

## AGENDA

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. SECOND READING
  - 3.1 RFD 003-2024: Subdivision Bylaw – Town Planner (Dawn Sutherland)
4. PROCLAMATIONS
  - 4.1 Holocaust Remembrance Day
5. MINUTES
  - 5.1 Council Meeting – December 18, 2023
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 Presentation of Secondary Planning Strategy – Rob Leblanc, Fathom Studio
  - 7.2 RFD 004-2024: Well #2 Servicing/Pump Replacement – DPW
  - 7.3 RFD 005-2024: Municipal Standards and Specifications Document – DPW
  - 7.4 RFD 006-2024: Accessibility Capital Project – Director of Recreation and CD
  - 7.5 RFD 002-2024: Appointment of Development Officer – CAO
  - 7.6 RFD 001-2024: 2024 Municipal Election – CAO
  - 7.7 2023-2024 Capital Projects Update – Director of Finance
  - 7.8 2023 Middleton Fire Department Highlights – Fire Chief Toole
8. REPORTS
  - 8.1 Management Report – CAO
  - 8.2 Middleton Fire Department Dispatch Report for December – CAO
  - 8.3 Planning Advisory Committee Nov 22/23 Minutes – Mayor Atkinson
  - 8.4 Annapolis County Inter-Municipal Working Group Dec 12/23 DRAFT Minutes – Councillor LeBlanc
  - 8.5 IMSA Board – Dec 20/23 DRAFT Minutes – Mayor Atkinson
  - 8.6 Accessibility Advisory Committee Jan 9/24 DRAFT Minutes – Councillor Fairn
  - 8.7 Mayor
9. ANTHING BY MEMBERS

**MIDDLETON TOWN COUNCIL**  
**Town Hall – Council Chambers & Facebook Live**  
**Monday, January 15, 2024**  
**7:00 p.m.**



10. CORRESPONDENCE  
10.1 Annapolis Valley Regional Library
  
11. IN-CAMERA  
11.1 Personnel
  
12. ADJOURNMENT

**REQUEST FOR DECISION**  
**Subdivision Bylaw**  
**RFD#: 003-2024**



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**To:** Town Council  
**From:** Sharon McAuley, Planning Services Coordinator  
**Date:** January 15, 2024  
**Subject:** Subdivision Bylaw

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**Guiding Principles for Decision-Making**

**Accountability   Transportation   Diversity   Sustainability   Engaged   Informed**

References/Attachments

- Municipal Government Act: Part VIII – Planning and Development
- Municipal Government Act: Section 270 - Provincial Subdivision Regulations

Recommendation

That Town Council, on recommendation of the Planning Advisory Committee and after holding a public hearing, gives second reading and approves the Town of Middleton Subdivision Bylaw dated December 13, 2023; and, further, agrees to repeal the Subdivision Regulations of the Town of Middleton, dated June 29, 1966.

Background

Over the past two years the Town of Middleton has conducted reviews of their municipal planning documents including the Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw. One round of housekeeping amendments has been approved and the second round has been approved by the Province and a Notice of Approval will be placed in this week's Valley Register. The final part of the review involves the 1966 Subdivision Regulations. The Town of Middleton received approval from the Town of Wolfville to use their subdivision bylaw as a template. The draft of the subdivision bylaw was reviewed numerous times by the Planning Advisory Committee and revisions have been incorporated into the final document.

Financial Implications

The Subdivision Bylaw requires the Planner/Development Officer to lead the process. The proposed cost for the Planner/Development Officer and advertising/notifications have been budgeted for this fiscal year.

**REQUEST FOR DECISION**  
**Subdivision Bylaw**  
**RFD#: 003-2024**



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	Approval of Subdivision Bylaws require community consultation through a Public Hearing.
X	Governance	The process for implementing/amending subdivision bylaws is outlined in the MGA.
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

Subdivision Bylaws require community engagement through a public hearing.

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: January 15, 2023



## SUBDIVISION BYLAW

### Table of Contents

TITLE.....	2
INTERPRETATION AND ADMINISTRATION .....	2
2. INTERPRETATION.....	2
3. ADMINISTRATION .....	2
DEFINITIONS .....	2
GENERAL PROVISIONS.....	4
4. APPLICATION REQUIREMENTS.....	4
5. LOT REQUIREMENTS.....	5
MUNICIPAL STREETS AND SERVICES.....	6
6. SERVICING AGREEMENT.....	6
7. CONSTRUCTION OF SERVICES .....	6
8. MAINTENANCE AND OBLIGATIONS .....	7
PUBLIC OPEN SPACE .....	8
9. PARKLAND DEDICATION REQUIREMENTS.....	8
TENTATIVE PLANS OF SUBDIVISION .....	9
10. TENTATIVE PLAN REQUIREMENTS.....	9
11. PROCEDURES .....	10
FINAL PLANS OF SUBDIVISION .....	10
12. FINAL PLAN REQUIREMENTS.....	10
13. REQUIREMENTS.....	11
REPEAL OF SUBDIVISION .....	12
REPEAL OF PREVIOUS BYLAWS .....	13

## TITLE

1. This Bylaw may be cited as the Town of Middleton Subdivision Bylaw and shall apply to the subdivision of all land within the Town of Middleton, hereinafter referred to as the "Town".

## INTERPRETATION AND ADMINISTRATION

### 2. INTERPRETATION

In this bylaw, the word "shall" is mandatory and not permissive. Words used in the present tense shall include the future. Words used in the singular shall include the plural except where otherwise indicated, and words used in plural number shall include the singular. All other words shall carry their customary meaning except those defined hereinafter.

### 3. ADMINISTRATION

This Bylaw shall be administered by the Municipal Development Officer of the Town, appointed under the authority of the **Municipal Government Act**.

In the absence or incapacity of the Development Officer, the acting Development Officer appointed by Council shall act in the Development Officer's stead.

## DEFINITIONS

**Act** means the **Municipal Government Act**, Chapter 18 of the Acts of 1998, and amendments thereto.

**Area of Land** means any existing lot or parcel as described by its boundaries.

**Council** means the Council for the Town of Middleton.

**Department of Environment and Climate Change** means the Nova Scotia Department of Environment and Climate Change.

**Department of Public Works** means the Nova Scotia Department of Public Works.

**Development Officer** means that person appointed by Council pursuant to the Municipal Government Act and having the power and duty to administer this Bylaw.

**Drainage Plan** means a detailed plan of storm water runoff and the courses and channels of it, including floodplains, for one or more parts of an area of drainage for all lands tributary to, or carrying drainage from, land that is proposed to be subdivided.

**Engineer** means the Engineer of the Town and includes a person acting under the supervision and direction of the Engineer.

**Equivalent Value** means cash or facilities, services or other value in kind related to parks, playgrounds, and similar public purposes or any combination thereof, determined by the Town to be equal to the value, as determined by an assessor, of the land required to be transferred to the Town for parkland purposes.

**Frontage** means the lot frontage and shall be measured the same as required in the Land Use Bylaw.

**Land Use Bylaw** means the Town of Middleton Land Use Bylaw.

**Lot** means any parcel of land to be created by the filing of a plan of subdivision.

**Main Building** means a building which is not an accessory building to another building on the lot.

**Municipal Planning Strategy** means the Town of Middleton Municipal Planning Strategy.

**Municipal Specifications** means the *Town of Middleton Municipal Standards and Specifications* and the current issue of the Nova Scotia Road Builders Association, Consulting Engineers of Nova Scotia Joint Committee on Contract Documents' *Standard Specifications for Municipal Services*.

**Professional Engineer** means a registered member, in good standing, of the Association of Professional Engineers of Nova Scotia who holds appropriate professional liability insurance.

**Proposed Lot** means any lot being proposed to be created by a plan, including a remainder lot.

**Province** means His Majesty the King in right of the Province of Nova Scotia.

**Public Street** means any street or road owned and maintained by the Town.

**Remainder Lot** means a lot for which subdivision approval is not requested or granted by which results from the approval of lots shown on a plan of subdivision.

**Registry of Deeds** means the Land Registration Office, or Office of the Registrar of Deeds for Annapolis County.

**Sanitary Sewer System** means an assembly of pipes, conduits and appurtenances (including manhole and lift stations) owned by the Town of Middleton which carries sanitary sewer to a treatment plant.

**Servicing Agreement** means a contract between the subdivider and the Town which describes the responsibilities of each party with respect to the subdivision and servicing of land.

**Storm Water System** means the courses and channels, including floodplains, which receive, carry and regulate flows in response to rain and snow including overland flows, sub-surface flows, groundwater flows and snow melt.

**Subdivider** means the owner of the area proposed to be subdivided and includes anyone acting with the owner's written consent.

**Subdivision** means the division of any area of land into two or more parcels and includes a resubdivision or a consolidation of two or more parcels.

**Surveyor** means a registered member, in good standing, of the Association of Nova Scotia Land Surveyors.

**Town** means the Town of Middleton.

**Useable Land** means land meeting the following criteria:

- substantial lot frontage on a Public Street;
- minimum contiguous area of 1000 square metres, not including portions of land with dimensions less than 6 metres in any direction;
- maximum slope of 5%;
- is not subject to any known environmental contamination;
- is not required as part of a stormwater treatment pond;
- land must be free of wet or swampy areas or areas covered by water, or;
- has unique economic, environmental, heritage, connectivity or cultural significance as determined by Council.

**Water Distribution System** means an assembly of pipes, conduits and appurtenances which is designed to carry and distribute potable water for consumption and fire protection and is owned by the Town of Middleton.

## GENERAL PROVISIONS

### 4. APPLICATION REQUIREMENTS

- 4.1. Application for approval of a plan of subdivision shall be made to the Development Officer.
- 4.2. The subdivider shall pay the following fees at time of application:
  - a. for review and approval of a final plan of subdivision a processing fee in accordance with the Town's Building and Planning Fees Policy No. G.2.1; and
  - b. the fees contained in the Nova Scotia Costs and Fees Act and its regulation for filing the approved final plan of subdivision, certifying a copy of the plan, and registering a notice of approval of the plan.

- 4.3. Before approving a final plan of subdivision that adds or consolidates parcels or areas of land in different ownerships, the Development Officer shall be provided with:
  - a. the executed deeds suitable for registering to affect the addition or consolidation;
  - b. the fees for registering the deeds;
  - c. the affidavit of value including particulars of any exemption, if any, pursuant to part V of the Act;
  - d. where applicable, the deed transfer tax; and
  - e. all completed forms required under the Land Registration Act to record documents at the Registry of Deeds.

## 5. LOT REQUIREMENTS

- 5.1. All lots to be approved on a plan of subdivision shall abut a public street.
  - a. Notwithstanding 5.1, the Town may accept lot frontage on a private laneway where cluster housing or other forms make this arrangement practical, subject to the approval of the Town Engineer and requirements of the Land Use Bylaw. A servicing agreement may be applicable to ensure the private access is documented.
- 5.2. All lots for which approval is requested and the remainder lot, if any, for which no approval is requested, shall meet the applicable requirements contained in the Land Use Bylaw.
- 5.3. Section 5.4, 5.5, 5.6 and 5.7 do not apply unless the Land Use Bylaw permits development on any lot created pursuant to these sections and the Municipal Planning Strategy provides for both the subdivision and development of such lots.
- 5.4. Notwithstanding the lot area and frontage requirements of section 5.2, the Development Officer may approve a maximum of two lots, shown on a plan of subdivision, in accordance with Section 279 of the Municipal Government Act, provided all other requirements of the Bylaw are met.
- 5.5. Notwithstanding Section 5.1 and the lot area and frontage requirements of Section 5.2, the Development Officer may approve a subdivision altering the boundaries of two or more areas of land where:
  - a. no additional lots are created; and
  - b. each resulting lot:
    - meets the minimum dimensions for lot frontage of the Land Use Bylaw, or has not had its frontage, if any, reduced; and
    - meets the minimum requirements for lot area of the Land Use Bylaw, or has not had its area reduced.
- 5.6. Notwithstanding the lot area and frontage requirements of Section 5.2, where a development component of a permanent nature such as a structure or driveway is encroaching in or upon an immediately adjacent area of land, the Development Officer may approve a plan of subdivision to the extent necessary and practical to remove the encroachment.

- 5.7. For the purpose of Section 5.6, “main building” is a building which is not an accessory building to another building on the area of land.

Notwithstanding the lot area requirements of Section 5.2 and lot area and frontage requirements of Section 5.2, where a lot contains more than one main building built or placed on the land prior to DATE, the development officer may approve a final plan of subdivision creating the same number of lots or fewer as there are main buildings provided that each proposed lot is served by a central sewer or meets the requirements of the Nova Scotia Environment for on-site sewage disposal.

- 5.8. Lots shall not be subdivided to create a width or depth of less than 6 metres.

## MUNICIPAL STREETS AND SERVICES

### 6. SERVICING AGREEMENT

- 6.1. Where a proposed subdivision involves the construction of new or extension of a public street or services the subdivider shall, before endorsement of approval on the final plan is given, enter into a written agreement with the Town which shall contain provisions for the complete construction and acceptance for streets, water systems, sewer systems and storm drainage systems, satisfactory to the Town with respect to any or all of the following:
- the time within which any construction of streets and services shall be commenced and completed;
  - the phasing of any construction of streets and services;
  - the acceptance of any streets and services by the Town;
  - the provision and acceptance of easements and rights-of-way; and
  - any other matter related to the requirements of this Bylaw and Municipal Planning Strategy and Land Use Bylaw or Development Agreement relative to the subdivision and servicing of land.

### 7. CONSTRUCTION OF SERVICES

- 7.1. When an area of land being subdivided includes land that contains a new street(s), the general layout of the new street(s) shall conform to the Future Transportation Map of the Municipal Planning Strategy. The location of such new street(s) is not required to be an exact match of the Future Transportation Map, but must allow for, in the opinion of the Development Officer, the future continuation and completion of any new collector or arterial street.
- 7.2. There shall not be more than four public street approaches in an intersection.
- 7.3. All proposed Town public streets shall be:
- shown on a final plan of subdivision or plan of survey to the satisfaction of the Development Officer; and

- designed (including but not limited to water and sewer systems; curb and gutter; sidewalks and crosswalks), constructed and paved in accordance with municipal specifications, acceptable engineering practices and approved by the Town Engineer prior to approval of the final plan of subdivision by the Development Officer.
- 7.4. A proposed lot which abuts a public street shall have any access approved by the authority having jurisdiction for the public street which will be accessed, based on adequate stopping sight distance, as determined by the authority have jurisdiction.
- 7.5. Prior to approval of the final plan of subdivision by the Development Officer, the subdivider shall provide a certificate from a professional engineer which certifies that the public street has been constructed in compliance with the design and construction requirements of the Servicing Agreement.
- 7.6. The subdivider shall be responsible for the following:
- a. arranging for complete testing of the installation of a street at various stages as required; and
  - b. giving reasonable notice to the Town Engineer of the proposed test date, site, and time; and
  - c. allowing the Town Engineer to inspect the installation at any stage or to verify or confirm any required test.

## 8. MAINTENANCE AND OBLIGATIONS

- 8.1. Following completion of any required Municipal service system or public road and before acceptance of same by the Town the subdivider shall:
- a. post a maintenance bond in the amount of 10% of the cost of construction of the service system or road to ensure the proper operation of such system or road for a period of twelve (12) months following the date the Town granted final subdivision approval. At the end of the twelve (12) month bond period, the Town Engineer shall determine whether deficiencies exist with respect to any streets or services constructed or installed by the subdivider and shall notify the subdivider of the determination in writing. If deficiencies exist and are not remedied by the subdivider the Town shall keep the maintenance bond, or a part thereof, to remedy the deficiencies. The determination of the Town Engineer is final;
  - b. provide digital and reproducible engineering record drawings for each service system and road, stamped by a professional engineer;
  - c. provide "as built" digital and engineering design drawings of the street including plan and profile of streets drawing to the required scale and certified by a professional engineer;
  - d. provide all operating and maintenance manuals for each service system;
  - e. provide the results of all tests required by the Town to show proof that the service system or road has been constructed and is operating in accordance with municipal specifications;
  - f. provide all easements and land required for service systems; and
  - g. convey each service system and road free from all encumbrances.

## PUBLIC OPEN SPACE

### 9. PARKLAND DEDICATION REQUIREMENTS

- 9.1. Prior to approval of the final plan of subdivision, the subdivider shall either:
- a. transfer to the Town, free of encumbrances, for parks, playgrounds, and similar public purposes, an area of useable land within the area being subdivided equal to five percent (5%) of the area of the lots to be approved as shown on the final plan of subdivision exclusive of streets, easements, and the residue of the land of the subdivider; or
  - b. provide to the Town a sum of money equivalent to five percent (5%) of the market value, as determined by an assessor of the lots to be approved as shown on the final plan of subdivision, exclusive of streets, easements, and the residue of the land of the subdivider; or
  - c. where Council agrees, provide to the Town equivalent value, in any combination as determined by the Town; or
  - d. where the Council agrees, transfer to the Town, free of encumbrances an area of useable land of equal value outside the area being subdivided but within the boundaries of the Town, in lieu of the land in the subdivision required to be transferred under Subsection 9.1.a.
- 9.2. Section 9.1 shall not apply to the following:
- a. where requirements for parkland dedication are detailed in a Development Agreement; or
  - b. the consolidation or re-subdivision of land where no additional lots are created; or
  - c. the subdivision of a semi-detached dwelling; or
  - d. the subdivision of land owned by the Town; or
  - e. where lots created contain existing main buildings; or
  - f. remainder lots; or
  - g. the subdivision of land zoned commercial, industrial, institutional, recreation and open space, or environmental sensitive areas in the Land Use Bylaw.

## TENTATIVE PLANS OF SUBDIVISION

### 10. TENTATIVE PLAN REQUIREMENTS

- 10.1. A person proposing to subdivide an area of land shall submit to the Development Officer an application form, together with six (6) printed copies and one (1) digital copy of the tentative plan of subdivision drawn to scale showing:
- the words "Tentative Plan of Subdivision" located in the title block;
  - a clear space for stamping being a minimum of 225 square centimetres with a minimum width of 10 centimetres;
  - the name of the owner of the area of land being subdivided;
  - names of all owners of all properties abutting the land being subdivided;
  - the unique Parcel Identifier (PID) of all areas of land being subdivided;
  - a location map, drawn to a scale not smaller than 1:50,000;
  - the shape, dimensions and area of the proposed lots;
  - each proposed lot identified by a number, except where a parcel is being added to or subtracted from an existing area of land, such parcel shall be identified by a letter and the new lots identified by the identifier, where available, of the existing area of land, and the letter;
  - no duplication of lot identifiers;
  - the location of existing and proposed streets;
  - the location of existing buildings within 10 metres of a property line;
  - the general location of watercourses and wetlands;
  - the width, location, and nature of any easements on or affecting the area of land proposed to be subdivided;
  - the north point;
  - the scale;
  - the location, dimensions, and area of any land to be conveyed to the Town for open space or similar public purposes;
  - the date on which the tentative plan of subdivision was drawn and the date of any revision;
  - any other information necessary to determine if the subdivision meets with the municipal specifications and accepted engineering practice as determined by the Development Officer.
- 10.2. Where a subdivision divides land where no additional roads, water or sewer services are required to be constructed, the Development Officer may waive the requirement that tentative plans be submitted.
- 10.3. In addition to meeting the requirements of section 10.1 of this Bylaw the tentative plan of subdivision shall be accompanied by six (6) paper copies and a digital copy of each of the following:
- existing and proposed central sewer and water systems, proposed connections thereto and other system details;

- b. drainage design plans and details in accordance with the requirements as detailed in the Stormwater Management Design Guidelines.

## 11. PROCEDURES

- 11.1. Application for a tentative plan shall be made to the Development Officer in the form specified by the Town.
- 11.2. The Development Officer shall comply with the notification and approval provisions of the Municipal Government Act.
- 11.3. The Development Officer shall contact any department of the Town to determine if the proposed subdivision satisfies the various bylaws and regulations of the Town.
- 11.4. The following information shall be stamped or written and completed by the Development Officer on any tentative plan which is approved:
  - a. ***“This Tentative Plan is approved for Lots \_\_\_\_\_ . Such approval lapses if the Lots are not shown on a final plan of subdivision approved within two (2) years of the date of the approval if the Tentative Plan”;***
  - b. the date of the approval; and
  - c. ***“This Tentative Plan shall not be filed in the Registry of Deeds as no subdivision takes effect until a final plan of subdivision is approved by the Development Officer”.***
- 11.5. Upon approval of the tentative plan of subdivision, the Development Officer shall forward a copy of the approved tentative plan to the Subdivider and notify any other agency of the Province or Town that the Development Officer requested review the plan, of the Development Officer’s decision to approve the tentative plan.
- 11.6. Where the Development Officer refuses to approve a tentative plan of Subdivision, the Development Officer shall notify the Subdivider of the reasons for the refusal in writing pursuant to the Municipal Government Act, advising the Subdivider of the appeal provisions under the Act.

## FINAL PLANS OF SUBDIVISION

### 12. FINAL PLAN REQUIREMENTS

- 12.1. A subdivider proposing to subdivide an area of land shall submit to the Development Officer for approval a completed application form together with six (6) printed copies and one (1) digital copy of the final plan showing the following:
  - a. the words “PLAN OF SUBDIVISION” located in the title block;
  - b. a clear space for stamping;

- c. the name of the subdivision, if any, and the name of the owner of the area of land;
  - d. the names of all owners or the lot identifiers of all properties abutting the proposed subdivision;
  - e. a location map, drawn to a scale not smaller than 1:50,000 (such scale to be shown on the map), preferably with the same orientation as the area of land, and;
  - f. the shape, dimensions and area of the proposed lots;
  - g. each proposed lot identified by a number, except where a parcel is being added to or subtracted from an existing area of land, the parcel shall be identified by a letter and the new lots identified by the identifier of the existing area of land, and the letter;
  - h. no duplication of lot identifiers;
  - i. the boundaries of proposed lots shown by solid lines, and the vanishing boundaries of existing areas of land being re-subdivided, consolidated or both, shown as broken lines;
  - j. approximate location of existing main buildings on the area of land proposed to be subdivided;
  - k. the location of existing public roads, existing private roads or lanes or right-of-ways;
  - l. the width and location of railroads and railroad right-of ways;
  - m. the location of any watercourse, wetlands or prominent rock formation;
  - n. the width, location, and nature of any easements on or affecting the area of land proposed to be subdivided;
  - o. north point;
  - p. the date on which the final plan of subdivision was drawn and the dates of any revisions;
  - q. the scale to which the final plan of subdivision is drawn;
  - r. the unique parcel identifier (PID) of all areas of land being subdivided;
  - s. any other information the Development Officer deems necessary to determine whether the final plan of subdivision conforms to the Subdivision Bylaw.
- 12.2. A final plan of subdivision submitted for approval shall be accompanied by any security or bonds required to be posted under this Bylaw.

### 13. REQUIREMENTS

- 13.1. The Development Officer shall comply with the notification and approval provisions of the Act.
- 13.2. The Development Officer shall contact any department of the Town necessary to determine if the proposed subdivision satisfies the various bylaws and regulations of the Town.
- 13.3. Approval of a final plan of subdivision may not be refused or withheld as a result of the assessment or recommendations made by the Department of Environment and Climate Change, the Department of Public Works or of any other agency of the Province or the Town unless the final plan of subdivision is clearly contrary to a law of the Province or regulation made pursuant to law of the Province, including the Town's Municipal Planning Strategy.
- 13.4. At the time of application for approval of a final plan of subdivision, the subdivider shall submit to the Development Officer:

- a. the fees for registering the final plan of subdivision, and;
  - b. the fees for filing the notice of subdivision.
- 13.5. Before approving a final plan of subdivision that adds or consolidates parcels or areas of land in different ownerships, the Development Officer shall have received:
- a. the executed deeds suitable for registering to effect the addition or consolidation;
  - b. the fees for registering the deeds;
  - c. the affidavit of value including particulars of any exemption, pursuant to Part V of the Municipal Government Act including the fees payable.
- 13.6. Where the Development Officer refuses to approve a final plan of subdivision, the Development Officer shall inform the subdivider of the reasons for the refusal in writing and advise the subdivider of the appeal provisions of Section 284 of the Municipal Government Act.
- 13.7. The following information shall be stamped or written and completed by the Development Officer on any final plan of subdivision which is approved:  
***"This final plan of subdivision is approved for Lots \_\_\_\_\_ on \_\_\_\_\_  
(street name) within the Town of Middleton."***

## REPEAL OF SUBDIVISION

14. Any person requesting a repeal shall submit to the Development Officer an application for Repeal as laid out in the Provincial Subdivision Regulations made under Section 270 of the Municipal Government Act.
15. The notification and approval provision of the Municipal Government Act that apply to the approval of a plan shall also apply to the repeal.
16. When the Development Officer is satisfied that an application for repeal is complete, the Development Officer may forward a copy to any agency which provided an assessment or recommendations on the original plan of subdivision.
17. Where buildings have been erected on the subject lands after the date of the subdivision approval sought to be repealed, no repeal shall be granted which could cause these buildings to be in violation of any building code regulations or Land Use Bylaw unless the violation can be rectified by the approval of a new plan of subdivision filed at the Registry of Deeds on the same day as the repeal is filed.
18. The Development Office shall forward to the Registry of Deeds the repeal in the form specified.
19. The Development Officer shall forward a copy of the repeal to:
  - a. the subdivider, and;
  - b. any agency that provided an assessment or recommendations on the original plan of subdivision.



20. At the time of application for the repeal of a subdivision the subdivider shall submit to the Development Officer:
- a. The fees contained in the Costs and Fees Act, and its regulations, for registering a repeal of a plan of subdivision.

## REPEAL OF PREVIOUS BYLAWS

21. Any previous Subdivision Bylaws and amendments are repealed upon coming into force of this Bylaw.

**I, Krista Greer, Town Clerk of the Town of Middleton,** do hereby certify that the Bylaw, 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     day of     , 2024.

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Krista Greer  
Town Clerk

Bylaw Adoption	
Date of First Reading:	
Publication of Notice of Public Hearing:	
Date of Public Hearing	
Date of 2 <sup>nd</sup> Reading & Passing:	
Date of Publication of Notice of Passing:	
Description: Passing of Original Bylaw	



## *Proclamation*

### **INTERNATIONAL HOLOCAUST REMEMBRANCE DAY JANUARY 27, 2024**

**WHEREAS** International Holocaust Remembrance Day is held on January 27 of each year; it is a day for the world to pause and remember the millions of people who were murdered or whose lives were forever changed by the Holocaust; and

**WHEREAS** in 2005, the United Nations adopted a resolution rejecting any denial of the Holocaust as a historical event, either in full or in part, and condemning "without reserve" all manifestations of religious intolerance, incitement, harassment or violence against persons or communities based on ethnic origin or religious belief, whenever they occur; the resolution also designated January 27, the anniversary of the liberation of the Auschwitz death camp, as an annual International Day of Commemoration in memory of the victims of the Holocaust; and

**WHEREAS** on this day, Member States of the United Nations are encouraged to develop educational programs to instill the memory of the tragedy in future generations and to help prevent future acts of genocide; and

**WHEREAS** antisemitism and racism are an increasing threat, not only in Canada, but all over the world:

**THEREFORE**, be it resolved that I, **Mayor Sylvester Atkinson, on behalf of the Town of Middleton**, do hereby proclaim January 27, 2024, as "**International Holocaust Remembrance Day**" in Middleton.

Dated at Middleton, Nova Scotia  
this 15<sup>th</sup> day of January 2024.

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Sylvester Atkinson, Mayor

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# Town of Middleton

## Northlands Secondary Planning Strategy

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January 15, 2024

**Fathom**

## What is a Secondary Planning Strategy?

- A Secondary Planning Strategy (SPS) is part of the official community plan that contains policies and land use regulations in a defined area of the town where major changes are expected and desired.
- According to the Municipal Government Act (MGA), the purpose of a secondary planning strategy is to address issues with respect to a particular part of the planning area, which may not, in the opinion of the council, be adequately addressed in the municipal planning strategy alone.
- As the name indicates, secondary planning strategies are secondary to a town's Municipal Planning Strategy (MPS) and are often times nested within the MPS document.

## Why do we create Secondary Plans?

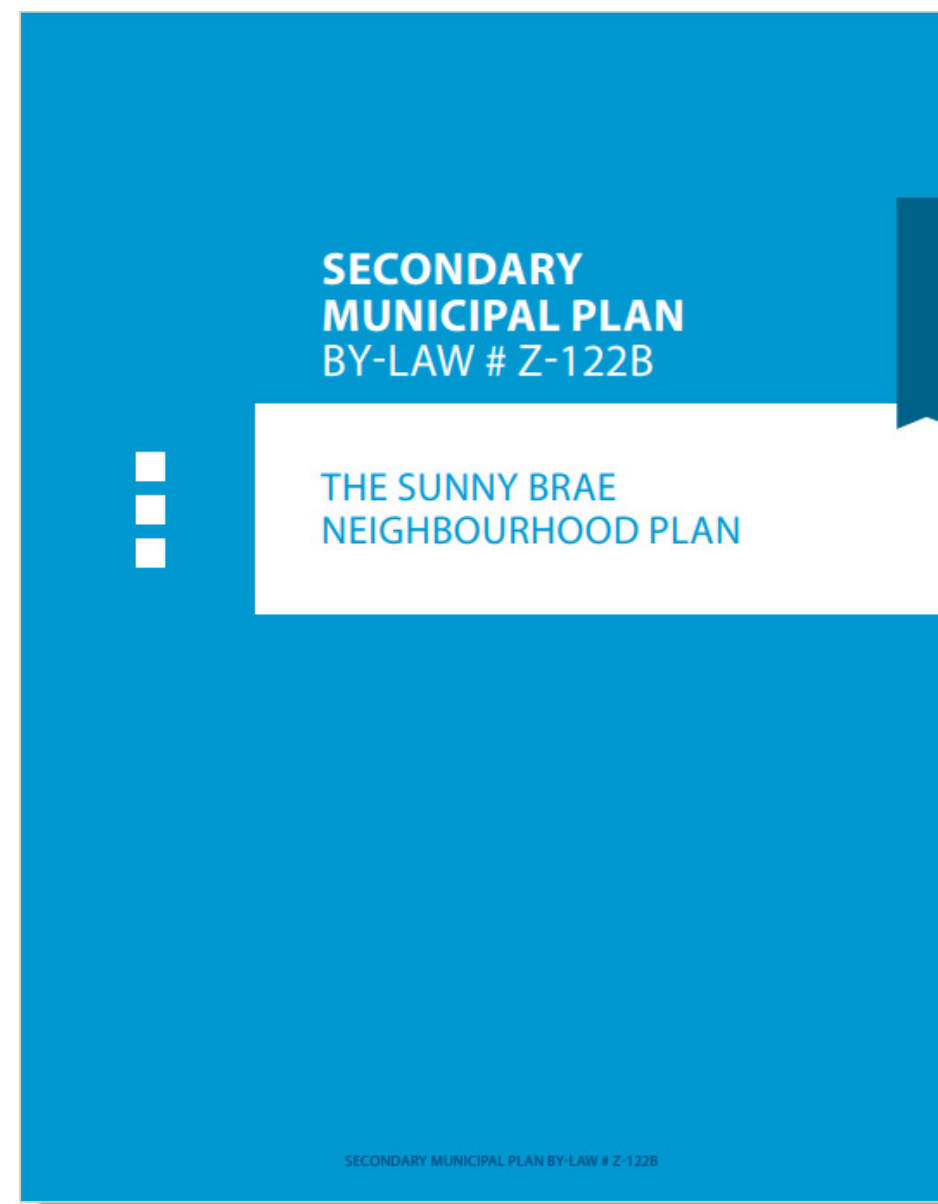
- Secondary plans are an important tool for municipalities to use in order to ensure that development takes place in a well thought-out and sustainable manner.
- Secondary plans allow municipalities to highlight area-specific challenges and opportunities that may not be present elsewhere in the community.

