



**COMMITTEE OF THE WHOLE
Town Hall – Council Chambers
Monday, January 19, 2015
7:00 pm**

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Presentations:
 - 3.1. Annapolis Valley Chamber of Commerce – Judy Rafuse
4. Approval of the Minutes
5. Action Items
 - 5.1 Municipal Finance Corporation
 - a. RFD #001-2015 – Procurement Policy
 - 5.2 RFD #002-2015 – Fire Department Bylaw Changes
 - 5.3 RFD #003-2015 – Skatepark Location
 - 5.4 Council Honoraria
 - 5.5 Appointment – Middleton Fire Department
 - 5.6 Letter of Support – Middleton Collaborative Practice
 - 5.7 Kraft Hockeyville - Discussion
 - 5.8 Correspondence
 - a. Community Transit Nova Scotia
 - b. Extended Producer Responsibility Framework
6. Information/Discussion Items
 - 6.1. Management Reports
 - 6.2. Planning Services Reports – November & December 2014
 - 6.3. RCMP Report
 - 6.4. Accounting Activities Report – November & December 2014
 - 6.5. Uniform Assessment & Preliminary Assessment Roll

7. Anything by Members

8. Adjournment

Preliminary Tourism Advertising
And Promotion Budget for 2015

Map/Brochure

| | | |
|--------------------------|--------------|-----------|
| Design | 25,000 | |
| Printing Costs | 7,765 | |
| Website App(interactive) | <u>5,000</u> | 37,765.00 |

Magazine

| | | |
|--|-----------|-----------|
| (1) Nova Star – On Board 4-page spread | 11,790.00 | 11,790.00 |
| (2) Saltscapes 4-page spread in May/June or July/Aug Or Food and Travel | 20,800.00 | 20,800.00 |

Newsprint

| | | |
|--|----------|----------|
| Chronicle Herald - June Tourism Feature | 4,500.00 | 4,500.00 |
|--|----------|----------|

TV Campaign

| | | |
|--|----------------|-----------|
| CTV Atlantic and CTV 2 (3 rd week May – Aug. 24) | 65,000 | |
| (Sept. 5 – Oct. 12) | 20,000 | |
| Production of 1 New commercial | – <u>3,500</u> | 88,500.00 |
| Web Campaign with CTV | 2,500 | 2,500.00 |

| | | |
|--------------------------------------|--------|------------|
| C100 Campaign (June – Aug) | 10,000 | 10,000 |
| <u>Website</u> | | |
| Monthly Maintenance | 1,200 | 1,200 |
| <u>May Tourism Quarterly</u> | 2,500 | 2,500 |
| <u>Trade shows (saltscapes, etc)</u> | | |
| Backdrop | 10,000 | 10,000 |
| * <u>Product Development</u> | 10,000 | 10,000 |
| Total Budget for 2015 | | 199,555.00 |

*This budget line is a proposed sponsorship of a new annual event to promote the Wines of the Annapolis Valley. It would be a late summer/early fall event. The AVCC would sponsor a component of such an event and this will only happen if all of the financial resources are found to support the total budget figure for 2015. The main focus of the Tourism Committee of the AVCC has and continues to focus on telling the marketplace why they need to come.

Critical Component Cost

| | | |
|---------------------|---------|---------------------|
| TV Campaign | 88,500 | |
| C100 | 10,000 | |
| CTV Web | _____ | 101,000.00 |
| Website | 12,000 | 1,200.00 |
| Nova Star Ad | 5895.00 | <u>5,895.00</u> |
| Total Critical Cost | | <u>\$108,095.00</u> |



MFC Core Best Practices

Procurement Policy

01.19.2015

Background

- Impact of procurement on provincial economy
- Former decentralization led to:
 - Supplier confusion
 - Missed opportunities for shared purchasing
 - Also for knowledge sharing
- Procurement becoming more complex

New *Procurement Act*

- Applies to all NS public entities effective June 2012
- Objectives:
 - Identify efficiencies & cost savings
 - Standardization
 - Information sharing
 - Fair, open, consistent & transparent process
- Ongoing municipal representation on Advisory Group

Middleton Procurement Policy



Research Sources

- MFC Core Best Practice
 - Provincial Sustainable Procurement Policy
 - Public Procurement Act Implementation Guide for Public Sector Entities
 - AMA Model Policy
- Samples from comparable municipalities

General requirements

- Under \$1,000 → Quotes not required
- Low value purchase → Obtain at least 3 quotes
- High value purchase → Publicly tender
- Criteria: Best value
 - Also social, economic & environmental factors

Draft Policy - Thresholds

| | Low Value | High Value |
|---------------------|-------------|-------------|
| Goods | ≥ \$25,000 | < \$25,000 |
| Services | ≥ \$50,000 | < \$50,000 |
| Facilities | ≥ \$50,000 | < \$50,000 |
| Construction | ≥ \$100,000 | < \$100,000 |

**Does not include sales tax*

*** Quotes not required for low value purchases under \$1,000*

Notable Exemptions

- Alternative Procurement Practices
 - Urgent or specialized circumstances
 - Not intended for avoiding competition or certain vendors
 - Requires written rationale signed by CAO

Notable Exemptions

- Buy Local/Nova Scotia Preference
 - Must be compliant with thresholds
 - Clearly stated in tendering documents
 - Caution:
 - Neighboring jurisdictions may reciprocate
 - Atlantic Procurement Agreement

Other components

- Procedure for opening, evaluating & awarding bids
- Post all tender notices on provincial website
- Post winning bidder and amount
- Debrief suppliers if requested
- Establish vendor complaint process
- Ensure policies and contract guidelines are compliant with Act

Current Middleton Procedure

- Procedural
- Criteria: Best value
 - Plus other considerations
- In-Town suppliers
 - Allow price difference of 5% up to max. of \$250
- Rules on advertising

Current Middleton Thresholds

| | Operational |
|--------------------------|---------------------------------------|
| Small Item | Rotate purchasing between suppliers |
| Large Item/Volume | Use best price if in excess of \$250 |
| Other | Directors oversee. Reviewed by CAO |

| | Capital |
|------------------------|---|
| \$2500-\$5000 | Director approves if within budget. Provides paperwork to CAO |
| \$5000-\$15,000 | CAO approves |
| < \$15,000 | COW approves on recommendation of CAO/Director |

Analysis & summary of key changes

- Policy vs procedure
- Changes to:
 - Thresholds
 - Local preferences
 - Advertising
- Less active role for Council

Final thoughts

- All public entities (including municipalities) must comply with Act
- Potential for cost savings
 - Provincial website is free service
 - Additional advertising optional
 - Provincial staff available for assistance
 - Access to all Provincial standing offers
- Related: Spending Authority Policy

Contact

Paul Wills, CMA

CEO/Treasurer

(902) 424-4590

paul.wills@novascotia.ca

Kristen Stallard

Policy Analyst

(902) 424-3260

kristen.stallard@novascotia.ca





REQUEST FOR DECISION
Procurement Policy
#001-2015

| | |
|------------------------|---|
| Date: 14 January 2015 | Subject: Procurement Policy |
| Proposal Attached: Yes | Submitted by: Rachel Turner, Chief Administrative Officer |

| | |
|---|---|
| Proposal: | That Committee of the Whole recommend to Council the approval of the Procurement Policy as presented. |
| Background: | The attached policy is the next step in the development of core best practices for financial management that the Municipal Finance Corporation is partnering with the Town of Middleton with. The MFC staff will be presenting the background on the development of the policy. It has been reviewed with both myself and Director of Finance Marianne Daine to ensure that it meets the needs of our organization. |
| Benefits: | As outlined in the MFC presentation. |
| Disadvantages: | |
| Options: | |
| Required Resources: | |
| Source of Funding: | |
| Sustainability Implications: (Environmental, Social, Economic and Cultural) | |
| Staff Comments/Recommendations: | |
| CAO's Review/Comments: | |

CAO Initials: RLT

Target Decision Date: 2 February 2015

Town of Middleton Procurement Policy

Effective Date:

Approval by Council Resolution:

Purpose and Objectives

1. To provide guidelines for the procurement of all goods and services for the Town of Middleton based on sound management and public procurement practices.
Procurement methods shall be open, fair, transparent and consistent, while being both efficient and effective; procurement methods should reflect the need to make timely decisions and make best use of staff time to reach defensible procurement decisions.
2. The Town of Middleton is committed to:
 - a) Providing for the procurement of goods, services, construction and facilities in a fair, open, consistent, and transparent manner resulting in best value
 - b) Encouraging competition, innovative ideas and solutions, while respecting all Legislative and Trade Agreement obligations
 - c) Promoting sustainable procurement in procurement decisions, including identifying and exploring opportunities to work with and support social enterprises and businesses that are owned by and who employ under-represented populations
 - d) Ensuring that qualified suppliers have equal opportunity to bid on the Town of Middleton's procurement activity
 - e) Being accountable for procurement decisions.

Definitions

3. *Atlantic Standard Terms & Conditions*
Standard instructions that support public tenders issued by the four Atlantic provinces for goods and services. Supplements may be added if and when required.
4. *Best Value*
Evaluating bids not only on purchase price and life cycle cost considerations, but also taking into account items such as environmental and social considerations, delivery, servicing, and the capacity of the supplier to meet other criteria as stated in the tender documents.
5. *Bid*
A supplier response to a public tender notice to provides goods, services, construction or facilities.
6. *Construction*
The construction, reconstruction, demolition, repair, or renovation of a building, structure, road or other engineering or architectural work, excluding the professional

consulting services related to the construction contract unless they are included in the procurement.

7. *Construction Contract Guidelines*

Standard instructions developed in consultation with the Construction Association of Nova Scotia that support construction tenders.

8. *Goods*

Materials, furniture, merchandise, equipment, stationery, and other supplies required by the Town of Middleton for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies.

9. *Facilities (also referred to as Building Leases)*

All building lease requirements covering the conveyance of the right to use tangible building property for a specified period of time in return for rent.

