



**MIDDLETON TOWN COUNCIL
TOWN HALL – COUNCIL CHAMBERS
MONDAY, OCTOBER 17, 2016
7:00 P.M.**

AGENDA

- 16.10.01 CALL TO ORDER
- 16.10.02 APPROVAL OF THE AGENDA
- 16.10.03 PROCLAMATION
 - .01 Municipal Awareness Week
- 16.10.04 APPROVAL OF THE MINUTES
- 16.10.05 NEW BUSINESS
 - .01 Committee of the Whole Recommendations
 - a. RFD 018-2016: Chapter 55 Regional Emergency Management Bylaw Amendments – 1st Reading
 - b. RFD 019-2016: Inter-Municipal Emergency Services Agreement Revisions
 - c. LUB Amendment – Orchard Queen Motel & RV Park
 - .02 Revised UNSM Resolutions Process - Feedback
 - .03 Appointments – Middleton Fire Department
- 16.10.06 REPORTS
 - .01 Management
 - .02 Planning Services – September 2016
 - .03 Planning Advisory Committee
 - .04 RCMP – July 1 to September 30, 2016
 - .05 Valley Waste Resource Management
 - .06 Mayor
- 16.10.07 CORRESPONDENCE
- 16.10.08 ANYTHING BY MEMBERS
- 16.10.09 IN-CAMERA (PERSONNEL)
- 16.10.10 ADJOURNMENT

Municipal Awareness Week - Proclamation

WHEREAS municipal government is responsible for the provision of services that enhance the quality of life of its citizens; and

WHEREAS dedicated mayors, wardens, councillors and staff are essential for the effective governance of their municipalities; and

WHEREAS citizen involvement is essential for an active community; and

WHEREAS it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of municipalities;

THEREFORE BE IT PROCLAIMED that the week of November 21-25, 2016, be known as Municipal Awareness Week in the Town of Middleton in recognition of the vital role of municipal government and in recognition of all whose efforts support it.



REQUEST FOR DECISION
Chapter 55 Regional Emergency
Management Bylaw
#018-2016

| | |
|-------------------------|--|
| Date: 29 September 2016 | Subject: Chapter 55 Regional Emergency Management Bylaw Amendments |
| Proposal Attached: Yes | Submitted by: Rachel Turner, Chief Administrative Officer |

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| Proposal: | That Committee of the Whole recommend that Council give first reading to amend <i>Chapter 55 Regional Emergency Management Bylaw</i> as attached. |
| Background: | <p>The proposed amendments have been prepared in consultation with the Chief Administrative Officers of the County of Annapolis and the Towns of Middleton and Annapolis Royal. Amendments will be placed before each partner council for approval and subsequent submission to the Province for approval by the Ministers of Municipal Affairs and Emergency Management. In summary the changes:</p> <ul style="list-style-type: none"> - Remove references to the former Town of Bridgetown; - Explain the advisory roles of committees; - Define the role of the Emergency Management Coordinator as a municipal employee; and - Clarify the roles of each municipal council in authorizing expenditures for the purpose of emergency management. <p>The legal authority for these amendments fall within the <i>Municipal Government Act, R.S.N.S. 1999</i>, and the <i>Emergency Management Act, R.S.N.S. 1990, C.8, s. 5.1, 2005, c.48, s1</i></p> <p>Careful attention was given to reviewing enabling legislation, particularly in regard to the distinction of joint and independent roles of member municipalities in the Regional Emergency Management Organization.</p> <p>In accordance with legislative requirements for amendments to emergency management bylaws, the following process will be followed:</p> <ul style="list-style-type: none"> • Recommendation to member councils for first reading to amend the Bylaw; • At least fourteen (14) days prior to the bylaw being read for the final time, an advertisement advising of the intent |

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| | <p>of each council to consider the amendment to the bylaw will be published in a newspaper circulating in the municipality;</p> <ul style="list-style-type: none"> • Once final reading has been done by each member municipal council, copies of each member municipality's amended bylaw shall be submitted to the Department of Municipal Affairs for necessary approvals by the Ministers of Municipal Affairs and Emergency Management; • Upon return of the bylaws with required ministerial signatures, an advertisement advising of the approval of amended bylaws will be published in a newspaper circulating in the municipality. |
| Benefits: | |
| Disadvantages: | |
| Options: | |
| Required Resources: | |
| Source of Funding: | |
| Sustainability Implications: (Environmental, Social, Economic and Cultural) | |
| Staff Comments/ Recommendations: | |
| CAO's Review/ Comments: | These amendments are housekeeping in nature, to ensure that the <i>Regional Emergency Management Bylaw</i> is current and accurately reflects the parties involved and Council authority. |

CAO Initials: RLT

Target Decision Date: 17 October 2016

CHAPTER 55 TOWN OF MIDDLETON

REGIONAL EMERGENCY MANAGEMENT BYLAW

A Bylaw to Provide for a Prompt and Coordinated Response to a State of Local Emergency

The Council of the Town of Middleton, under the authority vested in it by the *Municipal Government Act*, R.S.N.S. 1999, and the *Emergency Management Act*, R.S.N.S. 1990, C.8, s. 5.1, 2005, c.48, s1, enacts as follows:

SHORT TITLE

1. This Bylaw may be cited as the "*Regional Emergency Management Bylaw*."

INTERPRETATION

2. In this Bylaw,
 - a. "Act" means the *Emergency Management Act*, R.S.N.S. 1990, c.8, s. 5.1, 2005, c.48, s1;
 - b. "Agreement" means the inter-municipal emergency services agreement among the Town of Annapolis Royal, the Town of Bridgetown, the Town of Middleton and the Municipality of the County of Annapolis pursuant to Section 10 (2) of the *Act*, dated July 31, 1990, and as amended from time to time.
 - c. "Council" means the Council of the Municipality of the County of Annapolis;
 - d. "Councils" means the councils of the Municipality of the County of Annapolis, the Town of Annapolis Royal, ~~the Town of Bridgetown~~ and the Town of Middleton;
 - e. "Councillor" means a member of the Council;
 - f. "Director" means a Director of the Nova Scotia Emergency Management Office;
 - g. "Emergency" means a present or imminent event which requires the prompt coordination of action or regulation of persons or property to be undertaken to protect property or the health, safety or welfare of people;
 - h. "Minister" means the member of the Executive Council to whom is assigned the administration of the *Act* and Regulations;
 - i. "Emergency Management Plans" means plans, programs or procedures prepared by the Regional Emergency Management Organization (REMO) that are intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property in the event of such an occurrence;
 - j. "Regional Emergency Management Advisory Committee" means the committee established by the Agreement to plan for and be responsible for the executive direction and management of emergency activities;
 - k. "Regional Emergency Management Coordinator" (REMC) means the person appointed to serve as the staff person in accordance with the Agreement;
 - l. "Regional Emergency Management Organization" (REMO) means the Organization established as per the Agreement;
 - m. "Regional Emergency Management Planning Committee" (REMPC) means the Committee responsible to recommend policy to the Regional Emergency Management Advisory Committee;

- n. "State of Emergency Regulations" means regulations approved by the Governor in Council by Order in Council 92-61, Regulation 17/92, as amended from time to time;
- o. "State of Local Emergency" means a state of local emergency declared by the council of a participating municipality pursuant to the *Act* or by a Mayor or Warden in the event the council cannot be assembled in a timely manner, or renewed by the municipality pursuant to the *Act* and Regulations made pursuant thereto and this Bylaw.