## Where can I find other Secondary Plans?

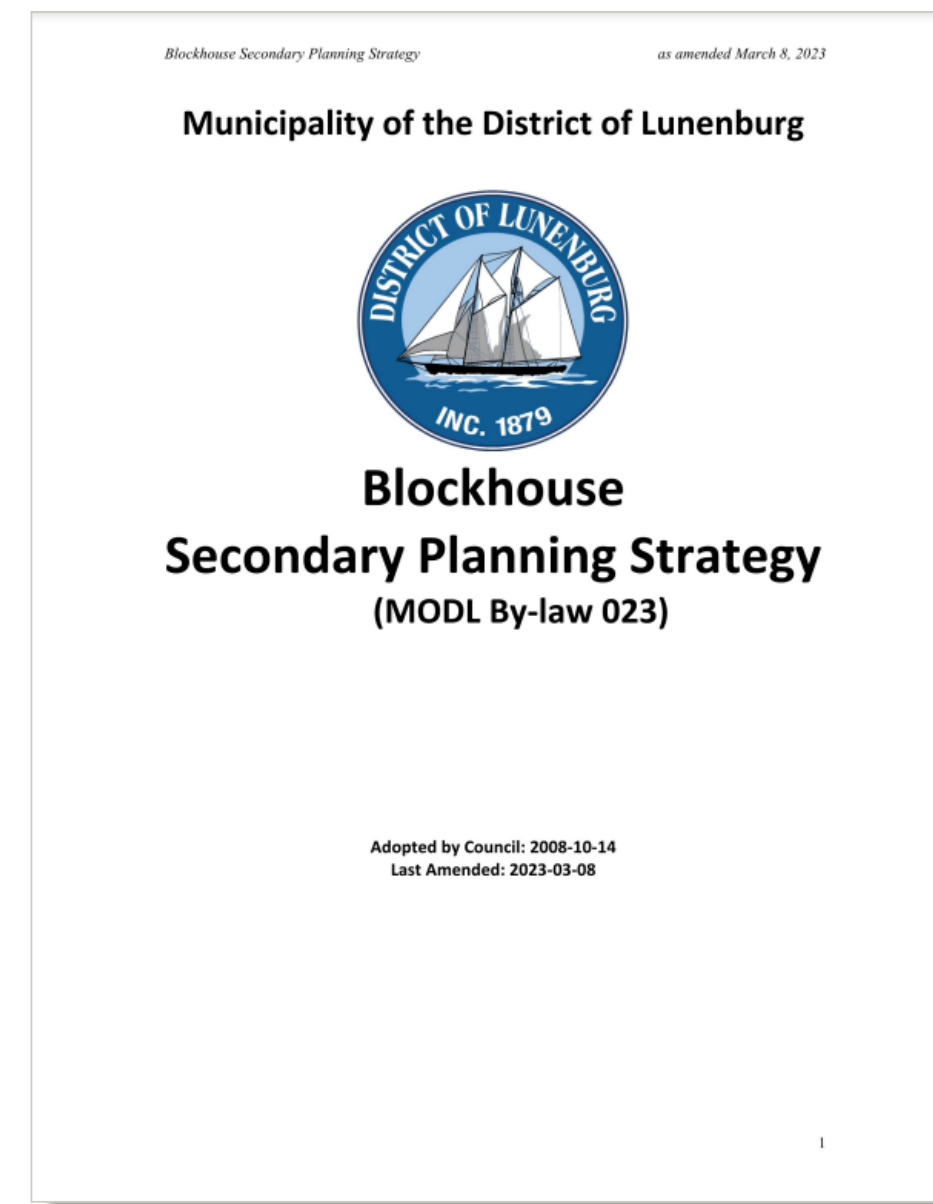
- Municipalities across Nova Scotia and the rest of Canada utilize secondary plans to promoted thoughtful planning and design in their communities.

## Requirements for Planning Document Adoption

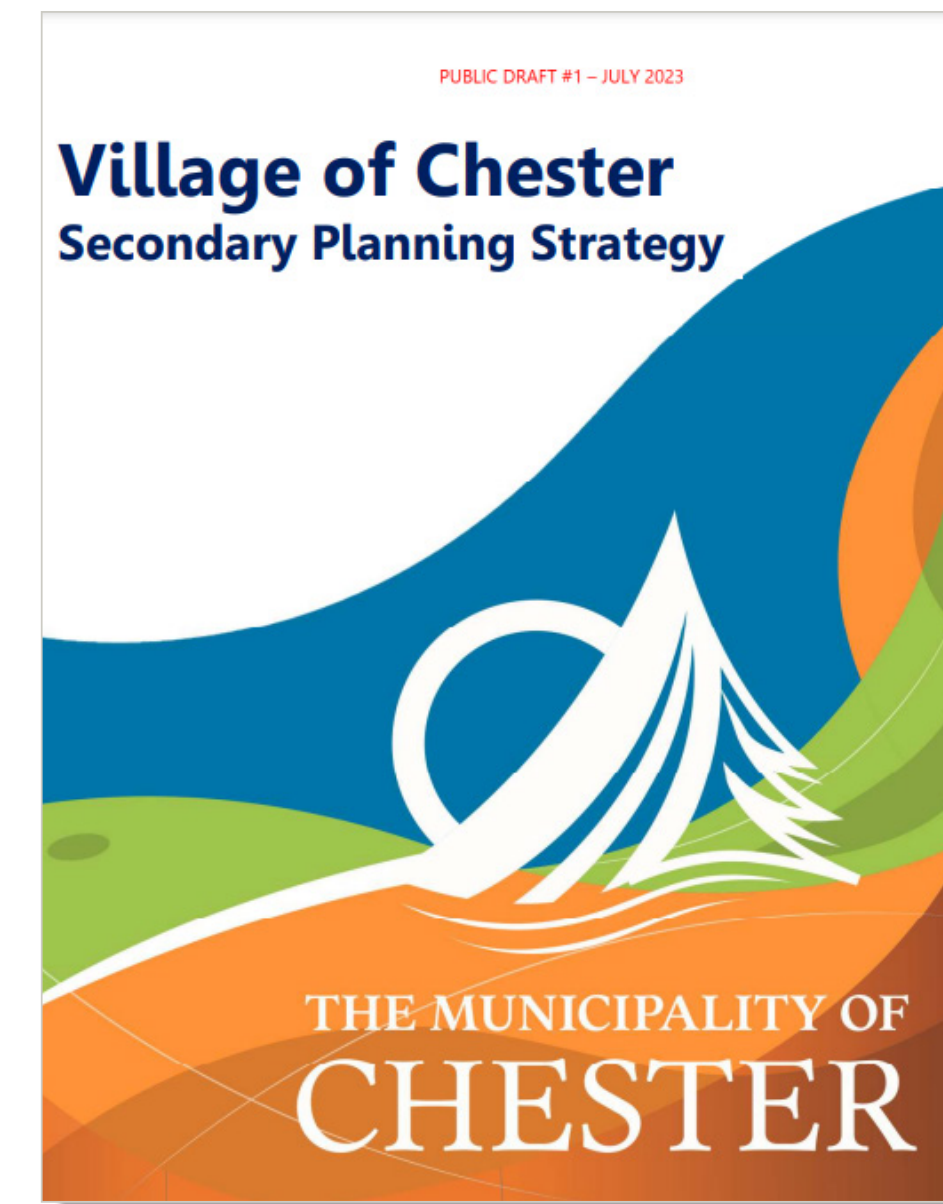
- (1) A council shall adopt, by by-law, planning documents.
- (2) A by-law adopting planning documents shall be read twice
- (3) Before planning documents are read for a second time the council shall hold a public hearing.
- (8) A council shall adopt planning documents, at second reading, by majority vote of the maximum number of members that may be elected to council.



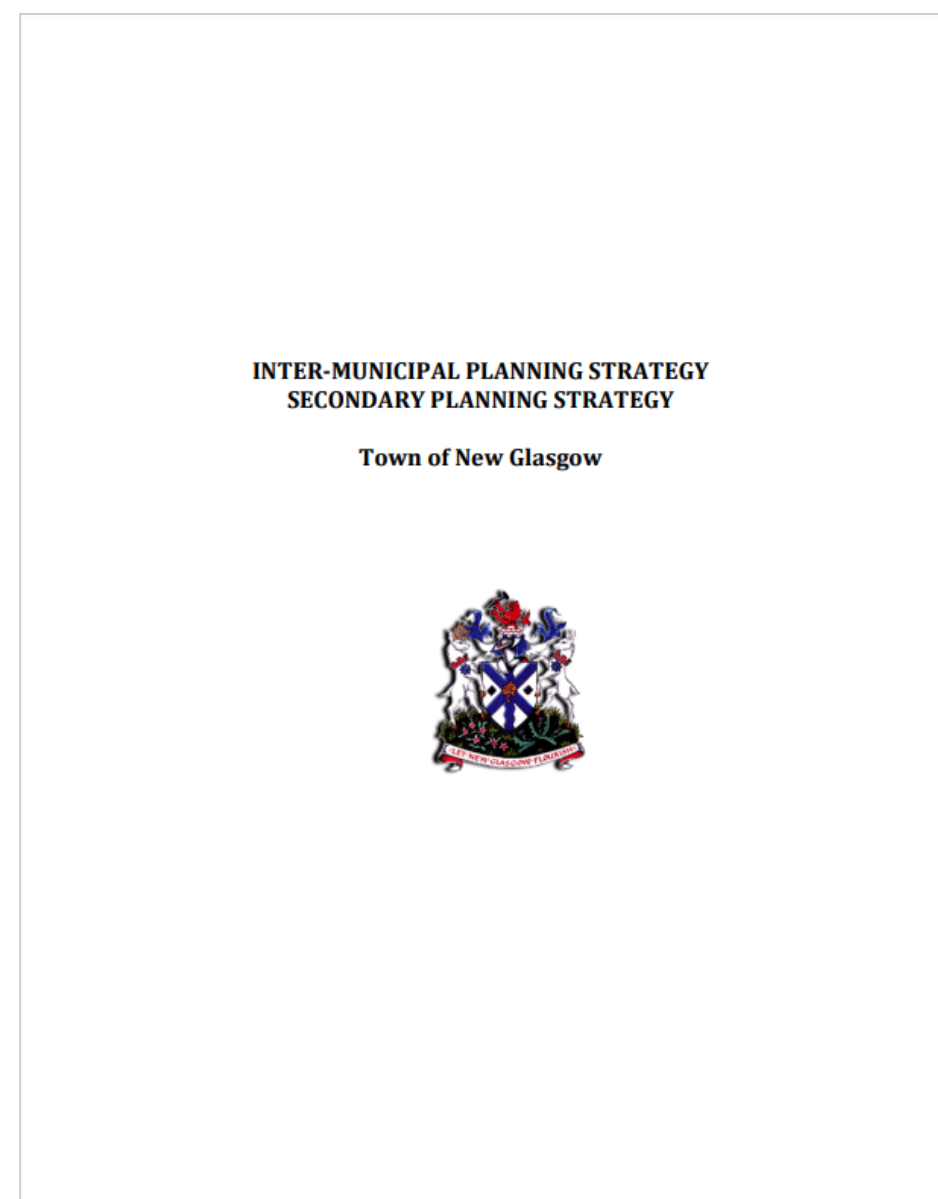
Moncton, NB



Lunenburg, NS



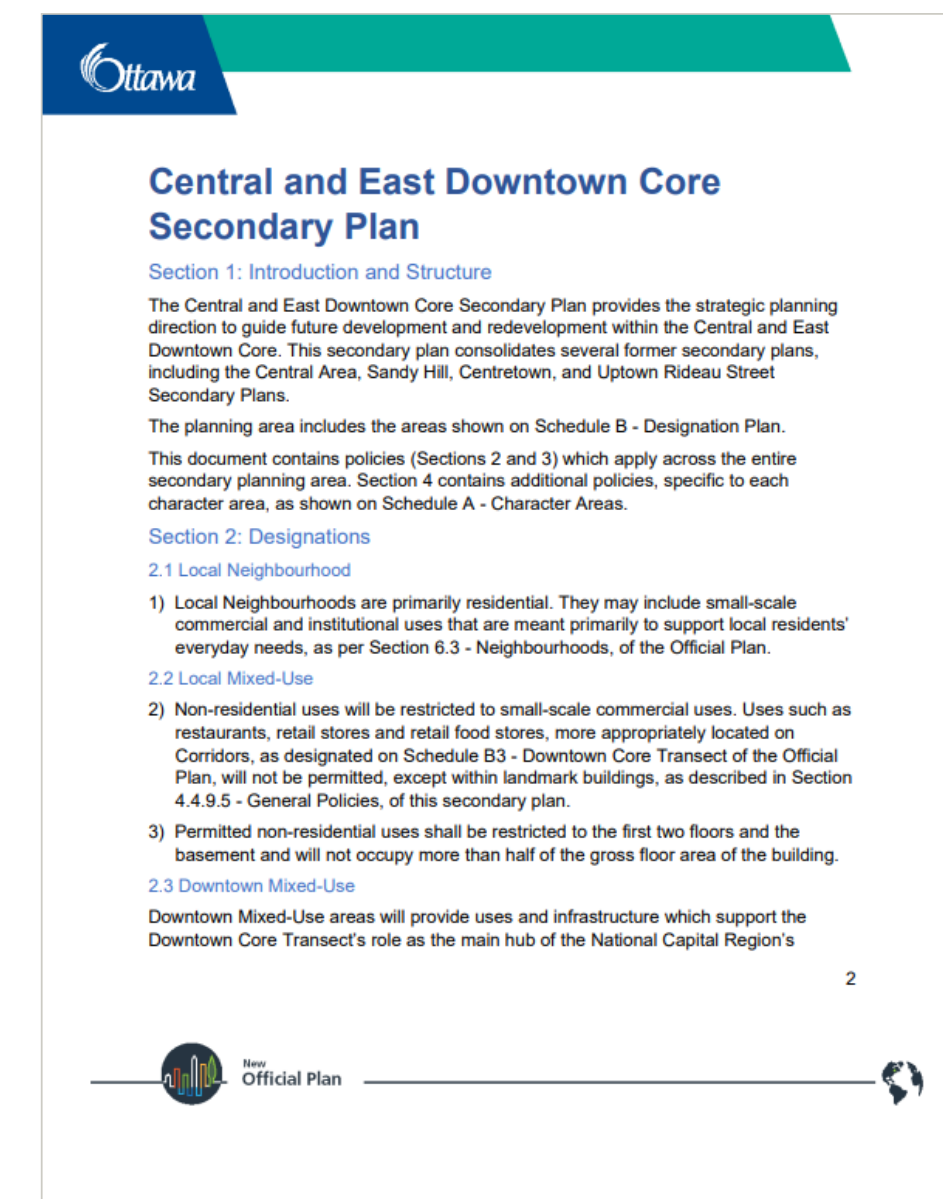
Chester, NS



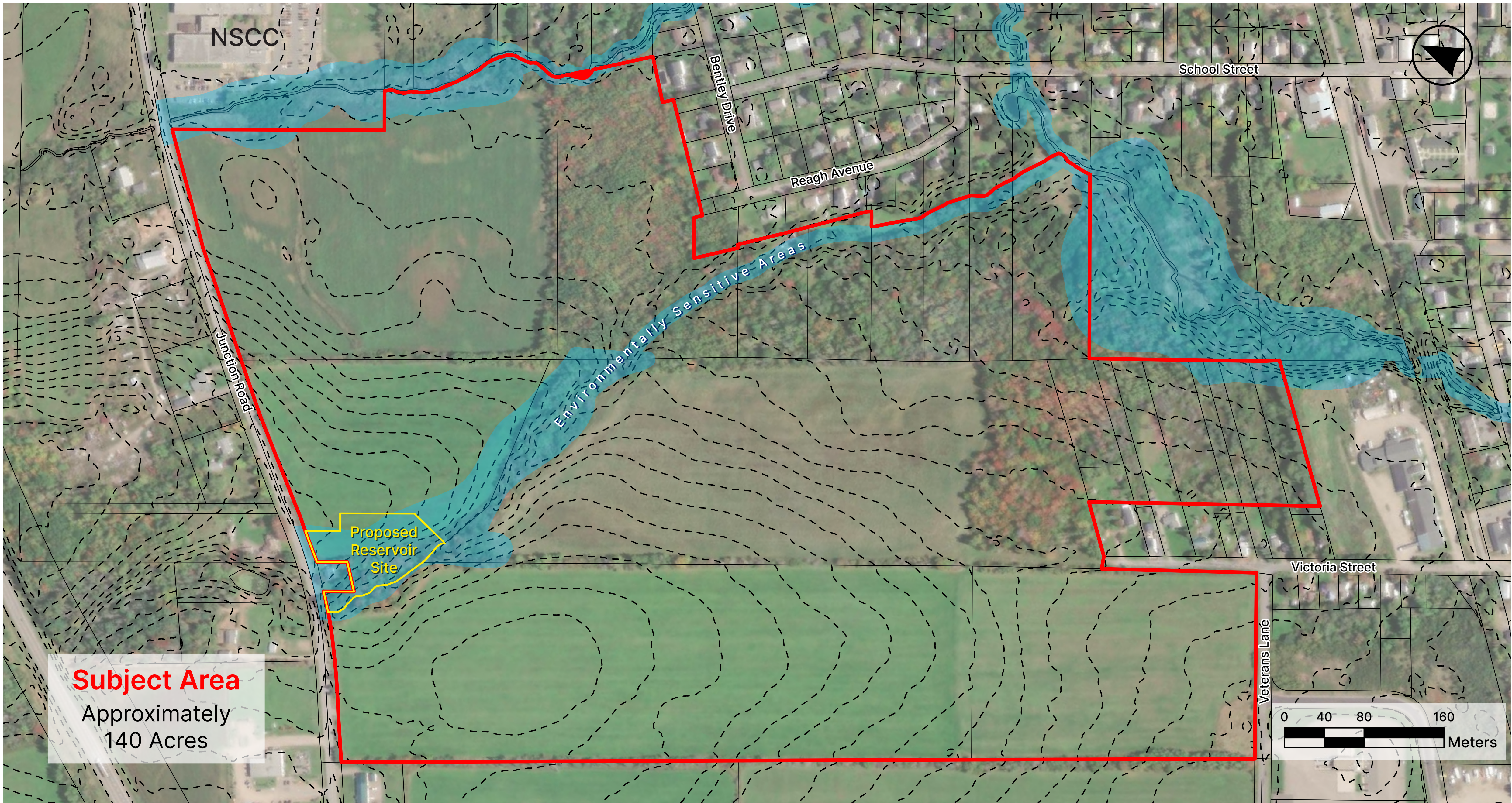
New Glasgow, NS



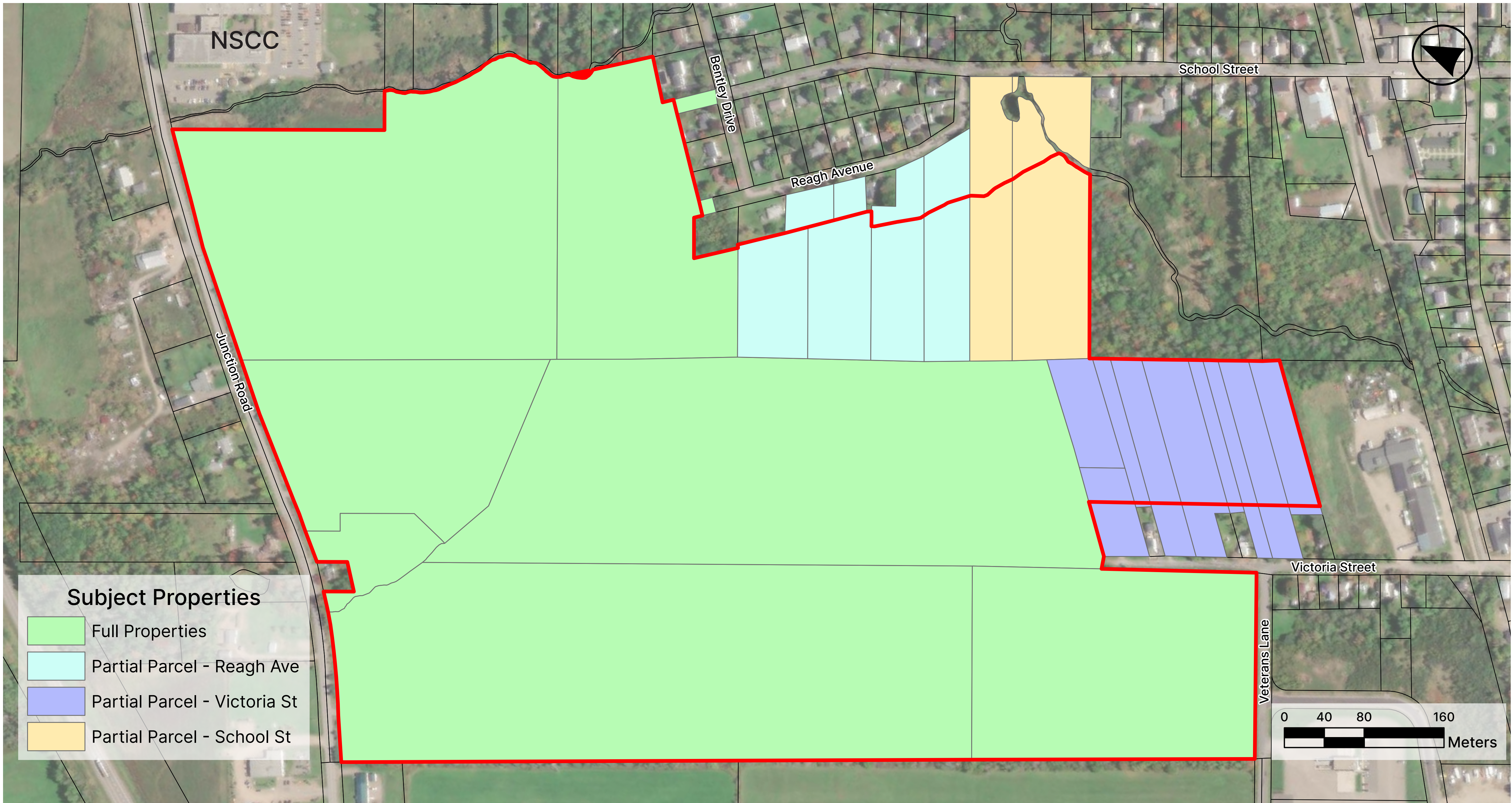
Bedford, NS

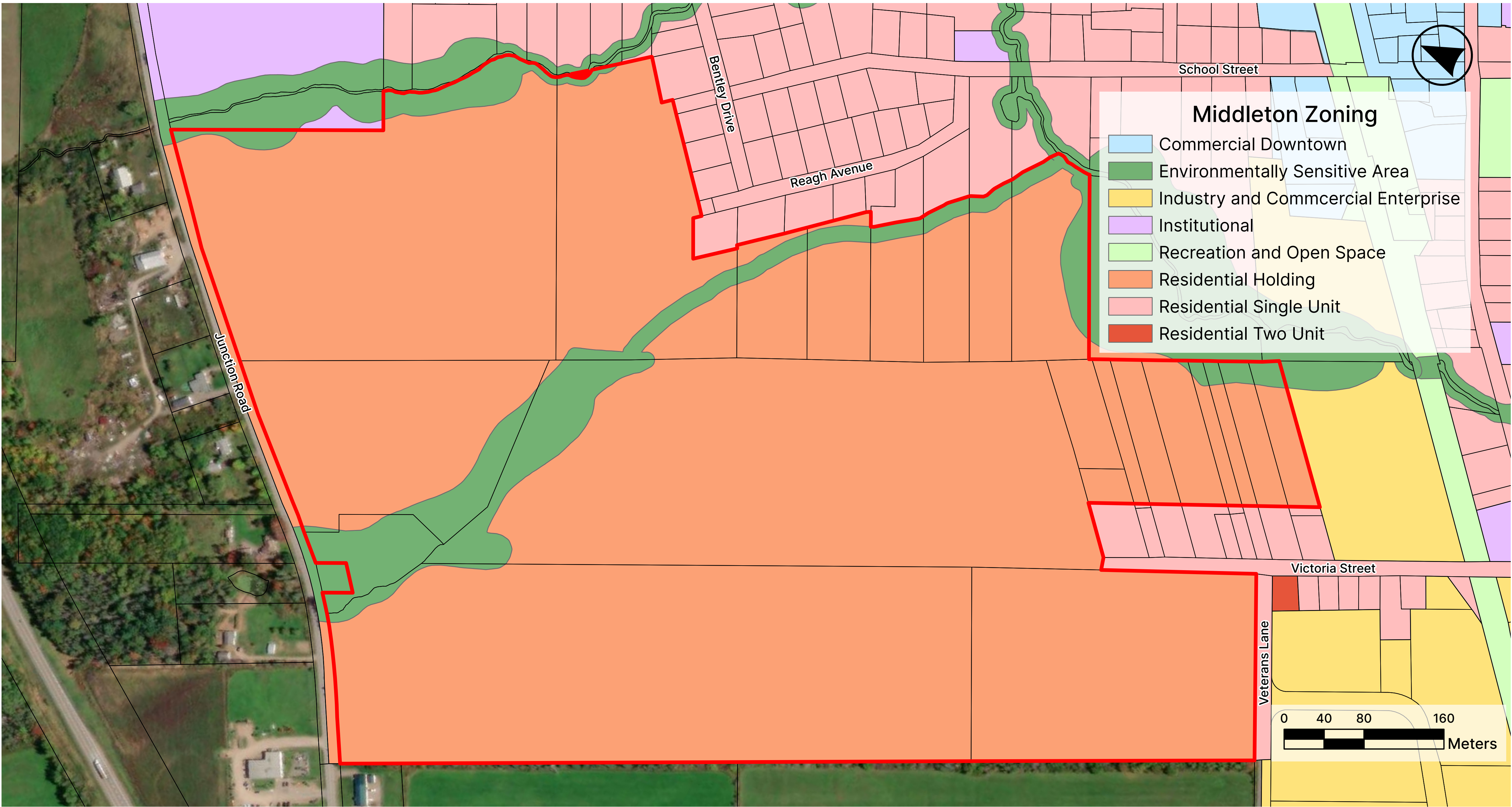


Ottawa, ON

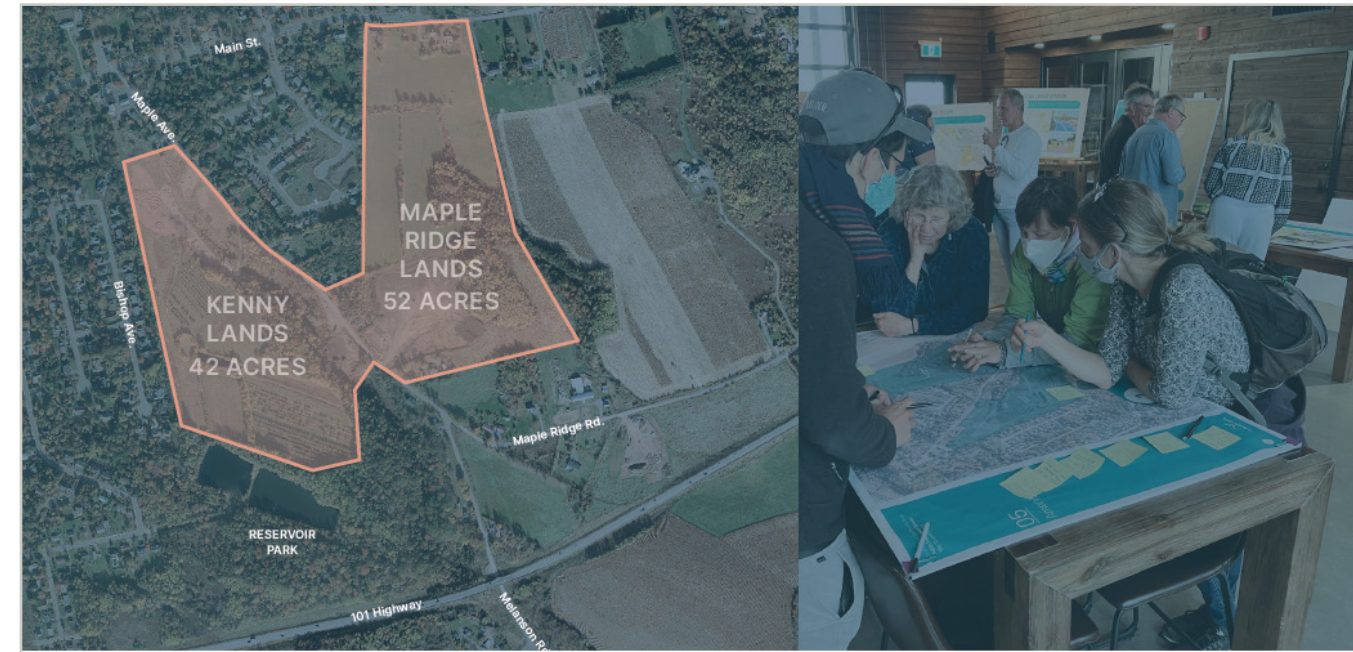


**Subject Area**  
Approximately  
140 Acres





# Example Project - Wolfville East End Secondary Planning Strategy (2023)



The Town of Wolfville

## WOLFVILLE EAST END SECONDARY PLANNING STRATEGY

FINAL REPORT June 2, 2023

Prepared by:

## Analysis

the existing conditions which have given rise to the geography, landscapes, flora and fauna in the area today. Our social and ecological analysis forms the basis for the eventual master plan by avoiding the sensitive areas, increasing the density in more central areas, and maintaining the hydrological character of the watershed, mixing density nodes and parks in phases of the development, maximizing view sheds of the Minas Basin and connectivity (walking, cycling, vehicles) between neighbourhoods.

