

## **AGENDA**

### **1. CALL TO ORDER**

### **2. APPROVAL OF THE AGENDA**

### **3. PROCLAMATIONS**

3.1 Emancipation Day

### **4. APPROVAL OF THE MINUTES**

4.1 Council Meeting Minutes – June 17, 2024

4.2 In-camera Minutes – June 17, 2024

4.3 Special Council Meeting Minutes – July 4, 2024

### **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 Committee of the Whole Recommendations

a. RFD 032-2024 Fees and Fines Policy – CAO

b. RFD 033-2024 Valley Waste TBR for 2024-25 Capital Projects - CAO

6.2 RFD 034-2024: Appointment List Update – CAO

6.3 RFD 036-2024: Operating Reserve Policy – CAO

6.4 2024-2025 Draft Operating and Capital Budget Discussion – CAO

6.5 DRAFT Reservoir Leak Study and Inspection – Director of Public Works

6.6 Provincial Announcement – CAO

### **7. REPORTS**

7.1 Management Report – CAO

7.2 Middleton Fire Department Dispatch Report for June – CAO

7.3 Annapolis County Inter-Municipal Working Group Jul 4/24 DRAFT Minutes –  
Councillor Leblanc

7.4 IMSA Board Special Meeting Jun 12/24 DRAFT Minutes – Mayor Atkinson

7.5 IMSA Board Jun 19/24 DRAFT Minutes – Mayor Atkinson

7.6 Annapolis REMO Advisory Jun 24/24 DRAFT Minutes – Councillor Marshall

7.7 Police Advisory Board Jul 8/24 DRAFT Minutes – Mayor Atkinson

7.8 Mayor's Report

### **8. ANYTHING BY MEMBERS**

### **9. ADJOURNMENT**



# *Proclamation*

## **EMANCIPATION DAY**

**August 1, 2024**

**WHEREAS** Whereas, August 1 is Emancipation Day commemorating the anniversary date of 1834 when the British parliament abolished slavery across its empire, freeing about 800,000 enslaved people of African descent throughout the British colonies;

**WHEREAS** Whereas, we must acknowledge that slavery was part of our province and country's horrific past and this history must be shared in our efforts to work together to address anti-Black racism and all forms of racism so all Nova Scotians can prosper, reach their full potential, and live as equal citizens

**THEREFORE**, I, Sylvester Atkinson, Mayor of Middleton do hereby proclaim August 1, 2024, as Emancipation Day in the Town of Middleton.

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

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Sylvester Atkinson, Mayor

**REQUEST FOR DECISION**  
**Fees and Fines Policy**  
**RFD#: 032-2024**



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**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** July 2, 2024 and July 15, 2024  
**Subject:** Fees and Fines Policy

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**Guiding Principles for Decision-Making**

**Accountability    Transportation    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Water Arrears Collection Policy
- NSF Cheques Policy
- Tax Certificates Policy
- Dangerous & Unsightly Premises Policy
- Fees and Fines Policy

Legislation

- *Municipal Government Act*

Recommendation

That Council approve the amendments to the Water Arrears Collection Policy.  
That Council approve the amendments to the NSF Cheques Policy.  
That Council approve the amendments to the Tax Certificates Policy.  
That Council approve the amendments to the Dangerous & Unsightly Premises Policy.  
That Council approve the amendments to the Fees and Fines Policy.

Background

A review was done of all the Town's bylaws and policies to see if any fees or fines were noted specifically in each bylaw or policy. Four policies were noted to have specific fees or fines: Water Arrears Collection Policy, NSF Cheques Policy, Tax Certificates Policy and the Dangerous & Unsightly Premises Policy. Staff are recommending removing any reference to fees or fines in each specific policy, and instead including these fees/fines in the policy previously known as Fees Policy (which is being re-titled to Fees and Fines Policy).

**REQUEST FOR DECISION**  
**Fees and Fines Policy**  
**RFD#: 032-2024**



In addition, the new Noise Bylaw that was passed in 2023 did not have any fines defined for infractions of the bylaw. A review of the Summary Offense Ticket Booklet was done to see what other municipal units charged for Noise Bylaw infractions. A first, second and third offense fine has been added to the Fees and Fines Policy for Noise Bylaw infractions.

Financial Implications

N/A

Strategic Plan/Operating Plan Alignment

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

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 15 July 2024

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

**Subject: Fees and Fines**

**Number: 1.30**

**Approved by: Council**

**Effective Date :** March 21, 2016

**Revision Date:** April 18, 2016, July 20, 2020, July 15, 2024

***Rationale***

The following policy establishes uniform fees for permits and services provided by the Town of Middleton, to enable some cost recovery for services provided. This policy also establishes fines for any infractions of Town bylaws or policies.

***Policy Statement***

**1. Permit and Service Applications**

All permit and service applications shall be accompanied by the necessary fees payable to the Town of Middleton except in the case of requests under the Routine Access Policy or Freedom of Information/Protection of Privacy where the fees will be estimated and communicated to the applicant prior to completion of the service.

**2. Permits and Services**

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

<b>Permit or Service Type</b>	<b>Fee</b>
Document Reproduction (excluding oversized maps)	\$0.08/copy
Freedom of Information/Protection of Privacy Request	Per FOIPOP Regulations
Dog Tag - initial	\$5.00
Dog Tag – replacement	\$3.00
Impounding Fee – Cats	\$8 and \$4/day board fee
Impounding Fee - Dogs	\$30 and \$15/day board fee
Routine Access Policy	\$22.00/hr. after the first half hour.
Water Arrears Collection Policy – Re-connection Fee	\$50.00
<u>Dangerous &amp; Unsightly Premises Policy – Administrative Fee to Remedy a Property</u>	<u>\$150.00</u>
<u>Tax Certificates Policy – Issuance of Tax Certificate</u>	<u>\$50.00</u>
<u>NSF Cheques Policy – Processing NSF Cheque</u>	<u>\$50.00</u>

<b>Bylaw/Policy Infraction</b>	<b>Fine</b>
Noise Bylaw - Infractions	<u>\$352.50 first offense</u> <u>\$582.50 second offense</u> <u>\$1,157.50 third offense</u>

**Certification**

I, ~~Jennifer Boyd, Town Clerk~~Ashley Crocker, Chief Administrative Officer for ~~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 ~~20<sup>th</sup>~~-15<sup>th</sup> day of July, ~~2020~~2024.

GIVEN under the hand of the ~~Town Clerk~~CAO and the corporate seal of the Town of Middleton this ~~28~~15<sup>th</sup> day of July, 2020~~4~~.

\_\_\_\_\_  
~~Jennifer Boyd~~Ashley Crocker  
~~Town Clerk~~Chief Administrative Officer

<b>TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION</b>	
<b>Subject:</b> Dangerous or Unsightly Premises Policy	<b>Number:</b> 4.7
<b>Coverage:</b> Staff & Council	<b>Approved by:</b> Council
<b>Effective Date:</b> December 16, 2019	<b>Revision Date:</b> <a href="#">July 15, 2024</a>

### **1. Purpose**

- 1.1. This policy is entitled the “Dangerous or Unsightly Premises Policy”.
- 1.2. It is the desire of the Council that every property in the Town of Middleton be maintained such that the property is not dangerous or unsightly. This policy defines the manner of action the Town of Middleton will undertake where a property is alleged to be dangerous or unsightly.
- 1.3. Dangerous or unsightly premises and/or properties subject to these policies as set out in Section 3(r) of the Municipal Government Act of Nova Scotia.
  - a. Property Owners subject to this policy will be as set out in Section 3(ay)(ii) of the Municipal Government Act of Nova Scotia.
  - b. The meaning of words and phrases herein shall have the same meaning as set out in the Municipal Government Act of Nova Scotia.

### **2. Delegation**

- 2.1. Council delegates its authority to issue dangerous or unsightly premises orders to the Administrator of Dangerous or Unsightly Premises, an employee of the Town designated by the Chief Administrative Officer to be responsible for the dangerous or unsightly premises provisions of the *Municipal Government Act* or successor legislation.
- 2.2. Council reserves the authority to issue dangerous or unsightly premises orders in instances in which an order to demolish is being considered, and to hear appeals of orders issued by the Administrator or the Council.

### **3. Report of Dangerous or Unsightly Conditions**

- 3.1. The reporting of a dangerous or unsightly property can be made by a resident, rate payer, or staff of the Town of Middleton or by the Administrator. The report of an unsightly property made by a resident or rate payer of the Town will be accompanied by the name of the person reporting or it will be noted as received anonymously. Each report of a dangerous or unsightly property will be duly recorded on a Complaint form for this purpose. Within fourteen (14) days the Administrator shall make an initial site inspection and complete an inspection report.

