

AGENDA

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. SECOND READING

3.1 RFD 056-2024 - Craft Brewery (2nd Reading) – Town Planner (Dawn Sutherland)

4. APPROVAL OF THE MINUTES

4.1 Council Meeting Minutes – November 18, 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 Committee of the Whole Recommendations

- a. RFD 055-2024 – Committee Planning Notices and Public Advertisements – Planning Services Coordinator
- b. RFD 047-2024 – Council Code of Conduct – CAO

6.2 Audit Committee Recommendations

- a. RFD 057-2024 – Audited Financial Statements for 2023-24 – Director of Finance

6.3 2024-2025 Capital Projects Update – Director of Finance

6.4 2024-2025 Town General and Water Utility Forecast – Director of Finance

7. REPORTS

7.1 Management Report – CAO

7.2 Middleton Fire Department Dispatch Report for November – CAO

7.3 IMSA Board Nov 20/24 Meeting Minutes – Mayor Smith

7.4 NSFAM Memo – Mayor Smith

7.5 Mayor’s Report

MIDDLETON TOWN COUNCIL
Town Hall – Council Chambers & Facebook Live
Monday, December 16, 2024
Immediately following the Public Hearing at 6:00pm



8. **ANYTHING BY MEMBERS**

9. **ADJOURNMENT**

REQUEST FOR DECISION
Craft Brewery – 65 School Street
RFD#: 056-2024



To: Town Council
From: Sara Marceau, Planning Services Coordinator
Date: December 16, 2024
Subject: Craft Brewery – 65 School Street (2nd Reading)

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- Middleton Municipal Planning Strategy (MPS)
- Middleton Land Use Bylaw (LUB)
- Policy G 1.2: Public Participation Program
- *Municipal Government Act*: Part VIII – Planning and Development
- Planning Advisory Committee Minutes – October 16, 2024
- Planning Report dated October 16, 2024

Legislation

- *Municipal Government Act*

Recommendation

THAT Town Council gives 2nd Reading and approves the new definition of Craft Food and Beverage Production, and adds it as a permitted use in Commercial Downtown (CD) zone, Commercial General (CG) zone, and Industrial and Commercial Enterprise (ICE) zone.

Background

See attached Planning Report and October 16, 2024 PAC Minutes.

Financial Implications

Land Use By-law text amendments require 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
Craft Brewery – 65 School Street
RFD#: 056-2024



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	All Land Use By-law text amendments require community consultation.
X	Governance	The process for Land Use By-law amendments is outlined in the MGA and internal policies and bylaws.
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

Land Use By-law amendments require community engagement:

- A Public Hearing will be held prior to Council reviewing the proposed amendments.

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 16 December 2024

Planning Report

October 2024



To: Middleton Planning Advisory Committee

From: Ning Liang
Town Planner

Date: October 16th, 2024

Reference: Application for a text amendment to the Town of Middleton Land Use Bylaw for the addition of Craft Food and Beverage Production as a definition and permitted use in the Commercial Downtown (CD) zone, Commercial General (CG) zone, and Industry and Commercial Enterprise (ICE) zone.

Recommendation:

That Municipal Council **approve the** addition of Craft Food and Beverage Production as a definition and add it as a permitted use in the Commercial Downtown (CD) zone, Commercial General (CG) zone, and Industry and Commercial Enterprise (ICE) zone.

Information:

The Town of Middleton received the Land Use Bylaw text amendment on May 29th, 2024. The applicant, Jamie Peppard, is seeking to construct a craft brewery “as-of-right” at 65 School Street, Middleton. Craft brewery is a use not defined and permitted in the Town’s Land Use Bylaw (LUB). The applicant is requesting to amend the Town’s LUB to define and include craft brewery as a permitted use in the zone of the subject property.

Subject Property	
Plan Area:	Town of Middleton
Designation:	Commercial Downtown (CD)
Zoning:	Commercial Downtown (CD)
Wellfield:	No
Heritage:	No
PID:	05082045
Lot:	63-65 School Street
Total Area:	23 106 ft ²

Background:

The Town of Middleton received an application from the applicant, Jamie Peppard, to amend the Town’s LUB on May 29th, 2024. The applicant wants to construct a craft brewery on his property PID 05082045 on School Street, which is within the Commercial Downtown (CD) zone. Craft brewery usually refers to a use that manufactures and sells beer and other alcoholic beverages and may have a restaurant on the same premises. The Town’s LUB currently does not define and include such a use. Permitting craft brewery in the Town of Middleton would require adding a new definition that describes the use of its kind to the LUB and permitting it in the appropriate zone.

Planning staff recommend adding the following definition of Craft Food and Beverage Production to the Town's LUB:

"31 Craft Food and Beverage Production means the use of a building or part thereof for the production of:

- *specialized food products intended for retail sale;*
- *not more than 150,000 hectolitres of beer, wine, mead, premixed cocktails, kombucha, or non-alcoholic beverages in a year; or*
- *not more than 75,000 litres of distilled spirits in a year;*

and may include public tasting and retail sales of the product but does not include a restaurant or licensed liquor establishment unless those uses are permitted as a main use in the applicable use zone."

Regarding the appropriate zones for permitting Craft Food and Beverage Production, in addition to the Commercial Downtown (CD) zone where the applicant's property is located, Commercial General (CG) zone and Industrial and Commercial Enterprise (ICE) zone can also accommodate this use. Regarding the eligibility of both zones for permitting Craft Food and Beverage Production, please see the Policy Analysis section.

Policy Analysis:

Encouraging new business and economic activities is fundamental to ensuring the sustainable growth and prosperity of the Town. As stated in the Town of Middleton's MPS, section 2.2, the Town's objective is to encourage a broad range of commercial activities, including retail, commercial, personal and commercial services, hospitality, and others, within the commercial downtown core to support its vitality. A wide range of commercial uses is also permitted in the General Commercial and Industry and Commercial Enterprise Development zones.

As MPS Policies C1 & C6.2, and C3 & C7.2 state, Commercial Downtown (CD) zone, and Commercial General (CG) zone are intended to include a broad range of commercial uses. Industry and Commercial Enterprise (ICE) zone also permits CG zone uses, in accordance with MPS policies ICE1 & ICE3.2. For a complete list of applicable, please see Appendix A.

Options:

1. Recommend that Council approves the new definition of Craft Food and Beverage Production, and add it as a permitted use in Commercial Downtown (CD) zone, Commercial General (CG) zone, and Industrial and Commercial Enterprise (ICE) zone.
2. Recommend that Council approves the new definition of Craft Food and Beverage Production, and add it as a permitted use only in Commercial Downtown (CD) zone.
3. Council does not approve the new definition of Craft Food and Beverage Production.

Conclusion:

Planning staff support adding the new definition of Craft Food and Beverage Production and permitting it in Commercial Downtown (CD) zone, Commercial General (CG) zone, and Industrial and Commercial (ICE) zone. Craft Food and Beverage Production as a commercial use meets the intent of these zones. Permitting Craft Food and Beverage Production also aligns with the Town’s objective of commercial development.

Staff Recommendation to PAC:

Option 1. Approve the new definition and permit Craft Food and Beverage Production in Commercial Downtown (CD) zone, Commercial General (CG) zone, and Industrial and Commercial (ICE) zone.

Proposed Motion for PAC:

Be it resolved THAT the Planning Advisory Committee recommends that the Town of Middleton Council approve the LUB amendments regarding adding a new definition of Craft Food and Beverage Production and adding it as a permitted use in Commercial Downtown (CD) zone, Commercial General (CG) zone, and Industrial and Commercial Enterprise (ICE) zone.

Proposed Motion for Council, First Reading:

Be it resolved THAT Municipal Council give First Reading to and schedule a Public Hearing for the LUB amendments regarding adding a new definition of Craft Food and Beverage Production and adding it as a permitted use in Commercial Downtown (CD) zone, Commercial General (CG) zone, and Industrial and Commercial Enterprise (ICE) zone.

Appendix A: Summary of Relevant Policies

MPS Policy C1

It shall be the intention of Council to Create a Commercial Downtown Designation on the Generalized Future Land Use Map and encourage a broad range of commercial, institutional, and community uses within a convenient, compact, and pedestrian-oriented commercial district.

MPS Policy C3

It shall be the intention of Council to create a Commercial General Designation on the Generalized Future Land Use Map and encourage a range of general and highway-oriented commercial and accommodation uses.

MPS Policy C6.2

The Commercial Downtown (CD) Zone shall include a broad range of commercial uses, including retail, commercial and personal service, commercial and professional office, commercial accommodation and hospitality, as well as institutional, community, and residential uses as permitted uses.

MPS Policy C7.2

The Commercial General (CG) Zone shall include retail, commercial and personal service, commercial and professional office, commercial accommodation, commercial uses requiring permanent outdoor display and storage, as well as institutional and existing residential uses, as permitted uses.

MPS Policy ICE1

It shall be the intention of Council to create an Industry and Commercial Enterprise Designation on the Generalized Future Land Use Map and encourage a range of industrial, commercial, institutional, and community uses within an area that has been specifically developed for commercial and industrial enterprises requiring larger lot area and related infrastructure.

MPS Policy ICE3.2

The Industry and Commercial Enterprise (ICE) Zone shall include a range of industrial, manufacturing, processing, industrial service, warehouse, and transportation and distribution uses, as well as a range of general commercial, commercial display, wholesale, and institutional uses.

Appendix B: Proposed Land Use By-law Amendments

TOWN OF MIDDLETON LAND USE BY-LAW AMENDMENTS

1. Part 3 “Definitions” is hereby amended by adding the following **text in bold**. The number of the subsections afterward the added text also changes accordingly.

31 Craft Food and Beverage Production means the use of a building or part thereof for the production of:

- (a) specialized food products intended for retail sale;**
- (b) not more than 150,000 hectolitres of beer, wine, mead, premixed cocktails, kombucha, or non-alcoholic beverages in a year; or**
- (c) not more than 75,000 litres of distilled spirits in a year;**

and may include public tasting and retail sales of the product but does not include a restaurant or licensed liquor establishment unless those uses are permitted as a main use in the applicable use zone.

2. Part 11 “Commercial Downtown (CD) Zone” is hereby amended by adding the following **text in bold** to Subsection 11.1 titled “Uses Permitted”.

11.1 Uses Permitted

No development permit shall be issued in a Commercial Downtown (CD) zone, except for one or more of the following uses:

- Retail
- Commercial Services
- **Craft Food and Beverage Productions**
- Personal Services
- Business and Professional Offices

.....

3. Part 12 “Commercial General (CG) Zone” is hereby amended by adding the following **text in bold** to Subsection 12.1 titled “Uses Permitted”.

12.1 Uses Permitted

No development permit shall be issued in a Commercial General (CG) zone, except for one or more of the following uses:

- Retail
- Commercial Services
- **Craft Food and Beverage Productions**
- Personal Services
- Business and Professional Offices

.....

4. Part 13 “Industry and Commercial Enterprise (ICE) Zone” is hereby amended by adding the following **text in bold** to Subsection 13.1 titled “Uses Permitted”.

13.1 Uses Permitted

No development permit shall be issued in an Industry and Commercial Enterprise (ICE) Zone, except for one or more of the following uses:

- Any manufacturing, processing, industrial or assembly operation, excepting those connected with primary petroleum, metal, scrap metal, or chemical industries and motorized transportation equipment
- **Craft Food and Beverage Productions**
- Warehousing
-

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via Facebook Live on Monday, November 18, 2024, starting at 7:00 p.m.

PRESENT

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councillors Sandra Fournier, Bernadette Knapp, Jonathan Archibald, and Dan Smith; Director of Finance, Brigitte Stennett, Director of Public Works, Adam Verran, Chief Administrative Officer, Ashley Crocker; and Recording Secretary, Sara Marceau

Regrets: Councillor John Bartlett

Also in Attendance: Ten (10) citizens

1. **CALL TO ORDER**

Mayor Smith called the meeting to order at 6:59 pm.

2. **APPROVAL OF THE AGENDA**

241118.01 It was moved and seconded that Council approve the agenda as amended.
Motion carried.

3. **PROCLAMATIONS**

3.1 International Day of Persons with Disabilities

Mayor Smith proclaimed December 3, 2024, as the International Day of Persons with Disabilities in Middleton.

4. **PRESENTATIONS**

Julie Merrit, CAO of Annapolis Valley Library gave a presentation to new council members.

A citizen asked if residents could rent a book from out of the County or out of the province. Julie Merrit stated, "Out of the country, no. Out of the province, yes, there is a process for that. E-books are restricted by the authors."

Councillor Smith: since you're under contract with the province, is there an annual wage increase included in the budget?

- Julie Merrit stated, no not currently but will be proposed going forward.

Councillor Archibald asked whether the funding for the Middleton Library is determined based on population size (per capita) or usage. Specifically, if Middleton

utilizes its library more frequently than, for example, Berwick, does Middleton's budget increase accordingly, or is there a set formula for determining funding?

- Julie Merritt stated that there is a historically created formula based on population, and while the numbers have remained unchanged, they now need to be reevaluated.

Councillor Smith asked if the reason for going into in-camera should be included in the minutes. CAO Crocker stated that it is not required on the agenda, and that residents can refer to the agenda to see what was written. Councillor Smith suggested it would be easier for residents to view if the reasons were included in the minutes. CAO Crocker suggested that we could try including it going forward but it's not mandatory.

5. APPROVAL OF THE MINUTES

Approval of the Previous Meeting Minutes

- 5.1 2024.09.16 Council Minutes
- 5.2 2024.09.16 In-Camera Meeting Minutes
- 5.3 2024.10.07 Special Council Meeting Minutes
- 5.4 2024.10.07 In-Camera Meeting Minutes
- 5.5 2024.11.05 Special Council Meeting Minutes

6. ANYTHING BY CITIZENS

CAO Crocker mentioned that a resident submitted a letter regarding their water being shut off during a repair of a watermain break.

Citizen Dianne McDonald acknowledged Public Works and suggested opening the brush dump one Saturday a month, possibly with the help of volunteers.

Deputy Mayor Marshall explained that in the past, residents could sign out a key, but illegal dumping had become an issue.

7. NEW BUSINESS

7.1 RFD 048-2024 Award of Design for School Street Waterline

CAO Crocker recommended that Council approve the recommendations as circulated.

241118.02 It was moved and seconded that Council award the Engineering and Design services for the waterline upgrade on School Street from the intersection of

School Street and Main Street to the intersection of School Street and Marshall to CBCL Ltd. for an amount not exceeding \$22,000 plus HST. **Motion carried.**

Discussion on the motion: Councillor Smith asked if this would be connected to the Northland Secondary Plan.

241118.03 That Town Council approve utilizing up to \$22,000 from the Water Utility Depreciation Reserve to fund the Engineering and Design services for the waterline upgrade on School Street. **Motion carried.**

7.2 RFD 053-2024 Community Centre Fire Hall

241118.04 BE IT RESOLVED THAT that the Council of the Town of Middleton hereby support the Community Center Fire Hall Project and commit to finding a solution to moving the project forward. **Motion carried.**

Councillor Archibald asked if there was a way to get an update, as he has been receiving questions.

Deputy Mayor Marshall provided some background, explaining that everything occurred during Covid.

7.3 RFD-046-2024 Appointment List Update

241118.05 It was moved and seconded that Council, on recommendation from the CAO, remove Benjamin Croll of Brighter Community Planning as a Development Officer **Motion carried.**

241118.06 It was moved and seconded that Council, on recommendation from the CAO remove Meg Carroll as Animal Control Officer. **Motion carried.**

241118.07 It was moved and seconded that Council, on recommendation from the CAO appoint Brigitte Stennett as Town Treasurer. **Motion carried.**

241118.08 It was moved and seconded that Council, on recommendation from the CAO and Chair of the Planning Advisory Committee appoint Hilary Campbell as a member of the Planning Advisory Board. **Motion carried.**

241118.09 It was moved and seconded that Council, on recommendation from the CAO and Director of Finance appoint Sylvester Atkinson, Patricia Leslie and Thi Anh Dao Bui as members of the Audit Committee.

Councillor Archibald declared a conflict of interest regarding the appointments to the Audit Committee due to the fact that his partner Thi Anh Dao Bui is being appointed as a member of the committee. **Motion carried.**

241118.10 It was moved and seconded that Council, on recommendation from staff, appoint Tara Balcome, Alex Balcome, Krystal Cane, Kelley Doucette, Katie Greene, Shalene Burns and Stephanie Purcell to the Middleton Pool Society. **Motion carried.**

241118.11 It was moved and seconded that Council appoint Special Constable Ashley Gervais and Special Constable Zachary Cromwell as Animal Control & Bylaw Enforcement Officers. **Motion carried.**

241118.12 It was moved and seconded that Council appoint Dawn Sutherland and Chrystal Fuller as Development Officers. **Motion carried.**

241118.13 It was moved and seconded that Council appoint Danny Wright, Andrew Dobson and Erin Schurman-Kolb as Building and Fire Officials. **Motion carried.**

241118.14 It was moved and seconded that Council approve the Appointment List, as presented. **Motion carried.**

7.4 RFD 052-2024 Proposed New IDEA Committee

CAO Crocker gave a brief update on the new IDEA Committee and stated that the RFD has been circulated.

There was a discussion around the new IDEA Committee.

Councillor Smith inquired about the process for selecting committee members and expressed concern that Middleton may not have fair representation.

Councillor Archibald asked if we could go back and secure some guarantees.

Deputy Mayor Marshall expressed concern about fair representation for Middleton, asking, "Who has voting power?"

