



**COMMITTEE OF THE WHOLE  
Town Hall – Council Chambers  
Monday, March 7, 2016  
7:00 pm**

**AGENDA**

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Action Items
  - 4.1 RFD 06-2016 – Records Management Policy
  - 4.2 RFD 07-2016 – Sidewalk Café Bylaw
  - 4.3 RFD 08-2016 – Fees Policy
  - 4.4 Appointments – Middleton Fire Department
  - 4.5 Special Reserve Fund Borrowing - Equipment
5. Information/Discussion Items
  - 5.1 Accounting Activities Report – February 2016
  - 5.2 Fire Hall Complex (Discussion)
6. Anything by Members
7. Adjournment



**REQUEST FOR DECISION**  
**Records Management Policy**  
**# 006-2016**

Date: March 7, 2016	Subject: Records Management Policy
Attachment: yes	Submitted by: Sharon McAuley

Proposal:	Establish and authorize a records management system for the Town of Middleton.
Background:	<p>Records management is an integral component to a municipality's operation and has become a necessity for municipalities due to changes in legislation and public accessibility to information. The Association of Municipal Administrators of Nova Scotia has developed a Records Management Manual which combines a standard classification systems and records retention and disposal schedule for municipal records. The Manual establishes levels of responsibility to reduce duplication and to designate accountability for records.</p> <p>Staff have been working over several months to determine the appropriate approach to this project, meeting with the individuals involved as well as the Management Team to implement a strong process and involvement from all levels.</p>
Benefits:	<ul style="list-style-type: none"> <li>• All records maintained by the Town will be in a consistent format and will ensure files can be easily located for operational and FOIPOP purposes.</li> <li>• All records maintained by the Town will have a records retention and disposal schedule to ensure that the records needed to be kept are kept and the records that should be destroyed are destroyed.</li> <li>• Retaining records that the Town is not required to retain, adds liability and potential for litigation.</li> <li>• Will ensure continuity of business operations as all employees will have knowledge of the system.</li> </ul>
Disadvantages:	<ul style="list-style-type: none"> <li>• The front-end work to develop and implement a new file classification system will require time and effort for change management.</li> </ul>

Options:	<ol style="list-style-type: none"> <li>1. Status quo - continue with the current system.</li> <li>2. Adopt the AMA Records Management Policy.</li> </ol>
Required Resources:	Transition from the existing system to the new system will entail staff time, training as necessary, and supplies.
Source of Funding:	The transition will be done within existing budgets.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	The development of a sound and consistent records management plan is integral to the efficient and appropriate operation of this organization. The establishment of a Records Management Policy is one tool to start this process, indicating Council's support of this project, and its ongoing implementation.

CAO Initials: RLT

Target Decision Date: 21 March 2016

TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION	
<b>Subject: Records Management Policy</b>	<b>Number: 5.3</b>
<b>Coverage: Staff, Council, &amp; Public</b>	<b>Approved by: Council</b>
<b>Effective Date : April 1, 2016</b>	<b>Revision Date:</b>

### ***Rationale***

Records management is an integral component to a municipality's operation and has become a necessity for municipalities due to changes in legislation. The Association of Municipal Administrators of Nova Scotia has developed a Records Management Manual which combines a standard classification systems and records retention and disposal schedule for municipal records. The Manual establishes levels of responsibility to reduce duplication and to designate accountability for records.

### ***Definitions***

1. "Council" means the council of the Town of Middleton.
2. "Town" mean the Town of Middleton.
3. "Designated Officer" means the person designated and authorized by the Chief Administrative Officer of the Town of Middleton, to act on behalf of the Town of Middleton to manage and maintain the Records Management System.
4. "Manual" means the AMA Records Management Manual, second edition, as amended from time to time.
5. "Office of Primary Responsibility (OPR)" means the office that has primary responsibility for a category of records or holds the master/official file copy of any record or series of records. The OPR maintains the official master copy of the records in order to satisfy operational, financial, legal, audit and other requirements. This includes signing off on the destruction of records designated as being under his/her care.
6. "Record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;
7. "Records Management System" means a paper-based and/or electronic system used by the Town to manage the records of the Town from record creation through to records disposal;

**1. Records Management System Established**

The Records Management System of the Town is established and authorized from the effective date of this policy.

