



**MIDDLETON TOWN COUNCIL  
TOWN HALL – COUNCIL CHAMBERS  
MONDAY, MAY 15, 2017.  
7:00 P.M.**

**AGENDA**

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. PROCLAMATION
  - .01 Recreation Month
4. PRESENTATIONS
  - .01 Annapolis Valley Regional Library Board – Anne-Marie Mathieu & Jill Cox
  - .02 Housing Initiatives – Lisa Salley
5. APPROVAL OF THE MINUTES
6. NEW BUSINESS
  - .01 Committee of the Whole Recommendations
    - a. Riverside Park Dock Project
  - .02 Appointments – Public Works Director
  - .03 Request for Donation – Emilie Townsend
  - .04 Heart of the Valley Festival Parade – Council Float
  - .05 RFD 005-2017: Soccer Field at Rotary Park
  - .06 ~~Capital Budget Priorities~~
  - .07 RFD 006-2017: Community Policing Officer
7. REPORTS
  - .01 Management
  - .02 Planning Services – April 2017
  - .03 Valley Waste Resource Management
  - .04 UNSM Spring Workshop Report
  - .05 Mayor
8. CORRESPONDENCE
9. ANYTHING BY MEMBERS
10. IN-CAMERA (PERSONNEL)
11. ADJOURNMENT

## **PROCLAMATION**

### ***June is Recreation Month***

**WHEREAS** *in Middleton, Nova Scotia we are fortunate to have a variety of recreation and parks systems providing many opportunities for residents and visitors to be active and explore this beautiful town; and*

**WHEREAS** *recreation activities help strengthen and build family unity, enhance community interaction and pride, help children and youth develop a positive self-image, and strengthen volunteer and community development; and*

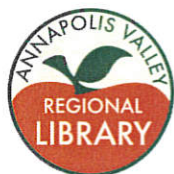
**WHEREAS** *our parks, open spaces and trails ensure ecological beauty, provide places to enjoy nature, help maintain clean air and water, and preserve plant and animal wildlife.*

**THEREFORE** I, Sylvester Atkinson, Mayor of the Town of Middleton, do hereby proclaim the month of June, 2017 to be “***Recreation Month***” in the Town of Middleton.

Dated at Middleton, Nova Scotia  
This 15<sup>th</sup> day of May, 2017

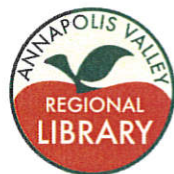
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Sylvester Atkinson, Mayor  
Town of Middleton



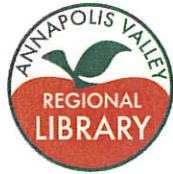
**Ann-Marie Mathieu**  
Chief Executive Officer

**Presentation to Middleton  
on the  
Annapolis Valley Regional Library  
May 15, 2017**



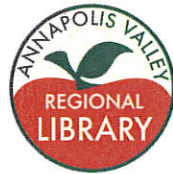
**AVRL History**

- ❑ **Legislated by the Library Act, 1989 – Amended in 1990 and 2011**
- ❑ **1937 – Government of Nova Scotia passed an Act in support of the development of Regional Libraries**
- ❑ **1947-1948 AVRL was established making it the first Regional Library system in Nova Scotia**



## AVRL History

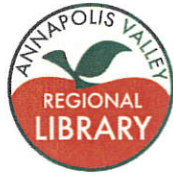
- 1949 Annapolis Royal, Bridgetown, and Lawrencetown (May)
- 1949 Middleton (September)
- 1949 Windsor and Wolfville (November)
- 1951 Berwick
- 1954 Kentville
- 1957 Hantsport
- 1958 Port Williams
- 1972 Kingston



## Mission Statement

**The Annapolis Valley Regional Library provides access to the world of educational, recreational, and information resources in a variety of formats and technologies.**

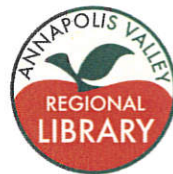




## The Value Of AVRL

### AVRL Libraries...

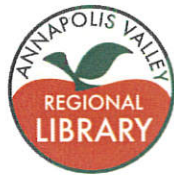
- ☐ Support children and students
- ☐ Support and promote reading and literacy
- ☐ Increase profits for nearby businesses
- ☐ Support and promote information literacy
- ☐ Support a democratic society
- ☐ Level the playing field



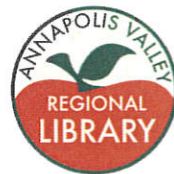
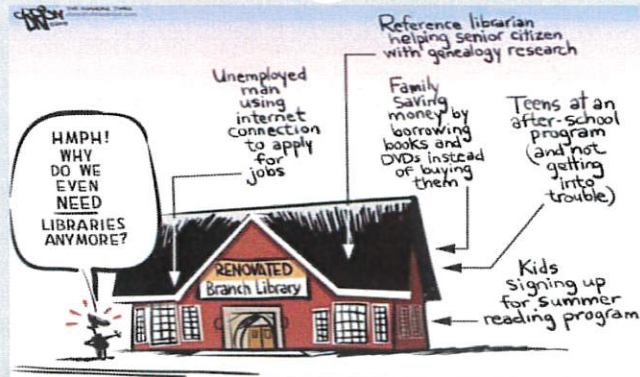
## The Value Of AVRL

### AVRL Libraries...

- ☐ Break down barriers
- ☐ Are the primary site for government information
- ☐ Support lifelong learning
- ☐ Constitute one of the last remaining public spaces left in the modern community



## Why Libraries Matter

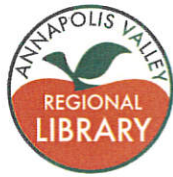


## Roles and Responsibilities

### Annapolis Valley Regional Library...

- ☐ Governance and related service policies
- ☐ Staff
- ☐ Library materials
- ☐ Computers
- ☐ Vehicles – bookmobile and delivery van
- ☐ Insurance for computers and library materials
- ☐ Corporate services related to operations

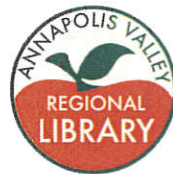




## Roles and Responsibilities

### **Town of Middleton...**

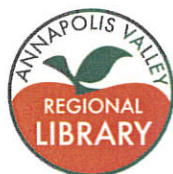
- ☐ **Physical space**
- ☐ **Furniture**
- ☐ **Utilities**
- ☐ **Telephone**
- ☐ **Janitorial**
- ☐ **Maintenance of exterior land**
- ☐ **Insurance of building, liability, furnishings**



## Roles and Responsibilities

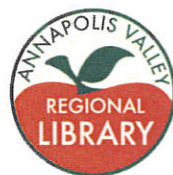
### **Friends of the Library...**

- ☐ **Project driven capital improvements**
- ☐ **Purchasing of furniture/equipment**
- ☐ **Provision of special programs**
- ☐ **Advocacy for Libraries**



## Performance Measures AVRL

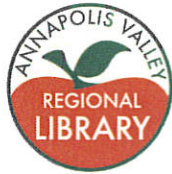
❑ Items borrowed	563,924
❑ Programs offered	3,310
❑ Attended programs	21,563
❑ Active members	25,536
❑ Hours of public computer use	37,364
❑ Hours of wireless computer use	28,824



