

**AGENDA**

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**3. PROCLAMATIONS**

- 3.1 Emergency Preparedness Week
- 3.2 Lyme Disease Awareness Month

**4. PRESENTATIONS**

- 4.1 The Case for Middleton Supporting a Basic Income Guarantee – Becca Green-LaPierre

**5. APPROVAL OF THE MINUTES**

- 5.1 Council Meeting – March 18, 2024
- 5.2 In-Camera Council Meeting – March 18, 2024
- 5.3 Special Council Meeting – April 2, 2024

**6. 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.*

**7. NEW BUSINESS**

- 7.1 RFD 020-2024 Appointment List Update – CAO
- 7.2 RFD 021-2024 Low-Income Tax Exemption Policy – CAO
- 7.3 RFD 022-2024 Reserve Bank Account Closures – CAO

**8. REPORTS**

- 8.1 Management Report – CAO
- 8.2 Middleton Fire Department Dispatch Report for March – CAO
- 8.3 Planning Advisory Committee Mar 27/24 DRAFT Minutes – Mayor Atkinson
- 8.4 Annapolis County Inter-Municipal Working Group Mar 21/24 DRAFT Minutes – Councillor LeBlanc
- 8.5 REMO Advisory Committee Mar 11/24 DRAFT Minutes – Councillor Marshall
- 8.6 IMSA Board Mar 27/24 DRAFT Minutes – Mayor Atkinson
- 8.7 Accessibility Advisory Committee Apr 9/24 DRAFT Minutes – Councillor Fairn
- 8.8 Police Advisory Board Apr 9/24 DRAFT Minutes – Deputy Mayor Smith
- 8.9 Mayor’s Report

**9. ANYTHING BY MEMBERS**

**10. ADJOURNMENT**



# *Proclamation*

## **EMERGENCY PREPAREDNESS WEEK**

**MAY 5 - 11, 2024**

*Emergency Preparedness: Be Prepared, Know Your Risks*

- WHEREAS** emergency preparedness is everyone’s responsibility; and
- WHEREAS** individuals can make a difference during an emergency if they are prepared and ready for anything; and
- WHEREAS** the goal of “Emergency Preparedness Week” is to raise community awareness of the importance of knowing the risk, having a family emergency preparedness plan and kit and knowing what to do in an emergency event; and
- WHEREAS** successful emergency response depends on coordinated emergency planning and preparedness.

**THEREFORE**, I, Sylvester Atkinson, Mayor of Middleton do hereby proclaim May 5 - 11, 2024 as Emergency Preparedness Week in the Town of Middleton and encourage all residents to “Be Prepared, Know Your Risks”.

Dated at Middleton, Nova Scotia  
this 15<sup>th</sup> day of April 2024.

\_\_\_\_\_  
Sylvester Atkinson, Mayor



# *Proclamation*

## **LYME DISEASE AWARENESS MONTH MAY 2024**

- WHEREAS** Lyme disease is a serious illness caused by the bite of a blacklegged tick infected with the bacterium *Borrelia burgdorferi*; and
- WHEREAS** blacklegged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia; and
- WHEREAS** awareness, education and practicing preventative measures, such as daily tick checks and proper tick removal, can help reduce your chances of contracting tick-borne diseases.

**THEREFORE**, be is resolved that I, Sylvester Atkinson, Mayor of Middleton do hereby proclaim May 2024 as “Lyme Disease Awareness Month” in the Town of Middleton.

Dated at Middleton, Nova Scotia  
this 15<sup>th</sup> day of April 2024.

\_\_\_\_\_  
Sylvester Atkinson, Mayor

# A Request for the Town of Middleton to Support a Basic Income Guarantee (BIG)

Presented by:

Becca Green-LaPierre, Kings County Community Food Council

&

Roger Tatlock, Basic Income Nova Scotia Society

April 15, 2024



BIG-NS



## Who We Are: KCCFC

A group dedicated to lead and collaborate on work in our communities to strengthen our food system.

**Vision:** Kings County will have a sustainable local food system, where everyone will have access to enough nutritious, safe, ecological and culturally appropriate food.



**BIG-NS**

## Who We Are: BIG-NS

We are Nova Scotians.

Together we advocate for a livable basic income guarantee through outreach, education and informed conversation.

# Our Asks to Council

1. That Mayor & Council write letters to the Prime Minister and Premier asking for federal and provincial/territorial governments to work together to create a national livable basic income guarantee.
2. That Mayor & Council write a letter to the Premier and all MLAs, with copies to the Prime Minister and NS MPs, requesting that the province establish an all-party committee of the legislature to research and design the implementation of a livable basic income guarantee for all Nova Scotians.

# What is a Basic Income Guarantee (BIG)?

A basic income guarantee is an income tested and targeted unconditional cash transfer from governments to individuals to enable everyone in Canada to meet their basic needs, participate in society, and live in dignity, regardless of work status.

Some Guiding Principles for BIG:

- universally accessible
- unconditional, subject to income & residency requirements
- sufficient - a liveable amount
- respectful of autonomy

# Targeted BIG Programs

Some say that Canada has targeted, basic income programs:

- Canada Child Benefit for families
- OAS/GIS for low-income seniors
- Canada Workers Benefit
- Canada Disability Benefit

**Isn't it time for a BIG for all?**

**Isn't it time that it's a liveable amount?**

# Why Should Municipalities Care about BIG?

Poverty impacts our communities and costs of poverty are downloaded onto municipalities.

Municipalities represent an important voice in social policy discussions at all levels: they are often on the front lines, working to ensure that *residents and communities lead happy, healthy, sustainable, and productive lives.*

# Why Should Municipalities Care about BIG?

## ***BIG communities experience:***

- decreased strain on health care system
- decreased crime
- increased high school completion & employment training
- increased local spending
- increased entrepreneurship

## ***BIG recipients experience:***

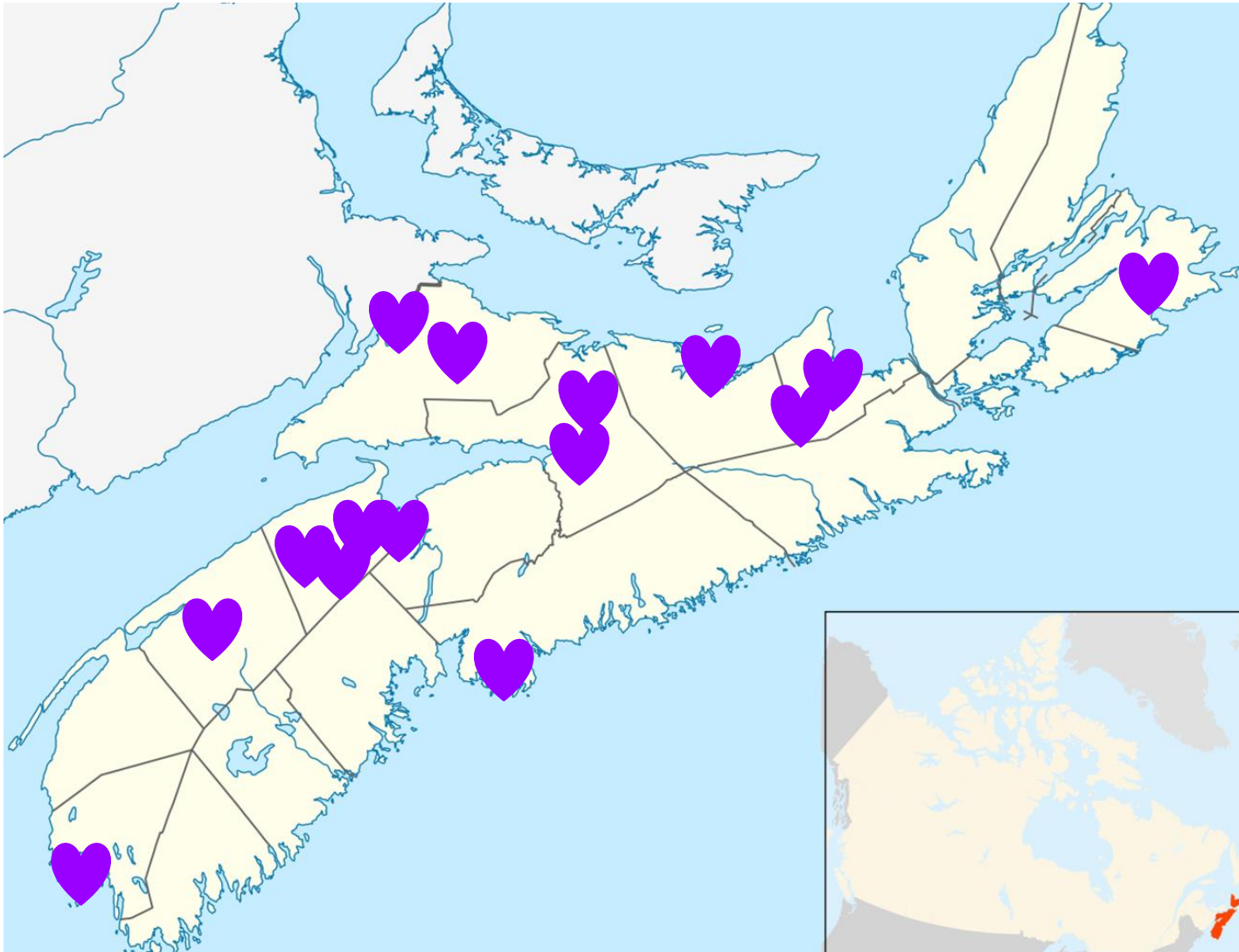
- improved mental & physical health
- better access to medication, nutritious food & transportation
- decreased poverty rates
- reduced homelessness
- improved financial security, including decreased personal debt.

# Why Should Municipalities Care about BIG?

Mayor Mike Savage of HRM clearly stated at the [2022 Atlantic Canada Basic Income Summit](#):

**“The feds have the money, the province has the jurisdiction, and the city has the problems.”**

# N.S. Municipalities that Have Passed Resolutions Supporting BIG



As of March 2024 the Municipal Representatives of *more than 75% the population of Nova Scotia* support BIG

# Our Asks to Council

1. That Mayor & Council write letters to the Prime Minister and Premier asking for federal and provincial/territorial governments to work together to create a national livable basic income guarantee.
2. That Mayor & Council write a letter to the Premier and all MLAs, with copies to the Prime Minister and NS MPs, requesting that the province establish an all-party committee of the legislature to research and design the implementation of a livable basic income guarantee for all Nova Scotians.

Thank you for your time and consideration.



**BIG-NS**

# Basic Income NOW, Atlantic Canada

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Basic Income NOW, Atlantic Canada is a coalition of Atlantic Canadian organizations and individual advocates working in solidarity to call for the implementation of a basic income. We have reached consensus regarding the approach to a basic income program that we believe would greatly benefit the lives and well-being of Atlantic Canadians, as well as the social, economic, and cultural prosperity of the region. We present this consensus statement as a shared vision that allows us to strive together for a basic income guarantee as a poverty elimination strategy which is vital to future-proofing Atlantic Canada.

