



**MIDDLETON TOWN COUNCIL
TOWN HALL – COUNCIL CHAMBERS
MONDAY, SEPTEMBER 18, 2017.
7:00 P.M.**

AGENDA

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **PROCLAMATION**
 - .01 Right to Know Week
 - .02 Fire Prevention Week
4. **PRESENTATIONS**
 - .01 Valley Regional Enterprise Network – Coby Milne
5. **APPROVAL OF THE MINUTES**
6. **NEW BUSINESS**
 - .01 Committee of the Whole Recommendations
 - a. Ratification of Transfer to Reserve Fund
 - b. Valley Waste Resource Mgmt: Approval of Municipal Guarantee
 - c. Appointment List Updates
 - .02 Review of Policy E.1.0 – Health & Safety
 - .03 UNSM Resolutions Interim Report
 - .04 UNSM Fall Conference
7. **REPORTS**
 - .01 Management
 - .02 Planning Services – July & August 2017
 - .03 Police Advisory Board
 - .04 Valley Waste Resource Management – July & August 2017
 - .05 Mayor
8. **CORRESPONDENCE**
9. **ANYTHING BY MEMBERS**
10. **ADJOURNMENT**

Sharon McAuley

Subject: Right to Know Week in Nova Scotia
Attachments: 2017 Municipal Proclamation Template.docx



Dear Ms. Turner:

RE: Right to Know Week in Nova Scotia

I am very pleased to take this opportunity to once again encourage your participation in Right to Know Week.

September 28, 2017 is **International Right to Know Day**. In Canada, the week of September 25 to October 1 has been designated as “Right to Know Week.” There will be various activities in most provinces/territories and at the national level during this week.

This year we are asking for your support in two ways. First, we invite your municipality to proclaim September 25 – October 1, 2017 Right to Know Week in your municipality. I have enclosed further information about proclamations and a template proclamation for your consideration.

Second, we ask that you publicize Right to Know Week events nearest your municipality. Our plan this year is to partner with local libraries. Investigators from my office will travel around the province to speak in local libraries about citizens’ rights to access government information. Early in September we will send out information about which towns and libraries we will be visiting and we ask that you post this notice for the information of your citizens.

Thank you for your participation in Right to Know Week. If you require further information, please contact Julie Young, Executive Assistant, OIPC at 902-424-4684, or julie.young@novascotia.ca.

I invite you to feel free to contact my office you have any questions or concerns relating to your administration of your access responsibilities under *Part XX* of the *Municipal Government Act*.

Information about proclamations:

To enhance public awareness, we invite your municipality to proclaim September 25 to October 1, 2017 Right to Know Week in your municipality. A proclamation would serve as an official endorsement demonstrating your commitment to openness, transparency and accountability, greatly increasing the number of citizens who will become aware of their right to access information.

The purpose of Right to Know Week is to celebrate the right of all Canadians, and in our case specifically Nova Scotians, to access information in the custody or under the control of public bodies, municipalities, and health

custodians as guaranteed by access to information legislation. Such legislation entrenches the accountability of governments by ensuring they operate with transparency and openness.

As the Nova Scotia's Information and Privacy Commissioner, I am participating in this Canada-wide effort along with my other Canadian Commissioner colleagues to raise awareness of the right to access information and its value, with a local focus on what it means to those living and working in Nova Scotia.

In 2016 the OIPC sent invitations to the Province of Nova Scotia and all municipalities inviting them to proclaim Right to Know Week. The following proclaimed or passed a motion/resolution for Right to Know Week in Nova Scotia:

- Province of Nova Scotia
- Municipality of the District of St. Mary's
- Town of Wolfville
- Halifax Regional Municipality
- Municipality of the District of Barrington
- Municipality of the County of Pictou
- Town of Trenton
- Municipality of the County of Victoria
- Municipality of the District of Lunenburg
- Town of Digby
- Village of New Minas

A copy of the proposed wording for the proclamation is attached. It has been formatted in such a way as to make it easy for you to complete. As soon as your municipality has passed a motion to sign the proclamation please provide the OIPC with a signed and sealed copy of the proclamation, which will be posted on the Right to Know Week webpage of our website www.foipop.ns.ca. We also may Tweet about it on our Twitter page, [@NSInfoPrivacy](https://twitter.com/NSInfoPrivacy). We invite you to retain an original signed copy of the Right to Know Proclamation and post it in a prominent location in your municipality.

Yours truly,



Catherine Tully
Information and Privacy Commissioner for Nova Scotia

Sent on behalf of Catherine Tully by:

Julie Young
Executive Assistant to the Commissioner



Office of the Information and Privacy Commissioner for Nova Scotia
Telephone: 902.424.4684; Toll free within NS: 1.866.243.1564
TDD: 1.800.855.0511; Fax: 1.902.424.8303

www.foipop.ns.ca

Follow us on Twitter @NSInfoPrivacy

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**PROCLAMATION
RIGHT TO KNOW WEEK
September 25 to October 1, 2017**

WHEREAS the **Town of Middleton** has adopted the principles of openness, transparency and accountability; and

WHEREAS part XX of the *Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the **Town of Middleton**; and

WHEREAS access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

WHEREAS a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

WHEREAS the **Town of Middleton** joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week;

THEREFORE be it resolved that I, **Sylvester Atkinson, Mayor of Middleton**, do hereby proclaim September 25 to October 1, 2017 to be Right to Know Week in the **Town of Middleton**.

Dated at Middleton, Nova Scotia
This 18th day of September 2017.

Sylvester Atkinson, Mayor

Proclamation

FIRE PREVENTION WEEK

OCTOBER 8 - 14, 2017

WHEREAS, the town of Middleton is committed to ensuring the safety and security of all those living in and visiting Middleton; and

WHEREAS, newer homes are built with lightweight materials that burn faster than older home construction; and

WHEREAS, many of today's products and furnishings produce toxic gases and smoke when burned, making it impossible to see and breathe within moments; and

WHEREAS, these conditions contribute to a much smaller window of time for people to escape a home fire safely, with people having as little as one to two minutes to escape from the time the smoke alarm sounds; and

WHEREAS, a home fire escape plan provides the skill set and know-how to quickly and safely escape a home fire situation; and

WHEREAS, a home fire escape plan includes two exits from every room in the home; a path to the outside from each exit; smoke alarms in all required locations; and a meeting place outside where everyone in the home will meet upon exiting; and

WHEREAS, home fire escape plans should be developed by all members of the household; and

WHEREAS, practicing a home fire escape plan twice a year ensures that everyone in the household knows what to do in a fire situation; and

WHEREAS, the 2017 Fire Prevention Week theme, *"Every Second Counts: Plan 2 Ways Out!"* effectively serves to educate the public about the vital importance of developing a home fire escape plan with all members of the household and practicing it twice a year;

THEREFORE, I Sylvester Atkinson, Mayor of Middleton do hereby proclaim October 8-14, 2017, as Fire Prevention Week throughout the town. I urge all the people of Middleton to develop a home fire escape plan with all members of the household and practice it twice a year and to support safety activities and efforts of fire and emergency services during Fire Prevention Week 2017.

Dated at the Town of Middleton
this 18th day of September 2017

Sylvester Atkinson, Mayor



Presentation to Middleton Town Council: September 18, 2017

Valley **REN**

Unlocking Opportunities



Regional
Enterprise Network



New staff

→ July: interim CEO

role: “Increasing the Valley REN’s impact through leadership and relationships”

→ August: new AO

role: “Making the Valley REN more efficient”

→ Sept: second EDO (Special Projects Lead)

role: “Taking a project focus to tackle economic barriers”

[QUICK FACTS] Who are the shareholders in the Valley REN?

Glooscap First Nation, the Municipality of the County of Kings, the Municipality of the District of West Hants, and the Towns of Berwick, Kentville, Middleton, Windsor and Wolfville. The Province of Nova Scotia is a funding partner with the Valley REN, which was formed in 2014 as an inter-municipal corporation under the Municipal Government Act.

Valley REN

Unlocking Opportunities



Regional
Enterprise Network



Sharper focus

- Promoting the region
- Accelerating business growth
- Building and sharing a strong knowledge base
- Collaborating on regional opportunities for maximum regional impact

[QUICK FACTS] Who is on the Board of Directors of the Valley REN?

Scott Roberts, Chair (Executive Director Communications and Marketing, Acadia University); **Michele Fash, Vice-Chair** (Director, Business Development, ACENET); **Barry Gander** (Co-Founder, i-Canada); **Scott Hearn** (Vice-President, Real Estate and Development, Parsons Investments); **Alex Jurgens** (President, A-Tack Consulting Ltd.); **Robert Maher** (Retired Research Scientist, Applied Geomatics); **Dan Mullen** (Owner/Operator, Aviator Farms Ltd); **David Ritcey** (Director Wealth Management, Scotia Wealth Management); **W. Coby Milne** (Vice-President, Fusion Annapolis Valley: stepped down to assume role as interim CEO)

Valley REN

Unlocking Opportunities



Regional
Enterprise Network

New commitment

- Transparency and improved reporting
- Partnerships and collaboration
- Leading by empowering others



Valley **REN**

Unlocking Opportunities



Regional
Enterprise Network

Value for shareholders



→ business development [BusinessNOW]

- L.J. Robicheau and Son Fisheries
- succession planning
- entrepreneur toolkit

→ regional promotion [regional marketing toolkit]

- Annapolis Valley print map for tourists
- shared database of creative digital assets to showcase communities/region
- shared marketing initiatives starting with micro-website (chooseannapolisvalley.ca)
- updated community and regional profiles
- equipping ambassadors to share our story

show video: <https://vimeo.com/230620708/e8af1c0841>



Valley REN

Unlocking Opportunities



Regional
Enterprise Network

Value for shareholders

→ collective impact project

LAUNCHED SEPTEMBER 2017

Through our Collective Impact Project, eligible community organizations in the Annapolis Valley can receive up to \$1000 to support an event or project that advances the “We Choose Now” Action Points.



Valley REN

Unlocking Opportunities



Regional
Enterprise Network



Next three months

- Strengthen municipal relationships
[reporting and collaborating]
- Establish Key Performance Indicators
- Create an investment readiness gameplan
[test, expand and promote LAD]
- Engage with employers on workforce
Development
- Continue BusinessNOW and succession
- Build networks to support business
innovation





Why regional?

Together, we thrive.
Apart, we struggle.

Questions?

Valley **REN**

Unlocking Opportunities



Regional
Enterprise Network



Memo

TO: Municipal CAO's

FROM: Geoff McCain, Finance Manager

DATE: July 19, 2017

SUBJECT: Approval of Municipal Guarantees for TBR #17/18-1

At today's meeting of the Valley Region Solid Waste-Resource Management Authority (Valley Waste) it was moved and seconded to approve the Temporary Borrowing Resolution File #17/18-1 in the amount of \$1,348,265 which represents the balloon payment refinancing on the administration building.

This TBR will cover the refinancing of the balance of the debenture on the administration building with a term (to be requested of the Municipal Finance Corp. of 10 years).

As part of the process for Valley Waste to receive the Minister of Municipal Affairs' approval, the municipal partners must each approve a guarantee for their percentage share of the total value of \$1,348,265.

Please find attached six copies of the municipal guarantee for your municipal unit, as prepared by Service Nova Scotia and Municipal Relations for your review and approval by Council. If you would be so kind as to place this on your next meeting Agenda and once approved, have these six copies signed, sealed and five copies returned to Valley Waste, it would be greatly appreciated (the sixth copy is for your records). We would appreciate receiving the signed guarantees prior to August 31, 2017 so that we are fully prepared for the fall debenture issue once the date is released.

If you have any questions or concerns regarding this request, please do not hesitate to contact either myself at (902) 679-0721 or Ross Maybee at (902) 679-1349.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Geoff McCain".

Geoff McCain
Finance Manager
Valley Waste-Resource Management



Report to the Authority

Subject: Temporary Borrowing Resolution and Municipal Guarantees

Agenda Item: 4.3

From: Ross Maybee, General Manager

Date: July 19, 2017

Background:

During Fiscal 2010-11 (\$1,664,960) and 2011-12 (\$700,000) the appropriate temporary borrowing resolutions and guarantees were approved by the Authority for the construction on the administration building at 90 Donald E. Hiltz Connector Road.

With the completion of this major construction project, the Authority sought and received long term debt financing for a five year term and an amortization period of 15 years (debenture issue #32-A-1) in the amount of \$2,022,400 through the Municipal Finance Corporation.

In January 2017, notification was received from the Municipal Finance Corporation that the above-noted debenture was coming due and what the options were:

- pay out the existing balance of \$1,483,092; or
- make the regular payment of \$134,827 on the principal and finance the balance of \$1,348,265

In order to finance the remaining balance of \$1,348,265 a temporary borrowing resolution and municipal guarantees must be in place (approved by the Valley Waste partners based on their partner percentages, and then forwarded to the Minister of Municipal Affairs for approval.

(2)

Service Nova Scotia and Municipal Relations has prepared the attached document: TBR # 17/18-1 Refinancing in the amount of \$1,348,265 for approval by the Valley Region Solid Waste-Resource Management Authority. It has been determined that new municipal guarantees are necessary for approval as well in order to match the TBR amount (these will be circulated to the individual partners once the TBR is approved).

Once the notification is received from the Municipal Finance Corporation for the Fall 2017 Debenture Issue, the request will be made (with the approved documents ready) for a term of 10 years to finish the payout of this debt.

Recommendation:

That the Valley Region Solid Waste-Resource Management Authority approve Temporary Borrowing Resolution File No. 17/18-1 Refinancing in the amount of \$1,348,265 to ensure participation in the Fall 2017 Debenture Issue through the Municipal Finance Corporation regarding the balloon payment.

Ross Maybee, General Manager

TOWN OF MIDDLETON
GUARANTEE RESOLUTION

\$26,979

Valley Region Solid Waste-Resource
Management Authority

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

AND WHEREAS the Authority has determined to borrow the aggregate principal amount of One Million, Three Hundred and Forty-Eight Thousand, Two Hundred and Sixty-Five Dollars (\$1,348,265) for the purpose of paying and retiring debentures and has applied to the Town of Middleton for its guarantee;

AND WHEREAS the Authority has requested the Town of Middleton, a municipality that executed the instrument of incorporation of the Valley Region Solid Waste-Resource Management Authority, to guarantee the said borrowing;

AND WHEREAS Section 88 of the Municipal Government Act, provides that no guarantee of a borrowing by a municipality shall have effect unless the Minister has approved of the proposed borrowing or debenture and of the proposed guarantee;

BE IT THEREFORE RESOLVED

THAT the Town of Middleton does hereby approve the borrowing of One Million, Three Hundred and Forty-Eight Thousand, Two Hundred and Sixty-Five Dollars (\$1,348,265) for the purpose set out above;

THAT subject to the approval of the Minister of Municipal Affairs of the borrowing by the Authority and the approval of the Minister of Municipal Affairs of the guarantee, the Town unconditionally guarantee repayment of Twenty-Six Thousand, Nine Hundred, Seventy-Nine Dollars (\$26,979) of the principal and interest of the borrowing of One Million, Three Hundred and Forty-Eight Thousand, Two Hundred and Sixty-Five Dollars (\$1,348,265) for the purpose set out above;

THAT upon the Issue of the Temporary Borrowing Resolution, the Mayor and Clerk of the Town do sign the guarantee attached to the Temporary Borrowing Resolution of the Valley Region Solid Waste-Resource Management Authority and affix hereto the corporate seal of the Town.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a duly called meeting of the Council of the Town of Middleton held on the _____ day of _____ 2017.