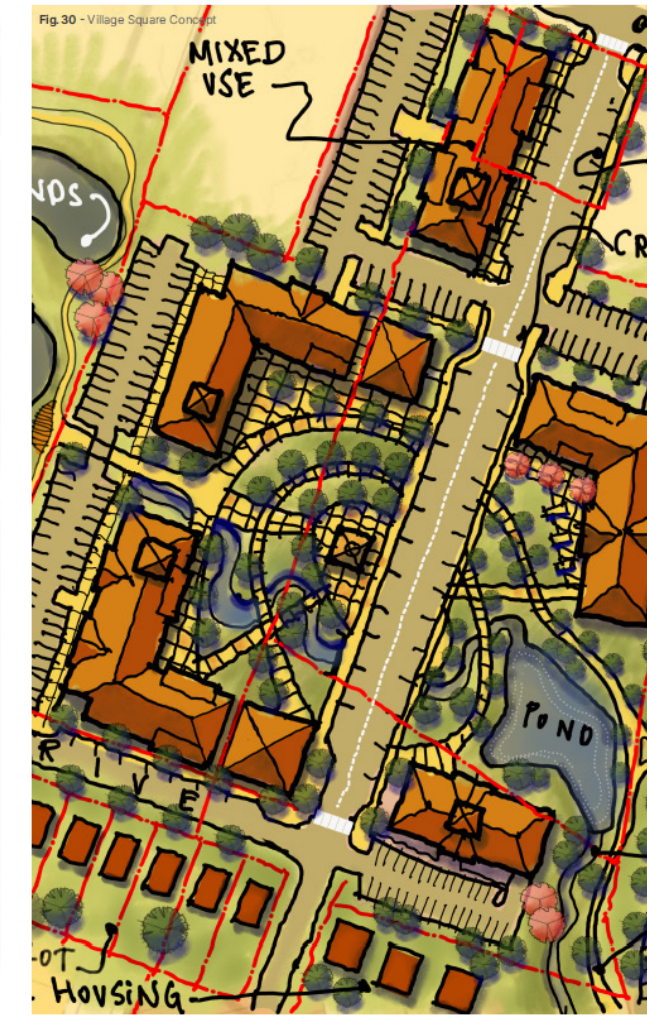
### CONTEXT

The County within Nova Scotia's Annapolis Valley is a historic and scenic area with a rich cultural heritage. As of 2021, Wolfville's population was 11,000, with a significant portion of the population being students. The town's location in the province's Annapolis Valley has allowed Wolfville to develop into a community bursting with life.

During the pandemic, housing prices in Nova Scotia experienced exponential growth; at the time this report is being conducted, there is 1% housing availability in Halifax. Consequently, house prices in the surrounding areas have begun to rise and supply has simultaneously dwindled. To meet housing demands and offer future generations a place to live, it is vital that the remaining available land for development be considered for housing at a range of types, prices and tenure types. Offering a wider variety of housing types responds to changing family types, shifts in demographics, income levels, and offers a greater amount of housing than traditional low-density, owner-centric residential options.

single-family homes that are only accessible to a specific range of individuals. Consequently, there is a shortage of housing for first-time buyers, younger families, and safe, affordable rental units. As Wolfville's population continues to age, there is a growing gap for housing that allows residents to age-in-place and develop complete communities.

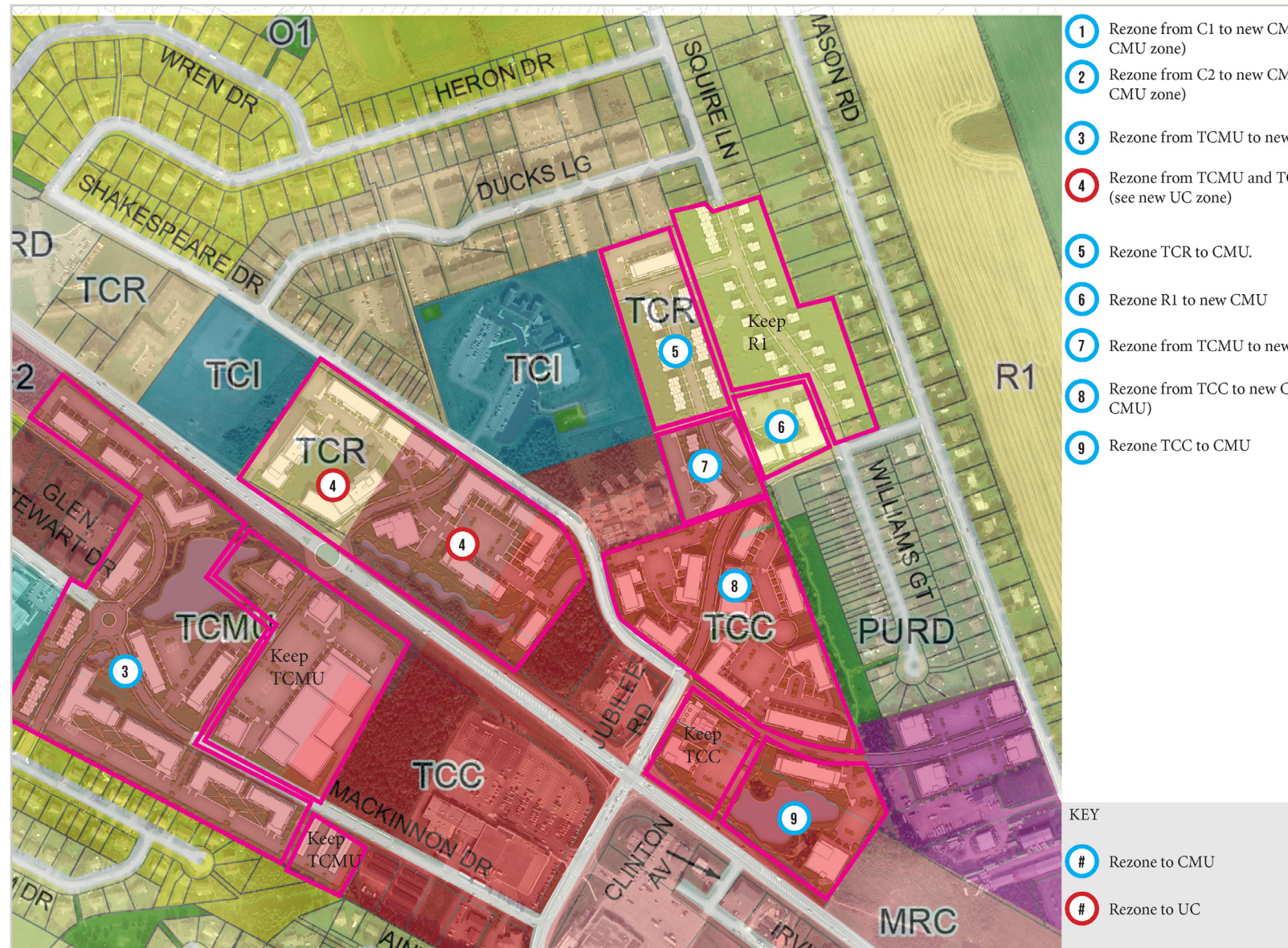
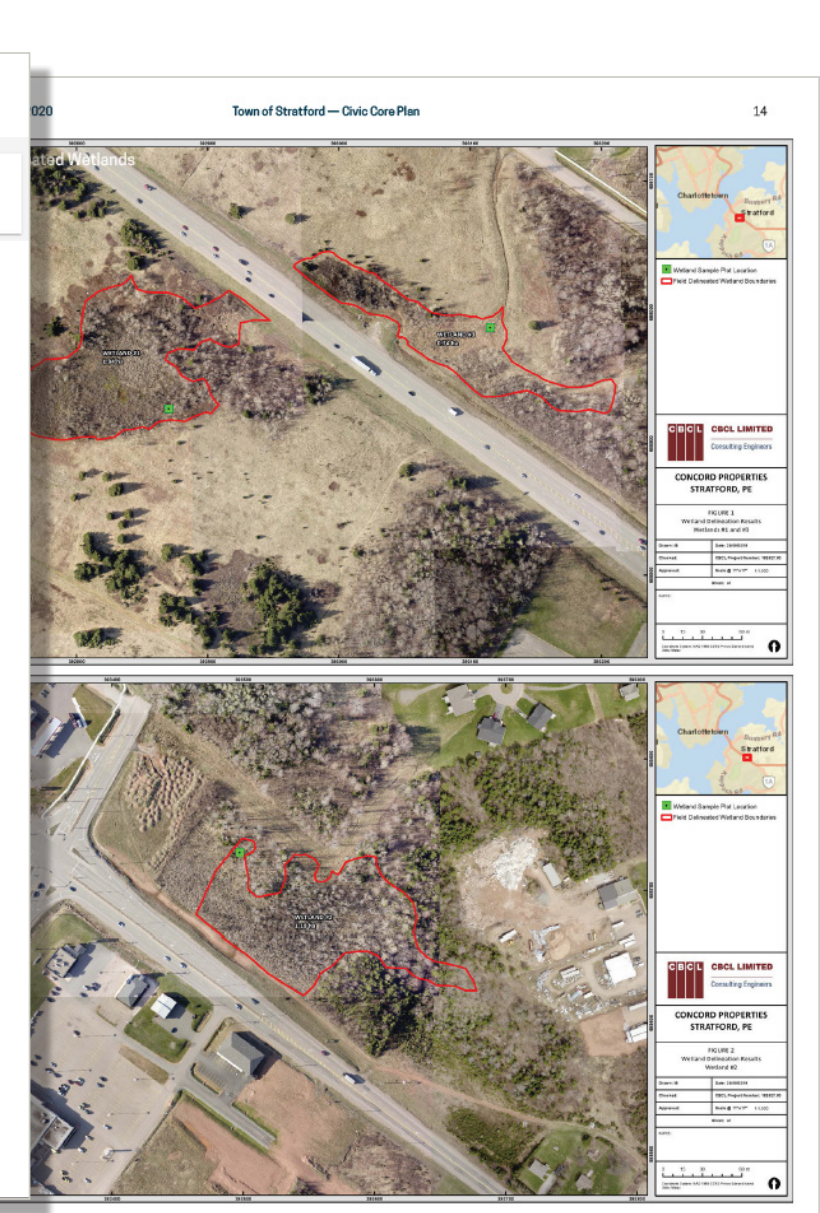
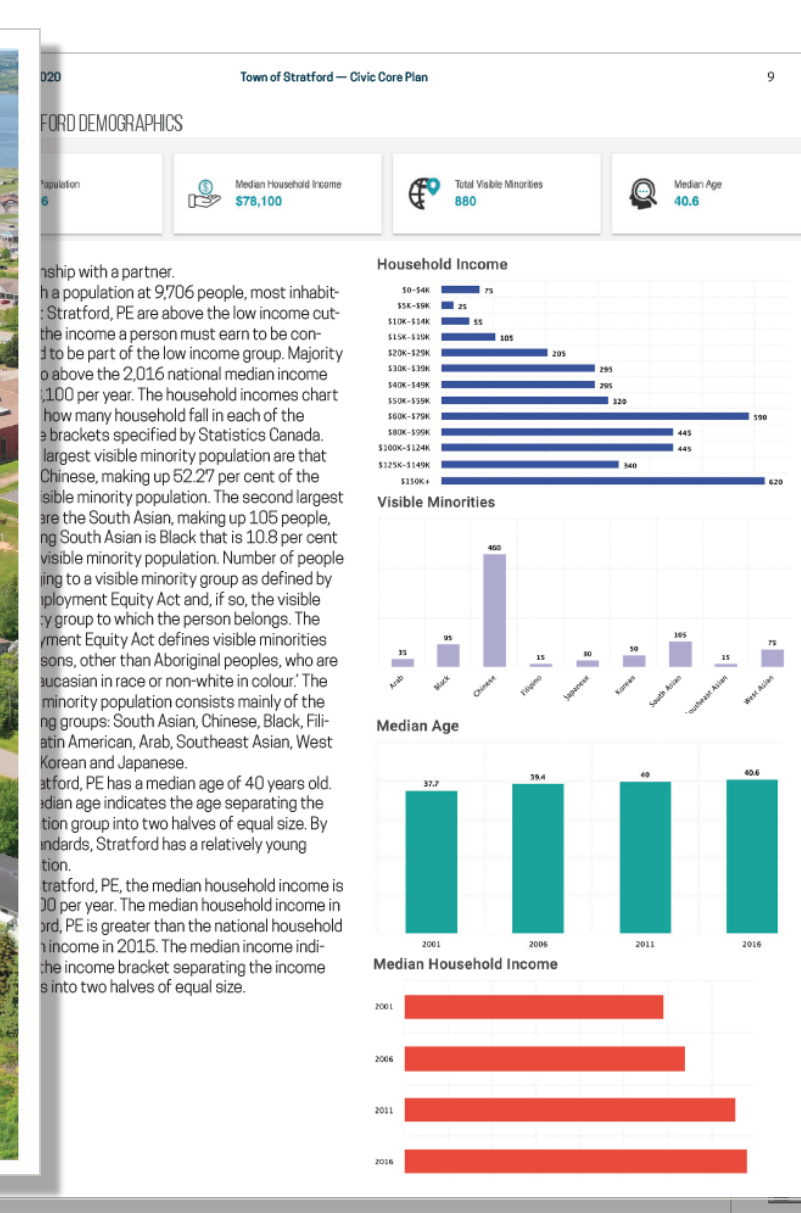
At the same time that housing availability is being reduced, the cost of construction is rising rapidly as a result of the inflationary



Fathom Final Draft Report - May 29, 2023



# Example Project - Stratford Urban Core Plan (2020)



# Precedent Images - Single-Detached, Semi-Detached, and Duplex Dwellings



# Precedent Images - Townhouse, Garden Cluster, and Multi-Unit Dwellings



# Example Project - Cornwallis Park and Annapolis Royal Community Design Guidelines (2023)

## Cornwallis Park and Annapolis Royal Community Design Guidelines

Cornwallis Park Development Association

August, 2023



Fathom

### Cornwallis Park 1.4 - Precedent Context

This section explores the current architectural and design characteristics of Cornwallis Park that contribute to its unique sense of place. The ultimate goal of this endeavour is to establish a series of design recommendations for the development of the Cornwallis Park Master Plan that will complement the existing community without mimicking any existing historic architectural styles in the community. Each identified characteristic will feature explanations on **what** it is, **why** it contributes to the design of the community, and **how** it can be implemented in contemporary development.

#### Narrow Homes with Rear Detached Garages

**What:** While definitions vary, narrow homes can generally be classified as homes that are situated on lots that are less than 15m (50ft) wide. As the name suggests, these dwellings are typically narrow and long with the longer axis being perpendicular to the street to reduce road frontage and maximize density. As a result, these homes rarely have the room for a front-facing attached garage or a detached garage in the front or side yard, leading to most detached garages being placed in the rear yard if present. Many of these homes feature long driveways on the side of the house while also featuring relatively low setbacks from neighbouring properties.



Figure 2. — 169 Spritsail Road, Cornwallis Park

**Why:** Narrow lots create a greater sense of enclosure along streets by eliminating the large gaps between dwellings. This in turn makes the street more comfortable to traverse on foot since the greater sense of enclosure makes the area feel more pedestrian-scale. At the same time, narrow home development results in denser communities with smaller overall lots which can be significantly more affordable than other single detached housing options.

By moving the garage to the rear of the dwelling, the facades of homes become less dominated by large garage doors. Similarly, moving parking to the rear removes cars from the street, increasing the overall appeal of the community.



Figure 3. — Aerial View of 155 Topsail Avenue, Cornwallis Park

12 — Cornwallis Park and Annapolis Royal Community Design Guidelines

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#### Pitched Roofs

**What:** Pitched roof is an umbrella term that describes a series of non-flat roofs that typically slope downwards from a central ridge. In Cornwallis Park, the most common types of pitched roofs are Gable, Cross Gable, and Hipped roofs. Gable roofs are especially common among the barracks of the former military base as well as the narrow single-detached homes found throughout the community. The gables of the barracks are particularly striking since the front entrances are located along gable walls (also called gable ends). This is in contrast to many of the single-detached homes in the community which have their gable walls facing the side yard while the sloped roof faces the street.



Figure 12. — Aerial view of the former Cornwallis Military Base

**Why:** The pitched roofs of Cornwallis Park add an additional layer of interest to the urban design of the community in multiple ways. Unlike their flat counterparts, pitched roofs are visible from the ground which therefore allows them to contribute more to the pedestrian. The presence of a gable wall or end also allows architects and designers to emphasize certain portions of the facade, like with the front door of the home in Figure 13. The pitched gable roofs also help to unify the design of the community as both the former military base and main residential neighbourhood feature widespread usage of this primary roof type.



Figure 13. — 1256 Evangeline Trail, Cornwallis Park

**How:** Many new homes utilize pitched roofs and facade articulations in adjunct to emphasize a gable wall. Figure 14 shows this practice being used to differentiate townhouses in a cluster from one another. The gables also help blend new development in with its surroundings. In the case of figure 14, the townhomes are situated in a historic neighbourhood of Providence, Rhode Island that features many older homes with steep gabled roofs. The townhouses are still contemporary, but have enough elements of the surrounding neighbourhood (like the pitched roofs) to seamlessly blend in with their surroundings.



Figure 14. — Trinity Place & Townhouses, Union Studio

16 — Cornwallis Park and Annapolis Royal Community Design Guidelines

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- Entries shall be visible from the front of the building and connected to a driveway or sidewalk by a clearly delineated pedestrian walkway. Porches and entry design features are encouraged.
- Roof pitches shall be no less than 4:12 (unless mansard roof) for all planes visible from the front of the structure, with the exception of roofs over covered porches, carports, and accessory structures.
- All dwellings must incorporate design features such as offsets, balconies, projections, recesses or covered entrances, windows, doors, window reveals, or similar elements to break up large expanses of blank walls or roofs.
- Backyard suites, if present, shall not exceed 2 storeys.
- Front facades shall include no less than 2 facade articulations of no less than 3' per articulation.
- Backyard suites, if present, shall not exceed 2 storeys and shall not exceed 900 sf.
- For single detached homes, the architectural design for neighbouring homes must vary to ensure there is not repetition of a single architectural pattern. Duplexes, semis and townhomes should at least vary the colour schemes between neighbouring units to provide variety.

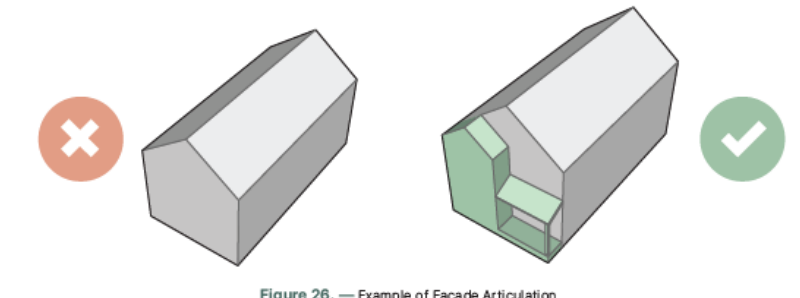


Figure 26. — Example of Facade Articulation

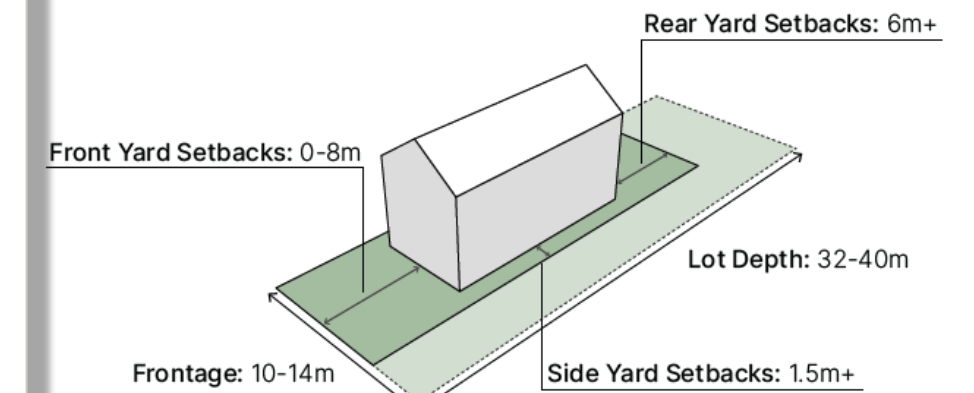
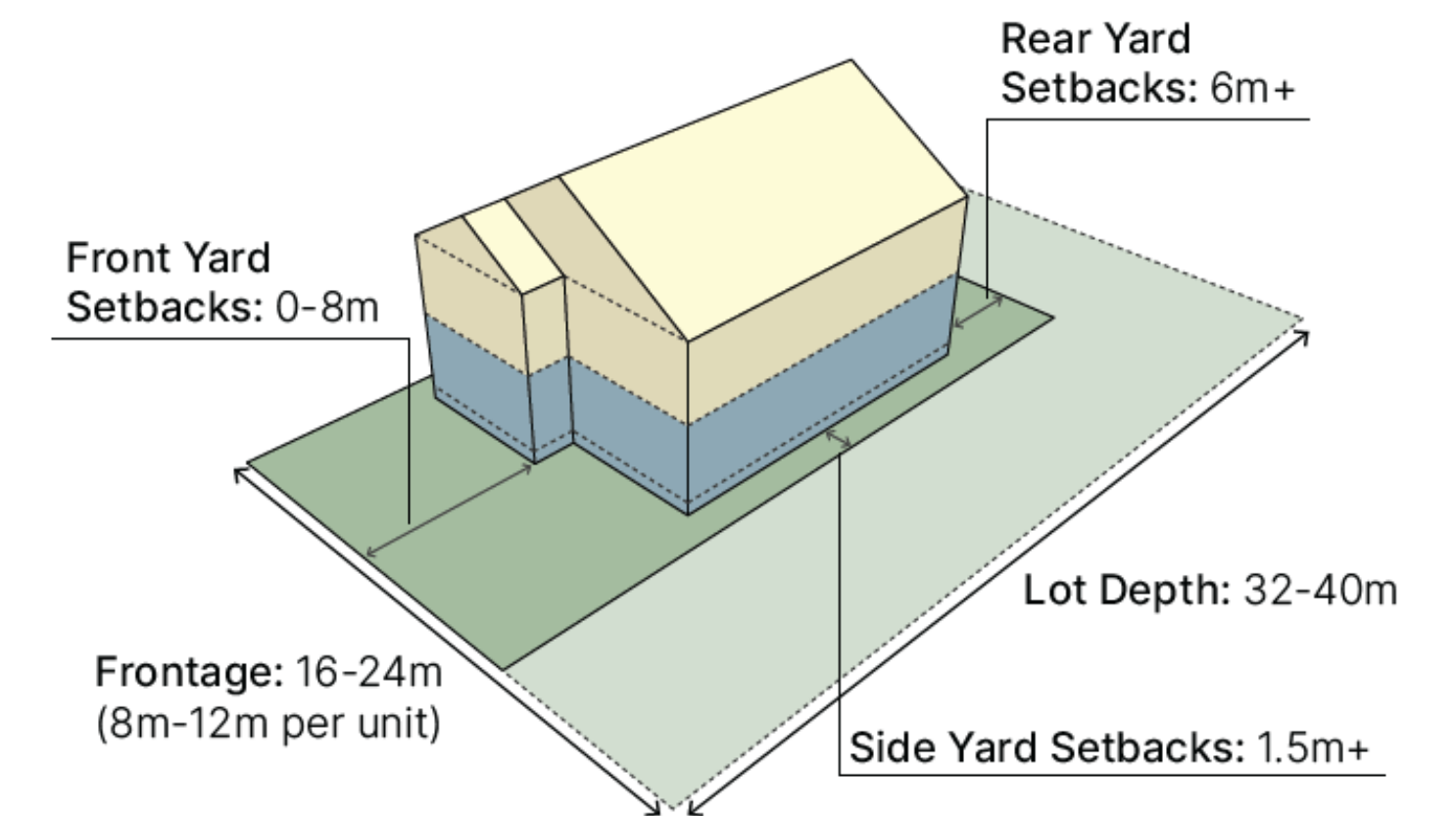
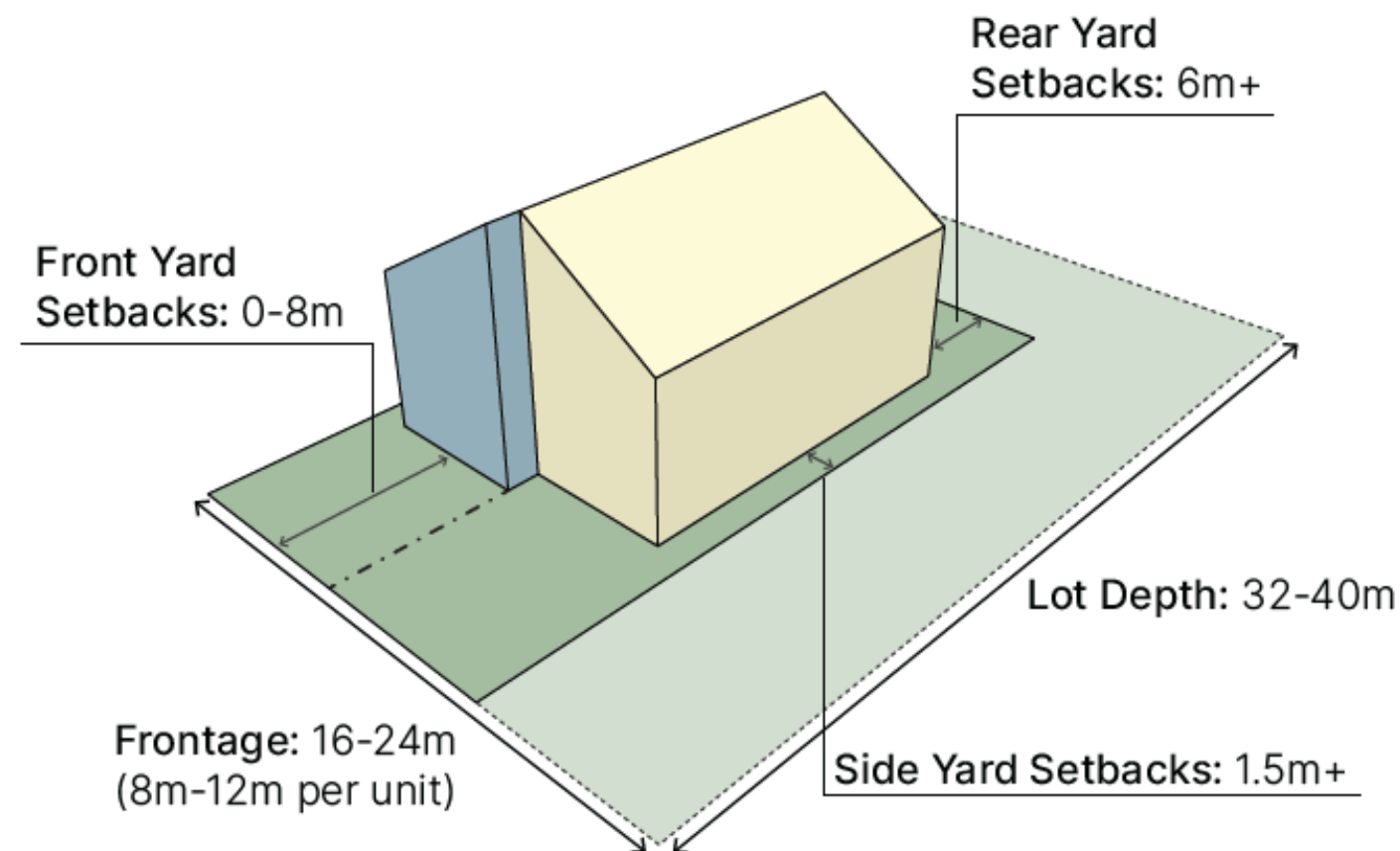


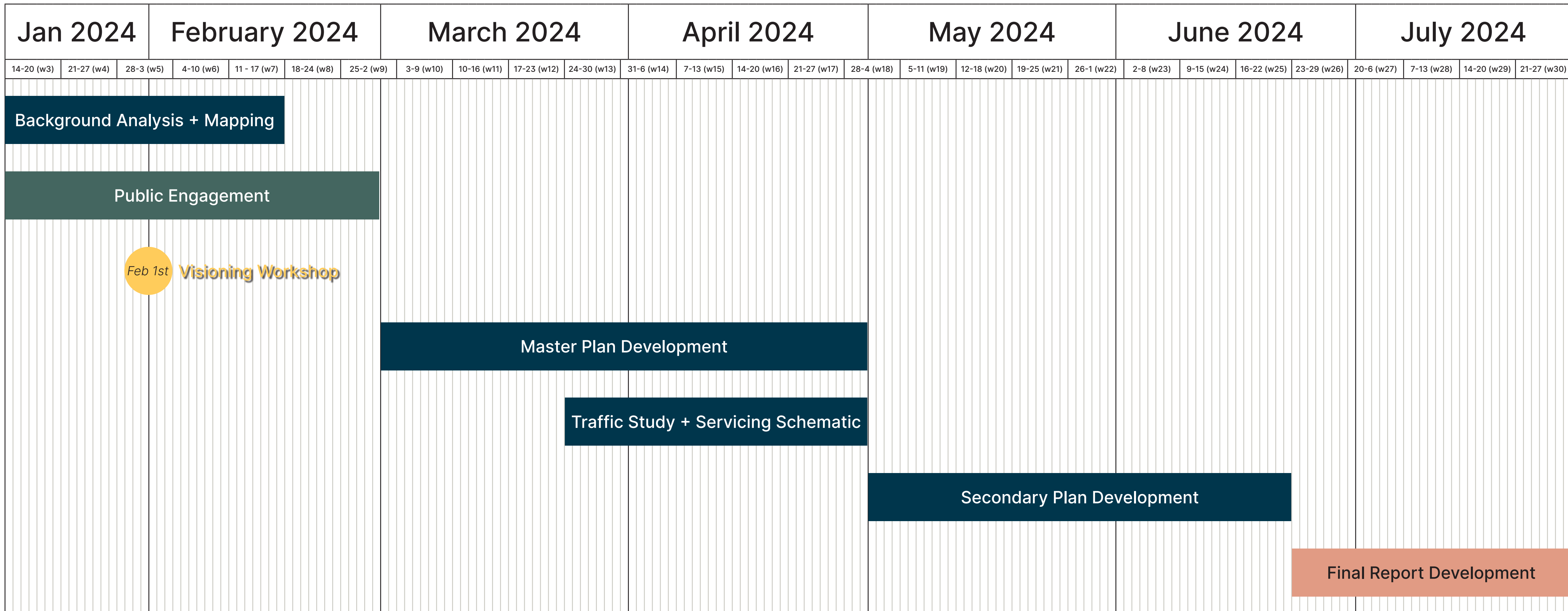
Figure 27. — Single Detached Lot Example

23 — Cornwallis Park and Annapolis Royal Community Design Guidelines

Fathom Studio



# Project Timeline



## Engagement Day (Thursday, Feb 1, 2024)

- Property Owner interviews 9:30-12
- Stakeholder meetings 1-5pm
- Public Visioning Workshop 6:30-8:30
- Online Survey Launch



**REQUEST FOR DECISION**  
**Well #2 Servicing/Pump Replacement**  
**RFD#: 004-2024**



---

**To:** Town Council  
**From:** Director of Public Works  
**Date:** January 15, 2024  
**Subject:** Well #2 Servicing/Pump Replacement

---

**Guiding Principles for Decision-Making**

**Accountability   Transparency   Diversity   Sustainability   Engaged   Informed**

References/Attachments

- D.J.'s Well Drilling – Invoice
- D.J.'s Well Drilling – Quote

Legislation

- N/A

Recommendations

That Town Council approve a supplemental budget of \$1,045.0 (before HST) for the Well #2 Service and Upgrade project.

