



**MIDDLETON TOWN COUNCIL
TOWN HALL – COUNCIL CHAMBERS
MONDAY, DECEMBER 18, 2017.
7:00 P.M.**

AGENDA

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
4. PRESENTATIONS
 - .01 Service Recognition Awards
5. NEW BUSINESS
 - .01 Geotechnical Investigation Report: GEMTEC Consulting Engineers and Scientists Ltd. – Caroline McKay
 - .02 Committee of the Whole Recommendations
 - a. Fire Hall / Community Centre Tender Document
 - b. Correspondence: Geoff Stewart
 - c. RFD 017-2017: Rotary Riverside Park Memorial Sign
 - d. RFD 015-2017: Repeal of Taxi Bylaw
 - e. Appointments:
 - i. Youth Ambassador
 - ii. Audit Committee
 - .03 Strategic Priorities Chart
6. REPORTS
 - .01 Management
 - .02 Planning Services – November 2017
 - .03 Planning Services Public Advisory Panel (verbal)
 - .04 Police Advisory Board (verbal)
 - .05 Valley Waste Resource Management – December 2017
 - .06 UNSM Board Report – December 2017
 - .07 Integrated Property Services Council: A Year in Review
 - .08 Valley Business Leaders' Initiative: Update
 - .09 Mayor
7. CORRESPONDENCE
8. ANYTHING BY MEMBERS
9. ADJOURNMENT



MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

P.O. BOX 296, SHERBROOKE, NOVA SCOTIA, B0J 3C0

November 16, 2018

Mr. Geoff Steward
President, Union of Nova Scotia Municipalities
Suite 1304, 1809 Barrington Street
Halifax NS B3J 3K8

Dear Mr. Steward,

Congratulations on your recent appointment as President of the Union of Nova Scotia Municipalities (UNSM). As the Warden of the Municipality of the District of Saint Mary's I want to assure you that the municipality continues to be supportive of the Board and staff of the UNSM and we look forward to working with you over the coming year.

One area of concern that we want to raise however, is the proposed name change for the organization to the Federation of Nova Scotia Municipalities (FNSM). In our opinion the word Federation has a national connotation and appears to infringe on the national organization's name, the Federation of Canadian Municipalities. In addition the acronym FNSM, when pronounced, does not sound appropriate and lacks a tone of professionalism.

The Municipality of the District of Saint Mary's does not agree with the name chosen for the rebranding of the UNSM and respectfully request the Board revisit the renaming of the organization.

Regards,

Michael Mosher
Warden

cc Mayors, Wardens and Councillors



REQUEST FOR DECISION
Signage: Rotary Riverside Park
Memorial Tree Grove
 # 017-2017

Date: December 5, 2017	Subject: Signage: Rotary Riverside Park Memorial Tree Grove
Proposal Attached: No	Submitted by: Sharon McAuley, Planning Coordinator

Proposal:	The Rotary Club is requesting permission to erect an additional sign at Rotary Riverside Park to provide information on the Memorial Tree Grove.
Background:	Riverside Park is located at 80 Bridge Street. It has walking trails and the recent addition of a floating dock and canoe and kayak rental access point. The park was created thanks to the efforts of the Rotary Club. For many years it was maintained by the Friends of the Riverside Park Society. Now it is mostly maintained by the Town's Parks Department, with some recent development input from the Rotary Club and some plant work from the Clean Annapolis River Project. In October 2017 Council agreed to change the name from Riverside Park to Rotary Riverside Park and granted permission to change the current sign. The Rotary Club now wishes to erect an additional sign to describe the Memorial Tree Grove which was established in 2001.
Benefits:	<ul style="list-style-type: none"> • The sign will describe in more detail the Memorial Tree Grove. • Provides an additional use for the park and may increase the number of people using it.
Disadvantages:	<ul style="list-style-type: none"> • Signage may increase people visiting the Memorial Tree Park seeking peace and solitude. The additional use of the park may conflict with the current recreation use of the park.
Options:	<ul style="list-style-type: none"> • Grant permission to the Rotary Club to erect a sign for the Memorial Tree Grove. • Status quo.

Required Resources:	<ul style="list-style-type: none"> • Staff time to process the application
Source of Funding:	<ul style="list-style-type: none"> • Operating budget. There is a fee associated with the sign permit, which Town Council can decide to have the Town pay for, or require the Rotary Club to pay for. The amount is \$50.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLT

Target Decision Date: December 18, 2017

Rotary Riverside Park Memorial Tree Grove

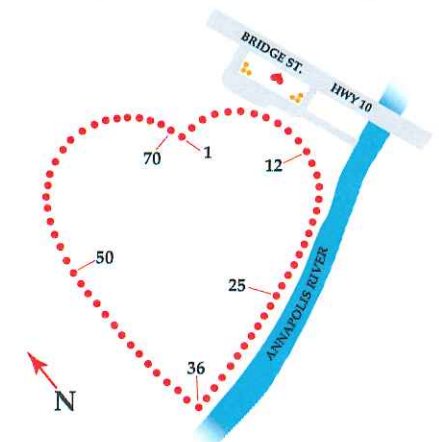
THE MEMORIAL TREE CAMPAIGN

Through donations from the residents of Middleton and area, the Friends of Riverside Park Society were able to purchase and plant 70 Red Maple trees. These trees, chosen for their brilliant autumn foliage, stand in memory of loved ones of those who donated. Eight Flowering Crab trees were also planted on loving behalf of family and friends.

Arranged as a stylized heart to reflect the care the trees represent for the donors and their loved ones, the design is also symbolic of Middleton's motto: The Heart of the Valley.

On May 13, 2001, the Friends of Riverside Park Society, aided by the Middleton Boy Scouts and the Rotary Club of Middleton, planted the 70 Red Maples. The friends and families of those the trees represent also assisted. Some came simply to help, others because they wished to plant "their" trees themselves.