GIVEN under the hands of the Mayor and the Clerk and under the Seal of the Town this _____ day of _____ 2017.

Mayor

Clerk

For DMA Use Only



Middleton Fire Department

49 Church Street

Middleton, NS

BOS 1PO

June 28th, 2017.

Members of Town Council,

The members of the Middleton Fire Department have voted in favor of Jenna Marie Breschetti of 9594 Hwy 201 South Farmington becoming a probationary member of the department on June 28th, 2017.



Respectfully Submitted by the Investigating Committee of the Middleton Fire Department:

2nd Deputy Chief – Neil Freeman

A handwritten signature in blue ink, which appears to be "Neil Freeman".

TOWN OF MIDDLETON CODE E - OCCUPATIONAL HEALTH & SAFETY	
Subject: Health & Safety	Number: E.1.0
Coverage: Staff, OH&S, Council, & Contractors	Approved by: OH&S, Council, & CAO
Effective Date : June 2, 2014	Revision Date:

Policy Statement

The personal safety and health of each employee of the Town of Middleton is of primary importance. The prevention of occupationally induced injuries, illnesses and loss is of such consequence that it will be given priority over operating productivity where necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal health and safety in keeping with the highest standards and their strong commitment toward occupational health and safety.

The Town of Middleton will maintain a health and safety program conforming to the best practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both Council and employees. It also requires co-operation in all health and safety matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a co-operative effort can a safety program be established and preserved in the best interest of the Town of Middleton. Council commits to working in a spirit of consultation and cooperation with all employees concerning matters relating to occupational health and safety.

Our objective is a health and safety program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero incidents and injuries.

Objectives

1.0) General

Our safety and health program will involve:

1. Providing mechanical and physical safeguards to the maximum extent possible.
2. Conducting a program of health and safety inspections to find and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with the health and safety standards for every job.
3. Training all employees in good health and safety practices.
4. Providing necessary personal protective equipment and adequate instruction for its use, inspection and maintenance.

5. Developing and enforcing health and safety rules and requiring that employees cooperate with these rules as a condition of employment.
6. Investigating every incident, promptly and thoroughly; to find out what caused it and to correct the problem so that it won't happen again.

2.0) Responsibilities

The employer accepts the responsibility for leadership of the health and safety program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

Council is responsible for developing the proper attitudes toward safety and health in themselves and in our employees, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.

Employees are responsible for wholehearted, genuine co-operation with all aspects of the safety and health program, including compliance with all rules and regulations, and for continually practising safety while performing their duties.

*The safety information in this policy does not take precedence over the Occupational Health and Safety Act. All employees should be familiar with the Occupational Health and Safety Act.

References

Province of Nova Scotia - *Occupational Health and Safety Act*.

Previous Policies

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2nd day of June, 2014.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 2nd day of July, 2014.



Rachel L. Turner
Chief Administrative Officer

TO: Mayors, Wardens, Councillors and CAO's, All Units

FR: Lyle Goldberg, Manager, Member Relations

RE: RESOLUTIONS INTERIM REPORT 2017

In preparation for the upcoming resolution meetings, please find attached the Interim Resolutions Report for 2017.

The report outlines 17 proposed resolutions that originated from the UNSM regional and caucus meetings that took place between February and May of 2017. The proposed resolution topics include: Affordable Housing, Agricultural Land, Building Inspectors, Capped Assessment Program (CAP), Designated Protected Areas (Land and Marine), Doctor Shortage and Recruitment, Forestry Taxation/Sustainable Practices, Library Funding, Municipal Funding Formula, Public Transit (Intermunicipal), PVSC Governance Changes, Regional Enterprise Networks (RENS), Regional Planning, Rural High Speed Internet, Roads, Senior Safety Program, and Tourism Strategy: Northumberland Shore.

The purpose of these meetings is to review each of the proposed resolutions to obtain feedback on the issue identified and to discuss options moving forward.

Key questions to consider when reviewing the proposed resolutions include the following:

Is the topic of major importance to municipalities?
Is the issue correctly identified?
Is there information missing from the discussion?
Do the proposed actions make sense?
Is there a major issue missing?

Feedback from the three sessions will be presented to the UNSM Executive, who will make recommendations for resolutions to be brought to the membership at the annual conference. Should more than five resolutions to the province be proposed, there will be a process for the membership to select their top five at the AGM in November.

The three meetings to discuss UNSM resolutions are taking place on the following dates:

Thursday, September 7
Victoria County Municipal Office
495 Chebucto Street, Baddeck
2:00 p.m. - 4:30 p.m.

Friday, September 22
Queens Place Emera Centre
50 Queens Place Drive, Liverpool
1:00 p.m. - 3:30 p.m.

Friday, October 6
District of East Hants Municipal Office
Lloyd E Matheson Centre

15 Commerce Court, Elmsdale
1:00 p.m. - 3:30 p.m.

Please note we only have seven people registered for the September 7 meeting in Baddeck. We would need at least 15 people in attendance to convene the meeting.

We will let the membership know by September 5 if this meeting will take place.



Phone: (902) 423-8331

Fax: (902) 425-5592

www.unsm.ca

PLEASE NOTE: If you do not want to receive communications from UNSM, please e-mail Tracy Verbeke at tverbeke@unsm.ca, and you will be removed from the mailing list.



INTERIM RESOLUTIONS REPORT

Feedback Welcome

August 31, 2017

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INTRODUCTION

Resolutions are a means to convey matters of importance. They are passed by majority vote at our annual conference and serve as notice to other levels of government that these matters will be addressed. In recent years a large number of resolutions were forwarded to the Province with little success. UNSM was advised to narrow the number of resolutions to the top priorities of the membership. In discussions with members, general support was expressed to limiting the number of resolutions that go to the Province at 3-5 per year, with clear requests for specific action based on evidence and analysis.

2016 was the first year resolutions were limited to five. The process to develop these resolutions was temporary, recognizing the municipal elections were being held a month before the annual meeting. The resolutions were based on a membership survey asking participants to identify top priorities.

The intent of the revised resolution process is to involve multiple municipalities in the identification the top issues impacting municipalities. Each potential resolution identified involves undertaking research and analysis to describe the issue, how it is impacting municipalities, options to address the issue, and a recommended solution in the form of a resolution. Developing a limited number of resolutions as a top priorities would have a greater impact on being implemented by the Province.

Given the goal of focussing the resolutions on matters that would make a difference to municipalities, the resolution policy focusses resolutions on municipal matters. Yet many of our members pointed out the need to bring community concerns to the province's attention. The challenge in using the resolution format is that municipalities likely do not have the expertise to identify the appropriate solution, hence the idea of a Statement of Municipal Concern. These would allow individual councils to detail the issue in their communities. All Statements of Municipal Concern would be sent to the province for their review.

Last winter and spring, regional and caucus meetings were held across the province. Participants suggested possible resolutions. These suggestions were not typically specific. Over the summer, UNSM staff worked with others to research the various topics. This interim document provides the information gained and suggests possible actions, not all of which lead to a resolution.

The resolution meetings being held September 6 in Baddeck, September 22 in Liverpool and October 6 in East Hants are intended to get further feedback from the membership.

Key questions to consider:

- Is this of major importance to municipalities?
- Is the issue correctly identified?

- Is there information missing in the discussion?
- Do the proposed actions make sense?
- Is there a major issue missing?

Feedback from the three sessions will be presented to the UNSM Executive, who will make recommendations for resolutions to be brought to the membership at the annual conference. Should more than five resolutions to the province be proposed, there will be a process for the membership to select their top five at the AGM in November.

AFFORDABLE HOUSING

Issue Identification:

Affordable Housing is critical to all communities. This issue includes:

- Lack of housing of various types
- Poor quality of housing, especially for low income renters
- Ongoing support from other levels of government to those supplying housing to citizens
- Homelessness
- Appropriate, affordable housing for those with disabilities
- Senior housing options

Background Information:

FCM has identified housing as it's next priority, following infrastructure. It has called attention to the federal programs expiring in the next year, and the need to renew them. In Nova Scotia, the federal government provides subsidies for 20,900 households, worth approximately \$50 million per year through federal social housing agreements. If the current programs expire, at least a third of these are at risk. FCM wants to ensure social housing is protected. FCM is also pushing for implementation of the national housing strategy, the building of new social and affordable housing, the support for the non-profit housing sector, financial support for vulnerable households, investment in rental housing, and support to reduce and prevent homelessness.

The Federal Housing Strategy will invest \$11.2 billion across Canada. \$5 billion of this money has been dedicated by CMHC for a National Housing Fund that will support co-investment opportunities with housing partners. As well, financing for affordable housing will be federally designed and delivered. Likely municipalities and non-profit housing organizations will be eligible, along with the private sector. This will present a particular challenge in Nova Scotia, where housing support is delivered by the Province. Housing is not a core responsibility for municipalities and in many municipalities resources may not be available. As well, the non-profit housing sector is not large. This point should be made clear to the federal government.

The provincial government housing initiatives focus on low income residents. They do have programs related to homelessness, shelters and transition housing, social housing, affordable rental housing, home ownership and housing repair programs. The current provincial strategy was established in 2013, and should be reviewed once the federal program details are clear.

With respect to seniors, the province's SHIFT program to support our aging population commits the province to working with the federal and municipal governments to invest in housing that

supports people to age in place in their homes and communities. It specifically mentions reviewing the Statement of Provincial Interest on Housing to determine if it adequately directs municipal planning and zoning to support a range of options that bridge the gap between independent living and long-term care. The SHIFT action plan also supports construction of affordable housing for seniors, additional rent subsidies to reduce the waiting list for public housing, improving the quality of social housing for low-income households, funding to create and upgrade shelter and transitional housing spaces for victims of family violence.

While housing is not a core responsibility for municipalities, there are ways municipalities are contributing to housing solutions. These include the use of municipal planning and land use tools, community-based partnerships with other parties, donations of land, reduced taxes to non-profit organizations providing affordable housing, tax reductions to low income home owners, etc. FCM has developed a guide for municipalities which identifies tools available across the country, not all of which may apply in Nova Scotia.

Impact on Municipalities

As the provincial and federal governments review their strategies and negotiate new arrangements, concerns are emerging and municipalities are increasingly under pressure to assist in ensuring affordable housing is available.

It is possible the federal and provincial programs are not enough, and municipalities will be asked to invest in housing directly. While partnerships are likely allowed under the MGA, the responsibilities municipalities are currently delivering have led to already high tax burdens on property owners. Adding to these burdens is a challenge, one requiring careful and transparent discussion within the community.

Renewal of the expiring federal Affordable Housing Agreements is essential. The reliance on municipalities and the non-profit housing sector in NS for the delivery of federal programming is of great concern, as the capacity is not there.

Municipal involvement with the province in finding housing solutions is essential.

Proposed Solution:

Two resolutions are recommended, one to the federal government and one to the provincial government:

- **Federal Resolution:** The resolution would ask the federal government to support the need for federal investments in housing in Nova Scotia; the need to renew the Affordable Housing Agreements, and the need to recognize and address the lack of capacity in NS municipalities and the non-profit housing sector to deliver federal housing programs. The federal government should work with UNSM and the province to ensure federal programs are fully accessed in Nova Scotia.

- **Provincial Resolution:** The resolution would ask the province to establish a joint provincial/municipal working group or steering committee to review the current housing strategy in light of current needs; to clarify the role and tools available to municipalities to address housing issues; and to develop guides for municipalities on the tools available to them to address these issues. The working group could also review the current Statement of Interest with respect to housing.

Alternative Approaches:

UNSM could develop a Statement of Municipal Concern which would document housing concerns from municipalities.

AGRICULTURAL LAND

Issue Identification:

All land in Nova Scotia assessed as agricultural is exempt from municipal property taxation. Instead, municipalities receive a provincial grant-in-lieu. A significant portion of lands which are assessed as agricultural are now abandoned and no longer being used for agricultural purposes. The issue is that in many cases these property owners are still receiving the tax exemption because a change in use has not been formally identified. This has likely resulted in reduced revenues for municipalities. It also creates little or no incentive to actively farm since abandoned agricultural lands are receiving the same tax benefit. In many situations it appears agricultural properties are being purchased by non-farmers where the new buyer builds a home with no intention of farming. This could result in valuable agricultural lands going out of circulation. If this situation continues, it could impact the amount of local food grown in Nova Scotia. While some of these mentioned lands may be lying fallow, there is no system in place to prove whether the land is fallow or abandoned.

Background Information

Section 77 of the MGA outlines the farm property taxation exemption as follows:

- (1) The Minister shall in each year pay to the municipality in which farm property exempt from taxation is situate a grant equal to \$2.10 per acre in respect of the land.
- (2) For the fiscal year ending March 31, 2001, and for each subsequent fiscal year, the Minister shall pay to the municipality in which the land is situate a grant per acre equal to the grant paid for the immediately preceding fiscal year varied by the same percentage as the variation in the cost of living over the immediately preceding calendar year as measured by the change in the Consumer Price Index for Canada prepared by Statistics Canada.
- (3) Where any land, or part thereof, to which this Section applies ceases to be farm property, a change in use tax, determined by the assessor pursuant to the Assessment Act, equal to twenty per cent of the value of the land, or part thereof, that ceased to be farm property is due and payable to the municipality in which the land is situate by the person determined by the assessor to have been responsible for the change in use, unless the land, or part thereof, becomes forest property bona fide used or intended to be used for forestry purposes, in which case no change in use tax is payable.

The organization responsible for identifying a change of use in agricultural lands is the Property Valuation Services Corporation (PVSC). Rural municipalities have not received many notices with respect to change in use over the last number of years even though anecdotally municipal

staff have identified several agricultural lands that have been abandoned (as indicated by the alders and shrubs sprouting up). It is suggested that the PVSC lead and develop a new comprehensive strategy to better identify a change in use.

The Province has its own Statement of Interest Regarding Agricultural Land where its goal is to protect agricultural land for the development of a viable and sustainable agriculture and food industry. The basis for the statement is as follows:

- The preservation of agricultural land is important to the future of Nova Scotians.
- Agricultural land is being lost to non-agricultural development.
- There are land-use conflicts between agricultural and non-agricultural land uses.

How the issue is currently impacting municipalities and/or any potential impacts

Municipalities could be losing revenues as a result of abandoned agricultural lands being exempt from municipal taxation. Abandoned agricultural land also means there could be fewer people working in the sector which provides much needed employment for rural communities. It could also result in less food grown locally. Taxing abandoned lands at, for example, a 20 per cent rate or at a residential rate where there is a house situated may encourage better economic use of the lands.

