

## **AGENDA**

1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

3. **APPROVAL OF THE MINUTES**

3.1. Committee of the Whole Meeting – October 6, 2025

4. **PRESENTATIONS**

4.1. Exploring Lily Lake/Slocum Brook Bike Trail potential – Cliff Drysdale

5. **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.*

6. **NEW BUSINESS**

6.1. RFD 047-2025 Archery Lease Agreement – CAO

6.2. RFD 061-2025 School Street Waterline Change Order – Director of Public Works

6.3. RFD 062-2025 Joint Police Advisory Board – CAO

6.4. RFD 063-2025 Appointment List Update for 2026 – CAO

7. **INFORMATION/DISCUSSION ITEMS**

7.1. Community Concerns/Complaints as of October 2025 – CAO

7.2. Town General and Water Utility Financial Report as of end September 2025 – CAO

8. **CORRESPONDENCE**

8.1. October 23, 2025, Letter from John A. MacDonald re: New Minister of Municipal Affairs

9. **ANYTHING BY MEMBERS**

10. **ADJOURNMENT**

**COMMITTEE OF THE WHOLE**  
**Monday, October 6, 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, October 6, 2025.

**PRESENT**

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

Also in attendance: Emily Boucher, Adam Kemp, Valley REN and 5 citizens.

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

**251006.01:** It was moved and seconded to approve the agenda, as amended. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

Approval of the Previous Meeting Minutes

**3.1** Committee of the Whole Meeting – September 2, 2025

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

**4. PRESENTATIONS**

Emily Boucher and Adam Kemp from Valley Regional Enterprise Network (REN) gave a presentation on their Site Selector Tool.

Some key take aways were:

- An online tool that provides local data
  - Free access via the Valley REN website
- Inform Business Decisions
  - Access property, infrastructure, zoning, demographics, workforce data and more.
- Map-based (GIS) to visualize data
  - Annotate maps, take measurements, add 3D buildings, generate reports and property brochures

## COMMITTEE OF THE WHOLE

Monday, October 6, 2025, at 7:00 pm

- An opportunity to list and find available commercial property.

### 5. PROCLAMATIONS

Mayor Smith read aloud the proclamation Mi'kmaq History Month and proclaimed October 1, 2025, as Mi'kmaq History Month in the Town of Middleton.

Mayor Smith read aloud the proclamation Disability Employment Awareness and proclaimed October 1, 2025, as Disability Employment Awareness Month in the Town of Middleton.

Mayor Smith read aloud the proclamation Fire Prevention Week and proclaimed October 5-11, 2025, as Fire Prevention Week in the Town of Middleton.

### 6. ANYTHING BY CITIZENS

There was a lengthy discussion around businesses closing in Middleton.

Citizen 1: concerned to hear that another business in Town "Cinnamon Creek" is closing. Has there been any recent success in filling vacant spaces through Valley REN? When was the last time a business was successfully supported into space through their efforts?

Citizen 2: asked how successful Valley REN has been in attracting or supporting new businesses in the area.

Citizen 1: has the town considered a tax break or relief for new businesses coming in or struggling to sell her business?

Councillor Archibald stated that there is a need to establish some form of an economic development committee.

Councillor Smith stated that offering tax incentives to new businesses would be unfair to existing businesses.

Deputy Mayor Marshall asked whether the Valley REN could provide data on how many contacts they've had in Middleton and how they have supported economic development.

**ACTION:** Request statistics from the Valley REN for the past five years on the number of connections they've made.

## COMMITTEE OF THE WHOLE

Monday, October 6, 2025, at 7:00 pm

Councillor Smith expressed uncertainty about starting off on the right foot and questioned whether the REN is the right approach for the Town.

Deputy Mayor Marshall emphasized the importance of focusing on the positives our community offers — everything is within walking distance, we have all three levels of education available locally, and family-friendly amenities like the splash pad add to our quality of life. The question now is: how do we effectively market these strengths, especially as we work to attract and grow our population?

Councillor Archibald noted that businesses contribute significantly to the community and emphasized the need to start paying closer attention to the business sector. He stressed the importance of keeping this on the agenda, suggesting more engagement — even something as simple as having coffee with local business owners — to strengthen relationships and better understand their needs.

Councillor Bartlett suggested organizing informal coffee meetings with local business owners and building owners to foster stronger connections and open lines of communication.

### 7. NEW BUSINESS

#### 7.1 RFD 052-2025 Middleton Logo Change

CAO Crocker provided a brief overview of the new Middleton Logo Change.

Deputy Mayor Marshall stated that the logo should have been presented to Council for approval before it was used by staff.

Councillor Archibald inquired about the reason for removing "Town of."

- CAO Crocker responded that the goal was to keep it simple but added that "Town of" can be reinstated if Council desires.

**251006.02** It was moved and seconded that Council approves the use and implementation of the new logo and its variations. **Motion carried.**

#### 7.2 RFD 053-2025 Interest Rate on Overdue Taxes and Fees

CAO Crocker provided a brief overview of the Interest Rate on Overdue Taxes and Fees.

**251006.03** It was moved and seconded that Council approve charging an interest rate of 1.5% per month, or any portion thereof, on all outstanding balances of taxes and other charges on the tax roll, effective November 1, 2025. **Motion carried.**

### 7.3 RFD 054-2025 Award of Tender for Fire Department Utility Truck

CAO Crocker provided a brief overview of the Award of Tender for Fire Department Utility Truck.

Councillor Bartlett asked what the plans are for the old truck.

- CAO Crocker explained that Public Works might be able to use the old truck, or otherwise, it would be sold through an asset surplus sale.

**251006.04** It was moved and seconded that Council approve a supplemental budget of \$150,000 (before HST) for the replacement of the Fire Department's 2007 utility truck. **Motion carried.**

**Councillor Archibald declared a conflict of interest and left the Council table.**

**251006.05** It was moved and seconded that Council award the tender for a new 1-ton 4x4 truck to Bruce GM for \$84,791.01 (including HST).

Councillor Archibald returned to the Council table.

### 7.4 RFD 055-2025 Dangerous and Unsightly Policy

CAO Crocker provided a brief overview of the Dangerous and Unsightly Policy.

**251006.06** It was moved and seconded that Council approve the proposed revisions to the Dangerous and Unsightly Premises Policy. **Motion carried.**

### 7.5 RFD 056-2025 Reservoir Construction – Changer Orders

CAO Crocker gave a brief overview of the Reservoir Construction Change Orders.

Councillor Smith asked what would happen if we made the payment and later receive approval for tariff relief.

- CAO Crocker responded that any approved tariff relief should flow through accordingly.

Deputy Mayor Marshall noted that the Reservoir is a provincially funded project and expressed surprise that there isn't a sign identifying the project.

**251006.07** It was moved and seconded that Town Council authorize and approve Change Order #9 for the New Reservoir Project as presented, totaling \$156,929.33 including HST. **Motion carried.**

**8. INFORMATION/DISCUSSION ITEMS**

**8.1 Dangerous and Unsightly Status Report as of September 2025**

CAO Crocker stated that the Dangerous and Unsightly Status Report has been circulated and that there are no updates to report.

**8.2 Community Concerns/Complaints as of September 2025**

CAO Crocker stated that the Community Concerns/Complaints as of September 2025 has been circulated.

**8.3 Town General and Water Utility Financial Report as end of August 2025.**

CAO Crocker stated that the Town General and Water Utility Financial Report has been circulated.

**8.4 Memo to Council and CAO re: Water Rate Approvals.**

CAO Crocker stated that the Memo to Council and CAO re: Water Rate Approvals has been circulated.

**9. ANYTHING BY MEMBERS**

Councillor Archibald reported that a resident of Gates Avenue expressed concern about the tiny home development near the rink, as well as noise issues caused by people doing burnouts in the library parking lot. Councillor Archibald also mentioned that the 11 a.m. timing for the next Police Advisory Board meeting is inconvenient and should be reconsidered.

Councillor Smith attended the Police Advisory Board meeting and expressed disappointment. He disagreed with the Chair's remarks praising the police's performance and was dissatisfied with the audience being limited to two minutes for speaking. Additionally, he is not happy with the joint Police Advisory Board format and expressed a preference to return to regular meetings.

Councillor Fournier stated that she spoke with Staff Sgt. Maxwell, who has a plan in place for the individuals who are doing burnouts in Rotary Park and just needs to execute it.

**COMMITTEE OF THE WHOLE**

**Monday, October 6, 2025, at 7:00 pm**

Deputy Mayor Marshall also attended the Police Advisory Board meeting and found it disheartening that a police officer arrived midway through the presentation. While he acknowledged that the police are doing a fine job from the Annapolis County perspective, he felt it did not reflect well on our community. Additionally, a resident inquired about the current leaf and brush dump and asked if there could be a designated day announced when Public Works staff would be available onsite.

**ACTION:** See if there can be a day announced where PW goes around to collect leaves, or can PW monitor the brush dump.

**10. ADJOURNMENT**

The Mayor declared the meeting adjourned at 8:55pm.

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MAYOR

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RECORDING SECRETARY

# Middleton Lily Lake/Slocum Brook Watershed Trail Development: A Preliminary Assessment

C. Drysdale      Nov 3/2025



The Lily Lake /Slocum Brook watershed area with its striking topography and unique beauty, has long been used informally. The Lily Lake water supply system was created to provide the Town of Middleton with potable water for many years and continues to serve as an emergency source.

This proposal is intended to explore possible development of a multi-use trail system while protecting and presenting this significant geological and ecological environment owned by the Town of Middleton.

A touring bike trail system with appropriate signage could identify safe and scenic routes for families increasingly interested in using their bikes in the Middleton, Port George area. A competition trail route could provide opportunity for Nova Scotia mountain bike club activities featuring skills development and fitness opportunities for our young people.