10. *Procurement Activity*

The acquisition of all goods, services, construction, or facilities procured by purchase, contract, lease, or long-term rental.

11. *Procurement Value*

The value of the total contract excluding taxes but including all options whether exercised or not. For Facilities this value is determined by the monthly lease/rent times the term of the contract.

12. *Procurement Web Portal*

The public website maintained by the Province of Nova Scotia where all public tender notices are posted.

13. *Public Advertisement*

Advertising a public tender notice on the procurement web portal.

14. *Public Procurement Act (PPA)*

An Act outlining the rules related to the procurement activity of all public sector entities (including municipalities) in the Province of Nova Scotia.

15. *Public Tender*

Procurement for goods, services, construction, or facilities obtained through public advertisement. (See appendix 2 for an outline of the various tools that can be used for public tender.)

16. *Public Tender Notice*

Notice of intended procurement for goods, services, construction, or facilities obtained through public advertisement.

17. *Services*

Services required by the Town of Middleton for the transaction of its business and affairs, excluding services provided by an employee through a personal services contract.

18. *Standing Offer*

A standing offer is a contractual arrangement with a supplier to provide certain goods or services on an 'as required' basis, during a particular period of time, at a predetermined price or discount, generally within a predefined dollar limit.

19. *Sustainable Procurement*

Sustainable Procurement involves taking a holistic approach to obtain best value. This will be done by integrating the following considerations in the procurement process:

- a) Environmental considerations: e.g. Green House Gas Reduction, Waste Reduction, Toxic Use Reduction
- b) Economic considerations: e.g. Life Cycle Cost, Fiscal Responsibility, Support for the Local Economy
- c) Social considerations: e.g. Employee Health and Safety, Inclusiveness and Fair Wage, Health Promotion.

Application

- 20. This policy applies to all procurement activity of the Town of Middleton.
- 21. The Chief Administrative Officer of the Town of Middleton is responsible for ensuring compliance with this policy.
- 22. All Town of Middleton personnel who have responsibility for the procurement of goods, services, construction, or facilities must adhere to this policy. Failure to adhere may result in a temporary or permanent loss of procurement privileges or in more extreme cases result in disciplinary action and/or dismissal.

Directives

23. *Low Value Procurement*¹

- a) Goods up to and including \$25,000
- b) Services up to and including \$50,000
- c) Facilities up to and including \$50,000
- d) Construction up to and including \$100,000

24. For all low value procurement activity with a procurement value as outlined above (excluding taxes), Town of Middleton personnel are expected to, as far as practicable, attempt to obtain at least three quotes and award to the supplier offering best value. The only exception to this would be when the Town of Middleton personnel are using Alternative Procurement Practices as outlined in this Policy, or are accessing a publicly tendered standing offer.

25. When selecting the list of suppliers to be provided the opportunity to quote, Town of Middleton personnel will make every effort to ensure a fair and open process is followed. While Town of Middleton personnel are expected to invite only qualified suppliers, they are not to consistently invite bids from only one or a select group of suppliers. Invitations and bidding opportunities are to be equitably distributed among all potential bidders in an area, and all interested and qualified suppliers are to be evaluated on a consistent and equitable basis. Where increased competition is appropriate, Town of Middleton personnel may choose to publicly tender for goods, services, construction or facilities that fall within the above thresholds.

26. *High Value Procurement:*

- a) Goods over \$ 25,000
- b) Services over \$ 50,000
- c) Facilities over \$ 50,000
- d) Construction over \$100,000

27. All procurement activity with a procurement value over the thresholds (excluding taxes) outlined above must be obtained through a public tender. See appendix 2 of this Policy for an outline of some of the various tools that can be used for public tender. The only exception to this would be when Town of Middleton personnel are using an Alternative Procurement Practice as outlined in the section below, or are accessing a

¹ Purchases of goods and services under \$1000 do not require a quote. They must be purchased under a standing offer if one exists and it would provide best value. Department heads must approve such purchases and appropriate documentation (e.g. receipts, invoices) must be kept.

publicly tendered standing offer. All public tender opportunities must be posted on the Province of Nova Scotia Procurement Web Portal. Town of Middleton personnel may wish where appropriate to also advertise in local, provincial, or national media; however, there is no obligation to do so. In addition, a notice of tender opportunity may be sent to selected suppliers where required to ensure an adequate degree of competition.

Alternative Procurement Practices

28. In order to balance the need for open, competitive process with the demands of urgent or specialized circumstances, Alternative Procurement Circumstances have been developed. These circumstances must be used only for the purposes intended and not to avoid competition or used to discriminate against specific suppliers. To ensure appropriate use, each circumstance must be documented by Town of Middleton personnel stating the rationale permitting the Alternative Procurement Circumstance, and signed by the Chief Administrative Officer. All documents must be filed and maintained for audit purposes. See Appendix 1 for a list of the Alternative Procurement circumstances, as well as further requirements on documentation.

Bid Opening, Evaluation, and Award

29. Bid Opening

Bids are accepted in accordance with the closing time, date, and place stipulated in the bid request documents. Members of the public may receive the list of bidders electronically after bid opening.

30. Bid Evaluation

All bids are subject to evaluation after opening and before award of contract. The bid request documents must clearly identify the requirements of the procurement, the evaluation method, evaluation criteria based on the purpose and objectives of this policy, and the weights assigned to each criterion.

31. Award

The winning bidder and contract award amount for all high value procurement activity must be posted on the Province of Nova Scotia's Procurement Web Portal. After contracts have been awarded, routine access to information at the vendors' request shall be provided in the following areas:

- a) Bidders list
- b) Name of winning bidder
- c) Award price excluding taxes of the winning bidder

32. Access to tender documents or other proprietary information is subject to the provisions of the Freedom of Information and Protection of Privacy Act.

33. *Supplier Debriefing*

At the request of a supplier who submitted a bid, Town of Middleton personnel will conduct a supplier debriefing session to provide feedback on the evaluation of the public tender. Suppliers can find out how their proposal scored against published criteria, obtain comments on their bid, and gather information on how future bids may be improved. Bids are not compared to others, nor will information on other bids be provided.

34. *Supplier Complaint Process (SCP)*

When a supplier is not satisfied with the information provided in a supplier debriefing, the supplier may file a complaint in accordance with the Supplier Complaint Process as defined in the *Public Procurement Act*. The SCP is not a dispute resolution process, but rather is intended to handle supplier complaints and to improve faulty or misleading procurement processes. The SCP is an integral part of a fair and open procurement policy.

Fair Treatment for Nova Scotia Suppliers

35. Based on the principle of best value for the Town of Middleton and when deemed to be in their best interest, Town of Middleton personnel may apply a preference for goods valued up to and including \$25,000 that are manufactured or produced in Nova Scotia. The final decision to apply a preference to a Nova Scotia supplier shall be approved by the Chief Administrative Officer. Town of Middleton personnel may also choose to apply a Nova Scotia preference or restrict the receipt of quotations at or below the low value procurement thresholds to Nova Scotia suppliers. Any decision made by Town of Middleton personnel should be based on budget considerations, and shall be approved by the Chief Administrative Officer.

Other Considerations

36. *Cooperative Procurement*

Town of Middleton personnel are encouraged to look for opportunities to collaborate with government agencies when the arrangement may result in overall cost savings or other substantial advantages. For example, joint procurement may be appropriate to procure commonly used goods, services, fuel oil, natural gas, telecommunications, etc.

37. *Standing Offers*

Town of Middleton personnel may access all Province of Nova Scotia standing offers, as well as any standing offer established through the Procurement Advisory Group for

the Province should Town of Middleton personnel wish to make use of the savings opportunities.

Obligations under the *Public Procurement Act*

38. In addition to the areas already covered by this Policy, the following are additional obligations of the *Public Procurement Act* that the Town of Middleton personnel are required to adhere to with their Procurement practices.

a) *Terms and Conditions*

Every public tender notice must include or have attached the terms and conditions that govern the purchase of goods, services, construction, or facilities. The terms and conditions of every public tender notice must be consistent with the Atlantic Standard Terms and Conditions for the procurement of goods, services, or facilities and the Construction Contract Guidelines developed in collaboration with the Construction Association of Nova Scotia for the procurement of construction.

b) *Posting Tender Notices and Awards*

All opportunities subject to a public tender must be advertised on the Province of Nova Scotia Procurement Web Portal. Town of Middleton personnel must also post on the Procurement Web Portal the name of the successful bidder for the public tender and the contract amount awarded.

c) *Code of Ethics*

Town of Middleton personnel and council must ensure their conduct in relation to procurement activity is consistent with the "Duties of public sector entity employees" in the *Public Procurement Act*. This includes a request for removal from a procurement activity when a personal conflict of interest is perceived.

d) *Other*

i. *Policy Posting*

Town of Middleton personnel will ensure this policy is posted on the town's web site.

ii. *Supplier Development Activities*

Town of Middleton personnel will make every attempt where appropriate to participate in vendor outreach activities as requested by the Procurement Governance Secretariat.

iii. *Regulations*

Town of Middleton personnel will make sure that procurement practices remain consistent with any regulations that are adopted under the *Public Procurement Act*.

Appendix 1

Alternative Procurement Approval, Consultation, and Reporting Process

Only those holding the appropriate role/position within the Town of Middleton may delegate signing authority.

Low Value:

The Chief Administrative Officer may delegate signing authority for low value alternative procurement transactions to the head of a given business area. No further approvals will be necessary. The Chief Administrative Officer will ensure persons with delegated signing authority will be held accountable for their actions and that all procurement activities by Town of Middleton personnel are properly documented and filed for follow up and audit. The Chief Administrative Officer shall remain accountable for the proper use of alternative procurement transactions.