- 3.2. The Administrator will only reveal the name of a reporting resident or rate payer of the Town of Middleton, consistent with the Nova Scotia Freedom of Information and Protection of Privacy Act.
- 3.3. It is recognized that there are limited staff resources to carry out the function of this policy. Therefore, the following priority will be followed when dealing with dangerous or unsightly files:
  - 3.3.1. Dangerous Properties;
  - 3.3.2. Unsightly Properties with multiple complaints;
  - 3.3.3. Unsightly Properties with one complaint;
  - 3.3.4. Staff initiated actions.

#### **4. Initial Site Report**

- 4.1. In the preparation of the initial site inspection report, the Administrator will determine whether the property is dangerous or unsightly.
  - a. If the Administrator determines that the property is not dangerous or unsightly the file will be closed and the reporting person notified.
  - b. If the Administrator determines that the property is unsafe, the Administrator shall make an order to have the property made safe, until the unsafe condition is remedied.
  - c. If the Administrator determines public safety requires immediate action, the Administrator takes action to prevent damage or may remove the dangerous structure or condition.
  - d. If the Administrator determines the property is dangerous or unsightly, and where immediate action is unnecessary, the Administrator may send a notice, by mail, of what is required to remedy the dangerous or unsightly condition within fifteen (15) days of the date of the notice. Where an alleged dangerous or unsightly property has been reported, the Administrator shall advise the reporting person, if known, of the action taken.
  - e. If the Administrator determines the property is dangerous or unsightly, and where immediate action is unnecessary, the Administrator may make an order, by mail or posting on the property, of what is required to remedy the dangerous or unsightly condition within thirty (30) days of the date of the letter, or other reasonable time frame. If a previous notice has been sent, the timeframe may change to fifteen (15) days. Where an alleged dangerous or unsightly property has been reported, the Administrator shall advise the reporting person, if known, of the action taken.
  - f. A "repeat offender" is defined as the owner of the property for which the Town has received a valid second complaint within 365 days of a previous valid complaint.
  - g. If the Administrator determined site conditions warrant immediate action, the Administrator may issue an order without the issuance of an initial site report, and if deemed necessary, cause such work to be carried out.

~~h.~~ Any costs incurred by the Town of Middleton to remedy a property that is dangerous or unsightly, together with an administrative fee ~~of \$150~~ per repeat occurrence, shall become a lien on the property. [Any fees associated with this policy are outlined in the Town's Fees and Fines Policy](#)

- 4.2 A monthly summary of all reports made and actions taken/current statuses with respect to dangerous or unsightly properties will be submitted to the Committee of the Whole by the Administrator.
- 4.3 A bi-annual summary of all reports made and actions taken/current statuses with respect to dangerous or unsightly properties will be submitted to Council and made available to the public by the Administer in May and October of each year.

## **5. Order**

- 5.1. In the event of a repeat offender, the Administrator may order immediate remedy, except ordering demolition as a remedy. The order shall be posted on the property and a copy shall be send to the owner by registered mail.
- 5.2. An order made by the Administrator may be appealed to Council within seven (7) days after the order is made.

## **6. Demolition**

- 6.1. In this Policy, "an order to demolish" includes an order to completely remove or demolish a building.
- 6.2. In the event that the Administrator determines that the property is dangerous or unsightly, and is of the opinion that to remedy the condition demolition is necessary, the owner shall be given not less than seven (7) ~~days notice~~ [days' notice](#) of the date, time, and place of the Council meeting at which the making of such order will be considered by Council.

## **7. Court Order**

Notwithstanding Sections 3, 4, & 5 herein, the Town may also apply to a court of competent jurisdiction for a declaration that a property is dangerous or unsightly and for an order specifying the work required to be done to remedy the condition.

## **8. Charges**

8.1. Where the owner fails to comply with an order made pursuant to Sections 4, 5, or 6 herein within thirty (30) days after being served and where the Administrator intends to carry out the work specified in an order, the Administrator shall obtain an estimate of cost involved and if the estimate cost exceeds one thousand five hundred dollars (\$1500.00), the Administrator shall obtain the approval of Council before carrying out the work.

8.2. Where the owner fails to comply with an order made pursuant to Section 4, 5, or 6 herein, within:

- a. thirty (30) days of service where the property is not declared to be in a dangerous condition; or
- b. the time specified in the order, but not more than within thirty (30) days of service, where the property is declared to be in dangerous condition,

the owner may be charged pursuant to the powers granted under the Municipal Government Act.

## 9. Previous Policy

9.1. The previous policy A 2.4 "Dangerous and Unsightly Premises" dated August 3, 1999 and amended August 8, 2006 is hereby repealed.

## 10. Certification

- 1. Date of Notice to Council Members; Dec. 2, 2019
- 2. Council Approval: Dec. 21, 2019
- 3. Date of Adoption: Dec. 21, 2019
- 4. [Date of Amendment: July 15, 2024](#)

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 16<sup>5</sup><sup>th</sup> day of ~~December~~ [July 2019](#)~~2024~~.

**GIVEN** under the hand of the ~~Town Clerk~~ [Chief Administrative Officer](#) and under the seal of the Town of Middleton this 13<sup>5</sup><sup>th</sup> day of ~~January 2020~~ [July 2024](#)

\_\_\_\_\_  
[Jennifer Boyd](#)  
[Town Clerk](#)  
[Ashley Crocker](#)  
[Chief Administrative Officer](#)

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<b>TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION</b>	
<b>Subject: Water Arrears Collection Policy</b>	<b>Number: 1.10</b>
<b>Coverage: Staff &amp; Public</b>	<b>Approved by: Council &amp; CAO</b>
<b>Effective Date:</b> Dec 03, 1990	<b>Revision Date:</b> Aug 06, 2002; August 8, 2006, <u>July 15, 2024</u>

**Rationale**

The following policy establishes the procedure for collection on Water Utility accounts. The procedure is designed to counteract the increasing frequency of Water Utility accounts in arrears.

**Policy Statement**

- 1) As stated in the water regulations, “The Utility shall have the right to suspend service to customers whose bills remain unpaid for more than 40 days after the date rendered. The customer shall pay the sum of \$25.00 for reconnection after each suspension. Such reconnection shall not be made until all arrears are paid.”(Water Regulations, # 7)
- 2) The following timeline shall be observed for the collection of water bills:

	Time from Date of invoice
i) Original bill – due and payable thirty (30) days from invoice date.	30 days
ii) Reminder Notice giving thirty (30) days to pay before shut-off for non-payment.	30 days
iii) Phone customer on 29 <sup>th</sup> day. (See exception, # 4).	
iv) Order to Director of Works to shut off. (No further contact to collect) (Shut off not to be on Friday).	<u>7 days</u> 67 days
- 3) Arrears and disconnect charges must be paid to the Town Office, not a Public Wworks employee, before re-connection is made. Requests for re-connection after hours shall be charged in accordance with the Town’s Fees and Fines Policy~~\$50.00 to pay call-out and equipment cost~~, and payment must be made prior to reconnection.
- 4) The Town determines that for delinquent water accounts where staff have called for six (6) out of the prior eight (8) quarters to remind a customer to pay their account, after written notices have been served, are deemed to be chronic delinquent accounts. The sixth notice shall clearly indicate that no further contact will be made and that the account, if it

remains unpaid at the end of that period, shall be subject to shutoff without further contact.

**References**

- 1) Town of Middleton - Water Regulations (#7)

**Previous Policy**

The previous policy 1/35 “Water Arrears Collection Policy”, amended August 8<sup>6</sup>, 200~~6~~<sup>2</sup>, is hereby amended.

**Certification**

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the ~~15<sup>th</sup> day of July, 2024~~<sup>8<sup>th</sup> day of August, 2006</sup>.

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

Raymond C. Rice Ashley Crocker  
Chief Administrative Officer

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

<b>Subject: NSF Cheques</b>	<b>Number: 1.12</b>
<b>Coverage: Staff &amp; Public</b>	<b>Approved by: Council &amp; CAO</b>
<b>Effective Date : April 1, 1996</b>	<b>Revision Date: August 8, 2006, <u>July 15, 2024</u></b>

***Rationale***

This policy is established to discourage the receipt of NSF cheques for payments to the Town and the Water Utility.

***Policy Statement***

The town shall levy a ~~\$15~~ charge for processing cheques returned NSF on payments to the Town. [Any fines associated with this policy are outlined in the Town's Fees and Fines Policy](#)

***Previous Policies***

The previous policy 1/53 "NSF Cheque Charges", approved April 1 1996, ~~is hereby amended~~ and amended August 8, 2006 is hereby amended.