We believe that all people have the right to have their basic needs met and to live a dignified life. We know, however, that this is not the reality for millions of people in Canada. No one should be forced to live without access to safe housing, nutritious food, health care supports, or decent childcare. While an integrated, coordinated approach is needed to address these issues, without a guaranteed, regular, sufficient income, many if not all of these needs are out of reach. We believe a basic income guarantee will provide new possibilities for the well-being of everyone and help people to flourish.

## What is the basic income guarantee (BIG) we want?

We join Coalition Canada Basic Income-revenu de base, Basic Income Canada Network, and Basic Income Canada Youth Network in advocating for a progressive BIG defined as ***a regular payment, made to people who need it, and distributed with minimal bureaucracy***. A BIG is an essential component of a just society but must not replace the social supports and services that currently exist, and which, in many cases, should be strengthened.

*The following principles should guide the implementation of a BIG:*

- ✓ **Universally accessible**. Everyone who needs it gets it.
- ✓ **Unconditional**. Subject only to income and residency requirements. Migrant workers and refugee claimants are eligible.
- ✓ **An essential component of a broad social safety net of universal supports and services**. A full, adequate BIG replaces income assistance but not other vital social programs. Housing, childcare, education, disability, addiction, mental health, and other supports should remain. BIG should coexist alongside efforts to strengthen social supports in other ways, such as implementing a livable minimum wage, pay equity, affordable housing options, corporate regulation, and universal pharmacare, dental care, and vision care.
- ✓ **Sufficient**. Set at a livable level, above the poverty line, enhanced for those with disabilities, and indexed to the cost of living.
- ✓ **Responsive to changing circumstances**. Simple to access. Delivered monthly or biweekly.
- ✓ **Respectful of autonomy**. Payable to individuals to be used at their sole discretion. No intrusive and degrading application or oversight processes.

- ✓ **Respectful of Indigenous self-determination.** Respecting autonomy and rights of Indigenous people to determine whether a basic income is delivered in their communities and, if so, what form it will take and how it will be implemented.

### Why is a basic income necessary?

“The primary factors that shape the health of Canadians are not medical treatments or lifestyle choices but rather the living and working conditions they experience”, that is, social determinants of health ([Raphael et al., 2020](#), p. 11). Income is the single most impactful social determinant of health. When people do not have enough money to meet their basic needs, they are often also inadequately housed and food insecure, experience difficulty accessing health care, face barriers to education and employment, are more susceptible to chronic diseases and mental health problems and die prematurely. A [Statistics Canada study](#) estimated that, in Canada, over 40,000 preventable deaths per year result from income inequality. Recommendations for policy guidelines published in the *Canadian Medical Association Journal* ([Persaud and colleagues, 2021](#)) strongly recommend cash transfers to improve health outcomes and ensure all people have “a living income” and “can afford basic necessities such as food” (p. 7) as we transition out of the pandemic.

Rates of poverty and food insecurity are high and continue to climb. Poverty and food insecurity rates in Atlantic Canada are among the highest in Canada (e.g., [Frank, Fisher, & Saulnier, 2021](#); [Saulnier & Plante, 2021](#); [Health Accord NL Report, 2022](#)) and have only increased during the COVID pandemic. Colonial practices, systemic racism, ableism, sexism, and negative stereotypes are key factors influencing poverty rates and their health impacts. Hence, racialized people, persons with disabilities, single parents, recent immigrants, and adults aged 45-64 deemed able to work are particularly impacted.

Income assistance is inadequate and locks families in an intergenerational cycle of poverty. Our income assistance (welfare) system is broken and attempts to fix it have failed (e.g., see [Vince Calderhead’s analysis](#) of the Nova Scotia income assistance ‘transformation’ process). Across Canada income assistance rates are far below the poverty line, benefits are clawed back drastically with employment income, and rates have remained relatively stagnant since 1986. In Nova Scotia, for example, a single unemployed person currently receives only \$686 per month if they rent or own their home, an amount “enhanced” to \$950 per month if they have a disability. Further, income assistance systems are complex and difficult to navigate, and require recipients to submit to invasive and repeated scrutiny to ensure they qualify for the meager benefits they receive, which robs them of their dignity, but also their basic human rights to food, housing, and other necessities of life. Social assistance requires “employable” recipients to seek paid work, but not all work is paid work. Important work, such as child and elder care, is unpaid but should also be valued. Further, employment opportunities are very limited in some jurisdictions.

Poverty costs us all. Poverty is expensive. Higher health and crime costs, lost opportunities, forgone revenue, and intergenerational trauma due to poverty have been estimated to cost the Atlantic Provinces \$4.5 billion per year ([Saulnier & Plante, CCPA, 2021](#)). These costs could conceivably be reallocated if poverty were eliminated.

Targeted cash transfer programs confirm the benefits of BIG. We know a lot about the benefits of a BIG. Canada has implemented several forms of basic income already--for children and the elderly. These programs have reduced poverty and improved well-being in seniors and families with children (e.g.,

[Statistics Canada, 2012](#)). The proposed Canada Disability Benefit could do the same for those with disabilities, [if designed well](#), and should be expeditiously implemented with collaborative input from disabilities groups. These programs provide important supports to targeted groups but exclude many. A basic income would exclude no one.

[BIG will benefit local and regional economies and boost entrepreneurship](#). Studies of the Canada Child Benefit (CCB) show it [stimulated local economies](#). Indeed, “the economic activity generated by the CCB is almost twice the size of the CCB payments themselves” (CANCEA, 2019). Why? Because when people with low incomes receive support, they spend their money in the communities where they live, thus supporting local businesses. Increases in local spending lead to higher demand and, at times, job expansion for local businesses. A basic income also provides stability for those engaged in precarious paid work, such as entrepreneurs, artists, and those in low-paid jobs and serves as a [power equalizer for workers](#).

[BIG will return dignity and quality of life to all Atlantic Canadians](#). BIG pilot studies, including [reports](#) on the short-lived Ontario pilot, have shown that a basic income dramatically improves people’s life circumstances, reduces health care costs, increases the ability of people to make decisions for themselves, allows people to stay in school or pursue higher education, and has little effect on involvement in paid work (e.g., [Segal, Forget, & Banting, 2020](#)).

[The Canadian public supports BIG](#). There is considerable support for a basic income. A recent [poll](#) demonstrated that 3 in 5 Canadians support implementing a basic income. The final report of the Commission on Missing and Murdered Indigenous Women and Girls included two calls for a basic income. Open letters from [50 Senators](#), groups representing over [1 million Youth](#), 75,000 artists, United, Anglican, Evangelical Lutheran, and Presbyterian church leaders, [167 Health professionals](#), [120 CEOs](#), and others have called for a basic income.

*Additional resources can be found on the [Coalition Canada](#), [Basic Income Canada Network](#), and [Basic Income Canada Youth Network](#) websites. The [FAQ document](#) developed by the Coalition Canada and the [Case for a Basic Income Series](#) are particularly useful.*

## Can We Afford It?

Affordable models for funding a BIG have been developed by the Basic Income Canada Network (BICN). These models show that it is possible to fund a BIG without increasing government expenditures by modifying federal and provincial tax credits to benefit those who really need them ([Pasma & Regehr, 2019](#)). These models also demonstrate that a BIG could be distributed through the tax system, similar to the administration of the Canada Emergency Response Benefit. To ensure success, barriers to filing income tax returns must be dismantled in any roll-out of a BIG.

## The Atlantic Provinces are Leaders

Community-based advocacy efforts are on-going in all four Atlantic provinces. Recent reports from Newfoundland and Labrador identify a BIG as essential to a [just recovery from the pandemic](#) and [better health and well-being in the province](#). In PEI, an all-party [committee](#) of the Legislative Assembly recommended a fully-funded province-wide BIG be implemented. The [government of PEI](#) has requested that the federal government engage in discussions around its implementation. So far this has not happened. PEI could be the starting point for implementing a BIG across Canada, paving the way for

other provinces to follow; just as Saskatchewan was the starting point for universal health care. It is essential that the federal government engage with provincial, territorial, and Indigenous governments to develop a sustainable BIG.

We must take action to eliminate poverty, food insecurity, and other threats to the future prosperity of our region. COVID will not be the only global crisis we encounter. Transitioning to a green, sustainable economy will require huge economic and societal adjustments. Canada, in adopting the [United Nations' 2030 Agenda for Sustainable Development](#), has expressed a commitment to sustainable change. Implementing a basic income would support that commitment to “leave no one behind.”

When we raise our voices together, there is an opportunity for real change to take place.

Signatories,

### **Organizations**

|   |  |
|---|--|
| A Roof Over Your Head (NS)  | Ally Centre of Cape Breton (NS)  |
| AIDS Coalition of Nova Scotia (NS)  | Annapolis Community Health Board (NS)  |
| Antigonish Coalition to End Poverty (NS)                                      | Halifax Food Policy Alliance (NS)  |
| Antigonish Community Transit Society (NS)                                     | International Association for Premenstrual Disorders (NS)                          |
| Antigonish Women's Resource Centre & Sexual Assault Services Association (NS) | Kings County Community Food Council (NS)   |
| Basic Income Nova Scotia (NS)   | Latin American Mission Program of the Roman Catholic Diocese of Charlottetown (PE) |
| Canadian Mental Health Association (CMHA) Halifax-Dartmouth (NS)              | Leeside Society (NS)   |
| Cape Breton Coalition for Social Justice (NS)                                 | Les Religieuses Notre-Dame-du-Sacré-Coeur (NB)                                     |
| Charlotte Street Arts Centre (NB)   | Martha Justice Ministry, Sisters of St. Martha, Antigonish (NS)                    |
| Circle of Trust Canada (NS)   | Nova Scotia Action Coalition for Community Well-Being (NS)                         |
| Coady Institute (NS)  | NS Community Health Boards Basic Income Group (NS)                                 |
| Community Advocates Network (NS)  | Peer Outreach Support Services and Education (NS)                                  |
| Cooper Institute (PE)   | PEI Advisory Council on the Status of Women (PE)                                   |
| Conseil de santé de Clare / Clare Community Health Board (NS)                 | PEI Working Group for a Livable Income (PE)  |
| Digby and Area Community Health Board (NS)                                    | Pictou County Women's Resource and Sexual Assault Centre (NS)                      |
| Eastern Shore Musquodoboit Community Health Board (NS)                        | POSSE Project (NS)   |
| Facilitators for Social Change (NS)   |  |
| Greater Fredericton Social Innovation (NB)                                    |  |

Religious Social Action Coalition NL (NL)  
 Sisters of Charity of Halifax (NS)  
 Sisters of Charity of the Immaculate Conception (NB)  
 Sisters of St. Martha of Prince Edward Island Earth Justice Committee and Leadership Team (PE)  
 Social Justice Committee, St James United Church (NS)  
 Springhill Oxford Amherst and Area Community Health Board (NS)

Tri-County Women’s Center (NS)  
 Truro Housing Outreach Society (NS)  
 Urban Jars Halifax (NS)  
 WA Action (NB)  
 Women Centres Connect (NS)  
 Women’s Network PEI (PE)  
 Yarmouth County Community Health Board (NS)  
 YMCA of Western NL (NL)  
 Young Canadians Roundtable on Health (NB)

