

AGENDA

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES

- 3.1. Committee of the Whole Meeting – September 2, 2025

4. PRESENTATIONS

- 4.1. Valley REN – Emily Boucher

5. PROCLAMATIONS

- 5.1. Mi'kmaq History Month – October 1, 2025
- 5.2. Disability Employment Awareness Month – October 1, 2025
- 5.3. Fire Prevention Week – October 5-11, 2025

6. ANYTHING BY CITIZENS

Procedure: A thirty-minute period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute period provided there is time remaining within the thirty-minute "Anything by Citizens" period.

7. NEW BUSINESS

- 7.1. RFD 052-2025 Middleton Logo Change – Communications and Events Coordinator
- 7.2. RFD 053-2025 Interest Rate on Overdue Taxes – CAO
- 7.3. RFD 054-2025 Award of Tender for Fire Department Utility Truck – Deputy Fire Chief
- 7.4. RFD 055-2025 Dangerous and Unsightly Policy – CAO
- 7.5. RFD 056-2025 Reservoir Construction Change Order #3 – CAO

COMMITTEE OF THE WHOLE
Town Hall – Council Chambers, ZOOM &
Facebook Live
Monday, October 6, 2025 – 7:00pm



8. INFORMATION/DISCUSSION ITEMS

- 8.1. Dangerous and Unsightly Status Report as of September 2025 – CAO
- 8.2. Community Concerns/Complaints as of September 2025 – CAO
- 8.3. Town General and Water Utility Financial Report as of end August 2025 – CAO
- 8.4. Memo to Council and CAO re: Water Rate Approvals – CAO

9. ANTHING BY MEMBERS

10. IN CAMERA

- 10.1. Contractual

11. ADJOURNMENT

COMMITTEE OF THE WHOLE
Tuesday, September 2, 2025, at 7:00 pm

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held in person, via ZOOM and on Facebook Live on Tuesday, September 2, 2025.

PRESENT

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councillors John Bartlett, Dan Smith, Bernadette Knapp, Jonathan Archibald (arrived at 7:18pm) and Sandra Fournier; Chief Administrative Officer, Ashley Crocker, Director of Public Works, Adam Verran and Recording Secretary, Sara Marceau.

Also in attendance: Two (2) citizens

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

250902.01: It was moved and seconded to approve the agenda, as circulated. **Motion carried.**

3. APPROVAL OF THE MINUTES

Approval of the Previous Meeting Minutes

3.1 Committee of the Whole Meeting – July 7, 2025

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

4. PROCLAMATIONS

Mayor Smith read aloud the proclamation and proclaimed September 22 – 28, 2025, Right to Know Week in the Town of Middleton.

5. ANYTHING BY CITIZENS

Leon Zinck, of 9 Ross Lane, expressed concern about the noise coming from the new apartment building construction at 438 Main Street. He stated that it has become unbearable to sit outside during the day due to the constant construction activity. He also reported that workers begin before 7:00 a.m., further disrupting his peace and quiet.

COMMITTEE OF THE WHOLE
Tuesday, September 2, 2025, at 7:00 pm

Mr. Zinck has formally requested that the Council consider exempting him from paying property taxes for the foreseeable future, citing the ongoing disturbance as the basis for his request.

- CAO Crocker made a note to investigate the matter further

6. NEW BUSINESS

6.1 RFD 045-2025 Fire Protection Area Rate for 2025-2026

CAO Crocker provided a brief overview of the Fire Protection Area Rate for 2025–2026, noting that no recommendations are required at this time. This RFD is being presented to Council for information purposes only.

6.2 RFD 046-2025 Appointment List Update

CAO Crocker provided a brief overview of the Appointment List.

250902.02 It was moved and seconded that Council, on recommendation from the CAO, appoint Robert Bruce as the Town’s Dangerous and Unsightly Administrator. **Motion carried.**

250902.03 It was moved and seconded that Council approve the Appointment List, as presented. **Motion carried.**

7. INFORMATION/DISCUSSION ITEMS

7.1 Dangerous and Unsightly Status Report as of August 2025

CAO Crocker stated that the Dangerous and Unsightly Status Report has been circulated and that there are no updates to report.

7.2 Community Concerns/Complaints as of August 2025

CAO Crocker stated that the Community Concerns/Complaints as of August 2025 has been circulated.

8. CORRESPONDENCE

8.1 July 25, 2025, Letter from MacDonald Museum re: Grant Letter

Mayor Smith noted that the letter from the MacDonald Museum has been circulated to all members.

COMMITTEE OF THE WHOLE

Tuesday, September 2, 2025, at 7:00 pm

8.2 August 1, 2025, Email from Pastor Jeff Milne re: Inn from the Cold

Mayor Smith noted that the letter from Pastor Jeff Milne has been circulated to all members.

Councillor Smith suggested arranging a meeting with Pastor Jeff Milne to better understand the reasons behind their closure. CAO Crocker will reach out to schedule the meeting.

8.3 August 5, 2025, Letter from Department of Municipal Affairs re: Value-for-money audit of the Nova Scotia Firefighters School

Mayor Smith noted that the letter from the Department of Municipal Affairs has been circulated to all members.

8.4 August 7, 2025, Letter from Department of Growth and Development re: Unhoused Population in Middleton

Mayor Smith noted that the letter from the Department of Growth and Development has been circulated to all members.

Councillor Smith expressed disappointment with the response from the provincial government. He recommends that the Mayor send a follow-up letter, expressing that the lack of response to the initial correspondence is unacceptable.

8.5 August 8, 2025, Valley REN Q1 Snapshot

Mayor Smith noted that the Q1 Snapshot from Valley REN has been circulated to all members.

9. ANYTHING BY MEMBERS

Councillor Smith noted that the parking lot at Rotary Park is in poor condition, with ruts deep enough to potentially damage vehicles.

There was extensive discussion regarding the lack of police presence in town, as well as concerns about individuals riding dirt bikes on the tracks and in Rotary Park.

Councillor Archibald asked whether it would be worthwhile to contact the Department of Natural Resources (DNR), noting that they have enforcement capabilities. He suggested initiating a conversation with them.

COMMITTEE OF THE WHOLE

Tuesday, September 2, 2025, at 7:00 pm

Councillor Bartlett stated that during his recent trip to Halifax for a meeting with the Minister of Justice (organized by the Nova Scotia Federation of Municipalities (NSFM)), he was disappointed. The Minister of Justice did not stay for the allotted time, which meant Council members from across the province were not able to ask questions, which was the reason for the meeting. He recommended that a letter be written to the Minister of Justice.

Councillor Archibald reported receiving complaints from residents on Marshall Street about dirt bikes operating at 3 a.m. Councillor Archibald also received complaints about heavy commercial truck traffic, including reports of some drivers not stopping at stop signs. He inquired about the possibility of installing a speed bump or speed radar.

Deputy Mayor Marshall highlighted the upcoming Multicultural Festival, taking place on Saturday, September 6th at 2:00 p.m. Deputy Mayor Marshall also stated that he and Deputy Fire Chief Scott Veniot will be traveling to Ontario to honor fallen firefighter Harold Edgar Gray from Middleton.

Councillor Smith asked if the Town could apply for disaster relief funds to recoup some of the costs the fire department has incurred while assisting with the wildfire in West Dalhousie.

- CAO Crocker made a note to investigate the matter further.

Councillor Fournier asked if we could install speed radar signs on Marshall Street.

Councillor Knapp expressed her appreciation for the firefighters, DNR, REMO, and all volunteers who are assisting with the West Dalhousie fires. Councillor Knapp also noted that there is a center barrier at the corner of Brooklyn and Main Street, which currently has a large steel plate and a cone placed on it.

- DPW Verran is aware of the situation and has received multiple quotes but is not satisfied with the pricing and is continuing to explore other options.

Mayor Smith had the pleasure of presenting resident Bonnie Johnson with a Certificate of Appreciation in honor of her 35 years of dedicated service as a Firefly for the Middleton Fire Department. Mayor Smith also noted that she gave an interview to CBC News about the Town's financial indicators and reported that the interview went well.

10. ADJOURNMENT

The Mayor declared the meeting adjourned at 8:03pm.

MAYOR

RECORDING SECRETARY

the
valley REGIONAL
ENTERPRISE
NETWORK



Cultivating Opportunities for Regional Economic Growth

Why Does Local Data Matter in Economic Development?

- Investment readiness
- Investment attraction
- Business decision-making

How does a site selector tool highlight local data?

- Data is all in one place
- Allows the region to make a good first impression
- Shows that our region is **open for business**

Who Uses a Site Selector Tool?

Site Selectors

- Professional consultants determine the best locations for a business to operate by providing expertise in strategy and data analysis
- Effectively targeting site selectors drives business attraction

- **Economic Development Officers**
- **Municipal staff**
- **Property Developers**
- **Local and new businesses looking to expand or relocate**
- **Local businesses and property owners looking to sell**

The Valley REN Site Selector Tool

An online tool that provides local data

- Free access via the Valley REN website

Inform Business Decisions

- Access property, infrastructure, zoning, demographic, workforce data and more

Map-based (GIS) to visualize data

- Annotate maps, take measurements, add 3D buildings, generate reports and property brochures

An opportunity to list and find available commercial property

Properties Communities

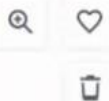
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Fav Clear Share Search by keyword Filters

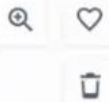
Sort by: Featured



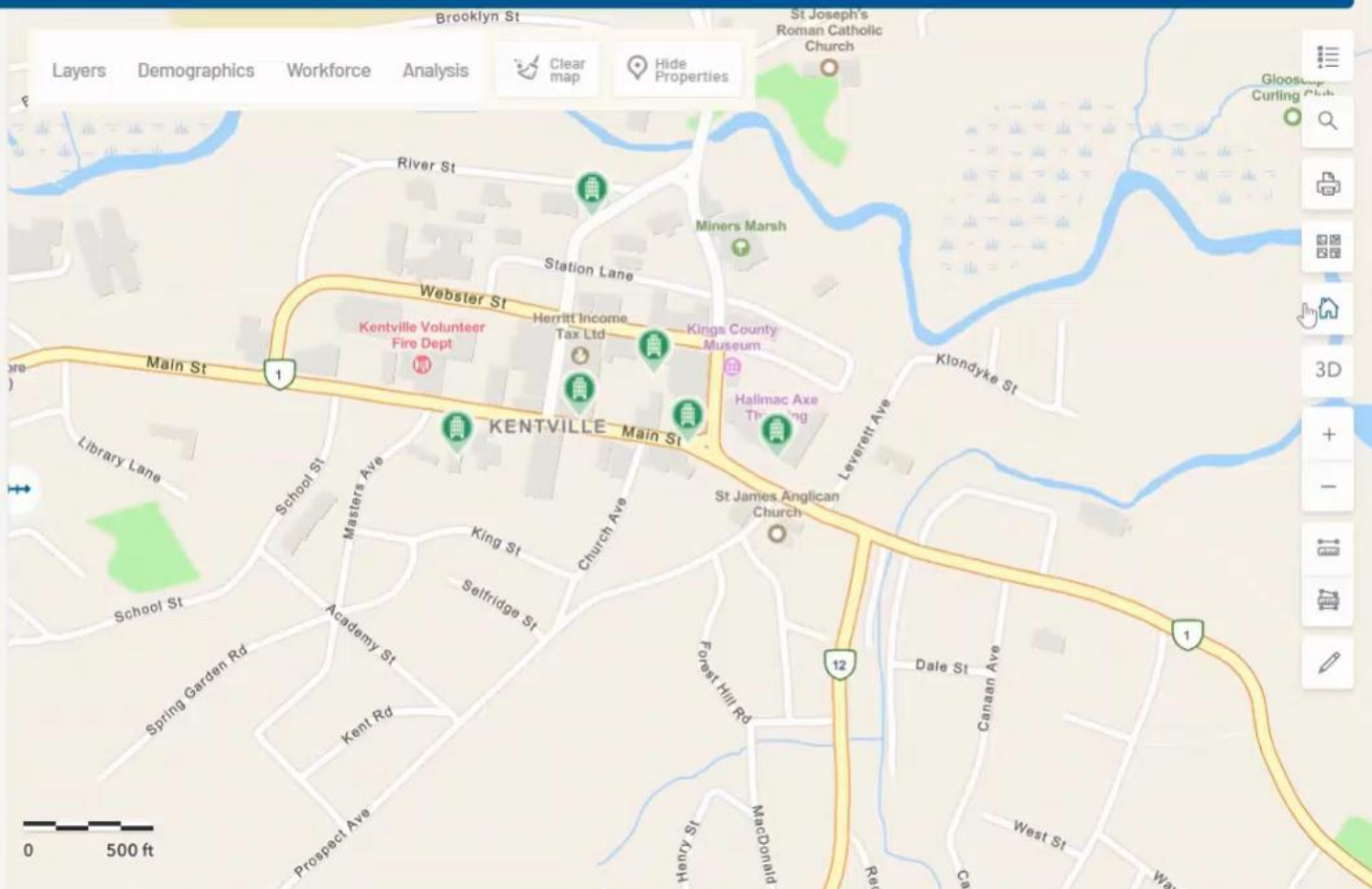
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405 Main Street
405 Main Street, Kentville, NS, B4N 1K7
2,042.964 \$0FT



448 Main Street
448 Main Street, Kentville, NS, B4N 1K8



Inform Business Decisions





Properties Communities

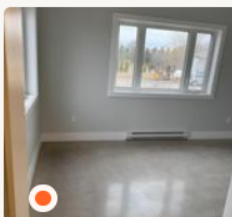
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Fav Clear Share Search by keyword Filters