MEMORIAL TREES PLACEMENT



RED MAPLES			FLOWERING CRABS		
No.	Name	Address	No.	Name	Address
1	John & Mary	1234 Main St.	1	John & Mary	1234 Main St.
2	John & Mary	1234 Main St.	2	John & Mary	1234 Main St.
3	John & Mary	1234 Main St.	3	John & Mary	1234 Main St.
4	John & Mary	1234 Main St.	4	John & Mary	1234 Main St.
5	John & Mary	1234 Main St.	5	John & Mary	1234 Main St.
6	John & Mary	1234 Main St.	6	John & Mary	1234 Main St.
7	John & Mary	1234 Main St.	7	John & Mary	1234 Main St.
8	John & Mary	1234 Main St.	8	John & Mary	1234 Main St.
9	John & Mary	1234 Main St.	9	John & Mary	1234 Main St.
10	John & Mary	1234 Main St.	10	John & Mary	1234 Main St.
11	John & Mary	1234 Main St.	11	John & Mary	1234 Main St.
12	John & Mary	1234 Main St.	12	John & Mary	1234 Main St.
13	John & Mary	1234 Main St.	13	John & Mary	1234 Main St.
14	John & Mary	1234 Main St.	14	John & Mary	1234 Main St.
15	John & Mary	1234 Main St.	15	John & Mary	1234 Main St.
16	John & Mary	1234 Main St.	16	John & Mary	1234 Main St.
17	John & Mary	1234 Main St.	17	John & Mary	1234 Main St.
18	John & Mary	1234 Main St.	18	John & Mary	1234 Main St.
19	John & Mary	1234 Main St.	19	John & Mary	1234 Main St.
20	John & Mary	1234 Main St.	20	John & Mary	1234 Main St.
21	John & Mary	1234 Main St.	21	John & Mary	1234 Main St.
22	John & Mary	1234 Main St.	22	John & Mary	1234 Main St.
23	John & Mary	1234 Main St.	23	John & Mary	1234 Main St.
24	John & Mary	1234 Main St.	24	John & Mary	1234 Main St.
25	John & Mary	1234 Main St.	25	John & Mary	1234 Main St.
26	John & Mary	1234 Main St.	26	John & Mary	1234 Main St.
27	John & Mary	1234 Main St.	27	John & Mary	1234 Main St.
28	John & Mary	1234 Main St.	28	John & Mary	1234 Main St.
29	John & Mary	1234 Main St.	29	John & Mary	1234 Main St.
30	John & Mary	1234 Main St.	30	John & Mary	1234 Main St.
31	John & Mary	1234 Main St.	31	John & Mary	1234 Main St.
32	John & Mary	1234 Main St.	32	John & Mary	1234 Main St.
33	John & Mary	1234 Main St.	33	John & Mary	1234 Main St.
34	John & Mary	1234 Main St.	34	John & Mary	1234 Main St.
35	John & Mary	1234 Main St.	35	John & Mary	1234 Main St.
36	John & Mary	1234 Main St.	36	John & Mary	1234 Main St.
37	John & Mary	1234 Main St.	37	John & Mary	1234 Main St.
38	John & Mary	1234 Main St.	38	John & Mary	1234 Main St.
39	John & Mary	1234 Main St.	39	John & Mary	1234 Main St.
40	John & Mary	1234 Main St.	40	John & Mary	1234 Main St.
41	John & Mary	1234 Main St.	41	John & Mary	1234 Main St.
42	John & Mary	1234 Main St.	42	John & Mary	1234 Main St.
43	John & Mary	1234 Main St.	43	John & Mary	1234 Main St.
44	John & Mary	1234 Main St.	44	John & Mary	1234 Main St.
45	John & Mary	1234 Main St.	45	John & Mary	1234 Main St.
46	John & Mary	1234 Main St.	46	John & Mary	1234 Main St.
47	John & Mary	1234 Main St.	47	John & Mary	1234 Main St.
48	John & Mary	1234 Main St.	48	John & Mary	1234 Main St.
49	John & Mary	1234 Main St.	49	John & Mary	1234 Main St.
50	John & Mary	1234 Main St.	50	John & Mary	1234 Main St.
51	John & Mary	1234 Main St.	51	John & Mary	1234 Main St.
52	John & Mary	1234 Main St.	52	John & Mary	1234 Main St.
53	John & Mary	1234 Main St.	53	John & Mary	1234 Main St.
54	John & Mary	1234 Main St.	54	John & Mary	1234 Main St.
55	John & Mary	1234 Main St.	55	John & Mary	1234 Main St.
56	John & Mary	1234 Main St.	56	John & Mary	1234 Main St.
57	John & Mary	1234 Main St.	57	John & Mary	1234 Main St.
58	John & Mary	1234 Main St.	58	John & Mary	1234 Main St.
59	John & Mary	1234 Main St.	59	John & Mary	1234 Main St.
60	John & Mary	1234 Main St.	60	John & Mary	1234 Main St.
61	John & Mary	1234 Main St.	61	John & Mary	1234 Main St.
62	John & Mary	1234 Main St.	62	John & Mary	1234 Main St.
63	John & Mary	1234 Main St.	63	John & Mary	1234 Main St.
64	John & Mary	1234 Main St.	64	John & Mary	1234 Main St.
65	John & Mary	1234 Main St.	65	John & Mary	1234 Main St.
66	John & Mary	1234 Main St.	66	John & Mary	1234 Main St.
67	John & Mary	1234 Main St.	67	John & Mary	1234 Main St.
68	John & Mary	1234 Main St.	68	John & Mary	1234 Main St.
69	John & Mary	1234 Main St.	69	John & Mary	1234 Main St.
70	John & Mary	1234 Main St.	70	John & Mary	1234 Main St.





REQUEST FOR DECISION
Chapter 15b Taxi Bylaw Repeal
15-2017

Date: 30 October 2017	Subject: Chapter 15b Taxi Bylaw Repeal
Proposal Attached:	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Council give first reading to repeal the Chapter 15b Taxi Bylaw.
Background:	<p>Under section 305 of the <i>Motor Vehicle</i> Act, municipalities are provided the power to make bylaws respecting taxis. This is permissive and not mandatory. The Town has exercised its authority to regulate taxis with a bylaw that has been in effect in excess of 30 years.</p> <p>Through the recent Service Capacity Review that was undertaken by Town Council in September 2017, the issue of taxi licensing as an administrative issue came under discussion. It was agreed at that time that the administrative burden to enforce this bylaw was an inefficient use of staff time. In addition to that, the liability around licensing a service that is not a core municipal mandate is an area that the Town would do well to leave to general market demand for private business. As a result, staff were directed to begin the process to repeal Chapter 15b Taxi Bylaw.</p> <p>In consultation with the Town's solicitor, it has been noted that the potential decision to repeal the bylaw would be ground-breaking, with many municipalities wanting to follow suit. Additionally, with UBER becoming more popular and prevalent, it is good timing to repeal the bylaw.</p> <p>There is currently one person operating a valid taxi license in Middleton and this is valid until May 1, 2018. The repeal of the bylaw should coincide with this to be effective on May 1, 2018 and the permit holder be notified in advance.</p> <p>The Bylaw does reference authority given to the Chief of Police on this matter. The solicitor recommends that, prior to repeal, a signed letter from the head of the local detachment be obtained</p>

	which notes that the police force is prepared to waive the rights conferred upon it by the Bylaw.
Benefits:	<ul style="list-style-type: none"> • Allows staff to focus on core municipal services. • Taxi companies have less restrictions to offer services within the community. • The Town withdraws from regulating a private business. • Having a bylaw that is not strictly enforced opens the Town to increased liability
Disadvantages:	None foreseen.
Options:	
Required Resources:	
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic and Cultural)	Allows for free movement of public transportation options for residents in and out of Middleton, as well as giving private business opportunity for growth.
Workplan Implications (now/future):	Less burden for staff to track licensing requirements, renewal processes, and enforcement of the bylaw.
Communication Plan:	Notice will be made public through the public bylaw repeal process as well as promotion of taxi safety tips. Correspondence will also be sent to currently licensed taxi businesses with the Town to advise them of the change in requirements.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	First reading of the bylaw for repeal can take place as early as the November Council meeting, with second and final reading at the December Council meeting. Required public advertising will take place between first and second reading.

CAO Initials: RLT

Target Decision Date: 20 November 2017

JAN. 11/91

TAXI BY-LAW

CHAPTER 141B

*See MVA 305 for
Sec 223 for
Authority*

1. In this by-law:
 - (a) "Council" means the Town Council of the Town
 - (b) "Motor Vehicle" means a motor vehicle as defined by the Motor Vehicle Act;
 - (c) "Taxi" means a taxicab as defined by the Motor Vehicle Act
 - (d) "Town" means the Town of Middleton;
 - (e) "Traffic Authority" means the traffic authority of the Town pursuant to the Motor Vehicle Act;
 - (f) "Vehicle" means a vehicle as defined by the Motor Vehicle Act;
 - (g) "Chief of Police" means the Chief of Police appointed by the Town.
2. (1) No person shall engage in the business of operating a taxi as the owner thereof unless he has a valid license in respect of such vehicle issued pursuant to this by-law, which license is herein-after referred to as a "taxi license".