## **Discussions:**

Jeff Hurlburt, Town of Middleton

Deborah Ryan, Municipality of the County of Annapolis

Kaesy Gladwin, Municipality of the County of Annapolis

Kevin Ferris, NSCC, Applied Geomatics Research Group Middleton

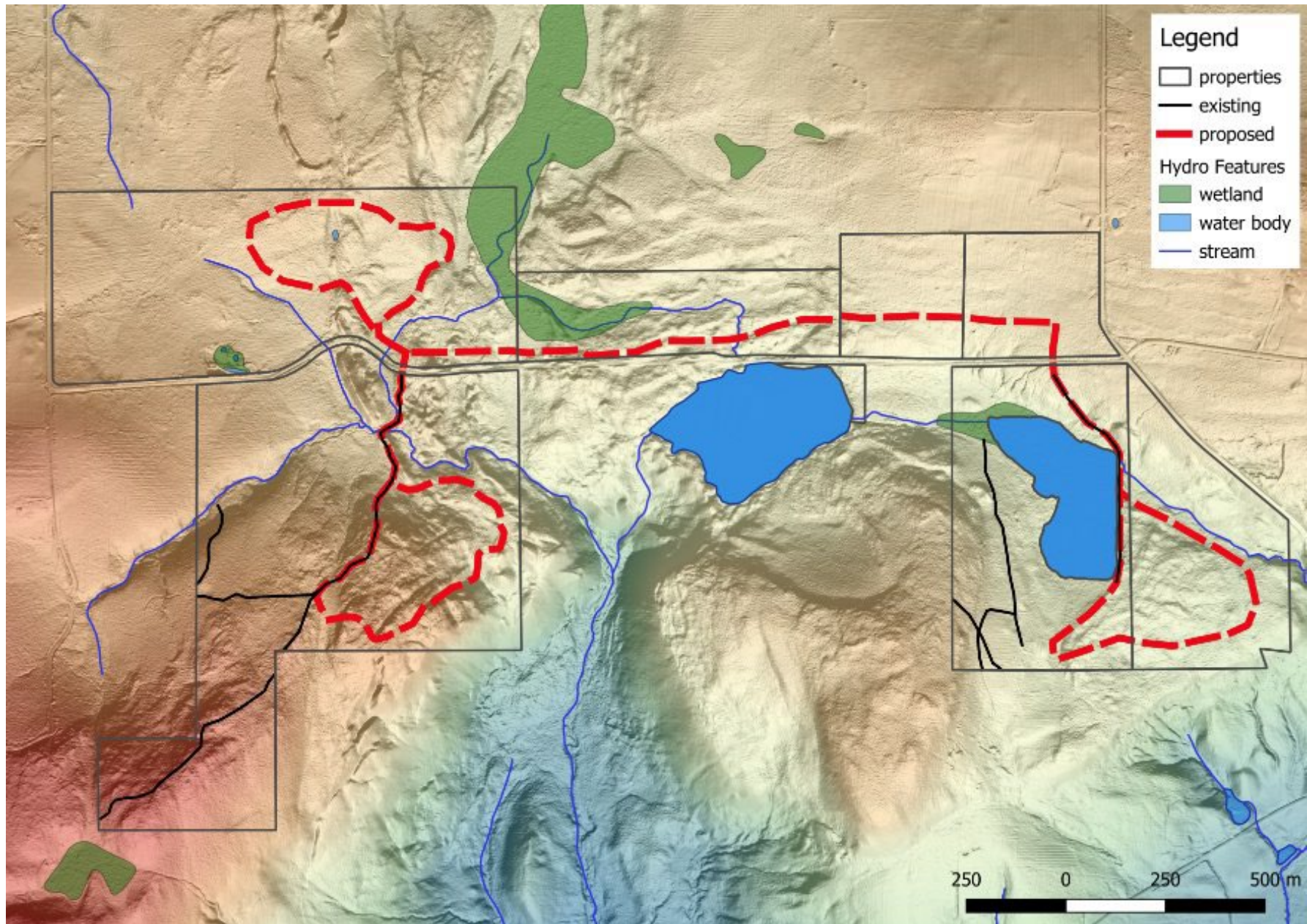
Kevin McGuigan, NSCC Applied Geomatics Research Group Middleton

Mike Schroeder, Valley Archery Group

Colin Banks, Annapolis Valley Mountain Bike Association



Town of Middleton  
Property holdings near Lily Lake  
October 2025



Demonstration digital elevation map showing town land boundaries and some hypothetical trail routes. (Kevin Ferris)

## **Recommendations:**

1. Establishment of a working group committee including the Town of Middleton, and Region of Annapolis County specialists and relevant partners, to assess the feasibility and provide recommendations associated with trail development on Middleton Town lands while protecting the Lily Lake/Slocum Brook watersheds.
2. Evaluate the area in question to understand potential trails alignment suitable for hiking, touring and mountain bike trail route creation including:  
environmental impact; extreme weather resilience; public safety; reducing fire risk; collaboration with Archery club, others, business; protection of drainage patterns; use of existing trails; restoration needs; parking; road and trail safety signage; neighbor consultation; biodiversity values; potential vistas; opportunity for interpretive media presenting the area and its history; methods to carry out work; estimated capital and maintenance costs—other?.
3. Investigate opportunity for UNESCO Biosphere Region “Amazing Places” recognition.
4. Preparation of a Management/Action plan to identify and map project elements, timing, costs, supporting partners, promotion strategy.



Upper Clements hiking

Upper Clements Moon  
Mist trail





Upper Clements Mountain Biking



Kentville youth bike race.



Kentville trail biking.



Roadway to 'Lower Lake' in Lily Lake System



Road to Lily Lake spillway



Lily Lake spillway



Archery range field

**FIN**

**REQUEST FOR DECISION**  
**Archery Lease Agreement**  
**RFD#: 047-2025**



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**To:** COTW and Town Council  
**From:** Ashley Crocker, CAO  
**Date:** November 3, 2025 and November 17, 2025  
**Subject:** Archery Lease Agreement

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**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Previous lease agreement with the Annapolis East Archery Club
- New draft lease agreement with the Annapolis East Archery Club

Legislation

- *Municipal Government Act*

Recommendation

That Council approves the Mayor and CAO executing the new agreement with the Annapolis East Archery Club.

Background

The Town of Middleton signed a lease with the Annapolis East Archery Club in May 2013 for a period of 10 years. This agreement allows the Annapolis East Archery Club to use the leased Town lands exclusively as an outdoor archery trail for recreational purposes. This includes hosting archery practices, tournaments, and related fundraising events. With the Town’s written approval, the Club may make improvements to the site or construct a small shelter for its own use, provided all work complies with applicable building and safety regulations. The Town retains the right to access the property for inspection and may also use the area occasionally for other recreational programs—such as a canoe program on Second Lake—so long as those activities do not interfere with the Club’s events.

The agreement expired in 2023. The Archery Club has asked the Town to consider renewing the lease agreement.

Legal counsel reviewed previous lease agreement and suggested several changes that are captured in the new draft lease agreement.

**REQUEST FOR DECISION**  
**Archery Lease Agreement**  
**RFD#: 047-2025**



**Summary of the Changes:**

- 1) Term shortened from 10 years to 5 years (at staff’s suggestion)
- 2) Additional property detail (PIDs and maps added)
- 3) Shared recreational use clause added in section 5.02 (allows Town access for programs)
- 4) Formatting and redundancy cleanup (no duplicate maintenance clause)

Financial Implications

N/A

Strategic Plan/Operating Plan Alignment

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

Alternatives

- 1) Council can choose not to approve a new lease agreement with the Archery Club
- 2) Council can direct staff to amend the lease agreement for a different lease term

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 17 November 2025

**Lease Agreement  
Recreational Lands**

**This agreement is made this \_\_\_ day of \_\_\_\_\_ 2025.**

**For a period of a five (5) year term ending as of \_\_\_ day of \_\_\_\_\_ 2030.**

**Between:                   The Town of Middleton, a Municipal body corporate**

**Hereinafter called the “Landlord” OF THE ONE PART**

**-and-**

**A.E.A-Annapolis East Archery Club, an incorporated society**

**Hereinafter called the “Tenant” OF THE SECOND PART**

**WHEREAS** the Landlord is the owner of certain Premises which are used by the Tenant for its operations;

**AND WHEREAS** the Landlord and Tenant wish to document the rights and obligations which flow from the Tenant’s use of the Premises;

**NOW THIS AGREEMENT WITNESSETH** that in consideration of the rents, covenants, and the other conditions as set out in this Agreement, the Landlord and Tenant agree as follows:

**PREMISES**

1.01    The “Premises” which are the subject of this agreement, consist of the grounds situated on the lands surrounding Second Lake - East of Lily Lake and West of the Gates Mountain Road North of the Town of Middleton, identified as PIDs 05084736 and 05004510 which Premises are more properly described in the Schedule “A” and the maps which comprise Schedule “B”, both of which are attached hereto and incorporated into this Agreement.

**TERM and RENT**

2.01    The Landlord leases to the Tenant the Premises for and during the term of five (5) years to be computed from the \_\_\_ day of October, 2025 at the rental rate of \$1.00 per annum.

## **TENANT'S OBLIGATIONS**

3.01 The Tenant shall, at its own expense, maintain and keep the Premises, including the trails and grounds in good order and repair, reasonable wear and tear accepted, and shall keep the Premises clean of any refuse or debris and in a safe condition.

3.02 The Tenant shall pay any costs incurred in order to comply with the requirements of any applicable law, by-law or regulation with respect to the conditions required to erect shelters on the Premises.

## **INDEMNITY AND INSURANCE**

4.01 The Tenant agrees to and hereby indemnifies the Landlord against all liability, claims, demand, actions and causes of action of any nature whatsoever, and any expense incidental thereto, for injury to or death of persons or loss of or damage to property (including, without restricting the generality of the foregoing, all personal property stored on the rented Premises), occurring on the Premises or the adjoining lots, drives, streets, or in any manner growing out of or in connection with the Tenant's use or occupation of the Premises, or the condition thereof or the adjoining sidewalks, drives, ways or streets during the term hereof, or arising out of any work being done in or about the Premises.

4.02 The Tenant shall maintain public liability insurance protecting the Tenant and Landlord equally from liability in an amount not less than One Million Dollars (\$1,000,000.00) for injury or death to any one person; and, in addition, in an amount not less than One Million (\$1,000,000.00) for all deaths or injuries resulting from any one accident or occurrence; and these sums shall be subject to annual review and possible increases if so directed by the Landlord.

4.03 The Tenant shall deliver to the Landlord, at the date of the signing of this lease and at every anniversary of that date, as long as this lease is in effect, satisfactory evidence of the required public liability insurance. If the Tenant should fail to insure and keep insured the Premises as herein provided, or should it be deemed necessary or expedient by the Landlord to do so, the Landlord shall be free to effect such insurance at the cost and expense of the Tenant and the sum so expended by the Landlord shall become due and payable by the Tenant within thirty (30) days of receiving notice and demand from the Landlord.

4.04 If the Premises include buildings or structures to be used by or occupied by the Tenant, the Tenant shall arrange for fire insurance.

## **GENERAL**

5.01 The Tenant shall not use the Premises for any other use other than as a recreation area set forth as an OUTDOOR ARCHERY TRAIL as proposed and accepted by the Town of Middleton Town Council in June of 2011.

5.02 The Tenant shall allow the Landlord and any authorized employees access to enter upon the Premises at all reasonable times to view the state of repair or the condition and use of the

Premises. Moreover, the Tenant agrees, to permit the Landlord, upon reasonable notice, to use the Premises for recreational purposes, such as to access Second Lake for the purpose of operating a summer canoe program, so long as the proposed recreational uses do not interfere or disrupt any Archery Club programs or tournaments.

5.03 The Tenant agrees that the Landlord shall not in any way be liable or responsible for any personal injury or death that may be suffered or sustained by the Tenant or any employee, guest, licensee or invitee of the Tenant or any other person that may be upon the Premises during the use by the Tenants, or for any loss or injury to any property belonging to the Tenant or its employees or to any other person while such property is on the Premises and, in particular, the Landlord shall not be liable for any damage to such property caused under normal conditions.

5.04 The Tenant acknowledges that the Tenant is responsible for compliance with all laws relating to health or the environment including, without limiting the generality of the foregoing, Environment Act, 1994-1995, C.I, S.I, status of Nova Scotia, and the Tenant hereby agrees to indemnify and save the Landlord from any and all losses, charges, or expenses incurred by the Tenant due to failure to comply with this type of legislation by the Tenant.

5.05 The Tenant with written consent from the Landlord, may erect a shelter on the Premises to be used by and for the sole use of the Tenant while the Premises are in use by the Tenant during their events or fund raisers.

## **FORFEITURE**

6.01 If in the opinion of the Landlord the Tenant either:

- a: Becomes an inactive organization, or
- b: Fails to exercise adequate and proper control over the Premises,

and if either such situation has existed for a period of sixty (60) consecutive days after notice has been given pursuant to article 9 of this Agreement, this Agreement shall cease and terminate, and the Landlord may re-enter and take possession of the Premises as though the Tenant were holding over after the expiration of the term without any right whatsoever. (Excluding the winter months that do not allow the Tenants to gain excess to the Premises as in the rest of the year)

6.02.1 The Tenant shall, at the time of termination of this agreement for any reason whatsoever, peaceably surrender and yield up to the Landlord the Premises in good repair and condition, reasonable wear and tear accepted.