## Performance Measures Middleton

❑ Items borrowed	58,618
❑ Programs offered	308
❑ Attended programs	1,091
❑ Active members	2,189
❑ Hours of public computer use	3,188
❑ Hours of wireless computer use	2,703

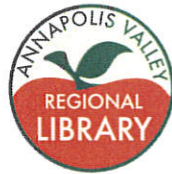




## Middleton Library



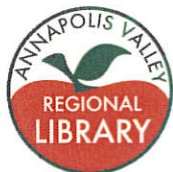
**Children's Programs**



## Middleton Library

**Programs for Children**

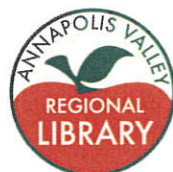




## Middleton Library



Disco Storytime and Goopy Storytime

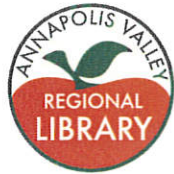


## Middleton Library

### Make Your Own Birdhouse

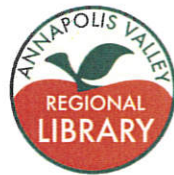






## Middleton Library

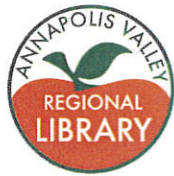
**Decorate Your  
Own Mug!**



## Middleton Library



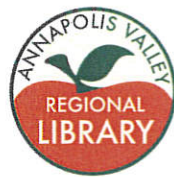
**Programs for Children – Cake Decorating!**



## Middleton Library



**Something for Everyone! Downton Abbey**



## The Future Is Bright

**Thank You...**  
**Questions?**







# Annual Report

April 1st, 2015-  
March 31st, 2016

*"The Annapolis Valley Regional Library provides access to the world of educational, recreational, and information resources in a variety of formats and technologies."*

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# HIGHLIGHTS

Our PORT WILLIAMS branch held a renovation grand opening on February 13, featuring new paint throughout, an accessible front entryway, walls opened up, circulation desk moved to front of the building, an expanded children's area, and all new furniture and flooring.

AVRL began offering Zinio (emagazines) in November.

Our new CEO, Ann-Marie Mathieu started in August 2015 (see note from CEO).

An exciting year for our BERWICK branch as they launched a new Book Club, established a new Friends of the Berwick & Area Library group, and settled in to their temporary location while the new branch is being built.

Our LAWRENCETOWN branch has enjoyed a partnership with the Lawrencetown & Area Seniors Society, hosting a monthly Senior Social. The LEGO club continues to be popular.

In KENTVILLE the branch held a community consultation for the new library space. Nearly 100 people stopped by to give input.

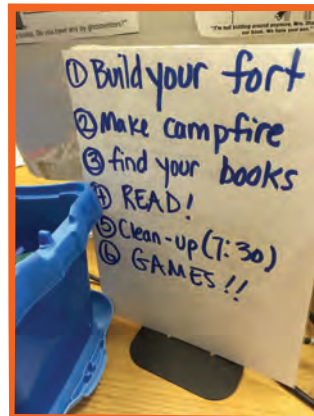
The ANNAPOLIS ROYAL branch hosted several popular programs, including a Heritage Treasure Hunt, Skywatch, and an Afternoon With Friends lecture series.

AVRL partnered with the Annapolis Valley Regional School Board to offer picture book workshops to all teachers in grades P-3.



# HIGHLIGHTS CON'T.

In WINDSOR all of their regular programming was successful, including Games Night, Babies & Books, Fun & Fables, LegoRama, Fibre Ops, and Sunday Book Club. The success of their puzzle table has become a community focal point.



With great fanfare, our HANTSPORT branch moved to the new facility in the last week of June, with the official opening ceremony on Sept 23. Many new programs, for all ages, have been well-received by the community.

KINGSTON has had some successes with outreach this year, including forming a partnership with Autism Nova Scotia, the local gardening club, and visits to the elementary school.

In BRIDGETOWN the Bridgetown Ukulele Group was started and is a going concern. The Friends of the Library are still very active and had a successful Silent Auction fundraiser during Ciderfest.

In MIDDLETON, they once again had a summer student for 9 weeks who offered programs for children from ages 3 - 12 , including reading tutorials. This is partially funded by the Friends of the Library.

In February 2016 we launched a logo redesign.

In addition to the current schedule, new BOOKMOBILE services are now offered to two senior facilities, five community stops, one adult residential centre, two adult learning centres and two family resource centres.

In WOLFFVILLE the patio concerts, author readings, and storytimes continue to draw a crowd. This branch hosted 34 "Babies and Books" sessions throughout the year!





# AT A GLANCE

**Income:**  
\$2,499,466  
Provincial 70%  
Municipal 25%  
Board 5%

**Expenses**  
\$2,653,696  
Staff 67%  
Other 24%  
Library Materials 9%

  
**Program attendance**  
21,563

  
**Summer readers signed up:**  
2,971  
**completed:**  
2,319

**Active users:**  
  
25,236

  
**Visits:**  
225,714

  
**Total BARA items handled:**  
9,043  
**Increase in items mailed back:**  
56%,

**Wireless hours used:**  
28,842  
**Wireless connections:**  
46,743

**# of sessions:** 464  
**Tutor.com**  
  
**avg. session length:** 20 min.

  
**New users:**  
3,221

**Holds filled:**  
  
139,144

  
**Online visits**  
353,079

  
**Feed Your Mind**  
**blog views:** 20,660

  
**Valley Storytime**  
**blog views:** 4,795

**Items borrowed:**  
563,031

  
**Overdrive Circulation:**  
32,980

**Items in collection:**  
161,131

  
**Instagram followers:**  
102

  
**Twitter followers**  
**@valleylibs:** 1,095  
**@annavalley:** 873

  
**Facebook followers:**  
968

# BRANCH ACTIVITY

BRANCH	Items Borrowed	Active Members	Hours of Public Computer Use	Hours of Wireless Computer Use	Number of Programs Offered	Program Attendance
Annapolis Royal	38,427	1,824	2,703.5	1,875.25	146	892
Berwick	41,583	2,044	2,162	1,530.50	393	2,946
Bridgetown	19,586	1,003	1,504	2,967.75	296	1,414
Hantsport	15,105	749	846	680.00	245	1,478
Kentville	78,051	4,907	5,705.5	6,164.50	406	1,779
Kingston	27,526	1,704	1,947.5	1,348.50	279	981
Lawrencetown	11,327	571	2,011	3,009.00	183	230
Middleton	58,618	2,189	3,188	2,702.75	308	1,091
Port Williams	16,154	635	2,653.5	1,186.25	262	811
Windsor	52,102	4,643	8,936.5	5,209.00	352	2,696
Wolfville	77,409	4,190	5,706	2,168.50	362	4,256
Bookmobile	33,936	634			16	865
Headquarters	10,999	143			62	2,124
Online Renewals	44,962					
Overdrive Circulation	32,980					
Zinio	670					
<b>Total</b>	<b>563,924</b>	<b>25,236</b>	<b>37,363.5</b>	<b>28,842</b>	<b>3,310</b>	<b>21,563</b>

# FIND US

Administrative Headquarters  
26 Bay Road, PO Box 640  
Bridgetown, Nova Scotia  
BOS ICO