That Town Council approve utilizing an additional \$1,045.00 (plus HST) from the Water Utility Depreciation Reserve to fund the final camera inspection and additional labor required.

Background

The Town recently had the rehabilitation and Pump replacement at Well #2 completed by D.J.'s Well Drilling. This process involved a pressure flushing, scrubbing of the interior of the well casing, an acid treatment to neutralize Iron and Manganese bacteria and the inevitable corrosion which over time builds within a well system, and finally a pH neutralization and flushing to remove any residual content left by the previous three steps.

Upon completion of this process, it was advised by the Well Drilling contractor that a camera scoping of the interior of the well be performed to ensure that the process had achieved a complete and thorough cleansing of the well. This added cost had not been included in the original quote. Without this camera scope, there would have been no way of knowing how efficient the process had been. The video provided to the Town also offers a great indication of the quality of the 30+ year old well casing pipe and the screens that allow the aquifer to supply water to the town.

**REQUEST FOR DECISION**  
**Well #2 Servicing/Pump Replacement**  
**RFD#: 004-2024**



The process was a success - the well casing pipe is in great shape with minimal corrosion and pitting, the screens are almost as clean as the day they were installed, and the quality of the water available through this well has improved significantly. With the new pump installed the flow rate of water available in Well #2 has also increased, which will reduce the withdrawal from the other 2 wells that the Town has available for its water supply.

**Financial Implications**

The approximate cost (before HST) for this project is as follows (see quotes and invoice attached):

<b>Project Line Item</b>	<b>SERVICES Estimate of Cost</b>
Camera Scope of Well	\$ 700.00
Additional Labor Cost	345.00
<b>Total</b>	<b>1,045.00</b>

The added cost for the project is classified as a “low value procurement<sup>1</sup>” in accordance with the Procurement and Purchasing Policy. For “low value procurement” having a value of \$10,001 or more, the Procurement and Purchasing Policy gives the Chief Administrative Officer the authority to approve. However, since the added costs was not part of the original quote previously approved by Council, Council needs to approve a supplemental budget for the project.

In addition, the *Municipal Government Act (MGA)* requires that Council approve any use of funds in reserve accounts. This RFD is asking for Council approval to utilize \$1,045.00 (plus HST) from the Water Utility Depreciation Reserve to fund the added cost of camera scoping and labor costs, which has sufficient funds available to pay for the additional cost of the project.

---

<sup>1</sup> Goods up to and including \$25,000 and services up to and including \$50,000.

**REQUEST FOR DECISION**  
**Well #2 Servicing/Pump Replacement**  
**RFD#: 004-2024**



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
x	Infrastructure	Pumps were installed in 1993 making the pumps 30 years old, the life span of these pumps is approximately 5-20 years. The higher level of iron requires a water flush every 5 years to clean the iron build up out. This will prolong the life span of the wells and the pumps.
	Economy	
	Community	
	Governance	
	Council Strategic Initiative	

Alternatives

- 1) The Council can choose to not approve funding the added costs from the Water Utility Depreciation Reserve, and instead fund the cost from Water Operating Revenues.

Community Engagement/Communication

CAO Comments

The CAO approves the project and supports utilizing funds from the Water Utility Depreciation Reserve for the added costs of Camera Scoping and Additional Labor.

CAO Initials: AC

Target Decision Date: 15 January 2024



**D.J.'s Well Drilling Ltd.**  
 P.O. Box 385  
 1508 Palmer Drive  
 Kingston, Nova Scotia B0P 1R0

**INVOICE**

Invoice No.: 2304  
 Date: Dec 12, 2023  
 Ship Date:  
 Page: 1  
 Re: Order No.

**Sold to:**  
 Town of Middleton  
 Box 340  
 Middleton, Nova Scotia B0S 1P0

**Ship to:**  
 Town of Middleton  
 Box 340  
 Middleton, Nova Scotia B0S 1P0  
 PO# 1635

Business No.: HST#13416-6479

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
621	Each	1	Mob Fee	H	500.00	500.00
124	Hours	40	Rig Time (1) Develop, Surge, Brush Inside of Well (2) Introduce Acid and Surge into Formation (3) Neutralize and Remove Acid from Well (4) Redevelop Well	H	750.00	30,000.00
656	Drum	1	Nuwell12055	H	6,595.00	6,595.00
657	Drum	1	Nuwell12015	H	2,065.00	2,065.00
658	Pail	9	Nuwell BioAcid Dispersant	H	1,191.67	10,725.03
659	Each	1	4" Certa-Lok Male Drop Pipe Nipple x SS MPT	H	1,575.00	1,575.00
660	Feet	150	#8 AWG Pump Wire	H	8.75	1,312.50
653	Each	2	#8 Heat Shrink Kit	H	12.50	25.00
661	Each	1	25HP 575V 3 Phase Motor with 25HP 225gpm Pump End	H	15,575.00	15,575.00
532	Hours	4	Use of Boom Truck including Operator	H	200.00	800.00
16	Hours	4	Labour for Second Technician	H	75.00	300.00
16	Hours	5	Labour for Two Technicians	H	150.00	750.00
105	Each	1	Camera Study	H	700.00	700.00
Subtotal:						70,922.53
H - HST 15%						
HST						10,638.38
Shipped By: _____ Tracking Number: _____					Total Amount	81,560.91
Comment: Payment due on receipt of invoice.					Amount Paid	0.00
Sold By: _____					Amount Owing	81,560.91

02-000-000-6120-  
 02-700-530-2703-

Date Paid Jan 3/24 Cheque # \_\_\_\_\_  
 Charge to Wells & Springs 02-700-530-2703-  
Cap. Dep'n 02-000-000-6120-



1508 Palmer Drive, PO Box 385, Kingston, NS, B0P1R0  
 Office: (866) 638-3385 : Cell: (902)848-6298

**Job Estimate**

Customer: Town of Middleton  
 Location: Well Field off Bayard Rd  
 Date: 13 September 2023

Job Description:

Well Clean Out & Install a 25HP 575V 3 Phase Pump using Existing Certa-lok  
 Pipe and New #8 AWG Wire

Quantity	Description	Total
1	Mob Fee	\$500.00
40 hours	Rig Time @ \$750.00/hour <ul style="list-style-type: none"> <li>• Develop, Surge, and Brush Inside of Well</li> <li>• Introduce Acid and Surge into Formation</li> <li>• Neutralize and Remove Acid from Well</li> <li>• Redevelop Well</li> </ul>	\$30,000.00
1	Nuwell12055 @ \$6250.00/drum	\$6595.00
1	Nuwell12015 @ \$1950.00/drum	\$2065.00
9	Nuwell BioAcid Dispersant @ \$1150.00/pail	\$10,725.00
1	S/S Reducing Coupling 4" x 3"	\$175.00
1	S/S Nipple 3" x 3"	\$42.50
1	4" Certa-Lok Male Drop Pipe Nipple x S/S MPT	\$1575.00
140'	#8 AWG Pump Wire @ \$8.75/foot	\$1225.00
2	#8 Heat Shrink Kits @ \$12.50/kit	\$25.00
1	25HP 575V 3 Phase Motor with 25HP 225gpm Pump End	\$15,575.00
4 hours	Use of Boom Truck including operator to Reinstall Existing Pump @ \$200/hour	\$800.00
4 hours	Labour for Two Techs @ \$150.00/hour	\$600.00

	Sub Total	\$69,902.50
	Tax (15%)	\$10,485.38
	TOTAL	\$80,387.88

Signed: Heather Jefferson sent via email to Jeff Hurlburt @ Town of Middleton  
This estimate is good for 30 days from the date it was written unless stated otherwise.

**REQUEST FOR DECISION  
MUNICIPAL STANDARDS AND  
SPECIFICATIONS MANUAL  
RFD#: 005-2024**



---

**To:** Town Council  
**From:** Adam Verran, Director of Public Works  
**Date:** January 15, 2024  
**Subject:** Town of Middleton Municipal Standards and Specifications Manual

---

**Guiding Principles for Decision-Making**

**Accountability   Transportation   Diversity   Sustainability   Engaged   Informed**

References/Attachments

- Town of Middleton Municipal Standards and Specifications Manual (proposed)

Recommendation

That Town Council approve the Town of Middleton Municipal Standards and Specifications Manual.

Background

Currently the Town of Middleton does not have any standards/specifications to help enforce that industry standards and minimum designs are followed, or to help set a minimum standard for design/engineering companies to follow when working with existing or new infrastructure. Most communities or Towns in the province have something comparable to the proposed document.

The new Municipal Standards and Specifications Manual will help to ensure that any new infrastructure or future developments with-in town limits will adhere to the same standards and requirements. This will help protect the town against sub-par infrastructure or standards for future projects. The manual will help guide all contractors, developers and any of their partners while designing new subdivisions, rebuilding aging infrastructure or any other planned development in the Town.

The Municipal Standards and Specifications Manual is referenced in the Town's Subdivision Bylaw, sections 7.3, 8.1(e), and 10.1(r).

Financial Implications

Without specifications and minimum standards clearly set, new infrastructure or the replacement of aging infrastructure by contractors, engineering companies and developers could be built to sub-par

**REQUEST FOR DECISION  
MUNICIPAL STANDARDS AND  
SPECIFICATIONS MANUAL  
RFD#: 005-2024**



standards. This applies to all new roads, ditches and underground utilities. In the case of subdivisions, while the developer is usually responsible for building the infrastructure, at the end the Town would typically take it over (roads, water lines, sewer lines, etc.). Therefore, it is in the best interest of the Town to ensure that new infrastructure is built to a standard. Otherwise, if the Town takes over sub-standard infrastructure, it could end up costing a lot more to maintain, or even worse, it may have to be removed and replaced entirely.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
X	Environment	Would help ensure proper disposal of sewer waste and adequate storm drainage is installed
X	Infrastructure	Gives a set of minimum standards that must be met for any new infrastructure being installed in town
X	Economy	New infrastructure projects in town will have to follow the new specifications giving more financial security to the new assets
	Community	
	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the creation of a Town of Middleton Municipal Services and Specifications Document.

CAO Initials: \_\_\_AC\_\_\_

Target Decision Date: 15 January 2024

2024

# MUNICIPAL STANDARDS & SPECIFICATIONS MANUAL

TOWN OF MIDDLETON





Town of Middleton  
Municipal Specifications Manual 2023

*Guidelines for the Design & Construction of Municipal Services*

**Town of Middleton**

January 2024



## Table of Contents

Part 1: Purpose.....	4
Part 2: Minimum Requirements for all Services .....	4
Part 3: Requirements for Engineering Drawings.....	5
Plan Requirements .....	5
Servicing Detail Requirements .....	5
"As Built" Drawing Requirements .....	6
Part 4: Sanitary Sewage Systems .....	7
Design Criteria .....	7
Materials .....	7
Installation .....	8
Testing & Inspection.....	8
Part 5: Central Water Distribution Systems .....	8
Design Criteria .....	8
Materials .....	9
Installation .....	9
Testing, Disinfection, & Flushing .....	10
Part 6: Drainage Systems .....	10
General Design Criteria.....	10
Design Criteria - Piped Storm Sewer System.....	11
Design Criteria - Open Drainage Systems.....	12
Materials for All Drainage System Types .....	12
Installation of All Drainage System Types.....	14
Testing and Inspection of All Drainage System Types .....	14
Part 7: Curbs, Gutters, Sidewalks.....	14
Design Criteria .....	14
Materials .....	15
Installation .....	15
Testing and Inspection.....	15
Part 8: Utilities.....	15
Design Criteria .....	15
Materials .....	16
Installation .....	16
Part 9: Roads.....	16
Design Criteria.....	16



# Town of Middleton Municipal Specifications Manual 2023

Municipal Roads .....	16
Materials .....	17
Installation .....	17
Testing & Inspection.....	18
Part 10: Agreements for Municipal Services.....	18
Part 11: Definitions.....	18
Appendix A Stopping Sight Distance .....	21
Appendix B Gravel Specifications Class E Gravel.....	22
Appendix C Asphaltic Concrete Specifications.....	23
Appendix D.....	24



## Part 1: Purpose

The purpose of this manual is to define standards and specifications for the design and installation of municipal services in the Town of Middleton. For greater clarity, these specifications shall apply to:

- sanitary sewer systems
- water distribution systems
- storm drainage systems
- sidewalks, curbs, gutters, and ramps
- utilities
- local roads

## Part 2: Minimum Requirements for all Services

- 2.1 Unless otherwise specified under these guidelines or as provided for by written approval of the Municipal Engineer, the design and construction of all services contained herein shall:
- 2.1.1 comply with the supply, installation, inspection, and testing procedures set out in the latest edition of the Nova Scotia Transportation and Public Works Standard Specification Highway Construction and Maintenance Manual;
  - 2.1.2 bear the stamp and signature of a Registered Professional Engineer in the Province of Nova Scotia;
  - 2.1.3 be subject to the issuance of a **Permit to Construct a Central Sewer or Water System** by the Nova Scotia Department of Environment prior to construction;
  - 2.1.4 be subject to the issuance of a **Permit to Operate a Central Sewer or Water System** by the Nova Scotia Department of Environment following the completion of construction;
  - 2.1.5 utilize all applicable techniques and procedures set out in the Department of Environment's **Erosion and Sedimentation Control Handbook for Construction Sites** and the **Environmental Construction Practice Specifications**.
  - 2.1.6 comply with all provisions of the **Safety Council Standards for Job Sites**.
  - 2.1.7 Comply with all provisions of the Town's **Subdivision Bylaw**.
- 2.2 Any survey plan prepared in conjunction with the provision of municipal services shall bear the stamp and signature of a Registered Land Surveyor in the Province of Nova Scotia.
- 2.3 Where there is a conflict between these guidelines and a standard identified elsewhere, the more stringent requirement shall prevail unless as otherwise provided for in writing by the Municipal Engineer.
- 2.4 The design and construction of any municipal service contained herein shall be subject to the approval of the Municipal Engineer's acceptance of any such service. These guidelines do not relieve the owner, contractor, or his/her agent from complying with any Federal or Provincial Legislation that may pertain to the provision of such services.



- 2.5 The area under construction shall be kept in a neat and tidy condition at all times. Upon completion of the project, the site shall be cleaned to its preconstruction state to the satisfaction of the Municipal Engineer

## Part 3: Requirements for Engineering Drawings

### *Plan Requirements*

- 3.1 All engineered drawings shall be of an appropriate scale and size that clearly illustrates the work proposed. Wherever possible, such drawings shall:
- 3.1.1 Measure 22" x 40" (560 mm x 1040 mm)
  - 3.1.2 Scaled for plan views at 1" = 40' (1:500)
  - 3.1.3 Scaled for vertical views at 1" = 4' (1:50)
- 3.2 All engineered drawings shall contain the following information:
- 3.2.1 A title block containing the project title, drawing number, date, scale, name of the Engineer or Engineering Firm, Engineer's stamp, and revisions;
  - 3.2.2 A location map at a scale not less than 1:10,000 (such scale to be shown on map).
  - 3.2.3 North Arrow
  - 3.2.4 The street right of way as determined by survey showing all lot boundaries abutting the street.
  - 3.2.5 All elevations referred to a geodetic datum with Nova Scotia High Precision Network monument numbers and datum specified.
  - 3.2.6 Elevations labelled along the left margin at 0.5m (2ft) intervals.
  - 3.2.7 Station numbers labelled along the lower margin at either 20 metre (50ft) intervals.
  - 3.2.8 Two points of known chainage on the centre line of the street tied to the Nova Scotia Co-ordinate System.
  - 3.2.9 At least one point of known chainage aligned vertically in plan and profile.

### *Servicing Detail Requirements*

- 3.3 Where a new local street or road is proposed, one copy of the centre line plan and profile drawings shall be submitted to the Municipal Engineer for review and approval. In addition to the above requirements, such drawings shall show the following information:
- 3.3.1 A profile of the existing topography along the centre line of any proposed street with spot



## Town of Middleton Municipal Specifications Manual 2023

elevations indicated at 10 metre (25ft) intervals. Such profiles shall be extended a minimum 50m (150ft) beyond the limits of the proposed street.

- 3.3.2 The centre line profile of all proposed streets with grades indicated.
- 3.3.3 Spot elevations of any watercourse, prominent rock formation, areas subject to flooding, and other natural features within or immediately adjacent to the proposed street right of way.
- 3.3.4 The location and description of all existing municipal services to be connected to including invert and street surface elevations at the point of connection.
- 3.4 Proposed street drawings shall show all details including connections to existing streets, type of storm water removal proposed as well as any easements outside of the street right of way, existing or proposed, to accommodate such.
- 3.5 Engineered drawings for any municipal services shall show all details of the proposed service including:
  - 3.5.1 connections to existing services; with the diameter of existing shown.
  - 3.5.2 finished landscaping where required;
  - 3.5.3 easements or rights of way necessary to carry out the proposed work;
  - 3.5.4 lot laterals with service elevations at the building line (determined by land use bylaw or building code requirements)
- 3.6 For sanitary sewer systems, calculations shall be shown in tabular form on the plan to indicate depths and velocities at minimum, average, and maximum daily waste flow for all sizes of sewers proposed.
- 3.7 Proposed storm water drainage systems shall include calculations in tabular form, indicating the depths and velocities for the specified design storm.
- 3.8 Proposed central water distribution systems shall include calculations in tabular form for the peak water demand flow for all sizes of water systems proposed.

### ***"As Built" Drawing Requirements***

- 3.9 Where municipal services have been proposed and constructed in accordance with the above requirements, one copy of the "as built" drawings shall be submitted to the Municipal Engineer within 90 days of the final inspection of any municipal service.
- 3.10 All "as built" drawings shall be completed on an appropriate reproducible material showing the details of all services requirements of Sections 3.1 and 3.2 above.
- 3.11 All servicing details shall be plotted accurately showing direct tie measurements to at least two survey markers.



- 3.12 Complete details shall be shown for all point components of the servicing system.
- 3.13 All approved revisions shall be noted and dated in tabular form in the title block of drawings.
- 3.14 Where drawings are prepared on a Computer Assisted Design (CAD) system, the Developer may submit, in addition to the requirements above, a USB device containing similar information.

## Part 4: Sanitary Sewage Systems

### *Design Criteria*

- 4.1 A sewer system, or an extension thereto, shall be designed to handle the peak anticipated sewage flow at full capacity.
- 4.2 Grades
  - 4.2.1 All sewers shall have a uniform grade between utility holes and constructed to give a minimum mean velocity of 0.5 metres / second to a maximum mean velocity of 4 metres / second.
  - 4.2.2 In no case shall the slope of a sanitary sewer main be less than 0.7% unless otherwise approved by the Municipal Engineer.
  - 4.2.3 Where higher velocity sewers are unavoidable, such shall be subject to special design requirements specified by the Municipal Engineer.
- 4.3 Utility holes shall be installed at all changes in grade or direction, at all intersections and at an average maximum spacing of 100 metres (328 ft.).
- 4.4 All sanitary sewer mains shall have a straight alignment between utility holes.
- 4.5 The sanitary sewer main shall have a minimum depth of 1.7 metres (5.5 ft.) measured from finished grade to the top of the pipe.
- 4.6 All sanitary sewers shall be located in a separate trench and, unless otherwise approved by the Municipal Engineer, follow the centre line of the street.
- 4.7 Sanitary sewer laterals shall have a minimum depth of 1.5 metres (5.0 ft.) at the property line.
- 4.8 Sanitary sewer laterals shall have a uniform grade of not less than 1% to the point of connection with the sewer main.
- 4.9 The sanitary Sewer lateral shall be connected to the sanitary sewer main at 90 degrees or less to the direction of flow.

### *Materials*

- 4.10 Sanitary sewer mains and all fittings shall be constructed of gasketed Polyvinyl Chloride Pipe (PVC) having a minimum diameter of 200 mm (8 in.).



- 4.11 Sanitary sewer laterals and all fittings shall be constructed of gasketed Polyvinyl Chloride Pipe (PVC) having a minimum diameter of 100 mm (4 in.).
- 4.12 Utility holes shall be precast concrete rings with gaskets having a minimum diameter of 1040 mm (42 in.) with a top diameter of 670 mm (26 in.).
- 4.13 Utility hole bases shall be of precast concrete with PVC connections.
- 4.14 Utility hole covers shall be 600 mm (24 in.) round frame and top.
- 4.15 Bedding material and initial backfill material shall consist of crushed stone or gravel meeting the requirement of ASTM Designation C33, Gradation 67 (Class A). Minimum 150mm of bedding and 150mm of cover
- 4.16 Final backfill material may consist of the excavated material provided it contains no organic material or rock with a dimension larger than 150 mm (6 in.). And can meet compaction requirements.

### *Installation*

- 4.17 All non-gasketed joints shall be grouted inside and out to prevent infiltration.
- 4.18 All sanitary sewer components shall be bedded and backfilled in accordance with the Standard Specifications for Municipal Services.
- 4.19 Asphalt topped roads shall have utility hole covers placed flush with the finished grade. Gravel topped roads shall have utility hole covers placed 25 mm (1 in.) below the finished grade.

### *Testing & Inspection*

- 4.20 The developer shall arrange for and pay all costs of tests which shall be carried out in the presence of the Municipal Engineer or his/her designate.
- 4.21 All tests shall be carried out in accordance with the Standard Specifications for Municipal Services and shall include a Closed-Circuit Television Inspection.
- 4.22 The Developer shall notify the Municipal Engineer of testing dates at least 48 hours in advance.
- 4.23 Upon completion of all inspections and tests, the Developer shall provide the Municipal Engineer with written certification from a professional engineer that the system is complete, operational and meets all standards referenced herein.

## Part 5: Central Water Distribution Systems

### *Design Criteria*

- 5.1 Water systems shall be designed for water demand peak flows in the area to be serviced by a central



## Town of Middleton Municipal Specifications Manual 2023

water distribution system.

- 5.2 Water systems shall be designed in such a manner as not to create any dead ends.
- 5.3 Water mains shall be located in a separate trench and, unless otherwise provided for by the Municipal Engineer, be 3 metres (9.8 ft.) offset and parallel to the centre line of the street.
- 5.4 Water mains and laterals shall have a minimum depth of 1.5 metres (5ft.) measured from finished grade to the top of the pipe.
- 5.5 Water laterals shall be connected to the water main at 90 degrees.
- 5.6 Fire hydrants shall be installed at 150 metre (500 ft.) intervals.
- 5.7 Water mains shall be equipped with valves at 300 metre (984 ft.) intervals and on all sides of intersections.
- 5.8 Curb stops shall be installed within the street right of way 150 mm (6 in.) from the property line.
- 5.9 Fire hydrants shall be installed within the road right of way at locations approved by the Municipal Engineer.
- 5.10 Where applicable, water systems shall incorporate standards and specifications from Cross Connection Control manual, American Water Works Association, Western Canada Section.

### ***Materials***

- 5.11 Water mains shall be constructed of materials approved by the Municipal Engineer and the American Water Works Association and shall have a minimum diameter of 150 mm (6 in.).
- 5.12 Water laterals and fittings shall be Type 'K' Copper or (Polyethylene) Kitec or Muncipex PE piping or equivalent having a minimum diameter of 19 mm (3/4 in.).
- 5.13 Laterals shall have a brass curb stop, complete with rod and standpipe to finish grade.
- 5.14 Water main valves shall be resilient seat valves c/w valve boxes to finish grade.
- 5.15 Bedding material and initial backfill material shall consist of crushed stone or gravel meeting the requirement of ASTM Designation C33, Gradation 67 (Class A).
- 5.16 Final backfill material may consist of the excavated material provided it contains no organic material or rock with a dimension larger than 150 mm (6 in.).
- 5.17 Fire hydrants shall be McAvity M-67 Brigadier or Canada Valve - Century.

### ***Installation***

- 5.18 Water mains shall be installed in a separate trench.



- 5.19 All components of the water system shall be bedded and backfilled in accordance with the Standard Specifications for Municipal Services.
- 5.20 Asphalt topped roads shall have valve covers placed flush with the finished grade. Gravel topped roads shall have valve covers placed 25 mm (1 in.) below the finished grade. Curb stops shall be placed 25 mm (1 in.) above finished grade, curb stops should be placed outside of the road surface on the property line.
- 5.21 Fire hydrant Barrels shall be plugged in poorly drained soils.

### ***Testing, Disinfection, & Flushing***

- 5.22 The developer shall arrange and pay all costs associated with the testing, disinfection and flushing of the water system which shall be carried out in the presence of the Municipal Engineer or his/her designate.
- 5.23 All tests, disinfection, and flushing shall be carried out in accordance with the Standard Specifications for Municipal Services.
- 5.24 The Developer shall notify the Municipal Engineer of testing dates at least 48 hours in advance.
- 5.25 Upon completion of all inspections and tests, the Developer shall provide the Municipal Engineer with written certification from a professional engineer that the system is complete, operational and meets all standards referenced herein.

## **Part 6: Drainage Systems**

### ***General Design Criteria***

- 6.1 Drainage systems shall be designed on the following basis:

***Major Drainage System*** means the system that drains water from a subwatershed area. These include naturally established waterways (eg. rivers, streams, brooks, ponds, lakes, marshes, etc.). The design of a major drainage system shall be based on the 1 in 100-year storm frequency.

***Minor Drainage System*** means the system that collects and stores storm water from roadside tributaries. These include off take and diversion ditches, retention and sedimentation ponds, chutes and down drains, dispersion ditches, storm sewer mains, etc. The design of minor drainage systems shall be based on the 1 in 10-year storm frequency.

***Roadside Drainage System*** means the system that drains surface water from roads and adjacent properties. These are generally composed of small ditches and driveway culverts, and "in-line" storm sewers. The design of roadside drainage systems shall be based on the 1 in 5-year storm frequency.

- 6.2 Drainage systems shall be designed for the entire tributary area to be served by the system and account for any future development potential that may result in the watershed area.
- 6.3 Drainage systems shall be designed to handle the peak estimated flows for the specified storm



frequency.

- 6.4 The Developer shall submit, in acceptable form, calculations indicating the expected volumes and flow rates for the storm sewer system based on the 1 in 10-year storm.
- 6.5 All storm water shall be directed to a major drainage system and not to a smaller system.
- 6.6 Where appropriate, drainage systems may be a combination of piped and open systems.
- 6.7 Minor drainage systems located outside of the road right of way shall be constructed entirely within a right of way, easement, or dedicated parcel of land that has a minimum width of 10 metres (33 ft.) and unobstructed access to a public road.
- 6.8 An area of land that corresponds with a major drainage system shall be deeded to the Municipality, free of encumbrances, with frontage on a public road. The Municipal Engineer shall determine the width of the land to be deeded which will be based on adequate serviceability of the system.

### ***Design Criteria - Piped Storm Sewer System***

- 6.9 Generally, water from roof, foundation, floor, and driveway drains shall be collected and discharged on-site. The Municipal Engineer may allow connections to storm sewer mains in situations where no other suitable alternative exists.
- 6.10 Storm sewer mains shall have a uniform alignment between utility holes with a minimum slope of 0.75% unless approved by the municipal engineer.
- 6.11 Where topographic conditions warrant, storm sewer mains shall be installed at a depth sufficient to accommodate laterals for foundation drains to abutting properties.
- 6.12 Utility holes shall be required at all changes in grade or direction and at all intersections at a minimum spacing of 100 metres (328 ft.).
- 6.13 The storm sewer main shall be installed in a separate trench and, unless otherwise provided for by the Municipal Engineer, follow the centre line of the street offset by 3 metres (9.8 ft.).
- 6.14 Catch basins shall be installed at each corner of an intersection, on both sides at the entrance of a cul-de-sac and at a minimum spacing of 100 metres (328 ft.).
- 6.15 Catch basins shall be located at the gutterline of the road. And at all low points.
- 6.16 The lead connection from the catch basin to the storm sewer main shall be made with a utility hole.
- 6.17 Storm sewer laterals shall be installed at 90 degrees or less to the flow of direction of flow to the storm sewer main.
- 6.18 Storm sewer laterals shall be installed at a uniform grade to the main and have a minimum slope of 1%. and should be 300mm in diameter.
- 6.19 Pipe outfalls shall be covered with a 75 mm (3 in.) 12-gauge wire mesh and have rock lined aprons from the top of the ditch to the bottom.



- 6.20 Outfall areas shall incorporate design standards identified in the Department of Environment's Erosion and Sedimentation Control Handbook.
- 6.21 Where a storm sewer system is designed to drain surface water only, the Municipal Engineer may approve an "in-line" storm sewer system. In no case shall an in-line storm sewer system exceed 300 metres (984 ft.) in length and shall be contained within a local drainage area.
- 6.22 All components of the "in-line" storm sewer system shall be designed as indicated above and connections between Catch basins made with 200mm (8 in.) non-gasketed concrete pipe.
- 6.23 "In-line" storm drainage systems shall be located along the gutterlike of the street and at a minimum depth of 0.5 m.