## **ALTERATIONS**

7.01 The Tenant may, subject to subsection (2) make:

7.01.1.1 Alterations, additions, or improvements to the Premises, which, without limiting the generality of the foregoing, shall include the cutting of trees, the construction of any buildings or structures, the addition of topsoil, fill or sand and any other possible alteration or improvement to the Premises, so long as such work complies with any applicable legislation and/or by-laws. Moreover, in the event that a structure is erected on the property, it must meet the requirements of the applicable Building Codes and be insured to a level recommended by the Landlord's insurer.

7.01.1.2 All fixtures, improvements, structures, changes, or alterations made to the Premises by the Tenants shall be made at the Tenants own expense and shall be removed from the site, Premises, lands at the end of agreement period unless extension has been agreed upon.

## **LANDLORD'S OBLIGATIONS**

8.01 The Landlord agrees that the Tenant shall have quiet enjoyment of the Premises as long as the conditions of the agreement are observed.

8.02 The Landlord shall erect a gate that shall be made secure to maintain limited access to the Premises outside from the Tenants and the access required through the Landlord's employees.

8.03 The Landlord shall maintain the access road to the Premises from the point of entry on Lily Lake Road down to and including the overflow gates area on Second Lake.

## **NOTICES**

9.01 Any notice, request, or demand of or to the Tenant which is provided for in the agreement shall be sufficiently given or made if mailed by registered mail to:

A.E.A-Annapolis East Archery Club  
P.O. Box 102  
Middleton N.S.  
BOS 1PO

9.02 Any notice, request, or demand, to the Landlord, as required or provided for in this agreement shall be sufficiently given or made if mailed by registered mail to:

Town of Middleton  
P.O. Box 340  
Middleton N.S.  
BOS 1PO

THIS AGREEMENT shall be to the benefit of and binding upon both parties hereto and their respective heirs, successors and assigns;

IN WITNESS WHEREOF the parties hereto have executed these presents in triplicate as of the day hereinbefore first written.

SIGNED, SEALED AND DELIVERED

In the presence of:

4 of 5 Directors of  
A.E.A-Annapolis East Archery  
Club

\_\_\_\_\_  
Witness to all 4 signatures

Per \_\_\_\_\_

Per \_\_\_\_\_

Per \_\_\_\_\_

Per \_\_\_\_\_

On behalf of the Town of  
Middleton

\_\_\_\_\_  
Witness to both signatures

Per \_\_\_\_\_

Per \_\_\_\_\_

## Schedule "A"

### **PID 05084736**

All and singular the land and premises situate, lying and being at Douglasville, in the County of Annapolis and Province of Nova Scotia, and bounded and described as follows:

Beginning on the North side of the Lake Road so-called, at the corner of the Douglas Road;

Thence North along the East side of the said Douglas Road, until it comes to the corner of the land owned by Norman Crawford;

Thence East along the South side of said Norman Crawford's south line until it comes to the corner of the lands owned (formerly) by Charles Schurman deceased;

Thence South along the said Schurman's West Line, until it comes to the Lake Road so-called;

Thence West along the North side of the said Lake Road to the corner of the Douglas Road, or place of beginning, containing one hundred acres more or less.

### **PID 05004510**

Beginning at a stake and stones on the North side of Lilly Lake Road, so-called;

Thence northerly along Andrew Crawford's East line until it comes to the South-West angle of land belonging to Joseph Pike;

Thence Eastwardly along said Joseph Pike's South line to the North-West angle of land belonging to James Mosher;

Thence South following the course of said James Mosher's West line to the Lilly Lake Road, so-called;

Thence running west along the Lily Lake Road to the place of beginning.

**Schedule “B”**

DRAFT

## Property Online Map

Date: October 3, 2025 11:51:18



**PID:** 05004510  
**County:** ANNAPOLIS COUNTY  
**LR:** NOT LAND REGISTRATION

**Address:** 407 GATES MOUNTAIN ROAD  
 MOSHERS CORNER  
**Owner:** TOWN OF MIDDLETON

**AAN:** 07036756  
**Value:** \$21,700.00 (2025 RESOURCE TAXABLE)

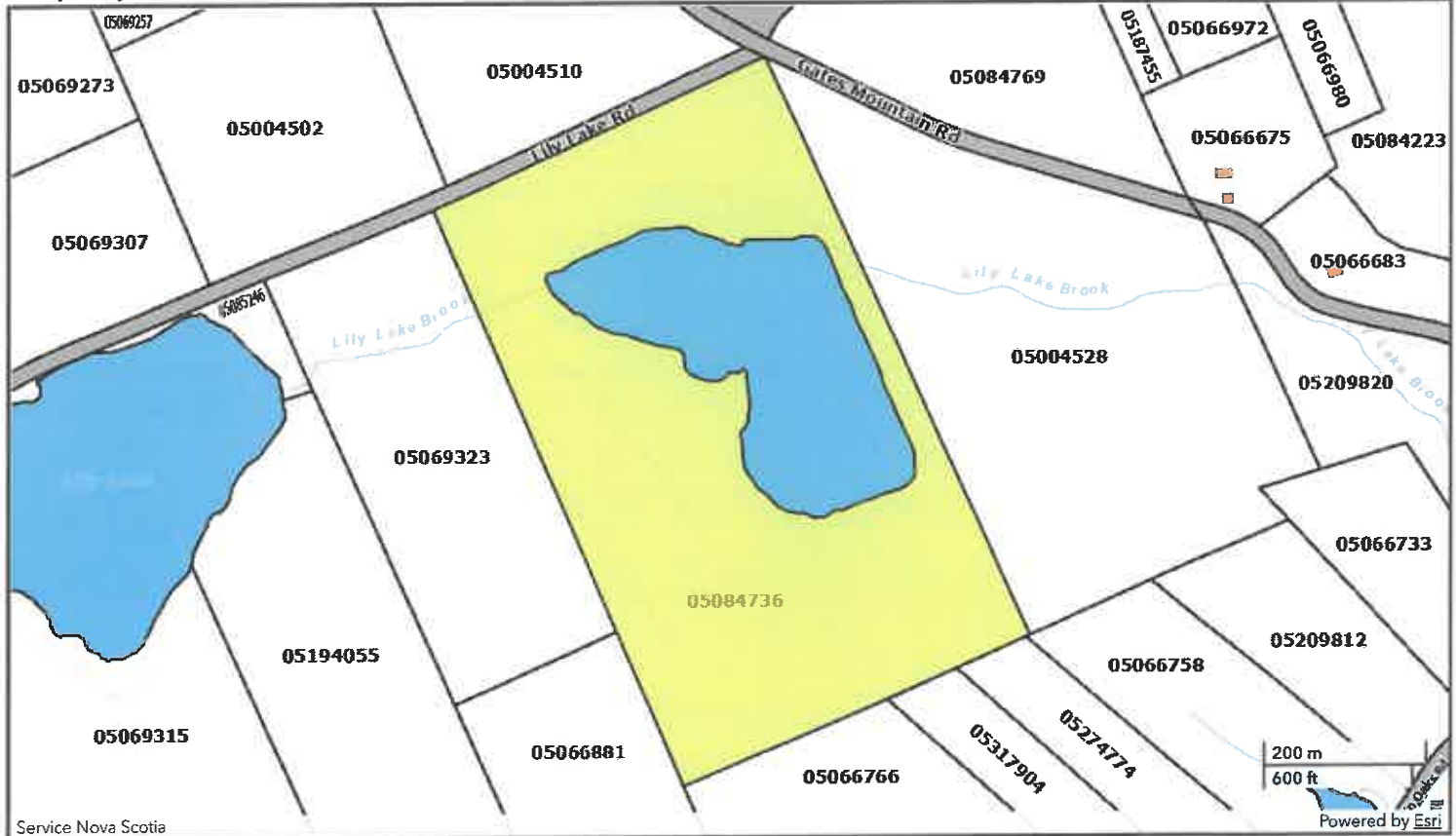
The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate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

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 Please feel free to [Submit Problems](#) you find with the Property Online web site.

## Property Online Map

Date: October 3, 2025 11:51:54



Service Nova Scotia

Powered by Esri

**PID:** 05084736  
**County:** ANNAPOLIS COUNTY  
**LR:** NOT LAND REGISTRATION

**Address:** 1136 LILY LAKE ROAD  
MOSHERS CORNER  
**Owner:** TOWN OF MIDDLETON

**AAN:** 07036744  
**Value:** \$53,000.00 (2025 RESOURCE TAXABLE)

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

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Please feel free to [Submit Problems](#) you find with the Property Online web site.

Lease Agreement

Recreational Lands

This Agreement made as of 9<sup>th</sup> day of MAY, ~~2012~~ <sup>2013</sup>  
For a period of a Ten (10) year Term ending as of 9<sup>th</sup> day of MAY, ~~2022~~ <sup>2023</sup>

*CM. OS*

Between:

The Town of Middleton in Annapolis  
County, Nova Scotia

Hereinafter called the "Landlord  
OF THE ONE PART

-and-

Incorporated under the Societies Act of  
Nova Scotia A.E.A-Annapolis East Archery  
Club

Hereinafter called the "Tenant"

OF THE SECOND PART

THIS AGREEMENT WITNESSETH that in  
consideration of the rents, covenants and the  
other conditions as set out in this agreement,  
the Landlord and Tenant as follows:

LAND USE PREMISES

- 1.01 The use of the premises which are the subject of this agreement, consist of the grounds situated on the lands surrounding Second Lake - East of Lily Lake and West of the Gates Mountain Road North of the Town of Middleton, described of which form Schedules A to this Agreement.

TERMS and RENT

- 2.01 The Landlord leases to the Tenant the Lands surrounding Second Lake North of the Town of Middleton East of Lily Lake and West of Gates Mountain Road for the use by A.E.A-Annapolis East Archery Club for an outdoor Archery Trail and their use only, allowing for the use to aide in fund raising of their non profit group.

2.02 The Tenant with written consent from the Landlord shall erect a shelter on the premise to be used by and for the sole use of the Tenant while the premise is in use by the Tenant during their events or fund raisers, to erect such a shelter on the premise the materials shall be obtained from the premises

### TENANT'S OBLIGATIONS

3.01 The Tenant shall, at its own expense, maintain and keep the land premise, including the trails and grounds in good order and repair, reasonable wear and tear accepted, and shall keep the land premise clean of any refuse or debris and in a safe condition.

3.02 The Tenant shall pay any costs incurred in order to comply with the requirements of any applicable law, by-law or regulation with respect to the conditions required to erect shelters on the land premises.

3.03 The Tenant agree to maintain the Trail that is to be used by their club around Second Lake, using materials that are available on the property being used under this agreement

### INDEMINTY AND INSURANCE

4.01 The Tenant agrees to and hereby indemnifies the Landlord against all liability, claims, demands, actions and causes of action of any nature whatsoever, and any expense incidental thereto, for injury to or death of persons or loss of or damage to property [including, without restricting the generalities of the foregoing, all personal property stored on the lands or premise], occurring on the premises or the adjoining lots, drives, streets, or in any manner growing out of or in connection with the Tenants use of the occupation of the premises.

