

**AGENDA**

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**3. PRESENTATIONS**

3.1 Middleton Pool Society – Tara Balcome and Nicole Peppard

**4. APPROVAL OF THE MINUTES**

4.1 Council Meeting Minutes – May 21, 2024

4.2 Special Council Meeting Minutes – June 3, 2024

4.3 In-camera Council Meeting Minutes – June 3, 2024

**5. 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.*

**6. NEW BUSINESS**

6.1 RFD 030-2024 Health and Wellness Policy - CAO

6.2 RFD 031-2024 Municipal Innovation Program Grant – CAO

**7. REPORTS**

7.1 Management Report – CAO

7.2 Middleton Fire Department Dispatch Report for May – CAO

7.3 Annapolis County Inter-Municipal Working Group May 30/24 DRAFT Minutes –  
Councillor Fairn

7.4 IMSA Board Special Meeting May 28/24 DRAFT Minutes – Mayor Atkinson

7.5 IMSA Board May 15/24 “Meeting Minute” – Mayor Atkinson

7.6 Valley REN LOC May 22/24 DRAFT Minutes – Councillor Bartlett

7.7 Audit Committee May 27/24 DRAFT Minutes – Deputy Mayor Smith

7.8 Mayor’s Report

**8. CORRESPONDENCE**

8.1 Letter from Minister Lohr Financial Measures Act

8.2 Department of Municipal Affairs and Housing – Municipal Report for 2021-2022

8.3 Increase to Policing Resource Level - Correspondence from Minister of Justice

**9. ANYTHING BY MEMBERS**

**MIDDLETON TOWN COUNCIL**  
**Town Hall – Council Chambers & Facebook Live**  
**Monday June 17, 2024**  
**7:00 p.m.**



10. **IN-CAMERA**  
10.1 Contractual
  
11. **ADJOURNMENT**

# Middleton

## Swimming Pool Society

Nicole Peppard – President

Shannon Young – Vice President

Tara Balcome – Treasurer

Krystal Cane – Secretar

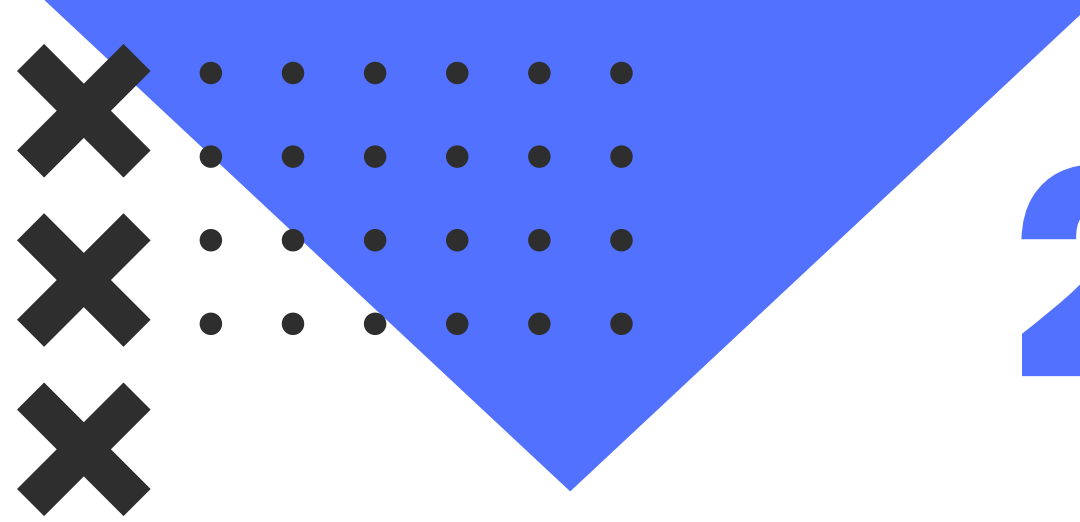
Alex Balcome – Director

Jamie Peppard – Director

Chris Baker – Director

Jennifer Balcome – Director



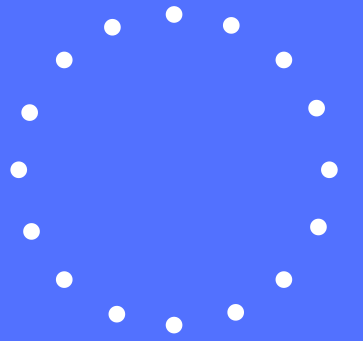


# 2023 Highlights

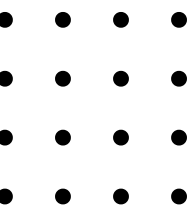
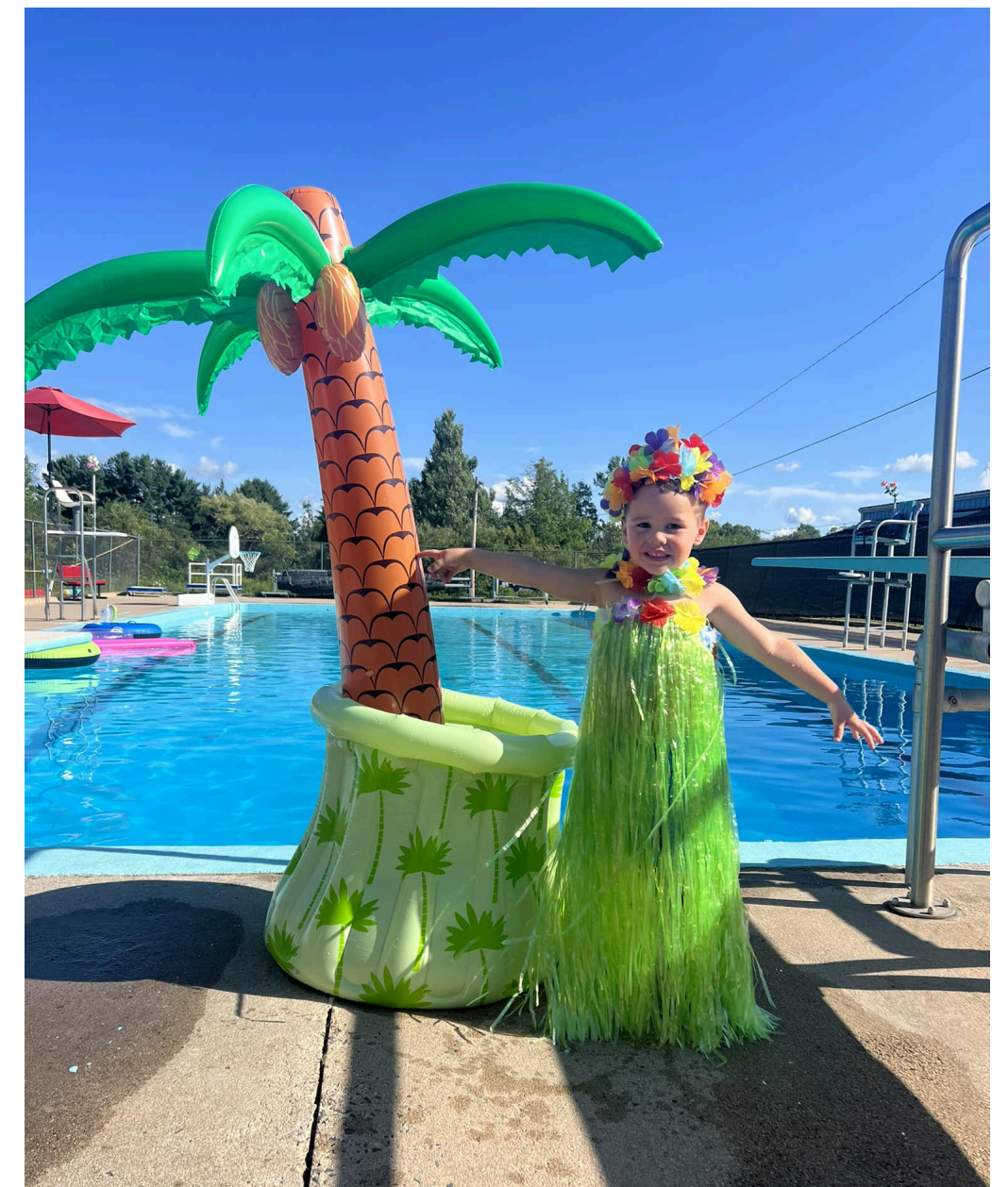
- 7 full time employees
- Operated 7 days a week
- Partnerships with Family Matters, School Plus
- 7 Summer Students Grants (2 provincial, 5 federal)
- AKHK Grant allowed us to give free swimming lessons to individuals in need
- Sandblasted, epoxy painted the pool surface
- Created private changing rooms in male and female bathrooms
- Operated a canteen throughout the summer
- Purchased new equipment, picnic tables, chairs, replaced windows
- Town supplied new benches for changing room and pool deck
- Started accepting credit and debit card payments through square



# Programming



- Provided lessons for over 300 children (group, semiprivate and private)
- Adult Lane Swims
- Public Swimming
- Hosted Day Campers for Daily Swimming
- Aquafit (very popular with those 60+)
- Theme Nights
- Movie Nights
- Youth Swims
- Swim Team
- Aqua-chi classes
- Private rentals and birthday parties
- Corporate Sponsored Free Swims





# Short Term Goals 2024

- Replace diving boards
- Purchase robot vacuum
- Replace thermal blanket and reel
- Repair ladders and steps
- Repair/replace Tot Docks
- Purchase BBQ and Pressure Washer
- Increase number of swimming lessons offered
- Launch online registration platform
- Increase number of aqua fit classes offered
- Open pool in June to accommodate local schools for class trips
- Expand partnerships with community organizations and other groups
- Increase accessibility and inclusion at the pool
- Pursue grants to help expand programming (sensory and newcomer)
- Fundraising for future renovation



# Long Term Goals



## 1 Full Facility Renovation

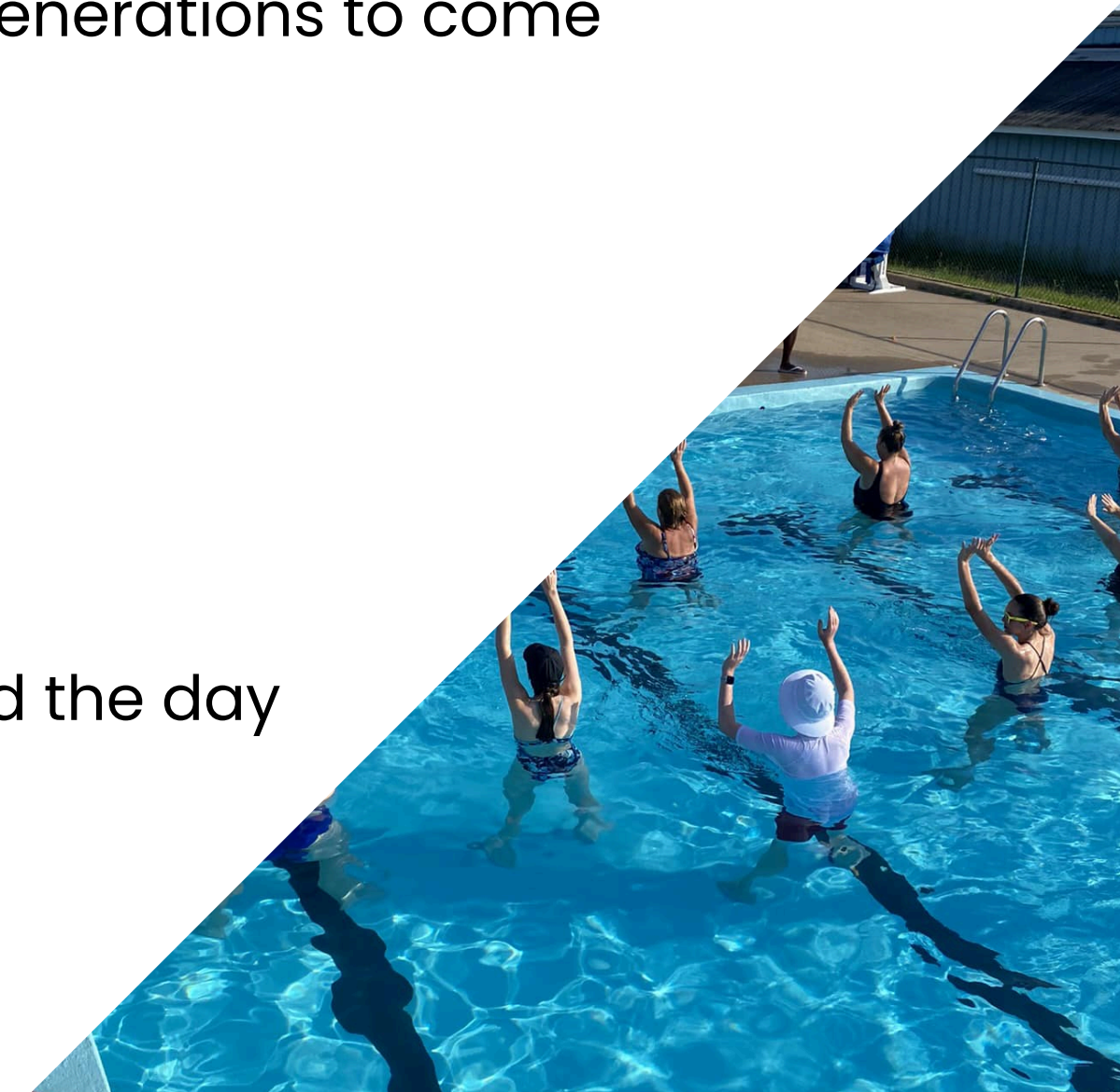
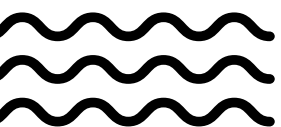
- Update the aging facility
- Increase accessibility for all visitors
- Create an inclusive space for patrons
- Private washroom and changing facilities
- Create a facility that will continue to serve the community for generations to come

## 2 Increase Efficiency

- We would like to look into alternate forms of energy (solar)

## 3 Create a Gathering Place for Community

- We would like to create an area where families are able to spend the day
- Playground equipment in the area surrounding the pool
- Basketball nets
- Picnic Tables
- Sun Shelter



Middleton & District Pool Society	
2023 Financial Statement	
<b>Income</b>	
Swimming Lessons/Fees	36794
Donations	1100
Grants	53231
Swim Team	1290
Sponsors	877
<b>Total Income</b>	<b>93292</b>
<b>Expenses</b>	
Payroll	46169.95
Chemicals	3096
Pool Refit	20111
Equiptment	5000
EI/CPP	3190.94
Operating Expenses	11748
<b>Total Expenses</b>	<b>89315.89</b>
<b>Net Profit</b>	<b>3976.11</b>

<b>2024 Pool Budget</b>	
<b>Operating Expenses</b>	
Wages	45000
IE/ CPP/WCB	5000
<b>Utilities</b>	
Water	400
Electricity	4000
Phone and Internet Services	1000
<b>Supplies</b>	
Cleaning Supplies	300
Office Supplies	150
First Aid Supplies	100
Pool Chemicals	4000
<b>Maintenance and Repairs</b>	
Regular Maintenance Costs	1000
<b>Marketing and Promotion</b>	
Advertising	0
Promotional Events (theme nights)	500
<b>Training and Certification</b>	
Lifeguard Training	0
Staff Certifications	0

<b>Capital Expenses</b>	
Equipment Purchases	500
Safety Equipment	500
Office Equipment	500
Guardroom Storage	1500
<b>Facility Upgrades</b>	
Minor Renovations/Improvements	1000
Upgrading/Replacing	500
Banking Fees	500
<b>Technology</b>	
Point-of-sale systems	1000
Security Systems	300
<u>Technology Upgrade</u>	1000
<b>Total Expected Expense</b>	<b>68750</b>

**REQUEST FOR DECISION**  
**Health and Wellness Policy**  
**RFD#: 030-2024**



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**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** June 17, 2024  
**Subject:** Health and Wellness Policy

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**Guiding Principles for Decision-Making**

**Accountability   Transportation   Diversity   Sustainability   Engaged   Informed**

References/Attachments

- Health and Wellness Policy

Legislation

- *Municipal Government Act*

Recommendation

That Town Council approve the updated Health and Wellness Policy.

Background

Staff have been actively pursuing implementing a healthier workplace, with emphasis on self-lead wellness awareness for employee well-being (physical and emotional). A healthy luncheon was hosted for all staff in the summer that provided a follow-up report from the wellness survey that was previously circulated. From that, several suggestions have been made as to how to ensure our workplace can support employees in being active and healthy.

Financial Implications

Approximately 15 staff would be eligible, and this would equate to \$3,750 if every staff member took advantage of the program. This has been included in the 2024-25 draft operating budget that will soon be presented to Council for consideration.

**REQUEST FOR DECISION**  
**Health and Wellness Policy**  
**RFD#: 030-2024**



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	Happy employees, are more productive
	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 17 June 2024



<b>WORKPLACE HEALTH &amp; WELLNESS</b>	
<b>Effective Date</b> November 20, 2017	<b>Approved by Council</b>
<b>Revision Date:</b> June 17, 2024	

## **1 PURPOSE**

- 1.1 The incidence of chronic disease is rising and is exacting a growing toll on municipal organizations. Health conditions such as diabetes, heart disease, cancer and mental health continue to increase significantly, decreasing productivity and causing benefits costs to rise. The good news is that many of these conditions can be prevented, and workplace organizations can have a tremendous amount of influence over the health of employees.
- 1.2 The purpose of this policy is to encourage, support and offer health related programs that will assist employees and elected officials in achieving ownership for their physical, mental and emotional wellbeing, resulting in improving the overall health and wellbeing for all employees. A healthy workplace leads to improved satisfaction and morale, which contributes to a more effective workplace.

## **2 POLICY OBJECTIVES**

- 2.1 The objectives of this program are to:
  - a. Improve understanding of workplace issues that impact the health and wellbeing of municipal employees.
  - b. Provide a work environment that will ~~support~~ support employee health and wellbeing.
  - c. Build the knowledge, skills and ability of employees to take control over their wellbeing by helping individuals become actively involved in improving their personal health.

## **3 POLICY GUIDELINES**

1. The policy applies to all full-time municipal employees
2. The municipality recognizes that the ability of the municipality to achieve its objectives is dependent upon the well-being of all employees.
3. The municipality acknowledges that the key elements of a healthy workplace includes the physical environment, health practices, social environment and personal resources. It is also recognized that these broad-based factors are interdependent and must be considered as parts of a holistic approach to a healthy workplace and employee wellbeing.
4. To facilitate this policy the municipality will:
  - a. Provide a healthy and safe physical work environment



- b. Administer program funds and provide support for a healthy workplace to the workplace wellness team;
  - c. Facilitate an employee's efforts to make improvements in their health practices;
  - d. Organize wellness education sessions relating to mental, physical and emotional wellness;
  - e. Improve employee access to healthy snack options in the workplace by providing healthy food options during events, meetings, etc.
  - f. Provide access to the Employee Assistance Program (EAP) which provides confidential help for a wide range of concerns at no cost or minimal costs to the employee;
  - g. Encourage friendly fitness and wellness competitions; and
  - h. Develop resources for employees to help them cope with the social and professional aspects of their lives.
5. Pending availability through the Town's annual budget approval process, full-time municipal employees are eligible to receive an annual, non-cumulative financial incentive towards a membership or program that is intended to improve the employee's wellness, up to \$250. Eligible expenses/programs will be developed and administered by the Workplace Wellness Team-Chief Administrative Officer and shall be applied equitably to all employees.
- a. Expenses must be pre-approved by the Workplace Wellness Team-CAO and a detailed receipt is required for reimbursement.
  - b. Participation in the program is voluntary.
  - c. Such programs may include but are not limited to:
    - ~~f~~itness ~~centre~~ center membership;
    - ~~s~~tructured exercise classes;
    - ~~h~~Healthy eating programs
    - ~~t~~obacco cessation programs
    - ~~t~~eam or individual ~~spmt~~ sport registration
    - ~~fitness equipment; and~~ Home exercise equipment
    - Sport equipment that is required for a physical activity (skis, helmet, sneakers, fitness tracking device) and
    - ~~a~~ny other expenses that are not listed ~~which~~ will be taken to the Wellness Committee-CAO for review.