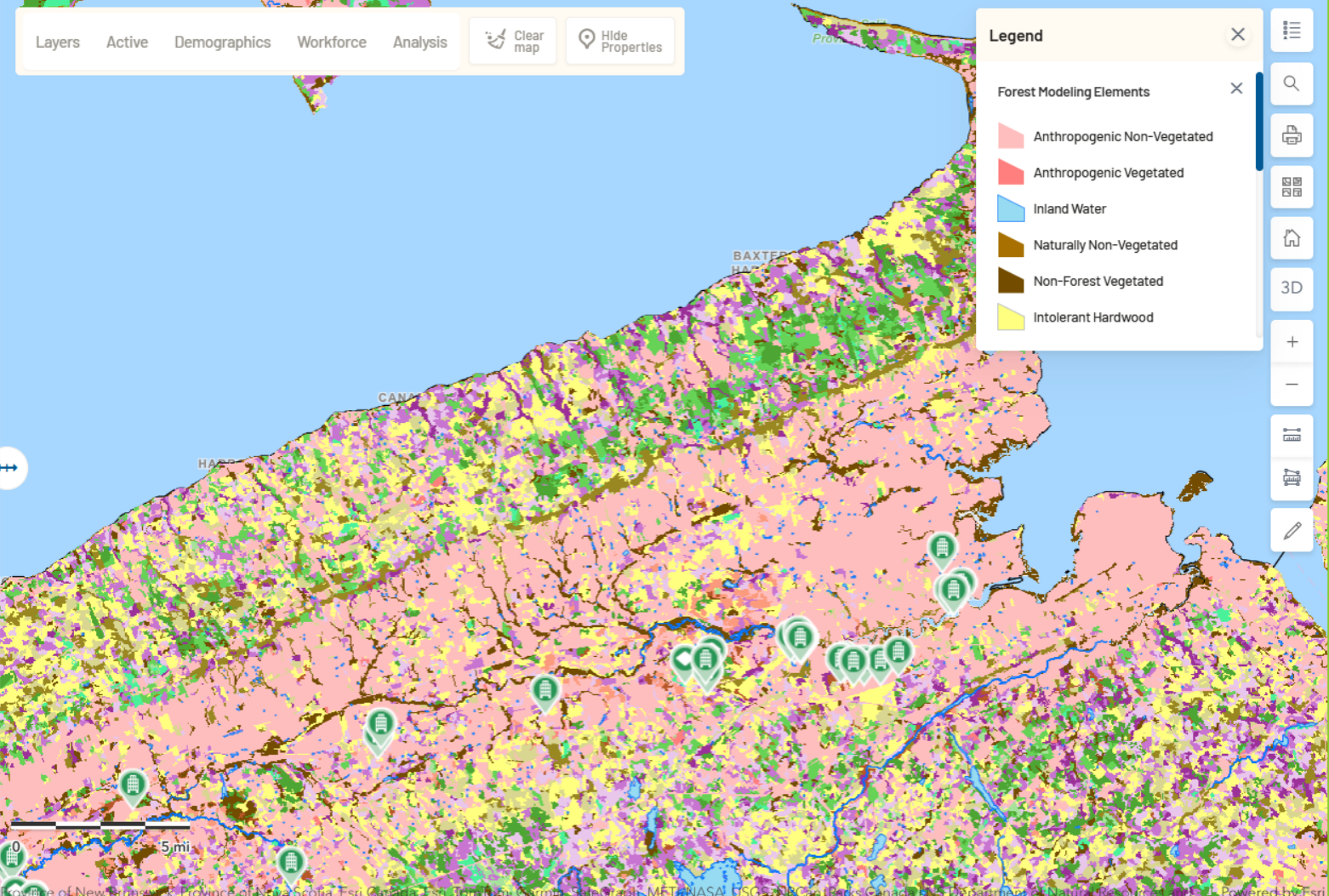
Sort by: **Featured**

- 

1104 Kars Street
1104 Kars Street, Port Williams, NS, B0P 1T0
34,660.692 SQFT
- 

1116 Kars Street
1116 Kars Street, Port Williams, NS, B0P 1T0
41,878.584 SQFT
- 

1200 Parkway Drive
1200 Parkway Drive, Port Williams, NS, B0P 1T0
2.1 ACRES




Inform Business Decisions

the valley REGIONAL ENTERPRISE NETWORK

WHY THE ANNAPOLIS VALLEY LIVE HERE BUSINESS HERE CONTACT US GURU HELP LOGIN

Powered By GIS WebTech

Workforce

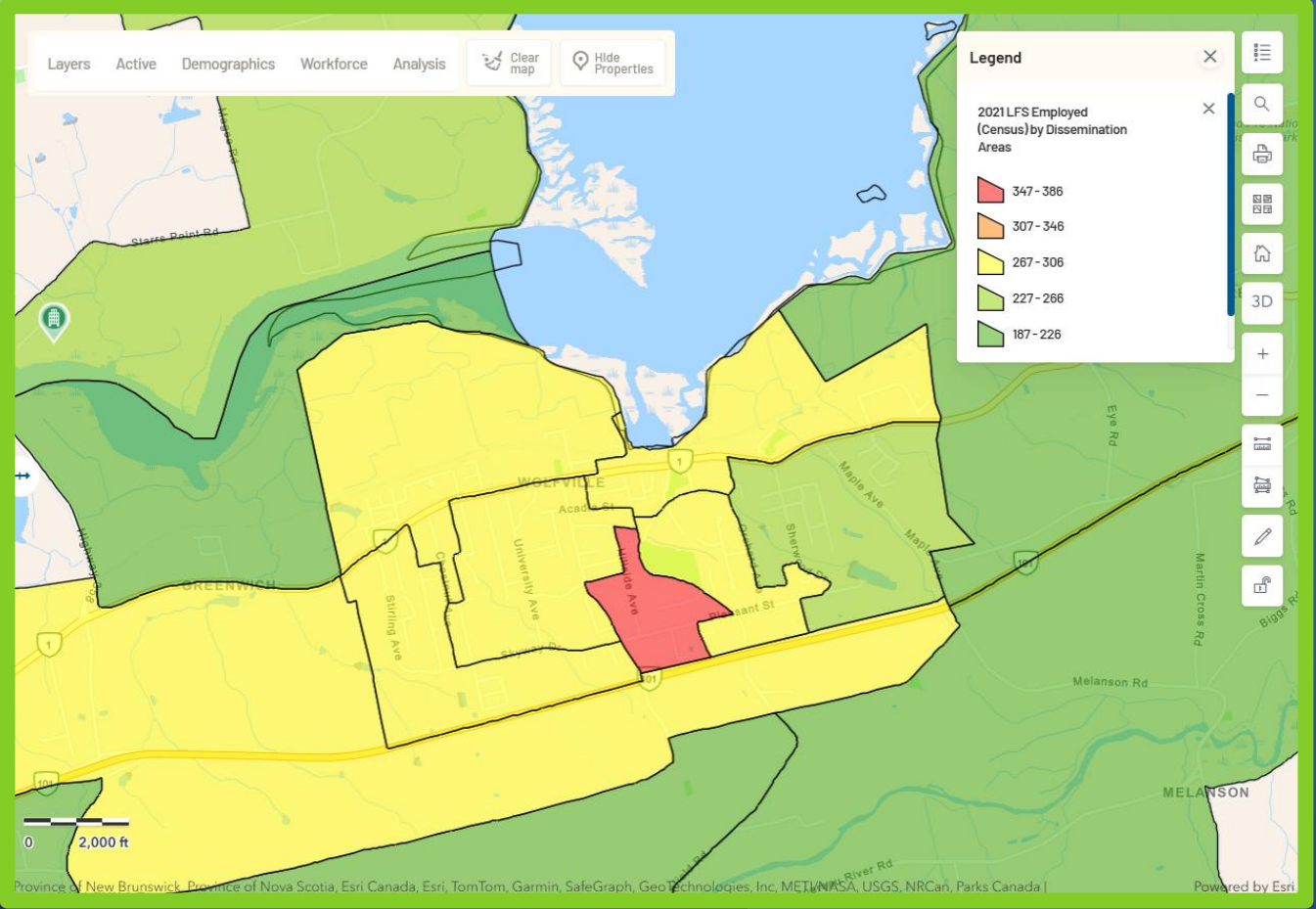
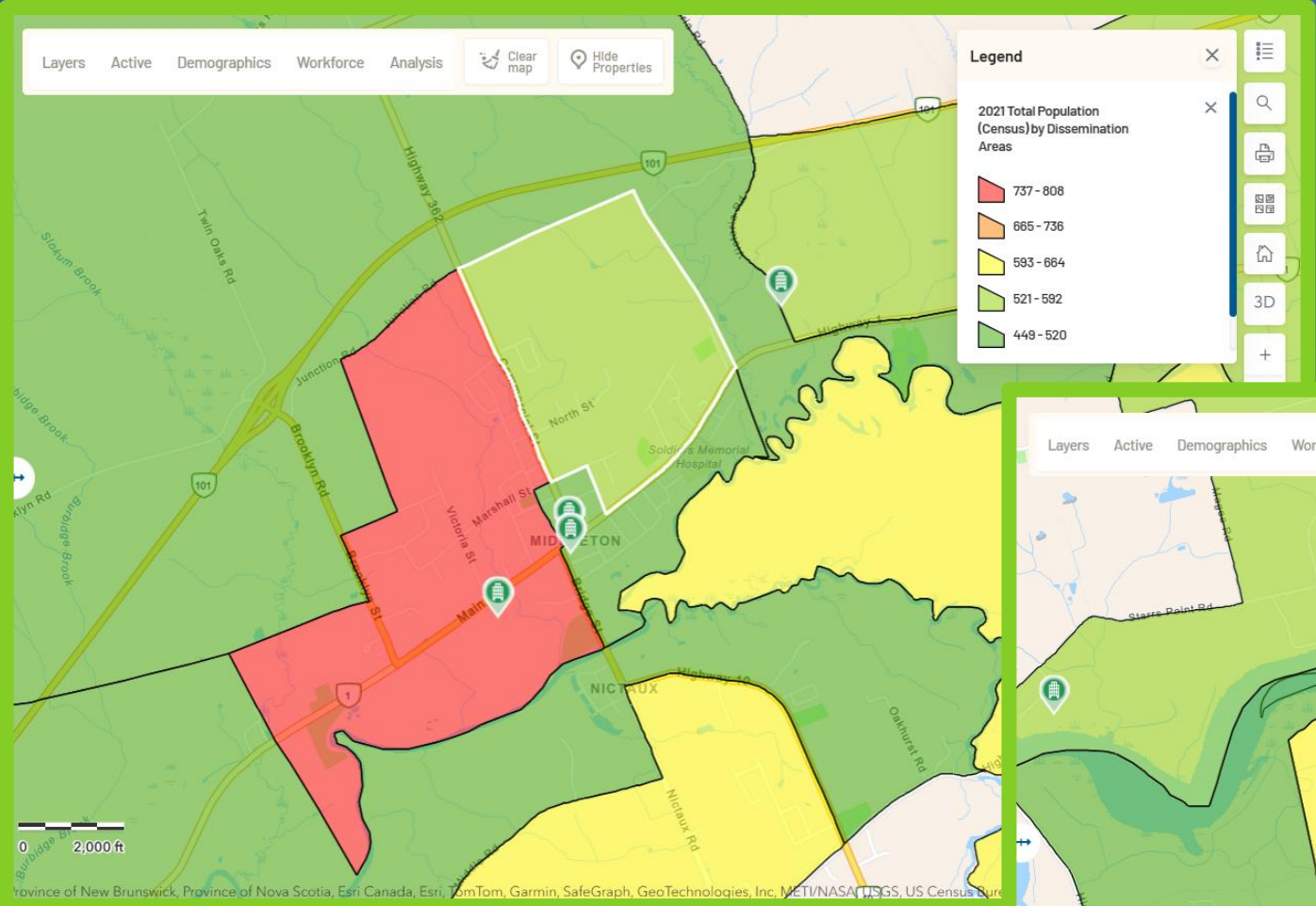
Search  Clear

Workforce Layers (20)

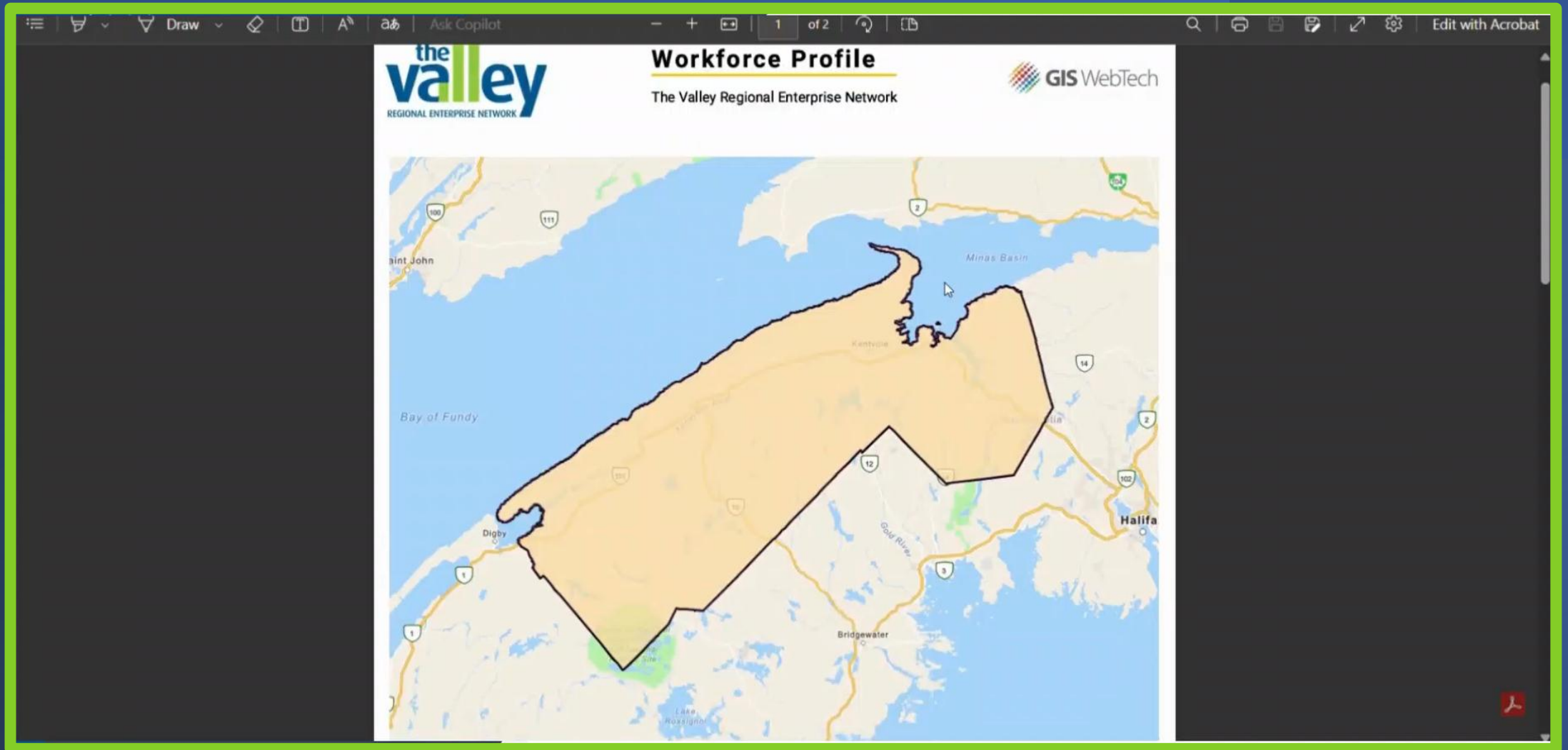
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<input type="checkbox"/> 33 Manufacturing	<input type="checkbox"/> 41 Wholesale Trade	<input type="checkbox"/> 45 Retail Trade	<input type="checkbox"/> 49 Transportation & Warehousing
<input type="checkbox"/> 51 Information & Cultural Industries	<input type="checkbox"/> 52 Finance & Insurance	<input type="checkbox"/> 53 Real Estate and Rental Leasing	<input type="checkbox"/> 54 Professional, Scientific & Technical Services
<input type="checkbox"/> 55 Management of Companies and Enterprises	<input type="checkbox"/> 56 Waste Management	<input type="checkbox"/> 61 Educational Services	<input type="checkbox"/> 62 Health Care & Social Assistance
<input type="checkbox"/> 71 Arts, Entertainment and Recreation	<input type="checkbox"/> 72 Accommodation and Food Services	<input type="checkbox"/> 81 Other Services (Except Public Administration)	<input type="checkbox"/> 91 Public Administration

Province of New Brunswick, Province of Nova Scotia, Esri Canada, Esri, TomTom, Garmin, SafeGraph, FAO, MET/NASA, USGS, NRCan, Parks Canada | Powered by Esri

Inform Business Decisions



Visualize Data



Visualize Data

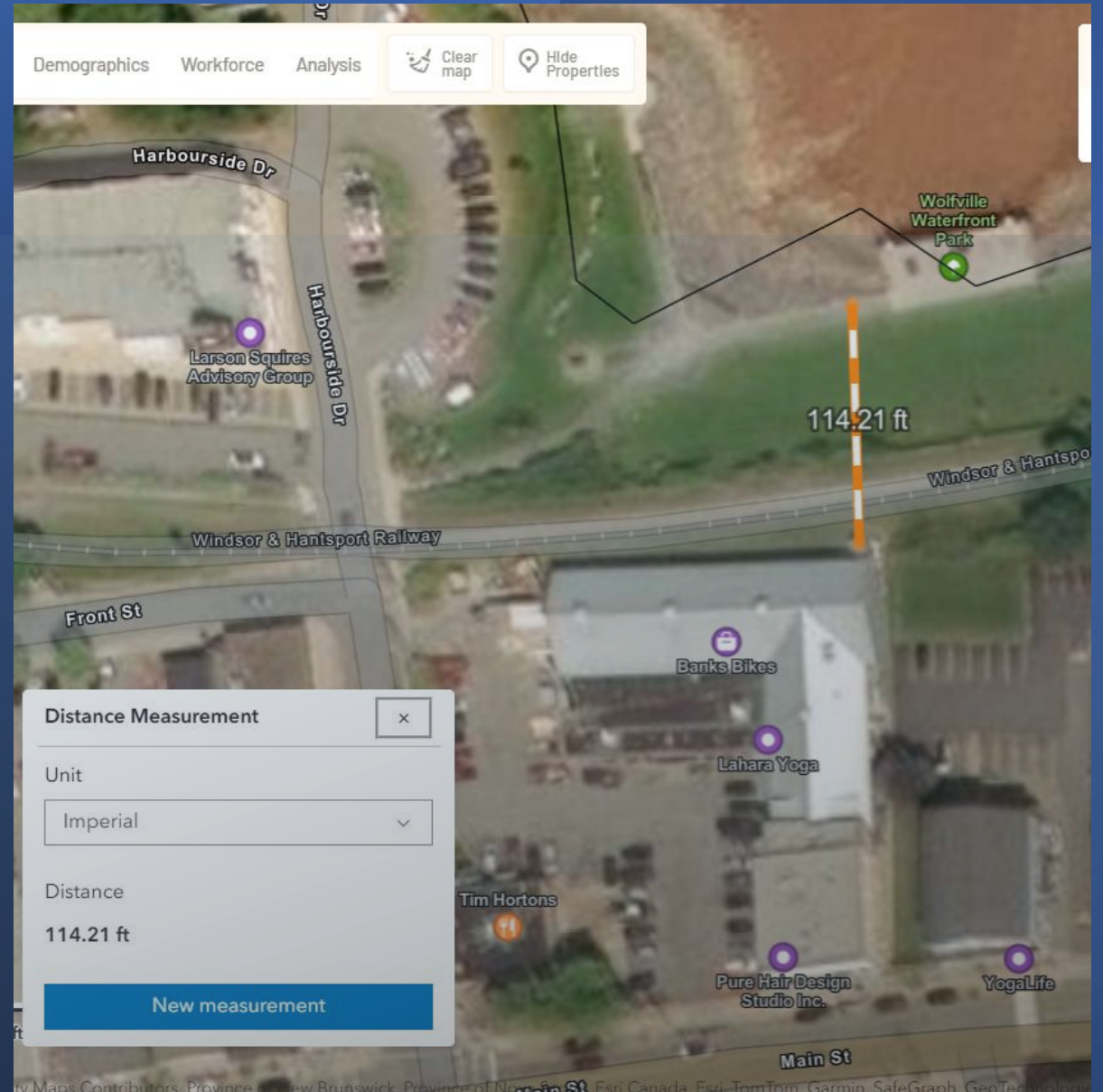
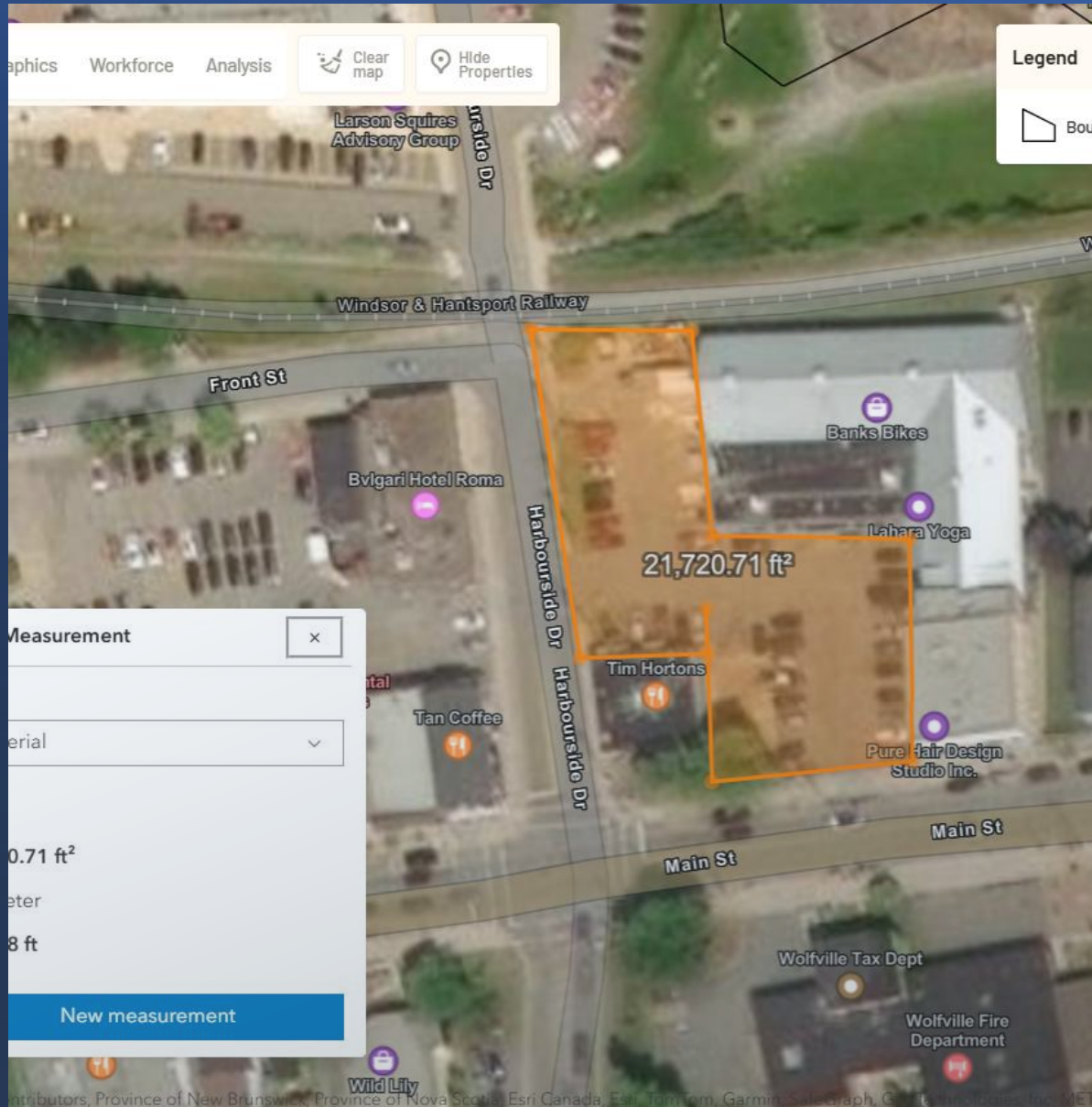
the valley
REGIONAL ENTERPRISE NETWORK