(2) No person shall for the purpose of transporting persons for compensation drive a taxi unless he has a valid license issued to him pursuant to this by-law, which license is hereinafter referred to as a "taxi driver's license".

(3) A taxi license is required with respect to each vehicle used as a taxi.
3. (1) Every application for a taxi license or a taxi driver's license shall be made in writing, on the form provided therefore by the Town Clerk, and shall be signed by the person applying therefor.

(2) An application for a taxi license shall set out:
 - (a) the name of the applicant;
 - (b) the residence address, residence mailing address, and home telephone number of the applicant;
 - (c) the business address, business mailing address and business telephone number of the applicant;
 - (d) a description of the vehicle to be used, giving the registration number or other number sufficient to identify it;
 - (e) the name and address of the owner of the vehicle to be used, and where the owner is not the applicant the consent of the owner to the application shall be set out on the application;
 - (f) the amount and types of insurance in force with respect to the vehicle to be used, with the name of the insurance company issuing the policy, the number of the policy, and statement as to whether or not the insurance company has been advised of the proposed use of the vehicle;

- (g) the names of those who will be driving the taxi for the purpose of transporting persons for compensation;
- (h) where the owner will be one of those driving the taxi for the purpose of transporting persons for compensation:
 - (i) the age of the applicant;
 - (ii) the number of the applicant's Class 4 driver's license then in force;
 - (iii) the number of years the applicant has possessed a valid Class 4 driver's license;
 - (iv) the number of years the applicant has possessed a valid driver's license of any kind;
 - (v) a statement or record of any convictions against the applicant in the five years preceding the date of the application under the Criminal Code of Canada, the Motor Vehicle Act and Liquor Control Act.

- (3) An application for a taxi driver's license shall set out:
 - (a) the name of the applicant;
 - (b) the residence address, residence mailing address and home telephone number of the applicant;
 - (c) the business address, business mailing address and business telephone number of the applicant;
 - (d) a description of the vehicle to be used, giving the registration number or other number sufficient to identify it;
 - (e) the name and address of the owner of the vehicle to be used and the number of the taxi license issued with respect to the vehicle to be used or, if no such license has been issued, the date of the application for taxi license with respect to the vehicle to be used;
 - (f) the age of the applicant;
 - (g) the number of the applicant's Class 4 driver's license then in force;
 - (h) the number of years the applicant has possessed a valid Class 4 driver's license;
 - (i) the number of years the applicant has possessed a valid driver's license of any kind;
 - (j) a statement or record of any convictions against the applicant in five years preceding the date of the application under the Criminal Code of Canada, the Motor Vehicle Act and the Liquor Control Act.

- (4) Every application shall be deposited with the Town Clerk and shall be accompanied by the fee for the license prescribed by this by-law.
- (5) Every application form shall contain the following words:
"A false statement in this application could render the applicant liable to criminal prosecution."
- (6) The Town Clerk may recommend to Council that Council revoke any taxi or taxi driver's license if it is made to appear to the Town Clerk that the application for the license contained information that was false in a material particular.

4. (1) The Town Clerk shall refer every application to the Chief of Police who, in the case of an application for a taxi license, shall direct the owner to a licensed vehicle inspection station for inspection of the vehicle and a certificate of mechanical fitness of the vehicle, at the owner's expense, and, in all cases, he shall make such inquiries as he deems appropriate to determine that the applicant, whether for a taxi license or a taxi driver's license, is a fit and proper person to have a license.
 - (2) The Town Clerk shall refer every application for a taxi driver's license to the Chief of Police and, after giving the applicant an opportunity to be heard and considering the report of the Chief of Police, if any, the Town Clerk may grant the license.
 - (3) The applicant may appeal the Town Clerk's decision to refuse a license to the council who, after hearing the report of the Town Clerk, may grant or refuse the license, but Council shall not unreasonably refuse a license and shall, if it determines to refuse the license, provide the applicant with an opportunity to be heard before the refusal is made final.
 - (4) The Town Clerk shall refuse to issue a license if:
 - (a) All of the information required on an application is not provided;
 - (b) The amount of the license fee has not been paid to the Town Clerk;
 - (c) In the case of a taxi license, the amount of insurance required by this by-law is not in effect;
 - (d) In the case of a taxi license, the vehicle is not in clean condition or in good mechanical condition;
 - (e) The applicant has been convicted within the preceding year of any offence against the Liquor Control Act or the Criminal Code of Canada;
 - (f) The applicant is not in possession of a Class 4 driver's license or is not of the age required under the Motor Vehicle Act for a person operating a taxi;
 - (g) In the case of a taxi driver's license, there is no taxi license in effect with respect to the vehicle proposed to be used; or
 - (h) issuance of the taxi license would exceed 5 taxis licensed to operate within the Town.
 - (5) Where a license is refused, the Town Clerk shall return the fee paid by the applicant to the applicant.
5. A license issued under this by-law shall be valid until the first day of May next following its issuance, unless sooner revoked or suspended.
 6. (1) The Chief of Police may suspend for such period not exceeding one year as he may determine, any license issued under this by-law for any of the following reasons:

- (a) that the insurance required by this bylaw is no longer in effect;
 - (b) that the vehicle operated under the license is not in clean condition or in good mechanical condition; or
 - (c) that the licensee has since the date of issuance of the license been convicted of an offence against the Criminal Code or the Liquor Control Act.
- (2) The person whose license has been suspended may appeal from the action of the Chief of Police to the Council and the Council may:
- (a) approve the action of the Chief of Police;
 - (b) vary the action of the Chief of Police; or
 - (c) allow the appeal and set aside the action of the Chief of Police.
- (3) Any decision of Council on an appeal shall be in accordance with the provisions of this bylaw, excepting that Council may exercise its judgment as regards Section 4 (4), Articles (a), (d), (e) and (h).
7. Every person who holds a license under this bylaw must at all times while engaging in the taxi business or driving a taxi for compensation:
- (a) holds a Class 4 driver's license under the provisions of the Motor Vehicle Act, unless he is a corporation;
 - (b) have in force on the vehicle licensed and operated, public liability, property damage and cargo or passenger hazard insurance in the following amounts:
 - (i) minimum of \$500,000 inclusive coverage.
 - (c) keep the vehicle with respect to which the license is in force in clean condition and in good mechanical condition while in use as a taxi.
8. (1) Every taxi shall have prominently displayed within view of the passengers, the taxi license, the taxi driver's license, with a recent photograph of the driver affixed thereto; and the maximum fee schedule.
- (2) Every taxi shall have prominently displayed on its exterior a sign bearing the word "taxi", which sign shall be lighted after dark and shall be clearly visible at all times from a distance of 200 feet.
9. (1) The Traffic Authority may specify places within the Town to be used as taxi stands.
- (2) Where taxi stands have been specified, no owner or driver of any taxi shall permit the same, when not engaged, to stand on any public highway except at a specified taxi stand.
10. The amount of the license fees shall be as follows:
- (a) for a taxi license \$25.00
 - (b) for a taxi license for each vehicle after the first \$10.00
 - (c) for a taxi driver's license \$10.00

11. (1) No license under this bylaw may be transferred from one person to another.