Councillor Smith mentioned the Master Transportation Plan and noted that a county-wide committee might not be familiar with local issues like parking spots.

Councillor Knapp asked, "Is this through the province?"

Councillor Archibald emphasized the importance of having a Middleton voice, stating that Middleton should receive its fair share, just like other municipalities.

241118.15 It was moved and seconded that Town Council approve the October 2024 Inter-municipal joint Inclusion, Diversity, Equity and Accessibility Strategy. **Motion carried.**

7.5 RFD 051-2024 Proposed New Joint Police Advisory Board

CAO Crocker gave a brief overview of the proposed Joint Police Advisory Board.

Councillor Archibald asked who is proposing this idea.

- CAO Crocker stated that this was brought up at our Police Advisory Board meeting.

Councillor Smith stated that four meetings a year provide less support for our residents and that we should increase the number of meetings.

Deputy Mayor Marshall stated that policing is a collaborative effort and that we have been vocal about the concerns in Middleton.

Councillor Smith asked if Council could meet directly with the police instead of through the Police Advisory Board.

ACTION: CAO Crocker to investigate whether Council can meet with the police directly or if it must be done through the board.

241118.16 It was moved and seconded that Town Council endorse the concept of a joint Police Advisory Board structure with the Municipality of the County of Annapolis and that a proposed board terms of reference be brought forward to Council for final review and potential adoption. **Motion carried.**

7.6 RFD 050-2024 1st Reading Amendment to Land Use Bylaw for Craft Brewery

Planning Services Coordinator Marceau gave a brief overview of the 1st reading amendment to the Land Use Bylaw for a Craft Brewery.

241118.17 It was moved and seconded that Town Council, on positive recommendation of the Planning Advisory Committee, gives 1st Reading to the new definition of Craft Food and Beverage Production, and adds it as a permitted use in Commercial Downtown (CD) zone, Commercial General (CG) zone, and Industrial and Commercial Enterprise (ICE) zone and schedules a Public Hearing followed by 2nd Reading for December 16, 2024. **Motion carried.**

7.7 RFD 049-2024 Municipal Funding Agreement

DOF Stennett gave an overview of the CCFB Municipal Funding Agreement.

241118.18 It was moved and seconded that Council approves that the Mayor and CAO execute the new agreement with the federal government under the Canada Community-Building Fund (CCFB). **Motion carried.**

7.8 Capital Projects Update for 2024/25

DOF Stennett gave an overview of the Capital Projects for 2024/25.

7.9 Policing Discussion

Mayor Smith asked, "What can we do to improve policing in Middleton?"

- Councillor Smith suggested gauging the council's willingness for a more open conversation with the RCMP. Councillors should focus on responsibility rather than the Police Advisory Board (PAB).
 - CAO Crocker stated that she will check the Police Act to determine if Council is allowed to meet with the RCMP.
- Councillor Archibald stated the Neighborhood Watch would like to always have a Councillor present at the Neighborhood Watch meetings so they can relay information back to the group.
- Deputy Mayor Marshall stated that as a paying customer, we expect the services we are being charged for. There seems to be a disconnect between the frontline staff and management. If residents don't feel safe, we should consider exploring alternatives and collaborating with the RCMP to improve the situation.
- Councillor Archibald mentioned that it's 25% of our budget, but our contribution actually accounts for 20% of the County's overall policing budget. When comparing Middleton's contribution to the RCMP budget with the County's total spending, we contribute roughly 20%, despite representing 10% or less of the County's population. This highlights a genuine disconnect.
- Deputy Mayor Marshall agreed with Councillor Archibald, noting that this is the 24th year Middleton has been policed under a formula where the town funds a certain number of officers, and the county funds others. He attended the swearing-in ceremony in 2000, where it was stated that the Eastern end RCMP would cover the area from Walker Brook and the King's County line to Mount Hanley Road, with occasional requests for support from the county. However, it now appears that our officers are assisting the county on a more frequent basis. The county has 20 officers, while the Town of Middleton has only 5.

8. REPORTS**8.1 Management Report**

CAO Crocker noted that the management report has been circulated.

8.2 Middleton Fire Department Dispatch Report for September.

Fire Chief Toole noted that the report has been circulated and provided a brief overview of the items completed in September.

8.3 Middleton Fire Department Dispatch Report for October.

Fire Chief Toole noted that the report has been circulated and provided a brief overview of the items completed in October. The fire department has received four new members in the past few weeks. Their roster is currently at 45, with 30 active members.

8.4 Accessibility Advisory Committee Sep 10/24 DRAFT Minutes

Mayor Smith noted that the minutes have been circulated.

8.5 Annapolis County Inter-Municipal Working Group Sep 19/24 DRAFT Minutes

Mayor Smith noted that the minutes have been circulated.

8.6 Valley REN LOC Oct 2/24 DRAFT Minutes

Mayor Smith noted that the minutes have been circulated.

8.7 Valley REN LOC Oct 15/24 DRAFT Minutes

Mayor Smith noted that the minutes have been circulated.

8.8 Police Advisory Board Oct 8/24 DRAFT Minutes

Mayor Smith noted that the minutes have been circulated.

Councillor Archibald stated that at the last meeting, Councillor Bartlett inquired about scheduling and suggested reviewing the minutes for clarification.

8.9 Annapolis REMO Advisory Board Oct 10/24 DRAFT Minutes

Deputy Mayor Marshall was not present at the last meeting and allowed Councillor Knapp to respond. Councillor Knapp noted that the minutes had been circulated.

8.10 IMSA Board Oct 16/24 DRAFT Minutes

Mayor Smith noted that the minutes have been circulated.

8.11 Planning Advisory Committee Oct 16/24 DRAFT Minutes

Mayor Smith noted that the minutes have been circulated.

8.12 Mayor's Report

Mayor Smith noted that the report was circulated to Council members.

9. CORRESPONDENCE

9.1 Correspondence from the Office of the Prime Minister – Basic Income Guarantee

CAO Crocker wanted to ensure that Council is informed about any updates and information received from the Prime Minister.

10. ANYTHING BY MEMBERS

Councillor Archibald received a few complaints about the configuration of the tables in Council Chambers, which have since been addressed. Additionally, Councillor Archibald requested to be notified if the meeting's correspondence is a large document and suggested sending some documentation out early for reading purposes.

Councillor Knapp stated that "Inn from the Cold" is still in need of male volunteers.

11. ADJOURNMENT

The Mayor declared the meeting adjourned at 8:54 pm.

Mayor

Recording Secretary

REQUEST FOR DECISION
Use of Town Website for Planning
Notices & Public Advertisements
RFD#: 055-2024



To: COTW and Town Council
From: Sara Marceau, Planning Services Coordinator
Date: December 2, 2024, and December 16, 2024
Subject: Use of the Town Website for Planning Notices and Public Advertisements

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- December 2024 Planning Report
- Public Participation Program Policy

Legislation

- *Municipal Government Act*

Recommendation

1. That Town Council, on positive recommendation of the Planning Advisory Committee, authorize the use of the Town’s website for planning notices, as per the *Municipal Government Act*, Part 205 (4) and (4A), as amended.
2. That Council amend the Participation Program Policy (Code G – Planning #1.2), Policy Statement 1.c., by replacing the requirement for a public advertisement (1) “in the local newspaper” with “on the Town’s website.”

Background

See attached December Planning Report and Public Participation Program Policy.

Financial Implications

Cost savings for residents will be achieved as we will no longer need to advertise in the local paper.

REQUEST FOR DECISION
Use of Town Website for Planning
Notices & Public Advertisements
RFD#: 055-2024



Strategic Plan/Operating Plan Alignment

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

Alternatives

N/A

Community Engagement/Communication

Public Participation Program Policy

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 16 December 2024

Planning Report

December 2024



To: Town Council

From: Dawn Sutherland, LPP, MCIP
Town Planner

Date: 19 November 2024

Reference: Use of the Town website for planning notices and public advertisements

Recommendation:

The Town website should be used for planning notices as enabled by recent changes to the *Municipal Government Act*, Part 205 (4) and (4A), and the Public Participation Program Policy (Code G – Planning #1.2), Policy Statement 1.c . should be amended to allow for public advertisement on the Town’s website.

Information and Background:

1. Information on planning notice changes in the *Municipal Government Act* and authorization for staff to use the Town website for notice in the future.

With challenges faced by the newspaper industry and the rise of digital media and social media, the *Municipal Government Act* was recently amended to allow for the posting of required planning notices on a municipality’s website. In the past, the only form of acceptable notice in the *Municipal Government Act* was by advertisement circuiting in the local newspaper. The *Municipal Government Act*, Part 205 (4) and (4A), as amended, now speaks to the use of the Municipality website for advertising. With these recent amendments, notice (i.e., advertisement) can be circulated in the local newspaper or on the municipality’s website. Examples of a planning notice are advertisements for a public hearing or a notice of adoption. Please refer to Appendix A, *Municipal Government Act*, Part 205 (4), (4A), as amended.

With the authorization of the Council, staff will be using the Town’s website for legislated planning notices in the future, and the practice of using the newspaper will be discontinued. Using the Town’s website will reduce timeframes in that the advertisement (notice) can be placed on the website immediately, thereby eliminating the waiting period for proofing and publication in the newspaper. Costs to the applicants will also be reduced. The notice will be accessible to more people if it is placed on the website. Many residents' first point of contact is the Town website when seeking information on Town’s meetings, programs, or services.

2. Proposed amendments to the Public Participation Program Policy (Code G – Planning #1.2)

In keeping with the Provincial legislation on planning notices, it is recommended that the Public Participation Program Policy (Code G – Planning #1.2) be amended to require public advertisement on the

Town’s website only, by amending Policy Statement 1.c . Please refer to Appendix B, Participation Program Policy (Code G – Planning #1.2).

It should be noted that in Part 2 of the Policy Statement, Council may choose to extend the public information more widely, require additional advertising, or vary the public information process as long as the minimum public advertising in 1.c. is achieved. Additional advertising may come in the form of social media posts, advertisements in the newspaper, or other channels. If necessary, advertisements in the newspaper may still be used as long as the primary public advertisement (as required in Part 1.c) is placed on the Town’s website.

CURRENT:

1. The Council of the Town of Middleton prescribes that for Municipal Planning Strategy amendment applications and for any related Land Use Bylaw amendments, a Public Participation Program shall follow the following procedure once referred to the Planning Advisory Committee:

...

c. The Planning Services Coordinator places a public advertisement (1) **in the local newspaper** which specifies the date, time and place of the meeting, the matter to be discussed, the specific property (if any) affected and notes that information is available from the Town Office during regular business hours, on the Town website or at the meeting.

....

PROPOSED:

1. The Council of the Town of Middleton prescribes that for Municipal Planning Strategy amendment applications and for any related Land Use Bylaw amendments, a Public Participation Program shall follow the following procedure once referred to the Planning Advisory Committee:

...

c. The Planning Services Coordinator places a public advertisement (1) **on the Town’s website** which specifies the date, time and place of the meeting, the matter to be discussed, the specific property (if any) affected and notes that information is available from the Town Office during regular business hours, on the Town website or at the meeting.

....

Conclusion:

The Town’s website has become an acceptable channel for providing information to the public and inviting participation. By recently amending the *Municipal Government Act*, the Province has enabled the use of a municipal website for important planning notices. Transitioning to the Town’s website for planning notices required under the *Municipal Government Act* and the primary public advertisement required under the Town’s Participation Program Policy, will support public engagement efforts, expedite timelines, and reduce risk associated with challenges in the newspaper industry.

Staff Recommendation to Council:

Planning staff support the use of the Town's website for planning notices and public advertisements as a channel to reach a greater number of residents and interested parties.

Proposed Motion for Council:

Be it resolved,

1. THAT Council authorize the use of the Town's website for planning notices, as per the *Municipal Government Act*, Part 205 (4) and (4A), as amended; AND
2. THAT Council amend the Participation Program Policy (Code G – Planning #1.2), Policy Statement 1.c ., by replacing the requirement for a public advertisement (1) "in the local newspaper" with "on the Town's website"

Appendix A: Municipal Government Act, Part 205 (4), (4A), as amended

Requirements for adoption of planning documents

- 205** (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.
- (4) A council shall complete the public participation program before either placing the first notice for a public hearing in a newspaper circulating in the municipality or posting notice of the public hearing on the municipality's website.
- (4A) A notice published on the municipality's website under subsection (4) must include the date the notice is posted and remain posted until the public hearing has been completed.
- (5) The notice for the public hearing is sufficient compliance with the requirement to advertise second reading of a by-law.
- (6) Second reading shall not occur until the council has considered any submissions made or received at the public hearing.
- (7) Only those council members present at the public hearing may vote on second reading of the planning documents.
- (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. 1998, c. 18, s. 205; 2004, c. 7, s. 12; 2024, c. 3, s. 84.

OCTOBER 21, 2024



PUBLIC PARTICIPATION PROGRAM POLICY

Effective Date:

1995-05-08

Amendments Approved by Council:

2007-02-05; 2015-03-02; 2018-11-19;
2023-05-15; 2024-12-16

Rationale

The following policy ensures an avenue for public input into amendments to the Municipal Planning Strategy and/or Land Use Bylaw.

Policy Statement

1. The Council of the Town of Middleton prescribes that for Municipal Planning Strategy amendment applications and for any related Land Use Bylaw amendments, a Public Participation Program shall follow the following procedure once referred to the Planning Advisory Committee:

- a. The Planning Services Coordinator notifies the Planner and Chair of the Planning Advisory Committee.
- b. The Planning Services Coordinator, Planner & Chair set the meeting date.

~~c. The Planning Services Coordinator places a public advertisement (1) in local newspaper which specifies date, time and place of meeting, the matter to be discussed, the specific property (if any) affected and notes that information is available from the Town Office during regular business hours, on the Town website or at the meeting.~~

~~2. The Planning Services Coordinator places a public advertisement (1) on the Town's website which specifies the date, time and place of the meeting, the matter to be discussed, the specific property (if any) affected and notes that information is available from the Town Office during regular business hours, on the Town website or at the meeting.~~

- ~~a-d.~~ The Planning Services Coordinator notifies all landowners within a 200-foot radius of affected area by personal service or regular mail. Notice has content of the advertisement.
- ~~b-e.~~ Planning Advisory Committee meets. Prior to any discussion among Committee members, any citizens in attendance are afforded an opportunity to ask questions and obtain further information about the application.

~~3-2.~~ Council may, in any matter, choose to extend the public information process more widely, require more advertisements or more information in the advertisement or otherwise vary the public information process so long as the minimum set out above is met. Council would normally do so in matters of major importance, including significant amendments or revision to the Planning Strategy.

~~4-3.~~ In the case of a land use bylaw amendment or development agreement not requiring Ministerial approval, Council allows the CAO to refer the application to the Planning Advisory Committee for recommendation.

Formatted: List Paragraph, Justified, Indent: Hanging: 0.25", Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.71" + Indent at: 0.96"

Formatted: Font color: Red, Strikethrough

Formatted: Font: 12 pt, Font color: Custom Color(RGB(35,31,32))

Formatted: Normal, No bullets or numbering

Formatted: Font: (Default) Calibri

Formatted: Font: (Default) Calibri

Formatted: Normal, Right: 0.09", No bullets or numbering, Tab stops: 0.96", Left



5.4. Notice to Abutting Municipalities

As required by section 204a of the MGA, in the case where adoption or amendment to the Municipal Planning Strategy is proposed, Council shall seek input from the Municipality of the County of Annapolis through the following:

- Notify the Clerk and Planning Department of the Municipality of the County of Annapolis of the proposed adoption or amendment to the Municipal Planning Strategy. The notice shall provide a timeline for a response to be received. in order to be considered by Council. An electronic version sent by email shall be deemed sufficient for said notice.
- Ensure that this engagement is completed prior to the first notice for a public hearing.

Certification

I, ~~Susan Purcell~~**Sara Marceau**, Town Clerk 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 ~~15th-16th~~ of ~~May~~**December**, 202~~3~~**4**.

//original signed by ~~Susan Purcell~~**Sara Marceau**, Town Clerk, on ~~16th~~**17th** of ~~May~~**December** 202~~3~~**4**//

~~Susan Sara~~
~~Marceau~~**To**
wn Clerk

Policy Adoption	
Date of 7-day notification to Council	May 1, 2023 December 2, 2024
Date of Approval	May 15, 2023 December 16, 2024

Formatted: Font color: Custom Color(RGB(35,31,32)),
Condensed by 0.2 pt

REQUEST FOR DECISION
Council Code of Conduct Policy
RFD#: 047-2024



To: COTW and Town Council
From: Ashley Crocker, CAO
Date: December 2, 2024 and December 16, 2024
Subject: Council Code of Conduct Policy

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- Draft Policy - Code of Conduct for Elected Official of the Town of Middleton
- Legislation Code of Conduct

Legislation

- *Municipal Government Act*

WHEREAS the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 220/2024 (“the Regulations”); and,

WHEREAS municipalities are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 23A of the Municipal Government Act;

BE IT RESOLVED THAT the Council of the Town of Middleton hereby adopt the model code of conduct as set forth in Schedule “A” to the Regulations, which shall be titled the “Code of Conduct for Elected Officials of the Town of Middleton.

Recommendation

That Council approve Policy A 3.14 Code of Conduct for Elected Officials of the Town of Middleton as circulated.

REQUEST FOR DECISION
Council Code of Conduct Policy
RFD#: 047-2024



Background

The province recently published the Code of Conduct Regulations for elected officials, which was created based on recommendations from a working group established in 2022. The group was comprised of representatives from the Department of Municipal Affairs and Housing, AMANS, and NFSM. The province requires councils to adopt the model code **as prescribed**. This must be done on or before December 19, 2024.

