



**AGENDA**

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**3. PRESENTATIONS**

- 3.1 2024-2025 Building and Fire Inspection Update – Linda Bent, County of Annapolis
- 3.2 2025-2028 Strategic Plan – CAO

**4. PROCLAMATIONS**

- 4.1 Lyme Disease Awareness Month
- 4.2 Emergency Preparedness Week – May 4-10, 2025

**5. APPROVAL OF THE MINUTES**

- 5.1 Council Meeting Minutes – March 17, 2025
- 5.2 Special Council Meeting Minutes – April 7, 2025

**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 Committee of the Whole Recommendations
  - a. RFD 016-2025 Procurement Policy – CAO
  - b. RFD 017-2025 Approval of 2025-26 Valley Waste Budget – CAO
- 7.2 RFD 020-2025 Low Income Tax Exemption – CAO
- 7.3 RFD 021-2025 PCAP Grant Application – CAO
- 7.4 RFD 022-2025 Pre-approval of Debenture for Public Works Truck – CAO



**8. REPORTS**

- 8.1 Management Report
- 8.2 Middleton Fire Department Dispatch Report for March
- 8.3 IDEA Committee Mar 4/25 DRAFT Minutes
- 8.4 Planning Advisory Committee Mar 19/25 DRAFT Minutes
- 8.5 Annapolis REMO Advisory Committee Mar 20/25 DRAFT Minutes
- 8.6 IMSA Board Mar 25/25 DRAFT Minutes and Meeting Minute
- 8.7 Annapolis County Inter-Municipal Working Group Feb 27/25 DRAFT Minutes
- 8.8 Mayor's Report

**9. CORRESPONDENCE**

- 9.1 April 14, 2025 Letter from Minister John Lohr re: legislative and policy changes
- 9.2 April 10, 2025 Letter from Minister Becky Druhan re: Additional Officer Program

**10. ANYTHING BY MEMBERS**

**11. IN-CAMERA**

- 10.1 Contractual

**12. ADJOURNMENT**



**Building Permit Report  
March 2025**

	<b>2024-2025 YTD Totals</b>	
<b>Permit Type</b>	<b># Permits</b>	<b>Est. Value</b>
Single Family	0	\$0.00
Multi Family	0	\$0.00
Cottages	0	\$0.00
Add/Alt/Res	9	\$94,575.00
Res. Accessory	3	\$10,000.00
Commercial	4	\$400,700.00
Institutional	1	\$0.00
Industrial	3	\$4,336,800.00
Demolitions	2	\$31,500.00
Agricultural	0	\$0.00
Other	0	\$0.0
<b>TOTALS</b>	<b>22</b>	<b>\$4,873,575.00</b>

**Fire Inspection Report**

<b>Total Properties March 31/24</b>	<b>167</b>
Inactive Properties	-17
Properties Pending for Bldg Insp.	-2
Properties Inspections with Deficiencies Outstanding	-38
Properties Complete in Cycle	-20
<b>Properties left to Conduct Inspections</b>	<b>90</b>

<b>Total Properties March 31/25</b>	<b>168</b>
Inactive Properties	-17
Properties Pending for Bldg Insp.	-3
Properties Inspections with Deficiencies Outstanding	-19
Properties Complete in Cycle	-35
<b>Properties left to Conduct Inspections</b>	<b>35</b>



# *Proclamation*

## **LYME DISEASE AWARENESS MONTH MAY 2025**

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

**THEREFORE**, be is resolved that I, Gail Smith, Mayor of Middleton do hereby proclaim May 2025 as “Lyme Disease Awareness Month” in the Town of Middleton.

Dated at Middleton, Nova Scotia  
this 22<sup>nd</sup> day of April 2025.

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Gail Smith, Mayor



# *Proclamation*

## **EMERGENCY PREPAREDNESS WEEK MAY 4 – 10, 2025**

### *Emergency Preparedness: Be Prepared*

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

**THEREFORE**, I, Gail Smith, Mayor of Middleton to hereby proclaim May 4 – 10, 2025 as Emergency Preparedness Week in the Town of Middleton and encourage all residents to “*Be Prepared*”.

Dated at Middleton, Nova Scotia  
this 22<sup>nd</sup> day of April 2025.

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Gail Smith, Mayor

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via Facebook Live on Monday, March 17, 2025, starting at 7:00pm.

### **PRESENT**

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

**Also in Attendance:** Nina Newington, and four (4) citizens

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

Mayor Smith called the meeting to order at 7:00pm.

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

**250218.01** It was moved and seconded that Council approve the agenda as amended.  
**Motion carried.**

#### 3. **PRESENTATIONS**

##### 3.1 Save Our Old Forests (SOOF)

Nina Newington gave an overview of Save Our Old Forests (SOOF) and how the Town can help.

- SOOF is a registered nonprofit based in Kespukwitk, Mi'kma'ki with two primary objectives.
  - To engage the public in helping to protect the forests in keeping with the Government of Nova Scotia's commitment to protect 20% of Nova Scotia's lands and waters by 2030; and
  - To raise awareness of the ecological importance of protecting forests over 80 years old in particular.
  - Protecting 20% of Nova Scotia by 2030
    - The Environmental Goals and Climate Change Reduction Act was passed by the Nova Scotia Legislature in October 2021. It includes a commitment "to conserve at least 20% of the total land and water mass of the Province by 2030 as protected areas and other effective area-based conservation measures".
- SOOF asked that the Mayor and Council write a letter to the Minister of Environment and Climate Change requesting that the Goldsmith Lake Wilderness Area be advanced as a candidate area for permanent protection

as part of the 15% interim target established by the Canada-Nova Scotia Nature Association.

Councillor Archibald stated assuming Goldsmith Lake is protected, what activities will be permitted?

- Activities could include hiking, fishing, kayaking, and ATV use, with the caveat that resource extraction will not be allowed.
- The area would be preserved as a wilderness zone.

#### 4. APPROVAL OF THE MINUTES

##### 4.1 Approval of the Previous Meeting Minutes

2025.02.18 Council Meeting Minutes

2025.03.03 Special Council Meeting Minutes

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

#### 5. ANYTHING BY CITIZENS

No comments given or received.

#### 6. REPORTS

6.1 Management Report

6.2 Middleton Fire Department Dispatch Report for February

6.3 Valley REN LOC Feb3/25 DRAFT Minutes

6.4 IDEA Governance Committee Feb 14/25 DRAFT Minutes

6.5 IMSA Board Feb 19/25 Meeting Minutes

6.6 Annapolis County Joint Police Advisory Board Feb 20/25 DRAFT Minutes

6.7 Annapolis County Inter-Municipal Working Group Feb 27/25 DRAFT Minutes

6.8 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.

- CAO Crocker provided a brief overview of the Management Report, noting that the new Communications and Events Coordinator started on March 5<sup>th</sup>.
- Summer student positions are now posted on the website and Facebook.
- The Interim audit is underway, and staff are working on answering questions and providing items to the Town's auditors.

A discussion took place regarding 50 School Street.

- The cleanup of 50 School Street is almost complete.
- Councillor Bartlett inquired whether, if an offer is made and accepted, the legal ability exists to place a lien on the property.
- CAO Crocker confirmed that a lien can be placed, which is done internally by staff.

7. CORRESPONDENCE

Two (2) notices of correspondence were distributed to Council members.

7.1 Update on Municipal Disaster Financial Assistance Claims

7.2 Correspondence from the Office of the Attorney General and Minister of Justice

8. ANYTHING BY MEMBERS

Councillor Fournier mentioned that a resident inquired about the plan for filling potholes.

- CAO Crocker responded that Public Works Director Verran is preparing a tender for patch paving

Deputy Mayor Marshall extended thanks to Public Works for their work on the Park Street sewer lines and highlighted that all crosswalk lights are now on.

Councillor Smith mentioned that the Learn to Run program graduation run is scheduled for Saturday, noting that only 3 runs were missed over the course of 11 weeks.

9. ADJOURNMENT

The Mayor declared the meeting adjourned at 7:41 pm.

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Mayor

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Recording Secretary

A Special Town of Middleton Council Meeting was held at the Town Hall, via Zoom and Facebook Live on Monday, April 7, 2025, immediately following the Committee of the Whole Meeting.

**PRESENT**

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

Regrets: Councillor John Bartlett

**1. CALL TO ORDER**

Mayor Smith called the meeting to order at 8:57pm.

**2. APPROVAL OF THE AGENDA**

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

**3. NEW BUSINESS**

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

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

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

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

**3.2 RFD 014-2025 Interim Budget**

CAO Crocker gave a brief overview of Interim Budget.

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

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

4. ADJOURNMENT

The Mayor declared the meeting adjourned at 9:01 pm.

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MAYOR

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RECORDING SECRETARY

DRAFT

**REQUEST FOR DECISION**  
**Procurement and Purchasing Policy**  
**RFD#: 016-2025**



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**To:** COTW and Town Council  
**From:** Ashley Crocker, CAO  
**Date:** April 7, 2025 and April 22, 2025  
**Subject:** Procurement and Purchasing Policy

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**Guiding Principles for Decision-Making**

**Accountability    Transportation    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Draft Procurement and Purchasing Policy

Legislation

- *Municipal Government Act*
- *Procurement Act*

Recommendation

That Council, on recommendation from the CAO, approve the draft Procurement and Purchasing Policy.

Background

Staff are currently reviewing the Town's policies and have identified that the Procurement and Purchasing policy requires updates. To gain further insights, staff reached out to several other municipalities. One area in need of improvement is incorporating incentives for local companies to participate in our tenders which other municipalities have in their policy.

Staff have made minor updates to the Procurement and Purchasing Policy compared to the previous version. Notably, the Definitions section that was previously Appendix One (1) has been moved to the body of the policy under item number three (3), and Appendix Two (2) has now been re-designated as Appendix One (1).

This presentation will serve as the 7-day notification to Council. This RFD will be presented for Council's consideration and motion at the Town Council meeting on April 22, 2025.

**REQUEST FOR DECISION**  
**Procurement and Purchasing Policy**  
**RFD#: 016-2025**



Financial Implications

N/A

Strategic Plan/Operating Plan Alignment

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

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 22 April 2025



<b>PROCUREMENT AND PURCHASING POLICY TOWN OF MIDDLETON</b>	
<b>Effective Date</b> February 9, 2015	<b>Approved by Council</b> Motion #
<b>Revision Date: September 8, 2015, <u>April 22, 2025</u></b>	

## **1 POLICY STATEMENT**

- 1.1 To provide guidelines for the procurement and purchase of all goods and services for the Town of Middleton based on sound management and public procurement practices. Procurement methods shall be open, fair, transparent and consistent, while being both efficient and effective; procurement methods should reflect the need to make timely decisions and make best use of staff time to reach defensible procurement decisions.
- 1.2 To establish a more efficient and cost effective method of procuring and paying for low dollar value, high volume goods and services, as well as travel expenses, registrations and other corporate affiliated expenses, while maintaining acceptable levels of control and accountability.

## **2 APPLICATION**

- 2.1 This policy applies to all procurement and purchasing activity of the Town of Middleton.
- 2.2 The Chief Administrative Officer (CAO) of the Town of Middleton is responsible for ensuring compliance with this policy.
- 2.3 All Town of Middleton personnel who have responsibility for the procurement of goods, services, construction, or facilities must adhere to this policy. Failure to adhere to this policy may result in a temporary or permanent loss of procurement privileges or in more extreme cases result in disciplinary action and/or dismissal.

## **3 DEFINITIONS**

- 3.1 "*Atlantic Standard Terms and Conditions*" are standard instructions that support public tenders issued by the four Atlantic provinces for goods and services. Supplements may be added if and when required.



- 3.2 *"Best Value"* is evaluating bids not only on purchase price and life cycle cost considerations but also considering 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.
- 3.3 *"Bid"* means a supplier response to a public tender notice to provide goods, services, construction or facilities.
- 3.4 *"Construction"* means the construction, reconstruction, demolition, repair, or renovation of a building, structure, road, or other engineering or architectural work, excluding the professional consulting services related to the construction contract unless they are included in the procurement.
- 3.5 *"Construction Contract Guidelines"* means standard instructions developed in consultation with the Construction Association of Nova Scotia that support construction tenders.
- 3.6 *"Goods"* means materials, furniture, merchandise, equipment, stationery, and other supplies required by the Town of Middleton for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies.
- 3.7 *"Facilities (also referred to as Building Leases)"* means all building lease requirements covering the conveyance of the right to use tangible building property for a specified period in return for rent.
- 3.8 *"Procurement Activity"* means the acquisition of all goods, services, construction, or facilities procured by purchase, contract, lease, or long-term rental.
- 3.9 *"Procurement Value"* means the value of the total contract excluding taxes but including all options whether exercised or not. For facilities this value is determined by the monthly lease/rent times the term of the contract.
- 3.10 *"Procurement Web Portal"* means the public website maintained by the Province of Nova Scotia where all public tender notices are posted.
- 3.11 *"Public Advertisement"* means advertising a public tender notice on the procurement web portal.
- 3.12 *"Public Procurement Act (PPA)"* means an act outlining the rules related to the procurement activity of all public sector entities (including municipalities) in the Province of Nova Scotia.



- 3.13 *"Public Tender"* means procurement for goods, services, construction or facilities obtained through public advertisement (see Appendix 3 for an outline of the various tools that can be used for public tender.)
- 3.14 *"Public Tender Notice"* means notice of intended procurement for goods, services, construction, or facilities obtained through public advertisement.
- 3.15 *"Services"* means services required by the Town of Middleton for the transaction of its business and affairs, excluding services provided by an employee through a personal services contract.
- 3.16 *"Standing Offer"* means a contractual arrangement with a supplier to provide certain goods or services on an 'as required' basis, during a particular period of time, at a predetermined price or discount, generally within a predefined dollar limit.
- 3.17 *"Sustainable Procurement"* involves taking a holistic approach to obtain best value. This will be done by integrating the following considerations in the procurement process:
  - a. Environmental considerations: e.g. Green House Gas Reduction, Waste Reduction, Toxic Use Reduction.
  - b. Economic considerations: e.g. Life Cycle Cost, Fiscal Responsibility, Support for the Local Economy.
  - c. Social considerations: e.g. Employee Health and Safety, Inclusiveness and Fair Wage, Health Promotion.

## **4 SPENDING AUTHORITY**

### **Roles and Responsibilities**

#### ***4.1 Chief Purchasing Officer Responsibilities***

- a. The CAO shall be the Chief Purchasing Officer for the Town and shall oversee the purchasing practices of all departments to ensure compliance with the Town's purchasing policy.
- b. The CAO shall issue purchase orders for operational supplies for the general government services department, Emergency Management Office (EMO) and other protective services, public health and welfare services for all departments in accordance with purchasing policy procedures. The CAO shall issue operational purchase order for the other departments in the absence of the director.
- c. *Low value thresholds* – The CAO shall be responsible for approving low value operational purchases of \$10,001 or more for all departments in accordance with Procurement Policy procedures.



- d. *High value thresholds* – The CAO shall prepare and call tenders for all high value purchases of the Town and shall guide the tender opening process through the appropriate procedure, as detailed in this policy.

#### 4.2 Director Responsibilities

- a. Directors should issue all purchase orders for their departments only. All purchases of goods and services shall require a purchase order to be issued.
- b. No director shall charge a purchase to another department without the prior knowledge and approval of the director affected.
- c. *Low Value Thresholds* – Directors of departments shall be responsible for approving low value operational purchases up to and including \$10,000 for their own department in accordance with Procurement Policy procedures.
- d. *High Value Thresholds* – For purchase requirements above high value thresholds set in the Procurement Policy, the director shall submit a set of specifications for inclusion in the public tender call process to the CAO.

## 5 PROCUREMENT PROCESS

### Objectives

- 5.1 The Town of Middleton is committed to:
  - a. Providing for the procurement of goods, services, construction and facilities in a fair, open, consistent and transparent manner resulting in best value.
  - b. Encouraging competition, innovative ideas and solutions, while respecting all Legislative and Trade Agreement obligations.
  - c. Promoting sustainable procurement in procurement decisions, including identifying and exploring opportunities to work with and support social enterprises and businesses that are owned by and employ under-represented populations.
  - d. Ensuring that qualified suppliers have equal opportunity to bid on the Town of Middleton’s procurement activity.
  - e. Being accountable for procurement decisions.

### Thresholds

- 5.2 Low Value Procurement
  - a. Goods up to and including \$25,000
  - b. Services up to and including \$50,000
  - c. Facilities up to and including \$50,000
  - d. Construction up to and including \$100,000



- 5.3 For all low value procurement activity with a procurement value of less than \$1,000:
  - a. The procurement decision must be made by the applicable Department Director or by an employee designated by the Director, and appropriate documentation (e.g. receipts, invoices) must be kept.
  - b. Low value construction, facilities, goods and services may be procured under a standing offer if one exists for the construction, facilities, goods, or services required, and if doing so will provide best value.
  - c. If the construction, facilities, goods, or services are not purchased by a standing offer, they may be purchased from any supplier, unless municipal staff have reason to believe that purchasing the construction, facilities, goods or services from that supplier would not provide best value.
  
- 5.4 For all low value procurement activity with a procurement value between \$1,001 and \$10,000:
  - a. The procurement decision must be made by the applicable Department Director or a manager, supervisor or foreman as designated by the director.
  - b. Construction, facilities, goods and services may be procured under a standing offer if one exists for the construction, facilities, goods or services required, and if doing so will provide best value.
  - c. If the construction, facilities, goods or services are not procured under a standing offer the construction, facilities, goods or services must be procured by a request for quotations where reasonable.
  