Tel: (902) 665-2995  
Toll Free: 1-866-922-0229  
Fax: (902) 665-4899

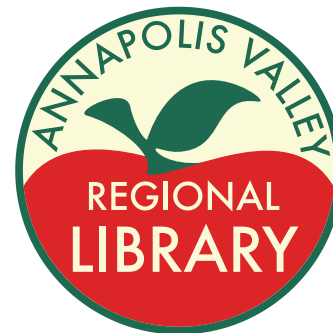
Email: [administration@valleylibrary.ca](mailto:administration@valleylibrary.ca)

[www.valleylibrary.ca](http://www.valleylibrary.ca)



[avrfeedyourmind.blogspot.ca](http://avrfeedyourmind.blogspot.ca)

[valleystorytime.wordpress.com](http://valleystorytime.wordpress.com)



## ANNAPOLIS VALLEY REGIONAL LIBRARY BRANCHES

Annapolis Royal	285 St. George Street	532-2226
Berwick	236 Commercial Street	538-4030
Bridgetown	38 Queen Street	665-2758
Hantsport	10 Main Street	684-0103
Kentville	95 Cornwallis Street	679-2544
Kingston	671 Main Street	765-3631
Lawrencetown	489 Main Street	584-3044
Middleton	45 Gates Avenue	825-4835
Port Williams	1045 Main Street	542-3005
Windsor	195 Albert Street	798-5424
Wolfville	21 Elm Avenue	542-5760
Bookmobile	26 Bay Road	665-2995 ext 234

## A note from the CEO



August 10, 2015 was my first day as Chief Executive Officer with the AVRL, and I can state with absolute conviction that taking this position and moving to the Valley was the best decision I ever made! Each day I am grateful to the dedicated library staff, the Board, enthusiastic volunteers, generous donors, and our municipal units. It's a pleasure to work together with these stakeholders to ensure service that is constantly evolving in order to meet the ever-changing needs and interests of Valley residents.

2015-2016 represents a year of facilities development with the opening of the Isabel and Roy Jodrey Memorial Library (Hantsport) and the renovation of the Murdoch C. Smith Memorial Library (Port Williams). All those involved in these projects are to be commended for working tirelessly on behalf of their libraries. Additionally, we have begun the planning for the move of our Headquarters to Berwick, and the development of the new Berwick Library. Libraries are truly thriving in the Valley, and the numerous facilities development projects speak to that fact. I look forward to the coming year and all we can accomplish with our partners. To the citizens of the Annapolis Valley, your devotion to the library underscores everything we do.

-Ann-Marie Mathieu, CEO



## BOARD MEMBERS 2015-16

*Municipality of Annapolis County:*  
*Municipality of Kings County:*

Timothy Habinksi  
Bob Best  
Peter Muttart  
(starting November 2015)  
Emma Van Rooyen  
(through July 2015)  
Shirley Pineo – Chair  
Pat Power  
(starting June 2015)  
Jane Bustin  
Tony Bentley  
Jill Cox  
Scott Geddes  
Janet Ness – Vice Chair  
Sherry Brideau  
(starting Dec 2015)  
Lesley MacDonald – Treasurer

*Municipality of West Hants:*  
*Annapolis Royal:*

Berwick:  
Kentville:  
Middleton:  
Windsor:  
Wolfville:  
*Province of Nova Scotia:*

The AVRL Board has had a very busy and exciting year in which we welcomed our new CEO Ann Marie Mathieu from Saskatchewan.

I would like to pass on many “Thanks” to our interim CEO, Lorraine McQueen. We appreciate all she did to help during the time needed to advertise and hire a new permanent CEO.

Under the direction of our CEO, the board has updated many policies, by-laws and made other changes to allow our organization to continue to grow and flourish.

I would like to express my appreciation to all the board members, especially the Chairs of Committees that put in many hours of work on behalf of the board's business. Every board member has taken their responsibility seriously and has helped make our region a better place to work. However, I must say a special thank you to the Vice Chair, Janet Ness. Without her help and assistance throughout the year I would not have been able to complete all the work required of this position.

Looking forward, we still have the lack of sustainable funding as a major concern but I feel we will overcome whatever is sent our way as creative minds continue to work together to build a better rural library service.

Thank you for allowing me to be the Chair of this wonderful organization.

-Shirley Pineo, Board Chair





**Girl Power**

April Showers bring May Flowers.

A new season of fun begins with Girl Power games, crafts and snacks. What cool craft does Tessa have planned? What will you write in your GP Journal? The answers to these questions and more await you at the Middleton Library!

**Friday, April 29th 6:30pm-8:30pm**  
For girls age 10-14

Spaces are limited. Please call the library to reserve your place.

Rosa M. Harvey  
Middleton & Area Library  
45 Gates Avenue  
Phone: 902-825-4835  
www.valleylibrary.ca



# Sensitive Family Time

**Sunday, November 22nd 2:00pm-4:00pm**

Do you have a child on the Autism spectrum? A child with a disability that makes it hard to get to the library during regular hours? Stop in for a while, or stay with us the whole time -- check out books, play, do a simple craft, and have a healthy snack.

Registration is required. Call Sandy at Annapolis Valley Autism NS: 902-242-2019 or annapolismvalley@autismns.ca

Rosa M. Harvey Library, Middleton  
45 Gates Avenue,  
Phone: 902-825-4835  
www.valleylibrary.ca





# Catching the Wind

**Saturday Nov. 14th 1:00-3:00pm**  
ages 5 and up  
registration required.

Explore wind and other types of renewable energy with Marina of Wild Roots Nature Education Centre.

**Berwick Library**  
236 Commercial Street  
Phone: 902-538-4030  
www.valleylibrary.ca





Make your own MAUD LEWIS


**Friday March. 18th @1:00-3pm**  
ages 5 and up  
registration required

Dress to make a mess!

**Berwick Library**  
213 Commercial Street  
at Wilson's Pharmasave  
Phone: 902-538-4030  
www.valleylibrary.ca




February 2016 is Food for Fines Month at the Annapolis Valley Regional Library



For every item of non-perishable food donated to the library, up to \$3.00 in overdue fines\* will be forgiven.

Food donations will go to a FEED NOVA SCOTIA member agency food bank serving that library's community.

\*For fines only. This program does not apply to Lost book fees, damaged materials or other miscellaneous fees such as printing or photocopying. (effective February 1 - February 29 only)



# Free Tech HELP

Get one-on-one help with:

- Tablets, eReaders & mobile devices
- Email, Facebook
- Online library services
- Backing up & storing important files
- much more!

Register online or call during open hours.

Wolfville Memorial Library  
21 Elm Avenue  
Phone: 902-542-5760  
www.valleylibrary.ca




# The Great Puppet Experiment

CALLING ALL ART LAB KIDS!

EXPLORE THE WORLD OF PUPPETRY!

AGES 6 - 9

**FRIDAY, OCTOBER 30TH 3PM-4PM**  
CALL THE LIBRARY DURING OPEN HOURS TO REGISTER

**KENTVILLE LIBRARY**  
95 CORNWALLIS STREET  
PHONE: 902-679-2544  
WWW.VALLEYLIBRARY.CA



# CHAIR YOGA

SENIORS WEEK OCTOBER 18 - 24, 2015



FOR SENIORS

A one hour, gentle, meditative yoga class.

