

## **AGENDA**

1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

3. **APPROVAL OF THE MINUTES**

3.1. Committee of the Whole Meeting – April 7, 2025

4. **ANYTHING BY CITIZENS**

*Procedure: A thirty-minute period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute period provided there is time remaining within the thirty-minute "Anything by Citizens" period.*

5. **NEW BUSINESS**

5.1. RFD 019-2025 Memorandum of Understanding with The Salvation Army – CAO

6. **INFORMATION/DISCUSSION ITEMS**

6.1. Dangerous and Unsightly Status Report as of April 2025 – CAO

6.2. Community Concerns/Complaints as of April 2025 – CAO

6.3. 2024-25 Capital Projects Update – CAO

6.4. Public Input to 2025-2028 Strategic Plan – CAO

7. **CORRESPONDENCE**

7.1. April 17, 2025 Letter from Minister Kim Masland & Minister John Lohr re: Fire Services Review

7.2. April 23, 2025, Letter from Minister John Lohr re: Reprofiling of Beautification & Streetscaping Program and the Community Works Program

7.3. May 1, 2025, Inn from the Cold, Overnight Shelter Report

8. **ANTHING BY MEMBERS**

9. **ADJOURNMENT**

**COMMITTEE OF THE WHOLE**  
**Monday, April 7, 2025, at 7:00 pm**

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held in person, via ZOOM and on Facebook Live on Monday, April 7, 2025.

**PRESENT**

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councilors Dan Smith, Bernadette Knapp, Jonathan Archibald and Sandra Fournier; Chief Administrative Officer, Ashley Crocker, and Recording Secretary, Sara Marceau

Regrets: Councillor John Bartlett

Also in attendance: Heather McCormick and Evan Fairn (left at 7:28pm)

**1. CALL TO ORDER**

Mayor Smith called the meeting to order at 6:59pm.

**2. APPROVAL OF THE AGENDA**

**250407.01:** It was moved and seconded to approve the agenda, as circulated. **Motion carried.**

**3. PROCLAMATIONS**

Mayor Smith read aloud the proclamation and proclaimed April 27 – May 3<sup>rd</sup>, 2025, Volunteer Week in the Town of Middleton.

**4. APPROVAL OF THE MINUTES**

Approval of the Previous Meeting Minutes

**March 3, 2025**

No errors or omissions were noted, and the minutes were considered approved.

**5. PRESENTATIONS**

The Annapolis County Housing Association (ACHA) gave a presentation on upcoming public engagement sessions that will take place in the coming weeks. They provided an overview and a package was distributed to Council members.

**COMMITTEE OF THE WHOLE**  
**Monday, April 7, 2025, at 7:00 pm**

Councillor Marshall asked when they anticipate breaking ground. ACHA are still working on getting everything ready, applying for grants, and fundraising. The focus is on continuing to move forward with securing funding.

Councillor Archibald inquired about the number of units and the rental rates. ACHA responded that they are unable to release that information to the public at this time and are awaiting feedback from residents during the public engagement sessions

**6. ANYTHING BY CITIZENS**

CAO Crocker mentioned that a citizen had sent an email expressing a desire to come in and discuss the recent robberies within the Town. However, the citizen did not attend the scheduled meeting.

**7. NEW BUSINESS**

**7.1 RFD 013-2025 Increase in RCMP Officers**

CAO Crocker gave a brief overview of the Increase in RCMP Officers.

Councillor Smith inquired whether the Town can afford new officers, expressing concern about the 2025-26 budget. Specifically, he is unsure whether we will be budgeting for the full increase in officer positions for that fiscal year. He emphasized the importance of not over-budgeting the cost, as he does not want to place an unnecessary tax burden on our residents.

**250407.02** It was moved and seconded that Town Council approve adding 2 additional RCMP Officers to the Annapolis District RCMP, for which the Town will be responsible for 25% of the costs, totaling approximately \$115,000 for the fiscal 2025-2026 year. **Motion carried.**

**250407.03** It was moved and seconded that Town Council direct the Mayor and CAO to sign and send the attached draft letter to Honourable Becky Druhan, Minister of Justice and Attorney General. **Motion carried.**

**7.2 RFD 014-2025 Interim Budget**

CAO Crocker provided a brief overview of the Interim Budget.

**COMMITTEE OF THE WHOLE**  
**Monday, April 7, 2025, at 7:00 pm**

**250407.04** It was moved and seconded that Town Council approve one-half of the Town General Operating Budget of 2024-2025, in the amount of \$2,194,307, for the purpose of providing spending authority in the new fiscal year 2025-2026. **Motion carried.**

**250407.05** It was moved and seconded that Council approve one-half of the Water Operating Budget of 2024-2025, in the amount of \$466,389, for the purpose of providing spending authority in the new fiscal year 2025-2026. **Motion carried.**

### **7.3 RFD 015-2025 Veteran's Crosswalk**

CAO Crocker gave a brief overview of RFD 015-2025 Veteran's Crosswalk.

There was a discussion about the ongoing maintenance of the crosswalk. A few key takeaways were:

- Will the Town be responsible for maintaining the themed crosswalk? Will it be repainted annually, and if so, who will be responsible for that work?
- Will the crosswalk painting be coordinated with any patch paving in the area? Is this section scheduled for replacement, and if so, will coordination with the Legion be required?
- If the crosswalk needs to be removed for sewer or water line replacement, will the Town be responsible for restoring the themed design afterward?
- Which specific crosswalk at 300 Main Street is being referred to?