4.02 The Tenant shall deliver to the Landlord, at the date of the signing of this the Landlord shall become due and payable by the Tenant within [30]days of the receiving notice and agreement and at every anniversary of that date, as long as this agreement is in effect, satisfactory evidence of the required public liability insurance. If the Tenant should fail to insure and keep insured the use of the premise as herein provided, or should it be deemed necessary or expedient by the Landlord to do so, the Landlord shall be free to effect such insurance at the cost and expense of the Tenant and the sum so expended by demand from the Landlord.

## GENERAL

5.01 The Tenant shall use the lands for use other than as a recreation area set forth as an OUT DOOR ARCHERY TRAIL as proposed and excepted by the Town of Middleton Town Council in June of 2011.

5.02 The Tenant shall allow the Landlord and any authorized employees access to enter upon the lands to premises at all reasonable times to view the state of repair or the condition and use of the premises.

5.03 The Tenant agrees that the Landlord shall not in any way be liable or responsible for any personal injury or death that may be suffered or sustained by the Tenant or any employee, guest, licensee or invitee of the Tenant or any other person that may be upon the premises during the use by the Tenants, or for any loss or injury to any property belongings to the Tenant or its employees or to any other person while such property is on the premises and, in particular, the Landlord shall not be liable for any damage to such property caused under normal conditions.

5.04 The Tenant acknowledges that the Tenant is responsible for compliance with all laws relating to health or the environment including, without limiting the generality of the foregoing, Environment Act, 1994-1995, C.1, S.1, status of Nova Scotia, and the Tenant hereby agrees to indemnify and save the Landlord from any and all losses, charges, or expenses incurred by the Tenant due to failure to comply with this type of legislation by the Tenant.

5.05 The Tenant with written consent from the Landlord shall erect a shelter on the premise to be used by and for the sole use of the Tenant while the premise is in use by the Tenant during their events or fund raisers, to erect such a shelter on the premise the materials shall be obtained from the lands with as minimal intrusion to the area as possible

## FORFEITURE

6.01 If in the opinion of the Landlord the Tenant either:

- a; Becomes an inactive organization, or
- b: Fails to exercise adequate and proper control over the land premise, and if either such state of affairs has existed for a period of sixty days consecutive days after notice, this agreement shall cease and terminate and the Landlord may re-enter and take possession of the premises as though the Tenant were holding over after the expiration of the term without any

right whatsoever. [Excluding the winter months that do not allow the Tenants to gain excess to the premises as in the rest of the year]

6.02 The Tenant shall, at the time of termination of this agreement for any reason whatsoever, peaceably surrender and yield up to the Landlord the premises in good repair and condition, reasonable wear and tear accepted.

#### ALTERATIONS

7.01 The Tenant may, subject to subsection (2) make

7.01.1.1 Alterations, additions, or improvements to the premises and without limiting the generality of the foregoing, this is deemed to include the cutting of trees, the construction of any buildings or structures, the addition of top soil, fill or sand and any other possible alteration or improvement to the premises

7.01.1.2 All fixtures, improvements, structures, changes or alterations made to the premises by the Tenants shall be made at the Tenants own expense and shall be removed from the site, premises, lands at the end of agreement period unless extension has been agreed upon

#### LANDLORD'S OBLIGATIONS

8.01 The Landlord agrees that the Tenant shall have quiet enjoyment of the premises as long as the conditions of the agreement are observed

8.02 The Landlord shall erect a gate that shall be made secure to maintain limited access to the premises outside from the Tenants and the access required through the Landlords employees

8.03 The Landlord shall maintain the access road to the premises from the point of entry on Lily Lake Road down to and including the over flow gates area on Second Lake.

## NOTICES

9.01 Any notice, request or demand of or to the Tenant which is provided for in the agreement shall be sufficiently given or made if mailed by registered mail to:

A.E.A-Annapolis East Archery Club  
P.O. Box 1337  
Middleton N.S.  
B0S 1P0

9.02 Any notice, request or demand, to the Landlord, as required or provided for in this agreement shall be sufficiently given or made if mailed by registered mail to :

Town of Middleton  
P.O. Box 340  
Middleton N.S.  
B0S 1P0

THIS AGREEMENT shall be to the benefit of and binding upon both parties hereto and their respective heirs, successors and assigns;


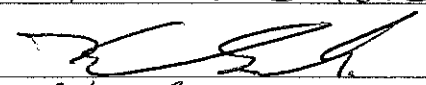

IN WITNESS WHEREOF the parties hereto have executed these presents in triplicate as of the day hereinbefore first written.

SIGNED, SEALED AND DELIVERED  
In the presence of:

THE TOWN OF MIDDLETON OF THE  
COUNTY OF ANNAPOLIS

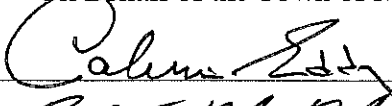

4 of 5 Directors of  
A.E.A- Annapolis East Archery Club

Deborah L. Heleb.  
Witness/~~Justice of the Peace~~

Per   
Per Paul D Saxon  
Per   
Per 

On Behalf of the Town of Middleton

Marianni Daini  
Witness/~~Justice of the Peace~~

Per   
Per   
Per \_\_\_\_\_  
Per \_\_\_\_\_

**REQUEST FOR DECISION**  
**School Street Waterline Project –**  
**Change Order**  
**RFD#: 061-2025**



---

**To:** COTW and Special Town Council  
**From:** Adam Verran, Director of Public Works and Ashley Crocker, CAO  
**Date:** November 3, 2025  
**Subject:** School Street Waterline Project - Change Order 001

---

**Guiding Principles for Decision-Making**

**Accountability    Transportation    Diversity    Sustainability    Engaged    Informed**

**References/Attachments**

- Change Order 001 - Additional Services and Repairs
- Capital Project Sheet
- Town of Middleton UARB request for approval
- UARB Project Approval

**Legislation**

- *Nova Scotia Municipal Government Act*
- Town Policy Code A – Procurement and Purchasing Policy
- Town Policy Code A – Budgeting, Financial Forecasting and Capital Expenditure Policy
  - 5.1.8 Once approved/ budgeted expenditures may not be exceeded unless Council approves a Supplemental Budget Request.
  - 5.1.9 In the case of an emergency/ the emergency should be dealt with, and, if necessary, a Supplemental Budget Request provided to Council as soon as possible thereafter.

**Recommendation**

That Town Council authorize and approve Change Order #1 for the School Street Water Main Upgrade project as presented, totaling \$41,171 + HST.

**Background**

The design work was completed by CBCL and on July 7, 2025, Council approved a supplemental budget of \$638,200 (before HST) for the School Street Waterline capital project. Council also approved utilizing up to \$259,600 (plus HST) from the Water Depreciation Reserve to fund the School Street Waterline

**REQUEST FOR DECISION**  
**School Street Waterline Project –**  
**Change Order**  
**RFD#: 061-2025**



Project. On the same evening, Council awarded the tender for the School Street Waterline Project to Meisner Excavation (2020) Ltd. for \$548,000 + HST (RFD 033-2025). The UARB approved the project (see attached decision letter).

The existing School Street watermain was installed many years ago, and the record drawings were not well maintained. As a result, the initial scope for services and laterals required adjustments throughout the course of the project. Additional services were identified along the way, and some were larger in size than originally anticipated. In several cases, services that were believed to connect from Main Street were located on School Street, which resulted in additional work by the contractor. This was not known until the ground was dug and pipes exposed. Some buildings were found to have additional services without curb stops, and several previously unknown vacant lots needed to be reconnected.

The project is now complete, but not all invoices have been received. Staff will follow up with a report to Council in the future on final costs and how the project was funded.

**Financial Implications**

The original project approved by Council and the UARB for the School Street Waterline Project included a \$54,800 + HST contingency for the construction services. This change order of \$41,171 + HST is covered within the construction contingency.

**Strategic Plan/Operating Plan Alignment**

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	Infrastructure	Replacing water main along school street
	Economy	
	Community	
	Governance	
	Council Strategic Initiative	

**REQUEST FOR DECISION  
School Street Waterline Project –  
Change Order  
RFD#: 061-2025**



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Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 3 November 2025



# Change Order

Change Order No.: 1 CBCL Project No. 241039.01  
 Date: 10-Oct-25  
 To: Meisner Excavation (2020) Ltd.  
 Contract Name: Middleton School Street Watermain Replacement  
 Contract No.: 241039.01  
 Refer To: CCO-001R2 dated, October 1, 2025  
 Copies To: Adam Verran (Town of Middleton)

You are hereby authorized, subject to the provisions of your contract, to proceed with the following work:	Credit	Extra
13 additional Re-Connections of Existing 19mm Water Services at unit rate of \$3,167.00		\$ 41,171.00
<b>SUB-TOTAL</b>	\$ -	<b>\$ 41,171.00</b>

*The amount of the contract price is INCREASED or DECREASED by the sum of* **\$41,171.00 + HST**

*Contract time is INCREASED or DECREASED by days* **0**

**Recommended**

Engineer/Consultant

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

**Authorized**

Owner

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

**Acknowledged**

Contractor

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

**Receipt of this change is hereby acknowledged and the terms thereof agreed to.**



# Contemplated Change Order



Project Name:	Middleton School Street Watermain Replacement	Project No.:	241039.01
Contract Name:	Middleton School Street Watermain Replacement	Contract No.:	241039.01
CCO No.:	001R2	Date:	October 1, 2025
To:	Meisner Excavation (2020) Ltd.		
Refer To:	S03 - REPLACED WATER SERVICES PLAN - MARKED		
Copies To:	Adam Verran		

The following items are proposed changes to the contract. The work is not to proceed until authorized by a change order. All material and workmanship are to be as described in the contract documents unless otherwise stated. Please submit an itemized quotation to the **contract value and/or to the project schedule**, and within 7 calendar days of the date hereon.