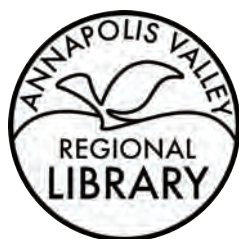
Join Amanda at My Yoga Space for a free introductory Chair Yoga session for seniors. Registration required. Please call the library during open hours.

**Tuesday, Oct 20, 2015 2:00pm to 3:00pm**

**Kentville Library**  
95 Cornwallis Street  
Ph: 902-679-2544  
www.kentvillelibrary.ca



**June 2016**



Lisa Salley

Health Promoter, Public Health, Western Zone



# What is the ask?

To support a housing needs assessment. The request will be to:

- Disseminate a survey
- Funding



## Purpose of the survey

To work collaboratively with community to better understand current and emerging safe and affordable housing needs across our communities, with a focus on the supportive housing needs of vulnerable populations.



## Historical Context

- South Shore Housing Action Coalition
- Needs Assessment completed in 2015; municipalities requested documentation as to the issue of Housing .
  - “Affordable Housing on Nova Scotia’s South Shore: A policy toolkit for Lunenburg and Queens.”
- Housing Coalitions developed in Shelburne, Yarmouth and Digby.
  - Supportive Housing Needs Assessment



## Continued

- Housing First Association in Kings County, dissolved in 2013
- No formalized group in Annapolis County. Women's Place has done some informal work as it relates to this issue.
- Federal initiative related to housing announced in 2016.
  - Rural housing challenges traditionally overlooked and the focus and solutions tend to be urban based.
  - Advocacy work needs to be done to inform and educate as it relates to rural housing challenges.
  - Development of a Rural Housing Event in November 2016 to gather and share "stories". Two gathering occurred- one in New Ross and one in Antigonish.



## Present day

From the events in November various rural initiatives have started in Annapolis Valley, for example:

- HomeShare discussion funding received to do a pilot project in Annapolis County
- Advocacy letter to government (all levels)
- Housing conversation event in Bridgetown on April 3<sup>rd</sup>
- More “buzz” about housing, i.e. Wolfville, Kings Co., Youth Homelessness, etc..

## Continued

- Community discussion about hoarding – March 2<sup>nd</sup>, 2017.
- Stats Canada –demographics and numbers; number of houses needed major repairs, etc. Information being released throughout 2017.
- Supportive Housing Needs Assessment to provide information on i.e.
  - what support do you need to continue to live at home,
  - what are the barriers to living in
  - what are the barriers to finding
  - etc....





# What is the ask?

To support a housing needs assessment. The request will be to:

- Disseminate a survey
- Funding



# So what? Why support this request when it comes to you?

Housing is a real concern for members of your community. The impact of healthy, safe and affordable housing options on communities are as follows:

- Supports the economy, including a more stable tax base
- Community sustainability
- Better health and reduced health care costs
- Lower crime rates and improved community safety
- Enhanced social inclusion and sense of community (sense of belonging)



- What further information do you need as a Council to make a decision when the request occurs?
- What would be beneficial for information for your Council as it relates to housing?



Stay tuned and connected

**Thank You!**



# Bear River

PLASTIC WELDING INC.

## Tublar Docking Systems



# Bear River

PLASTIC WELDING INC.

231 Spinnaker Dr. Cornwallis N.S. B0S 1H0

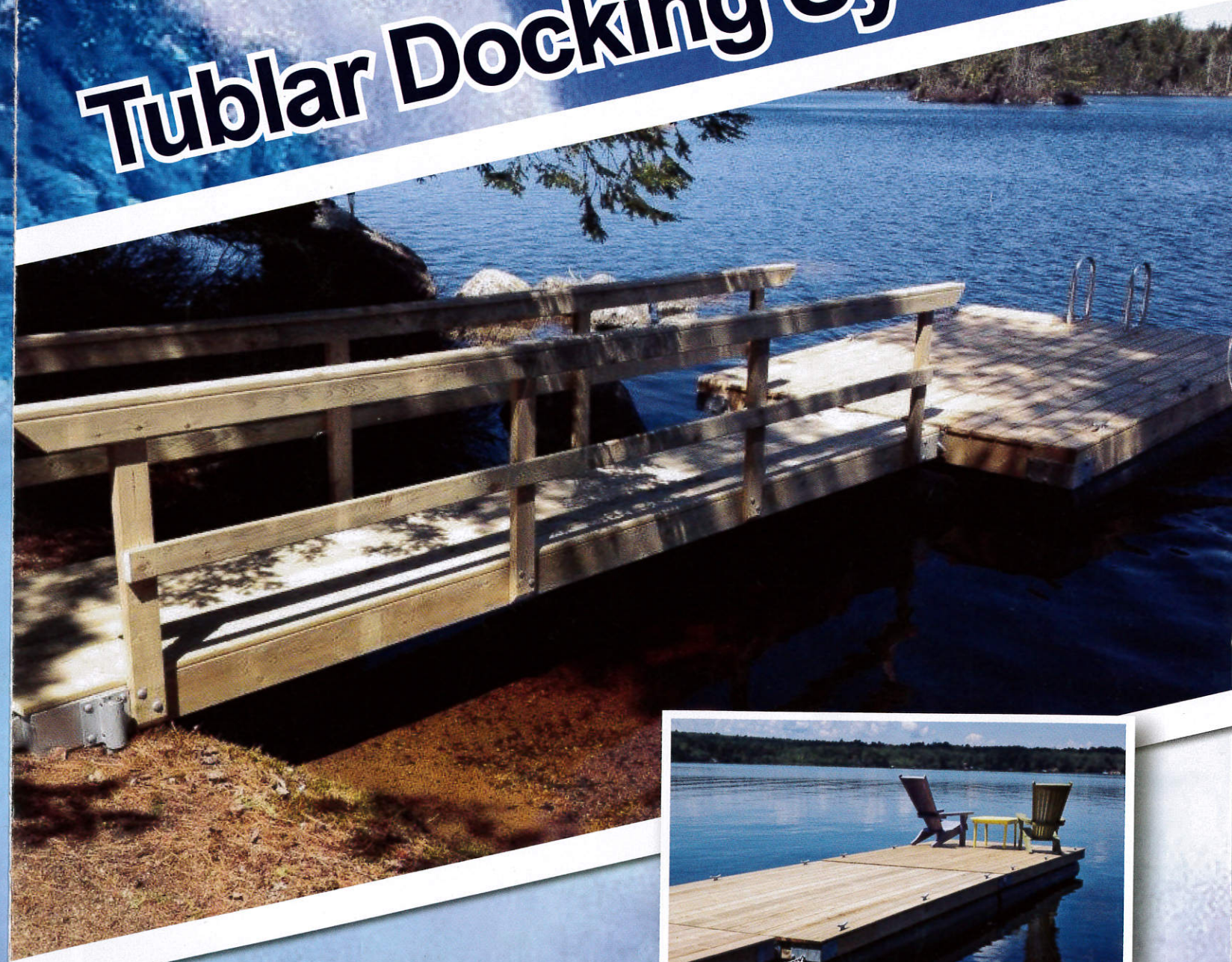
Office: 902.638.3438

Cell: 902.245.8319

Fax: 902.638.8264

info@plasticweld.ns.ca

[www.plasticweld.ns.ca](http://www.plasticweld.ns.ca)





# About Us

Bear River Plastic Welding has become a leading manufacturer of floating docks in Atlantic Canada. Offering both residential and commercial grade docks with innovative design features such as, traps doors in the deck to expose the mooring chains, pontoon on the ramp to make install and removal easier and more recently we have incorporated a rounded end cap on our pontoons, making them easier to remove.