663 Main Street
663 Main Street
Kingston, NS, B0S 1M0



Description
Introducing this turnkey business opportunity with a Pizzeria that has been well established for over 20 years. J & R's Pizza, located in Kingston Nova Scotia is a family owned and operated business located on a high traffic area in central Kingston. Kingston is a township located in the Annapolis Valley, only minutes away from CFB Greenwood. The business is in the main floor of a two-storey building and the seller is willing to lease the space to a new buyer, or sell the building, if the buyer is interested. On the main floor you will find a dining room comprising of 260 + sq ft, with a large public rest room, tables for dine in and a large display fridge for beverages. As you enter the kitchen area you will find a 385 + sq ft commercial kitchen, 260 + sq ft prep area, a utility room and a back door entrance for staff and orders. On the second floor, which offers its own entrance you will find a full equipped two bedroom apartment, which is perfect for additional income. * Real Estate is not included in asking

Visualize Data



Visualize Data



Find and List Commercial Property

the valley REGIONAL ENTERPRISE NETWORK

WHY THE ANNAPOLIS VALLEY | LIVE HERE | BUSINESS HERE | CONTACT US | GURU HELP | LOGIN | Powered By GIS WebTech

Properties | Communities

55 Properties | Fav | Clear | Share | Search by keyword | Filters

Sort by: Featured

- 11 Commercial Street**
11 Commercial Street, Middleton, NS, B0S 1P0
1,850 SQFT
- 1104 Kars Street**
1104 Kars Street, Port Williams, NS, B0P 1T0
34,660.692 SQFT
- 1116 Kars Street**
1116 Kars Street, Port Williams, NS, B0P 1T0
41,878.584 SQFT

Layers | Demographics | Workforce | Analysis | Clear map | Hide Properties

Map showing the Annapolis Valley region in Nova Scotia, Canada, with property markers and geographical features like the Bay of Fundy and Lake Rossignol.

Province of New Brunswick, Province of Nova Scotia, Esri Canada, Esri, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, NRCan, Parks Canada | Powered by Esri

Valley REN Fall Highlights

Business Retention and Expansion (BRE)

- Diagnostics Launch (Fall 2025)
- BRE Engagement Session (September)

Immigration and Community Fair

- November 1, 2025

Regional Multi-Sector CEO Summit

- November 20-21, 2025

Council and Community Connections

- November 2025-January 2026



Guru Contact

Adam Kemp

Business NOW Navigator

E: BusinessNOW@valleyren.ca

C: 902-670-1921





Thank you!

Emily Boucher

CEO

E: eboucher@valleyren.ca

C: 902-670-2178





Proclamation

MI'KMAQ HISTORY MONTH October 2025

WHEREAS the Government of Nova Scotia recognizes that the Mi'kmaq have the inherent right to self-government within Canada; and

WHEREAS the Province of Nova Scotia and the Mi'kmaq Nation recognize their mutual need to live in peace and friendship in accordance with the spirit of their treaty and nation-to-nation relationship; and

WHEREAS the Government of Nova Scotia recognizes all Treaties which were signed in good faith between the Crown and the Mi'kmaq; and

WHEREAS the Province requires Scotia and the Mi'kmaq Nation recognize that their mutual peace and friendship require the public awareness of the history, values and the diversity of cultures; and

WHEREAS the Government of Nova Scotia and the Mi'kmaq Nation wish to promote public awareness for all citizens of Nova Scotia.

THEREFORE, be it resolved that I, **Gail Smith, Mayor of the Town of Middleton**, do hereby proclaim October 2025, to be observed as "**Mi'kmaq History Month**" in the **Town of Middleton**.

Dated at Middleton, Nova Scotia
this 6th day of October 2025.

Gail Smith, Mayor



Proclamation

DISABILITY EMPLOYMENT AWARENESS MONTH October 1 to October 31, 2025

WHEREAS October is recognized as Disability Employment Awareness Month; and

WHEREAS the purpose of Disability Employment Awareness Month is to celebrate the contributions of people with disabilities to our workforce and employers that are committed to creating inclusive workplaces; and

WHEREAS the Town of Middleton encourages all residents to celebrate Disability Employment Awareness Month by organizing awareness events, and hosting activities to promote the contributions of people with disabilities to our community, businesses and organizations; and

WHEREAS everyone takes time to become informed of these contributions and of the laws surrounding accessibility and employment equity.

THEREFORE, I, Gail Smith, **Mayor of the Town of Middleton**, do hereby proclaim October 1-31, 2025, as “**Disability Employment Awareness Month**” in the Town of Middleton.

Dated at Middleton, Nova Scotia
this 6th day of October 2025.

Gail Smith, Mayor



Proclamation

FIRE PREVENTION WEEK
October 5 to October 11, 2025

- WHEREAS** the **Town of Middleton** is committed to ensuring the safety and security of all those living in and visiting Middleton; and
- WHEREAS** fire remains a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces unique fire risks; and
- WHEREAS** most of the electronics used in homes daily, including smartphones, tablets, laptops, power tools, e-bikes, and toys, are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and
- WHEREAS** the fire service reports an increase in battery-related fires, underscoring the need to public education on the safe use of lithium-ion batteries; and
- WHEREAS** lithium-ion batteries store a large amount of energy in a small space, and improper use such as overcharging, using off-brand charges without safety certification, or exposing batteries to damage can result in fire or explosion; and
- WHEREAS** the Middleton Fire Department is dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach; and
- WHEREAS** the 2025 Fire Prevention Week theme, “Charge into Fire Safety: Lithium-Ion Batteries in Your Home,” serves to remind us of the importance of using, charging, and recycling lithium-ion batteries safely to reduce the risk of fires in homes and communities.

THEREFORE, I, Gail Smith, **Mayor of the Town of Middleton**, do hereby proclaim October 5-11, 2025, as **Fire Prevention Week**, and I urge all the residents of Middleton to check their smoke alarms, learn of the importance of using, charging and recycling lithium-ion batteries safely during Fire Prevention Week 2025.

Dated at Middleton, Nova Scotia
this 6th day of October 2025.

Gail Smith, Mayor

**REQUEST FOR DECISION
Middleton Logo Change
RFD#: 052-2025**



To: COTW and Town Council
From: Gina Pearson, Communications and Events Coordinator
Date: October 6, 2025, and October 20, 2025
Subject: Middleton Logo Change

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Appendix A - Logo 1, 1.1 and 1.2
- Appendix B – cost implications

Legislation

- N/A

Recommendation

That Council approves the use and implementation of the new logo and its variations.

Background

The Town of Middleton’s current logo was created more than 20 years ago. At the time, the design reflected the community’s image and style preferences; however, the logo no longer aligns with modern standards of accessibility and branding. The scripted font used in the current logo is difficult to read, particularly in digital applications, and does not meet best practices for accessible communication.

As the Town continues to evolve, it is important that its brand identity remains relevant, inclusive, and representative of the community. A refreshed logo will provide a modern, versatile design that supports accessibility, enhances recognition across print and digital platforms, and better reflects the Town’s current brand.

To maintain a connection to the Town’s history and past branding, the original heart element will be preserved within the new design. While the font styles will be updated to ensure accessibility and readability, the heart will continue to serve as a recognizable and meaningful symbol of Middleton, including our slogan, “Heart of the Valley”.

REQUEST FOR DECISION
Middleton Logo Change
RFD#: 052-2025



Financial Implications

See Appendix B.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	Updating the Town’s logo fosters an inclusive, accessible, and modern brand identity that reflects Middleton’s values, history, and sense of belonging.
	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

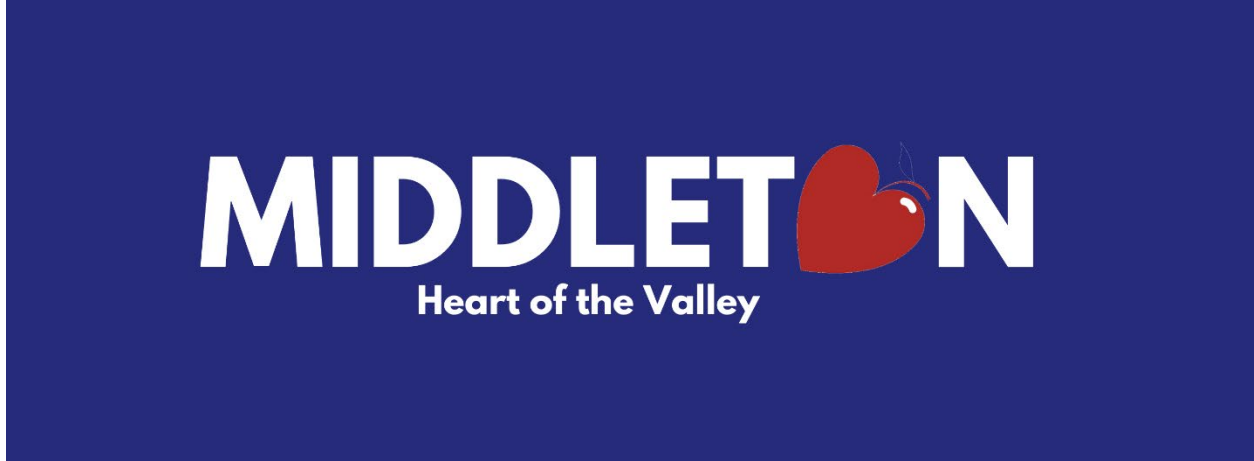
The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: October 20, 2025

Appendix A

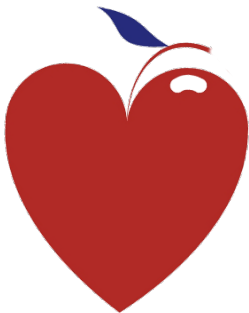
Logo 1: *Note* The background in this example has been set to blue to ensure the white font is visible. In practice, the font normally appears on a transparent background.



Logo 1.1:



Logo 1.2



Appendix B

The transition to a refreshed Town of Middleton logo will have minimal financial impact. Most existing applications either do not feature the current scripted logo or already use the heart symbol with accessible font. There is signage throughout Town that is aging, which features the current logo. Currently, the logo is not a prominent header on the signage and can be replaced as needed. Note that the items listed below are categorized by priority level (**high**, **medium**, **low**) for adaptation of the new logo, or replacement. These are the signs that exist with the current logo. Items not mentioned do not have a logo and/or signage.

Item	Description	Priority	Estimated Cost
Print and Digital Media	Town letterhead, website, Facebook page, etc.		The updated logo will be applied to new materials as they are created, so no additional reprinting costs are expected.
Town Vehicles	Current decals already use the heart symbol with a sans serif font.		No replacements are required at this time.
Street Signs and Welcome Signs	These signs primarily display the heart symbol rather than the scripted font.		The colours remain consistent and in good condition, so no replacement costs are anticipated.
Community Kiosks	No logos are currently displayed, so no changes are needed.		None.
Future Signage	Planned signage at Wetlands Park will incorporate the new logo.		As these signs have not yet been produced and are already budgeted, no additional costs are anticipated.
Brochures	A few outdated brochures contain the current logo; however, these were already scheduled for updates with refreshed information and graphics.		The town already has an small advertising budget that can be used to replace some of these brochures.
Apparel	Staff have already begun incorporating the new logo into summer apparel and promotional items.		No immediate purchases are required, aside from shirts for Council, which are estimated at \$30–\$60 each .
Business Cards	Current business cards feature the existing logo. They can be replaced gradually as staff use remaining stock.		The cost to replace 500 cards is estimated at \$50–\$150 .
Billing	Bills to residents are printed as needed (tax bills and water bills).		The logo can be updated within the billing system at no additional cost.

Existing signage: The current logo appears in the following locations:

Item	Description	Priority	Estimated Cost
Water clock	New clock faces display the current logo.	High	Undetermined – the Town Clock has been challenging to fix given there is only 1-2 individuals that can perform this work.
Infographic by Water Clock	Features the current logo but it is aging.	High	Replacement will only be considered when repairs are required.
Riverside Park: Memorial Tree Grove Sign	The logo appears at the bottom.	Medium	Replacement, depending on materials and size, could cost \$300–\$700 . This signage also doesn't have accessible font.
Riverside Park – Entrance Signage	Features the logo near the bottom and is visibly aged and faded.	Medium	Replacement of both signs could range from \$300–\$700 per board.
Riverside Park No Smoking Sign	A small sign with the current logo.	High	Replacement is not urgent but would cost \$50–\$150 .
Brush Dump Sign	Features the logo at the top.	Medium	The old logo could be painted over and replaced with a decal at a cost of \$35 .
Rotary Park – All Wheel Park Sign	Outdated sign displaying the current logo.	Low	Replacement is estimated at \$200–\$350 . The information on this sign is already expired.
Arena and Pool Directional Sign	Features a small logo that is weathered. The pool and arena both have their own logos.	High	This sign could either be painted over at no cost or replaced with a lower-cost option.

Overall, the costs associated with updating the logo are low, as changes will be phased in through regular updates and replacements, and the transition to the new logo will be quite easy and seamless.

REQUEST FOR DECISION
Interest Rate on Overdue Taxes and Fees
RFD#: 053-2025



To: COTW and Town Council
From: Kevin Matheson, Contract Accountant
Date: October 2, 2025 and October 20, 2025
Subject: Interest Rate on Overdue Taxes and Fees

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Budget Resolution passed by Council on July 14, 2025

Legislation

- *Municipal Government Act - Section 113*

Recommendation

The Council approve charging an interest rate of 1.5% per month, or any portion thereof, on all outstanding balances of taxes and other charges on the tax roll, effective November 1, 2025.

Background

The Town of Middleton does not have a By-law or Policy as to the amounts to be charged nor the method of determining the amount to be charged for overdue taxes and fees. The practice has been to include the rate in the annual Operating Budget resolution (attached). The most recent resolution included the following language:

“That an interest rate of 24% per annum, compounded, be charged on the 2025-26 final tax bills still outstanding after the last business day of September, 2026”

The wording of the resolution is problematic for several reasons. First, it appears that there is an error in the date. It should read “last day of September 2025”. If not fixed, no interest could be charged until the taxes are past-due for a full year. Second, it only applies to the current taxes, not those still outstanding from prior years. Third, it is different than the internal process that has been in place for many years. The actual practice is to charge 2% per month, or any portion thereof, on the first day of each month. This results in an effective annual rate of 26.824%.