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION

- 3. The Council hereby agrees to the establishment of a Regional Emergency Management Organization in accordance with the Agreement.
- 4. The Regional Emergency Management Organization shall consist of the following persons and Committees:
 - a. a Regional Emergency Management Advisory Committee;
 - b. a Regional Emergency Management Coordinator; and
 - c. a Regional Emergency Management Planning Committee.

REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

- 5. Council shall appoint representatives to the Regional Emergency Management Advisory Committee in accordance with the Agreement from its members for such term as the Agreement provides.
- 6. Council's representation on the Regional Emergency Management Advisory Committee shall at all times be no fewer than two members of the Council or as required by the Agreement.
- 7. The Regional Emergency Management Advisory Committee shall:
 - a) ~~be responsible for directing and overseeing the development of the regional emergency management plans; advise councils on the development of municipal emergency Management plans;~~
 - b) ~~brief the councils on the development of these plans;~~
 - c) recommend the declaration of a State of Local Emergency to the council of any participating municipality, as required, or in the event such council cannot be assembled in a timely manner the senior elected official of any affected municipality, who may declare such a state in accordance with the *Act*;
 - d) be responsible for the executive direction and management of emergency activities during a State of Local Emergency;
 - e) recommend the renewal of a State of Local Emergency;
 - f) brief any affected council on developments during a State of Local Emergency;
 - g) recommend the termination of a State of Local Emergency.

REGIONAL EMERGENCY MANAGEMENT COORDINATOR

8. The Regional Emergency Management Coordinator shall be appointed in accordance with the Agreement.
9. The Regional Emergency Management Coordinator shall be paid for work incurred under this bylaw in accordance with the Agreement.
10. The Regional Emergency Management Coordinator shall:
 - a) ~~chair the Regional Emergency Management Planning Committee; be responsible for on-going public education programs related to emergency preparedness subject to availability (CS100, CS200, CS300);~~
 - b) not be responsible for direct programs or response activities;
 - c) coordinate training and assist with emergency planning for the member municipalities;
 - d) coordinate and prepare regional emergency management plans, training and exercises;
 - e) following the declaration of a State of Local Emergency, prescribe necessary duties to be fulfilled by employees, servants and agents of the municipalities;
 - f) perform such other duties as may be ~~required by the Regional Emergency Management Advisory Committee~~ directed by the County's Chief Administrative Officer or as provided for in the Agreement.

REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (REMPC)

11. Each municipality shall appoint representatives to the Regional Emergency Management Planning Committee as outlined in the Agreement.
12. The provision of appropriate representatives and their alternates to the REMPC will be coordinated by the REMC. The Regional Emergency Management Planning Committee shall include, but not be limited to, persons responsible during an emergency to provide:
 - i. community services;
 - ii. law enforcement;
 - iii. fire-control;
 - iv. engineering services;
 - v. health services;
 - vi. public information;
 - vii. transportation;
 - viii. communications;
 - ix. hospital/health centre services;
 - x. utilities;
 - xi. financial services; and
 - xii. legal services.
13. The Regional Emergency Management Planning Committee shall:
 - a) assist the Regional Emergency Management Coordinator in the preparation and coordination of regional emergency management plans;
 - b) advise the Regional Emergency Management Advisory Committee, as required, on the development of regional emergency management plans;

- c) upon request, assist the Regional Emergency Management Advisory Committee in the briefing of Councils on the development of regional emergency management plans;
- ~~d) perform such other duties as may be required by the Regional Emergency Management Advisory Committee or the Agreement.~~

AGREEMENTS

- 14. ~~The Council hereby agrees that the Regional Emergency Management Advisory Committee may enter into agreements with the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or any person. In the event that any such agreement may involve financial costs, the agreement will require approval by all participating REMO municipalities. Subject to preliminary approval of Municipal Councils, the Emergency Management Planning Committee may, as part of regional emergency management plans, negotiate an agreement to be approved by the Councils with the Government of Canada, the Province of Nova Scotia, a municipal government, or any other agency or person.~~
- 15. Any agreement negotiated under Subsection 14 is not binding until it is approved by respective Councils.

DUTY OF COUNCIL

- 16. The Council may appropriate and expend monies:
 - a) to pay reasonable expenses of members of the Regional Emergency Management Advisory Committee, the Regional Emergency Management Coordinator and the Regional Emergency Management Planning Committee; and
 - ~~b) to fulfill the terms and conditions of any agreements as per Section 14.~~

DUTIES DURING A STATE OF LOCAL EMERGENCY

- 17. Following the issuance of a declaration ~~under Section 7.e~~, and for the duration of the State of Local Emergency:
 - a. every Councillor shall keep the Mayor/Warden apprised respecting their whereabouts;
 - b. Every employee, servant and agent of the municipality who has a key role to play in such emergencies as identified in the regional emergency management plans shall:
 - i. advise the Regional Emergency Management Coordinator of their whereabouts; and
 - ii. fulfill such duties as may be ~~prescribed~~ advised by the Regional Emergency Management Coordinator.