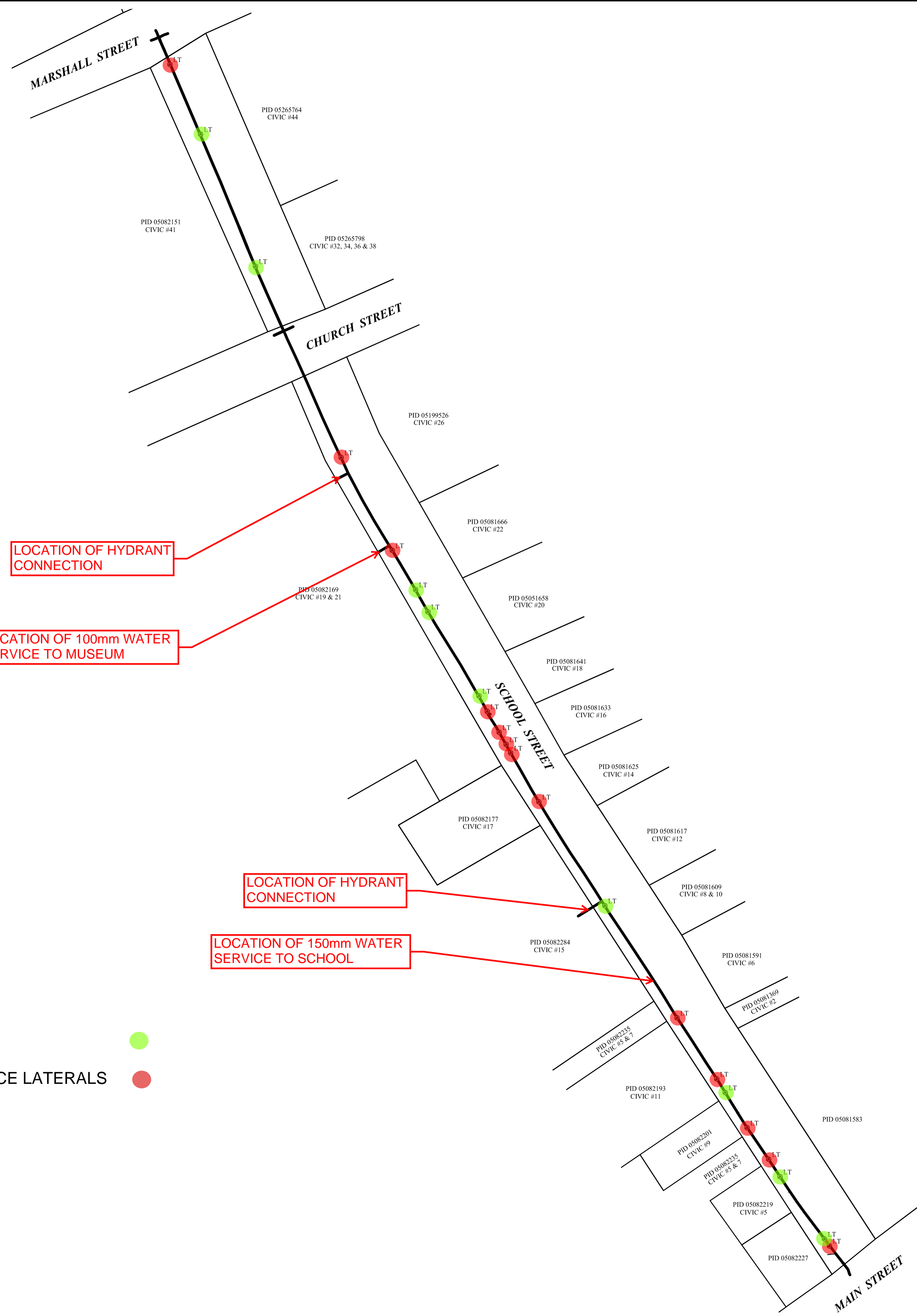
Please provide pricing to supply and install the following:

- Item 7.0 Re-connection of Existing 19mm Water Services: unit rate for the addition of 13 Each, (tender qty of 9 at unit rate of \$3,167.00  
For item description see Section 01 22 00 – Measurement and Payment, subsection .7.

Signature:

Title:

Group Lead, Municipal – Linear Infrastructure



LOCATION OF HYDRANT CONNECTION

LOCATION OF 100mm WATER SERVICE TO MUSEUM

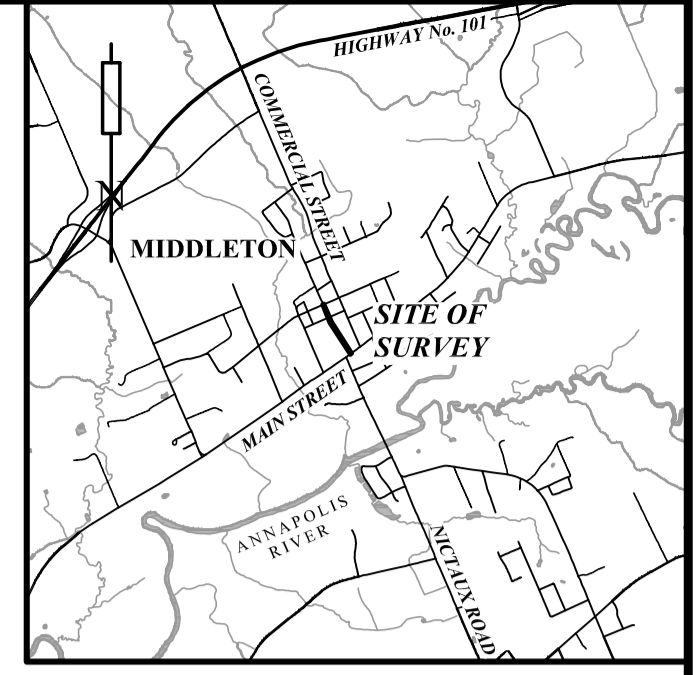
LOCATION OF HYDRANT CONNECTION

LOCATION OF 150mm WATER SERVICE TO SCHOOL

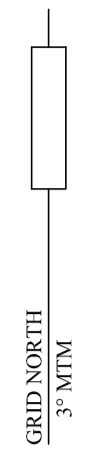
ORIGINAL DESIGN



ADDED WATER SERVICE LATERALS



KEY PLAN SCALE 1:50,000



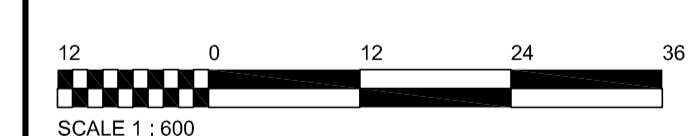
NOTES:  
1) PROPERTY LINES ARE APPROXIMATE AND SUBJECT TO A BOUNDARY SURVEY FOR TRUE SIZE AND SHAPE.

LEGEND			
ACTIVE CONTROL STATION	△ ACS	CALCULATED	(C)
NOVA SCOTIA HIGH PRECISION NETWORK	△ NSHPN	MEASURED	(M)
SURVEY MARKER	○ SM	PLAN	(P)
IRON PIPE (IRON BAR)	○ IP (IB)	DEED	(D)
CUT CROSS	⊗ CC	SURVEYOR IDENTIFIER	(6000)
CALCULATED POINT	⊙ CP	CHORD	(CH)
PLACED	PL	RADIUS	R
FOUND	FD	POINT OF CURVATURE	PC
UTILITY POLE	⊙ UP	POINT OF COMPOUND CURVATURE	PCC
OVERHEAD WIRES	— OhW —	NON-TANGENTIAL	NT
UTILITY POLE GUY	— UPG —	TIE LINE	TL
WITNESS	WIT	NEW WATER MAIN	— W.M. —
LATERAL	LT	APPROXIMATE PROPERTY LINE	— A.P.L. —
ILLEGIBLE	ILL	NOT TO SCALE	— N.T.S. —

ALL VALUES ARE MEASURED (UNADJUSTED), DERIVED USING GNSS OBSERVATIONS.  
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND ARE HORIZONTAL GRID DISTANCES.  
GRID DISTANCES WERE DETERMINED BY MULTIPLYING THE COMBINED SCALE FACTOR AT THE SITE BY THE GROUND DISTANCE (GRID = GROUND X 0.999923).  
THE ORIGINAL ELECTRONIC FILE WAS PRODUCED FOR SHEET SIZE A1 (594 mm X 840 mm).

ASBUILT SURVEY PLAN SHOWING  
**REPLACEMENT MIDDLETON WATER SERVICE**  
ON  
**SCHOOL STREET**

SCHOOL STREET  
MIDDLETON  
ANNAPOLIS COUNTY, NS



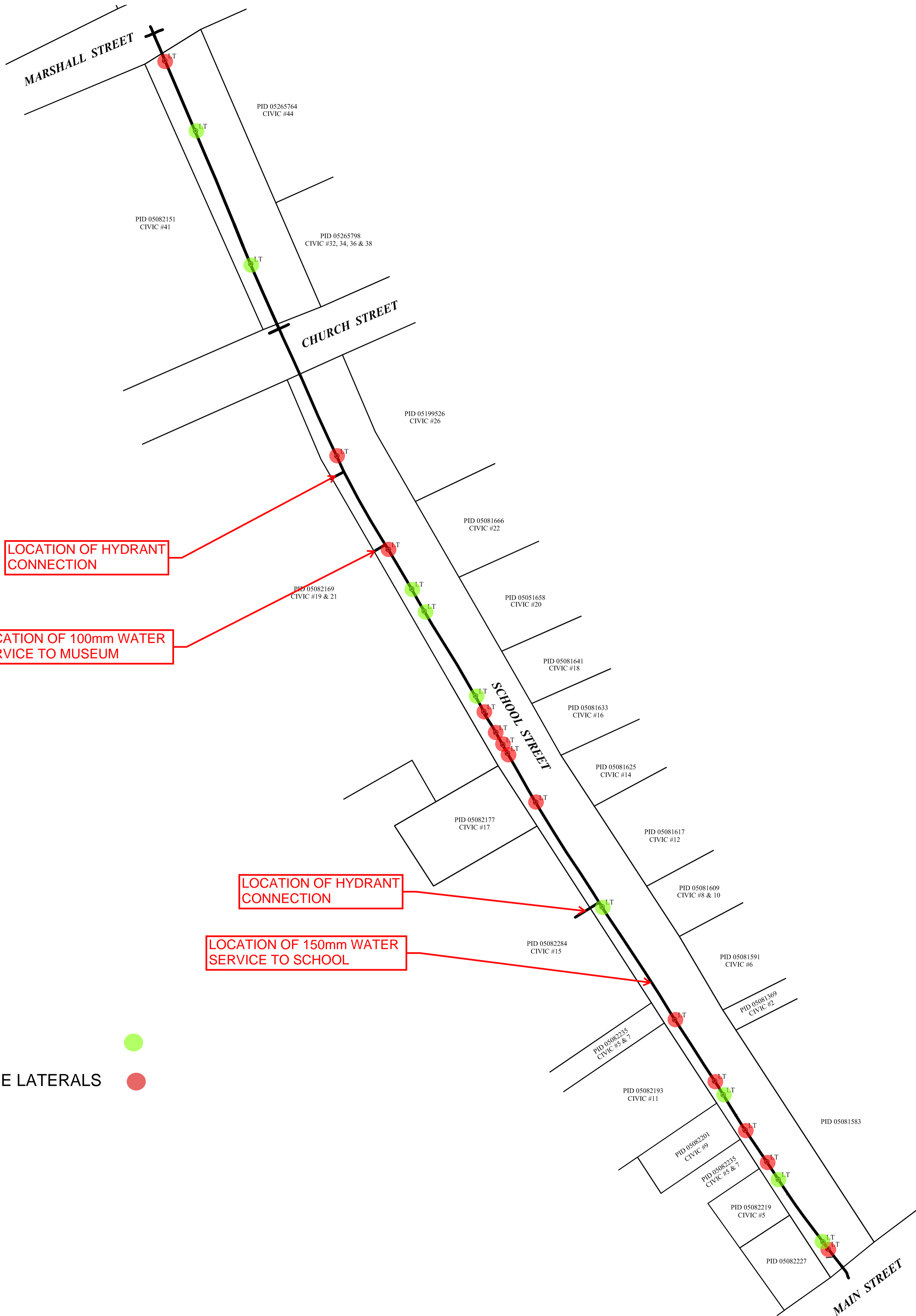
FIELD SURVEYS WERE CARRIED OUT DURING THE PERIOD OF  
AUGUST 11, 2025 TO SEPTEMBER 2, 2025

**DeWOLFE & MORSE SURVEYING LIMITED**

P.O. BOX 520 MIDDLETON  
ANNAPOLIS COUNTY, N.S.  
B0S - 1P0  
Email: info@demosl.ca

PLAN No: 2025-333P

COORDINATE SYSTEM INFORMATION	
GNSS SURVEY TYPE: NRTK	SOURCE: SMARTNET
HORIZONTAL DATUM: NAD83 (CSRS)	EPOCH: 2010.0   VELOCITY MODEL: V, 7
VERTICAL DATUM: CGVD2013	
PROJECTION: 3° MTM   ZONE: 5	CENTRAL MERIDIAN: 64°30'W



