



**COMMITTEE OF THE WHOLE
Town Hall – Council Chambers
Monday, February 5, 2018
7:00 pm**

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Presentation
 - 3.1. ~~NS Department of Municipal Affairs – Financial Condition Index~~
 - 3.2. Wayne St. Amour – Nova Scotia Community College
4. Approval of the Minutes
 - 4.1 Committee of the Whole Meeting – January 2, 2018
 - 4.2 Special Committee of the Whole Meeting – January 9, 2018
5. Action Items
 - 5.1 RFD 04-2018: OH&S Policy Revisions
 - 5.2 Annapolis Valley Chamber of Commerce – 2018 Sponsorship Opportunities
 - 5.3 Industrial Park Development
6. Information/Discussion Items
 - 6.1. Accounting Activities Report – January 2018
7. Anything by Members
8. Adjournment



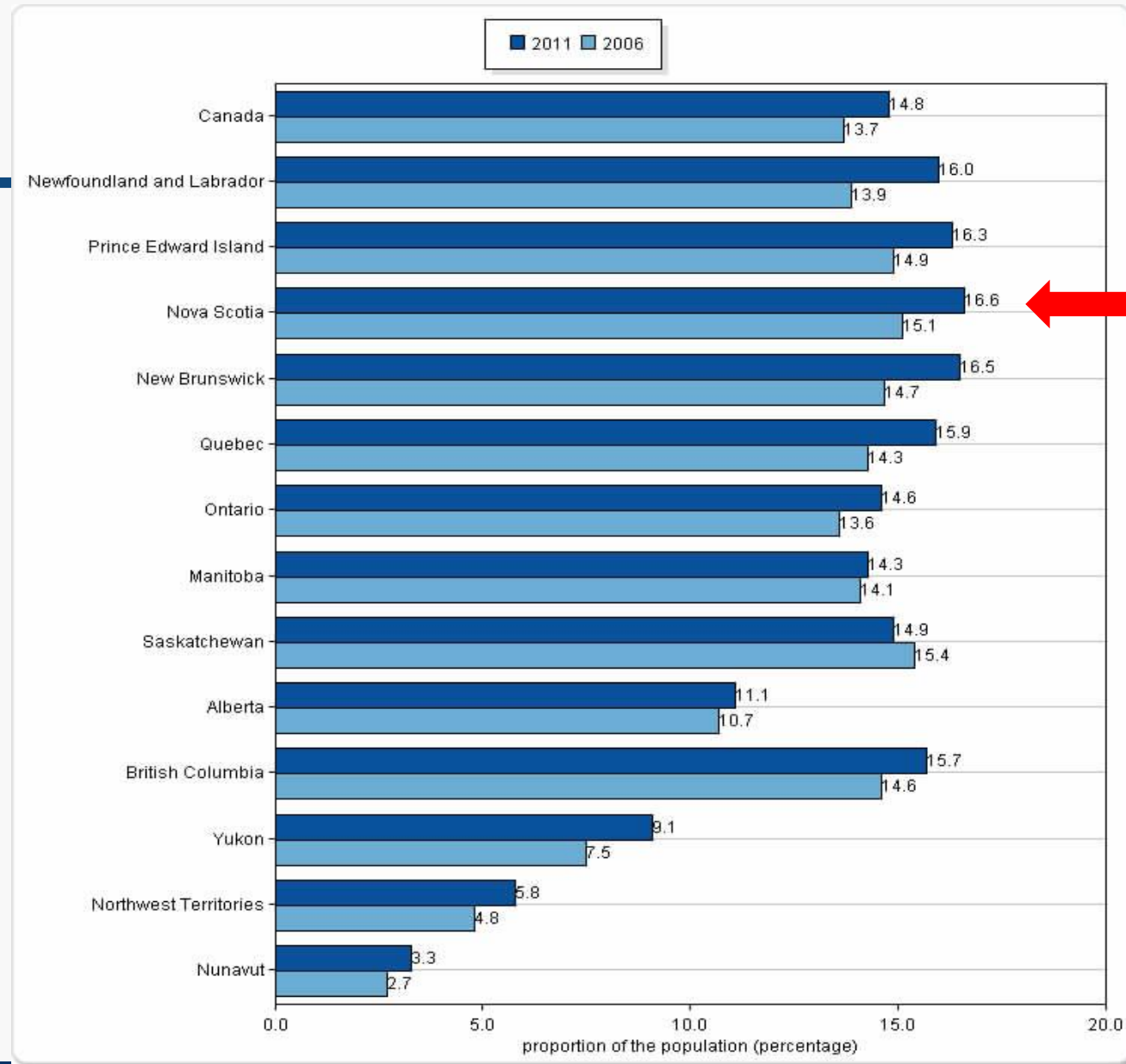
Building Local Prosperity through Community Collaboration