(2) A taxi license shall be issued for one vehicle only, a description whereof shall be given on the license, provided that if that owner wishes to discontinue the use of that vehicle and to substitute another, the Town Clerk shall, if the latter vehicle complies with this bylaw, authorize the use of the license for such vehicle instead of for the one with respect to which it was originally issued, and endorse the license to that effect.
12. Nothing in this bylaw shall apply to a bus or to a public utility as defined in the Public Utilities Act.
13. (1) Any person who violates any of the provisions of this bylaw shall be guilty of an offence and shall be liable for the first offence to a penalty of not less than fifteen dollars and in default of payment to imprisonment for a term of not more than thirty days; for the second offence to a penalty of not less than twenty-five dollars and in default of payment to imprisonment for a term not less than thirty days nor more than sixty days; for a third offence or any subsequent offence to a penalty of not less than fifty dollars and in default of payment, to imprisonment for a term of not less than thirty days nor more than sixty days or to both.

(2) The penalty prescribed pursuant to subsection (1) shall not exceed one thousand dollars or in default of payment thereof, imprisonment for a period not exceeding ninety days.

Amendment by Council December 7, 1998

STRATEGIC PRIORITIES CHART

December 2017

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **COUNTY RELATIONS:** CAOs to set up agenda meeting with Mayor & Warden
2. **FIRE HALL:** Design & Location
3. **SERVICE LEVELS:** Staff Structure Review
4. **VIC OPERATIONS:** Operation Review
5. **PARKING LOTS:** Research & Notice to Owners
6. **ASSET MANAGEMENT:** Data Collection

TIMELINE

December
December
January
February
December
Spring 2018

NEXT

- TOWN OFFICE: Options
- GREEN SPACE / TRAILS: Plan due Oct 2018
- LONG TERM CAPITAL PLAN: Plan due Nov 2018
- RECREATION FACILITIES: Cost Recovery
- COMMUNITY POLICING OFFICER: Monitor RCMP complement
- ECONOMIC DEVELOPMENT STRATEGY: One Day Workshop
- STREETSCAPE: Replace Street Lights

ADVOCACY / PARTNERSHIPS

- *NSHA: Hospital Support*
- *NSHA: Doctor Recruitment*
- *NS Community College: Incubator*
- *NS Community College: Future Plans*

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Rachel)

1. **COUNTY RELATIONS:** CAOs to set up agenda meeting
 2. **FIRE HALL:** Design & Location – December
 3. **SERVICE LEVELS:** Staff Structure Review – January
 4. **PARKING LOTS:** Research & Notice to Owners - December
- Bylaw Review: Target List - January
 - TOWN OFFICE: Options
 - COMM POLICING OFFICER: Monitor RCMP complement

RECREATION & COMMUNITY SERVICES (Jennifer)

1. **VIC OPERATIONS:** Operation Review - February
- GREEN SPACE / TRAILS: Plan – Oct
 - EC DEV STRATEGY: One-day workshop – Fall 2018

FINANCE (Marianne)

- LONG TERM CAPITAL PLAN – November
- RECREATION FACILITIES: Cost Recovery – March

PUBLIC WORKS (Kim)

1. **Asset Management: Data Collection** – Spring 2018
- STREETSCAPE: Replace Street Lights - January

PLANNING (Sharon)

- Municipal Plan review: draft reviewed by Council - Feb
- Records Mgmt. System - Implementation - Dec.

CODES: **BOLD CAPITALS** = NOW Priorities; **CAPITALS** = NEXT Priorities; *Italics* = Advocacy;
Regular Title Case = Operational Strategies



MIDDLETON FIRE DEPARTMENT

Monthly Report

November 1, 2017 to November 30, 2017

Submitted by – Chief Mike Toole



Middleton Fire Department
49 Church St, PO Box # 1366 Middleton NS B0S 1P0
PH : 902-825-3246 FAX : 902-825-6334

Date Printed
Dec 13 17

Totals by Type
From Nov 1 17 to Nov 30 17

Response Type	# of Incidents
Electrical	1
Vehicle Fire	1
Structure Fire	1
Alarm Equipment - Commercial	1
Authorized Controlled Burning - complaint	1
Vehicle Accident	1
Lift Assist to EHS	1
Call Cancelled Prior to Leaving Station	1
Stand-In for another Department	1
Total Number of Responses	9



Middleton Fire Department
49 Church St, PO Box # 1366 Middleton NS B0S 1P0
PH : 902-825-3246 FAX : 902-825-6334

Date Printed
Dec 13 17

Totals by Geographic Location
From Nov 1 17 to Nov 30 17

Response Type	# of Incidents	Staff Hours
Unclassified		
001 - Town of Middleton		
31 Alarm Equipment - Commercial	1	4 h 12 m
89 Lift Assist to EHS	1	5 h 41 m
95 Call Cancelled Prior to Leaving Station	1	1 h 10 m
Total For 001 - Town of Middleton:		3 11 h 3 m
002 - County of Annapolis		
02 Electrical	1	18 h 54 m
03 Vehicle Fire	1	34 h 45 m
36 Authorized Controlled Burning - complaint	1	8 h 48 m
62 Vehicle Accident	1	10 h 48 m
Total For 002 - County of Annapolis:		4 73 h 15 m
003 - M/A - Kingston - Annapolis		
99 Stand-In for another Department	1	75 h 36 m
Total For 003 - M/A - Kingston - Annapolis:		1 75 h 36 m
005 - M/A - Nictaux Fire		
04 Structure Fire	1	67 h 36 m
Total For 005 - M/A - Nictaux Fire:		1 67 h 36 m
Total For Unclassified:		9 227 h 30 m
Total Number of Responses		9 227 h 30 m



Middleton Fire Department
 49 Church St, PO Box # 1366 Middleton NS B0S 1P0
 PH : 902-825-3246 FAX : 902-825-6334

Date Printed
 Dec 13 17

Hours Worked
 From Nov 1 17 to Nov 30 17

	Incident Reports Hrs	Meeting Hrs	Training Hrs	Truck Inspection Hrs	Standby Hrs	Certificates Hrs	Total
FC Michael Toole	9.52	2.00	2.00	2.00			15.52
DC Scott Veinot	6.07		4.00				10.07
2DC Neil Freeman	5.43	2.00	4.00	2.00			13.43
CAP Darcy Robertson	7.12	2.00	4.00	2.00			15.12
CAP Kent Smith	5.23	2.00	6.00	2.00			15.23
CAP Jody Spidle	10.57		4.00	2.00			16.57
CAP Philip Townsend	7.75	2.00	2.00				11.75
CAP Scott Whynot	6.92	2.00	4.00	2.00			14.92
FF Mathias Abbott	8.43		6.00	2.00			16.43
FF Chris Barker	4.45		4.00				8.45
FF John Bath	10.87	2.00	2.00				14.87
FF Keith Boudreau	1.50						1.50
FF Lorne Brown	9.52	2.00	6.00	2.00			19.52
FF Alan Cooke	2.82	2.00	4.00	2.00			10.82
FF Mark Ejdrygiewicz	0.45						0.45
FF Tyler Ells							
FF Danial Foley	7.85	2.00	2.00				11.85
FF George Freestone	9.48	2.00	4.00				15.48
FF Jordan Fudge	11.17		4.00	2.00			17.17
FF Donald Hiltz	7.08						7.08
FF Robert Knight	9.28	2.00	2.00	2.00			15.28
FF Leon Langille	6.67	2.00	4.00	2.00			14.67
FF Dustin MacNeil	6.67	2.00	6.00	2.00		16.00	32.67
FF Scott Marshall	5.68						5.68
FF Chevelle Roberts	11.17		4.00	2.00			17.17
FF Melissa Robertson	5.17	2.00	2.00	2.00			11.17
FF Gordon Rodgers	5.50	2.00	4.00	2.00			13.50