### Individuals

|                         |                          |                            |                          |
|-------------------------|--------------------------|----------------------------|--------------------------|
| Aaron Morrisey (NB)     | Andrew MacInnis (PE)     | Becky Evans (NS)           | Candace DeLorey (NS)     |
| Dr. AC Silver (NS)      | Angela Wylie (NS)        | Ben Lemphers (NS)          | Candy Wigmore (PE)       |
| Adam Baden-Clay (NS)    | Ann Hennigar (NS)        | Benjamin Fraser (NS)       | Carl Wigmore (PE)        |
| Adelia Rankin (NB)      | Ann Wheatley (PE)        | Bettina Pelley (NS)        | Carole Betts (PE)        |
| Aisha Zaman (NS)        | Anna Keenan (PE)         | Betty O’Neil (NS)          | Carole MacLeod (NS)      |
| Alexander Matheson (PE) | Annabelle Singleton (NS) | Blair Cowan (PE)           | Caroline Hemstock (NS)   |
| Alisa Snyder (NS)       | Anne Camozzi (NS)        | Blythe Martin (PE)         | Carolyn Clackdoyle (NS)  |
| Alison H. Lee (NS)      | Anne Gallant (PE)        | Brad MacDougall (NB)       | Cassie Matheson (PE)     |
| Alison Lloy (NS)        | Anne Putnam (PE)         | Brandon Hussey (NS)        | Catherine Hart (NS)      |
| Allison Campbell (NS)   | Anouk Sander (NS)        | Brandon Kelley (NB)        | Catherine Littler (NS)   |
| Amanda Cook (NB)        | Anuj Jain (NS)           | Braeden Way (NB)           | Catherine Sweet (NS)     |
| Amanda Julien (NS)      | April Surette (NS)       | Brenda Morrison (NS)       | Cecelia d’Entremont (NS) |
| Amy Brierley (NS)       | April Worden (NB)        | Brian Bell (NS)            | Celeste Gottel (NS)      |
| Amy Moonshadow (NS)     | Ashley Todd (NS)         | Brian Sauntry (NS)         | Charles Rennison (NS)    |
| Andrew Glencross (NS)   | Barbara McDowell (PE)    | Brittany Orav-Lakaski (NS) |                          |
|                         | Barry McClatchey (NS)    | Bryan Price (NB)           |                          |
|                         | Beata Gesicka (NS)       | Caley Chisholm (NS)        |                          |

|                          |                                 |                              |                               |
|--------------------------|---------------------------------|------------------------------|-------------------------------|
| Charlotte Lloyd (NS)     | Donna Brady, CSM (NS)           | Georgina Chambers (NS)       | Jane Rogers (NS)              |
| Cheryl MacDonald (NS)    | Donna Maguire (NS)              | Georgina Richards (NS)       | Janet Adams (NS)              |
| Chloe Walls (NS)         | Donna Wigmore (PE)              | Gillian Doucet Campbell (NS) | Janet Hudgins (NS)            |
| Chris Craig (NB)         | Dorothy Barnard (NS)            | Glenn Roil (NL)              | Jayne MacCarthy (NS)          |
| Christie Ragan (NS)      | Dorothy Bennett (NS)            | Gord Cunningham (NS)         | Jean Harris, CSM (NS)         |
| Christina Holmes (NS)    | Douglas Malcolm (PE)            | Gordon Wigmore (PE)          | Jean MacQueen (NS)            |
| Christine Briand (NS)    | Edd Ywohig (NS)                 | Greg Bradley (PE)            | Jeanne Maki (PE)              |
| Christine Porter (NS)    | Edith Perry (PE)                | Gwen O'Neil (NS)             | Jeff McKee (NB)               |
| Cindy Brown (NB)         | Edith Turner (NS)               | Hallett Llewellyn (NS)       | Jeffrey Riley (NB)            |
| Coady Marsh (NS)         | Eileen Alma (NS)                | Hannah Steeves (NS)          | Jennifer Angelo (NS)          |
| Colleen Collins (NS)     | Elizabeth Kay-Raining Bird (NS) | Heather Blackburn (NS)       | Jennifer L Marshall (NS)      |
| Colleen Cameron (NS)     | Elizabeth Lee (NL)              | Heather Wigmore (PE)         | Jennifer Mombourquette (NS)   |
| Colleen Walsh-Bouman(NS) | Elizabeth Riopelle, CSM (NS)    | Helen Leger (NS)             | Jennifer Powley (NS)          |
| Cora Cole (NS)           | Ellen Martin (PE)               | Hope Graham (NS)             | Jenny MacDonald (NS)          |
| Chrystal MacAulay (NS)   | Emily Lerhe (NS)                | Hugo Rousseaux-Bridle (PE)   | Jessie Katrina Davenport (NS) |
| Dan Fougere (NS)         | Emily Stewart (NS)              | Irene Burge (PE)             | Jill Lightwood (PE)           |
| Darcy MacPhail (NS)      | Emily Van Toever (PE)           | Irene Doyle (PE)             | Jillian Kilfoil (PE)          |
| Darlene O'Leary (NS)     | Emma Norton (NS)                | Irene Leger (NB)             | Jillian Ruhl (NS)             |
| Darlene Scott (NL)       | Erica Pretzlaw (NS)             | Isaac Williams (PE)          | Jim Morton (NS)               |
| Dave Connolly (PE)       | Erin MacDonald (PE)             | I Ross Bartlett (NS)         | Joan Diamond (PE)             |
| Debbie Baxter (NB)       | Ethan Paul (NS)                 | Ivy Wigmore (PE)             | Joanne Sulman (NS)            |
| Debra Schwartz (NS)      | Fern Bennett (NS)               | James Douglas Fanning (NS)   | Joanne Tompkins (NS)          |
| Denise Belliveau (NB)    | Florence Larkin (PE)            | James Tilley (NS)            | Joanne Wells (NS)             |
| Dmitry Myzdrikov (NB)    | Francis Morley (NS)             | Senator Jane Cordy (NS)      | Jo-Anne Redden (NS)           |
| Dominique Amit (NS)      | Franklyn Ferguson, CSM (NS)     | Jane Ledwell (PE)            | Joe Trainor (PE)              |
|                          | Georgia-Rae Connolly (PE)       |                              | Joel Garrod (NS)              |

|                             |                                  |                           |                          |
|-----------------------------|----------------------------------|---------------------------|--------------------------|
| Jonas Pantera (NS)          | Krista Cousins (PE)              | Marisa DiCosta (NS)       | Nancy MacPhail (NS)      |
| Joost Van Dorp (NS)         | Kristel Fleuren (NS)             | Marney Simmons (NS)       | Nancy Nickerson (NS)     |
| Joseph F. Venedam (NS)      | Kyle Bostelmann (NS)             | Mary Haley (NS)           | Nancy Turniawan (NS)     |
| Jovita MacPherson, CSM (NS) | Laura Chapman (NS)               | Mary Snyder (NS)          | Nat Quathamer (NS)       |
| Juliana Davis (NS)          | Laura Diamond (PE)               | Mary Lynn MacLeod (NS)    | Nathan Hatt (NB)         |
| Judy Turpin (PE)            | Lauren Fawcett (NB)              | Matthew Haughn (PE)       | Nicholas Hickens (NS)    |
| Julie Frenette (NB)         | Laurie Michael (PE)              | Matthew Patton (NB)       | Nicholas Laughner (NS)   |
| Julie Shanks (NS)           | Leah Callfas (NL)                | Mathieu Henley (NS)       | Nicole Slaunwhite (NS)   |
| Kailey Rushton (NS)         | Lily DeYoung (NS)                | Maureen Kerr (PE)         | Nikki Jamieson (NS)      |
| Kaitlyn McLaren (NS)        | Linda Wigmore (PE)               | Maureen Langsford (NS)    | Noreen Kamal (NS)        |
| Kaitlyn Mills (NS)          | Lindsay Gloade-Raining Bird (NS) | Maudie Wigmore (PE)       | Norman Findlayson (PE)   |
| Kara Lackie (NS)            | Liz Townsend (NS)                | Meaghan Morrison (NS)     | Olga Gladkikh (NS)       |
| Karen Avery (NB)            | Lora Lewis (NB)                  | Meghan Ross (NS)          | Pablo Navarro (NL)       |
| Karen Avery (NS)            | Lore Ingersoll (NB)              | Melody Wolfe (NS)         | Pam Johnston (NB)        |
| Karen Dauphinee (NS)        | Lori Forbes (NS)                 | Mia Hill (PE)             | Pat Charlton (PE)        |
| Karen Fish (NS)             | Louise Lalonde (PE)              | Michael Smith (NS)        | Pat Poole, SCIC (NB)     |
| Karen Foster (NS)           | Lucas Diamond (PE)               | Michele MacPhee (NS)      | Patricia Cartwright (NS) |
| Karly Wurnig (NS)           | Lucille Harper (NS)              | Michelle Ashby (NS)       | Paul Harrell (NB)        |
| Kathleen Campbell (NS)      | Lynn O'Donnell (NS)              | Michelle Ferris (NS)      | Paul Mosher (NS)         |
| Kathleen Power (NS)         | Madonna van Vonderen (NS)        | Michelle Jay (PE)         | Perry Williams (PE)      |
| Kayleen Cook (NB)           | Marc Boudreau (NS)               | Myles Jeffrey Hunter (NS) | Peter Fajner (NS)        |
| Keagan Teasdale (NS)        | Marcie McKay (NS)                | Morgan Sheridan (NS)      | Philip Callaghan (PE)    |
| Keith Collier (NS)          | Mark Embrett (NS)                | Morgane Stocker (NS)      | Pierre Stevens (NS)      |
| Keith Collier (NS)          | Margaret Sagar (NS)              | Nancy DeCourville (NB)    | Rachel Matheson (PE)     |
| Kendall Worth (NS)          | Margie Giddings (PE)             |                           | Reese Parker (NS)        |
| Khol Schwartz (NS)          | Marie Burge (PE)                 |                           | Rebecca Knott (NB)       |
| Kimberly Smith (NS)         | Marie Welton (NS)                |                           |                          |
| Kimberly Tilsley (NS)       | Marion Pardy (NL)                |                           |                          |
| Kira Daube (NS)             | Marion Sheridan, CSM (NS)        |                           |                          |