## Winter Storage

Although we do not recommend leaving your dock in for the winter in some cases it is impossible to remove them from the water. Our pontoons with the rounded end caps leave nothing for the ice to get a hold of, making them the most ice resistance floatation you can purchase. **BEWARE of MOVING ICE**

- No wood in the water
- pontoons will take a blast from a 12 gauge shotgun
- Environmentally and user friendly
- Do-it-yourself kits include pontoons and hardware



# Testimonials

The docks look so good we want to order more  
**Guysborough Waterfront Assoc.**

Thanks for the quick delivery, the looks and works beautify  
**P. Van Oostrum**

We know your quality is outstanding we would like to order 3 more docks  
**King's County Municipality.**

Your docks are grandkid approved, they just loved them **K. Lively**

Excellent products. Your guys should be proud of their workmanship. **A.F. Theriault & Sons**

"Just wanted to let you know that your floating dock performed admirably this summer. Including staying put in some heavy winds with both boats tied on. Also wanted to tell you that if you have any potential customers close to Mushaboom, we would be glad to let them have a look."  
**R. Metler**





April 2017

Dear Council:

My name is Emilie Townsend. I am 14 and a member of Hachikin Judo Club. I have been involved in judo for 8 years. I am currently training with Team Nova Scotia for Nationals this year, next year 2018 and Canada Games for 2019.

Unfortunately, getting to these high level competitions cost money. My parents do the best they can, but it is very costly. Gas, meals, hotels, tournament fees, and the list goes on. Along with tournaments they also pay for my training which includes the gym, training camps and travelling to other Dojo's in Halifax for specific training to get me to these high level competitions.

I am writing ask if you would be willing to help by sponsoring me. I am not requesting a specific amount; any amount you would like to give would be greatly appreciated.

I thank you in advance for helping me obtain my goals!

Respectfully,

*Emilie Townsend*

Emilie Townsend  
902-825-6699





**REQUEST FOR DECISION  
SOCCER FIELD AT ROTARY PARK  
#005-2017**

Date: May 11, 2017	Subject:
Proposal Attached: N/A	Submitted by: Jennifer Coolen, Director of Recreation and Community Services

Proposal:	That Town Council agree to allocate \$6500 to repair the soccer field at Rotary Park in time for this year's soccer season.
Background:	Our facilities manager has carefully cultivated our playing fields over the past few years, treating them through natural means and bringing to a strong biological status. This year in particular however, this same biology has played against us in that we have had a strong uptick in grub infestation. While this in itself is not a concern, the field damage being incurred by the crows and other wild things, digging for these grubs, has wrecked the fields. The grub density per square foot is highly elevated and so the holes being left are many, leaving dangerous conditions for anyone using the fields.
Benefits:	<ul style="list-style-type: none"> <li>• The fields are able to be used for this soccer season</li> <li>• Doing the work now will save the fields from further damage so it does not have to be a complete re-fit.</li> </ul>
Disadvantages:	<ul style="list-style-type: none"> <li>• It is expensive.</li> </ul>
Options:	<ul style="list-style-type: none"> <li>• Fix the fields now</li> <li>• Wait to fix the fields at a later time, knowing the damage will continue to worsen.</li> <li>• Do nothing this year and double or triple the expense to fix it next year.</li> </ul>
Required Resources:	Funds allotted in the Capital Budget; Leadership from Town Staff.
Source of Funding:	Capital Budget
Sustainability Implications: (Environmental,	This would mean no chemicals would be needed and we would be able to maintain the current level of annual maintenance.

Social, Economic and Cultural)	We would be able to maintain the current level of service we provide to the public through use of our fields, and in particular, the Middleton Soccer Association and both the elementary and high school.
Staff Comments/Recommendations:	We would like to recommend that we allocate the funding and begin work on the fields as soon as possible.
CAO's Review/Comments:	

CAO Initials: RLT

Target Decision Date: 15 May 2017

Date: 10 May 2017	Subject: Community Policing Officer
Proposal Attached:	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	Requesting direction from Town Council on possible further research into a Community Policing Officer.
Background:	<p>As a result of the strategic planning process Town Council and senior staff went through in January with Gordon MacIntosh, the idea of a Community Policing Officer (CPO) was raised as a priority to look into as an option for the Town of Middleton. The purpose of having such a position was to address more of the community safety and security issues around loitering, petty crimes, visibility, and possibly parking enforcement in the downtown core.</p> <p>Recently, S/Sgt McGillivray discussed an initiative that has just started as a potential solution for this region. In the past, the RCMP members have filled a position of Court Liaison Officer. This takes a tremendous amount of time of active members to complete paperwork and attend court to further their investigative files, all the while taking their focus away from general police work. As of April 3<sup>rd</sup>, through an open competition, this CLO position is currently filled by a civilian and is fully funded by the RCMP for the next 18 months. The intent is to free up regular members and put a full-time officer back into regular rotation. As a result, this additional resource will be more fully dedicating members on shift to work within the community instead of their case work, which would create a more dedicated municipal traffic service that would be patrolling in our community.</p> <p>The RCMP has put a proposal forward to the Province of Nova Scotia to have provincial funding for one of six of these CLO positions to be located here in the broader Annapolis County region. If this is approved, the funding partnership of the Province and the Town of Middleton may prove to be beneficial to ensuring additional services without the need to hire and manage a separate CPO. With this new initiative, it may prove worthwhile to monitor the progress and evaluate its effectiveness prior to making any additional investment into personnel.</p>

Benefits:	
Disadvantages:	
Options:	<ol style="list-style-type: none"> <li>1. Monitor and evaluate the CLO position allowing more regular hours to be put into community policing over the next 6-12 months.</li> <li>2. Pursue a separate CPO for the Town of Middleton.</li> </ol>
Required Resources:	Option 2 would require funding for wages for a CPO.
Source of Funding:	Operating Budget
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	Request further direction from Council based on the information and options noted above.

CAO Initials: RLT

Target Decision Date: 15 May 2017





# MIDDLETON FIRE DEPARTMENT

## **Monthly Report**

April 1, 2017 to April 30, 2017

Submitted by – Chief Mike Toole

### **NOTE:**

See attached letter from 2<sup>nd</sup> DC Freeman regarding training.