Dec 13 17



Middleton Fire Department

Hours Worked From Nov 1 17 to Nov 30 17

	Incident Reports Hrs	Meeting Hrs	Training Hrs	Truck Inspection Hrs	Standby Hrs	Certificates Hrs	Total
FF John Thompson	9.22	2.00	6.00	2.00			19.22
FF Philip Vincent	4.40	2.00	4.00	2.00			12.40
FF Justin Westcott	3.27						3.27
PFF Jenna Breschetti	0.97		4.00				4.97
PFF Hilliard Ewing	4.05	2.00	4.00	2.00			12.05
PFF Robert Hovey	4.38		6.00	2.00			12.38
PFF Jaimee Penney	3.30		4.00	2.00			9.30
PFF Patrick Redwood	6.87		4.00				10.87
PFF Adam Tkaczuk	4.45	2.00	4.00	2.00			12.45
PFF Jason Warrington	4.25	2.00	6.00	2.00			14.25
Totals:	227.53	42.00	126.00	46.00			457.53

Public Works Report

December 18th 2017



What public works has been up to:

- Building inspections
- Tree trimming
- Lawn repair from Victoria water break
- Test holes dug for firehall
- Garbage collection
- Cleared catch basins
- Shouldering
- Plow prep
- Salting Streets
- Light pole Christmas lights and wreaths
- Christmas trees put and decorated
- Pulled pumps at Sewage Treatment Plant (T-shirt was caught in both pumps)
- Regular water and sewer maintenance
- Pump down hydrants for winter
- Install flags on hydrants for winter

November 23 Water Break Chapel Street



Service attachment failed. The line is in fairly good condition however the service connections are failing. When the excavation was still open a second service connection failed.

When the water main was replaced in 2000 the old main and service lines were left in the ground making it a mess to work on.

Basically the absence of Town standards for installation materials and procedures has lead to premature failure of newer infrastructure.

Working to establish standards for the Town.

Main Street Water Break December 7th

- Again it was a failure on the service connection. Last year the service failed at the curb stop, which was replaced. The failure was closer to the main but still part of the individual service. The repair was done live so water service was not interrupted at Tim Horton's or residences. When water service is interrupted in a public building, the health department and the ministry are to be contacted.



Dexter's finally arrived Monday December 11

Pot holes were filled in the parking lots.
No alligator cracking or skinning was
repaired, the entire lots need capital
work, complete rehabilitations.

Storm basin on Reagh Street was
repaired.

Storm Basin in the annex parking lot
repaired.

Chapel Street water break repair removal
reinstated.

Main Street water break removal
reinstated.



Vehicle Update

- Zetor is torn apart stilling waiting on price. Staff member giving quote has been tied up. (Nova International Joel Lightfoot)
- Dump truck is still in Halifax at Steele Isuzu Trucking. First repair completed in Halifax for \$2900.00 failed when the truck was being driven back to Middleton. All sensors were disconnected and fuel regulator was ordered from the US and installed, worked for the first test drive, failed on second test drive. A special mechanic from GM is going to go in and look at it. This truck went to Bruce GM and KJ in Middleton for the same problem before it was sent to the city. Repairs were completed and it would work for two weeks and fail again. The truck is a 2009 and has 16,000 km on it. We are going to assume it needs a new turbo which will be \$8,900 plus labour. Will update Council when information is available. We have rented private dump trucks for emergencies and we currently have work pending.
- Tire blew on backhoe the morning the pavers arrived, when we needed the machine to operate.

Commercial & Main Intersection

Rachel reached out to other CAO's and found a good contact at Black and McDonald that responded to our requests. Dean was able to have the intersection inspected. Identified an issue with the traffic loop on Commercial Street. The repair was not been completed on the loop but the time was set back to 30 second delay instead of 60 second delay on Commercial Street until the loop is fixed. Traffic interruption during the repair will be between 3 and 4 hours. The total cost of the preliminary service call, loop installation and post installation recalibration will be approximately \$4000.00. The crew may be available as early as next week.

Crossing Lights

Dean Adams will be coming to give us a definitive price on installing the overhead lights. Dean is confident that we should be able to have the crossing installed for under the \$25,000 which is within budget. The other price I received was also from Black and McDonald so I will get a written quote.

A definitive decision by Council as to the location of the light installation is required. Currently identified options are a) Commercial at Marshall Street, or b) Main Street by the hospital/clinic (Taylor Drive)?

Christmas Tree Lighting



It was a close call on the weather having a negative impact on our Annual Christmas Tree Lighting event, but the stars aligned and the rain held off as the community gathered in Centennial Park to celebrate our community, and the season. Attendance was at an all-time high this year, as was the generosity of those willing to help us out to pull off this event. The Middleton Fire Department helped us with the fire pit and lighting the area, as well as rescuing Santa when his sleigh broke down to ensure he was still able to attend. They also liaised with the Bridgetown Fire Department who set off a fantastic fireworks show. The Emmanuel Church choir kicked off the event for us with some caroling, and Robin's and Tim Horton's donated hot chocolate and Pharmasave gave us candy canes. Broke With Money entertained the crowd and Town Council pitched in to hand out free glow sticks, tree ornaments, and the hot chocolate. The biggest crowd pleaser of all was the incredible trio that was Santa Claus, Mrs. Claus and Jingles the elf, who sat with children and families for pictures and taking Christmas wish lists. It really was a magical night and we are so grateful to all who helped make it happen.

Family Christmas Party



Carrying the festive feelings into the next day, we gathered into the Annapolis East Elementary School for our family Christmas Party. Again, there were more people there this year than have been for many years past. The room was filled with excitement as people decorated cookies, made craft wreaths, bounced on the inflatable castle, had their face painted, danced to the Christmas music, and just chatted and enjoyed each other's company. The line-up was long for a visit with Santa Claus who generously came with a gift for the children. Special shout out to Giant Tiger, Atlantic Superstore, Your Independent Grocer, and the Middleton Regional High School Community Outreach Committee for helping to make this event awesome.

Programs

Our programs have been wrapping up for the holidays and will reconvene soon after the new year. Our attendance remains steady and the new punch card system is making it easier for us to administer with regards to missed classes due to weather or facility bookings, as well as participants who must miss a class or two because of other commitments. Eventually we would like to have one punch card for all of our classes so people can have a variety of opportunities for programming without having to pay for an entire session of one program.

Valley Connect

There will soon be one place to go to find out all the recreation information you would need throughout the valley. Andy has been working with a regional group to help launch www.valleyconnect.ca. Check it out. The official launch event of Valley Connect website is March 2nd. The pre-launch will start a month ahead. It is timed to coincide with March Break advertising. More information on this will come.

Economic Development

Andy continues to keep in the loop on the Valley REN and attends workshops and meetings to stay informed and provide input for the Town. He attended a conference in late-November where there was a presentation by Eric McSweeney, called “Formula for Economic Success”. Mr. McSweeney was brought in from Ottawa and although his presentation provided some good information, the most valuable information came from the discussion during the question and answer period.

Visitor Information Center Statistics

I have been collecting statistics and information about the Visitor Information Center to organize and analyze to provide Council with a report so that they can make an informed decision on the future operations of the Visitor Information Center. I am hoping to have this information ready in plenty of time for Council to review and discuss prior to the beginning of the budget process.

