other individual is in a position to confer a benefit on or deny a benefit to the individual to whom the solicitation or advance is made where the individual who makes the solicitation or advance knows or ought reasonably to know that it is unwelcome; or,
  - c) a reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.
- 4.3) Disrespectful behaviour, known as "personal" harassment, is also covered in this policy. While it also involves unwelcome behaviour that demeans or embarrasses an employee, the behaviour is not based on one of the protected grounds named above.

4.4) Harassment can take place between co-workers, between a manager and employee, between people of the opposite sex or of the same sex, between an employee and a client, or between an employee and a job applicant.

~~4.5) Women are the most common victims of sexual harassment by men, however, sexual harassment may also occur between women, between men or by women harassing men.~~

~~4.6)~~4.5) Harassment is prohibited whether it occurs in the workplace or anywhere else as a result of employment responsibilities or employment relationships; harassment will not be tolerated:

- a) in the workplace;
- b) at employment related social functions;
- c) in the course of work assignments outside the workplace;
- d) at job-related conferences or training sessions; and
- e) during job-related travel.

~~4.7)~~4.6) Consensual banter or romantic relationships are not harassment where the people involved agree with what's happening. Appropriate performance reviews, counselling, or discipline by a supervisor or manager are not harassment.

## 5.0) Responsibilities

### 5.1) Management and Supervisors

- a) are responsible for providing a work environment that is free of sexual harassment.
- b) will take a proactive approach by discouraging employment related sexual harassment. This is a continuing responsibility whether or not complaints have been made.
- c) will ensure that all employees understand what constitutes sexual harassment and the existence of the procedures available under this Policy.
- d) have an obligation to deal with violations of this policy or complaints of sexual harassment in a prompt and serious manner and further to immediately report instance of sexual harassment to the Chief Administrative officer, whether or not a complaint has been officially filed.
- e) will impose strict disciplinary action for violations of the policy.

### 5.2) Employees

- a) have a right, under the law, to a work environment that is free from harassment. Every employee therefore, has a responsibility to become knowledgeable about employment related harassment and take the necessary steps to expose violations that leave themselves and their co-workers at risk.
- b) have a duty to act assertively by making their unequivocal disapproval of the harassment known to the offender immediately. If the action is repeated, the employee should refer to the options available under the Complaint Procedure section of this policy

## **6.0) Informal Complaints**

- 6.1) Employees who experience or suspect harassment are strongly urged to address the problem with a formal or informal complaint. Employees wishing to make an informal complaint may:
- a) Communicate concerns directly to the alleged harasser. The employee who is being harassed (the complainant) should inform the harasser clearly and directly that their behaviour is unwelcome by describing the behaviour which was offensive, when it occurred, how it makes the complainant feel and that it must stop. Informing the harasser of the Municipality's Harassment Policy will ensure it is clearly understood that the unwelcome behaviour will not be tolerated. If possible, ensure a third person is present and make note of the conversation afterward. The complainant may relate the same information to the harasser in a written letter, a copy of which should be kept by the complainant.
  - b) Communicate concerns to Supervisors. All managers and supervisors have an obligation to take reasonable measures to provide a work environment that is free of harassment and to take corrective action should harassment occur. If the complainant feels comfortable doing so, it may be helpful to discuss concerns relating to harassment with their immediate supervisor or with another person in a position of authority and to request their assistance in resolving the situation. Again, the complainant may find it helpful to be accompanied by another person and to keep a record of the discussion, and if the concerns are communicated in writing, to keep a copy of the correspondence.
  - c) Communicate concerns to the Chief Administrative Officer. Part of the role of the Chief Administrative Officer is to provide assistance and support to employees experiencing work related problems. If the complainant feels comfortable doing so, they are encouraged to bring their concerns to the CAO. The complainant may wish to be accompanied by another person and should keep a record of the discussion. If the concerns are communicated in writing, the employee should keep a copy of the correspondence.

## **7.0) Mediation**

- 7.1) It may be appropriate to attempt to resolve the complaint through mediation before going to a formal investigation.
- a) If a qualified person from outside the organization is available to act as a mediator, and the complainant and alleged harasser agree, that person will attempt to help the parties settle the complaint. If no one is available, the designated person may help settle the complaint, if the parties agree.

- b) The mediator should not be involved in investigating the complaint, and should not be asked to represent the Town at any stage of any proceedings related to the complaint.
- c) Either party has the right to refuse mediation. If mediation is suggested but one party is uncomfortable, that party may reject the mediation process and it will not reflect negatively during the complaint process.
- d) If mediation does become part of the process, each person has the right to be accompanied and assisted during mediation sessions by someone they choose.