Proposed Solution:

That the UNSM work with PVSC and the Departments of Agriculture and Municipal Affairs to develop a comprehensive strategy that will quickly and efficiently reclassify land that is no longer being used for agricultural purposes. The strategy would also include clear definitions of fallow versus abandoned agricultural lands.

Other steps as appropriate to enhance the success of the resolution which could include engaging other stakeholder groups or further research.

a. Other Stakeholders

The UNSM may want to engage the NS Department of Agriculture, Department of Municipal Affairs, PVSC and the NS Federation of Agriculture for further input.

b. Further Research

Further research could include gathering information on the following:

- Percentage of land in NS assessed as agricultural and how this has changed over the last five years
- Percentage of agricultural land that has been reclassified over the last five years

- Current strategy PVSC has in place to identify agricultural land that is no longer in use
- How much Province allocates to municipalities as a grant in lieu over the last five years
- Are there other tax policy tools the Province should be looking at that encourages active farming?

BUILDING INSPECTORS

Issue Identification:

Municipalities are finding it increasingly difficult to attract qualified building inspectors.

Background Information:

This issue has been recognized for some time. In 2014 a report on the education and certification requirements was prepared by a provincial committee which reviewed the legislated and regulatory requirements. An interim report was released at that time. A final report was expected, but had not been distributed.

In July 2017, the Association of Municipal Administrators wrote to the Department of Municipal Affairs, pointing out the need for building official training to be sustainable and more responsive to the needs of municipalities across the province. They noted there needs to be a clear path towards certification for building officials from other jurisdictions, as well as improvements in the process of certification. This includes those with experience in the building trades, and those employed by municipalities who are in the process of training.

The Deputy Minister of Municipal Affairs indicated in her response to the AMA's letter that DMA is working to ensure that building inspectors from other jurisdictions can become qualified in our province. DMA is also working to establish a process whereby individuals with experience in the skilled trades can challenge the certification examinations.

Impact on Municipalities:

This issue appears to apply throughout the province, resulting in delays of various severity.

Proposed Solution:

It is recommended AMA continue to work on this issue with the Department of Municipal Affairs. Should no action result, or no solution developed, this issue should be revisited.

CAPPED ASSESSMENT PROGRAM (CAP)

Issue Identification:

Property values in the late 1990's and early 2000's were rising dramatically, especially waterfront properties. Concerns were being raised that long-standing property owners were no longer able to afford the property taxes. The CAP was legislated by the province ten years ago, as a means to protect these home owners. Since then, the program has resulted in variations in property taxes for similar houses on the same street. This breaks one of the principles of fair taxation. To raise the same level of revenue with the CAP, it is clear that for every dollar one taxpayer saves, another taxpayer pays more. We are hearing stories of young families not being able to afford the property tax when buying their first home, seniors not able to downsize without paying more in property taxes on the smaller home, economic development being stymied as people refrain from buying new homes, etc. It is not clear if the program is helping those who need it the most. A review of the program is needed to explore the issues and to find better solutions.

Background Information:

Property tax is the primary source of municipal revenues. Most academics point to a market based assessment as the fairest system. Market values reflect government services and amenities in the area. Those with higher valued homes pay more in property taxes than those with lower values. The CAP distorts the market based system.

It is not clear the current program is helping those who need it most. The program benefits those who stay in their homes for a longer period of time, and those whose assessments are rising more rapidly. Depending on market conditions, there is some analysis that suggests the ones with higher valued homes are benefitting more than those of lower value homes.

Public understanding of the issue is complicated. Many perceive they are benefitting but in actuality are paying more in taxes than they would without the CAP. There is general distrust in government, causing some to conclude the removal of the CAP is simply a means for municipalities to raise revenues.

Impact on Municipalities

Municipalities set their tax rates to raise revenues needed to provide services communities want. The difference between market assessed values and capped values varies depending on the market conditions in the municipality. The impact on new housing developments is not clear, but there are stories about new homes not being built. There are stories about people not moving into more suitable housing because the new property taxes are higher than what they are paying now. There are also stories about some municipalities not raising tax rates,

even though the revenues are needed, because they know the impact on some taxpayers will be harsher than it would be if there were no CAP.

Municipalities do not want to see people forced out of their homes from their inability to pay property taxes. To address this, there would need to be programs in place to ensure this does not happen should the CAP be phased out or eliminated.

As the duration of the program lengthens, the impacts increase and become more complicated to resolve. This needs to be dealt with now.

Proposed Solution:

UNSM has raised this issue with the province consistently over the last several years. Because the CAP was introduced by an all-party committee of the legislature, UNSM wrote to the province two years ago requesting an all-party committee review the program. The UNSM received a letter from the Minister at that time agreeing to the all-party committee. Further discussions with the province revealed challenges with this approach. UNSM's plea to the province was to at least form a working committee to review the program.

There are at least a few possible solutions that need to be explored:

- Complete phasing out over a period of 8-10 years (this was done successfully with the business occupancy tax), with a new tax relief program for low income property owners
- Applying the CAP only to situations where increases in property values are significant (e.g. over 15%), and allowing time for these higher property values to be phased in
- Providing municipalities with more tools to assist those struggling to pay property taxes, and letting municipalities choose how they want to handle it.

At this time, UNSM should not recommend one solution, but should encourage the review to explore and consult on the appropriate solution.

UNSM has recently written to the province once again requesting a review of the program. Should a positive answer not be received, a resolution would be appropriate.

Support for Solution:

UNSM is aware other groups are supportive of a removal of the CAP program. UNSM will be working with these groups to encourage them to publicly support a review.

DESIGNATED PROTECTED AREAS: LAND AND MARINE

Issue Identification:

The province does not adequately consult with affected municipalities when designating protected wilderness areas. In some cases, municipalities were developing economic opportunities, such as mining or tourism, which had to be halted once the province designated the area in question.

Similarly, the federal government designates marine protected areas without proper consultation with municipalities. Frustrated commercial fishers impacted by these designated areas have communicated their concerns to local councillors.

Background Information:

The provincial government has a goal to achieve 13% protected land across the province, provided there are not negative recreational or economic impacts. The province currently has 12.39% of its land protected, as wilderness areas or nature reserves.

The federal government has established a target to preserve 5% of Canada's oceans by the end of 2017, and 10% by the end of 2020. In the spring, the provincial government wrote to the federal Minister requesting a halt on designating any more waters off the Nova Scotia coast. Currently 30,000 square kms off Nova Scotia are designated for protection, the most marine areas under protection, and this may need to double if Canada is to achieve its goal. While designation does not automatically close an area to all activity, it impacts industry, in some cases this will have a detrimental impact. The federal government has responded publicly, indicating it is sensitive to Nova Scotia's concerns, but it is not changing its commitments.

Impact on Municipalities:

Provincial designations protecting land impact on property tax revenues for the municipality. No compensation is received for this loss of revenue, and any potential economic activity is limited or lost. The locations of protected lands impact some municipalities more than others, and in some cases represent a significant portion of their land base.

Restricting commercial fishing in prime ocean locations impacts municipalities through reducing economic activity. The province wants other provinces to contribute to the federal goal before additional areas of the ocean off Nova Scotia are designated.

Proposed Solution:

There is little municipalities can do to prevent either level of government from protecting more land or ocean. Municipalities could argue for compensation from the provincial government in

the form of a grant-in-lieu. More work needs to be done to develop the case for this and to estimate an appropriate grant-in-lieu.

DOCTOR SHORTAGE AND RECRUITMENT

Issue Identification:

Without family doctors, communities are less attractive as places to live, work and play, and may result in out-migration of residents. In many areas of the province there is a shortage of both family doctors and specialists. As doctors leave communities, replacements are not automatically found.

Background Information:

The issue of too few doctors has been a challenge over the last number of years, beginning before the province moved to consolidate regional health districts into two. The challenge of attracting and keeping doctors is not unique to Nova Scotia, and the province recently announced changes in how it will work to establish more doctors in communities.

Health care is a primary provincial responsibility and is accountable for their results. The Province has recognized it does not have the right mix of family doctors and specialists, and believes the geographic distribution is uneven and does not align with population need. They have been attempting to address this, but problems remain.

Municipalities do not have expertise in the health care system, and determining the best action to attract and retain doctors is complicated. Physicians are looking for work/life balance and need realistic healthy call schedules, access to their peers and to specialists. A presentation by the NS Health Authority at the UNSM Spring Workshop identified a number of steps being taken. The province has a strategy being refined, including incentive programs such as site visits, relocation allowances, tuition relief, bursaries, debt assistance programs, etc. Work is underway with Dalhousie, Quebec, UK, Ireland, along with other marketing initiatives.

The NSHA presentation also provided a number of suggestions as to how municipalities could support doctor recruitment and retention such as promoting the reasons to live and work here; providing community mentorships; and assisting spouses and children in feeling welcome.

Some municipalities have been actively recruiting doctors for their areas; some have established clinics for them to work in.

Impact on Municipalities:

This is a major issue for many municipalities, if not all, and for some it is the most critical issue. Without access to adequate health care, people will not remain in communities. Full service health care in every community is not a practical goal, a balance will need to be struck.

Proposed Solution:

The prime responsibility for this remains with the province. However, municipalities should explore how best to support recruitment and retention, and work on solutions with the province to ensure access to health care is sufficient.

A Statement of Municipal Concern could be developed, pointing out to the province the great significance of this issue. It would be helpful if municipalities could write a supporting document indicating the situation and concern in their municipality being expressed by their citizens.

UNSM could also hold a one-day workshop, inviting experts in health care and physician recruitment to identify what municipalities could do to support recruitment efforts. UNSM would seek to partner with organizations such as Doctors Nova Scotia, and individuals who have been speaking in the media to address our members.

FORESTRY TAXATION, SUSTAINABLE PRACTICES

Issue Identification:

Taxation of forestry land is being questioned as to whether it is encouraging and supporting economic activity, and whether it can or should be used to encourage sustainable forestry practices.

Clear cutting has also been raised as an issue, with concerns about clear cutting on crown lands as well as private lands.

Background Information:

Forestry land is taxed at a rate set by the province. This rate has not changed in decades, and a review of the property tax system in Nova Scotia recommended the rate be reviewed. This has not yet happened. The Department of Natural Resources is willing to participate in a review of the tax.

Forestry land is determined under PVSC on the basis of property owner statements confirming the land is being forested. In some jurisdictions there are clearly defined characteristics and criteria to define land eligible for the forestry classification.

With respect to taxation, in many cases, the cost of billing the property owner outweighs the property tax revenue being generated. There are concerns that lands are designated as forestry that are not actually being intended to be harvested. In some cases, land is being inherited by family members who are not intending to harvest the forest but who do not want to lose the forestry designation. If the forestry tax were to be raised, they may sell their lands to large companies. Others feel the tax should be tied to sustainable forestry practices, which may impact private land owners who want to clear cut. Still others feel the tax should be used as an incentive to promote economic activity. And others feel the rate is too low, and raising it will not impact on economic activity.

With respect to clear cutting, the province has indicated it is not prepared to prevent clear cutting on private land, and that it has processes in place to ensure any clear cutting on public land is appropriate. The province has announced a review of their policies and forest practices, with a goal of improving forestry, balancing long term environmental, social and economic interests in managing Nova Scotia forests. Professor William Lahey has been retained to lead an examination of the legislation, policies and guidelines; the science based tools that determine whether and where harvesting occurs, as well as the harvesting methods (including clear cutting). He will evaluate market access for private forest owners, particularly in the western region. His work will build on previous consultations, but will also provide additional opportunities for input. He is expected to complete his preparatory phase by December,

identify issues with input from stakeholders and the public in December and January; and complete his analysis and report by end of February.

There are also different opinions about what constitutes sustainable practices, and related concerns about the spraying of pesticides.

Discussions at the regional and caucus meetings did not lead to a consensus on what needs to be changed with respect to forestry.

Impact on Municipalities

Municipalities recognize the economic value of forestry activity and want to ensure forestry remains a viable, sustainable industry. It is critical component of rural life and the issues are complicated.

The property tax system is the primary tool for municipalities to raise revenue, and it needs to be fair. There are questions raised about the treatment of forestry land, compared to the treatment of agricultural land and whether they are taxed appropriately.

Proposed Solution:

There needs to be more research undertaken on the implications of forestry taxation. More consultation is also required to identify the concerns, and to discuss possible solutions. This will require work on the part of elected and staff at the municipal level, and engagement with the forestry sector and the province.

Options moving forward include:

- A joint municipal/provincial committee to explore the issues around taxation
- A joint municipal/industry committee to explore the issues around taxation and growth of the industry
- Development of a municipal response to the provincial review of forestry.

LIBRARY FUNDING

Issue Identification:

Lack of provincial funding is impacting the ability of libraries across the province to maintain existing service levels.

Background Information:

With no sustainable funding in place from the Provincial Government, all library regions are struggling to maintain current levels of services. This fiscal year the Province allocated a one-time grant to all library regions. This funding was welcomed but does not address the ever-increasing funding pressures faced by public libraries. A sustainable funding commitment for the long-term viability of library services is required.

Impact on Municipalities:

Reduced provincial library funding places more pressure on municipalities to fund libraries. Strong public libraries serve as an important factor in resident attraction to our communities.

Proposed Solution:

The Library Boards Association of Nova Scotia (LBANS) Board of Directors and CORL, (Library Regions Executive Directors) had a joint meeting with Community Culture and Heritage (CCH) Deputy Minister Tracey Taweel, and her senior staff. Upon conclusion of the meeting it was agreed that CCH staff and Corel members would form a joint committee to determine the core services that libraries should provide. Once this base data is compiled, the goal would be to work towards a sustainable funding model.

CCH is also establishing, through its Culture Action Plan, funds where libraries can apply. This program is aimed at projected base funding. While it does not address operational concerns, it is welcome news that these funds will be available. More information on the base funding will be made available at a further update.

MUNICIPAL FUNDING FORMULA

Issue Identification:

The Fiscal Review report pointed out the current provincial operating grant was questionable in terms of helping those who need it the most, who are struggling to provide core services with a reasonable tax burden. This issue has not been resolved, and the operating grant has been frozen for a number of years.

Background Information:

This is a complex issue. There is evidence to suggest the current formula is unfair and the funding level for the program is insufficient. The Fiscal Review committee explored a number of alternative formulas, but recognized that any change in the formula would create “winners and losers”. The formula also needs to be looked at in the context of other means of increasing the viability of municipalities, including structural change, infrastructure funding, shared service delivery. As well it needs to be looked at in the context of declining and/or aging populations, economic growth, varying levels of service, and public expectations.

Impact on Municipalities:

The current formula leads to some municipalities experiencing further and further deterioration in the ability to provide the services necessary to their residents. It means some are not able to upgrade, replace or add new infrastructure. It means some will find it difficult to meet new regulations. It means some taxpayers are paying a larger proportion of their incomes on municipal services. It means some taxpayers could be paying less than they should for municipal services. It means some municipalities may be spending more on services than they would if they were not receiving provincial funding. Should the formula change, and reduce the amount going to a municipality, the municipality would have to recoup the monies elsewhere, find new efficiencies or decrease services.

