

AGENDA

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. PROCLAMATIONS

3.1 International Holocaust Remembrance Day – January 27, 2025

4. PRESENTATIONS

4.1 2024 Fire Department Report

5. APPROVAL OF THE MINUTES

5.1 Public Hearing Minutes – December 16, 2024

5.2 Council Meeting Minutes – December 16, 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 001-2025 Appointment List Update – CAO

7.2 RFD 002-2025 Joint Policy Advisory Draft Terms of Reference – CAO

7.3 RFD 004-2025 Award of Tender for Half Ton Truck – Director of Public Works

7.4 RFD 005-2025 Supplemental Capital Project - Fire Department Stalls – Fire Chief / Director of Finance

7.5 RFD 006-2025 Supplemental Capital Project - Fire Department Heat Pump – Fire Chief / Director of Finance

7.6 2024-25 Capital Projects Update – Director of Finance

7.7 2025-26 Budget Schedule – Director of Finance

8. REPORTS

8.1 Management Report – CAO

8.2 Middleton Fire Department Dispatch Report for December – CAO



- 8.3 Audit Committee Dec 6/24 DRAFT Minutes – Councillor Knapp
- 8.4 IMSA Board Dec 18/24 Meeting Minutes – Mayor Smith

- 8.5 Annapolis County Inter-Municipal Working Group Dec 19/24 DRAFT Minutes – Mayor Smith
- 8.6 Mayor’s Report

9. CORRESPONDENCE

- 9.1 Nova Scotia Association of Realtors Correspondence
- 9.2 Moving towards Consistent and Impactful Emergency Response – Minister Kim Masland

10. ANYTHING BY MEMBERS

11. IN-CAMERA

- 11.1 Contractual – RFD 003-2025

12. ADJOURNMENT



Proclamation

INTERNATIONAL HOLOCAUST REMEMBRANCE DAY JANUARY 27, 2025

WHEREAS International Holocaust Remembrance Day is held on January 27 of each year; it is a day for the world to pause and remember the millions of people who were murdered or whose lives were forever changed by the Holocaust; and

WHEREAS in 2005, the United Nations adopted a resolution rejecting any denial of the Holocaust as a historical event, either in full or in part, and condemning "without reserve" all manifestations of religious intolerance, incitement, harassment or violence against persons or communities based on ethnic origin or religious belief, whenever they occur; the resolution also designated January 27, the anniversary of the liberation of the Auschwitz death camp, as an annual International Day of Commemoration in memory of the victims of the Holocaust; and

WHEREAS on this day, Member States of the United Nations are encouraged to develop educational programs to instill the memory of the tragedy in future generations and to help prevent future acts of genocide; and

WHEREAS antisemitism and racism are an increasing threat, not only in Canada, but all over the world:

THEREFORE, be it resolved that I, **Mayor Gail Smith, on behalf of the Town of Middleton**, do hereby proclaim January 27, 2025, as "**International Holocaust Remembrance Day**" in Middleton.

Dated at Middleton, Nova Scotia
this 20th day of January 2025.

Gail Smith, Mayor

Annual Report 2024



Middleton Fire Department

49 Church Street

Middleton, NS

BOS 1P0

mfdchiefs@bellaliant.com



Message from the Fire Chief

I'm proud to present the Annual Report for the year 2024. This year marked a record-breaking milestone for our department, with a total of 128 incidents responded to, showcasing our unwavering commitment to community safety and emergency preparedness.

I take immense pride in our team of 30 dedicated volunteers, making us the largest department under the Town of Middleton. These individuals selflessly contribute countless hours, day or night, often sacrificing time away from their jobs and families to serve our community in any type of weather.

Training remains a critical priority for the Middleton Fire Department. Our members engage in rigorous training programs to meet the high expectations of our community, ensuring they are well-prepared for any emergency. This dedication to continuous learning and skill enhancement is vital in a field that demands it.

While fundraising is an important aspect of our operations and a wonderful way to engage with the community, it should not be the primary means of supporting our essential firefighting services. Fire protection is a municipal responsibility, and our firefighters deserve the necessary resources from the municipality to effectively carry out their critical duties.

One of our significant achievements this past year was the installation of the CAT Generator. This essential equipment provides our station with power and heat during emergencies, allowing us to continue operations seamlessly and serve as a warming station if necessary for the community during challenging times.

As we look to the future, we face several challenges, particularly in apparatus replacement, training costs, and safety issues related to our current facility. Addressing these challenges is crucial for us to maintain the highest standard of service to our community.

The Chiefs of the Middleton Fire Department are eager to work with you over the next year to strengthen our services and enhance community safety. Thank you for your continued support.

Sincerely,

Michael Toole
Chief – Middleton Fire Department



Incident Call Volume

Calls just within the Middleton Fire Department Fire Jurisdiction.

Town of Middleton - 73

- 3 - Vehicle Fires
- 3 - Structure Fires
- 1 - Chimney Fire
- 2 - Power Pole / Limbs on Lines
- 21 - Commercial Alarms
- 6 - Residential Alarms
- 1 - Authorized Control Burn
- 2 - Suspicious Odor
- 1 - Flooded Basement
- 1 - Power Lines Down / Arcing
- 1 - Carbon Monoxide Alarm
- 7 - Vehicle Accidents
- 21 - Medical Calls (cardiac Arrest)
- 2 - Car / Pedestrian
- 1 - Silent Alarm (Invest. By Chief)

Total Incident Hours:
45hrs 5mins

Average Response Time:
00:06:55

Average Total Time:
00:37:04

Average Number Personnel:
9.59

Total Personnel Hours:
511hrs 34mins

County of Annapolis - 40

- 2 - Electrical Fire
- 3 - Vehicle Fires
- 3 - Chimney Fires
- 3 - Power Pole / Limbs on Lines
- 3 - Wildland Fires
- 1 - Smoke Condition
- 1 - Residential Alarm
- 1 - Suspicious Odor
- 1 - Gas Leak (Propane)
- 1 - Power Lines Down / Arcing
- 1 - Carbon Monoxide
- 1 - Vehicle Extrication
- 15 - Vehicle Accidents
- 3 - Medical Calls
- 1 - Assistance to RCMP

Total Incident Hours:
43hrs 43mins

Average Response Time:
00:11:38

Average Total Time:
01:05:30

Average Number Personnel:
13.50

Total Personnel Hours:
588hrs 18mins



Mutual Aid Given

Calls outside the Middleton Fire Department Fire Jurisdiction.

Mutual Aid To:	Incident	Total Staff Hours:
Kingston (Annapolis County)	2	39hrs 52mins
Kingston (Kings County)	3	34hrs 13mins
Nictaux Fire Dept.	4	107hrs 23mins
Lawrencetown Fire Dept.	2	18hrs 30mins
Bridgetown Fire Dept.	2	91hrs 6mins
Margaretville Fire Dept.	1	149hrs 40mins
Port Lorne Fire Dept.	1	58hrs 5mins
Total:	15	498hrs. 49mins



Hours Worked Outside Incidents – 6,763hrs

Event:	Hours:
11 Wednesday Night Meetings	436hrs
37 Training and Truck Inspection Nights	1,248hrs
<p style="text-align: center;"><u>Extra Hours:</u></p> <p style="text-align: center;">Heart of the Valley Weekend Christmas Parade / Tree Lighting Century Bike Ride MRHS Prom Night Meetings other than Wednesday nights Fire Prevention Week Fundraising</p>	938hrs
<p style="text-align: center;"><u>Weekend Standby Crews</u></p> <p style="text-align: center;">We always ensure there is a crew available to respond during summer months.</p>	3,797hrs
<p style="text-align: center;"><u>Certificate Hours:</u></p> <p style="text-align: center;">Training outside Wednesday Nights: MFR Hazmat Chainsaws</p>	344hrs

Middleton Fire Department
Total Hours
January 1, 2024, to December 31, 2024

Listed below are the total hours put in by members of the Middleton Fire Department over the past year.

Incident Hours -	1,598.71hrs
Monthly Meetings -	436.00hrs
Training and Truck Inspection nights -	1,248.00hrs
Extra Hours outside Wednesday Nights -	938.00hrs
Summer Weekend Duty -	3,797.00hrs
Certificate Hours -	344.00hrs
Total -	8,361.71hrs

If you were to take the above hours and base that on an average hourly wage of a career firefighter in the province of Nova Scotia of approximately \$32.00hr would work out to a yearly salary of \$267,584.00.

Ongoing Project

Canadian Fallen Firefighters Memorial.

Friday, November 22, 2024

Deputy Chief Scott Veinot
PO Box 1366
Middleton, Nova Scotia
B0S 1P0

Canadian Fallen Firefighters Memorial
Suite 200 - 440 Laurier Avenue West
Ottawa, Ontario
K1R 7X6

To the Canadian Fallen Firefighters Memorial Committee,

I hope this letter finds you well. I am writing to request the recognition of a fallen firefighter, Harold Edgar Ray, who made the ultimate sacrifice while serving the Town of Middleton. On April 5, 1930, he sustained serious injuries while bravely battling a structure fire, which ultimately led to his death on February 6, 1931, while still in the hospital.

As we reflect on the courage and dedication of our firefighters, it is vital to honor those who have lost their lives in the line of duty, regardless of how much time has passed. Harold Ray exemplified the selflessness and commitment that define the firefighting profession, and his sacrifice deserves to be recognized alongside those of more recent heroes.

To support this request, I have included the following documents for your consideration:

- An obituary for Harold Edgar Ray
- Funeral record from the Middleton Funeral Home
- Town of Middleton Council minutes
- Fire Department Minutes
- A photograph of his gravestone

I propose that Harold Edgar Ray be added to the memorial dedicated to fallen firefighters. This recognition would not only honor his memory but also serve as a reminder of the risks our firefighters take every day to protect our communities.

Thank you for considering this important request. I believe that honoring Harold Edgar Ray would be a meaningful tribute to his legacy and the commitment he showed to our town. If you need any further information or assistance regarding this request, please feel free to reach out.

Sincerely,

Scott Veinot
Deputy Chief Middleton Fire Department
(902) 824-0912 (c)
mfdchiefs@bellaliant.com

A Public Hearing was held at the Town Hall, via Zoom and Facebook Live on Monday, December 16, 2024, starting at 6:00 p.m.

Present: Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall; Councillors John Bartlett, Dan Smith, Bernadette Knapp, Jonathan Archibald and Sandra Fournier; Chief Administrative Officer, Ashley Crocker; Director of Finance, Brigitte Stennett, Director of Public Works, Adam Verran; and Recording Secretary, Sara Marceau.

Regrets: None.

Also, in attendance were Dawn Sutherland, Planner (via ZOOM), Jamie Peppard and five (5) citizens.

1. MEETING OPENING

Mayor Smith opened the Public Hearing at 5:59 p.m.

2. APPROVAL OF THE AGENDA

241216.01: It was moved and seconded to approve the agenda as circulated. **Motion carried.**

3. Craft Brewery – LUB Amendments

a. Presentation of Development Agreement Amendment – Planner Dawn Sutherland
Town Planner and Development Officer Dawn Sutherland gave a high-level presentation of the MPS/LUB Amendments for 65 School Street.

b. Public Input

North Mountain Distilling stated that they are in favor of the brewery. Another resident also expressed support for the brewery.

c. Written Submissions Received

CAO Crocker noted that none were received.

4. ADJOURNMENT

241216.02: It was moved and seconded to adjourn the Public Hearing at 6:08p.m. **Motion carried.**

Mayor

Recording Secretary

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via Facebook Live on Monday, December 16, 2024, starting immediately after the public hearing.

PRESENT

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councillors Sandra Fournier, Bernadette Knapp, Jonathan Archibald, John Bartlett and Dan Smith; Director of Finance, Brigitte Stennett, Director of Public Works, Adam Verran, Chief Administrative Officer, Ashley Crocker; and Recording Secretary, Sara Marceau

Regrets:

Also in Attendance: Ten (10) citizens

1. CALL TO ORDER

Mayor Smith called the meeting to order at 6:08 pm.

2. APPROVAL OF THE AGENDA

24.1216.01 It was moved and seconded that Council approve the agenda as amended.
Motion carried.

3. SECOND READING

3.1 RFD 056-2024 – Craft Brewery (2nd Reading)

Town Planner and Development Officer Dawn Sutherland gave a high-level presentation of the MPS/LUB Amendments for 65 School Street.

Councillor Smith declared a conflict of interest and abstained from voting and participating in the discussion.

24.1216.02 It was moved and seconded that Town Council gives 2nd Reading and approves the new definition of Craft Food and Beverage Production, and adds it as permitted use in Commercial Downtown (CD) zone, Commercial General. **Motion carried.**

4. APPROVAL OF THE MINUTES

Approval of the Previous Meeting Minutes

5.1 2024.11.18 Council Minutes

5. NEW BUSINESS

5.1 Committee of the Whole Recommendations

- a. RFD 055-2024 Committee Planning Notices and Public Advertisements

PSC Marceau gave a brief overview of the Committee Planning Notices and Public Advertisements.

241216.03 It was moved and seconded that Town Council, on positive recommendation of the Planning Advisory Committee, authorize the use of the Town's website for planning notices, as per the Municipal Government Act, Part 205 (4) and (4A), as amended. **Motion carried.**

241216.04: It was moved and seconded that Council amend the Participation Program Policy (Code G – Planning #1.2), Policy Statement 1.c., by replacing the requirement for a public advertisement (1) "in the local newspaper" with "on the Town's website." **Motion carried.**

- b. RFD 047-2024 Council Code of Conduct

CAO Crocker gave a brief overview of the Council Code of Conduct.

Councillor Archibald stated there are issues with the wording and interpretation, particularly regarding the narrow definition of groups, and the classification of conflicts, whether financial or otherwise. Deputy Mayor Marshall referenced a CBC article, highlighting that we're not the only municipal unit facing this issue.

241216.05: It was moved and seconded that Council approve Policy A 3.14 Code of Conduct for Elected Officials of the Town of Middleton as circulated. **Motion carried.**

5.2 Audit Committee Recommendations

- a. RFD 057-2024 Audited Financial Statements for 2023-24

DOF Stennett gave an overview of the Audited Consolidated Financial Statements for 2023-2024.

Councillor Smith requested more lead time for Financial Statements in the future.

241216.06: It was moved and seconded that Council approve the 2023-2024 Audited Financial Statements for the Town of Middleton, for the fiscal year ending March 31st, 2024. **Motion carried.**

5.3 2024-2025 Capital Projects Update

DOF Stennett gave a detailed overview of the 2024-2025 Capital Projects Update.

5.4 2024-2025 Town General and Water Utility Forecast

DOF Stennett gave a detailed overview of the 2024-2025 Town General and Water Utility Forecast.

6. REPORTS

6.1 Management Report

6.2 Middleton Fire Department Dispatch Report for November

6.3 IMSA Board Nov 20/24 DRAFT Minutes

6.4 NSFM Memo

6.5 Mayor's Report

Mayor Smith noted that the above reports were circulated to Council members with the agenda package and called for questions/discussion. No comments or questions were made by Council members.

7. ANYTHING BY CITIZENS

No comments given or received.

8. ANYTHING BY MEMBERS

Councillor Archibald attended the Neighborhood Watch group and stated that he would bring any questions forward to Council or the Policy Advisory Board.

Mayor Smith reported that the Neighborhood Watch is a separate organization and will not be included in the agenda.

Deputy Mayor Marshall praised the staff for organizing the holiday party, wishing everyone a Merry Christmas and highlighting the importance of informing residents about available resources in the community for those who are less fortunate.

Councillor Knapp echoed Deputy Mayor Marshall's sentiments.

Councillor Bartlett announced that The Capitol Pub is offering a free Christmas Day meal, available for pick-up between 2:00 PM and 3:30 PM on December 24th. There are 60 meals available, thanks to the generosity of residents and suppliers.

9. ADJOURNMENT

241216.07 It was moved and seconded to adjourn the meeting at 6:55 pm. **Motion carried.**

Mayor

Recording Secretary

UNAPPROVED

REQUEST FOR DECISION
Appointment List
RFD#: 001-2025



To: Town Council
From: Ashley Crocker, CAO
Date: January 20, 2025
Subject: Appointment List Update

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- Updated Draft Appointment list

Legislation

- *Municipal Government Act*

Recommendation

That Council, on recommendation from the CAO, appoint Ning Laing of Brighter Community Planning and Consulting as a Development Officer for the Town of Middleton.

That Council, on recommendation from the CAO, appoint Dana Olmstead as a Building and Fire Inspector for the Town of Middleton.

That Council, on recommendation from the CAO, appoint Andy Renwick to the Middleton Pool Society.

That Council approve the Appointment List, as presented.

Background

Ning Laing works for Brighter Community Planning and Consulting and will be under the supervision of Development Officer, Dawn Sutherland.

Dana Olmstead is a new employee that was hired with the Municipality of the County of Annapolis as a Building and Fire Inspector.

REQUEST FOR DECISION
Appointment List
RFD#: 001-2025



Andy Renwick applied for the one (1) vacant position on the Middleton Pool Society, as Krystal Kane resigned.

Financial Implications

N/A

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
	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: 20 January 2025

TOWN OF MIDDLETON
APPOINTMENT LIST
(Approved by Council Nov 18, 2024)

COUNCIL AND COMMITTEES OF COUNCIL

COUNCIL

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

COMMITTEE OF THE WHOLE

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

ACCESSIBILITY ADVISORY COMMITTEE

ELIZABETH MASON-SQUIRES, DIANNE MCDONALD, **VACANT**
JOHN SMITH, **VACANT**, KATRINA KELLOGH,
KRIS STOJIC, **VACANT**, COUNCILLOR DAN SMITH

AUDIT COMMITTEE

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

COMMUNITY CENTRE & FIRE HALL COMM

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

PLANNING ADVISORY COMMITTEE

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

POLICE ADVISORY BOARD

Citizens: **VACANT**, **VACANT**, JOHN THOMPSON,
Town Council: COUNCILLORS JOHN BARTLETT,
SANDRA FOURNIER, JONATHAN ARCHIBALD
NS Dept. of Justice: **VACANT** (Ad with Province)

SOURCE WATER PROTECTION ADVISORY COMMITTEE

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

ASSET MANAGEMENT WORKING GROUP

Town Council: MAYOR GAIL SMITH
Staff: CAO ASHLEY CROCKER, DOF BRIGITTE STENNETT
DPW ADAM VERRAN

**INTER-MUNICIPAL COMMITTEES AND
WORKING GROUPS**

ANNAPOLIS COUNTY INTER-MUNICIPAL WORKING GROUP

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL

IMSA WORKING GROUP (VALLEY WASTE & KINGS TRANSIT)

MAYOR GAIL SMITH, **DEPUTY MAYOR GARY MARSHALL (ALT)**

REMO ADVISORY COMMITTEE

COUNCILLORS DAN SMITH, GARY MARSHALL

REMO PLANNING COMMITTEE

CAO ASHLEY CROCKER, DPW ADAM VERRAN

VALLEY REN LIAISON & OVERSIGHT COMMITTEE (LOC)

COUNCILLORS JOHN BARTLETT, JONATHAN ARCHIBALD (ALT)

TOWN INDIVIDUAL APPOINTMENTS

ANIMAL CONTROL & BYLAW ENFORCEMENT OFFICERS

SPECIAL CONSTABLE ZACHARY CROMWELL
SPECIAL CONSTABLE ASHLEY GERVAIS

BUILDING & FIRE OFFICIALS

DANNY WRIGHT, ANDREW DOBSON, ERIN SCHURMAN-
KOLB, **DANA OLMSTEAD**

DANGEROUS & UNSIGHTLY PREMISES ADMINISTRATOR

DPW ADAM VERRAN, CAO ASHLEY CROCKER (ALT)

DEVELOPMENT OFFICER(S)

DAWN SUTHERLAND
CHRYSTAL FULLER
NING LAING

FIRE CHIEF & DEPUTIES

CHIEF MIKE TOOLE, DEPUTIES SCOTT VEINOT, JODY
SPIDLE

RCMP NCO IN CHARGE

SGT MIKE MAXWELL

REMO COORDINATOR

BRIAN ORDE, NANCY CHISHOLM (ALT)

TOWN AUDITORS

BDO CANADA

TOWN CLERK

SARA MARCEAU

TOWN ENGINEER

DPW ADAM VERRAN

TOWN RETURNING OFFICER

SARA MARCEAU

TOWN SOLICITORS

TAYLOR MACLELLAN COCHRANE

TOWN TREASURER

BRIGITTE STENNETT

TRAFFIC AUTHORITY

SGT MIKE MAXWELL, DPW ADAM VERRAN

VWRM BYLAW ENFORCEMENT OFFICER

DALE ROBERTS

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

MIDDLETON SWIMMING POOL SOCIETY

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

REGIONAL LIBRARY BOARD

JILL COX

WESTERN REGIONAL HOUSING AUTHORITY

Citizen at Large: DIANNE MCDONALD

**REQUEST FOR DECISION
Joint Police Advisory Board
Draft Terms of Reference
RFD#: 002-2025**



To: Town Council
From: Ashley Crocker, CAO
Date: January 20, 2025
Subject: Joint Police Advisory Board – Draft Terms of Reference

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- Draft Terms of Reference

Legislation

- *Police Act*
- *Municipal Government Act*

Recommendation

That Council approve the Terms of reference for the Annapolis County Joint Police Advisory Board.

Background

At the November 18, 2024 meeting, Council passed the following motion:

“That Town Council endorse the concept of a joint Police Advisory Board structure with the Municipality of the County of Annapolis and that a proposed board terms of reference be brought forward to Council for final review and potential adoption.”

The proposed draft Terms of Reference was obtained from another municipal unit in Nova Scotia that has a joint Police Advisory Board and was edited/updated by both CAO’s to reflect the needs of Annapolis County, based on the legislation in the Police Act. County of Annapolis Municipal Council is scheduled to review the Terms of Reference for approval at their January meeting.

REQUEST FOR DECISION
Joint Police Advisory Board
Draft Terms of Reference
RFD#: 002-2025



Legislative Requirements – Police Act

- Section 57 (1) of the *Police Act* states:
A municipality receiving policing services in whole or in part from the Royal Canadian Mounted Police or the Provincial Police shall establish a police advisory board.
- Subsection 57 (5A) of the *Police Act* states:
Notwithstanding subsection (1), where two or more municipalities have common issues respecting policing in their municipalities and are policed by the Royal Canadian Mounted Police, they may, with the Minister's approval, establish a joint advisory board by entering into an agreement to do so.
- Subsection 57 (5B) of the *Police Act* states:
A joint advisory board established pursuant to subsection (5A) consists of
 - a) two members from each council appointed by resolution of that council;*
 - b) two members from each municipality appointed by resolution of the council, who are neither members of council nor employees of the municipality; and*
 - c) one member appointed by the Minister.*

The Town of Middleton does not have a policy around the Police Advisory Board and instead follows direction from the *Police Act* for its board. Therefore, no policies need to be repealed if these Terms of Reference are approved, and a new Joint Police Advisory Board is formed.

When both Councils approve the Terms of Reference, they must be submitted to the Minister of Justice for formal approval before coming into effect.

Financial Implications

N/A

**REQUEST FOR DECISION
 Joint Police Advisory Board
 Draft Terms of Reference
 RFD#: 002-2025**



Strategic Plan/Operating Plan Alignment

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

Alternatives

- 1) Council could recommend changes to the Terms of Reference.

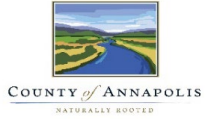
Community Engagement/Communication

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 20 January 2025



Annapolis County Joint Police Advisory Board Terms of Reference

BACKGROUND & AUTHORITY

- 1.1 Pursuant to the Police Act, SNS 2004, c 31, as amended, (hereinafter referred to as the "Act"), municipal units receiving policing services in whole or in part from the Royal Canadian Mounted Police, (hereinafter referred to as the "RCMP"), must establish a police advisory board.
- 1.2 The Municipality of the County of Annapolis, and the Town of Middleton receive policing services from the Annapolis District RCMP by way of a cost-sharing arrangement.
- 1.3 Accordingly, the Municipality of the County of Annapolis, and the Town of Middleton have established a joint police advisory board, pursuant to section 57 of the Act, (hereinafter referred to as the "Board").
- 1.4 This document governs the Board.

RESPONSIBILITIES

- 2.1 The function of the Board is to provide advice to the Councils of the Municipality of the County of Annapolis, , and the Town of Middleton in relation to the enforcement of law, the maintenance of law and order, and the prevention of crime in their respective municipal units.
- 2.2 The Board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the RCMP.
- 2.3 Without limiting the generality of Section 2.1 hereof, the Board shall, subject to the policing agreement:
 - a) determine, in consultation with the District Commander of the RCMP Annapolis District (hereinafter referred to as the "District Commander"), or the District Commander's designate, priorities, objectives and goals respecting police services in the Municipality of the County of Annapolis, and the Town of Middleton;

- b) ensure the District Commander establishes programs and strategies to implement the priorities, objectives and goals respecting police services;
- c) ensure that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
- d) ensure that police services are delivered in a manner consistent with community values, needs and expectations;
- e) act as a conduit between the community and the police department;
- f) recommend policies, administrative and organizational direction for the effective management of the police department; and
- g) review with the District Commander or the District Commander's designate information provided by the District Commander respecting complaints and internal discipline.