Wayne St-Amour, PhD
Principal, Annapolis Valley Campus

Demographic Reality

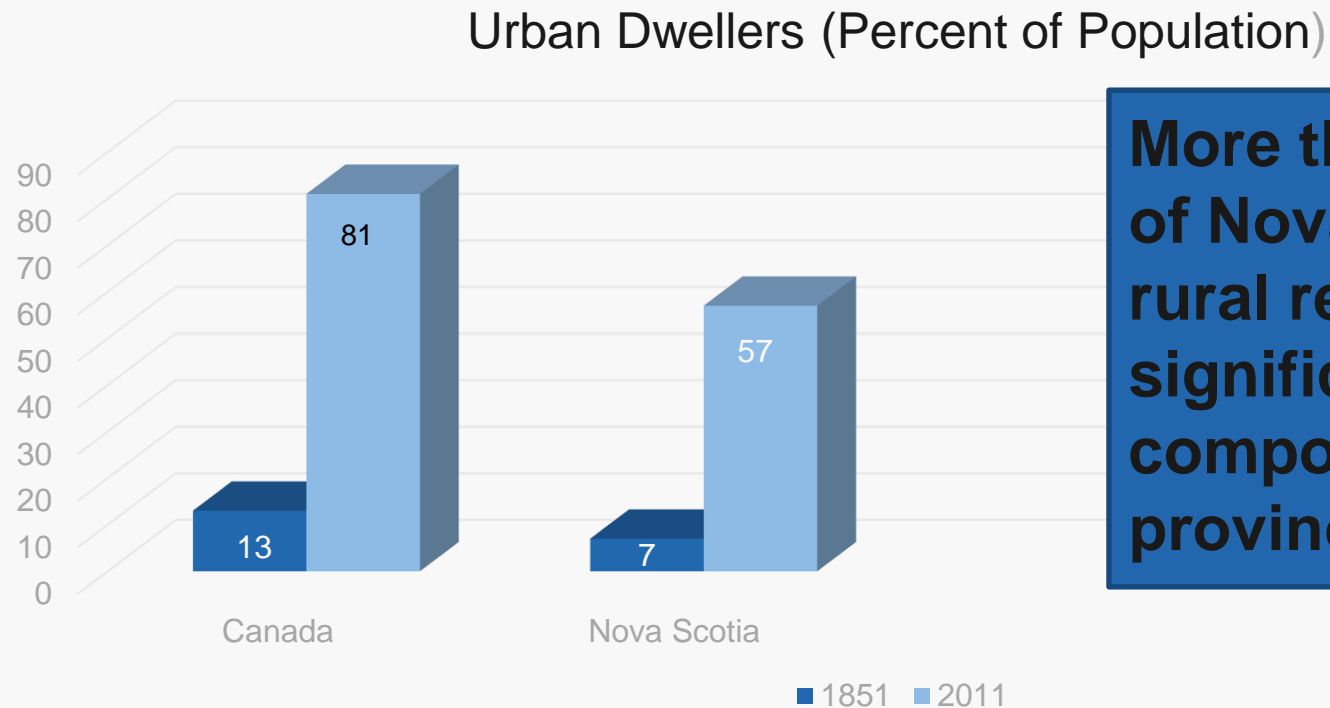
Population Aged 65+ (%)

- In 2011 Nova Scotia highest % of seniors of any Canadian jurisdiction at 16.6%
- This is an increase from 15.1 % in 2006
- This compares to 14.8% for Canada in 2011 and 13.7% in 2006
- Death rate exceeds NS birth rate



Ottawa: Statistics Canada, 2012

Urban Migration – International Reality



More than 40 per cent of Nova Scotia's rural residents -a significant component of the province's population