High Value:

Town of Middleton personnel wishing to make use of a high value alternative procurement practice (with the exception of an emergency) must consult with the Chief Administrative Officer to obtain his or her approval and identify the most appropriate means by which to proceed with the satisfaction of the requirement. If in agreement, the Chief Administrative Officer may direct Town of Middleton personnel to proceed with the procurement. The Chief Administrative Officer may wish to confer with provincial government procurement officials for discussion, validation, and/or alternative options. The Chief Administrative Officer may delegate signing authority for high value alternative procurement transactions to an Acting Chief Administrative Officer in his or her absence. All appropriate documentation will be maintained on file for audit purposes. The Chief Administrative Officer will ensure persons with delegated signing authority will be held accountable for their actions. The Chief Administrative Officer shall remain accountable for the proper use of alternative procurement transactions.

Alternative Procurement Circumstances

No Threshold Restrictions

Town of Middleton personnel may use the following Alternative Procurement practices as described below for the procurement of goods, services, construction or facilities, with no threshold restrictions:

1. Where an unforeseeable situation of urgency exists and the goods, services, or construction cannot be obtained in time by means of open procurement procedures.

Entities must ensure inadequate planning does not lead to inappropriate use of this exemption.

2. Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption, or otherwise be contrary to the public interest.
3. Where compliance with the open tendering provisions set out in this Policy would interfere with a Party's ability to maintain security or order, or to protect human, animal, or plant life or health.
4. In the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender.
5. To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright, and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
6. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.
7. For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly.
8. For the purchase of goods on a commodity market.
9. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
10. For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
11. For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
12. For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
13. For the procurement of original works of art.
14. For the procurement of subscriptions to newspapers, magazines, or other periodicals.
15. For the procurement of real property.
16. For the procurement of goods intended for resale to the public.

17. For the procurement from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs, or through employment equity programs.
18. For the procurement from a public body or a non-profit organization.
19. For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation.

Threshold Restrictions

Town of Middleton personnel may use the following Alternative Procurement practices as described below, up to the high value thresholds of this Policy:

1. For the procurement of goods or services for the purpose of evaluating or piloting new or innovative technology with demonstrated environmental, economic, or social benefits when compared to conventional technology, but not for any subsequent purchases.
2. For procurement that fosters the development of minority businesses.

Appendix 2

Below is an outline of some of the various tools available for use when issuing a public tender:

Request for Proposal (RFP)

Used when a supplier is invited to propose a solution to a problem, requirement, or objective. Suppliers are requested to submit detailed proposals (bids) in accordance with predefined evaluation criteria. The selection of the successful proposal is based on the effectiveness, value, and price of the proposed solution. Negotiations with suppliers may be required to finalize any aspect of the requirement.

Request for Construction (RFC)

Used to publicly tender for a construction, reconstruction, demolition, remediation, repair, or renovation of a building, structure, road, bridge, or other engineering or architectural work. When a supplier is invited to bid on a construction project the tender documents usually contain a set of terms and conditions and separate bid form that apply to that specific project. Suppliers are requested to submit a response (bid) in accordance with predefined criteria. The selection of the successful proposal is based on a number of factors as described in the tender documents. A request for construction usually does not include professional consulting services related to the construction contract, unless they are included in the specifications.

Request for Quotation (RFQ)

A request for quotation on goods or products with a minimum specification. Award is usually made based on the lowest price meeting the specification. An RFQ does not normally but may sometimes include evaluation criteria.

Request for Standing Offer (RSO)

A public tender to provide commonly used goods or services. The term of the standing offer can vary in duration but will be clearly defined in the tender documents. RSO's may include evaluation criteria depending on the requirement.

Request for Expression of Interest (REI)

The Request for the Expression of Interest is similar to the Request for Proposal and is sometimes referred to as a Pre-Qualification, where suppliers are invited to propose a solution to a problem. The REI, however, is only the first stage in the procurement process. Bidders responding to the REI will be short listed according to their scoring in the evaluation process. The short listed firms will then be invited to respond to a subsequent Request for Proposal. A REI does not normally include pricing as price is a key evaluation criteria used in the second stage RFP process.



**REQUEST FOR DECISION
Middleton Fire Department Bylaws
#002-2015**

| | |
|------------------------|---|
| Date: 14 January 2015 | Subject: Middleton Fire Department Bylaws |
| Proposal Attached: Yes | Submitted by: Chris Barker, Fire Chief |

| | |
|--|---|
| Proposal: | That Town Council approved the proposed amendments to the Middleton Fire Department Bylaws. |
| Background: | The Bylaws of the Middleton Fire Department require approval from Town Council for any amendments or additions, prior to any implementation. The proposed amendments are intended to meet provincial requirements around membership and attendance standards for members to access provincial benefits (i.e. firefighter vehicle license plates, income tax exemptions, etc.) |
| Benefits: | |
| Disadvantages: | |
| Options: | |
| Required Resources: | |
| Source of Funding: | |
| Sustainability Implications: (Environmental, Social, Economic and Cultural) | |
| Staff Comments/Recommendations: | |
| CAO's Review/Comments: | |

CAO Initials: RLT

Target Decision Date: 2 February 2015

PRESENT

Chapter 4

ARTICLE 4 - POINTS SYSTEM

4.1 POINT SCHEDULE

Points will be awarded for participation according to the schedule in Chapter 4, Section

4. 1.

| | | |
|---------|-------------|-----------|
| 4. 1. 1 | Fire | 10 points |
| 4. 1. 2 | Meetings | 5 points |
| 4. 1. 3 | Work Nights | 5 points |
| 4. 1. 4 | Training | 5 points |

4.2 MINIMUM POINTS

Every member shall accumulate a minimum of 150 points in one year; of which 50 must be for other than fires, in order to maintain an active membership.(November 28/07)

4.3 REASON OF POINTS

This means that all members of the Department are to effectively contribute to the Department in what ways they can in terms of service and dedication to the task.

4.4 FAILURE TO ACCUMULATE POINTS

Any member who does not accumulate the minimum points will be interviewed by the Executive.

4.7 FIREFIGHTER OF THE YEAR

This award will be presented to the Firefighter based on the highest point total for attendance at Wednesday nights and Fires.(April 30/86)

4.8 OFFICER OF THE YEAR

This award will be presented to the Fire Officer based on the highest point total for attendance at Wednesday nights and Fires.(April 30/86)

NEW

Chapter 4

ARTICLE 4 - ATTENDANCE PERCENTAGES

4.1 PERCENTAGE SCHEDULE

Percentages will be awarded for participation according to the schedule in Chapter 4, Section 4. 1.

| | | |
|---------|-------------|----------------------------|
| 4. 1. 1 | Fires | 20% of all fires |
| 4. 1. 2 | Meetings | 20% of all meetings |
| 4. 1. 3 | Work Nights | 20% of all work nights |
| 4. 1. 4 | Training | 20% of all training nights |

4.2 MINIMUM PERCENTAGES

Every member shall accumulate a minimum of 20% in the four actives, in order to maintain an active membership.

4.3 REASON OF PERCENTAGES

This means that all members of the Department are to effectively contribute to the Department in what ways they can in terms of service and dedication to the task.

4.4 FAILURE TO ACCUMULATE YOUR PERCENTAGE

Any member who does not accumulate the minimum percentages will be interviewed by the Executive.

4.7 FIREFIGHTER OF THE YEAR

This award will be presented to the Firefighter based on the highest percentage total for attendance at Wednesday nights and Fires.

4.8 OFFICER OF THE YEAR

This award will be presented to the Fire Officer based on the highest percentage total for attendance at Wednesday nights and Fires.

PRESENT

8. 5. 2 PRIVILEGE OF SECRETARY AND TREASURER

The Secretary and Treasurer to be recognized as an Honourary Captain and as such be permitted to wear Captains' bars on his dress uniform. (March 31/93)

NEW

8. 5. 2 PRIVILEGE OF SECRETARY AND TREASURER

The Secretary and Treasurer to be recognized as an Honourary Captain and as such be permitted to wear Captains' bars on **their** dress uniform.

PRESENT

7.4 ADDITIONS TO THE NOMINEES LIST

At the annual meeting, when the election of officers is the order of business, if any member wishes to make further additions to the prepared list of the Nominating Committee, he may make his nominations known. Voting by secret ballot will then proceed.

NEW

7.4 ADDITIONS TO THE NOMINEES LIST

At the annual meeting, when the election of officers is the order of business, if any member wishes to make further additions to the prepared list of the Nominating Committee, he may make his nominations known. Voting by secret ballot will then proceed, **and only those that have who have obtained their 20% shall be eligible to vote. These changes are to be used for the 2015 elections using 2014 attendance records.**

PRESENT

7.12 ELIGIBILITY FOR OFFICER

All members of the Fire Department shall hold an active membership of not less than three years, of which one shall be of the Middleton Fire Department, and should meet the requirements outlined in Chapter 11 before they are eligible to become an officer.
(April 30/97), (October 27, 2004)

NEW

7.12 ELIGIBILITY FOR OFFICER

All members of the Fire Department shall hold an active membership of not less than three years, of which one shall be of the Middleton Fire Department, and should meet the requirements outlined in Chapter 11 **and have meet the 20% as outlined in Chapter 4, before they are eligible to become an officer.**



**REQUEST FOR DECISION
MIDDLETON SKATE PARK
#003-2015**

| | |
|------------------------|--|
| Date: January 14, 2015 | Subject: Skate Park Location |
| Proposal Attached: No | Submitted by: Jennifer Coolen, Director of Recreation & Community Services |

| | |
|---------------------|--|
| Proposal: | That Town Council commit to dedicating a piece of property in the Rotary Park for the construction of a skate park in 2015. |
| Background: | <p>A committee of volunteers has been working toward the construction of a skateboarding/bmx bike park for the past couple of years. Last year the committee presented to Council requesting a commitment of \$30,000, that the Town take ownership of the park, and that we dedicate a piece of land for the future location of the park. The Town responded with a letter, committing to all three of their requests.</p> <p>After discussion at a Council meeting last May, the skate park committee was told that Rotary Park was the first choice of council and that a soil test should be completed to determine if that location was suitable for construction. That soil test has now been completed and is attached to this RFD.</p> |
| Benefits: | <ul style="list-style-type: none"> • The committee and the community will have a definite location to move forward with. • Plans and designs can begin based on location. • The committee and community will see the Town's commitment to this project. |
| Disadvantages: | |
| Options: | Choose Rotary as the location of the skate park, as recommended or look at another location. |
| Required Resources: | Soil test. Please see attached. |
| Source of Funding: | Capital Budget 2015/2016 – construction of skate park Operating budget – staff time for maintenance |

| | |
|--|--|
| Sustainability Implications: (Environmental, Social, Economic and Cultural) | |
| Staff Comments/ Recommendations: | Dedicate space in the Rotary Park for the development of the skate park. |
| CAO's Review/ Comments: | I support the recommendation as presented. |

