



**MIDDLETON TOWN COUNCIL
TOWN HALL – COUNCIL CHAMBERS
MONDAY, JANUARY 15, 2018
7:00 P.M.**

AGENDA

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. PRESENTATION
 - .01 Valley Regional Enterprise Network – Coby Milne
4. APPROVAL OF THE MINUTES
5. NEW BUSINESS
 - .01 Committee of the Whole Recommendations:
 - a. Valley Waste Resource Mgmt.: Approval of Municipal Guarantees for TBR #17/18-2
 - b. RFD 001-2018: Parking Lot Agreements
 - c. RFD 002-2018: Build Canada Fund Scope of Work Refinement
 - d. RFD 003-2018: 146 Commercial Street Environmental Reinstatement Plan
 - .02 Repeal of Taxi Bylaw – 2nd Reading & Passing
 - .03 Special Reserve Fund Borrowings & Withdrawal
 - .04 Uniform Assessment Report & Preliminary Assessment Roll
6. REPORTS
 - .01 Management
 - .02 Planning Services – December 2017
 - .03 RCMP Report – October 1 to December 31, 2017
 - .04 Mayor
7. CORRESPONDENCE
8. ANYTHING BY MEMBERS
9. ADJOURNMENT



Valley REN
Valley Regional
Enterprise Network


What have
we been
doing?

Corporate
Marketing

Regional
Marketing

*Moving
Forward*

Talk
to us



**What have we been
doing?**

**CEO
Recruitment
Timeline**

**Staff and
Board
Updates**

**Special
Projects**

**Community
Engagement**

CEO Recruitment Timeline

The search for the CEO is underway.



Staff and Board Updates

Introducing new Board Members

- Jessy Gervais
- Bob Gaudet
- Tammy Belanger

Change in staff roles

- Rachel Brighton
- Jennifer Tufts
- Debbie Roza-Mercier
- Tania Vassallo

BusinessNow! Update

- James Schofield



Special Projects

Succession Planning

Entrepreneurial Toolkit

Manufacturing Sector

Succession Planning

- In partnership with the Acadia Entrepreneurship Centre and the Annapolis Valley Chamber of Commerce.
- Four workshops held from October to November 2017.
- 10 Valley-based businesses enrolled in our pilot program.
- Positive feedback and planning for another date in 2018.

Entrepreneurial Toolkit

- The goal of the toolkit is to have a set of free resources that provides not only information, but support and guidance on how to turn an idea into a business.
- The toolkit will be available to every municipality and will eventually be customized by municipality
- The toolkit will consist of 6 modules and the first two modules will be available (in first draft form) in late January 2018.

Manufacturing Sector

- Workforce development
- Highway interchange
- Feeder industries



Community Engagement

**McSweeney
Presentation**

**Collective
Impact
Project**

**Devour!
Innovation
Grows Here**

McSweeney Presentation

- *The Formula to Economic Development Success presented by Eric McSweeney*
- *Collaboration, co-operation and communication*
- *32 registered, 30 attended*

Collective Impact Project

Four applications

- *Refresh in partnership with Acadia Entrepreneurship Centre hosted an event called Seed – A documentary : Hacking Entrepreneurship in the Annapolis Valley*
- *Annapolis Chamber of Commerce Young Business Leaders committee in partnership with Fusion Annapolis Valley are creating a video showcase of young entrepreneurs*
- *Community Inc. in partnership with Peopleworx are hosting a Business Expo and Networking*
- *Sheffield Mills Community Association & Glooscap First Nation & 4-H are creating a event called Kitpu, Eagle Watch Kickoff Party*

Devour! Innovation Grows Here

- *Growing agri-food businesses through innovation*
- *A panel discussion with four Valley agri-entrepreneurs*
- *Presented by the Valley REN as part of Devour! The Food Film Fest in October*
- *60+ participants*



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Regional Marketing

Choose Annapolis Valley

Partners

**What's Your
Reason?
Campaign**

**Asset
Database**

Partners

Annapolis Valley Chamber of Commerce

- Tourism

Valley Business Leaders' Initiative

- Residential Attraction

Valley Regional Enterprise Network

- Business and Workforce Attraction

What's Your Reason? Campaign

- Test campaign for What's Your Reason? on social media - December 2017
- Beta website - January 2018
- Creation of collateral materials - Early 2018
- Valley REN will fund the production of materials
- Partners will fund the execution of the promotions
- Consistent messaging will help showcase the region

Asset Database

Researching a site to host videos and images

- Off the shelf solution
- RFP for a custom option

Ensuring copyright and licensing is in place

- Local photographers
- Videographers

Cataloguing and collecting

- Municipal material
- Pride points



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Corporate Marketing

Valley REN
Communications and
Marketing

Website	Social Media	Newsletters
valleyren.ca	@valleyren	Valley REN Voice
Business Resources	Facebook	Update
Events/ Workshops	Twitter	Inform
Community Engagement	Instagram	Showcase
Success Stories	LinkedIn	Engage



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Moving Forward

Quarterly Updates

- Feedback
- Actions
- Outcomes

KPI's will be included in our newsletters

- Partners Engaged
- Businesses Supported
- Community Engagement Opportunities
- Events/Workshops Held
- Communication Pursuits
- Community Organizations Engaged



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to us

Talk to us



Valley REN

Valley Regional
Enterprise Network

W. Coby Milne, Interim CEO
Email: wcmilne@valleyren.ca
Call: 902 678 2200

BusinessNOW Lead:
James Schofield
Email: jschofield@valleyren.ca

Special Projects Lead:
Jennifer Tufts
Email: jtufts@valleyren.ca



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INNOVATION GROWS HERE

Valley REN Voice

IN THIS ISSUE – JANUARY 2018

Growing agri-food business through innovation

Devour! The Food Film Fest brings awareness to audiences on the impact of food, food culture and the current food systems in our lives. Through various interactive industry sessions, festival-goers gained hands-on experience – from inspiring panels with high profile participants to various culinary events.

This year, four agricultural entrepreneurs in the Annapolis Valley shared their struggles and successes in an engaging panel discussion hosted by the Valley REN as part of the festival program.

The panel members were Patricia Bishop of TapRoot Farms, Mike Lightfoot of Lightfoot & Wolfville Vineyards, Andrew Rand of Randsland Farms, and Kirk Havercroft of Sustainable Fish Farming (Canada) Ltd., which does business as Sustainable Blue. Ted Grant, Chair of Taste of Nova Scotia, was the panel host.

Valley REN is pleased to promote agri-food innovation while supporting the culinary tourism industry that in turn introduces visitors to the Annapolis Valley.

More than 60 people attended the event held at Wayfarers' Ale Society in Port Williams. Visit www.valleyren.ca to view the video that features valuable lessons from these agri-innovators.

National recognition for Indigenous business

The Valley REN would like to recognize the honour given to our partner, Glooscap First Nation, and our board member, Tammy Belanger. Her business, Green Leaf Enterprises in Wilmot, received the *2017 Indigenous Private Sector Business of the Year* award from Cando (Council for the Advancement of Native Development Officers). Glooscap First Nation was chosen as Cando's *Community of the Year*.



Valley REN visits France

Dan Mullen, Valley REN board member joined Mayors Snow and Muttart on a mission to Clermont Ferrand in France for the International Network of Michelin Cities.



Award winning Community

2017 Cando Economic Developer Award winners: (Left to right) Tammy Belanger, Green Leaf Enterprises, Chief Sidney Peters, Glooscap First Nation, Rose Paul, EDO with Paqtnkek Mi'kmaw Nation.

Choose Annapolis Valley

In December, Valley REN launched a regional marketing social media test campaign called What's Your Reason? This consisted of 10 reasons why investors, visitors, residents and businesses should *Choose Annapolis Valley*. Those reasons included:

- Caring Communities
- Excellent Education
- Innovation Grows Here
- Supportive Business Culture
- Natural Beauty
- Recreation and Culture
- Communities Working Together
- Agricultural Diversity
- Professional Talent
- Affordable Lifestyle

Valley REN will be working in partnership with Annapolis Valley Chamber of Commerce and Valley Business Leaders' Initiative to develop a regional marketing initiative over the

next year. The results and feedback from test campaigns will help to build a library of material that can be used by municipalities and other organisations that wish to promote the region as a place to attract new residents, visitors and professional talent. What's Your Reason? Follow us:

@chooseannapolisvalley



FOR MORE INFORMATION

Visit www.chooseannapolisvalley.ca to see how the campaign unfolds. Don't forget to like, share and comment.

Contact: Jennifer Tufts, Special Projects

Email: jtfts@valleyren.ca

Phone: 902 678 2200 Ext 2



Valley REN interim CEO, W. Coby Milne, (centre) shows the partnership agreement signed with i-Valley, represented here by Terry Dalton, president (left) and Barry Gander, director and co-founder (right). Barry Gander is also a director on the Valley REN board.

Valley REN & i-Valley partner to pursue Smart Region status

The Valley REN has signed a partnership agreement with the i-Valley Intelligent Community Association to pursue an international Smart Region designation for the Annapolis Valley. A Memorandum of Understanding (MOU) signed in October commits the Valley REN and i-Valley to work together to prepare the Annapolis Valley for global recognition as a Smart Region. The formal designation would be issued under the ISO 37120 standard managed by the World Council on City Data (ISO 37120 Sustainable Development of Communities: Indicators for City Services and Quality of Life).

As part of this project, the existing ISO 37120 standard – which includes 100 social, economic and service indicators across 17 themes – will be modified to suit rural communities.

The Valley REN is contributing \$30,000 to i-Valley to develop the data and work with the Global Cities Institute at the University of Toronto to modify the ISO standard for this region. The funding will also cover project management and the cost of obtaining the ISO licence from the World Council on City Data (WCCD). The Acadia Institute for Data Analytics at Acadia University will play a major role in preparing the data.