- 5.5 For all low value procurement activity having a value of \$10,001 or more:
  - a. The procurement decision must be recommended by the Department Director to the CAO for approval.
  - b. Construction, facilities, goods or services may be procured under a standing offer if one exists for the construction, facilities, goods or services required, and if doing so will provide best value.
  - c. If the construction, facilities, goods or services cannot be procured under a standing offer, the CAO must decide whether the construction, facilities, goods or services must be procured by a request for quotations or by public tender.
  
- 5.6 When selecting the list of suppliers to be provided the opportunity to quote, Town of Middleton personnel will make every effort to ensure a fair and open process is followed. While the Town of Middleton personnel are expected to invite only qualified suppliers, they are not to consistently invite bids from only one of a select group of suppliers. Invitations and bidding opportunities are to be equitably distributed among all potential bidders in an area, and all interested and qualified suppliers are to be evaluated on a consistent and equitable basis. Where increased competition is appropriate, the Town of Middleton personnel may choose to publicly tender for goods, services, construction or facilities that fall within the above thresholds.



5.7 *High Value Procurement*

- a. Goods over \$25,000
- b. Services over \$50,000
- c. Facilities over \$50,000
- d. Construction over \$100,000

5.8 All procurement activity with a procurement value over the thresholds (excluding taxes) outlined above must be obtained through a public tender, which may be preceded by a request or qualifications or request for expressions of interest. See Appendix 3 of this Policy for an outline of tools available for public tender. The only exception to this would be when the Town of Middleton personnel are using Alternative Procurement Practice or are accessing a publicly tendered standing offer. All public tender opportunities must be posted on the Province of Nova Scotia Procurement Web Portal. The Town of Middleton personnel may wish where appropriate to also advertise in local, provincial, or national media; however, there is no obligation to do so. In addition, a notice of tender opportunity may be sent to selected suppliers where required to ensure an adequate degree of competition. The procurement decision must be made by Council.

5.9 Municipal staff of Council (whoever has authority to award the contract under this Policy) may approve exceptions to the normal purchasing practices outlined in sections [12] to [15] of this Policy:

- a. When a more competitive process normally used for goods and services of higher value, is used; or
- b. When, in accordance with the criteria described in the “alternative procurement practices” provisions in Appendix 2 or exceptions that are provided for elsewhere in this policy, it is necessary to or appropriate that the construction, facilities, goods or services be purchased in accordance with that section.

5.10 *Alternative Procurement Practices*

To balance the need for open, competitive process with demands of urgent or specialized circumstances, Alternative Procurement Circumstances have been developed. These circumstances must be used only for the purposes intended and not to avoid competition or used to discriminate against specific suppliers. To ensure appropriate use, each circumstance must be documented by the Town of Middleton personnel stating the rationale permitting the Alternative Procurement Circumstance and signed by the CAO. All documents must be filed and maintained for audit purposes. See Appendix 2 for a list of the Alternative Procurement circumstances, as well as further requirements on documentation.



5.11 *Bid Opening, Evaluation, and Award*

a. *Bid Opening*

Bids are accepted in accordance with the closing time, date, and place stipulated in the bid request documents. Members of the public may receive the list of bidders electronically after bid opening.

b. *Bid Evaluation*

All bids are subject to evaluation after opening and before award of contract. The bid request documents must clearly identify the requirements of the procurement, the evaluation method, evaluation criteria based on the purpose and objectives of this policy, and the weights assigned to each criterion.

c. *Award*

The winning bidder and contract award amount for high value procurement activity must be posted on the Province of Nova Scotia's Procurement Web Portal. After contracts have been awarded, routine access to information at the vendors' request shall be provided in the following areas:

i. *Bidders list*

- Name of winning bidder
- Award price excluding taxes of the winning bidder
- Access to tender documents or other proprietary information is subject to the provisions of the Freedom of Information and Protection of Privacy Act.

ii. *Supplier Debriefing*

At the request of a supplier who submitted a bid, the Town of Middleton personnel will conduct a supplier debriefing session to provide feedback on the evaluation of the public tender. Suppliers can find out how their proposal scored against published criteria, obtain comments on their bid, and gather information on how future bids may be improved. Bids are not compared to other nor will information on other bids be provided.

iii. *Supplier Complaint Process (SCP)*

When a supplier is not satisfied with the information provided in a supplier debriefing, the supplier may file a complaint in accordance with the Supplier Complaint Process as defined in the Public Procurement Act. The SCP is not a dispute resolution process but rather is intended to handle supplier complaints and to improve faulty or misleading procurement processes. The SCP is an integral part of a fair and open procurement policy.



5.12 *Purchase Order*

- a. Generally, a purchase order serves as a supporting document for a purchase, identifies the purchasing authority and indicates that funds have been committed for a purchase.
- b. A purchase order will be obtained and approved by the CAO, Department Director, or their designate before any order for construction, facilities, goods or services is placed. In case of emergency approval shall be obtained as soon as possible thereafter.
- c. Purchase orders shall be fully completed, and an accurate estimate of the cost is to be given.
- d. Some purchases involve payments of a recurring nature, therefore, after the initial purchase order subsequent purchase orders are not required. They are also not required for legislated mandatory contributions to the Province of Nova Scotia or other levels of government.
- e. A purchase is not to be split into multiple purchase orders to avoid the intent of the purchasing policy and avoid procedures required for the threshold values defined in this policy. Purchase orders are not required where petty cash accounts may be maintained. Petty cash is for minor purchases which typically are of an immediate nature. The finance department establishes petty cash accounts, procedures and limits.

5.13 *Fair Treatment for Nova Scotia Suppliers*

Based on the principle of best value for the Town of Middleton and where deemed to be in their best interest, the Town of Middleton personnel may apply a preference for goods valued up to and including \$25,000 that are manufactured or produced in Nova Scotia. The final decision to apply a preference to a Nova Scotia supplier shall be approved by the CAO. The Town of Middleton personnel may also choose to apply a Nova Scotia preference or restrict the receipt of quotations at or below the low value procurement thresholds to Nova Scotia suppliers. Any decision made by the Town of Middleton personnel should be based on budget considerations and shall be approved by the CAO.

5.14 *Local Preference and Sustainability Considerations*

The Town of Middleton staff must give reference to purchasing goods manufactured or produced and services from local businesses in accordance with the following:

- a. In evaluating which goods or services offer best value to the Town of Middleton, the Town of Middleton must apply a preference of 5% to the price offered by a local business as compared with non-local businesses, such that the price offered by the local business is adjusted lower by 5% for the purpose of evaluating which goods or services offer best value.
- b. All requests for quotations and notices of public tender must state that local preference applies to the procurement.



- c. In accordance with the Atlantic Procurement Agreement, the local preference described above does not apply to high value procurement as outlined in section [14] of this policy.
- d. Pursuant to the *Public Procurement Act*, in evaluating which goods or services offer best value to the Town of Middleton, the Town of Middleton may consider sustainability criteria, meaning environmental considerations, social considerations and economic considerations.
- e. All requests for quotations and notices of public tender must list the sustainability criteria that apply to the procurement.

### **Other Considerations**

#### **5.15 Cooperative Procurement**

The Town of Middleton personnel are encouraged to look for opportunities to collaborate with government agencies when the arrangement may result in overall cost savings or other substantial advantages. For example, joint procurement may be appropriate to procure commonly used goods, services, fuel oil, natural gas, telecommunications, etc.

#### **5.16 Standing Offers**

The Town of Middleton personnel may access all Province of Nova Scotia standing offers, as well as any standing offer established through the Procurement Advisory Group for the Province, should the Town of Middleton personnel wish to make use of the savings opportunities.

### **Obligations under the Public Procurement Act**

5.17 In addition to the areas already covered by this Policy, the following are additional obligations of the *Public Procurement Act* that the Town of Middleton personnel are required to adhere to with their procurement practices.

#### **a. Terms and Conditions**

Every public tender notice must include or have attached the terms and conditions that govern the purchase of goods, services, construction, or facilities. The terms and conditions of every public tender notice must be consistent with the Atlantic Standard Terms and Conditions for the procurement of goods, services, or facilities and the Construction Contract Guidelines developed in collaboration with the Construction Association of Nova Scotia for the procurement of construction.



*b. Posting Tender Notices and Awards*

All opportunities subject to a public tender must be advertised on the Province of Nova Scotia Procurement Web Portal. The Town of Middleton personnel must also post on the Procurement Web Portal the name of the successful bidder for the public tender and the contract amount awarded.

*c. Code of Ethics*

The Town of Middleton personnel and council must ensure their conduct in relation to procurement activity is consistent with the “Duties of public sector entity employees” in the Public Procurement Act. This includes a request for removal from a procurement activity when a personal conflict of interest is perceived.

*d. Other*

*i. Policy Posting*

The Town of Middleton personnel will ensure this policy is posted on the town’s website.

*ii. Supplier Development Activities*

The Town of Middleton personnel will make every attempt where appropriate to participate in vendor outreach activities as requested by the Procurement Governance Secretariat.

*iii. Regulations*

The Town of Middleton personnel will make sure that procurement practices remain consistent with any regulations that are adopted under the *Public Procurement Act*.

## **6 PURCHASING CARDS**

### **Objectives**

6.1 The Town of Middleton is committed to:

- a. Reducing the costs of procuring and paying for low dollar value goods, services and travel expenses by reducing the number of small orders and invoices processed and the number of cheques issued.
- b. Eliminating the issuance of travel and cash advances in addition to separate payments or registration fees, transportation costs, and accommodations.
- c. Maintain the existing levels of discounts negotiated with suppliers for prompt payment by providing a more efficient payment process
- d. Streamline administrative functions and reduce the time spent by departments processing payments.
- e. Maintain an acceptable level of accountability and safekeeping of the Town of Middleton’s assets by setting appropriate limits and restrictions on the use of cards.



## **Roles and Responsibilities**

6.2 Purchasing cards may be used by select authorized purchasers for procuring both goods and services for the Town of Middleton. The purchasing card has a transaction limit which is set by the Town of Middleton to meet the cardholder requirements. The CAO shall use discretion in the number of cards in use at the Town of Middleton by reviewing the nature of the positions which have cards and the requirements of their respective departments.

6.3 Unless a sperate and different level has been specifically approved by Council, the purchasing card limits shall be as follows:

- a. Mayor - \$5,000
- b. CAO - \$5,000
- c. Directors - \$2,500

These limits are defined as the maximums for individuals the CAO deems appropriate to have a purchasing card. The limits represent the total amount of purchases that can be charged to the card during a one-month billing cycle.

6.4 Under no circumstances shall a transaction be split into two or more separate receipts to bypass the transaction dollar limit on the card of the approval limits of the employee.

6.5 The purchasing card may not be used to purchase or pay for:

- a. Personal purchases
- b. Cash advances without approval
- c. Alcohol

6.6 Written agreements shall be made with the bank, including fee schedules and processing procedures. The bank may assign a manager to the Town's account in addition to the Town's monitoring mechanisms.

## **Receiving Goods**

6.7 The cardholder shall keep a copy of all supporting documentation (e.g. cash register and purchasing card receipts, vendor notices, purchase register, etc.) and attach it to the monthly statement. The cardholder shall certify that the goods have been received by signing the sales slip.



### **Disputed Items and Returns**

- 6.8 Disputed items are purchases that do not accurately reflect the transactions made by the cardholder (e.g. wrong amount, incorrect account number, multiple posting, etc.) The cardholder shall be responsible for reporting these as soon as possible to the bank and the Director of Finance.
- 6.9 Problems with merchants relating to unsatisfactory goods, late delivery, changes from quoted process, etc. shall not be considered disputed items and shall be settled directly with the vendor by the buyer. In the event the goods are to be returned to the supplier, the cardholder shall request a Return Confirmation Number from the supplier along with return instructions and forward the goods back to the supplier in accordance with these instructions. All credits must be processed against the purchasing card; under no circumstances shall a cash refund be permitted.

### **Billing and Statements**

- 6.10 Purchases made on the purchasing card shall be the liability of the Town of Middleton. Upon receipt of a monthly bill, the Finance Department will ensure payment is affected promptly to avoid financing charges.

### **Card Issuance**

- 6.11 Cards shall be issued in the name of the Town of Middleton and the individual designated by the CAO. The Director of Finance shall be responsible for ensuring that the individual is familiar with the guidelines for the use of this card as outlines in this document. Cardholders should be fully trained on the responsibilities associated with the purchasing cards, including telephone, fax and internet purchases, as well as the repercussions if they abuse the card.

### **Card Cancellation**

- 6.12 Purchasing cards will be cancelled when the cardholder no longer holds a position approved for a card, no longer requires the card, the card is lost or stolen or when the cardholder has terminated employment with the Town of Middleton. The card may also be cancelled if it is not used in accordance with the guidelines outlined in this document. Any card can be cancelled at any time by the Director of Finance, or the cardholder's manager.



- 6.13 A written request from the cardholder’s manager shall be forwarded to the Director of Finance with the name of the cardholder and the reason for cancellation. The Director of Finance shall contact the bank and shall confirm the cancellation. It shall be the responsibility of the manager to ensure that terminated employee’s cards are cancelled immediately upon termination from the Town of Middleton. It shall also be the manager’s responsibility to ensure that cancelled purchasing cards are returned to the Director of Finance for destruction.

### **Lost or Stolen Cards**

- 6.14 All purchasing cards shall remain the property of the Town of Middleton and must be protected in the same way as a personal purchasing card. Should the card be lost or stolen, it shall be the cardholder’s responsibility to report the event immediately to the bank and to the Director of Finance. If the cardholder requires assistance with statements, disputed items or other issues, they call contact the Director of Finance.

### **Roles and Responsibilities**

- 6.15 Director of Finance shall be responsible to:
- a. Administer and audit the purchasing card program
  - b. Maintain a master list for all cards
  - c. Maintain all original cardholder agreements
  - d. Ensure monthly billings are paid in a timely fashion
  - e. Ensure cardholders are completing statement reconciliations accurately
  - f. Offer training and support to cardholders when issues occur during the process
  - g. Monitor employee activities, print reports, and adjust spending levels
  - h. Perform random audits of purchasing card transactions
  - i. Track historical data to monitor program performance and ensure cost control targets are reached
  - j. Overall administration of purchasing card program.
- 6.16 Cardholder shall be responsible for:
- a. The security of their card and should not share the purchasing card or the card number with other individuals
  - b. The use of the card in accordance with the guidelines outlines in this document and other related policies and procedures
  - c. Confirm budget allocation for items being purchased
  - d. Keep supporting documents (e.g. cash register and purchase card receipts, vendor notices, packing slips, etc.) related to all purchases made with the card for reconciliation
  - e. Contacting the supplier if there are any problems with the order received and address disputes for a resolution

Town of Middleton Policies  
Code A- Procurement and Purchasing Policy  
Town of Middleton # 1.25



- f. Ensure all returns are credited to the statement
- g. Reporting lost or stolen cards to the bank and the Director of Finance
- h. Returning the card when requested to do so.



## **Appendix 1 – Alternative Procurement**

Only those holding the appropriate role/position may delegate signing authority.

### *1) Low Value Purchase*

The CAO may delegate signing authority for low value Alternative Procurement transactions to the head of a given business area. No further approvals will be necessary. The CAO will ensure persons with delegated signing authority will be held accountable for their actions and that all procurement activities by Town of Middleton personnel are properly documented and filed for follow up and audit. The CAO shall remain accountable for the proper use of alternative procurement transactions

### *2) High Value Purchase*

Town of Middleton personnel wishing to make us a high value Alternative Procurement practice (with the exception of an emergency) must consult with the CAO to obtain his or her approval and identify the most appropriate means by which to proceed with the satisfaction of the requirement. If in agreement, CAO may direct Town of Middleton personnel to proceed with the procurement. The CAO may wish to confer with provincial government procurement officials for discussion, validation, and/or alternative options. The CAO may delegate signing authority for high value alternative procurement transactions to an Acting CAO in their absence. All appropriate documentation will be maintained on file for audit purposes. The CAO will ensure persons with delegated signing authority will be held accountable for their actions. The CAO shall remain accountable for the proper use of alternative procurement transactions.

## **Alternative Procurement Circumstances**

### *3) No Threshold Restrictions*

Town of Middleton personnel may use the following Alternative Procurement practices described below for the procurement of goods, services, construction or facilities, with no threshold restrictions:

- a. Where an unforeseeable situation of urgency exists and the goods, services, or construction cannot be obtained in time by means of open procurement procedures. Entities must ensure inadequate planning does not lead to inappropriate use of this exemption.



- b. Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption, or otherwise be contrary to the public interest.
- c. Where compliance with the open tendering provisions set out in this Policy would interfere with a Party's ability to maintain security or order, or to protect human, animal, or plant life or health.
- d. In the absence of tenders in response to an open or selective tender, of when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender.
- e. To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright, and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- f. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.
- g. For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly.
- h. For the purpose of goods on a commodity market.
- i. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
- j. For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
- k. For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for an subsequent purchases.
- l. For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
- m. For the procurement of original works of art.
- n. For the procurement of subscriptions to newspapers, magazines, or other periodicals.
- o. For the procurement of real property.
- p. For the procurement of goods intended for resale to the public.
- q. For the procurement from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs, or through employment equity programs.
- r. For the procurement from a public body or non-profit organization.
- s. For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation.