BOARD COMPOSITION

3.1 The Board shall consist of:

- a) Two (2) Councillors from the Municipality of the County of Annapolis, appointed by resolution of that Council;
- b) Two (2) persons residing in the Municipality of the County of Annapolis, appointed by resolution of that Council, who are neither Councillors nor employees of the Municipality of the County of Annapolis;
- c) Two (2) Councillors from the Town of Middleton, appointed by resolution of that Council;
- d) Two (2) persons residing in the Town of Middleton, appointed by resolution of that Council, who are neither Councillors nor employees of the Town of Middleton; and
- e) One (1) person appointed by the Minister of Justice.

3.2 Each member of the Board shall have one (1) vote.

TERM

- 4.1 The term of the member of the Board appointed by the Minister of Justice shall be for such term as determined by the Minister of Justice.
- 4.2 The term of each other member of the Board shall be two (2) years.
- 4.3 Each member is eligible for re-appointed to a maximum of two (2) consecutive terms.

CHAIR AND VICE CHAIR

- 5.1 At the first meeting of the Board in each year, the members of the Board shall select a Chair and a Vice-Chair by resolution of the Board.
- 5.2 No person shall serve as Chair or Vice-Chair of the Board for more than two (2) consecutive years.
- 5.3 The role of Chair of the Board includes the following responsibilities:
 - a) to preside over the Board and to manage, organize, set agendas for and attend meetings, ensuring that all policies developed by the Board are appropriately implemented;
 - b) to ensure that Board members are informed of matters within the Board's jurisdiction;
 - c) to act as the sole spokesperson for the Board; and
- 5.4 The Vice-Chair shall perform the role of Chair during an absence by the Chair.

OATH OF OFFICE

- 6.1 Before assuming their duties as a member of the Board, each member must take an oath of office or affirmation in the form prescribed by the regulations of the Act.

CODE OF CONDUCT

- 7.1 Each member of the Board must abide by the following Code of Conduct:
- a) uphold the letter and spirit of the code of conduct set out in this Section and discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the Board;
 - b) unless they have a reasonable excuse, attend every Board meeting;
 - c) not interfere with the police department's operational decisions and responsibilities or with the day-to-day operation of the police department, including the recruitment and promotion of officers;
 - d) keep confidential any information disclosed or discussed at a Board meeting;
 - e) not claim to speak on behalf of the Board unless authorized by the Chair of the Board to do so;
 - f) if publicly disagreeing with a decision of the Board, make it clear that they are expressing a personal opinion;
 - g) discharge their duties loyally, faithfully, impartially and according to the Act, any other act and any regulation, rule or by-law;
 - h) discharge their duties in a manner that respects the dignity of individuals and is in accordance with the Human Rights Act and the Charter of Rights and Freedoms;
 - i) not use their position inappropriately to advance their interests or the interests of any person or organization with whom or with which they are associated;
 - j) immediately resign from the Board if applying for employment with a police department, including employment on contract or on fee for service;
 - k) refrain from engaging in professional or personal conduct that could discredit or compromise the integrity of the Board or the police department; and
 - l) if their conduct or performance is the subject of investigation or inquiry,

temporarily withdraw from all Board activities and duties as a member of the Board until the completion of the investigation or inquiry.

- 7.2 The Chair of the Board must provide each Board member with:
- a) a copy of the Code of Conduct upon his/her appointment to the Board. Each member of the Board must review the Code of Conduct and provide the Chair with a signed copy of the Code of Conduct, to be maintained on file; and
 - b) a copy of the Act and its regulations upon his/her appointment to the Board.
- 7.3 If the Chair or the majority of the Board determines that a Board member has breached the Code of Conduct, the Board must record that determination in its minutes.
- 7.4 On determining that a Board member has breached the Code of Conduct, the Board may take one or more of the following actions:
- a) issue a reprimand to the Board member;
 - b) order a period of suspension for the Board member;
 - c) recommend to the Minister of Justice or the appropriate Council that the Board member be dismissed under subsection 57(7) of the Act.

TRAINING

- 8.1 A Board member shall undergo any training that may be provided for members of the Board, required by the Minister of Justice, or required by regulation.

MEETINGS

Timing of Meetings

- 9.1 The Board must hold a meeting at least every three (3) months. The Chair may convene additional meetings as necessary.
- 9.2 At each meeting of the Board, the Board shall designate the date and time of the next Board meeting.
- 9.3 Meetings of the Board will be scheduled for two (2) hours in length.

Location of Meetings

9.4 Each participating municipal unit shall be responsible for hosting a meeting of the Board on a rotating basis. Meetings of the Board may also be held at other locations as determined in advance by the Board.

Quorum

9.5 A majority of the members of the Board constitutes a quorum.

Notice

9.6 The Chair must circulate to all Board members, notice of an upcoming meeting of the Board at least two (2) weeks in advance of a Board meeting.

9.7 The following persons must be notified of all meetings of the Board, and are entitled to attend all meetings of the Board but not to vote:

- a) The District Commander (or an officer acting as the District Commander);
- b) The Chief Administrative Officer of the Municipality of the County of Annapolis, or his/her designate;
- c) The Chief Administrative Officer of the Town of Middleton, or his/her designate.

Agenda

9.8 The Chair shall prepare an agenda for each meeting of the Board and shall circulate the agenda to all Board members no later than one (1) week prior to the meeting of the Board.

9.9 Agenda items for a meeting of the Board must be provided to the Chair no later than two (2) weeks prior to the meeting of the Board.

Minutes

9.10 The Board must keep full minutes of every meeting of the Board.

9.11 The Board shall select a person to take and prepare minutes at each meeting of the Board, and that person need not be a member of the Board.

Public and Private Meetings

9.12 Meetings of the Board are open to the public, unless authorized by legislation to meeting in closed session and the Board agrees to such.

FILLING VACANCIES

10.1 Where a member of the Board is unable to carry out the duties as a member of the Board by reason of illness, absence or any other reason, the Council or the body that made the initial appointment may appoint some other person to act as or be a member of the Board in the place or stead of the absent member.

Appointment by Municipality of the County of Annapolis

10.2 Where the Council of the Municipality of the County of Annapolis must appoint a member (who is not a Councillor) to the Board, the Council of the Municipality of the County of Annapolis must:

- a) advertise the vacancy;
- b) solicit applications for the vacancy;
- c) require each applicant to go through a screening process, including an interview conducted by a panel established by the Council of the Municipality of the County of Annapolis;
- d) consider each applicant's education and work experience; and
- e) notify each applicant of the outcome of the selection process.

Appointment by Town of Middleton

10.3 Where the Council of the Town of Middleton must appoint a member (who is not a Councillor) to the Board, the Council of the Town of Middleton must:

- a) advertise the vacancy; and

- b) solicit applications for the vacancy;
- c) require each applicant to go through a screening process, including an interview conducted by a panel established by the Council of the Town of Middleton;
- d) consider each applicant's education and work experience; and
- e) notify each applicant of the outcome of the selection process.

Qualifications

10.4 To be a candidate for appointment as a member of the Board (who is not a Councillor and who is not appointed by the Minister of Justice), a person must:

- a) demonstrate all of the following qualifications to the satisfaction of the respective Council:
 - i. residence in the respective municipality/town or considerable interest in serving on the Board;
 - ii. considerable knowledge of community issues and an understanding of policing values and governance;
 - iii. a good character; and
 - iv. willingness to make the commitment of time and effort required to carry out responsibilities of the Board; and
- b) consent to criminal and background checks.

10.5 A person must not be appointed as a member of the Board if criminal and background checks show that the person has been convicted of any criminal offence or has been or is the subject of a disciplinary proceeding in any jurisdiction that, in the opinion of the respective Council, would reasonably be expected to have a negative impact on their acting as a member of the Board or on the Board generally.

DISMISSAL OF A MEMBER

11.1 A member of the Board may be dismissed by:

- a) The Minister of Justice, if the Minister of Justice appointed the member;
- b) Resolution of the Council of the Municipality of the County of Annapolis, if that Council appointed the member; or

- c) Resolution of the Council of the Town of Middleton, if that Council appointed the member.

REPORT TO COUNCIL

- 12.1 Following each Board meeting, a member (or members) of the Board must provide a report of the meeting to the Councils of the Municipality of the County of Annapolis, and the Town of Middleton.
- 12.2 Approved motions of the Board shall constitute recommendations of the Board to the Councils of the Municipality of the County of Annapolis, and the Town of Middleton.

CONFLICT OF INTEREST

- 13.1 Board members shall declare possible conflicts of interest before agenda items are presented and leave the Board meeting or part of the meeting during which the matter is under consideration, including during any motion related to the matter.

ADVICE TO DISTRICT COMMANDER

- 14.1 On behalf of the Board, the Chair of the Board or the Chair's delegate may, in accordance with an agreement made pursuant to clause 36(1)(b) of the Act, give advice in writing to the District Commander, but not to other members of the police department and, for greater certainty, no other member of the Board shall give advice or direction to a member of the police department.

APPROVAL

- 15.1 This Terms of Reference must be approved by Council resolution of each participating municipal unit.
- 15.2 This Terms of Reference shall come into effect on the date when it has been approved by Council resolution of all participating municipal units.

AMENDMENTS AND REVIEW

- 16.1 This Terms of Reference must be reviewed every four (4) years by the Board. This review may take place sooner as required.
- 16.2 Any amendment(s) to this Terms of Reference must be approved by Council resolution of each participating municipal unit.
- 16.3 Any amendment(s) to this Terms of Reference shall come into effect on the date the amendment(s) have been approved by Council resolution of all participating municipal units.

DRAFT

REQUEST FOR DECISION
Award of Tender for Half Ton Truck
RFD#: 004-2025



To: Town Council
From: Adam Verran, Director of Public Works
Date: January 20, 2025
Subject: Award of Tender for Half Ton Truck

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- O’Regan’s Tender for MID2024-07
- Bruce GM Tender for MID2024-07
- Tender Evaluation for MID2024-07
- 2024-2025 Capital Project Sheet 24-06

Legislation

- Town of Middleton Procurement and Purchasing Policy

Recommendation

That Council award the tender for a new half ton truck to O’Regan’s Chevrolet Buick GMC Cadillac Limited for \$49,369 + HST.

Background

The Town of Middleton needs a new half-ton truck to replace an aging truck that is more than 10 years old. The existing truck is due for inspection in a few months and needs thousands of dollars’ worth of repairs to pass the inspection. It was approved in the 2024-2025 Capital Budget to purchase a new truck to replace the old one. In accordance with the Town’s policy, goods over \$25,000 are classified as a “high value procurement” in accordance with the Procurement and Purchasing Policy, which must be publicly tendered and awarded by Council. A tender was prepared and posted on the Provincial Procurement site at the end of November and closed on December 19th.

The Town of Middleton received two responses, which were then evaluated based on truck specifications, cost, and whether the warranty servicing was local. A summary of the evaluations for each proposal is attached.

REQUEST FOR DECISION
Award of Tender for Half Ton Truck
RFD#: 004-2025



Financial Implications

The tender proposal is for \$49,369 + HST which is within the approved capital budget for this project, which was \$50,000. The truck was budgeted to be funded via long-term debt. Once the truck is received, the Finance Department will notify Municipal Finance Corporation of the purchase and intention to participate in the Spring debenture.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	Infrastructure	Safe equipment to provide services to the public
	Economy	
	Community	
	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: _____

Target Decision Date: 20 January 2025



**1 New or Used ½ Ton 4WD Truck
Tender**

MID2024-07

**Release date:
Nov 01, 2024**

**Closing date and time:
Dec 19, 2024, at 2:00 pm, local Nova Scotia time**

From: O'Regan's Chevrolet Buick GMC Cadillac Limited

New 2025 Chevrolet Silverado 1500 Crew Cab 4x4 6.6 Foot Box 5.3L V8 Gas Engine White

TENDER CALL

MID2024-07

Supply and Delivery of One (1) New or Used ½ Ton 4WD Truck

The Town of Middleton will be accepting tenders for one (1) new, demo or lease return, well-maintained ½ Ton 4WD crew cab pickup truck.

All questions or requests for additional information or clarifications regarding this tender shall be in writing, **by email only**, to the attention of Adam Verran, Director of Public Works at pwdirector@town.middleton.ns.ca.

Tenders must be received by **2:00 p.m., local Nova Scotia time, Dec 19, 2024.**

Only Tenders received before the above-mentioned time will be excepted.

**All tenders must be submitted by email with the subject line
“MID2024-07 – 1/2 Ton 4WD Truck.”**

The Town reserves the right to reject any or all tenders, not necessarily accept the lowest tender, or accept any tender which it may consider to be in its best interests. The Town of Middleton also reserves the right to waive formality, informality, technicality on any tender.

GENERAL INSTRUCTIONS

1. The Town of Middleton will be accepting tenders for one (1) new, demo or lease return well-maintained ½ ton 4WD crew cab pickup truck.
2. All bids shall be submitted on the tender forms supplied with the document.
3. The Town of Middleton considers that all suppliers act in good faith and intend to supply equipment and services of high quality.
4. The Town of Middleton will not accept any equipment or material that is inferior to or substituted for factory supplied products.
5. The words "heavy duty" shall mean heavy duty in relation to the job requirements and not just a name on the equipment or material.
6. This tender is not intended to exclude standard equipment or materials except where specified.
7. This tender is not intended to favour any equipment, manufacturer or contractor. Any names or figures the same or similar to any specific equipment, manufacturer or contractor is purely coincidental. The phrase "or equivalent" shall apply where a particular specification, equipment, manufacturer, or contractor is mentioned.
8. Recommendation of tenders in addition to the following, will be based on best value to the Town of Middleton, considering purchase price and life cycle cost considerations as well as items such as environmental and social considerations, delivery, servicing, and the capacity of the supplier to meet other criteria as stated in the tender documents.
 - a. The tender meets the needs of the Town of Middleton without question.
 - b. The tender meets or exceeds the "Specifications".
 - c. The tender is approved by the department concerned.
 - d. All tender forms are complete in all respects.
9. The following items will not be accepted or considered:
 - a. Tenders arriving after the closing date and time.
 - b. Corrections or additions to any submitted tender unless initialled by the bidder.
10. All questions or requests for additional information or clarifications regarding this tender shall be submitted in writing, by email only, to the attention of Adam Verran, Director of Public Works at pwdirector@town.middleton.ns.ca.
11. Middleton will provide clarifications and additional information, if required, by way of an Addenda.
12. Proponents are solely responsible to ensure that any such inquiries are received by Middleton as described above. Middleton will not be responsible if a Proponent act based on information received in any other way than an approved Addendum or communication, in writing, from the representative named in this section.

13. Tenders are to be submitted by email with the subject line “**MID2024-07 – ½ Ton 4WD Truck**” and are to be delivered no later **than 2:00 pm local Nova Scotia time, Dec 19, 2024**, to:

Pwdirector@town.middleton.ns.ca
14. The Town of Middleton is in immediate supply of a ½ Ton 4WD Truck. If you cannot supply the truck within 30 days of award, a substitute may be offered until the tender truck is ready. **This will be at no additional cost to the Town.**

**THE LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED
MAY BE AWARDED IN WHOLE OR IN PART.**

Demo, used, lease returned vehicles must pass a Nova Scotia Commercial MVI, have a documented service history and be deemed in acceptable condition by the director of public works, prior to a purchase agreement being finalized.

GENERAL REQUIREMENTS

All articles shall be free from design deficiencies that may affect their operation or serviceability.

In all particulars, not covered by this specification and/or tender documents, production shall be in accordance with good commercial practice.

Materials not defined here shall be of the best commercial quality and suitable for the purpose intended.

The following specifications are prepared with the intention of providing a basis for securing competitive bids. Notwithstanding certain details of specifications, commodities or equipment of similar design and construction will receive consideration if, in the opinion of the using department, they are considered to be suitable for the intended application and generally conform to performance requirements.

All bids on commodities or equipment not fully meeting the specifications shall be accompanied by a statement fully outlining any departures from the specifications and fully describing the commodities offered.

Manufacturer's Specifications

Complete manufacturer's specifications and illustrated descriptions shall be submitted with each bid. Insufficient descriptive information may be cause for rejection of bid.

Operators Manuals and Recommended Service Information

Parts book and shop service manual is to be supplied on delivery of equipment. Shop manual is to cover, in detail, all servicing instructions and repair instructions.

Warranty

A copy of vehicle/equipment warranty must be attached to each tender form by vendor. Failure to attach this warranty may invalidate a tender.

In-service warranty start date to begin upon delivery.

Any required training to be supplied at no extra cost to the Town on the proper operation/maintenance of this equipment by a licensed technician and factory trained technician

Prices

Price is to include all applicable taxes and be F.O.B. Town of Middleton.

Minimum Specifications

The proposed truck’s specifications are to include but not be limited to the following:
New 2025 Chevrolet Silverado 1500 Crew Cab 4x4 6.6 Foot Box 5.3L V8 Gas Engine White

Specification	Meets Expectation		Deviations
	Y	N	
GENERAL			
Power windows and door locks	YES		Yes, Power Windows and Door Locks included.
Automatic Transmission	YES		Yes, Code MHT 10-Speed Automatic Transmission.
Trailer Hitch	YES		Yes, Code Z82 Trailering Package and JL1 Trailer Brake Controller included. Towing Capacity 9,300 LBS.
Air Condition	YES		Yes, Air Conditioning included.
Heated adjustable mirrors	YES		Yes, Code DLF Heated Power Adjustable Truck Mirrors.
Back Up Alarm	YES		Yes, Dealer installed.
Undercoated	YES		Yes, Dealer installed.
Hybrid options will be accepted		NO	No, sorry this is not a Hybrid Engine. Truck has Code L84 5.3L V8 Gasoline Engine 355 HP 383 Torque
Vehicle Color is White or Grey	YES		Yes, Code GAZ – Summit White Color
Vehicle has 4 Doors	YES		Yes, full 4 doors Crew Cab 6 Passenger
Vehicle is 2021 or newer	YES		Yes, New 2025
Vehicle has less then 60,000 km	YES		Yes, New Vehicle

Bidder Information

The undersigned bidder has carefully examined the form of tender and the specifications to furnish and deliver one (1) ½ Ton 4WD Truck listed below and described in the above specifications and will accept in full payment, the following price, including taxes:

TENDER \$ Fifty-Six Thousand Seven Hundred and Seventy-Four DOLLARS

and Thirty-Five CENTS (Total Taxes Included). (price must be written in words including dollars and cents.)

\$ \$56,774.35 (Total Taxes Included.) (\$49,369+ Tax) FIGURES

MAKE/MODEL/YEAR New 2025 Chevrolet Silverado 1500 Crew Cab 4x4 6.6 Foot Box 5.3L V8 Gas Engine White.

DELIVERY DATE This Truck is in stock inventory ready for delivery. We would need to know ASAP if approved for Purchase. Estimated 7 days to prepare and arrange drivers to deliver to the Town of Middleton.

(Number of calendar days in which delivery will be made after receipt of order)

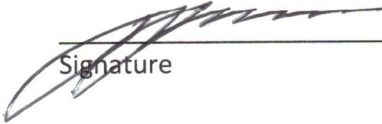
Substitute will be provided until the order can be fulfilled. Details attached.

Submitted by: O'Regan's Chevrolet Buick GMC Cadillac Limited
Company Name

2477 Robie Street Halifax NS B3K 5M2
Mailing Address Postal Code

902-422-8551
Phone number Fax Number

O'Regan Chevrolet Buick GMC Cadillac Limited


Signature

December 16th 2024
Date

Mike Donaldson Corporate Fleet Manager O'Regan's Automotive Group

Print name

References

List at least two (2) references for similar equipped vehicles or machines in a similar government related activity. The Town of Middleton reserves the right to evaluate references other than those listed.

1. FIRM NAME AND LOCATION: **Nova Scotia Department of Public Works**

7 Perrin 107 Perrin Drive, Fall River Nova Scotia B2T 1J6

CONTACT PERSON: **Darren Hunt**

PHONE NUMBER: **902-476-9315** **Darren.Hunt@novascotia.ca**

2. FIRM NAME AND LOCATION: **Nova Scotia Department of Natural Resources**

9 Creighton Rd, Shubenacadie East, NS B0N 2H0

CONTACT PERSON: **Clay Palmer**

PHONE NUMBER: **902-758-5107** **Clay.Palmer@novascotia.ca**



Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Window Sticker

SUMMARY

[Fleet] 2025 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck

MSRP:\$56,199.00

Interior:Jet Black, Cloth seat trim

Exterior 1:Summit White

Engine, 5.3L EcoTec3 V8

Transmission, 10-speed automatic, electronically controlled

OPTIONS

CODE	MODEL	MSRP
CK10743	[Fleet] 2025 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck	\$56,199.00
OPTIONS		
1WT	Work Truck Preferred Equipment Group	\$0.00
AKO	Glass, deep-tinted	Inc.
AZ3	Seats, front 40/20/40 split-bench	\$0.00
C49	Defogger, rear-window electric	Inc.
C5Y	GVWR, 7100 lbs. (3221 kg)	Inc.
CGN	Chevytec spray-on bedliner, Black	\$625.00
CTT	Hitch Guidance	Inc.
DLF	Mirrors, outside heated power-adjustable	Inc.
G80	Auto-locking rear differential	\$450.00
GAZ	Summit White	\$0.00
GU5	Rear axle, 3.23 ratio	Inc.
H1T	Jet Black, Cloth seat trim	\$0.00
IOR	Audio System, Chevrolet Infotainment 3 System, 7" diagonal colour touchscreen, AM/FM stereo	\$0.00
JL1	Trailer brake controller, integrated	\$350.00
KC4	Cooling, external engine oil cooler	Inc.
KNP	Cooling, auxiliary external transmission oil cooler	Inc.
KW7	Alternator, 170 amps	\$0.00
L84	Engine, 5.3L EcoTec3 V8	\$2,995.00
MHT	Transmission, 10-speed automatic, electronically controlled	Inc.

Current report content is based on Data Version 25936, 15-Dec-2024 6:47:00 PST PM. Any performance-related calculations are offered solely as guidelines. Actual vehicle performance will depend on your operating conditions. All information, specifications and pricing in this application are based on the latest information available. Chrome Data reserves the right to discontinue or change, at any time, without prior notice, the pricing, specifications, options, materials, equipment, design and models.

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

PCV	WT Convenience Package	Inc.	
PEB	WT Value Package		\$975.00
Q5U	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Bright Silver painted aluminum		\$455.00
QBN	Tires, 255/70R17 all-season, blackwall		\$0.00
QBR	Tire, spare 255/70R17 all-season, blackwall		\$0.00
Z82	Trailer Package	Inc.	
—	Federal air conditioning excise tax		\$100.00
SUBTOTAL			\$62,049.00
Adjustments Total			\$0.00
Vehicle Tax			\$100.00
Destination Charge			\$2,400.00
TOTAL PRICE			\$64,549.00

FUEL ECONOMY

Est City:15.2 L/100 km

Est Highway:12.4 L/100 km

Est Highway Cruising Range:733.47 km

Current report content is based on Data Version 25936, 15-Dec-2024 6:47:00 PST PM. Any performance-related calculations are offered solely as guidelines. Actual vehicle performance will depend on your operating conditions. All information, specifications and pricing in this application are based on the latest information available. Chrome Data reserves the right to discontinue or change, at any time, without prior notice, the pricing, specifications, options, materials, equipment, design and models.

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (Complete)

Weight Ratings

WEIGHT RATINGS

Front Gross Axle Weight Rating:	1,723.68 kg
Rear Gross Axle Weight Rating:	1,723.68 kg
Gross Vehicle Weight Rating:	3,220.56 kg

Current report content is based on Data Version 25936, 15-Dec-2024 6:47:00 PST PM. Any performance-related calculations are offered solely as guidelines. Actual vehicle performance will depend on your operating conditions. All Information, specifications and pricing in this application are based on the latest information available. Chrome Data reserves the right to discontinue or change, at any time, without prior notice, the pricing, specifications, options, materials, equipment, design and models.

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (Complete)

Standard Equipment

Mechanical

Durabed, pickup bed

Automatic Stop/Start (Not available with (5W4) Special Services Package, (9C1) Police Pursuit Package or (FHS) E85 FlexFuel capability.)

Push Button Start

Transfer case, single speed electronic Autotrac with push button control (4WD models only)

Four wheel drive

Battery, heavy-duty 730 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power

Frame, fully-boxed, hydroformed front section

Suspension Package, Standard

Steering, Electric Power Steering (EPS) assist, rack-and-pinion

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Brake lining wear indicator

Capless Fuel Fill

Exhaust, single outlet

Exterior

Wheels, 17" x 8"

Tires, 255/70R17 all-season, blackwall (STD)

Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)

Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare

Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door

Bumpers, front, Black (semi-gloss)

Bumpers, rear, Black (semi-gloss)

CornerStep, rear bumper

Current report content is based on Data Version 25936, 15-Dec-2024 6:47:00 PST PM. Any performance-related calculations are offered solely as guidelines. Actual vehicle performance will depend on your operating conditions. All information, specifications and pricing in this application are based on the latest information available. Chrome Data reserves the right to discontinue or change, at any time, without prior notice, the pricing, specifications, options, materials, equipment, design and models.