QUARTER 3 (2017 – 2018)



Partner Engagement

Valley REN strives to work closely with its partners in the Annapolis Valley region. Building relationships makes the Valley a better place to do business.



James Schofield, BusinessNOW Lead pilots the Enterprise in the Valley Pumpkin Fest Regatta

Community Engagement Opportunities

The Valley REN staff and board believe it is important to participate in community events, training opportunities and relationship building.



Community Organisations Engaged

The Valley REN introduced the Collective Impact Project to encourage collaboration amongst community groups and agencies to build on the 'We Choose Now' action points.

FOR MORE INFORMATION

Contact: W. Coby Milne, Interim CEO

Email: wcmilne@valleyren.ca

Phone: 902 678 2200 Ext 6



The Valley REN has increased engagement with their social media sites and will be redesigning their corporate website in 2018.

Key Performance Indicators

Partners Engaged



19

Partners include: Black Business Initiative, Valley Community Fibre Network, Nova Scotia Community College, Nova Scotia Business Inc., Valley Business Leaders' Initiative,

Annapolis Valley Chamber of Commerce, Acadia University.

Community Organisations Engaged



9

Our Collective Impact Project supported four collaborative initiatives run by nine different agencies including: Refresh Annapolis Valley, Acadia Entrepreneurship Centre, AVCC Young Business Leaders

Committee, Community Inc., Peopleworx, Glooscap First Nation and Kings County 4H.

Businesses Supported



22

Ranging from pre-revenue to 20 plus employees in all identified sectors from Annapolis Royal to West Hants. Business support includes: business planning, coaching, accessing programs, resources and funding and relationship building.

Events Held



3

Events have included: Succession Planning pilot program (Oct – Nov), Growing agri-food businesses through innovation (Oct 27), The Formula for Economic Development (Nov 16)

Community Engagement Opportunities



13

Our staff and board participated in the following: Hants County Fair, Valley Pumpkin Fest Regatta, Devour! The Food Film Fest, Annapolis Valley Chamber of Commerce Awards, Junior

Achievement Training, Launchbox, Big Data Congress, Atlantic Food Summit, Communications and Economic Network, *Seed: Hacking Entrepreneurship* and a Micro Research project.

Communication Pursuits



9

This includes corporate marketing plans, press releases and social media initiatives. These include Devour! The Food Film Fest, Choose Annapolis Valley campaign, i-Valley Smart City project, Collective Impact Projects, Michelin Cities trip to France

CEO Update

by W. Coby Milne

Succession Planning Pilot Program

The Valley Regional Enterprise Network, in partnership with the Acadia Entrepreneurship Centre and the Annapolis Valley Chamber of Commerce, developed a multi-phase training program on business succession planning. The Succession Planning Program ran from October to November 2017 and provided small business owners the opportunity to understand the available options for a successful business transition. In the feedback survey that followed the session, 100% of the participants noted that they would recommend this program to someone they know. Because of the success of the pilot program, the Succession Planning Program will run again at a future date and time. Stay tuned for more details when they are available!

Entrepreneurial Toolkit

The Valley REN has started a project to compile and distill the various resources available for prospective entrepreneurs to start a business in the Valley. The goal of the toolkit is to have a set of free resources that provides not only information, but also support and guidance on how to turn an idea into a business. We are working with partners who are actively engaged in providing resources, supports and/or training to start-ups and entrepreneurs in the Valley. The toolkit will be available to every municipality and will eventually be customized by municipality. The toolkit will consist of 6 modules and the first two modules will be available (in first draft form) in late January 2018. The remainder of the modules will be rolled out throughout 2018.

Recruitment of the Valley REN CEO

The Board of Directors for the Valley REN has been actively searching for a new CEO. A search committee was struck that included members of the Board of Directors and representatives from the LOC. The Committee felt that there was enough skill and experiences in recruitment within the committee and opted to not go with a recruitment firm to lead the search. The job posting went live on November 15, 2017 and closed on December 15, 2017. The candidates that made the first round of the short list will be contacted in early January 2018. The Committee hopes to be able to have an offer of hire to a successful candidate by early February 2018.

The Formula for Economic Development

In November 2017, Valley REN invited Eric McSweeney to present "The Formula for Economic Development Success®". The session laid out all the economic development pieces and how to fit them together using the research and experience that McSweeney has gathered over the years of working with economic development agencies. He presented a unique visual and graphical presentation of what economic development really is, what the activities pieces are, how they fit together, and in what order. The aim of the presentation was to offer people and organizations an opportunity to leverage the economic development process by working together to achieve success. The session was attended by 30 people from different organisations across the Annapolis Valley region.

SPECIAL PROJECTS AND EVENTS



Succession Planning Pilot Program

Participants of the Succession Planning workshops at Acadia speed dating with experts.



Entrepreneurial Toolkit

A toolkit as a guide to resources and supports that will be accessible to start-ups and entrepreneurs in the Valley.



The Formula for Economic Development

Presented by Eric McSweeney of McSweeney Associates. Eric presented a wealth of information about stakeholders working together to improve the regional climate and make the Annapolis Valley investment ready.

Contact us: Valley Regional Enterprise Network, 35 Webster Street, Suite 102, Kentville B4N 1H4 Tel: 902 678 2200

www.valleyren.ca



Valley REN adds to the team

Jennifer Tufts joins the Valley REN as the Special Projects Lead, responsible for managing projects that support businesses across sectors and for partnership ventures, regional marketing and investment readiness initiatives with our funding municipalities.

Jennifer previously worked with the Kings Regional Development Agency on project management, strategic planning, communications and relationship development.

Jennifer has previous experience working in the not-for-profit sector in the Annapolis Valley, including working for the Canadian Cancer Society as their District Coordinator for the Annapolis Valley Region.



Debbie Roza-Mercier joins the Valley REN as the Communications & Administrative Officer. She has worked in the not-for-profit sector for over 20 years in both Canada and the UK. Her background includes fund development, marketing and communications and event management.

Debbie has sat on a number of Boards and Committees and her love of music and photography has included volunteering at several music festivals and events as a photographer as well as producing several fundraising concerts.

Debbie's role includes making the Valley REN more efficient as well as developing both corporate communications and regional marketing projects. Her job includes administrative support for the Valley REN Board and Liaison and Oversight Committee.

The Valley REN team (below from left to right): Tania Vassallo, Research Assistant; Jennifer Tufts, Special Projects Lead; James Schofield, BusinessNOW Lead; Debbie Roza-Mercier, Communications & Administrative Officer; W.Coby Milne, Interim CEO; Rachel Brighton, Research Lead

Valley REN Board welcomes

The Board and staff of the Valley REN, and our Liaison and Oversight committee – which represents our regional partners and the province – are pleased to welcome three new board members.



Tammy Belanger (Owner, Green Leaf Enterprises, Wilmot) Tammy has owned her own business for 17 years. She has been married for 27 years and has 5 children. Tammy volunteers with the Middleton High School girls' hockey team and is a member of Glooscap First Nation.



Bob Gaudet (Personnel Manager, Michelin North America [Canada] – Waterville facility). Bob graduated from Acadia University with a BBA. After working for several years as a purchasing agent in the Alberta oilfield industry, Bob returned to Nova Scotia to start a career with Michelin. He first worked in the Granton plant and then transferred to the Annapolis Valley for the start-up of the Waterville facility. Bob has held many roles in his 37-year career with Michelin, which include supply chain, IT, quality technician, production management, and Environment, Health, and Safety. He is currently the Facility Personnel Manager.

Bob Gaudet (Personnel Manager, Michelin North America [Canada] – Waterville facility). Bob graduated from Acadia University

Bob's other community involvement has included chairing the Annapolis Valley Safe Communities Coalition and membership of the VBLL.

Jessy Gervais (Partner, Canopy Creative) Jessy is a marketing and brand



development consultant focusing on digital advertising and sales-funnel optimization. He graduated from Acadia University

in 2017 with a double degree (BBA of International Business) with a partnered university, the ICN Business School in Nancy, France.

Valley REN helps new, natural soap business



Business partners and step-siblings Jasmine Lomond and Brendon Meister

launched Maritime Treasure Goat Therapy and Products in October 2017.

At their home-based business in North Alton, they milk one of their three goats to produce a range of natural goat-milk soaps, which they sell through craft and farmers' markets, two Fresh New You stores in Kentville and Truro, and direct orders.

"Things have been unfolding better than I expected," says Brendon, who shares Jasmine's love for animals and was the inspiration for the business. During his recovery from a brain injury in 2016, Jasmine noticed how the routine of caring for animals seemed to improve his memory, motivation and independence.

They began their soap-making business to get value from their livestock and advance Brendon's recovery. Jasmine, who has a Bachelor's degree in chemistry, applied her knowledge to the manufacturing process. Their vision is to buy a farm, develop their business, and build a homestead to care for clients with brain injuries as part of a recovery program.

Along with strong support from their family, Jasmine says the partnership has benefited from business planning and marketing advice from the Valley REN. Learn how our BusinessNOW services can help you start and accelerate your business

FOR MORE INFORMATION

Contact: James Schofield, BusinessNOW

Email: jschofield@valleyren.ca

Phone: 902 678 2200 Ext 1

Collective Impact Project

The Valley REN is advancing the "[We Choose Now](#)" [Action Points](#) through our Collective Impact Project.

We are pleased to announce the first two recipients of funding through this project launched in September. Up first is Refresh Annapolis Valley, which has partnered with Acadia Entrepreneurship Centre to show *Seed: Hacking Entrepreneurship in the Annapolis Valley*, a documentary screening and expo on November 21. The event was co-organised by 14 regional organisations with the aim of beating our start-up

ecosystem drum for Global Entrepreneurship Week.