**2. Compliance with Records Management System**

All records in the custody and control of the employees and Council of the Town are the property of the Town. All records of the Town must comply with the Records Management System and this policy. All employees and Council of the Town must comply with this policy.

**3. Designated Officer**

The Designated Officer is responsible for the management and maintenance of the Records Management System.

**4. Adoption of the Manual**

The Designated Officer is authorized to adopt and maintain the Manual as part of the Records Management System. Records of the Town must be created, accessed, maintained and disposed of only as provided by the Manual. The Manual includes a Records Retention Schedule that prescribes the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the Town. The Records Retention Schedule also provides instructions as to the manner and time of the disposition of a record.

**5. Integrity and Authenticity Maintained**

The Records Management System must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

**6. Authorization to Amend Manual**

The Designated Officer is authorized to amend the Manual.

**7. Disposal by Designated Officer**

When the Designated Officer determines that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer will allow the record to be destroyed or otherwise disposed of in accordance with the instructions outlined in the Records Retention Schedule and in consultation with stakeholders within the organization as detailed below:

- a. The destruction actions must always be authorized, allowing for employees and Council to intercede if specific issues such as a government investigation, audit, freedom of information access request, litigation or legal claim require that destruction must be halted.
- b. Records pertaining to any actual or pending government investigation, audit, freedom of information access request, litigation or legal claim shall not be

- destroyed until the issue is resolved. The original disposal schedule will then resume.
- c. Records destruction shall be undertaken in a manner that preserves the confidentiality of records, including the privacy of information about individuals;
  - d. All copies of records that are authorized for destruction, including security, preservation and backup copies, shall be destroyed as soon as reasonably possible; and
  - e. Records shall be maintained to document the destruction actions. Certificates of destruction are generally provided by service agencies, and these are retained permanently, along with information about the records series title, date range and date of destruction
8. Records that are required by any enactment to be kept, and all minutes, by-laws, policies and resolutions of Council shall not be destroyed.

#### ***Previous Policies***

The previous policy 5.1 “Destruction of Old Records” dated August 8, 2006 is hereby repealed.

#### ***Certification***

**I, Rachel L. Turner, Town Clerk of the Town of Middleton,** do hereby certify that the policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 21<sup>th</sup> day of March, 2016.

**GIVEN** under the hand of the Town Clerk and the corporate seal of the Town of Middleton this 22<sup>nd</sup> day of March, 2016.

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Rachel L. Turner  
Town Clerk

TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION	
<b>Subject: Destruction of Old Records</b>	<b>Number: 5.1</b>
<b>Coverage: Staff, Council, &amp; Public</b>	<b>Approved by: Council &amp; CAO</b>
<b>Effective Date : April 3, 2000</b>	<b>Revision Date: August 8, 2006</b>

### ***Rationale***

The following policy establishes guidelines for the retention and safe-keeping of records for legal and historical purposes, and to provide public access to Town records in accordance with provincial Freedom of Information/Protection of Privacy legislation.

### ***Policy Statement***

- 1) Records shall be kept in retrievable order according to the following classification:

#### **PERMANENT RETENTION**

Minutes  
Active Bylaws & Active Policies  
Current Resolutions of Council  
Deeds & Mortgages  
Other Documents Relating to the Title of Real Property  
Plans and Surveying Records of Property Ownership (excluding conceptual design plans for municipal infrastructure or proposed projects).  
Oaths of Office  
Financial General Ledgers  
Assessment Records of Property  
Audited Financial Statements  
Any document required to be kept by any enactment

#### **TWENTY-YEAR RETENTION**

Accounts Receivable Records (Customer Account Statements)  
Accounts Payable Records (Customer Account Statements)  
Payroll Records