REPEAL

- 18. ~~The C6 MUNICIPAL EMERGENCY MEASURES BYLAW of the Municipality of the County of Annapolis passed on March 16, 1993 and approved by the Minister of Municipal Affairs on May 7, 1993, is hereby repealed.~~



REQUEST FOR DECISION
Revised Inter-Municipal Emergency
Agreement
#019-2016

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|-------------------------|---|
| Date: 29 September 2016 | Subject: Revised Inter-Municipal Emergency Services Agreement |
| Proposal Attached: Yes | Submitted by: Rachel Turner, Chief Administrative Officer |

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| Proposal: | That Committee of the Whole recommend that Town Council authorize the Mayor and Chief Administrative Officer/Clerk to sign the revised Inter-municipal Emergency Services Agreement. |
| Background: | <p>The proposed revised agreement has been prepared in consultation with the Chief Administrative Officers of the County of Annapolis and the Towns of Middleton and Annapolis Royal. The revised agreement will be placed before each partner council for approval. In summary the changes:</p> <ul style="list-style-type: none"> - Remove references to the former Town of Bridgetown; - Correct references to the <i>Municipal Government Act</i>; - Change “<i>Emergency Measures</i>” to “Emergency Management” in all places that it appears; - Clarify the advisory roles of committees; - Provide that membership on the Advisory Committee may be “<i>Mayor or Warden or their respective designates</i>”; - Remove the responsibility for the Emergency Management Coordinator to act as Chairperson of the Emergency Management Planning Committee; - Remove responsibilities previously assigned to REMO which must be carried out under the authority of member councils; - Clarify the roles of each municipal council in authorizing expenditures for the purpose of emergency management. <p>Careful attention was given to reviewing enabling legislation, particularly in regard to the distinction of joint and independent roles of member municipalities in the Regional Emergency Management Organization.</p> |
| Benefits: | |
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|--|---|
| Disadvantages: | |
| Options: | |
| Required Resources: | |
| Source of Funding: | |
| Sustainability Implications: (Environmental, Social, Economic and Cultural) | |
| Staff Comments/ Recommendations: | |
| CAO's Review/ Comments: | Similar to the revision of the Regional Emergency Management Bylaw, these amendments are housekeeping in nature to ensure the Inter-Municipal agreement accurately reflects the roles and responsibilities of the parties involved. |

CAO Initials: RLT
2016

Target Decision Date: 17 October

AN INTER-MUNICIPAL EMERGENCY SERVICES AGREEMENT

THIS AGREEMENT is made in triplicate this ____ day of _____, 2016

AMONG:

The MUNICIPALITY OF THE COUNTY OF ANNAPOLIS (**hereinafter referred to as the host municipality**), a municipal body corporate pursuant to the Municipal Government Act;

-and-

The TOWN OF ANNAPOLIS ROYAL, a municipal body corporate pursuant to the Municipal Government Act;

-and-

The TOWN OF MIDDLETON, a municipal body corporate pursuant to the Municipal Government Act; hereafter referred to as the parties".

THE PARTIES HERETO AGREE AS FOLLOWS:

1. The Purpose of this inter-municipal services agreement, hereafter called "the Agreement", is to provide for a coordinated response to an emergency occurring within the County of Annapolis, including the Towns of Annapolis Royal and Middleton, referred to in this agreement as "the Region".
2. This Agreement also provides for the parties to render mutual aid with respect to personnel and equipment during an emergency.
3. This Agreement is to provide for the joint provision of services and facilities by the municipal units in the region pursuant to Part III – 60 (1) of the Municipal Government Act and section 10 (2) (c) of the Emergency Management Act.
4. The planning for and coordination of emergency service delivery during a real or imminent emergency as defined by the Emergency Management Act shall be provided by the Regional Emergency Management Organization, referred to in this Agreement as the (REMO).
5. The REMO shall consist of a Regional Emergency Management Advisory Committee, a Regional Emergency Management Planning Committee and the Regional Emergency Management Coordinator.
 - a. The Regional Emergency Management Advisory Committee shall be responsible to advise the appointing Councils of emergency preparedness activities within the region pursuant to section 10 (1) (d) of the Emergency Management Act.
 - i. Each party to this agreement shall appoint to the Regional Emergency Management Advisory Committee two (2) members of its Council, one of whom shall be the Mayor or Warden or their respective designates.
 - ii. Members of the Regional Emergency Management Advisory Committee are appointed for the same term of office as the Council that appoints them and hold office until their successors are named. (subject to i. above)
 - iii. In the event of a vacancy occurring, the Council that appointed the member shall appoint a replacement within six weeks after the vacancy occurs.
 - iv. The first appointments to the Regional Emergency Management Advisory Committee shall be made by each Council within four weeks after the date of this Agreement.

- b. The Regional Emergency Management Planning Committee shall be responsible for recommending policy and procedures to the Regional Emergency Management Advisory Committee for maintaining a reasonable state of preparedness for emergencies and shall consist of representatives of emergency services and other agencies which may have direct operational responsibilities in an emergency.
 - i. Each party to this agreement shall appoint staff members, or where it is appropriate volunteer agency representatives, to the Regional Emergency Management Planning Committee.
- c. All parties agree that the Regional Emergency Management Coordinator shall be an employee of the Municipality of the County of Annapolis and shall serve as the staff member of REMO.
 - i. Should the position of the Regional Emergency Management Coordinator become vacant it will be the responsibility of the CAO of the Municipality of the County of Annapolis to fill the vacancy in accordance with the hiring policies of the Municipality of the County of Annapolis. The selection committee shall consist of the CAO's of the participating municipalities.
 - d. The parties agree that each Municipality shall appoint a staff member to act as a liaison with the REMC.
6. The REMO may make recommendations regarding equipment, facilities and personnel necessary or advisable to carry out the responsibilities assigned to it by this Agreement in accordance with approved budgets.
 - a. Subject to preliminary approval of Municipal Councils, the Emergency Management Planning Committee may, as part of regional emergency management plans, negotiate an agreement to be approved by the Councils with the Government of Canada, the Province of Nova Scotia, a municipal government, or any other agency or person.
 - b. Any agreement negotiated under Subsection 8 (a) is not binding until it is approved by respective Councils.
 - c. Any capital asset created or acquired shall be owned by the municipalities in the proportion they currently contribute except for assets contributed by a particular municipality and those assets shall remain the property of that municipality.
7. The Regional Emergency Management Advisory Committee shall annually name one of its members to be chair and one to be vice-chair, to act in the absence or incapacity of the chair.
 - a. The chair or other person presiding shall vote on every question before the Regional Emergency Management Advisory Committee.
 - b. The Regional Emergency Management Advisory Committee shall appoint a person to be secretary of the REMO.
 - c. Any cost associated with the deployment of resources will be borne by the municipality declaring the emergency as a response to the emergency situation.
 - d. Other resources that may be required by REMO during an emergency will be cost shared as per the funding formula in section 12.