CAO Initials: RLT

Target Decision Date: 2 February 2015

DeWolfe & Morse Surveying Limited

P.O. Box 520, Middleton, NS B0S 1P0
 Email: info@demosl.ca

Phone 825-2362 Cell 680-8543
 Fax 825-4777

TEST PIT REPORT

Name: Middleton Skate Park Date: 12-Dec-14

Lot Location: Rotary Park
Middleton
Annapolis County

PID # 5030960 Lot Size: n/a

| SOIL EVALUATION RESULTS | | | | | | | |
|-------------------------|--------------|--------------------------------|---------------------------|------------|---------|--------------------|-------|
| DETAILS | | TEST PIT RESULTS - PIT# 1 OF 3 | | | | | |
| Vegetation: | Lawn | Layer | Texture | Depth(mm) | Density | Moisture | Other |
| Test Pit Depth | approx 2.0 m | 1 | ORGANIC Sod | 50 | Medium | Moist | |
| Bedrock At: | n/a m | | | | | | |
| Water Table At: | 1.40 m | | | | | | |
| Surface Slope: | variable | 2 | Silty SAND (Topsoil) Fill | 350 | Medium | Moist | |
| Roots To: | 0.20 m | | | | | | |
| Mottling At: | none m | 3 | Organic Layer | 150 | Medium | Moist | |
| PERMEABILITY TEST | | | | | | | |
| PERMEABILITY | m/sec | 4 | Medium SAND | 1150 | Medium | Moist to Saturated | |
| Flow Rate | cm/min | | | | | | |
| Test Method | | 5 | CLAY | approx 300 | Dense | Moist | |

Perm Soil Depth: n/a Estimated Perm: n/a

Lot Category: n/a Minimum Area: n/a Minimum Width: n/a

Persons on Site: Backhoe Operator: Town employee, Craig Parsons, John Pearson, Jason Roch, Trevor

Engineer: Eric J. Morse P.Eng., NSLS Qualification # 5877

Notes: Sides of test pit caving in near water table

SEE ATTACHED SKETCH

DeWolfe & Morse Surveying Limited

P.O. Box 520, Middleton, NS B0S 1P0
 Email: info@demosl.ca

Phone 825-2362 Cell 680-8543
 Fax 825-4777

TEST PIT REPORT

Name: Middleton Skate Park Date: 12-Dec-14

Lot Location: Rotary Park
Middleton
Annapolis County

PID # 5030960 Lot Size: n/a

| SOIL EVALUATION RESULTS | | | | | | | |
|-------------------------|---------------|--------------------------------|---------------------------|-------------|---------|--------------------|-------|
| DETAILS | | TEST PIT RESULTS - PIT# 2 OF 3 | | | | | |
| Vegetation: | Lawn | Layer | Texture | Depth(mm) | Density | Moisture | Other |
| Test Pit Depth | approx 1.8 m | 1 | ORGANIC Sod | 50 | Medium | Moist | |
| Bedrock At: | n/a m | | | | | | |
| Water Table At: | 1.50 m | 2 | Silty SAND (Topsoil) Fill | 150 | Medium | Moist | |
| Surface Slope: | variable | | | | | | |
| Roots To: | 0.20 m | | | | | | |
| Mottling At: | 0.5 to 0.65 m | 3 | Pit Run Gravel Fill | 200 | Medium | Moist | |
| PERMEABILITY TEST | | | | | | | |
| PERMEABILITY | m/sec | 4 | Organic Layer | 100 | Dense | Moist | |
| Flow Rate | cm/min | | | | | | |
| Test Method | | 5 | Medium SAND | approx 1300 | Medium | Moist to Saturated | |

Perm Soil Depth: n/a Estimated Perm: n/a

Lot Category: n/a Minimum Area: n/a Minimum Width: n/a

Persons on Site: Backhoe Operator: Town employee, Craig Parsons, John Pearson, Jason Roch, Trevor

Engineer: Eric J. Morse P.Eng., NSLS Qualification # 5877

Notes: Sides of test pit caving in near water table, mottling present at 0.5 - 0.65 m indicating presence of seasonal high water table

SEE ATTACHED SKETCH

DeWolfe & Morse Surveying Limited

P.O. Box 520, Middleton, NS B0S 1P0
 Email: info@demosl.ca

Phone 825-2362 Cell 680-8543
 Fax 825-4777

TEST PIT REPORT

Name: Middleton Skate Park Date: 12-Dec-14

Lot Location: Rotary Park
Middleton
Annapolis County

PID # 5030960 Lot Size: n/a

| SOIL EVALUATION RESULTS | | | | | | | |
|-------------------------|--------------|--------------------------------|---------------------------|-------------|---------|--------------------|-------|
| DETAILS | | TEST PIT RESULTS - PIT# 3 OF 3 | | | | | |
| Vegetation: | Lawn | Layer | Texture | Depth(mm) | Density | Moisture | Other |
| Test Pit Depth | approx 2.3 m | 1 | ORGANIC Sod | 50 | Medium | Moist | |
| Bedrock At: | n/a m | | | | | | |
| Water Table At: | 1.50 m | 2 | Sandy SILT (Topsoil) Fill | 300 | Medium | Moist | |
| Surface Slope: | variable | | | | | | |
| Roots To: | 0.20 m | | | | | | |
| Mottling At: | 0.7 to 0.9 m | 3 | Organic Layer | 350 | Medium | Moist | |
| PERMEABILITY TEST | | | | | | | |
| PERMEABILITY | m/sec | 4 | Medium SAND | approx 1300 | Medium | Moist to Saturated | |
| Flow Rate | cm/min | | | | | | |
| Test Method | | 5 | CLAY | approx 300 | Dense | Moist | |

Perm Soil Depth: n/a Estimated Perm: n/a

Lot Category: n/a Minimum Area: n/a Minimum Width: n/a

Persons on Site: Backhoe Operator: Town employee, Craig Parsons, John Pearson, Jason Roch, Trevor

Engineer: Eric J. Morse P.Eng., NSLS Qualification # 5877

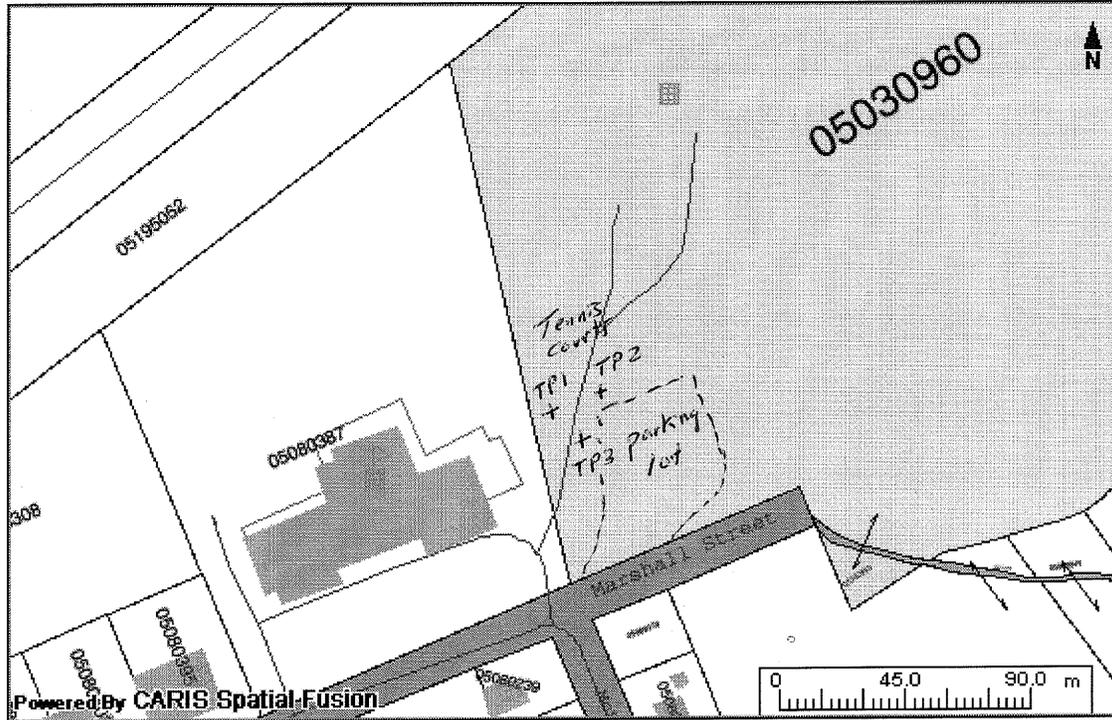
Notes: Sides of test pit caving in near water table, mottling present at 0.7 - 0.9 m indicating presence of seasonal high water table

SEE ATTACHED SKETCH



Property Online Map

Date: Jan 12, 2015 9:35:23 AM



PID: 05030960 Owner: TOWN OF MIDDLETON AAN: 04647661
 County: ANNAPOLIS COUNTY Address: MARSHALL STREET Value: \$451,300 (2015 COMMERCIAL EXEMPT)
 LR Status: NOT LAND REGISTRATION MIDDLETON

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

TOWN OF MIDDLETON
RESOLUTION
COUNCIL HONORARIA

WHEREAS a municipal corporation or board may pay an expense allowance to an elected officer to perform the duties of that office; and

WHEREAS the expense allowance paid to the Town of Middleton's elected officers is not more than one-third of the officer's total honoraria and allowances (Policy # A.3.4 of the Town of Middleton), the one-third amount is considered to be non-taxable income (per section 81(3) of the Federal Income Tax Act);

THEREFORE BE IT RESOLVED that one-third of the total honoraria and expense allowance paid to elected officers of the Town of Middleton shall be non-taxable income.