Demographics Impact College & Communities

- **Fall Enrolment – 2016-17**

Annapolis Campus – Middleton & COGS Combined	2016	2017	Year over year change
	338	308	-8.9%

Annapolis Campus

- **Only two sites (of 13 campuses) situated in Annapolis County**
 - Centre of Geographic Sciences (COGS)
 - Middleton
- 83 full-time equivalent staff (*May 2017*)
- 308 full-time students (*September 2017*)
- *27 full-time programs – both sites*

Aim is education and adaptation skills for a changing world in collaboration with local communities

NSCC Steps Towards Adaptive Capacity

Issue	Concern	NSCC Program to Respond
Aging in a Rural Context	<ul style="list-style-type: none"> • Transportation • Housing Change • Caregiver Support • Social Inclusion 	<ul style="list-style-type: none"> • Continuing Care Assistant • Practical Nursing (2018-19) • Technical Aids to help Caregivers and daily living (ESET) <p>Middleton Campus</p>
Combination of computers and maps	<ul style="list-style-type: none"> • Driverless Cars • Smart Communities • Connecting people to medical services 	Geospatial Analytics – Advanced Diploma program – COGS (2018-19)
Internet of Things	Operate your house from a distance (Heat, lights, appliances etc.)	ESET – Pilikan House

Helping People with Unique Challenges of Rural Aging

Requires little to no
purchased energy

About 30 per cent less
to operate than most
new built homes







Some Building Amenities

- **Town building identification – Kings Transit to Door**
- **Main Floor Access (elevator option)**
- **Full disability access (ramps)**
- **Cleaning and waste disposal – recycling emphasis**
- **Full video conferencing capabilities**
- **500 seat gymnasium – rec programming**
- **IT support**
- **Cafeteria**
- **Spacious parking with opportunity for dedicated sites**
- **Air conditioning, snow removal and year-round landscaping**

Benefits of Co-location

- **Proximity brings good social and economic ideas to life**
- **Our shared mandate - Middleton Town Strategy and NSCC Mission (social and economic development)**
- **Economic advantage for Town**
- **More traffic in the building makes for a stronger base to build from**
- **Cooperative planning and programming for a more viable Middleton and area**



REQUEST FOR DECISION
Occupational Health & Safety Policy Revisions
04-2018

Date: 30 January 2018	Subject: Occupational Health & Safety Policy Revisions
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Council amend Occupational Health & Safety Policies #1.1, #2.1 and #4.1
Background:	The Joint Occupational Health & Safety Committee has been working diligently to ensure the Town's safety program is rigorous and meets all legislated requirements. As part of the certification from the Nova Scotia Construction Safety Association, an external safety audit was completed in the fall. As a result, the JOHS Committee has forwarded several recommendations to amend specific policies to better reflect the Town's practice and to meet its own goals to ensure a safe workplace for employees and members of the public.
Benefits:	Strengthens the Town's safety program and brings policies in line with current language and practice.
Disadvantages:	None foreseen.
Options:	
Required Resources:	Staff time that is already committed to participating in the formal JOHS Committee and work environment.
Source of Funding:	General Operating Budget for staff time.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications	Safety and toolbox meetings are already incorporated into workplans and by amending the policies, makes the timeframes

(now/future):	and responsibilities to do so clearer to all employees.
Communication Plan:	Once amendments are made to Town policies, managers will be informed and are tasked to ensure all employees are made aware of changes to policies.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	I support the work completed by the JOHS Committee and the proposed amendments to the policies as presented.

CAO Initials: RLT

Target Decision Date: 20 February 2018

TOWN OF MIDDLETON
Joint Occupational Health & Safety Committee
MINUTES
December 4, 2017

1.0 CALL TO ORDER / ATTENDANCE: Time: 10:15 AM

- Jennifer Coolen (Co-Chair) • Kim Looyenga (Public Works) • Taylor Huntley (Public Works)
- Krista Toole (Administration/Recording Secretary) • Shaun Thompson (Public Works)

1.0 MINUTES OF PREVIOUS MEETING:

- 1.1 Minutes of the October 30, 2017 meeting were approved as amended. Motion carried.