There are also questions about municipal structure. For some services, economies of scale can be realized, which would reduce the tax burden on property owners. These economies of scale could be achieved through structural change or shared service delivery. Any funding program should not serve as a disincentive to achieving these economies of scale.

Proposed Solution:

The Fiscal Review recommended further consultation with municipalities on the provincial operating grants program. The consultations should be undertaken with focus on the purpose of the program, and the options for achieving the purpose.

PUBLIC TRANSIT – INTERMUNICIPAL

Issue Identification:

The benefits of municipalities working together on community transit solutions is hindered by having to go through the Utility and Review Board for approval to cross municipal boundaries. This process is expensive and lengthy. The process to create an inter-municipal service is costly and time-consuming.

Background Information:

In conversations with the Department of Seniors, this issue has been identified with respect to finding transportation solutions for seniors. The SHIFT strategy includes supporting community transportation and calls for a ministerial committee to develop a community-based transportation strategy, working with the insurance sector to protect volunteer drivers. The Department has been looking at opportunities to provide transportation to hospitals and medical appointments, having drivers pick up passengers along the way to these locations, and have identified the same issue with regards to intermunicipal transportation and the UARB.

The Department of Seniors has stated the following:

As worded in Shift: “Deliver a community-based transportation strategy and solution for Nova Scotia”. Transportation is a key issue we heard during consultations in the development of the action plan. It is clearly an important enabler in meeting the goals of the plan. We have been tasked with developing a solution and recommendations for government in the fall 2017.

To this end, we have established management and inter-departmental committees as well as engaging on a regular basis with the joint task group made of representatives from Community Transportation Nova Scotia and the Rural Transportation Association of Nova Scotia. We have been exploring a range of barriers and opportunities that include awareness/promotion, insurance for volunteer drivers, innovative approaches to transportation, UARB regulations related to “tagging” (picking up passengers along the way) and crossing municipal boundaries, etc.

In relation to the issue of crossing of boundaries that you have raised, we have been in discussion with representatives from the Department of Transportation and Infrastructure Renewal. They have been quite understanding of the issue and are open to looking at possible regulatory changes. To be clear, we will not have a solution in place for the Fall but are confident we will have a clear direction and plan in this regard.

In addition, Bill Greenlaw (Executive Director, Communities Culture & Heritage) who is co-chairing this work with me are planning to meet with you (and your executive) as part of our engagement efforts to support the development of a solution and recommendations for the Fall. We will be in touch shortly to set up a meeting.

Impact on Municipalities:

Community transportation options is important to a variety of groups of people, not just seniors. Community transportation benefits are significant. Efforts to increase the amount and availability of transportation options in rural and urban communities is essential given Nova Scotia's aging population.

Proposed Solution:

Given the interest and work of the Department of Seniors on this issue, UNSM can include this issue in the proposed MOU with the Department, and monitor progress in resolving the issue.

PVSC GOVERNANCE CHANGES

Issue Identification:

Challenges have emerged around the governance of the Property Valuation Services Corporation (PVSC). The legislation establishing the PVSC lays out requirements for Board composition that have created problems for the organization. In particular, the legislation requires elected and staff membership from each of the three municipal caucuses, and despite a number of requests, the ability to recruit members has been difficult and time consuming. The election cycle has further exacerbated the issue. More flexibility in appointing board members is required.

Since these changes require legislative changes, a full review of the PVSC governance model was undertaken, which has identified additional changes that would enhance PVSC's ability to provide services to municipalities.

Background Information:

The PVSC was previously a department within the provincial government. When the province decided to have municipalities pay for assessment services, the PVSC was established as a not-for-profit entity to provide assessment and related property information services for municipalities and the province. It is responsible for the assessment of all properties that are required under the Assessment Act to be assessed. Having assessments undertaken independent from municipal councils, in a consistent and fair manner across the province, ensures the integrity of the municipal property tax system.

Under the current Act, municipalities are identified as members of the Corporation, but there is no further wording in the Act as to the role of municipalities nor the accountability of PVSC to municipalities, other than a requirement to submit an annual report at the UNSM annual meeting. The UNSM is required to appoint members to the Board, specifically two elected members and one administrative person from each of the rural, regional and town caucuses. Following the last municipal election, four PVSC Board members needed to be replaced; in the interim, the ability for the PVSC Board to reach quorum was difficult. To avoid this issue in the future, a review of the PVSC governance was undertaken and a number of recommendations requiring legislative change have been identified.

The province is open to making legislative changes, but wants to ensure majority of municipalities are supportive of the proposed changes. A resolution at the UNSM annual meeting would demonstrate this support.

Impact on Municipalities

The recommended changes to the PVSC governance model will clarify and protect the municipal interests in ensuring quality, independent assessment services, and provide the necessary flexibility to ensure the PVSC Board is able to function appropriately. An MOU between PVSC and UNSM will spell out responsibilities and accountabilities in ensuring municipal needs are addressed by the PVSC. In addition, PVSC would work with each municipality to formalize an agreement regarding PVSC services to the municipality.

Proposed Solution:

The recommended governance changes are being proposed:

- All Board members would be appointed by an independent recruitment and appointment committee comprised of the chair/president and vice-chair/vice president of UNSM, AMANS and PVSC. Recruitment would be based on competencies and municipal experience (could be current or past elected or administrative), not on current municipal caucus structure. Should an elected board member or a current municipal administrator cease to be so, they could remain on the Board for a period up to six months while a replacement was recruited.
- The Board would include 9-11 members; likely 5-6 directors with municipal experience, and 4-5 independent members. Consideration would be given to diversity, gender, and geography. Competencies would align with the PVSC strategic plan.
- The CEO of PVSC and the Executive Director of UNSM would both be ex-officio, non-voting members.
- Length of term of any director would be 4 years, with the possibility of re-appointment. The maximum length of time one could serve on the Board would be 8 consecutive years.

An accountability framework would be established through an MOU between PVSC, UNSM and AMANS, plus service level agreements with each municipality to:

- Define the relationship between PVSC and municipalities
- Create more awareness and confidence about maintaining high service levels
- Recognize the UNSM and municipalities as a significant stakeholder group
- Formalize communication and reporting, and
- Provide a mechanism through which municipalities could express concerns.

REGIONAL ENTERPRISE NETWORKS (RENS)

Issue Identification:

There are concerns the REN model is not as effective as it could be, and does not appear to be the answer for all municipalities.

Background Information:

Economic development is essential for viable, sustainable communities. Municipalities and the other levels of government share in their responsibilities to support and encourage economic activity.

The REN model is expanding in Nova Scotia and the majority of municipalities are onboard to being part of a REN. The province is working to support the REN model and has recently undertaken a review of the model. Some changes to enhance the REN model may be forthcoming.

The experiences of those with a REN appears to be varied, and lessons are being learned about how to enhance the success of the RENS.

Sharing these successes will be part of a REN conference being held September 8th in Baddeck. More will be learned from this session which may point to actions which should be taken.

Impact on Municipalities:

Municipalities are cost-sharing with the province to fund the RENS, and as such, need to be accountable for the expenditures. Municipalities need to be clear on the work of the RENS.

Proposed Solution:

Pending the REN conference and further discussion.

REGIONAL PLANNING

Issue Identification:

Currently there are no provincial incentive programs to encourage regional planning between or among municipalities. Traditional municipal boundaries which have been in place for many years may serve to stifle the ability of municipalities coming together to provide regional planning services. Encouraging municipalities to work together to provide planning services benefits all residents while reducing duplication of effort.

Background Information:

The Towns Task Force Report adopted by the membership in 2011 outlined recommendations to encourage regional planning. These were never acted upon by the Province.

Impact on Municipalities:

Strategies to encourage more regional planning among municipalities will benefit residents, reduce duplication and encourage inter-municipal cooperation.

Proposed Solution:

Request the Province adopt the recommendations from Towns Task Force Report which are as follows:

1. Amend the MGA to require that municipalities developing or reviewing municipal planning strategies consult with adjacent municipalities on land just outside municipal boundaries. Suggested amendments to Section 204(3) of the MGA could read as follows: *The content of a public participation program is at the discretion of the council, but shall identify opportunities and establish ways and means of seeking the opinions of the public **and adjacent municipalities** concerning the proposed planning documents.*
2. That a joint provincial/municipal review of financial incentives and/or legislation be undertaken to encourage more holistic regional planning models. A provincial funding program could be developed to reward municipalities that voluntarily work together on regional planning initiatives. The program would provide funding to municipalities on a cost-shared basis towards regional planning studies. A precedent has already been set for such a funding initiative. The Province, in 2011, provided \$50,000 towards Kings 2050, a partnership among the four municipalities in Kings County aimed at guiding the long term sustainable development of Kings County.

RURAL HIGH-SPEED INTERNET

Issue Identification:

Access to fast internet speeds in rural Nova Scotia is problematic and inconsistent across the Nova Scotia. In today's world instant communication via Internet connectivity is essential to promote business development, tourism, and education. It is also an essential service required to attract and retain residents and businesses to rural communities.

Background Information:

Rural high-speed internet was identified by the UNSM membership as a top priority over the past year. In 2016 the UNSM by resolution requested that *the Province continue to work with the UNSM and municipalities to ensure high quality and affordable rural broadband across the province and to support innovative projects with municipalities and community groups.*

While the Province is in the process of developing a strategy to address this issue, municipalities need access to better broadband speeds now. Although broadband is not a municipal responsibility, a number of municipalities have recognized their communities' concerns and are working together to provide their own broadband solutions. While many of these strategies may prove successful, in the absence of a provincial strategy, it may result in different and inconsistent networks across the province.

Other municipalities, also sensitive to the needs of their communities, have considered the issue and are deliberately choosing not to become involved.

Impact on Municipalities:

Rural municipalities with weak Internet connectivity will be unable to attract or retain residents and businesses to their local communities. This should be considered an essential service necessary in promoting vibrant and prosperous communities. However, the implications of municipalities becoming involved in the solution needs to be clearly understood. The province has indicated it is taking a leadership role in this issue and is developing a strategy.

Proposed Solution:

it is recommended that UNSM organize a one-day municipal workshop on rural broadband to discuss the role municipalities could or should play in providing internet service, the various municipal strategies already taking place and the challenges in providing consistent and high-quality Internet access across the province. The session should include municipalities who have chosen not to participate in the solution, to share their concerns. Representatives from the Province would also be invited to provide an update on their strategy. Other expertise may be asked to present.

ROADS

Issue Identification:

The Department of Transportation and Infrastructure Renewal is approaching rural municipalities to cost-share in roads, as it struggles to maintain road infrastructure throughout the province. At the same time, towns are struggling to maintain their roads, for which they pay the full cost.

Background Information:

Service Exchange specified “J” Class roads, suburban subdivision roads would be transferred to rural municipalities, and that rural municipalities would pay a fee per km of local road, to be adjusted by CPI each year. The amount of the fee in 2014 paid by rural municipalities was \$3.7 million, and does not go to TIR directly. The number of kms used to calculate the fee was fixed. Local roads constructed pre-April 1, 1995 are maintained by the province. The amount TIR spent to maintain local roads in rural municipalities that year was \$86 million. Those built after this date are maintained by the rural municipality.

Service Exchange also noted the province should contribute to arterial and collector roads in urban areas, recognizing they are dual purpose roads for local access and through traffic.

Fiscal Review raised the road issue, explored some options and posed a solution that saw rural municipalities increase the amount they were paying to the province for rural roads. Reaction was mixed, and depended on other aspects of Fiscal Review being implemented.

The issue is complicated, as the current situation was negotiated under Service Exchange many years ago. Many aspects of Service Exchange have changed since then.

Impact on Municipalities:

Roads are essential to ensure the flow of people and goods, and the current state of the roads is placing increasing pressure on the province and municipalities.

Proposed Solution:

There is a need for discussion between TIR, Municipal Affairs and municipalities on the issue of roads. It is clear the current arrangement is presenting challenges to all, and finding a solution without increased funding is a challenge.

SAFETY OF SENIORS PROGRAM

Issue Identification:

The provincial senior safety program does not currently operate in all areas of the province, and funding is short term. Municipalities would like to see the program extended, and funded for five years.

Background Information:

The province currently has a Senior Safety Program that is community based. In some cases, the program works with municipalities, and in other cases it works with other partners in the community. Not every area of the province currently has a Senior Safety program in place.

The province's SHIFT program commits the province to expanding the Senior Safety Program. The Department of Seniors in the lead agency responsibility for fulfilling this commitment. The Department has provided the following statements to UNSM:

As worded in Shift: "Help older adults stay safe by expanding the Senior Safety Program to more communities in Nova Scotia."

We are not only looking to expand the program such that all counties will have coverage but also exploring a restructuring of the program to support multi-year funding and improved accountability.

At present, the counties without programs are: Colchester, Guysborough, Inverness and Victoria.

We are currently revamping the program to an outcomes measurement model and once we have that completed with existing programs we will host meetings in the counties without programs to talk about the development of programs in their area. Municipal units will be invited (and encouraged) to attend along with community, police, health and seniors organizations. We want to ensure these programs get off to a strong start with the right partners who bring a range of resources (local knowledge, money, space, supervision, etc.) to the table.

In terms of a timeline for going to new regions, it will not be until the fall 2017. We will not have the work completed with new programs until sometime in September. Municipalities can start talking to their partners earlier so they are ready when we are in the fall.

Furthermore, the Department has indicated it is working with existing senior safety programs to improve the accountability with their contracts, but remain committed to have communities lead the delivery of the program and to identify their own safety priorities.

Impact on Municipalities:

Municipalities recognize the challenges of an aging population and those with senior safety programs have seen positive results in their communities.

Proposed Solution:

As the province has publicly stated their support for expanding the program to ensure all areas benefit, at this time we should allow them to implement their plan. In the meantime, municipalities should monitor the implementation, and should there not be action in the next year or so, this could be brought back for a potential resolution.

TOURISM STRATEGY: NORTHUMBERLAND SHORE

Issue:

At the UNSM Colchester-Cumberland-Pictou-East Hants regional meeting held on March 24, 2017, the group requested that a tourism strategy for the Northumberland Shore be developed in conjunction with the Regional Enterprise Networks.

Background:

Some movement has already begun on this file. In May 2017, the Federal Government announced the formation of a Bay of Fundy Caucus involving eight Maritime MPs who are looking at ways to double tourism numbers in the Bay of Fundy. This project is also endorsed by the Nova Scotia and New Brunswick provincial governments. The project is in its preliminary stages, but the group plans to launch a feedback-gathering mission among Bay of Fundy communities to identify the region's hot spots. Following this, the caucus will start work on a plan to attract more tourists. The Seven Wonders website puts the Bay of Fundy second on a list of North America's seven natural wonders, just after the Grand Canyon. Along with the highest tides in the world, the bay offers tourists a chance to visit some of the oldest communities in Canada, discover Hopewell Rocks and UNESCO world heritage sites and look at unique fossil finds, he said.

Impact on Municipalities:

A tourism strategy for the Northumberland Shore in addition to the Bay of Fundy work being done at the federal and provincial levels will enhance tourism in these communities.