THIS IS TO CERTIFY that this resolution was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2nd day of February, 2015.

Rachel L. Turner
Chief Administrative Officer

GIVEN under the hand of the Chief Administrative Officer and under the corporate seal of the Town of Middleton this 3rd day of February, 2015.

Rachel L. Turner
Chief Administrative Officer

Sharon McAuley

Subject: FW: Follow up

From: Saulnier, Jeanne [<mailto:JSaulnier@avdha.nshealth.ca>]

Sent: Tuesday, January 06, 2015 12:15 PM

To: Rachel Turner

Subject: Follow up

Hi Rachel,

Thank you for the invitation to Council last evening. It's always nice to have the opportunity to connect.

I was wondering if Council would be so inclined to write a letter to the SMH Foundation in support of funding the community portion of the Middleton Collaborative Practice? With the community portion being of a significant amount it may be helpful. What are your thoughts?

Jeanne Saulnier, CMA, MBA

Site Manager

Soldiers Memorial Hospital

office 902.825.1352 fax 902.825.5110

Soldiers Memorial Hospital

PO Box 730

462 Main Street

Middleton, NS B0S 1P0

JSaulnier@avdha.nshealth.ca

www.avdha.nshealth.ca

CONFIDENTIALITY NOTICE - The information contained in this e-mail may be confidential, privileged, or otherwise protected from disclosure. It is intended only for the use of the authorized individual(s) as indicated in the email message. Any unauthorized viewing, disclosure, copying, distribution or taking of any action based on the contents of this material is strictly prohibited. If you have received this e-mail in error, please notify the sender as a courtesy and delete the email and its attachments immediately. Thank you for your cooperation.

AVIS DE CONFIDENTIALITÉ : Les renseignements inclus dans ce courriel peuvent être confidentiels, privilégiés ou autrement protégés contre toute communication. Ils sont transmis à l'intention de la personne autorisée, tel qu'indiqué dans le message. Toute consultation, divulgation, copie, distribution ou autre action non autorisée liée au contenu de ce message est strictement interdite. Si vous avez reçu ce courriel par erreur, veuillez en aviser l'expéditeur et supprimer immédiatement le message ainsi que toute pièce jointe. Merci de votre coopération.

Sharon McAuley

Subject: FW: Do Join Us - Community Transit NS. REPLY REQUESTED PLEASE
Attachments: blankmembershipformmunicipal.doc

From: Dodie Goodwin [<mailto:dodie@seasidehighspeed.com>]
Sent: Friday, January 09, 2015 6:54 PM
To: callyn@ns.sympatico.ca; Rachel Turner
Subject: Do Join Us - Community Transit NS. REPLY REQUESTED PLEASE



Jan. 9, 2015

Mayor Calvin Eddy & CAO Rachel Turner

Town of Middleton

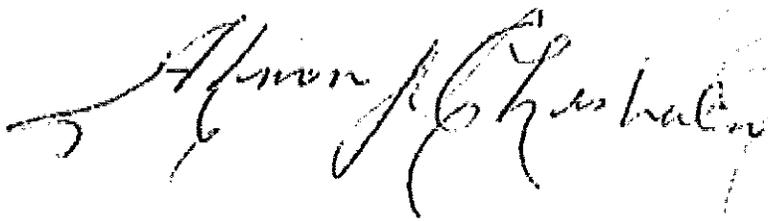
Dear Mayor Calvin Eddy & CAO Rachel Turner:

On behalf of the Directors and members of Community Transit-Nova Scotia, I offer best wishes to you and your council, staff and citizens for a safe and healthy 2015. As you well know, transportation is an important part of individual and community well-being. We look forward to working with you to ensure safe, sustainable transportation options for all of your citizens. Here is what we can do to help:

- **Our expertise.** Through our research projects and membership, we have access to data and anecdotal evidence from communities across the province. This information and our in-house expertise can help increase awareness of your area's transportation realities, and help you develop realistic solutions and action plans.
- **Our connections.** We are a 'lead and link' organization, forging partnerships and alliances between the public and private sectors, levels of governments, or groups and individuals within communities to develop the leadership, teamwork and interdepartmental vision needed to address transportation issues. We also give you and your municipality a voice in these issues and sectors.
- **Our passion.** Gasoline fuels engines; passion fuels realistic transportation solutions that are community identified, led, and sustained. Our members have experience in systems development and operations, government policies, political arenas, community development, business acumen, and advocacy. Support in any or all of these areas is available to you and your municipality.

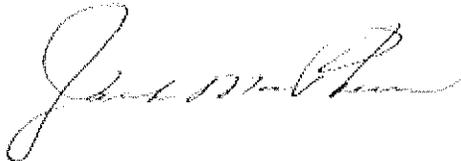
A membership investment of \$500.00 annually will give you a voice in transportation development and evolution in Nova Scotia, and put at your disposal the information and services listed above. Please contact us via phone (902) 625-0626 or email almonph@gmail.com (902) 867 0288 or email jmacpherson@townofantigonish.ca for clarification or further information. We believe the future is brighter and more sustainable with collaboration, and await your call to assist.

Sincerely,

A handwritten signature in cursive script, appearing to read "Almon Chisholm".

Almon Chisholm, Chair

Former Mayor, Port Hawkesbury

A handwritten signature in cursive script, appearing to read "Jack MacPherson".

Jack MacPherson, Director
Deputy Mayor, Town of Antigonish

--
Dodie Goodwin, Coordinator
Community Transit - Nova Scotia
Coordinator
25 Crocket Road, RR#2 Hopewell, NS B0K 1C0
902-396-4522



**Municipality
Membership 2015-2016**
www.communitytransitns.ca

Member Information

Municipality:

Representative's Name:

Position:

Mailing Address:

Province:

Postal Code:

Email:

Phone:

Cell Phone:

**Please Note: To save time and expense,
CT-NS sends correspondence via email and website download.**

Municipal Membership Fees 2015-2016

\$500

Total Due:

\$500

Please make cheque payable to Community Transit - Nova Scotia

Please mail this completed form and payment to:

Dodie Goodwin, Coordinator
Community Transit-Nova Scotia
25 Crocket Rd., RR # 2 Hopewell, NS B0K 1C0

Inquiries may be directed to dodie@seasidehighspeed.com or (902) 396-4522

Sharon McAuley

Subject: FW: **Save the Date ** EPR Discussion with John Coyne

From: CAO [<mailto:cao-bounces@municipal-website-venture.com>] **On Behalf Of** Janice Wentzell

Sent: Friday, January 09, 2015 1:32 PM

To: cao@municipal-website-venture.com

Cc: Betty MacDonald

Subject: [CAO] FW: **Save the Date ** EPR Discussion with John Coyne

Dear CAOs,

The Nova Scotia Solid Waste-Resource Regional Chairs ('Regional Chairs') want to encourage participation by all municipal administrative staff interested in:

WHAT: EPR Discussion with John Coyne; Chair of the Canadian Stewardship Services Alliance (CSSA) <http://www.cssalliance.ca/> representing 'industry' on the Extended Producer Responsibility Framework which is a key piece of the proposed revisions to the Regulations. This EPR Framework promises a revenue of \$14-\$20 Million to the Municipalities to provide services of collection, processing, education and administration of the materials collected in our blue bags.

WHO: John is interested in meeting 'service providers'. In Nova Scotia we know this is primarily Municipalities. If a CAO, Manager, Coordinator or elected official is keen on the solid waste operations and policy as well as financial impact to their Municipality or Region, they should be saving this date.

WHEN: **Save the date** **JANUARY 30, 2015**. Morning will provide exchange of information on EPR and the role of Industry and Service Provider. The afternoon is being planned as an opportunity for some more one-on-one sharing for those units that own/operate facilities (particularly material recycling facilities).

WHERE: Location is still being determined but will be located centrally. Currently looking at venues in Halifax and Truro. More details and perhaps official invite will be forthcoming by January 14. . .

If there are any questions regarding the visit or discussion to help decide if a participant should go; please call or email Valda.

Respectfully as Secretary of Regional Chairs. . . .

 **Valda Walsh BSc TME EP**
Regional Coordinator
Region 6 Solid Waste Management
PO Box 639 | 45 School Street Rm 304
Mahone Bay, NS B0J 2E0
P: 624-1339 F:624-1313

Strengths: Connectedness | Strategic | Responsibility | Activator | Maximizer
LinkedIn
Twitter: @ValdaWalsh
<http://www.facebook.com/Region6SWM>

DIRECTOR OF PUBLIC WORKS REPORT
January 19, 2015

WATER MAINS

- No water main breaks to report at this time.
- Hydrants have been pumped and snow removal ongoing.

SEWER MAINS AND TREATMENT PLANT

- General inspections on sewer have been completed.
- Manholes and storm drains have been cleaned.

ROAD REPAIR

- Leaf and debris removal has been completed.
- Call back on line painting and alterations completed.

GENERAL MAINTENANCE

- Winterizing snow removal equipment has been done.
- Salt and sand are stockpiled in storage facility.
- Ongoing winter snow removal.

CAPITAL WORK

- Flow meters in well field have been installed.
- Foundation and underground work for bathroom storage building in the park has been completed. Building construction has been started and watertight completion date is Jan 23.
- Pumps for the lift station on Freeman Street are ordered and control panel is being tendered.
- Lights on Commercial Street are all re-wired; waiting for completion of electrical panel.
- Working with CBCL for environmental projects.

OH & S

- OH&S meetings are taking place once a month. Minutes will be posted on SharePoint.
- No accidents to report at this time.

DIRECTOR OF PUBLIC WORKS' PROJECTS

- A schedule for routes, timing and scheduling of drivers for snow removal is underway.
- Salt, sand and fuel consumption monitoring is taking place.
- Formatting a daily, weekly and monthly schedule for water treatment plant operator and sewage treatment plant operator.