REQUEST FOR DECISION
Interest Rate on Overdue Taxes and Fees
RFD#: 053-2025



Further, there is an inconsistency of rates between taxes and water rates. The Water Utility currently charges 1.5% per month, or any portion thereof, on overdue balances. The interest rate for the Utility has been set for the next 2.5 years by the Nova Scotia Regulatory and Appeals Board.

When comparing the Town’s rate to the closest towns and counties, Middleton has the highest rate for overdue taxes. Berwick and Annapolis Royal both use 1.5% per month, while Annapolis and Kings Counties use 1% per month.

The guiding principle for setting the level of such penalties should be that they should be high enough to incentivize prompt payment of accounts, without placing an undue burden on taxpayers who may miss a payment for a short period of time. Rates of 1.25% or 1.5% per month would appear to be in that range. To be consistent across our billings, staff is recommending 1.5%, the same as in use by the Water Utility.

Financial Implications

While such a change would reduce our revenue from interest and penalties, it may help some ratepayers get back on schedule with their payments.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
x	Economy	Current rate is out of step with market rates
	Community	
	Governance	
	Council Strategic Initiative	

REQUEST FOR DECISION
Interest Rate on Overdue Taxes and Fees
RFD#: 053-2025



Alternatives

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: October 20, 2025

TOWN OF MIDDLETON

**TAX RATE RESOLUTION
2025/26**

BE IT RESOLVED THAT Town Council estimates that the sum required for the lawful purposes of the Town for the year 2025/26, after crediting probable revenues from all sources, other than the rates for the year, is the sum of \$4,996,706 and;

FURTHER RESOLVED that Town Council hereby authorizes the levying and collection of a rate for the current year of **\$4.300 per \$100** on the value of the property assessed in the assessment roll as **Commercial property and Business Occupancy** and **\$1.820 per \$100** on the value of the property assessed in the assessment roll as **Residential and Resource property**, the rate of **\$3.14 per acre** for property assessed in the assessment roll as **Farm Acreage**, and the rate of **\$3.23 per \$100** on the value of the property assessed in the assessment roll as **Seasonal Tourist Businesses**, and a sewer service charge of a **flat fee of \$250** plus an additional rate of **\$0.13 per \$100** on the value of the property assessed in the assessment roll as **taxable Residential and Commercial property** on which any building is connected to the sewage system of the Town, and a **fire protection rate of \$0.13** per \$100 on the value of all properties assessed in the assessment roll, these being the rates the Council deems sufficient to raise the sum to defray the expenditures of the Town for the current year and;

FURTHER RESOLVED that the rates and taxes be due and payable the last business day of September 2025 and;

FURTHER RESOLVED that an interest rate of 24% per annum, compounded, be charged on the 2025-2026 final tax bills still outstanding after the last business day of September 2025 and;

FURTHER RESOLVED that a **sewer usage rate of \$0.917 per one cubic meter** of water consumed by tax exempt properties, which are not paying full grants in lieu of taxation, be levied in accordance with the Sewer Service Charge Bylaw for the year 2025-2026.

Passed in open Council this 14th day of July 2025.

MAYOR

CAO

CERTIFICATE

I hereby certify that the foregoing is a true copy of a resolution of the Council of the Municipal Corporation of the TOWN of MIDDLETON passed at a meeting of said Council duly called and held on 14th day of July A.D. 2025 at which a quorum of the Council was present and voting.

CLERK

REQUEST FOR DECISION
Award of Tender for Fire Department
Utility Truck
RFD#: 054-2025



To: COTW and Town Council
From: Scott Veinot, Deputy Fire Chief
Date: October 6, 2025
Subject: Award of Tender for Fire Department Utility Truck

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- Bruce GM Tender for MID2025-04
- Tender Evaluation for MID2025-04
- 2025-2026 Capital Project Sheet 25-12
- October 1, 2025 Fire Department Meeting Report

Legislation

- Town of Middleton Procurement and Purchasing Policy

Recommendation

That Town Council approve a supplemental budget of \$150,000 (before HST) for the replacement of the Fire Department's 2007 utility truck.

That Council award the tender for a new 1-ton 4x4 truck to Bruce GM for \$84,791.01 (including HST).

Background

The current fire department 2007 utility truck is nearing its end-of-life expectancy of as emergency vehicle. The role of this unit has changed over the years with the evolving of the fire service and the push to be "climate ready." The new unit will be a 1-ton and be able to safely store the equipment needed. There are three parts to this capital project estimated at \$150,000 plus HST: the purchase of the 1-ton 4x4 truck, and then purchasing the necessary equipment to outfit the truck (emergency lighting package and the truck cap). The Fire Chief will work with the CAO on procurement practices required for the other two components of this project (the truck cap and the emergency lighting package).

REQUEST FOR DECISION
Award of Tender for Fire Department
Utility Truck
RFD#: 054-2025



Although the Town of Middleton is not funding this capital asset purchase, the Fire Chief is still required to follow the Town’s Procurement and Purchasing Policy by having Council approve a capital project that was not originally approved in the 2025-2026 Capital budget.

Goods over \$25,000 are classified as a “high value procurement” in accordance with the Procurement and Purchasing Policy, which must be publicly tendered and awarded by Council. A tender was prepared and posted on the Provincial Procurement site on September 5, 2025, and closed on September 26, 2025. The Town of Middleton only received one response from Bruce GM. The bid was evaluated by Deputy Fire Chief Scott Veinot and Director of Public Works Adam Verran, to ensure the tender specifications were met. A summary of the evaluation is attached.

Financial Implications

The Fire Department will be using their own proceeds from the Firefighters’ 50/50 to fund this capital project. See attached approval from the members of the Middleton Fire Department.

Replacing the Utility Truck is a capital expenditure. This project was part of the 5-year capital plan presented to Council and was included in 2026-2027. The estimated cost at the time of budgeting was \$1250,000. The fire department has suggested increasing the total project budget to \$150,000, given some cost increases. Since the fire department wishes to make this purchase in 2025-2026, Council needs to approve a supplemental budget for the project.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	Infrastructure	Safe equipment to provide services to the public
	Economy	
	Community	
	Governance	
	Council Strategic Initiative	

REQUEST FOR DECISION
Award of Tender for Fire Department
Utility Truck
RFD#: 054-2025



Alternatives

- 1) Council could delay the project until fiscal 2026-2027

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: October 6, 2025

Project Name: FIRE DEPT UTILITY TRUCK

Project # 25-12

Department: Fire **Unit:** Town **Asset Class** Vehicles

Type of Asset: Replacement **Reason:** Health & Safety **Expected Useful Life:** 10 years

Project Description: Replace 2007 4-wheel drive utility truck. The truck will be transferred to Public Works as a backup vehicle.

Need for Project: This truck carries equipment and supplies to fires and is primarily used when fighting grass/brush fires, often in difficult terrain. The truck is almost 20 years old, and reaching the end of its useful life.

Project Funding: The Fire Department plans to fund

Carry-over Project n/a

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project
	3/31/2024	2024/25	3/31/2025	2025/26	2026/27	2027/28	2028/29	2029/30		Total
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	-	12,500	12,500	12,500	12,500	50,000	50,000
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	-	12,500	12,500	12,500	12,500	50,000	50,000
Capital Budget:	3/31/2024	2024/25	3/31/2025	2025/26	2026/27	2027/28	2028/29	2029/30	Total	Project Total
Capital cost	-	-	-	-	125,000	-	-	-	125,000	125,000
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	-	-	-	-	-	-	-
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	125,000	-	-	-	125,000	125,000
Total funding	-	-	-	-	125,000	-	-	-	125,000	125,000



Middleton Fire Department

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

www.middletonfiredepartment.ca
mfdchiefs@bellaliant.com

To: Ashley Crocker, CAO, Town of Middleton

On Wednesday, October 1, at 6:45 p.m., the Middleton Fire Department held a special meeting to discuss the replacement of the department's current 4x4 utility truck. Following review and discussion, the membership voted in favor of proceeding with the tender that was received.

Funding for this project will be provided through proceeds from the Firefighter 50/50.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mike Toole', written over a horizontal line.

Mike Toole

Chief, Middleton Fire Department

mfdchiefs@bellaliant.com

902-825-8277



Town of
Middleton
Heart of the Valley®

1 New 1-Ton 4 x 4 Truck Tender

Tender Number MID 2025-04

Release Date:
September 5, 2025

Closing date and time:
September 26, 2025, at 2:00 pm, Atlantic Standard Time (AST)

TENDER CALL

Tender number

Supply and Delivery of One (1) New 1-Ton 4 x 4 Crew Cab Truck

The Town of Middleton will be accepting tenders for one (1) new 1-ton 4 x 4 crew cab Pick-up truck for the Fire Department.

All questions or requests for additional information or clarifications regarding this tender shall be in writing, **by email only**, to the attention of Mike Toole, Fire Chief at mfdchiefs@bellaliant.com

Tenders must be received by 2:00 p.m. AST, September 26, 2025.

Only Tenders received before the above-mentioned time will be accepted.

All tenders must be submitted by email with the subject line.

"MID2025-04 – 1 Ton 4x4 Truck"

The Town reserves the right to reject any or all tenders, not necessarily accept the lowest tender, or accept any tender which it may consider to be in its best interests. The Town of Middleton also reserves the right to waive formality, informality, technicality on any tender.

GENERAL INSTRUCTIONS

1. The Town of Middleton will be accepting tenders for one (1) New 1 Ton 4x4 crew cab pick-up truck.
2. All bids shall be submitted on the tender forms supplied with the document.
3. The Town of Middleton considers that all suppliers act in good faith and intend to supply equipment and services of high quality.
4. The Town of Middleton will not accept any equipment or material that is inferior to, or substituted for, factory-supplied products.
5. The words "heavy duty" shall mean heavy duty in relation to the job requirements and not just a name on the equipment or material.
6. This tender is not intended to exclude standard equipment or materials except where specified.
7. This tender is not intended to favor any particular equipment, manufacturer or contractor. Any names or figures the same or similar to any specific equipment, manufacturer or contractor is purely coincidental. The phrase "or equivalent" shall apply where a particular specification, equipment, manufacturer or contractor is mentioned.
8. Recommendation of tenders in addition to the following, will be based on best value to the Town of Middleton considering purchase price and life cycle cost considerations as well as items such as environmental and social considerations, delivery, servicing and the capacity of the supplier to meet other criteria as stated in the tender document.
 - a. The tender meets the needs of the Town of Middleton without question.
 - b. The tender meets or exceeds the "Specifications."
 - c. The tender is approved by the department concerned.
 - d. All tender forms are complete in all respects.
9. The following items will not be accepted or considered:
 - a. Tenders arriving after the closing date and time.

- b. Corrections or additions to any submitted tender unless initiated by the bidder.

10. Evaluation Criteria

- a. Submissions meeting the Mandatory Requirements will be evaluated using a weighted evaluation scoring method as outlined below:

Criteria	Weighting
Cost	70%
Service availability in local area	10%
RFP Content and Completeness	10%
Value-Added Services	10%

11. All questions or requests for additional information or clarifications regarding this tender shall be in writing, by email only, to the attention of Mike Toole, Fire Chief at mfdchiefs@bellallant.com.
12. Middleton will provide clarifications and additional information, if required, by way of an Addenda.
13. Proponents are solely responsible to ensure that any such inquiries are received by Middleton as described above. Middleton will not be responsible if a proponent acts based on information received in any other way than an approved Addendum or communication, in writing, from the representative named in this section.
14. Tenders are to be submitted by email with the subject line "MID2025-04 - 1 Ton 4 X 4 Truck" and are to be delivered no later than 2:00 pm AST, September 26, 2025, to the attention of Mike Toole, Fire Chief at mfdchiefs@bellallant.com.
15. The Town of Middleton is in need of an immediate supply of a 1 Ton 4WD Truck. If you cannot supply the truck within 30 days of award, a substitute may be offered until the tender truck is ready. This will be at no additional cost to the Town.

THE LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED

AND MAY BE AWARDED IN WHOLE OR IN PART

GENERAL REQUIREMENTS

All articles shall be free from design deficiencies that may affect their operation or serviceability.

In all particulars, not covered by this specification and/or tender documents, production shall be in accordance with good commercial practice.

Materials not defined here shall be of the best commercial quality and suitable for the purpose intended.

The following specifications are prepared with the intention of providing a basis for securing competitive bids. Notwithstanding certain details of specifications, commodities or equipment of similar design and construction will receive consideration if, in the opinion of the using department, they are considered to be suitable for the intended application and generally conform to performance requirements.

All bids on commodities or equipment not fully meeting the specifications shall be accompanied by a statement fully outlining any departures from the specifications and fully describing the commodities offered.

Manufacturer's Specifications

Complete manufacturer's specifications and illustrated description shall be submitted with each bid. Insufficient descriptive information may be cause for rejection of bid.

Operators Manuals and Recommended Service Information

Recommended Service and required service for warranty to be supplied.

Owner's manual to be supplied.

Parts book and shop service manual is to be supplied on delivery of equipment. Shop manual is to cover, in detail, all servicing instructions and repair instructions.

Warranty

A copy of vehicle/equipment warranty must be attached to each tender form by vendor. Failure to attach this warranty may invalidate a tender.

In-service warranty start date to begin upon delivery.

Any required training to be supplied at no extra cost to the Town on the proper operation/maintenance of this equipment by a licensed technician and factory trained technician.

Warranty work must be able to be completed locally and include pick-up and delivery

Price

Price is to include all applicable taxes and be F.O.B. Town of Middleton.

Minimum Specifications

The proposed truck's specifications are to include but not be limited to the following:

Specifications	Meets Expectations		Deviations
	Yes	No	
GENERAL			
1 Ton	/		
4-Door Crew Cab	/		
Standard Pick up Box 6'8"	/		
4WD	/		
Single rear wheel	/		
Red in Colour	/		
Gas Engine min 400 horse	/		
Automatic Transmission	/		
Air Conditioning	/		
Power windows	✓		
Aux switches mounted in dash	/		
Power door locks	/		
Vinyl Floor	/		
Removable center front seat	/		
Dual Battery	/		
Full Size spare tire	/		
Min 220-amp Alternator	/		
Side Steps in box and bumper	/		
Factory Trailer Brake controller	/		
Snow plow prep package	/		
Fog Lights	/		
Cab Lights	/		
Skid plate package	/		
18" LT Tires All terrain	/		
Spray in bed liner	/		

MID2025-04 - | - 1 Ton 4 x 4 Truck - | - Town of Middleton

Running Boards 6' oval chrome	/		
Tilt Steering	/		
Auto Locking Differential	/		
Tow Hooks	/		
Min GVRW 11500lbs	/		
Heated Traller Tow Mirrors	/		
Tow Package	/		
Back up camera	/		
Min 2 USB ports In dash	/		
A pillar assist handles	/		
electric shift 4wd	/		
5-year 160,000 warranty	/		
Blue Tooth	/		
Cruise Control	/		
Rear wheel Liners	/		
Power driver's seat	/		
Off Road suspension	/		

Bidder Information

The undersigned bidder has carefully examined the form of the tender and the specifications to furnish and deliver one (1) 1 Ton 4X4 crew cab pick-up truck listed below and described in the above specifications and will accept in full payment, the following price, including taxes.

TENDER \$ Eighty four thousand seven hundred ninety one DOLLARS

And one CENTS (price must be written in words including dollars and cents.) \$ 84,791.01 FIGURES

MAKE/MODEL/YEAR 2025 GMC Sierra 3500

DELIVERY DATE (must be within 30 days) September 30, 2025

Substitute will be provided until the order can be fulfilled. Details attached.

Please supply a price as an option to purchase a 5-year maintenance package - price to include tax \$4000

Submitted by Bruce GM Middleton
Company Name

394 Main Street, Middleton NJ, 08846
Mailing Address Postal Code

902-825-3494
Phone Number

[Signature]
Signature

September 8, 2025
Date

Ryan Ritchie
Print Name

References

List at least two (2) references for similar equipped vehicles or machines in a similar government-related activity. The Town of Middleton reserves the right to evaluate references other than those listed.

1. FIRM NAME AND LOCATION: Hutchinson Landscaping and Excavating
LTD, 2016 Harmony Road, Harmony NS
CONTACT PERSON: Adam Hutchinson
PHONE NUMBER: 902-844-1176

2. FIRM NAME AND LOCATION: Town of Bowick
236 Commercial Street, Bowick, NS
CONTACT PERSON: _____
PHONE NUMBER: 902-538-3724

	Bruce Auto Group	Points
Tender Criteria		
Cost	yes	70%
Service availability	yes	10%
RFP Content and Completeness	yes	10%
Value Added Service	yes	10%
Final Score	100%	
Tender Submitted on time		
Meets all Specifications of Tender	yes	
Warenty Certifacate	yes	

REQUEST FOR DECISION
Dangerous and Unsightly Policy
RFD#: 055-2025



To: COTW and Town Council
From: Ashley Crocker, CAO
Date: October 6, 2025 and October 20, 2025
Subject: Dangerous and Unsightly Policy

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- Draft Dangerous and Unsightly Policy
- Current Dangerous and Unsightly Policy

Legislation

- *MGA, Section 344-353*
- *MGA, Section 41*

Recommendation

That Council approve the proposed revisions to the Dangerous and Unsightly Premises Policy.