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (Complete)

Exterior

Recovery hooks, front, frame-mounted, Black

Cargo tie downs (12), fixed rated at 500 lbs (226.8 kg) per corner

Headlamps, halogen reflector with halogen Daytime Running Lamps

IntelliBeam, automatic high beam on/off

Lamps, cargo area, cab mounted integrated with centre high mount stop lamp, with switch in bank on left side of steering wheel (LED)

Taillamps, with incandescent tail, stop and reverse lights

Glass, solar absorbing, tinted

Door handles, Black

Tailgate and bed rail protection cap, top

Tailgate, standard

Tailgate, locking, utilizes same key as ignition and door (Removed when (QT5) EZ Lift power lock and release tailgate is ordered.)

Tailgate, gate function manual, no EZ Lift

Entertainment

Audio System, Chevrolet Infotainment 3 System, 7" diagonal colour touchscreen, AM/FM stereo Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)

Sirius XM, delete (Can be upgraded to (U2K) SiriusXM.)

Audio system feature, 6-speaker system, (Requires Crew Cab or Double Cab model.)

Wireless Phone Projection for Apple CarPlay and Android Auto

Bluetooth for phone, connectivity to vehicle infotainment system

Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.ca or dealer for details.)

Interior

Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)

Floor covering, rubberized-vinyl

Steering wheel, urethane

Steering column, Tilt-Wheel, manual with wheel locking security feature

Current report content is based on Data Version 25936, 15-Dec-2024 6:47:00 PST PM. Any performance-related calculations are offered solely as guidelines. Actual vehicle performance will depend on your operating conditions. All Information, specifications and pricing in this application are based on the latest information available. Chrome Data reserves the right to discontinue or change, at any time, without prior notice, the pricing, specifications, options, materials, equipment, design and models.

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Interior

- Steering column lock
- Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Centre, 3.5" diagonal monochromatic display
- Exterior Temperature Display located in radio display
- Compass located in instrument cluster
- Window, power front, drivers express up/down
- Window, power front, passenger express down
- Windows, power rear, express down (Not available with Regular Cab models.)
- Door locks, power
- Remote Keyless Entry, with 2 transmitters
- Cruise control, electronic with set and resume speed, steering wheel-mounted
- Power outlet, front auxiliary, 12-volt
- USB Ports, 2, Charge/Data ports located on the instrument panel
- Air conditioning, single-zone manual
- Air vents, rear, heating/cooling (Not available on Regular Cab models.)
- Mirror, inside rearview
- Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

Safety-Mechanical

- Automatic Emergency Braking
- Front Pedestrian Braking
- StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

Safety-Exterior

- Daytime Running Lamps with automatic exterior lamp control

Safety-Interior

- Airbags, dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag
- OnStar Services capable (See onstar.ca for details and limitations. Services vary by model. Service plan required.)
- HD Rear Vision Camera
- Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam

Current report content is based on Data Version 25936, 15-Dec-2024 6:47:00 PST PM. Any performance-related calculations are offered solely as guidelines. Actual vehicle performance will depend on your operating conditions. All Information, specifications and pricing in this application are based on the latest information available. Chrome Data reserves the right to discontinue or change, at any time, without prior notice, the pricing, specifications, options, materials, equipment, design and models.

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✓ Complete)

Safety-Interior

Lane Keep Assist with Lane Departure Warning

Following Distance Indicator

Forward Collision Alert

Rear Seat Reminder (Requires Crew Cab or Double Cab model.)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behaviour. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu

Rear Seat Belt Indicator (Requires Crew Cab or Double Cab model.)

Tire Pressure Monitoring System, auto learn includes Tire Fill Alert (does not apply to spare tire)

OnStar Basics (OnStar Fleet Basics for Fleet) Drive more confidently with up to 8 years of core OnStar services including mobile app commands, connectivity for select apps that provide in-vehicle voice assistance and navigation with real-time traffic, and Automatic Crash Response. (Requires UE1) OnStar. OnStar Basics includes access to remote commands through your vehicle's mobile app (compatible smartphone required); Automatic Crash Response (not all vehicles may transmit all crash data; OnStar links to emergency services); and wireless connectivity for select apps that provide in-vehicle voice assistance and navigation with real-time traffic (Voice & Maps apps are subject to change at any time and may be provided by third parties). Term begins from date of vehicle delivery. Paid subscription required after expiry. Services are dependent on compatible wireless networks provided by third-party wireless service providers, working vehicle electrical systems, GPS signal and other factors outside GM control. Changes in technology and wireless networks may limit or prevent the operation of certain services. For customers who also separately receive or purchase a Premium Plan or Vehicle Data Plan to use Wi-Fi Hotspot and In-Vehicle Apps, the data provided as part of that plan will also be used by any Voice & Maps apps which already had data connectivity under this Basics plan; if any applicable data caps are reached, Voice & Maps apps will continue to function for the duration of this Basics plan but additional vehicle data plan(s) must be purchased to use Wi-Fi Hotspot and In-Vehicle Apps. Services, connectivity, and capabilities have additional terms and limitations and are subject to change, and will vary by model, vehicle configuration, conditions, and geographical and technical restrictions. Non-refundable and no cash value. See onstar.ca for details.)

WARRANTY

Warranty Note: <<< Preliminary 2025 Warranty >>>

Basic Years: 3

Basic Miles/km: 60,000

Drivetrain Years: 5

Drivetrain Note: Certain Commercial and/or Government Fleet vehicles and vehicles factory equipped with 6.6L Duramax Turbo-Diesel Engine or equipped with a 3.0L Duramax Turbo-Diesel Engine: 5 years/160,000 km ✓

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 160,000

Corrosion Miles/km: 60,000

Roadside Assistance Years: 5

Roadside Assistance Note: Certain Commercial and/or Government Fleet vehicles and vehicles factory equipped with 6.6L Duramax Turbo-Diesel Engine or equipped with a 3.0L Duramax Turbo-Diesel Engine: 5 years/160,000 km **ROADSIDE WARRANTY** ✓

Current report content is based on Data Version 25936, 15-Dec-2024 6:47:00 PST PM. Any performance-related calculations are offered solely as guidelines. Actual vehicle performance will depend on your operating conditions. All Information, specifications and pricing in this application are based on the latest information available. Chrome Data reserves the right to discontinue or change, at any time, without prior notice, the pricing, specifications, options, materials, equipment, design and models.

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (Complete)

Technical Specifications

Powertrain

Transmission

Drivetrain	Four Wheel Drive	Trans Order Code	MHT
Trans Type	10	Trans Description Cont.	Automatic
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.69
Second Gear Ratio (:1)	2.98	Third Gear Ratio (:1)	2.15
Fourth Gear Ratio (:1)	1.8	Fifth Gear Ratio (:1)	1.52
Sixth Gear Ratio (:1)	1.28	Reverse Ratio (:1)	4.86
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	Magna
Transfer Case Gear Ratio (:1), High	1.00	Transfer Case Gear Ratio (:1), Low	N/A
Transfer Case Power Take Off	N/A	Seventh Gear Ratio (:1)	1.00
Eighth Gear Ratio (:1)	0.85	Ninth Gear Ratio (:1)	0.69
Tenth Gear Ratio (:1)	0.63		

Mileage

EnerGuide Estimate - City	15.2 L/100 km	EnerGuide Estimate - Hwy	12.4 L/100 km
Cruising Range - City	598.35 km	Cruising Range - Hwy	733.47 km
Estimated Battery Range	N/A		

Engine

Engine Order Code	L84	Engine Type	Gas V8
Displacement	5.3L/325	Fuel System	Direct Injection
SAE Net Horsepower @ RPM	355 @ 5600	SAE Net Torque @ RPM	383 @ 4100
Engine Oil Cooler	N/A		

Electrical

Cold Cranking Amps @ 0° F (Primary)	730	Cold Cranking Amps @ 0° F (2nd)	N/A
Maximum Alternator Capacity (amps)	170	Cold Cranking Amps @ 0° F (3rd)	N/A

Cooling System

Total Cooling System Capacity	N/A		
-------------------------------	-----	--	--

Current report content is based on Data Version 25936, 15-Dec-2024 6:47:00 PST PM. Any performance-related calculations are offered solely as guidelines. Actual vehicle performance will depend on your operating conditions. All information, specifications and pricing in this application are based on the latest information available. Chrome Data reserves the right to discontinue or change, at any time, without prior notice, the pricing, specifications, options, materials, equipment, design and models.

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Vehicle

Emissions

Kg/yr of CO2 Emissions @ 20K km/year	N/A	G/km Of CO2 Emissions	326
--------------------------------------	-----	-----------------------	-----

Chassis

Weight Information

Standard Weight - Front	0.45 kg	Standard Weight - Rear	0 kg
Gross Axle Wt Rating - Front	1,723.68 kg	Gross Axle Wt Rating - Rear	1,723.68 kg
Curb Weight - Front	1,327.69 kg	Curb Weight - Rear	887.24 kg
Option Weight - Front	54.43 kg	Option Weight - Rear	22.68 kg
Reserve Axle Capacity - Front	341.11 kg	Reserve Axle Capacity - Rear	813.76 kg
As Spec'd Curb Weight	2,292.49 kg	As Spec'd Payload	928.07 kg
Maximum Payload Capacity	1,005.63 kg	Gross Combined Wt Rating	6,804 kg
Gross Axle Weight Rating	3,447.36 kg	Curb Weight	2,214.93 kg
Reserve Axle Capacity	1,154.87 kg	Total Option Weight	77.11 kg
Payload Weight Front	0 kg	Payload Weight Rear	0 kg
Gross Vehicle Weight Rating	3,220.56 kg		

Trailer

Dead Weight Hitch - Max Trailer Wt.	2,268 kg	Dead Weight Hitch - Max Tongue Wt.	226.8 kg
Wt Distributing Hitch - Max Trailer Wt.	4,173.12 kg	Wt Distributing Hitch - Max Tongue Wt.	417.31 kg
Fifth Wheel Hitch - Max Trailer Wt.	3,946.32 kg	Maximum Trailering Capacity	4,173.12 kg
Fifth Wheel Hitch - Max Tongue Wt.	986.58 kg		

Frame

Frame Type	Box Ladder	Sect Modulus Rails Only	N/A
Frame RBM	N/A	Frame Strength	N/A
Frame Thickness	N/A		

Suspension

Suspension Type - Front	Independent	Suspension Type - Rear	Solid Axle
Spring Capacity - Front	1,723.68 kg	Spring Capacity - Rear	1,746.36 kg
Axle Type - Front	N/A	Axle Type - Rear	N/A
Axle Capacity - Front	1,723.68 kg	Axle Capacity - Rear	1,723.68 kg
Axle Ratio (:1) - Front	3.23	Axle Ratio (:1) - Rear	3.23

Current report content is based on Data Version 25936, 15-Dec-2024 6:47:00 PST PM. Any performance-related calculations are offered solely as guidelines. Actual vehicle performance will depend on your operating conditions. All Information, specifications and pricing in this application are based on the latest information available. Chrome Data reserves the right to discontinue or change, at any time, without prior notice, the pricing, specifications, options, materials, equipment, design and models.

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Chassis

Suspension

Shock Absorber Diameter - Front	N/A	Shock Absorber Diameter - Rear	N/A
Stabilizer Bar Diameter - Front	33.02 mm	Stabilizer Bar Diameter - Rear	N/A

Tires

Front Tire Order Code	QBN	Rear Tire Order Code	QBN
Spare Tire Order Code	QBR	Front Tire Size	255/70R17
Rear Tire Size	255/70R17	Spare Tire Size	255/70R17
Front Tire Capacity	1,723.68 kg	Rear Tire Capacity	1,723.68 kg
Spare Tire Capacity	N/A	Revolutions/Mile @ 45 mph - Front	N/A
Revolutions/Mile @ 45 mph - Rear	N/A	Revolutions/Mile @ 45 mph - Spare	N/A

Wheels

Front Wheel Size	17 x 8 in	Rear Wheel Size	17 x 8 in
Spare Wheel Size	17 x 8 in	Front Wheel Material	Aluminum
Rear Wheel Material	Aluminum	Spare Wheel Material	Steel

Steering

Steering Type	Electric Rack & Pinion	Steering Ratio (:1), On Centre	N/A
Steering Ratio (:1), At Lock	N/A	Turning Diameter - Curb to Curb	15.09 m
Turning Diameter - Wall to Wall	N/A		

Brakes

Brake Type	Pwr	Brake ABS System	4-Wheel
Brake ABS System (Second Line)	N/A	Disc - Front (Yes or)	Yes
Disc - Rear (Yes or)	Yes	Front Brake Rotor Diam x Thickness	342.9 x 29.97 mm
Rear Brake Rotor Diam x Thickness	345.44 x 20.07 mm	Drum - Rear (Yes or)	N/A
Rear Drum Diam x Width	N/A		

Fuel Tank

Fuel Tank Capacity, Approx	91 L	Aux Fuel Tank Capacity, Approx	N/A
Fuel Tank Location	N/A	Aux Fuel Tank Location	N/A

Current report content is based on Data Version 25936, 15-Dec-2024 6:47:00 PST PM. Any performance-related calculations are offered solely as guidelines. Actual vehicle performance will depend on your operating conditions. All Information, specifications and pricing in this application are based on the latest information available. Chrome Data reserves the right to discontinue or change, at any time, without prior notice, the pricing, specifications, options, materials, equipment, design and models.

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (Complete)

Dimensions

Interior Dimensions

Passenger Capacity	6	Front Head Room	1,092.96 mm
Front Leg Room	1,131.06 mm	Front Shoulder Room	1,676.91 mm
Front Hip Room	1,553.97 mm	Second Head Room	1,019.05 mm
Second Leg Room	1,102.36 mm	Second Shoulder Room	1,655.06 mm
Second Hip Room	1,530.1 mm		

Exterior Dimensions

Wheelbase	3,987.8 mm	Length, Overall w/o rear bumper	N/A
Length, Overall	6,131.81 mm	Width, Max w/o mirrors	2,063.5 mm
Height, Overall	1,915.16 mm	Overhang, Front	N/A
Overhang, Rear w/o bumper	N/A	Front Bumper to Back of Cab	N/A
Cab to Axle	N/A	Cab to End of Frame	N/A
Ground to Top of Load Floor	N/A	Ground to Top of Frame	N/A
Frame Width, Rear	N/A	Ground Clearance, Front	201.93 mm
Ground Clearance, Rear	201.93 mm	Body Length	0 m
Cab to Body	N/A		

Cargo Area Dimensions

Cargo Box Length @ Floor	2,017.78 mm	Cargo Box Width @ Top, Rear	N/A
Cargo Box Width @ Floor	1,813.56 mm	Cargo Box Width @ Wheelhousings	1,286 mm
Cargo Box (Area) Height	568.96 mm	Tailgate Width	N/A
Cargo Volume	2,030.32 L	Ext'd Cab Cargo Volume	N/A

Current report content is based on Data Version 25936, 15-Dec-2024 6:47:00 PST PM. Any performance-related calculations are offered solely as guidelines. Actual vehicle performance will depend on your operating conditions. All information, specifications and pricing in this application are based on the latest information available. Chrome Data reserves the right to discontinue or change, at any time, without prior notice, the pricing, specifications, options, materials, equipment, design and models.



**1 New or Used ½ Ton 4WD Truck
Tender**

MID2024-07

**Release date:
Nov 01, 2024**

**Closing date and time:
Dec 19, 2024, at 2:00 pm, local Nova Scotia time**

TENDER CALL

MID2024-07

Supply and Delivery of One (1) New or Used ½ Ton 4WD Truck

The Town of Middleton will be accepting tenders for one (1) new, demo or lease return, well-maintained ½ Ton 4WD crew cab pickup truck.

All questions or requests for additional information or clarifications regarding this tender shall be in writing, **by email only**, to the attention of Adam Verran, Director of Public Works at pwdirector@town.middleton.ns.ca.

Tenders must be received by **2:00 p.m., local Nova Scotia time, Dec 19, 2024.**

Only Tenders received before the above-mentioned time will be excepted.

**All tenders must be submitted by email with the subject line
“MID2024-07 – 1/2 Ton 4WD Truck.”**

The Town reserves the right to reject any or all tenders, not necessarily accept the lowest tender, or accept any tender which it may consider to be in its best interests. The Town of Middleton also reserves the right to waive formality, informality, technicality on any tender.

GENERAL INSTRUCTIONS

1. The Town of Middleton will be accepting tenders for one (1) new, demo or lease return well-maintained ½ ton 4WD crew cab pickup truck.
2. All bids shall be submitted on the tender forms supplied with the document.
3. The Town of Middleton considers that all suppliers act in good faith and intend to supply equipment and services of high quality.
4. The Town of Middleton will not accept any equipment or material that is inferior to or substituted for factory supplied products.
5. The words "heavy duty" shall mean heavy duty in relation to the job requirements and not just a name on the equipment or material.
6. This tender is not intended to exclude standard equipment or materials except where specified.
7. This tender is not intended to favour any equipment, manufacturer or contractor. Any names or figures the same or similar to any specific equipment, manufacturer or contractor is purely coincidental. The phrase "or equivalent" shall apply where a particular specification, equipment, manufacturer, or contractor is mentioned.
8. Recommendation of tenders in addition to the following, will be based on best value to the Town of Middleton, considering purchase price and life cycle cost considerations as well as items such as environmental and social considerations, delivery, servicing, and the capacity of the supplier to meet other criteria as stated in the tender documents.
 - a. The tender meets the needs of the Town of Middleton without question.
 - b. The tender meets or exceeds the "Specifications".
 - c. The tender is approved by the department concerned.
 - d. All tender forms are complete in all respects.
9. The following items will not be accepted or considered:
 - a. Tenders arriving after the closing date and time.
 - b. Corrections or additions to any submitted tender unless initialled by the bidder.
10. All questions or requests for additional information or clarifications regarding this tender shall be submitted in writing, by email only, to the attention of Adam Verran, Director of Public Works at pwdirector@town.middleton.ns.ca.
11. Middleton will provide clarifications and additional information, if required, by way of an Addenda.
12. Proponents are solely responsible to ensure that any such inquiries are received by Middleton as described above. Middleton will not be responsible if a Proponent act based on information received in any other way than an approved Addendum or communication, in writing, from the representative named in this section.

13. Tenders are to be submitted by email with the subject line “**MID2024-07 – ½ Ton 4WD Truck**” and are to be delivered no later than **2:00 pm local Nova Scotia time, Dec 19, 2024**, to:

Pwdirector@town.middleton.ns.ca

14. The Town of Middleton is in immediate supply of a ½ Ton 4WD Truck. If you cannot supply the truck within 30 days of award, a substitute may be offered until the tender truck is ready. **This will be at no additional cost to the Town.**

**THE LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED
MAY BE AWARDED IN WHOLE OR IN PART.**

Demo, used, lease returned vehicles must pass a Nova Scotia Commercial MVI, have a documented service history and be deemed in acceptable condition by the director of public works, prior to a purchase agreement being finalized.

GENERAL REQUIREMENTS

All articles shall be free from design deficiencies that may affect their operation or serviceability.

In all particulars, not covered by this specification and/or tender documents, production shall be in accordance with good commercial practice.

Materials not defined here shall be of the best commercial quality and suitable for the purpose intended.

The following specifications are prepared with the intention of providing a basis for securing competitive bids. Notwithstanding certain details of specifications, commodities or equipment of similar design and construction will receive consideration if, in the opinion of the using department, they are considered to be suitable for the intended application and generally conform to performance requirements.

All bids on commodities or equipment not fully meeting the specifications shall be accompanied by a statement fully outlining any departures from the specifications and fully describing the commodities offered.

Manufacturer's Specifications

Complete manufacturer's specifications and illustrated descriptions shall be submitted with each bid. Insufficient descriptive information may be cause for rejection of bid.

Operators Manuals and Recommended Service Information

Parts book and shop service manual is to be supplied on delivery of equipment. Shop manual is to cover, in detail, all servicing instructions and repair instructions.

Warranty

A copy of vehicle/equipment warranty must be attached to each tender form by vendor. Failure to attach this warranty may invalidate a tender.

In-service warranty start date to begin upon delivery.

Any required training to be supplied at no extra cost to the Town on the proper operation/maintenance of this equipment by a licensed technician and factory trained technician

Prices

Price is to include all applicable taxes and be F.O.B. Town of Middleton.

Minimum Specifications

The proposed truck's specifications are to include but not be limited to the following:

2024 Ram 1500 Tradesman

Specification	Meets Expectation		Deviations
	Y	N	
GENERAL			
Power windows and door locks	Yes		
Automatic Transmission	Yes		8 speed Auto.
Trailer Hitch	Yes		Class IV Hitch Receiver.
Air Condition	Yes		
Heated adjustable mirrors	Yes		
Back Up Alarm	Yes		Installed by Drive Products.
Undercoated	Yes		RustcheK.
Hybrid options will be accepted		No	5.7L V8 Gas.
Vehicle Color is White or Grey	Yes		Bright White.
Vehicle has 4 Doors	Yes		4 Door Crew Cab.
Vehicle is 2021 or newer	Yes		2024
Vehicle has less than 60,000 km	Yes		11,000 Kms

Bidder Information

The undersigned bidder has carefully examined the form of tender and the specifications to furnish and deliver one (1) ½ Ton 4WD Truck listed below and described in the above specifications and will accept in full payment, the following price, including taxes:

TENDER \$ Sixty Thousand Two Hundred Eighty-Nine DOLLARS

and Ten CENTS (price must be written in words

including dollars and cents.) \$ 60,289.10 FIGURES

MAKE/MODEL/YEAR 2024 Ram 1500 Tradesman

DELIVERY DATE 7-10 days. (Backup Alarm + Undercoat Appointments)
(Number of calendar days in which delivery will be made after receipt of order)

Substitute will be provided until the order can be fulfilled. Details attached.

Submitted by: Bruce Leasing Limited.
Company Name

394 Main St. Suite B Middleton N.S. B0S 1P0.
Mailing Address Postal Code

902-790-2537 N/A.
Phone number Fax Number


Signature

Dec. 18/24,
Date

Brett Pemberton.
Print name

References

List at least two (2) references for similar equipped vehicles or machines in a similar government related activity. The Town of Middleton reserves the right to evaluate references other than those listed.

1. FIRM NAME AND LOCATION: Halifax Regional Municipality (Halifax)

CONTACT PERSON: Olatobosun Bankole

PHONE NUMBER: 902-220-3722

2. FIRM NAME AND LOCATION: Province of NS (Halifax)

CONTACT PERSON: Liza Spencer

PHONE NUMBER: 902-478-0157.



BRUCE LEASING
 394 MAIN STREET
 MIDDLETON, NS, B0S 1P0

Rep: Brett Pemberton
 Phone: (902) 765-1302
 Fax: (902) 825-2431
 Date: 12/18/2024
 Key: 5118
 Tax: N.S.

Vehicle

2024 RAM 1500 TRADESMAN



Stock L4711
 VIN 1C6SRFGT0RN211496
 Type Used Vehicle
 Model DT6L98
 Number
 Exterior Bright White Clear Coat
 Interior BLACK
 Engine 5.7L V8 HEMI MDS VVT eTorque Engine
 Transmission 8-Spd Auto 8HP75 Trans
 Drive Four Wheel Drive
 Body 4x4 Crew Cab 5'7" Box
 Odometer 1,500

Customer

Name	TOWN OF MIDDLETON	Source	In House Leasing
Address	PO BOX 340 COMMERCIAL ST	Lead	Internet
City, Province	Middleton, NS	Home	(902) 825-4841
Postal Code	B0S 1P0	Cell	(902) 824-0776
Code	2335B	Contract Date	12/18/2024
Email	accountingclerk@town.middleton.ns.ca	Payment Date	12/18/2024

Cash


Selling Price	\$51,900.00	HST Taxable	\$52,400.00
FINANCE FEE	\$0.00	HST 15%	\$7,860.00
Pro-rated monthly payment	\$0.00	Luxury Tax Taxable	\$0.00
Vehicle Tracking Device	\$0.00	Luxury Tax 10%	\$0.00
Fuel	\$0.00	Payout Lien Amount	\$0.00
Lease carrying forward	\$0.00	Cash Down	\$0.00
License Fee	\$29.10	Total Balance Due	\$60,289.10
Bruce Advantage	\$0.00	Amount Received	\$0.00
Third Party Fee	\$0.00	Due on Delivery	\$60,289.10
Undercoat	\$250.00		
Back Up Alarm	\$250.00		
Trade	\$0.00		
Sub-Total	\$52,429.10		

Options

Base Price	\$51,900.00
27A - Customer Preferred Package	\$0.00
27A	
EZL - 5.7L V8 HEMI MDS VVT eTorque Engine	\$0.00
DFR - 8-Spd Auto 8HP75 Trans	\$0.00
PW7 - Bright White Clear Coat	\$0.00
APA - Monotone Paint	\$0.00
4HB - Special Scheduling Condition II	\$0.00
XFH - Class IV Receiver Hitch	\$0.00
NAS - 50 State Emissions	\$0.00
MWH - Rear Wheelhouse Liners	\$0.00
A61 - Tradesman Level 1 Equipment Group	\$0.00
AEF - Sport Appearance Package	\$0.00
4HC - Special Scheduling Condition III	\$0.00
YGV - 4.5 Additional Gallons of Gas	\$0.00
4EX - Sales Tracking	\$0.00
5N6 - Easy Order	\$0.00
573	\$0.00
*V9 - Cloth 40/20/40 Bench Seat	\$0.00
-X9 - Black	\$0.00
Selling Price	\$51,900.00

I / We have reviewed the above disclosure and agree to the vehicle, price and payment information as declared.

x _____
 TOWN OF MIDDLETON

x 
 Dealer Acceptance

Truck Tender Evaluation		
As per Town of Middleton Procurement Policy		
	Bruce Motors	O'regans Chev Buick
Meets Specs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lowest Tender	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Warrenty Servicing Local	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Local Company Tender with in 5%	<input type="checkbox"/>	<input type="checkbox"/>
Total	2	3

Project Name: VEHICLE REPLACEMENT - PUBLIC WORKS

Project # 24-06

Department: Other Public Works **Unit:** Town **Asset Class** Vehicles

Type of Asset: Replacement **Reason:** End of life asset replacement **Expected Useful Life:** 10 years

Project Description: Replace 2014 F-150 truck in 2024/25.