#### 4 ROLES AND RESPONSIBILITIES

##### ~~4.1 Workplace Wellness Team:~~

~~The Wellness Team consists of a group of volunteers who are interested in and committed to enhancing the health and wellbeing of employees. The wellness team will:~~

- ~~a. Assess employee wellness needs by actively seeking input from employees and managers.~~
- ~~b. Develop and implement wellness initiatives to address the needs of employees;~~



- ~~e. Provide information that employees can use to decide on participation in health promotion programming;~~
- ~~d. Encourage and actively seek input from employees and managers in regards to wellness needs;~~

4.2 4.2 Management Responsibilities:

- a. Keep employees up to date on healthy workplace activities and programs.
- b. Support and encourage employee involvement in the wellness program as a component of employee involvement in professional development.
- c. Offer training to employees who want to become involved in the program for development reasons.
- d. Contribute ideas, opinions and expertise to the work of the wellness committee.
- e. Participate in the program, activities, and resources provided through the wellness program and provide healthy food options for meetings, training and other events associated with the municipality.
- f. Administer the workplace wellness budget.
- g. Review and revise human resource policies that impact employees' health to ensure that they support and are consistent with the municipalities wellness policy

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## 5 COMMUNICATION, TRAINING AND IMPLEMENTATION

- 5.1 A healthy workplace policy requires department wide participation. Employee participation can include developing, implementing and reviewing health actions and policies, involvement in planning lifestyle health promotion programs at work, identifying problems, devising solutions and then implementing and evaluating these solutions. Employees are encouraged to participate in any or all programs that are made available to them.
- 5.2 On a yearly basis, the municipal employees will be surveyed to determine which wellness initiatives are important to them. These results will be compiled and analyzed by the ~~Workplace Wellness Team~~ CAO to develop sessions and initiatives for the coming year. Any workplace wellness initiatives will be communicated through email.

## 6 EVALUATION

- 6.1 The workplace wellness policy will be evaluated ~~use of~~ using data and trend indicating outcomes. A program review will be conducted on an annual basis to determine if employee workplace wellness needs are being met.

Town of Middleton Policies  
Code D – Personnel # 5.3



I, \_\_\_\_\_, **Chief Administrative Officer of the Town of Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 17<sup>th</sup> day of June 2024.

\_\_\_\_\_  
Chief Administrative Officer

Policy Adoption	
Date of 7-day notification to Council	June 10, 2024
Date of Approval	June 17, 2024

DRAFT

**REQUEST FOR DECISION**  
**Municipal Innovation Program**  
**RFD#: 031-2024**



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**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** June 17, 2024  
**Subject:** Municipal Innovation Program

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**Guiding Principles for Decision-Making**

**Accountability   Transportation   Diversity   Sustainability   Engaged   Informed**

References/Attachments

- Resolution

Legislation

- N/A

Recommendation

That Town Council approve an application to the Municipal Innovation Program Grant for the year 2024 in the amount of \$3,718.00 for an Economic Development Officer to work jointly with the Town of Middleton, the Town of Annapolis Royal, and the Municipality of the County of Annapolis.

Background

Through discussions at the Annapolis County Inter-Municipal Working Group, the Town of Annapolis Royal, Town of Middleton and the Municipality of the County of Annapolis are interested in combining their efforts with respect to economic development. This program would support the hiring of one economic staff person focused specifically on economic development for the three municipalities.

The new regional position will research and inventory the commercial business, vacant spaces and lands available in the Annapolis County; research and develop a comprehensive community profile that can be used to attract developers, new business and new residents; and review the current business climate in Annapolis County and determining where the business and service level gaps exist. See attached copy of the job description with suggested timelines. The position is expected to begin in September 2024 and finish in March 2025. The grant program ends March 2025. Any additional or phased work after March 2025 will depend on this pilot project's success.

**REQUEST FOR DECISION**  
**Municipal Innovation Program**  
**RFD#: 031-2024**



A Council resolution is required as part of the grant application.

**Financial Implications**

The MIP grant will fund up to 75% of total expenses. The remaining 25% is to be funded by the municipal units. The proposal is for the County to fund 60%, the Town of Middleton to fund 25% and the Town of Annapolis Royal to fund 15%. The total cost for Middleton would be \$3,718. This has been included in the 2024-25 draft operating budget that will soon be presented to Council for consideration.

**Strategic Plan/Operating Plan Alignment**

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
X	Economy	Adding an economic development officer will help to boost the economy in the Town of Middleton
	Community	
	Governance	
	Council Strategic Initiative	

**Alternatives**

N/A

**Community Engagement/Communication**

N/A

**CAO Comments**

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 17 June 2024

**REQUEST FOR DECISION**  
**Municipal Innovation Program**  
**RFD#: 031-2024**

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**TOWN OF MIDDLETON**

**MUNICIPAL INNOVATION PROGRAM GRANT RESOLUTION  
2024**

**BE IT RESOLVED THAT** Council approve an application to the Municipal Innovation Program Grant for the year 2024 in the amount of \$3,718.00 for an Economic Development Officer to work jointly with the Town of Middleton, the Town of Annapolis Royal, and the Municipality of the County of Annapolis

Passed in open Council this 17<sup>th</sup> day of June 2024.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**CERTIFICATE**

I hereby certify that the foregoing is a true copy of a resolution of the Council of the Municipal Corporation of the TOWN of MIDDLETON passed at a meeting of said Council duly called and held on 17<sup>th</sup> day of June A.D. 2024 at which a quorum of the Council was present and voting.

\_\_\_\_\_  
CLERK

# Management Report

June 17, 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></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 in 2020</li><li>• Staff have completed 3/5 courses through AIM</li><li>• The Asset Management Plan is being updated as the courses are taken, and the Working Group is meeting to review the updates that were made</li><li>• A maintenance plan is in the process of being drafted and will be finalized after the AMP is complete</li></ul>

# Management Report

June 17, 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 – this was unsuccessful, and no grant money was awarded</li><li>• Jan 9<sup>th</sup> - Kick-off meeting</li><li>• Feb. 1<sup>st</sup> – Public Workshops</li><li>• Feb 20<sup>th</sup> – presentation to Council</li><li>• May 28<sup>th</sup> – draft final plan to be presented to staff</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

June 17, 2024



## OPERATIONAL UPDATES

### ADMINISTRATION

Completed	In Progress	Issues
<p><b>Staffing:</b></p> <ul style="list-style-type: none"><li>• Union negotiations are now completed (just need to sign new agreement)</li><li>• HR recruitment for Accounting Clerk is complete</li><li>• 2 probationary reviews for staff were completed</li></ul>	<p><b>Staffing:</b></p> <ul style="list-style-type: none"><li>• Working on formalizing employment contracts for some staff</li><li>• Contracts, recruitment, and training for multiple positions</li></ul>	<p><b>Staffing:</b></p>
<p><b>Project Work:</b></p> <ul style="list-style-type: none"><li>• ICIP Status report for Community Centre Fire Hall – this funding expires March 31, 2024, have requested an extension</li><li>• Kick-off meeting completed with Clean Foundation who will be creating a county-wide Climate Change Action Plan</li></ul>	<p><b>Project Work:</b></p> <ul style="list-style-type: none"><li>• Working on 2024-25 Operating Budget due to no Director of Finance</li></ul>	<p><b>Project Work:</b></p> <ul style="list-style-type: none"><li>• Three leaks at Town Hall need to be further addressed</li></ul>
<p><b>Other Items:</b></p> <ul style="list-style-type: none"><li>• Met with the Recreation Directors and CAOs from Annapolis Royal and the County to discuss recreation collaboration</li><li>• Reviewed agreement with Pool Society with 2 of its members to recommend changes. Draft agreement is with legal for review.</li><li>• Attended Police Service Recipients Meeting with DOJ and RCMP</li></ul>	<p><b>Other Items:</b></p> <ul style="list-style-type: none"><li>• High Risk Action Plan items</li><li>• Management team reviewing priorities, policies, by-laws</li></ul>	<p><b>Other Items:</b></p> <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

June 17, 2024



## FINANCE

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>• New Accounting Clerk Cecelia Meek started on Tuesday June 11<sup>th</sup> !</li><li>• Interim tax bills were issued to taxpayers in April</li><li>• New pricing agreement has been negotiated with RBC for banking services. They are proposing removing some of the interest we earn on accounts which we have opposed to. Waiting to hear back.</li><li>• Year-end meeting was held to prioritize and assign tasks to staff.</li></ul>	<ul style="list-style-type: none"><li>• Recruitment for Director of Finance is underway</li><li>• Preparation of Quarter 1 water bills</li><li>• HST remittance for April to September</li><li>• AP &amp; AR reconciliations</li><li>• 2024/25 Operating and Capital Budgets</li><li>• Inputs for Water Rate Study</li><li>• Bank recs for January and February</li><li>• Corrections to September to December bank recs</li><li>• Preparation for year-end audit. This was moved to the first week in September.</li><li>• Training of new Finance staff</li><li>• Review of new Payroll software for consideration</li><li>• Councillor and CAO expense reporting</li></ul>	<ul style="list-style-type: none"><li>• Update financial policies to reflect actions of High-Risk Action Plan</li><li>• Creation of consolidated balance sheet, income statement and FCI calculations to use as part of strategic decision-making process</li><li>• Director of Finance is vacant putting pressure on other staff. A contract accountant is helping in the interim but only part-time.</li></ul>

# Management Report

June 17, 2024



## RECREATION & COMMUNITY DEVELOPMENT

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>• Recreation application completed to Active Community fund</li><li>• Splashpad opened early</li><li>• Summer staff hired</li><li>• Mpal Annual Plan was submitted to the Province</li></ul>	<ul style="list-style-type: none"><li>• Preparing wetland for official launch. Signposts in, signage is next as soon as ground in proper shape. Two more signposts to complete.</li><li>• Participation in Accessibility Week activities. Presentation by committee to Council with future plans.</li><li>• Open Gym wrapping up at the two schools</li><li>• Staff participated in Provincial REMO training exercise Nova Bravo</li><li>• Summer staff training underway</li><li>• Parks busier than ever</li></ul>	<ul style="list-style-type: none"><li>• Recent swarming of our Line dance ladies at Rotary Park</li><li>• Recent attempt to steal our dock</li></ul>

# Management Report

June 17, 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>Applicant working on consolidation of lots.</li> </ul>	
<ul style="list-style-type: none"> <li>New Subdivision Bylaw has been approved by the Province and was effective on April 25, 2024</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>Due to health reasons, the applicant is not going to proceed with the project.</li> <li>File is considered closed.</li> </ul>	
<ul style="list-style-type: none"> <li>1 Development and Building Permit issued</li> <li>5 building inspections conducted</li> <li>9 fire inspections conducted, and deficiency letters sent</li> <li>15 fire inspections were closed out</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>Revised agreements have been approved by Planner and solicitor and sent to applicant for signing.</li> </ul>	
	<ul style="list-style-type: none"> <li>438 Main Developments Ltd. has requested an amendment to the DA for 438 Main Street.</li> <li>Agreement is out for signature.</li> </ul>	
	<ul style="list-style-type: none"> <li>The closing date for the Province’s Property Opportunity Notices was March 30.</li> <li>They have received proposals for all three properties and are in the process of evaluating them.</li> </ul>	
	<ul style="list-style-type: none"> <li>Applicant submitted application for LUB Text Amendment.</li> <li>File has been referred to planner.</li> </ul>	

# Management Report

June 17, 2024



## PUBLIC WORKS

Completed	In Progress	Issues
<p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>Stump Grinding Complete</li> </ul>	<p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>Mowing and trimming</li> <li>RFP for Infrastructure Capacity Review</li> </ul>	<p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>Fix areas that have poor drainage due to heavy rains and snow melting</li> </ul>
<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>Loader Dump Truck and 3 tonne all had services completed</li> </ul>	<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>New Line Painter arrived</li> <li>Painting started last week</li> </ul>	<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>Looking into purchasing a new Jack Hammer for sidewalk repairs, currently rent one.</li> </ul>
<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>Sweeping Complete</li> <li>Streetlight on Gates fixed</li> </ul>	<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>Paving</li> <li>Line Paining</li> </ul>	<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>Sink Holes</li> <li>Sidewalks repair</li> </ul>
<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Repairing and replacing meters as part of meter upgrade plan</li> </ul>	<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Booster Station Pump Repair waiting on gasket</li> <li>Painting Hydrants ongoing</li> <li>Reservoir Monitoring ongoing</li> </ul>	<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Well #1 Pump needs to be cleaned. Possibly replace pump (2024-25 Budget)</li> </ul>
<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>UV System is cleaned</li> <li>Ordered new UV lights</li> </ul>	<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Maintenance in Lagoon aerators</li> </ul>	<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Sewer between Bridge St and STP has a reducer that is affecting flow needs to be excavated and repaired ASAP waiting on MH</li> </ul>

# Management Report

June 17, 2024



## FIRE DEPARTMENT

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>• Monthly truck inspections</li><li>• Trained on basic fire ground set up and fire attack</li><li>• Training night with a presentation from Canadian Mountain rescue</li><li>• New ladder was installed on the 1991 pumper due to failing its annual certification process</li><li>• Two (2) members attended annual FDIC conference and training (Weekend of June 8/9)</li><li>• Four (4) members attended Medical First response training</li><li>• Completed Capital budget</li><li>• Finalized upcoming 23-24 budgets with the county of Annapolis</li><li>• Had the heating furnace welded due to age and getting rusted out and gaskets replaced</li></ul>	<ul style="list-style-type: none"><li>• Will be assisting with our annual help with prom night for MRHS June 25.</li></ul>	<ul style="list-style-type: none"><li>• None to report</li></ul>

**Incident Summary**  
**From May 1 24 to May 31 24**

Date/No.	Address/Type	Minutes	Responders		Injuries	Fatalities
			Full Time	Part Time		
May 2 24 24-03073c	13:06:42 5531 Highway 10, NEW ALBANY <b>Mutual Aid to the Scene</b>	132	0	0		
May 5 24 24-03179b	20:11:34 1370 Mcginty Rd, TORBROOK <b>Stand by at another station</b>	72	0	0	Assistance to 24-03073	
May 7 24 24-03218b	17:41:56 67 Seth Dr, WILMOT <b>Mutual Aid to the Scene</b>	73	0	0	Assistance to 24-03179	
May 11 24 24-03309	00:28:57 1256 Ruggles Rd, PRINCE ALBERT <b>Chimney</b>	61	0	0	Assistance to 24-03218	
May 18 24 24-03522	21:53:06 185 Main St, MIDDLETON <b>Medical</b>	86	0	0		
May 22 24 24-03622a	12:36:40 730 Central Ave, GREENWOOD <b>Mutual Aid to the Scene</b>	159	0	0	Assistance to 24-03622	
May 25 24 24-03715	18:00:27 13708 Highway 1, WILMOT <b>Grass / brush</b>	38	0	0		
May 26 24 24-03731	17:57:25 14239 Highway 1, WILMOT <b>Transformer on fire</b>	27	0	0		
May 27 24 24-03773	14:20:15 20 Queen St, MIDDLETON <b>Medical</b>	41	0	0		
May 31 24 24-03882	18:54:57 33 King St, MIDDLETON <b>Medical</b>	7	0	0		
10 incidents for Middleton		11 hrs 36 mins	0	0		
		11 hrs 36 mins	0	0		

# **MAYOR'S REPORT – JUNE 2024**

May 26	Flag Raising – AccessAbility Awareness Week
May 26	Audit Committee
May 28	IMSA Special Meeting
June 3	Committee of the Whole Meeting
June 3	Special Council Meeting
June 9	Declaration of Commonwealth Graves



**Municipal Affairs and Housing  
Office of the Minister**

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

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May 10, 2024

Dear Mayors and Wardens:

On April 5, 2024, the *Financial Measures Act* received Royal Assent in the Nova Scotia Legislature. The Act includes several amendments to the *Municipal Government Act*, *Halifax Regional Municipality Charter*, and the Housing in the *Halifax Regional Municipality Act*.

These changes aim to support housing development all over the province, update and simplify existing rules, reinforce the Code of Conduct for municipalities, fill a legal gap allowing villages to change names, and make other administrative updates to the laws.

Due to the number of amendments included in the *Financial Measures Act*, I have included a summary document that provides amendment descriptions, amendment clause numbers within the *Financial Measures Act*, and clarification about whether the amendments have been proclaimed or still require regulations.

I want to thank you all for your guidance and feedback throughout the *Municipal Government Act* and *Halifax Regional Municipality Charter* review process.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Lohr'.

Honourable John A. Lohr  
Minister of Municipal Affairs and Housing

Appendix A: Summary of Amendments to the *Municipal Government Act*, *Halifax Regional Municipality Charter*, & *Housing in the HRM Act* through the *Financial Measures Act*

Appendix A: Summary of Amendments made to *Municipal Government Act, Halifax Regional Municipality Charter, & Housing in the HRM Act* through the *Financial Measures Act*

<b>Amendments related to development approval process and supporting housing development</b>			
<b>Act</b>	<b>Amendment Description</b>	<b>Clause # in FMA</b>	<b>Regulations Required for Proclamation?</b>
MGA	Remove the requirement for certified copies of planning documents to enable electronic submission of planning documents to the provincial Director of Planning and Minister of Municipal Affairs and Housing. Add regulation-making authority for Minister for submission/filing, review, and approval of documents.	86 (1), 86(7), 87(4), 92 (3)	<u>Yes</u>
MGA/HRMC	Require an electronic statement from the Clerk to verify that planning documents/amendment to by-law/development agreement are a true and original copy where no certified copy is required, and remove requirement for the Province to return two copies (written notice as per the Act will be returned).	37-39, 86 (2) - (4), 87 (2), 92 (2)	<u>Yes</u>
MGA	Require that appeals for site plan and variances must A) state grounds for appeal, and B) limit an appeal to substantive matters. This includes regulation-making authority for the Minister to prescribe non-substantive matters to which appeals may not be made.	94	This amendment has received Royal Assent; <u>however</u> , regulation is required to prescribe what is a non-substantive matter.
MGA	Allow non-substantive development agreement amendments to be approved by the Development Officer rather than Council (authority exists for council to define substantive and non-substantive amendments within a development agreement).	92 (1)	This amendment has received Royal Assent.