John Pearson
Director of Public Works

**Monthly Report
January, 2015
Jennifer Coolen**

Director of Recreation and Community Services

Happy New Year! 2014 was a great year for the Town of Middleton's Department of Recreation and Community Services and we are looking forward to some great things in 2015 as well.

Here's a recap of some things that have happened in the last couple of months:

- Our Youth Ambassador competition resulted in such a close race that we chose to have two Youth Ambassadors this year. Congratulations to Allyson Evans and Kyra Britney on being chosen to represent the Town of Middleton as Youth Ambassadors and we look forward to working with them on engaging youth in our community over the next year.
- Our Christmas festivities were great fun again this year and another great indication of the abundant amount of community spirit our Town has. Many volunteers came together to make both the Tree Lighting and the Family Party successful and we had great participation from the community attending these events.



- Our most recent edition of the About Town newsletter is at the printer and will be out shortly. This will not be going in mailboxes but will be available at Town Hall and at many local businesses. It is also available on the Town's website www.discovermiddleton.ca.
- We have been continuing to work on the splashpad project and the construction of the new building in Centennial Park (to replace the brick building that is currently there). As a result of all of the work being done there, the ground froze very unevenly, making it too difficult to put in the outdoor rink this year. We will do work on the ground in the spring and ensure the outdoor rink is back up and running next winter.

- Programs – our winter programs are now up and running and although we are offering fewer programs this season, as we gather information on planning future programs that better meet the needs/wants of our community, the programs we are offering are having great attendance and we have recently added an additional day to our senior fitness program and are going to be doing the same thing for our boot camp classes (which currently has over 40 participants!)

Here are some of the things we are going to be working on in the near future:

- Kraft Hockeyville – Thanks to the initiative of some local volunteers, the Middleton Arena is fighting to make the top 10 communities in the running for financial prizes from the Kraft Hockeyville challenge. The Town of Middleton fully supports this initiative and encourages all community members to do their part to make Middleton stand out. Actively participating in the facebook discussions and post and attending the local events would be a great help to this cause.
- Budget – Preparations for next year’s budget are well underway now and with all of the planning that has been going on, we are hopeful that this year’s budget will match the priorities of the community.
- Now that winter seems to have come to stay, we are ready to be able to offer our skis and snowshoes to our community members through our loan program. If you are interested in taking advantage of this please give us a call 902.825.6611.
- Our afterschool programs are up and running now. There is still room in these programs. At the elementary school level grades p-2 is running on Tuesdays and 3-5 is on Thursdays. At the junior and senior high level, the program starts with after school skiing and yoga. If you would like more information or would like to register please call the office at 902.825.6611.
- Our local rink is available for free public skating on Sundays from 145pm-245pm. This skate is sponsored by the Nova Scotia Department of Health and Wellness.

Jennifer Coolen, Director of Recreation and Community Services

**Regional Emergency Management Coordinator
Monthly Report
December - January 2014**

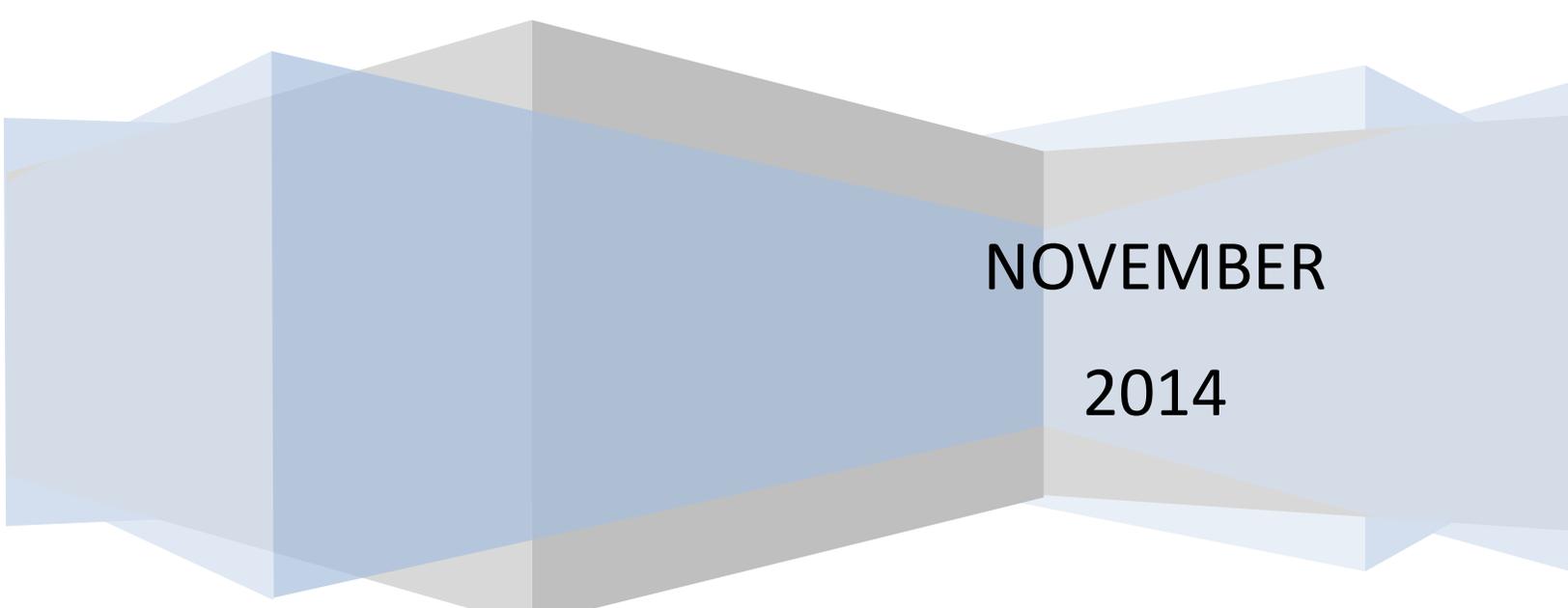
| | | |
|----------|-------|---|
| December | 10-13 | Flood watch Annapolis River. Conference calls with EMO NS |
| | 12 | Exercise at Saunders' Rest Home. Bridgetown |
| January | 05 | DEMC meeting, Chipman Building, Kentville |
| | 15 | Source Water Protection Meeting. Lawrencetown |

Respectfully submitted,

David McCoubrey
Regional Emergency Management Coordinator
Annapolis County

TOWN OF MIDDLETON

PLANNING SERVICES



NOVEMBER

2014



**Planning
Development
Project Management**

To: Sharon McAuley, Coordinator, Planning and Development Services
From: Chris Millier
Date: December 1, 2014
Re: Town of Middleton, Status Report

November 1 – 30, 2014

Planning Application Activity

- Council Meeting, MPS/LUB Peppard Amendment Initiation

Development Permit Activity

- Zoning Confirmation Certificate, Nov. 13, 2014
Cox and Palmer, re: 291 Marshall Street
- Zoning Confirmation Certificate, Nov. 13, 2014
Cox and Palmer, re: 296 Marshall Street
- Development Permit M14-30, Nov. 28, 2014
L. Sproule, 98 Victoria Street
Accessory Structure - Shed
- Development Permit M14-27, Nov. 28, 2014
Parsons Investment, 296 Marshall Street
Change of Use, Commercial Offices

Permit Activity Summary, November 2014

| | Current Month | Current YTD | Previous Yr. Month | Previous Yr. YTD |
|-----------------------------------|------------------|----------------|-----------------------|---------------------|
| Development Permits | | | | |
| Residential | | | | |
| New Construction | 0 | 0 | 0 | 0 |
| Renovation/Addition | 0 | 4 | 0 | 1 |
| Accessory Structures | 1 | 7 | 0 | 7 |
| Commercial/Industrial | | | | |
| New Construction | 0 | 0 | 0 | 0 |
| Renovation/Addition | 0 | 2 | 0 | 1 |
| Accessory Structures | 0 | 1 | 0 | 0 |
| Institutional | | | | |
| New Construction | 0 | 0 | 1 | 1 |
| Renovation / Addition | 1 | 1 | 0 | 1 |
| Accessory Structures | 0 | 1 | 0 | 0 |
| Other (signs, occupancy, etc.) | 0 | 5 | 0 | 5 |
| Final Subdivision Approval | | | | |
| Residential Lots Created | 0 | 0 | 0 | 1 |
| 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 2014

| | Number of Building Permits | Building Value |
|-------------------------|---------------------------------------|-----------------------|
| Month: November | 2 | \$12,000.00 |
| Year To Date 2014-2015: | 16 | \$382,800.00 |
| | | |
| Year To Date 2013-2014: | 13 | \$608,188.00 |
| Year To Date 2012-2013: | 19 | \$590,679.51 |