Background

The Town of Middleton signed an agreement with the County of Annapolis in July 2025 for the County of Annapolis to perform bylaw enforcement services for the Town. This would include enforcement of Dangerous and Unsightly Premises. In discussions with the County, the suggestion was made for the Town to update its bylaws/policies to match that of the County (so long as this made sense for the Town) so that the Bylaw Enforcement Officers could apply the same rules throughout all the areas they cover.

On September 15, 2025, Ashley Gervais (County of Annapolis Special Constable and Bylaw Enforcement Officer) was appointed as the Town of Middleton's Dangerous and Unsightly Administrator. This role was previously held by the CAO and/or Director of Public Works.

Staff have reviewed the County of Annapolis' Dangerous and Unsightly policy, and it is very similar to the Town's. Staff are recommending changing the wording to match the County's policy, so it is clearer to the bylaw enforcement officers.

REQUEST FOR DECISION
Dangerous and Unsightly Policy
RFD#: 055-2025



Some notable changes include:

- The Town’s current policy explicitly stated that Council delegated authority to an employee of the Town – this wording was removed.
- The Administrator will submit a report to Committee of the Whole at least once quarterly under the updated policy (the current policy required it monthly). Committee of the Whole can always request more frequent reports if necessary.
- The current policy required remedy of dangerous or unsightly premises within 15 days. This is usually not possible. This wording has been updated to: “The notice shall state what is required to remedy the unsightly or dangerous condition and require them to contact the administrator or an investigator within thirty (30) days of the date of the notice.”

This presentation to Committee of the Whole serves as notification to Council that this policy will be brought forward for Council’s consideration at the October 20, 2025 meeting.

Financial Implications

- N/A

Strategic Plan/Operating Plan Alignment

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

REQUEST FOR DECISION
Dangerous and Unsightly Policy
RFD#: 055-2025



Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: October 20, 2025

DANGEROUS OR UNSIGHTLY PREMISES POLICY

Effective Date	Approved by Council
2019.12.16	Motion # 191216.03

1. PURPOSE

- 1.1 It is the desire of the Council that every property in the Town of Middleton be maintained such that the property is not dangerous or unsightly. This policy describes the delegation of authority and processes to carry out municipal responsibilities for unsightly and dangerous properties as provided in the *Municipal Government Act*.

2. AUTHORITY

- 2.1 Sub-section 3(r) of the *Municipal Government Act* defines “dangerous or unsightly.”
- 2.2 Section 41 of the *Municipal Government Act* provides that the chief administrative officer may designate a county employee to be the administrator responsible for dangerous and unsightly premises provisions of the Act.
- 2.3 Part XV of the *Municipal Government Act* provides authority for:
- 2.1.1 Council to delegate its authority for acting in circumstances of unsightly and dangerous premises, except authority to order demolition;
 - 2.1.2 Orders to be issued to remedy dangerous or unsightly conditions and how they are provided to property owners;
 - 2.1.3 Undertaking the work to remedy conditions if the property owner does not act and to recover the costs;
 - 2.1.4 Fines to be imposed on property owners permitting dangerous or unsightly conditions;
 - 2.1.5 Requiring an unsafe property to be vacated;
 - 2.1.6 Administrator to enter and inspect properties;
 - 2.1.7 Twice yearly reports to council; and
 - 2.1.8 Property owners to appeal an order of the administrator to council.

3. DEFINITIONS

- 3.1 Terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the English language.

4. DELEGATION

- 4.1 Council delegates its authority to act regarding dangerous and unsightly premises to the administrator, except the authority to order demolition.
- 4.2 Council delegates its authority to hear appeals and order demolition of dangerous or unsightly premises to the Committee of the Whole.
- 4.3 When public safety requires immediate action, the administrator may act as necessary to eliminate danger as quickly as possible including removal of a dangerous structure or condition. Such circumstances do not require Council to issue an order for demolition.

5. REPORTS OF DANGEROUS OR UNSIGHTLY PROPERTIES (STEP 1)

- 5.1 Any resident or ratepayer may report a dangerous or unsightly property. Each report will be recorded on a form for this purpose and followed up with an initial inspection within fourteen (14) days.
- 5.2 Complaints shall be considered confidential but are subject to Part XX of the *Municipal Government Act*, Freedom of Information Protection of Privacy.

6. INVESTIGATIONS AND NOTICES REGARDING DANGEROUS OR UNSIGHTLY PROPERTIES (STEP 2)

- 6.1 The administrator or investigator shall determine, based upon the site inspection report prepared by an investigator or by personal inspection, whether the property is dangerous or unsightly.
- 6.2 If the administrator determines a property is not dangerous or unsightly, no action will be taken.
- 6.3 If the administrator determines a property is unsafe, the administrator may make an order to have the property vacated.
- 6.4 If the administrator determines a property is dangerous or unsightly, they shall advise the property owner by notice delivered by mail, courier, posting or personal service (or combination). The notice shall state what is required to remedy the unsightly or dangerous condition and require them to contact the administrator or an investigator within thirty (30) days of the date of the notice.

- 6.5 The administrator or an investigator shall advise of the action taken on a complaint to the complainant who reported the dangerous or unsightly condition.
- 6.6 At least quarterly, an information report shall be submitted by the administrator to Committee of the Whole summarizing complaints, actions taken, and status with respect to dangerous or unsightly premises.

7. ISSUING ORDERS REGARDING DANGEROUS OR UNSIGHTLY PROPERTIES (STEP 3)

- 7.1 When the administrator is proposing council issue an order for demolition, at least seven (7) days' notice shall be provided to the property owner specifying the date, time and place of the meeting at which the order will be considered. The property owner(s) shall be given the opportunity to appear and be heard before any order is issued.

8. DEMOLITION ORDERS

- 8.1 In this Policy, "an order to demolish" includes an order to completely remove or demolish a building.
- 8.2 In the event that the Administrator determines that the property is dangerous or unsightly, and is of the opinion that to remedy the condition demolition is necessary, the owner shall be given not less than seven (7) days notice of the date, time, and place of the Council meeting at which the making of such order will be considered by Council.

9. COURT ORDERS

- 9.1 Notwithstanding any other provisions of this policy, the municipality may apply to a court of competent jurisdiction for a declaration that a property is dangerous or unsightly and / or an order requiring necessary work to remedy the condition.

10. CHARGES AND PENALTIES

- 10.1 When a property owner fails to comply with an order and the administrator determines it is necessary for the municipality to carry out the specified work, the costs (plus interest) shall be recovered from the property owner in the manner provided under the *Municipal Government Act* and as may be amended from time to time (currently section 507).



10.2 When the property owner fails to comply with an order within the specified time, the owner may be charged a penalty pursuant to the powers granted under the *Municipal Government Act* and as may be amended from time to time (currently sub-section 348(4)).

11. NOTIFICATIONS TO COUNCILLORS

11.1 The administrator shall notify the councillor of the area by phone or email (as appropriate) prior to issuing a notice or order. A copy of all correspondence shall also be provided to the councillor.

12. REPEAL

12.1 The previous policy A 2.4 “Dangerous and Unsightly Premises” dated August 3, 1999 and amended August 8, 2006 is hereby repealed.

I, _____, **Chief Administrative Officer of the Town of Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 20th day of October 2025.

Chief Administrative Officer

Policy Adoption	
Date of 7-day notification to Council	October 6, 2025
Date of Approval	October 20, 2025

TOWN OF MIDDLETON	
CODE A - GENERAL ADMINISTRATION	
Subject: Dangerous or Unsightly Premises Policy	Number: 4.7
Coverage: Staff & Council	Approved by: Council
Effective Date: December 16, 2019	Revision Date: July 15, 2024

1. Purpose

- 1.1. This policy is entitled the “Dangerous or Unsightly Premises Policy”.
- 1.2. It is the desire of the Council that every property in the Town of Middleton be maintained such that the property is not dangerous or unsightly. This policy defines the manner of action the Town of Middleton will undertake where a property is alleged to be dangerous or unsightly.
- 1.3. Dangerous or unsightly premises and/or properties subject to these policies as set out in Section 3(r) of the Municipal Government Act of Nova Scotia.
 - a. Property Owners subject to this policy will be as set out in Section 3(ay)(ii) of the Municipal Government Act of Nova Scotia.
 - b. The meaning of words and phrases herein shall have the same meaning as set out in the Municipal Government Act of Nova Scotia.

2. Delegation

- 2.1. Council delegates its authority to issue dangerous or unsightly premises orders to the Administrator of Dangerous or Unsightly Premises, an employee of the Town designated by the Chief Administrative Officer to be responsible for the dangerous or unsightly premises provisions of the *Municipal Government Act* or successor legislation.
- 2.2. Council reserves the authority to issue dangerous or unsightly premises orders in instances in which an order to demolish is being considered, and to hear appeals of orders issued by the Administrator or the Council.

3. Report of Dangerous or Unsightly Conditions

- 3.1. The reporting of a dangerous or unsightly property can be made by a resident, rate payer, or staff of the Town of Middleton or by the Administrator. The report of an unsightly property made by a resident or rate payer of the Town will be accompanied by the name of the person reporting or it will be noted as received anonymously. Each report of a dangerous or unsightly property will be duly recorded on a Complaint form for this purpose. Within fourteen (14) days the Administrator shall make an initial site inspection and complete an inspection report.

- 3.2. The Administrator will only reveal the name of a reporting resident or rate payer of the Town of Middleton, consistent with the Nova Scotia Freedom of Information and Protection of Privacy Act.
- 3.3. It is recognized that there are limited staff resources to carry out the function of this policy. Therefore, the following priority will be followed when dealing with dangerous or unsightly files:
 - 3.3.1. Dangerous Properties;
 - 3.3.2. Unsightly Properties with multiple complaints;
 - 3.3.3. Unsightly Properties with one complaint;
 - 3.3.4. Staff initiated actions.

4. Initial Site Report

- 4.1. In the preparation of the initial site inspection report, the Administrator will determine whether the property is dangerous or unsightly.
 - a. If the Administrator determines that the property is not dangerous or unsightly the file will be closed and the reporting person notified.
 - b. If the Administrator determines that the property is unsafe, the Administrator shall make an order to have the property made safe, until the unsafe condition is remedied.
 - c. If the Administrator determines public safety requires immediate action, the Administrator takes action to prevent damage or may remove the dangerous structure or condition.
 - d. If the Administrator determines the property is dangerous or unsightly, and where immediate action is unnecessary, the Administrator may send a notice, by mail, of what is required to remedy the dangerous or unsightly condition within fifteen (15) days of the date of the notice. Where an alleged dangerous or unsightly property has been reported, the Administrator shall advise the reporting person, if known, of the action taken.
 - e. If the Administrator determines the property is dangerous or unsightly, and where immediate action is unnecessary, the Administrator may make an order, by mail or posting on the property, of what is required to remedy the dangerous or unsightly condition within thirty (30) days of the date of the letter, or other reasonable time frame. If a previous notice has been sent, the timeframe may change to fifteen (15) days. Where an alleged dangerous or unsightly property has been reported, the Administrator shall advise the reporting person, if known, of the action taken.
 - f. A "repeat offender" is defined as the owner of the property for which the Town has received a valid second complaint within 365 days of a previous valid complaint.
 - g. If the Administrator determined site conditions warrant immediate action, the Administrator may issue an order without the issuance of an initial site report, and if deemed necessary, cause such work to be carried out.

Any costs incurred by the Town of Middleton to remedy a property that is dangerous or unsightly, together with an administrative fee per repeat occurrence, shall become a lien on the property. Any fees associated with this policy are outlined in the Town's Fees and Fines Policy

- 4.2 A monthly summary of all reports made and actions taken/current statuses with respect to dangerous or unsightly properties will be submitted to the Committee of the Whole by the Administrator.
- 4.3 A bi-annual summary of all reports made and actions taken/current statuses with respect to dangerous or unsightly properties will be submitted to Council and made available to the public by the Administer in May and October of each year.

5. Order

- 5.1. In the event of a repeat offender, the Administrator may order immediate remedy, except ordering demolition as a remedy. The order shall be posted on the property and a copy shall be sent to the owner by registered mail.
- 5.2. An order made by the Administrator may be appealed to Council within seven (7) days after the order is made.

6. Demolition

- 6.1. In this Policy, "an order to demolish" includes an order to completely remove or demolish a building.
- 6.2. In the event that the Administrator determines that the property is dangerous or unsightly and is of the opinion that to remedy the condition demolition is necessary, the owner shall be given not less than seven (7) days' notice of the date, time, and place of the Council meeting at which the making of such order will be considered by Council.

7. Court Order

Notwithstanding Sections 3, 4, & 5 herein, the Town may also apply to a court of competent jurisdiction for a declaration that a property is dangerous or unsightly and for an order specifying the work required to be done to remedy the condition.

8. Charges

- 8.1. Where the owner fails to comply with an order made pursuant to Sections 4, 5, or 6 herein within thirty (30) days after being served and where the Administrator

intends to carry out the work specified in an order, the Administrator shall obtain an estimate of cost involved and if the estimate cost exceeds one thousand five hundred dollars (\$1500.00), the Administrator shall obtain the approval of Council before carrying out the work.

8.2. Where the owner fails to comply with an order made pursuant to Section 4, 5, or 6 herein, within:

- a. thirty (30) days of service where the property is not declared to be in a dangerous condition; or
- b. the time specified in the order, but not more than within thirty (30) days of service, where the property is declared to be in dangerous condition,

the owner may be charged pursuant to the powers granted under the Municipal Government Act.

9. Previous Policy

9.1. The previous policy A 2.4 "Dangerous and Unsightly Premises" dated August 3, 1999 and amended August 8, 2006 is hereby repealed.

10. Certification

- 1. Date of Notice to Council Members; Dec. 2, 2019
- 2. Council Approval: Dec. 21, 2019
- 3. Date of Adoption: Dec. 21, 2019
- 4. Date of Amendment: July 15, 2024

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 15th day of July 2024.

GIVEN under the hand of the Chief Administrative Officer and under the seal of the Town of Middleton this 15th day of July 2024.



Ashley Crocker
Chief Administrative Officer

REQUEST FOR DECISION
Reservoir Project Change Order Approval
RFD#: 056-2025



To: Town Council
From: Adam Verran, Director of Public Works and Ashley Crocker, CAO
Date: October 6, 2025
Subject: Reservoir Construction – Change Orders

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- Change Order 009 – Tank Tariffs
- Roscoe Construction Tender Submission 2a
- Capital Project Sheet 22-12-A

Legislation

- *Nova Scotia Municipal Government Act*
- Town Policy Code A – General Administration Procurement and Purchasing Policy
- Public Procurement Policy

Recommendation

That Town Council authorize and approve Change Order #9 for the New Reservoir Project as presented, totaling \$156,929.33 including HST.

Background

****NOTE:** Town Council previously authorized and approved \$20,000 plus HST in additional spending for future Change Orders to the Reservoir Project. That would still be in effect.

The Reservoir Project is complex in scope and during the project some aspects may need to be changed, upgraded or may have been overlooked in the initial design phase of the project. With these changes there are additional costs or credits associated. Change Order #9 is in reference to the tariff the federal government put on certain goods being delivered from the United States. The style of tank the Water Utility is having built only has a few manufacturers around the world. Roscoe via Aquastore had a contract agreement in place with a manufacturer in the United States long before the federal Government imposed tariffs were in place. One of the Clauses in the Tender is that the Town of

REQUEST FOR DECISION
Reservoir Project Change Order Approval
RFD#: 056-2025



Middleton will cover and pay for all additional taxes that are associated with the tender. The Tariff is a tax that we are required to pay. Staff are working with the contractor and project manager (CBCL) to get relief on the tariff. A formal request was submitted to the federal government, and numerous emails have gone back and forth, but a decision has not yet been communicated.

Financial Implications

The proposal is for \$156,929.33 for change order 9. Town Council has awarded the reservoir construction tender to Roscoe Construction for \$3,951,800.00. Therefore, any Change Orders, which represent an overall increase to the contract price, must be approved by Council. A summary list of the current Change Orders is listed below in the RFD.

In the UARB Reservoir Approval request, staff included an additional 10% contingency to cover construction overages. The UARB Reservoir Approval request outlines how the entire project will be funded, including additional construction costs. If Council approves this additional expense, the overall reservoir project is still within the Capital Budget originally approved by Council, as well as the proposal and budget approved by the UARB. 50% of the cost will come from the MCGP grant and the other 50% will be funded through a combination of the Water Utility Depreciation Reserve, long-term debt and other grants. The Town may eventually get relief on this tariff.