## 8.0) Formal Complaints

- 8.1) Employees who experience or suspect harassment are strongly urged to address the problem with a formal or informal complaint. The employee is not required to submit an informal complaint prior to making a formal complaint, and making an informal complaint does not preclude the employee from also making a formal complaint.
- 8.2) Employees wishing to make a formal complaint shall submit a written complaint providing details of the incident(s) together with any supporting evidence to the Chief Administrative Officer.
- 8.3) Upon receipt of a complaint, the Chief Administrative Officer shall appoint an investigating Committee immediately. The Committee shall be comprised of two individuals (one female, one male) selected by the Chief Administrative Officer who are not directly involved in the complaint. Where an internal investigative committee is not practical, appropriate, or available, the Chief Administrative Officer has the authority to appoint an external individual or firm to complete the investigation.

## 9.0) Investigation

- 9.1) All formal complaints shall be thoroughly investigated without delay.
- 9.2) The Committee will take a neutral, non-judgmental position throughout the investigation, to ensure the optimum collection of relevant data on which a fair conclusion will be reached.
- 9.3) The Committee shall keep detailed and accurate notes of what was said, making sure to get facts straight, checking and rechecking details as appropriate.
- 9.4) The Committee shall take the following steps in all investigations:
  - a) carefully review the written complaint.
  - b) interview separately:
    - i. the complainant
    - ii. the alleged offender
    - iii. all witnesses

- iv. any other relevant persons.
- 9.5) The alleged harasser shall be advised of the essential details of the complaint and be given an opportunity to respond. Any witnesses will be interviewed for the purpose of corroborating the complainant's or the alleged harasser's version of the incident(s).
- 9.6) During the interviews, the Committee will attempt to gather all relevant information by carefully hearing all witnesses, keeping an open mind and paying particular attention to:
- a) Who was involved?
  - b) Were there any witnesses
  - c) When did the incident(s) occur?
  - d) Where did the incident(s) take place?
  - e) In what context, in or outside the workplace?
  - f) What exactly was said, by whom?
  - g) What was the reaction of the complainant/ the harasser?
  - h) What are the details?
- 9.7) The complainant and alleged harasser should be kept informed on the progress of the investigation.
- 9.8) The investigator must recommend based on the investigation whether the complaint is valid, or if there is not enough evidence to support an allegation of harassment.
- 9.9) The Committee shall prepare a written report providing the details of its investigation, its findings and recommendations for further action. The report shall be submitted to the Chief Administrative Officer.

## **10.0) Decision**

- 10.1) The Chief Administrative Officer shall make a decision based on the report submitted by the investigation Committee regarding whether or not there has been harassment.
- 10.2) If Harassment occurred, remedies for a person who has been harassed may include any of the following, depending on the nature and severity of the harassment:
- a) an oral or written apology from the harasser and the Town of Middleton;
  - b) compensation for any lost wages or employment benefits, such as sick leave;
  - c) a job or promotion that was denied in bad faith;
  - d) a commitment that s/he will not be negatively affected (e.g. denied promotion) in the future as a result of the investigation.
- 10.3) Corrective action for harassers will include any of the following, depending on the nature and severity of the harassment:
- a) a verbal or written reprimand;

- b) anti-harassment or sensitivity training;
- c) a suspension, with or without pay;
- d) a transfer or demotion if it is not reasonable for the people involved to continue working together; or
- e) a dismissal.

10.4) The complainant, the alleged harasser, and the Investigation Committee shall be notified immediately of the decision and disciplinary action taken. The CAO will provide a written copy of the decision to the affected parties within a week.

#### **11.0) Complaints made in bad faith**

- 11.1) In the rare event that the complaint was made in bad faith, that is deliberately and maliciously filed knowing it had absolutely no basis, the complainant will be subject to the same penalties as a harasser up to and including termination.
- 11.2) The person unjustly accused of harassment will have her or his reputation restored, and will be given the benefit of any necessary remedies that would be given in a case of harassment.

#### **12.0) Retaliation**

- 12.1) Anyone who retaliates in any way against a person who has made a harassment complaint, or provided evidence for a harassment complaint will be subject to the same penalties as a harasser.

#### **13.0) Time limits**

- 13.1) Managers have a responsibility to make sure harassment ends as soon as they become aware of it. Complaints will be resolved as quickly as possible, ideally within one month of being made.
- 13.2) Complainants should be aware that there is a one-year time limit for filing a complaint with the Nova Scotia Human Rights Commission.