8. The parties shall share the cost of the operations of the REMO based on a contribution of \$2500 annually from each town, \$5,000 from the County (including \$2,500 from Bridgetown) and the remainder of the annual budget divided proportionally based upon current uniform assessment.
 - a. REMO shall have its budget submitted to the municipal units so it may be approved by April 1st of that fiscal year.
 - b. The actual dollar contribution of the Municipalities shall be based on the annual budget of the REMO.
 - c. The host municipality will invoice the other' contributing Municipality(s) for their portion of the actual costs that are additional to their annual contribution.
 - d. The municipality that is host to the office of the Regional Emergency Management Coordinator shall also be the unit responsible to carry out the audit.
 - f. The municipality that is host to the office of the Regional Emergency Measures Coordinator shall have the REMO included on that municipality's liability insurance policy.
9. The fiscal year of the REMO shall be from .April 1 to March 31 of the following year.
10. This Agreement is conditional .on the parties passing a complementary by-law respecting the coordinated response to an emergency pursuant to the Emergency Management Act.
11. This Agreement has effect commencing _____.
 - e. This Agreement has effect from year to year until terminated by the agreement of all parties.
 - f. This Agreement continues in force until notice of termination is given by the council of any party to the councils of the other parties not less than one (1) year prior to the intended termination date, which shall be the 31st day of March in a year to be specified in the notice of termination.
 - g. Any party withdrawing from this Agreement remains responsible for its share of any liabilities of the REMO incurred up to the date of the withdrawal and any severance, penalty or other costs necessarily incurred by the REMO as a result of the withdrawal.
12. Each party shall indemnify its representatives from any liability that may arise as a result of that member acting as a member of the REMO.
13. This Agreement is governed by the laws of Nova Scotia.

IN WITNESS WHEREOF the parties hereto have executed this agreement by their respective officials, duly authorized in that behalf, on the day and year first above written.

SIGNED AND SEALED
in the presence of:

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TOWN OF ANNAPOLIS ROYAL

Per: _____, Mayor

Per: _____, Clerk

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TOWN OF MIDDLETON

Per: _____, Mayor

Per: _____, Clerk

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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

Per: _____, Warden

Per: _____, Clerk



131 Commercial Street
PO Box 340
Middleton, NS B0S 1P0
www.discovermiddleton.ca

FOR OFFICE USE ONLY
Fee Paid []
Date Application Received
Receipt #

- APPLICATION FOR: Land Use By-Law Text Amendment
Land Use By-Law Map Amendment [X]
Municipal Planning Strategy Text Amendment
Municipal Planning Strategy Map Amendment
Development Agreement
Development Agreement Amendment

1. Applicant is: Registered Owner(s) [] complete 2
Agent [] complete 2 and 3
Lessee [] complete 2 and 4, 3 if
Prospective Owner [X] complete 2 and 4, 3 if applicable
Other (please specify)

2. Name of Applicant(s): Steven Dowd
Mailing Address: 425 Main PO 482 Postal Code: B0S 1P0
Telephone (Home): 902 825 4801 (Business): 902 825 4801

3. Name of Agent(s):
Mailing Address:
Telephone: (Home):
Postal Code:
(Business):

Registered Owner(s) signature(s) authorizing the agent to act on their behalf:

Signature Print Name Date

4. Where the applicant is not the registered owner(s) or an authorized agent acting on behalf of the registered owner(s), written authorization from the registered owner(s) must accompany this application.

ALL APPLICANTS MUST COMPLETE THIS SECTION:

5. Lot Description:
a) Street Address: 421 Main st

b) Existing Use: Residential

c) Water Services: Existing Proposed N/A Central System Drilled/Artesian Municipal Sand Point Dug Well Private

d) Sewer Services: Existing Proposed Municipal On-Site Central System N/A

e) Access: Is there direct access to the lot(s) from an existing public street of highway? [X] Yes [] No Street name: Main st

Is access provided by a private road? [] Yes [X] No Street name:

Is access provided by water? [] Yes [X] No
Is access provided by a private right of way? [] Yes [X] No

f) Proposed Development: Add 10 new RU / Trailers
Seasonal Camp sites

g) Other Relevant Information: maintain existing house as rental unit. Change use of property to commercial & add to Orchard Queen Model RU.

NOTE: A sketch map and a copy of the deed description of the lot(s) may be required to be attached to this application.

DEVELOPMENT AGREEMENT:

6. Applicants applying for a development agreement shall provide additional information regarding:

1. The location of the buildings or structures on the site;
2. Access and egress to and from the site considered in terms of pedestrian/vehicular conflicts and the development of a more pedestrian oriented ambience in the downtown;
3. Parking and loading requirements and standards;
4. Business advertisement and parking area and directional signage;
5. Accessory buildings, accessory structures and accessory uses;
6. Abutting zone requirements, where applicable;
7. Illumination; and
8. A detailed site plan including:
 - a) Property dimensions and area;
 - b) The location, height, setback and dimensions of existing and proposed buildings or structures;
 - c) The location and dimensions of parking and loading spaces, driveways and parking and loading areas;
 - d) Lighting and signage locations, dimensions and illumination; and
 - e) Other applicable details relevant to the development.

PLEASE NOTE

Completed applications can be dropped off at Town Hall - 131 Commercial Street, Middleton, NS.

Mailing address: Town of Middleton, PO Box 340, Middleton, B0S 1P0.

FEE MUST ACCOMPANY THIS APPLICATION. FOR INFORMATION ON OUR SCHEDULE OF FEES, PLEASE CALL THE PLANNING SERVICES AT 825-4843 OR CONSULT OUR WEBSITE

7. Legal Declaration:

I, Steven Dow (applicant's/agent's name) of,
425 Main St Middleton (Address) do solemnly declare that all
of the statements and attachments are true and accurate

Dated at _____ this 20 day of September 2016

Applicant's Signature: 

FOR OFFICE USE ONLY

8. a) Parcel Identifier Number: _____
b) Map Sheet Reference Number: _____
c) Area: _____ Frontage: _____ Depth: _____
d) Corner Lot: _____ Frontage: _____ Street Name: _____
e) Current Zoning: _____
f) Proposed Zoning: _____
g) Site Visit(s): Date: _____

h) Checklist:

- | | |
|--|---|
| <input type="checkbox"/> Applicant's Signature | <input type="checkbox"/> Agent's Signature |
| <input type="checkbox"/> Agent's Authorization | <input type="checkbox"/> Registered Owner's Authorization |
| <input type="checkbox"/> Lot Description Information | <input type="checkbox"/> Sketch Map (if required) |
| <input type="checkbox"/> Legal Declaration | <input type="checkbox"/> Deed Description (if required) |
| <input type="checkbox"/> Site Plan Re: Development Agreement | <input type="checkbox"/> Additional Attachment |
- Comments: _____

Existing Woods

EASEMENT

EASEMENT

Lane way

Lane way



Existing Woods

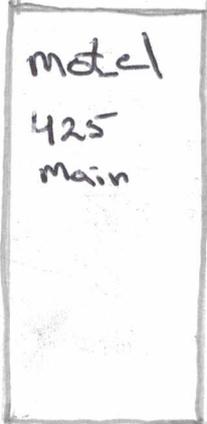
Buffer

wood fence



421
Main

Resident
Driveway



Parking lot

Park Entrance

425 Main St

MAIN ST.