#### 4) *Threshold Restrictions*

Town of Middleton personnel may use the following Alternative Procurement described below, up to the high value thresholds of this Policy:

- a. For the procurement of goods or services for the purpose of evaluating or piloting new or innovative technology with demonstrated environmental, economic, or social benefits when compared to conventional technology, but not for subsequent purchases.
- b. For procurement that fosters the development of minority businesses.

#### **Alternative Procurement Justifications.**

- 1) Services that may, under the applicable laws of the province, only be provided by the following licensed professionals: medical doctors, dentists, nurses, pharmacists, veterinarians, accountants, lawyers, and notaries.
- 2) Prior open competitive process (by the Municipality or other organizations in the public sector) have clearly pointed to one of a few suppliers and the CAO is confident that the issuance of an Open Competition would return similar results.
- 3) Where the cost (administrative, consulting, etc.) of an Open Competition is felt to outweigh any cost savings that may be enjoyed as a result of the process (this will be in large part measured by the amount of work necessary to ensure the document specifications are accurate and complete so as to validate the Open Competition). This includes the extensions of contracts to Entrenched Incumbents.
- 4) Where the number of potential Suppliers who could reasonably provide the Goods, Services or Constructions are limited such that it is more efficient to selectively invite quotations/proposals rather than issue an Open Competition.



## **Appendix 2 – Procurement Tools**

Below is an outline of some of the various tools available for use when issuing a public tender.

### *1. Request for Proposal (RFP)*

Used when a supplier is invited to propose a solution to a problem, requirement, or objective. Suppliers are requested to submit detailed proposals (bids) in accordance with predefined evaluation criteria. The selection of the successful proposal is based on the effectiveness, value, and price of the proposed solution. Negotiations with supplier may be required to finalize any aspect of the requirement.

### *2. Request for Construction (RFC)*

Used to publicly tender for a construction, reconstructions, demolition, remediation, repair, or renovation of a building, structure, road, bridge, or other engineering or architectural work. When a supplier is invited to bid on a construction project the tender documents usually contain a set of terms and conditions and separate bid forms that apply to that specific project. Suppliers are requested to submit a response (bid) in accordance with predefined criteria. The selection of the successful proposal is based on a number of factors as described in the tender documents. A request for construction usually does not include professional consulting services related to the construction contract, unless they are included in the specifications.

### *3. Request for Quotation (RFQ)*

A request for quotation on goods or products with a minimum specification. Award is usually made based on the lowest price meeting the specifications. An RFQ does not normally but may sometimes include evaluation criteria.

### *4. Request for Standing Offer (RSO)*

A public tender to provide commonly used goods or services. The term of the standing offer can vary in duration but will be clearly defined in the tender documents. RSO's may include evaluation criteria depending on the requirement.

### *5. Request for Expression of Interest (REI)*

The Request for Expression of Interest is similar to the Request of Proposal and is sometimes referred to as a Pre-Qualification, where suppliers are invited to propose a solution to a problem. The REI, however, is only the first stage in the procurement process. Bidders responding to the REI will be shortlisted according to their scoring in the evaluation process. The short-listed firms will then be invited to respond to a subsequent Request for Proposal. A REI does not normally include pricing as a price is key evaluation criteria used in the second stage RFP process.

Town of Middleton Policies  
Code A- Procurement and Purchasing Policy  
Town of Middleton # 1.25



I, \_\_\_\_\_, **Chief Administrative Officer of the Town of Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the ~~16<sup>th</sup>-22<sup>nd</sup>~~ day of ~~December~~ April 2024~~5~~.

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\_\_\_\_\_  
Chief Administrative Officer

Policy Adoption	
Date of 7-day notification to Council	<del>February 9, 2015</del> <u>April 7, 2025</u>
Date of Approval	<u>April 22, 2025</u>

**REQUEST FOR DECISION**  
**Approval of 2025-26 Valley Waste**  
**Budget**  
**RFD#: 017-2025**



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**To:** COTW and Council  
**From:** Ashley Crocker, CAO  
**Date:** April 7, 2025 and April 22, 2025  
**Subject:** Approval of 2025-2026 Valley Waste Budget

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**Guiding Principles for Decision-Making**

**Accountability   Transportation   Diversity   Sustainability   Engaged   Informed**

**References/Attachments**

- Valley Waste 2025-2026 Budget Presentation

**Legislation**

- Valley Region Solid Waste-Resource Management Authority Inter-Municipal Services Agreement

**Recommendation**

That Council approve the draft Valley Waste Operating and Capital budget for the 2025-2026 fiscal year.

**Background**

Per the Valley Region Solid Waste-Resource Management Authority (Authority) Inter-Municipal Services Agreement, the Parties must ratify the annual operating plan and budget approved by the Authority.

**Financial Implications**

The annual contribution of \$180,079 will be included in the Town's draft 2025-26 Operating Budget. The 2024-2025 budget was \$151,837 so this is increasing by almost 20%. Please refer to the attached presentation for details.

**REQUEST FOR DECISION**  
**Approval of 2025-26 Valley Waste**  
**Budget**  
**RFD#: 017-2025**



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 approval of the budget.

CAO Initials: AC

Target Decision Date: 22 April 2025



# Budget Presentation

FY 2025-2026

Operating and Capital Budget

January 21, 2025

# OVERVIEW OF ORGANIZATION

- ▶ Services provided
    - ▶ Operation of two Management Centres
    - ▶ Education and enforcement
    - ▶ Administration of contracted services
  - ▶ Contracted Services
    - ▶ Curbside collection
    - ▶ Landfill disposal
    - ▶ Organics processing
    - ▶ Recycling processing
    - ▶ Transportation services (landfill, recycling)
    - ▶ Hazardous waste processing
    - ▶ Construction & demolition debris processing
- 

# F2025 BUDGET FORECAST & F2026 PROPOSED BUDGET

## Valley Region Solid Waste-Resource Management Authority Total Contributions from Municipal Parties

2026		2025-2026 Budget	2024-2025 Budget	2024-2025 Projected True-Up	2024-2025 Total	2025
58.28%	<b>Municipality of Kings</b>	5,512,343	5,035,156	(286,158)	4,748,998	74.03%
8.10%	<b>Town of Kentville</b>	765,793	708,444	(50,296)	658,148	10.26%
7.19%	<b>Town of Wolfville</b>	680,303	675,804	(113,734)	562,070	8.76%
2.71%	<b>Town of Berwick</b>	256,588	211,137	10,311	221,448	3.45%
1.90%	<b>Town of Middleton</b>	180,079	139,387	17,084	156,471	2.44%
0.84%	<b>Town of Annapolis Royal</b>	79,724	89,638	(21,474)	68,164	1.06%
20.98%	<b>Municipality of Annapolis</b>	1,984,351	n/a	n/a	n/a	
		<b>9,459,180</b>	<b>6,859,565 *</b>	<b>(444,266)</b>	<b>6,415,299</b>	

\* Note: F2025 budget does not include costs Annapolis County is paying for curbside collection.

## Change in Operational Funding - 2025 Budget to 2025 Forecast

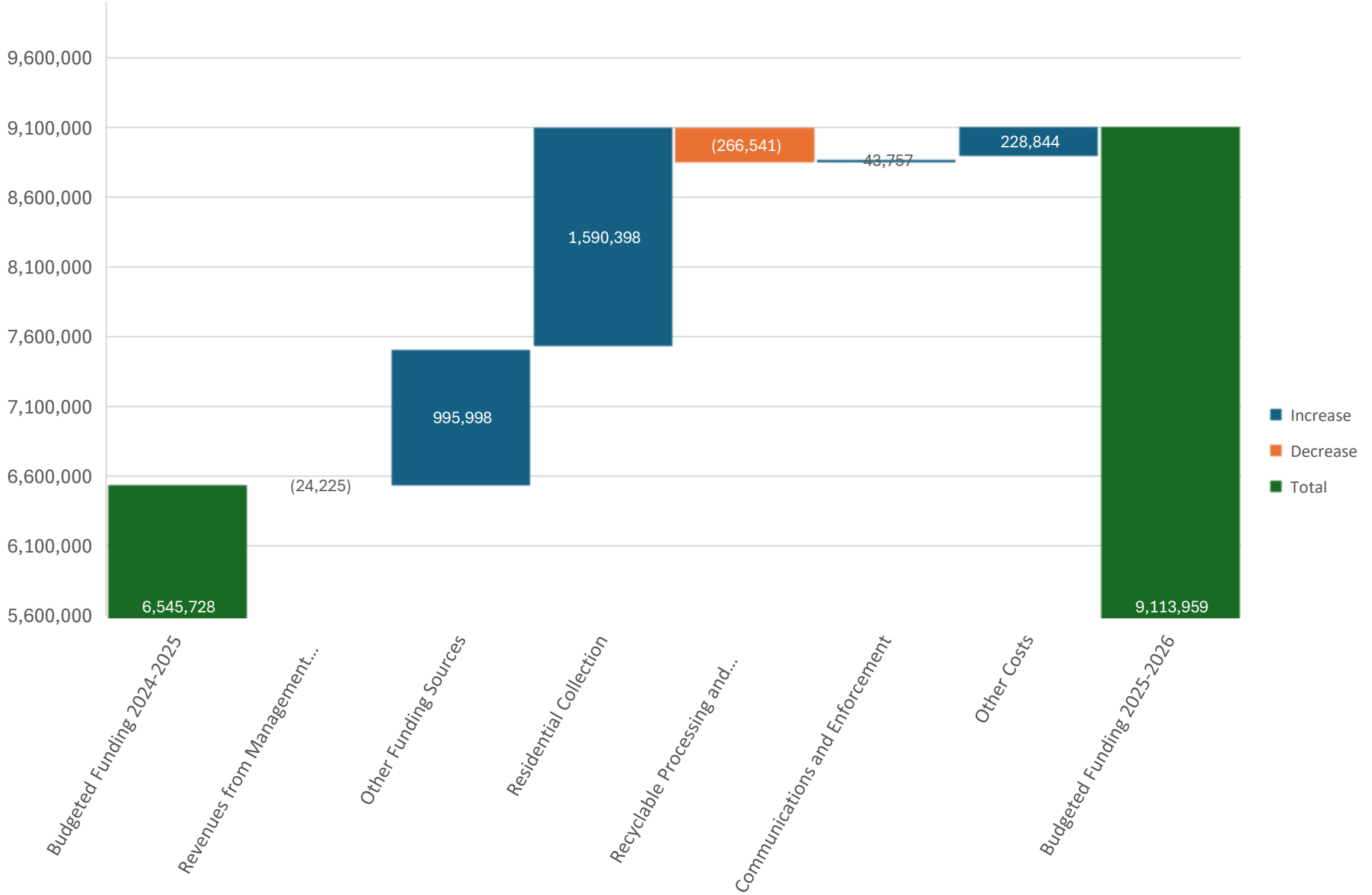


# KEY INFLUENCES TO FORECAST


- \$243,00 – higher than anticipated tipping fee revenues from mixed construction & demolition debris (C&D) and Scotia Recycling
- \$147,000 – diversion credit adjustment and bank interest
- (\$209,000) – higher than anticipated C&D processing volumes
- \$128,000 – lower Management Centre costs due to staff vacancies, fuel and site repairs. Equipment repairs higher than budgeted.
- \$56,000 – staff vacancy in Communications and Enforcement
- \$55,000 - lower than budgeted recycling processing



## Change in Operational Funding - 2025 Budget to 2026 Budget



# KEY BUDGET INFLUENCES


- ▶ Decrease in operational revenues from Annapolis County; however, the county would pay ~21% of municipal contributions should they return as a member.
  - ▶ Employee Compensation \$175,000
    - ▶ 2.80% Cost of living increase based on 12-month average NS CPI (Oct 23 – Sept 24)
    - ▶ An overall FTE staff increase of 1.0 position
    - ▶ Includes potential step increases
      - ▶ Majority of staff (63%) have worked fewer than 5 years with organization
- 

# MAJOR CONTRACTS

- ▶ Overall increase of ~ \$1,439,000 increase
  - ▶ Curbside Collection \$1,620,000
    - ▶ New contract. Increase of approximately 18% after combining current Valley Waste and Annapolis County contracts
    - ▶ EPR cost recovery included from December – March, F2026
  - ▶ Landfill Disposal \$43,000, reduced tonnage, higher contract price
  - ▶ Recycling Processing & Transportation (\$267,000) – EPR cost recovery
  - ▶ Organics Processing \$23,000 - annual contract increase
  - ▶ C&D Debris Processing - \$32,000 – higher volume, internal cost recovery
  - ▶ Hazardous Waste Processing – (\$12,000) – EPR cost recovery

# CAPITAL BUDGET

## ▶ Three elements:

- ▶ Rolling Stock - regular replacement capital for equipment
  - ▶ New Equipment
  - ▶ Building and Infrastructure - site capacity upgrades
- 

# CAPITAL BUDGET

## ▶ Rolling Stock

- ▶ Wheel loader \$400,000
  - ▶ Replaces 2013 loader

## ▶ New Equipment


- ▶ Small loader to assist with construction & demolition debris diversion \$200,000
- ▶ One mobile generator and hookups for each Management Centre
  - ▶ To operate during extended power outages (disaster preparedness)

# BUILDINGS & INFRASTRUCTURE

- ▶ *Eastern Management Centre tipping floor expansion \$2,600,000*
  - ▶ *To accommodate growth and improve safety for customers and staff*
  - ▶ *Engineering of expansion included in F2025 budget*
  
- ▶ *EMC – Expansion of construction and demolition debris pad \$450,000*
  - ▶ *To accommodate increased volumes and relocation of scrap metal pile*
  - ▶ *Engineering of expansion included in F2025 budget*

NOTE: Authority has an Infrastructure Replacement Reserve with a current value of ~\$3,300,000

# BUILDINGS & INFRASTRUCTURE

- ▶ WMC - Replacement of hazardous waste building and installation of pre-fabricated steel shelter \$ 310,000
    - ▶ Current building corroding
  - ▶ WMC – Replacement of compaction equipment \$120,000
    - ▶ Current equipment old, needs repairs often
  - ▶ WMC – Installation of a tunnel door in loading bay \$85,000
    - ▶ To keep thieves from entering facility
  - ▶ WMC – Warehouse \$350,000
    - ▶ To store equipment, provide shelter for stewardship programs
- 

## ▶ Existing Capital Replacement Reserve

- ▶ Current value: \$3,292,134
- ▶ Budget includes a contribution of \$345,221 as per approved policy

## ▶ Existing Sale of Surplus Equipment Reserve

- ▶ Current value: \$404,858

**REQUEST FOR DECISION  
Amendment to Policy A 1.20  
Low-Income Tax Exemption Policy  
RFD#: 020-2025**



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**To:** Town Council  
**From:** Karen Kluska, Contract Accountant  
**Date:** April 22, 2025  
**Subject:** Amendment Tax Exemption – Low Income Policy

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**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Draft Low-Income Tax Exemption Policy A 1.20

Legislation

- Pursuant to the *Municipal Government Act* Section 69

Recommendation

That Council approve the proposed revisions to the Low-Income Tax Exemption Policy and increase the exemption amount to \$310 and the household income not exceeding \$25,700.

Background

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

The policy was last revised in April 2024 to provide a \$300 tax exemption for taxpayers whose household income did not exceed \$25,200.

Since that time, the Consumer Price Index (CPI) for Nova Scotia between March 2024 and February 2025 increased by 2.1%. The proposed revisions reflect an increase in both the tax exemption amount and the eligible household income threshold to incorporate the inflation that has occurred since March 2024.

An email notification was sent to Council on April 14, 2025 that served as the 7-day notification to Council. This RFD will be presented for Council’s consideration and motion at the Council meeting on April 22, 2025.

**REQUEST FOR DECISION**  
**Amendment to Policy A 1.20**  
**Low-Income Tax Exemption Policy**  
**RFD#: 020-2025**



Financial Implications

The 2025/26 operating budget is being prepared and will incorporate an estimate of the amount of the total amount of tax exemption due to this policy. The total exemptions granted in 2024/25 were \$1,200.

Strategic Plan/Operating Plan Alignment

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

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO agrees with the recommendation of staff.

CAO Initials: AC

Target Decision Date: April 22, 2025



<b>Low Income- Tax Exemption</b>	
<b>Effective Date:</b> 1995-07-05  <b>Revision Date(s):</b>  2001-03-05, 2007-03-05, 2008-04-07, 2010-02-01, 2011-02-07, 2022-04-04, 2024-05-06, <u>2025-04-22</u>	<b>Approved by</b> <b>Council:</b> <del>2024-05-06,</del> <u>2025-04-22</u>

**1.0 DEFINITIONS**

- 1.1. **Town** is the Town of Middleton.
- 1.2. **Household Income** is defined as the total income reported on line 15000 of the T1 General Income Tax and Benefit Return, from all members of the household, for the calendar year preceding the fiscal year of the Town.

**2.0 REFERENCES**

- 2.1 Nova Scotia Municipal Government Act Section 69

**3.0 PURPOSE**

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

**4.0 SCOPE**

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

**5.0 POLICY**

- 5.1 In the fiscal year ~~2024-25~~2025-26, an exemption of \$ ~~300-310~~ will be granted to a taxpayer for a property in the Town, subject to the following conditions:
  - Household Income as defined in this policy does not exceed \$ ~~25,200~~ 25,700.
  - The taxpayer makes application to the Town and provide a Notice of Assessment from Canada Revenue Agency.
  - The taxpayer owns and occupies the property as their principal residence.
  - The amount of exemption shall not, in any case, exceed the amount of tax levied.