Need for Project: Vehicle is 10 years old and has over 106,000 km mileage. The vehicle has 1 year remaining on the MVI and will require extensive body work in order to pass safety inspection.

Project Funding: Long-term debt

Carry-over Project N/A

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	2,500	2,500	2,500	2,500	2,500	12,500	12,500
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	5,000	5,000	5,000	5,000	5,000	25,000	25,000
Loan principal	-	-	-	5,000	5,000	5,000	5,000	5,000	25,000	25,000
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	12,500	12,500	12,500	12,500	12,500	62,500	62,500

Capital Budget:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Capital cost	-	-	-	50,000	-	-	-	-	50,000	50,000
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	-	-	-	-	-	-	-
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	50,000	-	-	-	-	50,000	50,000
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	50,000	-	-	-	-	50,000	50,000

REQUEST FOR DECISION
Fire Department- Steel Stalls
RFD#: 005-2025



To: Town Council
From: Director of Finance / Fire Chief
Date: January 20, 2025
Subject: Fire Department - Steel Stalls

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Capital Project Sheet 24-14
- Ready Rack- Municipal Catalog

Legislation

- N/A

Recommendations

That Town Council approve a supplemental budget of \$20,000.00 (before HST) for the replacement of the plywood stalls with steel stall storage units for firefighting equipment at the Fire Hall.

Background

The current storage units for firefighting equipment and gear are made of plywood and have limited airflow. This does not allow gear to properly dry, creating safety issues. New steel storage units make it simple to safely air-dry a complete set of gear including proper helmet and glove drying hangers.

New steel storage units were included in the original Fire Hall and Community Center tender (not awarded). At that point in time, the quote provided was approximately \$80,000 (plus HST). The fire department is currently able to purchase these new storage and drying units for approximately \$20,000 (plus HST). This is an asset that the Fire Department can purchase in this fiscal year to reduce future costs. These units can be unbolted and moved to a new building in the future, if necessary.

Although the Town of Middleton is not funding this capital asset purchase, the Fire Chief is still required to follow the Town's Procurement and Purchasing Policy by having Council approve a capital project that was not originally approved in the 2024-2025 Capital budget.

This project is classified as a "low value procurement" in accordance with the Procurement and Purchasing Policy. This project includes the purchase of goods (steel storage units). For "low value

REQUEST FOR DECISION
Fire Department- Steel Stalls
RFD#: 005-2025



procurement” having a value of \$10,001 or more, but less than \$25,000, the Procurement and Purchasing Policy gives the Chief Administrative Officer the authority to approve the expenditure.

The Policy states that the goods and services can be procured by obtaining three quotes or by public tender. The Fire Chief will obtain three quotes for this project and the Ready Rack Municipal Catalog has been attached to this RFD for reference.

Financial Implications

The Fire Department will be using their own proceeds from the Firefighters’ 50/50 to fund this capital project.

Replacing the plywood stalls with new steel stalls would be a capital expenditure. Since the project was not part of the capital and operating budget previously approved by Council, Council needs to approve a supplemental budget for the project.

There was no budgeted capital projects this year for the Fire Department.

Strategic Plan/Operating Plan Alignment

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

REQUEST FOR DECISION
Fire Department- Steel Stalls
RFD#: 005-2025



Alternatives

- 1) Council could delay the project until fiscal 2025, but this would not be cost effective as the Fire Department is able to purchase the asset for less than originally quoted in the current fiscal year.

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 20 January, 2025

"WE TAKE CARE OF THE GEAR
THAT TAKES CARE OF YOU"





ABOUT THE COMPANY

Since 1980, Ready Rack, Inc. has been a leader in storage and transportation systems. After pioneering the open-air turnout storage system to support the fire and safety industry, Ready Rack, Inc. expanded its product line to include storage racks, cleaning and drying equipment, hose, and SCBA storage.

In the Fire and Safety industry, many of our distributors are firefighters who often work as expert sales consultants for our Ready Rack® and Red Rack™ products. Our business plan allows these heroes to earn extra income for their families while providing our customers with real hands-on product knowledge.

Located in Woodstock, Illinois, Ready Rack, Inc. designs, engineers, assembles, and warehouses our products. Both domestically and abroad, our products are manufactured to strict quality standards by fully vetted manufacturing companies. We are committed to providing the highest quality products at competitive prices, while constantly looking for opportunities to better solve our customer's needs.

ADDITIONAL INFORMATION

Orders: All orders ship F.O.B Woodstock, IL unless otherwise noted at the time of purchase. \$30.00 per pallet charge applies for all orders shipping via common carrier when a pallet is required.

***Custom Colors:** Some products available in custom colors. Extended lead times and additional charges may apply. **Warranty:** Red Rack™ and Ready Rack® products come with a limited 5 year warranty. Additional product warranties may apply. Request warranty documents for more info.

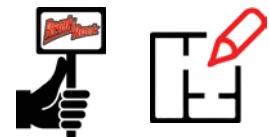
Other: Architect specs and custom quotes are available upon request. Please call for additional options and information.



Customer Service



Product & Freight Quotes



Bids & Space Planning



Custom Color Options | Std

Image supplied to Ready Rack, Inc. by Fire Apparatus & Emergency Equipment Magazine.

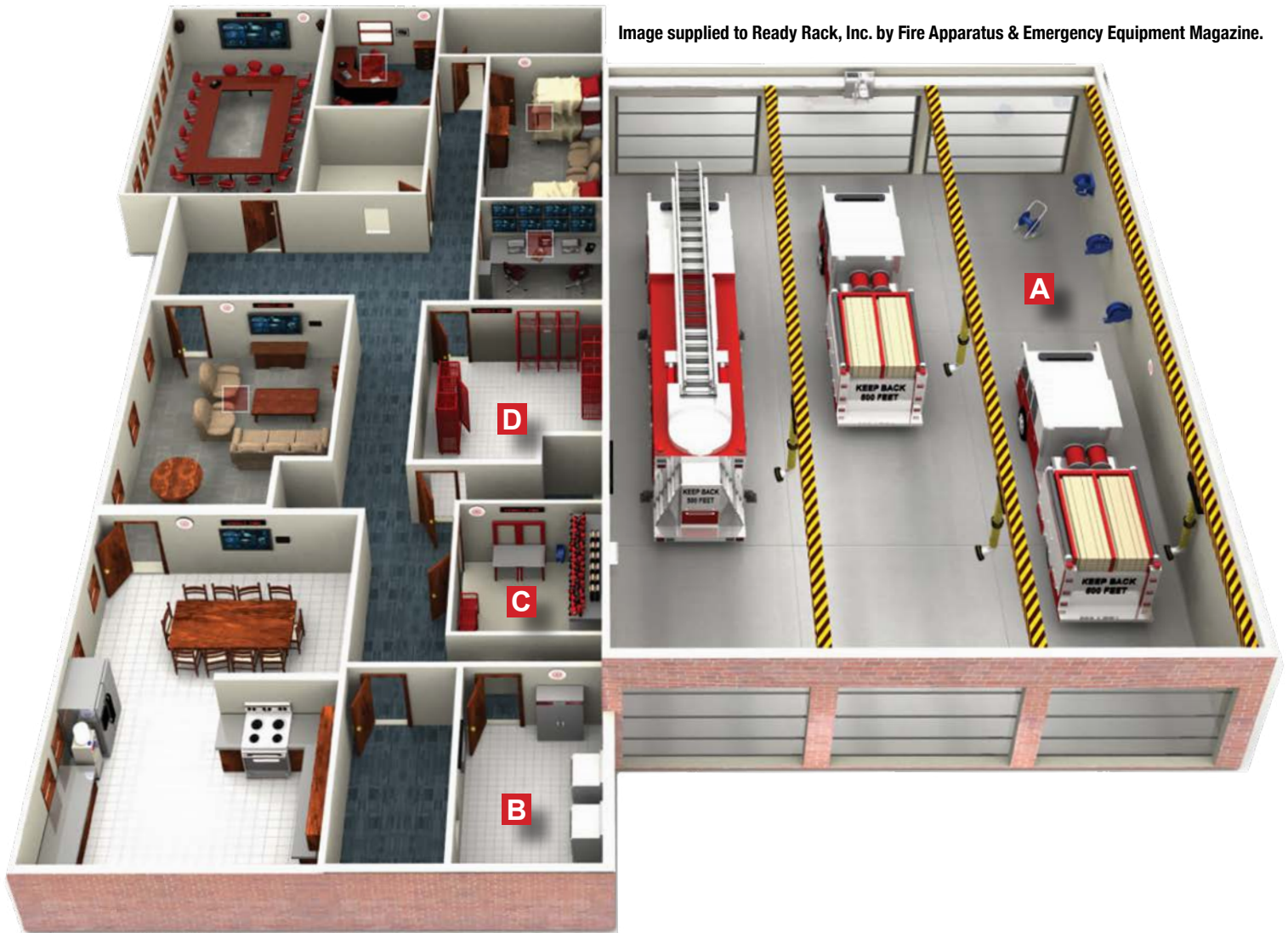


TABLE OF CONTENTS

DECON & WASH - B

Decon Ready™	14-16
Extractors	17

DRY - A & B

Dryers	18-19
Hose Drying Racks	20-21

STORE - A, C & D

Red Racks™	2-6
Security Options	6
Locker Accessories	7-9,25
Storage Accessories	7,23-28
Ready Rack®	10-13
Hose Storage	21-22
Multi-Purpose Storage	23-24
SCBA Carts	26-27
Worktables, Tool Storage	29-30

THE RED RACK™ ADVANTAGE



- Built in 18", 20" and 24" wide sections
 - Available in wall mounted, mobile and freestanding units
 - Made of heavy-duty steel with red powder coated finish
 - Built with a tubular steel design
 - Security option available for all units
 - Custom colors available upon request
- Each section comes complete with:
 - (1) Adjustable boot shelf
 - (1) Adjustable helmet shelf
 - (1) Individual hanging poles
 - (2) Apparel hooks
 - (1) Name plate

STRONGER & SAFER

Built with individual 1.25" square tubular frames to stand up to the demanding fire fighting environment.

ORGANIZED & CUSTOMIZABLE

Keeps your gear organized. Custom applications available if special sizing is required.

DEPARTMENT & DESIGN FRIENDLY

Open back design allows for easy wall access and use of outlets. No electrician or wiring required.

HEAVY DUTY - TIME TESTED

Powder coating will not fade or chalk under UV light conditions and stands up to a 184 hr. salt spray test.

USER FRIENDLY

Complete with safety and assembly instructions making it easy to install and maintain.

WE STAND BEHIND OUR PRODUCTS

Our units come complete with a five year limited warranty on manufacturer defect.



WALL MOUNTED RED RACK™

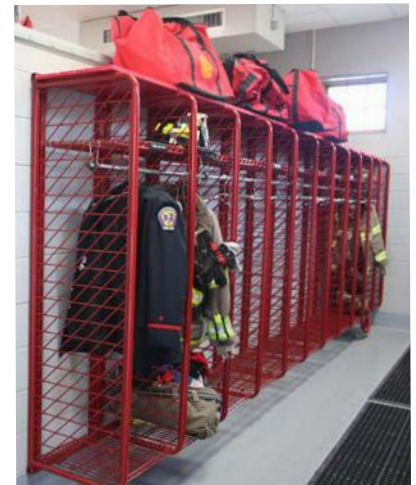
LENGTH x 20" D x 72" H

• Can be ordered in any run length thanks to our exclusive modular design

* Security option includes top security shelf & lockable door ordered per locker opening.
Security back panel can be ordered upon request but not required for wall units.

Also available in 24" deep locker compartments.

ITEM #:	LENGTH:	ITEM #:	LENGTH:	ITEM#:	LENGTH:
RRWM-1/18	19.75"	RRWM-1/20	21.75"	RRWM-1/24	25.75"
RRWM-2/18	38.50"	RRWM-2/20	42.50"	RRWM-2/24	50.50"
RRWM-3/18	57.25"	RRWM-3/20	63.25"	RRWM-3/24	75.25"
RRWM-4/18	76.00"	RRWM-4/20	84.00"	RRWM-4/24	100.00"
RRWM-5/18	94.75"	RRWM-5/20	104.75"	RRWM-5/24	124.75"
RRWM-6/18	113.50"	RRWM-6/20	125.50"	RRWM-6/24	149.50"
RRWM-7/18	132.25"	RRWM-7/20	146.25"	RRWM-7/24	174.25"
RRWM-8/18	151.00"	RRWM-8/20	167.00"	RRWM-8/24	199.00"
RRWM-9/18	169.75"	RRWM-9/20	187.75"	RRWM-9/24	223.75"
RRWM-10/18	188.50"	RRWM-10/20	208.50"	RRWM-10/24	248.50"
RRWM-11/18	207.25"	RRWM-11/20	229.25"	RRWM-11/24	273.25"
RRWM-12/18	226.00"	RRWM-12/20	250.00"	RRWM-12/24	298.00"
RRWM-13/18	244.75"	RRWM-13/20	270.75"	RRWM-13/24	322.75"
RRWM-14/18	263.50"	RRWM-14/20	291.50"	RRWM-14/24	347.50"
RRWM-15/18	282.25"	RRWM-15/20	312.25"	RRWM-15/24	372.25"
SEC-18/WM	*See notes	SEC-20/WM	*See notes	SEC-24/WM	*See notes



WALL SPACER

Great for providing separation from walls and floors to account for obstacles such as conduit or piping.

- 2" spacer Includes: (1) 2" wall spacer & (1) 6" floor support
- 6" spacer Includes: (1) 6" wall spacer & (1) 6" floor support

ITEM #:	SIZE:
WS-2K: 2" Spacer	4.375" x 3.625" x 4.25"
WS-6K: 6" Spacer	4.375" x 3.625" x 8.25"



FREESTANDING RED RACK™

Single Sided: LENGTH x 20" D x 82" H
 Double Sided: LENGTH x 40" D x 82" H

- Single sided freestanding units can be ordered in any run length thanks to our exclusive modular design
- Complete with heavy-duty legs to keep rack elevated off the floor

** Security option for single sided units includes top security shelf, rear security panel and lockable door. Double sided includes top security shelf and lockable door. Security options are ordered per opening.*

Also available in 24" deep locker compartments.



Single Sided Units

ITEM #:	LENGTH:	ITEM #:	LENGTH:	ITEM #:	LENGTH:
RFSS-2/18	38.50"	RFSS-2/20	42.50"	RFSS-2/24	50.50"
RFSS-3/18	57.25"	RFSS-3/20	63.25"	RFSS-3/24	75.25"
RFSS-4/18	76.00"	RFSS-5/20	104.75"	RFSS-5/24"	124.75"
RFSS-6/18	113.50"	RFSS-6/20	125.50"	RFSS-6/24	149.50"
RFSS-10/18	188.50"	RFSS-10/20	208.50"	RFSS-10/24	248.50"
RFSS-15/18	282.25"	RFSS-15/20	312.25"	RFSS-15/24	372.25"
SEC-18/FS	*See notes	SEC-20/FS	*See notes	SEC-24/FS	*See notes

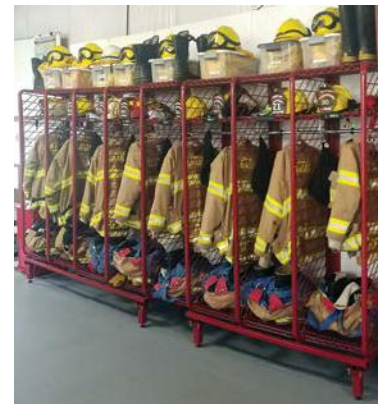


Double Sided Units

ITEM #:	LENGTH:	ITEM #:	LENGTH:	ITEM #:	LENGTH:
RFDS-6/18	57.25"	RFDS-4/20	42.50"	RFDS-4/24	50.50"
RFDS-8/18	76.00"	RFDS-6/20	63.25"	RFDS-6/24	75.25"
RFDS-6/18SEC*	57.25"	RFDS-4/20SEC*	42.50"	RFDS-4/24SEC*	50.50"
RFDS-8/18SEC*	76.00"	RFDS-6/20SEC*	63.25"	RFDS-6/24SEC*	75.25"



Bases can be connected to create desired length.



MOBILE RED RACK™

Single Sided: LENGTH x 20" D x 81" H

Double Sided: LENGTH x 40" D x 81" H

- Complete with 5" swivel casters; (2) with foot operated brakes

** Security option for single sided units includes top security shelf, rear security panel and lockable door. Double sided units includes top security shelf and lockable door. Security options are ordered per opening.*

Also available in 24" deep locker compartments.



Single Sided Units

ITEM #:	LENGTH:	ITEM #:	LENGTH:	ITEM #:	LENGTH:
RMSS-2/18	38.50"	RMSS-2/20	42.50"	RMSS-2/24	50.50"
RMSS-3/18	57.25"	RMSS-3/20	63.50"	RMSS-3/24	75.25"
RMSS-4/18	76.00"	RMSS-2/20SEC*	42.50"	RMSS-2/24SEC*	50.50"
RMSS-2/18SEC*	38.50"	RMSS-3/20SEC*	63.50"	RMSS-3/24SEC*	75.25"
RMSS-3/18SEC*	57.25"				
RMSS-4/18SEC*	76.00"				



Double Sided Units

ITEM #:	LENGTH:	ITEM #:	LENGTH:	ITEM #:	LENGTH:
RMDS-6/18	57.25"	RMDS-4/20	42.50"	RMDS-4/24	50.50"
RMDS-8/18	76.00"	RMDS-6/20	63.25"	RMDS-6/24	75.25"
RMDS-6/18SEC*	57.25"	RMDS-4/20SEC*	42.50"	RMDS-4/24SEC*	50.50"
RMDS-8/18SEC*	76.00"	RMDS-6/20SEC*	63.25"	RMDS-6/24SEC*	75.25"



BACK BOARD RACK

Organized storage for back boards in fire departments, rescue squads and hospitals.

- Can hold up to 8 boards at one time
- Available in wall mounted and/or mobile
- Mobile units complete with 5" swivel casters

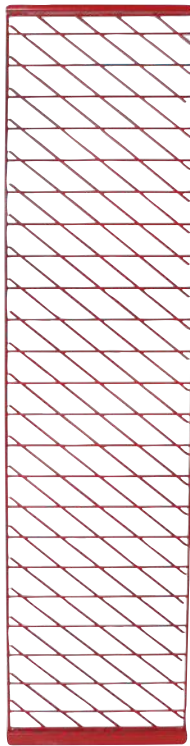
ITEM #:	SIZE:
BBR-WM: Wall Mounted	20" x 20" x 72"
BBR-M: Mobile	20" x 20" x 81"

SECURITY OPTIONS

20" Security Door



20" Rear Security Panel



SECURITY DOOR

Keep your gear secure by adding to your Red Rack™ Unit.

*Customer must supply their own lock.

ITEM #:	SIZE:
RD-18: 18" Security Door	17.5" x 69.5"
RD-20: 20" Security Door	19.625" x 69.5"
RD-24: 24" Security Door	23.5" x 69.5"

TOP SECURITY SHELF

Used as an additional storage shelf for non-secure Red Rack™ units.

ITEM #:	SIZE:
SS-18: 18" Security Shelf	18.375" x 17.125"
SS-20: 20" Security Shelf	20.75" x 17.125"
SS-24: 24" Security Shelf	24.375" x 17.125"

REAR SECURITY PANEL

Secure the backside of your Freestanding and Mobile Red Rack™ units. Contact us for info on Wall Mounted Options.

ITEM #:	SIZE:
SP-18: 18" Security Panel	14.5" x 72"
SP-20: 20" Security Panel	18.375" x 72"
SP-24: 24" Security Panel	20.625" x 72"

20" Top Security Shelf



GEAR GUARD



Designed to protect gear from UV degradation and particulates from diesel exhaust which increases the threat of cancer.

- Available for all Red Rack™ units*
- 8 oz. PVC laminate UV shield that is abrasion and tear resistant
- Fabric is anti-microbial and self deodorizing
- Fluid proof, stain resistant and can easily be cleaned
- Has anti-static properties and is flame retardant
- Thread is constructed of heavy-duty UV resistant polyester
- Heavy-duty #5 molded plastic zippers
- Label holder on front of unit



Gear Guards can be created for other Red Rack™ products. Call with questions and pricing.



*As gear guard covers are made to fit specific locker sizes and runs when ordered, they are considered custom order items. As such, they cannot be returned.

Wall Mounted Red Racks™

ITEM #:	SIZE:	TYPE:
GGR-WM-S18	18"	Starter Unit RRWM
GGR-WM-A18	18"	Add on Unit RRWM
GGR-WM-S20	20"	Starter Unit RRWM
GGR-WM-A20	20"	Add on Unit RRWM
GGR-WM-S24	24"	Starter Unit RRWM
GGR-WM-A24	24"	Add on Unit RRWM

Example: For a RRWM-10/20, you would order 1 each GGR-WM-S20 and 9 each GGR-WM-A20

Mobile Single Sided Red Racks™

ITEM #:	SIZE:	TYPE:
GGR-MSS-2/18	18"	RMSS-2/18
GGR-MSS-3/18	18"	RMSS-3/18
GGR-MSS-4/18	18"	RMSS-4/18
GGR-MSS-2/20	20"	RMSS-2/20
GGR-MSS-3/20	20"	RMSS-3/20
GGR-MSS-2/24	24"	RMSS-2/24
GGR-MSS-3/24	24"	RMSS-3/24

Freestanding Red Racks™

ITEM #:	SIZE:	TYPE:
GGR-FSS-S18	18"	Starter Unit for RFSS
GGR-FSS-A18	18"	Add on Unit for RFSS
GGR-FSS-S20	20"	Starter Unit for RFSS
GGR-FSS-A20	20"	Add on Unit for RFSS
GGR-FSS-S24	24"	Starter Unit for RFSS
GGR-FSS-A24	24"	Add on Unit for RFSS

Example: For a RFSS-10/20, you would order 1 each GGR-FSS-S20 and 9 each GGR-FSS-A20

Mobile & Freestanding Red Racks™

ITEM #:	SIZE:	TYPE:
GGR-MDS-6/18	18"	RMDS-6/18 or RFDS-6/18
GGR-MDS-8/18	18"	RMDS-8/18 or RFDS-8/18
GGR-MDS-4/20	20"	RMDS-4/20 or RFDS-4/20
GGR-MDS-6/20	20"	RMDS-6/20 or RFDS-6/20
GGR-MDS-4/24	24"	RMDS-4/24 or RFDS-4/24
GGR-MDS-6/24	24"	RMDS-6/24 or RFDS-6/24

GEAR HANGERS

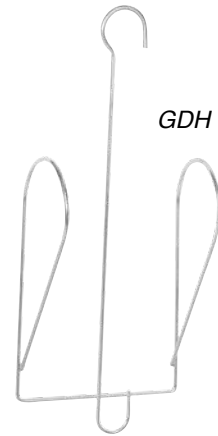
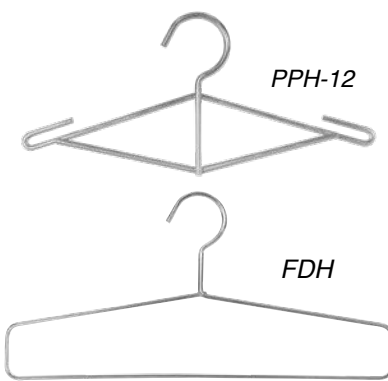
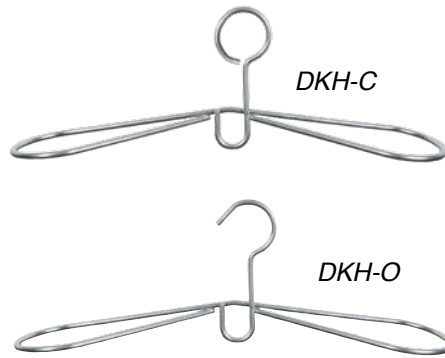


Quality hangers built to hold PPE and accessories in our storage lockers.