Sharon McAuley

Subject: REVISED UNSM RESOLUTIONS PROCESS--Action Required: Deadline to Respond - October 28, 2016
Attachments: Resolutions Process Revised Sept_2016.pdf
Importance: High

From: UNSM Info [<mailto:Info@unsm.ca>]
Sent: Thursday, September 15, 2016 1:02 PM
To: Tracy Verbeke
Subject: REVISED UNSM RESOLUTIONS PROCESS--Action Required: Deadline to Respond - October 28, 2016
Importance: High

TO: Mayors, Wardens, Councillors and CAO's
FR: Betty MacDonald, UNSM Executive Director
RE: REVISED UNSM RESOLUTIONS PROCESS

The UNSM Resolutions Policy was revised and approved by the membership at the 2014 AGM. While the new policy was an improvement from the previous practice, it still lacked focus on key priority areas.

Since the 2014 policy was introduced, many members attending regional and caucus meetings indicated that UNSM needs to support resolutions focussed on the most important municipal issues. This was also expressed by the Department of Municipal Affairs.

Given this feedback, the UNSM Board and staff have prepared a more focussed resolutions process. The intention is to have a greater impact on provincial policy, regulation, and legislation. The draft document is attached for your review.

Highlights of the revised resolutions process document include:

- Goal - To create a more focussed and streamlined process in order to have a greater impact on provincial and federal policy impacting municipalities.
- Resolutions can only be submitted by the UNSM Board, UNSM Executive, Regions, Caucuses, or with the support from at least one-third of all member municipalities.
- Each group can submit up to three resolutions each on an annual basis.
- Each resolution prior to submission must be researched by the group submitting it. This would include providing relevant background information, outlining the issue, what it means to municipalities, how to resolve it, and a process for achieving the desired outcome
- The UNSM Executive shall serve as the Resolutions Review Committee. Its role is to approve or reject all submitted resolutions.
- Emergency resolutions can be submitted to the UNSM Board for consideration shortly before the Fall conference. The resolution as drafted must have support from at least three member units.
- Issues under provincial jurisdiction that impact a number of communities would not be considered resolutions but could be introduced at the UNSM Annual Conference as Statements of Interest.
- Individual municipalities with unique issues would address them directly with their own MLA or through the applicable provincial department.

The UNSM Board will review all submission received, make any necessary adjustments and discuss it with members at the Fall Conference.

Feedback on the draft document should be received at the UNSM office via email by Friday, October 28.

Please email comments to:

Lyle Goldberg
Manager, Member Relations
lgoldberg@unsm.ca
ph: 902-423-8673

unsm

Phone: (902) 423-8331

Fax: (902) 425-5592

www.unsm.ca

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

Proposed UNSM Resolutions Process September 2016

Background:

The UNSM Resolutions Policy was revised and approved by the membership at the 2014 AGM. While the new policy was an improvement from the previous practice, it still lacked focus on key priority areas.

Since the 2014 policy was introduced, many members attending regional and caucus meetings indicated that UNSM needs to support resolutions focussed on the most important municipal issues. This was also expressed by the Department of Municipal Affairs.

Given this feedback, the UNSM Board and staff have prepared a more focussed resolutions process. The intention is to have a greater impact on provincial policy, regulation, and legislation. The draft document is outlined below for your review.

It is also recognized that municipalities may be approached by their citizens on issues of concern within their communities, but fall outside the municipal mandate. Over the years, a number of resolutions put forward were matters of provincial jurisdiction. These issues can be significant, and municipalities often feel an obligation to bring these matters to the attention of the Province. The document below introduces a new concept, Statements of Interest, to capture these concerns. These typically involve matters for which municipalities do not have specific expertise. They would be presented to the Province from a number of communities as matters of concern requiring action. The type of action would not be specified. The assumption is that because these are areas of provincial jurisdiction, the Province would provide solutions.

PART A: RESOLUTIONS PROCESS

A1. Goal of the UNSM Resolutions Process

The goal of the resolutions process is to create a more focussed and streamlined process in order to have a greater impact on provincial and federal policy impacting municipalities. Demonstrating significant support from the UNSM membership will enhance the credibility of the issue.

Each resolution must represent a significant issue supported by the majority of Nova Scotia municipalities. The resolution should be specific in terms of request for action, based on solid evidence, be thoroughly researched and discussed, and include clear objectives on what municipalities would like to see changed and implemented. Providing this level of detail will enhance the chance for success.

A2. Who can submit resolutions?

- a) Resolutions can only be submitted by the UNSM Board, UNSM Executive, Regions, Caucuses, or with the support from at least one-third of all member municipalities.
- b) No individual municipal unit can submit a resolution.

A3. How many can be submitted?

- a) All groups identified in Section A2(a) can submit up to three resolutions each on an annual basis. This will ensure a focus on the most important matters.

A4. Resolution Categories:

Resolutions would be divided into three main categories:

- a) Those requesting action from FCM or the Federal Government.
- b) Those requesting action from the Province that specifically address municipal issues. *These resolutions focus on direct municipal responsibilities involving a specific request for change that will strengthen and improve municipal government and operations. Each of these resolutions will be solutions-oriented requiring research and discussion on various options. They represent significant/top priority matters for members.*
- c) Those requesting action from UNSM.

A5. Steps to Submit Resolutions

- a) One or more municipal units may bring an issue to a caucus or regional meeting for discussion. Each issue must be researched prior to being added to the meeting agenda.
- b) The caucus or region will determine if the issue goes forward as a resolution based on level of significance and ample research.
- c) If both of these conditions are met, the resolution will be forwarded to the UNSM Executive for consideration.
- d) If the issue is determined not to be significant for a large number of units, the resolution does not move forward to the UNSM Executive.
- e) Each resolution prior to submission must be researched by the group submitting it. This would include providing relevant background information, outlining the issue, what it means to municipalities, how to resolve it, and a process for achieving the desired outcome. UNSM will provide a research template to assist in this process.
- f) If the issue is determined significant, but requires more research, the issue will be forwarded to UNSM staff who will work with the Association of Municipal Administrators (AMA) and other municipalities to conduct further research. Following

this, the issue will be sent back to the relevant caucus or region for further discussion and decision.

A6. Resolutions Review Committee

- a) The UNSM Executive shall serve as the Resolutions Review Committee. Its role is to approve or reject all submitted resolutions.
- b) All resolutions must fall within the mandate of municipalities.
- c) Priority will be given to those resolutions addressing issues identified within the UNSM priorities which are set annually at the UNSM Fall Conference, or significant emerging issues impacting the majority of municipal units.
- d) Rejected resolutions would not be brought forward for debate at the Fall Conference but may continue to be explored through other means.
- e) All approved resolutions will be brought forward at the Fall Conference for further discussion and action.
- f) The UNSM Executive has the authority to accept resolutions which do not fall within the priority areas if the submitter of the resolution can provide strong evidence as to why UNSM should pursue the particular issue identified.