Physical Activity Strategy and Active Transportation Strategy

Stephanie has been working diligently on revamping our Physical Activity Strategy, as well as our Active Transportation Strategy. She is working with the province, who funds part of her position with the Town, and is looking closely at the Town’s assets, and needs, to create a working document that will outline a plan to provide effective opportunities to increase physical activity in our Town. This includes things like infrastructure, programming, volunteerism, funding, partnerships, etc. Our department will work together on this to ensure this is an all-encompassing departmental document. A big part of that will also be a strategy for active transportation, which she has been working on as well. She has received some funding to help with this initiative and will continue to work on creating a realistic, usable document that will outline how we can make our community friendlier to modes of transportation that are human-powered, such as walking, cycling, skateboarding, etc.

Wishing everyone a happy and healthy holiday season.



Jennifer Coolen, Director of Recreation & Community Services

TOWN OF MIDDLETON

PLANNING SERVICES



NOVEMBER

2017

TABLE OF CONTENTS

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: December 1, 2017
Re: Town of Middleton, Status Report

November 1 - 30, 2017

Development Permit Activity

- Development Permit M17-026, Nov. 4, 2017
Town of Middleton, 337 – 339 Marshall Street
Renovation Repair, Recreation Structure
- Development Permit M17-025, Nov. 20, 2017
WR Jones & Co. Builders, 65 School Street
Accessory Structure - Ramp

Permit Activity Summary, November 2017

	Current Month	Current YTD	Previous Yr. Month	Previous Yr. YTD
Development Permits				
Residential				
New Construction	0	0	0	0
Renovation/Addition	0	0	0	1
Accessory Structures	1	14	2	4
Commercial/Industrial				
New Construction	0	0	0	0
Renovation/Addition	0	2	0	4
Accessory Structures	0	0	0	1
Institutional				
New Construction	0	0	0	1
Renovation / Addition	1	1	0	2
Accessory Structures	0	0	0	1
Other (signs, occupancy, etc.)	0	2	0	3
Final Subdivision Approval				
Residential Lots Created	0	0	0	0
Comm./Industrial Lots Created	0	0	0	0

TOWN OF MIDDLETON

BUILDING PERMIT REPORT

Figures based on Fiscal Year April to March

Municipal Unit: **Town of Middleton**

Month: **November 2017**

	Number of Building Permits	Building Value
Month: November	2	\$10,000.00
Year To Date 2017-2018:	7	\$60,600.00
Year To Date 2016-2017:	10	\$328,600.00
Year To Date 2015-2016:	18	\$696,890.00

Total Estimated Value November 2017:	\$10,000.00	Total permits for November 2017:	2	Total Estimated Value YTD 2017-2018:	\$60,600.00	Permit Fees November 2017:	\$160.00
Total Estimated Value November 2016:	\$4,000.00	Total permits for November 2016:	1	Total Estimated Value YTD 2016-2017:	\$328,600.00	Permit Fees YTD 17-18:	\$1,175.20
Total Estimated Value November 2015:	\$39,000.00	Total permits for November 2015:	2	Total Estimated Value YTD 2015-2016:	\$696,890.00		

File #	Name	Applicant Address	Location	Construction	Date Building Permit Issued	Permit Fee	Estimated Value
M17-025	Fitness Experience Health Centre Ltd.	Middleton	65 School Street	ramp	November 21, 2017	\$84.00	\$9,000.00
M17-026	Town of Middleton	Middleton	337-339 Marshall St.	repair shelters	November 8, 2017	\$76.00	\$1,000.00
				Dev. Permits Only	0 permits	\$0.00	
					Total November:	\$160.00	\$10,000.00
	Total Active Permits:	9					
	Residential Conversions	nil					
	Residential Demolitions	nil					



COUNTY *of* ANNAPOLIS
NATURALLY ROOTED

Activity Report – November 2017

2 BUILDING PERMITS ISSUED FOR November

4 BUILDING INSPECTION CARRIED OUT FOR November

6 Fire Inspections conducted and letters to owners have been sent.

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



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

Submitted by: Trevor Robar

Date: December 7, 2017

Task	Category	Date	Hrs
Hydrant Flushing Database Setup	PW	Thursday, November 16, 2017	1
Hydrant Flushing Data Entry Session 1	PW	Monday, November 20, 2017	2.5
Hydrant Flushing Data Entry Session 2	PW	Tuesday, November 28, 2017	1.5
Hydrant Atlas Map Design Updates	PW	Thursday, November 30, 2017	2
			Hrs
			7.00

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

VALLEY WASTE RESOURCE MANAGEMENT (VWRM)

Meeting: December 13, 2017

1. Richard Ramsey, acting General Manager proposed streamlining the agenda to include only items that have reports (nil reports will not be placed on the agenda). A call for agenda items from board members will be sent out prior to the agenda package being put together.
2. Jane Bustin was re-elected as Board Chair and John Kinsella was re-elected as Board Vice-Chair.
3. Budget preparations will begin in January 2018.
4. The 2018 Valley Waste calendar will be arriving December 14 and will then be distributed.
5. The Valley Waste App has to be updated and staff are working on it.
6. Discussion at the Regional Chairs meeting included expanding the electronic stewardship program to include satellite dishes and ways people can reduce their waste. The banning of plastic bags is being reviewed, as China will no longer be accepting our plastic bags and it is illegal to put plastic bags in the landfill in Nova Scotia.
7. Staff are drafting new policies and amending existing policies to enable the authority to comply with Bill 10.
8. Recruitment of General Manager:
 - the ads were issued, and they have received twenty-one (21) responses;
 - hiring committee hopes to have a list to the board by the end of January.
9. The Service & Facilities Steering Committee will be meeting in January regarding the cottage country bins.
10. Rick Ramsay talked about the corporate strategic planning process being undertaken in the new year.
11. The next meeting will be on January 17, 2018.

UNSM Board Report – December 1, 2017

UNSM Vision: *Effective local government and strong, sustainable communities*

UNSM Mission: *To enable effective local government for Nova Scotia's communities by facilitating strategic advocacy, education and collaboration*

Initiatives

1. Partnership Framework

Description/Update

The Partnership Framework was signed a year ago between the UNSM and Municipal Affairs as a means to working collaboratively on issues of common interest. The Premier, in his Ministerial Mandate letter this fall to the Minister of Municipal Affairs, identified the Framework as a guide to work on joint priorities, enhance communications and accountability. The Framework is a new approach, and we and the province have taken some time to look at how best to move forward. A report on the progress under the Framework will be released following the meeting of the Ministers/UNSM Roundtable meeting.

2. Resolutions and Statements of Interest

Description/Update

Five resolutions were sent to the Province as approved at the UNSM Fall Conference and focus on CAP; Connectivity; Doctor Shortages; Municipal Funding; and Roads. In addition, resolutions on affordable housing and the governance of PVSC were approved. Statements of Interest are being prepared for housing, agriculture, deer, regional enterprise networks and regional planning. Staff are preparing a workplan to implement UNSM's responsibilities in supporting these resolutions and statements of interest. A report on last year's resolutions was provided in the 2017 Conference Program and is available on the UNSM website under resolutions.

3. Cannabis Legalization

Description/Update

The Joint Municipal Provincial Committee on Cannabis met November 17, 2017. The meeting provided an overview of the consultations held by the Province, and the discussions occurring at the UNSM/AMANS Cannabis Working Group. The Board agreed to send a letter to the Province outlining the key points coming from the Working Group.