- 5.2 Where the property is jointly owned, tax exemptions shall only be granted to owners meeting the above noted conditions, with the exemption portion being based on the corresponding ownership in such property. The total exemption for the property will not exceed \$~~300~~310.
- 5.3 Applications for exemption must include:
  - A completed application form, available from the Town's website or Town Hall.
  - A copy of the most current Notice of Assessment from Canada Revenue Agency.
  - All applications must be received by Town Hall no later than July 31st of the year in which the property owner is seeking the exemption.
- 5.4 For the fiscal year, ~~2025-26~~2026-27 and beyond, the Director of Finance will review this policy on an annual basis and detail any proposed amendments for Council's consideration during budget deliberations.

I, ~~Ashley Crocker~~Sara Marceau, Town Clerk of the Town of Middleton, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the ~~6<sup>th</sup>-22<sup>nd</sup>~~ day of ~~May 2024~~April, 2025.

\_\_\_\_\_  
~~Ashley Crocker~~Sara Marceau, Town Clerk

Policy Adoption	
Date of 7-day notification to Council	<del>April 15, 2024</del> <u>April 14, 2025</u>
Date of Approval	<del>May 6, 2024</del> <u>April 22, 2025</u>

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

Frequency: Monthly

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

Release date: 2025-03-18

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

Geography	Nova Scotia												
Products and product groups 3 4	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
	2002=100												
<b>All-items</b>	<b>162.8</b>	<b>163.7</b>	<b>164.3</b>	<b>164.7</b>	<b>165</b>	<b>165.9</b>	<b>165</b>	<b>164.1</b>	<b>164.6</b>	<b>165.2</b>	<b>163.6</b>	<b>164.1</b>	<b>166.3</b>
Food 5	194.2	193.2	194.2	195.7	197	197.4	196.6	196.1	197.4	197.4	191.6	188.7	195.2
Shelter 6	187.6	187.8	188	186.6	188	189.2	189	188.4	189.4	191.5	191.7	193.5	195.7
Household operations, furnishings and	128.5	127.8	128	128	128	128.1	128.6	128.2	128.7	129.1	126	128.4	129.3
Clothing and footwear	95.1	97.4	97.8	96.1	95.3	95.8	94.8	96.8	97.1	95.5	93.9	94.5	96.6
Transportation	167.4	168.9	172.2	173.2	171.9	174.3	171.1	166.6	166.5	167.9	170.8	171.5	170.1
Gasoline	216.3	222.1	238.9	241.7	230.5	234.5	225.4	207.9	208	210.5	207.8	219.4	219.4
Health and personal care	144.1	143.8	146.1	148	147.2	146.1	146.2	146.4	147.3	147.4	146.9	145.5	147.8
Recreation, education and reading	131.5	136.9	132.5	134.9	135.6	137.3	135.8	135.3	134.4	134	131.7	132.4	135.3
Alcoholic beverages, tobacco products	233.9	234.1	239.6	239.7	239.7	240	240.1	240.7	242.1	241.9	232.9	230.8	236.7
All-items excluding food and energy 7	147.3	148.3	148.2	148.5	149.2	150	149.5	149.5	149.8	150.3	149.5	149.7	151.1
All-items excluding energy 7	155.5	156.2	156.3	156.8	157.6	158.3	157.8	157.7	158.2	158.6	157.1	156.7	158.9
Energy 7	229.7	232.2	239.6	239.2	232.3	235.6	229.9	218.1	217.9	220.9	219.6	230.8	233.2
Goods 8	159.1	159.3	160.3	161	159.9	160.3	159.3	157.7	158.4	159	156.7	158.6	161
Services 9	166.6	168.3	168.3	168.5	170.3	171.9	171.1	170.9	171.1	171.8	171	169.9	172

Footnotes:

1	The Consumer Price Index (CPI) is not a cost-of-living index. The objective behind a cost-of-living index is to measure changes in expenditures necessary for consumers to maintain a constant standard of living. The idea is that consumers would normally switch between products as the price relationship of goods changes. If, for example, consumers get the same satisfaction from drinking tea as they do from coffee, then it is possible to substitute tea for coffee if the price of tea falls relative to the price of coffee. The cheaper of the interchangeable products may be chosen. We could compute a cost-of-living index for an individual if we had complete information about that person's taste and spending habits. To do this for a large number of people, let alone the total population of Canada, is impossible. For this reason, regularly published price indexes are based on the fixed-basket concept rather than the cost-of-living concept.
2	This table replaces table 18-10-0008-01 which was archived with the release of April 2007 data.
3	From April 2020 to November 2021, and from January 2022 to February 2022, certain sub-indexes and components thereof were imputed using special approaches in either one, or more months. The affected indexes include child care services; housekeeping services; air transportation; personal care services; recreational services; travel tours; spectator entertainment; use of recreational facilities and services; beer served in licensed establishments; wine served in licensed establishments, and liquor served in licensed establishments. The details of these treatments from April 2020 to March 2021 are provided in technical supplements available through the <a href="https://www150.statcan.gc.ca/n1/en/catalogue/62F0014M">https://www150.statcan.gc.ca/n1/en/catalogue/62F0014M</a> rel="external noopener noreferrer" target="_blank">Prices Analytical Series (opens new window)</a>. Starting in April 2021 details and treatments are available upon request by contacting the <a href="mailto:statcan.cpddisseminatunit-dpcunitediffusion.statcan@statcan.gc.ca">mailto:statcan.cpddisseminatunit-dpcunitediffusion.statcan@statcan.gc.ca</a> " rel="external noopener noreferrer" target="_blank">Consumer Prices Division (opens new window)</a>."
4	The goods and services that make up the Consumer Price Index (CPI) are organized according to a hierarchical structure with the all-items CPI as the top level. Eight major components of goods and services make up the all-items CPI. They are food; shelter; household operations, furnishings and equipment; clothing and footwear; transportation; health and personal care; recreation, education and reading; and alcoholic beverages, tobacco products and recreational cannabis. These eight components are broken down into a varying number of sub-groups which are in turn broken down into other sub-groups. Indents are used to identify the components that make up each level of aggregation. For example, the eight major components appear with one indent relative to the all-items CPI to show that they are combined to obtain the all-items CPI. NOTE: Some items are recombined outside the main structure of the CPI to obtain special aggregates such as all-items excluding food and energy; energy; goods; services; or fresh fruit and vegetables. They are listed after the components of the main structure of the CPI following the last major component entitled alcoholic beverages, tobacco products and recreational cannabis.
5	Food includes non-alcoholic beverages.
6	Part of the increase first recorded in the shelter index for Yellowknife for December 2004 inadvertently reflected rent increases that actually occurred earlier. As a result, the change in the shelter index was overstated in December 2004, and was understated in the previous two years. The shelter index series for Yellowknife has been corrected from December 2002. In addition, the Yellowknife all-items Consumer Price Index (CPI) and some Yellowknife special aggregate index series have also changed. Data for Canada and all other provinces and territories were not affected.
7	The special aggregate energy includes electricity; natural gas; fuel oil and other fuels; gasoline; and fuel, parts and accessories for recreational vehicles.
8	Goods are physical or tangible commodities usually classified according to their life span into non-durable goods, semi-durable goods and durable goods. Non-durable goods are those goods that can be used up entirely in less than a year, assuming normal usage. For example, fresh food products, disposable cameras and gasoline are non-durable goods. Semi-durable goods are those goods that may last less than 12 months or greater than 12 months depending on the purpose to which they are put. For example, clothing, footwear and household textiles are semi-durable goods. Durable goods are those goods which may be used repeatedly or continuously over more than a year, assuming normal usage. For example, cars, audio and video equipment and furniture are durable goods.
9	A service in the Consumer Price Index (CPI) is characterized by valuable work performed by an individual or organization on behalf of a consumer, for example, car tune-ups, haircuts and city public transportation. Transactions classified as a service may include the cost of goods by their nature. Examples include food in restaurant food services and materials in clothing repair services.

How to cite: Statistics Canada. Table 18-10-0004-01 Consumer Price Index, monthly, not seasonally adjusted  
<https://www150.statcan.gc.ca/t1/tb1/en/tv.action?pid=1810000401>

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

Frequency: Monthly

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

Release date: 2025-03-18

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

Geography	Nova Scotia	
Products and product groups 3 4	Feb-24	Feb-25
	2002=100	
All-items	162.8	166.3

Annual inflation for period from March 2024 to February 2025

**2.10%**

**Policy**

2024-25	Household income does not exceed	\$ 25,200
2025-26	Household income does not exceed	<b>\$ 25,700</b>

**Policy**

2024-25	An exemption will be granted of	\$ 300
2025-26	An exemption will be granted of	<b>\$ 310</b>

**REQUEST FOR DECISION  
PCAP Grant Application Approval  
RFD#: 021-2025**



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**To:** Town Council  
**From:** Karen Kluska, Contract Accountant  
**Date:** April 22, 2025  
**Subject:** PCAP Grant Application Approval

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**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- PCAP Grant Application
- Class A Estimate – School St Watermain

Legislation

- Pursuant to the *Municipal Government Act* Section 99

Recommendation

That Council confirm their support for the enclosed PCAP Grant Application for submission to the Department of Municipal Affairs and Housing.

Background

The Province of Nova Scotia has opened their 2025/26 Provincial Capital Assistance Program (PCAP) grant program. Applications must be submitted to the Province before April 28, together with a Council motion confirming their support for the application. Successful grants may cover up to 50% of the cost of approved projects.

This year, the Town would like to apply for a PCAP grant for 50% of the estimated cost of replacing sections of watermain along School Street. This project was identified in last year's Capital Budget and 5-year Capital Plan. Council approved funding the engineering design in 2024/25 and planned for possible construction two years later, in 2026/27, depending on the cost and availability of funding.

This section of watermain serves the high school (600 students), together with 8 businesses and 7 residential dwellings. The watermain is estimated to have been constructed in the 1960's and is experiencing a growing number of breaks which have resulted in closures of the high school for health and safety reasons, (6 last year). Replacing the watermain with a standard 200mm diameter pipe will improve fire-flows – a critical consideration for the downtown area.

**REQUEST FOR DECISION  
PCAP Grant Application Approval  
RFD#: 021-2025**



Financial Implications

The engineering design work has been completed and CBCL has provided a Class A Cost estimate of \$500,000 plus HST. After HST rebates, the net cost would be \$519,287. If the Town was not successful in obtaining a grant for 50% of the cost, the project would need to be delayed for at least another two years, to build sufficient funds in the Water Depreciation Reserve. Currently the Reserve has approximately \$225,000 and the annual contribution to the reserve is approximately \$90,000.

If the grant were approved, there would be sufficient funds in the Depreciation Reserve to permit the Town to tender for construction in the 2025/26 fiscal year. Note that since the project has an estimated cost greater than \$250,000, the Town would also need to apply to the Utility and Review Board for approval to proceed.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	Infrastructure	Successful grant would support critical infrastructure upgrade
	Economy	
	Community	
	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO agrees with the recommendation of staff.

CAO Initials: AC

Target Decision Date: April 22, 2025

# Provincial Capital Assistance Program (PCAP) Application Form 2025-26

Fields marked with an \* are mandatory.

## A.) APPLICANT INFORMATION

Applicant Name \*

Street Number

Street Address \*

County \*

PO Box

Municipality \*

Province \*

Postal Code \*

## B.) CONTACT INFORMATION

First Name, Initials \*

Last Name \*

Title \*

Telephone (Primary) \*

Ext.

Telephone (Alt)

Ext.

Fax

Email \*

## C.) JOINT APPLICATION

Is this a Regional project (collaborative effort, shared services, etc)? \*

Yes

No

If Yes, please describe and list all project partners:

If No, please explain why a shared initiative is not appropriate: \*

## D.) GENERAL INFORMATION

Project Name \*

Project Location \*

Project Category \*

Project Start Date \*

Project End Date \*

Nature of Investment \*

### E.) PROJECT OVERVIEW

Describe the scope of work and what the project aims to achieve. Include all major quantifiable components and other relevant information: \* (If the space provided is not sufficient, please attach additional information as required)

Please describe how the project design and implementation considers long term sustainability \*

### F.) PROJECT READINESS

Is this a multi-phase project? Please indicate phase of the project (ie. Phase 2 of 5) *					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Phase	of
Type of Project (select all that apply): *	Study	Pre-Design	Design	Construction				
Has the following been completed for this project? *	Study	Pre-Design	Design					
If Yes, when were they completed? (MM/YYYY) *	Study	Pre-Design	Design					
Are permits required to do the project? *								
<b>Required Permits *</b>	<b>Permit Status *</b>							

<b>G.) PROGRAM PRIORITIES</b>		
<b>Priorities</b>	<b>Select *</b>	<b>Please describe *</b>
Total applications submitted (max 2 per applicant)		
Priority of this application		
Is this project required to come into compliance with Federal or Provincial standards and/or regulations?		
Does the project address a critical capacity issue? (e.g. treatment plant over capacity)		
Does the project address an immediate environmental and/or health and safety issue?		
Does the project enable new housing development (e.g. the upgrade or extension of water/wastewater services that support new housing development)?  If yes, please provide # of new housing units enabled and location (if known)		
Is the project located in a known flood zone or potentially impacted by inland or coastal flooding? If yes, how was this considered in the project? The Coastal Hazard map can be used to check coastal risk <a href="https://nsgi.novascotia.ca/chm">https://nsgi.novascotia.ca/chm</a>		
How does the design and implementation of this project consider climate change?		

<b>H. ) OUTCOME INDICATORS</b>		
<b>Wastewater/Stormwater: Indicators</b>	<b>Value *</b>	<b>Measurement</b>
Length of deteriorated wastewater pipe replaced		Meters
Length of wastewater service extended or upgraded		Meters
Increased # of properties with access to municipal wastewater system		# of properties
Increased capacity to collect and/or treat wastewater		m3 per year
Length of combined sewer systems separated		Meters
Type of stormwater asset(s) receiving improvements (add below)		# and or length of asset(s)
Other (Specify)		

<b>Water: Indicators</b>	<b>Value *</b>	<b>Measurement</b>
Length of deteriorated water pipe replaced		Meters
Existing # of households with improved municipal water service		# of households
Length of water service extended or upgraded		Meters
Increased # of properties with access to municipal water system		# of properties
Increased # of households that will have improved fire protection		# of households
Increased # of households that will be equipped with residential water meters		# of households
Increased capacity to supply, treat or store potable water		m3
Other (Specify)		

<b>Solid Waste: Indicators</b>	<b>Value *</b>	<b>Measurement</b>
Volume of solid waste diverted from landfills via composting or recycling		Metric tonnes/year
Increase in volume of materials recycled after investment		Metric tonnes/year
Increased organic collection & processing after investment		Metric tonnes/year
# of households with improved solid waste practices		# of households
Increase in disposal capacity of site		Metric tonnes
Number of facilities brought into environmental compliance		# of facilities
Other (Specify)		

I.) PROJECT COSTS	
Class Estimate *	
Professional Fees *	
Materials/Supplies *	
Contractor *	
Contingency*	
Other (Please Specify) *	
<b>TOTAL ELIGIBLE COSTS</b>	
HST*	
HST Rebate*	
<b>TOTAL NET ELIGIBLE COSTS</b>	

J.) PROJECT FUNDING						
Funding Sources	Amount \$ *	% of Funding*	Funding Status *	Describe Funding Source *	Provide estimated approval date*	Is this funding required for project to proceed? *
PCAP requested amount						
Municipal Sources (i.e. reserve, debt or approved in capital budget)						
Other Provincial Sources						
Federal Sources						
Other						
<b>TOTAL PROJECT FUNDING</b>						

Please elaborate on sources of funding required for this project to proceed \*

**K.) REQUIRED DOCUMENTATION**

Have you included a motion from Council/Commission supporting this application (Villages must also include confirmed support from Municipality)? If No, please explain \*

Is a detailed cost estimate included with the application? If No, please explain \*

Is a KML (location file) attached with this application? If No, please explain \*

**DECLARATION**

By checking this box, I certify that, to the best of my knowledge, the information provided in this application is truthful and accurate at the time of submission. I further confirm that the proposed project will be planned and implemented in compliance with all applicable municipal by-laws, regulations, and provincial and federal laws and regulatory requirements in effect at the time of project implementation. I also confirm that I am authorized to submit this application and make representations on behalf of the municipality. \*

Digital Signature \*

Date (MM/DD/YYYY) \*

\_\_\_\_\_  
Title \*

**Once application is complete, email to [PCAP@novascotia.ca](mailto:PCAP@novascotia.ca) and include all supporting documentation.**

**Please sign your application form digitally. If application is signed and scanned, also include completed final non-scanned version.**



**REQUEST FOR DECISION  
Debenture Pre-Approval  
Public Works Truck  
RFD#: 022-2025**



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**To:** Town Council  
**From:** Karen Kluska, Contract Accountant  
**Date:** April 22, 2025  
**Subject:** Debenture Pre-Approval – Public Works Truck

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**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

**References/Attachments**

- Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

**Legislation**

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

**Recommendation**

That Council approve the attached Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate in the amount of fifty thousand dollars (\$50,000.00) with an interest rate not to exceed 6.5%.