**250407.06** It was moved and seconded that Council approves the placement of a Veterans Themed Crosswalk in the Town of Middleton, with the Middleton Legion to cover the costs. **Motion carried.**

### **7.4 RFD 016-2025 Procurement and Purchasing Policy**

CAO Crocker gave an overview of the Procurement and Purchasing Policy.

**250407.07** It was moved and seconded by that Council on recommendation from the CAO, approve the draft Procurement and Purchasing Policy. **Motion carried.**

**7.5 RFD 017-2025 Approval of 2025-26 Valley Waste Budget**

CAO Crocker gave an overview of the 2025-26 Valley Waste Budget.

A discussion took place regarding the rising costs.

Councillor Archibald inquired about the timeline for phasing out the spring and fall clean-up programs. It was confirmed that the change will be implemented in April 2026.

**250407.08** It was moved and seconded that Council approve the draft Valley Waste Operating and Capital budget for the 2025-2026 fiscal year. Motion carried.

**8. INFORMATION/DISCUSSION ITEMS**

**8.1 Heart of the Valley Days Transition Notice**

CAO Crocker provided a brief overview of the *Heart of the Valley Days* Transition Notice.

Councillor Smith: Regarding the mid-July date: is there any historical significance to the dates selected in July that Heart of the Valley Days has previously taken place on?

**ACTION:** CAO Crocker to direct staff to investigate whether the proposed date overlaps with any historical commemorations or events.

**8.2 Dangerous and Unsightly Status Report as of March 2025**

CAO Crocker gave a brief overview of the Dangerous and Unsightly Status Report for March 2025.

**8.3 Community Concerns/Complaints as of March 2025**

CAO Crocker provided a brief overview of the Community Concerns/Complaints received for March 2025.

Deputy Mayor Marshall noted that due to the potholes on Main Street, some drivers are now using the sidewalk. He referenced the Town of Wolfville's approach, which was brought forward by a citizen, where they tow a device that recycles shingles into asphalt and tamps it down.

**ACTION:** Staff to investigate the machine used at the Town of Wolfville.

#### **8.4 2024-25 Capital Projects Update**

CAO Crocker gave a brief overview of the 2024-25 Capital Project Updates.

### **9. CORRESPONDENCE**

Three (3) notices of correspondence were distributed to Council members.

**9.1** March 17, 2025 Letter from MABA re: Cessation of Operations

**9.2** March 19, 2025 Letter from Department of Municipal Affairs re: Code of Conduct

**9.3** March 28, 2025 Letter from County of Annapolis re: Recreation Grant Request.

A lengthy discussion took place regarding the letter from the County of Annapolis concerning the Recreation Grant Request.

Councillor Smith suggested considering a two-tier pricing system, noting that we can't continue to bear the full cost. He also inquired about the fee charged for soccer to rent the Rotary Park field.

**ACTION:** Staff to investigate and ensure there is a fair pricing structure in place for use of Town facilities and parks.

Deputy Mayor Marshall stated that the Town's recreation programs are being heavily utilized by non-residents and emphasized that the Town cannot continue to subsidize county residents. He inquired whether a grant application policy is in place.

CAO Crocker responded that staff are currently working on a grant application policy for the next budget year.

### **10. ANYTHING BY MEMBERS**

- Councillor Archibald gave a brief presentation to the Neighbourhood Watch group. He raised the topic of surveillance cameras and inquired about the Town's current approach. He also suggested that, if there are any relevant grants available, the Town should consider applying sooner rather than later.
- Councillor Smith asked whether the Town has a policy in place regarding vehicle damage caused by potholes.
  - CAO Crocker to follow up.

**COMMITTEE OF THE WHOLE**  
**Monday, April 7, 2025, at 7:00 pm**

- Deputy Mayor Marshall expressed concern about recent robberies occurring in broad daylight, noting that this is not reflective of our community. “We are a safe community.”
- Councillor Fournier commended the Communications and Events Coordinator for their excellent work and contributions.
- Councillor Knapp raised concerns about the issue of dog feces around town and reminded residents of the importance of cleaning up after their pets.

**11. ADJOURNMENT**

The Mayor declared the meeting adjourned at 8:57 pm.

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MAYOR

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RECORDING SECRETARY

**REQUEST FOR DECISION**  
**Memorandum of Understanding with**  
**The Salvation Army**  
**RFD#: 019-2025**



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**To:** COTW and Town Council  
**From:** Ashley Crocker, CAO  
**Date:** May 5, 2025 and May 20, 2025  
**Subject:** Memorandum of Understanding with The Salvation Army

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**Guiding Principles for Decision-Making**

**Accountability   Transportation   Diversity   Sustainability   Engaged   Informed**

References/Attachments

- Draft Memorandum of Understanding between Memorandum of Understanding between The Salvation Army Disaster Services, Atlantic Division, AND the Annapolis Regional Emergency Management Organization (Annapolis REMO)

Legislation

- Section 10(2) of the *Emergency Management Act*.