|                           |                                    |                             |                               |
|---------------------------|------------------------------------|-----------------------------|-------------------------------|
| Rebecca Wilson (NS)       | Sarah Saunders (PE)                | Susan Christensen (PE)      | Ursula Snyder (NS)            |
| Rob Fennell (NS)          | Scott Amsden (NS)                  | Susan Forsyth (NS)          | Valerie Beer (PE)             |
| Robbie Moses (PE)         | Scott Daley (NB)                   | Susan Hartley (PE)          | Valerie Campbell (PE)         |
| Robert E. A. Fadelle (NS) | Sean Boyer (NB)                    | Susana Rutherford (PE)      | Vanessa Allen (NS)            |
| Roberta Beaver (NS)       | Sean Casey, MP (PE)                | Susanne White (NB)          | Vangie Babin (NS)             |
| Roger Greaves (PE)        | Selvi Roy (PE)                     | Susan- Lea Manning (PE)     | Veronica Richards (NS)        |
| Ronald Mclsaac (NB)       | Seth Avery (NB)                    | Sylvia Parris-Drummond (NS) | Victor Bedoya (NS)            |
| Rosalee Lavelle, CSM (NS) | Shannon Stone (NS)                 | Tamara Jardine (NS)         | Victoria Rivers-Bowerman (NS) |
| Roy Johnstone (PE)        | Shawn Brown (NS)                   | Tammy Kelly (NS)            | Victoria Van Dorp (NS)        |
| Sabrina Monika (NS)       | Deputy Mayor Sheilagh O'Leary (NL) | Tanya Felix (NS)            | Vitaly Fainitsky (NL)         |
| Samantha McLean (NS)      | Sheldon Scott (NB)                 | Tanya Wilson (NB)           | Wayne MacNaughton (NS)        |
| Samantha Radford (NS)     | Shelley Curtis-Thompson (NS)       | Tasha Brubaker (NS)         | Waye Mason (NS)               |
| Sandi MacDonald (NS)      | Shelley Sprague (NS)               | Teralee Sampson (NS)        | Wendy Venedam (NS)            |
| Sandi MacKinnon (NB)      | Sheri Taylor (NS)                  | Teresa Doyle (NS)           | Wil Robertson (NB)            |
| Sandi MacDonald (NS)      | Sherry Eveleigh (NS)               | Terry D. Stevenson (PE)     | Wilfred Allen (NS)            |
| Sandra Tomsons (NS)       | Sherry Harvey (NS)                 | Terry O'Toole (NS)          | Wilfred Walsh (PE)            |
| Sara avMaat (NS)          | Skylar Allard (NS)                 | Tiffany Manstan (NS)        | William Graham (NS)           |
| Sara Brushett (NS)        | Stacie Smith (NB)                  | Tomi McCarthy (NS)          | Wyanne Sandler (NS)           |
| Sara Richey (NS)          | Stella Arsenault, (NB)             | Tony Dorrian (NS)           | Yanira Greener (PE)           |
| Sarah Barnes (NS)         | Stephen MacNeil (NS)               | Tracy Copeland (NB)         | Yarrow F Vallance (NB)        |
| Sarah Carter (NS)         | Sterling Diamond (PE)              | Trisha Augustine (NB)       | Yogi Fell (PE)                |
| Sarah E Howell (NS)       | Sterling McKay (NS)                | Trudy MacDonald (PE)        | Yolande Whalen (NB)           |
|                           | Susan Adams (NS)                   |                             |                               |



**Coalition Canada**  
basic income  
revenu de base

**BICYN**  
basic income canada youth network  
réseau canadien des jeunes pour le revenu garanti

**OBIN**  
ONTARIO BASIC INCOME NETWORK  
RESEAU ONTARIEN DE REVENU DE BASE

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# The Case for Basic Income and Municipalities

## 2022

**Bruce Knox**

With input from: Dale Bass, Gian-Carlo Carra, Hilary Gough, Jesse Helmer, Alanna Jankov, Jeff Leiper, Mairin Loewen, Wayne Mason, Catherine McKenney, Shawn Menard, Wayne Potoroka, Keith Riel, Mike Savage, and Arjun Singh

**THE CASE  
FOR BASIC  
INCOME  
SERIES**

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# Basic income and municipalities

Prepared by: Bruce Knox

With input from: Dale Bass, Gian-Carlo Carra, Hilary Gough, Jesse Helmer, Alanna Jankov, Jeff Leiper, Mairin Loewen, Waye Mason, Catherine McKenney, Shawn Menard, Wayne Potoroka, Keith Riel, Mike Savage, and Arjun Singh

## SUMMARY

Municipalities are taking extraordinary measures to support their residents and address poverty and inequality (Association of Municipalities of Ontario [AMO], 2020). Poverty has a downstream effect on municipalities, and places additional pressures on the delivery of necessary public services (e.g., maintaining essential infrastructure, clean water, and waste diversion) and social programs (e.g., housing and income supports), which may vary across jurisdictions (Association of Municipalities of Ontario [AMO], 2020). Municipalities are frequently responsible for funding many public services and social programs, and must rely on their limited revenue streams to do so. This includes taxation (e.g., property taxes), service fees, and government funding (e.g., grants; AMO, 2022).

### ABOUT BASIC INCOME

Basic income means different things to different people. The Case for Basic Income series defines basic income as an income-tested and targeted unconditional cash transfer from governments to individuals to enable everyone in Canada to meet their basic needs, participate in society, and live in dignity, regardless of work status.

Some Case project teams make more detailed recommendations about the principles to guide the design of a basic income program in Canada.

### ABOUT THE CASE FOR BI SERIES

The Case for Basic Income series explores the impacts of a basic income program for various communities and policy areas across Canada. Each Case has been developed collaboratively by subject matter experts and basic income advocates to consider the distinct issues and concerns between the Case topic and income insecurity - and the difference that basic income might make.

Every Case is unique in both function and form and is guided by its authors and contributors.

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# Basic income and municipalities

## Why Municipalities Support a Federally-Funded Basic Income

### **Municipalities are struggling to keep up with the downloaded responsibility of providing essential public and social support services.**

Over the years, the responsibility for maintaining essential public and social support services has been increasingly downloaded onto municipalities from other levels of government (Ontario 360, 2020; Slack & Harchard, 2021). Combined with limited options for revenue streams and the inability to run deficits, municipalities are struggling to keep up with the rising costs of public and social support services (Federation of Canadian Municipalities [FCM], 2020). Meanwhile, they are seeking the means to provide residents with the flexibility to be able to afford necessary services – including electricity, heat, and water – regardless of their economic status, and without compromising their wellbeing (AMO, 2020).

The COVID-19 pandemic has exacerbated municipal constraints, leaving them to deal with the exposed flaws in our social safety net as well as growing economic, racial, health, and other inequities (FCM, 2020). Municipal governments and service providers are often on the front lines supporting residents' wellbeing: when people are struggling to meet their needs, it is at the community level where the impacts can be felt most strongly (FCM, 2017).

As we move toward a post-COVID recovery, municipal leaders are looking for ways to improve wellbeing and livability, all while balancing budgets and supporting a strong quality of life (FCM, 2020)

**By supporting residents to be able to afford the necessary services provided by municipalities, the fiscal strain on local governments is reduced. A basic income could help municipal services remain sustainable and affordable for everyone.**

### **Basic income can alleviate pressures on municipalities to address poverty.**

When people have a sufficient income, municipalities are better equipped to ensure that everyone has access to the public and social services they need, from affordable utilities to subsidies for programs and services. Importantly, many of the services and supports provided by municipalities have direct implications for the social determinants of health: the social and economic factors that determine individual and population health (Canadian Public Health Association, n.d.). Due to jurisdictional differences, municipalities have varying degrees of influence on the range of social determinants that can shape health outcomes. That said, a basic income could meaningfully affect several determinants, with positive knock-on effects for municipalities. For instance, income represents perhaps the most

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important social determinant of health (Mikkonen & Raphael, 2013; Living Wages for Families Campaign, n.d.). Evidence from basic income pilots shows that providing people with a sufficient and secure income results in improved mental and physical health, decreased poverty rates, and greater access to medication and supplements, nutritious food, and transportation (Ferdosi et al., 2020; Forget, 2011; Forget, 2013).

Another core social determinant with clear relevance for municipalities is housing (Bula, 2021; Canadian Union of Public Employees, 2019). Research from the Ontario Basic Income Pilot found that access to a guaranteed income supported participants to find and secure more affordable, suitable, and safe housing (Ferdosi et al., 2020). By helping people to become and remain housed, a basic income could alleviate the downloaded pressure on municipalities to meet their residents' housing needs, as well as prevent homelessness.

While a basic income would ideally replace provincial, territorial, and municipal income assistance programs, it should complement other services and supports that disproportionately support low-income individuals. That said, providing people with sufficient income could conceivably reduce the demand for supportive programs and services. In addition to offering greater dignity and autonomy, providing a basic income at a livable level might help address what is often a major driver of demand for housing, food security, mental health, and other programs: a lack of income (Food Banks Canada, 2020; Tarasuk et al., 2018). As such, a basic income could help

alleviate the pressures municipalities face in providing these crucial social supports. This is not to say these supports would no longer be needed: however, implementing a basic income could support municipalities' capacity to provide more effective, affordable, and high-quality services that work in tandem with those under provincial, territorial, and federal jurisdiction (FCM, 2017).

**As an income security program, basic income would work in concert with necessary social services to better support low-income individuals – while helping municipalities to do the same.**

### **Basic income builds communities.**

A permanent basic income could stimulate economies, boost consumer spending, and encourage individuals to shop locally (Nikiforos et al., 2017; Surrey Board of Trade, 2021). Improved financial stability makes it easier for residents to participate, contribute, and invest in their local economies and communities. In this way, basic income represents an exciting opportunity for municipalities to harness the sense of security and belonging that it might offer. Rather than responding to crises, municipalities might be better placed to explore and support innovative and forward-looking solutions that enhance livability and wellbeing: for instance, developing culturally-appropriate services, building sustainable and environmentally-friendly infrastructure, and pursuing more inclusive and accessible urban planning solutions. When residents can participate, contribute, and invest in their local communities, everyone is better equipped to help build a strong and just social fabric.

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In addition to supporting people to live their lives with dignity, a basic income can help remove barriers to active community engagement, enabling individuals to participate more meaningfully in society.

## **Conclusion**

**Evidence suggests that a federally-funded basic income is not only feasible in Canada, but could bring significant benefits at the municipal level.**

Basic income is not new to Canada: similar cash transfer programs already exist for seniors (e.g., Guaranteed Income Supplement) and children (e.g., Canada Child Benefit), with evidence demonstrating their widespread positive impacts (Brown & Tarasuk, 2019; McIntyre et al., 2016). Research supports the financial feasibility of a basic income in Canada, along with its capacity to foster diverse social, health, and economic benefits (Ferdosi et al., 2020; Pasma & Regehr, 2020; Forget, 2020). Evidence from basic income pilots in both Manitoba and Ontario clearly demonstrates that a basic income benefits both municipalities and their residents (Ferdosi et al., 2020; Forget, 2011).

Municipalities represent an important voice in social policy discussions at all levels: they are often on the front lines, working to ensure that residents and communities lead happy, healthy, sustainable, and productive lives. A federally-funded basic income, complemented by other social support services, is well-positioned to support municipalities in achieving this.

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**REQUEST FOR DECISION**  
**Appointment List Update**  
**RFD#: 020-2024**



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**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** April 15, 2024  
**Subject:** Appointment List Update

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**Guiding Principles for Decision-Making**

**Accountability    Transportation    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Appointment list

Legislation

- Municipal Government Act

Recommendations

That Council, on recommendation from the CAO and Chair of the Audit Committee, appoint Sandra Fournier as a member of the Audit Committee.

That Council appoint Sara Marceau as Returning Officer.

That Council appoint Sara Marceau as Town Clerk.

That Council approve the 2024-25 Appointment List, as presented.