**Background**

As approved in the 2024/25 Capital Budget, the Town planned to borrow up to \$50,000 to fund the purchase of a Public Works truck. On February 18, 2025, Council approved a Temporary Borrowing Resolution (TBR) for that amount, which was submitted for approval by the Minister for Municipal Affairs and Housing. A tender was awarded on January 20, 2025. The purchase was completed on February 28, 2025, and registered with the Department of Motor Vehicles.

**Financial Implications**

The 2024/25 Capital budget approved the purchase of the truck at an amount not to exceed \$50,000. The actual net cost of the truck was \$51,485 including the Town's portion of HST. The loan will be repaid over 10 years, as approved in the 2024/25 Capital budget. Once the debenture has been issued, MFC will advise the Town of the actual interest rate on the loan.

**REQUEST FOR DECISION  
 Debenture Pre-Approval  
 Public Works Truck  
 RFD#: 022-2025**



Strategic Plan/Operating Plan Alignment

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

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO agrees with the recommendation of staff.

CAO Initials: AC

Target Decision Date: April 22, 2025

**Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate**

**WHEREAS** clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

**AND WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

**AND WHEREAS** clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

**AND WHEREAS** clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

**AND WHEREAS** the resolution of council to borrow for was approved by the municipal council on 18 FEBRUARY 2025 .  
(council's TBR approval date)

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 91 of the *Municipal Government Act*, the

TOWN OF MIDDLETON  
\_\_\_\_\_  
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$ 50,000.00 , for a period not to exceed TEN (10) years, subject to the approval of the Minister;

**THAT** the sum be borrowed by the issue and sale of debentures of the

TOWN OF MIDDLETON  
\_\_\_\_\_  
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.5%;

**THAT** the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

**THAT** this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

**For Province use only:**  
TBR #: \_\_\_\_\_  
Minister signed: \_\_\_\_\_

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the TOWN OF MIDDLETON

\_\_\_\_\_  
(Name of Unit)

held on the 22nd day of APRIL 2025

**GIVEN** under the hands of the Mayor/Warden and the Clerk of the TOWN OF MIDDLETON

\_\_\_\_\_  
(Name of Unit)

this 22nd day of APRIL 20 25

\_\_\_\_\_  
Mayor/Warden

\_\_\_\_\_  
Clerk

# Management Report

April 22, 2025



## COUNCIL'S STRATEGIC INITIATIVES

#	STRATEGIC INITIATIVE	UPDATE
1	<b>Community Centre &amp; Fire Hall</b> To build a new accessible and inclusive Community Centre & Fire Hall	<ul style="list-style-type: none"><li>• Staff have explored three different grant programs to help fund the new Community Centre Fill Hall</li><li>• The CCFHC instructed staff to explore a phased approach with JOST and the low bidder.</li><li>• Received phased approach. Exploring funding options.</li></ul>
2	<b>New Reservoir</b> To build a new reservoir to serve the customers of the Middleton Water Utility	<ul style="list-style-type: none"><li>• 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</li><li>• A land swap was completed – the new reservoir will be constructed on Junction Road</li><li>• An application was made to the UARB and the project was approved on August 2/24</li><li>• A public tender was posted for the reservoir project and the contract was awarded to Roscoe Construction on Aug 6/24</li><li>• Site preparation has begun</li><li>• Construction of the pump house has begun</li></ul>
3	<b>Economic Development Initiatives</b> To concentrate on economic development initiatives that support business park growth, brand awareness and small business	<ul style="list-style-type: none"><li>• <b>COMPLETE</b> – the final plan document on the Business Park Expansion Study was received and presented to Council on Nov 21<sup>st</sup></li></ul>
4	<b>Public Safety</b> To address public safety concerns in the downtown and public spaces	<ul style="list-style-type: none"><li>• Concerns that are brought forward by Mayor and Council during COTW and Council meetings continue to be communicated to public works for investigation. Many of these concerns relate to safety of sidewalks, crosswalks, and roads.</li></ul>
5	<b>Infrastructure Maintenance</b> To develop an asset management plan focused on improving the maintenance of town infrastructure	<ul style="list-style-type: none"><li>• Final Asset Management Report was received from AIM in 2020</li><li>• Staff have completed 3/5 courses through AIM</li><li>• The Asset Management Plan is being updated as the courses are taken, and the Working Group is meeting to review the updates that were made</li><li>• A maintenance plan is in the process of being drafted and will be finalized after the AMP is complete</li></ul>

# Management Report

April 22, 2025



## OPERATIONAL PRIORITIES

#	STRATEGIC INITIATIVE	UPDATE
1	<b>Boundary Review</b> Prepare RFP and Award RFP	<ul style="list-style-type: none"><li>• <b>COMPLETE:</b> the UARB have approved Council's request to maintain the Council size at 7, with 6 Councillors and 1 Mayor, all elected at large</li></ul>
2	<b>Secondary Plan</b> Finalize scope of work and award work to third party	<ul style="list-style-type: none"><li>• Land swap has been executed with the developer</li><li>• Developer submitted a request to amend the MPS/LUB via a Secondary Planning Strategy</li><li>• Staff have applied to the Housing Accelerator Fund – this was unsuccessful, and no grant money was awarded</li><li>• Jan 9/24 - Kick-off meeting</li><li>• Feb 1/24 – Public Workshops</li><li>• Feb 20/24 – presentation to Council</li><li>• May 28/24 – draft final plan presented to staff</li><li>• Jun 26/24 – draft final plan presented to Council and PAC</li><li>• Jul 15/24 – draft final plan presented to landowners</li><li>• Planner working with main landowner on implications for construction – deadline was given for feedback of Dec 13/24</li><li>• Plan still needs to be approved by Council, and MPS/LUB amendments approved</li><li>• Apr 15/25 – PAC held a public hearing on the secondary plan</li></ul>
3	<b>Main Street/Taylor Drive Crosswalk</b> Move crosswalk	<ul style="list-style-type: none"><li>• <b>COMPLETE:</b> The Crosswalk Light has been installed, and the overhead light is now working.</li></ul>
4	<b>Second Lake</b> Agree on key points for partnership agreement with AEA Club	<ul style="list-style-type: none"><li>• No further update - staff have met with the AEA Club to further build the draft of the new lease agreement</li></ul>

# Management Report

April 22, 2025



## OPERATIONAL UPDATES

### ADMINISTRATION

Completed	In Progress	Issues
<p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>• Successfully received funding from Canada Summer job for 7/10 positions applied for</li> </ul>	<p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>• Supporting managers with HR related items</li> <li>• Recruitment for summer positions (interviews, job contracts, etc.)</li> <li>• Supporting Finance department on year-end procedures</li> </ul>	<p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>• Budget process has fell behind due to a temporary staff vacancy</li> </ul>
<p><b>Project Work:</b></p> <ul style="list-style-type: none"> <li>• Creation of the 2025-2028 Strategic Plan and Operating Plan is complete</li> <li>• Continue to meet with other CAOs on VWRM and KTA regarding funding options</li> <li>• Continuing to apply for multiple grants</li> </ul>	<p><b>Project Work:</b></p> <ul style="list-style-type: none"> <li>• Options for Town Hall – received a draft report from Palmer and Doherty</li> <li>• Communications Coordinator is working on new website with AMANS rep</li> <li>• Communications Coordinator working on Communications Strategy for the Town</li> </ul>	<p><b>Project Work:</b></p>
<p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>• REMO positions have all been assigned – next step is to ensure staff receive the necessary training as its offered</li> <li>• Attended TMR2 radio training through REMO</li> </ul>	<p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>• Management team reviewing priorities, policies, by-laws</li> <li>• Exploring policing contracts locally</li> <li>• Working with County of Annapolis to update the contract for Animal Control, as well as the Town’s Dog Bylaw</li> </ul>	<p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>• Affordability Study of keeping certain assets and services should be completed</li> </ul>

# Management Report

April 22, 2025



## FINANCE

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>• Interim Audit is complete— final items were submitted to the auditors on April 11, 2025</li><li>• Audit Planning Meeting scheduled for April 28, 2025</li><li>• Water Rate Study was submitted to the UARB on March 7, 2025</li><li>• Reserve accounts are reconciled to the end of March 2025</li><li>• Due to/from accounts are reconciled to the end of February 2025. Year-end payables to be closed before March 2025 can be reconciled.</li><li>• Preliminary bank reconciliations for January – March 2025 are complete</li><li>• Work orders for new water meters were completed for quarterly water meter read (week of March 17, 2025)</li><li>• Quarterly Water billings have been prepared, processed, and sent out by deadline of April 15, 2025</li><li>• Ownership updates are complete in preparation for Property Tax bills that will go out in April</li><li>• 2025-2026 Municipal HST Offset Application has been filed</li></ul>	<ul style="list-style-type: none"><li>• UARB Public Hearing for approval of amendments to Schedules of Rates and Charges for Water Services is scheduled for June 4, 2025</li><li>• Review of January – March 2025 bank reconciliations and journal entries</li><li>• HST return and HST rebate for April 1, 2024 – September 30, 2024</li><li>• Initiated process of participating in the Municipal Finance Spring Debenture to secure debt for new Public Works vehicle</li><li>• Operating and Capital budgeting process for 2025-26 fiscal year has commenced</li><li>• Executing the planned year-end cut-off procedures for March 31, 2025, year-end.</li><li>• Annual Information Return for the Town’s pension funds are in process (not due until June)</li></ul>	<ul style="list-style-type: none"><li>• Finance staff are continuing to balance duties and responsibilities of their positions while working under time constraints to meet deadlines</li></ul>

# Management Report

April 22, 2025



## RECREATION & COMMUNITY DEVELOPMENT

Completed	In Progress	Issues
<ul style="list-style-type: none"> <li>• Free Skate is now over</li> <li>• Holiday House Decorating contest was a success!</li> <li>• Winter equipment loans (snowshoes, skis, etc.) are now over</li> <li>• Recreation/Parks survey is complete (89 responses)</li> <li>• The Activate Your Neighbourhood Winter Art Challenge ended on Feb 28<sup>th</sup> and had great participation. Another challenge will take place soon.</li> <li>• Para Hockey Try it sessions have finished in partnership with Annapolis County Recreation and Active Kids Health Kids. Middleton had 8 sessions.</li> <li>• The Accessibility Committee budget of \$5,000 is complete (front counter renovations, paths to the basketball court and tennis court, and lever door handles at Town Hall)</li> <li>• Learn 2 Run finished March 22<sup>nd</sup></li> <li>• Two new weekly fitness classes (Zumba &amp; Core Connections) were successful</li> <li>• Final reports for the ACF and previous AKHK Grants have been submitted</li> <li>• Grants for multiple projects have been applied for to help boost Recreation Services in the Town of Middleton</li> <li>• The Recreation Department was approved for an AKHK Grant to purchase some new life jackets and two carts to pull canoes and kayaks from the sea can to the river.</li> </ul>	<ul style="list-style-type: none"> <li>• Wetland Official Opening – waiting on a date from CARP</li> <li>• CORAH Indoor Walking program: 45 people registered, goes to Apr 24<sup>th</sup></li> <li>• Open Gym at AEES is from 6-8 on Wednesday Evenings</li> <li>• Second round of fitness classes begin on April 24<sup>th</sup></li> <li>• A new art installation will be painted at the Skate Park</li> <li>• Shad Derby is being planned for May 24<sup>th</sup> at Riverside Park</li> <li>• June is Recreation Month: there is a Bike Repair and Safety Workshop planned for Jun 3<sup>rd</sup> and a guided walk with CARP at the Wetlands planned for Jun 17<sup>th</sup> a town wide scavenger hunt will be on the last week of June</li> <li>• The Heart of the Valley Multi-Cultural Festival will be Jun 28<sup>th</sup></li> <li>• Planning has begun and registration is open for the Heart Run (Aug 10<sup>th</sup>) and Century Ride (Aug 9<sup>th</sup>)</li> <li>• It is anticipated that the washrooms at Centennial and Rotary Parks will open Apr 23<sup>rd</sup> weather permitting</li> <li>• Canada Day Parade planning is in progress</li> </ul>	<ul style="list-style-type: none"> <li>• Vandalism still an ongoing issue</li> <li>• Needles found in Riverside Park and elsewhere in Town are a concern. Staff are communicating with Community Health Board, Mental Health and Addictions and the Town of Kentville for input.</li> </ul>

# Management Report

April 22, 2025



## PLANNING

Completed	In Progress	Issues
<ul style="list-style-type: none"> <li>• 3 Building Permits Issued</li> <li>• 6 Building Inspections Conducted</li> <li>• 4 Fire Inspections conducted, and letters sent</li> <li>• 2 Fire Inspections were closed this month</li> </ul>	<ul style="list-style-type: none"> <li>• IF Holdings DA – application for a development on Commercial Street which will add one commercial unit and 6 residential units to an existing building was approved by Council on Jul 17/24 and no appeals were lodged</li> <li>• Revised agreements have been approved by Planner and solicitor and sent to our lawyer.</li> <li>• Waiting for applicant to sign affidavit.</li> </ul>	
<ul style="list-style-type: none"> <li>• An application was submitted for an LUB Text Amendment to enable a craft brewery in the Commercial Downtown (CD) Zone. The application was approved, and no appeals were received by the UARB. The applicant has applied for a permit, waiting on payment.</li> </ul>	<ul style="list-style-type: none"> <li>• The closing date for the Province’s Property Opportunity Notices was Mar 30/24</li> <li>• Staff are working on a proposal for the Development Agreement for a higher density multi-unit</li> <li>• Developer has submitted subdivision application which is being reviewed</li> </ul>	
<ul style="list-style-type: none"> <li>• Development Agreement for 438 Main Street is now registered with the Land Registration Office. The applicant has received a development permit and is working with the building inspectors on the building permit.</li> </ul>	<ul style="list-style-type: none"> <li>• The Secondary Plan that was finalized in the spring of 2024 was reviewed by the Planning Advisory Committee, who held a Public Hearing on the matter on Apr 15<sup>th</sup></li> <li>• The feedback received at the public meeting will be included in the planning report that will be presented to the PAC in May</li> </ul>	

# Management Report

April 22, 2025



## PUBLIC WORKS

Completed	In Progress	Issues
<p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>• Installed cameras at Centennial Park</li> <li>• Removed “No Parking” signs from King Street</li> </ul>	<p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>• Replacing culverts</li> <li>• Servicing and checking mowers and trimmers</li> </ul>	<p><b><u>General Public Works:</u></b></p>
<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>• Removed snow gear from trucks</li> <li>• New truck is in fleet and outfitted with lights</li> <li>• Trackless alarm fixed with sensor replacement</li> </ul>	<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>• Prepping trackless for sweeping</li> <li>• Prepping snowplows for paint</li> </ul>	<p><b><u>Public Works Equipment:</u></b></p>
<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>• Patching and cold patch, a lot has been completed</li> </ul>	<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>• Patching potholes</li> <li>• Sweeping and cleaning streets to get prepped for paint</li> </ul>	<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>• Potholes etc.</li> </ul>
<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Replaced old turbidity meter</li> <li>• Annual water report submitted</li> <li>• Meters installed</li> </ul>	<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Repair water meters or install new</li> <li>• New Reservoir construction is on-going</li> <li>• Water operator on course to keep credentials up to date</li> </ul>	<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Clean well 3 in 2025-2026</li> </ul>
<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• New UV light sensor</li> <li>• Suction line at hospital lift station replaced</li> </ul>	<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Service aerators</li> <li>• Pull and Clean UV lights</li> </ul>	<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Pump stopped working at Grit Chamber. Sent in for repair. 70% warranty covered</li> </ul>

# Management Report

April 22, 2025



## FIRE DEPARTMENT

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>• Had nine (9) members complete their medical first responder's course</li><li>• Monthly truck inspections completed</li><li>• Eleven (11) new members completed our new on boarding program.</li><li>• Attended an Annapolis County working group meeting for the fire service.</li><li>• Had a training night on survival in the cold program called "baby it's cold outside"</li><li>• Washed down the rink floor after the ice was removed for the summer.</li></ul>	<ul style="list-style-type: none"><li>• Two (2) members will be attending the Nova Scotia Fire School Level 1 program in May on weekends until finished up in the fall.</li><li>• Vehicle extraction course has been booked through the Fire School</li></ul>	<ul style="list-style-type: none"><li>• The outside parking lot pavement is getting in bad shape. There is one spot that has heaved and is a trip hazard concern that should be fixed soon.</li></ul>

**Incident Summary**  
**From Mar 1 25 to Mar 31 25**

Date/No.	Address/Type	Minutes	Responders		Injuries	Fatalities
			Full Time	Part Time		
Mar 5 25 11:02:45 25-01746	462 Main St, MIDDLETON <b>Commercial Fire Alarm</b>	10	0	0		
Mar 6 25 15:36:38 25-01781	462 Main St, MIDDLETON <b>Commercial Fire Alarm</b>	0	0	0		
Mar 9 25 08:13:46 25-01865	462 Main St, MIDDLETON <b>Commercial Fire Alarm</b>	4	0	0		
Mar 14 25 15:59:15 25-02058a	245 Ward Rd, GREENWOOD SQUARE <b>Mutual Aid to the Scene</b>	0	0	0	Assistance to 25-02058	
Mar 24 25 13:12:52 25-02375	12827 Highway 1, BRICKTON <b>Commercial Fire Alarm</b>	32	0	0		
Mar 24 25 16:03:05 25-02382	259 Main St, MIDDLETON <b>Trash/ Garbage bin fire</b>	28	0	0		
Mar 26 25 20:22:24 25-02440	12541 Shore Rd E, PORT GEORGE <b>Investigation</b>	51	0	0		
Mar 31 25 00:49:39 25-02542	1444 Highway 362, VICTORIA VALE <b>Assistance to EHS</b>	49	0	0		
<hr/>						
8 incidents for	Middleton	2 hrs 54 mins	0	0		
<hr/>						
		2 hrs 54 mins	0	0		



A regular meeting of the Inclusion, Diversity, Equity and Accessibility Advisory Committee (IDEA) was held at Annapolis County on Tuesday, March 04, 2025, starting at 2:00 p.m.