A7. Emergency Resolutions

Given the objective of being transparent to the membership and allowing time for thoughtful consideration of the proposed resolutions, timelines need to be established. It is recognized that on occasion unanticipated issues may emerge. Should this occur, an emergency resolution could be brought to the UNSM Board shortly before the Fall conference. The resolution as drafted must have support from at least three member units. The Board will determine if the issue brought forward should be deemed an emergency. If approved, it would go forward for debate and decision at the Annual Conference.

A8. Formal Approval Process

During the UNSM Fall conference, time will be allocated for the membership to debate and vote on each resolution.

Part B: Statements of Interest

B1: Purpose of Statements of Interest

The purpose of the statement of interest would be to inform the Province of significant matters being expressed at the community level. Sending the statements through the UNSM should be a signal to the Province that these are serious issues for a number of communities. Because they involve issues outside of municipal jurisdiction, the submissions would not include clear direction or solutions but would require provincial expertise to resolve.

B2: Who Can Submit a Statement of Interest?

Any municipality can bring forward a proposal for a statement of interest to a regional or caucus meeting for discussion. If supported, the Region or Caucus would submit the statement of interest to the UNSM office. The UNSM Board may also submit statements of interest.

B3: How many can be submitted?

There would not be no limit on the number of statements of interest.

B4: Formal Approval Process

- a) The proposed Statements of Interest would be brought to the UNSM Fall conference as a block.
- b) Each proposed Statement of Interest would be read at the meeting by a member of the municipality who introduced the statement.
- c) Each assigned member will have up to two minutes to recite their statement.
- d) After all have been read, the membership would be asked to indicate their support of the block of statements.
- e) Statements of Interest shall not be debated.
- f) The UNSM would send the approved statements as a single package to the Province for consideration.
- g) Each municipal unit that introduced the statement would be responsible for follow up with the Province.
- h) Each municipal unit would be asked to forward any updates to the UNSM office so the information can be shared with all municipalities.

Part C: Role of Individual Municipalities:

- a) The UNSM recommends that those municipalities with unique issues address them directly with their own MLA or through the applicable provincial department.
- b) An individual unit has the opportunity to bring forward an issue for consideration to their respective region or caucus. The issue would need to be researched and determined by the region or caucus if the issue impacts multiple units. The region or caucus would determine if it goes forward as a resolution. Alternatively, the region or caucus may recommend the issue go forward as a Statement of Interest.

Part D: Timelines

- a) Any resolution considered by the Resolutions Committee shall be forwarded to the UNSM office by a caucus or region within sixty (60) days of the Annual Conference.
- b) Resolutions received within the 60 day time period shall be reviewed by the Resolutions Committee. All approved resolutions will be forwarded to member units at least thirty (30) days prior to the Annual Conference.
- c) Emergency resolutions should be submitted to the UNSM Board no later than one week prior to the start of the Annual Conference.
- d) Statements of Interest should be submitted to the UNSM office by a Caucus or Region within fourteen (14) days prior to the start of the Annual Conference.
- e) The UNSM Board of Directors or UNSM Executive Committee may, on its own motion, present any matter to the Annual Conference without notice.

Part E: Evaluation of the Process:

It is recommended that initially the newly introduced resolutions/statement of interest process be evaluated annually to determine its effectiveness.



Middleton Fire Department

49 Church Street

Middleton, NS

B0S 1P0

May 01, 2015

Members of Town Council,

The members of the Middleton Fire Department have voted in favor of Richard Banks of [REDACTED] becoming a probationary member of the department on September 28th, 2016.

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

2nd Deputy Chief – Neil Freeman

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



Middleton Fire Department

49 Church Street

Middleton, NS

B0S 1P0

May 01, 2015

Members of Town Council,

The members of the Middleton Fire Department have voted in favor of Patrick Dornan of [REDACTED] becoming a probationary member of the department on September 28th, 2016.

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

2nd Deputy Chief – Neil Freeman

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



PUBLIC WORKS REPORT
October 12, 2016

WATER MAINS, SEWER MAINS AND STORM DRAINS

- A water main break on east Main Street has been repaired.
- King Street sewer line has been flushed out.
- High Level pump for the Booster Station at Sewage Treatment Plant has been repaired.
- Corrosion Control has been completed and results are in.
- Water Meter readings have been completed.
- THM testing for reservoir has been completed and submitted to Department of Environment.
- Annual Monitoring Report was submitted and has since been accepted and approved by Department of Environment.

ROAD REPAIR

- Second phase of patch paving of streets has been completed.
- Curb painting has been completed.
- Ditching has been completed on Veterans Lane.
- Street signs and posts have come in and are being replaced or repaired.

GENERAL MAINTENANCE

- Brush and limbs have been cut back from streets and intersections.
- Arborists have been given a list of trees and stumps for removal.

OCCUPATIONAL HEALTH & SAFETY

- NSCSA Safety Audit has been completed.
- Safety Training Courses for Public Works members are underway.
- OH & S Meetings are taking place once a month; minutes will be posted on SharePoint.
- There are no accidents to report at this time.

Shaun Thompson
Foreman of Public Works

FALL PROGRAMS

The community has come out strong this fall as registration for our programs is at an all-time high. Our Walkie-Talkie program has over 30 people registered for it and continues to gain momentum each week. Our Fortified 45 program is a new program offered at a new location and not at our usual programming time and that has attracted people who would not otherwise participate in our fitness programs. Our Boot Camp and Core Fit programs are offered by new instructors and could have resulted in the possibility of seeing registrants drop-off but this was not the case for this fall. In fact, both programs have seen an increase in registration. Our afterschool programs are both full with 25 students and both have a waiting list which we are trying to accommodate.



YOUTH AMBASSADOR

The race continues for title of Youth Ambassador. After a summer of volunteer activities, the three candidates have now presented their final speeches, and are working on implementing their projects. The Ambassador will be announced at the tree lighting on December 2nd. We would really like to thank our judges, Bonnie Hatt, and Gail Morris for giving their time to the program, as well as Jan Davis for her ongoing support and contributions to both the participants and the program.

SKATEPARK

The construction continues on schedule despite the frustration of the interruption of vandalism. Unfortunately, there was damage done to the fencing around the work site, as well

as the machinery on the site. Fortunately the crew was able to continue on with their work and still plans to finish up by the end of October.



HAUNTED HOUSE

With the recent negative clown experiences in the news, we have had to change the theme of the haunted house from our original CarnEVIL idea. The new theme is Scary Tales. We will take characters from your favourite fairy tales and transform them into the most fearful of characters.