MGA	Allow the Chief Administrative Officer (CAO) to discharge a completed development agreement in part or in whole rather than Council.	91	This amendment has received Royal Assent.
MGA	Clarify council's role regarding substantive matters and "approval in principle" of a development agreement where the final administrative contractual details will be dealt with by the CAO without triggering a need to return to Council.	92	This amendment has received Royal Assent.
MGA	Enable the requirement of off-site improvements necessary to support the development or the payment of money-in-lieu for the contribution of off-site improvements through a development agreement.	90	This amendment has received Royal Assent.
MGA	<p>Allow councils to provisionally approve a development agreement or an amendment to a development agreement during the same public meeting when the Council passes a:</p> <ul style="list-style-type: none"> <li>• Supporting amendment to the municipal planning strategy;</li> <li>• Supporting amendment to the land-use by-law; and</li> <li>• Supporting amendment to the municipal planning strategy and the supporting amendment to the land-use by-law.</li> </ul> <p>This provisional development agreement or amendment to a development is approved once the supporting amendment to the municipal planning strategy and/or land use by-law takes effect. Appeal period runs from the provisional approval.</p>	89, 97(d)	This amendment has received Royal Assent.

MGA	Authority for Minister of Municipal Affairs and Housing to designate healthcare facilities as a planning area (e.g., long-term care facility) to which municipal development rules related to planning, development, and subdivision do not apply.	88	This amendment has received Royal Assent.
Housing in HRM Act	Extension of the Executive Panel on Housing in the HRM for 2 additional years (until 2026).	54	This amendment has received Royal Assent.
<b><i>Amendments to support modernization and efficiencies</i></b>			
<b><i>Act</i></b>	<b><i>Amendment Description</i></b>	<b><i>Clause # in FMA</i></b>	<b><i>Regulations Required for Proclamation?</i></b>
MGA/HRMC	Require accommodation marketing platforms to collect and remit marketing levy fees to the municipality directly.	28, 76	This amendment has received Royal Assent.
MGA/HRMC	<p>Authorize posting on a municipal website as an alternative method of notice. This applies to the following notices:</p> <ul style="list-style-type: none"> <li>- Public Hearing for Sale or Lease of Municipal Property</li> <li>- Special purpose tax accounts</li> <li>- Sale of Distressed Goods</li> <li>- Tax Sale Advertisement</li> <li>- Adoption of By-laws</li> <li>- Planning documents (MGA only, changes already made to HRMC)</li> <li>- Notice of sale land no longer required for parks, playgrounds, or public purposes</li> <li>- Notice of Public Hearing for Street Closures</li> </ul>	29 (2), 30 (2), 32(2), 33, 34(2) 35, 36, 42, 44, 75(2), 77(2), 79, 80, 82, 83, 84, 85, 86(5), 86 (6) 87(1), 95, 96, 97, 98, 100, 105(2)	This amendment has received Royal Assent.

MGA/HRMC	Allow municipalities to serve property tax bills by electronic means if agreed to by persons in writing. If electronic means is agreed to, preliminary notices of tax sale will also be sent electronically to the person (in addition to mail).	32, 34, 79, 81	This amendment has received Royal Assent.
MGA/HRMC	Allow municipalities and villages to sell and lease property below market value for any purpose which is deemed beneficial to the municipality or village by council or the commission.	29 (1), 75 (1), 105 (1)	This amendment has received Royal Assent.
MGA/HRMC	Allow performance bonding for site plans.	40, 93	This amendment has received Royal Assent.
MGA	Provide village commissions a mechanism to request to change the name of a village as chosen by the village commission. The name change could be granted by Governor-in-Council.	101	This amendment has received Royal Assent.

***Topics to support Code of Conduct***

<b><i>Act</i></b>	<b><i>Amendment Description</i></b>	<b><i>Clause # in FMA</i></b>	<b><i>Regulations Required for Proclamation?</i></b>
MGA/HRMC	Allow councils and commissions to be notified in-camera of a Code of Conduct complaint making it to the investigation stage.	26, 73, 103	<b><u>Yes</u></b>
MGA/HRMC	Require that in addition to the investigator's recommendation, the section under which the Code of Conduct complaint was lodged be made public.	26, 73, 103	<b><u>Yes</u></b>

MGA/HRMC	Allow municipalities and villages to collect Code of Conduct fines in the same manner as taxes, and fines will be considered general revenue.	27, 74, 102	<b>Yes</b>
MGA/HRMC	Mayor, councillors, or commissioners who are absent from three or more consecutive regular meetings as a result of being sanctioned will not lose their seat.	25, 72, 104	<b>Yes</b>
<b>Topics relating to administrative items</b>			
<b>Act</b>	<b>Amendment Description</b>	<b>Clause # in FMA</b>	<b>Regulations Required for Proclamation?</b>
MGA/HRMC	Clarify deemed easement on a plan of subdivision is retroactive to the date of the survey or approval of the plan of subdivision, even if that pre-dates the Act.	43, 99	This amendment has received Royal Assent.
MGA/HRMC	Changes to requirements for capital reserve funds to reflect changes in public sector accounting standards.	31, 78	This amendment has received Royal Assent.
HRMC	Correct the term “setback” in section 250A (1) to “step back”.	41	This amendment has received Royal Assent.



# Municipal Report



## **Town of Middleton**

### **Department of Municipal Affairs and Housing**

Municipal Profile and  
Financial Condition Indicators Results

2021-22



## Table of Contents

<b>Introduction</b> .....	Page 1
<b>Chapter 1</b>	
Municipal Profile .....	Page 2
About the Municipality .....	Page 3
Population Highlights .....	Page 4
Population Trends .....	Page 5
Population Comparison .....	Page 6
Age Group Comparison .....	Page 7
Economic Indicators .....	Page 8
<b>Chapter 2</b>	
Assessment Information .....	Page 9
<b>Chapter 3</b>	
Financial Information .....	Page 10
Financial Highlights .....	Page 11
Consolidated Revenue .....	Page 12
General Operating Revenue .....	Page 13
Consolidated Expenses .....	Page 14
General Operating Expenses .....	Page 15
Comparison to Provincial Average .....	Page 16
Accumulated Surplus (Deficit) .....	Page 17
Debt .....	Page 18
<b>Chapter 4</b>	
Financial Condition Indicators: House Model .....	Page 19
Overall Assessment .....	Page 20
Financial Condition Indicators: Highlights & House .....	Page 21
Two-Year Comparison of Financial Condition Indicators .....	Page 22
Base FCI: Reliance on a Single Business or Institution .....	Page 23
Base FCI: Three-Year Change in Tax Base .....	Page 24
Base FCI: Residential Tax Effort .....	Page 25
Structure FCI: Uncollected Taxes .....	Page 26
Structure FCI: Operating Reserve .....	Page 27
Structure FCI: Debt Service .....	Page 28
Structure FCI: Outstanding Operating Debt .....	Page 29
Structure FCI: Undepreciated Assets .....	Page 30
Roof FCI: Reliance on Government Transfers .....	Page 31
Roof FCI: Number of Deficits in the last 5 Years .....	Page 32
Roof FCI: Liquidity .....	Page 33
Roof FCI: Combined Reserves .....	Page 34
<b>Appendix I - Additional Resources</b> .....	Page 35
<b>Appendix II - Municipal Website</b> .....	Page 35
<b>Contact</b> Municipal Affairs and Housing .....	Page 35

## Introduction

The Department of Municipal Affairs and Housing compiles municipal indicators on behalf of the Nova Scotia Government and the Association of Municipal Administrators of Nova Scotia (AMANS) that focus on three areas:

- financial matters;
- administration of the municipality; and
- characteristics of the community.

This report creates a snapshot from those financial and demographic statistics to help community members and decision makers better understand:

- the municipality in which they live;
- the municipality's key characteristics; and
- the municipality's financial risks.

For example, the snapshot makes it easy to:

- compare the Three-Year Change in Tax Base indicator to understand the municipality's revenue growth in comparison to cost of living; and
- use the change in population to indicate whether a community's population is growing or declining and its potential impact on municipal revenues and expenses.



# Chapter 1 - Municipal Profile

Municipalities are diverse and operate within unique demographic and economic characteristics. These characteristics have a significant impact on municipal performance and subsequent strategies required to ensure a sustainable environment. This chapter outlines the unique demographic and economic characteristics of the Municipality, specifically its composition, population trends, demographics, median household income levels, employment rates, and educational attainment. The municipal profile trends could have impacts on the current and potential future tax base for a municipality.



# Municipal Profile - Highlights

## About the Municipality

Located in: Annapolis County

Approximate size: 6 km<sup>2</sup>

Number of dwellings\*: 1,034

Government: 7 Elected councillors (including the Mayor)

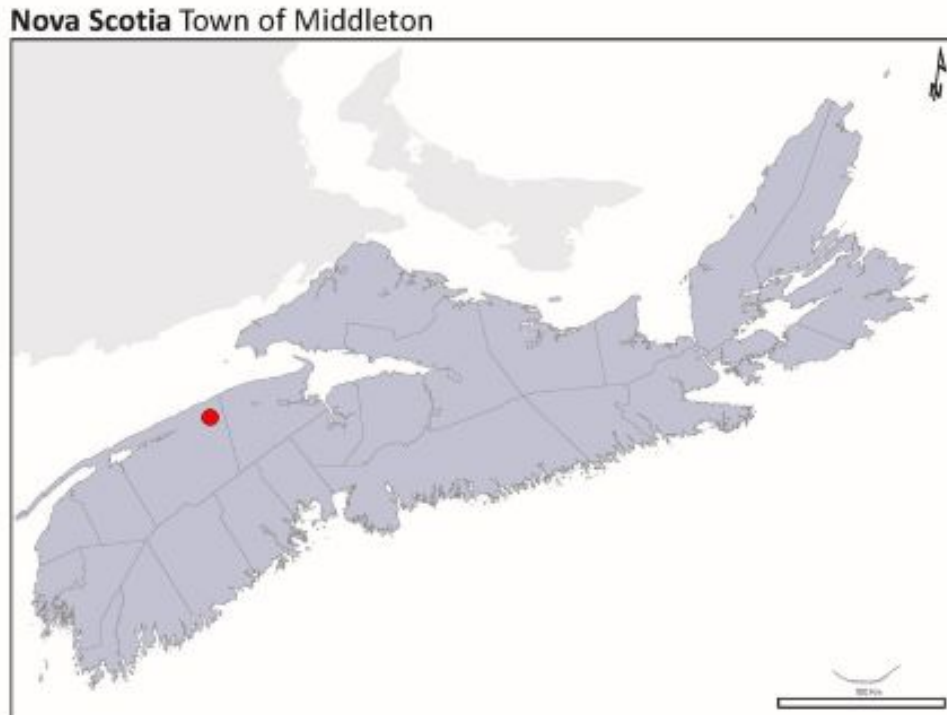


Figure 1 - Location of Municipality

\*Number of Dwellings Data Source: 2021 Property Valuation Services Corporation filed roll

# Municipal Profile - Highlights

## Population Highlights

Municipal Population 2021 Census:	1,873
Percent of Provincial population:	0.20%
Municipal Population 5-year trend:	2.24%
County's 5-year trend:	4.46%

Since the last census in 2016, **41** more people live in the Municipality

### Population Change from 2016 to 2021

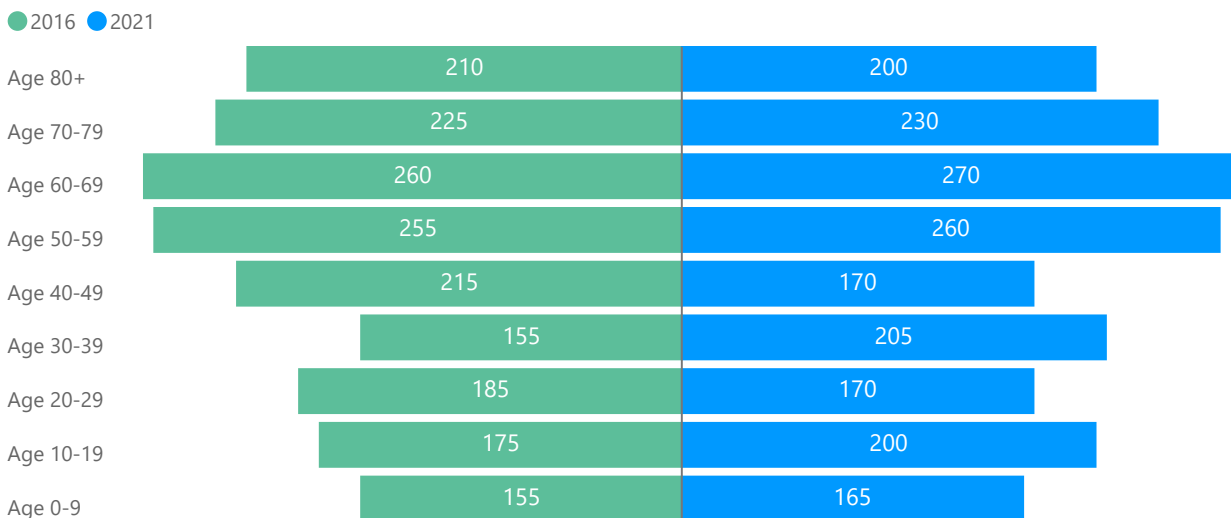


Figure 2 - Population Change from 2016 to 2021 (rounded to nearest five). Source: Statistics Canada

# Municipal Profile - Highlights

## Population Trends

20-year trend: Growing (supported by Figure 3 below)

Highest Age Group: 60-69 years of age (supported by Figure 4 below)