Recommendation

That Town Council approve the Memorandum of Understanding between The Salvation Army Disaster Services, Atlantic Division, AND the Annapolis Regional Emergency Management Organization (Annapolis REMO), as recommended by the Annapolis REMO Advisory Committee.

Background

Section 10(1) the *Nova Scotia Emergency Management Act*

Powers and duties of municipalities Within one year after the coming into force of this Act, each municipality shall

- (a) subject to the approval of the Minister, establish and maintain a municipal emergency by-law.
- (b) establish and maintain a municipal emergency management organization.
- (c) appoint a co-ordinator of the municipal emergency management organization and prescribe the duties of the co-ordinator which shall include the preparation and co-ordination of emergency management plans for the municipality.
- (d) appoint a committee consisting of members of the municipal council to advise it on the development of emergency management plans; and
- (e) prepare and approve emergency management plans.

**REQUEST FOR DECISION**  
**Memorandum of Understanding with**  
**The Salvation Army**  
**RFD#: 019-2025**



Financial Implications

N/A

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	
	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 20 May 2025



## **MEMORANDUM OF UNDERSTANDING**

**BETWEEN:**

**THE GOVERNING COUNCIL OF THE SALVATION ARMY IN CANADA  
ON BEHALF OF  
THE SALVATION ARMY EMERGENCY DISASTER SERVICES,  
ATLANTIC DIVISION**

**(“The Salvation Army EDS”)**

**AND**

**MUNICIPALITY OF THE COUNTY OF ANNAPOLIS, TOWN OF ANNAPOLIS ROYAL and TOWN OF MIDDLETON,  
being the participating municipal units of the municipal emergency management organization known as the  
Annapolis County Regional Emergency Management Organization (“Annapolis REMO”)**

### **BACKGROUND and PURPOSE:**

- A. During a municipally declared state of emergency, collaboration among Annapolis REMO and local agencies and service providers is critical to protecting the property, health, safety, and welfare of the public.
- B. The Salvation Army Emergency Disaster Services (EDS) has experience meeting the physical, emotional, and spiritual needs of individuals and communities experiencing local declarations of emergency and would like to collaborate with Annapolis REMO in responding to local declarations of emergency.
- C. This MOU provides a framework for collaboration between Annapolis REMO and The Salvation Army EDS during a local declaration of emergency.

### **1. MUTUAL UNDERSTANDING**

- a. Annapolis REMO is responsible to direct and control a municipal emergency response to protect the property, health, safety, and welfare of the public during a local declared or non-declared emergency.
  - b. Annapolis REMO will call upon The Salvation Army EDS on an as-needed basis.
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- c. The Salvation Army EDS' assistance will be requested by following the activation protocol set out in Schedule "A" to this MOU.
- d. The Salvation Army EDS will provide, to the best of its ability, the services and support described in Schedule "B" as requested by Annapolis REMO. Despite this, both parties understand and agree there may be times when The Salvation Army EDS is unable to meet all requests due to the magnitude and/or duration of the request or emergency.
- e. The Salvation Army EDS may give immediate notice at any time during a declared emergency that it will withdraw or reduce services in the event conditions are such that The Salvation Army EDS is unable to provide services without compromising the health, safety, and well being of its staff and/or volunteers. In the event that services are withdrawn or reduced, The Salvation Army EDS will advise Annapolis REMO of the same within twenty-four hours of any decision being made.
- f. Due to the highly variable circumstances under which supplies are needed, calculation of cost estimates for the services provided under this agreement is not practical, and the parties agree to negotiate such costs on a case-by-case basis.
- g. All expenses incurred under this agreement will be specifically authorized in writing by Annapolis REMO before The Salvation Army EDS incurs the expense. However, nothing in this agreement restricts The Salvation Army EDS from providing additional services at its own expense, in the absence of notification by Annapolis REMO. Costs incurred by the Salvation Army will be compensated in accordance with this MOU, and any applicable legislation, regulation, and policies of Annapolis REMO.
- h. Both parties understand and agree that the specific supplies, services and support, and availability may vary from one emergency to another.
- i. The Salvation Army will be reimbursed the full grocery costs related to the emergency response based on the request in b) regardless of how many meals are served on scene. Reimbursement costs will equal the amount of receipts provided from The Salvation Army to the signing party, which may exceed the initial request in b).

## **2. KEY CONTACT**

Each party shall designate a Key Contact person who will ensure regular and effective communication between the parties, timely activation of and response to emergencies and the resolution of any disagreements that may arise. The contact information for each party's Key Contact and alternates is set out in Schedule "A".

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### **3. TERM, RENEWAL AND TERMINATION**

- a. This MOU will be in effect for a period of 3 years beginning on the date shown below unless terminated earlier by either party.
- b. This MOU may be renewed for an additional period of 3 years on mutual written agreement of the parties.
- c. Either party may terminate this MOU in whole or in part at any time and for any reason on 30 days' written notice to the other. Notice of termination shall be sent to the Key Contact identified in Schedule A.

### **4. ANNUAL REVIEW**

The parties shall meet annually on or near the anniversary date of the effective date of this MOU to review the terms of this MOU and make any changes they consider desirable or necessary. All changes to this MOU must be in writing and signed by both parties.