In addition, Council will be required to secure, appoint, and have on retainer, an investigator. Once the code has been adopted, an email must be sent to the Minister (with a copy to our municipal advisor) confirming the Town has adopted the code, and how. Staff are recommending adopting the code via the new draft policy that is attached.

AMANS has posted an RFP for Code of Conduct Investigators to the NS Procurement Portal. It's now live. It will be open until Friday, December 6, 2:00pm AT. Once the list is available to CAOs, we will be able to negotiate with a proponent directly, having satisfied the public procurement element.

After the December 2, 2024 COTW meeting, legal counsel recommended two minor changes to the policy presented to COTW. One was to update the title of the policy to match the Code of Conduct Regulations and the other was to organize the definition section alphabetically. These changes are now reflected in the draft policy attached to this RFD.

Legal counsel has also clarified that Council must adopt the model code as written.

Financial Implications

The Code of Conduct requires the hiring of an investigator to receive and adjudicate complaints. This person must be knowledgeable in applying the principles of natural justice and procedural fairness. Depending on the number of complaints received, this could require in excess of \$50,000 in additional legal fees each year.

REQUEST FOR DECISION
Council Code of Conduct Policy
RFD#: 047-2024



Strategic Plan/Operating Plan Alignment

Check	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	
X	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: 16 December 2024

This consolidation is unofficial and is for reference only. For the official version of the regulations, consult the original documents on file with the [Office of the Registrar of Regulations](#), or refer to the [Royal Gazette Part II](#).

Regulations are amended frequently. Please check the list of [Regulations by Act](#) to see if there are any recent amendments to these regulations filed with our office that are not yet included in this consolidation.

Although every effort has been made to ensure the accuracy of this electronic version, the Office of the Registrar of Regulations assumes no responsibility for any discrepancies that may have resulted from reformatting.

This electronic version is copyright © 2024, [Province of Nova Scotia](#), all rights reserved. It is for your personal use and may not be copied for the purposes of resale in this or any other form.

Code of Conduct for Municipal Elected Officials Regulations
made under Section 520 of the
Municipal Government Act
S.N.S. 1998, c. 18
N.S. Reg. 219/2024 (effective October 20, 2024)

Table of Contents

Please note: this table of contents is provided for convenience of reference and does not form part of the regulations.

[Click here to go to the text of the regulations.](#)

[Interpretation](#)

[Citation](#)

[Definitions](#)

[Code of Conduct](#)

[Application](#)

[Adoption of code of conduct and notice to Minister](#)

[When code of conduct applies](#)

[Complaint and Investigation Process](#)

[Appointment of investigator by municipality](#)

[Timeline for complaints](#)

[Complaints during elections](#)

[Initial complaint process](#)

[Confidentiality](#)

[Reporting on investigation](#)

[Investigator report on failing to comply with sanction](#)

[Determinations](#)

[Conflict of interest—council member present at meeting](#)

[Public record](#)

[Council determination final](#)

[Sanctions and Sanction Framework](#)

[Sanctions framework](#)

[Sanctions for contravention of code of conduct](#)

[Schedule “A”—Model Code of Conduct for Municipalities](#)

Interpretation

Citation

1 These regulations may be cited as the *Code of Conduct for Municipal Elected Officials Regulations*.

Definitions

2 In these regulations,

“Act” means the *Municipal Government Act*;

“complaint” means a complaint regarding an alleged breach of the code of conduct;

“elected official” means [a] council member, mayor or warden;

“investigator” means a person or entity appointed by a municipality under subsection 23C(1) of the Act to receive and investigate complaints;

“model code of conduct” means the model code of conduct prescribed in Schedule “A”.

Code of Conduct

Application

3 (1) The code of conduct referred to in these regulations is a code of conduct established under Section 23A of the Act.

(2) The code of conduct applies to elected officials at all times and in all locations.

Adoption of code of conduct and notice to Minister

4 (1) A municipality must adopt the model code of conduct on or before December 19, 2024.

(2) A municipality must report to the Minister and provide a notice confirming adoption of the model code of conduct on or before December 19, 2024.

When code of conduct applies

5 (1) The code of conduct applies to each council member from the time that they are declared elected until the earliest of the following:

(a) the date of their resignation;

(b) the date they are disqualified from office;

(c) the date their successor is sworn into office, or the date of the meeting at which a successor would have been sworn into office if there is no successor.

(2) The code of conduct does not apply to action or conduct that occurred before the earlier of the following dates:

(a) date that the code is adopted by a municipality;

(b) December 19, 2024.

Complaint and Investigation Process

Appointment of investigator by municipality

- 6 (1) An investigator must have experience conducting investigations and applying the principles of natural justice and procedural fairness.
- (2) A municipality must include an investigator's contact information on its publicly accessible website.
- (3) A municipality must ensure that no conflict of interest exists between the investigator and the parties involved in a complaint.

Timeline for complaints

- 7 (1) A complaint must be made to an investigator no later than 6 months after the date that the complaint is discovered.
- (2) For the purposes of this Section, a complaint is discovered on the following applicable date:
- (a) the date that the complainant first knew or ought reasonably to have known that the council member's conduct or action was potentially in breach of the code of conduct;
 - (b) for conduct or an action that is continuous, the date that the council member's action or conduct ceases;
 - (c) for conduct or a series of actions that is repeated, the date that the council member's last act or conduct in the series occurs.

Complaints during elections

- 8 (1) A complaint brought forward during a municipal election period, from nomination day until ordinary polling day, must not be investigated until the election is concluded.
- (2) An investigation in progress on an election's nomination day must continue, but may be paused between nomination day and election day.
- (3) An investigation in progress for a complaint made about the conduct of an elected official will not continue if the official is not re-elected.

Initial complaint process

- 9 (1) An investigator must notify the Chief Administrative Officer whenever a complaint is received.
- (2) An investigator must determine if there is merit to a complaint and then take 1 of the following actions:
- (a) notify the Chief Administrative Officer that it is dismissed in accordance with subsection 23C(3) of the Act;
 - (b) if the investigator finds that the complaint has merit, the investigator must
 - (i) notify the council member who is the subject of the complaint that a complaint has been made about them, and that it is proceeding to an investigation, and

- (ii) begin their investigation and notify council in camera of the fact that a complaint is proceeding to the investigation phase.

Confidentiality

10 An investigator must protect the confidentiality of all of the following to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness:

- (a) the complainant;
- (b) all persons who are the subject of the complaint;
- (c) all persons involved in the investigation.

Reporting on investigation

- 11** (1) Except as provided in subsection (2), the report on the investigation required by subsection 23C(2) of the Act to be presented to council must be presented no later than 6 months after a complaint is made.
- (2) Council may grant an investigator additional time to present a report in exceptional circumstances, including a delay caused by a municipal election period.
- (3) A council member who is the subject of a complaint must be given an opportunity to review and respond to the information in an investigator's report, and to make submissions to council before the council determines whether there was a breach of the code of conduct.

Investigator report on failing to comply with sanction

12 Despite Sections 9, 10 and 11, if a council member fails to comply with a sanction as required by the code of conduct, the investigator is not required to conduct an investigation but must present a report to council with a recommendation on an appropriate sanction.

Determinations

13 After receiving the investigator's report and hearing any submissions from any council member who is the subject of the complaint, council must determine if a breach occurred and any appropriate sanctions to impose in accordance with Sections 17 and 18. [*sic*]

Conflict of interest—council member present at meeting

14 If a council member who is the subject of a complaint or who has made a complaint under the code of conduct is present at a council meeting at which the complaint is discussed, the council member must

- (a) withdraw from their place as a council member and take 1 of the following applicable actions while the complaint is being considered:
 - (i) for a closed meeting, leave the room where the meeting is held,
 - (ii) for a meeting that is open to the public, either
 - (A) leave the room where the meeting is held, or

(B) attend only in part of the room set aside for the general public; and

(b) not vote on any issue related to the complaint.

Public record

15 After council's determination of a complaint, the council must make a record that is open to the public outlining all of the following:

- (a) the section of the code of conduct under which the complaint was made;
- (b) the investigator's recommendations;
- (c) the council's determination and any sanction imposed.

Council determination final

16 A council's determination regarding a complaint is final and binding on all parties.

Sanctions and Sanction Framework

Sanctions framework

17 A council must consider all of the following criteria before imposing a sanction on a council member for a contravention of the code of conduct:

- (a) the nature of the contravention;
- (b) the length or persistence of the contravention;
- (c) whether the council member's contravention was intentional;
- (d) whether the council member has taken any steps to remedy the contravention;
- (e) whether the council member has previously contravened the code of conduct;
- (f) any external factors that are relevant to the council member's contravention, including personal issues and health issues;
- (g) the resources necessary to fulfilling the council member's responsibilities as a council member.

Sanctions for contravention of code of conduct

18 (1) The sanctions to be imposed by Council under Section 23D of the Act may include 1 or more of the following prescribed sanctions:

- (a) a letter of formal reprimand or warning;
- (b) a requirement that the council member provide a letter acknowledging their contravention and an apology no later than 15 days after the date the council imposes the sanction;
- (c) a requirement that the council member attend training that is appropriate to address the action or conduct that contravened the code of conduct;
- (d) a public censure;

- (e) limiting the council member’s access to certain local government facilities, equipment or property;
 - (f) suspending or removing the council member as deputy head of council or the chair of any committee;
 - (g) suspending or removing the council member, for a period [of] no longer than 6 months, from some or all municipal committees or boards;
 - (h) limiting the council member’s participation on behalf of a municipality;
 - (i) limiting the council member’s travel or expense reimbursement on behalf of a municipality;
 - (j) a fine of up to \$1000 per contravention of the code of conduct, that must be paid no later than 6 months after the date that council imposes the sanction;
 - (k) reducing the council member’s remuneration, for a period [of] no longer than 6 months;
 - (l) requiring the council member to repay any direct monetary loss realized by a municipality as a result of the council member’s contravention, in an amount determined by the investigator;
 - (m) requiring the council member to repay any direct monetary gain they obtained as a result of their contravention, in an amount determined by the investigator.
- (2) A council member who is determined by council to have contravened the code of conduct must complete additional code of conduct training.

**Schedule “A”—Model Code of Conduct for Municipalities
prescribed by the Minister under subsection 520(1) of Chapter 18 of the Acts of 1998,
the *Municipal Government Act***

Title

- 1** The title of this code of conduct is the *Code of Conduct for Elected Officials of the [insert name of municipality]*.

Definitions

- 2** In this Code, the following definitions apply:

“Act” means the *Municipal Government Act*;

“CAO” means chief administrative officer;

“clerk” means the clerk of the municipality;

“closely connected” to a council member, means any of the following:

- (i) a family member of the council member,

- (ii) an agent of the council member,
- (iii) a business partner of the council member,
- (iv) an employer of the council member;

“Code” means the *Code of Conduct for Elected Officials of the [insert name of municipality, as in title]*;

“complaint” means a complaint regarding an alleged breach of the Code;

“confidential information” includes any information in the possession of the municipality that the municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under Part XX of the Act or other legislation, or that pertains to the business of the municipality and is generally considered to be of a confidential nature, including information about any of the following:

- (i) the security of the municipality’s property,
- (ii) a proposed or pending acquisition or disposition of land or other property,
- (iii) a tender that has or will be issued but that has not been awarded,
- (iv) contract negotiations,
- (v) employment and labour relations,
- (vi) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been deliberated in a meeting open to the public,
- (vii) law enforcement matters,
- (viii) litigation or potential litigation, including matters before administrative tribunals,
- (ix) advice that [is] solicitor-client privileged;

“council” means the council of the municipality;

“discrimination” has the same meaning as in the *Human Rights Act*;

“elected official” means any council member, including the mayor or warden;

“family member” means, in relation to a person, any of the following, and includes a step-family member:

- (i) spouse,
- (ii) parent or guardian,
- (iii) child,
- (iv) sibling,

- (v) sibling of a parent,
- (vi) child of a sibling,
- (vii) grandchild,
- (viii) grandparent,
- (ix) parent-in-law,
- (x) sibling-in-law,
- (xi) spouse of a child;

“harass” has the same meaning as in the *Human Rights Act*;

“investigator” means a person or entity appointed by a municipality under subsection 23C(1) of the Act to receive and investigate complaints;

“mayor” means the council member elected at large to be the chair of the council;

“municipality” means the regional municipality, town or county or district municipality, except where the context otherwise requires;

“poisoned environment” means an environment where harassing or discriminatory conduct causes significant and unreasonable interference with a person’s work environment;

“sexual harassment” has the same meaning as in the *Human Rights Act*;

“warden” means the council member chosen by the council to be the chair of the council.

General purpose

- 3** (1) The purpose of this Code is to set out the expectations for the behaviour of members elected to council in carrying out their functions and making decisions that benefit the constituents in their municipality.
- (2) Nothing in this Code is intended to prevent elected officials from sharing or expressing dissenting opinions.

Interaction with laws and policies

- 4** (1) This Code is intended to operate together with, and as a supplement to, the applicable common law, the *Criminal Code* of Canada, the Act, the *Municipal Conflict of Interest Act* and any other applicable legislation.
- (2) This Code is intended to operate together with, and as a supplement to, the other bylaws and policies of a municipality.
- (3) This Code prevails in any conflict between the Code and any municipal resolution, policy or bylaw.

Guiding principles

- 5** All of the following are the guiding principles for council members’ conduct:

Collegiality: council members must work together to further the best interests of the municipality in an honest and honourable way.

Respect: council members must demonstrate respect towards one another, the democratic decision-making process and the role of staff. Council members must not act in a manner that negatively impacts the municipality or tarnishes the municipality's reputation.

Integrity: council members must act lawfully and adhere to strong ethical principles by prioritizing the municipality's interests over individual interests.

Professionalism: council members must create and maintain an environment that is respectful and free from all forms of discrimination and harassment, including sexual harassment. Council members must show consideration for every person's values, beliefs and contributions, and support and encourage others to participate in council activities.

Transparency: council members must be truthful and open about their decisions and actions and make every effort to accurately communicate information openly to the public.

Responsibility: council members are responsible for the decisions that they make and must be held accountable for their actions and outcomes. Council members must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

General conduct

- 6
- (1) A council member must be truthful and forthright and not deceive or knowingly mislead Council, the CAO, staff or the public.
 - (2) A council member must show respect for chairs of council meetings, chairs of committee meetings, colleagues, staff and members of the public that present during council meetings or other meetings of the municipality.
 - (3) A council member must adhere to the direction of the chairs of meetings with respect to rules of procedure.
 - (4) A council member must conduct council business and all duties in an open and transparent manner, other than for those matters that council is authorized by law to carry out in private.
 - (5) A council member must not be impaired by alcohol or drugs while attending any council meeting or other meeting of the municipality.
 - (6) A council member must comply with any sanction imposed under this Code, and failing to comply with a sanction imposed is considered a breach of the Code.

Confidential information

- 7
- (1) A council member must not disclose or release any confidential information to the public in oral, written or any other form, other than when required by policy or law or authorized by the council to do so.
 - (2) A council member must not use confidential information for personal or private gain or for the private gain of any other person or entity.

- (3) A council member must not access or attempt to access confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the bylaws or policies of the municipality.
- (4) A council member must not discuss any matters relating to an active investigation under the Code with anyone other than the investigator or their own legal counsel, unless required by law.

Gifts and benefits

- 8** (1) A council member must not accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, other than the following exceptions:
- (a) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - (b) a suitable memento of a function honouring the council member;
 - (c) sponsorships and donations for community events organized or run by a council member or by a third party on behalf of a council member;
 - (d) compensation authorized by the municipality.
- (2) A fee, advance, cash, gift, gift certificate or personal benefit paid or provided to a person closely connected to a council member, with the council member's knowledge, is deemed to be a gift to the council member.

Use of municipal property, equipment and services

- 9** (1) A council member must not use, or request the use of, any municipal property, including surplus material or equipment, for personal convenience or profit, unless the property meets 1 of the following:
- (a) it is generally available for use by the public and the council member is receiving no special preference in its use;
 - (b) it is made available to the council member in the course of carrying out council activities and duties, and is used for purposes connected with the discharge of municipal duties.
- (2) A council member must not obtain, or attempt to obtain, personal financial gain from the use or sale of intellectual property developed by the municipality.
- (3) A council member must not use information, or attempt to use information, gained in the course of their duties that is not available to the general public for any purposes other than carrying out their official duties.
- (4) A council member, or a person closely connected to a council member, must not tender on the sale of surplus municipal property, including old or extra equipment.

Building, development, planning, or procurement proposals before council

- 10** A council member must not solicit or accept support in any form from an individual, group or corporation with any building, development, planning or procurement proposal before council.

Improper use of influence

- 11** A council member must not use the influence of their office for any purpose other than for the exercise of their official duties.

Business relations

- 12** (1) A council member must not allow any prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.
- (2) A council member must not borrow money from any person who regularly does business with the municipality, unless the person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- (3) A council member must not act as an agent of a person or entity before council or a committee of council or any agency, board or committee of the municipality.

Employment of persons closely connected to council members

- 13** (1) A council member must not attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- (2) A council member must not make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

Fairness

- 14** (1) A council member must not give special consideration, treatment or advantage to any individual or entity beyond that which is given to all.
- (2) A council member must not give special consideration, treatment or advantage to an organization or group because the council member, or a person closely connected to the member, is involved with the organization or group.