**Middleton Fire Department**  
**Fire Chief :Mike Toole**  
**49 Church St, PO Box # 1366 Middleton NS B0S 1P0**  
**PH : 902-825-3246 FAX : 902-825-6334**

**Totals by Type**  
**From Apr 1 17 to Apr 30 17**

<b>Response Type</b>	<b># of Incidents</b>
04 Structure Fire	2
36 Authorized Controlled Burning - complaint	1
62 Vehicle Accident	1
92 Assistance to Police	1
99 Stand-In for another Department	1
<b>Total Number of Responses</b>	<b>6</b>

**Middleton Fire Department**  
**Fire Chief :Mike Toole**  
49 Church St, PO Box # 1366 Middleton NS B0S 1P0  
PH : 902-825-3246 FAX : 902-825-6334

**Totals by Geographic Location**  
**From Apr 1 17 to Apr 30 17**

Response Type		# of Incidents	Staff Hours	Average Resp. Time
<b>Unclassified</b>				
<b>001 - Town of Middleton</b>				
36	Authorized Controlled Burning - complaint	1	1 h 30 m	0.70
92	Assistance to Police	1	0 h 0 m	
<b>Total For 001 - Town of Middleton:</b>		2	1 h 30 m	0.35
<b>002 - County of Annapolis</b>				
62	Vehicle Accident	1	52 h 0 m	10.63
<b>Total For 002 - County of Annapolis:</b>		1	52 h 0 m	10.63
<b>004 - M/A - Kingston - Kings</b>				
99	Stand-In for another Department	1	17 h 36 m	13.87
<b>Total For 004 - M/A - Kingston - Kings:</b>		1	17 h 36 m	13.87
<b>006 - M/A - Lawrencetown Fire</b>				
04	Structure Fire	1	211 h 24 m	13.60
<b>Total For 006 - M/A - Lawrencetown Fire:</b>		1	211 h 24 m	13.60
<b>011 - M/A - Aylesford Fire</b>				
04	Structure Fire	1	74 h 32 m	29.07
<b>Total For 011 - M/A - Aylesford Fire:</b>		1	74 h 32 m	29.07
<b>Total For Unclassified:</b>		6	357 h 2 m	11.31
<b>Total Number of Responses</b>		6	357 h 2 m	



# Middleton Fire Department

**Fire Chief :Mike Toole**

**49 Church St, PO Box # 1366 Middleton NS B0S 1P0**

**PH : 902-825-3246 FAX : 902-825-6334**

## **Number of Sessions**

**From Apr 1 17 to Apr 30 17**

**4 sessions printed for these parameters**

**4 Subjects Covered**

**8.00 total session hours**

**216.00 total staff hours**

**0.00 total Instructor hours**

**1 Meeting sessions**

**2 Training sessions**

**1 Truck Inspection sessions**



**Middleton Fire Department**  
**Fire Chief :Mike Toole**  
**49 Church St, PO Box # 1366 Middleton NS B0S 1P0**  
**PH : 902-825-3246 FAX : 902-825-6334**

**Hours Worked**  
**From Apr 1 17 to Apr 30 17**

	<b>Incident Reports Hrs</b>	<b>Meeting Hrs</b>	<b>Training Hrs</b>	<b>Truck Inspection Hrs</b>	<b>Standby Hrs</b>	<b>Total</b>
FC Michael Toole	13.22	2.00	4.00	2.00		21.22
DC Scott Veinot	12.42	2.00	4.00	2.00		20.42
2DC Neil Freeman	5.67	2.00	2.00	2.00		11.67
CAP Darcy Robertson	13.30	2.00	4.00	2.00		21.30
CAP Kent Smith	13.22	2.00	4.00	2.00		21.22
CAP Jody Spidle	13.30	2.00	4.00	2.00		21.30
CAP Philip Townsend	13.22		2.00	2.00		17.22
CAP Scott Whynot	13.30	2.00	4.00	2.00		21.30
FF Mathias Abbott	9.63	2.00	4.00	2.00		17.63
FF Chris Barker	10.42	2.00		2.00		14.42
FF John Bath	13.30	2.00	4.00	2.00		21.30
FF Keith Boudreau	10.42		4.00			14.42
FF Lorne Brown	13.30	2.00	2.00	2.00		19.30
FF Dennis Chesley						
FF Alan Cooke	2.00	2.00	4.00	2.00		10.00
FF Mark Ejdrygiewicz	2.08					2.08
FF Tyler Ells	13.22	2.00	4.00	2.00		21.22
FF Danial Foley	5.67	2.00				7.67
FF Jordan Fudge						
FF Deanne Harris			2.00			2.00
FF Donald Hiltz	13.30	2.00	4.00	2.00		21.30
FF Robert Knight	9.63	2.00	4.00	2.00		17.63
FF Leon Langille	11.22	2.00	2.00			15.22
FF Scott Marshall	13.30	2.00	4.00	2.00		21.30
FF Chevelle Roberts	7.63		2.00			9.63
FF Melissa Robertson	13.30	2.00	4.00	2.00		21.30
FF Gordon Rodgers	13.30	2.00	4.00	2.00		21.30
FF Reginald Smith	11.30		4.00			15.30

**Hours Worked**  
**From Apr 1 17 to Apr 30 17**

	<b>Incident Reports Hrs</b>	<b>Meeting Hrs</b>	<b>Training Hrs</b>	<b>Truck Inspection Hrs</b>	<b>Standby Hrs</b>	<b>Total</b>
FF John Thompson	9.63	2.00	4.00	2.00		17.63
FF Philip Vincent	7.55	2.00	2.00			11.55
FF Justin Westcott	13.22	2.00	4.00	2.00		21.22
PFF Richard Banks						
PFF Patrick Dornan	2.00	2.00		2.00		6.00
PFF George Freestone	11.22	2.00	4.00	2.00		19.22
PFF Dustin MacNeil	11.30		4.00	2.00		17.30
PFF Patrick Redwood	5.67	2.00	4.00	2.00		13.67
PFF Adam Tkaczuk	13.30		2.00	2.00		17.30
PFF Jason Warrington	12.50	2.00	4.00	2.00		20.50
<b>Totals:</b>	<b>357.06</b>	<b>54.00</b>	<b>108.00</b>	<b>54.00</b>		<b>573.06</b>





## MIDDLETON FIRE DEPARTMENT

PO Box 1366 | 49 Church St. | Middleton, Nova Scotia | BOS 1P0

Middleton Town Council,

The Middleton Fire Department wishes to inform you the members of council that the Nova Scotia Fire Schools Mobile Burn Unit (MBU) will be coming to Middleton the week of June 5<sup>th</sup> to June 12<sup>th</sup>. The department has been given approval from the MacDonald Museum to use their north parking lot once again. This will be the third time since 2012 that the Middleton Fire Department has hosted this MBU which is a unique opportunity to us and our local departments to have live fire training.

This is a complete 53 foot standalone live fire trainer unit equipped with a second storey, interior and exterior stairways and roof ventilation simulation. It also has fixed internal burn pads, external and internal mobile burn pads and rollover capability.

The firefighters are challenged by the seven movable walls and forcible entry simulator that allows for multiple configurations making each run a new learning experience. In addition, the integrated smoke system allows for rapid black-out conditions, further challenging firefighters search skills.

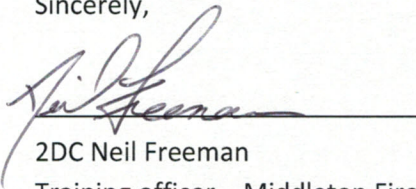
With such a unit using live fire we will require 2 separate water sources for safety reasons on scene at all times. A pumper will be on scene providing the first source and a 2" supply line will be required to be run from the fire hydrant located at the corner of Church Street and Centre Street for the second source. There won't be a great deal of water required as the fires are fueled by propane. With the 2" supply line being run from the corner of Church Street and Centre Street we are once again requesting permission to close off the West end of Church Street during training sessions.