4. Fire Services Review

Description/Update

The Board approved appointments to the NS Joint Municipal Fire Services Committee Phase I. Those appointed to represent UNSM are: Councillor Jennifer Daniels, District of West Hants, and Councillor Wayne Thorburne, Bridgewater.

5. Accessibility Act

Description/Update

Municipalities will need to implement the requirements under the new Act. A Joint Provincial/Municipal Committee is being formed to assist municipalities in fulfilling their requirements under the Act. The UNSM Board appointed Councillor Laurie Cranton, County of Inverness, Mayor Jeff Cantwell, Town of Wolfville, and Deputy Mayor Wayne Mason, Halifax, to the committee.

6. Parental Accommodations Committee

The UNSM and the Province, along with the Association of Municipal Administrators, have agreed to work together to develop a policy around consistent and certain parental accommodations for municipal and village elected and officials. The Committee is targeting the end of January for completion of the policy. Consultation will be undertaken in the development of the policy. UNSM Board appointed Warden Timothy Habinski, County of Annapolis, and Councillor Emily Lutz, County of Kings, to serve on the committee.

7. Asset Management

UNSM continues to support municipalities with asset management planning, as a requirement of the 2014-24 Gas Tax Fund Agreement. FCM recently confirmed approval of funding from its [Municipal Asset Management Program](#) (MAMP) to UNSM to provide basic training and skill development resources to Nova Scotia municipalities to support them in implementing sound asset management practices. UNSM held its first two MAMP-funded activities on November 7 (a 2-hour workshop on the role of staff in asset management planning) and November 8 (a concurrent session at UNSM Fall Conference on the role of elected officials in asset management planning).

8. Recent & Upcoming Events

***UNSM'S ASSET MANAGEMENT WORKSHOPS FOR MUNICIPAL STAFF: GETTING STARTED WITH DATA COLLECTION & CONDITION ASSESSMENTS**

DATES

Thursday, Nov. 30 – Civic Centre, 606 Reeves Street, Port Hawkesbury, 9:00 am – 3:30 pm

Tuesday, Dec. 5 – Lloyd E. Matheson Centre, 15 Commerce Ct, Elmsdale, 9:00 am – 3:30 pm

Wednesday, Dec. 6 – NSCC Campus, 295 Commercial Street, Middleton, 9:00 am – 3:30 pm

***UNSM's ASSET MANAGEMENT WEBINAR FOR ELECTED OFFICIALS: HIGHLIGHTS & LESSONS LEARNED FROM THE PROVINCE OF NOVA SCOTIA'S ASSET MANAGEMENT PILOT PROJECT**, Friday, December 8 from 10:00 – 11:00 am: A high-level overview of asset management data collection and condition assessment processes, and best practices from the Province of Nova Scotia's *Asset Management Pilot Project*

**These workshops and webinar were offered through the Municipal Asset Management Program which is delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.*

Financial Management for Elected Officials – January 11-12, 2018, Halifax, offered by the Association of Municipal Administrators, Nova Scotia, <https://www.amans.ca/event/20-workshops/2018/01/11/29-financial-management-3-elected-officials.html>

Financial Management for Staff, January 18-19, Halifax, <https://www.amans.ca/event/20-workshops/2018/01/18/30-financial-management-2-staff.html>

FCM's Sustainable Communities Conference, Feb. 6-8, 2018 in Ottawa.

UNSM Board Report December 1, 2017

1. UNSM Appointments to Committees:

NS RCMP Contract Management Committee: Jacques Dube, Halifax, and Louis Coutinho, Town of Windsor were appointed. Councillor Michael Gregory, County of Colchester was previously appointed and will continue to serve on the committee.

Joint Police Services and Community Safety Advisory Committee: Deputy Mayor Laurie Murley (Windsor) and Councillor Russell Walker (Halifax) were appointed. Deputy Mayor Emily Lutz (Kings Co) and Mayor Bill MacDonald (Annapolis Royal) were previously appointed and continue to serve.

NS Joint Fire Services Committee Phase I: Councillors Jennifer Daniels (West Hants) and Wayne Thorburne (Bridgewater) were appointed.

Provincial/Municipal Accessibility Framework Working Group: Councillor Laurie Cranton (County of Inverness) and Deputy Mayor Wayne Mason (Halifax) were appointed.

Municipal Indicators Committee: Councillor Clarence Prince (CBRM) appointed.

- Financial Condition Index Sub-committee: Deputy Mayor Emily Lutz (County of Kings)
- Governance Sub-committee: Mayor Rachel Bailey (Town of Lunenburg); Councillor Fraser Patterson (County of Victoria); Mayor Sandra Snow (Town of Kentville) and Councillor Lennie White (Town of Westville) were appointed.

2. Rebranding Update

The Board agreed to write a letter to the province requesting the name change to the Federation of Nova Scotia Municipalities. Work is underway on a logo and related materials. A launch date will be announced in the new year. The Board did discuss the letter from the Municipality of the District of St. Mary's and thanks them for the points they put forward.

3. PVSC

The UNSM Board received an update on PVSC initiatives.

4. Debrief of Annual Conference and Resolutions Process

Based on feedback received, staff was directed to amend the resolutions process to allow each Caucus to develop their top resolution for submission to the province. The Board discussed better ways to seek priorities from Councils, whether Statements of Interest are meaningful, and the wording of resolutions. Other amendments will be considered to improve the results.

5. FCM Board Meeting

UNSM President Geoff Stewart reported on the FCM Board Meeting in November in Ottawa. The major focus of the meeting was to meet with federal MPs and Senators, focussing on FCM key messages around housing and infrastructure. Nova Scotia FCM Board members – Warden Timothy Habinski, Councillor Tom Taggart, Councillor Russell Walker, and the UNSM President – met with the following: Colin Fraser; Darren Fisher; Stephen Greene; Geoff Regan; Sean Fraser; Andy Fillmore; Terry Mercer; Darrell Sampson and Bill Casey. The Board agreed to write to the Nova Scotia MP Caucus to request a meeting.

6. Cannabis

The Board agreed to write a letter to the Province with perspectives on the legalization of cannabis, and raising the need for funding to cover municipal incremental costs.

7. Physician Recruitment and Retention Advisory Committee

UNSM received a request from the Nova Scotia Health Authority seeking a nominee to the NSHA Physician Recruitment and Retention Advisory Committee. As the first meeting is scheduled for December 12, the Board will appoint a representative.

INTEGRATED PROPERTY SERVICES COUNCIL (IPSC)

A YEAR IN REVIEW

December 2017

ABOUT IPSC

The Integrated Property Services Council was established in October 2014 with a mandate of providing a governance structure to oversee shared services between PVSC and municipalities that create operational and administrative efficiencies, and ultimately, greater services for Nova Scotia property owners.

WHO'S ON THE COUNCIL

- Greg Keefe, Chair, Independent Member
- Betty MacDonald, Executive Director, UNSM
- Bob McNeil, Independent Member
- Jane Fraser, Director of Corporate and Customer Services
- Jamie Hannam, Director of Engineering and Info. Services Halifax Water
- Jeff Gushue, CAO Town of Yarmouth
- Jerry Blackwood, Acting Director, CFO, Finance and Asset Management
- Kathy Gillis, CEO, PVSC
- Kim Ramsay, Director of Finance, East Hants
- Lan Liu, Sr. Policy Analyst, DMA
- Lisa MacDonald, CAO Town of New Glasgow
- Louis Coutinho, CAO Town of Windsor
- Marie Walsh, CAO Cape Breton Municipality
- Meredith Buchanan, VP Strategy and Corporate Development
- Rachel Turner, CAO Town of Middleton

The focus of 2017 has been on the Open Data and Permit Data eXchange services, increasing municipal participation and providing support and assistance to help realize service benefits.