### Population Trend from 2001 to 2021

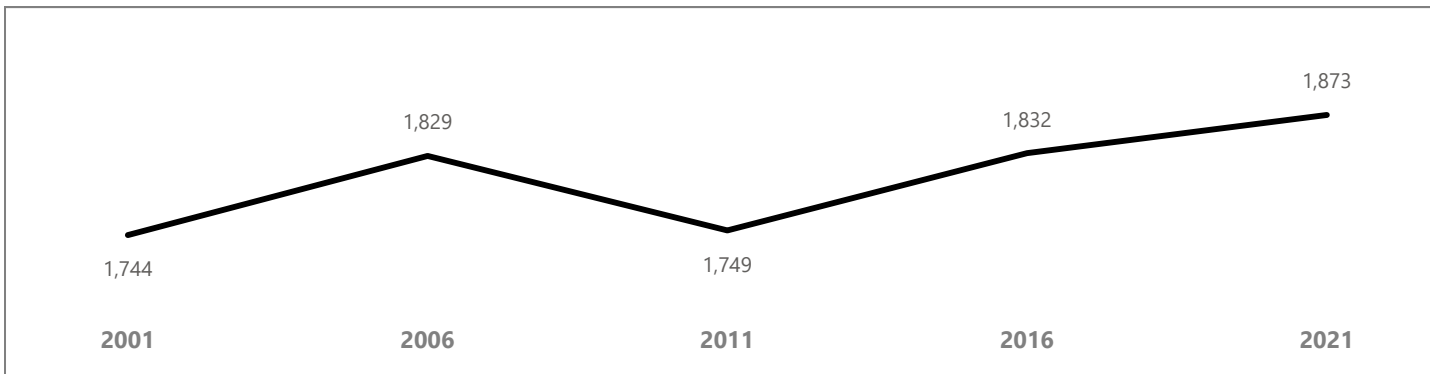


Figure 3 - Population from 2001-2021. Source: Statistics Canada

### Population Change from 2016 to 2021

Year ● 2016 ● 2021

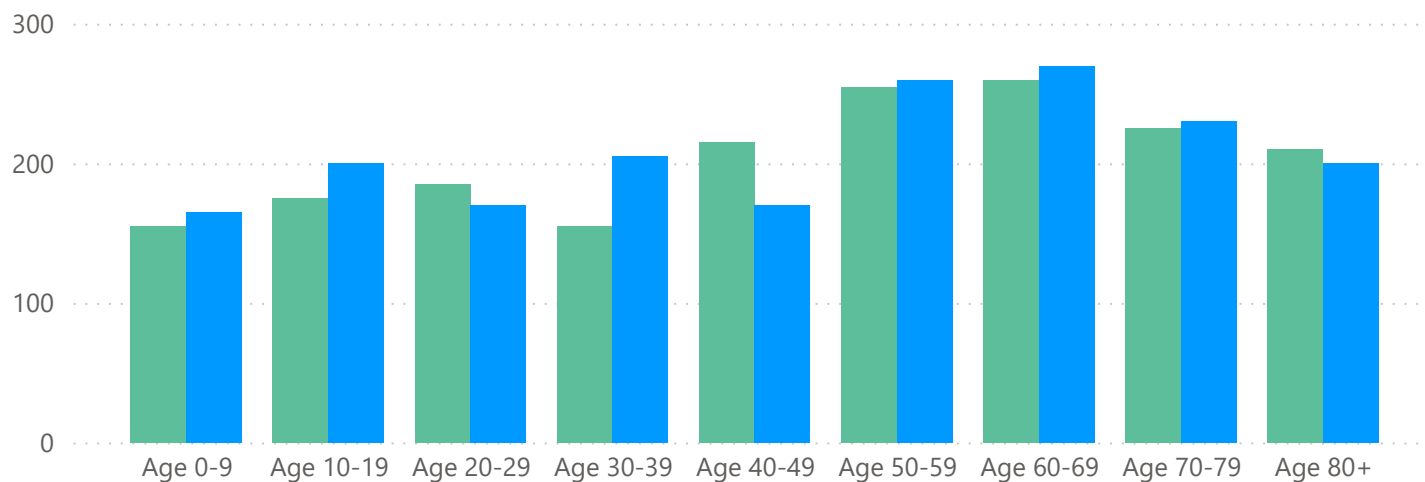


Figure 4 - Population by Age Group from 2016 to 2021. Source: Statistics Canada

# Municipal Profile - Highlights

## Population Comparison

### Comparison of the Town of Middleton vs. the Town Average

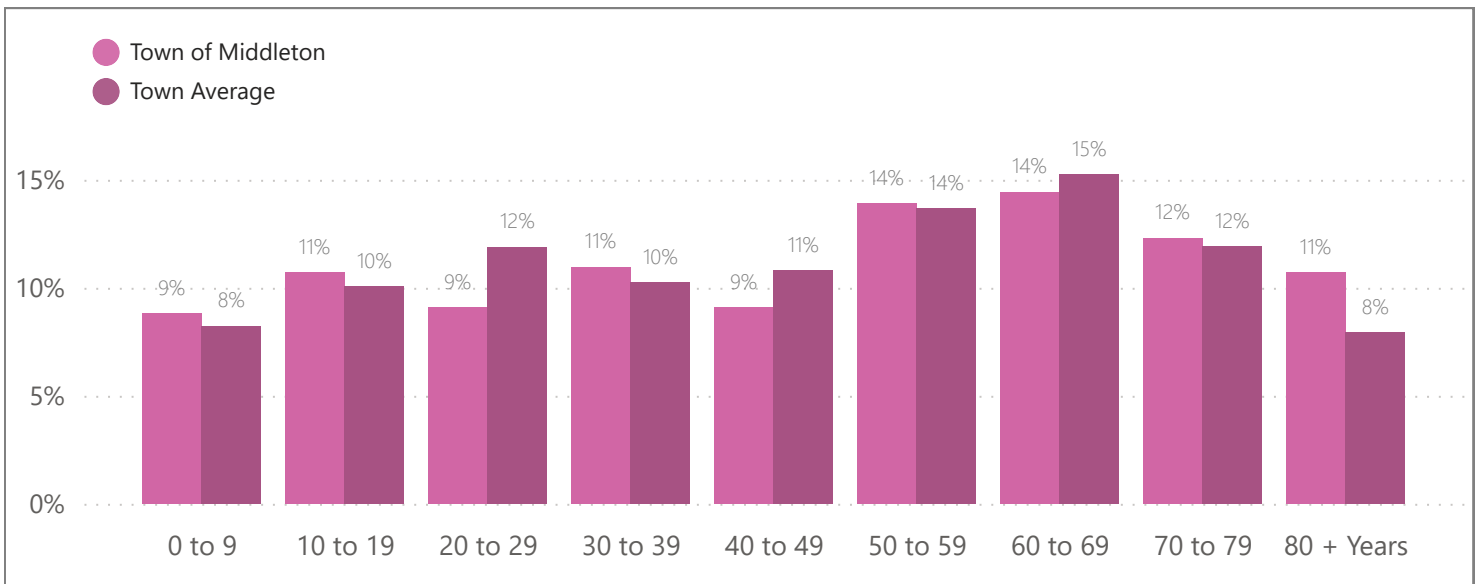


Figure 5 - Population by Age Group. Source: Statistics Canada

### Comparison of the Town of Middleton vs. the Provincial Average

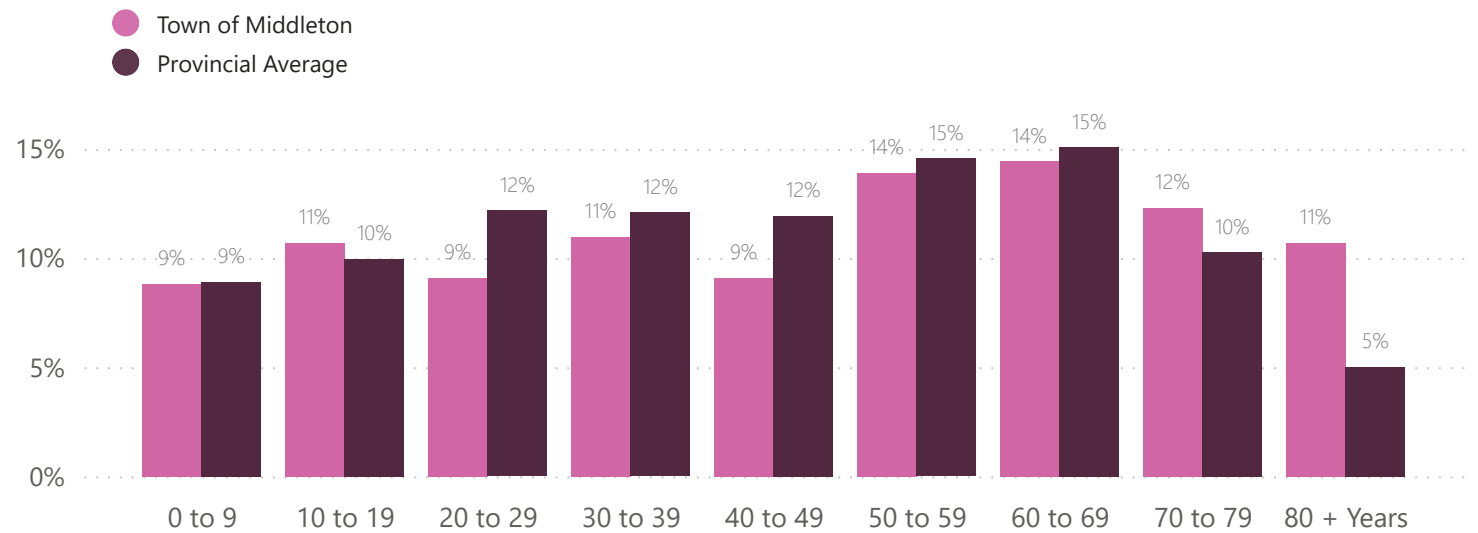


Figure 6 - Population by Age Group. Source: Statistics Canada

# Municipal Profile - Highlights

## Age Group Comparison

### Population Age Groups

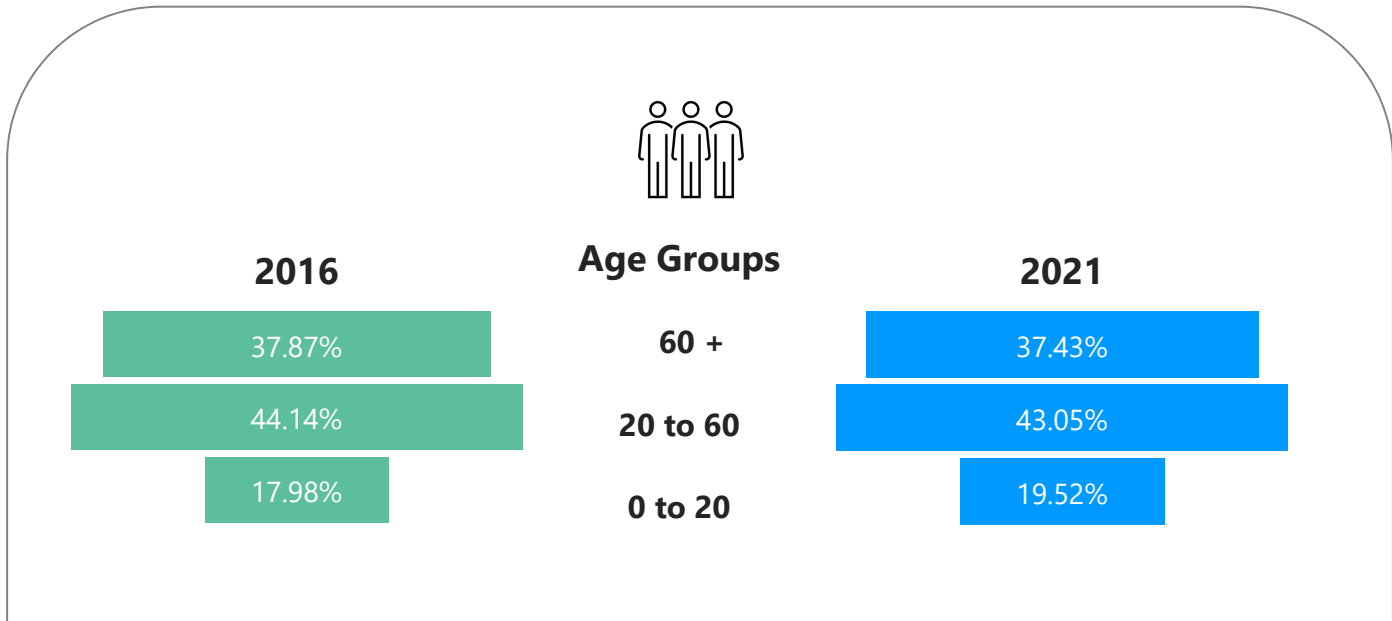


Figure 7 - Population by Age Group 2016 vs 2021. Source: Statistics Canada

### Generational Groups

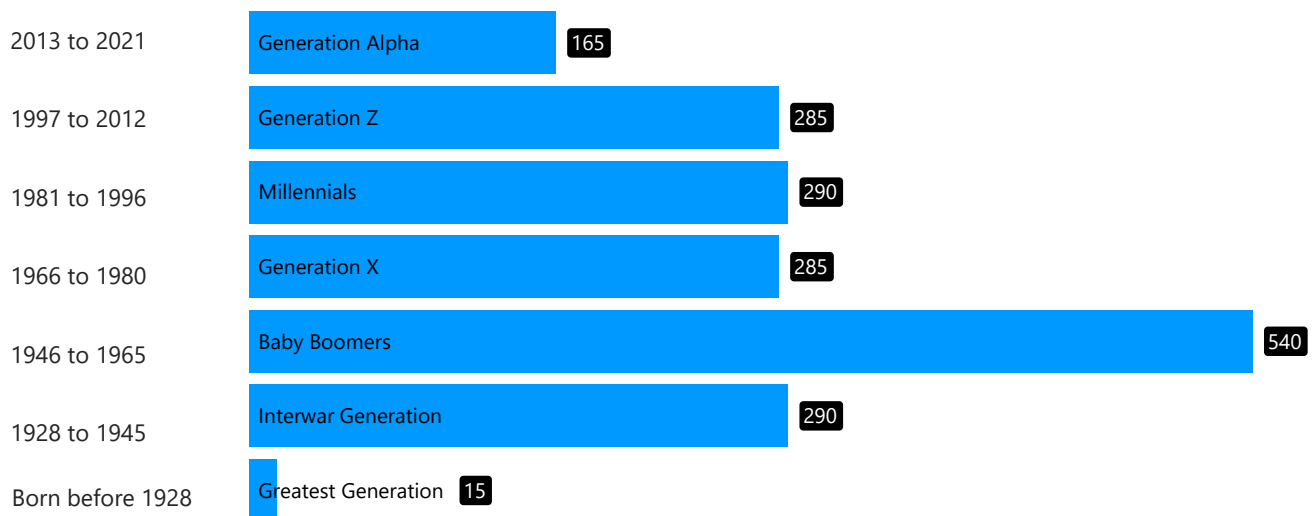


Figure 8 - Population by Generation for 2021 (rounded to nearest five). Source: Statistics Canada

## Municipal Profile - Highlights

### Economic Indicators

Along with population trends, employment rates and median household income are important economic indicators. Education levels can also play a crucial role in economic and social progress and can help improve income distribution. These factors provide an indication of the wellbeing of the economy and labour force. The educational level noted in the chart below represents the percentage of population, aged 15 and over, who have education beyond a high school diploma.

	<b>2016 Census</b>	<b>2021 Census</b>	<b>+/-</b>	<b>Provincial Average</b>
Median household Income:	<b>\$40,896</b>	<b>\$49,200</b>	<b>\$8,304</b>	<b>\$61,724</b>
Employment rate:	<b>43.8%</b>	<b>41.1%</b>	<b>-2.7%</b>	<b>46.2%</b>
Education level:	<b>51.3%</b>	<b>47.8%</b>	<b>-3.5%</b>	<b>50.5%</b>

*Figure 9 - 2021 Census; Source: Statistics Canada*

Median household Income: Town of Middleton median household income increased since 2016.

Employment rate: The employment rate at the Town of Middleton decreased since 2016.

Education level: The education level at the Town of Middleton decreased since 2016.

## Chapter 2 - Assessment Information

Since property taxes are a primary source of revenue for most municipalities, special emphasis has been placed on reviewing assessment trends. For more information about the following financial indicators, please refer to Chapter 4 - Financial Condition Indicators.

Three-year change in Tax Base (Uniform Assessment<sup>1</sup>): 3.7% Growth is not keeping pace with the cost of living (Moderate risk)

Reliance on a Single Business or Institution: 1.0% Not dependent (Low Risk)

Residential Tax Effort: 4.2% Limited flexibility (Moderate Risk)

The line graphs below show the five-year trend of residential and commercial portion of the municipality's taxable assessment.

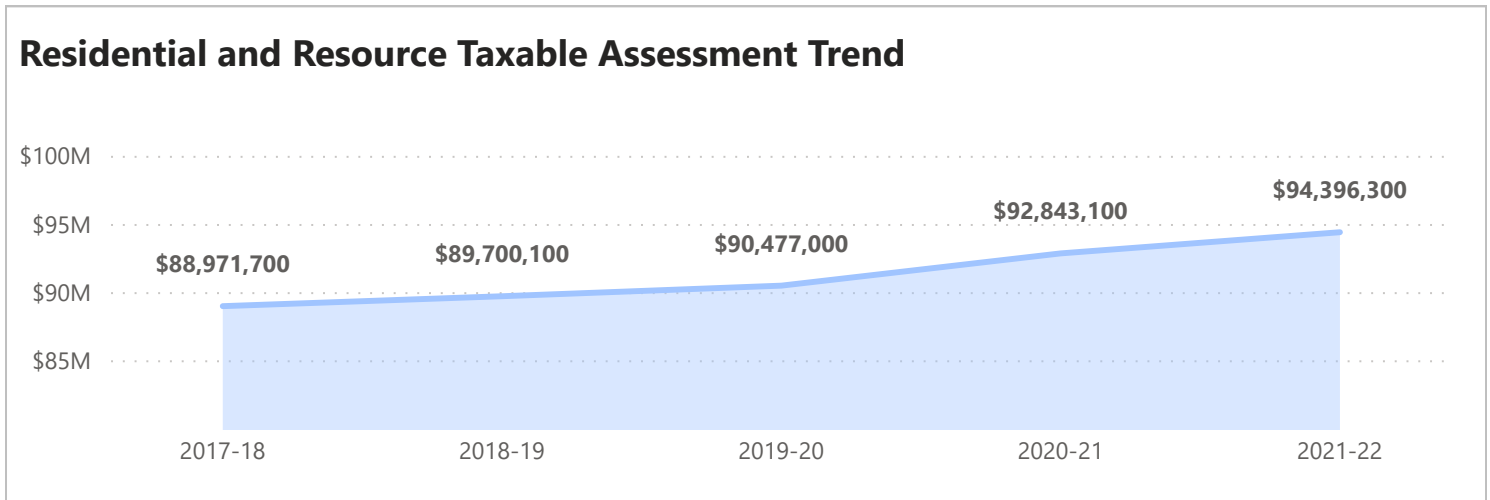


Figure 10 - Residential taxable assessment over the last five years. Source: 2017-18 to 2021-22 Statement of Estimates - Assessment

### Commercial Taxable Assessment Trend

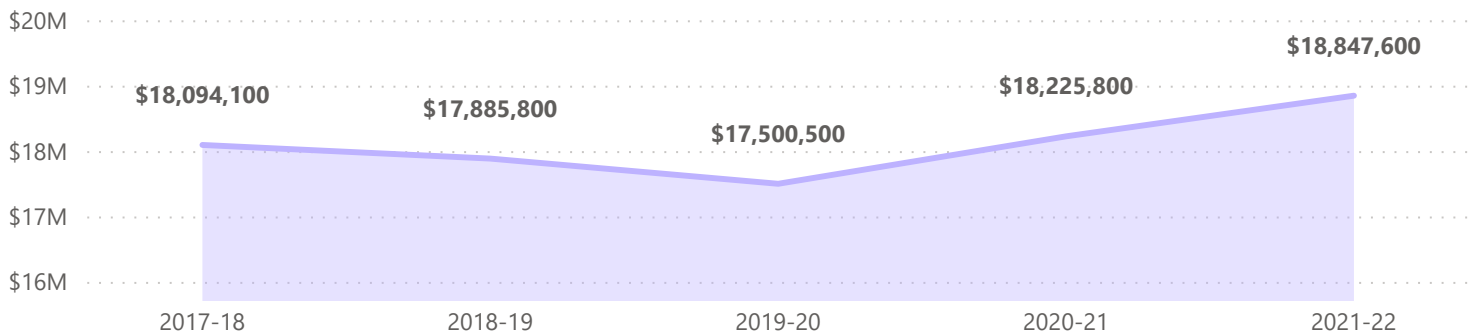


Figure 11 - Commercial taxable assessment over the last five years. Source: 2017-18 to 2021-22 Statement of Estimates - Assessment

<sup>1</sup> Uniform assessment is the value of a municipality's taxable property assessment plus the capitalized value of payments in lieu of taxes.

## Chapter 3 - Financial Information

### General Overview

Audited financial statements are presented on a consolidated basis. These consolidated financial statements present all municipal entities as one single reporting entity:

- all the individual funds managed by the Municipality
- organizations or enterprises that the Municipality owns or controls, such as:
  - Middleton Tourist Bureau

The Municipality's non-consolidated financial statements present the individual funds managed by the Municipality, such as the General Operating Fund, General Capital Fund, Non-operating Reserve Fund, Operating Reserve Fund and, if applicable, Water Operating Fund, Water Capital Fund, Water Reserve Fund, Electric Operating Fund, Electric Capital Fund, and Electric Reserve Fund. Non-consolidated financial statements are reconciled but not audited<sup>2</sup>.

### Financial Reporting Compliance

#### Legislated Requirements

Submitted before deadline<sup>3</sup>:

- |   |           |
|---|-----------|
| ◦ Audited Consolidated Financial Statements   | <b>No</b> |
| ◦ Financial Information Return (FIR)          | <b>No</b> |
| ◦ Statement of Estimates - Assessment (SOE-A) | <b>No</b> |
| ◦ Statement of Estimates - Budget (SOE-B)     | <b>No</b> |
| ◦ Management Letter/Internal Control Letter   | <b>No</b> |
| ◦ Summary Report of Expenses                  | <b>No</b> |
| ◦ Summary Report of Hospitality Expenses      | <b>No</b> |

Financial Statements include:

- |   |            |
|---|------------|
| ◦ Unqualified Audit Opinion                   | <b>Yes</b> |
| ◦ Elected Officials remuneration and expenses | <b>Yes</b> |

Expense and Hospitality report posted online quarterly	<b>No</b>
--	-----------

<sup>2</sup> Please be advised that, although the Department of Municipal Affairs and Housing reconciles, at a high level, a municipality's non-consolidated financial statements to the consolidated financial statements, the non-consolidated financial statements are usually not audited nor presented in full accordance with Canadian public sector accounting standards.

<sup>3</sup> Annually, municipalities are required to submit their financial information by Sept 30th.