Summary of Change Orders to Date:

Change Order	Change Order Description	Cost
1	Programmable Keypad Lock	\$2,811.47 plus HST
2	Additional Snow Guards	\$644.50 plus HST
3	Supply and Install 450dia Culvert	\$2,920.50 plus HST
4	Credit: Removal of Digital Power Meter	(\$2,875.08) plus HST
5	Revise Transformer Sizing and Breaker for Heat Pump	\$3,993.61 plus HST
6	Longer Water Main Connection	\$35,304.50 plus HST
7	Longer Electrical Duct Bank	\$10,391.55 plus HST
8	Grounding Wire	\$865.28 plus HST
9	Tariff	\$156,929.33 incl HST
TOTAL		\$54,056.33 plus HST +\$156,929.33 incl HST = ~\$210,985.66 plus HST

REQUEST FOR DECISION
Reservoir Project Change Order Approval
RFD#: 056-2025



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	Infrastructure	Overseeing the construction of the new reservoir project
	Economy	
	Community	
	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 6 October 2025




Change Order

Change Order No.:	09	CBCL Project No.	201014.00
Date:	3/Sep/25		
To:	Roscoe Construction Limited		
Contract Name:	Middleton Reservoir Replacement		
Contract No.:	201014		
Refer To:	Roscoe Bulletin No. 11R1, dated Aug 07, 2025, CCO No. 13, dated Sept 02, 2025		
Copies To:	Robert Bacon, Adam Verran, Paul Young, Kerri Stanley		

You are hereby authorized, subject to the provisions of your contract, to proceed with the following work:	Credit	Extra
Roscoe Bulletin 11R1: Tariffs on Steel tank Floor and Walls		\$ 118,452.83
Roscoe Bulletin 13: Tariffs on Dome Roof		\$ 38,476.50
SUB-TOTAL	\$ -	\$ 156,929.33

The amount of the contract price is INCREASED by the sum of

\$156,929.33 (No HST)

Recommended Engineer/Consultant		Paul Young	3/Sep/25
	Sign	Print	Date
Authorized Owner			
	Sign	Print	Date
Acknowledged Contractor			
	Sign	Print	Date

Receipt of this change is hereby acknowledged and the terms thereof agreed to.

ROSCOE
CONSTRUCTION
LIMITED

P.O. BOX 40
WATERVILLE, N.S
B0P 1V0

FAX 902-538-8966
PHONE 902-538-8080

BULLETIN NO. 11r1

TO: CBCL
ATTENTION: Paul Young
PROJECT: Middleton Reservoir Replacement
ESTIMATOR: Robert Bacon
DATE: Aug 7 2025
QUOTATION: Tariffs on CST tank

To provide all necessary labour, materials and equipment to complete the work as noted above will adjust the contract amount by the Total Bulletin amount outlined below.

BREAKDOWN

Sub-contractors Forces

Aqua-store		\$ 117,114.83	
		\$ 117,114.83	
	Financing interest based on 60 days @ Prime +2%	\$ 1,338.00	
		<hr/>	
		\$ 118,452.83	\$ 118,452.83

Own Forces

Equipment			
Materials			
Labour			
		<hr/>	
		\$ -	
	G.C. O/H & P	10%	
		\$ -	
		<hr/>	
		\$ -	\$ -

TOTAL THIS BULLETIN + HST \$ 118,452.83

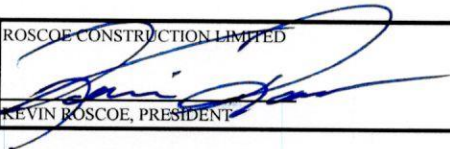
THIS BULLETIN WILL RESULT IN AN INCREASE OF 0 WORKING DAYS FROM DATE OF LATEST COMPLETION DATE.
EXECUTION BY THE OWNER IS ACCEPTANCE FOR WORK TO PROCEED AT THE QUOTED PRICE.
TIME EXTENSIONS TO THE CONTRACT MAY RESULT IN ADDITIONAL OVERHEAD COSTS WHICH ARE NOT INCLUDED IN THIS BULLETIN.

ROSCOE CONSTRUCTION LIMITED

DATE

OWNER (REPRESENTATIVE)

DATE


KEVIN ROSCOE, PRESIDENT

Aug 7/25

Aquastore Canada East inc.
 643 Railroad st. Suite 200
 Mount Brydges ON N0L 1W0
 accounting@aquastorecanada.co
 m
 www.aquastorecanada.com
 Business Number 721202018

Invoice 176



BILL TO
 Robert Bacon
 Roscoe construction
 PO Box 40
 Waterville Kings County
 Nova Scotia B0P1V0

DATE 08/06/2025	PLEASE PAY CAD 117,114.83	DUE DATE 08/06/2025
--------------------	--	------------------------

DATE	ACTIVITY	DESCRIPTION	AMOUNT
08/06/2025	Services	Tariffs for Invoice 1-818307	27,506.72
08/06/2025	Services	Tariffs for Invoice 1-818181	34,498.45
08/06/2025	Services	Tariffs for Invoice 1-818322	27,506.72
08/06/2025	Services	Tariffs for Invoice 1-818265	27,602.94

TOTAL DUE **CAD 117,114.83**

THANK YOU.



L. M. CLARK

Customs Broker Ltd

1804 Alstep Drive, Suite 200, Mississauga, ON. L5S 1W1
Tel:905-673-8650 www.lmclark.com Fax:905-673-7345

INVOICE

(Including Entry Summary)

AQUASTORE CANADA EAST INC.
SUITE 200
643 RAILROAD ST
MOUNT BRYDGES, ON
N0L 1W0

INVOICE # : 1- 818181
FILE # : 52530889
INVOICE DATE : 31/07/25
G.S.T. # : 103360392RT
CLIENT # : 1239

CODE DESCRIPTION

	AMOUNT
70 CARM ADMIN FEE	
2 CUSTOMS ENTRY PRESENTATION	2.50 *
45 SWI	75.00 *
10 H.S.T. FOR SERVICE	0.00 *
	10.08

* 13 % HST CHARGE TOTAL GST/HST: \$10.08
ENTRY D&T NOT ON THIS INVOICE : \$43123.06

Excess Duty may have been paid on this Entry.
A Refund can be filed upon receipt of valid certificates

INVOICE TOTALS -----> 87.58

C A D S U M M A R Y

IMP#: 721202018RM0001	TRANS.#: 17541-96793204-1	TYPE: AB	REL. DATE: 31/07/25	AT: WOODSTOCK
OFFICE: 212	CARRIER: TOPAZ TRANSPORT	EXPORTER: CST STORAGE		# PIECES: 13
P.O.#: TRUCK 1 OF 4	MANIFEST: 79HJPARS006668	CUST. REF.: 12526978		TOTAL VFD: 137,994
	Container:			

S/H 1 CST STORAGE ORG: UIL EXP: UIL TT: 2 SHP. DTE: 28/07 CRCY: USD EXCH: 1.370400 P/E: 3801

0001 STEEL STORAGE TANK					25066A
7309.00.00.70	1	13	51	\$100,696.00	\$137,993.80
DUTY 0.0 E.T.	GST 5	DUTY		\$0.00 DPV	\$172,492.25
					\$34,498.45
					GST \$8,624.61

TOTAL V.F.D.	\$137,994.00	TOTAL SP. ASSESSMENT	\$34,498.45
		TOTAL DUTY	\$0.00
		TOTAL EXCISE TAX	\$0.00
		TOTAL G.S.T.	\$8,624.61
		TOTAL DUTY/TAX	\$43,123.06

Date: 01/08/25 ** DUTY/TAX PAID **

ALL ERRORS, OMISSIONS, SHORTAGES, OVERAGES OR PRICING ADJUSTMENTS MUST BE REPORTED TO US WITHIN 29 DAYS TO AVOID ANY PENALTIES WHICH WILL APPLY BY CBSA* UNDER THE AMPS* PROGRAM

*CBSA - Canada Border Services Agency

*AMPS - Administrative Monetary Penalty System



Canada Border Services Agency
Agence des services frontaliers du Canada

CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

PROTECTED / PROTÉGÉ **B** when completed / when completed and for transit

916793204

Page 1 of 2

1. Vendor (name and address) - Vendeur (nom et adresse) CST STORAGE 345 Harvesters Drive Dekalb, IL 60115		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada 07/28/2025	
4. Consignee (name and address) - Destinataire (nom et adresse) Aquastore East Jobsite 295 Marshall Street Middleton, NS B0S-1P0 Canada		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire) Aquastore Canada East 643 Railroad St. Suite 200 Mount Brydges ON N0L 1W0 Canada	
8. Transportation: Give mode and place of direct shipment to Canada Transport; Précisez mode et point d'expédition directe vers le Canada Topaz Transfer BOL 207803 0453; WINDSOR AMBASSADOR BRIDGE, ON 07/28/2025 @5pm		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement. (p. ex. vente, expédition en consignation, location de marchandises, etc.) SALE	
11. Number of packages Nombre de colis		12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Designation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	
13. 7309.00 Glass Lines Steel Storage Tank Components consi (11) Skids (2) Crates Customs Broker LM Clark jayn@lmclark.com		14. Unit price Prix unitaire 100,696.00	15. Total 100,696.00
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale		16. Total weight - Poids total Net: 19503L Gross: 44,000	17. Invoice total Poids de la facture 100,696.00
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse) ex 1-3704 137,993.80	
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input checked="" type="checkbox"/>	
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez: (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada (iii) Export packing Le coût de l'emballage d'exportation TOPAZ		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez: (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat (iii) Export packing Le coût de l'emballage d'exportation	
25. Check (if applicable): Cochez (s'il y a lieu): (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser. Des redevances ou produits ont été ou seront versés par l'acheteur. (ii) The purchaser has supplied goods or services for use in the production of these goods. L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises.			

B187
T1837

B186 Surtax
T1834

52530889

C1 (06/09)

If you require more space, please attach another sheet. - Si vous avez besoin de plus d'espace, veuillez joindre une autre feuille.

908 100



L. M. CLARK

Customs Broker Ltd

1804 Alstep Drive, Suite 200, Mississauga, ON, L5S 1W1
Tel:905-673-8650 www.lmclark.com Fax:905-673-7345

INVOICE

(Including Entry Summary)

AQUASTORE CANADA EAST INC.
SUITE 200
643 RAILROAD ST
MOUNT BRYDGES, ON
NOL 1W0

INVOICE # : 1- 818265
FILE # : 52531222
INVOICE DATE : 31/07/25
G.S.T. # : 103360392RT
CLIENT # : 1239

CODE DESCRIPTION

	AMOUNT
70 CARM ADMIN FEE	
2 CUSTOMS ENTRY PRESENTATION	2.50 *
45 SWI	75.00 *
10 H.S.T. FOR SERVICE	0.00 *
	10.08

* 13 % HST CHARGE TOTAL GST/HST: \$10.08
ENTRY D&T NOT ON THIS INVOICE : \$34503.67

Excess Duty may have been paid on this Entry.
A Refund can be filed upon receipt of valid certificates

INVOICE TOTALS -----> 87.58

C A D S U M M A R Y

IMP#:721202018RM0001	TRANS.#:17541-96793380-5	TYPE:AB	REL.DATE:30/07/25	AT:SARNIA
OFFICE:440	CARRIER:DM TRANSPORT	EXPORTER:CST STORAGE		# PIECES: 6
P.O.#:TRUCK 4/4	MANIFEST:19J3PARS049704	CUST.REF.:12527114		TOTAL VFD: 110,412
	Container: N/A			

S/H 1 CST STORAGE ORG: UIL EXP: UIL TT:2 SHP.DTE:30/07 CRCY:USD EXCH: 1.377100 P/E:3802

0001 STEEL STORAGE TANK				25066A
7309.00.00.70	1 NMB 13 51	\$80,177.00	\$110,411.75	\$27,602.94
DUTY 0.0 E.T.	GST 5 DUTY	\$0.00 DPV	\$138,014.69	GST \$6,900.73

TOTAL V.F.D.	\$110,412.00	TOTAL SP. ASSESSMENT	\$27,602.94
		TOTAL DUTY	\$0.00
		TOTAL EXCISE TAX	\$0.00
		TOTAL G.S.T.	\$6,900.73
		TOTAL DUTY/TAX	\$34,503.67 **

Date:02/08/25

** DUTY/TAX PAID **

ALL ERRORS, OMISSIONS, SHORTAGES, OVERAGES OR PRICING ADJUSTMENTS MUST BE REPORTED TO US WITHIN 29 DAYS TO AVOID ANY PENALTIES WHICH WILL APPLY BY CBSA* UNDER THE AMPS* PROGRAM

*CBSA - Canada Border Services Agency

*AMPS - Administrative Monetary Penalty System

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

Page 1 of 2

1. Vendor (name and address) - Vendeur (nom et adresse)
CST STORAGE
345 Harvesters Dr
DeKalb, IL 60115

2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada
7/30/2025

3. Other references (include purchaser's order No.)
US9100194_2 MIP 23582 Truck 4 of 4

4. Consignor (name and address) - Destinataire (nom et adresse)
Aquastore East Jobeite
295 Marshall St
Middleton, WI 53091-190
Canada

5. Purchaser's name and address (if other than consignee)
Aquastore Canada East
643 Railroad St. Suite 200
Mount Brydges ON N0S 1X0
Canada

6. Country of transshipment - Pays de transbordement
N/A

7. Country of origin of goods - Pays d'origine des marchandises
USA

8. Transportation (mode and place of direct shipment to Canada)
DM Transport
BOL 207814

9. Conditions of sale and terms of payment
SALE

10. Currency of settlement - Devise de paiement
US

1239
-01

967933 805

11. Number of packages / Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics) / Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (total unit) / Quantité (proposée l'unité)	14. Selling price - Prix de vente	
			Unit price / Prix unitaire	Total
6	7309.00 Glass Lines Steel Storage Tank Components Customs Broker LM Clark jayn@lmclark.com	1	80,177.00	80,177.00

x 3721
11041174

16. If any of boxes 1 to 15 are included on an attached commercial invoice, check this box
 16. Total weight - Poids total
Net 14515 Gross - Brut 32000

17. Invoice total / Total de la facture
80,177.00

19. Exporter's name and address (if other than vendor)
20. Originator (name and address) - Expéditeur d'origine (nom et adresse)

21. Agency rating (if applicable) - Délivrance par l'Agence (s'il y a lieu)

22. If Acks 23 to 25 are not applicable, check this box
 23. If excluded in field 17 indicate amount / Si non compris dans le total à la zone 17, préciser

24. If not included in field 17 indicate amount / Si non compris dans le total à la zone 17, préciser

(1) Transportation charges, expenses and insurance to the place of direct shipment to Canada / Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada

(2) Amounts for commissions other than buying commissions / Les commissions autres que celles vendues par achat

(3) Royalty payments or subsequent proceeds are paid or payable by the purchaser / Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur

(4) The purchaser has supplied goods or services for use in the production of these goods / L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises

B403 T. 1318

52531222



L. M. CLARK

Customs Broker Ltd

1804 Alstep Drive, Suite 200, Mississauga, ON, L5S 1W1
Tel: 905-673-8650 www.lmclark.com Fax: 905-673-7345

INVOICE

(Including Entry Summary)

AQUASTORE CANADA EAST INC.
SUITE 200
643 RAILROAD ST
MOUNT BRYDGES, ON
NOL 1W0

INVOICE # : 1- 818307
FILE # : 52531078
INVOICE DATE : 31/07/25
G.S.T. # : 103360392RT
CLIENT # : 1239

CODE DESCRIPTION

AMOUNT

70	CARM ADMIN FEE	2.50 *
2	CUSTOMS ENTRY PRESENTATION	75.00 *
45	SWI	0.00 *
10	H.S.T. FOR SERVICE	10.08

* 13 % HST CHARGE TOTAL GST/HST: \$10.08
ENTRY D&T NOT ON THIS INVOICE : \$34383.40

Excess Duty may have been paid on this Entry.
A Refund can be filed upon receipt of valid certificates

INVOICE TOTALS -----> 87.58

C A D S U M M A R Y

IMP#: 721202018RM0001	TRANS.#: 17541-96793335-9	TYPE: AB	REL. DATE: 30/07/25	AT: SARNIA
OFFICE: 440	CARRIER: ACE FREIGHT SYSTEMS	EXPORTER: CST STORAGE		# PIECES: 7
P.O.#: TRUCK 2 OF 4	MANIFEST: 7MA4PARS202507291	CUST. REF.: 12527333	TOTAL VFD: 110,027	
	Container: N/A			

S/H 1 CST STORAGE	ORG: UIL EXP: UIL TT: 2	SHP. DTE: 29/07	CRCY: USD EXCH: 1.372300	P/E: 3802
0001 STEEL STORAGE TANK			25066A	
7309.00.00.70	1 NMB 13 51	\$80,177.00	\$110,026.90	\$27,506.72
DUTY 0.0 E.T.	GST 5 DUTY	\$0.00 DPV	\$137,533.62	GST \$6,876.68

TOTAL V.F.D.	\$110,027.00	TOTAL SP. ASSESSMENT	\$27,506.72
		TOTAL DUTY	\$0.00
		TOTAL EXCISE TAX	\$0.00
		TOTAL G.S.T.	\$6,876.68
	** DUTY/TAX PAID **	TOTAL DUTY/TAX	\$34,383.40 **

Date: 05/08/25

ALL ERRORS, OMISSIONS, SHORTAGES, OVERAGES OR PRICING ADJUSTMENTS MUST BE REPORTED TO US WITHIN 29 DAYS TO AVOID ANY PENALTIES WHICH WILL APPLY BY CBSA* UNDER THE AMPS* PROGRAM

*CBSA - Canada Border Services Agency

*AMPS - Administrative Monetary Penalty System

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

PROCEDE B (Bonne Copie)