Adherence to policies, procedures, bylaws and other laws

- 15** (1) Council members must adhere to all applicable federal and provincial legislation.
- (2) Council members must adhere to the procedures, resolutions, policies and bylaws of the municipality.
- (3) Council members must adhere to the expense and hospitality policy of the municipality.

Respect for council as a decision-making body

- 16** (1) A council member must abide by, and act in accordance with, any decision made by council, whether or not the member voted in favour of the decision.
- (2) A council member must not encourage non-compliance with any legislation, regulation, bylaw, resolution, policy or procedure.

Communicating on behalf of council

- 17** (1) A council member, other than the mayor or warden, must not claim to speak on behalf of council unless the council member is authorized to do so.
- (2) The mayor, warden or an individual designated by council may speak on behalf of council and must make every effort to convey the intent of council's decision accurately.

Interactions of council with staff and service providers

- 18** (1) A council member must respect the role of the CAO as head of the administrative branch of the municipality's government and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.
- (2) A council member must not direct, or attempt to direct, the CAO or clerk other than through a direction provided by the council as a whole.
- (3) A council member must be respectful of the role of the CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or group of the council.
- (4) A council member must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions, unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act, and unless council as a whole has provided direction regarding [the] same.
- (5) If a CAO has been appointed under Section 28 of the Act, a council member must not direct
municipal employees
except through the
CAO.
- (6) Contractors, tenderers, consultants or other service providers to the municipality must not be issued instructions by council members
- (a) if a CAO has been appointed under Section 28 of the Act; or
- (b) unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act and council as a whole has provided direction regarding [the] same.
- (7) A council member must not require or request that a municipal employee undertake personal chores or tasks for the member that are unrelated to municipal business.
- (8) A council member must not make public statements that are critical of specific or identifiable municipal employees or service providers.

Respectful interactions

- 19** (1) A council member must not engage in discrimination or harassment as prohibited by the *Human Rights Act*.
- (2) A council member must not sexually harass any person.
- (3) A council member must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at 1 or more individuals or groups that creates a poisoned environment.

Reprisals

- 20** A council member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code or any person providing relevant information in relation to a matter under this Code.

Legislative History Reference Tables

Code of Conduct for Municipal Elected Officials Regulations
Municipal Government Act

N.S. Reg. 219/2024

Note: The information in these tables does not form part of the regulations and is compiled by the Office of the Registrar of Regulations for reference only.

Source Law

The current consolidation of the *Code of Conduct for Municipal Elected Officials Regulations* made under the *Municipal Government Act* includes all of the following regulations:

N.S. Regulation	In force date*	How in force	Royal Gazette Part II Issue
219/2024	Oct 20, 2024	date specified	Nov 1, 2024

The following regulations are not yet in force and are not included in the current consolidation:

N.S. Regulation	In force date*	How in force	Royal Gazette Part II Issue
------------------------	-----------------------	---------------------	------------------------------------

*See subsection 3(6) of the *Regulations Act* for rules about in force dates of regulations.

Amendments by Provision

ad. = added
am. = amended

fc. = fee change
ra. = reassigned

rep. = repealed
rs. = repealed and substituted

Provision affected	How affected
.....	

Note that changes to headings are not included in the above table.

Editorial Notes and Corrections

Note	Effective date
1 Subclauses 9(2)(b)(ii) to (iii) of original text renumbered as subclauses 9(2)(b)(i) to (ii) for the purposes of this consolidation.	
2 Subclause (xi) of the definition of “confidential information” in Schedule “A” to the regulations in the original text renumbered as subclause (ix) for the purposes of this consolidation.	

Repealed and Superseded

N.S. Regulation	Title	In force date	Repealed date
-----------------	-------	---------------	---------------

Note: Only regulations that are specifically repealed and replaced appear in this table. It may not reflect the entire history of regulations on this subject matter.

Webpage last updated: 15-11-2024



CODE OF CONDUCT FOR ELECTED OFFICIALS OF THE TOWN OF MIDDLETON	
Effective Date December 16, 2024	Approved by Council Motion #
Revision Date:	

1 POLICY STATEMENT

- 1.1 The purpose of this Code is to set out the expectations for the behavior of members elected to council in carrying out their functions and making decisions that benefit the constituents in their town.
- 1.2 Nothing in this Code is intended to prevent elected officials from sharing or expressing dissenting opinions.

2 APPLICATION

- 2.1 This policy applies to all current Council Members.
- 2.2 Authority for the policy comes from Section 520(1) of the *Municipal Government Act*.

3 DEFINITIONS

- 3.1 "Act" means the *Municipal Government Act*
- 3.2 "CAO" means chief administrative officer;
- 3.3 "clerk" means the clerk of the town;
- 3.4 "closely connected" to a council member, means any of the following:
 - 3.4.1 a family member of the council member,
 - 3.4.2 an agent of the council member,
 - 3.4.3 a business partner of the council member,
 - 3.4.4 an employer of the council member.
- 3.5 "Code" means the Code of Conduct for Elected Officials of the Town of Middleton;
- 3.6 "complaint" means a complaint regarding an alleged breach of the Code;

- 3.7 "confidential information" includes any information in the possession of the town that the town is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under Part XX of the Act or other legislation, or that pertains to the business of the municipality and is generally considered to be of a confidential nature, including information about any of the following:
- 3.7.1 the security of the town's property,
 - 3.7.2 a proposed or pending acquisition or disposition of land or other property,
 - 3.7.3 a tender that has or will be issued but that has not been awarded,
 - 3.7.4 contract negotiations,
 - 3.7.5 employment and labor relations,
 - 3.7.6 draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been deliberated in a meeting open to the public,
 - 3.7.7 law enforcement matters,
 - 3.7.8 litigation or potential litigation, including matters before administrative tribunals,
 - 3.7.9 advice that is solicitor-client privileged.
- 3.8 "council" means the council of the town;
- 3.9 "deputy mayor" means the Councillor who is appointed by council, pursuant to section 16 of the MGA, to act as mayor in the absence or incapacity of the mayor;
- 3.10 "discrimination" has the same meaning as in the Human Rights Act;
- 3.11 "elected official" means any council member, including the mayor;
- 3.12 "family member" means in relation to a person, any of the following, and includes a step-family member:
- 3.12.1 spouse,
 - 3.12.2 parent or guardian,
 - 3.12.3 child,
 - 3.12.4 sibling,
 - 3.12.5 sibling of a parent,
 - 3.12.6 child of a sibling,
 - 3.12.7 grandchild,
 - 3.12.8 grandparent,
 - 3.12.9 parent-in-law,
 - 3.12.10 sibling-in-law,
 - 3.12.11 spouse of a child;

- 3.13 "harass" has the same meaning as in the Human Rights Act;
- 3.14 "investigator" means a person or entity appointed by a town under subsection 23C(l) of the Act to receive and investigate complaints;
- 3.15 "mayor" means the council member elected at large to be the chair of the council;
- 3.16 "municipality" means the regional municipality, town or county or district municipality, except where the context otherwise requires;
- 3.17 "poisoned environment" means an environment where harassing or discriminatory conduct causes significant and unreasonable interference with a person's work environment;
- 3.18 "sexual harassment" has the same meaning as in the Human Rights Act;

4 INTERACTION WITH LAWS AND POLICIES

- 4.1 This Code is intended to operate together with, and as a supplement to, the applicable common law, the Criminal Code of Canada, the Act, the Municipal Conflict of Interest Act and any other applicable legislation.
- 4.2 This Code is intended to operate together with, and as a supplement to, the other bylaws and policies of a town.
- 4.3 This Code prevails in any conflict between the Code and any municipal resolution, policy or bylaw.

5 GUIDING PRINCIPLES

- 5.1 All of the following are the guiding principles for council members' conduct:
 - 5.1.1 **Collegiality:** council members must work together to further the best interests of the town in an honest and honourable way.
 - 5.1.2 **Respect:** council members must demonstrate respect towards one another, the democratic decision-making process and the role of staff. Council members must not act in a manner that negatively impacts the town or tarnishes the town's reputation.
 - 5.1.3 **Integrity:** council members must act lawfully and adhere to strong ethical principles by prioritizing the town's interests over individual interests.

- 5.1.4 **Professionalism:** council members must create and maintain an environment that is respectful and free from all forms of discrimination and harassment, including sexual harassment. Council members must show consideration for every person's values, beliefs and contributions, and support and encourage others to participate in council activities.
- 5.1.5 **Transparency:** council members must be truthful and open about their decisions and actions and make every effort to accurately communicate information openly to the public.
- 5.1.6 **Responsibility:** council members are responsible for the decisions that they make and must be held accountable for their actions and outcomes. Council members must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

6 GENERAL CONDUCT

- 6.1 A council member must be truthful and forthright and not deceive or knowingly mislead Council, the CAO, staff or the public.
- 6.2 A council member must show respect for chairs of council meetings, chairs of committee meetings, colleagues, staff and members of the public that are present during council meetings or other meetings of the town.
- 6.3 A council member must adhere to the direction of the chairs of meetings with respect to rules of procedure.
- 6.4 A council member must conduct council business and all duties in an open and transparent manner, other than for those matters that council is authorized by law to carry out in private.
- 6.5 A council member must not be impaired by alcohol or drugs while attending any council meeting or other meeting of the town.
- 6.6 A council member must comply with any sanction imposed under this Code, and failing to comply with a sanction imposed is considered a breach of the Code.

7 CONFIDENTIAL INFORMATION

- 7.1 A council member must not disclose or release any confidential information to the public in oral, written or any other form, other than when required by policy or law or authorized by the council to do so.

- 7.2 A council member must not use confidential information for personal or private gain or for the private gain of any other person or entity.
- 7.3 A council member must not access or attempt to access confidential information in the custody of the town unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the bylaws or policies of the town.
- 7.4 A council member must not discuss any matters relating to an active investigation under the Code with anyone other than the investigator or their own legal counsel, unless required by law.

8 GIFTS AND BENEFITS

- 8.1 A council member must not accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, other than the following exceptions:
 - 8.1.1 gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - 8.1.2 a suitable memento of a function honoring the council member;
 - 8.1.3 sponsorships and donations for community events organized or run by a council member or by a third party on behalf of a council member;
 - 8.1.4 compensation authorized by the town.
- 8.2 A fee, advance, cash, gift, gift certificate or personal benefit paid or provided to a person closely connected to a council member, with the council member's knowledge, is deemed to be a gift to the council member.

9 USE OF MUNICIPAL PROPERTY, EQUIPMENT AND SERVICES

- 9.1 A council member must not use, or request the use of, any town property, including surplus material or equipment, for personal convenience or profit, unless the property meets 1 of the following:
 - 9.1.1 it is generally available for use by the public and the council member is receiving no special preference in its use;
 - 9.1.2 it is made available to the council member in the course of carrying out council activities and duties and is used for purposes connected with the discharge of town duties.
- 9.2 A council member must not obtain, or attempt to obtain, personal financial gain from the use or sale of intellectual property developed by the town.

- 9.3 A council member must not use information, or attempt to use information, gained in the course of their duties that is not available to the general public for any purposes other than carrying out their official duties.
- 9.4 A council member, or a person closely connected to a council member, must not tender on the sale of surplus of town's property, including old or extra equipment.

10 BUILDING, DEVELOPMENT, PLANNING, OR PROCUREMENT PROPOSALS BEFORE COUNCIL

- 10.1 A council member must not solicit or accept support in any form from an individual, group or corporation with any building, development, planning or procurement proposal before council.

11 IMPROPER USE OF INFLUENCE

- 11.1 A council member must not use the influence of their office for any purpose other than for the exercise of their official duties.

12 BUSINESS RELATIONS

- 12.1 A council member must not allow any prospect of their future employment by a person or entity to affect the performance of their duties to the town.
- 12.2 A council member must not borrow money from any person who regularly does business with the town, unless the person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- 12.3 A council member must not act as an agent of a person or entity before council or a committee of council or any agency, board or committee of the town.

13 EMPLOYMENT OF PERSONS CLOSELY CONNECTED TO COUNCIL MEMBERS

- 13.1 A council member must not attempt to influence any town employee to hire or promote a person closely connected to the member.
- 13.2 A council member must not make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

14 FAIRNESS

- 14.1 A council member must not give special consideration, treatment or advantage to any individual or entity beyond that which is given to all.
- 14.2 A council member must not give special consideration, treatment or advantage to an organization or group because the council member, or a person closely connected to the member, is involved with the organization or group.

15 ADHERENCE TO POLICIES, PROCEDURES, BYLAWS AND OTHER LAWS

- 15.1 Council members must adhere to all applicable federal and provincial legislation.
- 15.2 Council members must adhere to the procedures, resolutions, policies and bylaws of the town.
- 15.3 Council members must adhere to the expense and hospitality policy of the town.

16 RESPECT FOR COUNCIL AS A DECISION-MAKING BODY

- 16.1 A council member must abide by, and act in accordance with, any decision made by council, whether or not the member voted in favor of the decision.
- 16.2 A council member must not encourage non-compliance with any legislation, regulation, bylaw, resolution, policy or procedure.

17 COMMUNICATING ON BEHALF OF COUNCIL

- 17.1 A council member, other than the mayor, must not claim to speak on behalf of council unless the council member is authorized to do so.
- 17.2 The mayor, or an individual designated by council may speak on behalf of council and must make every effort to convey the intent of council's decision accurately.

18 INTERACTION OF COUNCIL WITH STAFF AND SERVICE PROVIDERS

- 18.1 A council member must respect the role of the CAO as head of the administrative branch of the town's government and must not involve themselves directly in the administration of the affairs of the town, including, without limitation, the administration of contracts.

- 18.2 A council member must not direct, or attempt to direct, the CAO or clerk other than through a direction provided by the council as a whole.
- 18.3 A council member must be respectful of the role of the CAO and town employees to advise based on political neutrality and objectivity and without undue influence from any individual member or group of the council.
- 18.4 A council member must not direct or influence or attempt to direct or influence any town employees in the exercise of their duties or functions, unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act, and unless council as a whole has provided direction regarding same.
- 18.5 If a CAO has been appointed under Section 28 of the Act, a council member must not direct town employees except through the CAO.
- 18.6 Contractors, tenderers, consultants or other service providers to the town must not be issued instructions by council members
 - 18.6.1 if a CAO has been appointed under Section 28 of the Act; or
 - 18.6.2 unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act and council as a whole has provided direction regarding same.
- 18.7 A council member must not require or request that a town employee undertake personal chores or tasks for the member that are unrelated to town business.
- 18.8 A council member must not make public statements that are critical of specific or identifiable municipal employees or service providers.

19 RESPECTFUL INTERACTIONS

- 19.1 A council member must not engage in discrimination or harassment as prohibited by the Human Rights Act.
- 19.2 A council member must not sexually harass any person.
- 19.3 A council member must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at 1 or more individuals or groups that creates a poisoned environment.

20 APPOINTMENT OF INVESTIGATOR BY THE TOWN

- 20.1 The town must hire an investigator to receive and adjudicate complaints. This person must be knowledgeable in applying the principles of natural justice and procedural

fairness.

- 20.2 The investigator's contact information must be publicly accessible on the town's website.
- 20.3 The town must ensure no conflict of interest exists between the investigator and the parties involved in a complaint.
- 20.4 The investigator must protect confidentiality of parties involved in a complaint to the greatest extent possible.

21 COMPLAINT AND INVESTIGATION PROCESS

- 21.1 A complaint must be made to an investigator no later than 6 months after the date that the complaint is discovered.
- 21.2 An investigator must notify the Chief Administrative Officer whenever a complaint is received.
- 21.3 The investigation shall be conducted in accordance with timelines and procedures provided in *Municipal Government Act* and *Regulations Respecting a Code of Conduct for Municipal Elected Officials*.
- 21.4 After receiving the investigator's report and hearing submissions from any council member who is the subject of the complaint, council must determine if a breach occurred.

22 SANCTIONS

- 22.1 A council must consider all of the following criteria before imposing a sanction on a council member for contravention of Code:
 - 22.1.1 the nature of the contravention;
 - 22.1.2 the length or persistence of the contravention;
 - 22.1.3 whether the council member's contravention was intentional;
 - 22.1.4 whether the council member has taken steps to remedy the contravention;
 - 22.1.5 whether the council member has previously contravened the Code;
 - 22.1.6 any external factors that are relevant to the council member's contravention, including personal and health issues;
 - 22.1.7 the resources necessary to fulfilling the council member's responsibilities as a council member.
- 22.2 Sanctions to be imposed by council are in accordance with Section 23(D) of the Act and may include one or more of the following:
 - 22.2.1 letter of formal reprimand or warning;

- 22.2.2 requirement council member provide letter acknowledging their contravention and an apology no later than 15 days after the date council imposes the sanction;
- 22.2.3 requirement that council member attend training appropriate to address action of conduct that contravened the Code;
- 22.2.4 public censure;
- 22.2.5 limit on council member's access to certain local government facilities, equipment or property;
- 22.2.6 suspension or removal of council member as deputy head of council or chair of any committee;
- 22.2.7 suspension or removal of council member, for period no longer than 6 months, from some or all town committees or boards;
- 22.2.8 limit council member's participation on behalf of the town;
- 22.2.9 limit council member's travel or expense reimbursement on behalf of the town;
- 22.2.10 fine of up to \$1,000 per contravention of Code that must be paid no later than 6 months after date council imposes sanction;
- 22.2.11 reduction in council member's remuneration for a period no longer than 6 months;
- 22.2.12 requirement council member repay any direct monetary loss realized by the town as a result of council member's contravention in amount determined by investigator;
- 22.2.13 requirement council member repay any direct monetary gain they obtained as a result of their contravention in amount determined by investigator.