***Certification***

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 15<sup>th</sup> day of July, 2024 ~~8<sup>th</sup> day of August, 2006.~~

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

\_\_\_\_\_  
[Raymond C. Rice](#) Ashley Crocker  
Chief Administrative Officer

<b>TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION</b>	
<b>Subject: Tax Certificates</b>	<b>Number: 1.19</b>
<b>Coverage: Staff &amp; Public</b>	<b>Approved by: Council &amp; CAO</b>
<b>Effective Date : (Pre-1991)</b>	<b>Revision Date:</b> January 7, 1991 December 7, 1992 March 6, 2007 <u>July 15, 2024</u>

**Rationale**

Following policy establishes the fee charged for tax certificates.

**Policy Statement**

- 1) Property owners may request a tax certificate at the Town Office.
- 2) A fee of ~~\$50~~ shall be charged for each tax certificate issued. [Fees/fines associated with this policy are outlined in the Town’s Fees and Fines Policy](#)

**References**

Province of Nova Scotia -*Municipal Government Act - Sect. 132*

**Previous Policies**

The previous Resolution “#2 - Tax Certificate Fee”, amended December 7, 1992, is hereby rescinded. [The previous Tax Certificates Policy amended March 6, 2007 is hereby amended.](#)

**Certification**

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 15<sup>th</sup> day of [March, 2007; July, 2024](#)

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

[Raymond C. Rice Ashley Crocker](#)  
Chief Administrative Officer

**REQUEST FOR DECISION**  
**Valley Waste Loan Guarantee**  
**RFD#: 033-2024**



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**To:** COTW and Town Council  
**From:** Ashley Crocker, CAO  
**Date:** July 2, 2024 and July 15, 2024  
**Subject:** Valley Waste Resource Management Loan Guarantee

**Guiding Principles for Decision-Making**

**Accountability   Transportation   Diversity   Sustainability   Engaged   Informed**

**References/Attachments**

- Loan guarantee resolution
- Temporary borrowing resolution approved by Valley Waste Resource Management (VWRM) Board on June 19, 2024
- Schedule B listing the capital projects approved in the 2024/25 Capital Budget

**Legislation**

- Pursuant to the *Municipal Government Act* Section 88 (Ministerial approval)

**Recommendation**

That Council approve the included Town of Middleton’s Loan guarantee resolution in the amount of up to, but not exceeding, forty-two thousand, three hundred and forty-four dollars (\$42,344) representing two-point forty-four percent (2.44%) of the total of one million seven hundred and thirty-five thousand dollars (\$1,735,000) to be borrowed by Valley Waste for their 2024/25 capital budget.

**Background**

Municipalities are required to seek Ministerial approval to guarantee borrowing by a committee created by an inter-municipal services agreement. The Town is a party to the Valley Waste Inter-municipal services agreement. The Department of Municipal Affairs and Housing requires a formal resolution of Council to document the Town’s guarantee of a portion of the Valley Waste loan. As approved in their 2024/25 Capital Budget, Valley Waste plans to borrow to fund their capital expenditures as outlined in the attached Schedule B.

**Financial Implications**

The Town would be required to honor the guarantee in the event that Valley Waste was unable to repay the loan. However, the Town, through the Inter-municipal services agreement, has previously agreed to pay a share of the approved operating and capital budgets of Valley Waste that provide the funding for the loan repayment among other expenditures.

**REQUEST FOR DECISION**  
**Valley Waste Loan Guarantee**  
**RFD#: 033-2024**



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 supports the recommendation.

CAO Initials: AC

Target Decision Date: July 15, 2024

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,735,000

Capital Projects: Detailed in Schedule "B"

**WHEREAS** the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Town of Berwick, the Town of Kentville, the Town of Middleton, the Town of Wolfville, the Town of Annapolis Royal, and the Municipality of the County of Kings entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of capital projects, the specific amounts and descriptions of which are contained in Schedule "B";

**WHEREAS** any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for each of the six municipal parties are attached at Schedule "A"; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing has been approved by the Minister of Municipal Affairs and Housing has the approved the proposed guarantees;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of the intermunicipal services agreement entered into under Section 60 of the *Municipal Government Act*, and subject to the approval of the Minister of Municipal Affairs and Housing, the Authority borrow a sum or sums not to exceed  
One Million Seven Hundred Thirty-Five Thousand Dollars  
(\$ 1,735,000) for the purpose set out above;

**THAT** the sum be borrowed by the issue and sale of debentures of the Authority of an amount as the Authority deems necessary;

**THAT** pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed  
One Million Seven Hundred Thirty-Five Thousand Dollars  
(\$ 1,735,000) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

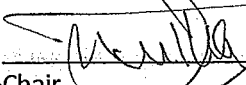
**THAT** the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

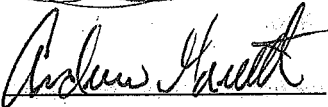
**THAT** the interest payable on the borrowing be paid at a rate to be agreed upon; and,

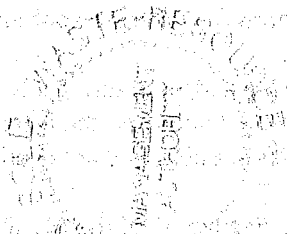
**THAT** the amount borrowed be repaid from the proceeds of the debentures when sold.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the 19<sup>th</sup> day of June, 2024.

**GIVEN** under the hands of the Chair and the Secretary and under the seal of the Authority this 19<sup>th</sup> day of June, 2024.

  
Chair

  
Secretary



**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,735,000

Capital Projects: Detailed in Schedule "B"

**SCHEDULE "A"**

**MUNICIPAL GUARANTEES**

<b>MUNICIPAL PARTNER</b>	<b>GUARANTEE PERCENTAGE</b>	<b>GUARANTEE AMOUNT</b>
Municipality of the County of Kings	74.03	1284421
Town of Kentville	10.26	178011
Town of Wolfville	8.76	151986
Town of Berwick	3.45	59858
Town of Middleton	2.44	42334
Town of Annapolis Royal	1.06	18390
Total Capital Requirements for Borrowing Resolution	<b>100</b>	<b>1,735,000</b>

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 1,735,000

Capital Projects: Detailed in Schedule "B"

SCHEDULE "B"  
CAPITAL PROJECTS

		Estimates \$
<b>Heading: Rolling Stock</b>		
Item	Wheel Loader	375,000
Item		
Item		
Item		
<b>Heading Sub Total:</b>		<b>375,000</b>
<b>Heading: Efficiency Upgrade</b>		
Item	Cardboard Baler	110,000
Item	Morbark Shredder	600,000
Item	Excavator	300,000
Item		
<b>Heading Sub Total:</b>		<b>1,010,000</b>
<b>Heading: Building and Infrastructure</b>		
Item	HHW Stewardship Centre	350,000
Item		
Item		
Item		
<b>Heading Sub Total:</b>		<b>350,000</b>
<b>Heading:</b>		
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Item		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading:</b>		
Item		
Item		
Item		
Item		
<b>Heading Sub Total:</b>		<b>0</b>
<b>TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION</b>		<b>1,735,000</b>

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY  
MUNICIPAL PARTNER GUARANTEE RESOLUTION  
COUNCIL OF**

Guarantee Share Amount: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_  
\_\_\_\_\_

**WHEREAS** the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority has determined to borrow the aggregate principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for purpose of \_\_\_\_\_;

**WHEREAS** the Authority has requested the Council of the \_\_\_\_\_, a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs and Housing has approved of the proposed borrowing or debenture and of the proposed guarantee;

**BE IT THEREFORE RESOLVED**

**THAT** the Council of the \_\_\_\_\_ does hereby approve the borrowing of the aggregate principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purpose set out above;

**THAT** subject to the approval of the Minister of Municipal Affairs and Housing of the borrowing by the Authority and the approval of the Minister of Municipal Affairs Housing of the guarantee, the Council unconditionally guarantee repayment of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purpose set out above; and

**THAT** upon the issue of the debentures, the Mayor and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**GIVEN** under the hands of the Clerk and under the seal of the Municipality this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Clerk

**REQUEST FOR DECISION**  
**Fees Policy**  
**RFD#: 034-2024**



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

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**Guiding Principles for Decision-Making**

**Accountability   Transportation   Diversity   Sustainability   Engaged   Informed**

References/Attachments

- Updated Appointment list

Legislation

- *Municipal Government Act*

Recommendation

That Council, on recommendation from the CAO and Chair of the Police Advisory Board, appoint Sandra Fournier as a member of the Police Advisory Board.

Background

An application for the vacant Police Advisory Board position was made. Gordon Rodgers resigned from the Police Advisory Board, so there is a vacancy.