1. Vendor (name and address) - Vendeur (nom et adresse) CST STORAGE 345 Harvestore Dr Dekalb, IL 60115		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada 7/29/2025	
3. Other references (provide purchaser's order No.) Autres références (inscrivez le n° de commande de l'acheteur) USP100194_2 MIP 23582 Truck 2 of 4		4. Consignee (name and address) - Destinataire (nom et adresse) Aquastore East Jobsite 295 Marshall St Middleton, NS B0S-1P0 Canada	
5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire) Aquastore Canada East 643 Railroad St. Suite 200 Mount Brydges ON N0L 1W0 Canada		6. Country of transshipment - Pays de transbordement N/A	
7. Country of origin of goods Pays d'origine des marchandises USA		8. Conditions of sale and terms of payment (à la vente, consignation shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.) SALE	
9. Transportation - Give mode and place of direct shipment to Canada Transport - Précisez mode et point d'expédition directe vers le Canada Aca Freight Systems		10. Currency of settlement - Devise du paiement US	
11. Number of packages Nombre de colis 7	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité) 7309.00 Glass Lines Steel Storage Tank Components 4 Crates 3 Skids 440 7MALIPARS202507291 96793350	13. Quantity (state unit) Quantité (précisez l'unité) 1 - OIX	14. Unit price Prix unitaire 80,177.00
15. Total weight - Poids total Net 40,000		16. Invoice total Total de la facture 80,177.00	
17. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relatif aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale		18. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur) \$27,506.72 CDN SURTAX.	
19. Originator (name and address) - Expéditeur d'origine (nom et adresse) 21.3723 \$110,027 CAD		20. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)	
21. If included in field 17 indicate amount Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada (ii) Costs for construction erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada (iii) Export packing Le coût de l'emballage d'exportation		22. If not included in field 17 indicate amount Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat (iii) Export packing Le coût de l'emballage d'exportation	
23. Check (if applicable) Cochez (s'il y a lieu). (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises		24. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input checked="" type="checkbox"/>	

01 (08/00) Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes. / If you require more space, please attach another sheet. - Si vous avez besoin de plus d'espace, veuillez joindre une autre feuille. BSF 180

ASM Lana



L. M. CLARK

Customs Broker Ltd

1804 Alstep Drive, Suite 200, Mississauga, ON. L5S 1W1
Tel:905-673-8650 www.lmclark.com Fax:905-673-7345

INVOICE

(Including Entry Summary)

AQUASTORE CANADA EAST INC.
SUITE 200
643 RAILROAD ST
MOUNT BRYDGES, ON
NOL 1W0

INVOICE # : 1- 818322
FILE # : 52531081
INVOICE DATE : 31/07/25
G.S.T. # : 103360392RT
CLIENT # : 1239

CODE DESCRIPTION

	AMOUNT
70 CARM ADMIN FEE	
2 CUSTOMS ENTRY PRESENTATION	2.50 *
45 SWI	75.00 *
10 H.S.T. FOR SERVICE	0.00 *
	11.63

* 15 % HST CHARGE TOTAL GST/HST: \$11.63
ENTRY D&T NOT ON THIS INVOICE : \$34383.40

Excess Duty may have been paid on this Entry.
A Refund can be filed upon receipt of valid certificates

INVOICE TOTALS -----> 89.13

C A D S U M M A R Y

IMP#:721202018RM0001 TRANS.#:17541-96793338-2 TYPE:AB REL.DATE:31/07/25 AT:ST STEPHAN
OFFICE: 231 CARRIER:NGA EXPORTER:CST STORAGE # PIECES: 4
P.O.#:1001494-2 3/4 TRUCK MANIFEST:7D-VPARS002274 CUST.REF.:12527409 TOTAL VFD: 110,027
Container: N/A

S/H 1 CST STORAGE ORG: UIL EXP: UIL TT:2 SHP.DTE:29/07 CRCY:USD EXCH: 1.372300 P/E:0115

0001 STEEL STORAGE TANK 25066A
7309.00.00.70 4 NMB 13 51 \$80,177.00 \$110,026.90
DUTY 0.0 E.T. GST 5 DUTY \$0.00 DPV \$137,533.62 \$27,506.72
GST \$6,876.68

TOTAL V.F.D. \$110,027.00 TOTAL SP. ASSESSMENT \$27,506.72
TOTAL DUTY \$0.00
TOTAL EXCISE TAX \$0.00
TOTAL G.S.T. \$6,876.68
TOTAL DUTY/TAX \$34,383.40 **

Date:06/08/25

** DUTY/TAX PAID **

ALL ERRORS, OMISSIONS, SHORTAGES, OVERAGES OR PRICING ADJUSTMENTS MUST BE REPORTED TO US WITHIN 29 DAYS TO AVOID ANY PENALTIES WHICH WILL APPLY BY CBSA* UNDER THE AMPS* PROGRAM

*CBSA - Canada Border Services Agency

*AMPS - Administrative Monetary Penalty System

1081

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

PROTECTED / PROTEGE B unsecured computer / ordinateur non sécurisé

1. Vendor (name and address) - Vendeur (nom et adresse)
CST STORAGE
 345 Harvestore Dr
 Dekalb, IL 60115

2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada
7/29/2025

3. Other references (include purchaser's order No.)
 Autres références (inclure le n° de commande de l'acheteur)
USP100194_2 MIP 23582 Truck 3 of 4

4. Consignee (name and address) - Destinataire (nom et adresse)
Aquastore East Jobsite
 295 Marshall St
 Middleton, NS B0S-1P0
 Canada

5. Purchaser's name and address (if other than consignee)
 Nom et adresse de l'acheteur (s'il diffère du destinataire)
Aquastore Canada East
 643 Railroad St. Suite 200
 Mount Brydges ON N0L 1W0
 Canada


6. Country of transshipment - Pays de transbordement
N/A

7. Country of origin of goods
 Pays d'origine des marchandises
USA

8. Transportation: Give mode and place of direct shipment to Canada
 Transport: Précisez mode et point d'expédition directe vers le Canada
Ace Freight Systems

9. Conditions of sale and terms of payment
 (i.e. sale, consignment shipment, leased goods, etc.)
 Conditions de vente et modalités de paiement
 (p. ex. vente, expédition en consignation, location de marchandises, etc.)
SALE

10. Currency of settlement - Devises du paiement
US

11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	14. Selling price - Prix de vente	
			14. Unit price Prix unitaire	15. Total
4	7309.00 Glass Lines Steel Storage Tank Components  7D-V PARS 002274 NGA LOGISTICS LTD. <i>Order - 2910-125</i> <i>Essex - Saint John, NB</i>	1	80,177.00	80,177.00

18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box
 Si tout renseignement relatif aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case
 Commercial Invoice No. - N° de la facture commerciale

16. Total weight - Poids total
 Net: _____ Gross - Brut: _____

17. Invoice total
 Total de la facture
80,177.00

19. Exporter's name and address (if other than vendor)
 Nom et adresse de l'exportateur (s'il diffère du vendeur)

20. Originator (name and address) - Expéditeur d'origine (nom et adresse)
110026

21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)

22. If fields 23 to 25 are not applicable, check this box
 Si les zones 23 à 25 sont sans objet, cochez cette case

<p>23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez:</p> <p>(I) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada</p> <p>(II) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada</p> <p>(III) Export packing Le coût de l'emballage d'exportation</p>	<p>24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez:</p> <p>(I) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada</p> <p>(II) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat</p> <p>(III) Export packing Le coût de l'emballage d'exportation</p>	<p>25. Check (if applicable): Cochez (s'il y a lieu):</p> <p>(I) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/></p> <p>(II) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises <input type="checkbox"/></p>
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X *Belpred*

BULLETIN NO. 13

TO: CBCL
ATTENTION: Paul Young
PROJECT: Middleton Reservoir Replacement
ESTIMATOR: Robert Bacon
DATE: Sept 2 2025
QUOTATION: Tariffs on CST tank dome roof

To provide all necessary labour, materials and equipment to complete the work as noted above will adjust the contract amount by the Total Bulletin amount outlined below.

BREAKDOWN

Sub-contractors Forces

Aqua-store		\$ 38,035.92	
		\$ 38,035.92	
	Financing interest based on 60 days @ Prime +2%	\$ 440.58	
		<hr/>	\$ 38,476.50

Own Forces

Equipment			
Materials			
Labour		<hr/>	
		\$ -	
	G.C. O/H & P	10%	\$ -
		<hr/>	\$ -

TOTAL THIS BULLETIN + HST \$ 38,476.50

THIS BULLETIN WILL RESULT IN AN INCREASE OF 0 WORKING DAYS FROM DATE OF LATEST COMPLETION DATE.
EXECUTION BY THE OWNER IS ACCEPTANCE FOR WORK TO PROCEED AT THE QUOTED PRICE.
TIME EXTENSIONS TO THE CONTRACT MAY RESULT IN ADDITIONAL OVERHEAD COSTS WHICH ARE NOT INCLUDED IN THIS BULLETIN.

ROSCOE CONSTRUCTION LIMITED

DATE

OWNER (REPRESENTATIVE)

DATE


KEVIN ROSCOE, PRESIDENT

Sept 2/25

Aquastore Canada East Inc.
 643 Railroad st. Suite 200
 Mount Brydges ON N0L 1W0
 accounting@aquastorecanada.co
 m
 www.aquastorecanada.com
 GST/HST Registration No.:
 721202018
 Business Number 721202018

Invoice 182



BILL TO
 Robert Bacon
 Roscoe construction
 PO Box 40
 Waterville Kings County
 Nova Scotia B0P1V0

DATE 08/27/2025	PLEASE PAY CAD 38,035.92	DUE DATE 08/27/2025
--------------------	------------------------------------	------------------------

DATE	ACTIVITY	DESCRIPTION	TAX	AMOUNT
08/27/2025	Services	Tariffs on Dome Roof	Exempt	38,035.92
SUBTOTAL				38,035.92
TOTAL				38,035.92
TOTAL DUE			CAD 38,035.92	

THANK YOU.

COPY

*Is this extra
to PO 59800-7140 ?*



L. M. CLARK

Customs Broker Ltd

1804 Alstep Drive, Suite 200, Mississauga, ON. L5S 1W1
Tel:905-673-8650 www.lmclark.com Fax:905-673-7345

INVOICE

(Including Entry Summary)

AQUASTORE CANADA EAST INC.
SUITE 200
643 RAILROAD ST
MOUNT BRYDGES, ON
NOL 1W0

INVOICE # : 1- 819481
FILE # : 52533850
INVOICE DATE : 21/08/25
G.S.T. # : 103360392RT
CLIENT # : 1239

CODE	DESCRIPTION	AMOUNT
70	CARM ADMIN FEE	2.50 *
2	CUSTOMS ENTRY PRESENTATION	75.00 *
45	SWI	0.00 *
10	H.S.T. FOR SERVICE	10.08

* 13 % HST CHARGE TOTAL GST/HST: \$10.08
ENTRY D&T NOT ON THIS INVOICE : \$47544.90

INVOICE TOTALS -----> 87.58

C A D S U M M A R Y

IMP#:721202018RM0001	TRANS.#:17541-96795480-1	TYPE:AB	REL.DATE:18/08/25	AT:SARNIA
OFFICE:440	CARRIER:WOODLAND HAULING	EXPORTER:CST COVERS	# PIECES: 16	
P.O.#:25289/24-6432	MANIFEST:7KR3PARS2026489	CUST.REF.:12529765	TOTAL VFD: 152,144	
	Container: N/A			

S/H 1 CST COVERS ORG: UTX EXP: UTX TT:10 SHP.DTE:15/08 CRCY:USD EXCH: 1.380600 P/E:3802

0001	ALUMINUM PARTS FOR STRUCTURES	25066A
7610.90.90.90	7547 KGM 13 51	\$110,201.14 \$152,143.69
DUTY 0.0 E.T.	GST 5 DUTY	\$38,035.92
	\$0.00 DPV \$190,179.61	GST \$9,508.98

TOTAL V.F.D.	\$152,144.00	TOTAL SP. ASSESSMENT	\$38,035.92
		TOTAL DUTY	\$0.00
		TOTAL EXCISE TAX	\$0.00
		TOTAL G.S.T.	\$9,508.98
	** DUTY/TAX PAID **	TOTAL DUTY/TAX	\$47,544.90 **

Date:20/08/25

ALL ERRORS, OMISSIONS, SHORTAGES, OVERAGES OR PRICING ADJUSTMENTS MUST BE REPORTED TO US WITHIN 29 DAYS TO AVOID ANY PENALTIES WHICH WILL APPLY BY CBSA* UNDER THE AMPS* PROGRAM

*CBSA - Canada Border Services Agency

*AMPS - Administrative Monetary Penalty System

CONFIDENTIAL

Town of Middleton
Reservoir Replacement
Contract No. 201014.00

TENDER FORM -
STIPULATED PRICE
Addendum No. 4

Section 00 41 42
Page 1
June 5, 2024

TO: Town of Middleton

FROM: Roscoe Construction Limited
5769 Highway 1, Cambridge NS, B0P 1G0

The undersigned Tenderer, having carefully read and examined the undermentioned Contract Documents prepared by CBCL Limited for the completion of the Town of Middleton, Reservoir Replacement, Contract No. 201014.00, which comprise all the tender documents in accordance with the following documents:

Tender Form - Stipulated Price
CCDC 2-2020:
 Agreement Between *Owner* and Contractor
 Definitions
 General Conditions of the Stipulated Price Contract - CCDC 2-2020
Supplementary General Conditions
Specifications
Drawings
Addendum/Addenda

hereby accepts the same as part and parcel of the Contract herein referred to, and having carefully examined the locality and site of *Work* and having full knowledge of the *Work* required and of the materials to be furnished and used, does hereby Tender and offer to enter into a contract to perform and complete, the whole of the said *Work* and provide all necessary labour, plant, tools, materials and equipment and pay all applicable taxes, as set forth and in strict accordance with the Specifications, Drawings and other Contract Documents and to do all therein called for on the terms and conditions and under the provisions therein set forth as follows.

CONTRACT PRICE	\$ 3,951,800.00
ADD HST (15% OF CONTRACT PRICE)	\$ 592,770.00
TOTAL AMOUNT PAYABLE	\$ 4,544,570.00
Tenderer's HST Registration No.	<u>R104625660</u>

COMPLETION TIME

1. Tenderer agrees to achieve Ready-for-Takeover of the *Work* ⁶⁵ weeks from notice of award but no in case later than January 31, 2026.

CONFIDENTIAL

Town of Middleton
Reservoir Replacement
Contract No. 201014.00

TENDER FORM -
STIPULATED PRICE
Addendum No. 4

Section 00 41 42
Page 2
June 5, 2024

The Undersigned Tenderer:

- .1 Declares that this tender is valid for acceptance until August 6, 2024 (being sixty (60) calendar days from the Tender Closing).
- .2 Declares that the Contract Price set forth in the Tender Form has been correctly computed for the purposes of this tender and that it includes and covers all duties, and handling charges; transportation; and all other charges. Harmonized sales tax is not to be included in the Contract Price.
- .3 Hands you herewith by way of Tender Security a Bid Bond or Certified Cheque or irrevocable Letter of Credit in the amount of ten percent (10%) of the *Total Amount Payable* on the understanding that in the event of this tender not being accepted by you, then this Tender Security will be returned to the undersigned Tenderer either at the time that the Contract is entered into with some other Tenderer, or at the expiration of validity of this tender, whichever is the sooner.
- .4 Undertakes in the event of your acceptance of this tender, to execute a formal agreement in the form hereto attached, within seven (7) calendar days of written acceptance and further agrees to provide the Contract Security in the amount specified herein, and Insurance as specified in GC 11.1
- .5 Undertakes, in the event of your acceptance of the Tender, to achieve Substantial Performance of the *Work* within the number of weeks of written notification of Award indicated above.
- .6 Upon request, provide evidence of ability and experience within seven (7) calendar days of request, including experience in similar *Work*, *Work* currently in progress, senior supervisory staff available for the *Work*, equipment available for the *Work*, and financial resources.
- .7 Agrees prior to commencement of the *Work*, to provide to the *Owner* a Performance Bond and a Labour and Materials Bond, each in the amount of 50% of the *Total Amount Payable* or an Irrevocable Letter of Credit in the amount of 20% of the *Total Amount Payable*. The Irrevocable Letter of Credit shall be issued by a certified financial institution and must be valid until the expiration of the warranty period. Include the cost of providing the Irrevocable Letter of Credit in Contract Price. Should it become apparent that the final cost of the project will exceed the *Total Amount Payable* by more than 10%, arrange to have bonds reissued, based on the projected final cost.
- .8 Agrees that in the event of failing or neglecting either to provide the Contract Security and Insurance and/or to execute the Agreement in the manner herein before undertaken, then the Tender Security shall be forfeited.
- .9 Agrees that unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding Contract between us.
- .10 Understands and agrees that the *Owner* is not bound to accept the

CONFIDENTIAL

Town of Middleton
Reservoir Replacement
Contract No. 201014.00

TENDER FORM -
STIPULATED PRICE
Addendum No. 4

Section 00 41 42
Page 3
June 5, 2024

- lowest or any tender which they may receive.
- .11 Agrees to provide, maintain and pay for the insurance coverages specified in the Contract Documents. One copy of all insurance policies of the Contractor and two copies of certificates of insurance, certifying to the issuance of all insurance policies, shall be furnished to the *Owner*. Each and every insurance policy shall name the Contractor, *Owner* and *Consultant* as being insured in the full amount of the insurance.
 - .12 Declares to have personal knowledge of the location of the proposed *Work* and is informed as to the actual conditions and requirements, including labour conditions and labour rules and shall not claim at any time after execution of the Agreement that there was any misunderstanding in regard to such conditions and requirements.
 - .13 Declares to have carefully examined the documents and Addenda No. 1 to 4 referred to in the first paragraph of this Tender Form, and the Tenderer hereby accepts and agrees to the same as forming a part of the Contract.
 - .14 Understands that in the event that the tendered Contract Price is not within the project budget, the *Owner* has the right to negotiate the Contract with the low bidder or reject all tenders received.
 - .15 Agrees that the Warranty Period defined in the Contract Documents shall be for a period of one (1) year from the date of Ready-for-Takeover of the *Work*.
 - .16 Understands that Substantial Performance of the *Work* will be established in accordance with General Conditions of the Contract and applicable lien legislation at the Place of *Work*.
 - .17 Understands that after the issuance of the certificate of Substantial Performance of the *Work* by the *Consultant*, provided that the Contractor has relieved the *Owner* from any and all claims, demands and lien claims for and in respect of the Contract.
 - .18 Understands that Ready-for-Takeover will only be given when the Contractor has completed all outstanding items and corrected all deficiencies. The Contractor can then submit an application for Final Payment and the *Consultant* will thereafter prepare the Final Certificate for payment in accordance with the General Conditions of the Contract.
 - .19 Understands that the payment of holdback will be in accordance with the General Conditions of the Contract and subject to the provisions of the lien legislation applicable to the Place of *Work*.
 - .20 Understands the occupational Health and Safety Legislation and any Workers or Workplace compensation legislation applicable to the Place of the *Work* and declares that they are in good standing and have all necessary certification as required by such legislation.
 - .21 Agrees that time shall be construed as being of the essence of the

CONFIDENTIAL

Town of Middleton
Reservoir Replacement
Contract No. 201014.00

TENDER FORM -
STIPULATED PRICE
Addendum No. 4

Section 00 41 42
Page 4
June 5, 2024

Contract.