Background

Due to some changes in staff, some positions have been marked vacant. Sara Marceau has replaced Krista Gear as Town Clerk and Returning Officer. An application for the vacant Audit Committee position was made. Gordon Rodgers resigned from the Police Advisory Board, so there is a vacancy. Staff will get an ad up on the website for this. In addition, the County of Annapolis has appointed their Planner Darren Shupe to sit on the Source Water Protection Advisory Committee.

Financial Implications

n/a

**REQUEST FOR DECISION**  
**Appointment List Update**  
**RFD#: 020-2024**



Strategic Plan/Operating Plan Alignment

| Check Applicable | Strategic Priority Area      | Comments |
|------------------|------------------------------|----------|
|                  | Environment                  |          |
|                  | Infrastructure               |          |
|                  | Economy                      |          |
| X                | Community                    |          |
| X                | 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: 15 April 2024

**TOWN OF MIDDLETON**  
**APPOINTMENT LIST**  
*(To Be Approved by Council April 15, 2024)*

**COUNCIL**

MAYOR SYLVESTER ATKINSON, DEPUTY MAYOR GAIL SMITH

**COUNCILLORS**

JOHN BARTLETT, MICHAEL FAIRN,  
BERNADETTE KNAPP, CHAD LEBLANC, GARY MARSHALL

**COMMITTEE OF THE WHOLE**

MAYOR ATKINSON, DEPUTY MAYOR GAIL SMITH,  
COUNCILLORS JOHN BARTLETT, MICHAEL FAIRN,  
BERNADETTE KNAPP, CHAD LEBLANC, GARY MARSHALL

**ACCESSIBILITY ADVISORY COMMITTEE**

Town Council: COUNCILLOR MICHAEL FAIRN  
Persons/Organizations (Disabilities):  
JAYMEE-LYNN DOWELL, ELIZABETH MASON-SQUIRES,  
DIANNE MCDONALD, JOHN SMITH, KATRINA KELLOGH  
Citizens: TOM MACNEIL, KRIS STOJIC, JODI GOUDEY

**AR ENVIRONMENTAL SUSTAINABILITY COMMITTEE**

COUNCILLOR JOHN BARTLETT

**ASSET MANAGEMENT WORKING GROUP**

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

**AUDIT COMMITTEE**

Citizens: CHRIS BRADLEY, **SANDRA FOURNIER**  
Town Council: MAYOR SYLVESTER ATKINSON, DEPUTY MAYOR  
GAIL SMITH, COUNCILLORS MICHAEL FAIRN, BERNADETTE  
KNAPP, CHAD LEBLANC

**BUSINESS PARK EXPANSION WORKING GROUP**

Town Council: MAYOR ATKINSON, COUNCILLOR JOHN BARTLETT  
Staff: CAO ASHLEY CROCKER, **DOF VACANT**, ANDY  
KERR, SHARON MCAULEY

**COMMUNITY CENTRE & FIRE HALL COMM**

Fire Department: MIKE TOOLE, JODY SPIDLE, SCOTT VEINOT  
Town Council: MAYOR SYLVESTER ATKINSON, COUNCILLORS  
BERNADETTE KNAPP, GARY MARSHALL  
Town Planner: CHRIS MILLIER  
Staff: CAO ASHLEY CROCKER, DPW ADAM VERRAN, ANDY KERR

**DANGEROUS & UNSIGHTLY PREMISES ADMINISTRATOR**

DPW ADAM VERRAN, CAO ASHLEY CROCKER (ALT)

**IMSA WORKING GROUP**

MAYOR SYLVESTER ATKINSON

**ANNAPOLIS COUNTY INTER-MUNICIPAL WORKING GROUP**

COUNCILLORS MICHAEL FAIRN, CHAD LEBLANC

**MIDDLETON SWIMMING POOL SOCIETY**

JUDY BAKER, CHRIS BAKER, ALEX BALCOMBE, TARA BALCOMBE  
(TREASURER), KRYSTAL CANE, JAMIE PEPPARD, NICOLE  
PEPPARD (PRESIDENT), JENNIFER BALCOMBE

**PLANNING ADVISORY COMMITTEE**

Citizens: CHRIS BRADLEY, MARGARET JERKE,  
DIANNE MCDONALD, HOWARD SELIG  
Town Council: MAYOR SYLVESTER ATKINSON, DEPUTY MAYOR  
GAIL SMITH, COUNCILLOR JOHN BARTLETT

**POLICE ADVISORY BOARD**

Citizens: DAVE MCCOUBREY, JOHN THOMPSON,  
**VACANT**  
Town Council: DEPUTY MAYOR GAIL SMITH, COUNCILLORS  
JOHN BARTLETT, BERNADETTE KNAPP  
NS Dept. of Justice: **VACANT (Ad with Province)**

**REGIONAL LIBRARY BOARD**

JILL COX

**REMO ADVISORY COMMITTEE**

COUNCILLORS BERNADETTE KNAPP, GARY MARSHALL

**REMO PLANNING COMMITTEE**

CAO ASHLEY CROCKER, DPW ADAM VERRAN

**SOLDIERS MEMORIAL HOSPITAL FOUNDATION  
REPRESENTATIVE**

ANNE CROWELL (June 2024)

**SOURCE WATER PROTECTION ADVISORY COMM**

Citizens-Town: RON BROWN, BRENDA FORD  
Citizens-County: FRED ROCH  
County Council: COUNCILLOR WENDY SHERIDAN  
County Planner: **DARREN SHUPE**  
Town Council: BERNADETTE KNAPP, CHAD LEBLANC  
Town Planner: DAWN SUTHERLAND  
Town Engineer: DPW ADAM VERRAN  
CAO: ASHLEY CROCKER

**VALLEY REN LIAISON & OVERSIGHT COMM.**

COUNCILLORS JOHN BARTLETT, MICHAEL FAIRN (ALT)

**TOWN CLERK**

**SARA MARCEAU**

**TOWN ENGINEER**

DPW ADAM VERRAN

**TOWN TREASURER**

**DOF VACANT**

**TRAFFIC AUTHORITY**

SGT MIKE MAXWELL, DPW ADAM VERRAN

**WESTERN REGIONAL HOUSING AUTHORITY**

Citizen at Large: DIANNE MCDONALD

**YOUTH AMBASSADOR COMMITTEE**

MAYOR SYLVESTER ATKINSON, DEPUTY MAYOR GAIL  
SMITH, COUNCILLOR JOHN BARTLETT, KRISTA STEELE

**YOUTH AMBASSADOR**

**VACANT**

**ANIMAL CONTROL OFFICER**

ZACHARY CROMWELL  
MEG CARROLL

**AUDITORS**

BDO CANADA

**BUILDING & FIRE OFFICIALS**

MARK JAMIESON, DANNY WRIGHT, ANDREW DOBSON &  
ERIN SCHURMAN-KOLB

**DEVELOPMENT OFFICER(S)**

DAWN SUTHERLAND  
CHRYSTAL FULLER

**FIRE CHIEF**

MIKE TOOLE

**FIRE CONSTABLES**

GORDON RODGERS, KENT SMITH, SCOTT WYNOT

**FIRE WARDS**

MIKE TOOLE, SCOTT VEINOT, JODY SPIDLE

**RCMP NCO IN CHARGE**

SGT MIKE MAXWELL

**REMO COORDINATOR**

BRIAN ORDE  
NANCY CHISHOLM (ALT)

**RETURNING OFFICER**

**SARA MARCEAU**

**TOWN CRIER**

**VACANT**

**TOWN SOLICITORS**

TAYLOR MACLELLAN COCHRANE

**VWRM BYLAW ENFORCEMENT OFFICER**

DALE ROBERTS

**REQUEST FOR DECISION  
Amendment to Policy A 1.20  
Low-Income Tax Exemption Policy  
RFD#: 021-2024**



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**To:** Town Council  
**From:** Karen Kluska, Contract Accountant  
**Date:** April 15, 2024  
**Subject:** Amendment Tax Exemption – Low Income Policy

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**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Low-Income Tax Exemption Policy A 1.20

Legislation

- Pursuant to the *Municipal Government Act* Section 69

Recommendation

That Council approve the proposed revisions to the Low-Income Tax Exemption Policy and increase the exemption amount to \$300 and the household income not exceeding \$25,200.

Background

Middleton offers a tax exemption for taxpayers who meet the requirements outlined in the Town’s Tax Exemption Low-Income Policy. Eligible taxpayers must complete the Town’s application form, which is available on the Town’s website, and submit, along with their most current Notice of Assessment. Completed applications must be submitted to the Town by July 31<sup>st</sup>.

The policy was last revised in April 2022 to provide a \$275 tax exemption for taxpayers whose household income did not exceed \$23,400.

Since that time, the Consumer Price Index (CPI) for Nova Scotia between March 2022 and February 2023 increased by 4.6%. For the period from March 2023 to February 2024, the Nova Scotia CPI has also increased by another 2.8%. The proposed revisions reflect an increase in both the tax exemption amount and the eligible household income threshold to incorporate the inflation that has occurred since April 2022.

This presentation will serve as the 7-day notification to Council. This RFD will be presented for Council’s consideration and motion at the Special Town Council meeting on May 6, 2024.

**REQUEST FOR DECISION**  
**Amendment to Policy A 1.20**  
**Low-Income Tax Exemption Policy**  
**RFD#: 021-2024**



Financial Implications

The 2024/2025 operating budget is being prepared and will incorporate an estimate of the amount of the total amount of tax exemption due to this policy. The total exemptions granted in 2023/24 were \$1,742.

Strategic Plan/Operating Plan Alignment

| Check Applicable | Strategic Priority Area      | Comments                                  |
|------------------|------------------------------|---|
|                  | Environment                  |   |
|                  | Infrastructure               |   |
|                  | Economy                      |   |
|                  | Community                    |   |
| X                | Governance                   | Ensures legislative requirements are met. |
|                  | Council Strategic Initiative |   |

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO agrees with the recommendation of staff.

CAO Initials: AC

Target Decision Date: April 15, 2024



| <b>Low Income- Tax Exemption</b>   |  |
|--|--|
| <b>Effective Date:</b><br>1995-07-05<br><br><b>Revision Date(s):</b><br><br>2001-03-05, 2007-03-05, 2008-04-07,<br>2010-02-01, 2011-02-07, 2022-04-04, <u>2024-05-06</u> | <b>Approved by</b><br><b>Council:</b> <del>2022-04-04</del><br><u>2024-05-06</u> |

**1.0 DEFINITIONS**

- 1.1. **Town** is the Town of Middleton.
- 1.2. **Household Income** is defined as the total income reported on line 15000 of the TI General Income Tax and Benefit Return, from all members of the household, for the calendar year preceding the fiscal year of the Town.

**2.0 REFERENCES**

- 2.1 Nova Scotia Municipal Government Act Section 69

**3.0 PURPOSE**

To provide a partial property tax exemption for low-income households, pursuant to section 69 of the Municipal Government Act.

**4.0 SCOPE**

This policy is applicable to those taxpayers within the Town of Middleton who meet the requirements outlined in section 5.0.