#### **14.0) Record Keeping**

- 14.1) Employees who experience harassment should keep accurate records of incidents comprising the alleged harassment including dates, times, reference to actions taken by the complainant, responses of the alleged harasser, responses of managers, witnesses, and any other relevant information. Such documentation can be a vital component of any further action which may be required. However, it is not a requirement in order to proceed with a formal complaint.
- 14.2) The investigation Committee shall keep detailed and accurate records of method and results of the investigation.



## 15.0) Confidentiality

- 15.1) All complaints will be kept in the strictest confidence except as required for the full and fair investigation of the complaint or as otherwise required by law.
- 15.2) During the investigation, all information concerning the matter shall be kept confidential and will not be placed in the personnel file for the complainant or alleged offender.
- 15.3) Should disciplinary action be taken against an offender or a complainant, this will be documented in the respective personnel file in accordance with normal procedures.

## 16.0) Harassment by Non-Employees

- 16.1) Any employee who believes that they have been subject to employment-related harassment by a person who is not an employee of the Municipality should report the matter to their Department Head.
- 16.2) Following investigation, if the complaint is substantiated, the Town will take whatever action is reasonably possible to ensure the behaviour is not repeated.

## 17.0) External Options for Complaints

- 17.1) The following external complaint options are also available to employees:
  - a) Lodge a complaint to the Nova Scotia Human Rights Commission, or
  - b) Lodge a complaint under the Criminal Code of Canada.

### ***References***

Government of Canada - *Criminal Code*  
Government of Canada - *Canada Labour Code*  
Province of Nova Scotia - *Nova Scotia Human Rights Act*

### ***Previous Policies***

The previous policy 9/11 "Town of Middleton - Sexual Harassment Policy" approved by Council on February 5, 2001 is hereby amended.

### ***Certification***

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 5th day of February, 2007.

**GIVEN** under the hand of the CAO and under the seal of the Town of Middleton this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.



# MIDDLETON REGIONAL HIGH SCHOOL

18 Gates Avenue, Box 860, Middleton, NS B0S 1P0

Office: 902-825-5350 Fax: 902-825-5355

E-mail: [mrhs@avrsb.ednet.ns.ca](mailto:mrhs@avrsb.ednet.ns.ca)

June 7, 2016

Town of Middleton

131 Commercial Street

Middleton NS

B0S 1P0

Dear Mayor and Town Councillors:

I am writing on behalf of the MRHS Grad Parent 2016 committee. On June 24, 2016 we are hosting our Safe Grad. In previous years there has been a fireworks display before the festivities begin. Unfortunately, this year our venue will not allow us to have the fireworks. We are asking if it would be possible to have them immediately after prom in Middleton. Our first choice would be in the soccer field beside MRHS and if not there, then the Rotary Park. Dave Lewis has put this display on for Safe Grad for the last number of years, it lasts approximately 5 minutes. I realize this is short notice but we are stuck between a rock and a hard place and are trying to come up with a solution so that the Grad Class will totally enjoy this evening. If there is any way that the Councillors and yourself could come up with a vote so that the buses could be arranged and Dave Lewis could "scout out" the location chosen; it would be so much appreciated!

Thanking you for your consideration,

Paulette M Pye

MRHS Grad Parent Committee 2016

902-825-6876 w

email [paulette.pye67@gmail.com](mailto:paulette.pye67@gmail.com)



*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  
June 20, 2016**

**WATER MAINS, SEWER MAINS AND STORM DRAINS**

- There are no water main breaks to report.
- Storm drain on Victoria Street has been fixed.
- Manhole on Main Street has been fixed.

**ROAD REPAIR**

- There is no road repair to report.
- Cold patching is being done as required.
- Rebuilding on Acadia Street has finished.
- Line painting has started.

**GENERAL MAINTENANCE**

- Lawn care is well on its way and sweeping of streets and sidewalks.
- Cleaning of winter equipment and repair is in progress.
- STP Building in construction stage for siding and roof.

**OTHER**

- Splash Pad is operational.

**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**

## PROGRAMS

Our regular summer day camp programs will be happening again this summer, as will our tennis lessons, senior fitness, swimming lessons, adult boot camp (with a new leader), gentle and lunch time yoga, and we are excited to be able to offer some **NEW** programs as well. This summer we will be offering a program for children and youth ages 5-12 called "Exploration Fitness". It will be an 8 week program that will give the children and youth a taste of some new experiences that might peak their active interests! We are also reformatting our youth program to coincide with our day camp program this summer. Youth ages 11-15 can sign up for our 9am-4pm youth program that will run Monday-Friday, alongside the day camp program but with activities geared to their age and interests. Finally, we are adding a youth adventure program which will take place on Tuesday evenings beginning on July 5<sup>th</sup>. Activities will include hiking, canoeing, kayaking, biking, etc.