- **FDH:** Designed for coats and bunker pants
- **DKH-O/C:** Opens up coat, permitting inside air circulation
- **GDH:** Designed for 1 pair of gloves or hood
- **PPH-12:** Stores pants to **NFPA regulations** by hanging them upright



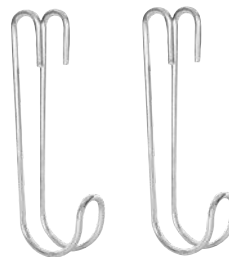
ITEM #:		SIZE:
FDH:	Flat Dry Hanger	17"
DKH-O:	Dry Kwik Coat Hanger – Open Loop	18"
DKH-C:	Dry Kwik Coat Hanger – Closed Loop	18"
GDH:	Glove Dry Hanger	7.5"
PPH-12:	Proximity Pant Hanger	13"



HANGING APPAREL HOOK

Ideal for drying bunker pants or storing mask bags and loose equipment.

- Made of heavy duty steel
- Lightweight and versatile



ITEM #:	SIZE:
BPH	1" x .75" x 4.25"

LABEL HOLDER / NAME PLATE

Used to display the member's name on our Ready Rack® and Red Rack™ lockers.

- Engraving: Customer must provide Excel sheet with names, one font style and color. Font sized to fit



ITEM #:	DESCRIPTION:	SIZE:	ITEM #:	DESCRIPTION:	SIZE:
LAB:	Black Plastic Label Holder	6" x 1"	MLH:	Red Metal Label Holder	10" x 2"
LAB-E:	Engraved Name Plate for LAB	6" x 1"	MLH-E:	Engraved Name Plate for MLH	10" x 2"

READY RACK BENCH

Provides a stable base to prepare and remove gear before and after a call.

- Does not take up valuable space inside of your department
- Steel legs with heavy-duty black powder coat finish
- Seat constructed of butcher block hardwood
- Ships knocked down to reduce shipping costs

ITEM #:	SIZE:
RRB-48	48" x 9.5" x 17"



PERSONAL PROPERTY BOX

Provides secure storage for keys, phones and other personal items.

- Includes mounting hardware and bolts
- *Customer provides their own lock

ITEM #:	SIZE:
PPB: Black	12" x 5" x 6"
PPB-R: Red	12" x 5" x 6"



HELMET HOLDER

Relieves pressure from ratchet band and enables interior parts to dry out fast allowing helmet parts to last longer.

- Made of heavy duty steel

ITEM #:	SIZE:
HH	7.75" x 8" D (Base) / 5" D (Top)

DOOR CHOCK

Built to hold doors open.

- Fits a wide range of doors
- Built from impact resistant materials
- Spring Loaded rubber pads grip on to door



ITEM #:	SIZE:
B.E.T	2.5" x 2.5" x 1.25" Expands to 3.5"

THE ORIGINAL READY RACK®



- Available in wall mounted, freestanding and mobile
- Standard width of sections: 18" and 24" but can vary per locker configuration due to base/shelf widths
- Each unit comes complete with:
 - Full length grid dividers
 - (2) Levels of open wire shelving
 - (2) Apparel hooks per locker unit
 - (1) Name plate per locker unit
 - Hanging pole to run the length of the unit



DEPARTMENT & DESIGN FRIENDLY

Open back design allows for easy wall access and use of outlets. No electrician or wiring required.

HEAVY DUTY - TIME TESTED

Made with a durable, heavy-duty zinc chromate finish and protected with a clear-coat sealer to help prevent rusting.

USER FRIENDLY

Complete with safety and assembly instructions making it easy to install and maintain.

WE STAND BEHIND OUR PRODUCTS

Our units come complete with a five year limited warranty on manufacturer defect.

NEW TECH WALL MOUNTED READY RACK®

LENGTH x 21" D x 78" H

- Can be ordered in any run length thanks to our exclusive modular design
- Complete with shelf supports

ITEM #:	LENGTH:	ITEM #:	LENGTH:
NTWM-2/18	36"	NTWM-3/24	72"
NTWM-3/18	54"	NTWM-4/24	96"
NTWM-4/18	72"	NTWM-5/24	120"
NTWM-5/18	90"	NTWM-6/24	144"
NTWM-6/18	108"	NTWM-8/24	192"
NTWM-7/18	126"	NTWM-10/24	240"
NTWM-8/18	144"	NTWM-12/24	288"
NTWM-9/18	162"	NTWM-15/24	360"
NTWM-10/18	180"	NTWM-20/24	480"
NTWM-11/18	198"	NTWM-24/24	576"
NTWM-12/18	216"		
NTWM-14/18	252"		
NTWM-15/18	270"		
NTWM-16/18	288"		
NTWM-18/18	324"		
NTWM-20/18	360"		
NTWM-24/18	432"		
NTWM-30/18	540"		



MOBILE READY RACK®

SINGLE SIDED: 72" x 21" x 79"

DOUBLE SIDED: 72" x 36" x 79"

- Complete with support posts and (4) heavy-duty 5" casters
- Single sided units complete with 4" back ledge

Single Sided Units

Double Sided Units

ITEM #:	WIDTH:	ITEM #:	WIDTH:
MSS-3/24	24"	MDS-6/24	24"
MSS-4/18	18"	MDS-8/18	18"
MSS-5/14	14"	MDS-10/14	14"
MSS-6/12	12"	MDS-12/12	12"



FREESTANDING READY RACK®

Single Sided: LENGTH x 21" D x 74" H

Double Sided: LENGTH x 36" D x 74" H

- Can be ordered in any run length thanks to our exclusive modular design
- Complete with support posts and leveling bolts
- Single sided units complete with 4" back ledge

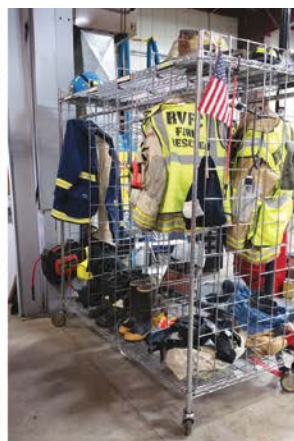
Single Sided Units

ITEM #:	LENGTH:	ITEM #:	LENGTH:
FSS-3/18	54"	FSS-3/24	72"
FSS-4/18	72"	FSS-4/24	96"
FSS-5/18	90"	FSS-5/24	120"
FSS-6/18	108"	FSS-6/24	144"
FSS-8/18	144"	FSS-8/24	192"
FSS-10/18	180"	FSS-10/24	240"
FSS-12/18	216"	FSS-12/24	288"
FSS-15/18	270"	FSS-15/24	360"
FSS-16/18	288"	FSS-16/24	384"
FSS-20/18	360"	FSS-20/24	480"
FSS-24/18	432"	FSS-24/24	576"



Double Sided Units

ITEM #:	LENGTH:	ITEM #:	LENGTH:
FDS-8/18	72"	FDS-6/24	72"
FDS-10/18	90"	FDS-12/24	144"
FDS-12/18	108"	FDS-18/24	216"
FDS-16/18	144"	FDS-24/24	288"
FDS-20/18	180"	FDS-30/24	360"
FDS-24/18	216"		
FDS-32/18	288"		
FDS-40/18	360"		



SURPLUS GEAR STORAGE RACKS

Built to store 16 sets of bunker pants and turnout coats.

- Comes complete with support posts and (16) Flat Dry Hangers (FDH)
- Mobile units complete with (4) heavy-duty 5" casters



ITEM #:	SIZE:
---------	-------

SGF: Freestanding Unit	72" x 21" x 74"
SGM: Mobile Unit	72" x 21" x 79"

AIR DRY LAUNDRY RACK

Built to dry (4) complete sets of gear.

- Comes complete with support posts, (8) Dry Kwik Coat Hangers (DKH-O), (8) Glove Dry Hangers (GDH), and (8) apparel hooks (BPH)
- Mobile units complete with (4) heavy-duty 5" casters



ITEM #:	SIZE:
---------	-------

DPF: Freestanding Unit	72" x 21" x 74"
DPM: Mobile Unit	72" x 21" x 79"

PERSONAL PROTECTIVE EQUIPMENT DRYING STAND

Designed to naturally air dry chemical suits and wet and dry dive gear.

- Accepts all suit styles and sizes
- Durable steel construction
- Tough epoxy powder coat finish
- Corrosion resistant
- 4-piece assembly

ITEM #:	SIZE:
---------	-------

GDS	34" x 22" x 91"
-----	-----------------



**DECON
Ready**

**REDUCE
CARCINOGENIC
CONTAMINANTS**
throughout your PPE

TRUST THE SCIENCE

Go beyond cleaning with Decon Ready™

Conventional detergents are designed to remove visible dirt and grime so your gear looks clean. What about the hazards entangled in your gear that you can't see? Decon Ready™ solutions are formulated with science-based technology to go beyond cleaning by significantly reducing carcinogenic contaminants including VOCs, PAHs, and heavy metals. Decon Ready™ products ensure gear remains service worthy while also improving the health and wellness of firefighters and first responders.



PPE LAUNDRY DETERGENT

Decon Ready™ PPE Laundry Detergent washes and protects clothing and turnout gear by following NFPA 1851: 2020, making it easier than ever to ensure your protective gear lasts longer! Decon Ready™ PPE Laundry Detergent can pull out dirt, toxic chemicals, metal oxides, plastic residue, soot, drug residue, and cationic nuclear isotopes from turnouts without including harmful chemicals such as D-limonene. In addition, this detergent doesn't contain any citrus-based solvents! In short, Decon Ready™ PPE Laundry Detergent keeps your gear clean without destroying it in the process!

Available in 1 gallon and 5 gallon containers

- Complies with the newly passed NFPA 1851: 2020 requirements
- Does not contain citric-based cleaners such as D-limonene
- Decon Ready™ PPE Laundry Detergent cleans off hydrocarbons, soot, grease, oil, cancer causing metal oxides, plastics, chemicals, and all three classes of contaminants
- Adjustage pH prolongs the life of expensive PPE coatings
- Offers improved CDC developed decon science and leaves no residue, preventing on scene flash-offs
- Does not contain fragrance, optical brighteners, whiteners or bleach
- New patent-pending innovative technology decontaminates and cleans without damaging expensive turnout gear

Exceeds NFPA 1851
Advanced Cleaning Characteristics by
Reducing Carcinogenic Compounds:
VOCs, PAHs, Heavy Metals



ITEM #:	DESCRIPTION:
---------	--------------

- | | |
|----------|--------------------|
| DRLD-1G: | 1-Gallon Container |
| DRLD-5G: | 5-Gallon Container |

PPE MULTI-SURFACE CLEANER

Firehouse and PPE cleaners need to be tough without leaving anything harmful behind or damaging expensive gear! Many cleaners that take on oil, grease, and soot can harm your health or damage PPE. For this reason, Decon Ready™ PPE & Multi-Surface Cleaner goes above and beyond typical all-purpose cleaners. In addition to being safe to use on PPE, it is also safe for the fire apparatus, helmets, SCBA, and more!

Available in 1 quart spray bottles

- Effective and versatile cleaning capabilities
- Decon Ready™ PPE & Multi-Surface Cleaner removes hydrocarbons, soot, grease, oil, cancer causing metal oxides, plastics, chemicals and other toxins
- Simply wipe or rinse dirt away
- Ready-to-use and environmentally safe
- Does not contain citric-based cleaners such as D-limonene
- Does not contain denatured alcohol which hurts the protective coating on your gear
- Does not contain fragrance, optical brighteners, whiteners or bleach



ITEM #:	DESCRIPTION:
---------	--------------

- | | |
|------------|----------------------|
| DRMSC-1QT: | 1-Quart Spray Bottle |
|------------|----------------------|

FOAMING SKIN CLEANSER

Decon Ready™ Skin Cleanser is a foaming soap designed to help firefighters safely lift toxins away from their skin after the job or handling dirty gear. This firehouse cleansing soap does not contain trisodium phosphates, which are dangerous to first responders because they may help transport toxins deeper into the skin layers and possibly into the bloodstream. Decon Ready™ Skin Cleanser does everything your regular soap does and more. This makes it an essential for firefighters to reduce exposure to cancer causing contaminants.



Available in 1 gallon pump bottles

- Removes soot, chemicals, metals, VOCs (Volatile Organic Compounds), drug residue, dirt and grime from your skin
- Does not contain harmful chemicals like EDTA and phosphates, nor skin softeners like aloe vera that open skin pores to allow toxins to enter the bloodstream
- Improves firefighter hygiene
- Does everything regular soap does plus removes cancer causing contaminants as well as dirt and grime
- Pleasant lemongrass scent

ITEM #:	DESCRIPTION:
---------	--------------

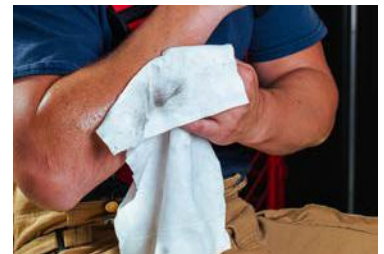
DRFSC-1G:	1-Gallon Pump Bottle with (2) 18.5 oz. empty pump bottles
1G-WMB:	Wall Mount Bracket for 1-Gallon Bottle

RESPONDER WIPES

Responder Wipes are developed by a firefighter for firefighters. They are uniquely formulated with Micellar Water, an innovative ingredient with cleansing compounds that dissolve dirt, oil, soot, and other hydrocarbons. Micelles gently lift away toxins and contaminants, and draw out impurities from pores while hydrating your skin more effectively than traditional cleansing wipes.

Responder Wipes are specifically designed to help remove carcinogens and contaminants from the skin. Utilizing Responder Wipes as soon as possible can help reduce the risk of exposure to contaminants and help reduce the risk of cancer.

- Size options: 8" x 8" / 8" x 12" / 24" x 12"
- Three-year shelf life
- Aloe and Alcohol free



ITEM #:	DESCRIPTION:
---------	--------------

RW-SMALL PACK:	(20) 8" x 8" Wipes in a resealable Pack
RW-SMALL CASE:	(36) Small Packs
RW-MED CARTON:	(16) 8" x 12" Individually packaged wipes
RW-MED CASE:	(24) Medium Cartons
RW-XL CARTON:	(16) 12" x 24" Individually packaged wipes
RW-XL CASE:	(4) XL Cartons

EXTRACTORS

The EW22G and EW35G Extractors are soft-mounted turnout gear washers programmed to meet NFPA 1851 compliance, making firefighter PPE safer and last longer.

- Easy to use, preprogrammed wash cycles
- Follows NFPA 1851 guidelines for proper PPE maintenance
- Standard power hookup (120v)
- Utilizes standard plumbing hookups
- Soft-mount design, easy install
- 22 lb. drum holds 4 pieces of turnout gear
- 35 lb. drum holds 4 to 6 pieces of turnout gear
- Connections available for an optional automatic soap injector
- Front load design



ITEM #:	SIZE
EW22G	27" x 30.5" x 38.7"
EW35G	29" x 32" x 40.8"

SEKO OPL BASIC DOSING PUMPS

Make each wash simple and consistent with this peristaltic dosing pump, available in single and double dosing options.

- Easy to install and calibrate
- Low maintenance requirement
- Compatible with EW series washers, contact sales@groves.com for details
- Easy access to 90° cover
- Run time of 0 - 10 minutes
- Flow rate: 18 l/h
- Equipped with a durable Viton squeeze tube



ITEM #:	SIZE
SEKO-1 PUMP	7.7" x 4.3" x 6.6"
SEKO-2 PUMP	7.7" x 4.3" x 6.6"

SEKO REMOTE CONTROL

The Seko Remote Control allows you to manually activate your pump from an easier to reach location. Included with a 5 ft. cable, mount your remote control conveniently at the front of your extractor for simple operation.



COMPATIBLE WITH BOTH PUMPS

ITEM #:	SIZE
SEKO-RC	5" x 1" x 3.5"

SMART-DRY 6 ALL-PURPOSE DRYING CABINET

The Smart-Dry 6 All-Purpose Drying Cabinet is easy to use, economical in power consumption and offers high process reliability. Equipped with six specially-designed Air Flow Coat Hangers that dry turnout gear and other PPE from the inside and the outside simultaneously. Simple controls and factory preset temperatures ensure proper drying temperature for each unique clothing or turnout item.

- Programmable control and NFPA 1851 Compliant
- Gentle drying without mechanical action
- Dries from the inside and outside simultaneously using a dual circulation system
- Program ends with "cool down" to room temperature
- Equipped with Humidity Tracking System (HTS) which uses temperature and humidity sensors to detect the moisture level and stop the drying process when the gear is dry
- 6 detachable hangers are included in the standard design
- Optional accessories: detachable racks for gloves, detachable racks for boots, and door hook racks for additional gear
- For freight cost savings, the drying cabinet ships knocked down in a crate. Assembly is required



Shown with optional door hook racks, glove hanger and boot hanger. Gear not included.

^Actual dry times vary depending on local environmental conditions

ITEM #:	DESCRIPTION:	SIZE:
SDC6-1ph:	Smart-Dry 6 All-Purpose Drying Cabinet: Electrical 208-240v, 1ph, 60Hz, 9.45kw, 60amp	71" x 31.5" x 77"
SDC6-3ph:	Smart-Dry 6 All-Purpose Drying Cabinet: Electrical 208-240v, 3ph, 60Hz, 12.45kw, 40amp	71" x 31.5" x 77"
SDCH:	Air Flow Coat Hanger. Each drying cabinet comes standard with six (6) air flow coat hangers.	
SDGH:	Air Flow Glove Hanger	
SDBH:	Air Flow Boot Hanger	
SDDH:	Door Hook Racks (3 sets of 4 hooks)	

Optional Accessories



Glove Hanger Boot Hanger



Door Hook Rack for Accessories



Air Flow Coat Hanger

OPTIONAL EXTENDED BASE

Increase the Smart-Dry 6 cabinet's interior hanging length by an additional 18". Accommodates extra-long garments such as dive, rescue and hazmat suits.

ITEM #:	SIZE:
SDC6-EXB	71" x 30" x 20.5"



VORTEX DC2 DRYING CABINET

Versatility is at the core of the Vortex DC2, which accommodates turnout gear, boots, gloves and hoods to provide a tailored solution for properly drying personal protective apparel and more.

- Programmable control and NFPA 1851 Compliant
- Gentle drying without mechanical action
- Compact design, easy installation and delivered pre-assembled
- Capacity for drying 2 sets of turnout gear or large protective garments
- Temperature tracking system with advanced control sensors
- Standard power hookup (120v)
- Overheat protection and high energy efficiency
- Included accessories: hanging rod, two Dry Kwik coat hangers, three tiers of retractable hanging racks, two ventilated shelves, door hook rack (13 hooks), and two door bars



Gear not included.

ITEM #:	DESCRIPTION:	SIZE:
VDC2	Vortex DC2 Drying Cabinet	23.4" x 25" x 73"

VORTEX MD5 MOBILE DRYER

Provides portable and precise drying for turnout gear, as well as dive, rescue and hazmat suits.

- Includes four turnout gear uprights and one accessory upright for versatile drying
- Two arm extensions included with each coat upright
- Accessory upright holds up to 16 items including gloves, boots, hoods and more
- Four heavy-duty brake casters for effortless portability
- Standard 120v electrical hook up with 8' cord
- Airflow volume 965 cfm
- Timer settings include 2, 4, 8 and 12 hour options
- Three settings available - High (10° above ambient), Low (5° above ambient) and No heat (Fan only)



Gear not included.

ITEM #:	DESCRIPTION:	SIZE:
VMD5	Vortex MD5 Mobile Dryer	81" x 24" x 82"
MDCU	Mobile Dryer Coat Upright	
MDAU	Mobile Dryer Accessory Upright	

HOSE DRYING RACK



- Can hold up to 600' of 1½"-1¾" and up to 500' of 2½"-3" hose
- Heavy-duty steel with a red powder coat finish
- Complete with (4) 5" heavy-duty swivel casters

ITEM #:	SIZE:
MHD-42	42" x 24" x 62.5"



DRY & STORE HOSE RACK



Dry and store your hose on the same unit! Ideal for smaller stations.

- Top mounted drying rack and lower level storage rack
- Dries up to 900' of 1½"-1¾" or up to 600' of 2½"-3" hose
- Store up to 650' of 2½" hose
- Complete with (4) heavy-duty 5" casters
- Made of heavy-duty steel with red power coated finish
- Can be used with our Hose Winder (HW-1) to help you easily roll your hose and our cover plate (CP-31) which provides a flat surface for holding bottle carriers

ITEM #:	SIZE:
DSHR	80" x 33" x 88"



COVER PLATE



Provides a flat surface for holding bottle carriers or other items.

- Can be used on our (DSHR) Dry and Store Hose Rack and our (HC) Mobile Hose Carts
- Made of heavy-duty steel with red powder coated finish

ITEM #:	SIZE:
CP-31	20" x 31"



MOBILE HOSE DRYER



Equipment dries naturally and quickly, prolonging the product life!

- Built to dry hose, wet or dry dive gear and/or decontaminated hazmat suits
- Stores and dries up to 1200' of 1½"-1¾" or up to 800' of 2½"- 3" hose
- 5" between bars
- Complete with (4) heavy-duty 5" casters
- Made of heavy-duty steel with red power coated finish
- Built to be safer so no climbing is required to hang and retrieve hose
- Can be used with our Hose Winder (**HW-1**) to easily roll your hose after you dry it



ITEM #:	SIZE:
MHD-80	80" x 33" x 88"

MOBILE HOSE CART



Save time and eliminate back strain from carrying hose.

- Available in two tier or three tier units
- Capacity: 4,400 lbs.
- Can easily support 100' coils
- Complete with (4) 5" heavy-duty brake casters; (2) with foot operated brakes
- Made of heavy-duty steel with a powder coat finish
- Can be used with Hose Winder (**HW-1**) to help you easily roll your hose and our cover plate (**CP-31**) which provides a flat surface for holding bottle carriers



HC-96-2T

ITEM #:	DESCRIPTION:	SIZE:
HC-64-2T:	Two tier unit - holds up to 1300' of 2½" hose	72" x 34" x 79"
HC-96-2T:	Two tier unit - holds up to 2000' of 2½" hose	104" x 34" x 79"
HC-64-3T:	Three tier unit - holds up to 2000' of 2½" hose	72" x 34" x 87"
HC-96-3T:	Three tier unit - holds up to 3000' of 2½" hose	104" x 34" x 87"



HC-64-3T

LARGE DIAMETER HOSE WINDER



Wind 100' sections of large diameter hose up to 6" wide in seconds!

- Steer the winder while rolling the hose turns winding into a one-man operation
- With no need to recharge batteries, downtime is drastically reduced
- Drains the hose as you wind it, prolonging hose life
- Reduces the risk of back injuries by limiting firefighter fatigue
- Made of heavy-duty steel with a powder coat finish
- Optional Trailer Mount (**LDHW-TM**) allows you to roll & organize hose on scene
(Pins must be secured from trailer hitch bar to receiver during transportation)



LDHW with trailer hitch mount

ITEM #:	DESCRIPTION:	SIZE:
LDHW:	Large Diameter Hose Winder	48" x 36" x 49"
LDHW-TM:	Trailer Hitch Mount	36" x 6" x 2.5"

Trailer hitch mount shown



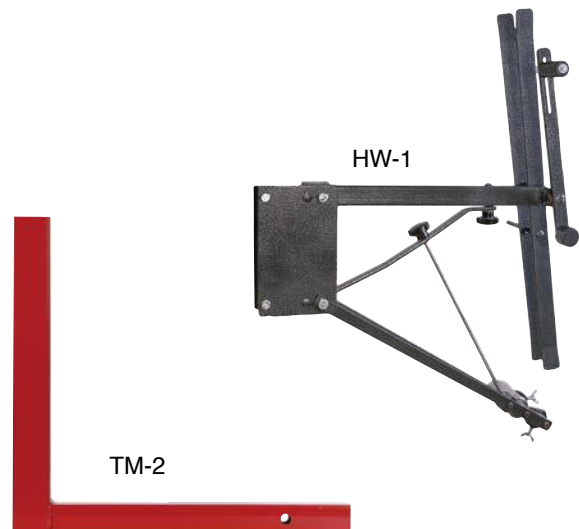
HOSE WINDER

Save time and manpower with one-person operation!

- Can wind tight coils or donuts in 1"-2½" hose
- Roller guide removes air and water as you roll on small diameter hoses
- Fits mobile, stationary or fixed racks with 2½" square tubular frame
- Optional Trailer Hitch Mount (**TM-2**) allows you to attach to vehicle
- Collapsed: 13½" x 15" x 35½"

* Contact Ready Rack, Inc. for rolling larger widths

ITEM #:	SIZE:
HW-1:	Hose Winder 15.5" x 24.5" x 35.5"
TM-2:	Trailer Hitch Mount 22.5" x 21" x 2.5"



TILTING HOSE TURNTABLE



Built to help you and your department easily roll 50' and 100' coils of hose up to 4" wide.