Our second recipient is the Young Business Leaders committee of the Annapolis Valley Chamber of Commerce, which has partnered with Fusion Annapolis Valley to produce a youth-focused video called *Growing Entrepreneurs*. This will showcase young entrepreneurs who want to promote local entrepreneurship and build partnerships to benefit the Valley and our province.

The Collective Impact Project provides community organizations with single-project funding up to a maximum of \$1000. Visit <http://www.valleyren.ca/collective-impact-project/> for the guidelines and application form.



FOR MORE INFORMATION

Contact: Debbie Roza-Mercier, Communications & Administrative Officer

Email: drozamercier@valleyren.ca

Phone: 902 678 2200 Ext 4

Collective Impact Project recipients have included (Top right) Young Valley Leaders Committee in partnership with Fusion Annapolis Valley and the Annapolis Valley Chamber of Commerce. (Bottom left) Refresh Annapolis Valley with Acadia Entrepreneurship Centre.





Memorandum

TO: Municipal CAO's

FROM: Geoff McCain, Finance Manager

DATE: December 13, 2017

SUBJECT: Approval of Municipal Guarantees for TBR #17/18-2

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 #17/18-2 in the amount of \$514,000 which represents the Capital Borrowing requirements for the Authority as approved with the 2017-2018 Budget.

This TBR will cover the purchase of the following items:

- two pick-up trucks with a total budgeted amount of \$76,000;
- one rear compacting unit with a budgeted amount of \$45,000;
- one Rolloff truck with a budgeted amount of \$215,000;
- tipping floor repairs at the Western Management Centre with a budgeted amount of \$60,000;
- replacement of the incoming weigh scale at the Western Management Centre with a budgeted amount of \$78,000;
- organics containment structure at the Eastern Management Centre with a budgeted amount of \$40,000.

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 \$514,000.

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 as soon as conveniently possible so that we are fully prepared for bridge financing until the next debenture issue 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 Rick Ramsay, Interim General Manager, at (902) 679-1349.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Geoff McCain', with a long horizontal stroke extending to the right.

Geoff McCain
Finance Manager
Valley Waste-Resource Management

TOWN OF MIDDLETON
GUARANTEE RESOLUTION

\$10,285

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 Five Hundred Fourteen Thousand Dollars (\$514,000) for the purpose of:

- the acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant, namely two pick-up trucks, one rear compacting unit, and one rolloff truck; and
- solid waste management facilities – specifically: tipping floor repairs, an incoming weigh scale, and an organics containment structure;

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 Five Hundred Fourteen Thousand Dollars (\$514,000) 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 Ten Thousand Two Hundred, Eighty-Five Dollars (\$10,285) of the principal and interest of the borrowing of Five Hundred Fourteen Thousand Dollars (\$514,000) 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 _____ 2018.

GIVEN under the hands of the Mayor and the Clerk and under the Seal of the Town this _____ day of _____ 2018.

Mayor

Clerk

For DMA Use Only



REQUEST FOR DECISION
Parking Lot Agreements
#001-2018

Date: 20 December 2017	Subject: Parking Lot Agreements
Proposal Attached:	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That the Town of Middleton withdraw from the parking lot agreements with private property owners to lease, plow, and maintain privately owned parking lots for the purpose of public parking.
Background:	<p>Through the service capacity review that was completed with Council and staff in September 2017, the issue of maintaining and plowing privately owned parking lots for public use was discussed. The purpose of the review was to examine all of the Town's current services, find efficiencies, focus on core municipal services, and be fiscally responsible in an increasingly challenging economy. As a result, Council directed the CAO to initiate the review of this service that is currently being provided.</p> <p>Beginning in 1981, and in subsequent years, the Town of Middleton entered into several agreements with businesses and private property owners that outlined responsibilities for the Town to lease parking lots in the downtown core, including maintenance, patching, cleaning and snow removal.</p> <p>The lots that fall within these agreements are:</p> <ul style="list-style-type: none"> • 242/245 Main Street – Alex and Sandra Cheng • 14-28 Commercial Street – Penny Perry Spurrell Holdings Ltd. • 34/42 & 50/54 Commercial Street – Manfred and Karin Baecker • 85-95 Commercial Street – Phyllis MacMurtry • 23/25 Commercial & 6 School Street – Eaton's Drug Store Ltd • 71/79 Commercial Street – Middleton Variety Store • 16 School Street – Andrew's Department Store <p>In 2001, Town Council of the day gave notice to all lease holders of its intention to cease payment of the lease amount (the equivalent of the property taxes for each property in question)</p>

	<p>and its intention to withdraw from all parking lot agreements. A counter-proposal was provided at that time for a short-term arrangement until March 31, 2002, to continue the lease of the properties without payment of any rent or fee, but with the continuation of the above noted services for maintenance. There was the intention to develop a new public parking policy, however there is no record of that ever happening.</p> <p>In 2002 the Town forwarded a letter to each of the property owners that indicated that the Town would continue to provide public parking services for the leased properties, conditional upon there being no annual lease payment to the property owner and that the Town of Middleton would not undertake any significant capital improvement to the lots without negotiating a much longer lease arrangement for those specific lots.</p> <p>All agreements have been in place since that time. All but one (Eaton's Drug Store, 23-25 Commercial Street and 6 School Street) have a 30-day notice clause for withdrawal, with the Eaton's Drug Store being a 60-day notice from the anniversary date of May 2nd of any given year.</p>
Benefits:	By maintaining the agreements, the Town guarantees that there are several parking lots within the downtown core that are consistently available for public parking.
Disadvantages:	<ul style="list-style-type: none"> • The human resources to maintain the parking lots through sweeping, snow clearing, and general maintenance often takes away from core municipal services of snow removal and other maintenance work. • Some of the work in the parking lots is done in close quarters, which has, in the past, caused minor adjacent property damage which the Town must pay for to have repaired. • The liability for the Town for private vehicle damage or individual injury if the lots are not maintained to the required standard results in insurance claims and/or financial impacts that are difficult to budget for. • A select few businesses in town have their parking lots maintained for free while other business pay for this service. • All tax payers are paying the bill for select businesses to have free parking lot maintenance. • The existing state of the parking lot causes damage to our snow remove equipment, further impacting our budget.

	<ul style="list-style-type: none"> • We are taking business away from private snow removal companies in the valley when the Town does the snow removal. • The expectations of the business being cleared by the Town is much higher than we are able to provide. There is an expectation that our employees shovel to their back doors and salt and sand to their back doors by hand.
Options:	<ol style="list-style-type: none"> 1. Maintain the agreements as they are. Currently, one property owner is requesting a more detailed lease agreement to mitigate their own personal liability as it relates to the Town's required maintenance on the property. 2. Renegotiate a longer term lease with property owners that clarifies capital improvement requirements, lease review timeframes, and other legal and insurance implications for the Town. 3. Give notice to the property owners of the Town's intention to withdraw from the agreements (recommended to go into effect for May 2018).
Required Resources:	<p>Options 1 & 2 require continued staff resources and have budget implications for time and equipment.</p> <p>Option 2 will include additional legal fees to assist with developing new agreements with the property owners.</p> <p>Option 3 will require proper notice to the property owners and communication to the public around the Town's reduction in services (may use some legal resources for assistance).</p>
Source of Funding:	General Operating Budget
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	Options 1 & 2 will continue to place requirements on Town staff to service the parking lots, as well as administrative time when/if there are service issues, damage or injury claims, or other matters that arise with property owners.
Communication Plan:	Proper notice to property owners regarding Town Council's intention (regardless of which option is chosen), as well as communicating to the public on the service level that is maintained or changed.

Staff Comments/ Recommendations:	
CAO's Review/ Comments:	It is my recommendation that the Town of Middleton withdraw from the parking lot agreements in light of the insurance, legal, and budget implications that have and will continue to arise from these agreements, and in light of the continued focus of Town Council to ensure the Town's services deal with mandated core services and efficient operations.

CAO Initials: RLT

Target Decision Date: 15 January 2018



REQUEST FOR DECISION
Build Canada Fund Infrastructure Project
#RFD 002-2018

Date: December 26, 2017	Subject: Build Canada Fund Infrastructure Project
Proposal Attached:	Submitted by: Kim Looyenga, Public Works Director

Proposal:	<p>Determine the exact location infrastructure work is to be completed with grant funding that is already awarded.</p> <p>Option 1 Use the grant funding to extend sewer service to the industrial park and have a lift station installed. We would not be able to obtain grade to have a gravity fed sewer system based on previous survey work completed.</p> <p>Option 2 Replace 1,100 feet of Main Street from Bridge to King Streets, side to side water, sanitary and storm system with sidewalk and asphalt reinstated.</p> <p>Option 3 Leave the plan in place, replace only sanitary on Main Street from Bridge to Queen Streets Main Street (Bridge to Queen) 720' School Street North of Main 360' Commercial Street North of Main 345' Maple Avenue North of Main 345'</p>
Background:	<p>Grant was secured to replace the sanitary sewer line only</p> <ul style="list-style-type: none"> • Main Street (Bridge to Queen) 720' • School Street north of Main 360' • Commercial Street north of Main 345' • Maple Avenue north of Main 345' <p>These areas were selected based on an old engineering study done on the condition of the sanitary sewer condition.</p>
Benefits:	<p>Option 1</p> <ul style="list-style-type: none"> • Would help the fire hall project move forward. • Provide services to the industrial park which would be attractive to potential future businesses.