2.0 OLD BUSINESS

- 2.1 Jennifer reported that there was no representative from the RCMP able to sit on our OHS Committee at this time.

3.0 NEW BUSINESS:

- 3.1 Policy review – JOHS committee recommends the following revisions to the Town of Middleton Occupational Health and Safety Policies:

OH&S Committee policy number 1.1:

Policy Subject to be changed to JOHS Committee

1.0 Membership

removal of 1.1 (c)

2.0 Meetings

2.2 revised to read: JOHS committee meetings may be held in the event there are fewer employee members present than management members; however, no recommendations or voting will be done at such meetings.

OH &S Committee policy number 2.1:

2) There will be 26 tool box meetings per annum conducted and documented by the Department of Public Works. All other departments will conduct and document tool box meetings quarterly.

OH&S Committee policy number 4.1:

2.0 Informal Inspection

2.1 revised to read: Informal inspections shall be conducted and identified hazards corrected, controlled and reported at the next tool box meeting.

3.0 Formal Inspection

3.1 revised to read: Formal inspections shall be conducted quarterly in all departments.

3.2 revised to read: Formal inspections shall be conducted as outlined by the NSCSA member training.

4.0 revised to read: Department heads shall review inspection reports to monitor compliance, controls and act accordingly.

TOWN OF MIDDLETON
Joint Occupational Health & Safety Committee
MINUTES
December 4, 2017

3.2 JOHS Committee appointments - Taylor agreed to be the co-chair of the JOHS committee from the staff and Kim from the management. Krista will remain as Secretary.

4.0 ACCIDENTS / INCIDENTS:

4.1 Nil

5.0 DATE/TIME OF NEXT MEETING:

5.1 The next regular meeting of the JOHSC will be held at 10:15 am on December 20, 2017.

6.0 ADJOURNMENT: There being no further business, the meeting adjourned at 12.05pm

TOWN OF MIDDLETON CODE E - OCCUPATIONAL HEALTH & SAFETY	
Subject: OH&S Committee JOHS Committee	Number: 1.1
Coverage: Staff, OH&S, Council, & Contractors	Approved by: OH&S, Council, & CAO
Effective Date : March 5, 2007	Revision Date: June 2, 2014

Policy Statement

The following policy establishes an Occupational Health and Safety Committee to promote safe work environment and administer the occupational health and safety policies of the Town.

Definitions

In this policy,

- a) 'inside worker' means a Town employee whose primary responsibilities are conducted within a normal office environment (i.e. Town Hall);
- b) 'outside worker' means a Town employee whose primary responsibilities are conducted outside the normal office environment.

Objectives

1.0) Membership

- 1.1) The Committee shall consist of 6 members selected from the following positions:
 - a) 1 employee and 1 manager selected from inside workers.
 - b) 2 employees and 1 manager selected from outside workers;
 - ~~c) The Facility Manager, during the months of the year where this position is filled.~~
- 1.2) Management members of the Committee shall be appointed by the CAO from time to time.
- 1.3) Employee members shall be appointed by non-management employees from time to time.
- 1.4) The Committee shall annually select two co-Chairs, representing management and employees respectively. Members may serve consecutive terms as Chairperson.
- 1.5) The Committee shall annually select a Secretary. Members may serve consecutive terms as Secretary.

2.0) Meetings

- ~~2.1) Meetings shall be as required by the Occupational Health and Safety Act requirements, and the Committee may call more frequent meetings as required.~~
Meetings of the JOHS Committee will be held a minimum of 10 times per years. The Committee may call more frequent meetings as required.

~~2.2) No business of the Committee may be conducted unless there are at least as many employee members present as there are management members.~~

JOHS Committee meetings may be held in the event there are fewer employee members present than management members; however, no recommendations or voting can be done at such meetings.

2.3) Decisions may be made by consensus.

2.4) If consensus cannot be reached the chairperson may call a vote; each member of the Committee shall cast one vote and simple majority of those present is required to pass a motion.

