



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

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Action Items
 - 4.1 Appointment List
 - 4.2 Council Meetings & Proceedings Bylaw
5. Information/Discussion Items
 - 5.1. Management Reports
 - 5.2. Planning Services Reports – September 2015
 - 5.3. Accounting Activities Report – September 2015
 - 5.4. RCMP Report – July 1 to September 30, 2015
6. Anything by Members
7. Adjournment

TOWN OF MIDDLETON
APPOINTMENT LIST
(Proposed for Council November 2, 2015)

COUNCIL MAYOR EDDY, DEPUTY MAYOR D. SMITH, COUNCILLORS BOATES, BRITNEY, DEN HAAN HIMMELMAN, G. SMITH	SOURCE WATER PROTECTION ADVISORY COMM Citizens-Town – RON BROWN, MIKE TOOLE Citizens-County – FRED ROCH County Council – FRANK CHIPMAN Town Council – D. SMITH, BOATES Town Planner – CHRIS MILLIER Town Engineer – JOHN PEARSON Other – CAO RACHEL TURNER
COMMITTEE OF THE WHOLE EDDY, BOATES, BRITNEY, DEN HAAN, HIMMELMAN, D. SMITH, G. SMITH	TOWN ENGINEER JOHN PEARSON
ANNAPOLIS DISTRICT PLANNING COMMISSION RACHEL TURNER	TRAFFIC AUTHORITY STEPHEN MCINNIS, JOHN PEARSON (ASST)
ANNAPOLIS PARTNERSHIP STEERING COMMITTEE EDDY, D. SMITH, BOATES (ALT)	VALLEY WASTE RESOURCE MANAGEMENT HIMMELMAN, G.SMITH (ALT)
AUDIT COMMITTEE EDDY, BOATES, BRITNEY, DEN HAAN, HIMMELMAN, D. SMITH, G. SMITH	WESTERN REGIONAL HOUSING AUTHORITY FRANCES LOURIE - Citizen-at-large (Nov. 2016)
CLIMATE CHANGE ACTION PLAN ADAPTION COMM. TURNER, BARKER, G. SMITH, DEN HAAN, PEARSON, DAINE, MCAULEY, MCCOUBREY	YOUTH AMBASSADOR COMMITTEE JAN DAVIS, DEN HAAN, HIMMELMAN G. SMITH
DANGEROUS & UNSIGHTLY PREMISES ADMINISTRATOR TURNER, DAINE (ALT)	YOUTH AMBASSADORS ALLYSON EVANS, KYRA BRITNEY
HEART OF THE VALLEY FESTIVAL COMMITTEE DEN HAAN	AUDITORS KENT & DUFFETT
LEGACY 2017 COMMITTEE EDDY, TURNER (ALT)	BUILDING OFFICIAL ALFRED DOUCET CATHY BARR
MIDDLETON SWIMMING POOL SOCIETY ERIC BALSER, MICHELLE DOWELL, KRISTA STEELE, KRISTA TOOLE, SHELBY SPURR, JODIE MOASE, VACANT (1)	FIRE INSPECTOR ALFRED DOUCET HANK SAWCHUK
PLANNING SERVICES PUBLIC ADVISORY PANEL Citizens-at-large – REINHOLD GRIFF, TOM SPINNEY MIKE HAZELWOOD, COLIN CROWELL Council Appointees – BOATES, HIMMELMAN, D. SMITH	DEVELOPMENT OFFICER CHRIS MILLIER
POLICE ADVISORY BOARD Citizens-at-large – JAN DAVIS, GORDON RODGERS, JOHN THOMPSON Council Appointees – BRITNEY, DEN HAAN, HIMMELMAN NS Dept. of Justice – VACANT	ANIMAL CONTROL OFFICER ZAK ROSE
REMO COORDINATOR DAVID MCCOUBREY JOSH REID (ALT) MIKE LOCKETT (ALT)	VWRM BYLAW ENFORCEMENT OFFICER GRACE PROSZYNKA
REMO ADVISORY COMMITTEE G. SMITH, D. SMITH	FIRE CHIEF MIKE TOOLE
REMO PLANNING COMMITTEE RACHEL TURNER JOHN PEARSON	FIRE CONSTABLES GORDON RODGERS, KENT SMITH PHILIP TOWNSEND
REG. ENTERPRISE NETWORK 3 LIAISON COMM. CALVIN EDDY DAN SMITH (ALT)	FIRE WARDS MIKE TOOLE, SCOTT VEINOT, NEIL FREEMAN
REGIONAL LIBRARY BOARD JILL COX	RCMP NCO IN CHARGE CPL. TIM MACDONALD
SOLDIERS MEMORIAL HOSPITAL FOUNDATION REPRESENTATIVE BRIAN NEVILLE (June 2016)	RETURNING OFFICER KRISTA TOOLE
	TOWN CRIER PETER DAVIES
	TOWN SOLICITORS Taylor MacLellan Cochrane

DIRECTOR OF PUBLIC WORKS REPORT
October 19, 2015

WATER MAINS

- No water main breaks.