**5.0 POLICY**

- 5.1 In the fiscal year ~~2022-23~~2024-25, an exemption of ~~\$275~~\$300 will be granted to a taxpayer for a property in the Town, subject to the following conditions:
  - Household Income as defined in this policy does not exceed ~~\$23,400~~\$25,200.
  - The taxpayer makes application to the Town and provide a Notice of Assessment from Canada Revenue Agency.
  - The taxpayer owns and occupies the property as their principal residence.
  - The amount of exemption shall not, in any case, exceed the amount of tax levied.



- 5.2 Where the property is jointly owned, tax exemptions shall only be granted to owners meeting the above noted conditions, with the exemption portion being based on the corresponding ownership in such property. The total exemption for the property will not exceed ~~\$275~~\$300.
- 5.3 Applications for exemption must include:
- A completed application form, available from the Town's website or Town Hall.
  - A copy of the most current Notice of Assessment from Canada Revenue Agency.
  - All applications must be received by Town Hall no later than July 31~~st~~<sup>st</sup> of the year in which the property owner is seeking the exemption.
- 5.4 For the fiscal year, ~~2023-24~~2025-26 and beyond, the Director of Finance will review this policy on an annual basis and detail any proposed amendments for Council's consideration during budget deliberations.

I, ~~\_\_\_\_\_~~, Ashley Crocker, **Town Clerk of the Town of Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the ~~4<sup>th</sup>~~6<sup>th</sup> day of ~~April~~May ~~2022~~2024.

\_\_\_\_\_  
Jennifer  
BoydAshley  
Crocker Town  
Clerk

| Policy Adoption                       |                |
|---------------------------------------|----------------|
| Date of 7-day notification to Council | April 15, 2024 |
| Date of Approval                      | May 6, 2024    |

**Consumer Price Index, monthly, not seasonally adjusted 1 2 3**

Frequency: Monthly

Table: 18-10-0004-01 (formerly CANSIM 326-0020)

Release date: 2024-03-19

Geography: Canada, Province or territory, Census subdivision, Census metropolitan area, Census metropolitan area part

**Geography Nova Scotia**

| Products at 2002=100 | Mar-22 | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 |
|----------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| All-items            | 151.4  | 152.4  | 155.7  | 156.5  | 156.7  | 155.7  | 155.2  | 157.1  | 158.5  | 156.4  | 157.3  | 158.4  | 158.4  | 159.3  | 158.8  | 159.4  | 162.1  | 163    | 162.7  | 162.2  | 162.5  | 162.1  | 162    | 162.8  |
| Food 5               | 171.1  | 173.5  | 174.4  | 174.8  | 177.1  | 177.6  | 179.8  | 179.2  | 182.7  | 181.4  | 184.7  | 185.8  | 187.6  | 188.2  | 190.1  | 189.7  | 191.5  | 190.4  | 191    | 190.4  | 191.8  | 193.6  | 194.4  | 194.2  |
| Shelter 6            | 166.5  | 168.1  | 172.8  | 171.6  | 172.1  | 170.6  | 171.3  | 175    | 178.9  | 176.1  | 175.2  | 178.6  | 175.7  | 176.1  | 175.4  | 176.8  | 178.9  | 181.1  | 182.9  | 185.5  | 185.9  | 186.3  | 186.4  | 187.6  |
| Household            | 125.5  | 126.8  | 128    | 127.7  | 128    | 128.4  | 129    | 129.8  | 128.7  | 128.9  | 129.1  | 130.1  | 129.7  | 128.6  | 127.5  | 127.3  | 127.2  | 127.4  | 127.2  | 126.1  | 125.6  | 124.5  | 126.8  | 128.5  |
| Clothing an          | 98.1   | 97.5   | 99.9   | 99.8   | 100.6  | 100.8  | 99.6   | 102.7  | 99.9   | 100.8  | 100.9  | 102.2  | 104.2  | 103.4  | 101    | 100.3  | 100.9  | 103    | 101.3  | 101    | 104    | 102.8  | 98     | 95.1   |
| Transportat          | 163.6  | 163.9  | 171.7  | 176.4  | 172.4  | 167.6  | 162.9  | 167    | 167.9  | 161.5  | 163.3  | 163.1  | 163.4  | 166.7  | 162.8  | 164.4  | 172.3  | 174.6  | 172.8  | 168    | 166.8  | 168.2  | 166.1  | 167.4  |
| Gasoline             | 230    | 227.4  | 263.1  | 279.5  | 251.4  | 228.9  | 206.6  | 224.9  | 228.9  | 193.9  | 203.6  | 203.8  | 202    | 219.5  | 203.7  | 206    | 234.9  | 248.7  | 245.3  | 224.1  | 217.6  | 207.8  | 208.1  | 216.3  |
| Health and           | 130.5  | 130.9  | 130.9  | 131.8  | 133.1  | 134.1  | 134    | 134.2  | 135.4  | 136.2  | 137.3  | 136.8  | 138.3  | 140.9  | 142.2  | 144.2  | 143    | 143.9  | 143.4  | 143.4  | 142.9  | 142.6  | 143.7  | 144.1  |
| Recreation,          | 127.2  | 125.1  | 128.3  | 130    | 132    | 131.9  | 130.3  | 129.3  | 129.7  | 127.2  | 128.3  | 128.3  | 130.2  | 130.7  | 132.7  | 133.3  | 138.6  | 138.3  | 135.4  | 135.1  | 135.8  | 130.9  | 129.7  | 131.5  |
| Alcoholic b          | 212    | 219    | 218.9  | 218.6  | 218.7  | 218.9  | 219.4  | 223.7  | 225.1  | 224.8  | 226.4  | 225.8  | 225.7  | 230.6  | 230.8  | 230.7  | 230.6  | 231.1  | 231    | 232.9  | 233.2  | 231.9  | 232.3  | 233.9  |
| All-items e)         | 136.9  | 137.8  | 139    | 139.9  | 141.2  | 141.3  | 141.4  | 142.1  | 142.2  | 142.7  | 143    | 143.8  | 144.4  | 144.7  | 144.8  | 145.6  | 146.7  | 147    | 146.3  | 146.8  | 147.4  | 147.2  | 146.6  | 147.3  |
| All-items e)         | 143.1  | 144.3  | 145.4  | 146.3  | 147.7  | 147.9  | 148.3  | 148.8  | 149.4  | 149.7  | 150.4  | 151.2  | 152    | 152.4  | 152.8  | 153.4  | 154.6  | 154.7  | 154.2  | 154.6  | 155.2  | 155.4  | 155    | 155.5  |
| Energy 7             | 231.4  | 231.5  | 261.4  | 261.6  | 245.1  | 229.8  | 218.6  | 237.3  | 248.9  | 216.7  | 218.5  | 223.5  | 213.2  | 220.8  | 208    | 209.3  | 230.9  | 243    | 245.5  | 233.8  | 227.8  | 221.2  | 224.2  | 229.7  |
| Goods 8              | 150.8  | 151.6  | 156.4  | 157    | 155.9  | 154    | 153    | 156.1  | 158.2  | 153.6  | 155.4  | 156.5  | 156.1  | 157.2  | 155.8  | 156.5  | 159.6  | 161.1  | 161.2  | 158.8  | 158.9  | 158.4  | 158.4  | 159.1  |
| Services 9           | 151.3  | 152.6  | 154.1  | 155.1  | 156.8  | 157.1  | 157.3  | 157.7  | 158.2  | 159.2  | 158.9  | 160    | 160.4  | 161.2  | 161.6  | 162.2  | 164.4  | 164.6  | 163.9  | 165.6  | 166.1  | 166.1  | 165.6  | 166.6  |

Footnotes:

- 1 The Consumer Price Index (CPI) is not a cost-of-living index. The objective behind a cost-of-living index is to measure changes in expenditures necessary for consumers to maintain a constant standard of living. The idea is that consumers would normally switch between products as the p
- 2 This table replaces table 18-10-0008-01 which was archived with the release of April 2007 data.
- 3 From April: details and treatments are available upon request by contacting the <a href="mailto:statcan.cpddisseminat@statcan.gc.ca" rel="external noopener nofollow" target="\_blank">Consumer Prices Division (opens new window)</a>."
- 4 The goods and services that make up the Consumer Price Index (CPI) are organized according to a hierarchical structure with the all-items CPI as the top level. Eight major components of goods and services make up the all-items CPI. They are food; shelter; household operations, furnish
- 5 Food includes non-alcoholic beverages.
- 6 Part of the increase first recorded in the shelter index for Yellowknife for December 2004 inadvertently reflected rent increases that actually occurred earlier. As a result, the change in the shelter index was overstated in December 2004, and was understated in the previous two years. The
- 7 The special aggregate energy includes electricity; natural gas; fuel oil and other fuels; gasoline; and fuel, parts and accessories for recreational vehicles.
- 8 Goods are physical or tangible commodities usually classified according to their life span into non-durable goods, semi-durable goods and durable goods. Non-durable goods are those goods that can be used up entirely in less than a year, assuming normal usage. For example, fresh foo
- 9 A service in the Consumer Price Index (CPI) is characterized by valuable work performed by an individual or organization on behalf of a consumer, for example, car tune-ups, haircuts and city public transportation. Transactions classified as a service may include the cost of goods by their

How to cite: Statistics Canada. Table 18-10-0004-01 Consumer Price Index, monthly, not seasonally adjusted

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000401>

**Consumer Price Index, monthly, not seasonally adjusted 1 2 3**

Frequency: Monthly

Table: 18-10-0004-01 (formerly CANSIM 326-0020)

Release date: 2024-03-19

Geography: Canada, Province or territory, Census subdivision, Census metropolitan area, Census metropolitan area part

| Geography                       | Nova Scotia |        |        |        |
|---------------------------------|-------------|--------|--------|--------|
| Products and product groups 3 4 | Mar-22      | Feb-23 | Mar-23 | Feb-24 |
|                                 | 2002=100    |        |        |        |
| All-items                       | 151.4       | 158.4  | 158.4  | 162.8  |

Annual inflation for period from March 2022 to February 2023 4.62%

Annual inflation for period from March 2023 to February 2024 2.80%

**Policy**

|         |                                  |    |        |
|---------|----------------------------------|----|--------|
| 2022-23 | Household income does not exceed | \$ | 23,400 |
| 2024-25 | Household income does not exceed | \$ | 25,200 |

**Policy**

|         |                                 |    |     |
|---------|---------------------------------|----|-----|
| 2022-23 | An exemption will be granted of | \$ | 275 |
| 2024-25 | An exemption will be granted of | \$ | 300 |

**REQUEST FOR DECISION**  
**Reserve Bank Accounts and**  
**Corresponding Reserves**  
**RFD#: 022-2024**



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**To:** Town Council  
**From:** Karen Kluska, CPA, CA, Contract Accountant  
**Date:** April 15, 2024  
**Subject:** Reserve Bank Accounts and Corresponding Reserves

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**Guiding Principles for Decision-Making**

**Accountability   Transportation   Diversity   Sustainability   Engaged   Informed**

References/Attachments

- N/A

Legislation

- Municipal Government Act

Recommendations

1. That Council approve the closure of the six (6) reserve bank accounts listed below, and the transfer of their account balances to the RBC Capital Reserve bank account # 122-342-9.