### **5. INDEMNIFICATION**

Each Party shall, during the Term and after the termination of this Agreement, indemnify and save harmless the other from any loss, damage, claim, cost, expense or liability whatsoever that the other may incur, suffer or be required to pay pursuant to any claim, demand, action, suit, litigation, charge, complaint, prosecution or other proceeding that may be made or asserted against or affect the Party indemnified by reason of a wrongful or negligent act or omission on the part of the indemnifying Party, its employees, servants, agents, subcontractors or volunteers in the performance or rendering of Services.

### **6. INSURANCE**

The three participating municipalities shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement public liability insurance covering all acts and omissions of its employees and volunteers (with the exception of The Salvation Army) in respect of loss by or injury to third parties with a limit of at least Ten Million Dollars (\$10,000,000) per incident, or such lesser amount as is approved by The Salvation Army EDS. The policy will include The Salvation Army as an additional insured and will contain a cross liability and severability of interest clause. Certificates of insurance will be delivered promptly to The Salvation Army EDS, on request, throughout the Term.

The Salvation Army EDS shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement public liability insurance covering all acts and omissions of its employees and volunteers in respect of loss by or injury to third parties with a limit of a least Ten Million Dollars (\$10,000,000) per incident, or such lesser amount as is approved by Annapolis REMO. The policy will include the three participating municipalities as an additional insured and will contain a cross liability and severability of interest clause. Certificates of insurance will be delivered promptly to Annapolis REMO, on request, throughout the Term.

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**7. LEGAL STATUS OF THIS MOU AND THE PARTIES**

- a. With the exception of the obligation to indemnify one another as set out in section 5 of this MOU, and the obligation to take out and maintain the insurance policies as set out in section 6 of this MOU, this MOU is not intended to be legally binding or to give rise to a legal obligation that Annapolis REMO request the Services or that The Salvation Army EDS deliver the Services described in Schedule B.
  
- b. This MOU does not create a partnership, joint venture, or agency relationship between the parties.

**ENTERED INTO AND EFFECTIVE AS OF THIS DAY OF \_\_\_\_\_, 2025.**

**Annapolis REMO- Municipal Representatives:**

**Town of Annapolis Royal**

\_\_\_\_\_  
Amery Boyer, Mayor  
Town of Annapolis Royal

\_\_\_\_\_  
Date

**Town of Middleton**

\_\_\_\_\_  
Gail Smith, Mayor  
Town of Middleton

\_\_\_\_\_  
Date

**Municipality of the County of Annapolis**

\_\_\_\_\_  
Diane LeBlanc, Warden  
Municipality of the County of Annapolis

\_\_\_\_\_  
Date

**The Governing Council of The Salvation Army in Canada on behalf of The Salvation Army Emergency & Disaster Services, Atlantic Division Representative:**

\_\_\_\_\_  
Martina Stephens,  
Emergency Disaster Services Specialist – NB, PEI & NS

\_\_\_\_\_  
Date

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## **SCHEDULE A**

### **ACTIVATION OF SERVICES**

Upon becoming aware of an emergency in which The Salvation Army's EDS assistance may be required, Annapolis REMO's Key Contact will immediately contact The Salvation Army EDS Key Contact.

Upon notification by Annapolis REMO's Key Contact, The Salvation Army EDS will, to the best of its ability, mobilize its team to provide the services described in Schedule B.

During an emergency activation, the parties will work together to identify the quantities and duration of supplies, services, and support necessary to assist the residents of Annapolis REMO during that emergency.

Annapolis REMO will provide The Salvation Army EDS access to the emergency evacuation centre, warming centre, cooling centre, registration centre or other facility to provide the services under this MOU.

#### **Key Contacts for Activation of Emergencies**

The Key Contact(s) for the Annapolis REMO are:

Brian Orde, Regional Emergency Management Coordinator)  
Chris McNeill, CAO, County of Annapolis  
Sandi Millet-Campbell, CAO, Town of Annapolis Royal  
Ashley Crocker, CAO, Town of Middleton

The Key Contact(s) for The Salvation Army are:

Martina Stephens  
John Bignell  
Divisional Director of Emergency Disaster Services, Atlantic Division

#### **Key Contacts for Termination of MOU**

If The Salvation Army EDS wishes to terminate, a notice of termination must be sent to Annapolis REMO at:

Brian Orde, Regional Emergency Management Coordinator  
Chris McNeill, CAO, County of Annapolis  
Sandi Millet-Campbell, CAO, Town of Annapolis Royal  
Ashley Crocker, CAO, Town of Middleton

If Annapolis REMO wishes to terminate this MOU, a notice of termination must be sent to The Salvation Army at:

Martina Stephens  
John Bignell  
Divisional Director of Emergency Disaster Services Atlantic Division

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## SCHEDULE B

### SALVATION ARMY EDS SERVICES

The Salvation Army EDS will provide, to the best of its ability, the following supplies, and services in such quantities and for such time period, and for such costs as Annapolis REMO specifies in writing:

a) Food Services

- Includes provision of food and/or beverage service at an emergency evacuation centre, warming or cooling centre, registration centre or any other public facility specified by Annapolis REMO. As needed, a Salvation Army Canteen will be deployed from an appropriate Salvation Army ministry unit.

b) Emergency Clothing

- Includes the provision of a voucher to be redeemed at any Salvation Army Thrift Store for clothing and other personal items that may be needed by individuals and families affected by the emergency.