SEWER MAINS AND TREATMENT PLANT

- Lift pumps are being serviced.
- Lift stations are pumped out.

ROAD REPAIR

- Line painting is 80% complete.
- Sidewalks on Commercial Street are to be refurbished.
- Stump grinding is on its way.

GENERAL MAINTENANCE

- Sweeping streets and sidewalks.
- Lawn repair and cleaning gutters are in progress.
- Vehicle repair for winter is started.

CAPITAL WORK

- Reservoir repair has started.
- Lift station upgrade on Freeman Street has been started (new pumps and panel).

OH & S

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

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.

AGENDA ITEM: 15.10.19.5.1

- Formatting a daily, weekly and monthly schedule for water treatment plant operator and sewage treatment plant operator.
- Starting engineering on the Main Street sewer line project.
- Working on the plans for the water line strategy renewal.
- Preparing two shovel-ready projects.

John Pearson
Director of Public Works

PROGRAMS

- Our fall programs are now up and running. We have a wide variety of programs that cater to all ages and include both arts and physical activity. Our hip hop program for children has been a big hit and we are pleased to have Caleb Miles back teaching two levels of guitar lessons.
- Our free after school programs are also in full swing and will continue to expand due to high levels of participation and an increase in grant money received from the province. Right now there are 15+ teenaged girls attending a “Learn to Lift” program at Fitness Experience and soon there will be a similar program going for males. At the elementary school level, there is still room to join the free physical activity program.
- Coming up in the near future we are going to be adding a walking club/program to our list of opportunities and we are in the process of organizing a training opportunity for the popular Tumblebugs program and will be looking to offer that in the near future as well. If you are interested in the details of the training, please let me know.
- Watch for information coming very soon on a community challenge designed to make Middleton just a little brighter. This challenge is set to take place through the middle of November and into December and is designed to get you both active and creative.

EVENTS

- On October 30th we will be getting our spooky on at the Macdonald Museum. This year our theme is Haunted Hogwarts and we are happy to be partnered up with Family Matters and the MRHS debate club. The games and magic show are happening on the first floor from 6-8pm and the scary 3rd floor tour of Hogwarts is happening from 6-9pm.
- The tree lighting in Centennial Park is happening on December 4th from 630-730pm and the family party is happening at the elementary school on December 5th from 10am-1130am.

COMMUNICATIONS

- The next edition of the About Town newsletter will be coming out within the next week
- We now have a Town Twitter account and a Town of Middleton Instagram account
- We now have an online survey system to receive feedback from our programs and events

PARKS & FACILITIES

- Top dressed centennial park and repaired the damage to the grounds from tree and pole removal
- Cut some problem trees at riverside park and cleaned up some overgrown shrubs .
- Started work on the haunted house
- Took down hanging baskets and cleaned up flower garden at the library
- Put on the fall application of compost tea



Jennifer Coolen, Director of Recreation and Community Services



**Regional Emergency Management Coordinator
Monthly Report
October 2015**

September	16	REMO Advisory Committee, Middleton, guest Barry Manuel
	17	REMO Planning Committee, Mun. Bldg. Annapolis Royal
	23	Met with Jeannie Saulnier (SMH) re Exercise Adieu
	28	Wester Zone Training Meeting Middleton
October	02	Met with Jeannie Saulnier (SMH) re Exercise Adieu
	03	Exercise Adieu- Middleton Council Chambers

Respectfully submitted,

David McCoubrey
Regional Emergency Management Coordinator
Annapolis County

TOWN OF MIDDLETON

PLANNING SERVICES



SEPTEMBER

2015

TABLE OF CONTENTS

1. Planning and Development Activity Report
2. Building Permit Activity Report
3. Fire Inspection Activity Reports – July, August, September
4. Planning Services Financial Reports
 - a. Fire Inspection Services Report
 - b. Invoicing Report



**Planning
Development
Project Management**

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

September 1 – 30, 2015

Planning Application Activity

Development Permit Activity

- Zoning Confirmation, Sept. 4, 2015
Cox & Palmer, PID 05198148
Lands of G. & L. Fulton
- Development Permit M15-008, September 28, 2015
A. Arendz, 3 Pinecrest Drive
Construction, Accessory Structure – Exterior Deck
- Development Permit M15-023 September 28, 2015
Parsons Investments Ltd., 12 Station Street
Renovation, Existing Commercial Structure
- Development Permit M15-024 September 28, 2015
D. Gavelle., 349 Main Street
Renovation, Existing Commercial Structure, Professional Office