	<p>Option 2</p> <ul style="list-style-type: none"> • Address all the water, hydrant, sanitary and storm issues on a large portion of Main Street. • Address accessibility issues at the intersection of Commercial Street and Main Street. • Replace the asphalt and sidewalk in the core of town. • Public already expects the work to be completed. • Works within the area applied for, just increasing the scope of work which would be agreeable with the approval committee. • Most comprehensive approach to infrastructure renewal. • In line with Council's priorities for street beautification. <p>Option 3</p> <ul style="list-style-type: none"> • Additional hydrants and valves could purchase to be installed by the Public Works employees. This would greatly assist getting our 26 hydrants back in good order. • Is the original scope of work and no changes would need to be made to the application.
Disadvantages:	<p>Option 1</p> <ul style="list-style-type: none"> • Completely outside of the scope of work the grant was given to address. • New infrastructure is being installed while failing infrastructure is ignored. • The public is expecting Main Street to be worked on. <p>Option 2</p> <ul style="list-style-type: none"> • Will still require work on additional streets including: Commercial Street, Queen Street, Maple Street and School Street. • More expensive than just replacing sanitary sewer. <p>Option 3</p> <ul style="list-style-type: none"> • Ignores failing water lines on Commercial Street, School Street and Queen Street. • Will not correct drainage and storm issues on Queen Street. • Will replace asphalt only to have issues come up later with water and sewer on Commercial, School and Queen Streets.
Options:	
Required Resources:	<p>All options would utilize existing grant funding.</p> <p>Option 1</p> <p>May require additional funding however until a lift station was</p>

	<p>engineered a final number would not be known.</p> <p>Option 2 Initial work would be completed under the original grant. To complete the remaining work on Commercial, School, Queen and Maple an additional \$2,031,500 (rough approximation) for total replacement of water, sanitary, storm, asphalt and sidewalks would need to be invested. Additional grant money would need to be applied for with the assistance of Peter Smith.</p>
Source of Funding:	Build Canada Small Communities Grant
Sustainability Implications: (Environmental, Social, Economic and Cultural)	<p>Option 1</p> <ul style="list-style-type: none"> • Does not address the long term needs of the Town's infrastructure that is currently failing. • Adding new infrastructure and maintenance costs without looking at failing existing water and sewer to existing paying tax payers. <p>Option 2</p> <ul style="list-style-type: none"> • Socially and environmental responsible decision. Addresses four areas of concern, those being water distribution, waste water collection, storm water management, roads and sidewalks. • Addresses long term needs of the town. Will maintain service to existing users. <p>Option 3</p> <ul style="list-style-type: none"> • Addresses the need to replacing failing sanitary system in the core of town. • Have the funding in place to complete the work.
Workplan Implications (now/future):	<p>Option 1 Outside work, minor impact to Public Works department.</p> <p>Option 2 Mostly contracted work but Public Works staff will be installing the additional hydrants that would be purchased to replace unsalvageable existing hydrants.</p> <p>Option 3 Mostly contracted work but Public Works staff will be installing the additional hydrants that would be purchased to replace unsalvageable existing hydrants.</p>

Communication Plan:	Town of Middleton social media, Town Newsletter, press release outlining work to be completed, costs, funding sources, and timeframe.
Staff Comments/Recommendations:	Option 2 would be the most comprehensive and effective for the long term needs of the town. Would also recommend hiring Peter Smith to consult on the application for additional funding for the lift station and sanitary work for the new fire hall.
CAO's Review/Comments:	I support the recommendation of the Public Works Director for all of the reasons noted. The work supports the priorities that have been established through the Strategic Priorities Chart of evaluating the Town's services (both current and future) as it relates to water and wastewater and roads/sidewalks conditions, as well as ensuring that the services we offer are cost effective and efficient. Water and wastewater service in our downtown core is a vital part of our service delivery and both residents and businesses have high expectations of this service.

CAO Initials: RLT

Target Decision Date: 15 January 2018

REQUEST FOR DECISION
Commercial Street Environmental Reinstatement
#003-2018

Date: January 1, 2018	Subject: Commercial Street Environmental Reinstatement
Proposal Attached:	Submitted by: Kim Looyenga, Public Works Director
Proposal:	<p>Option 1 Remove contaminated material from the old drycleaner site on 146 Commercial Street.</p> <p>Option 2 Do more rounds of environmental assessments as suggested in the last report.</p>
Background:	<p>The former drycleaner property at 146 Commercial Street has been identified as having contaminated soil. The land is property of the Town and makes it our responsibility to mitigate the issue of site contamination. Three studies have been completed on the site with the determination it has unacceptable levels of contamination left by chemicals used by the dry former dry cleaner.</p> <p>We are required by the Provincial Government to address the environmental issue in a way that is satisfactory to the Department of the Environment, as well as to be in good standing for our annual audit.</p>
Benefits:	<p>Option 1</p> <ul style="list-style-type: none"> • The soil will never reach an acceptable state while it remains in the ground. Acceptable levels of ground contamination will only become less tolerant over time, we will eventually be forced to remove it. • Removal now under the supervision of an environmental engineering firm will allow cost savings of avoiding additional environmental impact studies and/or impacting other properties • Public Works could use the land for parking, storage and/or potentially an entrance to the yard from Commercial Street. <p>Option 2 Do additional studies (at additional cost) and defer the removal cost to a later date.</p>
Disadvantages:	<p>Option 1</p> <ul style="list-style-type: none"> • Unplanned expense will require reserve or capital

	<p>investment.</p> <ul style="list-style-type: none"> As suggested in the last report, the area might be larger than expected and may need to remove more soil which would run into an additional cost overrun. <p>Option 2</p> <ul style="list-style-type: none"> We are incurring an additional expense of \$65,000 which will achieve nothing except expanded data collection, and potentially identifying that the contamination extends beyond the property. The same information will be determined when the material is physically being removed by the environment engineer on site.
Options:	<p>Option 1 Remove contaminated material from the old drycleaner site on Commercial Street.</p> <p>Option 2 Do more rounds of Environmental assessments, at an estimated cost of \$65,000 each.</p>
Required Resources:	<p>Option 1 Would require one staff member to operate rented excavator to load the contaminated soil onto trucks for removal. The duration would depend of the number and size of trucks used for disposal. Additional administration time to prepare the documentation required by Department of Environment, arrangements for rental of equipment, disposal of material and coordination with environmental engineer. The work is directly behind the public works office and which will facilitate close supervision.</p> <p>Estimated Cost Breakdown: Soil transport and disposal \$100,000 Excavation- \$7500 (Town rental) Laboratory – soil sampling and results - \$4,500 Site consultant of environmental engineers, labour and all fees (\$15-20,000) Approx. Cost \$ 132,000 to \$140,000</p> <p>Option 2 Would require a proposal to be prepared for Department of Environment. Hiring of an Environmental Engineer to complete additional impact study. Estimated cost based on previous reports to be \$65,000 for the next study. Undetermined if this would be the final study.</p>
Source of Funding:	Reserves and/or capital work in 2018/2019 budget.
Sustainability	Option 1

Implications: (Environmental, Social, Economic and Cultural)	Funding will have to come from reserves; potentially if the Department of Environment accepts our proposal for removal, it would have to be incorporated into 2018 budget. Option 2 Potential to split funding from reserves and work it into the budget for 2018.
Workplan Implications (now/future):	Decision reached by Council needs to be submitted to Environment before January 20 th 2018. Hire an environmental engineer for either course of action. Option 1 Complete work mid-summer to avoid rainy season.
Communication Plan:	Social media and the town website. Newspaper and/or household mailing could be done at Council's request.
Staff Comments/ Recommendations:	Recommend Option 1, it addresses an ongoing problem immediately. Avoid additional engineering costs and puts us in compliance as soon as it is safe to complete the work.
CAO's Review/ Comments:	I support the Director's recommendation for full removal of the contaminated soil.

CAO Initials: RLT

Target Decision Date: 15 January 2018



REQUEST FOR DECISION
Chapter 15b Taxi Bylaw Repeal
15-2017

Date: 30 October 2017	Subject: Chapter 15b Taxi Bylaw Repeal
Proposal Attached:	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Council give first reading to repeal the Chapter 15b Taxi Bylaw.
Background:	<p>Under section 305 of the <i>Motor Vehicle</i> Act, municipalities are provided the power to make bylaws respecting taxis. This is permissive and not mandatory. The Town has exercised its authority to regulate taxis with a bylaw that has been in effect in excess of 30 years.</p> <p>Through the recent Service Capacity Review that was undertaken by Town Council in September 2017, the issue of taxi licensing as an administrative issue came under discussion. It was agreed at that time that the administrative burden to enforce this bylaw was an inefficient use of staff time. In addition to that, the liability around licensing a service that is not a core municipal mandate is an area that the Town would do well to leave to general market demand for private business. As a result, staff were directed to begin the process to repeal Chapter 15b Taxi Bylaw.</p> <p>In consultation with the Town's solicitor, it has been noted that the potential decision to repeal the bylaw would be ground-breaking, with many municipalities wanting to follow suit. Additionally, with UBER becoming more popular and prevalent, it is good timing to repeal the bylaw.</p> <p>There is currently one person operating a valid taxi license in Middleton and this is valid until May 1, 2018. The repeal of the bylaw should coincide with this to be effective on May 1, 2018 and the permit holder be notified in advance.</p> <p>The Bylaw does reference authority given to the Chief of Police on this matter. The solicitor recommends that, prior to repeal, a signed letter from the head of the local detachment be obtained</p>

	which notes that the police force is prepared to waive the rights conferred upon it by the Bylaw.
Benefits:	<ul style="list-style-type: none"> • Allows staff to focus on core municipal services. • Taxi companies have less restrictions to offer services within the community. • The Town withdraws from regulating a private business. • Having a bylaw that is not strictly enforced opens the Town to increased liability
Disadvantages:	None foreseen.
Options:	
Required Resources:	
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic and Cultural)	Allows for free movement of public transportation options for residents in and out of Middleton, as well as giving private business opportunity for growth.
Workplan Implications (now/future):	Less burden for staff to track licensing requirements, renewal processes, and enforcement of the bylaw.
Communication Plan:	Notice will be made public through the public bylaw repeal process as well as promotion of taxi safety tips. Correspondence will also be sent to currently licensed taxi businesses with the Town to advise them of the change in requirements.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	First reading of the bylaw for repeal can take place as early as the November Council meeting, with second and final reading at the December Council meeting. Required public advertising will take place between first and second reading.