### ***Design Criteria - Open Drainage Systems***

- 6.24 Roadside open ditches shall be designed in accordance with the attached Standard Design Details 95-2, 95-3, and 95-4.
- 6.25 Each lot shall be provided with a corrugated metal, corrugated HDPE or concrete driveway culvert that shall be rip rapped at both ends and shall not be smaller than any upstream culvert.
- 6.26 Roadside ditches shall have a uniform grade with a minimum slope of 1.5%
- 6.27 Roadside ditches shall be contained within the road right of way.
- 6.28 The grade of all open drainage systems shall correspond with the Channel Velocity Chart below at full capacity.
- 6.29 Alterations to a major drainage system to accommodate the design capacity shall be subject to all regulations and guidelines of the Department of Environment.
- 6.30 Culvert inlet and outlet designs shall provide for protection of erosion of the channel (rip rap or some other form of sediment and erosion control).
- 6.31 Banks along a minor drainage system shall not exceed a slope of 3:1.
- 6.32 The open drainage system shall incorporate appropriate design techniques identified in the Department of Environment's Handbook on Erosion and Sedimentation Control.

### ***Materials for All Drainage System Types***

- 6.33 Storm sewer mains shall be constructed of concrete pipe, corrugated HDPE pipe or PVC pipe having a minimum diameter of 300 mm (12 in.)
- 6.34 Storm sewer laterals shall be constructed of Polyvinyl Chloride Pipe (PVC) having a diameter of 100 mm (4 in.).



## Town of Middleton Municipal Specifications Manual 2023

- 6.35 Connections to Catch basins shall be constructed of PVC pipe having a minimum diameter of 250mm (10in).
- 6.36 Bedding material and initial backfill material for storm sewer mains, laterals and lead connections to Catch basins shall consist of crushed stone or gravel meeting the requirements of ASTM Designation C33, Gradation 67 (Class A).
- 6.37 Final backfill material may consist of the excavated material provided it contains no organic material or rock with a dimension larger than 150 mm (6 in).
- 6.38 Utility holes shall be non-gasketed precast concrete rings having a minimum diameter of 1050 mm (42 in.)
- 6.39 Utility hole grade rings shall be precast concrete having a diameter of 670 mm (26 in.).
- 6.40 Utility hole bases shall be precast concrete.
- 6.41 Utility hole frames and covers shall be 600 mm (24 in.) in diameter and constructed of cast iron.
- 6.42 Catch basins shall be precast concrete squares measuring 600 mm (24 in.) in width and 1200mm (4ft) minimum in height With a minimum 300mm sump.
- 6.43 Catch basin frames and covers shall be IMP #S36I or equivalent.
- 6.44 Culverts shall be sized according to the design requirements but in no case shall a culvert have a smaller diameter than 500 mm (20 in.) for roadways and 500 mm (20 in.) for driveways with a minimum length of 6 meters.
- 6.45 Culverts shall be constructed of reinforced concrete pipe or corrugated HDPE or corrugated steel as per the Nova Scotia Transportation and Public Works Standard Specification Highway Construction and Maintenance.
- 6.46 With reference to the maximum permitted grades of any open drainage system, the following materials may be used for channel lining:

<b><i>Channel Material</i></b>	<b><i>Mean Channel Velocity (fps)</i></b>
Fine Sand	1.5
Coarse Sand	2.5
Fine Gravel	6.0
Earth - Sandy Silt	2.0
Earth - Silt Clay	3.5
Earth - Clay	4.0
Bermuda Grass / (150 mm soil) Sandy Silt	6.0
Bermuda Grass / (150 mm soil) Silt Clay	8.0
Kentucky Blue Grass / (150 mm soil) Sandy Silt	5.0
Kentucky Blue Grass / (150 mm soil) Silt Clay	7.0
Poor Rock (Sedimentary)	10.0
Soft Sandstone	8.0
Soft Shale	3.5
Good Rock (Metamorphic or Igneous)	20.0



- 6.47 Culverts shall be covered with a minimum of 300 mm (15 in.) of suitable common material topped with 100 mm (4 in.) of Class "A" gravel.
- 6.48 Where rock or gravel is used to line a drainage system, it shall be of a sufficient size to prevent erosion and subject to the recommendation of the Department of Environment.

### ***Installation of All Drainage System Types***

- 6.49 Lateral connections to the storm sewer main shall be made by a saddle fitting, Inserta Tee or a grouted break in connection.
- 6.50 Catch basin covers shall be installed 50 mm (2 in.) below the normal gutter grade with an even slope extending 600 mm (24 in.) from the front and side of the Catch basin cover.
- 6.51 Utility hole covers shall be placed flush with the finished grade of an asphalt topped road.
- 6.52 The installation of all drainage system components shall comply with the requirements and recommended practices of the Nova Scotia Transportation and Public Works Standard Specification Highway Construction and Maintenance, the Department of Environment's Erosion and Sedimentation Control Handbook, and the Standard Specification for Municipal Services.

### ***Testing and Inspection of All Drainage System Types***

- 6.53 The developer shall arrange for and pay all costs of tests which shall be carried out in the presence of the Municipal Engineer or his/her designate.
- 6.54 Testing of piped storm sewer systems shall be carried out in accordance with the Standard Specifications for Municipal Services and may include a Closed Circuited Television Inspection.
- 6.55 The Developer shall notify the Municipal Engineer of testing dates at least 48 hours in advance.
- 6.56 Upon completion of all inspections and tests, the Developer shall provide the Municipal Engineer with written certification from a professional engineer that the system is complete, operational and complies with all the standards referenced herein.

## **Part 7: Curbs, Gutters, Sidewalks**

### ***Design Criteria***

- 7.1 Sidewalks shall be parallel to the centre line of the street as per Standard Design Detail 95-1.
- 7.2 Sidewalks shall have a minimum thickness of 100 mm (4 in.). Where a driveway ramp intersects with the sidewalk the minimum thickness shall be 150 mm (6 in.).
- 7.3 Sidewalks, curbs, and gutters shall follow the grade of the centre line of the street with control joints cut every 2.5m (8 ft).



- 7.4 The minimum slope across a sidewalks shall be 1.5%.
- 7.5 The minimum width of a sidewalk shall be 1.5 metres (5 ft.).
- 7.6 The minimum width of a curb cut for a driveway shall be 3.5 metres (11.5 ft.) and not more than 9 metres (29.5 ft.).
- 7.7 Driveway ramps shall have a maximum slope of 10% from the curb to where it abuts the sidewalk.
- 7.8 At least one ramp shall be provided for each lot on which the sidewalk fronts.
- 7.9 Pedestrian ramps with a minimum width of 1.5 metres (5 ft.) shall be provided at all road intersections.

### ***Materials***

- 7.10 All sidewalks shall be constructed of either concrete or asphalt.
- 7.11 All curbs and gutters shall be constructed of concrete.
- 7.12 Boulevards shall be covered with a minimum of 100 mm (4 in.) of topsoil and then sodded upon project completion.
- 7.13 Concrete mix shall meet the CSA CAN3-A23.1-M standard.
- 7.14 Asphalt mix shall meet the Department of Transportation's standard for Type C Mix.

### ***Installation***

- 7.15 The supply and installation of curbs, gutters, sidewalks, and surface drainage systems shall be in accordance with the Standard Specifications for Municipal Services.
- 7.16 Curbs and gutters shall be poured as a single unit and as an integral part of the Catch basin assembly.
- 7.17 All exposed soil surfaces shall be stabilized in such a manner to prevent erosion and sedimentation. Sodding shall immediately follow the placement of topsoil in designated areas.

### ***Testing and Inspection***

- 7.18 The Developer shall provide the Municipal Engineer with written certification that the sidewalks, curbs and gutters meet all applicable tests and requirements set out in the Standard Specifications for Municipal Services.

## **Part 8: Utilities**

### ***Design Criteria***



- 8.1 The design and installation of any utility shall be carried out in accordance with the requirements of the individual utility.
- 8.2 Where utility poles are to be installed in a road right of way that contains curbs or curbs and gutter, such shall be centred in the boulevard.
- 8.3 Where utility poles are to be installed in a road right of way that is serviced by open ditches, such shall be located behind the ditch and 0.5 metres (1.6 ft.) from any property line.
- 8.4 Overhead service wires shall have a minimum clearance of 5.5 metres (18 ft.) from the finished grade of all streets and sidewalks.

### ***Materials***

- 8.5 All materials used in establishing any utility shall be CSA approved.

### ***Installation***

- 8.6 All utilities shall be tested and inspected in accordance with the requirements of the individual utility.
- 8.7 The Utility shall submit to the Municipal Engineer written confirmation that all applicable tests have been carried out, that the system conforms to the design requirements and that the Utility has accepted full ownership and responsibility of the system.

## **Part 9: Roads**

### ***Design Criteria***

- 9.1 All local roads shall be designed to the requirements of this Specification. For further clarification and guidance, reference should be made to the **Manual of Geometric Design Standards for Canadian Roads**, latest edition.
- 9.2 Local roads constructed under this specification shall be classified as one of the following:

### **Municipal Roads**

*Area 1 (as defined by the Subdivision Bylaw)*

- |                  |   |
|------------------|---|
| Arterial Road -  | Roads with paved surfaces, complete with curb, gutter, and piped drainage systems and a sidewalk on one side, or as approved by Municipal Engineer. |
| Collector Road - | Roads with paved surfaces, complete with curb, gutter, and piped drainage systems.  |
| Local Road -     | Roads with paved surfaces and open drainage systems.  |



(see Standard Design Details in Appendix D)

## ***Materials***

- 9.3 All materials referenced in this Specification are generally based on standards and design procedures set out in the Department of Transportation Standard Specification - Metric Edition, the Asphalt Institute, and the American Society for Testing and Materials (ASTM).
- 9.4 Required signs, guardrails, culverts, and any other appurtenance shall be supplied as per the **Standard Specification for Municipal Services** and the **Uniform Traffic Control Devices for Canada**, latest edition.
- 9.5 Aggregates used for road construction shall be supplied in accordance with Appendix B.
- 9.6 Asphalt concrete shall be supplied in accordance with Appendix C.

## ***Installation***

- 9.7 All components of the roadway system shall be installed in accordance with this Specification, the **Standard Specification for Municipal Services**.
- 9.8 Clearing of the right of way shall be carried out in a manner that protects streams and brooks from silt and other contaminants. All useable wood shall be salvaged.
- 9.9 Unless provided for by the Municipal Engineer the entire right of way shall be grubbed of all roots, stumps, embedded logs, and all organic materials shall be disposed of outside the right of way. With the approval of the Municipal Engineer, areas covered with more than 1.5 metres of fill or outside slopes may not be grubbed.
- 9.10 Any swamp material encountered under roadways shall be removed to sound bottom.
- 9.11 All topsoil shall be removed from the right of way and stored for future use. Upon project completion all exposed earth shall be covered with topsoil and sodded or stabilized by a method approved by the Municipal Engineer.
- 9.12 The road subgrade shall be formed from stable subsoil and compacted in uniform layers to maximum density. If additional material is required to bring the subgrade to final profile, suitable borrow may be imported for that purpose.
- 9.13 Any weak, unstable material, or wet areas in the subgrade shall be removed and grade restored with acceptable material and uniformly compacted.
- 9.14 A uniform crown of 150 mm shall be maintained at all stages of installation to ensure proper drainage.
- 9.15 Uniform layers of base and surface gravels shall be spread on the subgrade and compacted to maximum density.
- 9.16 Asphalt concrete pavement shall be spread over surface gravels by power spreaders and rolled to the



lines, graded, and compacted as specified. The Municipal Engineer may require an asphalt prime coat be applied to the fine graded road surface prior to paving.

- 9.17 All work shall be carried out in a professional manner and the site shall be maintained in a neat and tidy condition at all times.
- 9.18 To ensure safety, barriers shall be maintained to prohibit unauthorized entry to the work.

### *Testing & Inspection*

- 9.19 The Developer shall arrange for and pay all costs associated with testing of the road.
- 9.20 The Developer shall provide the Municipal Engineer with written certification from a Professional Engineer that the road construction has been inspected at the below indicated intervals and that it meets or exceeds the minimum standards referenced herein.
1. After Clearing (preconstruction)
  2. After Grubbing (pre-culvert and drains)
  3. Prior to Any Gravels Being Applied
  4. Prior to Paving (where applicable)
  5. Final Inspection Upon Project Completion

The Municipal Engineer or a representative may carry out inspections prior to gravels being applied and prior to paving. Notification shall be given to the Municipal Engineer at least 24 hours in advance.

- 9.21 A photographic record of the work may be requested by the Municipal Engineer at intervals identified in Section 9.36.
- 9.22 The results of field density tests of the subgrade shall be submitted to the Municipal Engineer to ensure that 95% Proctor Density has been achieved.
- 9.23 The results of field density tests of successive layers shall be submitted to the Municipal Engineer to ensure that a 98% Proctor Density has been achieved.

## Part 10: Agreements for Municipal Services

10.1 The “Maintenance Agreement” shall apply to all roads approved by the Town. It shall be signed by both the Developer and the Town prior to final approval. (See Appendix E).

## Part 11: Definitions

**APPROVAL** means the approval of the Municipal Engineer. The Municipal Engineer's decision is final unless otherwise provided for herein.

**ASPHALT INSTITUTE** means the standards and specifications as set out by the Asphalt Institute.

**ASTM** means the standards and specifications established by the American Society for Testing and Materials.



## Town of Middleton Municipal Specifications Manual 2023

**BASE COURSE** means the crushed rock or aggregate which is placed immediately on the subgrade in successive layers.

**BUILDING LINE** means the line, established by a land use bylaw or the Department of Transportation, regulating the closest positioning of a building to a lot line.

**COUNCIL** means the Council of the Municipality of the Town of Middleton.

**CSA** means the standards and specifications of products bearing a seal of approval by the Canadian Standards Association.

**DEPARTMENT OF TRANSPORTATION** means the Nova Scotia Department of Transportation and Communications.

**DEPARTMENT OF ENVIRONMENT** means the Nova Scotia Department of Environment.

**INSPECTION** means field inspection by the Municipal Engineer or his/her designate at various stages of construction.

**MUNICIPAL ENGINEER** means the Municipal Engineer of the Town of Middleton

**MUNICIPALITY** means the Municipality of the Town of Middleton

**MUNICIPAL STREET OR ROAD** means any street or road created under this Specification and ownership and maintenance of which is vested with the Municipality.

**STANDARD SPECIFICATIONS FOR MUNICIPAL SERVICES** means the latest version of the Nova Scotia Transportation and Public Works Standard Specification Highway Construction and Maintenance Manual.

**PEAK WATER DEMAND FLOW** means the largest water volume required at a given point within an average 24-hour period.

**PEAK ANTICIPATED SEWAGE FLOW** means the largest sewage flow at a given point within an average 24 hour period.

**PROFESSIONAL ENGINEER** means a Professional Engineer who is a member in good standing with the Association of Professional Engineers of Nova Scotia.

**PRIVATE STREET OR ROAD** means any street or road created under this Specification, ownership and maintenance of which remains with the developer, subdivider, or abutting landowners.

**PROVINCIAL STREET OR HIGHWAY** means any public street or highway owned and controlled by the Department of Transportation and includes local, collector, and arterial roads.

**ROADBED** means that portion of the roadway extending from shoulder line to shoulder line where the subgrade and shoulders are considered as a single unit.

**ROAD RIGHT OF WAY** means the land which is reserved for use in constructing the roadway and its appurtenances, the boundaries being determined by the Municipal Engineer.



**ROAD TYPES:**

**ARTERIAL** means a road intended to move a relatively large volume of traffic at medium to high speeds where traffic movement is the primary consideration and land access secondary.

**COLLECTOR** means a road intended to collect traffic from local streets and move it to arterial roads, used where traffic movement and land access are of equal importance.

**LOCAL** means a road which has the main function of providing land access.

**ROADWAY** means the portion of the road right of way included between the outside lines of gutters, or side ditches and including all the appertaining structures, and all slopes, ditches, channels, waterways, culverts, and pipes necessary for proper drainage.

**STORM FREQUENCY** means the largest volume of precipitation associated with a single storm over a specified number of years.

**SUBDIVIDER** means the owner or owners of any area of land proposed to be subdivided and includes anyone acting with his/her written consent.

**SUBDIVISION** means the division of any area of land into two or more parcels, and includes a re-subdivision or a consolidation of two or more parcels.

**SUBGRADE** means that portion of the roadbed upon which the base course is to be applied.

**SURFACING** means the crushed rock or aggregate which is placed on the base course to provide a smooth riding surface or the surface of the road paved with asphaltic concrete.

**SURVEYOR** means a registered member, in good standing, of the Association of Nova Scotia Land Surveyors.

**TRIBUTARY AREA / DRAINAGE AREA** means the area of land that, by virtue of its topography, contributes to a single drainage basin or the area served by a drainage system receiving storm and surface water.

**UTILITY** means any public or private system, works, plant, equipment or services which furnishes services at approved rates to or for the use of the general public.



## Appendix A Stopping Sight Distance

STOPPING SIGHT DISTANCES - IN METRES											
TABLE 1 - POSITIVE GRADES											
APPROACH SPEED (km/h)	0%	+1%	+2%	+3%	+4%	+5%	+6%	+7%	+8%	+9%	+10%
30	30	30	30	29	29	29	29	29	29	28	28
35	37	37	36	36	36	36	35	35	35	35	34
40	44	44	44	43	43	42	42	42	41	41	41
45	53	52	52	51	51	50	50	49	49	49	48
50	62	61	61	60	59	59	58	58	57	57	56
55	72	71	70	70	69	68	67	67	66	65	65
60	83	82	81	80	79	78	77	76	75	75	74
65	96	94	93	91	90	89	88	87	86	85	84
70	109	107	105	104	102	101	99	98	97	96	95
75	122	120	118	116	115	113	111	110	108	107	105
80	137	137	132	130	128	126	124	122	120	119	117
90	169	165	162	159	156	154	151	149	146	144	142

EYE HEIGHT = 1.05m  
 OBJECT HEIGHT = 150mm - FOR INTERSECTIONS, COMMERCIAL & INSTITUTIONAL LOTS  
 = 600mm - RESIDENTIAL PROPERTIES

STOPPING SIGHT DISTANCES - IN METRES											
TABLE 2 - NEGATIVE GRADES											
APPROACH SPEED (km/h)	0%	-1%	-2%	-3%	-4%	-5%	-6%	-7%	-8%	-9%	-10%
30	30	30	30	31	31	32	32	32	33	33	34
35	37	37	38	38	39	39	39	40	40	41	42
40	44	45	45	46	46	47	47	48	49	50	50
45	53	53	54	55	55	56	57	58	59	60	61
50	62	63	64	65	66	67	68	69	70	71	73
55	72	73	74	75	77	78	79	81	82	84	86
60	83	85	86	87	89	91	92	94	96	98	101
65	96	97	99	101	103	105	107	109	112	114	117
70	109	111	113	115	118	120	123	126	129	133	136
75	122	125	127	130	133	136	139	143	146	151	155
80	137	140	142	146	149	153	156	161	165	170	176
90	169	173	176	181	185	190	195	201	208	214	222

EYE HEIGHT = 1.05m  
 OBJECT HEIGHT = 150mm - FOR INTERSECTIONS, COMMERCIAL & INSTITUTIONAL LOTS  
 = 600mm - RESIDENTIAL PROPERTIES



## Appendix B Gravel Specifications Class E Gravel

Class E Gravel shall be natural or crushed material from approved pits or quarries meeting the following requirements:

<i>Soundness:</i>	Loss of not over 20% when tested according to ASTM C88 (soundness of aggregate using Sodium Sulfate)		
<i>Abrasion:</i>	Percent wear not over 45% when tested according to ASTM C135 Grading A (Los Angeles Abrasion).		
<i>Grading:</i>	ASTM C117 & C136 (CAN/CGSB-8.2-M88)		
	Passing the	112 000	100%
		14 000	50%
		80	10%
<i>Compaction:</i>	98% of Standard Proctor (corrected for oversize)		

### *Class C Gravel*

Class C Gravel shall be crushed material from approved pits or quarries meeting the following requirements:

<i>Soundness:</i>	Loss of not over 20% when tested according to ASTM C88 (soundness of aggregate using Sodium Sulfate)		
<i>Abrasion:</i>	Percent wear not over 40% when tested according to ASTM C135 Grading A (Los Angeles Abrasion).		
<i>Grading:</i>	ASTM C117 & C136 (CAN/CGSB-8.2-M88)		
	Passing the	56 000	100%
		28 000	60% - 80%
		5000	25% - 45%
		160	0% - 10%
<i>Compaction:</i>	98% of Standard Proctor (corrected for oversize)		

### *Class A Gravel*

Class A Gravel shall be crushed material from approved pits or quarries meeting the following requirements:

<i>Soundness:</i>	Loss of not over 15% when tested according to ASTM C88 (soundness of aggregate using Sodium Sulfate)		
<i>Abrasion:</i>	Percent wear not over 35% when tested according to ASTM C135 Grading A (Los Angeles Abrasion).		
<i>Grading:</i>	ASTM C117 & C136 (CAN/CGSB-8.2-M88)		
	Passing the	20 000	100%
		14 000	60% - 80%
		5000	25% - 45%
		160	0% - 10%
		80	0% - 7%
<i>Compaction:</i>	98% of Standard Proctor (corrected for oversize)		



## Appendix C Asphaltic Concrete Specifications

Asphaltic concrete mixes shall meet the following Marshall Design Criteria:

<i>Test Property</i>	<i>Min.</i>	<i>Max.</i>	<i>Notes:</i>
Stability at 60c KN	4.5		50 blows to each face of specimen.
Marshall Flow mm	2	4	Measured at point of maximum stability.
Air Voids %	3	5	Absorption shall be allowed for.
V.M.A. %	15		Cal. using ASTM Bulk Specific Gravity

### *Gradation of Aggregates - Type C Mix*

Passing the	20,000 sieve	100%
	14,000 sieve	95% - 100%
	5000 sieve	45% - 70%
	2500 sieve	25% - 55%
	315 sieve	5% - 10%
	80 sieve	2% - 9%

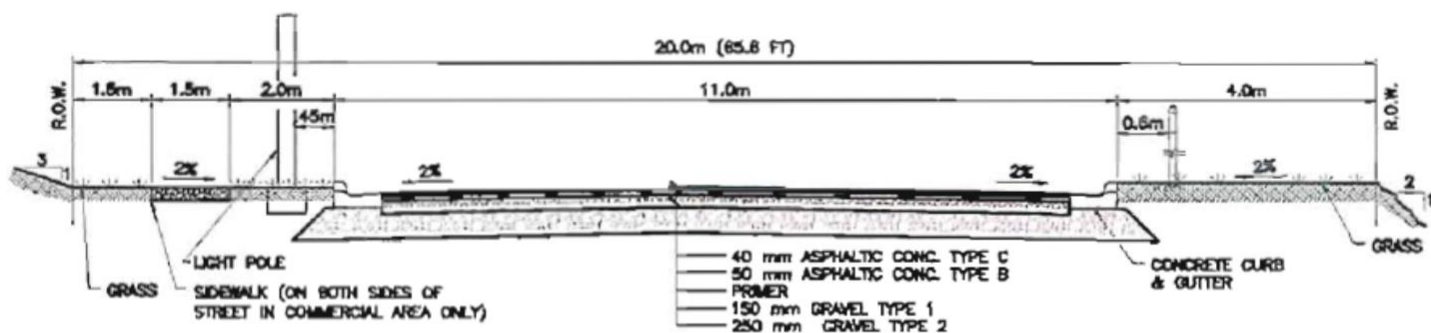
### *Quality of Aggregates*

*Abrasion:* Loss not over 35% when tested according to ASTM C131-76 (Los Angeles Abrasion)

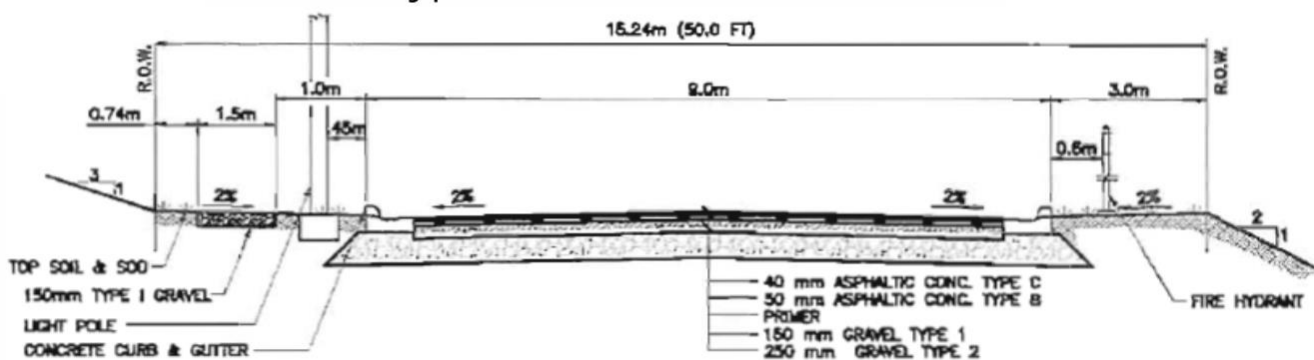
*Soundness:* Loss not more than 15% when tested according to ASTM C88-76 (Soundness of aggregate by Sodium Sulfate or Magnesium Sulfate)