Proposed Solution:

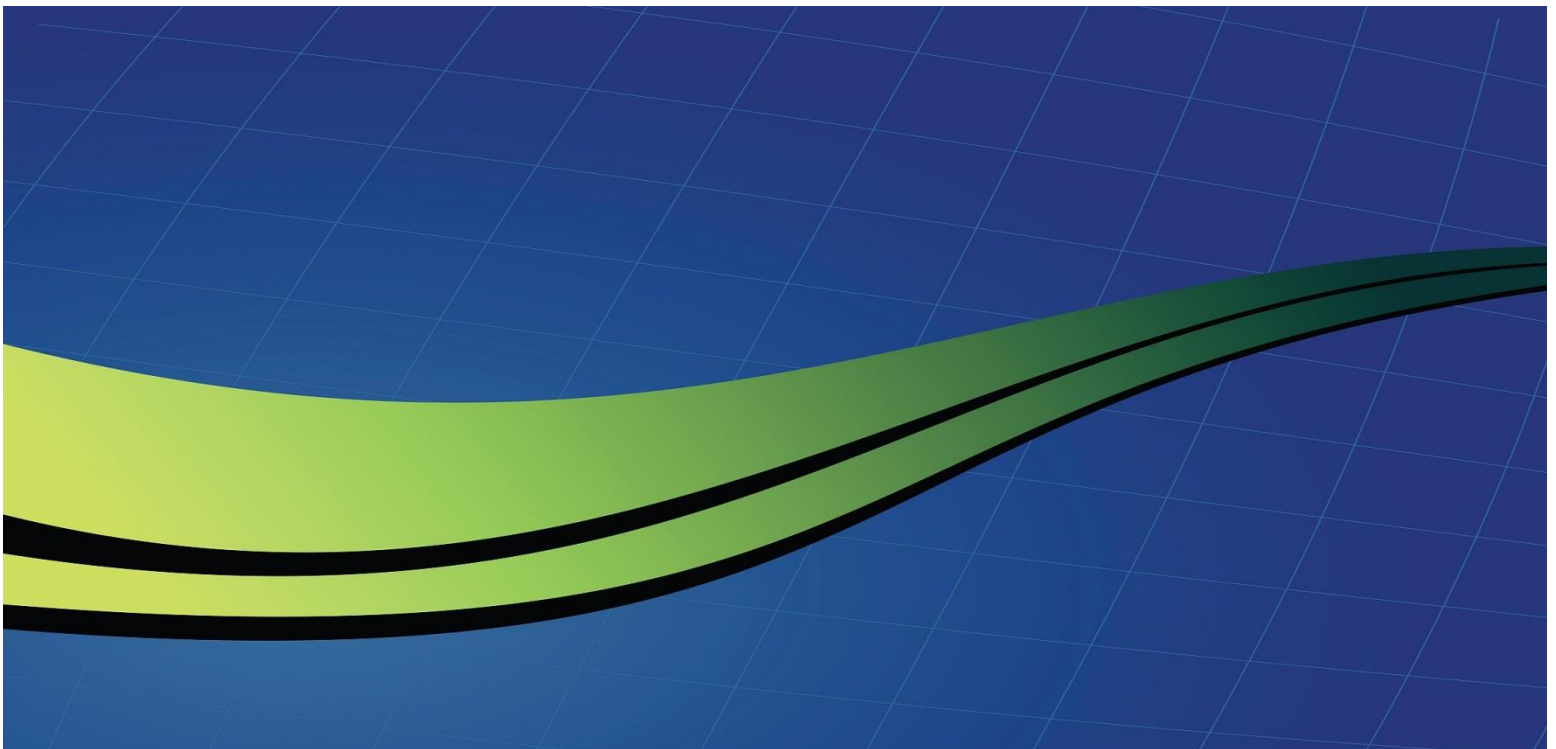
The UNSM recommends that this issue not be a resolution or a statement of interest. It is recommended that UNSM facilitate a one-day workshop with the various municipalities along the Northumberland Shore. Provincial Tourism staff may also be invited to participate.



UNSM 2017 Fall Convention

Conference Program Outline

November 7th - 10th - Westin Nova Scotian Hotel, Halifax, NS



TUESDAY, NOVEMBER 7th

2:00 p.m. – 8:00 p.m. - Registration

7:00 p.m. – 8:30 p.m. – Meet & Greet Reception

WEDNESDAY, NOVEMBER 8th

8:00 a.m. – 9:15 a.m. - Opening

- Remarks by Chair of the Conference Planning Committee – Councillor Geoff Stewart, County of Colchester
- Remarks by Premier McNeil (TBC)
- Greetings from Halifax Regional Municipality
- Greetings from AMANS President Marie Walsh
- Remarks by UNSM President Deputy Mayor Laurie Murley, Town of Windsor
- Presentation of Climate Change Award and Carbon Offset Winner
- Presentation of UNSM Long Service Awards

**9:15 a.m. – 10:15 a.m. – Keynote Address:
How Council Can Manage Expectations &
Successfully Communicate their Strategic
Decisions to the Public – Ms. Christina**

Benty, Leadership Solutions - As an elected official, one of your greatest challenges is explaining the facts (also known as the “hard truth”) to your residents to demonstrate that you are taking every possible step to control expenditures and budget efficiently to ensure quality service delivery within your municipality. However, research demonstrates that general public remains largely unaware of the cost implications of maintaining services and renewing existing infrastructure. Citizens cannot afford to call for a reduction in taxes and an increase in services because local governments cannot afford to do either.

Effective and meaningful communication is only possible when the limits and challenges of local government are

rightly understood in the context of the broader government system. Communication with residents will build a better understanding of both service delivery realities and the inter-organizational pressures that accompany them. In this session, Christina Benty will provide an overview of how to manage public expectations and how to engage and inform citizens so that the complex issues faced by local governments can be addressed in a collaborative manner.

Christina Benty, MA, is a former mayor who uses her superpower to turn any conversation into one about asset management (and she still has friends). She is the owner of Strategic Leadership Solutions, a consulting firm designed to assist teams in building a culture of excellence in leadership and governance



10:15 a.m. – 10:45 a.m. - Break/Viewing of Exhibits
Sponsored by



10:45 a.m. – 11:45 a.m. - Concurrent Sessions:
(Attend 1 of 2)

The Role of Council in Asset

Management Planning – Ms. Christina Benty, *Strategic Leadership Solutions* - Local infrastructure provides the foundation for the health, well-being, and economic prosperity of communities across the country. Dependable core services, such as water, sewer, transportation networks, fire halls, recreation amenities, and more, make up the built environment and exist to provide services that residents rely on every day. In this dynamic session, you will hear the important role your council can play in managing public assets. Christina Benty, a former mayor and councillor, will explain why adopting sound asset management practices for your municipality is essential to sustainable and fiscally-responsible service delivery. She will outline the role council can play to support robust infrastructure practices and offer best practices that will position you to champion sound infrastructure management practices within your municipality. Christina will also provide useful tips to help you facilitate the public's understanding of the importance of proactively managing municipal assets.

Nature Conservancy of Canada's Freshwater Conservation Blueprint Project – Mr. William Millar, Aquatic Conservation Planner, Nature Conservancy of Canada - The Nature Conservancy of Canada is currently developing a regional freshwater classification system and conservation blueprint. This multi-year project will classify river and stream types and assess threats to watershed health within the

Maritime Provinces. The conservation blueprint will identify priority watersheds for conservation and/or restoration that can best protect and/or restore critical ecosystem services. Conservation of natural ecosystems can be a cost-effective tool for municipal planners and managers to mitigate the impacts of climate change (e.g. erosion, flooding damage).

11:55 a.m. – 12:55 p.m. - Delegates' Luncheon

Kindly sponsored by:



1:00 p.m. – 1:45 p.m. - Annual General Meeting

- Audited Financial Statements/Motion re Dues
- Election of President & Vice-President

1:45 p.m. – 3:00 p.m. – Caucus Meetings & Elections

3:00 p.m. – 3:30 p.m. - Break/Viewing of Exhibits

Sponsored by



3:30 p.m. – 4:15 p.m. –Caucus Meetings & Elections continued

4:45 p.m. – Optional Activities –you must pre-register:

- 1) **Yoga – 4:45 p.m. – 5:30 p.m.** –Let yoga instructor Barbie Leggett lead you through 45



minutes of relaxation after your busy day of municipal sessions. Cost: \$5 + HST. **Limited to the first 12 registrants** and you must bring your own mat.

- 2) **Tour of Halifax City Hall - 4:45 p.m. – 5:45 p.m.** Halifax would love to host you at the City Hall – see this national historic building that is in the middle of a multi-year renovation that retains its character, extends its life, and provides state of the art systems and technology to support the municipal government. **Limited to the first 40 registrants.**

Dinner on your own

8:00 a.m. – 9:00 a.m. – Municipal Success Stories – always a favorite with the delegates. Come and learn how your fellow municipalities are sharing services for the betterment of the community:

Halifax Mobile Food Market



The Mobile Food Market is a unique partnership between the Halifax Regional Municipality, Nova Scotia Health Authority, Ecology Action Centre, community partners, private businesses, and funders aimed at improving access to healthy and affordable fruits and vegetables in communities with limited access. This session will provide a unique opportunity to learn about how municipalities can help improve access to healthy food, create community gathering places, and mobilize community leadership. The approach Halifax has taken in supporting the Mobile Food Market could be easily replicated in other municipalities throughout Nova Scotia.

Municipal Joint Services Board – Lunenburg Region

The Municipal Joint Services Board, Lunenburg Region was created in 2013. On behalf of the Municipality of the District of Lunenburg, the Town of Bridgewater and the Town of Mahone Bay, the Municipal Joint Services Board (the “MJSB”) was created to administer common municipal services under a cost sharing arrangement to better serve the residents of the municipalities. Currently, the Board has two shared services initiatives: Solid Waste and IT shared services.

This presentation will provide a quick overview on the MJSB Shared Services framework and major progress to-date. It will also highlight areas for shared services initiatives that may be beneficial to many small to medium size units. The Shared Services initiative is not limited to the local government context; it can branch out to other community and/or not-for-profit organizations, especially those with limited resources.

9:00 a.m. – 9:30 a.m. – FCM Update - The Federation of Canadian Municipalities represents all municipalities across the country and is critical in influencing federal policy and programs. This is your opportunity to hear the latest on FCM’s advocacy work.

9:30 a.m. – 10:15 a.m. – UNSM Priorities/ Resolutions

10:15 a.m. – 10:45 a.m. – Break/Viewing of Exhibits

10:45 a.m. – 12:00 p.m. – UNSM Priorities/ Resolutions

12:00 p.m. – 1:00 p.m. – Delegates’ Luncheon

1:15 p.m. – 2:00 p.m. PVSC Update - We’re confident in our services and product, and you should be too! Property assessment is an essential service provided to municipalities. Learn about how Property Valuation Services Corporation is making a difference for municipalities and property owners while adhering to quality and compliance standards and industry best-practices.

2:00 p.m. – 3:00 p.m. - Rural Transportation in Nova Scotia & Its Links to Active Transportation - Mr. Rene Frigault, Planning and Development Officer, Department of Municipal Affairs; Mr. Danny MacGillvary, Mayor, Town of Stellarton; and Chair of the Rural Transportation

Association Representative from UNSM's Active Transportation Committee - Public transportation in rural Nova Scotia allows residents to access essential local services and interact within their communities, thus enhancing their well-being and quality of life. In this session, you will learn about provincial funding programs that support community transit services in your municipality. You will also come to understand the role the *Rural Transportation Association* plays in promoting and enhancing these services across the province. Finally, you will hear how active transportation infrastructure plays an important role in supporting community transit services and helps make our municipalities more connected and accessible.

3:00 p.m. – 3:30 p.m. – Break/Viewing of Exhibits

3:30 p.m. – 4:00 p.m. – Honourable Derek Mombourquette, Minister of Municipal Affairs, Province of NS

4:00 p.m. – 5:00 p.m. – Ministers' Panel

6:15 p.m. – Reception

FRIDAY, November 10th

8:00 a.m. – 9:00 a.m. – Early Morning Clinic (TBA)

9:00 a.m. – 10:00 a.m. – Concurrent Workshops: (Attend 1 of 2)

The Sharing Economy and Local Government: Disruption Ahead – Mr. Fred Morley, FM, Chief Economist, Tourism Nova Scotia - The sharing economy is just one of several technology-driven disruptors that are dramatically changing how people buy things, how people work, how people do business, and how government interfaces with all three. Sharing economy companies like Uber and Airbnb have become

7:00 p.m. – 9:00 p.m. – Banquet

Enjoy a spectacular meal prepared by the Westin's award-winning Chef!

Kindly Sponsored by:



9:00 p.m. – 11:00 p.m. – Dance



We are very pleased to have Bluesmobile performing.



the fastest growing tech companies in the world. Their success is based on their ability to give consumers exactly what they want, faster, cheaper, in greater variety, and in some cases, with higher quality than established firms. Disruptive technology is changing the world of local government in real time. Old rules have rapidly become irrelevant to sharing economy businesses and consumers. Suddenly governments used to regulating a handful of companies are being faced with thousands of micro-entrepreneurs and exponential increases in cost of enforcement. Local governments around the world have ended up on one of three paths.... they become enablers of

innovation and economic growth, they watch as change washes over their communities, or they become the primary defenders of the status quo. This presentation will explore what the sharing economy could mean for communities across Nova Scotia and review the good, the bad and the ugly of local government approaches to disruptive change.

Future of Agriculture

Agriculture is the backbone of many of our communities, and there is a renewed optimism for the future. The Nova Scotia Department of Agriculture and the Nova Scotia Federation of Agriculture will share these new opportunities, their approaches to encouraging the industry, and how municipalities can support the agriculture industry.

10:10 a.m. – 11:10 a.m. - Rural High-Speed Internet

Access to fast internet speeds in rural Nova Scotia is



problematic and inconsistent across the Nova Scotia. In today's world instant communication via Internet connectivity is essential to promote business development, tourism, and education. It is also an essential service required to attract and retain residents and businesses to rural communities. A number of municipalities are developing their own solutions for providing this service to their communities. Come hear how they are approaching the issue.

11:10 a.m. – Grand Prize Draw & Conclusion of Conference

HOTEL INFORMATION – The room blocks will be held until October 4th

Westin Nova Scotian Hotel: \$ 147 /night (traditional room one queen or two double beds) - Please use the link below to book your room at the Westin or call 1-888-627-8553 and indicate that you are part of the UNSM conference block. **All reservations must be secured with a credit card.**

CLICK HERE TO BOOK YOUR ROOM AT THE WESTIN

Westin Cancellation Policy for Guestroom Reservations is 15 days prior to the guests date of arrival. The penalty for not cancelling before this time is a charge of the first night's room and tax charged to the form of payment that the reservation is guaranteed by. No charges will be processed until the completion of the UNSM Event. If the cancelled guestrooms can be re-sold to another attendee the cancellation penalty will be waived. This policy has been put in place to provide maximum guestroom availability to all attendees.