## **PRESENT**

Chairing the meeting, John Smith, CAO Sandi Millett-Campbell, Spencer Reynolds, Melissa Roscoe (Virtual), Cameron Stiff, Elizabeth Mason-Squires (Virtual), Pierce Ivan (Virtual), Director of Community Development, Debra Ryan, Recording Secretary, Strategic Initiatives Coordinator, Alyssa Blais, Planner, Jeremy Banks

Regrets: Lester Bartson and Katrina Kellough have resigned from the committee. Their letters of resignation will be presented at the next meeting.

### **1. Land Acknowledgement**

A land acknowledgement was shared to recognize the Indigenous lands on which the meeting occurred.

### **2. Approval of the Agenda**

Due to the lack of quorum, the agenda was not formally approved.

### **3. Approval of the Minutes**

Due to the lack of quorum, approval of minutes from February 4, 2025, and February 19, 2025, meetings were deferred.

### **4. Presentations**

The presentation shared information for municipalities and villages in Nova Scotia to develop Equity, Anti-Racism, and Accessibility Plans by the April 1, 2025 deadline.

#### **Presenters:**

Zoe Kavanagh & Luke Power – Office of Equity and Anti-Racism

Julie Glaser & Roxanne Pereira – Association of Municipal Administrators Nova Scotia (AMANS)

Andrew Jantzen – Accessibility Directorate

Key takeaways emphasized the importance of addressing systemic barriers to foster inclusive communities, ensuring equal access for persons with disabilities, and creating prosperous environments through equitable policies. Legislative mandates such as the Dismantling Racism and Hate Act and the Accessibility Act require regular updates to these plans.

Updates from the counties of Richmond, Cumberland, Pictou, and MODL highlighted their progress in plan development. Additionally, the presentation covered effective engagement strategies for involving diverse communities and provided a step-by-step guide for implementing those inclusive strategies.

The following recording is available to IDEA committee members:

[IDEA Inclusion Diversity Equity and Accessibility-20250304\\_140903-Meeting Recording.mp4](#)

The slide presentation will also be distributed.

**5. A brief first-person story by each member of the Committee**

Committee members shared personal experiences regarding inclusion, diversity, and accessibility. Cameron discussed his experiences with discrimination, particularly as someone who recently moved to the county from Ontario. He stressed the importance of creating a safe and welcoming environment and fostering inclusivity. Spencer emphasized the barriers to internet access and the need for proactive allyship. Liz highlighted the challenges encountered by neurodivergent individuals, such as discrimination and lack of accessibility.

Pierce shared insights from his experience as a retail store owner, discussing the costs associated with being featured on a Rainbow Registered Map and the mental health struggles within the community. John raised concerns about safety and the necessity for equal access to respect and security. Jeremy pointed out that while discrimination may be less visible now, persistent barriers still exist that require attention, and Sandi acknowledged the committee's role in combating stereotypes and fostering inclusivity.

**6. Next Meeting**

The next meeting will take place on April 1, 2025, at 2:00 pm, Council Chambers County of Annapolis, 752 St. George ST, Annapolis Royal

7. **Adjournment**

The meeting was adjourned at 4:15 p.m.

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Chair

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Recording Secretary

DRAFT

A meeting of the Planning Advisory Committee (PAC) was held in person on Wednesday, March 19, 2025, starting at 2:00pm.

**PRESENT**

Chairing the meeting: Howard Selig; Councillor John Bartlett, Dan Smith and Jonathan Archibald; Citizens-at-large, Hilary Campbell, Dianne McDonald and Margaret Jerke (via ZOOM); Development Officer Ning Liang; CAO Ashley Crocker; and Recording Secretary/Planning Services Coordinator, Sara Marceau.

Regrets: Planner Chrystal Fuller

Also in attendance: Craig Parsons and Derik Dewolfe

**1. CALL TO ORDER**

CAO Crocker called the meeting to order at 2:03pm.

**2. APPROVAL OF CHAIR**

CAO Crocker called for nominations and Howard Selig was nominated and accepted the nomination.

CAO Crocker called for nominations a 2<sup>nd</sup> time and there were no nominations

CAO Crocker called for nominations a 3<sup>rd</sup> time and there were no nominations

Howard Selig was acclaimed as Chair of the Planning Advisory Committee

**3. APPROVAL OF VICE CHAIR**

Chair Selig called for nominations and Hilary Campbell was nominated and accepted the nomination.

Chair Selig called for nominations a 2<sup>nd</sup> time and there were no nominations

Chair Selig called for nominations a 3<sup>rd</sup> time and there were no nominations

Hilary Campbell was acclaimed as Vice Chair of the Planning Advisory Committee

**4. APPROVAL OF THE AGENDA**

**250319.01** It was moved and seconded to approve the agenda as amended. **Motion carried.**

**5. APPROVAL OF THE MINUTES**

**250319.02** It was moved and seconded to approve the minutes as circulated. **Motion carried.**

## 6. ACTION/DISCUSSION ITEMS

### 4.1 Staff Planning Report – DO Liang

Development Officer Liang gave a brief presentation of the Staff Planning Report, Reduced Parking Requirements.

There was a robust discussion on reducing parking requirements.

- Lack of Parking Spaces: As downtown business owners, there's an ongoing issue with insufficient parking, which is becoming more problematic.
- Potential for All-Day Parking: Reducing parking spaces could lead to people occupying spots for extended periods, making it harder for customers to find parking during peak times.
- Winter Parking Issues: During the winter months, there's no on-street parking available, which exacerbates the situation and further limits options for parking.
- Middleton isn't seen as a primary employment hub, so reducing parking spaces could negatively affect its viability as a business area.
- Since public transit isn't always an option, reducing parking spaces could further limit mobility for workers and visitors.
- The town should consider taking action to create dedicated employee parking. This has been a challenge, as even proposals for adding parking structures have faced issues.
- Suggestions like implementing 2-hour parking limits or considering ticketing violations to encourage enforcement were mentioned.

**250319.03** It was moved and seconded that the Planning Advisory Committee recommends that the Town of Middleton Council approve the LUB amendments regarding changing the required parking-unit ratio to require all multi-unit dwellings to provide 0.8 parking spaces per unit, and all dwellings on properties in the Commercial Downtown (CD) zone and in the area between Station Street, Connaught Ave, Gates Avenue, and Jones Avenue to provide 0.5 parking spaces per unit, and add Schedule B to the LUB. **Motion carried.**

### 4.2 Secondary Planning Strategy

CAO Crocker stated that the Secondary Planning Strategy has been circulated to all members. The PAC discussed dates, and a Public Information Meeting (PIM) will be held on Tuesday, April 15, 2025, at 6:00pm.

**250319.04** It was moved and seconded that PAC recommends Council adopt the Northlands Secondary Plan in principle. **Motion carried.**

**250319.05** It was moved and seconded that PAC provides a positive recommendation to the attached MPS and LUB amendments, and the attached revised zoning map and

further recommendations that these amendments receive First Reading. **Motion defeated.**

**250319.06** It was moved and seconded that PAC recommends to Council that staff be directed to consider if amendments to the Subdivision Bylaw or the Municipal Specifications are required and if they are, that PAC consider these amendments at a future date. **Motion carried.**

5. **UPDATE ON PLANNING PROJECTS**

**Planning Services Coordinator Marceau provided a brief update on completed work:**

- Eight (8) development and building permits issued
- Twenty-six (26) building inspections conducted
- Seventeen (17) fire inspections conducted, with deficiency letters sent
- Fourteen (14) fire inspections closed out
- No updates on the closing date for the Province’s Property Opportunity Notices
- Motorcycle Club wants to open on Commercial Street. They will have to make an amendment to the LUB to allow for a club in the Commercial Downtown.

6. **ANYTHING BY MEMBERS**

Diane MacDonald mentioned that there is a people-friendly neighborhood podcast on CBC's Maritime Noon.

7. **NEXT MEETING**

The next regular meeting will be held on April 24, 2025, at 4:00pm. Going forward, PAC meetings will take place on the third Thursday of each month, starting at 4:00pm.

8. **ADJOURNMENT**

**250319.07:** It was moved and seconded to adjourn the meeting at 3:25pm. **Motion carried.**

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CHAIR

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RECORDING SECRETARY



**Minutes of the Regional Emergency Management Advisory Committee Meeting  
Thursday, March 20th, 2025- held at the Town of Middleton**

**PRESENT:**

Councillor Sybil Skinner-Robertson (Chair); Councillor Lynn Longmire (Vice-Chair); Deputy Mayor/Councillor Gary Marshall; Councillor Brian (Fuzzy) Connell; Councillor Dan Smith; Councillor Lynn Myers

**ALSO PRESENT:**

REMC Brian Orde; CAO Sandi Millett-Campbell, Town of Annapolis Royal; CAO Chris McNeill, County of Annapolis, CAO Ashley Crocker, Town of Middleton

**REGRETS:**

<b>Agenda Item</b>	<b>Discussion and Decisions (Motions and Actions)</b>
<b>1.Call to Order</b>	The meeting was called to order at 6:35pm
<b>2. Selection of Chair</b>	Councillor Sybil Skinner-Robertson was nominated for Chair and accepted the nomination. There were no other nominees for position of Chair. Sybil Skinner-Robertson was elected Chair.
<b>3. Selection of Vice Chair</b>	Councillor Lynn Longmire was nominated for position of Vice Chair and accepted the nomination. There were no other nominees for position of Vice Chair. Lynn Longmire was elected Vice Chair.
<b>4.Approval of the Agenda</b>	No Changes- approved as presented.
<b>5.Approval of Minutes</b>	The minutes from Thursday, October 10, 2024 were accepted as presented.
<b>6. New Business</b>	
<b>6.a) Roles &amp; Responsibilities of the REMO Advisory Committee</b>	<p>The Annapolis REMO Advisory Committee is composed of members from the Town of Annapolis Royal, the Town of Middleton and the Municipality of the County of Annapolis. The Municipalities have entered an intermunicipal agreement for emergencies.</p> <ul style="list-style-type: none"> <li>-This Committee is responsible for providing executive direction to management in emergency situations during a State of Emergency.</li> <li>-They are also responsible for preparing and approving an emergency management plan to present to Council's for approval.</li> <li>-This committee is also in place to declare a state of emergency and extending this state if necessary.</li> <li>-Responsible for authorizing the use of Municipal funds, updating Municipal councils about current situations, and when appropriate, visiting emergency sites upon recommendation from CAO's.</li> <li>-Occasionally responsible for briefing the media- only upon approval.</li> <li>-The Chair of the REMO Advisory Committee will be determined by the members at the first meeting of each calendar year.</li> <li>-Members of the Committee shall be appointed for two-year terms.</li> <li>-The committee must hold meetings at least quarterly each year.</li> <li>-Any items to add to the agenda must be forwarded at least 10 days prior to meetings.</li> <li>-The agenda and related documents will be provided to participants at least 3 working days prior to the meeting.</li> </ul>

	<p>2025-26 Meetings are currently scheduled for:</p> <ul style="list-style-type: none"> <li>-June 12, 2025 at Annapolis Royal Town Hall</li> <li>-Sept 18, 2025 at County of Annapolis Office</li> <li>-Dec 18, 2025 at Town of Middleton Town Hall</li> </ul>
<p><b>6.b) Updates on the Annapolis REMO Emergency Plan</b></p>	<p>This is still on hold until the Provincial Department of Emergency Management gets their information to us. We have some minor changes to wording that needs to be done.</p> <p>REMO Coordinator, B. Orde is currently starting to work on some other contingency plans for wildfires, floods and evacuations.</p>
<p><b>6.c) Training &amp; Exercises- Review and Planning</b></p>	<ul style="list-style-type: none"> <li>-Back in December of 2024 there was training for Councillors and staff and attendees included 18 of the 23 Councillors, 3 CAO's and 7 other staff members providing information on the NS Emergency Management system and their roles during emergencies.</li> <li>-There will be TMR2 radio training being held on April 7<sup>th</sup>.</li> <li>-May 6- Provincial delivery of a community evacuation and re-entry workshop that will include over 20 different departments participating including Fire, EHS, Police, RCMP, Keji Staff, Public Works, Ground Search and Rescue etc.</li> <li>-Some County and Town staff have taken the ICS 100 course and a few going to Kings County to participating in the ICS 200 in late April.</li> <li>-June or September- hoping to do an ECC course for new staff.</li> <li>-Will be putting an email out in May about a BEM course that will be offered.</li> <li>-Exercise Nova Bravo happened last year which was a fully functional exercise where we were fully activated with injects etc.</li> <li>-Nova Charlie is supposed to take place this year but with all the developments happening with the new department the event may be scaled back to include fewer participants. This will likely be more for Co-ordinators and CAO's to learn more about the new Department of Emergency Management roles.</li> <li>-Late fall- hoping for a winter storm power outage-based scenario and exercise.</li> <li>-Still working on MOU's for fuel.</li> <li>-Still reaching out to comfort centres about the grants for generators that are available.</li> <li>-Hoping WEB EOC will roll out later this year for training.</li> </ul>
<p><b>6.d) Memorandum of Understanding (MOU)- Salvation Army &amp; Annapolis REMO</b></p>	<ul style="list-style-type: none"> <li>-Salvation Army is able to come out to assist in emergencies in the following ways; Food &amp; Hydration, Emotional &amp; Spiritual Care and Donation Management.</li> <li>- Note to correct the three CAO's email addresses and to add phone numbers to the MOU.</li> </ul> <p><b><i>Motion made by B. Connell, and seconded by L. Myers, to move this Memorandum of Understanding through to Council for approval once the noted changes have been made. Motion passed-all in favour.</i></b></p> <ul style="list-style-type: none"> <li>-Also working on an MOU with Saint John Ambulance to provide similar services.</li> </ul>
<p><b>6.e) Comfort Centres &amp; Emergency Shelters</b></p>	<ul style="list-style-type: none"> <li>-Centrelea Community Centre is the newest member to become a comfort centre, AND, is the only recipient (so far) of the generator grant program.</li> </ul>

	<p>-The Bear River East Baptist Church, and Parkers Cove Baptist Church are going to be applying for the generator program.</p> <p>-Now have 10 facilities that have signed our agreement.</p> <p>-Brings total to 19 Comfort Centres across Annapolis County.</p> <p>-Quite a few more have expressed interest in becoming Comfort Centres.</p> <p>- We have 1 shelter at NSCC in Middleton and the NSCC in Lawrencetown is hoping to get a generator as well to make them another shelter if necessary.</p> <p>-Handshake agreement with Annapolis Basin Conference Centre to help if they can in the case of an emergency.</p>
<p><b>6.f) Communications</b></p>	<p>- We have 6 new TMR radios to distribute once the training has been completed on April 7<sup>th</sup>.</p> <p>-Currently have 1 new satellite phone.</p> <p>-Starlink will continue to be tested quarterly.</p> <p>-HAM radio is offering a 8–9-week training course @ NSCC in Middleton if anyone is looking to work towards obtaining their radio operator’s license.</p> <p>-Participating in Provincial Operation Handshake every month.</p> <p>-Gentleman from Belleisle, that has his license, has volunteered to help in times of emergency.</p>
<p><b>6.g) Public Information &amp; Engagement</b></p>	<p>B. Orde provided an update</p> <ul style="list-style-type: none"> <li>• <u>Facebook Followers</u> Last meeting= 2045 Now = 2317      Increase: 272</li> <li>• <u>X Followers</u> Last meeting= 1080 Now = 1033      <b>Decrease: -45</b></li> <li>• <u>eNews Followers</u> Last Meeting= 249 Now = 258      Increase: 9</li> <li>• <u>ALERTABLE</u> Last meeting=1099 Now= 1453      Increase 354</li> </ul> <p>-Daily updates on REMO website for <i>Check Before You Burn</i> now that wildfire season is back.</p> <p>-There is going to be another contest to help promote Alertable.</p> <p><b><i>ACTION: Annapolis REMO/REMPC members to continue to promote Annapolis REMO Alertable, social media accounts, website and eNews to increase community awareness.</i></b></p>
<p><b>6.h) Community Outreach</b></p>	<p>-B. Orde is continuing to look for opportunities to present to community groups about 72 hour preparedness. Please forward any inquiries or opportunities.</p>
<p><b>6.i) Updates from the Nova Scotia Department of Emergency Management</b></p>	<p>-New NS Department of Emergency Management is currently going through a growth and development period and working through a lot of things.</p> <p>-Kerry McLean has moved to the Department of Natural Resources wildfire department.</p>

# ANNAPOLIS REMO

	<ul style="list-style-type: none"> <li>-Currently our main contact for Nova Scotia is Dom Fewer, planning/duty officer, who is covering most of NS at this point.</li> <li>-Andrew Mitten has been assigned as Interim Director of Region Operations. There will be N.S. Dept. of Emergency Management Regional Emergency Operations Centres (REOCs) in 6 regions in Nova Scotia across the province that will be able to work with Municipalities on their plans, training and development etc.</li> <li>-We are in a good position compared to many other Municipalities who still have volunteer coordinators that are struggling to get support. Our CAO's have been great in allowing continued training opportunities for staff.</li> <li>-More is coming from this new department.</li> </ul>
<b>6.j) Correspondence: Letter from the Minister of the Department of Emergency Management (Dated January 17, 2025)</b>	<ul style="list-style-type: none"> <li>-Most Municipalities/REMO's are not thrilled with the directives that will force all ECC's to activate at a level 2 if the PCC does.</li> <li>-This will stress our resources (employees, volunteers, supplies etc.) and our counties with the added costs of overtime etc. We would have to activate even if the emergency is not happening in our areas.</li> <li>-A draft letter has been sent to the Joint Municipal Working Group to then forward on to CAO's so that it may be forwarded to the Minister.</li> <li>-We want to be a team player and work together, but we should still be able to make the call to activate, or not, based on what is happening in our area.</li> </ul>
<b>6.k) Wildfire Season</b>	<ul style="list-style-type: none"> <li>-Started last week. Make sure to "Check Before You Burn".</li> <li>-911 for wildfires.</li> <li>-1-800-565-2224 to report burning outside of the permitted times.</li> <li>-Remember to check out FireSmart Nova Scotia.</li> </ul>
<b>7. Round Table</b>	
	Vice Chair L. Longmire briefly discussed a propane leak that happened in Chester and that only the people that were in the immediate area were alerted. Is that the way it should be, or should everyone get it? Consensus amongst group is that you would only get alerted if your cell phone is working off of a tower in the affected area.
<b>Next Meeting</b>	Thursday, June 12 <sup>th</sup> 2025, Town Hall, Annapolis Royal
<b>Adjournment</b>	<b>8:04pm</b>

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Tina Halliday, Administrative Clerk-Corporate Services  
(Recording secretary)

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Sybil Skinner-Robertson, Advisory Committee Chair  
(Meeting chair)

**INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MEETING**

**Tuesday, March 25, 2025 – 3:00 p.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 Tuesday, March 25, 2025, at 3:00 p.m., based in the Valley Waste-Resource Management Boardroom with a virtual attendance option.