| <b>Bank Account Name</b>                      | <b>RBC Bank Account #</b> | <b>Bank balance at 2/28/24</b> |
|---|---------------------------|--------------------------------|
| Land Sale Proceeds- Elementary School         | 100-281-5                 | 80,305.75                      |
| Equipment Reserve                             | 122-364-3                 | 37,182.30                      |
| Debenture Residual                            | 122-365-0                 | 4,997.46                       |
| SRF- Industrial Park Land (Land Sale Surplus) | 122-366-8                 | 178,537.45                     |
| SRF- Operating Recreation                     | 122-368-4                 | 820.90                         |
| SRF- Capital Recreation                       | 122-438-5                 | 621.19                         |
|   |                           | <b>302,465.05</b>              |

**REQUEST FOR DECISION**  
**Reserve Bank Accounts and**  
**Corresponding Reserves**  
**RFD#: 022-2024**



2. That Council approve the transfer of the remaining loan balances owed to the reserve funds listed below to the Capital Reserve fund.

| <b>Loans owed to Reserves</b>   | <b>Maturity</b> | <b>Balance owed at 3/31/24</b> | <b>Purpose</b>          |
|---------------------------------|-----------------|--------------------------------|-------------------------|
| Equipment reserve               | 3/31/2025       | 4,733.67                       | 2019 John Deere tractor |
| SRF (Ind. Park)                 | 3/31/2025       | 8,253.00                       | Town Hall Fire Escape   |
| SRF (Ind. Park)                 | 3/31/2028       | 43,072.42                      | Sidewalks               |
| Land Proceeds Elementary School | 3/31/2026       | 11,138.00                      | Swimming Pool Roof      |
| Land Proceeds Elementary School | 3/31/2026       | 12,663.80                      | Main St. sidewalk       |
|                                 |                 | <b>79,860.89</b>               |                         |

**Background**

In the past, Council has approved setting up various reserve accounts, and staff opened bank accounts to correspond with those reserves. In the past, Council has also approved lending or withdrawing funds from some of these reserves to finance various projects.

The MGA Section 99 requires that a municipality maintain a capital reserve fund. Section 99(3) requires that the following amounts, among others, be placed into the capital reserve:

- (a) Funds received from the sale of property;
- (b) The proceeds of insurance resulting from loss or damage of property that is not used for replacement repair or reconstruction of the property;
- (c) Any surplus remaining from the sale of debentures that is not used for the purpose for which the debentures were issued;...
- (e) Any capital grant not expended in the year in which it was paid;...
  - Amounts transferred to the fund by council.

Section 99(4) requires that withdrawals from a capital reserve account must be authorized by a Council resolution and may only be used for (a) capital expenditures for which the municipality may borrow... among other things.

Historically, rather than transferring the proceeds from the sale of property into a single capital reserve account, separate accounts were opened for the proceeds of sale of an elementary school and sale of land in the industrial park. Likewise, a surplus from the sale of debentures was transferred into a

**REQUEST FOR DECISION**  
**Reserve Bank Accounts and**  
**Corresponding Reserves**  
**RFD#: 022-2024**



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separate Debenture capital reserve account. At some point in the past, equipment capital reserve, recreation operating reserve and recreation capital reserve accounts were opened, and amounts transferred in. All these amounts could have been placed into the main Capital reserve account and fully comply with the MGA.

Currently, the Town is renegotiating the terms of their banking arrangements, and the bank has advised that they must charge higher fees for all the additional bank accounts. The bank recommended that we close as many unnecessary accounts as possible.

Provided Council approves transferring the funds from these five bank accounts to the main capital reserve account, the Town remains in compliance with the provisions of paragraph 99 of the MGA. Likewise, all loans from these funds to pay for capital expenditures in the past, will be transferred to the capital reserve account.

Once the preceding five (5) accounts have been closed, six (6) reserve accounts will remain open, as follows:

1. Capital Reserve Account
2. Operating Reserve Account
3. Fire Department Capital Account
4. Sewer Capital Reserve Account
5. CCBF (gas tax) Capital Reserve Account
6. Community Centre/Fire Hall Capital Reserve Account

Staff recommend that these remain open, for the following reasons:

- Primary capital reserve account to comply with MGA S99
- Operating reserve to hold annual operating surplus funds,
- Provide distinctly identified funds for Fire and Sewer capital replacements,
- CCBF (gas tax) account is required under the terms of the agreement with the Province, and
- Community Centre/Fire Hall is required to segregate the funds received to date for this specific project.

**Financial Implications**

The primary financial implications are to save bank fees on unnecessary accounts, reduce staff maintaining the accounting records and reduce audit time in auditing those accounts. No funds will be expended. All funds will be transferred to the capital reserve account. All interfund loan receivables will be transferred to the capital reserve account.

**REQUEST FOR DECISION**  
**Reserve Bank Accounts and**  
**Corresponding Reserves**  
**RFD#: 022-2024**



Strategic Plan/Operating Plan Alignment

| Check Applicable | Strategic Priority Area      | Comments                                |
|------------------|------------------------------|---|
|                  | Environment                  |   |
|                  | Infrastructure               |   |
|                  | Economy                      |   |
|                  | Community                    |   |
| X                | Governance                   | Ensure legislative requirements are met |
|                  | 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: 15 April 2024

**TOWN OF MIDDLETON**

**RESOLUTION  
2023/24**

**WHEREAS** The Financial Director informed the Chief Administrative Officer that the current accounts numbering 100-281-5, 122-364-3, 122-365-0, 122-366-8, 122-368-4, and 122-438-5 of the Royal Bank of Canada, Middleton Branch need to be closed, due to closure of business activity.

**BE IT RESOLVED THAT** the consent of TOWN COUNCIL is hereby accorded to close the current accounts numbering 100-281-5, 122-364-3, 122-365-0, 122-366-8, 122-368-4, and 122-438-5 of the Royal Bank of Canada, Middleton Branch and money lying in said accounts be returned to the Town by way of issuance of transfer to another current account number 122-342-9 of the Royal Bank of Canada, Middleton Branch.

**FURTHER BE IT RESOLVED THAT** Ashley Crocker, Chief Administrative Officer of the Town is hereby authorized to sign and submit documents or information and to do all such acts, deeds, or things to give effect to the above resolution on behalf of the Town.

**FURTHER BE IT RESOLVED THAT** a copy of this resolution be given to the banker, as may be required under the seal and signature of any of the signatory of the Town of Middleton.

Passed in open Council this 15<sup>th</sup> day of April 2024.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**CERTIFICATE**

I hereby certify that the foregoing is a true copy of a resolution of the Council of the Municipal Corporation of the TOWN of MIDDLETON passed at a meeting of said Council duly called and held on 15<sup>th</sup> day of April A.D. 2024 at which a quorum of the Council was present and voting.

\_\_\_\_\_  
CLERK

# Management Report

April 15, 2024



To keep the report short, but informative, only strategic priorities and capital projects that have an update will be mentioned in this report. A complete update on the strategic priorities and capital projects will be delivered quarterly in the future.

## COUNCIL'S STRATEGIC INITIATIVES

| # | STRATEGIC INITIATIVE  | UPDATE  |
|---|---|---|
| 1 | <b>Community Centre &amp; Fire Hall</b><br>To build a new accessible and inclusive Community Centre & Fire Hall   | <ul style="list-style-type: none"><li>• Staff have explored three different grant programs to help fund the new Community Centre Fill Hall</li><li>• The CCFHC instructed staff to explore a phased approach with JOST and the low bidder.</li><li>• Received phased approach. Exploring funding options.</li></ul>   |
| 2 | <b>New Reservoir</b><br>To build a new reservoir to serve the customers of the Middleton Water Utility  | <ul style="list-style-type: none"><li>• A grant application for DMAF for the new reservoir was submitted July 19<sup>th</sup>. Expecting to hear in the January/24 timeframe</li><li>• Land swap for reservoir is now complete</li><li>• A grant application for the MCGP program for the new reservoir was submitted on December 13<sup>th</sup>.</li></ul>  |
| 3 | <b>Economic Development Initiatives</b><br>To concentrate on economic development initiatives that support business park growth, brand awareness and small business | <ul style="list-style-type: none"><li>• <b>COMPLETE</b> – the final plan document on the Business Park Expansion Study was received and presented to Council on Nov 21<sup>st</sup></li></ul>   |
| 4 | <b>Public Safety</b><br>To address public safety concerns in the downtown and public spaces   | <ul style="list-style-type: none"><li>• Concerns that are brought forward by Mayor and Council during COTW and Council meetings continue to be communicated to public works for investigation. Many of these concerns relate to safety of sidewalks, crosswalks, and roads.</li></ul>   |
| 5 | <b>Infrastructure Maintenance</b><br>To develop an asset management plan focused on improving the maintenance of town infrastructure                                | <ul style="list-style-type: none"><li>• Final Asset Management Report was received from AIM in 2020</li><li>• Staff have completed 3/5 courses through AIM</li><li>• The Asset Management Plan is being updated as the courses are taken, and the Working Group is meeting to review the updates that were made</li><li>• A maintenance plan is in the process of being drafted and will be finalized after the AMP is complete</li></ul> |

# Management Report

April 15, 2024



## OPERATIONAL PRIORITIES

| # | STRATEGIC INITIATIVE  | UPDATE  |
|---|---|---|
| 1 | <b>Boundary Review</b><br>Prepare RFP and Award RFP                               | <ul style="list-style-type: none"><li>• <b>COMPLETE:</b> the UARB have approved Council's request to maintain the Council size at 7, with 6 Councillors and 1 Mayor, all elected at large</li></ul>   |
| 2 | <b>Secondary Plan</b><br>Finalize scope of work and award work to third party     | <ul style="list-style-type: none"><li>• Land swap has been executed with the developer</li><li>• Developer submitted a request to amend the MPS/LUB via a Secondary Planning Strategy</li><li>• Staff have applied to the Housing Accelerator Fund – this was unsuccessful, and no grant money was awarded</li><li>• Jan 9<sup>th</sup> - Kick-off meeting</li><li>• Feb. 1<sup>st</sup> – Public Workshops</li><li>• Feb 20<sup>th</sup> – presentation to Council</li><li>• Fathom Studio is working on developing the Plan</li></ul> |
| 3 | <b>Main Street/Taylor Drive Crosswalk</b><br>Move crosswalk                       | <ul style="list-style-type: none"><li>• <b>COMPLETE:</b> The Crosswalk Light has been installed, and the overhead light is now working.</li></ul>   |
| 4 | <b>Second Lake</b><br>Agree on key points for partnership agreement with AEA Club | <ul style="list-style-type: none"><li>• No further update - staff have met with the AEA Club to further build the draft of the new lease agreement</li></ul>  |