3.0) Function

3.1) It is the function of the Committee to:

- a) participate in the identification of hazards to health and safety;
- b) implement effective systems to respond to the hazards;
- c) audit compliance with health and safety requirements in the workplace;
- d) investigate complaints with respect to workplace health and safety;
- e) participate in inspections, inquiries and investigations concerning the occupational health and safety of the employees;
- f) advise the Town on personal protective equipment (PPE) and other equipment that is best adapted to the needs of the employees;
- g) administer the occupational health and safety policies of the town;
- h) advise the Town regarding improvement of the health and safety of persons at the workplace, including policies and programs required by the *Occupational Health and Safety Act* or the Regulations.
- i) maintain records and minutes of the Committee; and
- j) perform any other duties assigned to it by the Town or the Provincial Director of Occupational Health and Safety.

Conflicts

Where there is a conflict between these occupational health and safety policies and the Occupational Health and Safety Act or the Regulations of the Health and Safety Act, or a Code of Practice required by the Occupational Health and Safety Act, the Act, the Regulations, and the Codes shall prevail.

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

TOWN OF MIDDLETON CODE E - OCCUPATIONAL HEALTH & SAFETY			
Subject: Training		Number: 2.1	
Coverage: Staff, OH&S, & Council,		Approved by: OH&S, Council, & CAO	
Effective Date : August 10, 1998		Revision Date: March 5, 2007; June 2, 2014; February 20, 2018	

Policy Statement

The following policy outlines the required training for all Town employees to minimize losses of human and physical resources of the Town.

Objectives

- 1) Employees shall participate in all safety training relevant to their required duties provided by the town including, but not limited to, the following:
 - a) new employee safety and organization orientation;
 - b) safety training according to the Occupational Health and Safety Act and Regulations;
 - c) First Aid and CPR;
 - d) PPE training as required; and
 - e) job specific training.
- 2) ~~Tool box meetings will be conducted and documented by the Department of Public Works on a weekly basis. All other departments will conduct and document tool box meetings quarterly.~~

There will be 26 took box meetings per annum conducted and documented by the Department of Public Works. All other departments will conduct and document tool box meetings quarterly.

References

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

Previous Policies

The previous policy “Town of Middleton Training Policy” amended on June 2, 2014 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 20th day of February, 2018.

GIVEN under the hand of the CAO and under
the seal of the Town of Middleton this 26th
day of February, 2018.

Rachel L. Turner
Chief Administrative Officer

TOWN OF MIDDLETON CODE E - OCCUPATIONAL HEALTH & SAFETY	
Subject: Workplace Inspection	Number: 4.1
Coverage: Staff, OH&S, & Council,	Approved by: OH&S, Council, & CAO
Effective Date : August 10, 1998	Revision Date: March 5, 2007, Sept. 2, 2014

Rationale

The following policy establishes guidelines for worksite inspections to measure levels of compliance and identify unsafe conditions and actions in order to reduce the likelihood of an accident occurring on Town sites.

Policy Statement

1.0) Regular Inspections

- 1.1) The Town will carry out a program of regular safety inspections at all facilities and job sites.
- 1.2) The inspections shall:
 - a) identify and control hazards in the workplace;
 - b) ensure compliance with regulations and safety rules; and
 - c) ensure adherence with safe work practices and job procedures.
- 1.3) Management and employees shall participate in the inspections.

2.0) Informal Inspections

~~2.1) Informal inspections shall be conducted monthly and identified hazards corrected, controlled, or reported immediately.~~

2.1) Informal inspections shall be conducted and identified hazards corrected, controlled and reported at the next tool box meeting.

3.0) Formal Inspection

~~3.1) Formal inspections shall be conducted monthly in Public Works and quarterly in all other departments.~~

~~3.2) Formal inspections shall be conducted as outlined by NSCSA—OH&S Committee Member training.~~

3.1) Formal inspections shall be conducted quarterly in all departments.

3.2) Formal inspections shall be conducted as outlined by the NSCSA member training.

~~4.0) Department heads shall review inspection reports to monitor compliance and controls.~~

Department heads shall review inspection reports to monitor compliance, controls and act accordingly.

Conflicts

Where there is a conflict between this policy and the Occupational Health and Safety Act or the regulations of the Health and Safety Act, or a Code of Practice required by the Occupational Health and Safety Act, the Act, the regulations, and the Codes of Practice prevail.

References

Nova Scotia Construction Safety Association – Occupational Health and Safety Committee Member Training Course.