## **TEN-YEAR RETENTION**

Financial Returns to Government  
Annual Audit Trail Printouts on Accounts Receivable and Accounts Payable and similar Posting Journals  
Accounts Payable & Accounts Receivable Invoices and Receipts  
Cancelled Cheques and Bank Statements  
Cancelled Debentures and Coupons  
Tender Information on Equipment and General Returns of a non-financial Nature  
Documents Related to Court Cases Involving the Town  
Conceptual Design Plans for Municipal Infrastructure or Proposed Projects  
Old Bylaws and Policies Deleted or Rescinded

## **FIVE-YEAR RETENTION**

Duplicate Posting Journals, Monthly Financial Reports  
Copies of Cheques Issued  
Correspondence of a General Nature to Government and non-government Entities

- 2) Records may be stored off-site, providing conditions are suitable for continued storage without risk of damage to the materials.
- 3) Records for all periods of retention excepting permanent class may be kept in electronic or microfiche format and stored in off-site premises, provided such premises meet the criteria set out in section 2 of this policy.
- 4) Books of historic record may be turned over to the local Macdonald Museum library for recordkeeping and access by the public.
- 5) Nothing in this policy shall authorize the destruction of records less than five years old.
- 6) The CAO shall maintain a record of documents destroyed, and that record shall include the type of materials destroyed and the prescribed time frames for their destruction.

### ***Previous Policies***

This policy supersedes the former Bylaw of the Town of Middleton (Chapter 43 - A Bylaw Respecting Destruction of Certain Documents).

The previous policy 1/62 "Destruction of Old Records" dated April 3, 2000 is hereby amended.



## ***References***

- 1) Municipal Government Act - Section 34 "Policy for Record Management and Destruction.

## ***Certification***

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

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

\_\_\_\_\_  
Raymond C. Rice  
Chief Administrative Officer



**REQUEST FOR DECISION**  
**Sidewalk Café Bylaw**  
**# 007-2016**

Date: March 7, 2016	Subject: Sidewalk Café Bylaw
Attachment: yes	Submitted by: Sharon McAuley

Proposal:	That Committee of the Whole recommend that Council give first reading of Chapter 10 – Sidewalk Café Bylaw at the regular Council meeting scheduled for March 21, 2016.
Background:	<p>At the present time Restaurants and Pubs requesting a Sidewalk Café on Town land are required to make presentation to Council and Council either approves or does not approve the request.</p> <p>By putting in place a Sidewalk Café Bylaw, this will provide an overall approach that Council supports this type of activity within the community and further, enable staff to process the application against established criteria rather than determining an application on a case-by-case basis.</p> <p>Fees charged by various municipal units for sidewalk cafés are:</p> <ul style="list-style-type: none"> <li>• Halifax - \$250 to \$1,400;</li> <li>• Wolfville - \$1/square foot;</li> <li>• Truro - \$100;</li> <li>• Yarmouth - none;</li> <li>• Antigonish - \$100;</li> <li>• Annapolis Royal - \$2/square foot.</li> </ul> <p>The largest sidewalk café in Middleton is the Capital Pub and is approximately 305 square feet.</p>
Benefits:	<ul style="list-style-type: none"> <li>• Requests for Sidewalk Cafés will be addressed in a timely manner and will not have to wait for the monthly Council meeting.</li> <li>• Criteria established will ensure all applicants are treated in a consistent manner.</li> <li>• Criteria established will ensure that the Town is saved harmless from any and all claims of injury, named as co-insured and that the applicant will have a minimum coverage of \$1,000,000.</li> </ul>

	<ul style="list-style-type: none"> <li>Will aid in creating a vibrant business district.</li> </ul>
Disadvantages:	<ul style="list-style-type: none"> <li>None</li> </ul>
Options:	<ol style="list-style-type: none"> <li>Status quo - continue with the current system.</li> <li>Adopt a Sidewalk Café Bylaw.</li> </ol>
Required Resources:	Regular advertising costs for the implementation of a municipal bylaw.
Source of Funding:	Not applicable.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	I recommend the establishment of a Sidewalk Café Bylaw with a starting fee of \$100 which will be reviewed annually.
CAO's Review/ Comments:	I support the recommendation of staff to allow for the implementation of a bylaw that states a broad position of Council, therefore streamlining any application that may be received by the Town.