Financial Implications

N/A

**REQUEST FOR DECISION**  
**Fees Policy**  
**RFD#: 034-2024**



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 July 2024

**TOWN OF MIDDLETON**  
**APPOINTMENT LIST**  
*(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

**AN 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: **VACANT**, 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**

KRYSTAL KANE (PRESIDENT), TARA BALCOME (TREASURER),  
CHRIS BAKER, ALEX BALCOME, **VACANT**  
JAMIE PEPPARD, JENNIFER BALCOME

**PLANNING ADVISORY COMMITTEE**

Citizens: **VACANT**, 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,  
**SANDRA FOURNIER**  
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**  
**Reserve Policy**  
**RFD#: 036-2024**



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**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** July 15, 2024  
**Subject:** Reserve Policy

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**Guiding Principles for Decision-Making**

**Accountability    Transportation    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- New Draft Reserve Policy
- Existing Operating Reserve Policy A.1.26

Legislation

- *Municipal Government Act*

Recommendation

That Council, on recommendation from the CAO, approve the new Reserve Policy.

Background

Reserve funds are an integral part of a municipality’s long term financial planning. The establishment and use of reserves provides the Town:

- 1) With the ability to respond to unanticipated events which impact the Town’s financial resources
- 2) With additional funds in any given year for a specific project and/or one-time event, e.g., elections
- 3) With additional flexibility in capital project funding

Recently, the Town of Middleton was classified as “High Risk” by the Province of Nova Scotia based on the Financial Condition Indicators calculated on its 2020-2021 and 2021-2022 financial statements. As part of the High-Risk Action Plan submitted by Management to the Province of Nova Scotia, one of the initiatives was to establish a Reserve Policy for the Town. While the Town already had an Operating Reserve Policy, this policy did not cover Capital Reserves, so a new Reserve policy was created.

Financial Implications

The new Reserve Policy should be referenced at budget time.

**REQUEST FOR DECISION**  
**Reserve Policy**  
**RFD#: 036-2024**



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	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 July 2024

<b>RESERVE POLICY</b>	
<b>Effective Date</b> 2024-07-15	<b>Approved by Council</b> 2024-07-15
<b>Supersedes Policy No.</b> A1.26	<b>Approved by Council</b> 2024-07-15

## 1.0 Purpose

In accordance with Section 3.2 (iii) of the FRAM, the Town of Middleton wishes to identify all reserve accounts utilized by the Town of Middleton, and to establish guidelines related to the source of reserve funds and allowable uses of those funds.

## 2.0 Scope

This Policy is applicable to the Director of Finance for the Town of Middleton.

## 3.0 References

- 3.1 [Nova Scotia Municipal Government Act \(MGA\)](#), Section 99, 451
- 3.2 [Nova Scotia Financial Reporting and Accounting Manual \(FRAM\)](#)

## 4.0 Definitions

For purposes of this Policy, the following definitions are provided:

- 4.1 **Capital Reserve Fund** – Monies set aside to be used in future years that can only be used as a funding source for the acquisition of capital assets, or repayment of the principal portion of capital debt.
- 4.2 **Financial Reporting and Accounting Manual (FRAM)** – Issued by the Province of Nova Scotia (Section 451 (1) of the MGA), this document outlines specific financial accounting principles to assist municipalities in adhering to generally accepted accounting principles required by current public sector accounting practices as recommended by the Canadian Institute of Chartered Accountants and to provide consistency in reporting to the Nova Scotia Department of Municipal Affairs and Housing, (DMAH).
- 4.3 **Financial Condition Indicators (FCI's)** – Various financial ratios developed by DMAH in consultation with the Association of Municipal Administrators Nova Scotia (AMANS), to identify economic strength or weakness in municipal financial condition. The indicators are used by DMAH in carrying out their supervisory responsibilities.
- 4.4 **MGA** – Municipal Government Act of Nova Scotia.
- 4.5 **Operating Reserve** – Monies set aside to be used in future years as a funding source for either an operating expenditure or capital expenditure.
- 4.6 **Reserve Fund** – Monies recorded in a separate account to be used in a future year (s) to fund expenditures/projects identified by Council.

## 5.0 Policy

Reserve funds are an integral part of a municipality's long term financial planning. The establishment and use of reserves provides the Town:

- a) With the ability to respond to unanticipated events which impact the Town's financial resources;
- b) With additional funds in any given year for a specific project and/or one-time event, e.g., elections.
- c) With additional flexibility in capital project funding.

In accordance with the *MGA*, and as outlined in the FRAM, the Town of Middleton has established the following reserve accounts:

### 5.1 Operating Reserve Funds

#### Unrestricted:

- a) This fund is not dedicated to any one project or initiative. Council can approve the use of funds in the Operating Reserve through the annual budget process. Council may also, by way of Council motion or resolution, direct funds to be used for an identified project/initiative not previously included in the Town's approved budget.
- b) Source of funds:
  - i) Budgeted transfers from the annual Operating Fund Budget or by transfer of year-end surplus results of the Town's Operating Fund.
  - ii) Interest earned on funds in the reserve account belongs to the reserve.

#### Restricted:

- a) Funds set aside for identified projects/initiatives. Council shall use the funds for the purpose identified at the time the monies were set aside in the reserve.
- b) If an identified project requires less funding than the amount set aside, the remaining balance will be transferred to the Unrestricted Operating Reserve Fund. In cases where monies were received from external donors or grants, those funds will be returned to the donors or grantors unless permission is provided to utilize the funds for a different purpose.

### 5.2 Capital Reserve Funds

*MGA (99)* sets out the rules for the funding and use of Capital Reserve Funds.

#### General Capital Reserve:

- a) This fund may be used for any future replacement or acquisition of capital assets for which the municipality may borrow.
- b) Council must authorize, by motion or resolution, all withdrawals from the capital reserve fund.
- c) Council will consider use of the funds based on the long-term Capital Investment Plan reviewed annually during the budget process.

d) Source of Funds:

- i. Budgeted transfers from the annual Operating Fund Budget or by transfer of yearend surplus results of the Town’s Operating Fund.
- ii. Funds received from the sale of surplus capital assets, unless the proceeds were used to immediately replace a capital asset, (e.g. trade-in for a vehicle).
- iii. Proceeds of insurance claims pertaining to capital assets, unless the proceeds were used to replace or repair the asset in question.
- iv. Any capital grant not expended in the year in which it was paid.
- v. Interest earned on the funds in the reserve account(s)
- vi. Any surplus remaining from the sale of debentures that was not used for the purpose for which the debentures were issued
- vii. Interest earned on the funds in the reserve account(s) Other amounts as listed in Section 3(1)(a)(ii) of the FRAM.

**Restricted:**

- a) This fund is restricted by the restrictions placed by the source of the monies directed to the fund. Each source of funds with separate restrictions will be accounted for separately. In all cases, interest earned by the fund belongs to the fund. Currently the Town has the following restricted funds:
  - i. **Open Space Reserve** – maintained in compliance with the MGA Section 273(5) and as referred to in the Town’s MPS and Subdivision By Laws.
  - ii. **Sewer Systems** – Funding from annual allocation of sewer user fees set aside for future sewer capital initiatives.
  - iii. **Canada Community-Building Fund (CCBF), formerly Gas Tax** – Federal capital infrastructure funding. Use of funds must be within guidelines set out in the funding agreement.
  - iv. **Fire Equipment and Apparatus** – funding from the Town’s annual budget process, as well as cost sharing agreement with the County of Annapolis.
  - v. **Community Centre & Fire Hall** – funded from a combination of donations and capital grants.
  - vi. **Water Depreciation Reserve** – UARB requires that cash equal to the annual depreciation expense be placed into a separate reserve which may only be used for water-related capital expenditures.
  - vii. **Water Reservoir Replacement Reserve** – additional revenue generated since 2018 UARB Rate Approval, specifically for reservoir replacement, together with grants received to pay a share of “Eligible Expenses.”

### **5.3 Financial Reporting**

The Director of Finance shall include updates in the quarterly financial report to Council. In addition, the annual budget will include a reporting of the reserve fund balances and expected future use of the reserves.

## **6.0 Reserve Balances**

DMAH uses Financial Condition Indicators (FCI's) to assess the financial health of the municipalities under their jurisdiction. Two of the indicators are calculated using the balances in the Capital and Operating reserve funds.

### **6.1 Operating Reserve**

This indicator compares the balance in the Operating Reserve to the total of the operating expenses, plus principal and interest payments, and the funding of prior years' deficits.

- If the Operating Reserve is more than 20% of the total of the listed items, it is classified as "Green" meaning this is one indicator of the financial health of the municipality.
- If the Operating Reserve is between 10% and 20% of the listed items, it is classified as "Yellow" meaning action should be taken to become healthy.
- If the Operating Reserve is less than 10%, it is "Red" meaning the municipality is in serious financial condition and at high risk of failure.