CAO Initials: RLT

Target Decision Date: 20 November 2017

JAN. 11/91

TAXI BY-LAW

CHAPTER 141B

*See MVA 305 for
Sec 223 for
Authority*

1. In this by-law:
 - (a) "Council" means the Town Council of the Town
 - (b) "Motor Vehicle" means a motor vehicle as defined by the Motor Vehicle Act;
 - (c) "Taxi" means a taxicab as defined by the Motor Vehicle Act
 - (d) "Town" means the Town of Middleton;
 - (e) "Traffic Authority" means the traffic authority of the Town pursuant to the Motor Vehicle Act;
 - (f) "Vehicle" means a vehicle as defined by the Motor Vehicle Act;
 - (g) "Chief of Police" means the Chief of Police appointed by the Town.
2. (1) No person shall engage in the business of operating a taxi as the owner thereof unless he has a valid license in respect of such vehicle issued pursuant to this by-law, which license is herein-after referred to as a "taxi license".

(2) No person shall for the purpose of transporting persons for compensation drive a taxi unless he has a valid license issued to him pursuant to this by-law, which license is hereinafter referred to as a "taxi driver's license".

(3) A taxi license is required with respect to each vehicle used as a taxi.
3. (1) Every application for a taxi license or a taxi driver's license shall be made in writing, on the form provided therefore by the Town Clerk, and shall be signed by the person applying therefor.

(2) An application for a taxi license shall set out:
 - (a) the name of the applicant;
 - (b) the residence address, residence mailing address, and home telephone number of the applicant;
 - (c) the business address, business mailing address and business telephone number of the applicant;
 - (d) a description of the vehicle to be used, giving the registration number or other number sufficient to identify it;
 - (e) the name and address of the owner of the vehicle to be used, and where the owner is not the applicant the consent of the owner to the application shall be set out on the application;
 - (f) the amount and types of insurance in force with respect to the vehicle to be used, with the name of the insurance company issuing the policy, the number of the policy, and statement as to whether or not the insurance company has been advised of the proposed use of the vehicle;

- (g) the names of those who will be driving the taxi for the purpose of transporting persons for compensation;
- (h) where the owner will be one of those driving the taxi for the purpose of transporting persons for compensation:
 - (i) the age of the applicant;
 - (ii) the number of the applicant's Class 4 driver's license then in force;
 - (iii) the number of years the applicant has possessed a valid Class 4 driver's license;
 - (iv) the number of years the applicant has possessed a valid driver's license of any kind;
 - (v) a statement or record of any convictions against the applicant in the five years preceding the date of the application under the Criminal Code of Canada, the Motor Vehicle Act and Liquor Control Act.

- (3) An application for a taxi driver's license shall set out:
 - (a) the name of the applicant;
 - (b) the residence address, residence mailing address and home telephone number of the applicant;
 - (c) the business address, business mailing address and business telephone number of the applicant;
 - (d) a description of the vehicle to be used, giving the registration number or other number sufficient to identify it;
 - (e) the name and address of the owner of the vehicle to be used and the number of the taxi license issued with respect to the vehicle to be used or, if no such license has been issued, the date of the application for taxi license with respect to the vehicle to be used;
 - (f) the age of the applicant;
 - (g) the number of the applicant's Class 4 driver's license then in force;
 - (h) the number of years the applicant has possessed a valid Class 4 driver's license;
 - (i) the number of years the applicant has possessed a valid driver's license of any kind;
 - (j) a statement or record of any convictions against the applicant in five years preceding the date of the application under the Criminal Code of Canada, the Motor Vehicle Act and the Liquor Control Act.

- (4) Every application shall be deposited with the Town Clerk and shall be accompanied by the fee for the license prescribed by this by-law.
- (5) Every application form shall contain the following words:
"A false statement in this application could render the applicant liable to criminal prosecution."
- (6) The Town Clerk may recommend to Council that Council revoke any taxi or taxi driver's license if it is made to appear to the Town Clerk that the application for the license contained information that was false in a material particular.

4. (1) The Town Clerk shall refer every application to the Chief of Police who, in the case of an application for a taxi license, shall direct the owner to a licensed vehicle inspection station for inspection of the vehicle and a certificate of mechanical fitness of the vehicle, at the owner's expense, and, in all cases, he shall make such inquiries as he deems appropriate to determine that the applicant, whether for a taxi license or a taxi driver's license, is a fit and proper person to have a license.
 - (2) The Town Clerk shall refer every application for a taxi driver's license to the Chief of Police and, after giving the applicant an opportunity to be heard and considering the report of the Chief of Police, if any, the Town Clerk may grant the license.
 - (3) The applicant may appeal the Town Clerk's decision to refuse a license to the council who, after hearing the report of the Town Clerk, may grant or refuse the license, but Council shall not unreasonably refuse a license and shall, if it determines to refuse the license, provide the applicant with an opportunity to be heard before the refusal is made final.
 - (4) The Town Clerk shall refuse to issue a license if:
 - (a) All of the information required on an application is not provided;
 - (b) The amount of the license fee has not been paid to the Town Clerk;
 - (c) In the case of a taxi license, the amount of insurance required by this by-law is not in effect;
 - (d) In the case of a taxi license, the vehicle is not in clean condition or in good mechanical condition;
 - (e) The applicant has been convicted within the preceding year of any offence against the Liquor Control Act or the Criminal Code of Canada;
 - (f) The applicant is not in possession of a Class 4 driver's license or is not of the age required under the Motor Vehicle Act for a person operating a taxi;
 - (g) In the case of a taxi driver's license, there is no taxi license in effect with respect to the vehicle proposed to be used; or
 - (h) issuance of the taxi license would exceed 5 taxis licensed to operate within the Town.
 - (5) Where a license is refused, the Town Clerk shall return the fee paid by the applicant to the applicant.
5. A license issued under this by-law shall be valid until the first day of May next following its issuance, unless sooner revoked or suspended.
 6. (1) The Chief of Police may suspend for such period not exceeding one year as he may determine, any license issued under this by-law for any of the following reasons:

- (a) that the insurance required by this bylaw is no longer in effect;
 - (b) that the vehicle operated under the license is not in clean condition or in good mechanical condition; or
 - (c) that the licensee has since the date of issuance of the license been convicted of an offence against the Criminal Code or the Liquor Control Act.
- (2) The person whose license has been suspended may appeal from the action of the Chief of Police to the Council and the Council may:
- (a) approve the action of the Chief of Police;
 - (b) vary the action of the Chief of Police; or
 - (c) allow the appeal and set aside the action of the Chief of Police.
- (3) Any decision of Council on an appeal shall be in accordance with the provisions of this bylaw, excepting that Council may exercise its judgment as regards Section 4 (4), Articles (a), (d), (e) and (h).
7. Every person who holds a license under this bylaw must at all times while engaging in the taxi business or driving a taxi for compensation:
- (a) holds a Class 4 driver's license under the provisions of the Motor Vehicle Act, unless he is a corporation;
 - (b) have in force on the vehicle licensed and operated, public liability, property damage and cargo or passenger hazard insurance in the following amounts:
 - (i) minimum of \$500,000 inclusive coverage.
 - (c) keep the vehicle with respect to which the license is in force in clean condition and in good mechanical condition while in use as a taxi.
8. (1) Every taxi shall have prominently displayed within view of the passengers, the taxi license, the taxi driver's license, with a recent photograph of the driver affixed thereto; and the maximum fee schedule.
- (2) Every taxi shall have prominently displayed on its exterior a sign bearing the word "taxi", which sign shall be lighted after dark and shall be clearly visible at all times from a distance of 200 feet.
9. (1) The Traffic Authority may specify places within the Town to be used as taxi stands.
- (2) Where taxi stands have been specified, no owner or driver of any taxi shall permit the same, when not engaged, to stand on any public highway except at a specified taxi stand.
10. The amount of the license fees shall be as follows:
- (a) for a taxi license \$25.00
 - (b) for a taxi license for each vehicle after the first \$10.00
 - (c) for a taxi driver's license \$10.00

11. (1) No license under this bylaw may be transferred from one person to another.

(2) A taxi license shall be issued for one vehicle only, a description whereof shall be given on the license, provided that if that owner wishes to discontinue the use of that vehicle and to substitute another, the Town Clerk shall, if the latter vehicle complies with this bylaw, authorize the use of the license for such vehicle instead of for the one with respect to which it was originally issued, and endorse the license to that effect.
12. Nothing in this bylaw shall apply to a bus or to a public utility as defined in the Public Utilities Act.
13. (1) Any person who violates any of the provisions of this bylaw shall be guilty of an offence and shall be liable for the first offence to a penalty of not less than fifteen dollars and in default of payment to imprisonment for a term of not more than thirty days; for the second offence to a penalty of not less than twenty-five dollars and in default of payment to imprisonment for a term not less than thirty days nor more than sixty days; for a third offence or any subsequent offence to a penalty of not less than fifty dollars and in default of payment, to imprisonment for a term of not less than thirty days nor more than sixty days or to both.