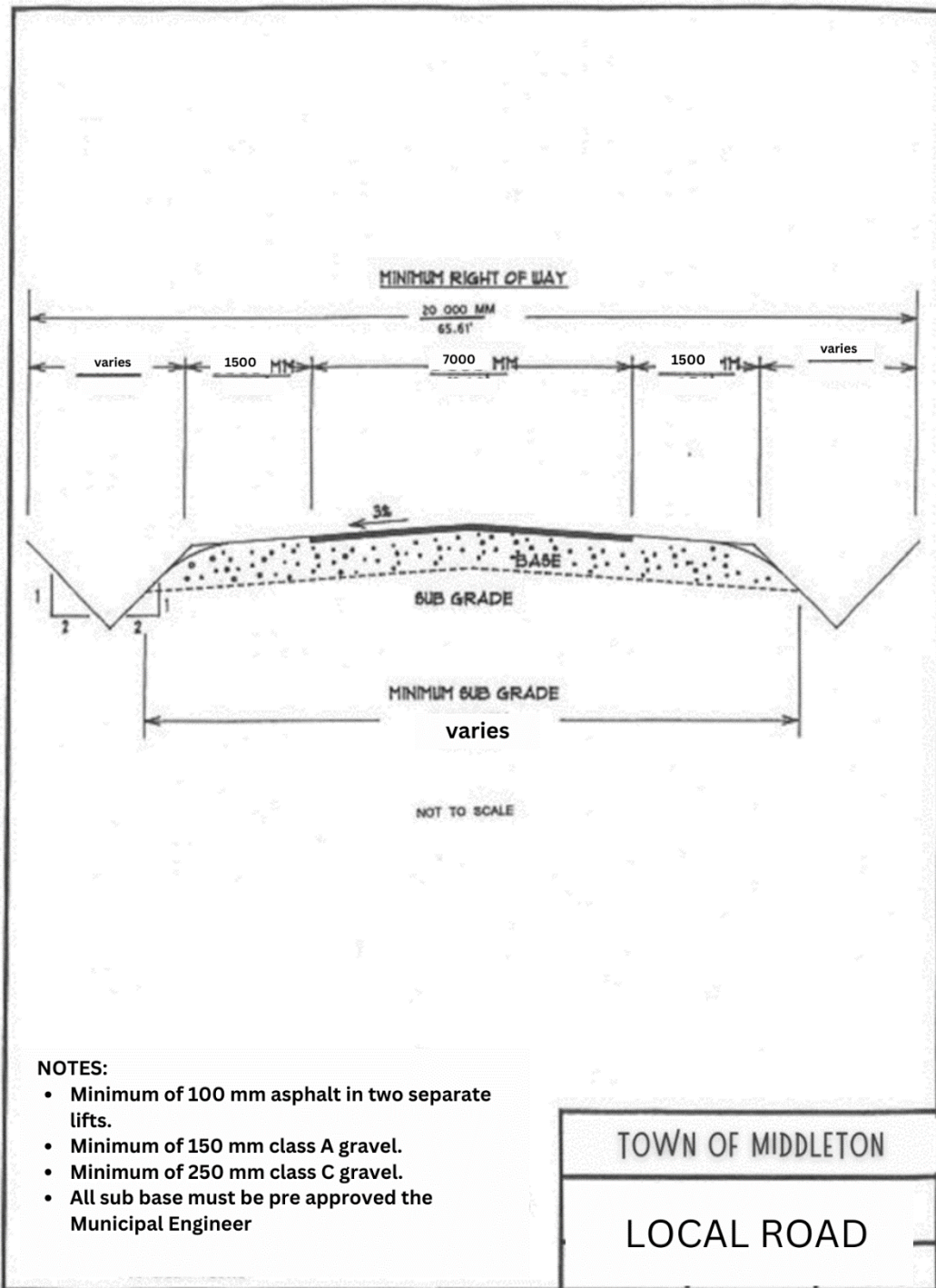
## Appendix D

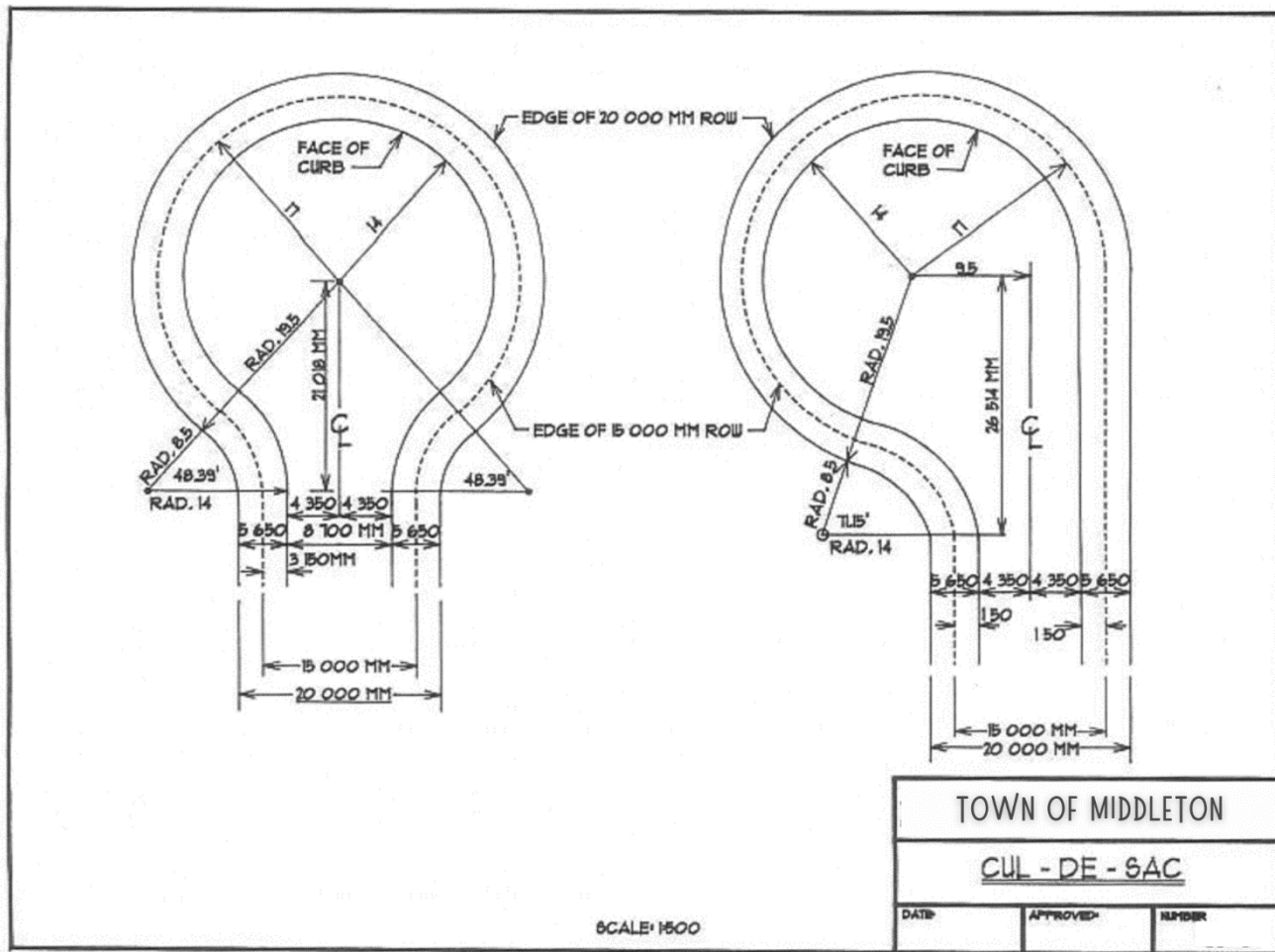


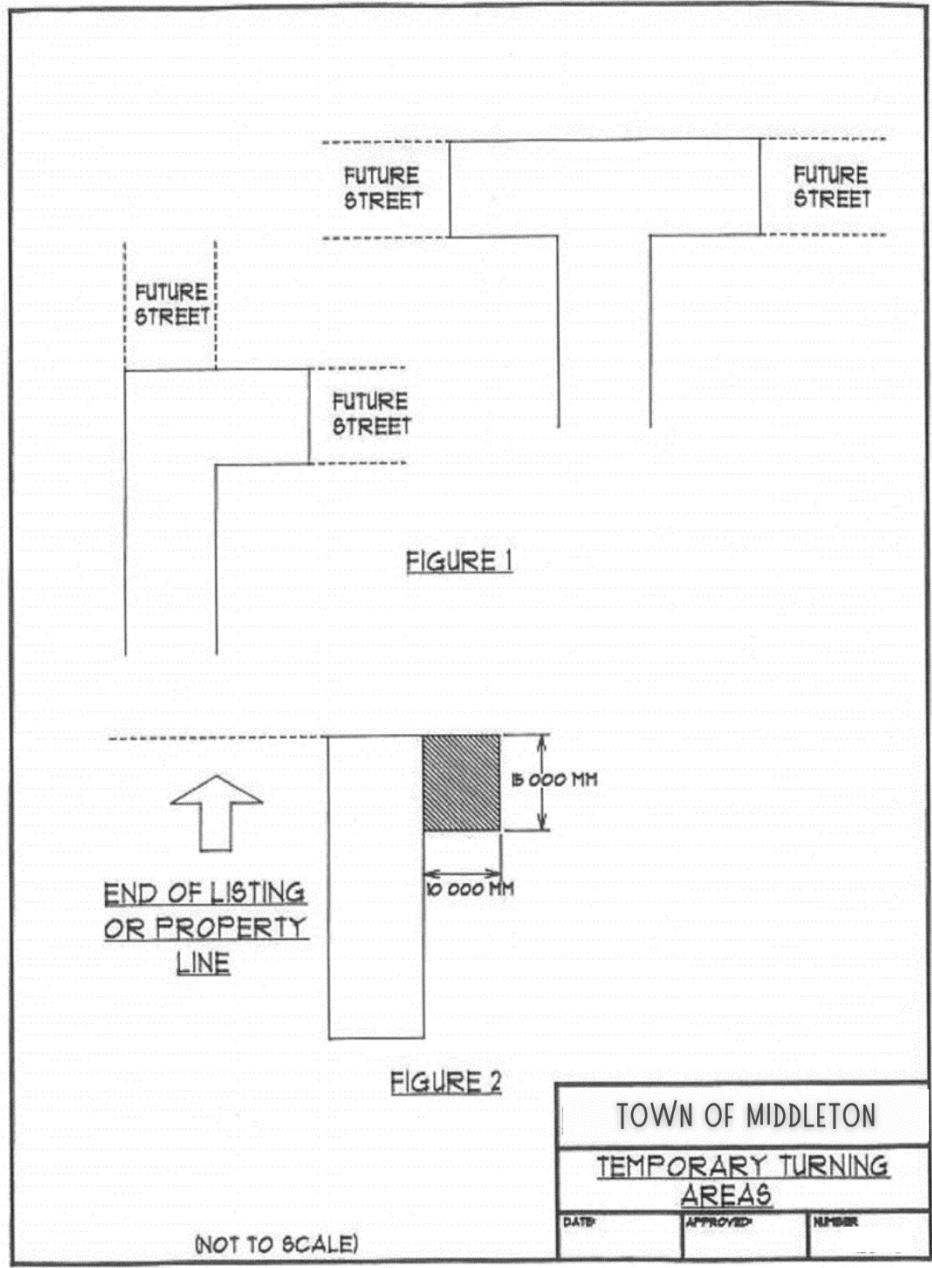
Typical Arterial Road

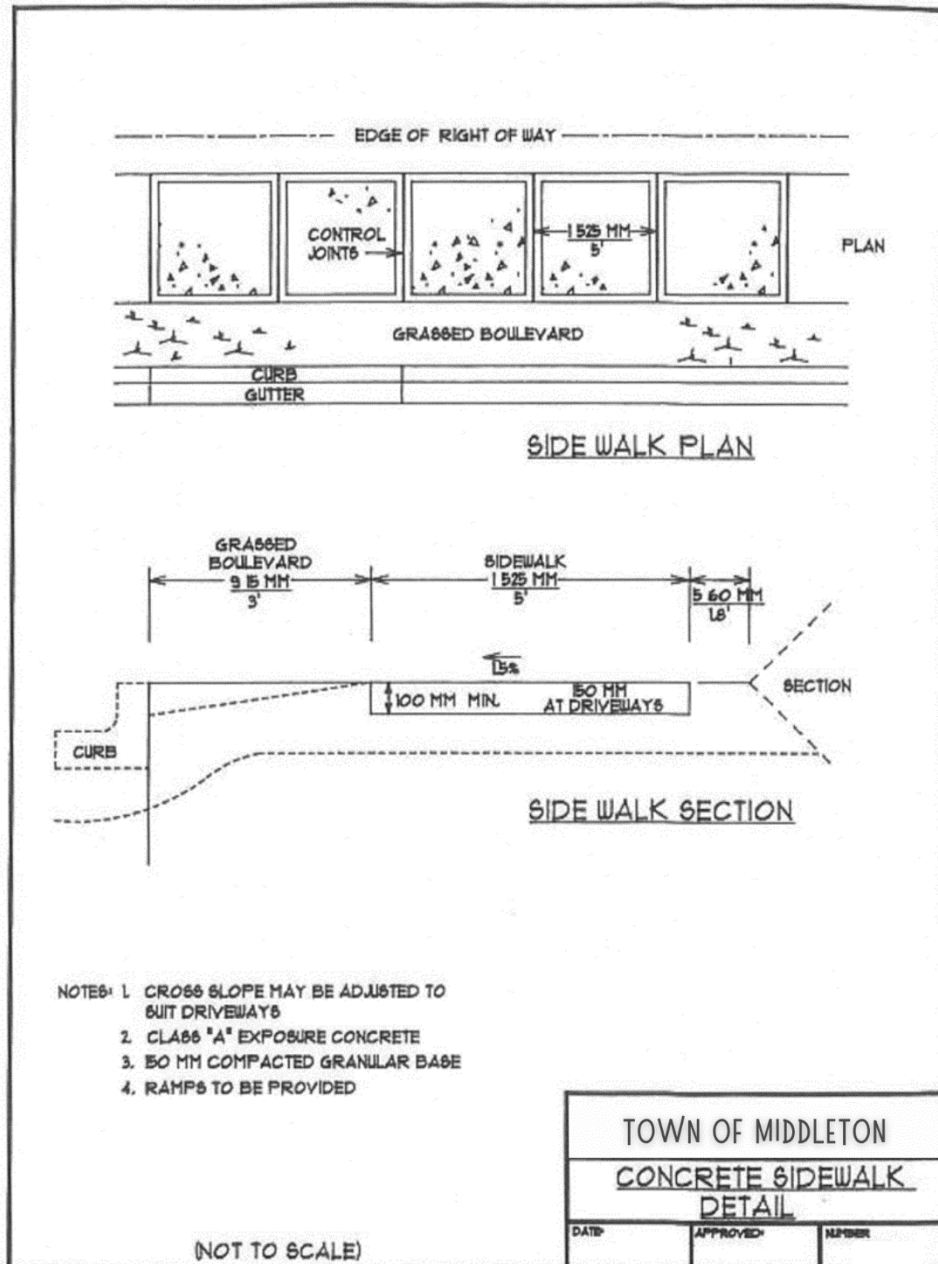


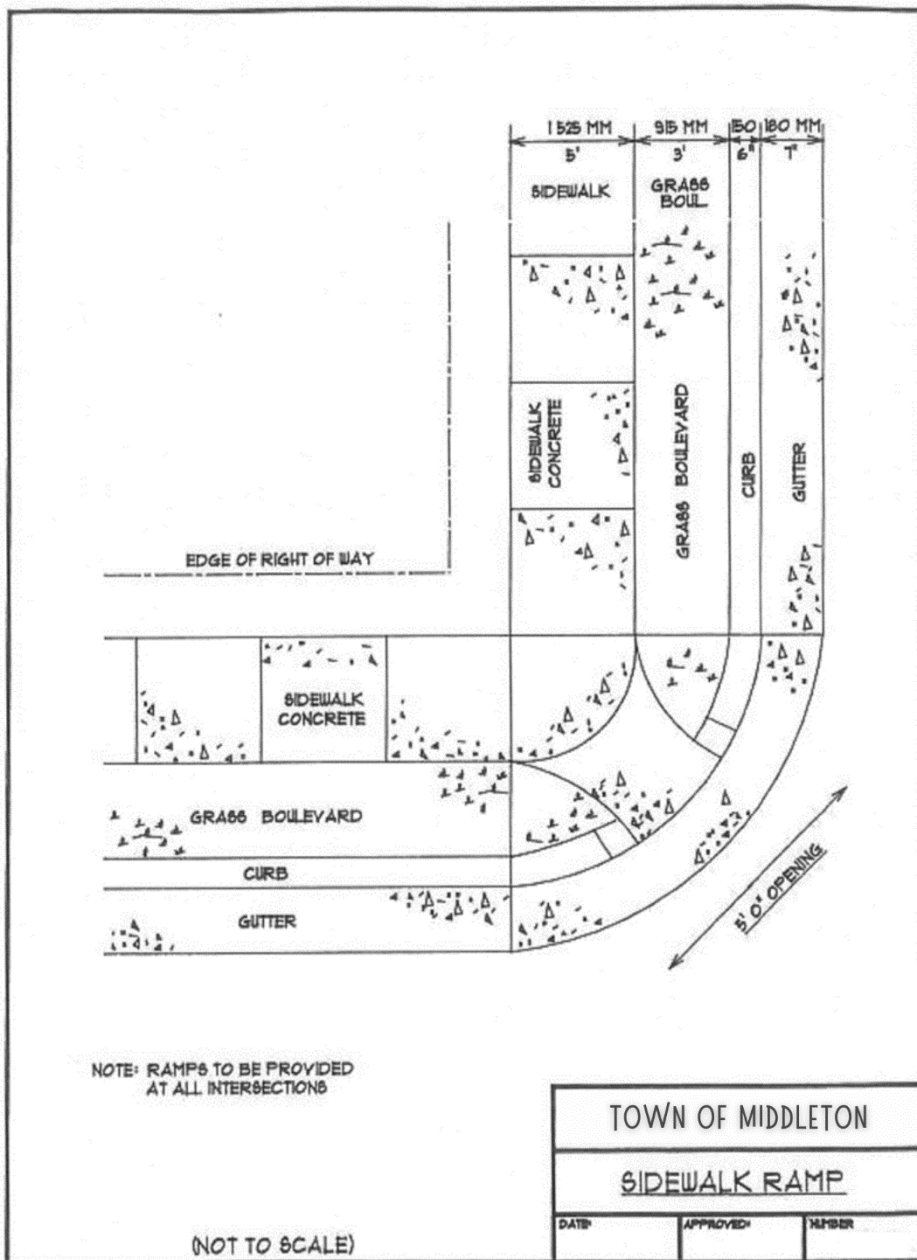
Typical Collector Road

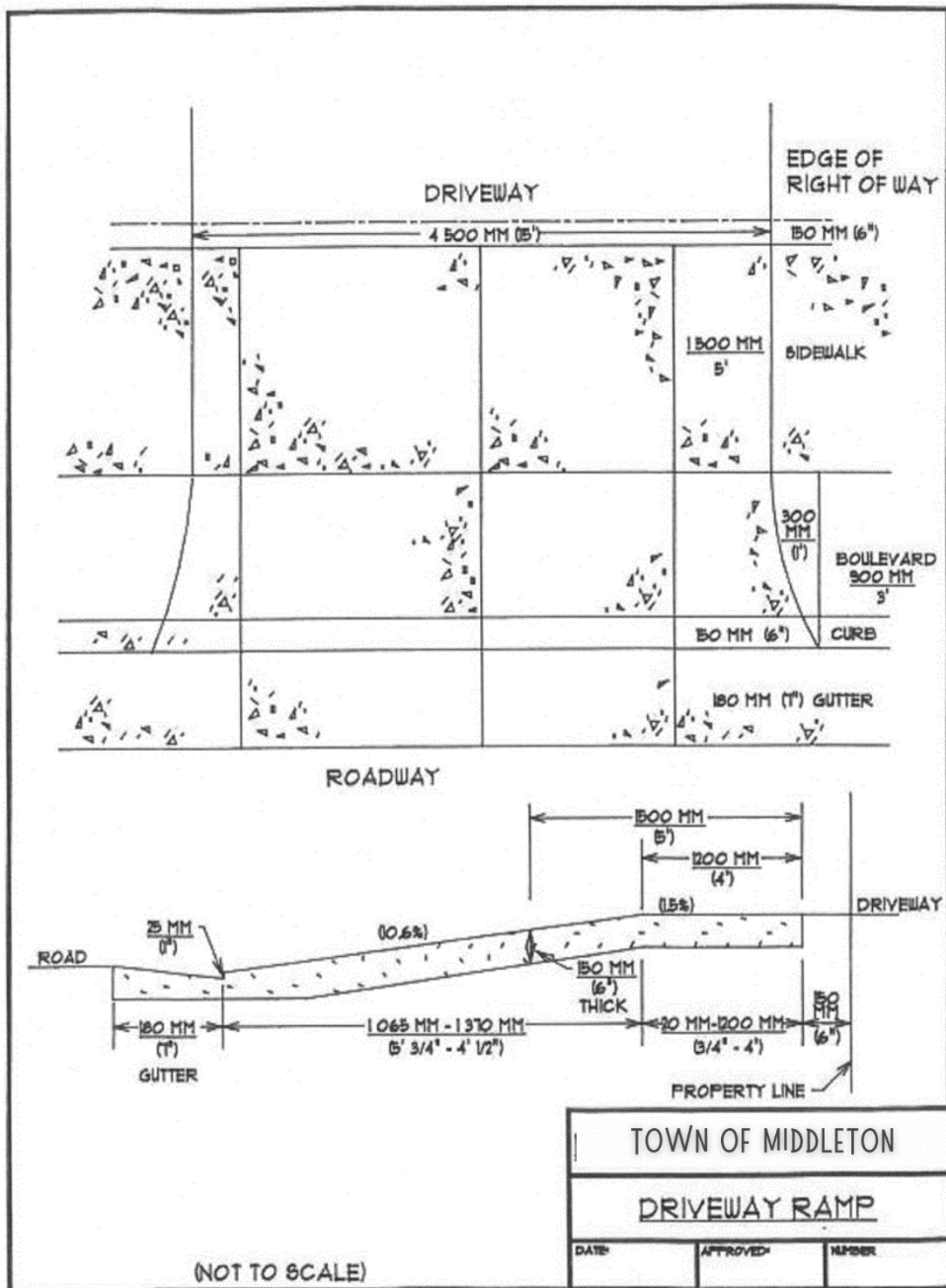


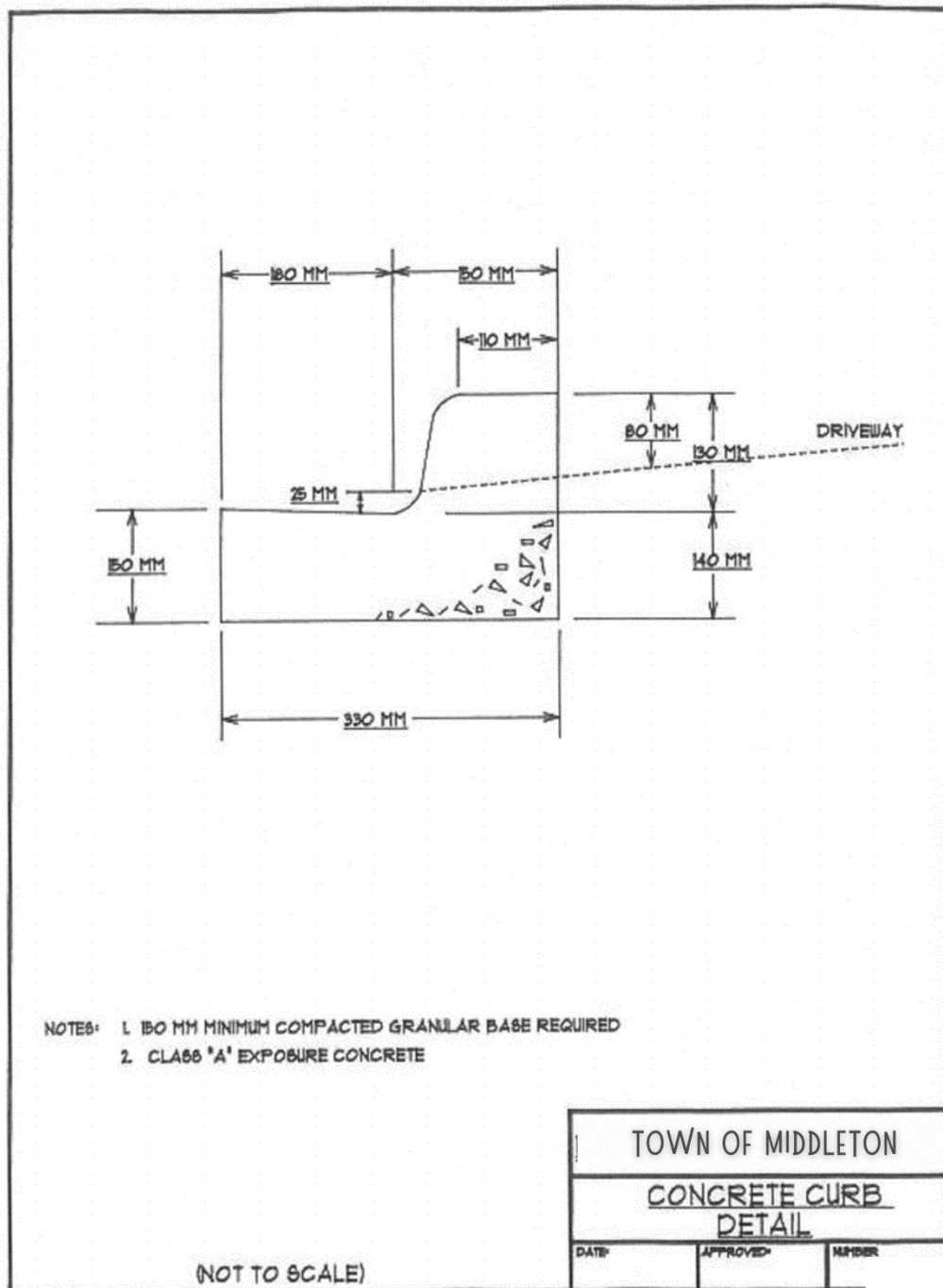












**REQUEST FOR DECISION**  
**2023/24 Accessibility Capital Project**  
**RFD#: 006-2024**



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**To:** Council  
**From:** Andy Kerr, Director of Recreation and Community Development  
**Date:** January 15, 2024  
**Subject:** Accessibility Capital Project

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**Guiding Principles for Decision-Making**

**Accountability   Transparency   Diversity   Sustainability   Engaged   Informed**

References/Attachments

- 2023-24 Capital Project Sheet
- Carleton Road Industries Association - Quotation

Legislation

- N/A

Recommendation

That Council approves the purchase of benches and accessible picnic tables to a maximum of \$10,000.

Background

The Middleton Accessibility Committee identified, in the last budget process, that \$10,000 was recommended in the capital budget. Through deliberation it was determined that we needed benches and an accessibility picnic table as part of our street furniture.

The Accessibility Advisory Committee at their January 9, 2024, made the following motion:

It was moved and seconded to recommend that Council approve the purchase of benches and accessible picnic tables to a maximum of \$10,000. **Motion carried.**

**REQUEST FOR DECISION**  
**2023/24 Accessibility Capital Project**  
**RFD#: 006-2024**



Financial Implications

The table below outlines the cost of the newly identified items. The determination of the number of benches versus picnic tables is underway, but the lumber needs to be ordered now based on our needs.

Organization	Pre GST	Cost per GST in	Amt. Requested	Amt. Incl. in 2023/24 Budget	Recommended
5' Benches	230.00	264.50			
Acc. Picnic tables	325.00	373.50			
	<b>Total</b>		<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>

Strategic Plan/Operating Plan Alignment

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

Alternatives

The Council may approve an amount that is different than what is recommended.

Community Engagement/Communication

The Accessibility Advisory Committee will receive written approval of this decision and the items, if approved and acquired, will be stored until Spring conditions. The Committee will also promote this activity of the Town in its fulfillment of accessibility initiatives.

**REQUEST FOR DECISION**  
**2023/24 Accessibility Capital Project**  
**RFD#: 006-2024**



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CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 15 Jan 2024

## RE: Phone call

execdir@carleton515.ns.ca <execdir@carleton515.ns.ca>

Thu 2024-01-11 1:19 PM

To: Andy Kerr <recoffice@town.middleton.ns.ca>

### **Caution**

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

---

Not a problem at all Andy, happy to quote. The benches will be \$230 each and the accessible tables would be \$325 each. Both would have to have tax applied. We may be able to deliver however depending on timing and placement there may be a small delivery fee.

Please let me know if you should need anything else. Both items would be pressure treated as well at that price.

**Mackenzie Akin**  
**Executive Director**

### **Carleton Road Industries Association**

PO Box 10  
11 Prince Street  
Lawrencetown NS B0S 1M0  
Phone: (902) 584-3332  
Cell: (902) 824-1091  
Fax: (902) 584-3067

---

**From:** Andy Kerr <recoffice@town.middleton.ns.ca>

**Sent:** Thursday, January 11, 2024 1:16 PM

**To:** execdir@carleton515.ns.ca

**Subject:** Fw: Phone call

As discussed

---

Andy Kerr

Director of Recreation & Community Development

Town of Middleton

131 Commercial Street

PO Box 340

Middleton, Nova Scotia

B0S 1P0

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

**Project Name:** FACILITIES ACCESSIBILITY PLAN IMPLEMENTATION

**Project #** 22-02

**Department:** Recreation      **Unit:** Town      **Asset Class** Other equipment

**Type of Asset:** New & replacement      **Reason:** Legal requirement      **Expected Useful Life:** 5 years

**Project Description:** Facilities have been evaluated for accessibility, the changes identified and prioritized by the Accessibility Committee. Between 2023 and 2030 implement those changes such that by 2030, all required enhancements have been completed

**Need for Project:** Comply with provisions of NS Accessibility Act. Initial deadline April 1, 2022 to develop Accessibility Plan. Plan must be updated every 3 years.

**Project Funding:** Staff recommend initial \$10,000 per year, funded from Operating Reserve, until priorities have been priced and/or Province provides additional grants.

**Carry-over Project** An initial \$50k grant was received from the Province and used for the pool lift and curb cuts.

**Additional Operating Expense** n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2022	2022/23	3/31/2023	2023/24	2024/25	2025/26	2026/27	2027/28		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	2,000	4,000	6,000	8,000	10,000	30,000	30,000
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Impact</b>	-	-	-	2,000	4,000	6,000	8,000	10,000	30,000	30,000
Capital Budget:	3/31/2022	2022/23	3/31/2023	2023/24	2024/25	2025/26	2026/27	2027/28	Total	Project Total
Capital cost	-	-	-	10,000	10,000	10,000	10,000	10,000	50,000	50,000
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	10,000	10,000	10,000	10,000	10,000	50,000	50,000
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
<b>Total funding</b>	-	-	-	10,000	10,000	10,000	10,000	10,000	50,000	50,000

**REQUEST FOR DECISION**  
**Appointment of Development Officer**  
**RFD#: 002-2024**



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**To:** Town Council  
**From:** Planning Services Coordinator  
**Date:** January 15, 2024  
**Subject:** Appointment of Development Officer

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**Guiding Principles for Decision-Making**

**Accountability    Transportation    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Request from Brighter Community Planning & Consulting

Legislation

- *Municipal Government Act*
- Municipal Planning Strategy – Policy IM 6

Recommendations

That Town Council appoint Benjamin Croll as a Development Officer for the Town of Middleton, pursuant to Section 243 of the Municipal Government Act.

Background

In the fall of 2023, the Town of Middleton entered into a contract with Brighter Community Planning & Consulting to deliver planning services to the Town. At that time Dawn Sutherland and Chrystal Fuller were appointed as Development Officers.

Ben Croll is a planner at Brighter Community Planning who has been assisting the Town of Berwick's Development Officer for a year and a half and the Town of Middleton's Development Officer for half a year. As Assistant Development Officer, Mr. Croll has demonstrated his ability to understand relevant planning documents (Land Use By-Law, Municipal Planning Strategy, and Subdivision By-Law), review development and planning applications, write staff reports, present applications to Council, and respond to civic inquiries. Mr. Croll is currently pursuing his Development Officer Certificate and expects to obtain

**REQUEST FOR DECISION**  
**Appointment of Development Officer**  
**RFD#: 002-2024**



it by mid-2024.

Brighter Community Planning recommends the appointment of Ben Croll as a Development Officer for the Town of Middleton, operating under the supervision of the current Development Officer. Mr. Croll will issue basic development permits and administer development agreements. More complicated applications, such as tentative subdivisions or comprehensive development permits and development agreements, will still be processed by the current Development Officer.

When Mr. Croll obtains his Development Officer certificate, he will take on the full role and responsibilities of the Town of Middleton’s Development Officer. This strategic transition aligns with our commitment to fostering professional growth and ensuring seamless and efficient management of development processes.

**Financial Implications**

Brighter Community Planning & Consulting invoices the Town of Middleton based on a set schedule of fees. Having an additional Development Officer will not increase the cost of planning services to the Town.

**Strategic Plan/Operating Plan Alignment**

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
	Community	
X	Governance	Development Officer(s) are required to administer the Town’s Land Use Bylaw and Municipal Planning Strategy.
	Council Strategic Initiative	

**REQUEST FOR DECISION**  
**Appointment of Development Officer**  
**RFD#: 002-2024**



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Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 15 January 2024

**REQUEST FOR DECISION  
2024 Municipal Election  
RFD#: 001-2024**



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**To: Town Council**  
**From: Ashley Crocker, CAO**  
**Date: January 15, 2024**  
**Subject: 2024 Municipal Election**

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**Guiding Principles for Decision-Making**

**Accountability   Transportation   Diversity   Sustainability   Engaged   Informed**

**References/Attachments**

- 2016-2022 Election and By-election Expense Reports
- Intelivote Systems Inc. - Quotation

**Legislation**

- *Municipal Government Act*
- *NS Municipal Elections Act*

**Recommendations**

1. That Council authorize expenditures for the October 2024 Municipal Election up to \$12,000.00.
2. That Council set the fee for the Returning Officer at a maximum of \$3,500.00.
3. That Council gives authority to the CAO to determine the Tariff of Fees and Expenses for the 2024 Municipal Election.
4. That Council gives authority to the CAO to appoint Assistant Returning Officer(s).
5. That Council agree to implement a fully electronic (telephone and internet) election with the electronic election platform provided by Intelivote Systems Inc. for the 2024 Municipal Election.
6. That Council set Nomination Day as Tuesday, September 10, 2024.
7. That Council set the dates for the Advanced Polling period from Thursday October 10, 2024, to the close of voting on Regular Polling Day of October 19, 2024.
8. That Council authorizes the use of the Nova Scotia permanent registry of voters provided by Elections Nova Scotia as the preliminary list of electors for the 2024 Municipal Elections in Middleton.

**REQUEST FOR DECISION**  
**2024 Municipal Election**  
**RFD#: 001-2024**



9. That Council agree that in addition to the methods mandated by the Municipal Elections Act to notify the public of the preliminary list of electors and revision methods, that it be left to the discretion of the Returning Officer to determine additional notification mechanisms that will improve the accuracy of the electors' lists.
10. That Council authorize election staff to continue to amend the electors' list database in conjunction with the electronic voting system up to and including Regular Election Polling Day.
11. That Council authorize the Returning Officer to conduct election education and offer information session(s) for potential candidates.