## ACTIVE LIVING COORDINATOR

Our new Active Living Coordinator has now started work and is diving head first into creating new and exciting opportunities for people in our community to get active. Stephanie Wadden was the Recreation Director in the Village of Canning and has a degree in Recreation Management from Acadia University. You will be seeing a lot of Stephanie out in the community as she works to build relationships and partnerships that foster an active and healthy community. If you would like to reach her, you can email her at [mpal@town.middleton.ns.ca](mailto:mpal@town.middleton.ns.ca) or call her at 902.825.6611.

## EVENTS

Things are booming in the events department as we work hard to deliver events that target the needs and wants of a large variety of people. We love the feeling of the community coming together and try to pack as many opportunities for this to happen into the summer as we can. Here are some dates that you can mark on your calendar:

### July

- 1 – Canada Day Celebrations at the Macdonald Museum, 1:30 – 3 pm.
- 8 – Pool Party, Middleton & District Pool, 7 – 8 pm  
Movie in the Park: Surf's Up, Dusk (Pre-movie Entertainment to start at 8:15 pm)
- 15 & 16 - Heart of the Valley Festival
- 22 – Movie in the Park: Mrs. Doubtfire, Dusk
- 24 – Senior's Celebrations, Centennial Park, 12 – 1:30pm
- 29 – Concert in the Park: Matt the Music Man, Centennial Park, 6:30-7:30pm

## **August**

5 – Movie in the Park: Hoodwinked, Dusk

12 – Movie in the Park: Inside Out, Dusk

13 – Middleton Heart Run, Rotary Park, 7am – 12pm

14 – Heart of the Valley Century Ride, Rotary Park, 7am – 5pm

19 – Pool Party, 7 – 8 pm, Middleton & District Pool

Movie in the Park: Zootopia, Dusk

21 – Picnic in the Park, Centennial Park 11:30am – 1:30pm

## **SKATEPARK**

Things are rolling right along with the skatepark development. The tender has been awarded to Newline Skateparks and meetings have begun to figure out a timeline and next step. There will be community consultations as part of the development process and we hope the community actively engages to suggest their input as to the design of the park. More information on that will be posted as it is made available.

## **YOUTH AMBASSADORS**

We are pleased to say that we have four candidates competing for this year's title of Youth Ambassador. You will have a chance to meet the candidates at many of the events throughout the summer, but will be formally introduced to them on July 15<sup>th</sup> at Centennial Park between the family fun run and the movie. The ambassador candidates will be giving a speech to the audience to introduce themselves and explain why they want to be the Youth Ambassador for the Town of Middleton.

## **PARKS**

The parks crew has been hard at work and is now a full crew as we welcome Kyle Bell on board for the season. Our facilities manager just took a high-level course on playground inspection as the safety of the public is one of our priorities. Hopefully you will notice that the hanging flowers and flower beds around town are now in place and brightening up the town. The floating dock has been a work in progress at Riverside Park and is now more user friendly. The crew has also been working to get all of the washrooms, both in Rotary and Centennial Park in order and those washrooms are now open throughout the day. Finally, they have been busy mowing the grass and helping the rest of the summer staff prepare for upcoming events.

---

Jennifer Coolen, Director of Recreation & Community Services

TOWN OF MIDDLETON

# PLANNING SERVICES



MAY

2016

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





**Planning  
Development  
Project Management**

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

**May 1 - 31, 2016**

**Planning Application Activity**

- PAC Meeting, May 9, 2016
- PAC Meeting, May 24, 2016

**Development Permit Activity**

- Development Permit M16-010, May 17, 2016  
Capitol Pub, 333 Main Street  
Deck (seasonal), Existing Commercial Structure

**Permit Activity Summary, May 2016**

	Current Month	Current YTD	Previous Yr. Month	Previous Yr. YTD
Development Permits				
Residential				
New Construction	0	0	0	0
Renovation/Addition	0	0	0	0
Accessory Structures	0	0	0	0
Commercial/Industrial				
New Construction	0	0	0	0
Renovation/Addition	0	3	1	1
Accessory Structures	1	1	0	0
Institutional				
New Construction	0	0	0	0
Renovation / Addition	0	2	0	0
Accessory Structures	0	0	0	0
Other (signs, occupancy, etc.)	0	1	0	0
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 May to March