Permit Activity Summary, September 2015

	Current Month	Current YTD	Previous Yr. Month	Previous Yr. YTD
Development Permits				
Residential				
New Construction	0	0	0	0
Renovation/Addition	0	1	2	3
Accessory Structures	1	4	0	5
Commercial/Industrial				
New Construction	0	0	0	0
Renovation/Addition	2	5	0	2
Accessory Structures	0	0	0	1
Institutional				
New Construction	0	0	0	0
Renovation / Addition	0	0	0	0
Accessory Structures	0	0	1	1
Other (signs, occupancy, etc.)	0	2	1	4
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: **September 2015**

	Number of Building Permits	Building Value
Month: September	0	\$0.00
Year To Date 2015-2016:	15	\$647,890.00
Year To Date 2014-2015:	13	\$365,800.00
Year To Date 2013-2014:	10	\$544,188.00

Total Estimated Value Sept. 2015:	\$0.00	Total permits for Sept. 2015:	0	Total Estimated Value YTD 2014-2015:	\$647,890.00	Permit Fees Sept. 2015:	\$150.00
Total Estimated Value Sept. 2014:	\$42,500.00	Total permits for Sept. 2014:	3	Total Estimated Value YTD 2013-2014:	\$365,800.00	Permit Fees YTD 15-16:	\$5,716.79
Total Estimated Value Sept. 2013:	\$403,088.00	Total permits for Sept. 2013:	2	Total Estimated Value YTD 2012-2013:	\$544,188.00		

File #	Name	Applicant Address	Location	Construction	Date Building Permit Issued	Permit Fee	Estimated Value
				Dev. Permits Only	3 permits	\$150.00	
				Plumbing Permits	0 permits	\$0.00	
				Renewed Permits	0 permits	\$0.00	
					Total September:	\$150.00	\$0.00

Total Active Permits: 33

<p style="text-align: center;">Middleton RCMP</p> <p style="text-align: center;">Quarterly Update:</p> <p style="text-align: center;">Period Ending: 2015-09-30</p>	
Number of Calls for Service within your respective District / Detachment	
686	
Files of Significance with PROS #.	
<p>-Project HALVOSSO- July 24th- September 11th/2015- 2 Undercover Officers 7 people charged, 17 CDSA charges laid thus far and 2 search Warrants conducted.</p> <p>-Sudden Death of John Baker (2015-1124430) September 1st/2015</p> <p>-Mental Health- Male with Knife, threatening suicide. (20151171003) Wilmot. September 10th/2015</p> <p>- Sexual Assault- 11 year old female. (20151049055) Commercial Street, Middleton. August 17th/2015.</p> <p>- Multiple Break and Enters in the Nictaux area. Colonial Drive was a frequent spot for these occurrences.</p>	
Files regarding Drug Seizures	
<p>17 Charges under the Controlled Drug and Substances Act</p> <p style="text-align: center;">(See "Files of Significance" above)</p>	
SCEU	
(See "Files of Significance" above)	

Middleton RCMP

Quarterly Update:

Period Ending: 2015-09-30

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

30 Checkpoints conducted

1 Impaired driving Charge

37 Tickets issued

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

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

Wilmot Neighbourhood Watch Meeting attended in August by Cst. Banfield

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

Lawrencetown Exhibition

Heart of the Valley Festival

Financial Issues ... significant unexpected costs, budgetary shortfalls

New office space for Middleton Detachment – Proposal currently with DOJ. Incentive is supported by the Middleton Town Council, the Middleton Detachment Commander, The Annapolis District Commander and the District Policing officer in conjunction with the Police Advisory Board.

Middleton RCMP

Quarterly Update:

Period Ending: 2015-09-30

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

S/Sgt. Dan MacGillivray NCOi/c Annapolis District

Middleton Detachment is currently fully staffed with the following Members:

Cpl. Tim MACDONALD

Cst. Brad Williams

Cst. Todd Sparkes

Cst. Billie Gardiner

Cst. Angela Banfield

Cst. Ashley Levy (Transfer Pending)

Cst. Irene Clouter

Cst. Ryan Newton

Court Liaison Position – is currently held by CPL. CORNECT

Detachment Assistant – Nicole Illsley

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

Monthly Stats For Month Of: June 30, 2015

With over 600 files this was too cumbersome to print