c) Emotional & Spiritual Support

- Includes emotional support and spiritual care that may be required by individuals affected by the emergency.
- Critical Incident Stress Management (CISM) either assisting Individuals in crisis or/and group crisis intervention.

d) Other Services

- The Salvation Army is open to providing other services, based on required needs to the best of its ability.
  - The Salvation Army will prepare volunteers for deployments throughout the province through related training courses and exercises.
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**DANGEROUS AND UNSIGHTLY 2023**

**Complaints and Status Report**

Complaint #	Date Complaint Received	Address of Owner	Complaint Form Completed	Property Inspection and Form Completed	Initial Notice Sent	Complainant Updated	Follow-up Inspection Must Be Done By:	Follow-up Property Inspection Completed	Is Clean Up Required? Y / N	Estimate of Cost for Clean Up \$\$	Council Approval for Clean Up Y / N	Notice to Owner of Clean Up	Owner Invoiced for Costs or Lien Placed	STATUS	Mark Complete When File is Closed
23-DU006	6-Jun-23	121 Main	7-Jun-23	7-Jun-23	30-Jun-23	2-Aug-23	15-Jul-23	25-Jul-23 29-Nov-24	N	n/a	n/a	n/a	n/a	Property Owner intends to demolish section of building that is unsightly. A permit form was given to the Property Manager, but was never returned. Nov 29/24 - Administrators visited property. Building is still standing. Staff issued a letter asking for an update and no response received.	
23-DU007	7-Jun-23	75 Victoria	7-Jun-23	7-Jun-23	30-Jun-23		15-Jul-23	29-Nov-24						Property is changing hands. Property was re-visited on May 30/24 and is still dangerous/unsightly. Nov 29/24 - Administrators visited property. Looks like they're trying to clean up property. Staff will check to see when ownership changed, and ask new owners for an update. No response from property owner.	
23-DU011	16-Jun-23	174 Main	16-Jun-23	31-Aug-23	7-Jun-24		24-Jun-24	29-Nov-24						Property was re-visited on May 30/24 and is still unsightly. Letter was sent. Nov 29/24 - Administrators re-visited property. Need to discuss path forward.	
23-DU013	16-Jun-23	28 Bridge	16-Jun-23	31-Aug-23	7-Jun-24		24-Jun-24	29-Nov-24						Property was re-visited on May 30/24 and is still unsightly. Letter was sent. Nov 29/24 - Administrators visited property. No change. Letter to be re-issued. Letter was issued after postal strike. No response from property owner.	
23-DU016	16-Jun-23 1-Aug-23 8-Aug-24 30-Sep-24	8 Spring Garden	16-Jun-23	29-Aug-23	7-Jun-24		24-Jun-24	29-Nov-24						Property was re-visited on May 30/24 and is still unsightly. Letter will be sent. Jun 12/24 - Renter called and stated that in her rental agreement, the landlord is supposed to be taking care of all yard work. Nov 29/24 - Administrators visited property. No change. Letter to be re-issued. Letter was issued after postal strike. No response from property owner.	
23-DU018	16-Jun-2023 13-May-2024	5 George	16-Jun-2023 13-May-2024	31-Aug-23	7-Jun-24		24-Jun-24	29-Nov-24						Property was re-visited on May 30/24 and is still unsightly. Letter was sent. Nov 29/24 - Administrators visited property. No change. Will contact Building Inspectors on next steps as it appears unsafe. Contacted building inspectors and building inspector does not believe anyone lives there currently.	
23-DU019	5-Jun-23	54 School	16-Jun-23	7-Jun-23	25-Jul-23		8-Aug-23	30-May-24 29-Nov-24						Met with property owner on Jul 31/23 and they communicated that the conveyor belt will be removed by mid-November. Property was re-visited May 30/24 and conveyor belt has not been removed. Reminder letter to be issued. Nov 29/24 - Administrators visited property. No change. Conveyor belt has not been removed.	

**DANGEROUS AND UNSIGHTLY 2024**

**Complaints and Status Report**

Complaint #	Date Complaint Received	Address of Owner	Complaint Form Completed	Property Inspection and Form Completed	Initial Notice Sent	Complainant Updated	Follow-up Inspection Must Be Done By:	Follow-up Property Inspection Completed	Is Clean Up Required? Y / N	Estimate of Cost for Clean Up \$\$	Council Approval for Clean Up Y / N	Notice to Owner of Clean Up	Owner Invoiced for Costs or Lien Placed	STATUS	Mark Complete When File is Closed
24-DU004	24-May-24	16 Bridge Street	24-May-24											Nov 29/24 - Administrators visited property. There is a barricade around the property. Need to re-visit property and fill out forms.	