**Attendees:**

**Board Members**

Municipality of Annapolis County:	Diane Le Blanc, Warden
Town of Annapolis Royal:	Amery Boyer, Mayor
Town of Berwick:	Mike Trinacty, Mayor
Town of Kentville:	Debra Crowell, Deputy Mayor, regrets from Andrew Zebian, Mayor
Municipality of the County of Kings:	Dave Corkum, Mayor
Town of Middleton:	Gail Smith, Mayor
Town of Wolfville:	Jennifer Ingham, Deputy Mayor, regrets from Jodi MacKay, Mayor
Mun of Digby:	

**Also in Attendance:**

Town of Annapolis Royal	Sandi Millett-Campbell, CAO
Town of Berwick:	Justin Serino, Councillor, and Jen Boyd, CAO
Town of Kentville:	Kevin Matheson, Interim CAO
Town of Middleton:	Ashley Crocker, CAO
Municipality of the County of Kings:	
Municipality of Annapolis County:	
Town of Wolfville:	
Municipality of Digby:	

IMSA Executive Director:	Dwight Whynot - also Acting General Manager, Kings Transit
Valley Waste:	Andrew Garrett, General Manager
Kings Transit and Valley Waste:	Dan L'Abbe
IMSA:	
Recording Secretary:	Brenda Davidson

**Agenda Item No. 1 –Welcome and Call To Order**

Chair Corkum welcomed everyone calling the meeting to order at 3:00 p.m. A roundtable of introductions was held.

**Agenda Item No. 2 – Approval of Agenda**

**ON MOTION OF MAYOR TRINACTY AND SECONDED BY MAYOR SMITH THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE MARCH 25, 2025, AGENDA, AS CIRCULATED.**

**MOTION CARRIED.**

### **Agenda Item No. 3 – Approval of the Minutes**

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#### **Agenda Item No. 3.1 – Approval of the Minutes from meeting held February 19, 2025**

**ON MOTION OF DEPUTY MAYOR CROWELL AND SECONDED BY COUNCILLOR JUSTIN SERINO THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE FEBRUARY 19, 2025, MINUTES, AS CIRCULATED.**

**MOTION CARRIED.**

### **Agenda Item No. 4 – Kings Transit Authority**

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#### **Agenda Item No. 4.1 – General Manager’s Report**

Acting General Manager Whynot referred to the Kings Transit Authority General Manager’s Report, dated March 25, 2025, as circulated and attached to these minutes. Mr. Whynot focussed on the Selection Committee’s unanimous decision to engage Meg Hodges as General Manager for the Kings Transit Authority noting that Ms. Hodges will be able to take on the role on April 3, 2025, which is earlier than originally anticipated.

Chair Corkum indicated that he is looking forward to working with Ms. Hodges adding that in the past she has proven to be an enthusiastic supporter of public transit and further that she will bring a strong understanding to the position due to her past involvement when she served as a Councillor for the Municipality of the County of Kings.

Chair Corkum also extended a hearty thank you to Mr. Whynot for the outstanding job he has done serving as the Acting General Manager during what have been turbulent and challenging times over the past months. Mr. Whynot noted that he will do all that he can to help Ms. Hodges as she tackles her new responsibilities. Mr. Whynot further noted that key steps have been taken to secure external funding and that staff continue to explore all funding options available to mitigate costs for the participating municipalities into the future.

Mr. Whynot then touched on they key points in his General Manager’s report for the information of the Board.

**ON MOTION OF MAYOR TRINACTY AND SECONDED BY DEPUTY MAYOR CROWELL THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE KINGS TRANSIT AUTHORITY GENERAL MANAGER’S REPORT DATED MARCH 25, 2025.**

**MOTION CARRIED.**

### **Agenda Item No. 5 – Valley Region Solid Waste-Resource Management Authority**

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#### **Agenda Item No. 5.1 – General Manager’s Report**

General Manager Garrett provided the Board with an overview of the Valley Waste-Resource Management General Manager’s Report dated March 25, 2025, as circulated and attached to these minutes, touching on the key items.

Extended Producer Responsibility for Packaging and Printed Paper – Mr. Garrett reminded the Board that during the January 2025 meeting the Board confirmed the decision to opt-in with Circular Materials which will result in financial compensation in the range of \$2.1 million dollars a year. Since that time, and quite unexpectedly, staff have been advised that Circular Materials has now imposed restrictions on the management of non-eligible

recyclable materials from the industrial, commercial and institutional sectors, prohibiting the co-mingling of these materials with the residentially-generated materials in the curbside collection stream, at the transfer stations and at the recyclable processing facility.

It was previously understood that the co-mingling of materials would be permitted with Circular Materials being compensated for the handling of the materials not covered under the regulatory framework. However, this has become a significant concern for all regions across the Province. In response, Solid Waste managers across the Province convened to discuss the matter, followed by a Regional Chairs Committee meeting where the concerns were further examined, leading to two key decisions. The Regional Chairs Committee will send a letter to the Honourable Tim Halman, Minister, Nova Scotia Environment and Climate Change, outlining the issue and its impact on municipalities. Additionally, the Chair of each waste management region will be asked to prepare and release a similar letter to Minister Halman reiterating these concerns. Chair Corkum emphasized the importance of conveying the negative consequences of this approach, highlighting the financial strain and inefficiencies it would create across the Province.

General Manager Garrett noted that staff are actively working with collection services and recyclables processing services representatives to develop options should Circular Materials not retract the prohibition; however, staff do hope that cooler heads will prevail, and that the matter will be resolved to the satisfaction of all involved.

A short discussion was held with Mr. Garrett explaining how Minister Halman may be able to work with Divert NS, the PRO overseeing the Extended Producer Responsibility Regulations, to exert pressure on Circular Materials to reverse the prohibition that they are imposing so that there is limited disruption to recycling collection services.

**ON MOTION OF MAYOR TRINACTY AND SECONDED BY DEPUTY MAYOR CROWELL THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE PREPARATION AND ISSUANCE OF A LETTER, SIGNED BY THE CHAIR, TO THE HONOURABLE TIMOTHY HALMAN, MINISTER OF NOVA SCOTIA ENVIRONMENT AND CLIMATE CHANGE, TO CONVEY THE BOARD'S CONCERNS REGARDING THE REGULATORY IMPACT OF CIRCULAR MATERIALS' PROHIBITION ON INTERMINGLING CURBSIDE-COLLECTED NON-ELIGIBLE RECYCLABLE MATERIALS FROM THE INDUSTRIAL, COMMERCIAL AND INSTITUTIONAL SECTORS.**

**MOTION CARRIED.**

Mr. Garrett continued the review of the General Manager's Report, adding that Scotia Recycling is now operating at full capacity and working to process stockpiled materials. With that in mind, the processing service contract with the Halifax Regional Municipality has been terminated.

In response to the question, Mr. Garrett noted that the 2026 Waste-Resource Management calendar will include a strong focus on the move to the bi-weekly collection of bulky items and further that staff will be developing a comprehensive education campaign to raise awareness regarding this change in service provision across the Region.

**ON MOTION OF DEPUTY MAYOR CROWELL AND SECONDED BY MAYOR SMITH THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE VALLEY WASTE-RESOURCE MANAGEMENT GENERAL MANAGER'S REPORT DATED MARCH 25, 2025.**

**MOTION CARRIED.**

**Agenda Item No. 5.2 – Request for Decision: Resolution for Pre-Approval of Debenture Issuance**

Mr. Garrett referred to the Request for Decision: Resolution of Pre-Approval of Debenture, dated March 25, 2025, as circulated and attached to these minutes, providing an overview of the report for the information of the Board.

**ON MOTION OF MAYOR TRINACTY AND SECONDED BY DEPUTY MAYOR CROWELL THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD FORMALLY AUTHORIZE THE CHAIR AND INTERIM GENERAL MANAGER, SERVING AS SECRETARY TO THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY, TO EXECUTE THE RESOLUTION FOR PRE-APPROVAL OF DEBENTURE ISSUANCE SUBJECT TO INTEREST RATE IN THE AMOUNT OF \$1,202,845.74 AND FURTHER TO SUBMIT THE FULLY EXECUTED RESOLUTION TO THE NOVA SCOTIA DEPARTMENT OF FINANCE & TREASURY BOARD FOR APPROVAL AND RELEASE OF FUNDS.**

**MOTION CARRIED.**

**Agenda Item No. 5.3 – Roundtable – Status of 2025-2026 Operating and Capital Budget Approval**

General Manager Garrett asked representatives to provide an update regarding the status of the 2025-2026 Operating and Capital Budget approvals within their respective municipalities. Responses are as follow:

- Town of Kentville – will be dealt with next week
- Municipality of Kings – budget meeting to be held tomorrow
- Town of Berwick – will be dealt with during April Council meeting
- Town of Middleton – will be dealt with during April Council Meeting
- Town of Annapolis Royal – will be dealt with during April Council Meeting
- Town of Wolfville – will be dealt with during the next Council meeting

It was indicated that it is anticipated that the budget will move forward successfully with all parties.

**Agenda Item No. 6 – Next Meeting**

The April Regular Monthly Meeting of the Interim Intermunicipal Services Agreement Board of Directors will be held on April 16, 2025, beginning at 10:00 a.m. in keeping with the normal meeting schedule. A meeting invitation will be released as soon as possible.

**Agenda Item No. 7 – Adjournment**

**ON MOTION OF DEPUTY MAYOR CROWELL AND SECONDED BY DEPUTY MAYOR INGHAM AS THERE WAS NO FURTHER BUSINESS TO BRING FORWARD, THE MARCH 25, 2025, REGULAR MONTHLY MEETING OF THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD ADJOURNED AT 3:37 P.M.**

Respectfully submitted,

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

# INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD

## “MEETING MINUTE” BASED ON BOARD MEETING HELD ON MARCH 25, 2025

The March regular monthly meeting of the Interim Intermunicipal Services Agreement Board of Directors was held on March 25, 2025, beginning at 3:00 p.m., based in the Valley Waste-Resource Management Boardroom with a virtual attendance option. Please note that this is a deviation from the normal meeting date and time.

### KINGS TRANSIT AUTHORITY

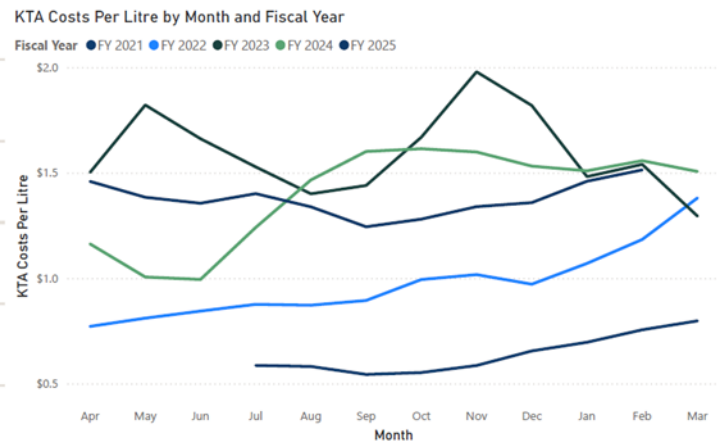
Under the leadership of Acting General Manager Dwight Whynot, activity levels remain high with a focus on the following key topics:

- The submission for the provision of Battery Electric Buses is now under review.
- Two proposals for Project Management, one for building options and one for electrification assistance, are also under review.
- Request for Decision documents regarding these key projects will be brought before the Board during an upcoming meeting.



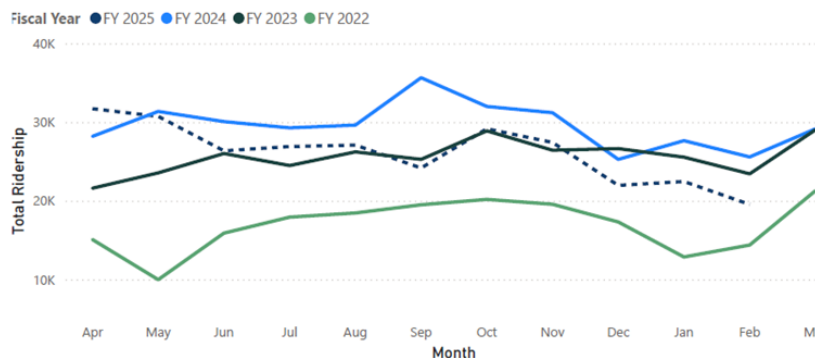
**Meg Hodges** has been engaged as **General Manager** to the Kings Transit Authority and will assume her position on April 3, 2025. We know that everyone will extend a hearty welcome and help Meg as she tackles this new challenging and rewarding role!

Diesel Average Cost	Total Diesel Cost
<small>Includes Taxes Expensed (not posted price)</small>	<small>Includes Taxes Expensed</small>
FY 2025 <b>\$1.37</b>	FY 2025 <b>\$485,081</b>
FY 2024 <b>\$1.39</b>	FY 2024 <b>\$566,538</b>
FY 2023 <b>\$1.59</b>	FY 2023 <b>\$672,054</b>
FY 2022 <b>\$0.97</b>	FY 2022 <b>\$411,623</b>
FY 2021 <b>\$0.64</b>	FY 2021 <b>\$176,067</b>



Fiscal Year	Total Ridership
FY 2025	287,490
FY 2024	355,008
FY 2023	307,115
FY 2022	202,409
FY 2021	130,829
FY 2020	349,024
FY 2019	345,038
FY 2018	347,299
FY 2017	349,352
FY 2016	360,848
FY 2015	392,035
FY 2014	406,196
FY 2013	31,950
<b>Total</b>	<b>3,864,593</b>

#### Multi-year View of KTA Ridership



**Notes:**  
 KTA stopped providing service to West Hantz in 2015  
 COVID had a significant impact on ridership for a couple of years including and after 2021  
 As of May 21, 2024, transfers are no longer counted as riders



MEETING MINUTE



## VALLEY WASTE –RESOURCE MANAGEMENT

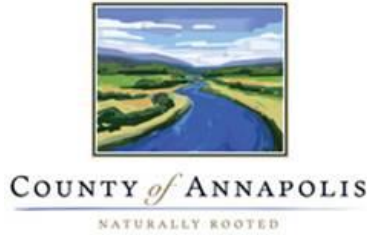
Under the leadership of General Manager, Andrew Garrett, several key projects are in progress including the following:

- Extended Producer Responsibility for Packaging and Printed Paper—work continues with Circular Materials to finalize the contract as per the compensation package offered in January. Earlier this month, Circular Materials contacted municipalities emphasizing the need for strict separation of Industrial, Commercial and Institutional (ICI) recycling from residential recycling during curbside collection and at receiving facilities such as the Management Centres. This unanticipated, and sudden, change has raised significant concerns, leaving municipalities urgently seeking solutions. Without collaboration from Circular Materials, municipalities risk inefficient management of ICI generated materials. The Regional Chairs Committee will send a letter to the Honourable Tim Halman, Minister, Nova Scotia Environment and Climate Change, outlining the issue and its impact on municipalities. Additionally, the Chair of each waste management region will be requested to prepare and release a similar letter to Minister Halman reiterating these concerns. Staff have also initiated discussions with EFR Environmental and Scotia Recycling to explore alternative solutions to this unanticipated prohibition of the co-mingling of materials.
- Curbside Collection Changes: The new region-wide collection contract with EFR Environmental begins April 1st. With that comes a few tweaks to routing and services to enhance efficiencies:
  - Collection day changes to a few routes that include the Town of Annapolis Royal, Bear River First Nation and a portion of Gaspereau Valley. Collection on accessible private roads in Annapolis County will also gradually transition to end-of-driveway service through the spring and summer as education is being provided to affected residents. Clean-up in Annapolis County will have a schedule that mirrors what is provided in the rest of the region with residents required to put materials curbside the weekend before their scheduled week rather than on their specific collection day. A **reminder that bi-weekly collection of bulky materials will not begin until 2026**, however, we expect new collection equipment to gradually get rolled into service beginning this fall.
- Ground and Surface Water Monitoring: NSECC has approved the proposed water monitoring plan and wells will be installed at both Management Centres. Extensive testing will then determine if additional measures are needed. The project was originally approved as a capital expenditure in the 2023-2024 fiscal year and the temporary borrowing approved for this project is expiring. We will need to add this project to the next round of municipal financing.
- Engineering Projects: The engineering projects for the expansion of the Eastern Management Centre's tipping floor and the construction and demolition debris yard are progressing very well. NSECC has been provided with the C&D area expansion plans as they need to review and approve each project before proceeding.
- Commercial Cardboard Recycling: The Request for Expression of Interest for purchasing commercial cardboard closed on March 27th with 2 proposals received. Scotia Recycling and John Ross & Sons are both offering collection and marketing services with competitive offers. Each proponent is being contacted monthly to provide pricing on a per-load basis. This project provides for additional revenue stream and reduces overall costs for the Authority.
- 2024-2025 Budget: Remains on track with staff anticipating a minor surplus at year end. The approval process for the 2025-2026 operating and capital budget is now underway in each participating municipality.