### **6.2 Combined Capital and Operating Reserve**

This indicator compares the total of the Capital and Operating Reserves to the same items listed above. However, it excludes specific reserves accounts, (Water, CCBF (gas tax), and any other reserves that are treated as "Deferred Revenue" in the financial statements, (e.g. Community Centre & Fire Hall).

- If the combined reserves are more than 40% of the listed items, the indicator is "Green."
- If the combined reserves are between 30% and 40%, the indicator is "yellow."
- If the combined reserves are below 30%, the indicator is "red."

6.3 The annual budget process shall include an evaluation of the status of these two indicators, and the projected impact of the budget and five-year capital plan on the future values.

6.4 When an indicator is yellow, Council shall consider what actions should be taken to move the indicator to a green position. The annual budget should include planned increases to Reserve fund transfers.

6.5 When an indicator is red, or forecast to become red, Council shall consider what actions must be taken urgently to move the indicator to a minimum yellow position.

6.6 Any proposed action should be considered in the context of the potential impact on other indicators. For example, borrowing money instead of using reserve funds to buy a capital asset might help the Reserve Fund indicators, but adversely impact the Debt Service Cost indicator.



## 7.0 Repeal Policy

A policy known as A1.26 Operating Reserve Policy, dated May 5, 2015, is hereby repealed.

I, **Ashley Crocker, CAO 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 15<sup>th</sup> day of July 2024.

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Ashley Crocker  
CAO

Policy Adoption	
Date of 7-day notification to Council	July 8, 2024
Date of Approval	July 15, 2024

<b>TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION</b>	
<b>Subject: Operating Reserve Fund Policy</b>	<b>Number: A.1.26</b>
<b>Coverage: Staff</b>	<b>Approved by: Council</b>
<b>Effective Date : May 4, 2015</b>	<b>Revision Date:</b>

### **Statement**

1. Planning today and saving incrementally for unexpected future events will help mitigate the financial impact of major, nonrecurring or unforeseen expenditures on the Town's annual operating budget, as well as take advantage of unexpected opportunities to leverage external funding programs.
2. The Town of Middleton is committed to establishing and maintaining an Operating Reserve Fund. The level of Operating Reserve Fund will be at least 10 per cent of regular general fund operating revenues.

### **Objectives**

1. The purpose of maintaining adequate levels in the Operating Reserve Fund is to mitigate current and future risks and to ensure stable tax rates. Operating reserves are a significant consideration in long-term financial planning and management.
2. In addition, Operating Reserve Funds will provide the Town with a budgetary option that can help mitigate the need to cut services or to raise taxes.

### **Principles**

1. The minimum target for the operating reserve will be approximately 10% of the Town's operating revenues.
2. All operating surpluses will be transferred to the Operating Reserve Fund.
3. Any additional reserves created by the Town will have their purpose clearly defined in a Business Case. The Business Case must also include the source and application of funds, the expected time line and any appropriate maximum amount, and projected annual contributions, withdrawals, and balances.
4. All reserve fund transactions should be transparent to the public. Amounts to be placed in the Operating Reserve Fund should be included in the annual budget.
5. The Operating Reserve Fund will be invested at a bank that the Town does business with.
6. It is intended that Council can revisit this policy in the future to amend the minimum balances as required.

## Uses

1. The operating reserve may be used to smooth significant fluctuations in operating expenditures and/or revenue loss which cannot be anticipated and are beyond the control of the organization. Council can use the fund for both operating and capital purposes.
2. Council may apply funds from the Operating Reserve Fund in the normal course of operations, but maintain the minimum approved balance, as follows:
  - a. Applied in the Annual Draft Operating Budget;
  - b. Applied during Operating Budget Deliberations;
  - c. Applied to other funds as part of budget deliberations - Capital, Area Rated, Water Utilities.
3. Council may apply funds from the Operating Reserve Fund which lowers the fund balance below the minimum approved balance, in an emergency situation, such as the following:
  - a. A protective services emergency, such as a flood condition, snow situation etc.;
  - b. A required property purchase under an agreement;
  - c. A transfer of service/costs to the Town that could not be reasonably budgeted or foreseen;
  - d. A required payment under existing legislation that could not be foreseen, such as pension funding liability;
  - e. An emergency requiring repairs to a Town asset or to an asset supported by the Town;
  - f. A major revenue shortfall that could not be predicted.
4. The assumption under these situations is that there is no other funding source available, or other sources are ruled out. This also assumes that a review of the existing budget to take cost cutting measures in other areas will not have sufficient impact to mitigate the costs of an emergency situation.
5. In order to bring the Operating Reserve Fund back to the minimum balance, the amount of the shortfall is to be included in the draft budget for the following fiscal year. During budget deliberations, Council can approve, amend or develop a phase in approach to balance the Reserve over a number of fiscal periods.

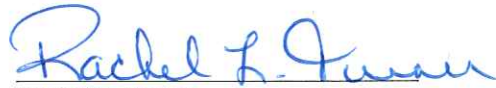
## Application

1. This policy applies to the Operating Reserve Fund of the Town of Middleton.

***Certification***

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 4<sup>th</sup> day of May, 2015.

**GIVEN** under the hand of the CAO and under the seal of the Town of Middleton this 11<sup>th</sup> day of June 2015.



Rachel L. Turner  
Chief Administrative Officer

July 12, 2024

Adam Verran  
Director of Public Works  
Town of Middleton

Mr. Verran:

**RE: DRAFT - Middleton Reservoir Observations and Leak Testing**

## Introduction

CBCL was tasked with assisting with a second leakage test to confirm the 2019 results; hire and coordinate an underwater diving inspection; and perform a site visit to visually assess the current site conditions.

## Background

The Town of Middleton reservoir, located at 144 Gates Mountain Road, was constructed in 1980 and has a volume of approximately 1,000,000 US Gallons.

The reservoir is a concrete structure built on a clay base, with sloping side walls and a flat bottom. According to the provided as-built drawings, the dimensions are 150 feet long by 110 feet wide measured along the top wall with an overall depth of 13 feet. The side walls are sloped at 1.5:1. The structure consists of 5 inch thick concrete slabs, reinforced with welded wire mesh, and PVC waterstops installed at each joint. The control joints were sealed with Hornflex "L" sealant. A perforated perimeter drain along the perimeter of the structure drains into a manhole adjacent to the control building.

A floating, flexible, reinforced polypropylene (RPP) membrane cover was installed over the reservoir in 2001. The cover was manufactured by Layfield, and typically come with a 20 year warranty. The cover is now beyond its expected service life.

Previous inspections including a remote operated vehicle (ROV) in 2008, and diving inspections in 2011 (Nova Dive Marine Services Ltd.) and 2015 (Huntley's Sub-Aqua Construction) determined that there was a crack in the northwest corner of the structure (corner nearest to the control building). Several long, vertical, fine cracks were also identified, particularly along the northwest

Mr. Verran  
July 12, 2024

wall, as well as many locations where the seals between the concrete slab joints had failed and were allowing water to flow out. Sections of the joint sealant were also deteriorated enough that the diver was able to easily pry it out with his finger.

A leakage test was carried out in 2019 to estimate the volume of water leaking from the reservoir. The test indicated that significant leaking was occurring.

In an effort to reduce the amount of water loss, operators have resorted to significantly limiting the operating levels in the reservoir. Operating at reduced water levels reduces the amount of water available for storage and emergency fire flow requirements.

We understand that the Town is in the process of replacing the reservoir and is awaiting approval from the Nova Scotia Utility and Review Board.

## Site Observations

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CBCL visited the site on July 11, 2024, to visually assess current site conditions. The inspection consisted of a cursory visual inspection and was limited to what was observable from the perimeter of the structure.

Minor cracks were visible on the exposed concrete wall above the tank cover. The cover had some debris build up and vegetation growing along the seams, although otherwise appeared to be in fairly good condition. Any debris and vegetation should be removed to prolong the life of the cover. The batten bar and bolts also appeared to be in good condition with no corrosion apparent.

Town staff stated that the slope at the berms southern corner typically has vegetation thriving notably more so than the rest of the site, which is an indication of more moisture being present due to leakage from the reservoir. The ground along the fence at the western side of the structure was also notably saturated with water during the visit. It is suspected the saturated ground condition is due to leakage from the reservoir.



## Reservoir Leakage Test

To confirm the volume of water leaking from the reservoir a leakage test was performed on April 25, 2024, with assistance from the Town of Middleton operations staff. This was the second leakage test CBCL has been involved with, the previous test was completed on April 17, 2019.

The procedure for both tests were similar. Town operations staff isolated the reservoir and distribution system north of the booster pump station (Zone Building) at Highway 101. There are thirteen (13) metered water services located along Gates Mountain Road who are still able to draw water fed from the reservoir during the test. These water meters were recorded at the start and end of the test to determine the water usage from the reservoir that is not leakage. The water meter readings are in cubic metre increments (1000 litres) and can be considered approximate only. Reservoir water levels were recorded from the level sensor display located in the control building throughout the duration of the test.