- Complete with (2) heavy-duty 5" rigid casters & (1) freestanding leg
- Table adjusts from a flat horizontal to a complete vertical position and anywhere in between
- Lock handle to keep table in place
- Made of heavy-duty steel with a red powder coat finish

ITEM #:	SIZE:
TT-27	28" D x 32" x 38" \ 27" D Table Top

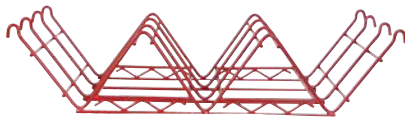


MULTI-PURPOSE STORAGE SYSTEMS

Store a wide variety of equipment in a very small footprint! Set up as a combination storage system depending on your department's needs or choose from pre-configured packages.

51" L x 21" D x 60" H

- Can store 24 SCBA units, up to 32 air cylinders and 1,400' of 2½" hose
- Made of heavy-duty steel with a powder coat finish
- Complete with (4) 5" heavy-duty swivel casters; (2) with foot operated brakes
- Specify bottle size (5", 6" or 7") when ordering packages that include Air Pack L-Brackets (**LBSC**)



VSGS-2420

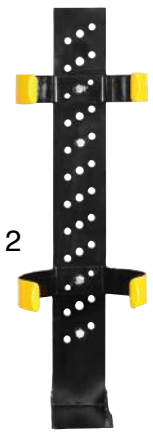


SB-1



MPSS with custom configurations

ITEM #:	DESCRIPTION:
MPSS-BU	Base Unit with no shelves
MPSS-H	Hose Storage includes (3) SB-2
MPSS-S	SCBA Storage includes (24) LBSC
MPSS-C	Cylinder Storage includes (8) VSGS-2420, (8) LBSC
MPSS-HC	Hose and Cylinder Storage includes (2) SB-1, (4) VSGS-2420
MPSS-HSC	Hose/SCBA/Cylinder Storage includes (3) VSGS-2420, (2) SB-1, (1) SB-2, (8) LBSC
SB-1	1 Pair of Single Compartment Hose Ledge
SB-2	1 Pair of Double Compartment Length Hose Ledge
VSGS2420	V-Shelf Cylinders
LBSC-5	Air Pack L-Bracket with (2) Speed Clips
LBSC-6	Air Pack L-Bracket with (2) Speed Clips
LBSC-7	Air Pack L-Bracket with (2) Speed Clips
HBS-24	Flat Shelf for Gear bag / Helmet / Boots



2

LBSC



MPSS-H



MPSS-C



MPSS-HC

S.O.S. RACKS

The modular design allows you to order this item in the exact configuration your department needs or choose from pre-configured packages.

Two Section: 51" L x 32" D x 81" H

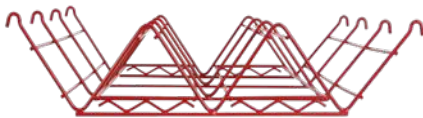
Three Section: 76" L x 32" D x 81" H

- Designed for SCUBA & SCBA cylinders, oxygen bottles, gear bags and PPE gear
- Available in two and three section units
- Made of heavy-duty steel with a powder coat finish
- Complete with (4) 5" heavy-duty swivel casters; (2) with foot operated brakes
- 50% Deeper than the MPSS Rack
- SOS2432DBL-MP and SOS2432-MP come complete with hanging pole

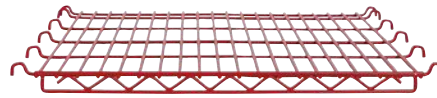
**Security option includes top security shelf, rear security panel and lockable door.*



SOS2432DBL-C



VSGS2432



HBS2432

ITEM #:	DESCRIPTION:
SOS2432DBL	2 Section Base Unit with no shelves
SOS2432DBL-C	2 Section Unit - Cylinder Storage Includes (8) VSGS2432
SOS2432DBL-B	2 Section Unit - Bag Storage Includes (8) HBS2432
SOS2432DBL-MP	2 Section Unit - Cylinder / Bag Storage Includes (4) VSGS2432 & (3) HBS2432
SOS2432	3 Section Base Unit with no shelves
SOS2432-C	3 Section Unit - Cylinder Storage Includes (12) VSGS2432
SOS2432-B	3 Section Unit - Bag Storage Includes (12) HBS2432
SOS2432-PPE	3 Section Unit - PPE / Turnout / Dive Gear Storage Includes (6) HBS2432
SOS2432-MP	3 Section Unit - Multi-Purpose Turnout Storage Includes (4) VSGS2432 & (6) HBS2432
SEC-2432	Security Option - Single Vertical Section *
HBS2432	Helmet/ Boot Shelf
VSGS2432	V-Shelf for Cylinders



SOS2432DBL



SOS2432DBL-MP



SOS2432-B



SOS2432-PPE

MULTI-PURPOSE TOOL BAG



Great bag built for heavy tools and parts for rescue equipment.

- Made of heavy-duty canvas and has a hard plastic bottom
- Buckle closure
- Wrap around nylon carry handles
- Hold open design
- (10) outside pockets
- (15) inside pockets

ITEM #:	SIZE:
MTB	15" x 8.5" x 12.5"



AIR PAC / RIT BAG



Economically strong bag built to hold air packs.

- Adjustable shoulder strap
- Wrap around carry handles
- 12" x 7½" Velcro pocket on side
- Sewn in padded bottom

ITEM #:	SIZE:
APR	30" x 12" x 11"



HYDRANT BUCKET BAG



Designed to hold valves, adapters, hydrant wrench, and spanners.

- Made of heavy-duty canvas with a hard plastic bottom
- Nylon rope handle with a hanging swivel hook attached via grommets

ITEM #:	SIZE:
HBB	12" x 14.5"



SCBA / CYLINDER / RESCUE BAG



Safe storage and transportation of SCBA Cylinders.

- Can hold (3) mini rescue bags, (1-2) small bags or (3) 50' coils of air supply hose
- Complete with (2) 9" cylinder inserts
- Silver reflective stripe for low visibility situations
- Large storage pocket on front of bag
- (2) Wrap around handles
- Over the shoulder strap

ITEM #:	DESCRIPTION:	SIZE:
SRZ-R:	30-minute low profile bottle insert	20" x 14" x 24"
SRZ-B:	45-60-minute large bottle insert	20" x 14" x 24"



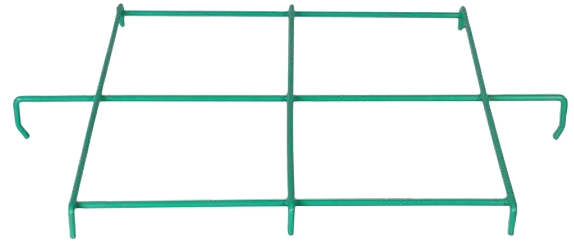
SRZ-B

SRZ-R

EMS OXYGEN / UNIVERSAL BOTTLE CART

Easily store and transport bottles upright around your department.

- Made of chrome plated steel
- Shelves are adjustable to fit bottle sizes
- Complete with handles to help easily move cart
- Bottle grid dividers are coated to protect bottles from damage
- Complete with (4) heavy-duty 5" casters; (2) with foot operated brakes



UBR-4 Grid Divider

ITEM #:	DESCRIPTION:	SIZE:
OC-12:	Holds 12 D or E Cylinders	27" x 20" x 40"
UBR-4:	Holds 4 Large SCBA or M Cylinders	27" x 20" x 40"



OC-12

UBR-4

MULTI-PURPOSE MOBILE BOTTLE CART

Easily store and transport SCBA bottles and other items around your department.

- Made of chrome plated steel
- Can hold (12) low-profile bottles, (9) 30-minute bottles, or (6) 60-minute bottles
- Complete with (4) heavy-duty 5" casters; (2) with foot operated brakes

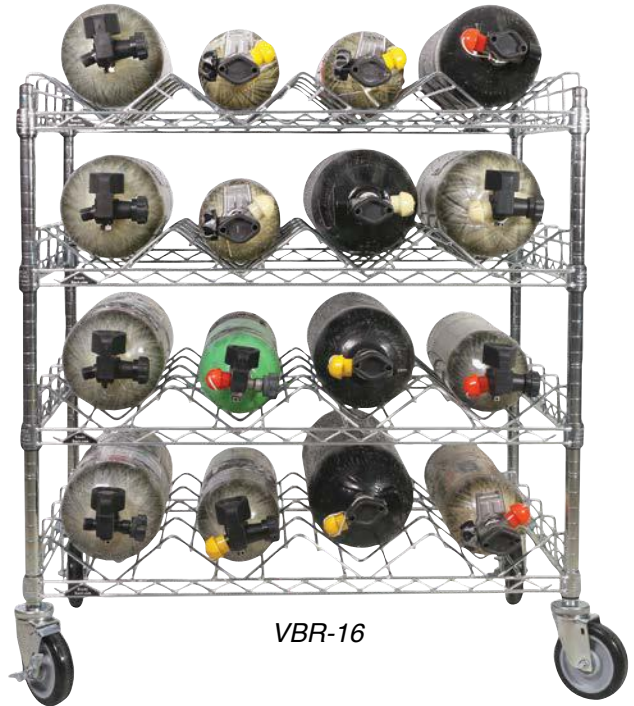
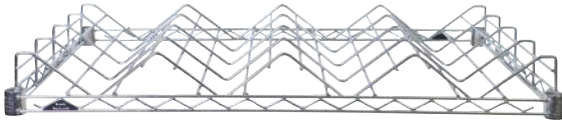
ITEM #:	SIZE:
MBR-MP	24" x 18" x 39"



SCBA MOBILE BOTTLE CART

Units provide safe and organized storage for SCBA cylinders and allow you to unload empty bottles and reload apparatus easily and efficiently.

- Made of chrome plated steel
- Built with newly designed v-shelving
- Comes with split sleeves to attach shelves to posts
- (4) heavy-duty 5" casters; (2) with foot operated brakes



VBR-16

ITEM #:	DESCRIPTION:	SIZE:
VBR-16:	Holds 16 bottles – 4 Shelves	36" x 24" x 40"
VBR-24:	Holds 24 bottles – 6 Shelves	36" x 24" x 61"
VBR-28:	Holds 28 bottles – 7 Shelves	36" x 24" x 71.5"
VBR-36:	Holds 36 bottles – 6 Shelves	54" x 24" x 61"
VBR-42:	Holds 42 bottles – 7 Shelves	54" x 24" x 71.5"

COLLAPSIBLE BOTTLE CARRIER

Transport or store bottles in this convenient bottle carrier.

- Heavy-duty reinforced steel construction with a nylon coating
- Holds up to (8) cylinders of 45-minute and 60-minute bottles
- Stays up even when empty

ITEM #:	SIZE:
BC-8	31" x 16" x 23" / 6.5" (collapsed)

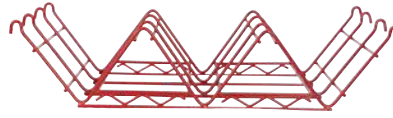


WORKTABLE

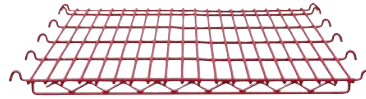
Mobile worktable built for fire house accessories.

Two Section: 52.5" L x 25.5" D x 40" H
Three Section: 77.25" L x 25.5" D x 40" H

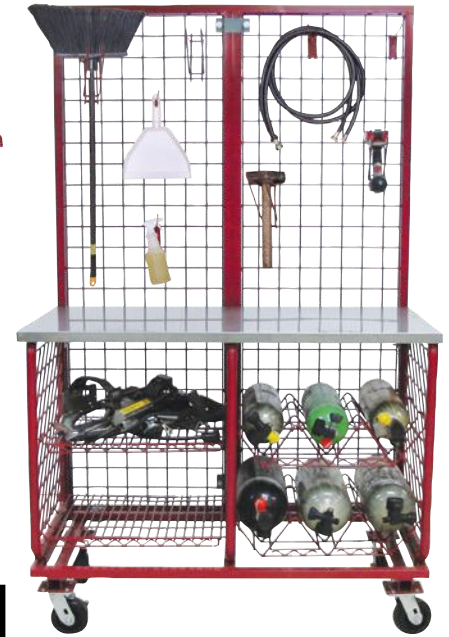
- Industrial stainless steel top
- Heavy-duty red powder coated steel frame
- Complete with (4) 5" heavy-duty casters
- Available in two section and three section units



VSGS-2424



HBS-2424



WT-2W-2424 with WBP-2W

ITEM #:	DESCRIPTION:
WT-2W-2424:	2 Section Worktable - Includes (2) HBS-2424 and (2) VSGS-2424
WBP-2W:	2 Section Back Panel Kit - Includes (2) WBP, (4) MH and (4) 8HK
WT-3W-2424:	3 Section Worktable - Includes (4) HBS-2424 and (2) VSGS-2424
WBP-3W:	3 Section Back Panel Kit - Includes (3) WBP, (8) MH and (8) 8HK
HBS2424:	Helmet / Boot Shelf
VSGS2424:	V-Shape Shelf
WTB:	Work Bin



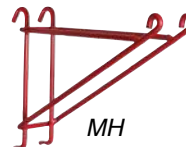
WTB

WALL RACK ORGANIZER

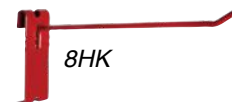
Designed to get your items off the table or out from underneath the counter and will out-last big box store hanging systems.

- Heavy-duty powder coated steel
- Wall Organizer Includes: (5) **MH** and (4) **8HK**
- Horizontal Top Shelf Includes: (3) wall mounting brackets

ITEM #:	DESCRIPTION:	SIZE:
WRO:	Wall Organizer	25.5" x 74.5" x 1.25"
WRO-TS:	Horizontal Top Shelf	17" x 73.5"
MH:	Mop Hanger	8.625" x 2.25" x 6.75"
8HK:	Hanging Hook	8.5" x 1.25" x 3.625"



MH



8HK



WRO-TS

TOOL STORAGE SYSTEM

- Store tools, accessories and other small items in one safe and secure location
- Manufactured with heavy-duty powder coated steel
- Available in wall-mounted or mobile units
- Individual locker dimensions: 24" wide x 20" deep x 72" tall
- Each individual locker equipped with three adjustable shelves and a rear security panel
- Optional accessories include lockable door, top security shelf, metal peg board with mounting bar and louvered panel with mounting bar
- Standard gray powder coated finish. Custom colors available upon request, extended lead times and additional fees will apply



Custom wall-mounted configuration shown.

ITEM #:	DESCRIPTION:
TSS-WM-S	Wall-mounted tool storage system — starter unit
TSS-WM-A	Wall-mounted tool storage system — add-on section
TSS-M2	Mobile tool storage system— two sections wide
TSS-M3	Mobile tool storage system— three sections wide
TSS-SEC	Security option includes top security shelf and lockable door
TSS-PB	Optional metal peg board with mounting bar
TSS-LP	Optional metal louvered panel with mounting bar
HBS-24GR	Additional shelf





"WE TAKE CARE OF THE GEAR THAT TAKES CARE OF YOU"

READY RACK, INC.
818 TRAKK LN, WOODSTOCK, IL 60098
800-991-2120 • SALES@GROVES.COM
WWW.READYRACK.COM



REQUEST FOR DECISION
Fire Hall Heat Pump
RFD#: 006-2025



To: Town Council
From: Director of Finance / Fire Chief
Date: January 20, 2025
Subject: Heat Pump for Fire Hall Community Room

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Capital Project Sheet 24-15

Legislation

- N/A

Recommendations

That Town Council approve a supplemental budget of \$20,000.00 (before HST) for the replacement of the main heat pump in the Community Room at the Fire Hall.

That Town Council approve utilizing the remaining funds in the Fire Capital Reserve of \$2,710.00, and up to \$17,290.00 (plus HST) from the Gas Tax (CCBF) Reserve to finance the replacement of the failed heat pump.

Background

Staff were notified on January 15, 2025, that the main heat pump in the Community Room had failed from the Fire Chief, Mike Toole. The failure included the main compressor and the motor unit outside. The heat pump has been used for 20 years and has reached the end of its useful life as asset.

A service technician was engaged to repair the equipment; however, the Fire Chief was advised that repairing a 20-year-old heat pump would not be a good use of funds. Oil-based heating is being used as a temporary measure to heat the Community Room at the Fire Hall. This is an inefficient usage of energy as the Fire Hall does not have insulation, and the cost of oil-based heating long-term could cost more than the project itself.

This heat pump is used to maintain temperatures within healthy ranges inside the building while using an efficient energy source. The federal Gas Tax (CCBF) Fund is provided to municipalities to support local infrastructure priorities. Projects are chosen locally and prioritized according to the infrastructure needs

REQUEST FOR DECISION
Fire Hall Heat Pump
RFD#: 006-2025



of the community. Community energy systems, infrastructure that generates or increases the efficient usage of energy, is an eligible project under the regulations set out by Housing, Infrastructure, and Communities Canada.

This project is classified as a “low value procurement” in accordance with the Procurement and Purchasing Policy. This project includes the purchase of goods (replacing the heat pump). For “low value procurement” having a value of \$10,001 or more, but less than \$25,000, the Procurement and Purchasing Policy gives the Chief Administrative Officer the authority to approve the expenditure.

The Policy states that the goods and services can be procured by obtaining three quotes or by public tender. The Fire Chief, with the assistance of the Public Works Department (if necessary), will obtain three quotes for this project. Due to the time-sensitive nature of this asset failure, staff were not able to obtain these quotes before this RFD went before Council.

Financial Implications

Staff were not able to obtain quotes due to the timing of the heat pump failure. The approximate cost for this project based on conversations with individuals in the industry is approximately \$20,000 (plus HST).

While servicing a heat pump would be considered an operating expense, replacing the heat pump would be a capital expenditure. Since the project was not part of the capital and operating budget previously approved by Council, Council needs to approve a supplemental budget for the project.

The *Municipal Government Act (MGA)* requires that Council approve any use of funds in reserve accounts. This RFD is asking for Council approval to utilize \$2,710.00 from the Fire Capital Reserve to fund the pump replacement. However, this account has insufficient funds available to pay for the cost of the project. Due to the nature of the project, the Gas Tax (CCFB) Reserve can be used to fund the remaining balance of the project up to \$17,290.00 (plus HST).

As of January 17, 2025, the Fire Capital Reserve bank account had a balance of \$2,710.01. The Gas Tax (CCBF) Reserve bank account had a balance of \$368,081.82. In the 2024-25 Approved Capital Budget \$107,500.00 of Gas Tax (CCBF) Reserve was budgeted to be used for capital projects this year, which would bring the balance to \$260,581.82 before paying for the heat pump replacement.

There was no budgeted capital projects this year for the Fire Department.

REQUEST FOR DECISION
Fire Hall Heat Pump
RFD#: 006-2025



Strategic Plan/Operating Plan Alignment

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

Alternatives

- 1) Council can choose to not approve funding the heat pump replacement from the Fire Capital Reserve and Gas Tax (CCBF) Reserve and instead fund the entire project from General Operating Reserves.
- 2) Staff could investigate funding the heat pump replacement from Long-term Debt, although it is too late to participate in the Fall Municipal Finance Corporation (MFC) Debenture process. Instead, we could fund the heat pump replacement on an interim basis with MFC and participate in the Spring MFC Debenture.
- 3) Council could delay the project until fiscal 2025, but this would put the Town at risk of not being able to provide the community with an event space that has adequate temperature regulation. Oil based heating is being used as a temporary measure to heat the Community Room at the Fire Hall. This is an inefficient usage of energy as the Fire Hall does not have insulation, and the cost of oil-based heating long-term could cost more than the project itself.

Community Engagement/Communication

N/A

REQUEST FOR DECISION
Fire Hall Heat Pump
RFD#: 006-2025



CAO Comments

The CAO approves the project and supports utilizing funds from the Fire Capital Reserve and Federal Gas Tax (CCBF) for the heat pump replacement.

CAO Initials: AC

Target Decision Date: 20 January, 2025

2024-2025 CAPITAL BUDGET

Project Name	Brief Description	Budgeted Cost	Project #	Costs to Date	Status
TOWN GENERAL PROJECTS					
ROTARY PARK PAVILION ROOF	Replace shingles	14,600	22-03	14,600	Project completed and paid in full.
PUBLIC WORKS SAND & SALT BUILDING - ROOF & LIGHTING	Replace shingles	9,900	22-08	10,000	Project completed and paid in full.
ROSA M. HARVEY LIBRARY ROOF	Replace shingles half roof	8,800	24-01	8,500	Project completed and paid in full.
HEAT PUMP - PUBLIC WORKS OFFICE	Heat pump - PW	2,900	24-04	-	Heat pump was installed on December 20, 2024. Invoice has not been received.
LINE PAINTER	Crosswalks, parking, stop	8,900	24-08	8,550	Project completed and paid in full.
SCADA FOR 4 LIFT STATIONS	Sewer SCADA	30,000	23-04	26,058	Project completed and paid in full.
LIFT STATION PUMP REPLACEMENT	Sewer pump	8,300	23-05	8,146	Project completed and paid in full.
SCHOOL ST LIFT STATION SUCTION LINE*	Sewer upgrade	4,200	24-07	-	Updated quote received. Please see note below.
MARSHALL ST SEWER PIPE AND MANHOLE REPLACEMENT	Sewer - Marshall St	20,000	23-12	-	Project will not be moving forward. Not necessary at this point in time.
SANITARY SEWER MAIN & MANHOLE - BRIDGE STREET	Sewer - Bridge St	20,000	24-13	15,684	Project completed and paid in full.
SIDEWALK REPLACEMENTS	Section on Comm & Gates	25,000	22-14	10,834	Project completed and paid in full. Staffing costs still to be allocated to project.
VEHICLE REPLACEMENT - PUBLIC WORKS	Public works truck	50,000	24-06	-	Tender to be awarded by Council.
TOTAL TOWN		\$ 202,600		\$ 102,373	
WATER UTILITY PROJECTS					
HEAT PUMP - WATER TREATMENT BUILDING	Temperature control	7,200	24-03	7,196	Project completed and paid in full.
SCHOOL STREET RECONSTRUCTION - REPLACE WATER LINES	Engineering work this year	35,000	22-21	1,161	Site visit completed, and drafting of design has commenced. Invoice received for additional \$5.5K to be processed this week.
FIRE HYDRANT REPLACEMENTS	Hydrants - 3 per year	18,000	22-10	-	Two hydrants have been ordered and received. Invoice received for \$7.7K to be processed this week.
WATER METER REPLACEMENTS	Replace 40 meters & wand	12,200	22-11	11,628	Project completed and paid in full.
WATER RESERVOIR	Reservoir - 2 year project	1,553,200	22-12-A	657,500	Piping under the pump building has been installed and the concrete walls have been poured. Progress payment #3 paid.
WELL PUMP REPLACEMENT	Replace Pump #3	25,000	24-09	-	Project has been deferred to 2025.
BOOSTER PUMP REBUILD	Water booster pump	4,000	24-11	3,868	Project completed and paid in full.
TOTAL WATER		\$ 1,654,600		\$ 681,353	
TOTAL 2024-2025 CAPITAL PROJECT EXPENDITURES APPROVED JULY 29, 2024		\$ 1,857,200		\$ 783,727	
SUPPLEMENTAL PROJECTS APPROVED BY COUNCIL					
HEAT PUMP - FIRE DEPARTMENT	Temperature control	20,000	24-14	-	Heat pump failed on January 15, 2025. Seeking quote for immediate replacement with Council approval of project.
STALLS- FIRE DEPARTMENT	Replace wooden stalls	20,000	24-15	-	Requesting Council approve purchase be added to 2024-25 Capital Budget due to timing of purchase price fluctuations.
TOTAL SUPPLEMENTAL		\$ 40,000		\$ -	
TOTAL 2024-2025 CAPITAL PROJECT EXPENDITURES		\$ 1,897,200		\$ 783,727	

* Project should be revised to "Hospital Lift Station Suction Line." Please see Draft Motion.