## NEXT MEETING

The March regular monthly meeting of the Interim Intermunicipal Services Agreement Board will be held on **April 16, 2025** beginning at **10:00 a.m.** based in the Valley Waste Boardroom with the virtual attendance option.

Please note that this is a deviation from the normal meeting date.



**Annapolis County Inter-Municipal Working Group  
Committee Meeting #17  
Thursday, March 27, 2025, 6:30 pm  
Council Chambers, Municipality of the County of Annapolis**

Present: Mayor Amery Boyer, Town of Annapolis Royal, Chairperson  
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  
(7:01 pm)  
Mayor Gail Smith, Town of Middleton  
Deputy Mayor Gary Marshall, Town of Middleton  
Sandi Millett-Campbell, CAO, Town of Annapolis Royal  
Ashley Crocker, CAO, Town of Middleton  
Chris McNeill, CAO, Municipality of the County of Annapolis

Guest: Kate McLean, Human Resources Coordinator, County of Annapolis

**1. WELCOME**

Chairperson Mayor Amery Boyer called to meeting to order at 6:37 pm. and welcomed everyone to the meeting.

**2. REVIEW AND ADOPTION OF MINUTES OF February 27, 2025**

Approved by unanimous consent.

**3. PRESENTATION BY SUBJECT MATTER EXPERTS: Human Resources**

**a. County of Annapolis**

Kate McLean shared that she is the Human Resources Coordinator for the Municipality and is the lone HR professional on staff. She outlined her role into eight areas.

Her main role relates to the recruitment and retention of employees. She creates job descriptions, recruitment and advertising plans, conducts applicant screening, organizes and participates in job interviews, prepares job offers and provides each new employee with an orientation.

She noted that she also coordinates and participates in union negotiations, including dealing with grievances and memoranda of understanding.

One issue that is currently underway is the creation of a new performance management system.

Training and development is becoming more of a focus the past few years as well. She is working with managers to develop training plans for employees who want to advance in the organization, along with the creation of succession plans. This area will be one of her main areas of focus in the next year.

A lot of time is being spent now coaching and supporting employee needs. Some of these issues relate to internal conflict, while sometimes it is public bullying. Each issue takes a great deal of time to listen and provide support and remind them of available EAP support.

Compensation is always top of mind for employee attraction and retention and Ms. McLean is regularly reviewing the Municipality's pay scales and benefits in comparison to others to ensure they stay competitive.

The latest HR issue is the desire by employees to have flexible or hybrid work schedules. An operational working document has been developed to handle requests and oversight. Some employees are eligible for this option, while operationally, others cannot be accommodated.

Ms. McLean also noted that she looks after various employee insurance programs and workers' compensation.

She noted that she does see an opportunity for the three municipalities to work together on training programs where the costs can be shared and various types of training held for all employees.

Deputy Mayor Marshall inquired about the number of employees she is responsible for, and she noted that there are 63 FTEs at present.

It was noted that training for councillors is currently also underway internally and externally. A Respect in the Workplace session was held a few months ago, and de-escalation training is now being considered.

**b. Town of Middleton**

Ashley Crocker stated that she currently looks after human resources for the Town but is hoping to transition it to the Director of Finance. She noted that they have been working to update many of their HR/ Personnel policies such as performance management, which is relatively new but has not yet been implemented.

She noted that a new anti-harassment policy was approved in 2024, along with a new sexual harassment policy. A new gender diversity and workplace inclusion policy was developed in 2024, they provided training on the subject and had staff sign a declaration form. The Town's Employee Benefits Policy is mostly for non-union employees as union employees are covered under their collective agreement. They try to keep the benefits very similar for all employees.

The Town does have an employee wellness fund that provides each employee with \$250 per year to use, subject to budgetary constraints. Most employees make use of the fund which is covered under their workplace health and wellness policy.

A new social media policy was also recently developed and training provided to all staff as well.

Currently, Ms. Crocker facilitates the advertising for and hiring of new employees with department lead managers performing secondary screening and selecting candidates to interview. She noted the work is not challenging, but very time consuming.

Subject to budgetary approval, the Town holds 4 teambuilding events per year which have included barbecues, pool, curling, darts, archery and bowling. They also have monthly staff meetings and are aiming for one staff lunch a month where staff pay for their own meal. They have 13 FTEs.

Ms. Crocker noted that she helps with the onboarding of staff along with the Payroll Analyst. A new employee compensation and review policy was created in 2021; however it was never really implemented.

The next challenge is to create a strategic plan this year and they want each staff members' goals to align with that plan.

Deputy Warden Enslow arrived at this time (7:01 pm).

Finally, Ms. Crocker stated that the Town tries to maximize their training budget, ensuring that public works has all their mandatory training requirements.

Going forward, Middleton needs to create job contracts for each position and update job descriptions. Performance management plans need to be implemented this spring, and a compensation review needs to take place in 2025.

Deputy Warden Enslow asked how they are managing to attract so many CPAs or CPAs in training. Ms. Crocker shared that sometimes the right people just come along.

c. **Town of Annapolis Royal**

Sandi Millett-Campbell shared that between herself and the Director of Finance, they carry out most recruitment activities off the side of their desks. When a position becomes vacant, they re-evaluate when and how to fill that role, or if combining some roles is more efficient.

They have one union with a few public works employees. Previously there was a police union, but that union has now been decertified.

A new 5-step salary management system is now being introduced, and training is budgeted annually for each employee. Succession planning is hard with so few employees.

Currently, they are working on employee retention and considering compensation as part of that review.

Ashley Crocker noted that the two towns previously shared a Public Works Manager, but it didn't work out, so they have since parted ways in that respect. They have 18 staff including police casuals (12 without police), with several part-time, so about 9 FTEs. Ms. Millett-Campbell shared that their Public Works Manager also handles planning matters.

Deputy Warden Enslow suggested that there should be great potential for sharing of resources. Where the towns don't currently pay for HR services internally, it was suggested by Ms. Millett-Campbell that training would be a great place to start at no increase in costs for anyone.

Kate McLean suggested that sharing policies and job offer templates could also be a simple and inexpensive way to work more cooperatively on human resource issues.

Warden Diane Le Blanc asked who oversees a human resources problem if the issue is with the CAO. In Middelton, it was noted that it gets forwarded to Director of Finance, and in Annapolis Royal, it gets sent to a Council committee of two.

Mayor Amery Boyer suggested that shared training would be a great way to start.

#### **4. QUESTIONS FROM WORKING GROUP MEMBERS**

Questions for the presenters took place during their presentations.

#### **5. DISCUSSION OF SUBSTANTIAL INFORMATION LEARNED AND OPPORTUNITIES FOR INTER-MUNICIPAL COOPERATION**

Mayor Boyer stated all the substantial information was discussed during the information sharing under Section 3.

#### **6. LETTER OF RESPONSE FROM MINISTER OF PUBLIC WORKS re: Fire Services Traffic Control Discussion**

Mayor Boyer reviewed the response letter from the Province concerning volunteer fire fighters being asked to assume responsibility for traffic control at accident scenes and Nova Scotia Public Works not being willing to accept this responsibility but placing the responsibility on emergency service providers like police and volunteer fire fighters.

Deputy Mayor Marshall noted that once an accident is over, the real issue then becomes who closes the highway for an investigation or clean-up which can sometimes take up to 8-10 hours.

Deputy Warden Enslow suggested that a solution is for the Province to use a standing offer for traffic control. This would be an easy solution, but the Province would have to pay for it. This system is in place now for access by provincial departments when they need it for their own projects, as well as for Nova Scotia Power.

Mayor Boyer agreed to draft another response letter to the Minister and recommend this option and will consult with Deputy Warden Enslow on wording.

#### **7. FOLLOW-UP DISCUSSION ON ECONOMIC DEVELOPMENT**

Chris McNeill indicated that the County of Annapolis Council has asked for a presentation from the Valley REN as the County has many new councillors, and then will follow-up with a presentation from our contract economic

development employee to see where they might want to go next with this issue.

Ashley Crocker shared that Town of Middleton officials met with the Valley REN recently to get an update on programs and services.

Mayor Boyer noted the failures of all of the previous economic development models created by the province because of all of the rigid rules and processes imposed which create straight-jackets for municipalities.

Deputy Warden Enslow talked about what a new Annapolis County model might look like including the sharing of costs and staffing and the opportunities that might come about from having a full-time local employee versus access to general resources located in Kings County. It was noted that the needs of Annapolis County vary greatly from those in Kings County.

All three municipalities agreed to discuss the options with their councils for a decision in the next two months.

**8. DISCUSSION OF NEXT SPEAKERS AND QUESTIONS OR ISSUES THAT THE COMMITTEE WOULD LIKE TO SEE BE ADDRESSED TO SPEAKER'S BEFOREHAND**

The next meeting topic is Procurement. Mayor Boyer asked that the Committee discuss the impacts of tariffs and any potential impacts on free trade locally. It was suggested that a representative from provincial procurement or CANOE procurement be invited to the meeting to provide an update and context on these issues. Annapolis Royal as the next host will follow up and arrange this.

**9. NEXT MEETING**

The next regularly scheduled meeting is:

**Thursday, April 24, 2025, at Town of Annapolis Royal**

**10. ADJOURNMENT**

There being no further business, the meeting adjourned at 8:10 pm.

**Adopted by Working Group:**

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Date

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Chairperson



## **MAYORS REPORT**

**April 2025**

### **April 5, 2025**

On April 5th, I had the distinct pleasure of attending Catherine Tolbart's 99th birthday celebration. It was a wonderful occasion that brought together family, friends, and members of the community to honor a truly remarkable woman.

Catherine has been a long-standing and valued resident, and her life story is woven into the fabric of our town's history. Her warmth, resilience, and continued involvement in community life are truly inspiring.

It was a privilege to join in the celebration and to personally extend congratulations on behalf of the municipality. We look forward to celebrating her 100th next year!

### **April 17, 2025**

On April 17, I participated in the Interim Intermunicipal Board meeting. We had meaningful discussions on regional collaboration, infrastructure planning, and shared service opportunities. These meetings are vital to maintaining strong relationships with our neighboring municipalities and finding cooperative ways to serve our residents better.

Later that same day, I attended a Housing Association meeting, where we explored current housing needs and ongoing projects. Affordable housing, maintenance concerns, and resident engagement were key topics. It is encouraging to see the dedication of those working to ensure everyone in our town has access to safe, affordable housing options.

Throughout the month, I have had many residents drop by during office days to share their thoughts. I have heard lots of encouraging words and kudos for the direction the town is heading—thank you to everyone who has taken the time to visit. Of course, there have also been some concerns and complaints, and I want to assure residents that these are being taken seriously. Your feedback is essential, and we will continue working together to address the challenges and find solutions that work for all.



**Municipal Affairs  
Office of the Minister**

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

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April 14, 2025

Mayor Pam Mood  
President, Nova Scotia Federation of Municipalities  
Suite 1304, 1809 Barrington Street  
Halifax, NS B3J 3K8  
Via email: [mayor.mood@townofyarmouth.ca](mailto:mayor.mood@townofyarmouth.ca)

Dear President Mood:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs must provide to the Nova Scotia Federation of Municipalities 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2026-2027 and beyond.

The Department of Municipal Affairs (DMA) canvassed all provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

**Department of Justice**

"H" Division Royal Canadian Mounted Police Annual Multi-Year Financial Plan

The 'H' Division (Nova Scotia) Royal Canadian Mounted Police have provided the Department of Justice with the annual Multi-Year Financial Plan (MYFP), that reflects the organization's budget requests for the next fiscal year, and strategic planning for subsequent years. Based on the 2025-26 MYFP, and provincial approvals, the total financial impact for the new Provincial Police Service Agreement to Municipalities is \$8 million.

Biological Casework Analysis Agreement

Biological Casework Analysis Agreement provides municipalities with DNA analysis arising from criminal investigations. Costs will be determined upon the release of the "Total Uniform Assessment" by DMA.

**Department of Intergovernmental Affairs**

Procurement Thresholds and Free Trade Agreements

As noted in previous years, under our trade policy responsibilities, Intergovernmental Affairs advises that there are procurement thresholds under several free trade agreements that could impact municipalities.

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA) and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

The threshold values in Canadian dollars for the period of January 1, 2024, to December 31, 2025, are as follows:

FTA	Goods	Services	Construction
CFTA	<b>Province</b>		
	\$33,400	\$133,800	\$133,800
	<b>Municipalities and MASH</b>		
	\$133,800	\$133,800	\$334,400
CETA/TCA	<b>Crowns, Utilities, etc.</b>		
	\$668,800	\$668,800	\$6,685,000
	<b>Province, Municipalities and MASH</b>		
	\$353,300	\$353,300	\$8,800,000
CFTA	<b>Crowns</b>		
	\$627,200	\$627,200	\$8,800,000
	<b>Utilities, etc.</b>		
	\$706,700	\$706,700	\$8,800,000

Sincerely,

Honourable John A. Lohr  
Minister of Municipal Affairs

Copy to: Juanita Spencer



NOVA SCOTIA  
**Attorney General  
Justice**  
Office of the Minister

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PO Box 7, Halifax, Nova Scotia, Canada B3J 1T0 • Telephone 902 424-4044 Fax 902 424-0510 • novascotia.ca

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April 10, 2025

**Via Email:** [gsmith@town.middleton.ns.ca](mailto:gsmith@town.middleton.ns.ca)

Her Worship Mayor Gail Smith  
Town of Middleton

**Re: Adapting the Additional Officer Program**

Dear Mayor Smith,

I am writing to inform you of the forthcoming adaptation of the Additional Officer Program (AOP), which is being instituted to better align with the ongoing and evolving challenges in policing in Nova Scotia.

In 2007, the Nova Scotia Department of Justice inaugurated the AOP to provide financial support to the Royal Canadian Mounted Police (RCMP) and municipal police agencies for the remuneration and benefits of police officers to address evolving public safety concerns. This funding was designed to support the establishment of Street Crime Enforcement Units (SCEU), School Safety Resource Officers (SSRO), and specialized units focused on forensic identification and major crimes. Initially branded as “Boots on the Street”, the program aimed to enhance police visibility and bolster public confidence in law enforcement, particularly in relation to the investigation of illegal drugs, proceeds of crime, thefts, assaults, and child pornography.

The Department of Justice, Public Safety and Security Division (PSSD) has conducted a comprehensive review of all factors influencing both the present and future state of organized crime responses. Consultations with Nova Scotia Chiefs of Police and RCMP senior leadership have been undertaken in this regard.

The AOP is now entering the transition planning stage with the objective of modernizing the program to reflect the contemporary context of policing. The current funding level of approximately \$17 million will be maintained and we will adequately analyze how to best utilize this investment in collaboration with police agencies. We are confident that these changes will enhance the efficacy of the AOP and better serve the needs of our communities.

Please be advised that the police leaders in your jurisdiction have been engaged throughout the review of the AOP and have been updated on the intended transition at the Provincial Executive Committee

meeting on April 8<sup>th</sup>, 2025.

We will continue to provide you with updates on this work as it progresses. I appreciate your cooperation and support as we collaboratively strive to enhance public safety and security in Nova Scotia. Should you have any inquiries or require further clarification, please contact Hayley Crichton at [Hayley.Crichton@novascotia.ca](mailto:Hayley.Crichton@novascotia.ca).

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'BD', with a long horizontal flourish extending to the right.

Becky Druhan  
Attorney General and Minister of Justice

cc: Honourable John Lohr, Minister of Municipal Affairs  
Ashley Crocker, Chief Administrative Officer, Town of Middleton  
Juanita Spencer, Chief Executive Officer, Nova Scotia Federation of Municipalities