The total change in reservoir volume was calculated based on the water levels recorded at the start and end of the test. Volumes were calculated using the reservoir dimensions provided in the record drawings. The volume of water used by metered services was subtracted from the total change in reservoir volume to determine the volume of leakage from the reservoir, and the leakage rate was calculated by dividing the leaked volume over the time duration of the test.

The draw down test started at 09:48 and ended at 15:53, for a total duration of 365 minutes (6.1 hours). The change in reservoir volume over that time was calculated to be 109 m<sup>3</sup>. The water meter reading indicated that residents used 10 m<sup>3</sup> of water during the test duration resulting in a total leaked volume of 99 m<sup>3</sup> (approx. 7% of the initial starting volume). The leakage rate was estimated to be 16.3 m<sup>3</sup>/hr (16,300 L/hr). The following table summarizes results along with the previous test results for comparison.

**Table 1.1: Reservoir Leakage**

Test Date	Water Volume Leaving Reservoir (m <sup>3</sup> )	Duration (minutes)	Metered Water Usage (m <sup>3</sup> )	Leakage (m <sup>3</sup> )	Leakage Rate (litres/hour)
April 17, 2019	64	360	4	60	10,000
April 25, 2024	109	365	10	99	16,300

From the 2023 Water System Assessment Report, the average day demand (ADD) is 1,157 m<sup>3</sup>/day (48,200 L/hr). The estimated reservoir leakage rate of 16,300 L/hr accounts for 34% of the ADD.

Note that the section of the water system isolated along with the reservoir includes approximately 2 km of piping between the Zone Building and the reservoir, and so any leakage inherent in this piping would be contributing to the leakage rate described above.

The latest leakage test confirms that there is significant leakage occurring. The leakage rate of the latest test indicates a significant increase (163%) in the leakage rate from the previous test performed in 2019. Although this increase may be partially due to inaccuracies in the test it appears to indicate a further deterioration of the reservoir. It should also be noted that the water levels during the recent test were slightly below the levels in the 2019 test, meaning the additional leakage is not a result of higher water pressure.

## Underwater Inspection

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An underwater inspection of the reservoir was conducted by Huntley's Diving and Marine on May 8, 2024.

The inspection consisted of visual inspection along the seams and observed cracking. Red food dye was used by the divers at select spots along seams and cracks to visually observe if leakage was occurring (See Figure 1). The inspection was recorded on closed circuit television (CCTV).

A summary report along with copies of the recorded CCTV footage of the inspection have been provided and a copy of the report is attached in Appendix A.



**Figure 1 - Dye Used to Observe Leaks**

As a conclusion the report states:

*"The Middleton reservoir has numerous leaks in seams throughout the entire structure. For the most part the seams are all cracked and weathered and if not leaking at the present they most likely will be in the near future."*

## Conclusion

---

Repeated testing confirms that there is significant leakage of potable water from the Town of Middleton's existing concrete reservoir, and it appears to have reached the end of its service life. Current plans to replace the reservoir should continue.

Mr. Verran  
July 12, 2024

Yours very truly,

CBCL Limited

DRAFT

Prepared by:  
Robert Morrison, P.Eng.  
Municipal Engineer  
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E-Mail: rmorrison@cbcl.ca

Reviewed by:  
Paul Young  
Municipal Engineer

Attachments: Town of Middleton Inspection Report, Huntley's Diving and Marine, dated May 8,  
2024

CC: N/A

Report No: 241013.00

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.

## Attachment A

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Town of Middleton Inspection Report, Huntley's Diving and Marine, dated  
May 8, 2024





# Huntley's

## Diving and Marine

### Town Of Middleton Reservoir Inspection

Prepared for:

Robert Morrison  
CBCL Ltd.  
Halifax, NS

Prepared by:

Huntleys Diving and Marine  
245 Main St.  
Kentville Ns Canada B4N 1J6  
Tel: 1-902-678-7234  
Fax: 1-902-678-9869

May 08, 2024



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## General Information

Task: Underwater Inspection and leak check in Reservoir

Reference: Robert Morrison

Personnel: Diving Supervisor Mike Huntley  
Diver #1 Troy Healey  
Diver #2 Kyle Scott  
Tender Liam Farrell

Date/Time Commenced: 1030- May 08, 2024

Date/Time Completed: 1200- May 08, 2024

Location: Middleton, NS

Weather: Sunny, 20c

Sea Conditions: N/A

Visibility- Surface: Unlimited

Visibility- Underwater: 15m



## Introduction

As instructed by Robert Morrison of CBCL, Huntley's Diving and Marine conducted an in-water inspection of the reservoir in Middleton to identify if there are any leaks.





## Procedure

Nova Scotia Occupation Diving Regulations states a dive team of three members needs to be present, we opted to have a fourth member dressing a standby diver for this work site.

A hazard assessment was immediately conducted upon arriving to site. The dive team, prior to beginning any work reviewed the assessment, along with a safe job plan. In addition, the scope of the work, blueprints, and procedures were discussed.

Divers used surface supplied diving equipment (SSDE) and closed circuit T.V. (CCTV). This gives the supervisor and client representative a real-time look at what the diver is experiencing. This ability also allows questions to be asked during the dive, eliminating the chance of missing valuable data.

The findings of this inspection are detailed in the following report and attached videos.



## **Results: Leak Inspection**

### **Diver's Findings**

1. Near entry all seams are ok on slope but are aged and cracked
2. Midway on western slope seams are cracked and are leaking
3. Near the Northwest corner leaks are larger
4. No leaks on North slope
5. North east corner seams are cracked and leaking
6. East side midway slope seams are cracked and leaking
7. South east corner the seams are cracked and leaking
8. South side seams are cracked and leaking in a few locations
9. South side has the deepest sediment build up approximately 3-5 cms



Fig 1 Leak test on western slope near entry



Fig. 2 Leak test west slope midway



**Fig. 3** Leak test near northwest corner



**Fig. 4** Leak test north east corner



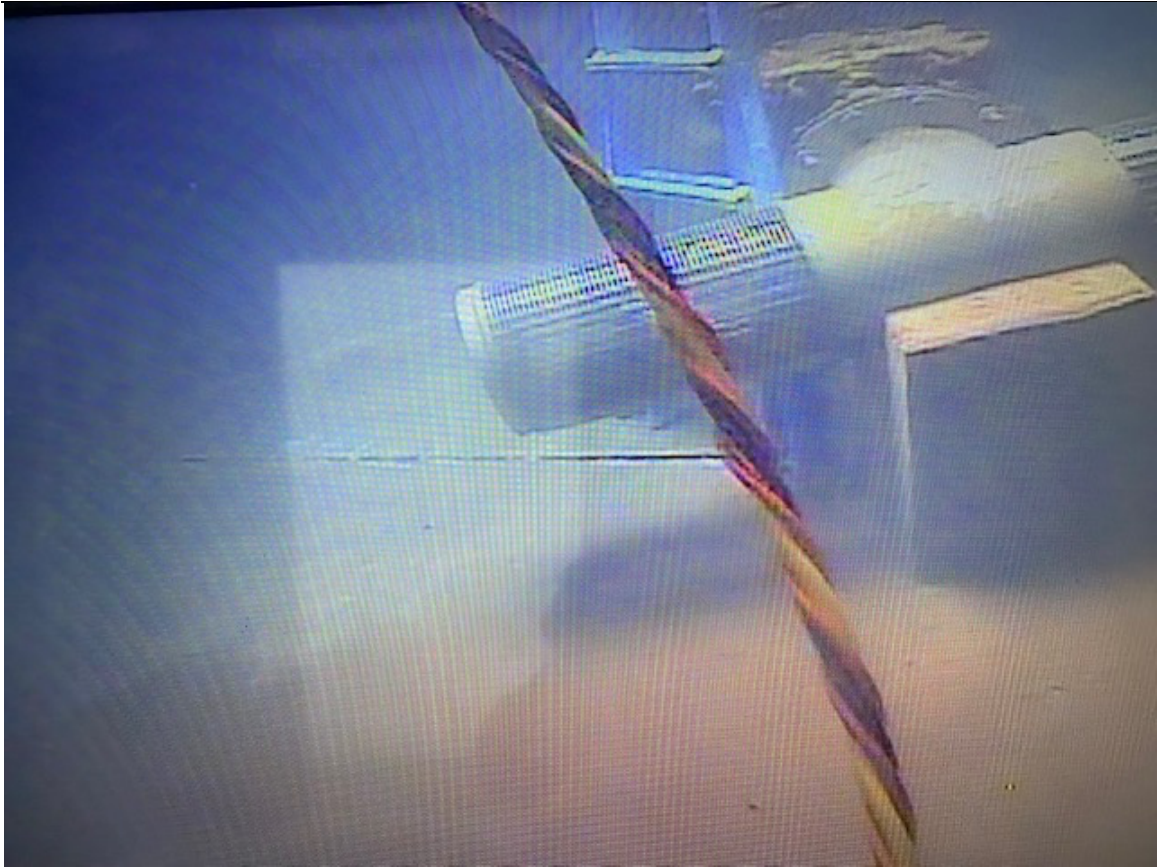
**Fig.5** Leak test midway east slope



Fig. 6 leak test South east corner



Fig. 7 Leak test south side



**Fig. 8** Outlet



## Conclusion

The Middleton reservoir has numerous leaks in seams throughout the entire structure. For the most part the seams are all cracked and weathered and if not leaking at the present they most likely will be in the near future.