(2) The penalty prescribed pursuant to subsection (1) shall not exceed one thousand dollars or in default of payment thereof, imprisonment for a period not exceeding ninety days.

Amendment by Council December 7, 1998



*Office of the
Director of Finance
Marianne Daine
Phone: (902) 825-2502
Fax: (902) 825-6460*

Uniform Assessment Report & Preliminary Assessment Roll January 2018

Attached are copies of both the Uniform Assessment and the Preliminary Assessment Rolls for fiscal year 2018/2019.

The Total Uniform Assessment has decreased from \$107,773,930 to \$107,492,498 or -0.26%. The Uniform Assessment is equal to the total taxable property assessment of the municipality plus the capital value of its grants from special property tax agreements.

The Preliminary Assessment Roll shows an increase in total assessed value of \$386,500 or +0.36% over 2017. Residential assessments increased (+1.02%) and commercial assessments decreased (-2.83%).

Marianne Daine
Director of Finance

2018
Assessment Roll Figures
Before Assessor's changes and Appeal Court Changes

	Assessment Amounts	Percent of Assessment	Inc. over 2017	% Inc.
Residential-01	89,792,600 88,885,000	83.22 82.67	907,600	1.02%
Commercial-02	17,895,100 18,416,600	16.58 17.13	-521,500	-2.83%
Bus, Occupancy-41	0 0	0.00 0.00	0	0.00%
Comm. Equip.-42	0 0	0.00 0.00	0	0.00%
Resource-03	215,600 215,200	0.20 0.20	400	0.19%
Total Taxable-2017	107,903,300	100.00	386,500	0.36%
Total Taxable-2016	107,516,800	100.00		

Dwelling Units	1,027	1029	-2
Farm Grantable	208,000 222 acres at 2.75 207,900 222 acres at 2.75		610 610
Forest Acreage	55,000 143 acres at .25 55,000 143 acres at .25		36 36

**Assessment on Provincial
Property for Grants-in-lieu**

<u>Resource</u>	<u>2018</u>	<u>2017</u>		
NS Trans. & PW-2ac. land Bridge St.	3,200	3,200		
NS Housing Development Corporation	2,600	2,600		
NS Natural Resources	1,600	1,600		
	<u>7,400</u>	<u>7,400</u>	0	0.00%

<u>Commercial</u>	<u>2018</u>	<u>2017</u>		
DOT Mobile Offices	37,700	42,200	-4,500	
DOT Commercial	1,103,300	1,139,900	-36,600	
NS Housing Development Corporation-comm	700,000	700,000	0	
NS Community Services-Occupancy	0	0	0	
NS Housing Development Corporation	43,100	43,100	0	
NS Natural Resources	208,700	207,500	1,200	
	<u>2,092,800</u>	<u>2,132,700</u>	-39,900	-1.87%

**Assessment on Federal
Property for Grants-in-lieu**
(Municipal Grants Division)

<u>Federal GIL</u>	<u>2018</u>	<u>2017</u>		
Post Office	509,400	530,200	-20,800	-3.92
Armouries	196,100	197,400	-1,300	-0.66
PW & Gov't Services Canada	2,700	2,700	0	0.00
	<u>708,200</u>	<u>730,300</u>	-22,100	-3.03%

Statement of Estimates - Assessment Schedules
Uniform Assessment Calculation Schedule
Town of Middleton
For Use In Fiscal Year 2018-19

Town of Middleton							
Items		Revenue		Assessment or Capitalized Value of Revenue			Ref. & Notes
		Residential & Resource	Commercial	Residential & Resource	Commercial	Total	
Tax Rate (per \$100 of Assessment)	UA1001			1.8400	4.3200		Linked to Tax Rates
Assessment Roll Data							
Assessed Market Value	UA1011			95,048,100	18,094,100	113,142,200	
Capping Adjustment	UA1021			(6,076,400)		(6,076,400)	PVSC 3rd Quarter Roll is used.
Taxable Assessment	UA1031			88,971,700	18,094,100	107,065,800	
Deduct:							
Special Tax Agreements	UA1041			-	(2,643,900)	(2,643,900)	Linked to Special schedule
Shared Tax Revenue-Section 14(2)	UA1051			-	-	-	Linked to Shared schedule
25% of Seasonal Tourist Business Assessment	UA1061				(91,250)	(91,250)	PVSC 3rd Quarter roll is used
Charitable Properties-Section 14(1)(b)	UA1071		(10,265)	-	(237,616)	(237,616)	
Water Utility	UA1081				(720,900)	(720,900)	Updated with PVSC 3rd Quarter
Misc Adjustment (3% & Other)	UA1091					-	
Grants Capitalized Adjustment							
Add:							
Special Tax Agreements	UA1101	-	49,177	-	1,138,346	1,138,346	Linked to Special schedule
Shared Tax Revenue-Section 14(2)	UA1111	-	-	-	-	-	Linked to Shared schedule
Fire Protection, Provincial Properties	UA1121	-	23,923	-	553,771	553,771	Linked to D4 schedule
Crown Timber Lands	UA1131		-		-	-	Linked to D2 schedule
Federal Government & Agencies GIL	UA1141	50	31,432	2,700	727,600	730,300	Linked to Fed schedule
Provincial Government GIL	UA1151	88	61,355	4,800	1,420,255	1,425,055	Linked to D1 schedule
Properties of Supported Institutions	UA1161	-		-		-	Linked to D3 schedule
Farm Property Acreage	UA1201	671		36,467		36,467	Updated by DMA.
Conservation GIL	UA1205			-	-	-	Updated by DMA.
Forest Property Tax (Less than 50,000 Acres)	UA1211	36		1,957		1,957	
Forest Property Tax (50,000 Acres or More)	UA1215				-	-	
Recreational Property Tax	UA1221			-		-	
Bell Aliant	UA1225		9,641		223,171	223,171	
Nova Scotia Power Inc. GIL	UA1231		488		11,296	11,296	Updated by DMA.
Nova Scotia Liquor Commission	UA1235					-	Updated by DMA.
Other Provincial Government Agencies GIL	UA1241			-	-	-	
Wind Farm Payment from Provincial GIL	UA1245				-	-	Updated by DMA.
Wind Farm Taxes From Developers	UA1251				-	-	
Total	UA1255			89,017,624	18,474,874	107,492,498	

Date: Dec 15, 2017



MIDDLETON FIRE DEPARTMENT

Monthly Report

December 1, 2017 to December 31, 2017

Submitted by – Chief Mike Toole



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

Date Printed
Jan 11 18

Totals by Type
From Dec 1 17 to Dec 31 17

Response Type	# of Incidents
10 Mutual Aid - Structure Fire	1
50 Power Lines Down, Arcing	1
62 Vehicle Accident	2
95 Call Cancelled Prior to Leaving Station	1
Total Number of Responses	5



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

Date Printed
Jan 11 18

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

Response Type	# of Incidents	Staff Hours
Unclassified		
001 - Town of Middleton		
95 Call Cancelled Prior to Leaving Station	1	0 h 0 m
Total For 001 - Town of Middleton:	1	0 h 0 m
002 - County of Annapolis		
50 Power Lines Down, Arcing	1	8 h 14 m
62 Vehicle Accident	2	18 h 4 m
Total For 002 - County of Annapolis:	3	26 h 18 m
004 - M/A - Kingston - Kings		
10 Mutual Aid - Structure Fire	1	35 h 34 m
Total For 004 - M/A - Kingston - Kings:	1	35 h 34 m
Total For Unclassified:	5	61 h 52 m
Total Number of Responses	5	61 h 52 m



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

Date Printed
 Jan 11 18

Hours Worked
From Dec 1 17 to Dec 31 17

	Incident Reports Hrs	Meeting Hrs	Training Hrs	Truck Inspection Hrs	Standby Hrs	Certificates Hrs	Total
FC Michael Toole	3.47	2.00	4.00	2.00			11.47
DC Scott Veinot			4.00	2.00			6.00
2DC Neil Freeman	2.25	2.00	4.00	2.00		8.00	18.25
CAP Darcy Robertson	3.05	2.00	2.00	2.00		8.00	17.05
CAP Kent Smith	0.42	2.00	2.00	2.00			6.42
CAP Jody Spidle	3.48	2.00	4.00	2.00		8.00	19.48
CAP Philip Townsend	3.05		2.00	2.00			7.05
CAP Scott Whynot	2.25	2.00	4.00	2.00		8.00	18.25
FF Mathias Abbott	0.43		2.00	2.00			4.43
FF Chris Barker	0.42	2.00	4.00	2.00			8.42
FF John Bath	2.67	2.00	4.00	2.00			10.67
FF Keith Boudreau	1.62			2.00			3.62
FF Lorne Brown	2.03		4.00	2.00			8.03
FF Alan Cooke	0.42		4.00	2.00			6.42
FF Mark Ejdrygiewicz	0.43		2.00				2.43
FF Tyler Ells							
FF Danial Foley	1.05		2.00	2.00			5.05
FF George Freestone	2.03		2.00			8.00	12.03
FF Jordan Fudge	2.85		4.00	2.00			8.85
FF Donald Hiltz	2.67	2.00	2.00			8.00	14.67
FF Robert Knight	1.62		4.00				5.62
FF Leon Langille	0.42	2.00	4.00	2.00			8.42
FF Dustin MacNeil	2.03			2.00			4.03
FF Scott Marshall	0.43	2.00	2.00	2.00			6.43
FF Chevelle Roberts	2.85		4.00	2.00			8.85
FF Melissa Robertson	3.05	2.00	2.00	2.00		8.00	17.05
FF Gordon Rodgers	2.83	2.00	4.00	2.00			10.83