# Financial Highlights

## Revenue

Total consolidated revenue:	\$5.1 Million
Revenue generated from own source revenue*:	\$3.6 Million
Total general operating revenue:	\$3.9 Million
Largest general operating revenue:	68% Net property taxes and payments in lieu of taxes

## Expenses

Total consolidated expenses:	\$4.1 Million
Total general operating expenses:	\$3.3 Million
Largest general operating expense:	33% Protective services

## Annual Surplus

Annual consolidated surplus (deficit):	\$1.0 Million
Consolidated accumulated surplus (deficit):	\$13.4 Million
Annual general operating surplus (deficit):	\$47.5 Thousand

## Debt

Total consolidated long-term debt:	\$1.5 Million
Total general capital fund long-term debt:	\$1.5 Million
General operating fund bank indebtedness:	\$0

\* Total consolidated revenue excluding government transfers

# Revenue

## \$5.1M

### 2021-22 Consolidated Revenue

Total consolidated revenue: \$5.1 Million

Largest revenue: \$2.6 Million Net property taxes and payments in lieu of taxes

Revenue generated from own source revenue: 69%

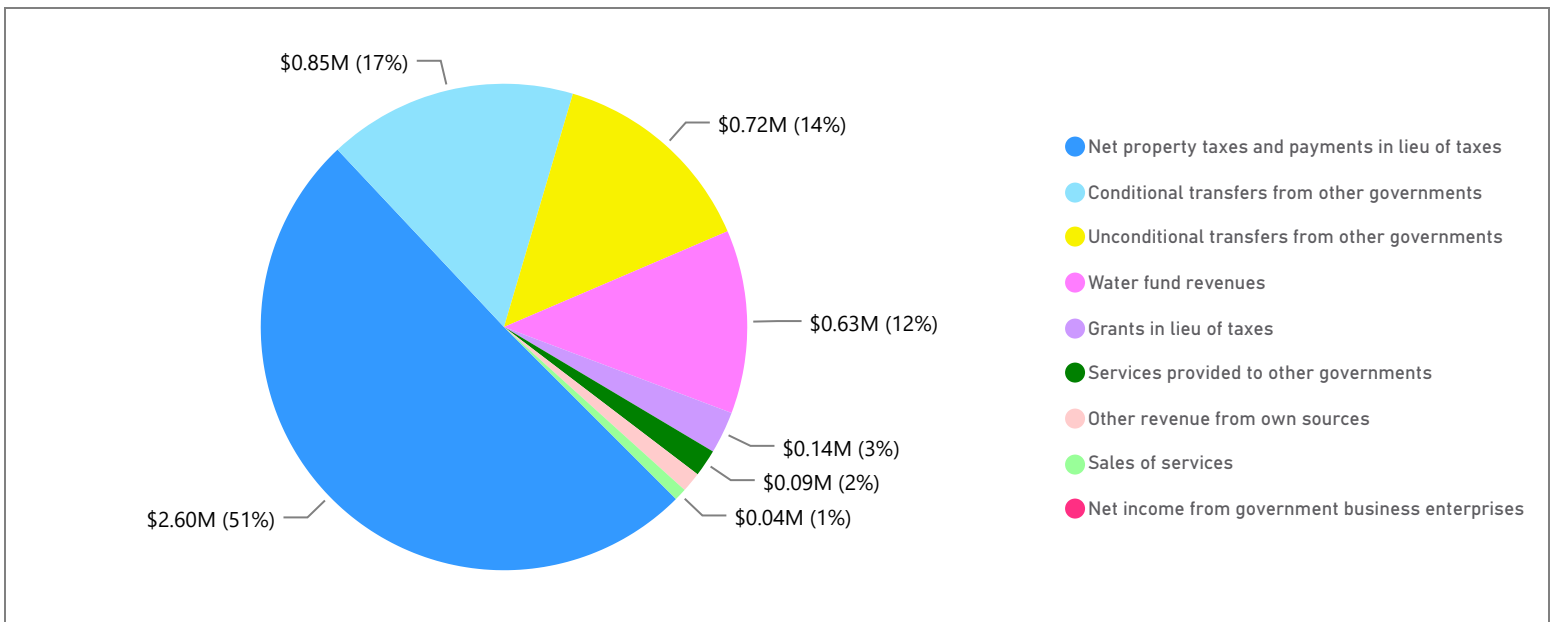
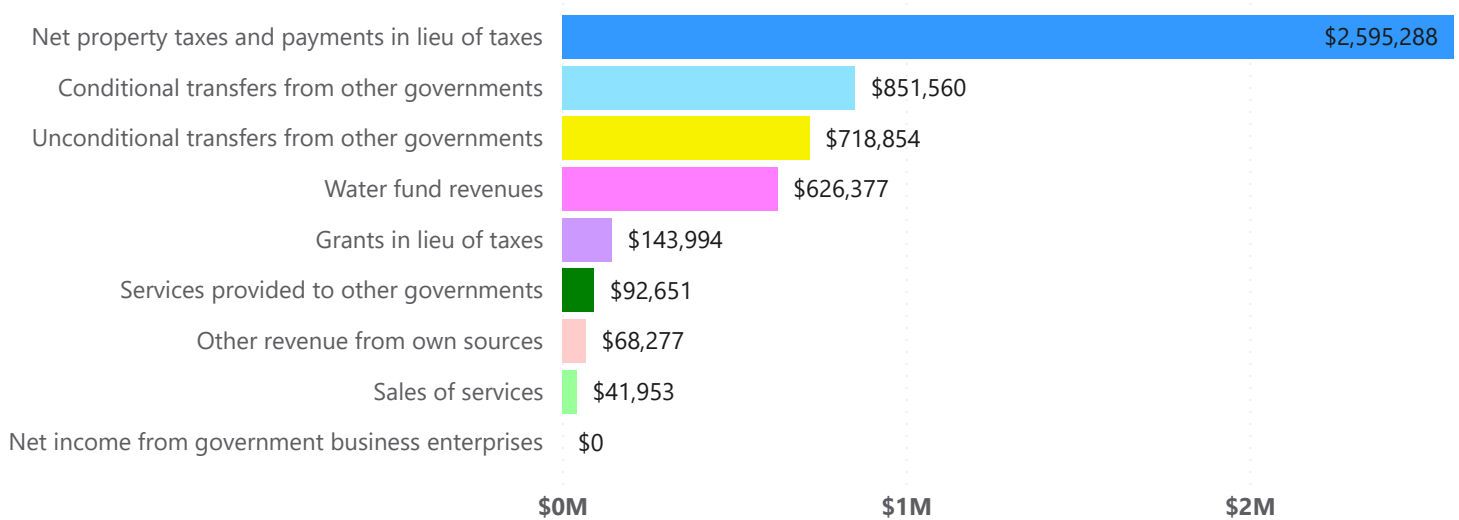


Figure 11 - Consolidated Revenue Source: 2021-22 Financial Information Return

The graphs above and below show the Municipality's consolidated revenue divided into categories.

## Consolidated Revenue



# Revenue

## \$3.9M

### 2021-22 General Operating Revenue

Total general operating revenue:	\$3.9 Million
Largest general operating revenue:	68% Net property taxes and payments in lieu of taxes
Uncollected Taxes Financial Condition Indicator (FCI):	3.3%
Reliance on Government Transfers (FCI):	20.2%

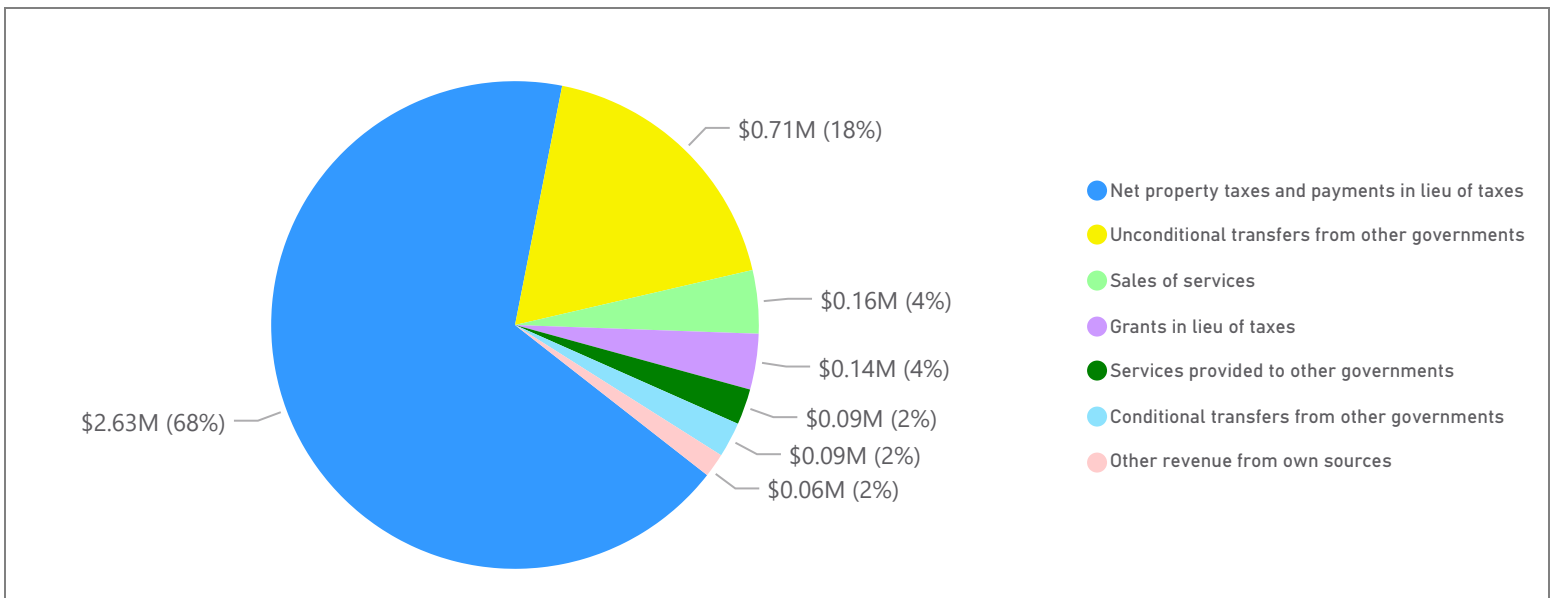
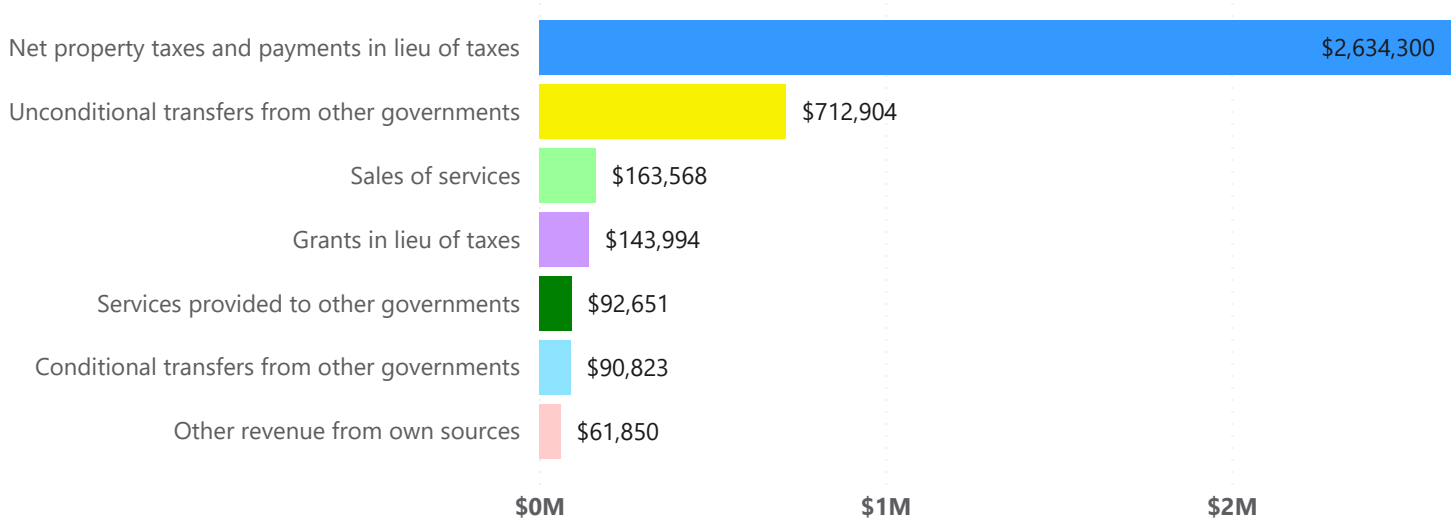


Figure 12 - General Operating Fund Revenue: 2021-22 Financial Information Return

The graphs above and below show the Municipality's general operating fund revenue divided into categories.

## General Operating Revenue



# Expenses

## \$4.1M

### 2021-22 Consolidated Expenses

Total consolidated expenses: \$4.1 Million  
 Largest expense: 24% Protective services

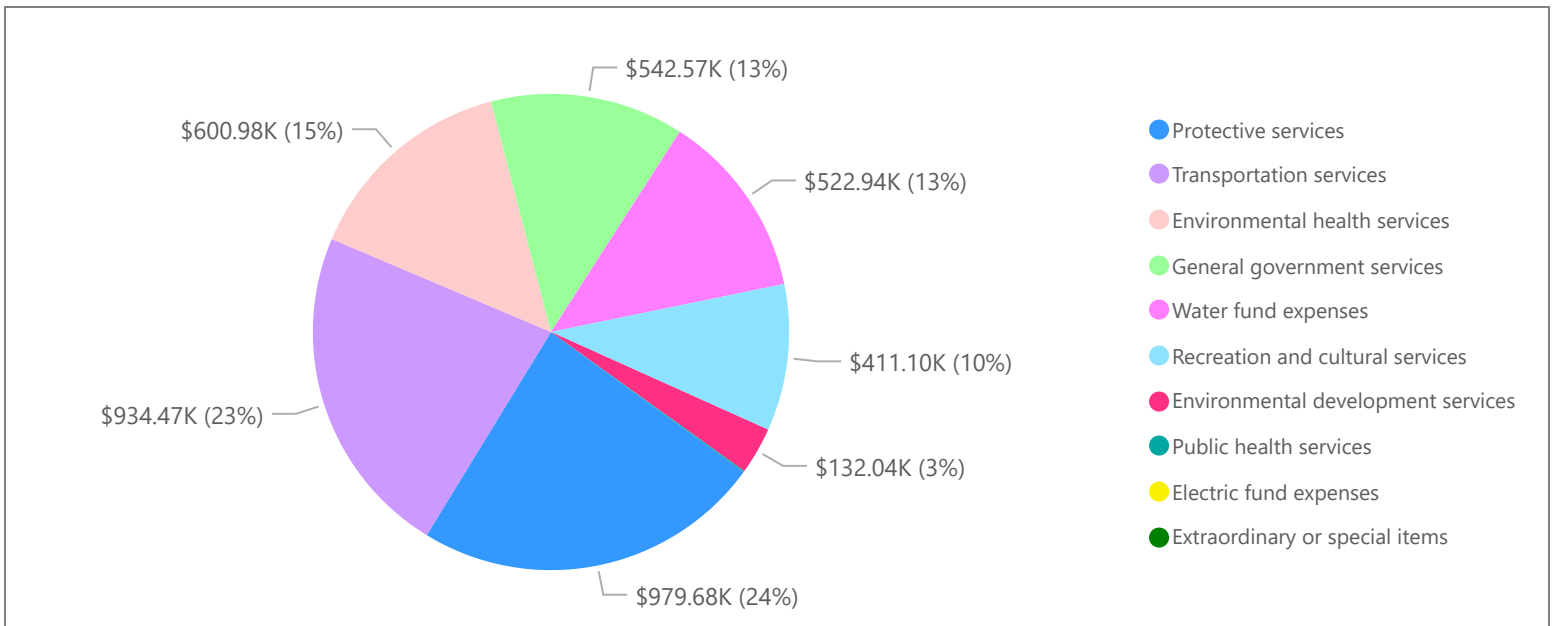
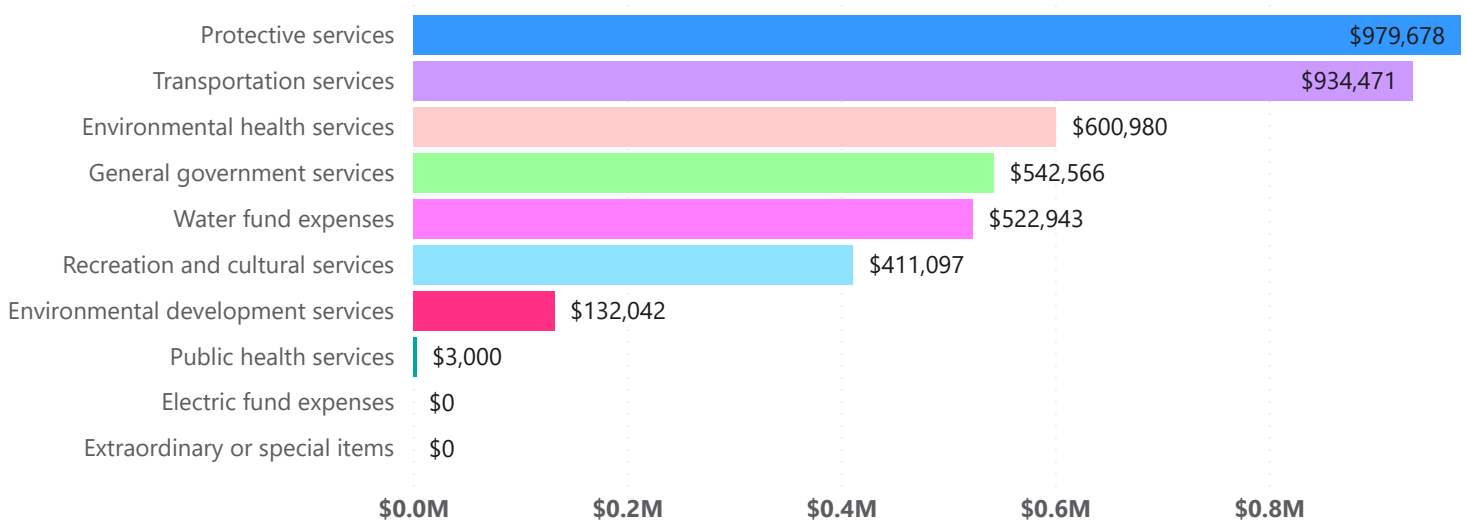


Figure 13 - Consolidated Expenses Source: 2021-22 Financial Information Return

The graph above and table below show the Municipality's consolidated expenses divided into categories.