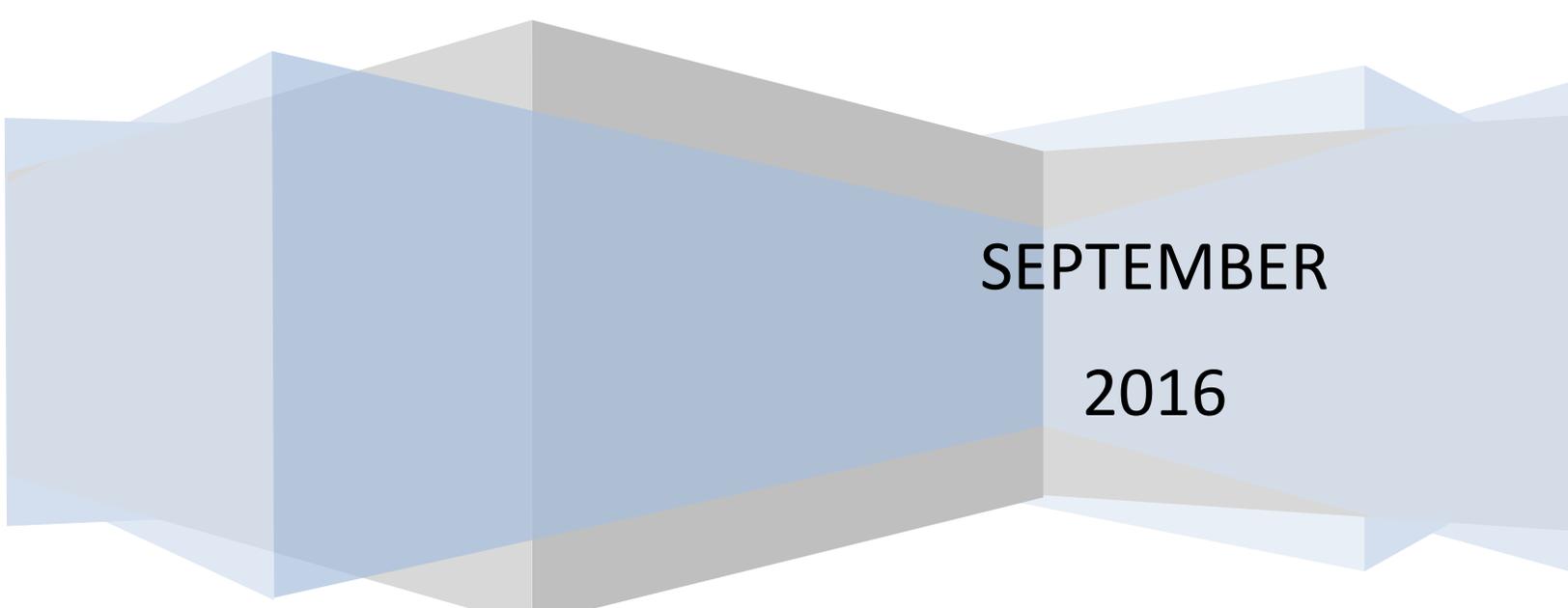
We are always looking for more volunteers for this event as it requires a great deal of time and people to pull it off. Please let us know if you would be willing to help out. The third floor will be the scary floor and the first floor will be the family floor (with performances by Razzmatazz!!).



Jennifer Coolen, Director of Recreation & Community Services

TOWN OF MIDDLETON

PLANNING SERVICES



SEPTEMBER

2016

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1. Planning and Development Activity Report
2. Building Permit Activity Report
3. Inspection Services Activity Report



**Planning
Development
Project Management**

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

September 1 - 30, 2016

Planning Application Activity

- PAC Meeting, Sept. 12, 2016
- PAC Meeting, Sept. 26, 2016

Development Permit Activity

- Development Permit M16-015, Sept 16, 2016
New Line Skateparks Inc., 337 Marshall Street
Construction, Recreation Facility - Skatepark

Permit Activity Summary, September 2016

| | Current Month | Current YTD | Previous Yr. Month | Previous Yr. YTD |
|--------------------------------|------------------|----------------|-----------------------|---------------------|
| Development Permits | | | | |
| Residential | | | | |
| New Construction | 0 | 0 | 0 | 0 |
| Renovation/Addition | 0 | 1 | 0 | 1 |
| Accessory Structures | 0 | 1 | 1 | 4 |
| Commercial/Industrial | | | | |
| New Construction | 0 | 0 | 0 | 0 |
| Renovation/Addition | 0 | 4 | 2 | 5 |
| Accessory Structures | 0 | 1 | 0 | 0 |
| Institutional | | | | |
| New Construction | 1 | 1 | 0 | 0 |
| Renovation / Addition | 0 | 2 | 0 | 0 |
| Accessory Structures | 0 | 1 | 0 | 0 |
| Other (signs, occupancy, etc.) | 0 | 2 | 0 | 2 |
| 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 September to March

Municipal Unit: Town of Middleton

Month: September 2016

| | Number of Building Permits | Building Value |
|-------------------------|-------------------------------|----------------|
| Month: September | 0 | \$0.00 |
| Year To Date 2016-2017: | 8 | \$308,600.00 |
| | | |
| Year To Date 2015-2016: | 15 | \$647,890.00 |
| Year To Date 2014-2015: | 13 | \$365,800.00 |

| | | | | | | | |
|---------------------------------------|-------------|-----------------------------------|---|--------------------------------------|--------------|-----------------------------|----------|
| Total Estimated Value September 2016: | \$0.00 | Total permits for September 2016: | 0 | Total Estimated Value YTD 2016-2017: | \$308,600.00 | Permit Fees September 2016: | \$50.00 |
| Total Estimated Value September 2015: | \$0.00 | Total permits for September 2015: | 0 | Total Estimated Value YTD 2015-2016: | \$647,890.00 | Permit Fees YTD 16-17: | \$914.80 |
| Total Estimated Value September 2014: | \$42,500.00 | Total permits for September 2014: | 3 | Total Estimated Value YTD 2014-2015: | \$365,800.00 | | |

| File # | Name | Applicant Address | Location | Construction | Date Building Permit Issued | Permit Fee | Estimated Value |
|--------|-------------------------|-------------------|----------|-------------------|--------------------------------|----------------|--------------------|
| | | | | Dev. Permits Only | 1 permit | \$50.00 | |
| | | | | | Total September: | \$50.00 | \$0.00 |
| | Total Active Permits: | 13 | | | | | |
| | Residential Conversions | nil | | | | | |
| | Residential Demolitions | nil | | | | | |



COUNTY *of* ANNAPOLIS
NATURALLY ROOTED

Activity Report – September 2016

0 BUILDING PERMITS ISSUED FOR SEPTEMBER

1 BUILDING INSPECTION CARRIED OUT FOR SEPTEMBER

1 DANGEROUS & UNSIGHTLY INSPECTION & REPORT TO CAO

**1 ACCOMPANIED THE OFFICE OF THE FIRE MARSHAL TO A
SINGLE FAMILY UNIT**

**Staff continue to drive through the Town and receive inquiries
calls from the residents.**

Middleton RCMP

Quarterly Update:

Period Ending: 2016-09-30

Number of Calls for Service within your respective District / Detachment

1527- Annapolis District

Files of Significance with PROS #. (Middleton Area)

-96 Year Old Female-Alzheimer Patient- Marshall Street, Middleton. Calls to report her vehicle has been stolen upwards of 15-20 times a day. Members make multiple patrols to conduct a wellbeing check every day. Vehicle was sold by her son months ago and she cannot remember. Working diligently with Senior Safety and Adult Protection.