**COMMUNITY COMPLAINTS & CONCERNS 2025**

**Status Report**

Complaint #	Date Complaint Received	Method of Complaint	Description of Concern/Complaint	Department Responsible	Complainant Updated	Staff Update	Status
25-005	17-Jan-25	Email	Residents are now dumping items where the Diabetes Bin used to be on Main Street at the Foodland	Administration	20-Jan-25	Staff informed the resident that the Town will give the Foodland a chance to address the issue and if not addressed, the complaint will be moved to Dangerous and Unsightly	In-Progress
25-008	28-Jan-25	Facebook Messenger	The location of the crosswalk at the end of Bridge Street by the Needs Store is very challenging to stop behind. When turning left, it's very hard to see oncoming traffic on Main Street due to the sign and cars parked in the Needs parking lot.	Public Works/Parks		Staff to investigate	In-Progress
25-013	20-Feb-25	Email	Resident is concerned about the state of the roads and potholes. The area by the hospital and Napa autoparts is particularly bad, as is the area between the salvation army store and the currently vacant building.	Public Works/Parks		Feb 26/25: Signage has been placed on Main Street to warn users of potholes. Apr 1/25: Staff have engaged a contractor to perform some early patch paving in this area. Apr 15-16/25 Patch of potholes completed.	Complete
25-014	24-Feb-25	Email	Roads are not plowed in a timely manner.	Public Works/Parks		Staff to investigate, Investigation complete - roads are plowed in a timely manner	Complete
25-017	3-Mar-25	Phone	A resident called to say there is a depression and cracks in the sidewalk that have been getting worse. She wanted to make sure the town was aware so we could look into fixing it before someone has a bad stumble/trip. Specifically said this is less of a complaint and more so wanting to make sure we were aware for when we are doing repairs this year.	Public Works/Parks		Staff to investigate, sidewalk repairs will be happening in June July. We will not be able to repair all the bad locations but we are selecting three locations to replace and we will be fixing a few other really bad spots.	Complete
25-018	18-Mar-25	Phone	A resident called to say that she saw two ATVs at the Wetlands Park, bypassing the concrete barricades. She stopped them as they exited the park by the phone tower and told them that the park is off limits to motorized vehicles. She said that she would like to see more concrete barricades placed at the park.	Public Works/Parks		Staff to investigate, May 1/25 we are looking into a possible fence or more barricades but there are multiple trails that lead to the tracks and to the wetland trail and blocking off atv's and dirtbikes is nearly impossible. Signs have been ordered to put up in the park that are no motorized vehicles allowed, once they arrive we will install in the park at various locations.	In-Progress
25-019	19-Mar-25	Phone	A resident called and said she is very concerned about why the town is struggling to maintain the roads and why the town looks like it's falling apart.	Public Works/Parks		Mar 19/25: Phoned the complainant and explained the reason for the condition of the roads and why we have potholes particularly bad this year is due to a lot of ice during the winter. It was communicated that paving should be able to take place in June sometime. The complainant was thankful for the call and very understanding.	Complete
25-020	24-Mar-25	In-person	Complainant is concerned about the sidewalk that goes from Tim Horton's to Needs. They stated that it is dangerous to people with mobility issues. They also said that the sidewalks on Commercial Street are dangerous due to cracks and holes, particularly for people that use mobility aids.	Public Works/Parks		Mar 25/25: Called Complainant - No answer. May1/25 Part of this section is on the list to be replaced.	In-Progress
25-021	27-Mar-25	Phone	Complainant would like a streetlight replaced. It was damaged in Dorian and then it was removed. Complainant mentioned that they got signatures from other residents on the street in support of getting a new light.	Public Works/Parks		Apr 4/25: No Answer - Left a Voicemail. Apr 15/2025: Talked to complainant and updated her on the situation and resident was very understanding.	In-Progress
25-022	14-Apr-25	Email	Complainant has seen ATVS going through the barriers on Pinecrest Drive into the Rotary Park, digging up the tracks with their tire marks. They would like to see signage saying "no ATVs" to further help deter people.	Public Works/Parks	14-Apr-25	Apr 14/25 - Emailed complainant and told her what updates have been done so far (4 "no ATV" signs put up).	Complete