CAO Initials: RLT

Target Decision Date: 21 March 2016

**BE IT ENACTED** by the Council of the Town of Middleton, under the authority of Section 172 (1) c of the *Municipal Government Act*, as amended.

**1.0 Title**

This Bylaw shall be known as Chapter 10 and may be cited as the “*Sidewalk Café Bylaw*.”

**2.0 Purpose**

This bylaw is intended to establish rates and guidelines for installation and operation of Sidewalk Cafés in Middleton’s Business District (BD) Zone. The Bylaw will be administered through the Chief Administrative Officer or his/her designate.

**3.0 Definitions**

- (1) “Sidewalk Café” means a group of tables and chairs, and other accessories belonging to an Owner, situated and maintained upon a public sidewalk for the use and consumption of food and beverages sold to the public, from or in, the Owner’s adjoining indoor food and beverage establishment.

**4.0 Requirements**

- (1) Permitted Zone and Uses
  - a. Sidewalk Cafés are only permitted in the Business District (BD) zone (as prescribed in the Town of Middleton Land Use Bylaw).
  - b. Sidewalk Cafés are only permitted as an accessory use of a food and beverage establishment such as a restaurant, café or pub.
  - c. Sidewalk Cafés may be used for restaurant use (including licensed restaurants) and may be used for lounge use to the extent permitted by any development agreement for lounge use in effect for the property.
- (2) Hours of Operation
  - a. Sidewalk Cafés may not be installed before May 1.
  - b. Sidewalk Cafés must be removed by November 1.
  - c. A Sidewalk Cafés shall be operated for no longer than the operating hours of the principal use to which it is an accessory.
  - d. Once the Sidewalk Café is removed for the season the street, sidewalk and municipal property must be restored to its original condition (to the satisfaction of the Chief Administrative Officer or his/her designate).

(3) Permits

- a. A permit issued by the Town of Middleton's Chief Administrative Officer authorizes the installation of :
  - i. A Sidewalk Café within a designated area with specified objects and accessories for a specific time period, and
  - ii. A temporary sidewalk within a designated area.
- b. An annual permit to install and operate a Sidewalk Café must be acquired from the Chief Administrative Officer before a Sidewalk Café is installed.
- c. Applications for a permit to install a Sidewalk Café are available from the Town of Middleton.
- d. The permit applicant shall submit
  - i. A site plan, (drawn to scale) showing the delineated area of the proposed Sidewalk Café, placement and numbers of planters, awnings, tables, chairs, fences and all other accessories in relation to the public sidewalk; and to the indoor food and beverage establishment associated with it including the temporary sidewalk.
  - ii. The plan shall also show the location of utility poles, hydrants, bus shelters, maintenance holes, traffic signs and other elements within 2 metres of the edge of the proposed Sidewalk Café.
  - iii. A *Building Permit* may be required prior to the installation of a Sidewalk Café and the café shall conform to the requirements of the Building Bylaw.
  - iv. A *Sign Permit* may be required for any advertising within the Sidewalk Café in accordance with Part 7 of the Land Use Bylaw (Signs).
- e. All required permits must be obtained in advance of Sidewalk Café installation.

(4) Café Dimensions and Design

- a. Sidewalk Cafés shall not extend onto the frontage of abutting property owners, except that an extension of a maximum of 370 centimetres (12 feet) may be granted to each side of a Sidewalk Café, provided written permission has been provided by the adjacent property owner. In no case shall the total street length of a Sidewalk Café exceed 22 metres (72 feet).
- b. Sidewalk Cafés shall not extend beyond the edge of the existing sidewalk (inside edge of curb).
- c. All objects must be contained within the area approved for the Sidewalk Café.
- d. Any lighting of the Sidewalk Café shall be of a temporary nature and shall not project light onto adjacent properties, nor conflict with traffic control indicators.
- e. Landscaping of the Sidewalk Café is encouraged however this should be of a temporary nature, unless otherwise approved by the Chief Administrative Officer. Plant material must be contained within the designated Sidewalk Café area.
- f. All umbrellas shall be located entirely within the approved Sidewalk Café area.
- g. The elements of the Sidewalk Café, including; temporary sidewalks, landscaping, fencing and furnishings, shall be designed and finished to a standard that is consistent with general appearance of the existing downtown streetscapes and buildings.