By having this unit so close to the downtown core and in public view we hope this will generate some public interest in what our local fire departments do and maybe even spark interest in new recruits for our department.

I've attached a copy of the weeks schedule which you will notice runs from Tues. June 6<sup>th</sup> to Sunday June 11<sup>th</sup>. Saturday June 10<sup>th</sup> has been reserved for the Middleton Fire Department for a full day of Live Fire Training starting at 8am to 5pm. All the other time slots have been opened to our neighbouring departments (Kingston, Nictaux, Margaretsville, Port Lorne, Lawrencetown, Bridgetown and Annapolis Royal.)

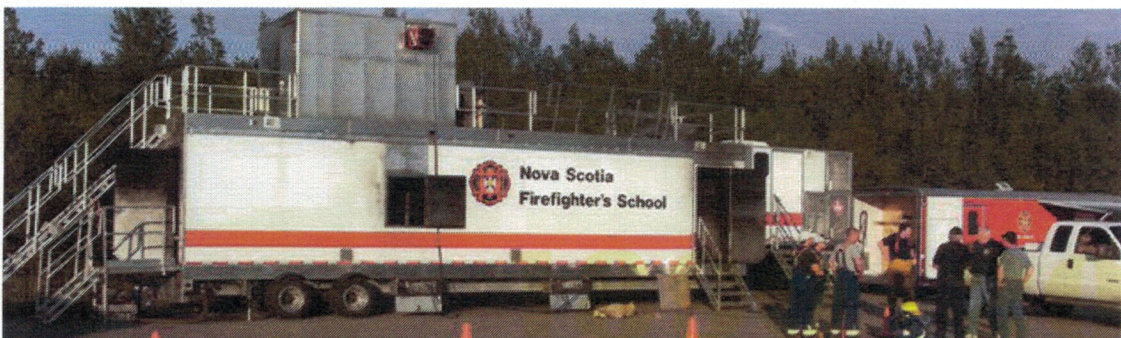
I highly recommend any members of council to stop by and have a look and ask questions.

Sincerely,



2DC Neil Freeman

Training officer – Middleton Fire Department





# Mobile Burn Unit - Middleton

Monday June 5th	Tuesday June 6th	Wednesday June 7th	Thursday June 8th	Friday June 9th	Saturday June 10th	Sunday June 11th
Morning Class 9:00am - 12:00pm	NO CLASSES	NO CLASSES	NO CLASSES	NO CLASSES	Course #402 Full Day Live Fire Middleton Fire Department 8:00am - 5:00pm	Course #402 Full Day Live Fire 8:00am - 5:00pm
Afternoon Class 1:00pm - 4:00pm	NO CLASSES	NO CLASSES	NO CLASSES	NO CLASSES	Class Size - 10 min, max 14	Class Size - 10 min, max 14

Course #401 1/2 Day Live Fire Training	Course #404 Ventilation Techniques	Course #401 1/2 Day Live Fire Training	Course #404 Ventilation Techniques
Evening Class 6:00pm - 9:00pm	NO CLASSES	Class Size - 6 min, max 12	Class Size - 6 min, max 10
NO CLASSES	NO CLASSES	Class Size - 6 min, max 12	Class Size - 6 min, max 10
NO CLASSES	NO CLASSES	Class Size - 6 min, max 12	Class Size - 6 min, max 10





## **PUBLIC WORKS REPORT**

### **May 8, 2017**

#### **WATER MAINS, SEWER MAINS AND STORM DRAINS**

- New water meters and remotes continue to be installed.
- The Brooklyn Road Lift Station was flushed out by Loomer's Pumping Service on May 1<sup>st</sup> after a blockage was discovered.
- New water service shut-offs were installed at 249 Main Street and 187 Marshall Street.
- There are no recent water main breaks to report.

#### **ROAD REPAIR**

- Street and sidewalk sweeping has been completed.
- Shouldering and pothole patching is being completed when necessary.
- Ditching is currently being done throughout the Industrial Park

#### **GENERAL MAINTENANCE**

- A gate has been installed at the intersection of Veteran's Lane and Freeman Street after illegal dumping was reported by residence. Public works members have cleaned up all of the garbage and the gate will remain locked to keep vehicles out. Public Works members and the Fire Chief have been given keys for emergency purposes.
- Illegal dumping was reported on Town Property near Lily Lake. This was then reported to Valley Waste. Valley Waste did investigate and is willing to waive tipping fees to help the cost of cleanup; however the Town is responsible for the cleanup. Public Works members will begin cleanup on the first available date.
- Sod/lawn repair from snow plow damage has been completed.

#### **OCCUPATIONAL HEALTH & SAFETY**

- Public Works members attended Chainsaw Safety Training on April 18<sup>th</sup> & 19<sup>th</sup>.
- OH & S Meetings are taking place once a month; minutes will be posted on SharePoint.
- There are no incidents or accidents to report at this time.

**Shaun Thompson**  
**Foreman of Public Works**

## Grubs

As you may well be aware, we have been dealing with the unfortunate consequences of an infestation of grubs in our parks, and our community in general. We have had several consultation meetings about the issue and as the fields continued to worsen every day, we had to make the unfortunate decision to close the ball fields so that we could solve the problem and properly fix the fields. It is our hope that we can salvage enough of the soccer field to keep it safe for play for the Middleton Soccer Association, but we are not able to do that with the ball fields and they will need to be completely refit. We have since found that we are not alone with this problem and other residents and fields in the community, and around the Maritimes are experiencing the same issue. The following articles covered the issue and offer more insight into the problem and the solution.

Annapolis County Spectator article:

<http://www.annapoliscountyspectator.ca/news/local/2017/5/3/grub-infestation-leads-to-field-closures-at-middletons-rotary-pa.html>

CBC's article: <http://www.cbc.ca/beta/news/canada/nova-scotia/beetles-and-birds-score-win-over-town-sports-fields-1.4101097>

Thank you to our facilities manager for his dedication to finding the most efficient solution to this problem and to the community for your cooperation in trying to deal with this infestation. We appreciate that most groups the using the fields on a regular basis are run by volunteers and that this closure is burdening them with the task of finding an alternate location. We also want to remind people that aside from the ball fields, all other areas of the park are open for use.

## Rotary Thanks

We have been working with the Rotary Club on several projects and want to highlight our appreciation of the work that they do for the community. With the help of the Rotary Club, we will soon be seeing a new floating dock at the Riverside Park. We will also see the park cleaned up and some new trees planted. It is also the Rotary Club that helped us make the splashpad a reality and that park will be opening on the long weekend in May (if all goes according to plan) so we thank them for that asset as well.



## Summer

We have completed our hiring for the summer student positions and are extremely excited about the team of skilled and enthusiastic staff that will be working for the Town this year. Some have begun work already and others will start between now and June. We will work diligently over the next couple of months to solidify a summer full of events and programs that are appealing to all and hope you will join us in our celebrations over the course of the summer. Although some details are still being sorted out for some of our programs and events, we do know that registration for our summer camp program, swimming lessons, and the swim team will take place at Rotary Park on June 15<sup>th</sup> from 6-730pm.