22.3 A council member who is determined by council to have contravened the Code must complete additional Code of Conduct training.

23 REPRISALS

23.1 A council member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code or any person providing relevant information in relation to a matter under this Code.

24 REPEAL, REPLACE, OR AMEND

24.1 *Code of Conduct for Municipal Councillors*, adopted by Municipal Council of the Town of Middleton on December 16, 2024.



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 16th day of December 2024.

Chief Administrative Officer

Policy Adoption	
Date of 7-day notification to Council	December 2, 2024
Date of Approval	December 16, 2024

REQUEST FOR DECISION
Approval of the 2023-2024 Audited
Financial Statements
RFD#: 057-2024



To: Town Council
From: Brigitte Stennett, Director of Finance
Date: December 16, 2024
Subject: Approval of the 2023-2024 Audited Financial Statements

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- Final Draft Audited Financial Statements for 2023-2024
- Variance Analysis on the Financial Statements

Legislation

- N/A

Recommendation

That Council approve the 2023-2024 Audited Financial Statements for the Town of Middleton, for the fiscal year ending March 31st, 2024.

Background

BDO recently completed the audit for the Town of Middleton for 2023-2024. The audit was completed later than normal, due to having no Director of Finance from March to August 2024.

The Audit Committee met on December 6, 2024, to review the draft audited financial statements, the Audit Report and the Management Representation Letter. BDO presented a clean audit report with no unadjusted differences and no differences that were corrected by management during the audit engagement.

Financial Implications

The audit incurred additional fees of approximately \$2,000 this year due to questions around Asset Retirement Obligations, having to obtain confirmations through a new process that was not budgeted,

REQUEST FOR DECISION
Approval of the 2023-2024 Audited
Financial Statements
RFD#: 057-2024



and additional journal entry testing due to changes in management throughout the year.

Strategic Plan/Operating Plan Alignment

Check	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	
X	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: 16 December 2024

TOWN OF MIDDLETON

CONSOLIDATED STATEMENT OF OPERATIONS

YEAR ENDED MARCH 31, 2024

	2024		2024		Variance Explanation
	Budget	Actual	FY 2024 Variance \$	FY 2024 Variance %	
REVENUE					
Assessable property taxes	\$ 3,673,372	\$ 3,572,652	\$ (100,720)	-2.82%	Sewer rate was miscalculated in budget and tax bills, corrected for FY2025.
Grants in lieu of taxes	154,946	154,417	\$ (529)	-0.34%	Nothing to report.
Services provided to other governments	148,830	119,379	\$ (29,451)	-24.67%	Contract ended during the year with Town of Annapolis Royal for shared Director of Public Works.
Sales of services	59,150	50,441	\$ (8,709)	-17.27%	Nothing to report
Other revenue from own sources	44,554	272,165	\$ 227,611	83.63%	Interest rates higher than budgeted. Interest earned on tax arrears and bank account.
Unconditional transfers from other governments	426,813	405,358	\$ (21,455)	-5.29%	Nothing to report
Conditional transfers from other governments	30,507	29,526	\$ (981)	-3.32%	Nothing to report
Gain on disposal of tangible capital assets	-	216,005	\$ 216,005	100.00%	\$187.7K gain on sale of two lots of land and \$42.2K gain on sale of Public Works truck and backhoe. Large gains on disposal for accounting purposes due to land being recorded at cost, and the Public Works vehicles being nearly fully amortized.
Water utility	865,841	726,563	\$ (139,278)	-19.17%	Water Utility revenue has been reduced by \$280.3K on consolidated basis to deduct all Town General purchases or expense allocations.
	<u>5,404,013</u>	<u>5,546,506</u>	\$ 142,493	2.57%	
EXPENSES					
General government services	619,873	644,341	\$ 24,468	3.80%	Extra costs incurred relate to \$24K in mould and asbestos remediation at Town Hall, RCMP office repairs, and elevator maintenance.
Protective services	1,290,828	1,044,569	\$ (246,259)	-23.58%	RCMP Contract increase was less than budgeted (7.5% budgeted increase vs. 6% actual increase). Additional costs for Workshops repairs and maintenance, as well as surveying and engineering san/sew manholes and the Transportation Master Plan.
Transportation services	991,004	1,019,724	\$ 28,720	2.82%	
Environmental health services	648,055	641,599	\$ (6,456)	-1.01%	Nothing to report
Social services	150,000	116,110	\$ (33,890)	-29.19%	Regional Housing Corporation budget amount was based on prior year invoice amount of \$159.8K. FY2024 share was \$116.1K.
Environmental development services	227,306	286,471	\$ 59,165	20.65%	Over budget by \$41k on Secondary Plan, \$17k over budget on planning contract due to new Planning Services RFP issued mid-year.
Recreation and cultural services	439,520	418,472	\$ (21,048)	-5.03%	Cost savings of \$8.7K in lawn and grounds management. Further cost savings on water and sewer at Rink and Parks.
Education services	393,468	413,508	\$ 20,040	4.85%	Invoice for mandatory education contributions came in higher than budgeted. Cost savings on water and sewer at Rink and Parks.
Water utility	905,661	568,989	\$ (336,672)	-59.17%	Water Utility allocation of expenses (30% of Administration, Equipment, and Fringe Benefits costs) have been reduced by \$138.6.3K on consolidated basis.
	<u>5,665,715</u>	<u>5,153,783</u>	\$ (511,932)	-9.93%	
ANNUAL SURPLUS (DEFICIT)	<u>\$ (261,702)</u>	<u>392,723</u>			
ACCUMULATED SURPLUS AT BEGINNING OF YEAR		<u>13,573,103</u>			
ACCUMULATED SURPLUS AT END OF YEAR		<u>\$ 13,965,826</u>			

The accompanying notes are an integral part of these consolidated financial statements

TOWN OF MIDDLETON

**NON-CONSOLIDATED STATEMENT OF OPERATIONS
GENERAL OPERATING FUND**

**YEAR ENDED MARCH 31, 2024
(UNAUDITED)**

	2024		FY 2024 Variance \$	FY 2024 Variance %	Variance Explanation
	Budget (Note 17)	Actual			
REVENUE					
Assessable property taxes	\$ 3,279,904	\$ 3,203,953	\$ (75,951)	-2.37%	Sewer rate was miscalculated in budget and tax bills, corrected for FY2025.
Grants in lieu of taxes	154,946	154,417	\$ (529)	-0.34%	<i>Nothing to report</i>
Services provided to other governments	148,830	119,379	\$ (29,451)	-24.67%	Contract ended during the year with Town of Annapolis Royal for shared Director of Public Works.
Sales of services	59,150	144,294	\$ 85,144	59.01%	Allocation of 30% of Administration, Equipment, and Fringe Benefits costs from Town General to the Water Utility. Budget is based on Consolidated amount.
Other revenue from own sources	44,554	131,433	\$ 86,879	66.10%	Interest rates higher than budgeted. Interest earned on tax arrears and bank account.
Unconditional transfers from other governments	426,813	405,358	\$ (21,455)	-5.29%	<i>Nothing to report</i>
Conditional transfers from other governments	30,507	29,526	\$ (981)	-3.32%	<i>Nothing to report</i>
	<u>4,144,704</u>	<u>4,188,360</u>			
EXPENSES					
General government services	599,236	624,895	\$ 25,659	4.11%	Extra costs incurred relate to \$24K in mould and asbestos remediation at Town Hall, RCMP office repairs, and elevator maintenance.
Protective services	1,274,520	1,287,746	\$ 13,226	1.03%	RCMP Contract increase was less than budgeted (7.5% vs. 6% increase). Hydrant rate was miscalculated, actuals of \$278.6K and was budgeted at \$239.2K. Rate was corrected for FY2025.
Transportation services	789,887	819,132	\$ 29,245	3.57%	Additional costs for Workshops repairs and maintenance, as well as surveying and engineering san/sew manholes.
Environmental health services	372,529	366,468	\$ (6,061)	-1.65%	<i>Nothing to report</i>
Social services	150,000	116,110	\$ (33,890)	-29.19%	Regional Housing Corporation budget amount was based on prior year invoice amount of \$159.8K. FY2024 share was \$116.1K.
Environmental development services	226,865	286,030	\$ 59,165	20.68%	Over budget by \$41k on Secondary Plan, \$17k over budget on planning contract due to new Planning Services RFP issued mid-year.
Recreation and cultural services	401,371	398,995	\$ (2,376)	-0.60%	<i>Nothing to report</i>
	<u>3,814,408</u>	<u>3,899,376</u>			
NET REVENUE	<u>330,296</u>	<u>288,984</u>			
FINANCING AND TRANSFERS					
Transfers to own reserves, funds and agencies	(388,378)	(334,011)			
Use of prior years' surplus	58,084	45,027			
	<u>(330,294)</u>	<u>(288,984)</u>			
CHANGE IN FUND BALANCE	\$ 2	-			
SURPLUS AT BEGINNING OF YEAR		<u>264,674</u>			
SURPLUS AT END OF YEAR		<u>\$ 264,674</u>			

TOWN OF MIDDLETON

**NON-CONSOLIDATED SCHEDULE OF FINANCIAL ACTIVITIES
OF THE WATER UTILITY OPERATING FUND**

**YEAR ENDED MARCH 31, 2024
(UNAUDITED)**

	2024		FY 2024 Variance \$	FY 2024 Variance %	Variance Explanation
	Budget (Note 17)	Actual			
OPERATING REVENUE					
Metered sales	\$ 617,613	\$ 621,346	\$ 3,734	0.60%	Nothing to report
Flat rate sales	900	953	\$ 53	5.56%	Nothing to report
Public fire protection	239,213	278,602	\$ 39,389	14.14%	Hydrant rate was miscalculated in budget and tax bills, corrected for FY2025.
Sprinkler service	2,933	3,350	\$ 417	12.44%	Nothing to report
Other operational revenue	4,782	18,416	\$ 13,634	74.04%	Includes \$10.6K in Water Recovery from due to/from Town General.
TOTAL OPERATING REVENUE	865,441	922,667			
OPERATING EXPENDITURES					
Source of supply	69,454	57,013	\$ (12,441)	-21.82%	Budget amount includes supplemental budget for Well 2 cleaning. Emergency cleaning of pump was funded from reserve and capital fund.
Power and pumping	80,692	53,720	\$ (26,972)	-50.21%	Staff vacancies resulted in lower expense amount than budget.
Water treatment	43,305	45,123	\$ 1,818	4.03%	Nothing to report
Transmission and distribution	205,056	175,733	\$ (29,323)	-16.69%	Under budget for costs related to watermain repairs.
Administration and general	246,487	250,370	\$ 3,883	1.55%	Nothing to report
Depreciation	66,999	80,883	\$ 13,884	17.17%	Increase in amortization from capital asset additions during the year.
Taxes	47,812	44,809	\$ (3,003)	-6.70%	Nothing to report
TOTAL OPERATING EXPENDITURES	759,805	707,651			
NET OPERATING REVENUE	105,636	215,016			
Non-operating revenue					
Other	400	76,855			Interest rates higher than budget.
Non-operating expenditures					
Debt charges					
Principal	72,928	-			Loan for Reservoir has been deferred. Not needed in FY2024.
Interest	72,928	-			Loan for Reservoir has been deferred. Not needed in FY2024.
Transfer to Reservoir Reserve Fund	-	89,948			Transfer to Reservoir Reserve that was not budgeted.
	145,856	89,948			
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	\$ (39,820)	201,923			
SURPLUS AT BEGINNING OF YEAR		540,578			
SURPLUS AT END OF YEAR		\$ 742,501			

TOWN OF MIDDLETON

FINANCIAL STATEMENTS

MARCH 31, 2024

TOWN OF MIDDLETON

CONSOLIDATED FINANCIAL STATEMENTS

MARCH 31, 2024

	<u>Page</u>
Management's Responsibility for the Consolidated Financial Statements	1
Independent Auditor's Report	2-4
Consolidated Statement of Operations	5
Consolidated Statement of Financial Position	6
Consolidated Statement of Change in Net Financial Assets	7
Consolidated Statement of Cash Flows	8
Notes to Consolidated Statements	9-27
Unaudited:	
General Operating Fund	
Non-Consolidated Statement of Financial Position	28
Non-Consolidated Statement of Operations	29
Non-Consolidated Statement of General Operating Fund Revenues	30-31
Non-Consolidated Statement of General Operating Fund Expenditures	32-34
Non-Consolidated Statement of Financing and Transfers	35
General Capital Fund	
Non-Consolidated Statement of Financial Position	36
Non-Consolidated Statement of Financial Activities	37
Non-Consolidated Schedule of Investment in Capital Assets	38
Water Utility Operating Fund	
Non-Consolidated Statement of Financial Position	39
Non-Consolidated Statement of Operations	40
Schedule to Non-Consolidated Statement of Financial Activities	41
Water Utility Capital Fund	
Non-Consolidated Statement of Financial Position	42
Non-Consolidated Statement of Financial Activities	43
Non-Consolidated Schedule of Investment in Capital Assets	44
Non-Consolidated Schedule of Financial Activities of the Depreciation Reserve Fund	45
Non-Consolidated Schedule of Financial Activities of the Special Reserve Fund	46
Reserve Fund	
Non-Consolidated Statement of Financial Position	47
Non-Consolidated Statement of Financial Activities	48
Non-Consolidated Detail Schedule of Financial Activities of the Reserve Fund	49

TOWN OF MIDDLETON

CONSOLIDATED FINANCIAL STATEMENTS

MARCH 31, 2024

Management’s Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the Town of Middleton are the responsibility of the Town’s management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada (“CPA”). A summary of the significant accounting policies is described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management’s judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town’s management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The audit committee meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by BDO Canada, LLP., independent auditors appointed by the Town. The accompanying Auditor’s Report outlines their responsibilities, the scope of their examination, and their opinion on the Town’s consolidated financial statements.

Mayor

<<Date>>

Chief Administrative Officer

<<Date>>

Independent Auditor's Report

To the Mayor and Council of Town of Middleton

Opinion

We have audited the consolidated financial statements of Town of Middleton (the Town), which comprise the consolidated statement of financial position as at March 31, 2024, the consolidated statements of operations changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at March 31, 2024, and its consolidated results of operations, its consolidated change in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matters

We draw attention to the fact that the supplementary information included in pages 28-49 does not form part of the financial statements. We have not audited or reviewed this supplementary information and, accordingly, we do not express an opinion, a review conclusion or any other form of assurance on this supplementary information.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Halifax, Nova Scotia
TBD

Draft - Subject to Change

TOWN OF MIDDLETON

CONSOLIDATED STATEMENT OF OPERATIONS

YEAR ENDED MARCH 31, 2024

	2024	2024	2023
	Budget	Actual	Actual
REVENUE			
Assessable property taxes	\$ 3,673,372	\$ 3,572,652	\$ 3,425,169
Grants in lieu of taxes	154,946	154,417	148,155
Services provided to other governments	148,830	119,379	108,627
Sales of services	59,150	50,441	40,819
Other revenue from own sources	44,554	272,165	174,852
Unconditional transfers from other governments	426,813	405,358	445,375
Conditional transfers from other governments	30,507	29,526	82,642
Gain on disposal of tangible capital assets	-	216,005	31,867
Water utility	865,841	726,563	678,174
	5,404,013	5,546,506	5,135,680
EXPENSES			
General government services	619,873	644,341	509,335
Protective services	1,290,828	1,044,569	972,018
Transportation services	991,004	1,019,724	808,856
Environmental health services	648,055	641,599	684,209
Social services	150,000	116,110	159,850
Environmental development services	227,306	286,471	169,339
Recreation and cultural services	439,520	418,472	402,390
Education services	393,468	413,508	390,168
Water utility	905,661	568,989	643,940
	5,665,715	5,153,783	4,740,105
ANNUAL SURPLUS (DEFICIT)	\$ (261,702)	392,723	395,575
ACCUMULATED SURPLUS AT BEGINNING OF YEAR		13,573,103	13,177,528
ACCUMULATED SURPLUS AT END OF YEAR		\$ 13,965,826	\$ 13,573,103

The accompanying notes are an integral part of these consolidated financial statements

TOWN OF MIDDLETON

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2024

	2024	2023
FINANCIAL ASSETS		
Cash and cash equivalents (Note 2)	\$ 8,226,200	\$ 4,301,735
Taxes receivable, net of valuation allowance (Note 3)	166,850	104,757
Other receivables	501,051	319,884
	8,894,101	4,726,376
LIABILITIES		
Accounts payable and accrued liabilities	783,255	391,765
Accrued interest	15,442	16,716
Deferred revenue (Note 4)	5,322,346	1,911,173
Long-term debt (Note 6)	1,282,829	1,508,402
Asset retirement obligation (Note 5)	102,472	99,778
Vested interest - Annapolis County	12,168	12,168
	7,518,512	3,940,002
NET ASSETS (page 7)	1,375,589	786,374
NON-FINANCIAL ASSETS		
Work in progress	734,039	734,039
Tangible capital assets (Note 7)	11,750,914	11,953,768
Prepaid expenses	105,284	98,922
	12,590,237	12,786,729
ACCUMULATED SURPLUS	\$ 13,965,826	\$ 13,573,103

Contingencies (Note 15)
Subsequent events (Note 19)

On behalf of the Town

_____ Mayor

_____ Chief Administrative Officer

The accompanying notes are an integral part of these consolidated financial statements