LOCATION OF HYDRANT CONNECTION

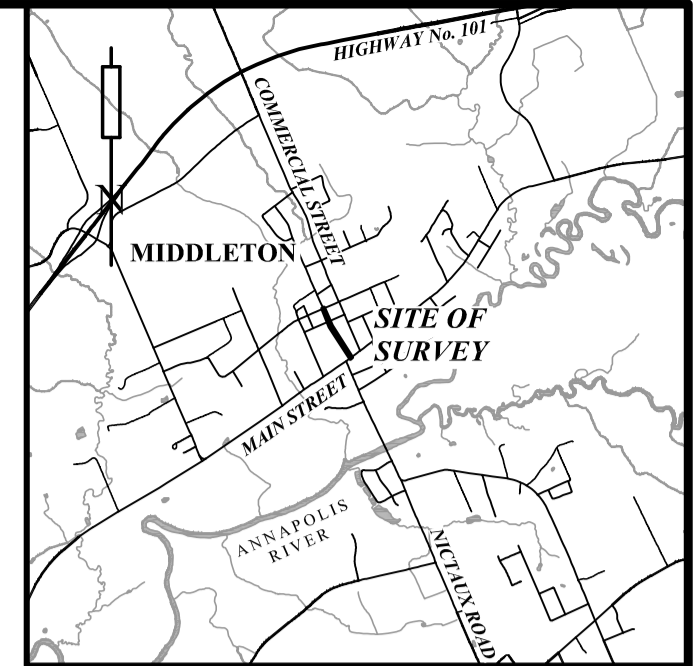
LOCATION OF 100mm WATER SERVICE TO MUSEUM

LOCATION OF HYDRANT CONNECTION

LOCATION OF 150mm WATER SERVICE TO SCHOOL

ORIGINAL DESIGN ●

ADDED WATER SERVICE LATERALS ●



KEY PLAN SCALE 1:50,000

GRID NORTH  
3' MTM

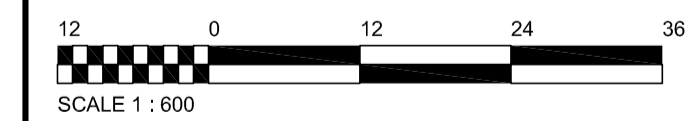
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NOVA SCOTIA HIGH PRECISION NETWORK	▲ NSHPN	MEASURED	(M)
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CALCULATED POINT	● CP	CHORD	(CH)
PLACED	PL	RADIUS	(R)
FOUND	FD	POINT OF CURVATURE	(PC)
UTILITY POLE	⊕ UP	POINT OF COMPOUND CURVATURE	(PCC)
OVERHEAD WIRES	— OhW —	NON-TANGENTIAL	(NT)
UTILITY POLE GUY	— UPG —	TIE LINE	(TL)
WITNESS	WIT	NEW WATER MAIN	(—)
LATERAL	LT	APPROXIMATE PROPERTY LINE	(---)
ILLEGIBLE	ILL	NOT TO SCALE	(---)

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ASBUILT SURVEY PLAN SHOWING  
**REPLACEMENT MIDDLETON WATER SERVICE**  
ON  
**SCHOOL STREET**

SCHOOL STREET  
MIDDLETON  
ANNAPOLIS COUNTY, NS



FIELD SURVEYS WERE CARRIED OUT DURING THE PERIOD OF  
AUGUST 11, 2025 TO SEPTEMBER 2, 2025

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P.O. BOX 520 MIDDLETON  
ANNAPOLIS COUNTY, N.S.  
B0S - 1P0  
Email: info@demosl.ca

PLAN No: 2025-333P

COORDINATE SYSTEM INFORMATION	
GNSS SURVEY TYPE: NRTK	SOURCE: SMARTNET
HORIZONTAL DATUM: NAD83 (CSRS)	EPOCH: 2010.0   VELOCITY MODEL: V, 7
VERTICAL DATUM: CGVD2013	
PROJECTION: 3° MTM   ZONE: 5	CENTRAL MERIDIAN: 64°30'W



Office of the  
**Chief Administrative Officer**  
**Ashley Crocker**  
Ph: (902)825-4841 | Fax: (902)825-6460  
Email: [acrocker@town.middleton.ns.ca](mailto:acrocker@town.middleton.ns.ca)  
[www.discovermiddleton.ca](http://www.discovermiddleton.ca)

May 30, 2025

**Nova Scotia Regulatory and Appeals Board**

1601 Lower Water Street, Suite 300  
PO Box 1692, Unit "M"  
Halifax, NS B3J 3P6  
Via email: [board@novascotia.ca](mailto:board@novascotia.ca)

**RE: MIDDLETON WATER UTILITY SCHOOL ST WATERLINE APPROVAL REQUEST**

Good afternoon:

Please accept the following application for capital expenditure approval for the Middleton Water Utility to construct a replacement of a section of waterline on School Street for a total estimated cost of \$664k.

**Background:**

The Middleton Water Utility provides water to the Regional High School (600+students), seven residences and eight local businesses along a 380-metre section of School Street in Middleton. Over the past 18 months, the Town has had eight watermain breaks on this section of School Street, causing disruption to water service in the area. In six of those instances, the breaks have required the High School to close for health and safety reasons.

The pipe is over 60 years old and of multiple diameters (100mm, 150mm and 200mm DIA), at times causing pressure issues and limiting any future development. There are also several water valves in the area that are not working properly.

The Utility sent an RFP to 3 engineering firms and had the design work completed, for a total cost of \$23k, including non-rebateable HST. The Utility plans to replace the deteriorated sections and upgrade the line so that it is all 200mm diameter to help reduce pressure issues and support future developments needing sprinkler systems for fire suppression.

The Utility issued tenders for the construction phase of the project. The RFP closed on May 27, 2025, and several bids were received. The contract will not be awarded until the project is approved by the Board.



Office of the  
**Chief Administrative Officer**  
**Ashley Crocker**  
 Ph: (902)825-4841 | Fax: (902)825-6460  
 Email: [acrocker@town.middleton.ns.ca](mailto:acrocker@town.middleton.ns.ca)  
[www.discovermiddleton.ca](http://www.discovermiddleton.ca)

The Utility submitted a grant application under the Provincial Capital Assistance Program (PCAP), requesting a grant equal to 50% of the then-estimated cost of the project. We have not been advised on the status of our grant application.

If successful in obtaining the grant, the balance of the cost would be funded from the Water Depreciation Reserve. In the absence of grant approval, the Utility would either use an equivalent amount from the Town’s Canada Community Building Fund, (CCBF) Capital Reserve, or delay the project until such time as the Water Depreciation Reserve account contained sufficient funds.

### Project Description:

The Engineering Design work has been completed. The project will replace 380m of watermain with 200 mm dia. PVC DR-18, 10 gate valves, 2 hydrants, and the various connections with the existing system and existing water services. Other components include temporary water service, testing and commissioning, environmental protective measures, etc.

### Project Cost by Major Category:

The table below assumes the contractor is responsible for the cost of materials and labor.

<b>Category</b>	<b>Cost</b>	<b>Previous Spending</b>	<b>Project Total</b>
Construction costs	548,000		548,000
Construction contingency	54,800		54,800
Engineering costs	10,650		10,650
Engineering contingency	1,065		1,065
Engineering and design		22,260	22,260
Subtotal	614,515	22,260	636,775
Non-rebateable HST	23,700	1,000	27,300
	638,215	23,260	664,075



Office of the  
**Chief Administrative Officer**  
**Ashley Crocker**  
Ph: (902)825-4841 | Fax: (902)825-6460  
Email: [acrocker@town.middleton.ns.ca](mailto:acrocker@town.middleton.ns.ca)  
[www.discovermiddleton.ca](http://www.discovermiddleton.ca)

## Project Funding:

Previous Spending of \$23k plus HST was funded from the Water Depreciation Reserve.

As previously noted, the Utility applied for a PCAP grant for \$259,644, being 50% of the previously estimated cost of construction. The balance of the project would be funded from the Water Depreciation Reserve.

The Utility had previously planned to fund 100% of the project from the Water Depreciation Reserve, but the project was not scheduled to occur until 2026/27, when the Reserve would have accumulated sufficient funds to cover the project cost.

However, given the urgency of the project, if the PCAP grant application is not successful, then the equivalent amount could be funded from the CCBF Capital Reserve fund. This will require a Council Resolution, as the draft capital budget assumes receiving PCAP funding.

## Impacts of the Project on the revenues and expenditures of the water utility plus an estimate of the impact on the water rates:

The watermain replacement will not generate any new revenue. However, it will permit the Town to reliably support new housing or commercial developments, which will generate additional revenue for the water utility.

The estimated annual depreciation expense is \$9k. However, operating expenses related to water main breaks are expected to be reduced, which will offset a portion of the cost. As a result, the Utility expects nominal impact on the water rates.

No debt is required for this project. The primary financial consequence will be the reduction in the Depreciation Reserve account balance, leaving less funds available for other future projects. However, none of the other capital projects planned for future years are as critical as this project.

Thank you for your consideration of this project.

Yours sincerely,

*Ashley Crocker*

Ashley Crocker, MBA, CPA  
Chief Administrative Officer



June 27, 2025

[acrocker@town.middleton.ns.ca](mailto:acrocker@town.middleton.ns.ca)

Ashley Crocker, MBA, CPA  
Chief Administrative Officer  
Town of Middleton  
131 Commercial Street  
PO Box 340  
Middleton, NS B0S 1P0

Dear Ms. Crocker:

### **M12302 - Middleton Water Utility – School St. Waterline Replacement**

On May 30, 2025, the Middleton Water Utility asked the Board to approve \$664,000 in capital spending to replace the School Street Waterline. This amount includes a 10% contingency and net HST.

In its request, the Utility explained that the waterline in question sustained eight breaks in the past 18 months, causing service disruptions in the area. In several cases, these disruptions required the local high school to close for health and safety reasons. The waterline is over 60 years old and made up of various diameters of piping ranging from 100mm to 200mm, which is limiting the ability for future development and causing water pressure issues. In addition, several valves in the area are not working properly. This project will replace 380 metres of watermain with 200 mm diameter PVC pipe, 10 gate valves, 2 hydrants, and various connections to the existing system.

Originally, as included in the Utility's rate application, currently under review, the Utility planned to do this work in 2026/27 and use depreciation funds exclusively. Due to the recent breaks, it prefers to do the work in 2025/26. The Utility plans to fund the project using a \$259,644 Provincial Capital Assistance Program (PCAP) grant, which has been applied for but not yet confirmed. The rest would be funded from the depreciation fund. If the grant is not approved, the Utility may use money from the CCBF capital reserve instead. Moving the project up in the schedule will also allow the Utility to include its costs in the water rates for the year the work will now occur. Since the depreciation fund isn't as large now as it is expected to be in 2026/27, the grant is important for funding the project.

Board staff issued Information Requests (IRs) on June 3, 2025. The Utility provided its responses to the Board on June 24 and June 25, 2025. In its IR responses, the Utility confirmed that the lowest of the three tender bids has been selected and it will award the job once the Board approves the application. Work is expected to start on July 2, 2025, and finish by August 31, 2025.

In its IR responses, the Utility also indicated that if the PCAP grant funding is not available, it will use a portion of its accumulated surplus as a funding source. The Utility will also fund

any cost overruns that do not meet the threshold for Board approval with its accumulated surplus.

In response to IR-3b), the Utility provided an updated cost estimate, which reflects a decrease in the cost of engineering services during construction. The updated total project is now estimated to cost \$661,433.

Based upon the information provided, the Board approves this project and its funding at the revised total of \$661,433.