## Consolidated Expenses



# Expenses

## \$3.3M

### 2021-22 General Operating Expenses

Total general operating expenses: \$3.3 Million

Largest general operating expense: 33% Protective services

General operating reserves as a percentage of total general operating expenses: 15.4%

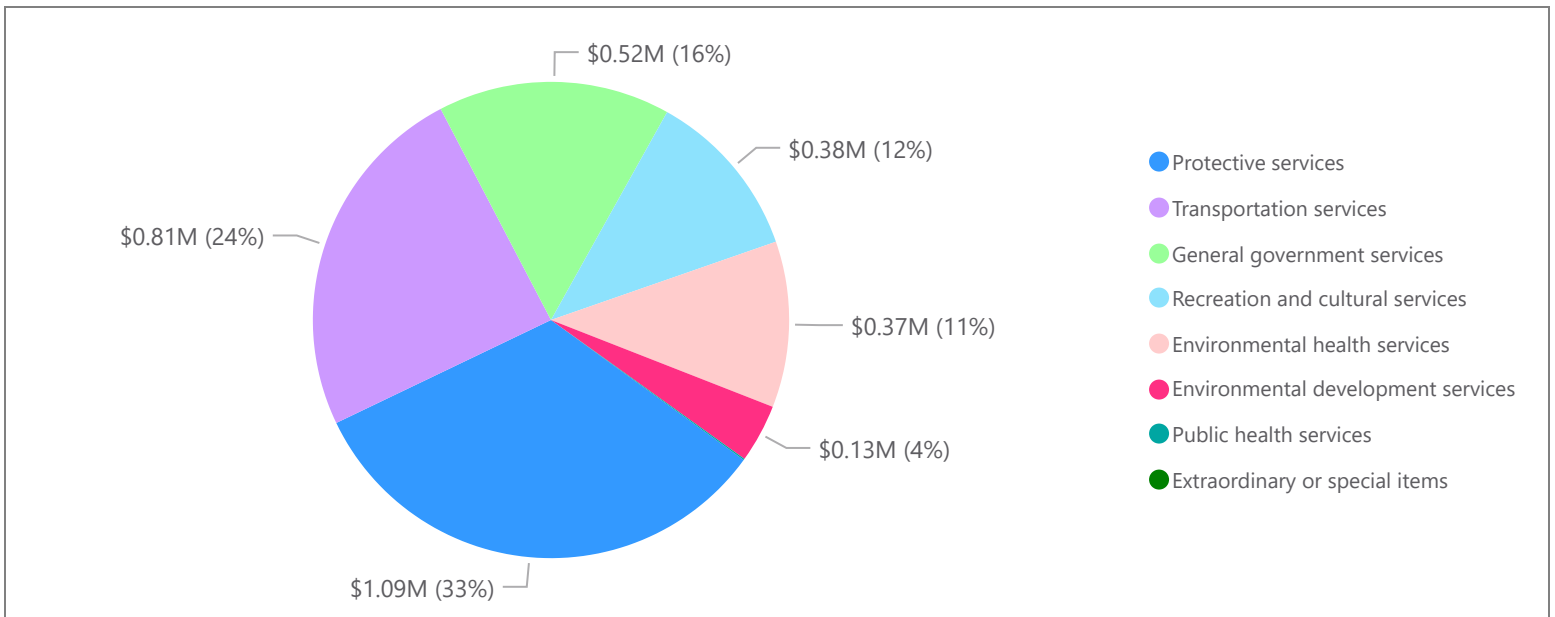
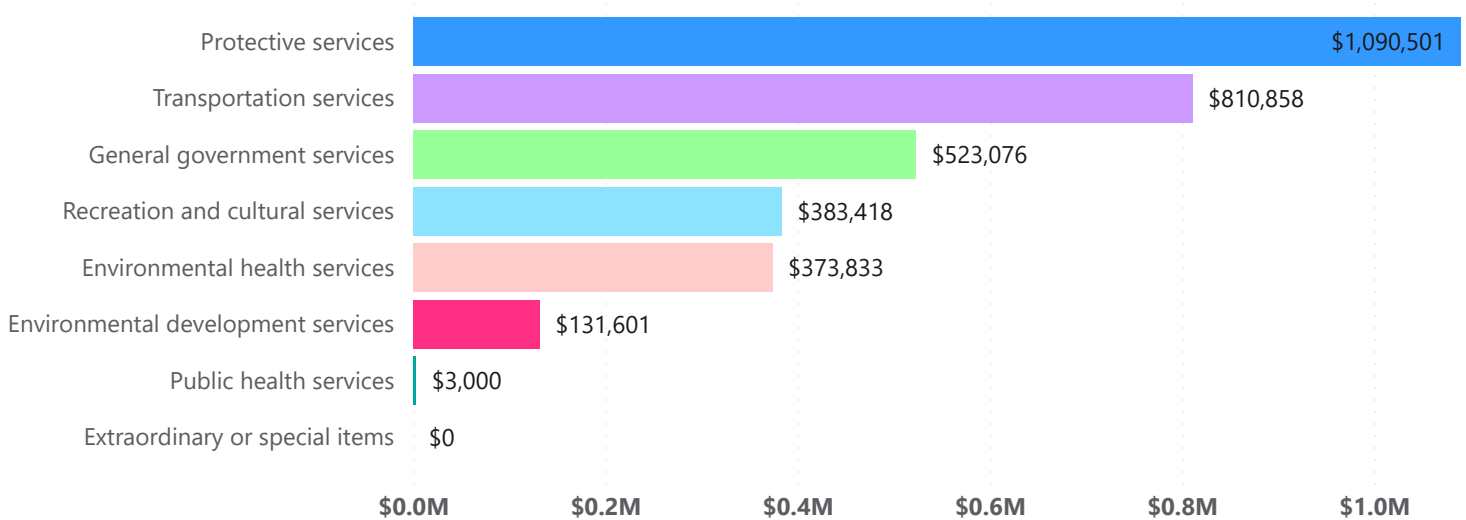


Figure 14 - General Operating Fund Expenses: 2021-22 Financial Information Return

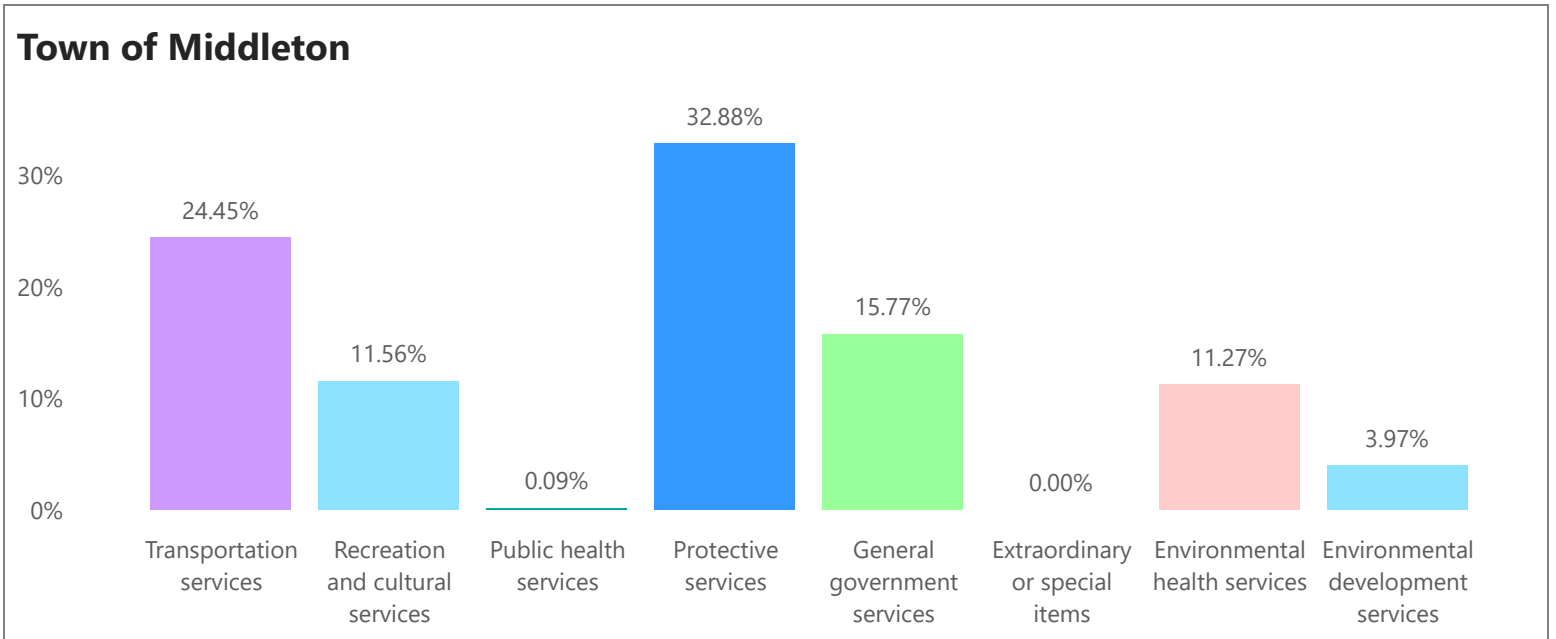
The graph above and table below show the Municipality's general operating fund expenses divided into categories.

## General Operating Expenses

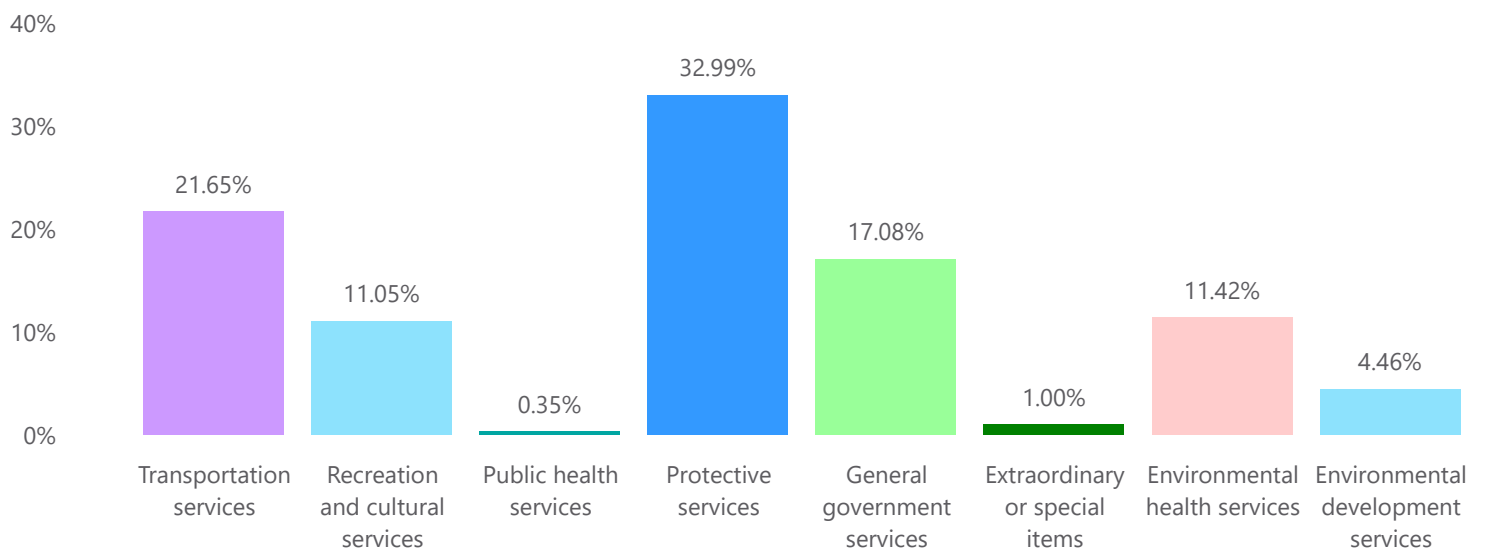


## 2021-22 General Operating Expenses Comparison to the Provincial Average

The graph below shows the expense by function for the municipal operations or General Operating Fund expenses compared to the Provincial Average.



### Provincial Average



\* Please note, these results do not include details from the Town of Mahone Bay due to outstanding financial reporting.

Figure 15 - Comparison of General Operating Fund Expenses to Provincial Average. Source: 2021-22 Financial Information Return

## Accumulated Surplus (Deficit)

Annual surplus (deficit): Revenue - Expenses

Note: Annual surplus (deficit) is added to the accumulated surplus (deficit)

Annual consolidated surplus (deficit):	\$1.0 Million
Consolidated accumulated surplus (deficit):	\$13.4 Million
Annual general operating surplus (deficit):	\$47.5 Thousand
Number of Deficits in the Last 5 Years Financial Condition Indicator (FCI):	1

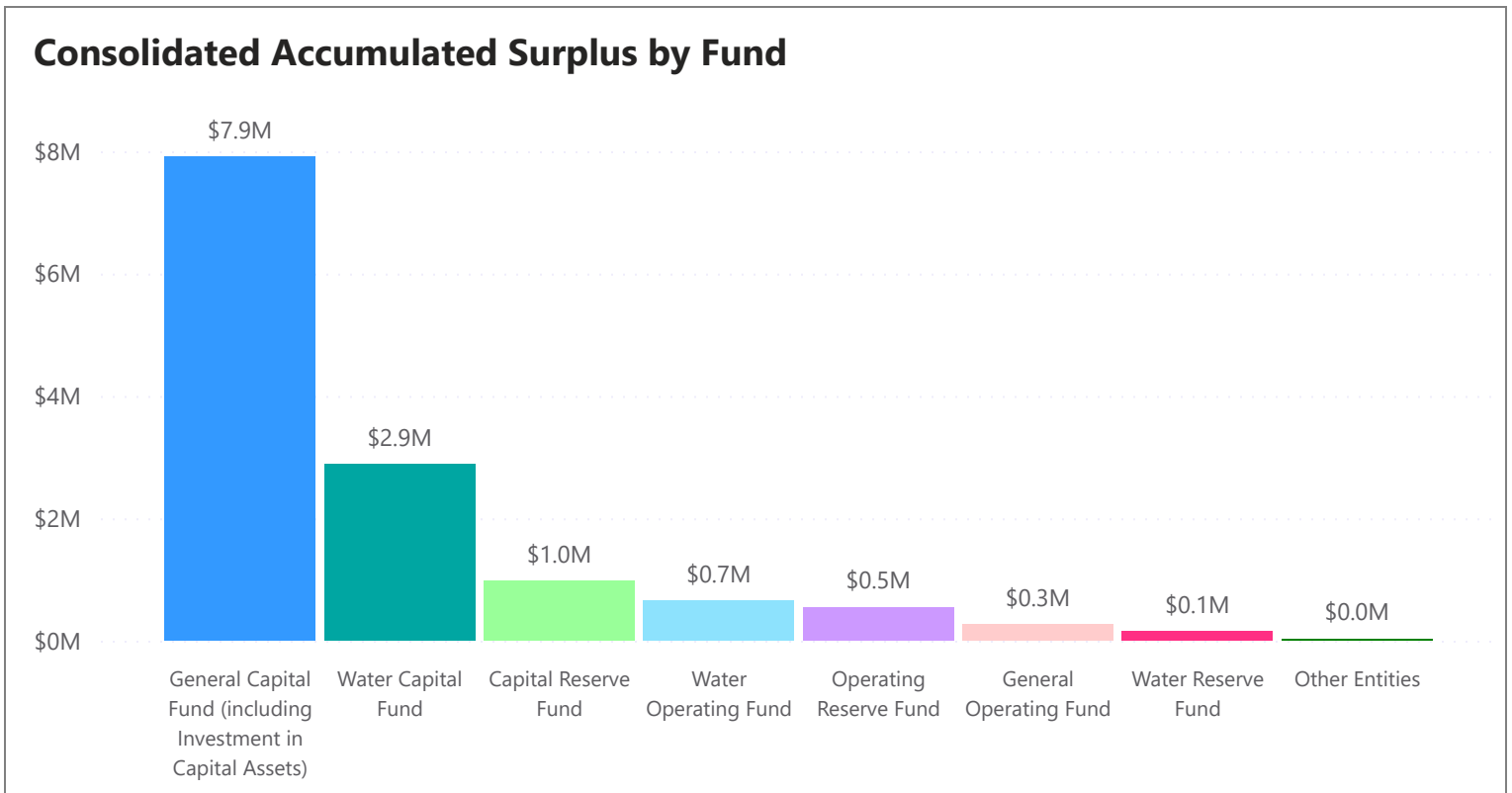


Figure 16 - Consolidated Accumulated Surplus by Fund. Source: 2021-22 Financial Information Return

## Debt

Total consolidated long-term debt:	\$1.5 Million
Total general capital fund long-term debt:	\$1.5 Million
Debt Service Financial Condition Indicator (FCI):	8.6%
Operating fund bank indebtedness:	\$0
Outstanding Operating Debt FCI (as a percentage of Net Property Taxes/Payment in Lieu of Taxes, Grants in Lieu of Taxes and Government Transfers):	0.0%

## Chapter 4 - Financial Condition Indicators: House Model

The Financial Condition Indicators (FCIs) condense multiple sources of information into a single visual “House Model” graph. The House Model gives a quick visual of a municipality’s strengths and possible areas where a municipality may want to focus its attention.

### The Model:

The Model consists of twelve indicators organized into base, structure and roof, focusing on:

- Base: Three indicators relating to internal and external factors that could impact the municipality's revenue stream.
- Structure: Five financial indicators that concern management and debt; and
- Roof: Four key performance indicators, that reflect the municipality's ability to meet current and future needs in a balanced and independent manner.

### Risk thresholds:

Each indicator is assessed against a risk threshold:

- low risk (**green**);
- moderate risk (**yellow**); and
- high risk (**red**).

### Overall assessment:

The Department calculates an overall assessment for fiscal instability:

- low risk (**green**): 9-12 FCIs meet low risk threshold;
- moderate risk (**yellow**): 7-8 FCIs meet low risk threshold; and
- high risk (**red**): 6 or less FCIs meet low risk threshold.

### For Comparison:

Prior years included the 5-Year Budget Accuracy as a financial condition indicator. Due to the impact of COVID-19, use of the 5-Year Budget Accuracy indicator has been suspended for 2020-2021 and 2021-2022. Its future inclusion or possible replacement will be re-evaluated for the 2022-2023 municipal reports.

## Overall Assessment

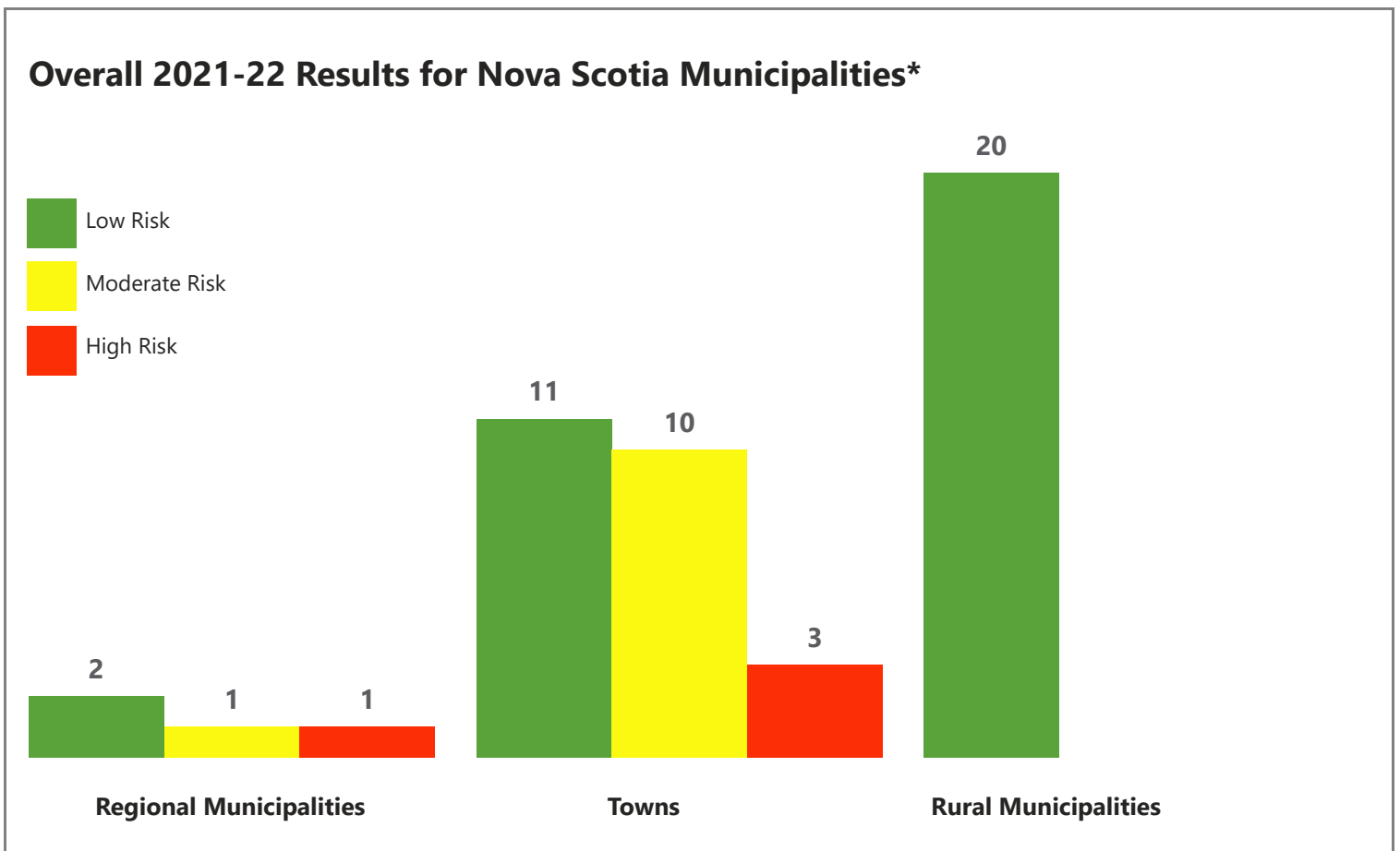
**Overall Assessment for:** Town of Middleton

**Financial Condition:** High Risk

The overall Financial Conditions Index assessment for the Town of Middleton is High Risk.