## 2024-2025 CAPITAL BUDGET

Project Name	Brief Description	Budgeted Cost	Project #	Costs to Date	Status
<b>TOWN GENERAL PROJECTS</b>					
ROTARY PARK PAVILION ROOF	Replace shingles	14,600	22-03	14,600	Project completed and paid in full.
PUBLIC WORKS SAND & SALT BUILDING - ROOF & LIGHTING	Replace shingles	9,900	22-08	10,429	Project completed and paid in full.
ROSA M. HARVEY LIBRARY ROOF	Replace shingles half roof	8,800	24-01	8,864	Project completed and paid in full.
HEAT PUMP - PUBLIC WORKS OFFICE	Heat pump - PW	2,900	24-04	2,911	Project completed and paid in full.
LINE PAINTER	Crosswalks, parking, stop	8,900	24-08	8,550	Project completed and paid in full.
SCADA FOR 4 LIFT STATIONS	Sewer SCADA	30,000	23-04	26,058	Project completed and paid in full.
LIFT STATION PUMP REPLACEMENT	Sewer pump	8,300	23-05	8,547	Project completed and paid in full.
HOSPITAL LIFT STATION SUCTION LINE*	Sewer upgrade	4,200	24-07	9,044	Project completed and paid in full.
MARSHALL ST SEWER PIPE AND MANHOLE REPLACEMENT	Sewer - Marshall St	20,000	23-12	-	Project will not be moving forward. Not necessary at this point in time.
SANITARY SEWER MAIN & MANHOLE - BRIDGE STREET	Sewer - Bridge St	20,000	24-13	13,885	Project completed and paid in full.
SIDEWALK REPLACEMENTS	Section on Comm & Gates	25,000	22-14	12,632	Project completed and paid in full. A planned section of Sidewalk was deferred to 2025/26
VEHICLE REPLACEMENT - PUBLIC WORKS	Public works truck	50,000	24-06	51,485	Project completed and paid in full.
<b>TOTAL TOWN</b>		<b>\$ 202,600</b>		<b>\$ 167,006</b>	
<b>WATER UTILITY PROJECTS</b>					
HEAT PUMP - WATER TREATMENT BUILDING	Temperature control	7,200	24-03	7,196	Project completed and paid in full.
SCHOOL STREET RECONSTRUCTION - REPLACE WATER LINES	Engineering work this year	35,000	22-21	23,214	Engineering design completed and paid in full. Project is ready to tender.
FIRE HYDRANT REPLACEMENTS	Hydrants - 3 per year	18,000	22-10	8,158	Project completed and paid in full for 2 hydrants. Additional hydrants deferred to 2025/26
WATER METER REPLACEMENTS	Replace 40 meters & wand	12,200	22-11	11,628	Project completed and paid in full.
WATER RESERVOIR	Reservoir - 2 year project	1,553,200	22-12-A	1,100,921	Piping under the pump building has been installed and the concrete walls have been poured. Progress payment #7 paid.
WELL PUMP REPLACEMENT	Replace Pump #3	25,000	24-09	-	Project has been deferred to 2025/26
BOOSTER PUMP REBUILD	Water booster pump	4,000	24-11	5,166	Project completed and paid in full.
<b>TOTAL WATER</b>		<b>\$ 1,654,600</b>		<b>\$ 1,156,283</b>	
<b>TOTAL 2024-2025 CAPITAL PROJECT EXPENDITURES APPROVED JULY 29, 2024</b>		<b>\$ 1,857,200</b>		<b>\$ 1,323,289</b>	
<b>SUPPLEMENTAL PROJECTS APPROVED BY COUNCIL</b>					
HEAT PUMP - FIRE DEPARTMENT	Temperature control	20,000	24-14	9,383	Project completed and paid in full.
STALLS- FIRE DEPARTMENT	Replace wooden stalls	20,000	24-15	20,793	Project completed and paid in full.
<b>TOTAL SUPPLEMENTAL</b>		<b>\$ 40,000</b>		<b>\$ 30,176</b>	
<b>TOTAL 2024-2025 CAPITAL PROJECT EXPENDITURES</b>		<b>\$ 1,897,200</b>		<b>\$ 1,353,465</b>	

\* Project name was revised to "Hospital Lift Station Suction Line." School St Lift Station Suction Line project was deferred to 2025/26

**To:** Mayor and Council  
**From:** Gina Pearson, Communications and Events Coordinator  
**Date:** May 2, 2025  
**Subject:** Public Engagement Summary – Strategic Plan Feedback

As part of our ongoing efforts to ensure meaningful community input into the Town of Middleton’s Strategic Plan, I have implemented a multi-platform public engagement strategy to reach a broad and diverse range of residents. These steps were designed to be inclusive of all age demographics, and the mediums they prefer to receive information. The following steps have been taken:

**1. Online Survey**

- Developed a public feedback survey using Survey Monkey.
- Distributed the survey link through the Town’s Facebook page and via Mailchimp to our subscriber list.

**2. In-Person Engagement**

- Scheduled an in-person focus group to provide an opportunity for those who may not use social media or online tools.
- Advertised the focus group alongside the online survey to encourage maximum participation.
- This also gives me an opportunity to thoroughly explain the scope of the Strategic Plan to those that might not understand what it means.
- So far, we have two people attending the focus group, but I anticipate more will send their RSVP once they receive the flier via their tax bills.

**3. Accessibility of the Strategic Plan**

- Made the Strategic Plan document available both online and in hard copy at Town Hall to ensure accessibility for residents who are less tech-savvy.

**4. Tax Bill Insert Fliers**

- Distributed printed fliers with all tax bills, inviting residents to RSVP to the focus group and participate in the online survey.
- Included both a direct survey link and a QR code for ease of access.

**5. Community Posters**

- Displayed posters around town promoting the focus group and survey, ensuring visibility in key community areas.

These efforts were designed to meet residents where they are—online, in-person, or through traditional communication channels—to ensure inclusive, accessible engagement with the strategic planning process.



## Emergency Management Office of the Minister

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Duke Tower, 5251 Duke Street, Halifax, Nova Scotia, Canada B3J 1P3 • Telephone 902-424-5620 • [Minister.EmergencyManagement@novascotia.ca](mailto:Minister.EmergencyManagement@novascotia.ca)

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April 17, 2025

### **VIA EMAIL**

To: Mayors, CAOs and Wardens

**Re: Fire Services Review**

The Departments of Emergency Management and Municipal Affairs greatly value the essential role fire services play in ensuring the safety of Nova Scotians during emergencies across the province. Firefighters put their lives at risk every day to protect our communities, and we are deeply grateful for their unwavering dedication.

The Fire Services Association of Nova Scotia is conducting a comprehensive governance review of fire services in Nova Scotia. This review will focus on ensuring best practices are in place and that our firefighters are fully supported and protected. Key areas of examination will include governance, operations, communications, interoperability, human resources, mental health supports, training, equipment, facilities, fire dispatch, and funding.