TOWN OF MIDDLETON

CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

YEAR ENDED MARCH 31, 2024

	<u>2024</u>	<u>2024</u>	<u>2023</u>
	Budget	Actual	Actual
ANNUAL SURPLUS	\$ (261,702)	\$ 392,723	\$ 395,575
Acquisition of tangible capital assets and work in progress		(455,283)	(389,930)
Amortization of tangible capital assets	630,368	630,368	606,343
Proceeds sale of tangible capital assets		243,427	31,867
Gain on disposal of tangible capital assets		(216,005)	(31,867)
	<u>368,666</u>	<u>595,230</u>	611,988
Change in prepaid expenses	-	(6,015)	(76,233)
Increase in net assets	<u>\$ 368,666</u>	589,215	535,755
NET ASSETS, BEGINNING OF YEAR		<u>786,374</u>	250,619
NET ASSETS, END OF YEAR		<u>\$ 1,375,589</u>	<u>\$ 786,374</u>

The accompanying notes are an integral part of these consolidated financial statements

TOWN OF MIDDLETON

CONSOLIDATED STATEMENT OF CASH FLOWS

AS AT MARCH 31, 2024

	<u>2024</u>	<u>2023</u>
	<u>Actual</u>	<u>Actual</u>
OPERATING TRANSACTIONS		
Annual surplus	\$ 392,723	\$ 395,575
Net change in items not involving cash		
Amortization of tangible capital assets	630,368	606,343
Accretion of asset retirement obligation	2,694	2,623
Gain on disposal of capital assets	(216,005)	(31,867)
	<u>809,780</u>	<u>972,674</u>
Net change in working capital balances		
Decrease (increase) in accounts receivable - taxes	(62,093)	(5,829)
Decrease (increase) in accounts receivable - other	(181,167)	108,848
Increase (decrease) in accounts payable and accrued liabilities	391,490	(162,954)
Increase (decrease) in deferred revenue	3,411,173	412,244
Increase (decrease) in accrued interest	(1,274)	(361)
Decrease (increase) in prepaid expenses	(6,015)	(76,233)
	<u>4,361,894</u>	<u>1,248,389</u>
Cash provided by operating transactions		
	<u>4,361,894</u>	<u>1,248,389</u>
CAPITAL TRANSACTIONS		
Increase in work in progress	-	(159,686)
Purchase of tangible capital assets	(455,283)	(230,244)
Proceeds on disposal of tangible capital assets	243,427	31,867
	<u>243,427</u>	<u>31,867</u>
Cash applied to capital transactions	(211,856)	(358,063)
	<u>(211,856)</u>	<u>(358,063)</u>
FINANCING TRANSACTIONS		
Proceeds from issuance of long-term debt	-	219,564
Repayment of long-term debt	(225,573)	(219,211)
	<u>(225,573)</u>	<u>353</u>
Cash applied to financing transactions	(225,573)	353
	<u>(225,573)</u>	<u>353</u>
INCREASE IN CASH AND CASH EQUIVALENTS	<u>3,924,465</u>	<u>890,679</u>
Cash and cash equivalents at beginning of year	<u>4,301,735</u>	<u>3,411,056</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 8,226,200</u>	<u>\$ 4,301,735</u>

The accompanying notes are an integral part of these consolidated financial statements

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Town of Middleton have been prepared by management in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board of Chartered Professional Accountants Canada.

Significant aspects of the accounting policies adopted by the Town are as follows:

a. Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenue, expenses, and changes in accumulated surplus and in financial position of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable to the Town for the administration of their financial affairs and resources and which are owned or controlled by the Town, namely:

- General operating and capital
- Water utility and capital
- Reserve funds

b. Basis of accounting

Revenues are recorded using the accrual basis of accounting as they are earned and measurable. Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified. Expenditures are accounted for in the period the goods and services are acquired, and liability is incurred, or transfer is due.

Property tax revenue is based on assessments determined in accordance with Nova Scotia legislation. Tax rates are set annually. Taxation revenue is subject to appeal. Penalties and overdue taxes are recorded in the period levied.

Interest earned on investments in depreciation, or any other fund is recorded as revenue within the respective funds.

c. Fund balances

Funds within the consolidated financial statements consist of operating, capital, and reserve funds. Council approves certain amounts of the accumulated surplus to be set aside in reserves and reserve funds for future operating and capital purposes. Transfers between funds are recorded as adjustments to the appropriate fund balances within accumulated surplus.

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

d. Tangible capital assets

Beginning April 1, 2009, tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development, or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Town General Capital	
Land Improvements	25
Buildings	40
Roads & Streets	25
Sidewalks	25
Lights	25
Sewer	50
Lagoons	50
Lift Stations	25
Machinery & Equipment	4/5
Vehicles	5/10
Water Utility	
Structures, Improvements & Wells	25/75
Equipment	5/10
Transmission	75
Distribution	75
Meters	25
Hydrants	75
Services	50

i. Work in progress

Work in progress ("WIP") is recorded at cost and occurs with instances where a capital project is not complete as at year end. Costs include any costs applicable to tangible capital assets. The capital cost reported as WIP as at year end becomes capitalized to tangible capital asset cost when the project is subsequently complete. Assets under construction are not amortized until the asset is available for productive use.

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are recorded as revenue.

iii. Leases

Leases are classified as capital or operating leases. Leases which transfer all the benefits and risks incidental to property ownership are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are expensed as incurred.

e. Depreciation - water utility

In accordance with the Nova Scotia Utility and Review Board regulations, the depreciation charges in the Water Operating Fund are transferred to a special bank account in the Water Capital Fund which is used to help fund replacement of existing plant and equipment or, subject to approval by the Utility and Review Board, to repay the principal of capital debt.

f. Revenue Recognition

Revenues are recognized in the period in which the transactions or events that gave rise to the revenues occur. All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty.

Property tax billings are prepared by the Town based on assessment rolls issued by the Property Valuation Services Corporation. Tax rates are established annually by Council during the budget approval process. Taxation revenues are recorded at the time tax billings are issued. Assessments and the related property taxes are subject to appeal. Tax adjustments resulting from the appeal process are recognized when the results of the appeal process are known. Penalties on overdue taxes are recorded in the period levied.

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue related to fees or services received in advance of the fee being earned or the service is performed is deferred and recognized when the fee is earned, or services performed.

Investment income earned on surplus current funds, capital, and reserve funds are recorded as revenue in the period earned.

g. Financial instruments

The Town's financial instruments include cash and cash equivalents, temporary investments, receivables, payables and accruals, and long-term debt. Cash is measured at fair value. Accounts receivable, accounts payable and long-term debt are measured at cost or amortized cost. The carrying amount of each of these financial instruments is presented on the statement of financial position.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

h. Valuation allowance - uncollected taxes and rates

The Town provides a valuation allowance for estimated losses that will be incurred in collecting outstanding receivables.

i. Use of estimates

The preparation of financial statements in conformity with Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Such estimates include providing for doubtful accounts, asset retirement obligations, and the useful life of tangible capital assets, among others. Actual results could differ from these estimates.

j. Budget

The budget figures contained in these financial statements were approved by Council on March 28, 2023, in its original fiscal plan. The budget figures contained in these financial statements have been adjusted to include amortization, transfers, and principal debt repayments, in accordance with Public Sector accounting requirements Note 17 outlines the original fiscal plan and the adjustments made to come to the budget figures shown in these consolidated financial statements.

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

k. Asset retirement obligation

A liability for an asset retirement obligation is recognized when there is a legal obligation to incur retirement costs in relation to a tangible capital asset; the past transaction or event giving rise to the liability has occurred; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date. This liability is subsequently reviewed at each financial reporting date and adjusted for the passage of time and for any revisions to the timing, amount required to settle the obligation or the discount rate. Upon the initial measurement of an asset retirement obligation, a corresponding asset retirement cost is added to the carrying value of the related tangible capital asset if it is still in productive use. This cost is amortized over the useful life of the tangible capital asset. If the related tangible capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed.

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

2. CASH AND CASH EQUIVALENTS

Cash and cash equivalents are made up of cash on hand and balances with the bank.

3. ACCOUNTS RECEIVABLE – TAXES

	<u>2024</u>	<u>2023</u>
Balance, beginning of year	\$ 104,757	\$ 98,928
Current year's tax levy	3,572,652	3,425,169
Penalties and interest on taxes	30,137	27,287
	<u>3,707,546</u>	<u>3,551,384</u>
Less:		
Collections	3,525,568	3,424,907
Write-offs, rebates and allowances	15,128	21,720
Balance, end of year	<u>166,850</u>	<u>104,757</u>
Valuation allowance	-	-
Balance, net of valuation allowance end of year	<u>\$ 166,850</u>	<u>\$ 104,757</u>

4. DEFERRED REVENUE

	<u>2024</u>	<u>2023</u>
Property taxes paid in advance	\$ 70,417	\$ 62,860
Sewer charges paid in advance	90,618	-
Planning deposits	500	2,500
Canada Community-Building Fund (CCBF), (previously Gas tax)	355,049	188,981
Provincial grants	3,465,052	322,915
Deferred funding and contributions - Community Centre	1,340,710	1,333,917
	<u>\$ 5,322,346</u>	<u>\$ 1,911,173</u>

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

5. ASSET RETIREMENT OBLIGATIONS

The Town owns and operates a building which may contain asbestos or other hazardous materials, which represent a health hazard upon demolition or renovation of the building, and there is a legal obligation to remove it in accordance with environmental regulations. Following the adoption of PS 3280 *Asset Retirement Obligations*, the Town recognized an obligation related to the removal and post-removal care of the materials in the building as estimated at April 1, 2022. The building is fully amortized, but still in productive use. Once an approved project plan is in place, the timing and amount of future cash flows can then be reasonably estimated and the corresponding liability for the asset updated to reflect the anticipated costs for removal and post removal care of hazardous materials. Estimated costs have been discounted to the present value using a discount rate of 2.7% per annum.

Changes to the asset retirement obligations in the year are as follows:

	2024	2023
Asset retirement obligations, beginning of year	\$ 99,778	\$ 97,155
Opening balance	99,778	97,155
Accretion expense	2,694	2,623
Asset retirement obligations, end of year	\$ 102,472	\$ 99,778

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

6. LONG-TERM DEBT

2024	MFC #	YEAR OF ISSUE	YEAR OF MATURITY	RATE %	TYPE	BALANCE MAR 31/23	ISSUED	REDEEMED	BALANCE MAR 31/24	INTEREST
GENERAL										
SEWERS	28-A-1	2008	2024	3.750-5.088	SERIAL	\$ 27,900	\$ -	\$ 27,900	\$ -	\$ 384
TRAFFIC LIGHTS	33-A-1	2013	2024	1.330-3.489	SERIAL	14,000	-	14,000	-	52
SEWERS	33-A-1	2013	2028	1.330-3.489	SERIAL	880,000	-	80,000	800,000	28,300
BACKHOE	35-A-1	2015	2025	1.011-2.786	SERIAL	34,177	-	11,394	22,783	670
TRACKLESS	36-A-1	2016	2026	1.150-2.925	SERIAL	37,200	-	9,300	27,900	808
TRACTORS	40-A-1	2020	2025	0.678-1.241	SERIAL	28,022	-	9,340	18,682	245
SEWERS	41-A-1	2021	2031	0.400-2.376	SERIAL	267,539	-	29,727	237,812	4,049
3-TON & DUMP TRUCK	42-A-1	2023	2027	2.575 - 3.290	SERIAL	131,542	-	26,308	105,234	3,385
2 HALF-TON TRUCKS	42-B-1	2023	2027	3.847 - 4.177	SERIAL	88,022	-	17,604	70,418	3,201
						1,508,402	-	225,573	1,282,829	41,094
WATER UTILITY										
						-	-	-	-	-
						\$ 1,508,402	\$ -	\$ 225,573	\$ 1,282,829	\$ 41,094

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

6. LONG-TERM DEBT (continued)

2023	MFC #	YEAR OF	YEAR OF	RATE %	TYPE	BALANCE			BALANCE	
		ISSUE	MATURITY			MAR 31/22	ISSUED	REDEEMED	MAR 31/23	INTEREST
GENERAL										
SEWERS	28-A-1	2008	2024	3.750-5.088	SERIAL	\$ 32,550	\$ -	\$ 4,650	\$ 27,900	\$ 1,482
FIRE TRUCK	32-A-1	2012	2023	1.636-3.480	SERIAL	41,300	-	41,300	-	179
LOADER	32-B-1	2012	2023	1.510-3.160	SERIAL	19,500	-	19,500	-	375
TRAFFIC LIGHTS	33-A-1	2013	2024	1.330-3.489	SERIAL	28,000	-	14,000	14,000	466
SEWERS	33-A-1	2013	2024	1.330-3.489	SERIAL	960,000	-	80,000	880,000	29,762
BACKHOE	35-A-1	2015	2025	1.011-2.786	SERIAL	45,571	-	11,394	34,177	951
TRACKLESS	36-A-1	2016	2026	1.150-2.925	SERIAL	46,500	-	9,300	37,200	1,032
TRACTORS	40-A-1	2020	2025	0.678-1.241	SERIAL	37,362	-	9,340	28,022	332
SEWERS	41-A-1	2021	2031	0.400-2.376	SERIAL	297,266	-	29,727	267,539	4,206
3-TON & DUMP TRUCK	42-A-1	2023	2027	2.575 - 3.290	SERIAL	-	131,542	-	131,542	3,456
2 HALF-TON TRUCKS	42-B-1	2023	2027	3.847 - 4.177	SERIAL	-	88,022	-	88,022	1,523
						1,508,049	219,564	219,211	1,508,402	43,764
WATER UTILITY										
						-	-	-	-	-
						\$ 1,508,049	\$ 219,564	\$ 219,211	\$ 1,508,402	\$ 43,764

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

7. TANGIBLE CAPITAL ASSETS

	Cost 2023	Additions	Disposals	Cost 2024	Accumulated Amortization 2023	Amortization expense	Adjustments	Accumulated Amortization 2024	Net Book Value
Town general capital									
Land	\$ 467,951	\$ -	\$ 13,874	\$ 454,077	\$ -	\$ -	\$ -	\$ -	\$ 454,077
Land improvements	777,481	46,875	-	824,356	450,292	26,352	-	476,644	347,712
Buildings	1,570,262	15,851	-	1,586,113	912,543	33,837	-	946,380	639,733
Streets	2,698,375	-	-	2,698,375	1,884,258	47,192	-	1,931,450	766,925
Sidewalks	694,345	22,844	-	717,189	391,508	20,519	-	412,027	305,162
Sewer mains	5,241,469	-	-	5,241,469	2,139,403	102,563	-	2,241,966	2,999,503
Sewer plant	3,907,561	8,265	-	3,915,826	1,950,216	141,087	-	2,091,303	1,824,523
Sewer lagoons	1,588,755	-	-	1,588,755	348,561	31,775	-	380,336	1,208,419
Street lights	725,590	-	-	725,590	314,394	34,236	-	348,630	376,960
Equipment	658,767	16,665	-	675,432	607,036	23,713	-	630,749	44,683
Vehicles	1,825,293	234,814	160,591	1,899,516	1,627,027	88,212	146,696	1,568,543	330,973
	<u>20,155,849</u>	<u>345,314</u>	<u>174,465</u>	<u>20,326,698</u>	<u>10,625,238</u>	<u>549,486</u>	<u>146,696</u>	<u>11,028,028</u>	<u>9,298,670</u>
Water capital									
Working capital	4,025	-	-	4,025	-	-	-	-	4,025
Land & land rights	325,100	62,308	-	387,408	-	-	-	-	387,408
Structures & improvements	743,086	-	-	743,086	396,222	28,054	-	424,276	318,810
Equipment	688,582	33,571	-	722,153	370,623	19,812	-	390,435	331,718
Transmission mains	319,141	-	-	319,141	171,737	4,149	-	175,886	143,255
Distribution mains	1,522,047	-	-	1,522,047	514,015	19,500	-	533,515	988,532
Services	173,420	-	-	173,420	91,988	3,468	-	95,456	77,964
Meters	114,068	10,821	-	124,889	98,308	1,530	-	99,838	25,051
Hydants	175,062	3,269	-	178,331	45,486	2,198	-	47,684	130,647
Tools & equipment	62,134	-	-	62,134	62,134	-	-	62,134	-
Computer	84,082	-	-	84,082	80,344	935	-	81,279	2,803
Other									
- Water rate study	21,020	-	-	21,020	21,020	-	-	21,020	-
- Water source protection plan	61,825	-	-	61,825	18,558	1,236	-	19,794	42,031
- Water system assessment	10,469	-	-	10,469	10,469	-	-	10,469	-
	<u>4,304,061</u>	<u>109,969</u>	<u>-</u>	<u>4,414,030</u>	<u>1,880,904</u>	<u>80,882</u>	<u>-</u>	<u>1,961,786</u>	<u>2,452,244</u>
	<u>\$24,459,910</u>	<u>\$455,283</u>	<u>\$174,465</u>	<u>\$24,740,728</u>	<u>\$12,506,142</u>	<u>\$630,368</u>	<u>\$146,696</u>	<u>\$12,989,814</u>	<u>\$11,750,914</u>

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

8. ACCUMULATED SURPLUS

Accumulated surplus consists of individual fund surplus/(deficit) and reserve funds as follows:

Fund balances	2024	2023
General operating fund	\$ 264,674	\$ 264,674
General capital fund	(3,621,064)	(3,471,242)
Water operating fund	742,501	540,578
Water capital fund	122,336	91,423
	(2,491,553)	(2,574,567)
Reserve funds		
Operating	500,684	551,455
Capital		
Equipment	114,837	65,060
Debenture	5,017	4,782
Land sale - Industrial park	273,173	189,946
Recreation	1,445	1,407
Sewer	626,124	557,217
Land sale - Elementary school	113,583	127,722
Other capital	217,708	144,969
Water - depreciation	234,346	196,396
Water - Reservoir replacement	441,712	351,418
	2,528,629	2,190,373
Investment in capital assets		
General capital fund	11,292,719	11,319,439
Water capital fund	2,636,031	2,637,858
	13,928,750	13,957,297
	\$ 13,965,826	\$ 13,573,103

9. FINANCIAL INSTRUMENTS

The Town's financial instruments consist of cash, receivables, payables and accruals, deferred revenue, long-term debt, and other liabilities.