- h. All elements shall be maintained in good repair and must be free of hazards.
  - i. Wood treated with Chromated Copper Arsenate (CCA - and commonly referred to as pressure treated lumber) shall not be used in the construction of the temporary sidewalk or any other elements of the Sidewalk Café construction, except that CCA wood that formed part of the Sidewalk Café materials approved under a previous Sidewalk Café permit may be reused.
  - j. The temporary sidewalk shall be constructed in such a way as not to block or otherwise interfere with the street drainage system.
- (5) Temporary Sidewalks
- a. The Owner must provide a temporary sidewalk in the parking area adjacent to the Sidewalk Café to preserve free flow of pedestrian traffic.
  - b. The temporary sidewalk is a requirement of the Sidewalk Café application and must conform with the specifications outlined below:
    - i. The temporary sidewalk must be no less than 180 centimetres (6 feet) wide and no more than 210 centimetres (7 feet) wide.
    - ii. The base of the temporary sidewalk must provide a smooth, level transition between the existing sidewalk and the temporary sidewalk surface.
    - iii. When wooden decks are used to create the temporary sidewalk a non-slip surface must be applied.
    - iv. Street traffic shall be blocked at each edge of the temporary sidewalk in both directions by triangular shaped planters with a minimum weight of 1000kg and minimum height of 60cm. The planters shall be maintained with healthy plant materials at all times through the duration of the Sidewalk Café.
    - v. A fence or barrier must be installed along the street side of the temporary sidewalk to delineate the edge of the structure and prevent pedestrians from entering the street.
      - 1. The fence or barrier shall be between 107 centimetres (3.5 feet) and 120 centimetres (4 feet) in height.
      - 2. Fencing may provide partial visual screen but shall not be opaque
  - c. When a temporary sidewalk is proposed, the Traffic Authority will review the proposal to ensure that vehicles and pedestrians may continue to move safely and that barrier free access is provided.
- (6) Waste, Storage and Maintenance
- a. The Sidewalk Café Owner shall maintain the Sidewalk Café area, the temporary sidewalk area, and the immediately adjacent area, in a clean and safe condition, free of hazards at all times.
  - b. Waste receptacles and work-stations should be located along the building wall.
  - c. The Owner shall ensure any refuse originating in the café is removed from the street right-of-way.

- (7) Building Access
  - a. The Owner shall maintain a minimum width of 120 centimetres (4 feet) of unobstructed (barrier free) access to the entrance of the building.
- (8) Utility Access
  - a. The Town of Middleton and public utility agencies retain the right of entry to the approved Sidewalk Café area and the temporary sidewalk for the installation, maintenance and repair of pipes, cables, wires, poles, hydrants and other elements as necessary.
  - b. In the case of emergency repairs of utility infrastructure noted in clause “a” above, entry may be made without notice. For scheduled work, a minimum notice of 48 hours will be given.
  - c. When access is required by the Town or a Public Utility for a purpose such as those noted in “a.” above, the owner shall remove the Sidewalk Café improvements and re-install them at the Owner’s expense.
- (9) Emergency Access
  - a. The Town of Middleton retains the right of entry to the approved Sidewalk Café for emergency vehicle access.
- (10) Application, Approval Process and Permit Fees
  - a. No Owner shall establish or maintain a Sidewalk Café without a permit granted under this Bylaw.
  - b. When a permit application is received the Chief Administrative Officer will advise adjacent property owners of the proposed Sidewalk Café.
  - c. Permit Fees: A Sidewalk Café Permit fee will be charged to an applicant in accordance with Policy A.1.30 Fees, as it may be amended from time to time.
- (11) Refusal
  - a. If an application does not meet the requirements of the Bylaw, the Chief Administrative Officer shall refuse the application for a Sidewalk Café permit. The Chief Administrative Officer shall provide a written notice to the applicant outlining the reasons the application was refused.
- (12) Revocation of Permit
  - a. Where an Owner fails to conform to the terms and conditions of a permit the Chief Administrative Officer may order the Owner in writing to remove the Sidewalk Café. If the Owner fails to comply with such an order within 24 hours of notification, the Town may take such action needed to have the Sidewalk Café removed at the expense of the Owner.
- (13) Appeal Process
  - a. If an application is refused or a permit is revoked by the Chief Administrative Officer, the Owner may appeal the action of the Chief Administrative Officer to Council. An appeal shall be made in writing to the Chief Administrative Officer and shall outline the reasons for the appeal.