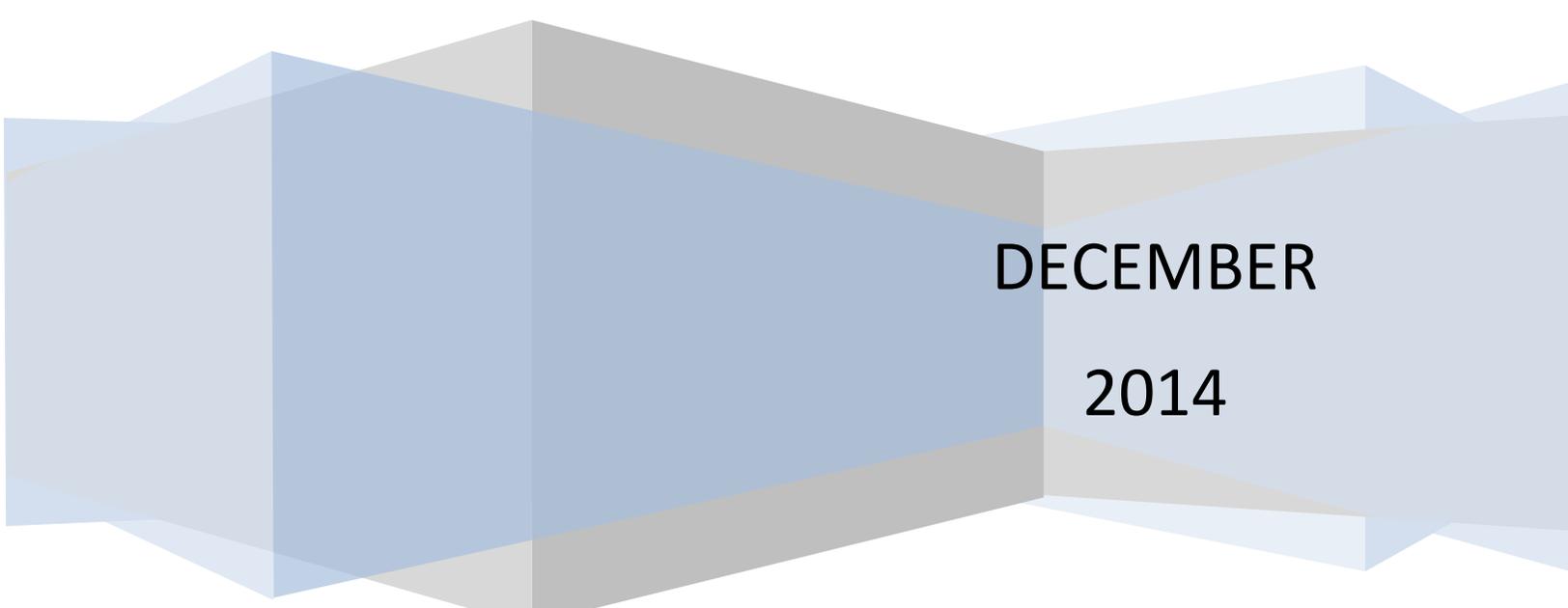
| | | | | | | | |
|----------------------------------|-------------|------------------------------|---|--------------------------------------|--------------|------------------------|------------|
| Total Estimated Value Nov. 2014: | \$12,000.00 | Total permits for Nov. 2014: | 2 | Total Estimated Value YTD 2014-2015: | \$382,800.00 | Permit Fees Nov. 2014: | \$275.00 |
| Total Estimated Value Nov. 2013: | \$44,000.00 | Total permits for Nov. 2013: | 2 | Total Estimated Value YTD 2013-2014: | \$608,188.00 | Permit Fees YTD 14-15: | \$5,710.25 |
| Total Estimated Value Nov. 2012: | \$25,495.50 | Total permits for Nov. 2012: | 1 | Total Estimated Value YTD 2012-2013: | \$590,679.51 | | |

| File # | Name | Applicant Address | Location | Construction | Date Building Permit Issued | Permit Fee | Estimated Value |
|---------------|--------------|--------------------------|-----------------|---------------------|--|-------------------|----------------------------|
| M14-028 | Alvin Jerke | Middleton | 71 Victoria St. | porch rebuild | November 7, 2014 | \$144.00 | \$10,500.00 |
| M14-029 | David Tupper | Middleton | 3 Reagh Ave. | porch rebuild | November 26, 2014 | \$106.00 | \$1,500.00 |
| | | | | Dev. Permits Only | 0 permits | \$0.00 | |
| | | | | Plumbing Permits | 0 permits | \$0.00 | |
| | | | | Renewed Permits | 1 permit | \$25.00 | |
| | | | | | Total November: | \$275.00 | \$12,000.00 |

Total Active Permits: 36

TOWN OF MIDDLETON

PLANNING SERVICES



DECEMBER

2014



**Planning
Development
Project Management**

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

December 1 – 31, 2014

Planning Application Activity

Development Permit Activity

- Development Permit M14-22, Dec. 10, 2014
Town of Middleton, 41 School Street
Construction, Recreation Structure

Permit Activity Summary, December 2014

| | Current Month | Current YTD | Previous Yr. Month | Previous Yr. YTD |
|--------------------------------|------------------|----------------|-----------------------|---------------------|
| Development Permits | | | | |
| Residential | | | | |
| New Construction | 0 | 0 | 0 | 0 |
| Renovation/Addition | 0 | 4 | 1 | 2 |
| Accessory Structures | 0 | 7 | 1 | 8 |
| Commercial/Industrial | | | | |
| New Construction | 0 | 0 | 0 | 0 |
| Renovation/Addition | 0 | 2 | 0 | 1 |
| Accessory Structures | 0 | 1 | 0 | 0 |
| Institutional | | | | |
| New Construction | 0 | 0 | 0 | 1 |
| Renovation / Addition | 0 | 1 | 0 | 1 |
| Accessory Structures | 1 | 2 | 0 | 0 |
| Other (signs, occupancy, etc.) | 0 | 5 | 0 | 5 |
| Final Subdivision Approval | | | | |
| Residential Lots Created | 0 | 0 | 0 | 1 |
| Comm./Industrial Lots Created | 0 | 0 | 0 | 0 |

TOWN OF MIDDLETON

BUILDING PERMIT REPORT

Figures based on Fiscal Year April to March

Municipal Unit: Town of Middleton

Month: December 2014

| | Number of Building Permits | Building Value |
|-------------------------|---------------------------------------|-----------------------|
| Month: December | 3 | \$54,500.00 |
| Year To Date 2014-2015: | 19 | \$437,300.00 |
| Year To Date 2013-2014: | 16 | \$638,188.00 |
| Year To Date 2012-2013: | 20 | \$594,679.51 |

| | | | | | | | |
|----------------------------------|-------------|------------------------------|---|--------------------------------------|--------------|------------------------|------------|
| Total Estimated Value Dec. 2014: | \$54,500.00 | Total permits for Dec. 2014: | 3 | Total Estimated Value YTD 2014-2015: | \$437,300.00 | Permit Fees Dec. 2014: | \$828.48 |
| Total Estimated Value Dec. 2013: | \$30,000.00 | Total permits for Dec. 2013: | 3 | Total Estimated Value YTD 2013-2014: | \$638,188.00 | Permit Fees YTD 14-15: | \$6,538.73 |
| Total Estimated Value Dec. 2012: | \$4,000.00 | Total permits for Dec. 2012: | 1 | Total Estimated Value YTD 2012-2013: | \$594,679.51 | | |

| File # | Name | Applicant Address | Location | Construction | Date Building Permit Issued | Permit Fee | Estimated Value |
|---------------|--------------------------|--------------------------|-------------------|---------------------|--|-------------------|----------------------------|
| M14-027 | Parsons Investments Ltd. | Middleton | 296 Marshall St. | commercial reno | December 2, 2014 | \$500.00 | \$50,000.00 |
| M14-030 | Larry Sproule | Middleton | 98 Victoria St. | shed | December 2, 2014 | \$125.60 | \$2,500.00 |
| M14-032 | Wayne Ball | Middleton | 53 Connaught Ave. | residential reno | December 9, 2014 | \$107.88 | \$2,000.00 |
| | | | | Dev. Permits Only | 1 permit | \$50.00 | |
| | | | | Plumbing Permits | 1 permit | \$20.00 | |
| | | | | Renewed Permits | 1 permit | \$25.00 | |
| | | | | | Total December: | \$828.48 | \$54,500.00 |

Total Active Permits: 36



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

Submitted by: Trevor Robar

Date: January 5 2015

| December 2014 | | | |
|---|----------|------------------|------------|
| Task | Category | Date | Hrs |
| Meeting with Public Works, updated each PC to run AVLIU | PW | December 16 2014 | 2.00 |
| North Street and Canada Post Delivery Issue | OTHER | December 19 2014 | 0.75 |
| | | | Hrs |
| | | | 2.75 |

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

Middleton RCMP
Quarterly Update
Period Ending: 2014-12-31

Number of Calls for Service:

189

Files of Significance :

Theft from Vehicles - 5 reported incidents, change and small personal items stolen, vehicles were left unlocked therefore not damaged by suspect(s)

Break-and-Enters to Business – (1) MikMaq Wholesale. Entry possibly gained through loading bay. A fingerprint was located, no suspects were identified.

Robbery – (1) in alley by Subway, a suspect has been identified. No injuries.

Demonstration – Vanroestal Workers at Premier McNeil’s office, was peaceful without incident

Fraud - (9) Female in 20’s canvassing for co-ed volleyball team, targeting seniors. Still under investigation - possible suspect.

Files regarding Drug Seizures

Marijuana seized – from a residence, as a result of a neighbor complaint

SCEU

- Arrested a street-level dealer, seized marijuana and pills. Subject pled guilty to 2 charges and received \$500 fine.

Middleton RCMP

Quarterly Update

Period Ending: 2014-12-31

- Conducting on-going investigation of prescription drug dealing and weapons offences

Crime Reduction StrategyNumber of Impaired Drivers, Checkpoints, etc. as this deals with the Crime Reduction Strategy.

Disqualified Drivers – 4

Check Points Conducted - 3

Traffic Complaints attended – 22

Tickets – 10

Warnings -10

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

PAB meetings are ongoing and consistent, attended by Acting S/Sgt. Scott Macmillan, Sgt. Miller and Cpl. Cornect.

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

Remembrance Day – Members attended Town ceremony in Red Serge

Middleton Christmas Tree Lighting – Middleton member and CPO Renaud attended event

AEES Christmas Store Fundraiser – Middleton and Annapolis County Members participated by making donations and assisting with gift wrapping

Middleton RCMP

Quarterly Update

Period Ending: 2014-12-31

Community Policing Officer (Renaud)

NSCC - reviewed the School Action For Emergencies plan with the Building Services Manager and Principal.

Annapolis East Elementary School

- Completed a relocation drill with and reviewed the SAFE plan with the crisis response team.
- Met with every student to review the WITS anti-bullying strategies.