Jan 11 18



Middleton Fire Department

Hours Worked From Dec 1 17 to Dec 31 17

	Incident Reports Hrs	Meeting Hrs	Training Hrs	Truck Inspection Hrs	Standby Hrs	Certificates Hrs	Total
FF John Thompson	3.47	2.00	4.00	2.00		8.00	19.47
FF Philip Vincent	1.62		2.00	2.00		8.00	13.62
FF Justin Westcott	0.42	2.00	4.00	2.00		8.00	16.42
PFF Jenna Breschetti			2.00				2.00
PFF Hilliard Ewing	3.05		4.00	2.00		8.00	17.05
PFF Robert Hovey	0.63	2.00					2.63
PFF Jaimee Penney			4.00	2.00			6.00
PFF Patrick Redwood	1.22						1.22
PFF Adam Tkaczuk	1.62		4.00				5.62
PFF Jason Warrington	2.03	2.00	2.00	2.00			8.03
Totals:	61.88	34.00	102.00	56.00		<u>88 Hrs.</u>	341.88



MIDDLETON FIRE DEPARTMENT

Year End Report

January 1, 2017 to December 31, 2017

Submitted by – Chief Mike Toole



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

Date Printed
Jan 11 18

Totals by Geographic Location
From Jan 1 17 to Dec 31 17

Response Type	# of Incidents	Staff Hours
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Unclassified

001 - Town of Middleton

02	Electrical	1	38 h 42 m
03	Vehicle Fire	1	31 h 15 m
07	Dumpster Fire	1	12 h 28 m
22	Pot on Stove	1	8 h 52 m
23	Unauthorized Controlled Burning	1	7 h 36 m
24	Smoke Condition	1	15 h 12 m
31	Alarm Equipment - Commercial	5	23 h 5 m
32	Alarm Equipment - Residential	1	2 h 56 m
36	Authorized Controlled Burning - complaint	1	1 h 30 m
62	Vehicle Accident	2	32 h 20 m
76	Cardiac Arrest	3	21 h 59 m
89	Lift Assist to EHS	5	28 h 59 m
95	Call Cancelled Prior to Leaving Station	8	1 h 31 m
98	Silent Alarm - Investigated by Chief	3	0 h 0 m

Total For 001 - Town of Middleton:	34	226 h 25 m
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002 - County of Annapolis

02	Electrical	1	18 h 54 m
03	Vehicle Fire	3	87 h 35 m
04	Structure Fire	2	69 h 53 m
09	Wildland Fire	2	6 h 55 m
12	Munition Explosion - No Fire	1	2 h 30 m
32	Alarm Equipment - Residential	1	0 h 0 m
36	Authorized Controlled Burning - complaint	2	8 h 48 m
50	Power Lines Down, Arcing	1	8 h 14 m
62	Vehicle Accident	10	221 h 51 m
76	Cardiac Arrest	1	24 h 40 m
89	Lift Assist to EHS	2	7 h 39 m
95	Call Cancelled Prior to Leaving Station	1	0 h 8 m
98	Silent Alarm - Investigated by Chief	1	0 h 0 m

Total For 002 - County of Annapolis:	28	457 h 7 m
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003 - M/A - Kingston - Annapolis

02	Electrical	1	8 h 15 m
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Middleton Fire Department

Totals by Geographic Location Continued

From Jan 1 17 to Dec 31 17

	Response Type	# of Incidents	Staff Hours
10	Mutual Aid - Structure Fire	3	246 h 50 m
99	Stand-In for another Department	1	75 h 36 m
Total For 003 - M/A - Kingston - Annapolis:		5	330 h 41 m
004 - M/A - Kingston - Kings			
10	Mutual Aid - Structure Fire	5	220 h 40 m
99	Stand-In for another Department	2	60 h 48 m
Total For 004 - M/A - Kingston - Kings:		7	281 h 28 m
005 - M/A - Nictaux Fire			
09	Wildland Fire	1	6 h 46 m
10	Mutual Aid - Structure Fire	4	208 h 3 m
91	Assistance to Other Fire Department	1	23 h 30 m
Total For 005 - M/A - Nictaux Fire:		6	238 h 19 m
006 - M/A - Lawrencetown Fire			
10	Mutual Aid - Structure Fire	1	219 h 20 m
62	Vehicle Accident	2	98 h 36 m
99	Stand-In for another Department	1	65 h 0 m
Total For 006 - M/A - Lawrencetown Fire:		4	382 h 56 m
007 - M/A - Bridgetown Fire			
10	Mutual Aid - Structure Fire	1	119 h 20 m
Total For 007 - M/A - Bridgetown Fire:		1	119 h 20 m
011 - M/A - Aylesford Fire			
10	Mutual Aid - Structure Fire	3	142 h 38 m
Total For 011 - M/A - Aylesford Fire:		3	142 h 38 m
Total For Unclassified:		88	2,178 h 54 m
Total Number of Responses		88	2,178 h 54 m



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

Date Printed
 Jan 11 18

Hours Worked
From Jan 1 17 to Dec 31 17

	Incident Reports Hrs	Meeting Hrs	Training Hrs	Truck Inspection Hrs	Standby Hrs	Certificates Hrs	Total
FC Michael Toole	78.23	26.00	46.00	18.00	156.00		324.23
DC Scott Veinot	62.45	16.00	38.00	10.00	99.00	3.00	228.45
2DC Neil Freeman	65.25	20.00	44.00	16.00	114.00	24.00	283.25
CAP Darcy Robertson	81.43	26.00	46.00	20.00	123.00	62.00	358.43
CAP Kent Smith	62.65	26.00	48.00	16.00	66.00	19.00	237.65
CAP Jody Spidle	97.27	24.00	48.00	20.00	114.00	11.00	314.27
CAP Philip Townsend	85.65	12.00	24.00	10.00	99.00	16.00	246.65
CAP Scott Whynot	58.42	24.00	48.00	20.00	141.00	8.00	299.42
FF Mathias Abbott	75.43	18.00	46.00	16.00	123.00	82.00	360.43
FF Chris Barker	49.02	18.00	28.00	12.00	99.00		206.02
FF John Bath	95.07	20.00	42.00	16.00	90.00		263.07
FF Keith Boudreau	26.43	8.00	18.00	10.00	57.00	16.00	135.43
FF Lorne Brown	50.58	22.00	44.00	16.00	33.00	16.00	181.58
FF Alan Cooke	24.85	14.00	42.00	12.00	90.00	27.00	209.85
FF Mark Ejdrygiewicz	45.90	6.00	28.00	10.00	114.00	16.00	219.90
FF Tyler Ells	58.30	12.00	18.00	6.00	57.00		151.30
FF Danial Foley	68.53	14.00	18.00	6.00	48.00		154.53
FF George Freestone	49.97	20.00	40.00	14.00	123.00	103.00	349.97
FF Jordan Fudge	40.67	8.00	10.00	6.00	99.00	3.00	166.67
FF Donald Hiltz	88.13	24.00	44.00	12.00	228.00	73.00	469.13
FF Robert Knight	60.85	22.00	36.00	12.00	33.00	19.00	182.85
FF Leon Langille	51.52	24.00	32.00	14.00	48.00	8.00	177.52
FF Dustin MacNeil	69.25	14.00	50.00	16.00	156.00	30.00	335.25
FF Scott Marshall	71.37	22.00	24.00	14.00	99.00	16.00	246.37
FF Chevelle Roberts	65.18	12.00	16.00	8.00	99.00		200.18
FF Melissa Robertson	85.73	26.00	44.00	20.00	123.00	40.00	338.73
FF Gordon Rodgers	82.87	24.00	50.00	20.00	99.00		275.87

Jan 11 18



Middleton Fire Department

Hours Worked From Jan 1 17 to Dec 31 17

	Incident Reports Hrs	Meeting Hrs	Training Hrs	Truck Inspection Hrs	Standby Hrs	Certificates Hrs	Total
FF John Thompson	90.13	26.00	56.00	18.00	132.00	8.00	330.13
FF Philip Vincent	36.07	18.00	32.00	16.00	123.00	57.00	282.07
FF Justin Westcott	56.17	22.00	38.00	12.00	108.00	30.00	266.17
PFF Jenna Breschetti	9.43	4.00	10.00	2.00	75.00	36.00	136.43
PFF Hilliard Ewing	12.08	4.00	12.00	6.00		41.00	75.08
PFF Robert Hovey	9.27	2.00	6.00	2.00			19.27
PFF Jaimee Penney	3.30		8.00	4.00			15.30
PFF Patrick Redwood	35.47	6.00	22.00	8.00	57.00	41.00	169.47
PFF Adam Tkaczuk	63.30	22.00	50.00	18.00	52.50	95.00	300.80
PFF Jason Warrington	67.35	20.00	48.00	20.00	99.00	76.00	330.35
Totals:	2133.57	626.00	1254.00	476.00	3376.50		8842.07

PUBLIC WORKS
COUNCIL REPORT
Monday January 15, 2018
TOWN OF MIDDLETON



Tuesday January 10, 2018

14 Bridge Street Curb Stop Repair

Snow, Snow, and More Snow!

The crew has been full force keeping snow removed. The public works team has worked well, with all of the challenges that we have been facing with snow management. The crew has been working straight since Christmas day most with only one day off since then.

Other than snow removal, we have been clearing catch basin to keep water moving with the freeze thaw cycles, clearing build up off of street signs, and keeping the water and sewer systems up and running.

14 Bridge Street had water pipes burst with no access to the property's meter or shut off valve area, the property owner asked the Town to turn the water off at the street. Unfortunately, the curb stop was broken and needed to be dug up.

Interviews are scheduled for hiring a temporary public works team member.