Previous Policies

The previous policy “Town of Middleton Workplace Inspection Policy” amended on September 2, 2014 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 20th day of February, 2018.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 26th day of February, 2018.

Rachel L. Turner
Chief Administrative Officer

Sponsorship Opportunities

2018



	Power Hour	May Quarterly	Advocacy	Business Awards	Agriculture Quarterly
Platinum	\$1000	\$1000	\$1,000	\$1,000	\$1000
Gold	\$600	\$500	\$500	\$600	\$600
Silver	\$400	\$400	\$400	\$400	\$400
Chamber Patron	\$300	\$300	\$300	\$300	\$300
Awards for Winners		--	--	\$1,000	--
Wine Sponsorship		\$300	\$ 300	\$ 300	\$300
	\$300				

Number of Sponsorships Available

December Agriculture Quarterly

2 Platinum, 4 Gold, 5 Silver, 6 Chamber Patrons, 4 Wine Sponsors

Business Awards & Power Hour

2 Platinum, 4 Gold, 8 Silver, 12 Chamber Patrons for both events, plus 5 Awards & 4 Wine Sponsors for Business Awards.

Tourism and Advocacy Quarterly

1 Platinum, 4 Gold, 4 Silver, 6 Chamber Patrons

10% discount

If sponsors book all 5 events in advance
Note* The five events can be varied to include different levels of sponsorship for different events.

All prices are subject to HST.

	Verbal Recognition	PowerPoint Presentation	Printed Material	Banner Displayed	Free Ticket(s)	Radio Recognition	Logo on website
Platinum	✓	✓	✓	✓	2	✓	✓
Gold	✓	✓	✓	✓	1	✓	
Silver	✓	✓	✓	✓			
Chamber Patron	✓	✓	Name only				

**ANNAPOLIS VALLEY CHAMBER
OF COMMERCE**

STRATEGIC PRIORITIES CHART

December 2017

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **COUNTY RELATIONS:** CAOs to set up agenda meeting with Mayor & Warden
2. **FIRE HALL:** Design & Location
3. **SERVICE LEVELS:** Staff Structure Review
4. **VIC OPERATIONS:** Operation Review
5. **PARKING LOTS:** Research & Notice to Owners
6. **ASSET MANAGEMENT:** Data Collection

TIMELINE

December
December
January
February
December
Spring 2018

NEXT

- TOWN OFFICE: Options
- GREEN SPACE / TRAILS: Plan due Oct 2018
- LONG TERM CAPITAL PLAN: Plan due Nov 2018
- RECREATION FACILITIES: Cost Recovery
- COMMUNITY POLICING OFFICER: Monitor RCMP complement
- ECONOMIC DEVELOPMENT STRATEGY: One Day Workshop
- STREETSCAPE: Replace Street Lights

ADVOCACY / PARTNERSHIPS

- *NSHA: Hospital Support*
- *NSHA: Doctor Recruitment*
- *NS Community College: Incubator*
- *NS Community College: Future Plans*

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Rachel)

1. **COUNTY RELATIONS:** CAOs to set up agenda meeting
 2. **FIRE HALL:** Design & Location – December
 3. **SERVICE LEVELS:** Staff Structure Review – January
 4. **PARKING LOTS:** Research & Notice to Owners - December
- Bylaw Review: Target List - January
 - TOWN OFFICE: Options
 - COMM POLICING OFFICER: Monitor RCMP complement

RECREATION & COMMUNITY SERVICES (Jennifer)

1. **VIC OPERATIONS:** Operation Review - February
- GREEN SPACE / TRAILS: Plan – Oct
 - EC DEV STRATEGY: One-day workshop – Fall 2018

FINANCE (Marianne)

- LONG TERM CAPITAL PLAN – November
- RECREATION FACILITIES: Cost Recovery – March

PUBLIC WORKS (Kim)

1. **Asset Management: Data Collection** – Spring 2018
- STREETSCAPE: Replace Street Lights - January

PLANNING (Sharon)

- Municipal Plan review: draft reviewed by Council - Feb
- Records Mgmt. System - Implementation - Dec.

CODES: **BOLD CAPITALS** = NOW Priorities; **CAPITALS** = NEXT Priorities; *Italics* = Advocacy;
Regular Title Case = Operational Strategies