Yours truly,



Julia E. Clark, LL.B.  
Vice Chair



**Project Name:** SCHOOL STREET RECONSTRUCTION - REPLACE WATER LINES

**Project #** 22-21

**Department:** Water                      **Unit:** Water                      **Asset Class** Water Distribution mains

**Type of Asset:** Replacement                      **Reason:** End of life asset replacement                      **Expected Useful Life:** 75 years

**Project Description:** Replace 380m water distribution lines along School Street. Designed in 24/25, tender and construct in 25/26

**Need for Project:** Waterlines were installed over 50 years ago and there have been 8 watermain breaks on School Street in the past 18 months, several of which required the high school to close for health and safety reasons. There are 3 different pipe diamters which results in water pressure issues and which limit both residential and commercial development here.

**Project Funding:** PCAP grant \$259k, Water Depreciation Reserve \$ and Water Operating Surplus. If PCAP grant not received, then equivalent amount from Water Operating Surplus

**Carry-over Project** n/a

**Additional Operating Expense** n/a

	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2024	2024/25	3/31/2025	2025/26	2026/27	2027/28	2028/29	2029/30		
<b>Annual Operating Impact:</b>										
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	8,509	8,509	8,509	8,509	8,509	42,547	42,547
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Impact</b>	-	-	-	8,509	8,509	8,509	8,509	8,509	42,547	42,547
										<b>Project Total</b>
<b>Capital Budget:</b>	<b>3/31/2024</b>	<b>2024/25</b>	<b>3/31/2025</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>	<b>Total</b>	<b>Project Total</b>
Capital cost	-	23,200	23,200	638,200	-	-	-	-	638,200	661,400
<b>Funding:</b>										-
Operating	-	-	-	119,000	-	-	-	-	119,000	119,000
Grants	-	-	-	259,600	-	-	-	-	259,600	259,600
Drawdown Reserves	-	23,200	23,200	259,600	-	-	-	-	259,600	282,800
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
<b>Total funding</b>	-	23,200	23,200	638,200	-	-	-	-	638,200	661,400

**REQUEST FOR DECISION**  
**Joint Police Advisory Board**  
**RFD#: 063-2025**



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**To:** COTW and Town Council  
**From:** Ashley Crocker, CAO  
**Date:** November 3, 2025 and November 17, 2025  
**Subject:** Joint Police Advisory Board

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**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

**References/Attachments**

- Draft Letter to Minister of Justice
- Draft Letter to the Municipality of the County of Annapolis

**Legislation**

- *Police Act* (Sections 57–59): Police Advisory Boards

**Recommendation**

That Council request the Minister of Justice approve the dissolution of the Joint Police Advisory Board currently shared with the Municipality of the County of Annapolis, and to authorize the establishment of an independent Town of Middleton Police Advisory Board in accordance with the *Police Act*.

**Background**

Since February 2025, the Town of Middleton has participated in a Joint Police Advisory Board with the Municipality of the County of Annapolis, established under the *Police Act* to provide advice to Councils and the RCMP on policing priorities, policies, and community safety matters.

At the October 20, 2025 Council meeting, members reviewed the current Joint Police Advisory Board structure and discussed the benefits of establishing a dedicated Town of Middleton Police Advisory Board. Council noted that an independent board would provide a more direct and effective mechanism for addressing Middleton’s specific policing priorities and community safety concerns. It would also strengthen communication between Council, the RCMP, and residents, ensuring that advice provided to Council reflects the unique needs and priorities of the Town. Council subsequently directed staff to prepare a report for consideration at the next meeting. In preparation of this report, staff consulted with the Department of Justice for guidance on the appropriate process for dissolving the existing Joint Board.

**REQUEST FOR DECISION**  
**Joint Police Advisory Board**  
**RFD#: 063-2025**



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The Department of Justice has advised that to dissolve the existing Joint Board, the Town must:

1. Pass a Council motion requesting the dissolution of the current Joint Police Advisory Board and the establishment of an independent board;
2. Submit formal correspondence to the Minister of Justice requesting approval for the actions; and
3. Provide notification to the Municipality of the County of Annapolis, as both municipalities will need to follow a similar process to ensure their new boards meet or exceed the requirements of the *Police Act*.

The *Police Act* requires that every municipality receiving policing services under the RCMP have a Police Advisory Board composed of elected officials and citizen representatives. The role of the board is to:

- Advise Council on policing priorities, goals, and objectives;
- Act as a liaison between the community, Council, and the RCMP; and
- Promote adequate and effective policing within the Town.

A standalone Town of Middleton Police Advisory Board would maintain these legislated functions while allowing for:

- Focused attention on Middleton's local policing issues and community safety priorities;
- Improved coordination between Council and the RCMP detachment serving the Town; and
- Increased responsiveness to citizen input on public safety and crime prevention initiatives.

The Town intends to structure its new Police Advisory Board to meet or exceed the standards outlined in Section 57 of the *Police Act*, including member composition, appointment procedures, and transparency requirements.

### Financial Implications

There are no significant financial implications anticipated because of establishing an independent Police Advisory Board. Administrative costs such as meeting coordination, minute-taking, and member recruitment can be managed within the existing operational budget for Council and Committee support.

**REQUEST FOR DECISION**  
**Joint Police Advisory Board**  
**RFD#: 063-2025**



Strategic Plan/Operating Plan Alignment

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

Alternatives

- 1) **Maintain the current Joint Police Advisory Board** – This would require continued coordination with the Municipality of the County of Annapolis. The Joint Board would need to identify what actions could be taken to ensure Town of Middleton concerns and priorities are addressed.
- 2) **More research** - Council can direct staff to conduct more research before deciding on a course of action.

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 17 November 2025



Office of the Mayor  
PO Box 340, Middleton, NS B0S 1P0  
Phone: (902) 825-4841 (Town Office)  
Fax: (902) 825-6460  
[gsmith@town.middleton.ns.ca](mailto:gsmith@town.middleton.ns.ca)  
[www.discovermiddleton.ca](http://www.discovermiddleton.ca)

November 18, 2025

Honourable Scott Armstrong  
Minister of Justice and Attorney General  
Province of Nova Scotia  
PO Box 7, 1690 Hollis Street Halifax, Nova Scotia B3J 2L6  
[justmin@novascotia.ca](mailto:justmin@novascotia.ca)

Dear Minister Armstrong:

On behalf of the Town of Middleton, Council respectfully requests the dissolution of the current Joint Police Advisory Board shared with the Municipality of the County of Annapolis, and the establishment of an independent Police Advisory Board for the Town of Middleton, in accordance with the *Police Act* of Nova Scotia.

The Town carefully considered its policing oversight structure and believes that a dedicated advisory board will better support our community's specific public safety priorities and strengthen communication between the Town, the RCMP, and residents. An independent board will allow for more direct engagement with Middleton's local policing issues, enhance responsiveness to community concerns, and provide Council with clearer and more focused input on policing matters within our municipal boundaries.

The Town's proposed structure will meet or exceed all requirements of Section 57 of the *Police Act*, including the composition of the Board, appointment process, and mandate to advise Council and the RCMP on policy, priorities, and community policing initiatives. Recruitment for members will follow the same transparent and inclusive process as before, ensuring diverse community representation.

Council also wrote to the Municipality of the County of Annapolis to advise them of our intent to dissolve the Joint Board. It is our understanding that they will undertake a similar process to establish their own independent Police Advisory Board.

We respectfully request your approval to dissolve the Joint Police Advisory Board and to authorize the creation of a new Town of Middleton Police Advisory Board under the provisions of the *Police Act*.

Thank you for your attention to this matter. Please do not hesitate to contact me should you require any additional information or documentation to support this request.

Sincerely,

Gail Smith  
Mayor  
Town of Middleton



Office of the Mayor  
PO Box 340, Middleton, NS B0S 1P0  
Phone: (902) 825-4841 (Town Office)  
Fax: (902) 825-6460  
[gsmith@town.middleton.ns.ca](mailto:gsmith@town.middleton.ns.ca)  
[www.discovermiddleton.ca](http://www.discovermiddleton.ca)

November 18, 2025

Warden Diane LeBlanc  
Municipality of the County of Annapolis  
P.O. Box 100  
Annapolis Royal, NS B0S 1A0

Dear Warden LeBlanc:

The Town of Middleton Council has reviewed the structure and function of the Joint Police Advisory Board currently shared with the Municipality of the County of Annapolis. After careful consideration, Council has determined that establishing a Town of Middleton Police Advisory Board will better support the Town's specific policing needs and community priorities.

In accordance with guidance from the Nova Scotia Department of Justice, the Town will be submitting a formal request to the Minister of Justice seeking approval to dissolve the existing Joint Police Advisory Board and to establish an independent advisory board for the Town. The Department also advised that both municipalities will be expected to ensure their new boards meet or exceed the requirements set out in the *Police Act*.

We want to ensure that the County is formally informed of this decision and has sufficient time to consider any steps you may wish to take to establish your own independent Police Advisory Board. The Town remains committed to maintaining a positive working relationship with the County, particularly on matters of regional public safety and cooperation.

Please do not hesitate to contact me should you wish to discuss this transition or coordinate timing and communication with the Department of Justice.

Sincerely,

Gail Smith  
Mayor  
Town of Middleton

**REQUEST FOR DECISION**  
**Appointment List Update for 2026**  
**RFD#: 063-2025**



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**To:** COTW and Town Council  
**From:** Ashley Crocker, CAO  
**Date:** November 3, 2025 and November 17, 2025  
**Subject:** Appointment List Update for 2026

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**Guiding Principles for Decision-Making**

**Accountability    Transportation    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Updated Draft Appointment List

Legislation

- *Municipal Government Act*

Recommendation

That Council remove Danny Wright as the Town’s Building Inspector.

That Council remove Dana Olmstead as the Town's Building Inspector.

That Council approve the Appointment List, as presented.

Background

As of October 31, Danny Wright retired from the County of Annapolis as a Building Inspector. Dana Olmstead is no longer employed with the County of Annapolis. Erin Shurman-Kolb and Andrew Dobson remain appointed as the Town’s Building Inspectors. The current Pool Society names are reflected in the attached Appointment List. The Pool Society will be submitting the list of names prior to the Council meeting on Nov 17<sup>th</sup>. Jill Cox is still willing to be the representative for the Regional Library Board – this is a 4-year term that started last year.