Cops n' Kids

- completed program planning (re: collecting applications, setting event dates, booking event venues, ordering merchandise and booking presenters).
- Met with the 90 participants of the Cops 'n Kids program and completed initial meetings with each.
- The first Cops 'n Kids forum was held on November 18th, 2014 bringing all of the participants together. The participants were exposed to many activities and presenters to develop leadership skills. The participants in the Cops 'n Kids program will be working on crime prevention projects this year about Cyber Crime, Distracted Driving and Recreation for Mental Health.
- Hosted three workshops, with Cst. Fairfax, for the participants of the Cops 'n Kids program. The workshops focused on how the youth can propel their crime prevention projects forward.
- Participated in school holiday events in several schools for youth engagement.

Middleton RCMP

Quarterly Update

Period Ending: 2014-12-31

Christmas Family Donations

- CPO arranged to have a family in need sponsored for Christmas and elicited the participation of all Annapolis District RCMP Members

Senior Safety Coordinator

Fraud

- Gave presentation at Sunset Meadows as a follow-up to several complaints of Fraud. The presentation generated many requests for assistance and referrals within the Middleton seniors' community for incidents including (but not limited to): Peace Bonds, Neighbour disputes/harassment, Mental Health issues, Social isolation/loneliness.... Etc

Senior's Newsletter

- Distributed to all seniors before the Christmas Season

Upcoming events

- Driver refresher course
- Valentine's Day Tea (Fall prevention)

Community Services Resource Officer

Crime analysis of Mental Health "hot spots", research of effects of Methadone clinic and rehab/detox programs

- Cst. Fairfax has completed research and would be available to present findings at upcoming PAB in January (15-01-13) or subsequent meeting.

Middleton RCMP

Quarterly Update

Period Ending: 2014-12-31

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.

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

S/Sgt. Dan MacGillivray scheduled to assume command of Annapolis District RCMP on 15-01-09.

Sgt. Terry MILLER – in charge of Operations, working out of the Bridgetown Office.

Cpl. MacMillan - will be staying on for a period of transition, duration undetermined at this time.

Middleton Detachment is currently fully staffed with the following Members:

Cpl. Gaet Cornect

Cst. Brad Williams

Cst. Todd Sparkes

Cst. Billie Gardiner

Cst. Banfield (successfully completed her Recruit Field Training and an excellent addition to our Middleton Team)

Cst. Irene Clouter (Recruit Field Trainer)

Cst. Ashley Levy (Recruit Field Trainer)

A new recruit (to be trained by Cst. I. Clouter), graduating on 15-02-23

Middleton RCMP

Quarterly Update

Period Ending: 2014-12-31

Court Liaison Position – will eventually be occupied by a Public Servant. The position is currently held by Cpl. Lannon (retiring March 2015).

Detachment Assistant Vacancy – Position has been vacant since Nov. 14, 2014. Awaiting a replacement to be confirmed.

Monthly Stats For Quarter ending December 31, 2014

See attached



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

**Uniform Assessment Report & Preliminary Assessment Roll
January 19, 2015**

Attached are copies of both the Uniform Assessment and the Preliminary Assessment Rolls for fiscal year 2015/2016.

The Total Uniform Assessment has increased from \$102,397,635 to \$104,283,525 or 1.84%. The Uniform Assessment is equal to the total taxable property assessment of the municipality plus the capital value of its grants from special property tax agreements.

The Preliminary Assessment Roll shows an increase in total assessed value of \$2,105,100 or 2.02% over 2014. Residential assessments increased (+2.04%) and commercial assessments increased (+1.93%).

Marianne Daine
Director of Finance

2015 Preliminary Assmt Role

| | | 2015 | | | |
|--|--|-----------------------|--------------------------|-------------------|--------------|
| Assessment Roll Figures | | | | | |
| Before Assessor's changes and Appeal Court Changes | | | | | |
| | | Assessment Amounts | Percent of Assessment | Inc. over 2014 | % Inc. |
| Residential-01 | | 86,857,300 | 81.50 | 1,738,500 | 2.04% |
| | | 85,118,800 | 81.48 | | |
| Commercial-02 | | 19,495,700 | 18.29 | 369,300 | 1.93% |
| | | 19,126,400 | 18.31 | | |
| Bus,Occupancy-41 | | 0 | 0.00 | 0 | 0.00% |
| | | 0 | 0.00 | | |
| Comm.Equip.-42 | | 0 | 0.00 | 0 | 0.00% |
| | | 0 | 0.00 | | |
| Resource-03 | | 214,900 | 0.20 | -2,700 | -1.24% |
| | | 217,600 | 0.21 | | |
| Total Taxable-2014 | | 106,567,900 | 100.00 | 2,105,100 | 2.02% |
| Total Taxable-2013 | | 104,462,800 | 100.00 | | |
| Dwelling Units | | 1,031 | 1030 | 1 | |
| Farm Grantable | | 185,600 | 203acres at 2.75 | 558 | |
| | | 185,500 | 203acres at 2.75 | 558 | |
| Forest Acreage | | 70,000 | 163 acres at .25 | 41 | |
| | | 70,000 | 163 acres at .25 | 41 | |
| Assessment on Provincial Property for Grants-in-lieu | | | | | |
| <u>Resource</u> | | <u>2015</u> | <u>2014</u> | | |
| NS Trans. & PW-2ac.land Bridge St. | | 3,200 | 3,200 | | |
| NS Housing Development Corporation | | 2,600 | 2,600 | | |
| NS Natural Resources | | 1,600 | 1,600 | | |
| | | 7,400 | 7,400 | 0 | 0.00% |
| <u>Commercial</u> | | <u>2015</u> | <u>2014</u> | | |
| DOT Mobile Offices | | 44,900 | 42,300 | 2,600 | |
| DOT Commercial | | 1,284,000 | 1,264,500 | 19,500 | |
| NS Housing Development Corporation-comm | | 700,000 | 700,000 | 0 | |
| NS Community Services-Occupancy | | 0 | 0 | 0 | |
| NS Housing Development Corporation | | 43,100 | 43,100 | 0 | |
| NS Natural Resources | | 205,300 | 201,300 | 4,000 | |
| | | 2,277,300 | 2,251,200 | 26,100 | 1.16% |
| Assessment on Federal Property for Grants-in-lieu (Municipal Grants Division) | | | | | |
| <u>Federal GIL</u> | | <u>2015</u> | <u>2014</u> | | |
| Post Office | | 555,800 | 557,800 | -2,000 | -0.36 |
| Armouries | | 221,400 | 220,900 | 500 | 0.23 |
| PW & Gov't Services Canada | | 2,700 | 2,700 | 0 | 0.00 |
| | | 779,900 | 781,400 | -1,500 | -0.19% |

**2015/16 Uniform Assessment
Calculation Schedule**

Municipal Unit: Town of Middleton

Class: I

Fiscal Year Ending: March 31, 2015

| Items | Revenue | | Assessment or Capitalized Value of Revenue | | | Ref. & Notes |
|---|------------------------|--------------------------|--|--------------------------|--------------------|---|
| | Residential & Resource | Commercial (inc Bus Occ) | Residential & Resource | Commercial (inc Bus Occ) | Total | |
| Tax Rate (per \$100 of Assessment) | | | 1.79 | 4.27 | | schedule A of SOE, acct.1001000 & 1002000 |
| Assessment Roll Data | | | | | | |
| Assessed Market Value | | | 92,339,800 | 18,767,800 | 111,107,600 | PVSC |
| Capping Adjustment | | | (7,274,300) | | (7,274,300) | PVSC |
| Taxable Assessment | | | 85,065,500 | 18,767,800 | 103,833,300 | PVSC |
| Add: | | | | | | |
| Provincial Government GIL | 86 | 65,755 | 4,804 | 1,539,930 | 1,544,734 | Final grant from Grants and Programs |
| Properties of Supported Institutions | | | | | | |
| Nova Scotia Liquor Commission | | | | | | PVSC |
| Deduct: | | | | | | |
| Special Tax Agreements | | | | | | |
| Shared Tax Revenue-Section 14(2) | | | (2,200) | (3,176,600) | (3,178,800) | Changed to reflect properties listed on SOE |
| 25% of Seasonal Tourist Business Assessment | | | | (35,000) | (35,000) | PVSC |
| Misc Adjustment (3%& Other) | | | | | | |
| Charitable Properties-Section 14(1)(b) | | (10,912) | | (255,550) | (255,550) | Sch C1 |
| Water Utility | | | | (720,900) | (720,900) | PVSC |
| Grants Capitalized Adjustment | | | | | | |
| Add: | | | | | | |
| Special Tax Agreements | | 59,085 | | 1,383,724 | 1,383,724 | lower tax levy at Annapolis rates (SNS c.74 1986) SOE Sch C |
| Shared Tax Revenue-Section 14(2) | | | | | | |
| Forest Property Tax (Less than 50,000 Acres) | 41 | | 2,291 | | 2,291 | schedule F of SOE, acct. 1011153 |
| Forest Property Tax (50,000 Acres or More) | | | | | | schedule F of SOE, acct. 1011154 |
| Recreational Property Tax | | | | | | schedule F of SOE, acct. 1011152 |
| Alliant | | 13,859 | | 324,567 | 324,567 | schedule F of SOE, acct. 1011420 |
| Nova Scotia Power Inc. GIL | | 455 | | 10,656 | 10,656 | Final grant from Grants and Programs |
| Federal Government GIL | 48 | 33,250 | 2,700 | 778,700 | 781,400 | Final grant from Valuation and PILT Programs |
| Federal Government Agencies GIL | | | | | | schedule D of SOE, acct.1001016/26 1002016/26 |
| Provincial Government Agencies GIL | | | | | | |
| --Other Provincial Government Agencies | | | | | | |
| Fire Protection, Provincial Properties | | | | | | schedule F of SOE, acct.1012490 |
| Crown Timber Lands | | 23,923 | | 560,256 | 560,256 | Final grant from Grants and Programs |
| Farm Property Acreage | 588 | | 32,849 | | 32,849 | schedule F of SOE, acct. 1012320 |
| | | | | | | Final grant from Grants and Programs |
| Total | | | 85,105,944 | 19,177,581 | 104,283,525 | |

Date: Dec 15, 2014