Still ongoing from last report.

-Assault With a Weapon-Meadowvale- Subject assaulted the other male with a baseball bat. Subject was arrested. (20161189442)

- Numerous Break and Enters into businesses, within the town of Middleton, including, Visitor Information Centre, Middleton Pool, Colin Fraser, MLA office(x2), Coffee Garden and Hair Hunters. Along with a few residences within the town.

- Mischief- Napa Auto Parts- Front window was smashed out. Extensive neighborhood inquiries were conducted with no suspects.

-Armed Robbery at Wilmot Kwik Way. Investigation still on going. SOC entered and demanded the cash from the till. Armed with a hammer and a knife.

-Arson-MCU File- Residence on fire in Hillsburn. Male suffers from mental illness, Not

Middleton RCMP

Quarterly Update:

Period Ending: 2016-09-30

Criminally responsible.

Files regarding Drug Seizures- (Middleton Area)

Operation SABOT was conducted September. Hundreds of plants were seized and destroyed in the Annapolis district.

Search Warrant conducted after members were denied access to the property by the homeowner. Members seized restricted firearms, ammunition and hundreds of marihuana plant. Waldeck Line Road area.

Crime Reduction Strategy ...Number of Impaired Drivers, Checkpoints, etc. as this deals with the Crime Reduction Strategy, BSC and your APP. – ANNAPOLIS DISTRICT-

35 Checkpoints conducted

6 Impaired driving Charges/ Refusal to Provide Charge, 0 Impaired by Drug charge, and 3 roadside suspensions.

113 Tickets issued, 103 Warnings issued.

Numerous Checkpoints conducted during the Heart of the Valley Festival (100+ Vehicles checked) and well as the Lawrencetown Exhibition.

Meetings with Public Officials ... Mayors, Wardens, Police Advisory Boards

PAB meetings are ongoing and consistent, attended by S/Sgt. MacGillivray and/or Cpl.

Middleton RCMP

Quarterly Update:

Period Ending: 2016-09-30

MACDONALD.

Wilmot Neighbourhood Watch Meetings attended by Cpl. MacDonald July, August and September.

Police Community Relations ... Attended functions in your area (ie. Red Serge), events / festivals which could impact operations / resources

Checkpoints focused on Impaired driving- Operation Impact. One checkpoint per hour. September long weekend.

Cops for Kids Programs- Launch at Middleton Regional High School- September 22nd

Lockdown Drill NSCC Campus- Middleton September 28th/16

Lockdown Drill Annapolis East Elementary with Cst Fairfax and Cst Howe.

Financial Issues ... significant unexpected costs, budgetary shortfalls

New office space for Middleton Detachment – Proposal currently with DOJ.

Incentive is supported by the Middleton Town Council, the Middleton Detachment Commander, The Annapolis District Commander and the District Policing officer in conjunction with the Police Advisory Board.

Middleton RCMP

Quarterly Update:

Period Ending: 2016-09-30

Human Resource Issues ... Vacancies, Parental Leave, Long Term ODS, Suspensions

S/Sgt. Dan MacGillivray NCOi/c Annapolis District

Middleton Detachment is currently staffed with the following Members:

Cpl. Tim MacDonald

Cst. Brad Williams

Cst. Seth Thomas

Cst. Billie Gardiner

Cst. Angela Banfield

Cst. Irene Clouter (Temp Court Liaison)

Court Liaison Position – Cst Irene Clouter

Detachment Assistant – Nicole Illsley

Awaiting arrival of Cst. Garfield Levy, from Lunenburg district.

Report prepared by CPL Tim MACDONALD. Please do not hesitate to call 902-824-3312 if there are any questions or concerns.

VALLEY WASTE RESOURCE MANAGEMENT

Meeting: 21 September 2016

1. Chair Mark Pearl took a few minutes to thank Warden Reg Ritchie of Annapolis County for all the time and effort he has put into the Authority. He served on many committees and was Vice-Chair for many years. Chair Pearl wished him a happy and healthy retirement.
2. Staff are starting the process for budget year 2017-18 operating and capital. They are hoping to have a draft budget by the November meeting.
3. The last Resort Reuse Centre will be October 22. The Time for the Kentville location is 9 am to noon and Lawrencetown is 2 pm – 4 pm.
4. The budget is still showing a surplus for this year.
5. The next meeting is on October 19, 2016.

MAYOR'S REPORT OCTOBER 2016

- Sept.28th Attended conference call re: 2017 Legacy application status
- Oct.3rd Chaired monthly Committee of the Whole session
- Oct.13th Attended ribbon cutting ceremony at Middleton Armoury re: renovations
- Oct.15th Congratulated all candidates participating in municipal election 2016

I would like to thank Deputy Mayor Dan Smith for Chairing the September Council session in my absence.

As well, I would like to thank Deputy Mayor Dan Smith for representing the Town at the annual Wall of Fame ceremony at the Macdonald Museum on September 24th.

CORRESPONDENCE – SEPTEMBER
(for October 17, 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 follow-up 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.
2. A letter and fact sheet from *NS Provincial Lotteries & Casino Corp.*, on their *2015-16 Community Highlights Report*.
3. A letter from *Digby/Annapolis Christmas Daddies Fund Committee*, requesting the name(s) of an individual whom the Town feels may be interested in becoming a board member.
4. A copy of September edition of *Sport Quarterly* from *Sport Nova Scotia*.
5. A copy of the September edition of the *Careforce* newsletter.
6. A thank you letter from the family of Rose Anne Killen, for the donation made to the Parkinson's Society in her memory.
7. A letter from the *West Nova Scotia Regiment Regimental Association*, requesting the Town consider sponsoring an advertisement in the 80th anniversary issue of the publication telling the story of the West Novas.