Financial Implications

N/A

**REQUEST FOR DECISION**  
**Appointment List Update for 2026**  
**RFD#: 063-2025**



Strategic Plan/Operating Plan Alignment

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

Alternatives

- 1) Council can discuss changing some of the Council appointments on various committees for the upcoming year

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: November 17, 2025

**TOWN OF MIDDLETON**  
**2026 APPOINTMENT LIST**  
*(Approved by Council Nov 17, 2025)*

**COUNCIL AND COMMITTEES OF COUNCIL**

**COUNCIL**

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL  
COUNCILLORS DAN SMITH, JONATHAN ARCHIBALD,  
BERNADETTE KNAPP, SANDRA FOURNIER, JOHN BARTLETT

**COMMITTEE OF THE WHOLE**

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL  
COUNCILLORS DAN SMITH, JONATHAN ARCHIBALD,  
BERNADETTE KNAPP, SANDRA FOURNIER, JOHN BARTLETT

**INCLUSION, DIVERSITY, EQUITY & ACCESSIBILITY (IDEA)**

ELIZABETH MASON-SQUIRES, CAMERON STIFF,  
CHRISTINA HILTZ, CATHERINE JEAN VOYSEY, LARRY PETERS,  
BRENDA MACDONALD LONA

**AUDIT COMMITTEE**

Citizens: PATRICIA LESLIE, SYLVESTER ATKINSON, THI ANH  
DAO BUI  
Town Council: COUNCILLORS BERNADETTE KNAPP,  
SANDRA FOURNIER

**COMMUNITY CENTRE & FIRE HALL COMM**

Fire Department: MIKE TOOLE, JODY SPIDLE, SCOTT VEINOT  
Town Council: MAYOR GAIL SMITH, COUNCILLORS  
BERNADETTE KNAPP, GARY MARSHALL  
Town Planner: CHRYSTAL FULLER  
Staff: CAO ASHLEY CROCKER, DPW ADAM VERRAN

**PLANNING ADVISORY COMMITTEE**

Citizens: HILARY CAMPBELL, MARGARET JERKE,  
DIANNE MCDONALD, HOWARD SELIG  
Town Council: COUNCILLORS JOHN BARTLETT, DAN SMITH,  
JONATHAN ARCHIBALD

**JOINT ANNAPOLIS COUNTY POLICE ADVISORY BOARD**

Citizens-Town: PATRICIA LESLIE, JOHN THOMPSON  
Citizens-County: WILLIAM STREET, CAROL GREENTREE  
County Council: COUNCILLOR HARDING, WARDEN LEBLANC  
Town Council: COUNCILLORS JOHN BARTLETT, SANDRA  
FOURNIER  
NS Dept. of Justice: **VACANT** (Ad with Province)

**SOURCE WATER PROTECTION ADVISORY COMMITTEE**

Citizens-Town: BRENDA FORD, BRYSON CROWELL  
Citizens-County: **VACANT**  
County Council: COUNCILLOR GAIL OXNER  
Town Council: COUNCILLORS BERNADETTE KNAPP,  
SANDRA FOURNIER  
Staff: DPW ADAM VERRAN

**ASSET MANAGEMENT WORKING GROUP**

Town Council: MAYOR GAIL SMITH  
Staff: CAO ASHLEY CROCKER, **DOF VACANT**  
DPW ADAM VERRAN

**INTER-MUNICIPAL COMMITTEES AND  
WORKING GROUPS**

**ANNAPOLIS COUNTY INTER-MUNICIPAL WORKING GROUP**

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL

**IDEA GOVERNANCE COMMITTEE**

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL

**VALLEY REGIONAL SERVICES BOARD**

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL (ALT)

**REMO ADVISORY COMMITTEE**

COUNCILLORS DAN SMITH, GARY MARSHALL

**REMO PLANNING COMMITTEE**

CAO ASHLEY CROCKER, DPW ADAM VERRAN

**VALLEY REN LIAISON & OVERSIGHT COMMITTEE (LOC)**

COUNCILLORS JOHN BARTLETT, JONATHAN ARCHIBALD (ALT)

**TOWN INDIVIDUAL APPOINTMENTS**

**ANIMAL CONTROL & BYLAW ENFORCEMENT OFFICERS**

ZACHARY CROMWELL  
ASHLEY GERVAIS  
ROBERT BRUCE

**BUILDING & FIRE OFFICIALS**

ANDREW DOBSON  
ERIN SCHURMAN-KOLB

**DANGEROUS & UNSIGHTLY PREMISES ADMINISTRATOR**

ASHLEY GERVAIS

**DEVELOPMENT OFFICER(S)**

CHRYSTAL FULLER  
LAUREN ISABELLE

**FIRE CHIEF & DEPUTIES**

CHIEF MIKE TOOLE  
DEPUTIES SCOTT VEINOT, JODY SPIDLE

**RCMP NCO IN CHARGE**

SGT MIKE MAXWELL

**REMO COORDINATOR**

BRIAN ORDE, TINA HALLIDAY (ALT)

**TOWN AUDITORS**

BDO CANADA

**TOWN CLERK**

SARA MARCEAU

**TOWN ENGINEER**

DPW ADAM VERRAN

**TOWN RETURNING OFFICER**

SARA MARCEAU

**TOWN SOLICITORS**

TAYLOR MACLELLAN COCHRANE

**TOWN TREASURER**

ASHLEY CROCKER

**TRAFFIC AUTHORITY**

SGT MIKE MAXWELL, DPW ADAM VERRAN

**VWRM BYLAW ENFORCEMENT OFFICER**

DALE ROBERTS

**REPRESENTATION ON OTHER  
COMMITTEES (BY CITIZENS)**

**MIDDLETON SWIMMING POOL SOCIETY**

ANDY RENWICK, STEPHANIE PURCELL, KATIE GREENE,  
TARA BALCOME, KELLEY DOUCETTE, ALEX BALCOME,  
SHALENE BURNS

**REGIONAL LIBRARY BOARD**

JILL COX

**WESTERN REGIONAL HOUSING AUTHORITY**

Citizen at Large: DIANNE MCDONALD

**COMMUNITY COMPLAINTS & CONCERNS 2025**

**Status Report**

Complaint #	Date Complaint Received	Received By	Method of Complaint	Complainant	Description of Concern/Complaint	Department Responsible	Staff Responsible	Complainant Updated	Staff Update	Status
25-020	24-Mar-25	Ashley Crocker	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	Adam	1-May-25	Mar 25/25: Called Complainant - No answer. May1/25 Called and explained Part of this section is on the list to be replaced - sidewalks are categorized by priority area. There is only so much in the budget.	In-Progress
25-024	26-Jun-25	Ashley Crocker	Phone		Complainant said that the signage at Needs in Middleton impedes visibility when turning left from Bridge Street on to Main Street.	Public Works/Parks	Adam/Ashley	26-Jun-25	Aug 21/25: Letter being drafted. Sep 6/25: Letter was signed by CAO and mailed to property owner.	In-Progress

**Town of Middleton**  
**Town General Financial Variance Report**  
**as of September 30, 2025**

**UNAUDITED**

	30-Sep-25			Variance Explanation
	Actuals	Budget	Variance (\$)	
<b>REVENUES</b>				
Assessable property taxes	3,890,268	3,902,862	(12,594)	Commercial sewer charges for second half of the year still to be charged
Grants in lieu of taxes	-	-	-	<i>Nothing to report</i>
Services provided to other governments	54,986	54,985	1	<i>Nothing to report</i>
Sales of services	35,951	40,671	(4,720)	<i>Nothing to report</i>
Other revenue from own sources	65,771	60,950	4,821	<i>Nothing to report</i>
Unconditional transfers from other governments	194,927	194,719	208	<i>Nothing to report</i>
Conditional transfers from federal or provincial governments or agencies	46,636	68,803	(22,167)	Budgeted to receive \$37k of the \$75k total Provincial Cost Shared Highway Paving grant at this time, offset by \$11.5k Crime Prevention grant received, not budgeted and \$4k additional Active Community grants higher than budgeted
Gain on disposal of tangible capital assets	-	-	-	
<b>TOTAL REVENUE</b>	<b>4,288,539</b>	<b>4,322,990</b>	<b>(34,451)</b>	
<b>EXPENSES</b>				
General government services	312,175	327,031	14,856	Bank service charges \$5k below budget , Training/convention expense \$5k below budget (DOF vacancy)
Protective services	659,317	733,539	74,222	\$58k invoice for Police Shared svcs and increase in RCMP for 0.5 additional officer not received yet
Transportation services				\$12k wages timing of when earned vs when paid, \$10k no snow removal/salt/sand needed last April, \$5k survey & engineering not needed to date, \$5k savings equipment repairs, \$4k training expense related to ACWWA & MPWWA conferences not attended (timing conflict)
Environmental health services	513,631	551,868	38,237	<i>Nothing to report</i>
Environmental development services	222,348	229,661	7,313	\$8k multi-cultural expenses - waiting for final invoices, \$4k MIP Cost share Econ Dev Officer not needed this fiscal year. \$15k GIS & Planning, Fire inspection services running lower than budgeted to date
Recreation and cultural services	75,936	103,651	27,715	Includes expenses related to Crime Prevention and Active Communities Fund grants, Water invoicing for Rink, Pool and Parks not processed yet.
Mandatory education contributions	236,636	258,720	22,084	Provincial education budget arrived after the Town budget was approved.
Interest (MFC)	260,958	249,366	(11,592)	<i>Nothing to report</i>
	5,897	4,864	(1,033)	
<b>TOTAL EXPENSES</b>	<b>2,286,897</b>	<b>2,458,700</b>	<b>171,803</b>	
<b>ANNUAL SURPLUS / (DEFICIT)</b>	<b>2,001,642</b>	<b>1,864,290</b>	<b>137,352</b>	
<b>FINANCING AND TRANSFERS</b>				
Principal repayments (MFC)	(189,766)	(189,766)	-	<i>Nothing to report</i>
	(189,766)	(189,766)	-	
<b>TOTAL AFTER TRANSFERS - SURPLUS/(DEFICIT)</b>	<b>1,811,876</b>	<b>1,674,524</b>	<b>137,352</b>	

**Town of Middleton  
Water Utility Financial Variance Report  
as of September 30, 2025**

**UNAUDITED**

	30-Sep-25		
	Actuals	Budget	Variance (\$)
<b>REVENUES</b>			
Metered sales	320,908	307,298	13,610
Flat rate sales	-	200	(200)
Public fire protection	-	-	-
Sprinkler service	-	-	-
Other operational revenue	2,564	3,444	(880)
Non-operating revenue	530	204	326
<b>TOTAL REVENUE</b>	<b>324,002</b>	<b>311,146</b>	<b>12,856</b>
<b>EXPENSES</b>			
Source of supply	209	3,006	2,797
Power and pumping	23,237	35,220	11,983
Water treatment	22,614	24,097	1,483
Transmission and distribution	138,042	132,677	(5,365)
Admin and general	136,507	135,353	(1,154)
Taxes	6,502	6,502	(0)
Amortization	-	-	-
<b>TOTAL EXPENSES</b>	<b>327,111</b>	<b>336,855</b>	<b>9,744</b>
<b>ANNUAL SURPLUS / (DEFICIT)</b>	<b>(3,109)</b>	<b>(25,709)</b>	<b>22,600</b>
<b>FINANCING AND TRANSFERS</b>			
Capital out of revenue	-	-	-
Transfer to reservoir reserve	-	-	-
	-	-	-
<b>TOTAL AFTER TRANSFERS</b>	<b>(3,109)</b>	<b>(25,709)</b>	<b>22,600</b>

**Variance Explanation**

Both residential & commercial water invoicing up slightly over budget

*Nothing to report*

*Nothing to report*

*Nothing to report*

*Nothing to report*

*Nothing to report*

*Nothing to report*

Well cleaning & pump replacement deferred to later this year

*Nothing to report*

*Nothing to report*

*Nothing to report*

*Nothing to report*



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](http://novascotia.ca)

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October 23, 2025

Dear Mayors, Wardens, and Councillors:

I am honoured to serve as Nova Scotia's Minister of Municipal Affairs. As I begin this role, I want to express my deep appreciation for the vital work municipalities do every day to support our communities.

I look forward to meeting many of you at the upcoming Nova Scotia Federation of Municipalities (NSFM) conference. This will be a valuable opportunity to listen, learn, and begin building strong working relationships grounded in collaboration and mutual respect.

Municipalities are key partners in shaping the future of our province. I am committed to working with you to advance shared priorities and ensure our communities continue to thrive.

Please do not hesitate to reach out to my office if there is anything you would like to discuss ahead of NSFM. I look forward to connecting with you soon.

Yours truly,

A handwritten signature in cursive script that reads "John A. MacDonald".

Honourable John A. MacDonald  
Minister of Municipal Affairs