# Management Report

April 15, 2024



## OPERATIONAL UPDATES

### ADMINISTRATION

| Completed   | In Progress  | Issues  |
|---|--|---|
| <b>Staffing:</b> <ul style="list-style-type: none"><li>Sara Marceau started on April 8<sup>th</sup> as the new Executive Assistant / Planning Coordinator</li></ul> | <b>Staffing:</b> <ul style="list-style-type: none"><li>Working on formalizing employment contracts for some staff</li><li>Management and the union are preparing for contract negotiations</li><li>Contracts, recruitment, and training for multiple positions</li></ul> | <b>Staffing:</b>  |
| <b>Project Work:</b>  | <b>Project Work:</b> <ul style="list-style-type: none"><li>ICIP Status report for Community Centre Fire Hall – this funding expires March 31, 2024, have requested an extension</li><li>Working on 2024-25 Operating Budget due to no Director of Finance</li></ul>      | <b>Project Work:</b> <ul style="list-style-type: none"><li>Three leaks at Town Hall need to be further addressed in the Spring</li></ul>  |
| <b>Other Items:</b>   | <b>Other Items:</b> <ul style="list-style-type: none"><li>High Risk Action Plan items</li><li>Management team reviewing priorities, policies, by-laws</li></ul>  | <b>Other Items:</b> <ul style="list-style-type: none"><li>Affordability Study of keeping certain assets and services will be completed after:<ul style="list-style-type: none"><li>Asset Management Plan is updated</li><li>Standard maintenance schedules for all assets are created</li><li>Agreements and legislation have been reviewed</li></ul></li></ul> |

# Management Report

April 15, 2024



## FINANCE

| Completed   | In Progress  | Issues  |
|---|--|---|
| <ul style="list-style-type: none"><li>• T4As for 2023 were completed</li><li>• Review of bank accounts to determine which ones to keep and which ones to close pending till financial close</li><li>• Reconciliation of pension and benefits accounts</li><li>• Contract with GERALYN MacLean for accounting services in 2024-2025</li><li>• Invoicing for hydrants is completed to County of Annapolis</li></ul> | <ul style="list-style-type: none"><li>• Recruitment for Director of Finance is underway</li><li>• HST remittance for April to September</li><li>• Water bills for January – March 2024</li><li>• Pricing Agreement with RBC has expired – working with bank on new terms</li><li>• 2022-23 FIR was due March 7<sup>th</sup>. Province only gave one month to complete. This is partially done and should be completed in coming weeks.</li><li>• AP &amp; AR reconciliations</li><li>• 2024/25 Operating and Capital Budgets</li><li>• Inputs for Water Rate Study</li><li>• Insurance Renewal is almost finalized</li><li>• Bank recs for January and February</li><li>• Training of new Finance staff</li><li>• Review of new Payroll software for consideration</li></ul> | <ul style="list-style-type: none"><li>• Update financial policies to reflect actions of High-Risk Action Plan</li><li>• Creation of consolidated balance sheet, income statement and FCI calculations to use as part of strategic decision-making process</li><li>• Director of Finance is vacant putting pressure on other staff. A contract accountant is helping in the interim but only part-time.</li><li>• 2023-24 Audit has been delayed from mid-May to mid-July due to staffing issues at the Town</li></ul> |

# Management Report

April 15, 2024



## RECREATION & COMMUNITY DEVELOPMENT

| Completed   | In Progress  | Issues   |
|---|--|--|
| <ul style="list-style-type: none"><li>• Recreation application completed for 2024 Canada Summer Jobs</li><li>• Our MPAL took a train the trainer course with other MPALs</li><li>• Five successful Lunch 'n Learns (Wellness Grant) to date</li></ul> | <ul style="list-style-type: none"><li>• Staff continues to participate in Homelessness meetings with peers from other municipalities</li><li>• Master transportation final plan received</li><li>• Preparing wetland for official launch. Signposts in, signage is next as soon as ground in proper shape. One more signpost to complete</li><li>• Participation in review and update of old policies and bylaws</li><li>• Participation in Accessibility Committee matters</li><li>• Walking with our seniors at CORAH is going extremely well, we have approximately 50 people registered for the weekly indoor walk. We typically get 30 at a time. Our physical participation of this program ends April 25<sup>th</sup>, but the indoor walking will persist until end of June. The walking program in general has generated more than 2.4 million steps.</li><li>• Open Gym continues at the two schools</li><li>• Staff REMO training</li></ul> | <ul style="list-style-type: none"><li>• Vandalism has started at Town parks:<ul style="list-style-type: none"><li>○ major damage at Centennial Park</li><li>○ graffiti on Riverside Yoga trail</li><li>○ ATV damage on weekends in Rotary Park</li></ul></li></ul> |

# Management Report

April 15, 2024



## PLANNING

| Completed  | In Progress  | Issues |
|--|--|--------|
| <ul style="list-style-type: none"> <li>Building and fire inspection files have been transferred to the County of Annapolis and processes are being fine tuned</li> </ul>   | <ul style="list-style-type: none"> <li>Voysey Development Agreement (DA) - application to convert a building from four residential units to five residential units</li> <li>Planner working on draft (DA)</li> <li>Applicant working on consolidation of lots.</li> </ul>  |        |
| <ul style="list-style-type: none"> <li>New Subdivision Bylaw was passed by Council on January 15, 2024, and has been sent to the Province for approval.</li> </ul>   | <ul style="list-style-type: none"> <li>Griff DA - application for grouped dwellings on School Street was approved by Council on July 17 and no appeals were lodged</li> <li>Due to health reasons, the applicant is not going to proceed with the project but is looking to sell the land and the project.</li> </ul>  |        |
| <ul style="list-style-type: none"> <li>3 Development and Building Permits issued</li> <li>4 building inspections conducted</li> <li>7 fire inspections conducted, and deficiency letters sent</li> <li>7 fire inspections were closed out</li> </ul> | <ul style="list-style-type: none"> <li>IF Holdings DA – application for a development on Commercial Street which will add one commercial unit and 6 residential units to an existing building was approved by Council on July 17 and no appeals were lodged.</li> <li>Planner has completed draft DA.</li> <li>Applicant, as per conditions of approval, has submitted revised plans.</li> <li>Revised agreements have been approved by Planner and sent to solicitor for review.</li> </ul> |        |
|  | <ul style="list-style-type: none"> <li>438 Main Developments Ltd. has requested an amendment to the DA for 438 Main Street.</li> <li>PAC recommended 1<sup>st</sup> Reading to Council on March 27.</li> <li>Council conducted 1<sup>st</sup> Reading on April 2 and scheduled a public hearing for May 6.</li> <li>Public Hearing ad will be published on April 18 and 25.</li> </ul>   |        |
|  |  |        |

# Management Report

April 15, 2024



## PUBLIC WORKS

| Completed  | In Progress  | Issues   |
|--|--|--|
| <p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>• Surplus Equipment Auction Completed</li> <li>• Sink hole at rotary park repaired</li> </ul>      | <p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>• Removing leaves and debris from catch basins</li> </ul>  | <p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>• Some Ditches around town need to be cleaned and excavated</li> </ul>   |
| <p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>• Old backhoe sold at surplus sale</li> </ul>  | <p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>• Lawn Tractors getting prepped and serviced for spring</li> <li>• Order new bushings for trackless to clean sidewalks</li> </ul>          | <p><b><u>Public Works Equipment:</u></b></p>   |
| <p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>• Moved Radar Control Signs to new locations at committee request</li> </ul>                  | <p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>• Cold patching potholes around town</li> <li>• Cleaning sidewalks and streets</li> </ul>   | <p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>• Cross walk light by Gates and Main needs a new sensor - it's on order</li> <li>• Part for the streetlight at 300 Main Street is on order</li> </ul>                     |
| <p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Failing meters have been replaced</li> <li>• New meters have been ordered and arrived</li> </ul> | <p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Fixing water meters and installing new ones</li> <li>• Water tests and sampling ongoing</li> <li>• Reservoir Monitoring ongoing</li> </ul> | <p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Well #1 Pump needs to be cleaned. Possibly replace pump (2024-25 Budget)</li> <li>• Leak on Veteran's Lane – it's isolated and needs to be repaired in the spring</li> </ul> |
| <p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Cleaned UV lights</li> <li>• Waste Water Survey Complete</li> </ul>                         | <p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Monitoring manhole off Magee Drive for high flows/flow issues</li> </ul>  | <p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Need to order new UV lights in the 2024/25 year</li> <li>• UV sensor/wiper acting up looking into replacement part</li> </ul>   |

# Management Report

April 15, 2024



## FIRE DEPARTMENT

| Completed  | In Progress  | Issues   |
|--|--|--|
| <ul style="list-style-type: none"><li>• 1 new member voted in</li><li>• Monthly truck inspections</li><li>• AED Training night</li><li>• Fire Pump Operations</li><li>• Received two new ladders for engine, 12 failed annual inspection as per NFPA testing procedures</li><li>• Members completed a full weekend of Hazmat operations course</li><li>• Attended a working group meeting with the county of Annapolis over the fire services review</li></ul> | <ul style="list-style-type: none"><li>• Working on a 10-year capitol budget plan</li></ul> | <ul style="list-style-type: none"><li>• None to report</li></ul> |

**Incident Summary**  
**From Mar 1 24 to Mar 31 24**

| <b>Date/No.</b>                | <b>Address/Type</b>  | <b>Minutes</b> | <b>Responders</b> | <b>Injuries</b> | <b>Fatalities</b> |
|--------------------------------|--|----------------|-------------------|-----------------|-------------------|
| Mar 1 24 00:14:16<br>24-01494  | 101 Magee Dr, MIDDLETON<br><b>Commercial Fire Alarm</b>                  | 51             | 0                 |                 |                   |
| Mar 3 24 11:15:43<br>24-01549  | 21 Acadia St, MIDDLETON<br><b>MVA - Confirmed Entrapment / Unknown</b>   | 59             | 0                 |                 |                   |
| Mar 12 24 15:05:13<br>24-01770 | 111 Commercial St, MIDDLETON<br><b>Commercial Fire Alarm</b>             | 27             | 0                 |                 |                   |
| Mar 14 24 21:09:13<br>24-01822 | 12280 Highway 1, BRICKTON<br><b>MVA - Confirmed Entrapment / Unknown</b> | 100            | 0                 |                 |                   |
| Mar 15 24 13:47:07<br>24-01835 | 382 Main St, MIDDLETON<br><b>MVA - Confirmed Entrapment / Unknown</b>    | 0              | 0                 |                 |                   |
| Mar 15 24 20:32:14<br>24-01846 | 304 Main St, MIDDLETON<br><b>Suspicious Odour</b>                        | 67             | 0                 |                 |                   |
| Mar 25 24 11:42:00<br>24-02045 | 17 Commercial St, MIDDLETON<br><b>Commercial Fire Alarm</b>              | 7              | 0                 |                 |                   |
| <hr/>                          |  |                |                   |                 |                   |
| 7 incidents for                | Middleton  | 5 hrs 11 mins  | 0                 |                 |                   |
| <hr/>                          |  |                |                   |                 |                   |
|                                |  | 5 hrs 11 mins  | 0                 |                 |                   |

## **MAYOR'S REPORT – APRIL 2024**

|          |   |
|----------|---|
| March 27 | Planning Advisory Committee Meeting                           |
| April 2  | Special Town Council Meeting & Committee of the Whole Meeting |
| April 10 | IMSA Working Group Meeting                                    |