It is management's opinion that the Town is not exposed to significant interest or currency risk arising from these consolidated financial statements. There have been no changes to interest or current risk in the current year.

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

9. FINANCIAL INSTRUMENTS (continued)

The Town is subject to credit risk with respect to its various receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfill their obligations. The substantial number and diversity of taxpayers and customers minimizes the credit risk. Also, the *Municipal Government Act 1998 c.18,s.1*. section 134 provides that properties may be sold to recover tax arrears.

There have been no changes in credit risk in the current year. At year-end, the amounts outstanding for the Town's accounts receivable are as follows:

	2024			2023		
	Taxes receivable	Less impairment allowance	Total	Taxes receivable	Less impairment allowance	Total
Current	\$ 45,622	\$ -	\$ 45,622	\$ 10,770	\$ -	\$ 10,770
31 to 60 days	-	-	-	-	-	-
61 to 90 days	-	-	-	-	-	-
Over 90 days	121,228	-	121,228	93,987	-	93,987
	\$ 166,850	\$ -	\$ 166,850	\$ 104,757	\$ -	\$ 104,757
	Other receivables	Less impairment allowance	Total	Other receivables	Less impairment allowance	Total
Current	\$ 334,328	\$ -	\$ 334,328	\$ 311,034	\$ -	\$ 311,034
31 to 60 days	41,638	-	41,638	224	-	224
61 to 90 days	40,037	-	40,037	6,483	-	6,483
Over 90 days	85,048	-	85,048	2,145	-	2,145
Total	\$ 501,051	\$ -	\$ 501,051	\$ 319,886	\$ -	\$ 319,886

Liquidity risk is the risk that the Town will encounter problems in raising funds to meet its commitments at maturity. The Town is exposed to liquidity risk through its payables and accruals, other liabilities, and long-term debt. Management believes the Town has ample working capital to meet its short-term obligations and therefore the exposure to liquidity risk is low.

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

9. FINANCIAL INSTRUMENTS (continued)

There have been no changes in liquidity risk in the current year. The following table sets out the maturities of financial liabilities:

	2024			
	Within 6 months	6 months to 1 year	1 to 5 years	Over 5 years
Accounts payable	\$ 783,255	\$ -	\$ -	\$ -
Accrued interest	15,442			
Long-term debt	166,069	17,604	1,009,979	89,177
	\$ 964,766	\$ 17,604	\$ 1,009,979	\$ 89,177

	2023			
	Within 6 months	6 months to 1 year	1 to 5 years	Over 5 years
Accounts payable	\$ 391,765	\$ -	\$ -	\$ -
Accrued interest	16,716			
Long-term debt	207,969	17,604	683,925	598,904
	\$ 616,450	\$ 17,604	\$ 683,925	\$ 598,904

10. AMOUNTS CONTRIBUTED FOR PROVINCIALLY MANDATED SERVICES

	Budget	2024	2023
Education services	\$ 393,468	\$ 413,508	\$ 390,168
Police services	793,459	785,054	660,860
Assessment services	22,749	22,479	22,745
Social housing	150,000	116,110	159,850
Correctional services	23,226	22,742	22,968
	\$ 1,382,902	\$ 1,359,893	\$ 1,256,591

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

10. AMOUNTS CONTRIBUTED FOR PROVINCIALY MANDATED SERVICES (continued)

a. Education services

The Town is required to make a mandatory contribution to fund the cost of educational services provided by the Annapolis Valley Regional Centre for Education. The contribution is set by provincial formula and is reflected as a separate item in the Consolidated Statement of Operations.

b. Police services

The Town is required to provide police services, which it does through a contract with the Royal Canadian Mounted Police, (RCMP). The payment is set based on the agreement between the Province and the RCMP and is included in protective services.

c. Assessment services

The Town is required to pay a share of the cost of operating the Property Valuation Services Corporation (PVSC) based on the total municipal assessment cost times the average of the Town's share of the Uniform Assessment and the Town's share of assessment accounts. This expense is included in general government services.

d. Social housing

The Town is required to pay a share of the costs of the operations of the Western Region Housing Authority associated with social housing within the Town. This expense is included in public health services.

e. Correctional services

The Town is required to make a mandatory contribution to fund the cost of correctional services. The contribution is set by provincial formula and is included in protective services.

11. CONTRIBUTIONS TO BOARDS AND AUTHORITIES

In addition to any budgeted contributions, the Town shares in the deficits or surpluses of these Boards and Authorities, based on their sharing percentage. The Town's share of any deficit is required to be paid in the next fiscal year, while a surplus is to be included in the next year's estimates.

a. Annapolis Valley Regional Library – 1.68% interest

For the year ended March 31, 2024, the Town contributed \$12,300 (2023 - \$12,300) to the Regional Library Board as its share of the deficit.

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

11. CONTRIBUTIONS TO BOARDS AND AUTHORITIES (continued)

a. Valley Region Solid Waste-Resource Management Authority – 2.49% interest

For the year ended March 31, 2024, the Town contributed \$122,525 (2023 - \$162,250) to the Authority as its share of the capital and operating expenditures.

b. Valley Regional Enterprise Network – 4.1% interest

For the year ended March 31, 2024, the Town contributed \$12,182 (2023 - \$12,732) to the Board as its share of the capital and operating expenditures.

12. PENSION PLAN

All full-time employees are members of a defined contribution pension plan. The Town's obligation is to contribute 6% of employees' gross salary to the pension plan. During the year, the Town's required contribution was \$64,524 (2023 - \$47,747) to the plan.

13. REMUNERATION AND EXPENSES

The total remuneration and expenses of Town Council and Chief Administrative Officers for the 12 months ended March 31, 2024:

	<u>Remuneration</u>	<u>Expenses</u>	<u>Total</u>
Mayor Sylvester Atkinson	\$ 15,526	\$ 1,848	\$ 17,374
Deputy Mayor G. Smith	11,159	1,913	13,072
Councillor J. Bartlett	8,733	-	8,733
Councillor M. Fairn	8,733	-	8,733
Councillor B. Knapp	8,733	-	8,733
Councillor C. Leblanc	8,733	52	8,785
Councillor G. Marshall	8,733	-	8,733
Chief Administrative Officer - A. Crocker	116,988	5,202	122,190

14. RATE OF RETURN ON RATE BASE

For the year ended March 31, 2024, the Water Utility has an annual rate of return on the rate base of 8.771% (8.707% in 2023).

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

15. CONTINGENCIES

The Town guaranteed its share of several loans taken by Valley Region Solid Waste-Resource Management Authority (VWRMA), as follows:

Debenture or Loan #	Balance Outstanding at 3/31/24	Town of Middleton Share	
		Amount	%
37-A-1	\$ 532,130	\$ 7,503	1.41%
38-A-1	91,360	2,330	2.55%
41-A-1	390,845	9,771	2.50%
42-A-1	716,875	17,994	2.51%
44-A-1	543,972	11,043	2.05%
	<u>\$ 2,275,182</u>	<u>\$ 37,598</u>	

16. SEGMENTED INFORMATION

The Town is a diversified municipal government institution that provides a wide range of services to its citizens, including fire, police, public transit, roads, waste and recycling services, water supply and distribution, wastewater treatment, libraries, and recreation and cultural services. Segmented information has been prepared by major functional classification of activities provided, consistent with the Consolidated Statement of Operations and provincially legislated requirements. The major segments are as follows:

General government services: Activities that provide for the overall operation of the Town and that are common to, or affect, all the services provided by the Town. This includes the activities of the Mayor and Council, and the following administrative activities: human resources, legal services, finance and information, communications and technology, and the office of the Chief Administrative Officer.

Protective services: Activities that provide for the public safety of the inhabitants of the Town. This includes police and fire protection and other protective services such as by-law enforcement and protective inspections.

Transportation services: Activities related to public transportation including road transport. This includes public transportation services offered throughout the Town using buses. Other transportation activities include the planning, development and maintenance of roads, traffic operations, parking, snow and ice control and street lighting.

Environmental health services: Activities that provide environmentally regulated services. This includes the collection of garbage and other waste material and through the Middleton Water Commission, water supply and distribution and wastewater treatment.

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

16. SEGMENTED INFORMATION (continued)

Social services: Mandatory payment to the Western Region Housing Authority within Housing Nova Scotia to cover the deficits of the public housing authority within the region.

Environmental development services: Activities that support and control the Town's physical and economic development. This includes activities related to land use planning, zoning and development, activities related to the development of the industrial park, promotion of tourism and activities that enhance local economic development.

Recreation and cultural services: Activities related to the Town's recreation facilities, including the swimming pool, arena, parks, playgrounds, and sports fields. Activities that provide for cultural facilities such as the library and related programs.

Education services: Mandatory contributions to the Annapolis Valley Regional Centre for Education.

Water Utility: The Middleton Water Utility provides the delivery of drinking water through the supply, pumping, treatment, and distribution of water to its users.

Certain allocation methodologies are employed in the preparation of the segmented financial information. The General Operating Fund reports on municipal services that are funded primarily by property tax revenues. The Middleton Water Operating Fund reports on municipal services that are funded primarily by water rates.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 1.

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

16. SEGMENTED INFORMATION (continued)

CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE	General Government	Protective Services	Transportation Services	Env. Health Services	Social Services	Env. Development Services	Recreation and Cultural Services	Education	Water	2024	2023
REVENUE											
Property taxes	2,931,267	259,029	-	382,356	-	-	-	-	-	3,572,652	3,425,169
Grants in lieu of taxes	154,417	-	-	-	-	-	-	-	-	154,417	148,155
Services provided to other local governments	29,352	78,116	-	-	-	1,911	10,000	-	-	119,379	108,627
Sale of services	-	-	-	-	-	80	50,361	-	-	50,441	40,819
Other revenue from own sources	261,396	3,465	-	-	-	6,294	1,010	-	-	272,165	174,852
Unconditional transfers from other governments	373,952	-	-	-	-	-	31,406	-	-	405,358	445,375
Conditional transfers from Federal or Provincial governments	3,526	1,000	-	-	-	-	25,000	-	-	29,526	82,642
Water Utility	-	-	-	-	-	-	-	-	726,563	726,563	678,174
TOTAL REVENUE	3,753,910	341,610	-	382,356	-	8,285	117,777	-	726,563	5,330,501	5,103,813
EXPENDITURES											
Salaries, wages and benefits	364,067	-	400,049	59,760	-	193,187	228,282	-	-	1,245,345	926,759
Operating costs	259,637	1,028,261	410,197	273,580	116,110	92,843	152,041	413,508	-	2,746,177	2,599,775
Interest on long-term debt	-	-	8,361	32,733	-	-	-	-	-	41,094	43,765
Amortization	20,637	13,614	201,117	275,526	-	441	38,149	-	-	549,484	523,243
Accretion	-	2,694	-	-	-	-	-	-	-	2,694	2,623
Water Utility	-	-	-	-	-	-	-	-	568,989	568,989	643,940
TOTAL EXPENDITURES	644,341	1,044,569	1,019,724	641,599	116,110	286,471	418,472	413,508	568,989	5,153,783	4,740,105
NET GAIN ON SALE OF TCA	-	-	216,005	-	-	-	-	-	-	216,005	31,867
SURPLUS (DEFICIT)	\$ 3,109,568	\$ (702,959)	\$ (803,719)	\$ (259,243)	\$ (116,110)	\$ (278,186)	\$ (300,695)	\$ (413,508)	\$ 157,575	\$ 392,723	\$ 395,575

17. BUDGET FIGURES

The Town budgets for rate setting purposes. The budgets include principal debt repayments, and transfers between funds, and do not include amortization (except for the Water Utility). The following adjustments to the annual surplus reconcile the operating budgets to the financial reporting presentation required under Canadian Public Sector Accounting Standards, (PSAS).

TOWN OF MIDDLETON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2024

	<u>2024</u>
Approved budget surplus (deficit) for the year	
General operations	\$ 2
Water Utility operations	(39,820)
Approved budget surplus (deficit) for the year	<u>(39,818)</u>
Elimination of:	
Transfers to (from) other funds	79,722
Principal debt repayments	250,573
Amortization of tangible capital assets	(549,485)
Accretion of asset retirement obligation	(2,694)
Net PSAS adjustments	<u>(221,884)</u>
PSAS adjusted budget deficit per consolidated financial statements	<u>\$ (261,702)</u>

18. SUBSEQUENT EVENTS

Subsequent to year-end, the Town borrowed \$237,000 on MFC 44-A-1 to finance the purchase of a backhoe. The debenture is repayable over 10 years at interest rates between 4.367 and 4.940%.

Principal repayments required during the next five years and thereafter are as follows:

	Existing debentures	MFC 44-A-1	Total General Capital	Total Water Capital	Total
2025	\$ 183,673	\$ -	\$ 183,673	\$ -	\$ 183,673
2026	183,670	23,700	207,370	-	207,370
2027	162,939	23,700	186,639	-	186,639
2028	153,643	23,700	177,343	-	177,343
2029	509,727	23,700	533,427	-	533,427
Thereafter	89,177	142,200	231,377	-	231,377
	<u>\$ 1,282,829</u>	<u>\$ 237,000</u>	<u>\$ 1,519,829</u>	<u>\$ -</u>	<u>\$ 1,519,829</u>

Subsequent to year-end, the Town Water Utility entered into a contract to construct a new reservoir to replace the existing water reservoir at an estimated cost of \$5,700,000. The project will be funded from a combination of grants, reserves and long-term debt.

TOWN OF MIDDLETON

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE GENERAL OPERATING FUND

AS AT MARCH 31, 2024
(UNAUDITED)

	2024	2023
ASSETS		
FINANCIAL ASSETS		
Cash and cash equivalents	\$ (649,134)	\$ 75,031
Taxes receivable (net of valuation allowance)	166,850	104,757
Other receivables	82,184	44,386
Harmonized sales tax	143,093	56,669
Due from provincial government	6,652	19,089
Due from other local governments	14,748	18,930
Due from own funds	1,591,421	632,670
	1,355,814	951,532
LIABILITIES		
Accounts payable	664,764	150,829
Other liabilities (tax sale surplus)	16,992	16,992
Due to federal government	65,535	47,479
Due to provincial government agencies	-	159,850
Due to local governments	-	1,991
Due to own funds, capital reserves	267,755	-
Accrued interest	15,442	16,716
Deferred revenue	161,535	388,275
	1,192,023	782,132
NET ASSETS	163,791	169,400
NON-FINANCIAL ASSETS		
Prepaid expenses	100,883	95,274
SURPLUS	\$ 264,674	\$ 264,674

TOWN OF MIDDLETON

NON-CONSOLIDATED STATEMENT OF OPERATIONS GENERAL OPERATING FUND

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	2024		2023
	Budget (Note 17)	Actual	Actual
REVENUE			
Assessable property taxes	\$ 3,279,904	\$ 3,203,953	\$ 3,073,838
Grants in lieu of taxes	154,946	154,417	148,155
Services provided to other governments	148,830	119,379	108,627
Sales of services	59,150	144,294	42,772
Other revenue from own sources	44,554	131,433	105,019
Unconditional transfers from other governments	426,813	405,358	352,978
Conditional transfers from other governments	30,507	29,526	82,642
	4,144,704	4,188,360	3,914,031
EXPENSES			
General government services	599,236	624,895	483,198
Protective services	1,274,520	1,287,746	1,206,804
Transportation services	789,887	819,132	623,049
Environmental health services	372,529	366,468	410,398
Social services	150,000	116,110	159,850
Environmental development services	226,865	286,030	168,898
Recreation and cultural services	401,371	398,995	377,362
	3,814,408	3,899,376	3,429,559
NET REVENUE	330,296	288,984	484,472
FINANCING AND TRANSFERS			
Transfers to own reserves, funds and agencies	(388,378)	(334,011)	(490,827)
Use of prior years' surplus	58,084	45,027	6,355
	(330,294)	(288,984)	(484,472)
CHANGE IN FUND BALANCE	\$ 2	-	-
SURPLUS AT BEGINNING OF YEAR		264,674	264,674
SURPLUS AT END OF YEAR		\$ 264,674	\$ 264,674