If you have specific billing needs (such as billing to your municipality) you need to contact Sarah MacInnes at sarah.maclnnes@thewestinnovascotian.com

Four Points Sheraton: \$ 129/night – 1-866-444-9494

The UNSM gratefully acknowledges the assistance of:

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REGISTRATION FEES:

All fees include HST Reg. #R106150616

Delegate (Before October 17 th , 2017) (Includes Banquet)	\$ 523.25 + \$5.00 Carbon Offset Fee
Delegate (After October 17 th , 2017) (Includes Banquet):	\$ 580.75 + \$5.00 Carbon Offset Fee
Banquet Ticket Only:	\$ 74.75
Non-Member Delegate (Before November 8 th , 2016)	\$ 580.75 + \$5.00 Carbon Offset Fee
Non-Member Delegate (After November 8 th , 2016)	\$ 638.25 + \$5.00 Carbon Offset Fee
Yoga Session (limited to first 12 registrants)	\$ 5.75

CANCELLATION POLICY:

DELEGATE: All cancellations of delegates must be received in writing (by fax or e-mail [tverbeke@unsm.ca]) before 4:30 p.m. on **Thursday, October 26th, 2017**. No Cancellation Fee will be incurred prior to this time.

DELEGATE CANCELLATION FEE POLICY: Cancellations received between 4:30 p.m. on **October 26th** and 4:30 p.m. on **November 2nd, 2017**, will be subject to a \$175 (plus taxes) charge.

CANCELLATION FEE AFTER 4:30 P.M., NOVEMBER 2ND, 2017: Cancellations of Delegates received after 4:30 p.m., November 2nd, 2017, are subject to the full registration fee.

BANQUET: No refunds on banquet ticket cancellations received after 4:30 p.m. on **Thursday, October 26th, 2017**.

SUBSTITUTIONS ARE WELCOME AT NO CHARGE



MIDDLETON FIRE DEPARTMENT

Monthly Report

June 1, 2017 to June 30, 2017

Submitted by – Chief Mike Toole

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 Jun 1 17 to Jun 30 17

Response Type	# of Incidents	Incident Hours	Staff Hours	Average # of Responding Personnel	Average Response Time
02 Electrical	1	0 h 33m	3 h 51m	7.00	14:56
03 Vehicle Fire	1	1 h 15m	16 h 15m	13.00	07:25
12 Munition Explosion - No Fire	1	0 h 10m	0 h 50m	5.00	
24 Smoke Condition	1	0 h 1m	0 h 0m		
62 Vehicle Accident	2	1 h 23m	12 h 51m	9.00	06:39
76 Cardiac Arrest	1	0 h 4m	0 h 28m	7.00	03:01
89 Lift Assist to EHS	2	0 h 31m	2 h 18m	4.50	04:10
Total Number of Responses	9	3 h 57m	36 h 33m	6.56	06:43

Middleton Fire Department
Fire Chief :Mike Toole
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Totals by Geographic Location
From Jun 1 17 to Jun 30 17

Response Type	# of Incidents	Staff Hours
Unclassified		
001 - Town of Middleton		
03 Vehicle Fire	1	31 h 15 m
24 Smoke Condition	1	0 h 0 m
62 Vehicle Accident	1	12 h 32 m
76 Cardiac Arrest	1	0 h 56 m
89 Lift Assist to EHS	1	4 h 12 m
<hr/>		
Total For 001 - Town of Middleton:	5	48 h 55 m
002 - County of Annapolis		
12 Munition Explosion - No Fire	1	2 h 30 m
62 Vehicle Accident	1	9 h 58 m
89 Lift Assist to EHS	1	5 h 6 m
<hr/>		
Total For 002 - County of Annapolis:	3	17 h 34 m
003 - M/A - Kingston - Annapolis		
02 Electrical	1	8 h 15 m
<hr/>		
Total For 003 - M/A - Kingston - Annapolis:	1	8 h 15 m
<hr/>		
Total For Unclassified:	9	74 h 44 m
<hr/>		
Total Number of Responses	9	74 h 44 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

Hours Worked
From Jun 1 17 to Jun 30 17

	Incident Reports Hrs	Meeting Hrs	Training Hrs	Truck Inspection Hrs	Standby Hrs	Certificates Hrs	Total
FC Michael Toole	2.02	2.00	2.00	2.00			8.02
DC Scott Veinot	1.45		4.00	2.00		3.00	10.45
2DC Neil Freeman	1.63	2.00	4.00				7.63
CAP Darcy Robertson	1.87	2.00	4.00	2.00		3.00	12.87
CAP Kent Smith	0.23	2.00	4.00			3.00	9.23
CAP Jody Spidle	2.57	2.00	4.00	2.00		3.00	13.57
CAP Philip Townsend	3.53		4.00	2.00			9.53
CAP Scott Whynot	2.75	2.00	2.00	2.00			8.75
FF Mathias Abbott	0.62		4.00	2.00		14.00	20.62
FF John Bath	2.63		4.00	2.00			8.63
FF Keith Boudreau				2.00			2.00
FF Lorne Brown	0.72	2.00	4.00	2.00			8.72
FF Alan Cooke		2.00	4.00	2.00		11.00	19.00
FF Mark Ejdrygiewicz	2.85	2.00	4.00	2.00			10.85
FF Tyler Ells			2.00	2.00			4.00
FF Danial Foley	1.07	2.00	2.00				5.07
FF Jordan Fudge	0.28	2.00				3.00	5.28
FF Donald Hiltz	0.83	2.00	2.00	2.00			6.83
FF Robert Knight	0.77	2.00	2.00	2.00		3.00	9.77
FF Leon Langille		2.00	2.00	2.00			6.00
FF Dustin MacNeil	1.25		4.00	2.00		14.00	21.25
FF Scott Marshall	1.48	2.00					3.48
FF Chevelle Roberts	1.53	2.00					3.53
FF Melissa Robertson		2.00	4.00	2.00			8.00
FF Gordon Rodgers	0.77	2.00	4.00	2.00			8.77
FF John Thompson		2.00	4.00	2.00			8.00
FF Justin Westcott	1.25	2.00	2.00	2.00		6.00	13.25
PFF Jenna Breschetti		2.00				3.00	5.00

Middleton Fire Department

Hours Worked From Jun 1 17 to Jun 30 17

	Incident Reports Hrs	Meeting Hrs	Training Hrs	Truck Inspection Hrs	Standby Hrs	Certificates Hrs	Total
PFF George Freestone		2.00	2.00	2.00		11.00	17.00
PFF Patrick Redwood	0.77		2.00	2.00		8.00	12.77
PFF Adam Tkaczuk	1.48	2.00	4.00	2.00		11.00	20.48
PFF Jason Warrington	2.20		4.00	2.00		11.00	19.20
Totals:	36.55	46.00	88.00	50.00			327.55



MIDDLETON FIRE DEPARTMENT

Monthly Report

July 1, 2017 to July 31, 2017

Submitted by – Chief Mike Toole

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 Jul 1 17 to Jul 31 17

Response Type		# of Incidents	Incident Hours	Staff Hours	Average # of Responding Personnel	Average Response Time
10	Mutual Aid - Structure Fire	1	3 h 52m	30 h 56m	8.00	17:58
32	Alarm Equipment - Residential	1	0 h 8m	1 h 4m	8.00	02:42
62	Vehicle Accident	1	0 h 49m	6 h 32m	8.00	04:52
76	Cardiac Arrest	1	1 h 13m	8 h 38m	7.00	07:41
Total Number of Responses		4	6 h 2m	47 h 10m	7.75	08:18

Middleton Fire Department
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Totals by Geographic Location
From Jul 1 17 to Jul 31 17

Response Type		# of Incidents	Staff Hours
Unclassified			
001 - Town of Middleton			
32	Alarm Equipment - Residential	1	2 h 56 m
Total For 001 - Town of Middleton:		1	2 h 56 m
002 - County of Annapolis			
62	Vehicle Accident	1	17 h 9 m
76	Cardiac Arrest	1	24 h 40 m
Total For 002 - County of Annapolis:		2	41 h 49 m
004 - M/A - Kingston - Kings			
10	Mutual Aid - Structure Fire	1	73 h 28 m
Total For 004 - M/A - Kingston - Kings:		1	73 h 28 m
Total For Unclassified:		4	118 h 13 m
Total Number of Responses		4	118 h 13 m

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Hours Worked
From Jul 1 17 to Jul 31 17

	Incident Reports Hrs	Meeting Hrs	Training Hrs	Truck Inspection Hrs	Standby Hrs	Certificates Hrs	Total
FC Michael Toole	5.92	2.00	4.00	2.00			13.92
DC Scott Veinot	0.13	2.00	2.00				4.13
2DC Neil Freeman	4.82		2.00	2.00			8.82
CAP Darcy Robertson	6.05	2.00		2.00			10.05
CAP Kent Smith	6.05	2.00	4.00				12.05
CAP Jody Spidle	5.92	2.00	2.00	2.00			11.92
CAP Philip Townsend	4.00		2.00				6.00
CAP Scott Whynot	1.37	2.00	4.00	2.00			9.37
FF Mathias Abbott	5.23	2.00	4.00				11.23
FF Chris Barker							
FF John Bath	5.92	2.00	4.00	2.00			13.92
FF Keith Boudreau			2.00				2.00
FF Lorne Brown	0.13						0.13
FF Alan Cooke							
FF Mark Ejdrygiewicz	2.05		2.00				4.05
FF Tyler Ells	0.95						0.95
FF Danial Foley	5.23						5.23
FF Jordan Fudge	2.05						2.05
FF Donald Hiltz	6.05	2.00	4.00	2.00			14.05
FF Robert Knight	2.05	2.00					4.05
FF Leon Langille	2.18		2.00				4.18
FF Dustin MacNeil	6.05	2.00	4.00				12.05
FF Scott Marshall	0.13	2.00					2.13
FF Chevelle Roberts	2.05						2.05
FF Melissa Robertson	6.05	2.00		2.00			10.05
FF Gordon Rodgers	6.05	2.00	4.00	2.00			14.05
FF John Thompson	6.05	2.00	4.00				12.05
FF Philip Vincent	4.00	2.00	2.00	2.00			10.00

Middleton Fire Department

Hours Worked From Jul 1 17 to Jul 31 17

	Incident Reports Hrs	Meeting Hrs	Training Hrs	Truck Inspection Hrs	Standby Hrs	Certificates Hrs	Total
FF Justin Westcott	4.68	2.00	2.00	2.00			10.68
PFF Jenna Breschetti	0.13						0.13
PFF George Freestone	4.00	2.00	4.00	2.00			12.00
PFF Patrick Redwood	4.82		4.00				8.82
PFF Adam Tkaczuk	5.92	2.00	4.00	2.00			13.92
PFF Jason Warrington	2.18	2.00	4.00	2.00			10.18
Totals:	118.21	40.00	70.00	28.00			256.21



MIDDLETON FIRE DEPARTMENT

Monthly Report

August 1, 2017 to August 31, 2017

Submitted by – Chief Mike Toole

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 Aug 1 17 to Aug 31 17

Response Type	# of Incidents	Incident Hours	Staff Hours	Average # of Responding Personnel	Average Response Time
03 Vehicle Fire	1	1 h 34m	20 h 22m	13.00	06:43
04 Structure Fire	1	0 h 33m	3 h 18m	6.00	
31 Alarm Equipment - Commercial	2	0 h 51m	5 h 9m	6.00	03:01
36 Authorized Controlled Burning - complaint	1	0 h 0m	0 h 0m		
62 Vehicle Accident	2	6 h 26m	75 h 28m	11.00	05:36
Total Number of Responses	7	9 h 24m	104 h 17m	7.57	04:47

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Totals by Geographic Location
From Aug 1 17 to Aug 31 17

Response Type		# of Incidents	Staff Hours
Unclassified			
001 - Town of Middleton			
31	Alarm Equipment - Commercial	2	12 h 42 m
Total For 001 - Town of Middleton:		2	12 h 42 m
002 - County of Annapolis			
03	Vehicle Fire	1	32 h 54 m
36	Authorized Controlled Burning - complaint	1	0 h 0 m
62	Vehicle Accident	1	46 h 14 m
Total For 002 - County of Annapolis:		3	79 h 8 m
003 - M/A - Kingston - Annapolis			
04	Structure Fire	1	9 h 21 m
Total For 003 - M/A - Kingston - Annapolis:		1	9 h 21 m
006 - M/A - Lawrencetown Fire			
62	Vehicle Accident	1	92 h 0 m
Total For 006 - M/A - Lawrencetown Fire:		1	92 h 0 m
Total For Unclassified:		7	193 h 11 m
Total Number of Responses		7	193 h 11 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

Hours Worked
From Aug 1 17 to Aug 31 17

	Incident Reports Hrs	Meeting Hrs	Training Hrs	Truck Inspection Hrs	Standby Hrs	Certificates Hrs	Total
FC Michael Toole	8.55	2.00	4.00	2.00			16.55
DC Scott Veinot	4.55	2.00					6.55
2DC Neil Freeman	6.52	2.00	6.00				14.52
CAP Darcy Robertson	9.40	2.00	6.00	2.00			19.40
CAP Kent Smith	6.43	2.00	2.00	2.00			12.43
CAP Jody Spidle	9.40	2.00	6.00	2.00			19.40
CAP Philip Townsend	9.40	2.00					11.40
CAP Scott Whynot	2.43	2.00	4.00	2.00			10.43
FF Mathias Abbott	8.55	2.00	6.00	2.00			18.55
FF Chris Barker	7.28	2.00	2.00	2.00			13.28
FF John Bath	9.40	2.00	6.00	2.00			19.40
FF Keith Boudreau				2.00			2.00
FF Lorne Brown		2.00	2.00	2.00			6.00
FF Alan Cooke	6.43		6.00				12.43
FF Mark Ejdrygiewicz	6.83		4.00	2.00			12.83
FF Tyler Ells	4.00		2.00				6.00
FF Danial Foley	6.02		2.00				8.02
FF Jordan Fudge	5.57		2.00	2.00			9.57
FF Donald Hiltz	6.57	2.00	4.00	2.00			14.57
FF Robert Knight	4.55	2.00	2.00				8.55
FF Leon Langille	3.43	2.00	2.00				7.43
FF Dustin MacNeil	8.40		6.00	2.00			16.40
FF Scott Marshall	5.57	2.00	2.00	2.00			11.57
FF Chevelle Roberts	6.57		2.00	2.00			10.57
FF Melissa Robertson	8.95	2.00	6.00	2.00			18.95
FF Gordon Rodgers	6.97	2.00	6.00	2.00			16.97
FF John Thompson	5.40	2.00	6.00	2.00			15.40
FF Philip Vincent	0.85	2.00	6.00	2.00			10.85