**Background**

Electronic voting has resulted in improved/increased voter turnout since its inception. It also aids in reducing costs/maintaining manageable elections costs due to the elimination of paper balloting systems and the need for multiple polling locations and associated staffing. Historically, Middleton had successfully engaged in electronic voting using the Intelivote system.

The Returning Officer undertakes a significant amount of work to oversee the election process and ensure compliance with the *Municipal Elections Act*. As such, it is recommended that the Returning Officer be compensated for time and expenses outside of their regular work hours. If it is determined that an Assistant Returning Officer is required, the employee will qualify for overtime as per HR policies and/or Union Agreement. Overtime is paid at time and one half of the hourly wage, and all such expenses will be billed to the election account. Since 2016, the compensation for the Returning Officer has been set at \$3,500, except in 2020 where all candidates were acclaimed, the fee was reduced to \$2,000.

**Advanced Polls**

Section 114(4) of the *Nova Scotia Municipal Elections Act* ("the Act") provides for an advance poll on Tuesday, the fourth day before regular poll (October 15<sup>th</sup>). Council may select one other day or delegate its authority to select the first advanced poll to the Returning Officer. The choices are either Thursday, October 10<sup>th</sup> or Saturday, October 12<sup>th</sup>. With use of electronic voting, a polling period can begin on the first date of October 10<sup>th</sup> and continue for the entire period up to the close of the Poll Day on October 19, 2024 giving voters 24-hour voting for 10 days.

**Notice of Preliminary List**

Section 34(1) of the *Act* requires the availability of the preliminary list of voters to be advertised in newspapers circulating in the Municipality.

**REQUEST FOR DECISION**  
**2024 Municipal Election**  
**RFD#: 001-2024**



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Section 34(4) outlines other mechanisms to notify voters but is only necessary if directed by Council. The other mechanisms include:

- Distributing flyers to households
- Mailing cards to voters
- Providing for other advertisements as directed by Council

Staff recommend that authority to choose other mechanisms be delegated to the Returning Officer. Date of Final List Section 38 of the Act refers to a date selected by Council on which the amended list of voters is finalized. Decisions on the final list must be made in time to allow the lists to be printed. With use of electronic voting, the lists are available electronically and printed lists would not be necessary. The Returning Officer will ensure sufficient telephone support is available on election day to answer the phones and questions related to the election voter list.

**Candidates Deposit**

Section 51(1) of the Act states that every nomination paper shall be accompanied by a deposit of \$200. Council may by by-law specify that a lesser deposit, or no deposit, be required. Staff recommend that Council comply with the Act and Bylaw Chapter 44 Deposits by Candidates at an Election with no changes. The current bylaw stipulates that no deposit is required. Although deposits are returned to candidates, the requirement for no deposit ensures financial accessibility to potential candidates.

**Preliminary List**

Since 2016, the federal government and all provinces keep a permanent registry of voters which is updated monthly. The permanent registry for Nova Scotia is the most up-to-date list of electors and should be used as the preliminary list of electors.

**Public Education**

It is recommended that the Returning Officer conduct at least one information session with potential candidates to outline the role and responsibilities of a Town Councillor. In addition, it is recommended that informational materials be developed/designed and be made available electronically as well as printed upon request.

**Financial Implications**

A review of previous elections, held by electronic means, indicate a budget of approximately \$12,000 should be sufficient for 2024. It is recommended that for future budget consideration, that a minimum of \$12,000 be allocated to elections, previously believed to have been \$10,000, with a potential increase based on the summary of expenses from the 2024 election once complete/available.

**REQUEST FOR DECISION  
2024 Municipal Election  
RFD#: 001-2024**



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	Engaging community in municipal activities and government
X	Governance	Promoting good governance that is transparent, participatory, diverse, accessible, accountable.
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

Not required at this stage of the election planning.

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 15 January 2024



Krista Grear  
Executive Assistant  
Town of Middleton  
131 Commercial St  
Middleton, NS B0S 1P0

January 3, 2024

Sent via email: [KGrear@town.middleton.ns.ca](mailto:KGrear@town.middleton.ns.ca)

Re: eVoting Services – Intelivote Systems Inc.

Dear Krista;

Thank you for reaching out to us for your electronic voting requirements. I am pleased to provide you with this quote and description of our solution for electronic voting services for the 2024 Town of Middleton Municipal Election

I have attached a detailed breakdown of the services provided in our minimum fee of \$3000 based on the expected number of eligible electors of 1400, as well as the cost for Intelivote to coordinate the creation and communication of the voter instruction letter, including Personal Identification Numbers (PINs), plus associated postage.

Please do not hesitate to contact me via email or call me at 1-902-468-0376 if you have any questions.

Yours truly,

Chris Mosher  
VP, Business Development

## Electronic Voting (eVoting) - Solution Overview

Intelivote Systems Inc. (ISI) a Canadian owned and operated company, is the recognized Canadian leader in the successful implementation of eVoting; electors casting their ballots using the Internet, wireless devices and mobile or land line telephones.

The Intelivote solution even provides a seamless integration of traditional in-person polling station voting and mail-in balloting, if required, with an electronic voting solution which includes telephone and Internet voting. ISI's leadership position comes as a result of our extensive experience in conducting municipal, union, association, and political leadership elections in a secure and auditable fashion ensuring voter anonymity and ballot privacy.

Intelivote has successfully delivered evoting solutions in Canada and beyond for over 20 years. We have gained international experience and credibility in the successful implementation of both Internet and telephone based voting applications used to deliver elections in the United States and the United Kingdom.



Intelivote understands that, in addition to other event requirements, event officials' mandate includes minimizing event costs, managing administrative time/effort, and providing overall management for the voting event. These requirements are among the key objectives and benefits available through the implementation of our eVoting option.

ISI's extensive subject matter expertise in Municipal Elections has resulted in a full suite of eVoting system modules that address the needs of both the election officials and electors.

Intelivote does not sell its software; it is provided as a voting service. There is no additional software or hardware for clients to purchase to run a voting event using the Intelivote suite of modules. All the services are provided with our base service and all the modules are Internet enabled; secured by encryption, digital certificates and login IDs and passwords.



Voter anonymity, PIN security and event auditability are paramount in the design and delivery of the eVoting solutions ISI provides. In addition, the ability to import elector information from the official List of Electors provided by Elections Nova Scotia, export updated elector information and perform demographic and statistical analysis on voting activity, further demonstrates the flexibility of our voting solution.

The ability for authorized event officials to review information on particular aspects of the eVoting event as it progresses (elector participation rates, etc.) provides increased visibility to those voting event metrics that can define a successful electronic voting event.

ISI maintains a cloud-based data centre environment in Toronto, with a fully redundant platform in Montreal, through the Oracle Cloud Infrastructure (OCI). OCI supports industry leading Technology Companies, Financial Institutions, Government Agencies and Crown Corporations within Canada. The full range of services we deliver, including high-speed high-bandwidth data capability, and scalable IVR (telephone) port availability, further demonstrates our commitment to our ensuring an event with maximum performance, communications path diversity, application redundancy and high survivability.



ISI's project management capability, coupled with our established processes and procedures is delivered by a team of information systems professionals and electronic voting experts, providing clients with the best in-class Internet and telephone voting solution.

Our experience confirms that several other categories of electors; disabled electors, retirees, shift workers, and electors travelling are positively impacted by offering electronic voting. It is clear that eVoting specifically and effectively addresses all their requirements while at the same time offering them a new degree of convenience and privacy not offered in traditional paper balloting at a polling location.

The ability to cast your ballot using the telephone, in addition to the Internet, addresses another important legislative requirement of providing a secondary voting channel, as per the *Nova Scotia Municipal Election Act*. Another important social-economic issue often cited in Internet-only voting solutions is the fact that Internet enabled electors have a more ample opportunity to cast their ballot than those who do not have Internet service. This has been defined as a form of "digital divide" between certain groups of electors and our multi-channel voting solution overcomes this divide for your electors. Typically, everyone has access to phone service, and this presents an equal opportunity to all electors.

Our significant experience delivering Municipal Elections in both Nova Scotia and Ontario (the only two Canadian Provinces that have existing legislation that allows Electronic Voting in Municipal elections), has shown telephone voting has an acceptance rate of up to 30% of electors casting an electronic ballot.

Intelivote has been proactive in accommodating persons with disabilities facilitating their comfort and participation when using eVoting services. Intelivote's solution is compliant with the guidelines as listed by the W3C technologies website principles which include organization, functionality and readability of information provided, as well as alternative ways of representing information (audio).

As traditional election/event costs continue to climb and elector participation rates continue to drop, providing electors with choice in how they cast their ballot offers an opportunity to increase elector participation and selecting Intelivote as the service supplier has significant advantages over our competition.

As noted earlier we are the Canadian leader in delivering eVoting services. **Our Federal Government security clearance** supports our selection as the supplier to the Federal Government of Canada for specific eVoting performed by the Canadian Labour Relations Board, the Public Service Labour Relations Board, as well as numerous Provincial and US State Labour Boards.

Our list of Municipal partners continues to grow, with over 400 successfully delivered Municipal and School Board Elections since 2008 and Intelivote has delivered 22 Special Elections (By-elections) in Nova Scotia alone, since 2020.

Our client list also includes many of Canada's largest unions, associations and other organizations that have legislated voting requirements. We have successfully delivered a variety of events that support their AGM's, executive and board elections, job action votes and agreement votes. A sample of our events constituting over 3,000 elections include these clients:

- Nova Scotia Municipal & School Board Elections - over 110 events
- Ontario Municipal & School Board Elections - over 300 events
- Association of Academic Staff University of Alberta (AASUA)
- Association of Canadian Financial Officers (ACFO)
- Association of Municipal Clerks and Treasurers of Ontario (AMCTO)
- Canada Actors Equity Assoc. (CAEA)
- Canada Industrial Relations Board (CIRB) - over 30 events
- Canada Merchant Services Guild (CSMG)
- Canadian Flight Attendant Union (CFAU)
- Confédération des syndicats nationaux (CSN)
- CUPE (numerous locals)
- Customs and Immigration Union (CIU)
- Doctors Nova Scotia
- IBEW (numerous locals)
- Manitoba Health Authority
- Canadian Aboriginal and First Nations -over 40 events
- National Police Federation (Canada)
- New Brunswick Union of Public and Private Employees (NBPEA)
- Newfoundland and Labrador Assoc. of Public and Private Employees (NAPE)
- Nova Scotia Gov. Employees Union (NSGEU) - over 60 events
- Newfoundland and Labrador Assoc. of Public and Private Employees (NAPE)
- Nova Scotia Nurses Union (NSNU)
- Nova Scotia Paramedics (IUOE)
- Nurses Association of NB (NANB)
- Professional Association of Foreign Service Officers (PAFSO)
- Public School Administrators Association of Nova Scotia (PSAANS)
- Public Service Alliance of Canada (PSAC) - over 50 events
- Public Service Labour Relations Board (PSLRB)
- Teamsters (numerous locals)
- Telecommunications Employees Association of Manitoba (TEAM)
- Union of BC Performers (UBCP)
- United Steelworkers (USW) (numerous locals)
- Canadian Political Leadership Elections - over 20 events
- Municipalities of Newfoundland & Labrador (MNL)

### **Intelivote Modules**

A series of modules are included in the Intelivote system that ensure all the key stakeholders in the eVoting process are provided with the information they require to perform their tasks in support of the event. These include:

- Auditor Module – provides support for an independent third party to formally audit the voting and availability of the system during the eVoting period.
- Ballot Review module – provides the opportunity for event officials to review the spelling and audio quality of information appearing on the eVoting ballots prior to the voting event starting.
- Chief Electoral Officer (CEO) module – provides an interactive monitoring and reporting capability to review the activity of the electors as the eVoting period progresses.
- Voter Help module – provides assistance to electors who contact the Help Line by allowing agents to review and query the status of a elector’s activity. It is important to note that the agent can never see how a elector has cast their ballot.
- Voter Help Supervisor module – provides supervisory administration and management of the Voter Help Line agents and their activities.
- Enumerator module – provides the event officials the opportunity to add eligible electors to the Electors List during a defined enumeration period.
- Deputy Returning Office (DRO) module – provides the DRO the capability to manage the electors appearing at a manual polling location by providing a capability to lookup electors, review their status within the eVoting system and strike them off the official list when a paper ballot is issued.
- Candidate module – offers candidates the opportunity to review and track elector “attendance” whether they are using electronic voting or manual voting and assists them in “getting the vote out”.
- Voter module – facilitates electors casting their ballots using either a telephone or an Internet enabled device.

The opportunity to provide your electors with the option of electronic voting is an important step in the evolution of democracy and will give electors the convenience of “Choice” in the method of casting their ballot in your eVoting event. Intelivote Systems has the experience and has laid the groundwork to ensure that when this step is taken it will be placed on a firm foundation.

## Electronic Voting – Services Quote

This quote is based upon our current understanding of your requirement to conduct a voting event. We have made the following assumptions, please do not hesitate to correct any of these assumptions:

1. The estimated number of eligible electors is 1400
2. Voting will be enabled by implementation of the eVoting solution, allowing voting over desired period, 24 hours a day.
3. The Municipality will handle the Help Line duties and Intelivote will train your staff to perform the service at no additional cost.
4. Creation and delivery of the Personal Identification Numbers and Voter Instruction Letters required for electors to vote, and delivered to eligible electors by Canada Post with incentive mail postage.
5. Internet and telephone voting is available in English and French (if required).
6. All training for election personnel required to assist with the event.
7. Deposit invoice for 30% of the evoting fee due upon execution of contract.

### Services Pricing

Pricing ± to be adjusted based on Eligible Electors once the Final List of Electors is produced. **Applicable taxes are additional.**

Intelivote eVoting Minimum Fee	Estimated # Eligible Members	Voter Instructions / member
\$3,000	1,400	\$1.40
<b>eVoting Costs Summary</b>		
Intelivote eVoting Solution	Electronic voting using the Internet and telephone, provided to the list of eligible electors.	\$3,000
Voter Instruction Letter	Cost of creation, production, postage and distribution of Voter information letters, via Canada Post.	\$1,960
	Total	\$4,960

### Base Services

#	Base Fee Services Included	Description	Not Included
1	Multiple voting channels	Provides the elector with a choice of voting channel: internet, wireless device, and mobile or land line telephone. Includes the activities associated with the telecommunications setup for electronic voting; appropriate bandwidth; phone ports; website registration etc.	Elector equipment / hardware; equipment and internet connections for the Polling Stations (if required). Any physical ballot or ballot boxes at a polling station to support paper voting.
2	Voting event system setup	The eVoting system is fully configurable, facilitating a wide array of voting configuration options. All activity associated with configuring the event is included in the base service. This includes such activities as: candidate or question assignment; race and candidate name recordings; elector list management; secure ID and password management; configuring and loading races/questions (i.e. type of race, sequence and presentation display).	
3	PIN management	Intelivote Systems will generate the PINs using the eligible elector population to determine the required PIN length and to determine the number of additional PINs required as spares. A unique PIN will be created for each eligible elector based on the file provided by the election official. In addition to the PIN, an eligible elector category is created and finally a file is produced suitable for production of voter instruction letters.	
4	Customization of voter instructions	Customization of the templated Voter Instruction Letter providing specific instructions on how to successfully navigate the electronic voting process.	
5	Customized welcome webpage	Generation of a customized webpage working with the client ensuring all legislative issues and associated by-laws relating to voter notification are adequately addressed.	

#	Base Fee Services Included	Description	Not Included
6	Full enumeration capability	Provides the ability to add electors to the official electors list, assign the necessary categorization based on Ward or District for example, and issue a PIN for voting purposes.	Equipment or hardware used by the returning officer or clerk. A standard PC with internet access is required.
7	Support module for Voter's Help Line	The Voter Help Line workers will be assigned secure login access to the Voter Help Line module. It provides a full set of features designed for agents to provide support to electors who may have questions regarding the event or issues relating to the elector profile, PINs, or access to the system, etc.	The Voter Help Line Centre and the agents who staff it. Telecommunications costs for the Voter Help Line. Equipment or hardware used by the staff. Standard PCs with internet access are required.
8	Event Official(s) management tools	The Event Officials will have a secure login which will allow for an up-to-the-minute view of critical eVoting data, required for the administration of the eVoting event.	Equipment or hardware used by the Event Official, standard PC with internet access is required.
9	Auditor control & management tools	The Auditor will have a secure login capability to audit the various processes as determined by the eVoting event authorities. They will have the capability to observe the voting event as it progresses, monitoring voting activity to the candidate level in a secure mode available only to them.	Equipment or hardware used by the Auditor. A standard PC with internet access is required.
10	Candidate 'Supporter Tracking' capability	Prior to and during the eVoting event, candidates will have the ability to identify their lists of supporters using a secure login in the Candidate module. During the voting period the candidate or approved designate can track the participation of their supporters online.	Equipment or hardware used by the Candidate. A standard PC with internet access is required.
11	Reporting	A series of reports are available both during and after the voting event. These include audit reports, participation rate reports and Final vote results at the conclusion of the voting period, etc.	Equipment or hardware used by the Candidate. A standard PC with internet access is required.
12	Training	Training available on the features and use of the Auditor, CEO, DRO, Candidate, Enumeration, and Voter Help Line modules. Training is normally provided via web portal.	

#	Base Fee Services Included	Description	Not Included
13	Account Management	An experienced eVoting consultant, who assists with all aspects of the event and who is the single point-of-contact for the client.	

\* Voided Journal Entry

Account: 01-210-219-2050 Elections, Meetings, Etc.

Ranges: From: To:  
 Date First Last  
 Source Document First Last  
 Currency ID First Last

Sorted By: Transaction Date Account Balance: \$ 10,688.17

Trx Date	Jrnl No.	Source Doc	Audit Code	Reference	Currency ID	Debit	Credit
5/20/2016	39,503	PMTRX	GLTRX00001677	MILEAGE - BRIDGEWATER		\$ 69.07	
5/31/2016	39,621	PMTRX	GLTRX00001695	SWIM POOL/EVOTING BYLAWS		\$ 128.14	
6/22/2016	39,873	PMTRX	GLTRX00001712	MILEAGE - BERWICK		\$ 23.79	
7/6/2016	39,970	PMTRX	GLTRX00001731	SCYTL001		\$ 782.14	
7/6/2016	40,026	PMTRX	GLTRX00001734	SWIM POOL/EVOTING BYLAWS		\$ 128.14	
7/13/2016	40,093	PMTRX	GLTRX00001741	BUS. CARDS-PEARSON/TOOLE		\$ 61.53	
7/13/2016	40,160	PMTRX	GLTRX00001741	MILEAGE KENTVILLE-EVOTING		\$ 39.14	
8/4/2016	40,406	PMTRX	GLTRX00001766	MILEAGE - KENTVILLE		\$ 39.14	
8/4/2016	40,407	PMTRX	GLTRX00001766	BYLAW ADS - POOL/EVOTING		\$ 137.06	
8/10/2016	40,515	PMTRX	GLTRX00001774	REVISION TO ELECTORS LIST		\$ 240.77	
8/22/2016	40,583	PMTRX	GLTRX00001784	510752871		\$ 85.31	
8/22/2016	40,648	PMTRX	GLTRX00001784	EVOTE MAILING SERVICES		\$ 1,621.70	
8/22/2016	40,651	PMTRX	GLTRX00001784	REVISION TO ELECTORS		\$ 240.77	
8/31/2016	40,750	PMTRX	GLTRX00001792	NOMINATIONS		\$ 330.38	
9/7/2016	40,820	PMTRX	GLTRX00001802	VISA PURCHASES		\$ 10.89	
9/7/2016	40,826	PMTRX	GLTRX00001802	NOMINATIONS/COMMITTEES		\$ 330.38	
9/13/2016	40,908	PMTRX	GLTRX00001805	AUGUST OFFICE SUPPLIES		\$ 5.20	
9/21/2016	40,975	PMTRX	GLTRX00001815	510752871		\$ 48.41	
9/21/2016	40,997	PMTRX	GLTRX00001815	CANDIDATE TRAINING		\$ 42.86	
10/5/2016	41,098	PMTRX	GLTRX00001829	PETTY CASH - D-LINK/ELECTION		\$ 31.09	
10/5/2016	41,112	PMTRX	GLTRX00001829	MILEAGE - ELECTION TRAINING		\$ 38.37	
10/5/2016	41,114	PMTRX	GLTRX00001829	NOTICE OF POLL/SCHOOL BOARD		\$ 330.38	
10/19/2016	41,213	PMTRX	GLTRX00001844	ASST.RET.OFFICER-MUN.ELECTION		\$ 350.00	
10/19/2016	41,215	PMTRX	GLTRX00001844	510752871		\$ 50.93	
10/19/2016	41,229	PMTRX	GLTRX00001844	POLL CLERK - MUN. ELECTION		\$ 100.00	
10/19/2016	41,267	PMTRX	GLTRX00001844	DRO - MUN. ELECTION		\$ 200.00	
10/19/2016	41,275	PMTRX	GLTRX00001844	E-VOTE SERVICES		\$ 1,722.07	
10/19/2016	41,280	PMTRX	GLTRX00001844	MEALS ELECTION STAFF		\$ 63.77	
10/19/2016	41,280	PMTRX	GLTRX00001844	MEALS ELECTION STAFF		\$ 4.67	
10/19/2016	41,281	PMTRX	GLTRX00001844	RETURNING OFFICER		\$ 3,500.00	
10/19/2016	41,283	PMTRX	GLTRX00001844	ELECTION ADS		\$ 509.67	
11/15/2016	41,575	PMTRX	GLTRX00001892	510752871		\$ 13.54	
11/15/2016	41,597	PMTRX	GLTRX00001892	ELECTION AUDITING		\$ 458.86	
11/24/2016	41,852	CRREC	GLTRX00001909	CASH RECEIPTS, NOVEMBER 24, 2			\$ 1,050.00
Totals:						\$ 11,738.17	\$ 1,050.00

Total Transactions: 34

\* Voided Journal Entry

Account: 01-210-219-2050 Elections,Meetings, Etc.

Ranges: From: To:  
 Date First Last  
 Source Document First Last  
 Currency ID First Last

Sorted By: Transaction Date Account Balance: \$ 9,733.31

Trx Date	Jrnl No.	Source Doc	Audit Code	Reference	Currency ID	Debit	Credit
4/11/2018	47,686	PMTRX	GLTRX00002451	COFFEE SUPPLIES COW MTG		\$ 4.65	
10/24/2018	50,266	GJ	GLTRX00002682	J88-3 CODING INV. PETTY CASH			\$ 4.65
2/20/2019	51,678	PMTRX	GLTRX00002800	ADS-ELECTION/TENDER LAND		\$ 164.75	
2/22/2019	51,705	PMTRX	GLTRX00002802	529084696		\$ 5.39	
3/6/2019	51,798	PMTRX	GLTRX00002813	REVISION TO PRELIMINARY ELECT		\$ 164.75	
3/20/2019	52,008	PMTRX	GLTRX00002829	AD - NOTICE OF POLL		\$ 164.75	
3/22/2019	52,050	PMTRX	GLTRX00002831	529084696		\$ 8.70	
3/31/2019	52,076	PMTRX	GLTRX00002840	ASST. RETURNING OFFICER		\$ 300.00	
3/31/2019	52,110	PMTRX	GLTRX00002846	MARCH IT/ELCTN ADTR/D-LINK		\$ 563.13	
3/31/2019	52,115	PMTRX	GLTRX00002846	E-VOTING		\$ 4,834.96	
3/31/2019	52,142	PMTRX	GLTRX00002846	RETURNING OFFICER/MEALS		\$ 23.88	
3/31/2019	52,142	PMTRX	GLTRX00002846	RETURNING OFFICER/MEALS		\$ 3.00	
3/31/2019	52,142	PMTRX	GLTRX00002846	RETURNING OFFICER/MEALS		\$ 3,500.00	
Totals:						\$ 9,737.96	\$ 4.65

Total Transactions: 13

\* Voided Journal Entry

Account: 01-210-219-2050 Elections, Meetings, Etc.

Ranges: From: To:  
 Date First Last  
 Source Document First Last  
 Currency ID First Last

Sorted By: Transaction Date Account Balance: \$ 9,818.47

Trx Date	Jrnl No.	Source Doc	Audit Code	Reference	Currency ID	Debit	Credit
4/24/2019	52,447	PMTRX	GLTRX00002881	529084696		\$ 2.46	
1/7/2020	55,601	PMTRX	GLTRX00003172	AD - SPECIAL ELECTION		\$ 142.87	
1/7/2020	55,602	PMTRX	GLTRX00003172	ADS - SP. ELCTN/REPEAL BYLAW		\$ 142.87	
1/15/2020	55,771	PMTRX	GLTRX00003183	VISA-SHERWEB/AMZN/ADOBE		\$ 11.52	
1/22/2020	55,854	PMTRX	GLTRX00003194	529084696		\$ 14.04	
1/22/2020	55,871	PMTRX	GLTRX00003194	AD - NOTICE OF POLL		\$ 142.87	
1/29/2020	55,909	PMTRX	GLTRX00003197	AD - NOTICE OF POLL		\$ 142.87	
2/5/2020	55,952	PMTRX	GLTRX00003205	JANUARY SERVICES		\$ 521.43	
2/5/2020	55,968	PMTRX	GLTRX00003205	ASST. RETURNING OFFICER		\$ 300.00	
2/5/2020	55,981	PMTRX	GLTRX00003205	EVOTING		\$ 4,855.82	
2/12/2020	56,065	PMTRX	GLTRX00003209	JANUARY VISA CHARGES		\$ 6.52	
2/12/2020	56,072	PMTRX	GLTRX00003209	RETURNING OFFICER		\$ 3,502.50	
2/12/2020	56,072	PMTRX	GLTRX00003209	RETURNING OFFICER		\$ 17.21	
2/25/2020	56,155	PMTRX	GLTRX00003220	529084696		\$ 2.45	
3/10/2020	56,359	PMTRX	GLTRX00003230	VISA-SHRWB/AMZN/MUNWRDL		\$ 6.52	
3/31/2020	56,746	PMTRX	GLTRX00003287	INDEED/SHERWEB/ADOBE/AVG		\$ 6.52	
Totals:						\$ 9,818.47	\$ 0.00
Total Transactions:		16					

\* Voided Journal Entry

Account: 01-210-219-2050 Elections,Meetings, Etc.

Ranges: From: To:  
 Date First Last  
 Source Document First Last  
 Currency ID First Last

Sorted By: Transaction Date Account Balance: \$ 6.52

Trx Date	Jrnl No.	Source Doc	Audit Code	Reference	Currency ID	Debit	Credit
4/21/2021	60,350	PMTRX	GLTRX00003629	529084696		\$ 5.75	
5/12/2021	60,537	PMTRX	GLTRX00003659	ZOOM/SHERWEB/ADOBE/INT.		\$ 6.52	
5/19/2021	60,670	PMTRX	GLTRX00003670	529084696 CELLPHONES/IPADS		\$ 5.21	
6/16/2021	60,855	PMTRX	GLTRX00003691	529084696		\$ 5.21	
6/16/2021	60,861	PMTRX	GLTRX00003691	AMZN/DELL/SHRWB/ADOBE/ZOOM		\$ 6.52	
7/14/2021	61,141	GJ	GLTRX00003721	J07-09 VISA PMT J. BOYD		\$ 6.52	
7/21/2021	61,202	PMTRX	GLTRX00003729	529084696		\$ 5.21	
7/23/2021	61,264	GJ	GLTRX00003735	J07-20 ONLINE VISA PMT J. BOY		\$ 6.52	
8/18/2021	61,473	PMTRX	GLTRX00003753	529084696		\$ 5.21	
9/1/2021	61,622	GJ	GLTRX00003789	J09-03 ONLINE VISA PMT J. BOY		\$ 6.52	
9/23/2021	61,788	PMTRX	GLTRX00003787	529084696		\$ 5.21	
9/28/2021	61,849	GJ	GLTRX00003790	J09-20 ONLINE VISA PMT J. BOY		\$ 6.52	
10/20/2021	62,120	GJ	GLTRX00003820	J10-12 - ELECTION CELLPHONE E			\$ 70.92
11/8/2021	62,279	GJ	GLTRX00003844	J11-14 VISA PMT J. BOYD		\$ 6.52	
12/10/2021	62,647	GJ	GLTRX00003880	J12-08-VISA PMT J. BOYD		\$ 6.52	
1/12/2022	62,855	GJ	GLTRX00003905	J01-08 ONLINE VISA PMT J.BOYD		\$ 6.52	
2/10/2022	63,249	GJ	GLTRX00003947	J02--09 VISA PMT. J. BOYD		\$ 6.52	
2/15/2022	63,250	GJ	GLTRX00003949	J02-10 TRANS. SHERWEB EXP.			\$ 26.08
3/9/2022	63,433	GJ	GLTRX00003971	J03-09 VISA PMT. J. BOYD		\$ 6.52	
Totals:						\$ 103.52	\$ 97.00

Total Transactions: 19

\* Voided Journal Entry

Account: 01-210-219-2050 Elections,Meetings, Etc.