This means that the Municipality faces some challenges, and it is considered high risk for fiscal instability.

**Comparison:** The majority of Municipalities are at low risk (see chart below).



\* Please note, these results do not include details from the Town of Mahone Bay due to outstanding financial reporting.

# Financial Condition Indicators Highlights for 2021-22

Overall Assessment

**Red (High Risk)**

The overall Financial Conditions Index assessment for the Town of Middleton is Red (High Risk).

This means that the Municipality faces some challenges, and it is considered high risk for fiscal instability.

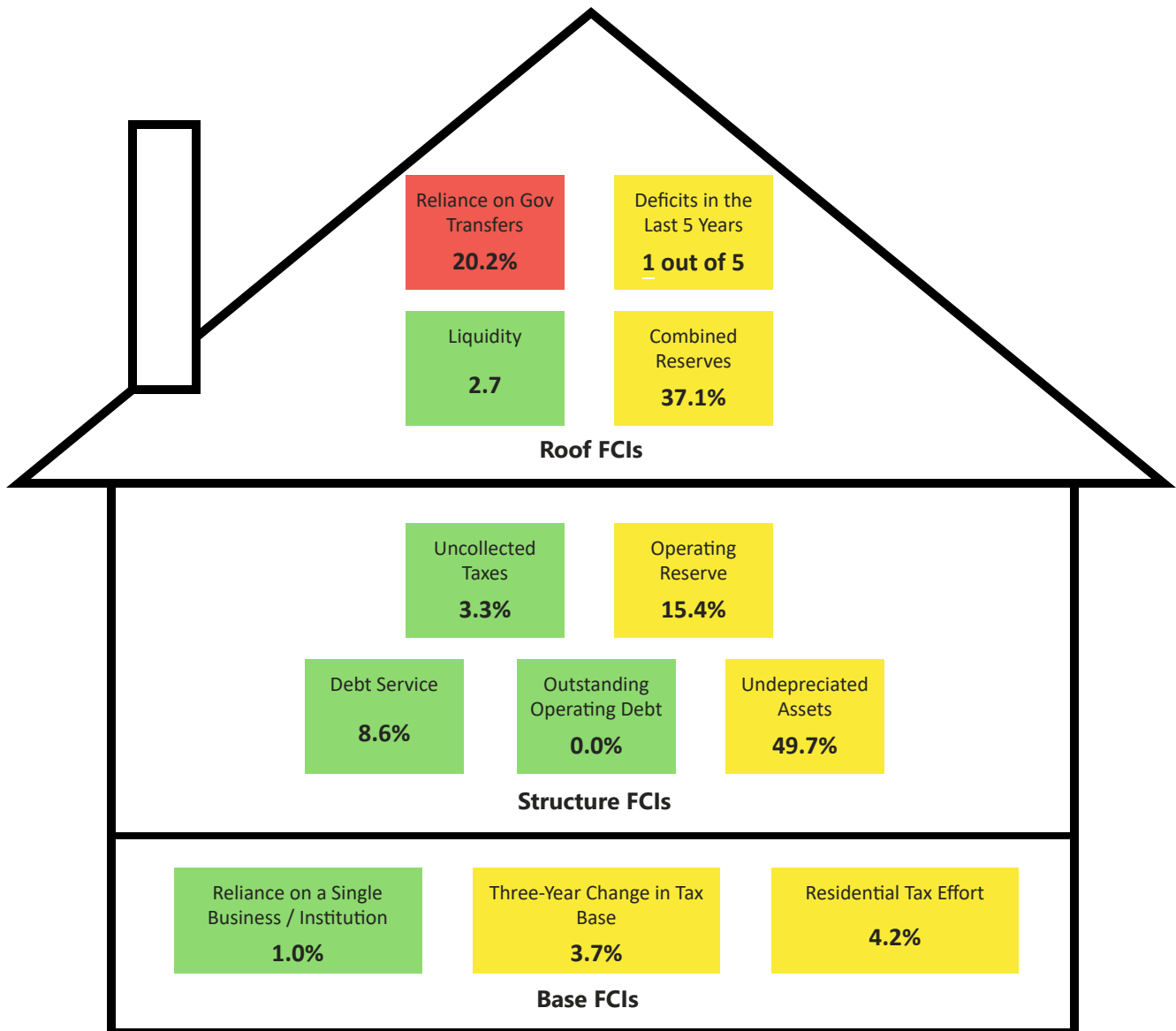
As shown in the House model below, the Town of Middleton's FCIs are comprised of:

Low Risk (green): 5 Indicators

Moderate Risk (yellow): 6 Indicators

High Risk (red): 1 Indicators

Individual FCI results are presented in the House below and are compared to last year's result on the next page.



## Two-Year Comparison of Financial Condition Indicators

<b>BASE</b>	<b>2020-21</b>	<b>2021-22</b>	<b>+/-</b>
Reliance on a Single Business or Institution	1.0%	1.0%	0.0%
Three-Year change in Tax Base	0.8%	3.7%	2.9%
Residential Tax Effort	5.1%	4.2%	-0.9%
<b>STRUCTURE</b>			
<b>STRUCTURE</b>	<b>2020-21</b>	<b>2021-22</b>	<b>+/-</b>
Uncollected Taxes	3.3%	3.3%	0.0%
Operating Reserve	10.9%	15.4%	4.5%
Debt Service	8.6%	8.6%	0.0%
Outstanding Operating Debt	7.0%	0.0%	-7.0%
Undepreciated Assets	49.9%	49.7%	-0.2%
<b>ROOF</b>			
<b>ROOF</b>	<b>2020-21</b>	<b>2021-22</b>	<b>+/-</b>
Reliance on Government Transfers	12.3%	20.2%	7.9%
Number of Deficits in the Last 5 Years	1	1	0
Liquidity	2.3	2.7	0.4
Combined Reserves	35.8%	37.1%	1.3%

\*For 3-year Change in Tax Base, CPI change for 2020-21 was 6.7% and for 2021-22 was 12.1%.

# Base FCI Indicator - Municipal Revenue Dimension

## Reliance on a Single Business or Institution

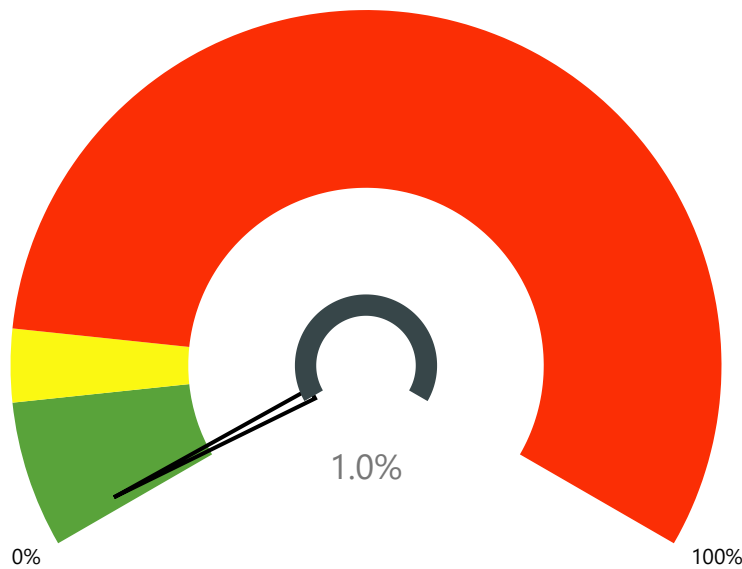
2021-22 Results: **Low Risk 1.0 %**

The largest single commercial or institutional account is 1.0 % of the Municipality's total Uniform Assessment.

What does it mean? The Municipality is showing no vulnerability in this area. The Municipality's tax base is not dependent on one single business or institution.

Calculation: 
$$\frac{\text{Taxable assessment value of the largest business or institution}}{\text{Uniform assessment}} = 1.0\%$$

- Risk Thresholds:
- Low: Less than 10%
  - Moderate: 10% to 15%
  - High: Greater than 15%



## Base FCI Indicator - Municipal Revenue Dimension

### Three-Year Change in Tax Base

2021-22 Results: **Moderate Risk 3.7 %**

What does it mean? Growth is below the CPI % change of 12.1% but above 0%.  
The Municipality's tax base is not keeping up with the cost of municipal services and programs.

Calculation: 
$$\frac{\text{Current uniform assessment} - \text{Uniform assessment 3 years prior}}{\text{Uniform assessment 3 years prior}} = 3.7\%$$

- Risk Thresholds:
- Low: Equal or above CPI % change (Three Year CPI 2021-22: 12.1 %)
  - Moderate: Below CPI % change, but not negative growth
  - High: Negative growth

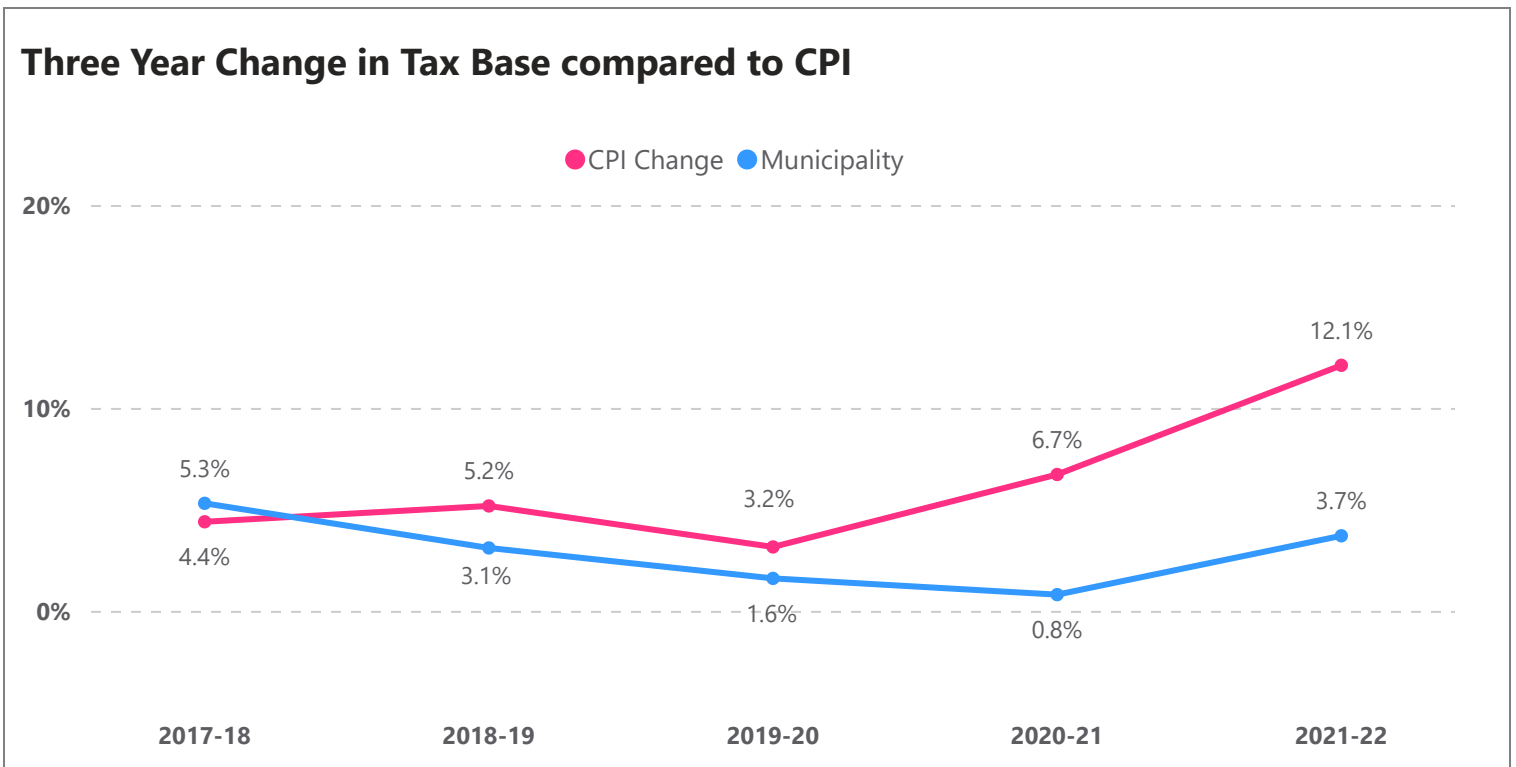


Figure 17 - Three-year change in Uniform Assessment in comparison to three-year change in CPI for the last 5 years.  
Source: Statement of Estimates-Assessment and Statistics Canada

# Base FCI Indicator - Municipal Revenue Dimension

## Residential Tax Effort

2021-22 Results: **Moderate Risk 4.2 %**

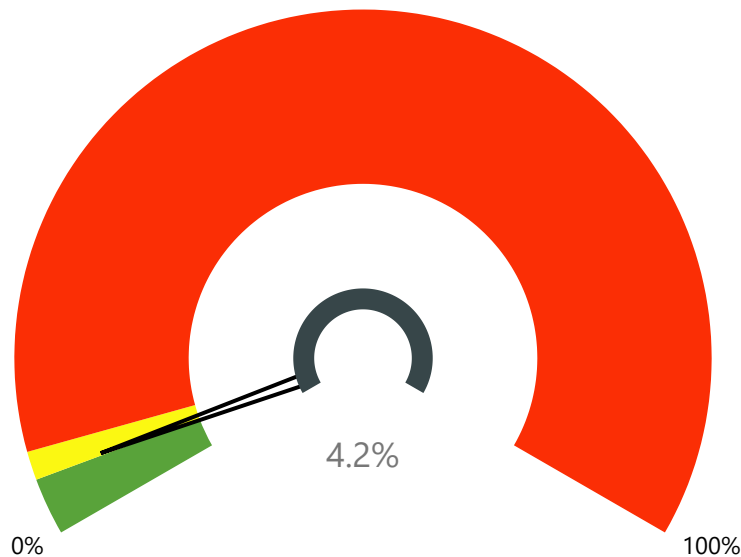
4.2 % of median household income is required to pay the average tax bill.

What does it mean? The Municipality has limited flexibility to increase the taxes, if required.

This indicator helps council assess the affordability of municipal taxes in relation to the current service levels.

Calculation: 
$$\frac{\text{Total residential tax revenue per dwelling unit}}{\text{Median household income}} = 4.2\%$$

- Risk Thresholds:
- Low: Less than 4%
  - Moderate: 4% to 6%
  - High: Greater than 6%



# Structure (Management) FCI Indicator - Municipal Management Dimension

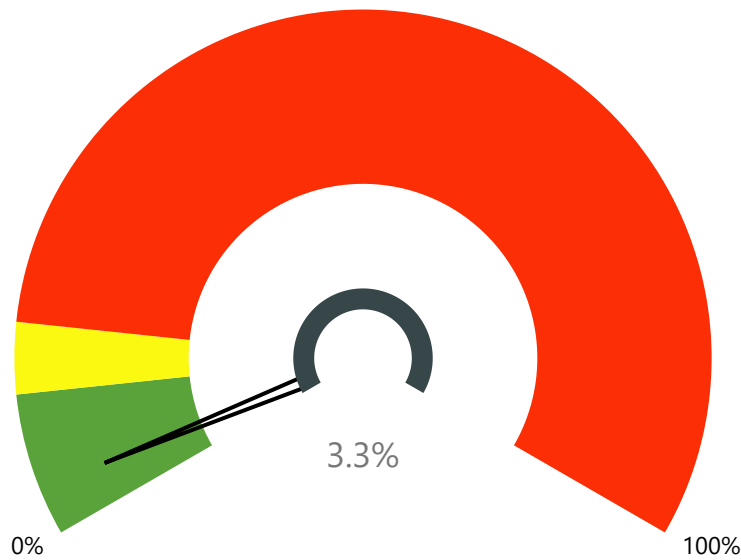
## Uncollected Taxes

2021-22 Results: **Low Risk 3.3 %**

What does it mean? The Municipality is managing tax revenue collection.

Calculation: 
$$\frac{\text{Total cumulative uncollected taxes}}{\text{Total taxes billed in current fiscal year}} = 3.3\%$$

- Risk Thresholds:
- Low: Less than 10%
  - Moderate: 10% to 15%
  - High: Greater than 15%



# Structure (Management) FCI Indicator - Municipal Management Dimension

## Operating Reserve

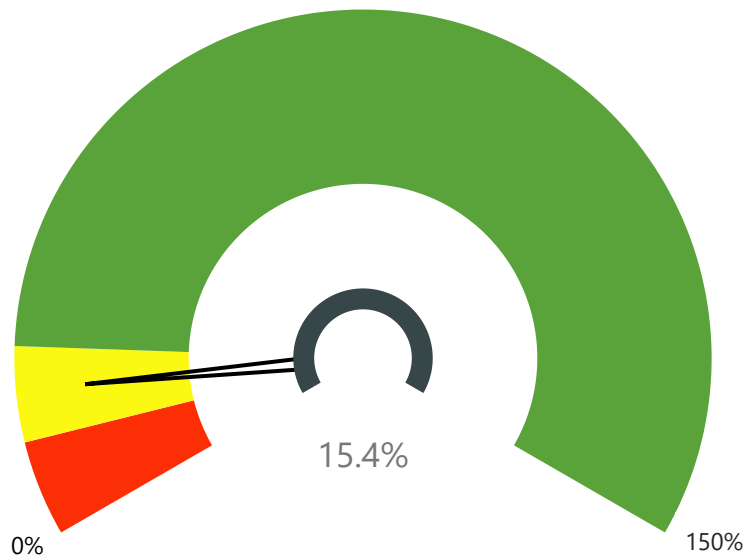
2021-22 Results: **Moderate Risk 15.4 %**

What does it mean? The Municipality has not set aside sufficient funds to help mitigate any unforeseen risks or future needs.

This indicator provides the value of funds set aside for planned future needs, to smooth expenses, or for unexpected expenses.