Middleton Fire Department

Hours Worked From Aug 1 17 to Aug 31 17

	Incident Reports Hrs	Meeting Hrs	Training Hrs	Truck Inspection Hrs	Standby Hrs	Certificates Hrs	Total
FF Justin Westcott	2.52	2.00	4.00	2.00			10.52
PFF Jenna Breschetti	4.00		2.00	2.00			8.00
PFF George Freestone	3.28		4.00	2.00			9.28
PFF Patrick Redwood	0.55			2.00			2.55
PFF Adam Tkaczuk	8.85	2.00	6.00	2.00			18.85
PFF Jason Warrington	5.97	2.00	4.00	2.00			13.97
Totals:	193.19	46.00	122.00	52.00			413.19

Middleton Fire Department

Duty Weekends Summer 2017

	Jul-17												Aug-17												Total Hrs. Individuals		
Dates:	24	25	1	2	3	8	9	15	16	22	23	29	30	5	6	12	13	19	20	26	27	2	3	4		9	10
Assigned Crews / Trucks:	#21		#31			#11		#12		#21		#31		#11		#12		#21		#31		#11				#12	
	Hours:		Hours:			Hours:		Hours:		Hours:		Hours:		Hours:		Hours:		Hours:		Hours:		Hours:			Hours:		
FC Michael Toole	24	9								24	9			9								24	24	9			132
DC Scott Veinot					9			24	9							24	9								24	9	108
2DC Neil Freeman			24	24														24	9	24	9						114
CAP Darcy Robertson			24	24	9							24	9							24	9						123
CAP Kent Smith						24	9					24	9	15	9												90
CAP Jody Spidle						24						24	9	24	9							24	24	9			114
CAP Philip Townsend	24	9								24	9							24	9								99
CAP Scott Whynot							9	24	9					24	9	24	9								24	9	141
FF Mathias Abbott						24	9							24	9							24	24	9			123
FF Chris Barker	24	9								24	9							24	9								99
FF John Bath												24				24	9								24	9	90
FF Keith Boudreau										24	9							24	0								57
FF Lorne Brown						24	9																				33
FF Alan Cooke			24	24	9															24	9						90
FF Mark Ejdrygiewicz						24		24	9					24	9							24	24	9			147
FF Tyler Ells								24		24	9																57
FF Danial Foley			24									9								24	0						57
FF Jordan Fudge	24	9								24	9							24	9								99
FF Donald Hiltz			24	24	9			24	9	24		24	9		4.5	24				24	9	24					232.5
FF Robert Knight																									24	9	33
FF Leon Langille			24																	24	0						48
FF Dustin MacNeil						24	9							24	9	24	9					24	24	9			156
FF Scott Marshall								24	9							24	9								24	9	99
FF Chevelle Roberts	24	9								24	9							24	9								99
FF Melissa Robertson			24	24	9							24	9							24	9						123
FF Gordon Rodgers	24	9								24	9							24	9								99

FF John Thompson	24	9	24							24	9	24	9			24	9							156			
FF Philip Vincent								24	9			24			24	9						24	9	123			
FF Just Westcott								9							24	9						24	9	75			
PFF Jenna Breschetti								24	9							9						24	9	75			
PFF George Freestone			24	24	9							24	9						24	9				123			
PFF Patrick Redwood																			24	24	9			57			
PFF Adam Tkaczuk								24							24	4.5							52.5				
PFF Jason Warrington	24	9								24	9							24	9				99				
Total Crew Hours:	192	72	192	168	54	168	54	192	63	264	90	192	63	168	63	192	72	216	72	192	54	168	144	54	192	72	3423

Public Works Report September 13, 2017



Capital Updates

- Capital # 3 Reservoir Predesign RFQ is being worked on by Peter Smith
- Capital #4 PRV/Upgrade 101 Building, engineering is being completed so a new system can be installed
- Capital # 9 Hydrant Installation
- Project # 10 Replace Overhead Cross Walk – Black & McDonald need to create engineered drawings
- Project # 11 Street Lights Commercial Street – Council has selected design style
- Project # 18 Bridge Street Sidewalk completed
- Project # 19 School Street Sidewalk completed
- Project # 20 Gates Avenue Side walk complete but requires line painting
- Project # 21 Main Street Side walk to TRA installed but needs grading completed
- Project # 22 Lagoon ladder under review
- Project # 27 & 28 Replace Storm Sewer from Corner of Marshall & King Street through Rotary Park, being engineered
- Project # 33 Environmental Site Assessment Phase 3 146 Commercial Complete
- Project # 39 Trackless Blower ordered
- Project # 40 Trackless Salt Spreader ordered

Sewer Cleaning Machine

Went in for annual inspection to K&J Trucking and the break system has issues. Ultimately the break system needs major work and it would be more cost effective to switch it over to a electric breaking system. Waiting on price quote.

Line Painting Machine

needed some minor repairs. We need to touch up after paving and get some municipal parking lot lines painted.

Broken Asphalt Saw will be replaced. It is also used for cutting pipe doing water break repair.

ATTN: Kim Cooyenber

Town of Middleton

Maximum Effective Projected Area - 1.38 sq. ft.
Maximum Weight - 40 lbs

**Utility Arlington®
Series Luminaire
Full Cutoff LED 2**

**DECORATIVE
OUTDOOR**

**HOLOPHANE®
LEADER IN LIGHTING SOLUTIONS
An Acuity Brands Company**

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EXAMPLE: AUCL2 035HO 40K AS BK L3 S

AUCL2	035HO	4K	AS	BK	L3	S
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>LED PERFORMANCE PACKAGE</p> <p>035HO = 47W PACKAGE 063 = 70W PACKAGE 053HO = 70W PACKAGE 070HO = 95W PACKAGE 105HO = 145W PACKAGE</p> </div> <div style="width: 20%;"> <p>VOLTAGE</p> <p>AS = AUTO-SENSING 120 - 277 V AH = AUTO-SENSING 347 - 480 V</p> </div> <div style="width: 20%;"> <p>COLOR</p> <p>BK = BLACK GR = GRAY GH = GRAPHITE GN = GREEN PP = PRIME PAINT WH = WHITE BZ = BRONZE TDC = TIGER DRYLAC COLOR (RAL***) CMC = CUSTOM MATCH COLOR</p> </div> <div style="width: 20%;"> <p>OPTICS</p> <p>L2 = TYPE 2 DISTRIBUTION, FULL CUTOFF L3 = TYPE 3 DISTRIBUTION, FULL CUTOFF L4 = TYPE 4 DISTRIBUTION, FULL CUTOFF L5 = TYPE 5 DISTRIBUTION, FULL CUTOFF</p> </div> <div style="width: 10%;"> <p>FINIAL (FACTORY INSTALLED)</p> <p>B = BALL S = SPIKE</p> </div> </div>						

ORDERING INFORMATION:

H PCS

OPTIONS:

AO = ADJUSTABLE OUTPUT DIMMING 2, 5
D = ROAM 0-10V DIMMING CONTROL
FPDXX = FACTORY PROGRAMMED DRIVER

PH = NEMA TWISTLOCK PHOTOCONTROL RECEPTACLE ONLY

P5 = DIMMING PHOTOCONTROL RECEPTACLE - 5 PIN
P7 = DIMMING PHOTOCONTROL RECEPTACLE - 7 PIN
NL1X1 = 1"x1" ANSI WATTAGE LABEL
NL2X2 = 2"x2" ANSI WATTAGE LABEL

PCS = DTL SOLID-STATE LIGHTING PHOTOCONTROL 120-277 VOLT 2

PCLL = DTL SOLID-STATE LONG LIFE PHOTOCONTROL 120-277 VOLT 3
P34 = DTL TWISTLOCK PHOTOCONTROL 347 VOLT 3
P48 = DTL TWISTLOCK PHOTOCONTROL 480 VOLT 3
PSC = SHORTING CAP 3

L03 = 3FT PREWIRED LEADS 4
L10 = 10FT PREWIRED LEADS 4
L20 = 20FT PREWIRED LEADS 4
L25 = 25FT PREWIRED LEADS 4
L30 = 30FT PREWIRED LEADS 4

NOTES:

1. 053 AM IS ONLY PAIRING FOR THESE VERSIONS
2. NOT AVAILABLE WITH OPTIONS "P6", "P7", OR ANY OTHER DIMMING OPTION
3. MUST BE USED WITH OPTIONS "P1", "P5", OR "P7"
4. UNIT IS PROVIDED WITH 2 FEET OF PREWIRED LEADS UNLESS OTHERWISE SPECIFIED
5. FOR AO SETTINGS, REFER TO INSTRUCTIONS IM-303-D, SEE WEBSITE

ORDER #:

TYPE: RAF

DATE: 5/18/2016

DWG #: LUM_AUCL2

1 of 4

Getting quotes from suppliers on selected lights.

Down Town Disruption for Installation of Lights

For cost saving purposes the town crew will assist in the removal of existing lights and installation of new lights.

Ideally we would like to close the downtown core for the duration of the installation but feel that would be unappreciated by local business and patrons.

We will try and keep the down town traffic to one lane and utilize Traffic Control People during the lane restrictions.

We will try to limit the amount of overtime hours and disrupt business as little as possible.

We will prepare a communication plan to give people as much notice as possible to the downtown improvements.



Hydrants Repair List 2017

	Location	Year	Make	Model	Repair Required
1	Ambulance Entrance Hospital		McAvity	M67	Cap & Seal on Bonnet
2	35 Acadia Street	1996	Muller	Centurian	Hydrant would not shut off so it is shut off at valve
3	Senator Road North	1987	McAvity	M67	Hard to open
4	Queen Street	1944	McAvity	No.1	Out of Service Replace
5	Makenzie Street	1971	McAvity	M67	Replace front nozzle changed & Cap Gaskets
6	g & Main Street Bruce Motors	1985	McAvity	M67	replace cap gaskets
7	Gaucher & Main Street	1988	McAvity	M67	Needs Gasket and oil cap screw replaced
8	Ross Lane & Jones Avenue	1962	McAvity	No.2	In the bushes impossible to & needs new gaskets
9	17 Maple Street	1949	McAvity	No.1	Leaking needs to be rebuilt or replaced
10	Spring Garden Road & Bridge Street	1960	McAvity	No.2	Leaking
11	Bridge Street & Connaught Avenue	1988	McAvity	M67	Gasket front port
12	41 Bridge Street	1989	McAvity	M67	Needs new bearings and gasket
13	Farm Street	OLD	McAvity	No.1	Needs replaced or top gasket and nut replaced
14	Station Street	1959	McAvity	No.02	Fix top nut seals and bearings
15	272 Marshall Street	1978	McAvity	M67	Cap gaskets needed and a boot seal
16	90 Commercial Street	1964	McAvity	M59M	Needs cap gaskets
17	School Street by School	1966	McAvity	M59M	Screw in operating nut missing
18	304 Marshall	1978	McAvity	M67	Front cap needs gasket
19	352 Main Street	1980	McAvity	M67	Cap needs new seals
20	Reagh Avenue	1972	Canada Valve	Century	Cap gasket
21	31 Reagh Avenue		McAvity	M67	Low seal replace lower gears repaired
22	136 School Street	1988	McAvity	M67	Low seal leaking
23	254 Commerical Street	1980	McAvity	M67	Needs a new seal in the bottom, has a leak that is stopped but its tight
24	27 Victora Street	1959	McAvity	No.2	Does not open out of service turned off at valve
25	232 Main Street	1988	McAvity	M67	Needs cap gaskets
26	Hollow Drive	1977	McAvity	M67	Needs Bottom gasket and seal replaced
27	436 Commercial Street	1946	McAvity	No.1	Fix top nut leaking bad
28	239 Marshall Street	1978	McAvity	M67	Needs cap gasket repair top end baring and replace seal
29	69 Sunset Crescent	1974	McAvity	M67	Needs cap gasket , hydrant needs culvert and to raise hydrant 1 foot need

Water & Sewer Update

- Chlorine pump at the reservoir went down Monday night 3 am – it was replaced under warranty
- Well 2 flow meter replaced keeps blowing because we do not have a prv
- Chem pump being rebuilt at the well house
- All commercial meters have been installed as recommendation by water utility review. There are approximately 55 residential meters left to install. This was a requirement from our last review.

Cross Walk Flag Locations

- Marshall Street & Commercial Street
- King Street & Main Street
- Main Street & Taylor Drive
- Duke Street & Main Street



Tractor Needs More Repair

- Already spent \$6,000 since January and it has only been used 3 times and is broken again.
- It was brought back by Rec department stating that it is leaking fluid. Currently we are waiting for a mechanic to come and work on it, or at least give us a quote for the required work.
- This is a prehistoric piece of equipment that can only be used for loading sand/salt. Facilities Manager uses it occasionally.
- Suggested replacement would be a skid steer. A skid steer is a much more versatile piece of equipment with many possible attachments which can be purchased or rented, therefore providing more service capacity for both PW and Facilities Manager.
- We still waiting on a quote. They are having difficulty sourcing a part.
- Rental for a skid steer with forks and a bucket is another winter option currently we are waiting on some quotes.
- Battlefield Milton waiting on rental quote

Quote ID: 15885927

Prepared For:
Town Of Middleton

Prepared By: **Dave Keating**

Green Diamond Equipment Ltd.
166 Junction Road
Middleton, NS B0S1P0

Tel 902-825-3042
FAX: 902-825-4834
Email: davekeating@green-diamond.ca

Date: 15 August 2017

Offer Expires: 22 August 2017

*Confidential***Quote Summary**

Prepared For:
Town Of Middleton
Po Box 340
Middleton, NS B0S1P0
Business: 902-825-4841

Prepared By:
Green Diamond Equipment Ltd.
Dave Keating
166 Junction Road
Middleton, NS B0S1P0
Phone: 902-825-3042

davekeating@green-diamond.ca

Quote ID: 15885927
Created On: 15 August 2017
Last Modified On: 16 August 2017
Expiration Date: 22 August 2017

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 320E SKID STEER	\$ 77,105.49	\$ 54,647.27 X	1 -	\$ 54,647.27
HORST HD4248 - 17LA63161	\$ 800.00	\$ 617.50 X	1 -	\$ 617.50
Equipment Total				\$ 55,264.77

Quote Summary

Equipment Total	\$ 55,264.77
DOC FEE	\$ 0.00
JDC REG FEES	\$ 0.00
SubTotal	\$ 55,264.77
Est. Service Agreement Tax	
Total	\$ 55,264.77
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 55,264.77