## Video Links

[http://huntleysdivingandmarine.video/5-9-2024-1/VTS\\_01\\_1.mp4](http://huntleysdivingandmarine.video/5-9-2024-1/VTS_01_1.mp4)

[http://huntleysdivingandmarine.video/5-9-2024-1/VTS\\_02\\_1.mp4](http://huntleysdivingandmarine.video/5-9-2024-1/VTS_02_1.mp4)

[http://huntleysdivingandmarine.video/5-9-2024-1/VTS\\_03\\_1.mp4](http://huntleysdivingandmarine.video/5-9-2024-1/VTS_03_1.mp4)

[http://huntleysdivingandmarine.video/5-9-2024-1/VTS\\_04\\_1.mp4](http://huntleysdivingandmarine.video/5-9-2024-1/VTS_04_1.mp4)

[http://huntleysdivingandmarine.video/5-9-2024-1/VTS\\_05\\_1.mp4](http://huntleysdivingandmarine.video/5-9-2024-1/VTS_05_1.mp4)

[http://huntleysdivingandmarine.video/5-9-2024-1/VTS\\_06\\_1.mp4](http://huntleysdivingandmarine.video/5-9-2024-1/VTS_06_1.mp4)



**Huntley's Diving and Marine**

Underwater Inspection – Middleton Reservoir

May 08, 2024

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[http://huntleysdivingandmarine.video/5-9-2024-1/VTS\\_07\\_1.mp4](http://huntleysdivingandmarine.video/5-9-2024-1/VTS_07_1.mp4)

[http://huntleysdivingandmarine.video/5-9-2024-1/VTS\\_08\\_1.mp4](http://huntleysdivingandmarine.video/5-9-2024-1/VTS_08_1.mp4)

[http://huntleysdivingandmarine.video/5-9-2024-1/VTS\\_09\\_1.mp4](http://huntleysdivingandmarine.video/5-9-2024-1/VTS_09_1.mp4)

[http://huntleysdivingandmarine.video/5-9-2024-1/VTS\\_10\\_1.mp4](http://huntleysdivingandmarine.video/5-9-2024-1/VTS_10_1.mp4)

[http://huntleysdivingandmarine.video/5-9-2024-1/VTS\\_11\\_1.mp4](http://huntleysdivingandmarine.video/5-9-2024-1/VTS_11_1.mp4)

**General Operating Fund Budget Overview**  
**March 31, 2024**

General Operating Fund Budget Overview						
	2024/25 Proposed Budget	2023/24 Approved Budget	Change \$	Change %	2023/24 Forecast Actual	2022/23 Actuals
<b>REVENUES</b>						
Assessable property taxes	3,930,567	3,673,372	257,194	7%	3,589,395	3,464,007
Grants in lieu of taxes	158,329	154,946	3,382	2%	147,413	148,155
Services provided to other governments	205,977	148,830	57,146	38%	141,559	108,627
Sales of services	25,200	39,150	(13,950)	-36%	41,434	42,771
Other revenue from own sources	80,771	64,554	16,217	25%	107,461	105,019
Unconditional transfers from other governments	288,981	338,838	(49,857)	-15%	338,951	338,978
Conditional transfers	52,014	118,482	(66,468)	-56%	135,403	96,642
<b>TOTAL REVENUE</b>	<b>4,741,837</b>	<b>4,538,173</b>	<b>203,664</b>	<b>4%</b>	<b>4,501,615</b>	<b>4,304,199</b>
<b>EXPENSES</b>						
General government services	598,500	544,369	54,131	10%	590,540	483,198
Protective services	1,585,665	1,274,520	311,144	24%	1,241,772	1,206,626
Transportation services	769,082	789,887	(20,804)	-3%	779,521	614,914
Environmental health services	417,303	372,529	44,774	12%	368,923	374,948
Public health services	-	150,000	(150,000)	-100%	150,000	159,850
Environmental development services	230,491	230,515	(24)	0%	251,881	168,898
Recreation and cultural services	409,901	397,723	12,178	3%	372,677	377,361
Mandatory education contributions	413,508	393,468	20,040	5%	408,498	390,168
Interest (MFC)	43,187	54,868	(11,681)	-21%	41,094	43,765
Interest (Inter-fund)	2,763	9,855	(7,092)	-72%	10,423	4,580
<b>TOTAL EXPENSES</b>	<b>4,470,399</b>	<b>4,217,734</b>	<b>252,665</b>	<b>6%</b>	<b>4,215,328</b>	<b>3,824,307</b>
<b>ANNUAL SURPLUS / (DEFICIT)</b>	<b>271,438</b>	<b>320,439</b>			<b>286,286</b>	<b>479,892</b>
<b>FINANCING AND TRANSFERS</b>						
Principal repayments (MFC)	183,673	250,573	(66,900)	-27%	225,573	219,211
Principal repayments (Inter-fund)	36,899	77,950	(41,051)	-53%	77,950	65,802
Transfer to Sewer Reserve	50,000	50,000	-	0%	50,000	50,000
Transfer from Operating Reserve	-	-	-	0%	-	(15,000)
Use of prior year surplus	-	(58,084)	58,084	-100%	(67,237)	(6,355)
<b>TOTAL AFTER TRANSFERS</b>	<b>866</b>	<b>0</b>	<b>866</b>		<b>0</b>	<b>0</b>

**Water Utility Operating Fund Budget Overview**

	2024/25 Proposed Budget	2023/24 Approved Budget	Change \$	Change %	2023/24 Forecast Actual	2022/23 Actuals
<b>REVENUES</b>						
Metered sales	608,714	617,613	(8,899)	-1%	597,197	614,794
Flat rate sales	900	900	-	0%	1,053	953
Public fire protection	355,752	239,213	116,539	49%	239,630	273,845
Sprinkler service	-	2,933	(2,933)	-100%	3,600	3,350
Other operational revenue	6,720	4,782	1,938	41%	6,811	12,405
Non-operating revenue	1,010	400	610	152%	41,950	26,748
<b>TOTAL REVENUE</b>	<b>973,095</b>	<b>865,840</b>	<b>107,255</b>	<b>12%</b>	<b>890,241</b>	<b>932,095</b>
<b>EXPENSES</b>						
Source of supply	53,574	69,455	(15,881)	-23%	65,855	4,821
Power and pumping	79,875	80,691	(816)	-1%	71,640	70,526
Water treatment	45,318	43,306	2,013	5%	47,501	41,335
Transmission and distribution	260,450	205,056	55,394	27%	197,322	184,347
Admin and general	261,971	246,487	15,484	6%	183,286	256,871
Depreciation	80,883	66,999	13,884	21%	66,999	83,095
Taxes	47,907	47,812	94	0%	44,809	43,737
Interest - MFC	-	72,928	(72,928)	-100%	-	-
Interest - Interfund	-	-	-	0%	-	-
<b>TOTAL EXPENSES</b>	<b>829,979</b>	<b>832,734</b>	<b>(2,755)</b>	<b>0%</b>	<b>677,412</b>	<b>684,732</b>
<b>ANNUAL SURPLUS / (DEFICIT)</b>	<b>143,116</b>	<b>33,106</b>	<b>110,010</b>		<b>212,829</b>	<b>247,363</b>
<b>FINANCING AND TRANSFERS</b>						
Capital out of revenue	-	-	-		-	15,518
Transfer to Reservoir reserve	89,948	-	89,948		89,948	344,366
Principal repayments (MFC)	-	72,928	(72,928)		-	-
Principal repayments (Inter-fund)	-	-	-		-	-
<b>TOTAL AFTER TRANSFERS</b>	<b>53,168</b>	<b>(39,822)</b>	<b>92,990</b>	<b>-</b>	<b>122,881</b>	<b>(112,521)</b>

# Management Report

July 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> 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> 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><li>• A public tender was posted and two bids were received</li><li>• An application was made to the UARB for project approval</li></ul>
3	<b>Economic Development Initiatives</b> 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> 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> 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