Town of Middleton
2025-26 Budget Timeline

Date	Deliverable
30-Dec-24	Send out new capital project sheets
22-Jan-25	Populate Capital budget templates
24-Jan-25	Populate Operating budget templates
31-Jan-25	Send emails to Managers with templates PW and Water - PW Director Recreation and Env Development - CAO Planning - Planning Services Coordinator IT Exp and Capital - Contracted IT Services (Jeff Hanshaw @ Custom Media) Fire Dept - Fire Dept Chief (Mike Toole) Gen Gov't and Police - CAO
17-Feb-24	Managers to have budget templates complete
19-Feb-25	Meet with Managers this week to review budget together
4-Mar-25	Meet with CAO to review entire operating budget file
12-Mar-25	Meet with CAO to review entire final draft operating budget file
19-Mar-25	Management meeting to review budget files
25-Mar-25	Prepare powerpoint and budget binders
31-Mar-25	Send out draft budgets to Council
7-Apr-25	Draft Capital Budget presented to COTW
7-Apr-25	Draft Town General Operating Budget presented to COTW
7-Apr-25	Draft Water Operating Budget presented to COTW
21-Apr-25	Final Budgets presented to Council

Management Report

January 20, 2025



COUNCIL'S STRATEGIC INITIATIVES

#	STRATEGIC INITIATIVE	UPDATE
1	Community Centre & Fire Hall To build a new accessible and inclusive Community Centre & Fire Hall	<ul style="list-style-type: none">• Staff have explored three different grant programs to help fund the new Community Centre Fill Hall• The CCFHC instructed staff to explore a phased approach with JOST and the low bidder.• Received phased approach. Exploring funding options.
2	New Reservoir To build a new reservoir to serve the customers of the Middleton Water Utility	<ul style="list-style-type: none">• Two grant applications were submitted. One was through the DMAF program on July 19/23 and the Town was not successful. The second was through the provincial MCGP program on December 13/23, and the Town received \$3.1 million• A land swap was completed – the new reservoir will be constructed on Junction Road• An application was made to the UARB and the project was approved on August 2/24• A public tender was posted for the reservoir project and the contract was awarded to Roscoe Construction on Aug 6/24• Site preparation has begun• Construction of the pump house has begun
3	Economic Development Initiatives To concentrate on economic development initiatives that support business park growth, brand awareness and small business	<ul style="list-style-type: none">• COMPLETE – the final plan document on the Business Park Expansion Study was received and presented to Council on Nov 21st
4	Public Safety To address public safety concerns in the downtown and public spaces	<ul style="list-style-type: none">• 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.
5	Infrastructure Maintenance To develop an asset management plan focused on improving the maintenance of town infrastructure	<ul style="list-style-type: none">• Final Asset Management Report was received from AIM in 2020• Staff have completed 3/5 courses through AIM• 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• A maintenance plan is in the process of being drafted and will be finalized after the AMP is complete

Management Report

January 20, 2025



OPERATIONAL PRIORITIES

#	STRATEGIC INITIATIVE	UPDATE
1	Boundary Review Prepare RFP and Award RFP	<ul style="list-style-type: none">• COMPLETE: the UARB have approved Council's request to maintain the Council size at 7, with 6 Councillors and 1 Mayor, all elected at large
2	Secondary Plan Finalize scope of work and award work to third party	<ul style="list-style-type: none">• Land swap has been executed with the developer• Developer submitted a request to amend the MPS/LUB via a Secondary Planning Strategy• Staff have applied to the Housing Accelerator Fund – this was unsuccessful, and no grant money was awarded• Jan 9th - Kick-off meeting• Feb. 1st – Public Workshops• Feb 20th – presentation to Council• May 28th – draft final plan presented to staff• Jun 26th – draft final plan presented to Council and PAC• Jul 15th – draft final plan presented to landowners• Planner working with main landowner on implications for construction – deadline was given for feedback of Dec 13/24• Plan still needs to be approved by Council, and MPS/LUB amendments approved
3	Main Street/Taylor Drive Crosswalk Move crosswalk	<ul style="list-style-type: none">• COMPLETE: The Crosswalk Light has been installed, and the overhead light is now working.
4	Second Lake Agree on key points for partnership agreement with AEA Club	<ul style="list-style-type: none">• No further update - staff have met with the AEA Club to further build the draft of the new lease agreement

Management Report

January 20, 2025



OPERATIONAL UPDATES

ADMINISTRATION		
Completed	In Progress	Issues
<p>Staffing:</p> <ul style="list-style-type: none"> Job description was created for a new Communications and Events Coordinator – aiming to post ASAP Secured active equipment to promote employee wellness Ergonomic assessments for staff and equipment ordered 	<p>Staffing:</p> <ul style="list-style-type: none"> Working on formalizing employment contracts for some staff Supporting managers with HR related items 	<p>Staffing:</p>
<p>Project Work:</p> <ul style="list-style-type: none"> Continue to meet with other CAOs on VWRM and KTA regarding funding options Discussion with County of Annapolis and DOJ regarding allocation of RCMP officer expenses for new officers 2025 Canada Summer Jobs applications Agreement signed with AMANS for creation and hosting of new Town website 	<p>Project Work:</p> <ul style="list-style-type: none"> Options for Town Hall First Council Strategic Planning session has been set for Feb 6th. Next steps are to gather information to facilitate the session. Staff session has been set for Jan 31st and community survey is in progress. Multiple grant applications underway 	<p>Project Work:</p>
<p>Other Items:</p> <ul style="list-style-type: none"> Discussed Town’s involvement with NSCC’s well monitoring project (signed agreement to provide information) Had second CAO meeting with Economic Development Coordinator Review of IDEA Committee applicants and commendation to IDEA Governance Committee 	<p>Other Items:</p> <ul style="list-style-type: none"> High Risk Action Plan items – management team is still working on some of the items not completed Management team reviewing priorities, policies, by-laws Need to update REMO training for staff, delegate positions to new staff and prepare training for next year Exploring policing contracts locally 	<p>Other Items:</p> <ul style="list-style-type: none"> Affordability Study of keeping certain assets and services will be completed after: <ul style="list-style-type: none"> Asset Management Plan is updated Standard maintenance schedules for all assets are created Agreements and legislation have been reviewed

Management Report

January 20, 2025



FINANCE

Completed	In Progress	Issues
<ul style="list-style-type: none">• Quarterly Utility billing is complete, and invoices were distributed on January 15, 2025.• Inputs for Water Rate Study have been provided to G. A. Isenor Consulting Limited• Internal review of insurance policy, claims, and rates• SOE-B is complete and has been submitted to the Province• Budget Phasing has been entered into Diamond.• Departmental reports for Management• Provided new Councillor training on financial management, budget process, as well as financial policies and processes• New Capital Project sheets have been distributed for 5-year Capital Budgeting• Q2 Mayor and Councillor expense reporting• Schedule of 2025-26 budget preparation	<ul style="list-style-type: none">• Bank reconciliations for September – December 2024 is in progress.• Departmental reports for Management with YTD actuals• Accounts Payable processes are being reviewed and modifications are being implemented• Preparation for the implementation of new Payroll software• Joint Insurance services RFP• Meetings with G. A. Isenor Consulting Limited for Water Rate Study• 2024-25 CCFB Reporting Requirements (Pre-Construction Report and the Capital Investment Plan (CIP))	<ul style="list-style-type: none">• Finance staff are continuing to balance duties and responsibilities of their positions while working under time constraints to meet deadlines

Management Report

January 20, 2025



RECREATION & COMMUNITY DEVELOPMENT

Completed	In Progress	Issues
<ul style="list-style-type: none">• Free Skate is still ongoing every Saturday at the Middleton Rink, which is funded through the Active Community Fund (Facility Access)• Porta-potty in Riverside Park has been moved to Centennial Park for the winter• Holiday House Decorating contest was a success!• New Learn to Run Program has started in January• Open Gym started at Annapolis East Elementary in January• Winter equipment loans (snowshoes, skis, etc.) are very busy!• 2025 Canada Summer Jobs application is complete	<ul style="list-style-type: none">• Wetland Official Opening – waiting on a date from CARP (signs need to be installed first)• The Accessibility Committee has made a recommendation to staff on how to spend the \$5,000 operating budget. The recommendations are in process of being completed.• CORAH Indoor Walking program will re-start January 23rd• Another Activate Your Neighborhood Challenge is underway• There will be a guided winter walk or snowshoe (weather dependant) at the Wetland on February 1st at 11:00am• A survey is currently posted to gather community feedback with respect to improving our parks and green spaces• The winter challenge is on until January 27th	<ul style="list-style-type: none">• Vandalism still an ongoing issue

Management Report

January 20, 2025



PLANNING

Completed	In Progress	Issues
<ul style="list-style-type: none"> • 2 Building Permits Issued • 4 Building Inspections Conducted • 1 Fire Inspections conducted, and letters sent • 1 Fire Inspections were closed this month 	<ul style="list-style-type: none"> • 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 • Revised agreements have been approved by Planner and solicitor and sent to our lawyer. • Waiting on an affidavit to be signed by applicant. 	
	<ul style="list-style-type: none"> • Development Agreement for 438 Main Street has been signed and sent to legal to be registered with the land registration office (LRO) • Applicant would like to proceed with excavation starting in early January 	
	<ul style="list-style-type: none"> • The closing date for the Province’s Property Opportunity Notices was March 30. • Met with proposed Developers • Working on a proposal for the Development Agreement for higher density multi-unit 	
	<ul style="list-style-type: none"> • Applicant submitted application for LUB Text Amendment • Waiting on response from the UARB regarding appeals 	

Management Report

January 20, 2025



PUBLIC WORKS

Completed	In Progress	Issues
<p><u>General Public Works:</u></p> <ul style="list-style-type: none"> • Cleaned up brush along well road • Replaced some street signs 	<p><u>General Public Works:</u></p> <ul style="list-style-type: none"> • Removing Christmas Lights • Removing lights on light posts 	<p><u>General Public Works:</u></p> <ul style="list-style-type: none"> • Catch basin pipe across from NAPA needs to be cleaned
<p><u>Public Works Equipment:</u></p> <ul style="list-style-type: none"> • 5065 Tractor repaired Hydraulic tank • Salt spreader got new bearings • Evaluation of bids and recommendation to Council for Truck tender 	<p><u>Public Works Equipment:</u></p> <ul style="list-style-type: none"> • Loader wiring harness • Repairs to Trackless 	<p><u>Public Works Equipment:</u></p> <ul style="list-style-type: none"> • Attachment for 5065 tractor
<p><u>Roads, Streets, Sidewalks:</u></p> <ul style="list-style-type: none"> • Repairs to Jones • Loads of salt delivered 	<p><u>Roads, Streets, Sidewalks:</u></p> <ul style="list-style-type: none"> • Snow Removal and Salting • Ordered Cold Patch 	<p><u>Roads, Streets, Sidewalks:</u></p>
<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> • Repaired water break on Jones 	<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> • Repair water meters • New Reservoir construction is ongoing, weather is slowed construction slightly • Install flow meter at well field 	<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> • Flow meter in well field • Clean well 3 in 2025-2026
<p><u>Wastewater & Equipment</u></p> <ul style="list-style-type: none"> • Cleaned UV Lights 	<p><u>Wastewater & Equipment</u></p> <ul style="list-style-type: none"> • Replace aerators and fix broken ones • Suction line repair at Hospital LS 	<p><u>Wastewater & Equipment</u></p> <ul style="list-style-type: none"> • Need new UV sensor for UV system 20205-2026

Management Report

January 20, 2025



FIRE DEPARTMENT

Completed	In Progress	Issues
<ul style="list-style-type: none">• In-house training on the new provincial trunk mobile radio communications system• Completed monthly truck inspections• Two (2) members completed medical first response training• Annual AGM completed and voting of the new executive was chosen.	<ul style="list-style-type: none">• Working on the 2025 budget	<p>The 20-year-old heat pump in the meeting room has failed, with the main compressor unit is broken. A technician assessed the situation and, due to the unit's age, recommended replacing it with a completely new system.</p>

Incident Summary
From Dec 1 24 to Dec 31 24

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Dec 7 24 24-09691	06:58:19 25 Sunset Cres, MIDDLETON Commercial Fire Alarm	61	0		
Dec 12 24 24-09863	03:55:24 5 Bridge St, MIDDLETON Medical	0	0		
Dec 13 24 24-09902	02:41:21 57 School St, MIDDLETON Passenger vehicle fire - car, van	63	0		
Dec 18 24 24-10036	07:18:35 18 Gates Ave, MIDDLETON Commercial Fire Alarm	12	0		
Dec 18 24 24-10043	09:52:18 5 Ross Ln, MIDDLETON Medical	0	0		
Dec 24 24 24-10230	10:56:43 400 Gates Mountain Rd, MOSHERS CORNER MVA - Confirmed Entrapment / Unknown	71	0		
Dec 28 24 24-10350	11:26:03 688 Gates Mountain Rd, MOSHERS CORNER Medical	51	0		
Dec 29 24 24-10362d	01:10:48 95 Forest Glade Rd, FOREST GLADE Mutual Aid to the Scene	449	0		Assistance to 24-10362
8 incidents for Middleton		11 hrs 47 mins	0		
		11 hrs 47 mins	0		

A regular meeting of the Middleton Audit Committee was held at the Town Hall on Friday, December 6, 2024, at 11:30am.

PRESENT

Chairing the meeting, Councillor Bernadette Knapp, Councillor Sandra Fournier, Resident Sylvester Atkinson, Dao Bui, Patricia Leslie (via Teams), CAO Ashley Crocker, Finance Director Brigitte Stennett; and Recording Secretary, Dayle Crook, Josephine Wieczorek, BDO Canada (via Teams)

Regrets, Erica McCurdy, BDO Canada

1. CALL TO ORDER

Chair Councillor Knapp called the meeting to order at 11:32am.

2. APPROVAL OF AGENDA

241206.01 It was moved and seconded to approve the agenda as circulated. **Motion carried.**

3. APPROVAL OF THE MINUTES

241206.02 It was moved and seconded to approve the minutes of May 27, 2024, as presented. **Motion carried.**

4. NEW BUSINESS

4.1 Introduction of new members

Chair Councillor Knapp introduced new members: Residents Sylvester Atkinson, Dao Bui, and Patricia Leslie.

4.2 Code of Ethics and Committees of Council Policies

Chair Councillor Knapp and Director of Finance Brigitte Stennett provided an overview of the Code of Ethics, Committee of Council Policies. Attestation forms were signed by new members.

5. Draft 2023-24 Financial Statements – Director of Finance – Brigitte Stennett

Director of Finance Brigitte Stennett gave an overview of the 2023-2024 Audited Financial Statements for the Town of Middleton:

- Overview of variance analysis performed between audited Consolidated Financial Statements and 2023-24 budgets approved by Council.
- Overview of variance analysis performed between audited financial statements and 2023-24 budgets approved by Council for Town General (Operating) Fund.
- Overview of variance analysis performed between audited financial statements and 2023-24 budgets approved by Council for Water Utility Fund.

241206.03 It was moved and seconded to recommend that Council approve the 2023-2024 Audited Financial Statements for the Town of Middleton, for the fiscal year ending March 31, 2024, as presented. **Motion carried.**

6. Draft 2023-24 Audit Report – BDO – Josephine Wieczorek

5.1 Audit Report

Josephine Wieczorek of BDO gave an overview of the audit report, noting new standards and changes to audit processes, the financial position of the Town, and answered questions.

- Overview of process – materiality of \$115,000 – expenditures used as a benchmark/threshold (concept, lower value than 5% of materiality for error threshold) – nothing found above this threshold/added to the unadjusted difference schedule or adjusted difference schedule.
- No concern regarding fraud.
- Review of significant risks was performed.
- Statement of independence of auditors.
- Review of the status of the audit - cannot issue the final statements until approved by Council.
- Internal control matters review – no control deficiencies – Management Letter still issued with considerations to be made.

5.2 Management Letter

Josephine Wieczorek of BDO reviewed the Management Letter and answered questions.

Finance Director noted that Bank Transaction daily limits have now been reduced for security reasons, there are dual authorizations on all financial processes, except for two: payroll and payables which require prior approval by management.

CAO Crocker raised that there is a Council meeting December 16, 2024 – all applicable documentation from auditors to be completed by December 20, 2024, in order to bring before Council for approval of the audited Financial Statements as at March 31, 2024.

Director of Finance Brigitte Stennett presented a breakdown of audit fees as issued by BDO Canada LLP, isolating and noting all items resulting in a variance between budgeted and actual costs.

241206.04 It was moved and seconded that the Audit Committee accept the 2023-24 Audit Report as presented. **Motion carried.**

241206.05 It was moved and seconded that the Audit Committee accept the 2023-24 Management Letter as presented. **Motion carried.**

7. DATE FOR NEXT MEETING

Next meeting: to be determined.

8. ADJOURNMENT

Chair Councillor Knapp noted thanks to Management, staff, and auditors.

It was moved to adjourn at 12:25pm.

Councillor Bernadette Knapp, Chair

Dayle Crook, Recording Secretary

INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD

PAGE 1 OF 2

“MEETING MINUTE” BASED ON BOARD MEETING HELD ON DECEMBER 18, 2024

The December regular monthly meeting of the Interim Intermunicipal Services Agreement Board of Directors was held on December 18, 2024, beginning at 10:00 a.m., based in the Valley Waste-Resource Management Boardroom with a virtual attendance option, in keeping with the normal meeting schedule.

DRAFT 2025-2026 BUDGET APPROVALS

The Board has approved the Draft 2025-2026 Operating and Capital Budgets for the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority for forwarding to the Municipal Parties for consideration and ratification in keeping with the Special Resolution process within the Intermunicipal Services Agreement. Please see budget overview tables for both organizations on Page 2. Highlights include:

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY:

- Projected surplus for the 2024-2025 operations in range of \$440,000. All surplus funds will be returned to the Parties when the Audited Statements for the year ending March 31, 2025 are approved.
- Draft budgets developed based on the Municipality of Annapolis County joining under the new Intermunicipal Services Agreement when it is drafted and receiving the full suite of services including the Authority’s assumption of curbside collection costs.
- Increase in funding primarily due to price increases in contracted services.
- Significant anticipated reduction in funding requirements in 2026-2027 due to implementation of Extended Producer Responsibility regulations.
- Goal is always to offer an integrated solid waste-resource management system for municipal Parties that is *environmentally sound, socially acceptable* and *fiscally responsible*.
- **Of note:** The Board has approved changing the approach to curbside collection services to include the bi-weekly collection of 2 items of bulky waste rather than holding a spring and fall clean up service offering a year-round service to residents with an estimated starting date of April 2026.
- Total Capital Budget: \$4,665,000
- If there are any questions regarding the draft budget, please reach out to Interim General Manager, Andrew Garrett by e-mail to: andrewg@vwrwm.com.



KINGS TRANSIT AUTHORITY:

- Deficit anticipated for 2024-2025 operations in range of \$197,000
- Anticipated increase in funding requirements
- Have secured baseline funding from the Federal Government in the amount of \$514,000 per year for 10 years starting in 2026
- Actively recruiting a General Manager
- Total Capital Budget: \$5,510,000
- Addressing items raised in the WSP Kings Transit Authority Strategic Plan including replacement of aging fleet including investigations into securing battery electric buses.
- If there are any questions regarding the draft budget, please reach out to Acting General Manager, Dwight Whynot by e-mail to: dwrightallenwhynot@gmail.com.

Kings Transit Authority
Statement of Revenues and Expenditures

Operating Budget		2025-2026	2024-2025	2024-2025	2023-2024
		Budget	Forecast	Budget	YE Actuals
Revenues	Fares	892,320	874,805	898,815	810,717
	Advertising income	24,000	26,010	9,000	2,134
	Operating grants core members	1,962,845	1,729,103	1,729,103	1,539,223
	Operating grants service partners	1,249,834	1,187,533	1,200,030	1,024,997
	Other revenues	-	21,775	-	8,579
		4,128,999	3,839,226	3,836,948	3,385,649
Expenses	Compensation - administration	776,484	730,620	675,644	461,712
	Route operations costs	1,241,873	1,195,867	1,100,920	1,108,174
	Fuel	594,996	592,789	707,647	582,638
	Insurance	217,899	204,666	213,539	210,303
	Bus maintenance and repairs	1,032,386	1,051,323	864,969	744,897
	Management fee - Core recovery	(461,135)	(432,718)	(360,767)	(310,953)
	Management fee - Annapolis	303,505	284,461	238,733	210,907
	Management fee - Digby	157,630	148,257	122,034	100,046
	Administrative	265,361	260,714	274,228	277,925
			4,128,999	4,035,980	3,836,948
Net Surplus		-	(196,754)	-	-

KINGS TRANSIT—REQUEST FOR PROPOSALS

Two key Request for Proposals documents are underway. The first being the release of a Request for Proposals for the provision of battery electric buses and the second being the finalization and release of a Request for Proposals for Project Management Services. More details regarding these two key projects will be provided as they become available.



**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
DRAFT 2025-2026 BUDGET**

Valley Region Solid Waste-Resource Management Authority
Statement of Revenues and Expenditures

Operating Budget		2025-2026	2024-2025	2024-2025	2023-2024
		Budget	Forecast	Budget	YE Actuals
Revenues	Eastern Management Centre	2,571,901	2,766,175	2,630,485	3,034,009
	Western Management Centre	534,577	558,996	451,768	462,201
	Administrative Revenues	312,650	361,534	268,700	331,251
	Service Agreements & Diversion Credits	420,000	1,530,788	1,445,000	1,454,733
	Communications and Enforcement	276,034	275,093	267,984	274,683
	Wind Turbine	20,000	4,739	42,998	23,196
	Total Program Revenues	4,135,161	5,497,325	5,106,935	5,580,073
Municipal Parties Contributions	9,459,180	6,859,564	6,859,565	5,155,579	
Less Portion Designated for Capital Use	(345,221)	(313,838)	(313,838)	(285,307)	
		13,249,120	12,043,052	11,652,662	10,450,345
Expenses	Residential Collection	4,513,290	2,962,436	2,922,891	2,828,582
	Residual Transportation and Disposal	2,493,222	2,448,153	2,448,562	1,256,310
	Organics Processing and Transportation	1,099,006	1,072,190	1,075,838	1,114,198
	Recyclable Processing and Transportation	549,684	761,521	816,225	712,347
	Construction & Demolition Debris Processing	214,500	391,462	182,947	134,067
	Eastern Management Centre Operations	1,548,962	1,428,743	1,493,309	1,614,208
	Western Management Centre Operations	625,189	580,754	644,226	589,128
	Household Hazardous Waste	191,046	193,019	214,632	189,682
	Communications and Enforcement	632,054	532,781	588,297	578,584
	Wind Turbine	23,650	15,723	23,179	12,405
	Administration	857,150	825,953	850,786	857,359
	Debt Principal & Interest	448,808	337,137	335,993	424,778
Information Technology	52,560	48,912	55,779	58,479	
		13,249,121	11,598,786	11,652,662	10,370,128
Net Surplus (Deficit)		-	444,265	-	80,217

VALLEY WASTE — ORIENTATION SESSION

A Valley Waste-Resource Management **Orientation Session** is planned following the Board Meeting on January 15th, 2025. Invitations have been sent out, and we welcome anyone interested— including our Board representatives, Party Council Members, and Chief Administrative Officers—to attend. The afternoon session will feature presentations, interactive discussions, and a tour of our East Management Centre site. The overall goal is to raise awareness about the programs and services provided by the Valley Region Solid Waste-Resource Management Authority.



NEXT MEETING

The next meeting of the Interim Intermunicipal Services Agreement Board will be held on January 15, 2025 beginning at 11:00 a.m. based in the Valley Waste Boardroom with the virtual attendance option

INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MEETING

Wednesday, December 18, 2024 – 10:00 a.m.

Valley Waste-Resource Management Boardroom with Virtual Attendance Option

DRAFT MINUTES

A meeting of the Interim Intermunicipal Services Agreement Board of Directors was held on Wednesday, December 18, 2024, at 10:00 a.m., based in the Valley Waste-Resource Management Boardroom with a virtual attendance option.

Attendees:

Board Members

Municipality of Annapolis County:	Diane LeBlanc, Warden
Town of Annapolis Royal:	Amery Boyer, Mayor
Town of Berwick:	Mike Trinacty, Mayor
Town of Kentville:	Andrew Zebian, Mayor
Municipality of the County of Kings:	Emily Lutz, Councillor, Alternate, Dave Corkum, Mayor – Regrets
Town of Middleton:	Gail Smith, Mayor
Town of Wolfville:	Jodi MacKay, Mayor
Mun of Digby:	Linda Gregory, Warden

Also in Attendance:

Town of Annapolis Royal	Sybil Skinner-Robertson, Deputy Mayor Sandi Millett-Campbell, CAO
Town of Berwick:	Jen Boyd, CAO
Town of Kentville:	
Town of Middleton:	Ashley Crocker, CAO
Municipality of the County of Kings:	Greg Barr
Municipality of Annapolis County:	Chris McNeill, CAO
Town of Wolfville:	Glenn Horne, CAO
Municipality of Digby:	Jeff Sunderland, CAO
IMSA Executive Director:	Dwight Whynot - also Acting General Manager, Kings Transit
Valley Waste:	Andrew Garrett, Interim General Manager
Kings Transit and Valley Waste IMSA:	Dan L'Abbe, Director of Finance and Corporate Services
Recording Secretary:	Brenda Davidson

Agenda Item No. 1 –Welcome and Call To Order

Vice-Chair, Mayor Jodi MacKay, welcomed everyone calling the meeting to order at 10:01 a.m.

Agenda Item No. 2 – Approval of Agenda

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR TRINACTY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE DECEMBER 18, 2024 AGENDA, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the Minutes

Agenda Item No. 3.1 – Approval of the Minutes from meeting held November 20, 2024

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR SMITH THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE NOVEMBER 20, 2024 MINUTES, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Valley Region Solid Waste-Resource Management Authority

Agenda Item No. 4.1 – Presentation of 2025-2026 Draft Operating and Capital Budget

Interim General Manager Garrett provided the Board with a comprehensive presentation regarding the Draft 2025-2026 Operating and Capital Budgets, as circulated, and attached to these minutes. Mr. Garrett noted that Party Chief Administrative Officers and Finance Directors had the opportunity to be presented with the detailed draft budget and are fully aware.

It was noted that the draft budget for 2025-2026 has been developed based on the Municipality of Annapolis County rejoining as a full equity Party under the new Intermunicipal Services Agreement and that they will assume approximately 21% ownership and financial responsibility under the new Agreement.

Mr. Garrett reviewed each slide providing explanations and responding to questions as they arose highlighting the key budget influences on forecast for current year end and for the 2025-2026 draft budget. Mr. Garrett stressed the budgetary impact of major contracts noting that 65-70% of the Authority's budget is related to contracted service provision.