PERMIT DATA EXCHANGE

The Permit Data eXchange (PDX) is an online repository where municipalities and PVSC can share permit and inspection data, including documents and photos.

Sharing permit data creates efficiencies and ensures the most up-to-date and accurate information is accessible to municipalities and PVSC. The PDX service has also provided 15 municipalities with a permit tracking system where one did not previously exist.

A PDX mobile application has been developed that will allow building officials to capture permit information and pictures in real time, using hand held devices, supplied by PVSC, and sync the information directly into the PDX system. The app will be available to municipalities early in the new year – stay tuned for training schedules.

Currently 41 municipalities participate in this service with the remaining nine exploring options to connect their systems to the portal.

PDX has been our most successful value-added shared service initiative and IPSC cannot thank the municipalities enough for their dedication to making this service a success.



"I have been using the PDX portal since 2016 and the PDX Mobile App for building inspections since the Spring of 2017. Efficiencies created through the portal and mobile device has reduced duplication of data entry and eliminated the requirement to copy and send permit information to PVSC. I also appreciate the fact that I no longer have to create monthly STATCAN and CMHC reports as each organization can obtain the data they require through datazONE"

- Alfred Doucet, Building Official, Fire Inspector, Municipality of the District of Digby

OPEN DATA

The *One Nova Scotia Report* was an urgent call to action for citizens, communities, businesses and governments to work together to build and strengthen the province. That's why, together, we developed an open data portal called datazONE, where municipalities and PVSC can share data and information that can be accessed by anyone for anything —it's open data!



There are currently ten municipalities participating in this initiative, and datazONE has a wide-range of interesting datasets such as: property assessment values, fire hydrants, sidewalks, LED street lights, access to water ways, and electronic car charging stations.

The tools integrated into datazONE allow data users to organize and analyze data to inform decision making and planning. It can also be used to develop mobile applications, such as recreation and trail maps and transit schedules.

Apart from the municipalities supplying data to the portal, there are also 26 municipalities using this service as an avenue for CMHC and Stats Can to collect required permit information, which means that the municipalities no longer have to manually compile the reports.

eDELIVERY

Eight new municipalities have agreed to offer the eDelivery service to their residents, which brings the total number of municipalities offering electronic tax and/or utility bills through Canada Post's epost service to 14.

eDelivery Participants

- | | |
|---|-----------------------|
| • Cape Breton Regional Municipality | • Town of Amherst |
| • Halifax Regional Municipality and Halifax Water | • Town of Kentville |
| • Municipality of the District of Chester | • Town of New Glasgow |
| • Municipality of the County of Pictou | • Town of Pictou |
| • Municipality of East Hants | • Town of Truro |
| • Property Valuation Services Corporation | • Town of Westville |
| • Region of Queens Municipality | • Town of Windsor |

"Halifax currently has over 5000 home owners signed up to receive their property tax bills online. As a municipality, we are proud to offer a service that reduces mailing costs - saving tax payer's money, while lessening the impact of our environmental footprint"

- Jerry Blackwood, Acting Director,
CFO, Finance and Asset
Management

TRAINING

PVSC will be reaching out to all municipalities to offer new training on the mobile PDX app as well as refresher training on Single Address Initiative, iasWorld, Pictometry and the PDX portal.

If you would like to learn more about any of these services please contact

Trudy LeBlanc at **902-266-9525** or **trudyleblanc@pvsc.ca**

November 30, 2017

Dear Municipal Leaders:

The Valley Business Leaders' Initiative (VBLI) is pleased to provide this update regarding our 2017-18 plans and activities. We remain committed to playing a role in helping improve the Valley economy.

The VBLI is encouraged by the growth in some industries and new businesses that have started, while existing businesses have innovated with new products. To support these activities, a sustainable population (which includes skilled workers and customers) is essential. Reducing out migration, while simultaneously attracting people who can contribute to the Valley's economic success, is vital.

In 2016-early 2017, the VBLI set out to raise the Valley's profile to people outside our region. The Valley's business advantages and quality of life – reasons why people should come here – are still largely unknown across Canada and around the world.

The VBLI (in partnership with the Valley REN) tested a short-term targeted marketing campaign to attract people whose circumstances allowed them to move here more easily. Its success confirmed that the VBLI is on the right track in taking this innovative approach.

The other major VBLI undertaking was an economic summit this past spring, at which Jeff MacLean, President of Michelin Canada, and Ray Ivany, former President and Vice-Chancellor, Acadia University, presented. Through the summit's program and speakers, the urgent need for cooperative action to help the economy, was communicated to businesses, local government and organizations attending this event.

To date in 2017, the VBLI has not secured the desired partnership funding to continue the marketing campaign at prior levels. Momentum was lost when the campaign had to pause. Now, in early 2018, the VBLI will embark on the next phase of the campaign. The focus will be to attract people such as entrepreneurs, former residents and workers with needed skills.

We continue to believe that it is important to market the Annapolis Valley as a great place to live, work and invest. Accordingly, the VBLI will use its (modest) resources to present the campaign, while continuing to seek partnerships to expand the campaign's impact. In recent months, the VBLI has met and corresponded with the Valley REN and the Annapolis Valley Chamber of Commerce (AVCC) in an endeavour to align our objectives and collaborate on our efforts. We have formed a positive working relationship with the AVCC. We are still in the process of exploring what relationship or partnership will be possible or developed with the Valley REN.

Thank you for your interest in this update. Please reach out to us should you have questions or concerns.

Sincerely,

Board of Directors

Valley Business Leaders' Initiative

MAYOR’S REPORT – DECEMBER 2017

November 14	Planning Services Public Advisory Panel
November 20	Council
November 21	Provincial funding announcement in Bridgetown re Fire Departments (Middleton Fire Department received \$ 20,000.00)
November 21	Met with Premier McNeil re Infrastructure funding for Middleton Community Centre project
November 25	Foodland “STAR of CHRISTMAS” competition
November 26	Meeting (at 366 Main) with MP re infrastructure funding
December 1	Lighting of Christmas Tree; announced selection of Town Youth Ambassador-Madison Steele; with Councillors did the “Commercial Area” walk and greeted the merchants before relaxing at the Capitol.
December 4	Planning Services Public Advisory Panel
December 5	Committee of the Whole
December 8	“Festive Christmas Celebration at Firehall; well attended; well done; thanks for all your hard work
December 11	Feeder School Mapping project spearheaded by former MRHS Principal A. Peppard. Display permanently in MRHS Library
December 18	Council

CORRESPONDENCE – DECEMBER
(for December 18, 2017 Council Meeting)

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

1. An invitation from the ***Lieutenant Governor of Nova Scotia*** to the *Christmas Reception* at Government House on December 12, 2017.
2. An invitation from the ***Lieutenant Governor of Nova Scotia*** to the *New Year's Day Levee* at Government House on January 1, 2018.
3. An invitation from ***The Royal Canadian Legion*** to the *New Year's Day Levee* on January 1, 2018.
4. An invitation from ***Middleton Regional High School*** to the *Feeder School Project Grand Opening* on December 11, 2017.