July 15, 2024



## OPERATIONAL PRIORITIES

#	STRATEGIC INITIATIVE	UPDATE
1	<b>Boundary Review</b> 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> 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>• May 28<sup>th</sup> – draft final plan presented to staff</li><li>• Jun 26<sup>th</sup> – draft final plan presented to Council and PAC</li><li>• Jul 15<sup>th</sup> – draft final plan to be presented to landowners</li></ul>
3	<b>Main Street/Taylor Drive Crosswalk</b> 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> 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

July 15, 2024



## OPERATIONAL UPDATES

### ADMINISTRATION

Completed	In Progress	Issues
<p><b>Staffing:</b></p> <ul style="list-style-type: none"><li>• Employment contracts for some positions have been completed</li></ul>	<p><b>Staffing:</b></p> <ul style="list-style-type: none"><li>• Working on formalizing employment contracts for some staff</li><li>• Recruitment for Director of Finance</li></ul>	<p><b>Staffing:</b></p>
<p><b>Project Work:</b></p> <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>• Draft 2024-25 Operating budget</li></ul>	<p><b>Project Work:</b></p> <ul style="list-style-type: none"><li>• Response to UARB for reservoir project application</li></ul>	<p><b>Project Work:</b></p> <ul style="list-style-type: none"><li>• Three leaks at Town Hall need to be further addressed</li></ul>
<p><b>Other Items:</b></p> <ul style="list-style-type: none"><li>• Discussed collaboration with the County of Annapolis, Town of Annapolis Royal and Village of Lawrencetown regarding the new Equity and Anti-Racism legislation that mandates a strategy be in place by April 1, 2025</li><li>• Attended ECC training for REMO</li></ul>	<p><b>Other Items:</b></p> <ul style="list-style-type: none"><li>• High Risk Action Plan items – management team has met and distributed actions to complete in next several weeks</li><li>• Management team reviewing priorities, policies, by-laws</li></ul>	<p><b>Other Items:</b></p> <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

July 15, 2024



## FINANCE

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>• New pricing agreement has been signed with RBC that is good for 5 years</li><li>• Draft 5-year Capital Plan</li><li>• Draft Operating Reserve Policy to address items in High Risk Action Plan</li><li>• Added automatic calculation of FCI's into the capital budget so staff have insight to how the 5-Year Capital plan will affect indicators</li></ul>	<ul style="list-style-type: none"><li>• Recruitment for Director of Finance is underway</li><li>• Update financial policies to reflect actions of High-Risk Action Plan</li><li>• Preparation of Quarter 1 water bills</li><li>• HST remittance for April to September</li><li>• AP &amp; AR reconciliations</li><li>• Inputs for Water Rate Study</li><li>• Bank recs for January and February</li><li>• Corrections to September to December bank recs</li><li>• Preparation for year-end audit. Audit was moved to the first week in September.</li><li>• Training of new Finance staff</li><li>• Review of new Payroll software for consideration</li><li>• Councillor and CAO expense reporting</li></ul>	<ul style="list-style-type: none"><li>• Director of Finance is vacant putting pressure on other staff. A contract accountant is helping in the interim but only part-time.</li></ul>

# Management Report

July 15, 2024



## RECREATION & COMMUNITY DEVELOPMENT

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>• Day camps started successfully</li><li>• Canoe/Kayak and bicycle loans available</li></ul>	<ul style="list-style-type: none"><li>• Preparing wetland for official launch. Signposts in, signage is next as soon as ground in proper shape. Two more signposts to complete.</li><li>• Accessibility audit walkabout rescheduled to Jul 9<sup>th</sup> with provincial representative. The outcome of these audits lead to a costing of the changes needed.</li><li>• Parks busier than ever. Ball hockey and softball are new or back. Basketball, soccer, and several pavilion activities.</li><li>• We are heading full bore with plans for the Heart Run and Century Ride which take place August 10,11 and registration is open for both.</li></ul>	<ul style="list-style-type: none"><li>• Third attempt to steal our dock</li><li>• More motorized shenanigans at the Rotary Park</li><li>• Two port-a-potties tipped over</li><li>• Innards of two Centennial Park toilets disconnected</li><li>• A swarming in town</li><li>• Attempted break-in at Rotary and Riverside</li></ul>

# Management Report

July 15, 2024



## PLANNING

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>• 3 Development and Building Permit issued</li><li>• 8 building inspections conducted</li><li>• 2 fire inspections conducted, and deficiency letters sent</li><li>• 9 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>• Revised agreements have been approved by Planner and solicitor and sent to applicant for signing</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>• Agreement is out for signature</li></ul>	
	<ul style="list-style-type: none"><li>• The closing date for the Province’s Property Opportunity Notices was March 30</li><li>• They have received proposals for all three properties and are in the process of evaluating them</li></ul>	
	<ul style="list-style-type: none"><li>• Applicant submitted application for LUB Text Amendment</li><li>• File has been referred to planner</li></ul>	

# Management Report

July 15, 2024



PUBLIC WORKS		
Completed	In Progress	Issues
<p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>• Stump Grinding Complete</li> </ul>	<p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>• Mowing and trimming</li> <li>• RFP for Infrastructure Capacity Review</li> </ul>	<p><b><u>General Public Works:</u></b></p>
<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>• Recall work on Pick-up</li> </ul>	<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>• Servicing 'Oil Change and Old Fuel'</li> </ul>	<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>• Accelerator is sticking on loader. Investigate</li> <li>• Dump truck starting issue</li> </ul>
<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>• Paving Complete</li> <li>• Line Painting White</li> </ul>	<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>• Sweeping after heavy rain fall</li> <li>• Line Painting Yellow</li> </ul>	<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>• Sink Holes on King</li> <li>• Repair section of sidewalk</li> </ul>
<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Booster Pump repair</li> </ul>	<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Replacing Dial Read Meters</li> <li>• Painting Hydrants ongoing</li> </ul>	<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Flow meter in well field</li> </ul>
<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Installed new chains on submersible pumps in Grit Chamber</li> <li>• Cleaned clogged pump at Freeman Street Lift Station</li> </ul>	<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Install new pumps on school street</li> <li>• Sewer between bridge and STP repair</li> </ul>	<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Sewer between Bridge St and STP has a reducer that is affecting flow needs to be excavated and repaired ASAP waiting on MH</li> </ul>

# Management Report

July 15, 2024



## FIRE DEPARTMENT

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>• Monthly truck inspections</li><li>• Truck 11 (front line pumper) yearly service inspection</li><li>• Members attended MFR training nights</li><li>• One member attended the Atlantic Fire Leadership convention</li></ul>		<ul style="list-style-type: none"><li>• Resolved a minor electrical issue with the rescue truck.</li><li>• Addressing electrical problems affecting emergency lighting on our 91 pumper. Repairs are underway.</li></ul>

**Incident Summary**  
**From Jun 1 24 to Jun 30 24**

<b>Date/No.</b>	<b>Address/Type</b>	<b>Minutes</b>	<b>Responders</b>	<b>Injuries</b>	<b>Fatalities</b>
Jun 15 24 24-04315	10:21:11 9070 Highway 10, NICTAUX <b>MVA - Confirmed Entrapment / Unknown</b>	64	0		
Jun 21 24 24-04515b	14:03:48 232 Main St, MIDDLETON <b>Mutual Aid to the Scene</b>	79	0	Assistance to 24-04515	
Jun 21 24 24-04535	20:20:30 67 Olympiad Dr, NICTAUX <b>Investigation</b>	32	0		
Jun 21 24 24-04538	21:33:11 95 Old Runway Dr, NICTAUX <b>Investigation</b>	9	0		
Jun 23 24 24-04596	20:19:04 1657 Trout Lake Rd, NEW ALBANY <b>Investigation</b>	85	0		
Jun 26 24 24-04681b	15:26:17 1475 Highway 10, SPRINGFIELD <b>Mutual Aid to the Scene</b>	0	0	Assistance to 24-04681	
Jun 28 24 24-04762	19:09:59 5939 Highway 10, NEW ALBANY <b>MVA - No Entrapment</b>	63	0		
Jun 29 24 24-04780b	15:30:33 346 Lincoln St, KINGSTON <b>Mutual Aid to the Scene</b>	17	0	Assistance to 24-04780	
8 incidents for Nictaux		5 hrs 49 mins	0		
		5 hrs 49 mins	0		

## **MAYOR'S REPORT – JULY 2024**

June 12	IMSA Meeting
June 17	Valley Ren and Council
June 19	IMSA Meeting
June 26	Council and PAC Meeting
June 27	Sharon's Retirement
July 1	Canada Day at the Macdonald Museum
July 2	Committee of the Whole Meeting
July 4	IMSA/Council Meeting