**Municipal Unit:** **Town of Middleton**

**Month:** **May 2016**

	Number of Building Permits	Building Value
Month: May	2	\$79,000.00
Year To Date 2016-2017:	5	\$148,600.00
Year To Date 2015-2016:	7	\$554,300.00
Year To Date 2014-2015:	4	\$261,600.00

Total Estimated Value May 2016:	\$79,000.00	Total permits for May 2016:	2	Total Estimated Value YTD 2016-2017:	\$148,600.00	Permit Fees May 2016:	\$150.00
Total Estimated Value May 2015:	\$8,300.00	Total permits for May 2015:	3	Total Estimated Value YTD 2015-2016:	\$554,300.00	Permit Fees YTD 16-17:	\$494.60
Total Estimated Value May 2014:	\$225,000.00	Total permits for May 2014:	3	Total Estimated Value YTD 2014-2015:	\$261,600.00		

File #	Name	Applicant Address	Location	Construction	Date Building Permit Issued	Permit Fee	Estimated Value
M16-008	Emmanuel Cong. Church	Middleton	37 Gates Ave.	window replacement	May 3, 2016	\$100.00	\$25,000.00
M16-009	TDL Group	Middleton	241 Main St.	exterior renovation	May 3, 2016	-----	\$54,000.00
				Dev. Permits Only	1 permit	\$50.00	
					<b>Total May:</b>	<b>\$150.00</b>	<b>\$79,000.00</b>
Total Active Permits:		14					



COUNTY *of* ANNAPOLIS  
NATURALLY ROOTED

## **Activity Report – MAY 2016**

**3 BUILDING PERMITS ISSUED FOR MAY**

**3 INSPECTIONS CARRIED OUT FOR MAY**

**Staff continue to drive through the Town and receiving inquiry calls from the residents.**



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

Submitted by: Trevor Robar

Date: June 1, 2016

Task	Category	Date	Hrs
Update NSCAF and Property data for AVLIU	PLAN	Tuesday, May 3, 2016	0.50
Site Visit and Paperwork for 17/19 Taylor Dr	PLAN	Thursday, May 12, 2016	1.50
Add Quality Control Fields to AVLIU PW GIS layers	PW	Sunday, May 15, 2016	1
Add Quality Control Fields to AVLIU PW GIS layers	PW	Monday, May 16, 2016	1
Add Quality Control Fields to AVLIU PW GIS layers	PW	Tuesday, May 17, 2016	1
Civic Address Check 236-238 Main St	PLAN	Tuesday, May 17, 2016	0.5
Update Quality Control Fields, Property ID numbers for PW Assets	PW	Tuesday, May 17, 2016	1
Update Quality Control Fields, Property ID numbers for PW Assets	PW	Sunday, May 22, 2016	1
Planning Meeting in Middleton for AVLIU app change requests	PLAN	Thursday, May 26, 2016	1
			<b>Hrs</b>
			8.50

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

## **MAYOR'S REPORT JUNE 2016**

May 16 <sup>th</sup>	Chaired monthly Council session
May 18 <sup>th</sup>	Attended "Police Day" event at Rotary Park
May 19 <sup>th</sup>	Attended APSC meeting in Annapolis Royal
June 1 <sup>st</sup>	Chaired Special Council session re: Skateboard Park Project
June 1 <sup>st</sup>	Chaired 2016-2017 budget meeting
June 6 <sup>th</sup>	Chaired Special Council Session
June 6 <sup>th</sup>	Chaired monthly Committee of the Whole session
June 8 <sup>th</sup>	Interview with Annapolis Valley Register
June 12 <sup>th</sup>	Laid wreath at annual Decoration of the Graves ceremony
June 15 <sup>th</sup>	Attended Valley Waste monthly meeting
June 18 <sup>th</sup>	Attended Middleton Car Show (Mayor's Award)
June 18 <sup>th</sup>	Attended annual Relay For Life opening ceremonies

**CORRESPONDENCE – MAY**  
(for June 20, 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. A letter and information from the *Canadian Wireless Telecommunications Association*, on the *Recycle My Cell* program in Nova Scotia.
2. A copy of the June edition of the *Careforce* newsletter.
3. A letter and information from the *Canadian Union of Postal Workers* regarding the federal government review of Canada Post and asking the Town to provide input to the Canada Post Review.
4. A letter from *William A. Smith, Ombudsman for Nova Scotia*, introducing himself and advising that he will be travelling the Province and will attempt to set up a meeting with the Mayor.