- b. Council shall consider the appeal at a regular or special meeting of Council and may overturn or affirm the decision of the Chief Administrative Officer.
  - c. Council shall notify the appellant of the date and time of the Council meeting at which the appeal is to be considered.
  - d. Council shall make a decision on an appeal within 30 days of the date the appeal is received by the Chief Administrative Officer.
- (14) Liability
- a. The Owner of a Sidewalk Café must carry a minimum of \$1,000,000 liability insurance for the operation of the Sidewalk Café and name the Town as co-insured and must indemnify the Town of Middleton and save it harmless from any and all claims of injury to persons or damage to property attributable in whole or in part to the existence, location and operation of a Sidewalk Café in the public right-of-way.
  - b. The Town of Middleton shall be notified 30 days before the cancellation of this insurance.
- (15) Variance
- a. The Chief Administrative Officer may vary any of the prescriptive dimensional requirements of this Bylaw by up to 10 percent of the requirements to allow some flexibility to accommodate physical anomalies of a site, so long as the intent of the particular requirement is not compromised.
- (16) Metric Units
- a. Metric units are used for the prescriptive dimensional requirements of this Bylaw. Approximate equivalent Imperial units are provided in brackets following the metric units for the convenience of the reader.

**CERTIFICATE**

**I, Rachel L. Turner, Town Clerk of the Town of Middleton,** do hereby certify that the bylaw, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 18<sup>th</sup> day of April, 2016.

**GIVEN** under the hand of the Town Clerk and the corporate seal of the Town of Middleton this 19<sup>th</sup> day of April, 2016.

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Rachel L. Turner  
Town Clerk

- 1. Date of First Reading:
- 2. Date of advertisement of Notice of Intent:
- 3. Date of Second Reading:
- 4. Date of Publication of Notice of Passing:



### **SIDEWALK CAFÉ APPLICATION**

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Address of Property: \_\_\_\_\_

#### **IMPORTANT**

Please attach a site plan (drawn to scale) showing the information required as per Section 4.3(d) of the Sidewalk Café Bylaw and showing compliance with section 4.4 of the Sidewalk Café Bylaw of the Town of Middleton.

#### **CERTIFICATE OF LIABILITY**

Please attach a certificate of liability insurance showing a minimum coverage of \$1,000,000 and naming the Town of Middleton as co-insured. This certificate must indemnify the Town of Middleton and save it harmless from any and all claims of injury to persons or damage to property attributable in whole or in part to the existence, location and operation of a Sidewalk Café in the public right-of-way.

#### **I do solemnly declare:**

1. I am the property owner and /or authorized agent of the owner named in this application.
2. That the statements contained in the application are true and made with the full knowledge of the circumstances connected with the same.
3. That the plans submitted correctly set the delineated area of the sidewalk café and conform to the requirements laid out in the Sidewalk Café Bylaw.
4. That I know of no reason why the permit should not be granted in pursuance of the said application and making this declaration conscientiously believing it to be true I hereby make application for a Sidewalk Café.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

#### **APPROVAL**

Conditions:
Effective Date:
Ending Date:
Chief Administrative Officer:
Date:



**REQUEST FOR DECISION**  
**Policy A.1.30 - Fees**  
**008-2016**

Date: March 7, 2016	Subject: Creation of a Fees Policy
Proposal Attached: Yes	Submitted by: Sharon McAuley, Planning Services Coordinator

Proposal:	That Committee of the Whole recommend to Council approval of the Fees Policy, #A.1.30, as presented.
Background:	<p>The past practice for municipalities has been to have the fee amount incorporated into the policy or bylaw for which it pertains. The result would be the requirement to amend the bylaws and policies each time a fee was changed.</p> <p>The current practice is to have a fee policy which details the various fees associated with the Town's policies and bylaws. This can be particularly cumbersome when fee amounts are included in bylaws, as the process to amend a bylaw is the same as implementation that being the two formal readings and advertising costs. To amend a policy requires a seven-day notice to Council prior to any approval.</p> <p>When fees change only an amendment to the fee policy is required.</p>
Benefits:	When fees are changed one policy amendment will be required in place of multiple policy and bylaw amendments. This streamlines the administrative process while still ensuring Council's authority to set the fees for any services or permits.
Disadvantages:	A systematic review of bylaws and policies will need to be undertaken to make the appropriate changes to existing documents, as a housekeeping matter.
Options:	<ol style="list-style-type: none"> <li>1. Status quo - continue with the current system.</li> <li>2. Adopt a Fee Policy.</li> </ol>
Required Resources:	Advertising costs for any upcoming bylaw amendments, as well as staff time to review existing bylaws and policies.
Source of Funding:	General Operating Budget

Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/Recommendations:	
CAO's Review/Comments:	I support the recommendation as presented, as an effort to streamline municipal services and processes.

CAO Initials: RLT

Target Decision Date: 21 March 2016

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

**Subject: Fees**

**Number: 1.30**

**Coverage: Staff & Public**

**Approved by: Council**

**Effective Date :** March 21, 2016

**Revision Date:**

***Rationale***

The following policy establishes uniform fees for permits and services provided by the Town of Middleton, to enable some cost recovery for services provided.

***Policy Statement***

**1. Applications**

All Applications shall be accompanied by the necessary permit fees payable to the Town of Middleton.

**2. Permits**

The following schedule of fees shall be charged for permits provided by the Town of Middleton:

<b>Permit Type</b>	<b>Permit Fee</b>
Sidewalk Cafe	

***References***

Town of Middleton - *Sidewalk Cafe Bylaw, Chapter 10, Part 4.10 2.c* - Application, Approval Process and Permit Fees

***Certification***

**I, Rachel L. Turner, Town Clerk of the Town of Middleton,** do hereby certify that the policy of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 21<sup>th</sup> day of March, 2016.

**GIVEN** under the hand of the Town Clerk and the corporate seal of the Town of Middleton this 22<sup>nd</sup> day of March, 2016.

\_\_\_\_\_  
Rachel L. Turner  
Town Clerk



Middleton Fire Department

49 Church Street

Middleton, NS

BOS 1P0

May 01, 2015

Members of Town Council,

The members of the Middleton Fire Department have voted in favor of Ross Acker of 8 Hollow Drive Middleton becoming a probationary member of the department on February 24, 2016.

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

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

A handwritten signature in cursive script, appearing to read "Neil Freeman", written over a horizontal line.



Middleton Fire Department

49 Church Street

Middleton, NS

BOS 1P0

May 01, 2015

Members of Town Council,

The members of the Middleton Fire Department have voted in favor of Robert Knight of 5 Birch Lane Middleton becoming a probationary member of the department on February 24, 2016.

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

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

A handwritten signature in cursive script that reads "Neil Freeman".



Middleton Fire Department

49 Church Street

Middleton, NS

B0S 1P0

May 01, 2015

Members of Town Council,

The members of the Middleton Fire Department have voted in favor of **Philip Vincent of 3-35 Lodge Road, P.O. Box 344 Greenwood , NS B0P 1N0** becoming a probationary member of the Middleton Fire Department on **February 24, 2016.**

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

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