We are also very excited to let you know that our Adventure Programmer took some training last weekend and is now certified to teach the skills necessary to obtain Level 1 Canoeing through Paddle Canada. Stay tuned for opportunities throughout the summer for the public to sign up for a 1-day certification course that he will offer.

One new position this year that we are excited about is the Youth/Seniors Programmer. This person will focus their attention on offering new activities and enhancing existing activities so that they will get our youth and our senior populations more involved in community. More details on the plans and outcomes related to this position in the near future.

## Healthy Community

As we continue to work toward making our community healthy and active, we are pleased to show you an example of a friendly reminder to please not smoke around our recreational areas. We have put up some new signs at strategic locations around town and hope they have a positive influence on people's decisions regarding smoking.



TOWN OF MIDDLETON

# PLANNING SERVICES



APRIL

2017



## **TABLE OF CONTENTS**

1. Planning and Development Activity Report
2. Building Permit Activity Report
3. Inspection Services Activity Report
4. Planning/GIS Technician Activity Report



**Planning  
Development  
Project Management**

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**To:** Sharon McAuley, Coordinator, Planning and Development Services  
**From:** Chris Millier  
**Date:** May 1, 2017  
**Re:** Town of Middleton, Status Report

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**April 1 - 30, 2017**

**Planning Application Activity**

**Development Permit Activity**

- Development Permit M17-010, April 20, 2017  
B. Illsley, 221 Main Street  
Accessory Structure - Shed
- Development Permit M17-011, April 27, 2017  
D. Gaudet, 349 Main Street  
Change of Use, Commercial Occupancy and Facia wall Signs (2)

**Permit Activity Summary, April 2017**

	Current Month	Current YTD	Previous Yr. Month	Previous Yr. YTD
Development Permits				
Residential				
New Construction	0	0	0	0
Renovation/Addition	0	0	0	0
Accessory Structures	1	1	0	0
Commercial/Industrial				
New Construction	0	0	0	0
Renovation/Addition	1	1	3	3
Accessory Structures	0	0	0	0
Institutional				
New Construction	0	0	0	0
Renovation / Addition	0	0	2	2
Accessory Structures	0	0	0	0
Other (signs, occupancy, etc.)	0	0	1	1
Final Subdivision Approval				
Residential Lots Created	0	0	0	0
Comm./Industrial Lots Created	0	0	0	0

# TOWN OF MIDDLETON

## BUILDING PERMIT REPORT

Figures based on Fiscal Year April to March

**Municipal Unit:**                      **Town of Middleton**

**Month:**                                      **April 2017**

	Number of Building Permits	Building Value
Month: April	0	\$0.00
Year To Date 2017-2018:	0	\$0.00
Year To Date 2016-2017:	3	\$69,600.00
Year To Date 2015-2016:	4	\$546,000.00

Total Estimated Value April 2017:	\$0.00	Total permits for April 2017:	0	Total Estimated Value YTD 2017-2018:	\$0.00	Permit Fees April 2017:	\$100.00
Total Estimated Value April 2016:	\$69,600.00	Total permits for April 2016:	3	Total Estimated Value YTD 2016-2017:	\$69,600.00	Permit Fees YTD 17-18:	\$100.00
Total Estimated Value April 2015:	\$546,000.00	Total permits for April 2015:	4	Total Estimated Value YTD 2015-2016:	\$546,000.00		

File #	Name	Applicant Address	Location	Construction	Date Building Permit Issued	Permit Fee	Estimated Value
				Dev. Permits Only	2 permits	\$100.00	
					<b>Total April:</b>	<b>\$100.00</b>	<b>\$0.00</b>
	Total Active Permits:	5					
	Residential Conversions	nil					
	Residential Demolitions	nil					



COUNTY *of* ANNAPOLIS  
NATURALLY ROOTED

## **Activity Report – April 2017**

**0 BUILDING PERMITS ISSUED FOR APRIL**

**2 BUILDING INSPECTION CARRIED OUT FOR APRIL**

**6 Fire Inspections conducted and letters to owners have been sent**

**Staff continue to drive through the Town and receive inquiries calls from the residents.**





## Town of Middleton LIU/GIS

GIS & Planning Technical Support Services

Period : April 1 to April 30

Submitted by: Trevor Robar

Date: May 4, 2017

Task	Category	Date	Hrs
Parks and Recreation Walkability & Active Transportation Map Design Clean Up	REC	Tuesday, April 11, 2017	2
PW GIS Asset verification via Aerial and Google Streetview location match for Connaught	PW	Monday, April 17, 2017	1.5
PW GIS Asset verification via Aerial and Google Streetview location match for George Street & Goucher	PW	Monday, April 24, 2017	1
			<b>Hrs</b>
			4.50

Category Description: **PW** = Public Works      **PLAN** = Planning      **REC** = Recreation  
**OTHER** = Meetings, Printing etc...

## **VALLEY WASTE RESOURCE MANAGEMENT (VWRM)**

**Meeting: April 19, 2017**

1. Board orientation tours are taking place. On April 19 they went to Chester to view the landfill and on June 21 they will be going to Northridge Farms and the Western Management Center in Lawrencetown.
2. The first weekend of the Re-use Center was April 15 from 9 a.m. to noon and they made \$1,600. The Re-use Center operates from April to October and they will also be having the Center in Lawrencetown several times this summer.
3. The Compost Giveaway for our area will be taking place in Lawrencetown at the Fire Hall and in Kingston at the Baptist Church on Saturday May 13 starting at 9 a.m. until they run out.
4. Grand Pré 2017 will be taking place on Aug 10-12 and is a Commemoration and Celebration of the friendship between the Acadians and the Mi'kmaq. VWRM has approached the organizers regarding ways they may be helpful to them. Kings transit is doing the same thing.
5. Next regular meeting will be May 17, 2017.

## **MAYOR'S REPORT MAY 2017**

April 22	Middleton Fire Department Banquet and Awards.
April 24	Chaired the Special Committee of the Whole Meeting – In-Camera and Budget.
April 26	Volunteer Recognition Ceremony in Annapolis Royal.
May 1	Chaired Committee of the Whole Meeting.
May 7	West Nova Scotia Regiment “Canada 150: West Novas in Peace and War” at the Macdonald Museum.
May 8	North American Occupational Safety and Health Flag Raising at the Nova Scotia Community College in Middleton.
May 11 & 12	Union of Nova Scotia Municipalities Spring Workshop in Antigonish.

**CORRESPONDENCE - MAY**  
(for May 15, 2017 Council Meeting)

The following items of correspondence are tabled for the Council's attention. A copy of any correspondence item listed, if not previously circulated, is available on SharePoint for interested members of Council:

1. A letter from the *Annapolis East Elementary School* suggesting that a wooden fence be built along the eastern edge of their playground border to obstruct the view of the groups using the playground and the skate park.
2. A thank-you from *The West Nova Scotia Regiment Regimental Association*, thanking Mayor Atkinson for attending the opening of the heritage exhibit "Canada 150: West Novas in Peace and War".
3. A thank-you from *Dorothy Price*, thanking Mayor Atkinson and the Town of Middleton for bringing greetings on the occasions of her 100<sup>th</sup> birthday.