CONFIDENTIAL

Town of Middleton
Reservoir Replacement
Contract No. 201014.00

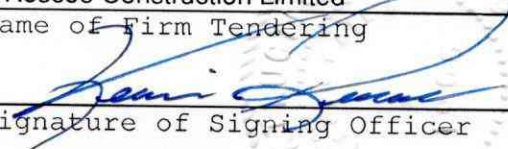
TENDER FORM -
STIPULATED PRICE
Addendum No. 4

Section 00 41 42
Page 5
June 5, 2024

DATED THIS 7 DAY OF June, 2024.

[Seal]

Roscoe Construction Limited
Name of Firm Tendering


Signature of Signing Officer

Kevin Roscoe - President
Name and Title (Printed)

Signature of Signing Officer

Name and Title (Printed)

Willis Muir
Witness

Willis Muir
Witness

5769 highway 1, Cambridge NS B0P 1G0
Company Address

902.538.8080
Telephone No.

Fax No.

rbacon@roscoe.ns.ca
Email

*NOTE: Tenders submitted by or on behalf of any Corporation must be signed and sealed in the name of such Corporation by a duly authorized officer or agent.

END OF SECTION

Project Name: WATER RESERVOIR

Project # 22-12-A

Department: Water **Unit:** Water **Asset Class** Water reservoir

Type of Asset: New & replacement **Reason:** Critical level of service **Expected Useful Life:** 75 years

Project Description: Replace existing water reservoir over 2 year construction period at an estimated cost of \$6,026,000 plus HST, and decommission existing reservoir once the new system is operational, at an estimated cost of \$230,000 plus HST. YR1 siteworks, yard-piping, zone building & engineering supervision. YR2 reservoir, pump station & engineering supervision. YR3 decommission old structure

Need for Project: Existing reservoir has been leaking treated water for many years and is not repairable. The water level cannot be maintained high enough to support most emergency and peak use requirements. There is a risk of catastrophic failure.

Project Funding: \$3,465,052 in grants, plus \$524,262 additional operating revenue since 2018 rate study, all in the Reservoir Reserve, and additional interest and revenue to be added in 2024/25 & 2025/26 and Borrow the balance from MFC over 20 years at estimated 5% per annum.

Carry-over Project The Town has spent \$407k since 2011 on engineering and design work for this project, plus \$60k for land. Funding was from Gas Tax, PCAP grant, Depreciation Reserve, Surplus and \$123k of future debt.

Additional Operating Expense Net Water Revenue in 2023/24 is only forecast at \$200,000. The Utility cannot fund the debt service and depreciation expense, without a significant increase in Water Rates, unless the UARB authorizes using the Depreciation Reserve to pay the debt service.

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	122,761	122,761	122,761	122,761	491,044	491,044
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	26,951	90,028	93,226	93,226	93,226	396,658	396,658
Loan principal	-	-	-	-	122,761	122,761	122,761	122,761	491,044	491,044
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	26,951	335,550	338,748	338,748	338,748	1,378,745	1,378,745
Capital Budget:	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	465,801	2,308	468,109	1,553,200	4,730,800	239,858	-	-	6,523,858	6,991,967
Funding:										
Operating	60,000	-	60,000	-	-	-	-	-	-	60,000
Grants	144,710	-	144,710	-	-	-	-	-	-	144,710
Drawdown Reserves	139,796	-	139,796	1,553,200	2,399,185	239,858	-	-	4,192,243	4,332,039
Borrow from Reserves	121,295	2,308	123,603	-	(123,603)	-	-	-	(123,603)	-
Long-term debt	-	-	-	-	2,455,218	-	-	-	2,455,218	2,455,218
Other	-	-	-	-	-	-	-	-	-	-
Total funding	465,801	2,308	468,109	1,553,200	4,730,800	239,858	-	-	6,523,858	6,991,966

DANGEROUS AND UNSIGHTLY 2023

Complaints and Status Report

Complaint #	Date Complaint Received	Address of Owner	Complaint Form Completed	Property Inspection and Form Completed	Initial Notice Sent	Complainant Updated	Follow-up Inspection Must Be Done By:	Follow-up Property Inspection Completed	Is Clean Up Required? Y / N	Estimate of Cost for Clean Up \$\$	Council Approval for Clean Up Y / N	Notice to Owner of Clean Up	Owner Invoiced for Costs or Lien Placed	STATUS	Mark Complete When File is Closed
23-DU006	6-Jun-23	121 Main	7-Jun-23	7-Jun-23	30-Jun-23	2-Aug-23	15-Jul-23	25-Jul-23 29-Nov-24	N	n/a	n/a	n/a	n/a	Property Owner intends to demolish section of building that is unsightly. A permit form was given to the Property Manager, but was never returned. Nov 29/24 - Administrators visited property. Building is still standing. Staff issued a letter asking for an update and no response received.	
23-DU007	7-Jun-23	75 Victoria	7-Jun-23	7-Jun-23	30-Jun-23		15-Jul-23	29-Nov-24						Property is changing hands. Property was re-visited on May 30/24 and is still dangerous/unsightly. Nov 29/24 - Administrators visited property. Looks like they're trying to clean up property. Staff will check to see when ownership changed, and ask new owners for an update. No response from property owner.	
23-DU011	16-Jun-23	174 Main	16-Jun-23	31-Aug-23	7-Jun-24		24-Jun-24	29-Nov-24						Property was re-visited on May 30/24 and is still unsightly. Letter was sent. Nov 29/24 - Administrators re-visited property. Need to discuss path forward.	
23-DU013	16-Jun-23	28 Bridge	16-Jun-23	31-Aug-23	7-Jun-24		24-Jun-24	29-Nov-24						Property was re-visited on May 30/24 and is still unsightly. Letter was sent. Nov 29/24 - Administrators visited property. No change. Letter to be re-issued. Letter was issued after postal strike. No response from property owner.	
23-DU016	16-Jun-23 1-Aug-23 8-Aug-24 30-Sep-24	8 Spring Garden	16-Jun-23	29-Aug-23	7-Jun-24		24-Jun-24	29-Nov-24						Property was re-visited on May 30/24 and is still unsightly. Letter will be sent. Jun 12/24 - Renter called and stated that in her rental agreement, the landlord is supposed to be taking care of all yard work. Nov 29/24 - Administrators visited property. No change. Letter to be re-issued. Letter was issued after postal strike. No response from property owner.	
23-DU018	16-Jun-2023 13-May-2024 29-May-2025	5 George	16-Jun-2023 13-May-2024	31-Aug-23	7-Jun-24		24-Jun-24	29-Nov-24						Property was re-visited on May 30/24 and is still unsightly. Letter was sent. Nov 29/24 - Administrators visited property. No change. Will contact Building Inspectors on next steps as it appears unsafe. Contacted building inspectors and building inspector does not believe anyone lives there currently.	
23-DU019	5-Jun-23	54 School	16-Jun-23	7-Jun-23	25-Jul-23		8-Aug-23	30-May-24 29-Nov-24						Met with property owner on Jul 31/23 and they communicated that the conveyor belt will be removed by mid-November. Property was re-visited May 30/24 and conveyor belt has not been removed. Reminder letter to be issued. Nov 29/24 - Administrators visited property. No change. Conveyor belt has not been removed.	

DANGEROUS AND UNSIGHTLY 2024

Complaints and Status Report

Complaint #	Date Complaint Received	Address of Owner	Complaint Form Completed	Property Inspection and Form Completed	Initial Notice Sent	Complainant Updated	Follow-up Inspection Must Be Done By:	Follow-up Property Inspection Completed	Is Clean Up Required? Y / N	Estimate of Cost for Clean Up \$\$	Council Approval for Clean Up Y / N	Notice to Owner of Clean Up	Owner Invoiced for Costs or Lien Placed	STATUS	Mark Complete When File is Closed
24-DU004	24-May-24	16 Bridge Street	24-May-24											Nov 29/24 - Administrators visited property. There is a barricade around the property. Need to re-visit property and fill out forms.	

COMMUNITY COMPLAINTS & CONCERNS 2025

Status Report

Complaint #	Date Complaint Received	Method of Complaint	Description of Concern/Complaint	Department Responsible	Complainant Updated	Staff Update	Status
25-020	24-Mar-25	In-person	Complainant is concerned about the sidewalk that goes from Tim Horton's to Needs. They stated that it is dangerous to people with mobility issues. They also said that the sidewalks on Commercial Street are dangerous due to cracks and holes, particularly for people that use mobility aids.	Public Works/Parks	1-May-25	Mar 25/25: Called Complainant - No answer. May1/25 Called and explained Part of this section is on the list to be replaced - sidewalks are categorized by priority area. There is only so much in the budget.	In-Progress
25-024	26-Jun-25	Phone	Complainant said that the signage at Needs in Middleton impedes visibility when turning left from Bridge Street on to Main Street.	Public Works/Parks	26-Jun-25	Aug 21/25: Letter being drafted. Sep 6/25: Letter was signed by CAO and mailed to property owner.	In-Progress
25-025	22-Aug-25	Email	Complainant said sidewalks have issues for multiple reasons and that the curb ramps are current;y integrated into the sidewalk instead of being next to it. They were concerned that this causes the sidewalk to be unstable for those with walkers and wheelchairs.	Public Works/Parks	22-Aug-25	Aug 22/25: Emailed the complainant and explained that we are limited to our budget, but we will continue to upgrade the sidewalks every year to address these concerns.	Complete
25-026	22-Sep-25	Phone	Complainant said during the month of August it smelled like sewer, but thought maybe it was the wildfire. The smell is back today.	Public Works/Parks	23-Oct-25	Sept 23/25: Director of Public Works and staff investigated the smell. It is caused by a lack of rainwater diluting waste. Also, the lagoon is particularly warm this year, which also increases smells. There is no remedy to this, except for rain. Director of Public Works reached out to the complainant and explained the reason for the smell.	Complete

Town of Middleton
Town General Financial Report
For the 5 months ended August 31, 2025

	Actuals	Budget	Variance (\$)	Variance Explanation
REVENUES				
Assessable property taxes	2,045,752	2,015,302	30,450	<i>Budget included allowance for potential appeals</i>
Grants in lieu of taxes	-	-	-	
Services provided to other governments	20,000	54,985	(34,985)	<i>\$34,985 received in September from Annapolis County</i>
Sales of services	33,756	38,754	(4,998)	<i>Nothing to report</i>
Other revenue from own sources	61,131	55,905	5,226	<i>Nothing to report</i>
Unconditional transfers from other governments	136,330	122,597	13,733	<i>Received \$11.5k Crime Prevention grant from Province</i>
Conditional transfers from federal or provincial governments or agencies	33,215	20,750	12,465	<i>Includes \$10k Recreation grant from Annapolis County</i>
Gain on disposal of tangible capital assets	-	-	-	
TOTAL REVENUE	2,330,184	2,308,293	21,891	
EXPENSES				
General government services	274,399	280,660	6,261	<i>Final audit invoice received in September</i>
Protective services	353,949	371,368	17,419	<i>Timing of purchases of supplies for the fire department, \$7k under-charged RCMP - likely to be addressed Q2</i>
Transportation services	468,444	506,604	38,160	<i>\$10k no snow removal/salt/sand needed in April, \$18K timing of payroll & benefits, \$4k training expense & \$4k survey & engineering not incurred yet</i>
Environmental health services	219,082	210,263	(8,819)	<i>Nothing to report</i>
				<i>Waiting for balance of multicultural festival costs - \$13k, Brighter Community planning & GIS services trending below budget \$13k. \$4k share of economic development officer not needed, offset by \$4k higher employee costs</i>
Environmental development services	63,311	90,712	27,401	
Recreation and cultural services	211,630	203,331	(8,299)	<i>Nothing to report</i>
Mandatory education contributions	217,465	207,805	(9,660)	<i>Nothing to report</i>
Interest (MFC)	5,897	4,864	(1,033)	<i>Nothing to report</i>
TOTAL EXPENSES	1,814,177	1,875,607	61,430	
ANNUAL SURPLUS / (DEFICIT)	516,007	432,686	83,321	
FINANCING AND TRANSFERS				
Principal repayments (MFC)	(189,766)	(189,766)	-	<i>Nothing to report</i>
	(189,766)	(189,766)	-	
TOTAL AFTER TRANSFERS	326,241	242,920	83,321	

Town of Middleton
Water Utility Financial Report
For the 5 months ended August 31, 2025

	Actuals	Budget	Variance (\$)	Variance Explanation
REVENUES				
Metered sales	152,383	153,649	(1,266)	Nothing to report
Flat rate sales	-	100	(100)	Nothing to report
Public fire protection	-	-	-	Nothing to report
Sprinkler service	-	-	-	Nothing to report
Other operational revenue	2,421	2,870	(449)	Nothing to report
Non-operating revenue	530	170	360	Nothing to report
TOTAL REVENUE	155,334	156,789	(1,455)	
EXPENSES				
Source of supply	209	2,505	2,296	Nothing to report
Power and pumping	20,891	29,350	8,459	Missing invoices for NSP
Water treatment	17,005	18,626	1,621	Nothing to report
Transmission and distribution	91,730	111,302	19,572	Timing of expenses for old reservoir, hydrant repairs.
Admin and general	94,432	112,518	18,086	Allocation of share of town expense hasn't been done yet (audit & office equip)
Taxes	6,502	46,607	40,105	Allocation of taxes for Treatment facility not posted yet.
Interest (MFC) - Reservoir	-	-	-	
Amortization	-	-	-	
TOTAL EXPENSES	230,769	320,908	90,139	
ANNUAL SURPLUS / (DEFICIT)	(75,435)	(164,119)	88,684	
FINANCING AND TRANSFERS				
Capital out of revenue	-	-	-	
Principal repayments (MFC)	-	-	-	
Principal repayments (MFC) - Reservoir	-	-	-	
Principal repayments (Inter-fund)	-	-	-	
Transfer to reservoir reserve	-	-	-	
	-	-	-	
TOTAL AFTER TRANSFERS	(75,435)	(164,119)	88,684	



Kevin Matheson
Contract Accountant
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financedirector@town.middleton.ns.ca

To: Town Council
From: Contract Accountant
Date: October 6, 2025
Re: Approval of New Water Rates

The Town of Middleton Water Utility applied for new water rates to the Nova Scotia Regulatory and Appeals Board on March 7, 2025. A Public Hearing was held in Middleton on June 4, 2025, which was advertised in accordance with the Board's requirements. There were no written or oral presentations from the public.

The Board asked the Utility to submit a revised rate study based on increases to capital project costs related to tariffs and the timing of the capital projects. This revised rate study was submitted on July 31, 2025, along with additional information requested by the Board.

On September 12, 2025, the Board issued its Decision approving the proposed rates in the revised rate study and issued an Order setting out those rates as well as updated Rules and Regulations for the Utility to follow. In addition, the Board recommends the utility continue work on updating contingency, cybersecurity and emergency preparedness strategies.

In summary, the average residential water customer will see an increase of 14.1% starting October 1, 2025, with further increases of 7.8% and 7.7% starting April 1, 2026 and April 1, 2027, respectively. The bills being issued in early October are for consumption up to September 30 and will be billed at the old rates. The actual increases will vary based on the amount of water consumed. For properties with larger meters, the increases will be of various amounts.

A significant portion of the Utility's expenses are allocated to fire protection and recovered through a hydrant rate on property tax bills regardless of whether the properties connect to the water system. The amounts to be recovered in this manner will increase by 7.7%, 14.4% and 17.6% over the same timeframe.

Copies of the Decision and Order will soon be posted on the Town of Middleton website. Council approval of the rates and regulations is not required as only the Board can legally set these provisions. Some revisions to administrative policies are anticipated at a later date to reflect procedures to be followed that are not explicitly addressed in the Order of the Board.