Ranges: From: To:  
 Date First Last  
 Source Document First Last  
 Currency ID First Last

Sorted By: Transaction Date Account Balance: \$ 7,183.79

Trx Date	Jrnl No.	Source Doc	Audit Code	Reference	Currency ID	Debit	Credit
6/28/2022	64,558	PMTRX	GLTRX00004111	APPLE IPHONE ELECTION		\$ 489.55	
7/14/2022	64,705	PMTRX	GLTRX00004122	AD - SPECIAL ELECTION		\$ 286.79	
7/14/2022	64,780	GJ	GLTRX00004136	J07-09 ONLINE PMT BELL MOBILI		\$ 7.30	
7/26/2022	64,837	PMTRX	GLTRX00004138	AD - ELECTION NOMINATIONS		\$ 286.79	
8/10/2022	64,977	GJ	GLTRX00004152	J08-10 PMT BELL MOBILITY		\$ 12.80	
8/24/2022	65,060	PMTRX	GLTRX00004158	RETURNING OFFICER SP. ELEC.		\$ 32.17	
8/24/2022	65,060	PMTRX	GLTRX00004158	RETURNING OFFICER SP. ELEC.		\$ 5.32	
8/24/2022	65,060	PMTRX	GLTRX00004158	RETURNING OFFICER SP. ELEC.		\$ 3,500.00	
8/24/2022	65,098	PMTRX	GLTRX00004158	ASST. RET.OFFICER - SP.ELECTI		\$ 300.00	
8/24/2022	65,106	PMTRX	GLTRX00004158	AD - NOTICE OF POLL		\$ 286.79	
9/8/2022	65,206	PMTRX	GLTRX00004178	ELECTRONIC VOTING SERVICES		\$ 5,055.05	
3/31/2023	68,144	GJ	GLTRX00004482	J03-124 30% ADMIN EXP TO WATE			\$ 3,078.77
Totals:						\$ 10,262.56	\$ 3,078.77

Total Transactions: 12

ToM - Capital Budget  
For the Fiscal Year

2023/24

S/N	Project Name	Unit	Asset	Brief Description	Cost	Grant	Drawdown Reserves	Borrow/ (repay) Reserves	Long-term Debt	Other	Project #	Cost to date	Status
1	ROTARY PARK PAVILION ROOF	Town	Buildings	Replace leaking roof with partial funding by Rotary Club	50,000	-	-	30,000	-	20,000	22-03	-	Deferred to 2024/25 due to contractor unavailability
2	COMMUNITY CENTRE & FIRE HALL	Town	Buildings	New firehall & community Centre	6,251,551	1,137,980	1,479,348	(394,224)	3,763,390	265,057	22-06-A	-	Awaiting funding
3	COMPUTER PURCHASE ORDER AND WORK ORDER SYSTEM	Town	Computer technology	Cost share with Town of Annapolis Royal	8,000.00	-	4,000	-	-	4,000	23-01	3,776	Completed
4	PLATE COMPACTOR	Town	Heavy equipment	Safer and more efficient compactor - save on equipment rental	12,000.00	-	12,000	-	-	-	23-07	11,471	Completed
5	ELECTRIC JACK HAMMER/HAMMER DRILL	Town	Heavy equipment	End of life replacement	3,500.00	-	3,500	-	-	-	23-08	1,417	Completed
6	BACKHOE	Town	Heavy equipment	End of life replacement	250,000.00	-	-	-	250,000	-	23-10	-	Awaiting delivery by Jan. 2024
7	CHAIN LINK FENCE AROUND PW YARD	Town	Land improvements	Reduce opportunity for theft & vandalism (3 incidents this year)	50,000.00	-	-	50,000	-	-	23-02	-	Completed. Awaiting Invoice
8	FACILITIES ACCESSIBILITY PLAN IMPLEMENTATION	Town	Other equipment	Accessibility Committee annual implementation recommendation - must complete by 2030	10,000	-	10,000	-	-	-	22-02	-	AAC recommended purchase of benches and picnic tables
9	HIGHWAY SIGNS	Town	Other equipment	DTIR requires 2 replacements by August	24,000	-	-	24,000	-	-	22-13	-	Deferred to 2024/25 due to contractor unavailability
10	LIFT STATION PUMP REPLACEMENT	Town	Sewer lift stations	Begin replacing 1 pump per year. 6 of 10 pumps are well past end-of-life - replacement lead time up to 1 year	10,000	-	10,000	-	-	-	23-05	8,265	1 purchased. 1 deferred to next year (both will be installed next year).
11	SIDEWALK REPLACEMENTS	Town	Sidewalks	Annual budget to replace small segments of sidewalk	25,000	-	-	25,000	-	-	22-14	22,844	Completed
<b>TOTAL TOWN</b>					<b>6,694,051</b>	<b>1,137,980</b>	<b>1,518,848</b>	<b>(265,224)</b>	<b>4,013,390</b>	<b>289,057</b>		<b>47,773</b>	
S/N	Project Name	Unit	Asset	Brief Description	Cost	Grant	Drawdown Reserves	Borrow/ (repay) Reserves	Long-term Debt	Other	Project #	Cost to date	Status
1	FIRE HYDRANT REPLACEMENTS	Water	Water hydrants	Annual budget to replace 5 per year	30,000	-	30,000	-	-	-	22-10	3,437	1 Replaced, Insurance to replace another 1 by end of the year
2	WATER METER REPLACEMENTS	Water	Water meters	Replace 50 broken meters with RF technology + reader & software	49,000	-	49,000	-	-	-	22-11	8,948	RFD to purchase 66Metres and the remainder of project deferred to 2024/25
3	WATER RESERVOIR - assuming ICIP grant for portion of cost	Water	Water reservoir	Replace broken reservoir	6,284,274	4,606,400	-	(46,713)	1,724,587	-	22-12-A	62,308	New Project amount updated. Awaiting funding from DMAF or MCGP. Grant application completed
4	SITE WORK & PAVING AROUND 2 WATER VALVES	Water	Water services	Prevent breakage from vehicles driving over top	15,000.00	-	15,000.00	-	-	-	23-06	795	Completed. Awaiting final cost allocation and invoice
<b>TOTAL WATER</b>					<b>6,378,274</b>	<b>4,606,400</b>	<b>94,000</b>	<b>(46,713)</b>	<b>1,724,587</b>	<b>-</b>		<b>75,488</b>	
<b>Supplemental Capital Budget as approved by the Council</b>				<b>2023/24</b>									
S/N	Project Name	Unit	Asset	Brief Description	Cost	Grant	Drawdown Reserves	Borrow/ (repay) Reserves	Long-term Debt	Other	Project #	Cost to date	Status
1	WELL #2 SERVICE AND UPGRADE	Water	Other equipment	Replacement of outdated Well Pump	20,018	-	20,018	-	-	-	23-11	21,063	Completed
2	MARSHALL STREET WASTEWATER PIPE AND MANHOLE REPLACEMENT	Town	Other equipment	Aging Infrastructure and integrity failure	126,000	-	126,000	-	-	-	23-12	-	Deferred to 2024/25 due to contractor unavailability and cost overrun
3	MOULD CLEANING/CEILING TILE REPLACEMENT FOR TOWN HALL	Town	Building	Repairs & Upgrade of Facilities	15,651	-	44,160	-	-	-	23-12A	15,651	Completed
<b>TOTAL</b>					<b>161,669</b>	<b>-</b>	<b>190,178</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>36,714</b>	
<b>Grand Total</b>					<b>13,233,995</b>	<b>5,744,380</b>	<b>1,803,026</b>	<b>(311,937)</b>	<b>5,737,977</b>	<b>289,057</b>	<b>-</b>	<b>159,975</b>	

## Middleton Fire Department 2023 Highlights

In 2023 we Answered 111 Calls

48 incidents in the Town of Middleton

41 in the County of Annapolis

22 Mutual aid calls to other departments ranging from Barrington to Canning

In Total for 2023 we spent 1472 Hours on those calls

1184 Hours where spent on in house Training

524 Hours where spend on a wide range of Certificate courses from Firefighter level 1, Medical First response and specialize training courses

A total of 403 hours were spent attending County and Town meetings along with Fundraising

Vehicle Fire	6
Structure Fire	3
Chimney Fire	1
Power pole/ Tree limbs	1
Wildland Fire	3
Mutual Aid	22
Smoke Condition	2
Alarm sounding Commercial	14
Alarm Sounding Residential	8
Un-Authorized Burning	2
Vehicle Accident	16
Water Rescue	2
Other Rescue	1
Medical Call	12
Assistance to other Agencies	2
Other Public Service	1
Call Canceled on route	13
Silent Alarm	4
Call Canceled on route	4

# Management Report

January 15, 2024



To keep the report short, but informative, only strategic priorities and capital projects that have an update will be mentioned in this report. A complete update on the strategic priorities and capital projects will be delivered quarterly in the future.

## COUNCIL'S STRATEGIC INITIATIVES

#	STRATEGIC INITIATIVE	UPDATE
1	<b>Community Centre &amp; Fire Hall</b> To build a new accessible and inclusive Community Centre & Fire Hall	<ul style="list-style-type: none"><li>• Staff have explored three different grant programs to help fund the new Community Centre Fill Hall</li><li>• The CCFHC instructed staff to explore a phased approach with JOST and the low bidder.</li><li>• Received phased approach. Exploring funding options.</li></ul>
2	<b>New Reservoir</b> To build a new reservoir to serve the customers of the Middleton Water Utility	<ul style="list-style-type: none"><li>• A grant application for DMAF for the new reservoir was submitted July 19<sup>th</sup>. Expecting to hear in the January/24 timeframe</li><li>• Land swap for reservoir is now complete</li><li>• A grant application for the MCGP program for the new reservoir was submitted on December 13<sup>th</sup>.</li></ul>
3	<b>Economic Development Initiatives</b> To concentrate on economic development initiatives that support business park growth, brand awareness and small business	<ul style="list-style-type: none"><li>• <b>COMPLETE</b> – the final plan document on the Business Park Expansion Study was received and presented to Council on Nov 21<sup>st</sup></li><li>• There is one vacant lot left in the business park. Staff are working with a realtor to get this listed.</li></ul>
4	<b>Public Safety</b> To address public safety concerns in the downtown and public spaces	<ul style="list-style-type: none"><li>• Concerns that are brought forward by Mayor and Council during COTW and Council meetings continue to be communicated to public works for investigation. Many of these concerns relate to safety of sidewalks, crosswalks, and roads.</li></ul>
5	<b>Infrastructure Maintenance</b> To develop an asset management plan focused on improving the maintenance of town infrastructure	<ul style="list-style-type: none"><li>• Final Asset Management Report was received from AIM</li><li>• Staff training on Asset Management software and tool will take place in the coming weeks</li><li>• The data sets from AIM are being input into the Local Information Utility (LIU)</li><li>• Asset Management Plan to be reviewed and updated</li><li>• Staff will work on a maintenance plan thereafter</li></ul>

# Management Report

January 15, 2024



## OPERATIONAL PRIORITIES

#	STRATEGIC INITIATIVE	UPDATE
1	<b>Boundary Review</b> Prepare RFP and Award RFP	<ul style="list-style-type: none"><li>• <b>COMPLETE:</b> the UARB have approved Council's request to maintain the Council size at 7, with 6 Councillors and 1 Mayor, all elected at large</li></ul>
2	<b>Secondary Plan</b> Finalize scope of work and award work to third party	<ul style="list-style-type: none"><li>• Land swap has been executed with the developer</li><li>• Developer submitted a request to amend the MPS/LUB via a Secondary Planning Strategy</li><li>• Staff have applied to the Housing Accelerator Fund</li><li>• Secondary Planning Strategy proposal was awarded to Fathom Studio</li><li>• A kick-off meeting was conducted on January 9<sup>th</sup> with planned public workshops being scheduled for Feb. 1<sup>st</sup></li></ul>
3	<b>Main Street/Taylor Drive Crosswalk</b> Move crosswalk	<ul style="list-style-type: none"><li>• <b>COMPLETE:</b> The Crosswalk Light has been installed, and the overhead light is now working.</li></ul>
4	<b>Second Lake</b> Agree on key points for partnership agreement with AEA Club	<ul style="list-style-type: none"><li>• No further update - staff have met with the AEA Club to further build the draft of the new lease agreement</li></ul>

# Management Report

January 15, 2024



## OPERATIONAL UPDATES

### ADMINISTRATION

Completed	In Progress	Issues
<b>Staffing:</b>	<b>Staffing:</b> <ul style="list-style-type: none"><li>Working on formalizing employment contracts for some staff</li><li>Management and the union are preparing for contract negotiations</li><li>Planning for staff Teambuilding Event in Q1</li></ul>	<b>Staffing:</b>
<b>Project Work:</b> <ul style="list-style-type: none"><li>PIDs 05083167 and 05302161 at 26 Freeman Street in the business park have been sold to D.J.'s Well Drilling Limited for \$60,000</li><li>Town Hall ductwork and air handling unit has been cleaned and upstairs ceiling tiles have been replaced</li></ul>	<b>Project Work:</b> <ul style="list-style-type: none"><li>Working with Bruce Auto and Town Planner on potential changes required to the DA</li><li>JOH&amp;S Committee reviewing two new policies: Sexual Harassment and Gender Diversity Workplace Inclusion</li><li>Management Team is receiving training on the Asset Management Software Jan 16<sup>th</sup></li></ul>	<b>Project Work:</b> <ul style="list-style-type: none"><li>Need to start Strategic Plan for presentation in March 2024</li><li>Three leaks at Town Hall appeared after ceiling tiles were replaced. DPW working with a contractor to patch the issue, and fix permanently in the Spring</li></ul>
<b>Other Items:</b> <ul style="list-style-type: none"><li>Agreement with Annapolis County for RCMP Office has been signed</li></ul>	<b>Other Items:</b> <ul style="list-style-type: none"><li>High Risk Action Plan items</li><li>Management team reviewing priorities, policies, by-laws</li><li>Ordering new flags for Council Chambers</li><li>Meeting with Housing Group on Jan 16<sup>th</sup> to discuss potential collaboration</li></ul>	<b>Other Items:</b> <ul style="list-style-type: none"><li>Affordability Study of keeping certain assets and services will be completed after:<ul style="list-style-type: none"><li>Asset Management Plan is updated</li><li>Standard maintenance schedules for all assets are created</li><li>Agreements and legislation have been reviewed</li></ul></li></ul>

# Management Report

January 15, 2024



## FINANCE

Completed	In Progress	Issues
<ul style="list-style-type: none"> <li>Monthly financial reports for December 2023 sent to Departmental Managers</li> </ul>	<ul style="list-style-type: none"> <li>HST remittance for April to September</li> </ul>	<ul style="list-style-type: none"> <li>Update financial policies to reflect actions of High-Risk Action Plan</li> </ul>
<ul style="list-style-type: none"> <li>Bank accounts and capital accounts reconciled as of December 2023</li> <li>Quarterly Expense report (Q3) for staff and Council published on the website</li> <li>Received 2 Federal grants for in Taxes In-lieu (Post office \$20,676 &amp; Armoury \$9,584)</li> <li>Orientation and in-house training completed</li> <li>Budget timeline communicated to Council</li> <li>Budget template sent out to management and staff with budget responsibility</li> <li>2022 Statistics Canada Core Infrastructure Survey completed</li> <li>2024/25 Insurance application completed</li> </ul>	<ul style="list-style-type: none"> <li>Review bank accounts to determine which ones to keep and which ones to close pending till financial close</li> <li>Variation in Audit fees requested by BDO</li> <li>AP &amp; AR Reconciliations on going</li> <li>Finalizing 2023/24 Audit Engagement Letter</li> <li>Budget inputs pending from department heads</li> <li>2023/24 Forecast</li> </ul>	<ul style="list-style-type: none"> <li>Creation of consolidated balance sheet, income statement and FCI calculations to use as part of strategic decision-making process</li> </ul>

# Management Report

January 15, 2024



## RECREATION & COMMUNITY DEVELOPMENT

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>• Recreation application completed for 2024 Canada Summer Jobs</li><li>• Continued Roll out of programs coming out of Active Community Fund, including Learn 2 Run, a new biking component, and NSCC walking program (new session in January)</li><li>• Continued Roll out of After School programs at both schools</li><li>• Successful MABA/Town Santa Parade held</li><li>• Successful house Christmas decorating contest held</li></ul>	<ul style="list-style-type: none"><li>• Master transportation plan</li><li>• Preparing wetland for official launch. Signposts in, signage is next.</li><li>• Participation in review and update of old policies and bylaws</li><li>• The proposed updates for the Accessibility Standards for the Built Environment have been released and are being reviewed now</li><li>• Free skating underway</li><li>• Met with Peter Gillis, Brad Redden and Harry MacKenzie and the Community Health Board and Nova Scotia Health representatives to talk about our local unhoused in the area to discuss next steps in an attempt to avoid being caught having to react to issues</li></ul>	<ul style="list-style-type: none"><li>• Local unhoused population is slowly increasing</li></ul>

# Management Report

January 15, 2024



## PLANNING

Completed	In Progress	Issues
<ul style="list-style-type: none"> <li>Building and fire inspection files have been transferred to the County of Annapolis and processes are being fine tuned.</li> </ul>	<ul style="list-style-type: none"> <li>Voysey Development Agreement (DA) - application to convert a building from four residential units to five residential units</li> <li>Planner working on draft (DA)</li> <li>Applicant working on consolidation of lots</li> </ul>	
<ul style="list-style-type: none"> <li>Housekeeping 1 amendments were approved by the Province and manuals and website have been updated.</li> </ul>	<ul style="list-style-type: none"> <li>Griff DA - application for grouped dwellings on School Street was approved by Council on July 17 and no appeals were lodged</li> <li>Director of Public Works is working on agreement for the street upgrades</li> <li>DA has been reviewed by solicitor and has been sent to applicant for signature.</li> </ul>	
<ul style="list-style-type: none"> <li>MPS and LUB changes to the Railway Museum property were approved by the Province. Ad was placed in the paper and amendments are effective Dec. 7, 2023.</li> </ul>	<ul style="list-style-type: none"> <li>IF Holdings DA – application for a development on Commercial Street which will add one commercial unit and 6 residential units to an existing building was approved by Council on July 17 and no appeals were lodged.</li> <li>Planner has completed draft DA.</li> <li>Applicant, as per conditions of approval, will submit revised plans.</li> </ul>	
	<ul style="list-style-type: none"> <li>Bruce Auto Group DA: approved by Council on September 5 and no appeals were submitted.</li> <li>DA has been sent for signature.</li> </ul>	
	<ul style="list-style-type: none"> <li>MPS-LUB Housekeeping 2:</li> <li>Province has approved the amendments.</li> <li>A “Notice of Approval” ad will be placed in the January 17<sup>th</sup> edition of the paper and the amendments will be considered effective on the date of publication.</li> </ul>	
	<ul style="list-style-type: none"> <li>Draft Subdivision Bylaw: Council have 1<sup>st</sup> Reading in December with a public hearing and 2<sup>nd</sup> reading taking place on Jan. 15<sup>th</sup></li> </ul>	
	<ul style="list-style-type: none"> <li>Development and Building Permits have been issued for:                             <ul style="list-style-type: none"> <li>a small home on Meadow Lane;</li> <li>a bulk propane facility on Main Street.</li> </ul> </li> </ul>	

# Management Report

January 15, 2024



## PUBLIC WORKS

Completed	In Progress	Issues
<p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>Quarterly Building Inspections completed</li> <li>Took down Christmas decorations/trees</li> <li>Completed quarterly water meter readings</li> </ul>	<p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>Salting and snow removal as needed</li> <li>Spreader on salter getting repaired</li> </ul>	<p><b><u>General Public Works:</u></b></p>
<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>New Backhoe has been ordered from Maritime Case (supposed to arrive end of month)</li> <li>PW truck is repaired and returned</li> </ul>	<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>Dump truck box got painted</li> <li>Repaired replaced shingles on multiple public works buildings after windstorms</li> </ul>	<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>Heat pump at PW office and the STP are not working, pricing received and will be in next year's budget</li> </ul>
<p><b><u>Roads, Streets, Sidewalks:</u></b></p>	<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>Pricing for LED crosswalk signs</li> </ul>	<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>Main St. should be considered for capital paving project</li> </ul>
<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Water line break on School Street was repaired</li> <li>Water line leak on service line at sewer treatment plant fixed and repaired</li> </ul>	<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Well #2 pump is installed: casing is cleaned and flushed, waiting on water samples to be tested before recommissioning</li> <li>Meeting with NSCC on Jan 18<sup>th</sup> to discuss Inundation Map for Reservoir Emergency Action Plan</li> </ul>	<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Water Line on School Street between Station and Church should be replaced</li> <li>Well Pump 1 is showing high iron and likely needs to be cleaned and flushed. Possibly replace pump.</li> </ul>
<p><b><u>Wastewater &amp; Equipment</u></b></p>	<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>UV lights removed and cleaned</li> <li>Kirk is writing his Level I Wastewater exam</li> </ul>	<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Need to order new UV lights in the new year</li> </ul>

# Management Report

January 15, 2024



## FIRE DEPARTMENT

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>Completed Monthly Truck Inspection</li><li>Annual AGM was completed</li></ul>	<ul style="list-style-type: none"><li>Working on the 23/24 budget</li></ul>	<ul style="list-style-type: none"><li>None to report</li></ul>

**Incident Summary**  
**From Dec 1 23 to Dec 31 23**

<b>Date/No.</b>	<b>Address/Type</b>	<b>Minutes</b>	<b>Responders</b>	<b>Injuries</b>	<b>Fatalities</b>
Dec 11 23 14:32:20 23-10256	300 Main St, MIDDLETON <b>Commercial Fire Alarm</b>	0	0		
Dec 15 23 21:07:34 23-10455	226-4 Commercial St, MIDDLETON <b>Medical</b>	37	0		
Dec 18 23 20:04:38 23-10559	303 Dodge Rd, WILMOT <b>Power Lines Down, Arcing</b>	0	0		
Dec 18 23 22:10:17 23-10602	497 Main St, MIDDLETON <b>Power Lines Down, Arcing</b>	0	0		
Dec 20 23 10:26:48 23-10690	101 Magee Dr, MIDDLETON <b>Commercial Fire Alarm</b>	4	0		
Dec 22 23 17:42:55 12-10774b	6104 Highway 201, PARADISE <b>Mutual Aid to the Scene</b>	226	0	Assistance to STRU	
Dec 25 23 11:26:24 23-10838	14208 Highway 1, WILMOT <b>Vehicle fire - Other</b>	56	0		
Dec 26 23 10:48:42 23-10865	230 Marshall St, MIDDLETON <b>Heating equipment</b>	28	0		
Dec 31 23 19:55:06 23-11023b	291 Vault Rd, MELVERN SQUARE <b>Mutual Aid to the Scene</b>	140	0	Assistance to 23-11023	
9 incidents for Middleton		8 hrs 11 mins	0		
		8 hrs 11 mins	0		

A meeting of the Planning Advisory Committee (PAC) was held in person and via ZOOM on Wednesday, November 22, 2023, starting at 2:00 p.m.

**PRESENT**

Chairing the meeting: Howard Selig; Mayor Sylvester Atkinson; Deputy Mayor Gail Smith; Citizens-at-large, Chris Bradley, Margaret Jerke and Dianne McDonald; Planner and Development Officer, Dawn Sutherland (via ZOOM); CAO Ashley Crocker; and Recording Secretary/Planning Services Coordinator, Sharon McAuley.

Regrets: Councillor John Bartlett.

**1. CALL TO ORDER**

Chair Selig called the meeting to order at 2:00 p.m.

**2. APPROVAL OF THE AGENDA**

**231122.01: It was moved and seconded to approve the agenda as circulated. Motion carried.**

**3. APPROVAL OF THE MINUTES**

**3.1. Planning Advisory Committee Meeting**

**231122.02: It was moved and seconded that the minutes of the Planning Advisory Committee meeting of October 25, 2023, be approved, as circulated. Motion carried.**

**4. ACTION/DISCUSSION ITEMS**

**4.1. Draft Subdivision Bylaw**

The draft subdivision bylaw was distributed to committee members at the October PAC meeting. Members had been asked to review the draft bylaw and bring comments/concerns to the November PAC meeting.

PAC members reviewed the document with Planner & Development Officer Sutherland providing clarification. The following changes will be made to the document:

<b>Section / Part</b>	<b>Change</b>
2.1 - Interpretation	Develop gender neutral wording.
3 – Definitions	<ul style="list-style-type: none"> <li>• Change Department of Environment to Department of Environment &amp; Climate Change.</li> <li>• Change Department of Transportation to Department of Public Works.</li> </ul>
4.1.2 – Application Requirements	Delete paragraph: “Where the Development Officer refuses to approve a final plan of subdivision, the Development Officer shall return the fees to the subdivider.”
4.2.7 – Lot Requirements	Development Officer will relook at the section and clean up the wording.

5.3.1(c) – Maintenance and Obligations	Change plane to plan.
6.1 – Parkland Dedication Requirements	Development Officer to determine what triggers the parkland regulation requirements.
7.1.1(r) – Tentative Plan Requirements	Change stands to standards.
7.1.1(r) – Tentative Plan Requirements	Add “additional” between “no” and “roads’ to read “no additional roads...”.
8.2.3 - Requirements	<ul style="list-style-type: none"> <li>• Change Department of Environment to Department of Environment &amp; Climate Change.</li> <li>• Change Department of Transportation to Department of Public Works.</li> </ul>
9.4 – Repeal of Subdivision	<ul style="list-style-type: none"> <li>• Delete “an” between “of” and “building code” to read “violation of building code...”.</li> </ul>

Development Officer Sutherland and Planning Services Coordinator McAuley will redo and reformat the bylaw for the December PAC meeting.

**5. UPDATE ON PLANNING PROJECTS**

Planning Services Coordinator McAuley provided members with an update on the status of planning projects.

**6. ANYTHING BY MEMBERS**

Members discussed heritage buildings in the Town and how they can be preserved:

- the Town does not have a municipal heritage bylaw;
- it will be Council’s decision on implementing a municipal heritage bylaw;
- there will need to be a budget for designating the buildings and, currently, the Town may not have funds available for this project;
- Member McDonald will write a letter to Council requesting that the Town explore implementing a municipal heritage bylaw and Council can then refer it to the PAC for research and recommendation;
- Planner & Development Officer Sutherland suggested that Kevin Barrett, Coordinator of the Heritage Property Program with the Province may be able to come and talk to the committee.

**7. NEXT MEETING**

The date of the next regular meeting will be December 13 at 2 p.m.

CAO Crocker informed the Committee that Council has developed new policies around the Committees of Council. The new policies will be reviewed at the December PAC meeting.

**8. ADJOURNMENT**

**231122.03: It was moved and seconded to adjourn the meeting at 3.34 p.m. Motion carried.**

**Minutes Approved by Committee Motion 231213.02, December 13, 2023.**

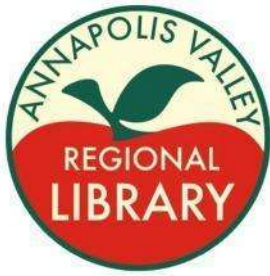
**MAYOR'S REPORT**  
**January 2024**

December 18 Council meeting

December 24 to January 6 Christmas holidays

December 20, Planning Advisory Committee

January 8, 2024 signing industrial park land sale



## Annapolis Valley Regional Library

P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0

Phone 1-866-922-0229

www.valleylibrary.ca email: administration@valleylibrary.ca

The Honourable Allan MacMaster  
Minister of Communities, Culture, Tourism and Heritage  
1741 Brunswick St., 3rd Floor  
P.O. Box 456, STN Central  
Halifax, NS B3J 2R5  
Sent via email: MIN\_CCTH@novascotia.ca

December 5, 2023

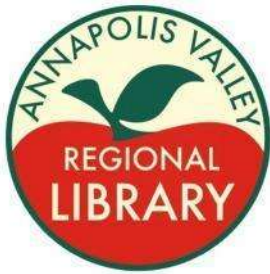
Dear Minister MacMaster,

We are writing to highlight the urgency of starting the funding review process as soon as possible and request the Ministry's support in ensuring continuation of the service that means so much to Nova Scotians.

AVRL is the busiest rural regional library system in Nova Scotia, serving 20% of the non-HRM population with 11 branches. And AVRL consistently demonstrates leadership in delivering sophisticated and modern library services. People are confident in coming back to public libraries and the feelings of community they find there, and it is our mission to continue to find ways to inspire and improve their quality of life with reliable service and informed resources. In 2022-23, circulation of materials and program attendance rebounded above 2019 levels, and we signed up a record-setting 5,252 new cardholders. 2023-24 is already even busier, with usage across all major indicators at 10+% increase over 2022-23.

Despite these successes, the limitations of previous funding formulas have created in very real negative outcomes resulting in staff reductions, including historically the lowest salaries for library workers in the Province. As of 2023, we are no longer able to recruit and retain staff to perform the core functions of the library. As a result, AVRL has already been forced to reduce programming and open hours to the public. Furthermore, the staff have recently unionized as NSUPE Local 23 and ratified their first collective agreement, during which they negotiated for modest wage increases of \$1 per hour, which brings the starting wage at AVRL to \$15.81.

For the 2020-2025 funding cycle, the Provincial contribution is \$1,919,600. Since 2011, AVRL's total funding from all sources has only increased by \$254,000 or 10.37%. As of the date of this letter, the Bank of Canada estimates that inflation from 2011-2023 has been in excess of 31%. Current funding has been declining in purchasing power for decades, and AVRL is now in a precarious financial situation, with operating costs outstripping the current financial envelope.



## Annapolis Valley Regional Library

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www.valleylibrary.ca email: administration@valleylibrary.ca

To fund operational increases, AVRL has been gapping open positions and reallocating funds, but in order to maintain current levels of service through 2023 and 2024, it will need to draw on its reserve funds. AVRL estimates that approximately 60% of the reserve will be depleted as of March 31, 2025 and we will not be able to sustain current levels of service in 2025-26. Operational expenses are so lean that mitigating the shortfall would be the equivalent of closing 5 of the 11 library branches.

In order to communicate any changes to the municipalities with enough time to implement any changes for April 1, 2025, an agreement would need to be reached and communicated to the municipalities by March 31<sup>st</sup>, 2024. This represents a very short timeline and increases the urgency of beginning the process.

The funding Municipalities in the Annapolis Region continue to believe in the value of public libraries and to make investments in their facilities, with the Town of Wolfville committing in 2023 to construct a new building in the downtown core, with a projected construction date of 2027. Indeed, all of the funding Municipalities have demonstrated how much they value their library service, replacing or renovating all 11 branches within the last 25 years.

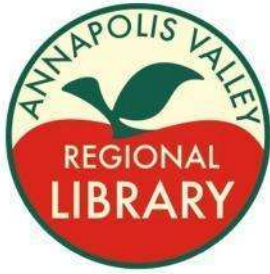
Further, Nova Scotia's public libraries continue to work cooperatively, delivering a higher level of service while being increasingly efficient with our funding; in April 2022 the Same Page initiative was launched between the 8 rural regions, increasing the size of the shared collection to over 1 million items. For reference, AVRL only owns about 130,000 physical items. This has increased the depth and breadth of the collection enormously, and AVRL patrons immediately became the heaviest users in the Province.

Libraries also continue to be places that can help to fulfill Provincial initiatives to improve quality of life in our communities. With 80 library locations across Nova Scotia, and locations open 7 days a week and staff who are trained in information literacy, libraries are an essential component in creating equitable, healthy communities. In 2023, this includes: continuing to distribute Rapid Antigen Test kits and menstrual supplies to mitigate the impacts of Period Poverty; promoting new initiatives related to health, education, tourism and culture; and allocating resources to increase education in treaty history and Mi'kmaw culture.

Public libraries are essential community hubs that bring people together and achieve enormous social and economic benefit. We respectfully ask for your help in bringing forward the value of public libraries in Nova Scotia and the case for enhanced financial investment to ensure that our communities thrive.

Yours Sincerely,

Janet Ness, Board Chair



## Annapolis Valley Regional Library

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