John Webber is back with the crew full time, just in time for annual reports and our water review.

Scada system adjustments were made for the well house regarding Chlorination.

Good news on the equipment front:

- Replaced Impact Wrench that burnt out
- Dump Truck is back and in working order
- Trackless has been repaired and back in action.

Loader just received its 3000 hours servicing. Only issue that will need to be repaired in the next 6 months was a valve pan over oil leak. Will get the repair done in the spring, waiting on the quote. The loader experiences minor electrical issues in extremely cold conditions only. Placing in a heated shelter is solution.

Repair for the Zetor came in at \$4,400 plus tax \$5,060. So we went with the best prices lease on a skid steer which was from J G Vanoostrum Farm Equipment LTD. The skid steer is on site and working very well. Thank you from myself and the crew.

Rate Review for Water Utility is upcoming and we have been spending time preparing for this.

Our permit to treat and distribute water is up for renewal and is currently being worked on by staff.

GEMTEC is scheduled to finish testing on Monday January 15th with the report to be completed in about 1 week.

Removing Christmas trees and lights, general maintenance and clean up, and hopefully some repairs to the water damage in the public works shed are on the schedule for the upcoming weeks. We will also be looking to start the street light project. Receiving written quotes for cross walk installation and then the work is to be completed.

Happy New Year! Heading into 2018 we are excited to start thinking and planning for the year ahead. Before we get ahead of ourselves, though, we also must wrap up some things from the year that just passed.

This is the start of budget season for our department. We take a close look at the monthly financial report we receive, to determine how much money we have left in each account. We then look back at the worksheets that show the details of how we planned to spend the money and determine what things we still have to do that we said we were going to do and provide reasoning for things that we planned to do that we are no longer going to do. Then we work together as a department to follow-through will accomplishing the things still possible before the fiscal year ends at the end of March.

After that, we can begin looking at initial plans for next year. We will look at what went well this year and what we would like to change for next year. We will look at what resources would help us attempt to meet the recreational and community development needs of our community more efficiently in the upcoming year and begin the work to determine the costs of obtaining those resources.

Together with reflecting back, and planning for the future comes grant applications related to summer positions and programs. The deadline for the federal application for summer students is February 2nd. Some of the provincial deadlines are ongoing but are most often a small pot of money that is available to a lot of municipalities and when it is gone, it is not replenished until the following fiscal year, with no guarantee of being replenished at all.

The Active Living Strategy that was talked about in last month's report, is the plan for Stephanie's position that must be submitted to the province, as they are a major funder of her position. Completing the strategy is a stipulation of the funding and she has been working on making that document a fluid and usable resource.

On a more fun note, we now have our skis and snowshoes out of storage and available for use. They are free to borrow and with the consistent amount of snow we've had over the past couple of weeks, people are taking advantage of this resource and getting out and active. We will also be planning a couple of community outings later in the winter for those that would like to go skiing or snowshoeing in a group setting.

There are some plans in the works for some new and exciting after school programs. Staff will be meeting with instructors this week to hash out some details so stay tuned for that. As well, we are excited to be able to partner with Krista Steele, the Schools Plus Community Outreach Worker, to offer a March Break Camp for children from Monday, March 12, to Thursday, March 16th. For more information on that give us a call, or check out our Facebook page or website.



Jennifer Coolen, Director of Recreation & Community Services

TOWN OF MIDDLETON

PLANNING SERVICES



DECEMBER

2017

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1. Planning and Development Activity Report
2. Building Permit Activity Report
3. Inspection Services Activity Report



**Planning
Development
Project Management**

To: Sharon McAuley, Coordinator, Planning and Development Services
From: Chris Millier
Date: January 1, 2018
Re: Town of Middleton, Status Report

December 1 - 31, 2017

Development Permit Activity

- Final Subdivision, December 5, 2017
P. & L. Budgell, Main Street, "Lot 12"
- Development Permit M17-027, Dec. 13, 2017
L. Budgell, 182 Main Street
Addition. Construction, Accessory Building, Garage

Permit Activity Summary, December 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	1	15	1	5
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	1
Renovation / Addition	0	1	0	2
Accessory Structures	0	0	0	1
Other (signs, occupancy, etc.)	0	2	0	3
Final Subdivision Approval				
Residential Lots Created	1	1	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: **December 2017**

	Number of Building Permits	Building Value
Month: December	1	\$40,000.00
Year To Date 2017-2018:	8	\$100,600.00
Year To Date 2016-2017:	11	\$329,600.00
Year To Date 2015-2016:	19	\$871,890.00

Total Estimated Value December 2017:	\$40,000.00	Total permits for December 2017:	1	Total Estimated Value YTD 2017-2018:	\$100,600.00	Permit Fees December 2017:	\$154.02
Total Estimated Value December 2016:	\$1,000.00	Total permits for December 2016:	1	Total Estimated Value YTD 2016-2017:	\$329,600.00	Permit Fees YTD 17-18:	\$1,329.22
Total Estimated Value December 2015:	\$175,000.00	Total permits for December 2015:	1	Total Estimated Value YTD 2015-2016:	\$871,890.00		

File #	Name	Applicant Address	Location	Construction	Date Building Permit Issued	Permit Fee	Estimated Value
M17-027	Leo & Patsy Bludgell	Middleton	182 Main Street	garage & breezeway	December 18, 2017	\$154.02	\$40,000.00
				Dev. Permits Only	0 permits	\$0.00	
					Total December:	\$154.02	\$40,000.00
	Total Active Permits:	7					
	Residential Conversions	nil					
	Residential Demolitions	nil					



COUNTY *of* ANNAPOLIS
NATURALLY ROOTED

Activity Report – December 2017

1 BUILDING PERMITS ISSUED FOR December

0 BUILDING INSPECTION CARRIED OUT FOR December

8 Fire Inspections conducted and letters to owners have been sent.

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

Middleton RCMP

Quarterly Update:

Period Ending: 2017-12-31

Number of Calls for Service within your respective District / Detachment

1,402- Annapolis District

Files of Significance with PROS #. (Middleton Area)

- *Mischief* – (x8) Middleton Area 20171738836 – Several complaints of damaged mailboxes and satellite dishes. No suspects, SUI

- *Mischief* – (x7) Bridgetown Area 20171368254 - Several complaints of slashed tires and broken windows, suspects arrested and charged.

- *Robbery* – Middleton Area 20171588939 – Ambulance Hijacked, suspect arrested and charged, deemed Not Criminally Responsible.

- *Robbery* – Middleton Area 20171517038- Needs Middleton, suspect arrested and charged, deemed Not Criminally Responsible.

- *Disguised with Intent to Commit Robbery* – Middleton Area 20171500766 – Suspect entered store with a shirt pulled over face, asked for cash, nothing was taken. No suspects.

- 49 Assault or Assault with a Weapon/Causing Bodily Harm calls for service.

- 72 Mental Health Calls

- 19 Fraud Complaints

Middleton RCMP

Quarterly Update:

Period Ending: 2017-12-31

Files regarding Drug Seizures

-*Possession for the Purpose of Trafficking* – Middleton Area – Cocaine Seized, suspect arrested and charged. Pending in Court.

-*Production of Cannabis* – Bridgetown Area 20171595919 – Cannabis Seized, suspect arrested and charged. Pending in Court.

Crime Reduction StrategyNumber of Impaired Drivers, Checkpoints, etc. as this deals with the Crime Reduction Strategy, BSC and your APP. – ANNAPOLIS DISTRICT-

40 Checkpoints conducted

5 Impaired driving Charges/ Refusal to Provide Charge

0 Impaired by Drug charge

1 Roadside suspensions

225 Tickets issued, 267 Warnings

Meetings with Public Officials ... Mayors, Wardens, Police Advisory Boards

PAB meetings are ongoing and, attended by S/Sgt. MacGillivray and/or Cpl. CANNING.

Police Community Relations ... Attended functions in your area (ie. Red Serge), events / festivals which could impact operations / resources

Oct – Checkpoints Focused on Intersection Safety

Nov – Checkpoints Focused on Winter Rd Safety

Middleton RCMP
Quarterly Update:
Period Ending: 2017-12-31

Dec – Checkpoints Focused on Impaired Driving

Financial Issues ... significant unexpected costs, budgetary shortfalls

Human Resource Issues ... Vacancies, Parental Leave, Long Term ODS, Suspensions

S/Sgt. Dan MacGillivray NCOi/c Annapolis District

Middleton Detachment is currently staffed with the following Members:

Cpl. Dione Canning

Cst. Seth Thomas

Cst. Billie Gardiner

Cst. Garfield Levy

Cst Stephanie Wagner

Cst Dwayne O'Quinn

Cst Dean Drover

Cst Stacey Rodgers

Court Liaison Position – Janice Hebb

Detachment Assistant – Megan Element

Report prepared by CPL Dione CANNING. Please do not hesitate to call 902-825-2000

Middleton RCMP

Quarterly Update:

Period Ending: 2017-12-31

if there are any questions or concerns.

MAYOR'S REPORT – JANUARY 2018

January 1	Levee at Royal Canadian Legion Branch # 1
January 1	Levee at Capital Pub
January 8	Planning Services Public Advisory Panel meeting.
January 9	Special Committee of the Whole meeting.

CORRESPONDENCE – JANUARY
(for January 15, 2018 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 *NDP Caucus* seeking input on proposed amendments to the Municipal Government Act to allow Councillors who are pregnant to take leave from council meetings without having to ask permission of their council colleagues.
2. The Fall 2017 Sector Update from *Forest Nova Scotia*.
3. A statement from *Jimmy MacAlpine, Chair, Property Valuation Services Corporation (PVSC)* providing an overview of the PVSC projects and initiatives.

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