Mr. Garrett further noted that more detailed information will be provided to the Board of the Valley Region Solid Waste-Resource Management Authority during an Orientation Session early in the new year which will be designed to raise awareness regarding the programs and services offered by the Authority.

The proposed capital budget was reviewed noting that the plan continues to ensure that the Management Centre facilities are prepared for future use addressing the increasing volume and types of materials being managed through the sites. Mr. Garrett noted the current Policy for the annual investment in the Capital Reserve Fund will expire after the 2025-2026 contribution is made and that the Board will be required to consider the future management of the Reserve Fund into the future. Staff are proposing drawing from the Reserve for some capital projects related to management centre improvement as it has been confirmed that the centres are structurally sound, not requiring full replacement.

Mr. Garrett then noted the proposed motion for the consideration of the Board.

In response to the question, Mr. Garrett explained that staff are not always made aware of large demolition projects affecting the volume of construction and demolition debris being managed at the sites, and further that when the projects are of a larger scale the materials are often routed to a private construction and demolition materials site.

In response to the question, it was indicated that the budget has been developed based on the Municipality of Annapolis County becoming a full equity party under the new Intermunicipal Services Agreement effective April 1, 2025.

A short discussion was held regarding the capital reserve fund with it being indicated that consideration for continuing annual contributions to the fund to offset future costs may be a prudent way to proceed.

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY COUNCILLOR LUTZ THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE DRAFT 2025-2026 OPERATING AND CAPITAL BUDGETS FOR THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY, AS PRESENTED, FOR FORWARDING TO THE MUNICIPAL PARTIES TO THE INTERMUNICIPAL SERVICES AGREEMENT FOR RATIFICATION IN KEEPING WITH THE SPECIAL RESOLUTION PROCESS.

MOTION CARRIED.

On a final note, it was indicated that while a final decision has not yet been made regarding the cost sharing formula, the Party cost shares have been calculated in the historical manner, using a 50/50 blend of uniform assessment and population.

Agenda Item No. 4.2 – Request for Decision: Investment Committee Membership

Mr. Garrett referred to the Request for Decision: Investment Committee Membership, dated December 18, 2024, as circulated and attached to these minutes, providing a quick overview of the document. In response to the question, it was noted that the position of citizen appointee to the Committee has been advertised in the past, however, Heather MacKay, has filled that role with great success over the past years and is willing to continue to serve for the 2025 calendar year.

ON MOTION OF MAYOR TRINACTY AND SECONDED BY MAYOR SMITH THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RE-APPOINTS HEATHER MACKAY AS CITIZEN APPOINTEE TO THE INVESTMENT COMMITTEE OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY FOR THE 2025 CALENDAR YEAR.

MOTION CARRIED.

THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPOINTS MAYOR TRINACTY TO SERVE AS THE 2ND BOARD REPRESENTATIVE ON THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY INVESTMENT COMMITTEE.

MOTION CARRIED.

It was noted that it is anticipated that a meeting of the Investment Committee will be held early in the New Year and further that as the current contract for the provision of Investment Advisory Services will expire on March 31, 2025, a Request for Proposals for the provision of the service will be prepared and released soon.

In response to the question, it was noted that the Investment Committee will be tasked with investigating the bond ratings noted in the Investment Policy.

Agenda Item No. 4.3 – Request for Decision: Option to switch to Alternate Curbside Collection Proposal

Mr. Garrett provided the Board with an overview of the Request for Decision: Option to switch to Alternate Curbside Collection Proposal, dated December 18, 2024, as circulated and attached to these minutes.

An explanation for the Request for Decision was provided noting the potential impact of the impending implementation of Extended Producer Responsibility Regulations and the need to notify EFR Disposal Ltd. of the Authority's intended approach, in keeping with contractual requirements. Mr. Garrett stressed that when the Request for Proposals for Curbside Collection Services was prepared, extended producer responsibility regulations was addressed by requesting separate collection costs for recyclable materials and also addressed the potential for a change in service levels to a bi-weekly collection of 2 bulky waste items moving away from offering the spring and fall clean up service that has historically been provided. Taking the recommended approach offers cost savings to the Authority while at the same time enhancing the service level. It was noted that staff have reached out to other Regions who offer the bi-weekly service and all areas shared positive feedback for bi-weekly collection. Warden Gregory noted that the bi-weekly bulky waste collection service is offered by the Municipality of Digby and has proven to be very successful. A short discussion was held regarding the benefits of those who salvage metals during the clean up service with it being noted that those individuals will likely adjust to the new program and plan to collect materials accordingly.

In response to the question, it was noted that the Municipality of Digby has not experienced any significant challenges with items bulky items left at the curb after a collection service. There are of course some cases, but they are infrequent.

In response to the question, it was noted that staff have worked with a local company who has an App that shares locations of usable items for interested parties to collect for reuse, and the app could be more beneficial under this collection scenario.

Mr. Garrett confirmed that staff anticipate the change to the bi-weekly collection of 2 bulky waste items would become effective April 1, 2026 or a little earlier leaving staff ample time to prepare and release all associated educational materials to raise public awareness. It was further suggested that MLA and MP offices be contacted as there may be an opportunity to leverage their release of information to the public.

In response to the question, Mr. Garrett noted that some areas such as in Wolfville during the spring move-out of students may be affected by the change, but with the opportunity to ensure a clear message in a public education campaign, landlords can prepare accordingly and may even appreciate the opportunity to be able to put items out for each collection service rather than holding a stockpile to be put out 2 times per year.

On a final note, Mr. Garrett stressed that the Board's approval of the recommended approach does not materially affect the 2025-2026 draft budget, as presented earlier during the meeting, strongly supporting the staff recommendation in the report to exercise the option with EFR Disposal to switch to their Alternate Proposal in year two of the contract and provide a bi-weekly collection of two bulky items for the remainder of the 7-year contract.

ON MOTION OF MAYOR TRINACTY AND SECONDED BY COUNCILLOR LUTZ THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD NOTIFY EFR DISPOSAL LTD. OF THEIR CHOICE TO MOVE TO THE ALTERNATE PROPOSAL SUBMISSION UNDER VWRP2308, DATED MARCH 18, 2025.

MOTION CARRIED.

Agenda Item No. 4.4 – Discussion: Orientation Session

Mr. Garrett noted that staff would like to facilitate an Orientation Session for the Valley Region Solid Waste-Resource Management Authority Board in January. After a short discussion, it was the consensus that January 15, 2025 following the January Board Meeting on that day or the following day, January 16th, 2025 may work for everyone. An invitation to the Orientation Session will be released and anyone interested in participating is welcome. The Session will include the provision of presentations, interactive discussions and a tour of the East Management Centre Site with a light lunch provided.

Agenda Item No. 5 – Kings Transit Authority

Agenda Item No. 5.1 – General Manager’s Report

Acting General Manager Whynot referred to the Kings Transit Authority General Manager’s Report, dated December 18, 2024, as circulated and attached to these minutes, providing the Board with an overview of the Report.

Mr. Whynot stressed that driver recruitment and retention remains challenging.

A short discussion was held regarding the impact of detours in the Cornwallis area with Warden Gregory noting that yes, she too has experienced significant travel delays. Routes are being altered as possible to limit the impact on travel times.

Mr. Whynot noted that he has been receiving several questions in response to the release of the Request for Proposals for the provision of the battery electric buses and the associated charging equipment with at least two formal responses expected upon closing. More details will be brought before the Board as they become available. Staff are actively seeking external funding opportunities, and it is hoped that the Request for Proposals for Project Management services will be finalized and released soon.

In response to the questions, Mr. Whynot acknowledged the impact of no longer providing service in Granville Ferry and when looking at the successful route graphs, the bus shortages are due to mechanical issues and the interrupted schedules are due to poor weather conditions.

On a final note, in response to the question, Mr. Whynot noted that there have been challenges in recruiting a new General Manager for the Kings Transit Authority.

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR TRINACTY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE KINGS TRANSIT AUTHORITY GENERAL MANAGER’S REPORT, AS PRESENTED.

MOTION CARRIED.

Agenda Item No. 5.2 – Request for Decision: Approval of Corrected Audited Financial Statements for year ending March 31, 2024

Dan L’Abbe, Director of Finance and Corporate Services referred to the Request for Decision: Approval of the Corrected Audited Financial Statements for the Year Ending March 31, 2024, as circulated and attached to these minutes.

After a short discussion and a clarification regarding the actual numbers that have been corrected, the following motion was carried.

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR TRINACTY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVES THE CORRECTED VERSION OF THE KINGS TRANSIT AUTHORITY AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING MARCH 31, 2024.

MOTION CARRIED.

Mr. L'Abbe noted that he will follow-up by preparing the corrected version of the statements for signature and will share the corrected version with the Parties to the Intermunicipal Services Agreement, once final.

Agenda Item No. 5.3 – Presentation of 2025-2026 Draft Operating and Capital Budget

Mr. Whynot provided a comprehensive Draft 2025-2026 Operating and Capital Budget presentation for the Kings Transit Authority, as circulated and attached to these minutes, responding to questions as they arose throughout the presentation.

It was noted a detailed plan will be developed for the capital requirements noting that the Authority has approximately \$2,000,000.00 in a reserve fund that can be drawn upon as deemed appropriate.

A discussion arose regarding the financial impact on the Municipality of Digby with Warden Gregory stressing that presenting the proposed budget to Council will be challenging due to the proposed increase adding that they have absorbed substantial increases over the past couple of years. Mr. Sunderland added the uncertainty of the funding formula and the best path forward, makes it difficult to advise their Council of the true impact of the proposed budget.

Mr. Barr responded indicating that it is unlikely that a final decision regarding a new funding formula will be in place prior to the start of the new fiscal year, so Parties should move forward based on the cost sharing formula as shown in the draft budget. Mr. Horne noted that there are several moving pieces and that the Chief Administrative Officers will be working with Dan McDougall to develop a critical path forward to ensure the final decisions can be made in a timely manner.

With regard to the proposed capital budget, Mr. Barr noted that there are concerns around the WSP Strategic Plan as it relates to procuring electric buses for deployment in the western part of the Kings Transit Authority routes, which will ultimately be a decision of the Board, specifically noting that even with the funds in reserve there will be a significant shortfall in meeting the financial requirements to move the fleet to electric buses. This challenge could lead to issues with Parties unless a good financial plan to deal with the funding deficit is developed. Mr. L'Abbe noted that a five-year plan has been shared with the Chief Administrative Officers and that to the best of his recollection annual additional contributions in the range of \$500,000 would be required.

Mayor Trinacty left the meeting at this time.

Mr. Horne echoed Mr. Barr's points stressing that having those discussions now will be of great value with Mr. Whynot fully agreeing. Mr. Whynot noted the capital planning work that has been completed, has been shared with the Chief Administrative Officer group to ensure there is full understanding. Mr. Whynot further noted that staff are actively investigating all possible funding opportunities based on the goal of reducing the financial burden on participating municipalities. Mr. Whynot added that the Kings Transit Authority has been

underfunded for several years and is now feeling the consequences of that by working with buses that have well exceeded what would be considered to be their useful life.

In response to the question, it was noted that staff are investigating whether the funding that has been secured can be used for the acquisition of diesel buses to reduce overall costs and can provide additional information regarding comparative costing to assist in the decision-making process. Mr. Whynot further noted that it is recognized that there are several complexities to be addressed to ensure that an equitable service is provided.

ON MOTION OF COUNCILLOR LUTZ AND SECONDED BY MAYOR ZEBIAN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE DRAFT 2025-2026 OPERATING AND CAPITAL BUDGETS FOR THE KINGS TRANSIT AUTHORITY, AS PRESENTED, FOR FORWARDING TO THE MUNICIPAL PARTIES TO THE INTERMUNICIPAL SERVICES AGREEMENT FOR RATIFICATION IN KEEPING WITH THE SPECIAL RESOLUTION PROCESS.

MOTION CARRIED.

On a final note, Mr. Whynot encouraged anyone with additional questions to reach out to him at any time.

Agenda Item No. 6 – In Camera Session in keeping with Section 22(2)(c) of the *Municipal Government Act*

ON MOTION OF COUNCILLOR LUTZ AND SECONDED BY MAYOR SMITH THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MOVE TO AN IN CAMERA SESSION IN KEEPING WITH SECTION 22(2)(c), PERSONNEL MATTER, OF THE MUNICIPAL GOVERNMENT ACT.

MOTION CARRIED.

The December 2024 Regular Monthly Meeting of the Board was called back to order at 11:59 a.m.

Agenda Item No. 7 – Next Meeting – January 15, 2025

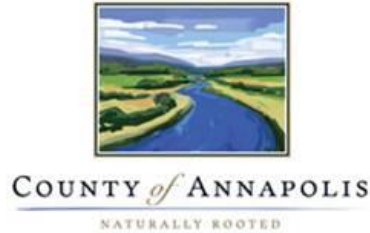
The next meeting of the Interim Intermunicipal Services Agreement Board will be held on January 15, 2025 in keeping with the normal meeting schedule. This may be followed by a Valley Region Solid Waste-Resource Management Authority Orientation Session as discussed earlier during the meeting.

Agenda Item No. 8 – Adjournment

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR SMITH, AS THERE WAS NO FURTHER BUSINESS TO BRING FORWARD, THE DECEMBER 18, 2024, REGULAR MONTHLY MEETING OF THE INTERIM INTERMUNICIPAL SERVICE AGREEMENT BOARD ADJOURNED AT 11:59 AM.

Respectfully submitted,

Brenda Davidson
Recording Secretary
Administration and Policy Manager
Valley Waste-Resource Management



**Annapolis County Inter-Municipal Working Group
Committee Meeting #14
Thursday, December 19, 2024, 6:30 pm
Council Chambers, Town of Annapolis Royal**

Present: Mayor Amery Boyer, Town of Annapolis Royal
Deputy Mayor Sybil Skinner-Robertson, Town of Annapolis Royal
Warden Diane Le Blanc, Municipality of the County of Annapolis
Deputy Warden Dustin Enslow, Municipality of the County of Annapolis
Mayor Gail Smith, Town of Middleton
Deputy Mayor Gary Marshall, Town of Middleton
Ashley Crocker, CAO, Town of Middleton
Sandi Millett-Campbell, CAO, Town of Annapolis Royal
Chris McNeil, CAO, Municipality of the County of Annapolis

Regrets: None

Guests: None

1. WELCOME

Mayor Boyer welcomed all the new members to the first Annapolis County Inter Municipal Working Group meeting and called the meeting to order at 6:31 pm.

2. INTRODUCTIONS

Mayor Boyer asked everyone to introduce themselves.

3. APPOINT CHAIR & VICE CHAIR

Mayor Boyer asked for nominations for both positions. Mayor Boyer accepted the nomination for Chair by acclamation. Deputy Mayor Enslow accepted the nomination for Vice Chair by acclamation.

4. REVIEW AND ADOPTION OF MINUTES OF July 4, 2024

Motion 1

Approved by unanimous consent with the one spelling correction on page 1 under 1. Welcome section: the word reoffering.

5. **REVIEWED THE TERMS OF REFERENCE**

Chair Boyer reviewed the terms of reference with the group. Confirmed the dates in the draft document.

Motion 2

It was regularly moved and seconded to approve the Annapolis County Inter Municipal Working Group Terms of Reference as presented. **Motion carried.**

6. **REVIEW DRAFT WORKPLAN**

The Working Group reviewed the draft workplan for 2025. The Working Group added a presentation from the Joint Economic Development Coordinator and a follow-up on the correspondence on the Volunteer Fire Department traffic control concerns. The Working Group agreed to set the meetings on the fourth Thursday of the month starting January 30, 2025.

5. **PRESENTATION OF THE JOINT INSURANCE TENDER**

CAO McNeil reviewed the draft joint insurance tender that staff from the three units worked on together. It is hoped that a joint policy will save money by reducing three separate liability policies to a single policy. Each unit will have its own appendixes with building and fleet costs. One concern raised is that when one unit has a claim then all three units will experience the impact.

Items for review and updates:

- Posting dates earlier January if possible
- A closing period of three weeks
- Page 4: all changes shall be stated in writing
- Term to be 4 years, with a 2-year +2-year split
- Termination clause to be expanded upon
- Page 6: confirm details
- Page 12: termination by the parties needs to be expanded upon and if the contract is terminated, how to proceed
- Page 6: add section on clause for claim forgiveness based on a dollar value
- Inventory: values need to reflect replacement values; confirm with staff
- Page 18: General Liability needs to increase to 20 million dollars

- Page 30: Number of claims: addition error for the Town of Annapolis Royal

The Working Group agreed to a 10-minute recess at 7:34pm.

The Working Group reconvened at 7:40pm.

6. **DISCUSSION OF NEXT SPEAKERS AND QUESTIONS TO BE ADDRESSED**

Chair Boyer updated the Working Group on the information received to date on the Annapolis Causeway investigation and the seawall defense.

Chair Boyer would also like to have the response to the letter sent to the Minister on behalf of the Fire departments on the January 2025 agenda.

CAO Crocker will complete a list of all of the collaborations to date for the new Working Group members. This will also be on the January 2025 agenda.

Deputy Warden Enslow requested an update on the Joint Economic Development Coordinator position.

CAO Millett Campbell mentioned that we should also have an update on the first year of the Climate Community Lead to report progress on the joint Climate Action Plan.

7. **NEXT MEETING**

The next regularly scheduled meetings are:

Thursday, January 30, 2025, at Municipality of the County of Annapolis

Thursday, February 27, 2025, at the Town of Middleton

8. **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:00 p.m.

Adopted by Working Group:

Date

Chairperson



MAYORS REPORT

January 2025

December 7

I attended our municipality's annual Tree Lighting Ceremony, a cherished tradition that marks the beginning of the festive season in our community. The event was a beautiful display of unity, joy, and holiday spirit, bringing together residents of all ages to celebrate the warmth of the season.

It was wonderful to see so many familiar faces — families, neighbors, and friends — gathered, sharing in this moment of collective celebration. The sound of children's laughter filled the air, as they marveled at the decorations made the evening even more magical. We were also treated to delicious hot cocoa, hot apple cider and festive treats, adding to the festive atmosphere.

I want to extend my heartfelt thanks to the dedicated volunteers, local businesses, and all those who worked tirelessly behind the scenes to bring this event to life. It is the commitment of these individuals that makes moments like this possible and helps foster a sense of community pride and connection.

As we enter the new year, I encourage all of us to carry the spirit of the season — a spirit of kindness, generosity, and togetherness — throughout the months ahead. It is in times of togetherness that we find strength, and it is through acts of community that we build a brighter future for all.

Thank you to everyone who joined us, and I look forward to more shared moments of joy and community in the coming year.

Wishing you all a Happy New Year and a season filled with peace, love, and light.

December 20

I had the great pleasure of attending the Town Staff Holiday Party this past month, an event that provided a wonderful opportunity to celebrate the hard work and dedication of our municipal team. As mayor, it was truly a privilege to join our staff and express gratitude for their tireless commitment to making our community a better place.

The holiday party was also a great reminder of the importance of fostering a positive, supportive workplace culture. By coming together outside of the usual work environment, we strengthen the bonds that allow us to work cohesively in serving the public. I look forward to seeing even more great things from our town in the coming year.

Thank you again to all the employees for their hard work, passion, and dedication. It is an honor to serve alongside such an outstanding group of professionals.

Wishing everyone a successful and prosperous 2025!



Municipal Affairs Office of the Minister

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

December 30, 2024

Dear Mayors, Wardens and Councillors:

I am writing today to commend all municipalities for successfully adopting the legislated Code of Conduct within the required timeline. Province wide adoption of this essential framework reflects a shared commitment to fostering respectful and constructive dialogue at the Council table.

The development of the Code of Conduct framework illustrates the significant collaboration between municipal governments and the Government of Nova Scotia. I would like to express my appreciation to the members of the Code of Conduct Working Group for their commitment and hard work over the past three years in developing and recommending a model that will effectively serve all 49 municipalities and 21 villages.

I would like to highlight that the Working Group recommended reviewing the Code three years after its implementation. This thoughtful approach underscores the importance of continuous evaluation and improvement to ensure that the Code continues to effectively support respectful and constructive conduct at the Council table.

Thank you, once again, for your commitment to the new municipal Code of Conduct. I am confident that this new standard will create a more positive work environment for municipal elected officials across Nova Scotia.

I look forward to our ongoing collaboration in the New Year as we engage in projects that will have meaningful impact on our communities.

Sincerely,

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

Honourable John A. Lohr
Minister of Municipal Affairs

c: Chief Administrative Officers



Emergency Management Office of the Minister

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

January 17, 2025

VIA EMAIL

To: Mayors, CAOs and Wardens

Re: Moving towards Consistent and Impactful Emergency Response

Over the last few years Nova Scotia has endured generational hurricanes, wildfires and floods that have had a devastating impact on our communities and the residents we serve. That is why in the Spring 2024 the Government established the Department of Emergency Management and the Nova Scotia Guard.

In the short time I have been in the role as Minister for the Department of Emergency Management, there have been two activations of the Provincial Coordination Centre (PCC). I have witnessed how important our emergency management planning and response is to the safety of our citizens. I also know the importance of reflecting on lessons learned after each event. To this end, I am requesting that municipalities put the following protocols in place during an emergency response.

Activation of Emergency Operations Centres

Effective emergency management requires a common tiered response across all levels of government to ensure roles and accountabilities are clear. With that in mind, I felt it would be helpful to highlight how the PCC supports its various emergency management partners through its different levels of activation.

- At level 1, the PCC is **monitoring** an emergency or developing situation that may move beyond the ability of local responders to address at the municipal level. We have key staff and partners engaged so that if needed we can respond to an emergency.
- At level 2, the PCC is at **partial activation** when there is a moderate event expected, or if a current situation escalates to the point where it involves more communities or a greater risk to the public.
- At level 3, the PCC enters **full activation** when a major event involving multiple locations is happening or anticipated. At this point, many agency and government representatives are involved.

To ensure a consistent response across the Province we are requesting the following:

When the PCC activates to a level 2; municipalities in the affected area(s) also activate their local Emergency Operations Centres.

- By doing so, we can ensure that municipalities and the province are well positioned to respond rapidly and effectively to unfolding events. Recent experience has demonstrated that cell



Emergency Management Office of the Minister

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

phones and other means of communication can be interrupted during emergency events necessitating use of the redundant communications systems found in our emergency operations centres. Best practice dictates that activation at Level 2 cannot be virtual.

When the EOC is activated, a monitored phone number is available to citizens for the duration of the activation

- When a level 2 activations occurs, it means residents may be in greater need of support that is of an important but non-urgent nature. This may include requests for help with snow removal, receiving medications or checking in on loved ones. To support residents with these types of requests it is important that they have access to a 24-hour local municipal phone number during an emergency. Any requests that cannot be met at the local level can be elevated through a Request for Assistance through the PCC. The municipal emergency contact number will be shared with our partners at 211 Nova Scotia, in the event they receive requests, and can redirect them accordingly.
- Urgent requests for immediate threat to life and property (fire/police/medical) should continue to be directed to the provincial 911 system.

Over the coming months, the department will be opening Regional Emergency Operation Centres which will support municipal REMOs through collaborative planning, training, exercising and community outreach. By introducing the protocols above, we take a step forward in building a collaborative and enhanced emergency management response across the province. My staff are available to discuss the above points with you should you have questions.

Sincerely,

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

Kim Masland
Minister of Emergency Management



December 19, 2024

Council members
Town of Middleton

Dear Councillors,

On behalf of the Nova Scotia Association of REALTORS® (NSAR) and our members, please accept our heartfelt congratulations on your election as Councillor in Town of Middleton!

We are pleased to welcome strong leaders who recognize the important economic, social, and environmental impacts of appropriate, income-accessible housing in our communities.

NSAR represents over 2,100 salespeople and brokers across the province. We are the voice of real estate in Nova Scotia.

REALTORS® are a key component of the local economy. In 2023, housing transactions through the NSAR MLS® System generated **over \$586 million in spin-off spending and an estimated 4,400 jobs across the province.**

REALTORS® believe everyone should have a place to call home. Inventory and vacancy rates are extremely low across our province. Without housing, our communities suffer.

REALTORS® have ideas that can help. We look forward to talking to you and your colleagues about actions we can collectively take to ensure that everyone has a place to call home.

Each region of Nova Scotia has volunteer REALTORS® who serve on our Provincial/Municipal Affairs Committee (PMAC). These REALTORS® are your local experts and can be called upon for the most up-to-date local housing data and information.

Please feel free to reach out to Paige Hoveling, Stakeholder Relations Manager, at phoveling@nsar.ns.ca or 902-568-5764 to be connected with your local REALTOR® or receive housing data, support, or housing expertise during your term.

We look forward to working with you and your council colleagues on actions we can take to ensure that every Nova Scotian has a place to call home.

Sincerely,

Roger Boutilier
Chief Executive Officer

Andrew Gilroy
President

Suzanne Gravel
Chair, Provincial/Municipal Affairs Committee

Learn. Share. Advance.

68 Highfield Park Drive, Suite 112
Dartmouth NS B3B 1W4

T 902.468.2515 1.800.344.2001
F 902.468.2533 1.877.220.2533

nsrealtors.ca