We recognize that previous reviews have been conducted. However, this governance review will build upon those efforts and consider the growing impact of climate change on the frequency and severity of weather events such as floods, wildfires, and hurricanes. It is vital that the governance of fire services evolves to address these new challenges, ensuring that we are fully prepared for unprecedented weather events.

Your input is a critical part of this process. We strongly encourage municipalities to participate in the governance review and provide your valuable feedback. By working together, we can create a stronger, more resilient, and responsive fire service for Nova Scotia.

Additionally, we would like to take a moment to address a common concern regarding the Nova Scotia Guard. The Guard is designed to complement existing resources in the province, not to replace them. We are committed to ensuring that firefighters who volunteer for the Nova Scotia Guard will not be deployed outside their communities in ways that could leave their fire departments understaffed. Members will be deployed based on their availability, ensuring they can continue serving their local communities.

Thank you for your ongoing dedication to the safety of Nova Scotians. We look forward to collaborating with you in this important initiative and working together to strengthen fire services across the province.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kim Masland".

Minister Kim Masland

A handwritten signature in blue ink, appearing to read "John Lohr".

Minister John Lohr



NOVA SCOTIA  
**Municipal Affairs**  
**Office of the Minister**

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

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April 23, 2025

Dear Mayors, Wardens and Chairs:

Re: Reprofiting of the Beautification and Streetscaping Program (BSP) and the  
Community Works Program (CWP)

In recent years, the Department of Municipal Affairs has been supporting municipalities with historic investments that are helping to build strong, prosperous communities. On this point, there is always more work to do, and we are excited to keep building on this momentum.

We are pleased to announce that the department has added an additional \$1 million to the Provincial Capital Assistance Program (PCAP), for the 2025-26 program year, and on a go-forward basis. This increase in funding is the result of sunsetting two annual programs we have offered previously: the Beautification and Streetscaping Program and the Community Works Program.

In our review of these programs, and in consideration of our provincial priorities for housing, growth, and affordability, it was clear that these funds could have a greater impact on municipalities through the PCAP. We need to ensure municipalities have systems and services in place that are foundational to their growth and sustainability. That is why we are focused on delivering the greatest impact possible with programs that help municipalities to make strategic, intentional use of the provincial and federal funding opportunities available. The reprofiling of these programs will increase the PCAP budget from \$690,000 to \$1.69 million, increasing the Province's support in the preliminary stages of infrastructure projects.

We will continue to work with our municipalities to ensure that the programs we are offering are the ones that meet their most critical needs. As always, we are grateful for your collaboration in working to strengthen and grow our communities, and we welcome your feedback on how we can deliver programs that will maximize impact for our municipalities and for Nova Scotians.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Lohr'.

Honourable John A. Lohr  
Minister of Municipal Affairs

c: Chief Administrative Officers  
Juanita Spencer, Chief Executive Officer, NSFM  
David Campell, Executive Director, AMANS

Hi Friends,

We have recently completed our second winter offering emergency overnight shelter in Middleton. Following our example from last year, we have pulled together some quick stats to provide a snapshot of the shelter uptake and operation for the winter.

This year we had a longer season, operating from Nov 1, 2024, to April 12, 2025. In that time we offered shelter 155 of a potential 163 nights. Only one of the nights we did not offer was a closure due to a volunteer shortage, to us this is amazing! Another closure almost happened that related to poor road conditions. That night one of our overnight volunteers was unable to get to the shelter. Thankfully, we were able to have someone go in so we had two people there in case anyone showed up looking for shelter that night. Unfortunately, the second volunteer was not able to stay overnight, but, by having two people there we were able to have the doors open and welcome one person who was looking for shelter. Fortunately, we were able to provide our one guest with a room at a local motel, so even though we were closed we provided shelter that night.

The other seven nights of closure were due to a one-week “reset” that occurred late in the season to address some growing concerns primarily over an attitude of entitlement among our guests. I am pleased to report that as difficult as it was decision-wise, to implement the reset it was successful in accomplishing its intended goal. Our last weeks of operation went much smoother. We praise and thank God for the ability to offer emergency overnight shelter. We are so thankful for our dedicated volunteers and the support we have received from the Town of Middleton and so many people around us.

- In the course of 155 nights, we saw 20 different guests use the shelter and had 286 overnight stays.
- On our biggest night this season, we had 5 guests. We had numerous nights where there were 3 or 4 guests receiving shelter.
- There were no instances where people were turned away.
- There were a few incident reports filed this season, mostly for disruptive behaviour. One individual was banned from the shelter due to a violent outburst. After a few weeks, this person was offered a chance for reconciliation and return. This opportunity was not taken, so they did not return.
- Over the winter we had 32 different individuals volunteer, serving overnight at the shelter.

This year we faced many more challenges than we did last. This was for various reasons, but I would have to attribute most of this to the individuals who stayed with us this year. Again mental health issues were some of the struggles people faced, but drug culture and drug addiction were also major factors this winter. However, there were many bright spots as well, there was a great deal of appreciation expressed throughout the winter, and we know the safety of these folks on the margins was improved. In closing, once again Linda Thorsen, Diane Thurber, and I (Rev. Jeff Milne) would like to express our deepest thanks to you for your support of the Middleton Emergency Overnight Shelter. If you have any thoughts or questions please feel free to reach out.

Blessings,

Jeff