Calculation: 
$$\frac{\text{Total operating reserve fund balance}}{\text{Total operating expenditures}} = 15.4\%$$

- Risk Thresholds:
- Low: Greater than 20%
  - Moderate: 10% to 20%
  - High: Less than 10%



# Structure (Management) FCI Indicator - Municipal Management Dimension

## Debt Service

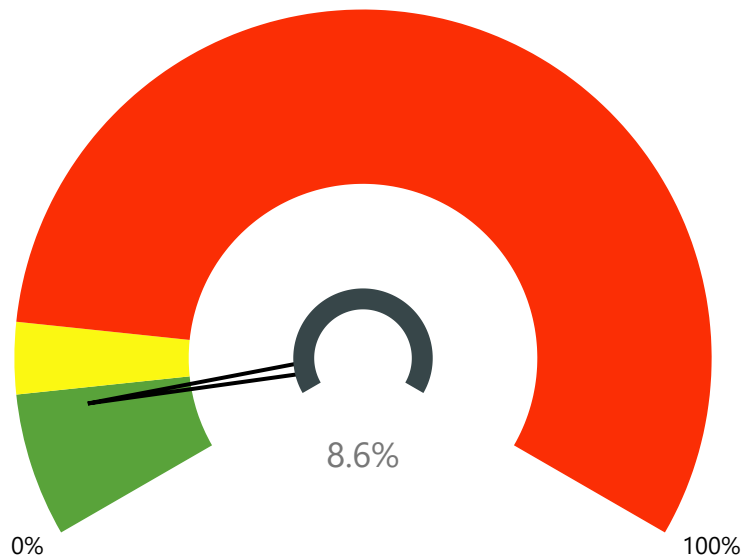
2021-22 Results: **Low Risk 8.6 %**

8.6% of own source revenue is spent on principal and interest payments.

What does it mean? With adequate cash flow, the Municipality may have the flexibility to increase borrowing levels to help finance future capital expenditures.

Calculation: 
$$\frac{\text{Principal and interest paid on long-term debt}}{\text{Total own source operating revenue}} = 8.6\%$$

- Risk Thresholds:
- Low: Less than 10%
  - Moderate: 10% to 15%
  - High: Greater than 15%



# Structure (Management) FCI Indicator - Municipal Management Dimension

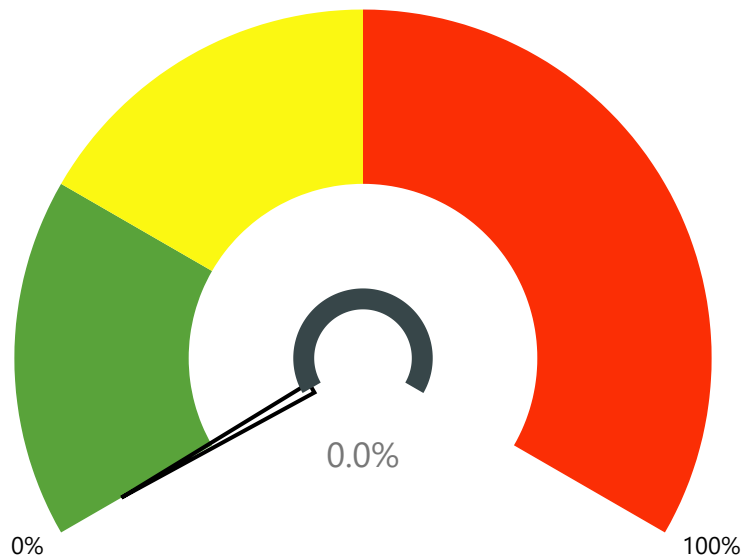
## Outstanding Operating Debt

2021-22 Results: **Low Risk 0.0 %**

What does it mean? The Municipality is not carrying any operating debt.

Calculation: 
$$\frac{\text{Total outstanding operating debt}}{\text{Total own source operating revenue}} = 0.0\%$$

- Risk Thresholds:
- Low: Less than 25%
  - Moderate: 25% to 50%
  - High: Greater than 50%



# Structure (Management) FCI Indicator - Municipal Management Dimension

## Undepreciated Assets

2021-22 Results: **Moderate Risk 49.7 %**

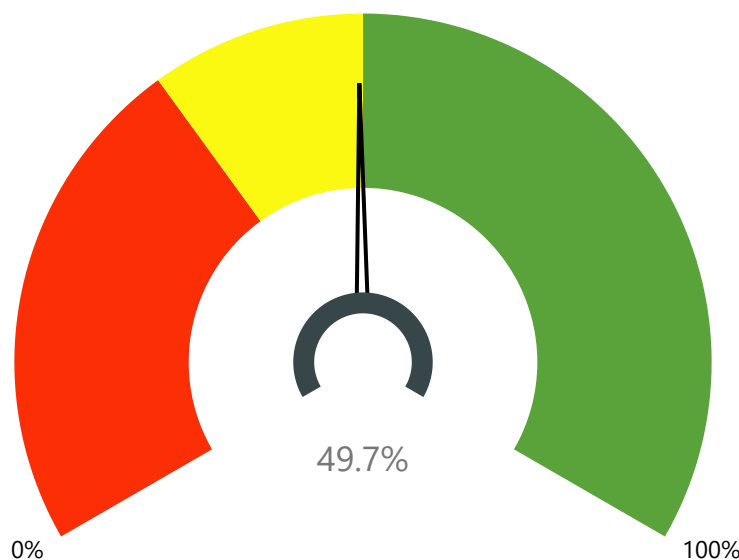
What does it mean? This indicator estimates that the Municipality's capital assets have 49.7 % of their useful life remaining

Municipalities across Canada are facing sufficient infrastructure challenges. This indicates that the Municipality may be experiencing an infrastructure challenge similar to other municipalities.

While this indicator provides an estimate of the useful life left in the Municipality/Town's recorded capital assets, it does not necessarily indicate the condition of those assets. For instance, some older assets could still be in good working condition, while the opposite could also be true.

Calculation: 
$$\frac{\text{Total net book value of capital assets}}{\text{Gross costs of capital assets}} = 49.7\%$$

- Risk Thresholds:
- Low: Greater than 50%
  - Moderate: 35% to 50%
  - High: Less than 35%



# Roof (Key Performance) FCI Indicator - Overall Assessment Dimension

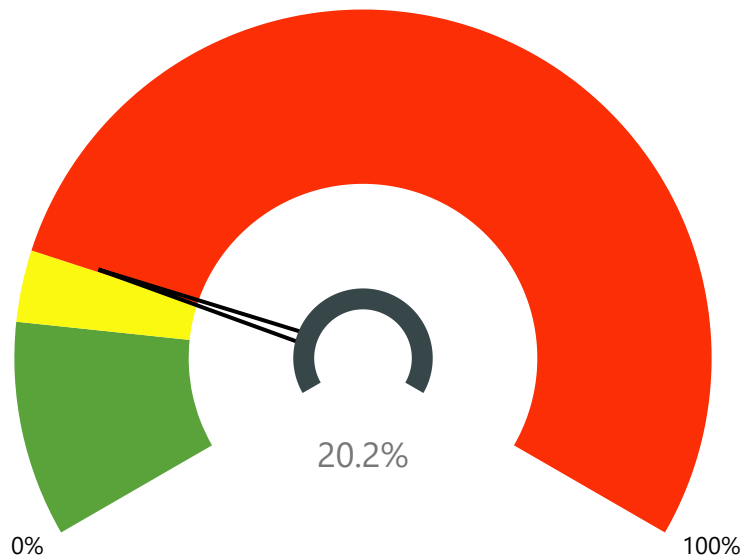
## Reliance on Government Transfers

2021-22 Results: **High Risk 20.2 %**

What does it mean? The Municipality is highly dependent on another level of government to meet its service obligations.

Calculation: 
$$\frac{\text{Total government transfers}}{\text{Total revenue}} = 20.2\%$$

- Risk Thresholds:
- Low: Less than 15%
  - Moderate: 15% to 20%
  - High: Greater than 20%



# Roof (Key Performance) FCI Indicator - Overall Assessment Dimension

## Number of Deficits in the last 5 Years

2021-22 Results: **Moderate Risk: 1 Operating deficit in the last five years**

What does it mean? Deficits are important indications of financial health. The result indicates that the Municipality is somewhat able to meet its needs in a balanced manner and maintains a balanced budget.

Calculation: Number of non-consolidated operating deficits in the last five years = 1

- Risk Thresholds:
- Low: 0 in the last five years
  - Moderate: 1 or more in the last 5 years
  - High: 1 or more in the last 2 years with one material deficit (0.5% of operating expenses)

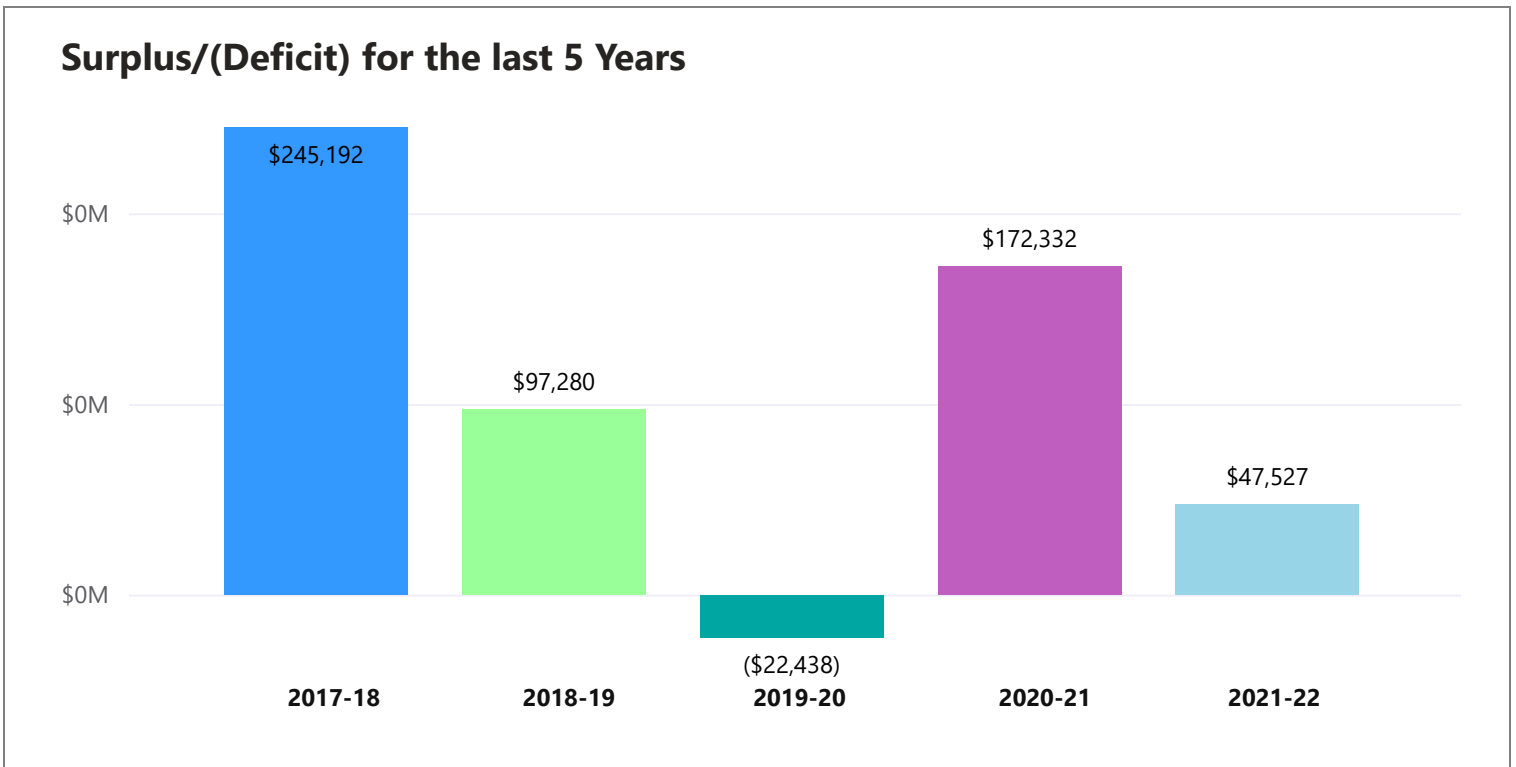


Figure 18 - Annual operating fund surplus (deficit) for the last 5 years. Source: Financial Information Return

# Roof (Key Performance) FCI Indicator - Overall Assessment Dimension

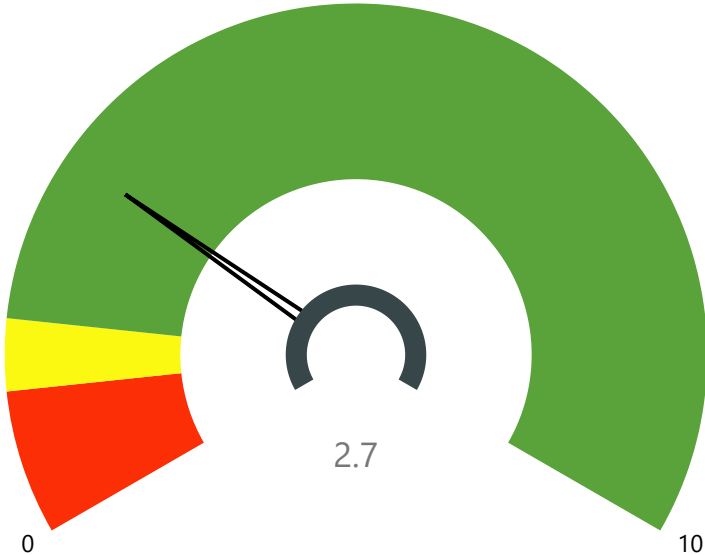
## Liquidity

2021-22 Results: **Low Risk 2.7**

What does it mean? Liquidity is key to financial performance. The result indicates that the Municipality does not have a cash flow problem and is able to meet its service obligations.

Calculation: 
$$\frac{\text{Total current financial assets}}{\text{Total current liabilities}} = 2.7$$

- Risk Thresholds:
- Low: Greater than 1.5
  - Moderate: 1 to 1.5
  - High: Less than 1



# Roof (Key Performance) FCI Indicator - Overall Assessment Dimension

## Combined Reserves

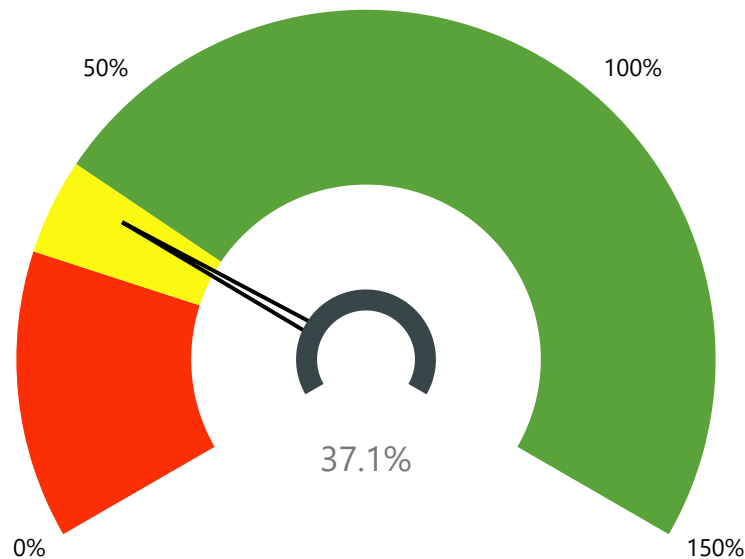
2021-22 Results: **Moderate Risk 37.1 %**

What does it mean? This result indicates that the Municipality may appear to have sufficient reserves needed to address unexpected events or provide flexibility to address future projects.

Calculation: Reserves are critical components of a municipality's long-term sustainability. This indicator shows the value of the funds held in the reserves compared to a single year's operation including amortization expenses.

Risk Thresholds: 
$$\frac{\text{Total operating and capital reserves}}{\text{Total operating expenses plus amortization expense}} = 37.1\%$$

- Low: Greater than 40%
- Moderate: 30% to 40%
- High: Less than 30%



## Appendix I - Additional Resources

Nova Scotia Government's Open Data Portal ([data.novascotia.ca](https://data.novascotia.ca))

This portal provides access to various government data in a free, accessible, machine-readable format.

Financial datasets currently published through the Nova Scotia Government's Open Data Portal:

- Consolidated Revenues and Expenses by Municipality
- Municipal Affairs and Housing Funding Programs
- Farm Land Grant
- Financial Condition Indicators by Municipality
- Municipal Contributions to Roads
- Municipal Financial Capacity Grant
- Municipal Operating Fund- Summary of Revenue and Expenses by Municipality
- Municipal Operating Expenses by Function - 10 Year Summary
- Municipal Operating Revenue by Source - 10 Year Summary
- Municipal Property Tax Rates
- Nova Scotia Power Grant-in-Lieu
- Uniform Assessment

## Appendix II - Municipal Website

The municipal website is [discovermiddleton.ca](https://discovermiddleton.ca)

A municipality's website can be a helpful resource to access various financial information. Currently, most municipal websites provide:

- Audited Financial Statements
- Approved Operating Budget
- Quarterly Municipal Councilor and CAO Expense Report
- Quarterly Municipal Hospitality Expense Report

## Contact Municipal Affairs and Housing

For more information, for support in action plan development, or to obtain a guide on action plan development:

[municipalfinance@novascotia.ca](mailto:municipalfinance@novascotia.ca).





**Attorney General  
Justice  
Office of the Minister**

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PO Box 7, Halifax, Nova Scotia, Canada B3J 2L6 • Telephone 902-424-4044 Fax 902-424-0510 • novascotia.ca

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March 28, 2024

**Via Email:** [satkinson@town.middleton.ns.ca](mailto:satkinson@town.middleton.ns.ca)

Mayor Sylvester Atkinson  
Town of Middleton  
131 Commercial Street  
P.O. Box 340  
Middleton, NS B0S 1P0

Dear Mayor Atkinson:

**Re: Increase to Policing Resource Level – Annapolis District RCMP**

Thank you for your letter dated March 19, 2024, regarding the request from the Town of Middleton to increase its policing resource level within Annapolis District RCMP by one (1) officer and confirmation of the associated financial commitment from the municipality.

It is noted that Annapolis District RCMP also provides policing services to the Municipality of the County of Annapolis and they have concurrently requested to increase its policing resource level by three (3) officers, thereby bringing the total requested increase to four (4) officers effective April 1, 2024. I appreciate that the Town of Middleton along with the County of Annapolis and the RCMP have collaborated over the last number of months to ensure that an adequate level of policing is provided to the citizens of your community.

The requests are hereby approved to increase the policing resource levels in Annapolis District RCMP by four (4) officers, with the costs associated to one (1) officer to be recovered from the Town of Middleton. A request will be submitted to Public Safety Canada to increase the Provincial Police Service Agreement accordingly and I expect the RCMP will ensure the new resources are in place in your community as soon as possible.

Sincerely,

A handwritten signature in blue ink that reads "Brad Johns".

Brad Johns  
Minister of Justice and Attorney General

cc: Assistant Commissioner Dennis Daley, Commanding Officer "H" Division RCMP  
Warden Morrison, Municipality of Annapolis