Sales Person:K_____

Accepted By:K_____

Confidential



JOHN DEERE

Selling Equipment

Quote ID: 15885927 Customer: TOWN OF MIDDLETON

JOHN DEERE 320E SKID STEER

Hours:			Suggested List
Stock Number:			\$ 77,105.49
			Selling Price
			\$ 54,647.27
Description	Qty	Unit	Extended
320E SKID STEER	1	\$ 49,235.00	\$ 48,496.48
Standard Options - Per Unit			
Deluxe Cab Package with EH	1	\$ -2,615.18	\$ -2,615.18
Switchable Joystick Controls			
Switchable EH Foot-HISO Pattern	1	\$ 7,041.77	\$ 7,041.77
Joystick Controls			
Two-Speed	1	\$ 2,027.13	\$ 2,027.13
Engine - Naturally Aspirated	1	\$ 1,859.68	\$ 1,859.68
English Operator's Manual & Decals	1	\$ 0.00	\$ 0.00
12x16.5 10 PR Titan HD2000-III	1	\$ 2,706.78	\$ 2,706.78
Standard Hydraulics	1	\$ 0.00	\$ 0.00
Ride Control	1	\$ 1,254.89	\$ 1,254.89
3-Inch Seat Belt with Shoulder Harness	1	\$ 477.73	\$ 477.73
Power Quik-Tatch	1	\$ 913.10	\$ 913.10
Cab Enclosure with Air-Conditioning, Heat and Defrost	1	\$ 5,639.13	\$ 5,639.13
Air Suspension Seat (Cloth)	1	\$ 570.32	\$ 570.32
Reversing Fan Drive	1	\$ 1,046.07	\$ 1,046.07
Horn	1	\$ 176.32	\$ 176.32
EH Joystick Performance Package	1	\$ 1,005.68	\$ 1,005.68
Backup Alarm	1	\$ 131.99	\$ 131.99
Chrome Exhaust	1	\$ 413.70	\$ 413.70
Radio, AM/FM with Aux Input	1	\$ 680.64	\$ 680.64
Rear View Mirror (Interior cab mount)	1	\$ 113.28	\$ 113.28
Keyless Start (Sealed Switch Module)	1	\$ 503.33	\$ 503.33
76 In. HD Construction Bucket (18.5 cu. ft.) with Edge	1	\$ 1,662.68	\$ 1,662.68
Standard Options Total			\$ 25,609.04
Other Charges			
Freight	1	\$ 2,200.00	\$ 2,200.00
Setup	1	\$ 400.00	\$ 400.00
Warranty Admin Fee	1	\$ 400.00	\$ 400.00
Other Charges Total			\$ 3,000.00
Suggested Price			\$ 77,105.52
Customer Discounts			
Customer Discounts Total		\$ -22,458.22	\$ -22,458.22

Confidential



JOHN DEERE

Selling Equipment

Quote ID: 15885927 Customer: TOWN OF MIDDLETON

Total Selling Price \$ 54,647.30

HORST HD4248 - 17LA63161

Hours:	0		Suggested List
Stock Number:	599520		\$ 800.00
			Selling Price
			\$ 617.50
Description	Qty	Unit	Extended
4200LB PALLET FORK / 48" TINES	1	\$ 800.00	\$ 800.00
Suggested Price			\$ 800.00
Customer Discounts			
Customer Discounts Total			\$ -182.50
Total Selling Price			\$ 617.50

Confidential

Terms and Conditions

Acceptance

This quotation is considered a quotation until a signature is received by the Buyer.

The Buyer's signature confirms the order and acknowledges agreement to proceed with the conditions of sale.

Price Guarantee

Prices on quote are only guaranteed until the stated expiry date. Thereafter, prices are subject to confirmation from the Seller.

Taxes

Quote prices do not include any applicable taxes including HST, PST, GST and/or Environmental Taxes. The buyer must provide proof of tax exemption status if applicable.

Privacy Statement

We are committed to protecting your privacy. Only authorized employees within the Green Diamond Equipment Company and suppliers that are on a need to know basis will have access to any information collected from the Buyer.

Confidentiality

Buyer records are regarded as confidential and therefore will not be divulged to any third party other than our manufacturer/suppliers and as legally required by law. The details of this quote are confidential and are not to be shared by either the Buyer or Seller to uninvolved parties.

Cancellations

Green Diamond Equipment maintains the right to cancel a quote at any time if for any unforeseen reason they are unable to meet the requirements of the quote.

As we wrap up the summer and prepare for the season of changes, we want to thank a team of amazing people for offering a great number of positive opportunities this summer for the Town of Middleton residents and visitors. Here is an overall picture of what some of those things are:



We would like to wish all staff a happy year back at school and again, thank them for their hard work.

With a fun, action-filled summer behind us, there are lots of things we are looking forward to this fall as well. Another round of **programs** will begin and we will be administering a trial system change of our program registration to that of a punch card. People can purchase a punch card that can be used for any of our programs and that way missed classes for snow storms, school closures, participants having other commitments, etc., will not result in a missed class. This will not be necessary for the free after school programs that we are offering.

If you remember the battle with the **Grubs** at the end of last Spring, you'll be happy to know that there is some serious work going on right now to apply the nematodes and irrigate the soccer field to repair the damage caused. We want to thank the schools and the community for their cooperation in staying off the fields during this time so that the work can get done. Also, thanks to the Town of Digby for loaning us some irrigation equipment to speed up the watering process.

As we strive to become a more bicycle-friendly town, we are really happy to announce that we received a grant for **2 bicycle repair stations** from the Department of Communities, Culture, and Heritage. We will be applying to a couple other organizations for assistance with this as well.

Here are a few other things on the agenda for the next couple of weeks:

- Final grant work for summer students
- Working on the next audit for the Occupation Health & Safety committee
- Planning for the Haunted House
- Compiling information from summer reports to make budget notes for next year's budget
- Working on strategic priorities
- Back to School All Wheel competition



Jennifer Coolen, Director of Recreation & Community Services

TOWN OF MIDDLETON

PLANNING SERVICES



JULY

2017

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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**

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

July 1 - 31, 2017

Development Permit Activity

- Development Permit M17-017, July 7, 2017
J. Westcott, 90 Main Street
Accessory Structure – Chicken Coop
- Development Permit M17-018, July 17, 2017
R. Barton, 44 Bridge Street
Repair/Renovation of Existing Accessory Structure – Shed
- Development Permit M17-005, July 25, 2017
C. Tolbart, 53 North Street
Accessory Structure – Ramp

Permit Activity Summary, July 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	1
Accessory Structures	3	8	0	1
Commercial/Industrial				
New Construction	0	0	0	0
Renovation/Addition	0	2	1	4
Accessory Structures	0	0	0	1
Institutional				
New Construction	0	0	0	0
Renovation / Addition	0	0	0	2
Accessory Structures	0	0	0	1
Other (signs, occupancy, etc.)	0	1	0	2
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: **July 2017**

	Number of Building Permits	Building Value
Month: July	0	\$0.00
Year To Date 2017-2018:	1	\$30,000.00
Year To Date 2016-2017:	7	\$154,600.00
Year To Date 2015-2016:	13	\$619,125.00

Total Estimated Value July 2017:	\$0.00	Total permits for July 2017:	0	Total Estimated Value YTD 2017-2018:	\$30,000.00	Permit Fees July 2017:	\$50.00
Total Estimated Value July 2016:	\$6,000.00	Total permits for July 2016:	2	Total Estimated Value YTD 2016-2017:	\$154,600.00	Permit Fees YTD 17-18:	\$505.00
Total Estimated Value July 2015:	\$35,200.00	Total permits for July 2015:	3	Total Estimated Value YTD 2015-2016:	\$619,125.00		

File #	Name	Applicant Address	Location	Construction	Date Building Permit Issued	Permit Fee	Estimated Value
				Dev. Permits Only	1 permit	\$50.00	
					Total July:	\$50.00	\$0.00
	Total Active Permits:	8					
	Residential Conversions	nil					
	Residential Demolitions	nil					



COUNTY *of* ANNAPOLIS
NATURALLY ROOTED

Activity Report – July 2017

0 BUILDING PERMITS ISSUED FOR July

5 BUILDING INSPECTION CARRIED OUT FOR July

5 Fire Inspections conducted and letters to owners have been sent. 3 Fire Inspection files have been closed in their cycle.

Request for investigation of 151 Main Street - A site review was conducted on July 11 and the veranda in question has been rendered inaccessible and provided with a sign to use the side door which is in a safe condition. Presently the decaying deck is not imposing any unsafe conditions to the occupants or visitors to the site. Measures in place to be maintained by owner. Building Official suggested a letter to the owners to maintain the decaying deck and a reminder that it is the owner's responsibility to maintain in safe condition.

Request for investigation of 14 Bridge Street – A site visited was conducted on July 11 and found no structural issues as the Building Official viewed the exterior of the structure; however, the lawn could use some attention as there is tall grass as well as cleaning up of various items. No action required in regards to dangerous structures.

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 : July 1 to July 31

Submitted by: Trevor Robar

Date: August 9, 2017

Task	Category	Date	Hrs
Public Parking GIS Layer	PLAN	Monday, July 10, 2017	2
Public Parking Desktop and Mobile Flex update	PLAN	Tuesday, July 11, 2017	2.5
Fire Safety Plan GIS Design and Flex update	PLAN	Wednesday, July 19, 2017	2
Fire Safety Plan Update	PLAN	Monday, July 24, 2017	0.5
			Hrs
			7.00

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

TOWN OF MIDDLETON

PLANNING SERVICES



AUGUST

2017

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**Planning
Development
Project Management**

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

August 1 - 31, 2017

Development Permit Activity

- Development Permit M19-017, August 1, 2017
Bruce Ford , 451 Main Street
Accessory Structure – Storage Structure
- Development Permit M19-021, August 8, 2017
R. Barton, 44 Bridge Street
Accessory Structure – Deck
- Development Permit M19-020, August 11, 2017
K. Magwood, 19 Connaught Ave.
Accessory Structure – Shed
- Development Permit M19-022, August 31, 2017
M. Eydrygiewicz, 181 Main Street
Home Occupation in Residential Zone

Permit Activity Summary, August 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	1
Accessory Structures	3	11	0	1
Commercial/Industrial				
New Construction	0	0	0	0
Renovation/Addition	0	2	0	4
Accessory Structures	0	0	0	1
Institutional				
New Construction	0	0	0	0
Renovation / Addition	0	0	0	2
Accessory Structures	0	0	0	1
Other (signs, occupancy, etc.)	1	2	0	2
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: **August 2017**

	Number of Building Permits	Building Value
Month: August	3	\$8,600.00
Year To Date 2017-2018:	4	\$38,600.00
Year To Date 2016-2017:	8	\$308,600.00
Year To Date 2015-2016:	15	\$647,890.00

Total Estimated Value August 2017:	\$8,600.00	Total permits for August 2017:	3	Total Estimated Value YTD 2017-2018:	\$38,600.00	Permit Fees August 2017:	\$406.40
Total Estimated Value August 2016:	\$154,000.00	Total permits for August 2016:	1	Total Estimated Value YTD 2016-2017:	\$308,600.00	Permit Fees YTD 17-18:	\$911.40
Total Estimated Value August 2015:	\$28,765.00	Total permits for August 2015:	2	Total Estimated Value YTD 2015-2016:	\$647,890.00		

File #	Name	Applicant Address	Location	Construction	Date Building Permit Issued	Permit Fee	Estimated Value
M17-005	Catherine Tolbart	Middleton	53 North St.	ramp & landing	August 1, 2017	\$79.40	\$5,100.00
M17-018	Robert Barton	Middleton	44 Bridge St.	renovate shed	August 4, 2017	\$77.00	\$2,000.00
M17-019	Bruce Auto Group	Middleton	451 Main St.	shed	August 1, 2017	\$100.00	\$1,500.00
				Dev. Permits Only	3 permits	\$150.00	
					Total August:	\$406.40	\$8,600.00
	Total Active Permits:	8					
	Residential Conversions	nil					
	Residential Demolitions	nil					



COUNTY *of* ANNAPOLIS
NATURALLY ROOTED

Activity Report – August 2017

3 BUILDING PERMITS ISSUED FOR August

4 BUILDING INSPECTION CARRIED OUT FOR August

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 : August 1 to August 31

Submitted by: Trevor Robar

Date: September 11, 2017

Task	Category	Date	Hrs
Skate Park GIS update	PW	Monday, August 7, 2017	1
Property Information Profile for Funding Proposal, Stephanie at Recreation	REC	Thursday, August 17, 2017	1
Update Civic Address Mapping and Published new Map Services	PLAN	Sunday, August 20, 2017	1
			Hrs
			3.00

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VALLEY WASTE RESOURCE MANAGEMENT (VWRM)

Meeting: July 19, 2017

1. Two contacts are coming due: Scotia Recycling for recycling items and Northridge Farm for organics. Tenders were issued and closed on September 2.
2. The presentation by the Facilities Service and Review Committee stated that the three top issues are cottage bins, pick up from businesses and pick up from apartments (large and small buildings).
3. Next regular meeting will be August 16 2017.

VALLEY WASTE RESOURCE MANAGEMENT (VWRM)

Meeting: August 16, 2017

1. As a result of the work done by the Facilities Service & Review Committee, Mr. Lerue from Lake Torment made presentation to the Authority concerning the problems with cottage bins. There are one hundred and seventy (170) families that live in the area and only a couple of families are not following the process. The local community is picking up after them and wanted to advise the Authority of ways the local community is working to mitigate the problems.
2. There was discussion regarding the Chester land fill and costs. There will be a flat rate of \$90 per ton for the next five years and over the remaining twenty years the average cost will be \$70.
3. The Authority is looking for a citizen appointment for their investment committee. Please let Councillor Smith know if you know of someone interested and she will put forth their name.
4. General Manager Ross Maybee will be retiring on November 17, 2017.
5. The next meeting will be on September 20, 2017.

Meeting: September 11, 2017

1. There was a Committee of the Whole meeting on September 11, 2017 to strike a hiring committee to replace the retiring General Manager.
2. The roles and responsibilities of the hiring committee were reviewed.
3. Committee members will be the Chief Administrative Officer of Wolfville, the Chair of the VWRM Authority and Authority members Martha Roberts and Brian Hirtle.
4. A Request for Proposals will be issued to hire an executive recruitment firm to conduct the search.

MAYOR'S REPORT – AUGUST/SEPTEMBER 2017

August 8	Jack Novak, Dalhousie University – Local Government Program.
August 15	Honourable Derek Mombourquette, Minister of Municipal Affairs.
August 30	Honourable Leo Glavin, Minister of Communities, Culture & Heritage regarding the train station seeking provincial heritage status.
September 5&9	Service Capacity Review.
September 6	Committee of the Whole Meeting.
September 7&8	Nova Scotia Regional Enterprise Networks – “Partners for Progress” conference in Baddeck, NS.

CORRESPONDENCE – AUGUST & SEPTEMBER
(for September 18, 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 ***Municipality of the District of Yarmouth*** requesting the Town's assistance in seeking the placement of a Doppler radar system in the Yarmouth area to cover southwest Nova Scotia and adjacent waters.
2. A thank you card from the ***Medicraft Family*** for the donation to the Rosa M Harvey Library in memory of Gordon Medicraft.
3. A letter from ***S/Sgt. Dan MacGillivray, Annapolis District Detachment - RCMP*** advising Council that Community Program Officer Rodena Renaud has accepted a transfer to the Halifax District Detachment.
4. A letter from the ***Annapolis Community Health Board*** voicing its concern regarding the transition plan attached to the decision made by the Town of Middleton to abolish the School Crossing Guards.
5. A notice from ***Nova Scotia Transportation and Infrastructure Renewal*** informing the Town of land that is surplus to the needs of the Department of Natural Resources and asking if there is any interest in the property by the municipality.
6. An invitation from ***4-H Nova Scotia*** for the Mayor to attend the *Official Opening of the 40th Provincial Show* on September 29, 2017.