TOWN OF MIDDLETON

NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND REVENUES

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	2024		2023
	Budget (Note 17)	Actual	Actual
REVENUE			
ASSESSABLE PROPERTY TAXES			
ASSESSABLE PROPERTY			
Residential	\$ 2,026,116	\$ 2,022,017	\$ 1,803,205
Commercial property	699,800	695,748	644,791
Based on special tax agreements or legislation	87,231	87,232	77,681
	2,813,147	2,804,997	2,525,677
RESOURCE			
Taxable assessments	4,330	4,907	4,118
Forest property tax	25	25	25
Fire protection rate	275,866	259,029	251,036
	280,220	263,961	255,179
SPECIAL ASSESSMENTS (SEWER)	398,944	382,353	446,100
BUSINESS PROPERTY			
Based on revenues - Aliant	9,507	8,655	17,478
Nova Scotia Power Inc. - Grant in lieu of taxes	555	716	584
Nova Scotia Power Inc. - HST rebate	16,000	15,128	21,931
	26,061	24,499	39,993
OTHER TAXES			
Deed transfer tax	155,000	141,651	197,057
LESS: EDUCATION EXPENDITURE AS A REDUCTION OF TAX REVENUE			
APPROPRIATION TO REGIONAL SCHOOL BOARD	(393,468)	(413,508)	(390,168)
TOTAL TAXES	3,279,904	3,203,953	3,073,838
GRANTS IN LIEU OF TAXES			
Federal government	31,154	30,261	28,343
Provincial government			
Provincial property and property of supported institutions	99,870	124,156	95,889
Fire protection	23,923	-	23,923
TOTAL GRANTS IN LIEU OF TAXES	154,946	154,417	148,155

TOWN OF MIDDLETON

NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND REVENUES (CONTINUED)

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	2024		2023
	Budget (Note 17)	Actual	Actual
SERVICES PROVIDED TO OTHER GOVERNMENTS			
Other local governments	148,830	119,379	108,627
TOTAL SERVICES PROVIDED TO OTHER GOVERNMENTS	148,830	119,379	108,627
SALES OF SERVICES			
General government services	-	35,107	-
Transportation services	-	58,827	1,953
Recreation and cultural services	59,150	50,360	40,819
TOTAL SALES OF SERVICES	59,150	144,294	42,772
OTHER REVENUE FROM OWN SOURCES			
Licenses and permits	7,002	6,299	4,016
Fines	1,430	3,460	2,389
Rentals	6,967	45,009	19,613
Return on investments	599	16,822	6,803
Penalties and interest on taxes	28,055	51,595	27,287
Miscellaneous	500	8,248	44,911
TOTAL OTHER REVENUE FROM OWN SOURCES	44,554	131,433	105,019
UNCONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS			
Provincial government			
Service Nova Scotia and Municipal Relations			
Municipal Grants Act - Equalization	338,072	338,073	338,073
Municipal Government Act - Farm property acreage	766	879	905
Other government	87,975	66,406	14,000
TOTAL UNCONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS	426,813	405,358	352,978
CONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS			
Federal government	4,507	3,526	3,580
Provincial government	26,000	26,000	79,062
TOTAL CONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS	30,507	29,526	82,642
TOTAL REVENUE	\$ 4,144,706	\$ 4,188,360	\$ 3,914,031

TOWN OF MIDDLETON

NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND EXPENDITURES

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	2024		2023
	Budget (Note 17)	Actual	Actual
EXPENDITURES			
GENERAL GOVERNMENT SERVICES			
LEGISLATIVE			
Mayor remuneration	\$ 10,996	\$ 11,834	\$ 10,624
Mayor expenses	2,463	1,772	1,226
Council remuneration	40,302	43,149	35,525
Council expenses	5,216	2,991	315
	58,977	59,746	47,690
GENERAL ADMINISTRATIVE			
Administrative	90,443	85,186	31,388
Financial management	306,699	334,270	285,114
Taxation			
Tax rebates	22,587	21,760	21,720
Transfer to Property Valuation Services Corporation	22,479	22,479	22,745
Other taxation	-	-	-
Common services	34,192	80,878	55,031
Other general administrative services	4,091	13,985	6,213
	480,491	558,558	422,211
DEBT CHARGES			
Debenture interest	54,868	-	-
Term loan interest	-	-	-
Other debt charges	4,900	6,591	6,113
	59,768	6,591	6,113
OTHER GENERAL GOVERNMENT SERVICES			
Elections and plebiscites	-	-	7,184
	599,236	624,895	483,198
PROTECTIVE SERVICES			
Police protection	793,459	785,054	738,101
Law enforcement - transfer to Correctional Services	23,226	22,742	22,968
Other	46,028	51,290	47,040
	862,713	859,086	808,109
Fire protection			
Water supply and hydrants	220,036	259,029	254,655
Other	180,183	153,706	137,392
	400,219	412,735	392,047
Emergency measures	10,754	14,805	6,069
Debt charges			
Debenture interest	-	-	179
Term loan interest	-	-	-
	-	-	179
Other protective services	834	1,120	400
	1,274,520	1,287,746	1,206,804

TOWN OF MIDDLETON

NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND EXPENDITURES (CONTINUED)

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	2024		2023
	Budget (Note 17)	Actual	Actual
TRANSPORTATION SERVICES			
Common services	318,023	326,620	223,578
Road transport			
Roads and streets	392,850	404,720	319,462
Street lighting	32,485	30,045	28,897
Traffic services	25,029	29,386	21,477
	768,387	790,771	593,414
Public transit	21,500	20,000	21,500
Debt charges			
Debenture interest	-	8,361	8,135
Term loan interest	-	-	-
	-	8,361	8,135
TOTAL TRANSPORTATION SERVICES	789,887	819,132	623,049
ENVIRONMENTAL HEALTH SERVICES			
Administration	11,889	12,062	12,233
Sewage collection systems	20,849	9,145	11,206
Sewage lift stations	37,530	21,380	29,809
Sewage treatment and disposal	139,991	159,621	151,080
	210,259	202,208	204,328
Garbage and waste collection	162,270	131,527	170,621
Debt charges			
Debenture interest	-	32,733	35,449
Term loan interest	-	-	-
	-	32,733	35,449
TOTAL ENVIRONMENTAL HEALTH SERVICES	372,529	366,468	410,398
SOCIAL SERVICES			
Other health	-	-	-
Housing - deficit of Regional Housing Authority	150,000	116,110	159,850
	150,000	116,110	159,850
TOTAL SOCIAL SERVICES	150,000	116,110	159,850

TOWN OF MIDDLETON

NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND EXPENDITURES (CONTINUED)

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	2024		2023
	Budget (Note 17)	Actual	Actual
ENVIRONMENTAL DEVELOPMENT SERVICES			
Environmental planning and zoning			
Administration	129,458	197,730	78,215
Other	-	-	-
Other community development	61,711	60,532	58,111
Industrial parks	12,182	12,182	12,732
	<u>203,351</u>	<u>270,444</u>	149,058
Other environmental development services - tourism	19,864	15,237	19,553
Other environmental development services	3,650	349	287
	<u>23,514</u>	<u>15,586</u>	19,840
TOTAL ENVIRONMENTAL DEVELOPMENT SERVICES	<u>226,865</u>	<u>286,030</u>	168,898
RECREATION AND CULTURAL SERVICES			
Recreation facilities			
Administration	145,679	162,739	154,135
Swimming pools	12,920	12,937	12,689
Skating rinks and arenas	20,950	16,404	23,200
Parks, playgrounds and sports fields	152,598	151,925	135,398
	<u>332,147</u>	<u>344,005</u>	325,422
Cultural buildings and facilities			
Library - local branch	12,300	12,300	12,300
Library - other	16,967	18,669	15,546
Other - museum commission	8,150	3,500	4,500
	<u>37,417</u>	<u>34,469</u>	32,346
Debt charges			
Term loan interest	-	-	-
	<u>-</u>	<u>-</u>	-
Other recreation and cultural services	31,807	20,521	19,594
TOTAL RECREATION AND CULTURAL SERVICES	<u>401,371</u>	<u>398,995</u>	377,362
TOTAL EXPENDITURES	<u>\$ 3,814,409</u>	<u>\$ 3,899,376</u>	<u>\$ 3,429,559</u>

TOWN OF MIDDLETON

NON-CONSOLIDATED SCHEDULE OF FINANCING AND TRANSFERS OF THE GENERAL OPERATING FUND

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	2024		2023
	Budget (Note 17)	Actual	Actual
FINANCING AND TRANSFERS			
TRANSFERS TO (FROM) OWN RESERVES, FUNDS AND AGENCIES			
Transfer to - general capital fund, retire Debenture principal	\$ 250,573	\$ 225,573	\$ 219,211
Transfer to - general capital fund, retire SRF debt	77,950	54,104	65,802
Transfer to - general capital fund, capital purchases	-	-	166,234
Transfer to - reserve fund interest	9,855	4,334	4,580
Transfer to - reserve funds	50,000	50,000	50,000
Transfer from - reserve funds	-	-	(15,000)
	388,378	334,011	490,827
CHANGE IN EQUITY			
Use of prior years' surplus	(58,084)	(45,027)	(6,355)
TOTAL FINANCING AND TRANSFERS	\$ 330,294	\$ 288,984	\$ 484,472

TOWN OF MIDDLETON

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE GENERAL CAPITAL FUND

AS AT MARCH 31, 2024
(UNAUDITED)

	<u>2024</u>	<u>2023</u>
ASSETS		
FINANCIAL ASSETS		
Cash and cash equivalents	\$ -	\$ 34
Due from reserve funds	<u>66,280</u>	<u>13,652</u>
	<u>66,280</u>	<u>13,686</u>
LIABILITIES		
Due to general operating fund	527,855	256,297
Loans from reserve funds	83,476	137,616
Long-term debt (Note 6)	1,282,829	1,508,402
Asset retirement obligation (Note 5)	102,472	99,778
Vested interest - Annapolis County	<u>12,168</u>	<u>12,168</u>
	<u>2,008,800</u>	<u>2,014,261</u>
NET DEBT	<u>(1,942,520)</u>	<u>(2,000,575)</u>
NON-FINANCIAL ASSETS		
Work in progress	315,501	315,501
Capital assets, at cost (Note 7)	20,326,698	20,155,849
Accumulated allowance for amortization (Note 7)	<u>(11,028,028)</u>	<u>(10,625,238)</u>
	<u>9,614,171</u>	<u>9,846,112</u>
	<u>\$ 7,671,652</u>	<u>\$ 7,845,537</u>
SURPLUS (DEFICIT)	\$ (3,621,064)	\$ (3,473,902)
INVESTMENT IN CAPITAL ASSETS (Note 7)	11,292,716	11,319,439
TOTAL FUND BALANCE	<u>\$ 7,671,652</u>	<u>\$ 7,845,537</u>

TOWN OF MIDDLETON

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE GENERAL CAPITAL FUND

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	2024	2023
	Actual	Actual
REVENUE		
Interest income	\$ 2	\$ 1
Proceeds on sale of assets	243,427	31,867
	243,429	31,868
EXPENDITURES		
Tangible capital purchases (includes work in progress)	324,611	210,041
Accretion of asset retirement obligation	2,694	2,623
	(83,876)	(180,796)
NET EXPENDITURES		
FINANCING AND TRANSFERS		
Proceeds on issuance of debt	-	219,564
Redeem long term debt	(225,573)	(219,211)
Transfers from (to) own reserves, funds and agencies		
Transfer from operating, capital expenditures	-	166,234
Transfer from sewer capital reserve	8,265	-
Transfer from operating, retire short-term debt	69,989	50,802
Transfer from operating, retire long-term debt	225,573	219,211
Transfer from gas tax reserve	-	92,397
Transfer from operating reserve, capital expenditures	12,554	-
Transfer to other reserves	(154,094)	(10,034)
	162,287	518,610
TOTAL FINANCING AND TRANSFERS	(63,286)	518,963
CHANGE IN FUND BALANCE	(147,162)	338,167
SURPLUS (DEFICIT) AT BEGINNING OF YEAR	(3,473,902)	(3,812,069)
SURPLUS (DEFICIT) AT END OF YEAR	\$ (3,621,064)	\$ (3,473,902)

TOWN OF MIDDLETON

NON-CONSOLIDATED SCHEDULE OF INVESTMENT IN CAPITAL ASSETS OF THE GENERAL CAPITAL FUND

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	<u>2024</u>	<u>2023</u>
	Actual	Actual
BALANCE, BEGINNING OF YEAR	\$ 11,319,439	\$ 11,632,999
Add:		
Tangible capital purchases (includes work in progress)	324,611	210,041
Debentures redeemed	225,573	219,211
Gain on sale of assets	216,005	31,867
	<u>766,189</u>	<u>461,119</u>
Deduct:		
Proceeds from sale of assets	243,427	31,867
Proceeds on issuance of debt	-	219,564
Depreciation of capital assets	549,485	523,248
	<u>792,912</u>	<u>774,679</u>
	<u>(26,723)</u>	<u>(313,560)</u>
BALANCE, END OF YEAR	<u>\$ 11,292,716</u>	<u>\$ 11,319,439</u>

TOWN OF MIDDLETON

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE WATER UTILITY OPERATING FUND

AS AT MARCH 31, 2024
(UNAUDITED)

	<u>2024</u>	<u>2023</u>
ASSETS		
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 1,255,873	\$ 1,021,875
Rates receivable (net of asset valuation of \$NIL (2023-\$NIL))	225,104	159,634
Prepaid expenses	4,401	3,648
Harmonized sales tax	29,270	21,178
Due from general operating fund	267,795	-
Due from water capital fund	-	-
	<u>1,782,443</u>	<u>1,206,335</u>
LIABILITIES		
Accounts payable	35,964	14,624
Due to general operating fund	-	396,279
Due to water capital fund	1,003,978	254,854
	<u>1,039,942</u>	<u>665,757</u>
SURPLUS	<u>\$ 742,501</u>	<u>\$ 540,578</u>

TOWN OF MIDDLETON

NON-CONSOLIDATED SCHEDULE OF FINANCIAL ACTIVITIES OF THE WATER UTILITY OPERATING FUND

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	2024		2023
	Budget (Note 17)	Actual	Actual
OPERATING REVENUE			
Metered sales	\$ 617,613	\$ 621,346	\$ 614,794
Flat rate sales	900	953	953
Public fire protection	239,213	278,602	273,845
Sprinkler service	2,933	3,350	3,350
Other operational revenue	4,782	18,416	12,405
TOTAL OPERATING REVENUE	865,441	922,667	905,347
OPERATING EXPENDITURES			
Source of supply	69,454	57,013	4,820
Power and pumping	80,692	53,720	70,526
Water treatment	43,305	45,123	41,335
Transmission and distribution	205,056	175,733	184,347
Administration and general	246,487	250,370	256,870
Depreciation	66,999	80,883	83,095
Taxes	47,812	44,809	43,737
TOTAL OPERATING EXPENDITURES	759,805	707,651	684,730
NET OPERATING REVENUE	105,636	215,016	220,617
Non-operating revenue			
Other	400	76,855	26,748
Non-operating expenditures			
Debt charges			
Principal	-	-	-
Interest	-	-	-
Capital expenditures out of revenue	-	-	15,518
Transfer to Reservoir Reserve Fund	-	89,948	344,366
	-	89,948	359,884
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	\$ 106,036	201,923	(112,519)
SURPLUS AT BEGINNING OF YEAR		540,578	653,097
SURPLUS AT END OF YEAR		\$ 742,501	\$ 540,578

TOWN OF MIDDLETON

SCHEDULE TO NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE WATER UTILITY OPERATING FUND

**YEAR ENDED MARCH 31, 2024
(UNAUDITED)**

	2024		2023
	Budget (Note 17)	Actual	Actual
SOURCE OF SUPPLY			
Supplies and expenses	\$ 69,084	\$ 56,899	\$ 4,643
Maintenance of plant	370	114	177
	69,454	57,013	4,820
POWER AND PUMPING			
Power	36,099	10,450	31,447
Maintenance	44,593	43,270	39,079
	80,692	53,720	70,526
WATER TREATMENT			
Labour	8,935	920	6,764
Supplies and expenses	31,807	43,596	34,327
Maintenance of structures and improvements	2,563	607	244
	43,305	45,123	41,335
TRANSMISSION AND DISTRIBUTION			
Maintenance of mains	129,397	129,323	111,603
Maintenance of other distribution plant	35,805	13,452	31,938
Transportation expenses	26,437	28,069	32,920
Shop expenses	13,417	4,889	7,886
	205,056	175,733	184,347
ADMINISTRATION AND GENERAL			
Supervision	173,971	164,036	160,374
Consumer billing and accounting	8,103	3,936	6,451
Uncollectible accounts	116	-	-
Employee benefits	11,510	11,802	10,846
General office expenses	39,129	42,697	60,771
Audit	8,871	7,390	8,442
Regulatory expense	1,658	1,690	1,640
Maintenance of general property	3,129	12,426	8,346
Miscellaneous general expenses	-	6,393	-
	\$ 246,487	\$ 250,370	\$ 256,870

TOWN OF MIDDLETON

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE WATER UTILITY CAPITAL FUND

AS AT MARCH 31, 2024

(UNAUDITED)

	<u>2024</u>	<u>2023</u>
ASSETS		
FINANCIAL ASSETS		
Cash - depreciation reserve	\$ 203,432	\$ 148,005
Cash - special reserve	3,816,816	7,052
Due from town general fund	-	-
Due from water operating fund	<u>1,003,978</u>	<u>280,344</u>
	<u>5,024,226</u>	<u>435,401</u>
LIABILITIES		
Due to water operating fund	-	-
Due to town general fund	995,530	-
Deferred grant revenue	<u>3,465,052</u>	-
	<u>4,460,582</u>	-
NET DEBT	<u>563,644</u>	435,401
NON-FINANCIAL ASSETS		
Work in progress	418,538	418,538
Capital assets (Note 6)	4,414,029	4,304,059
Accumulated allowance for amortization (Note 6)	<u>(1,961,786)</u>	<u>(1,880,903)</u>
	<u>2,870,781</u>	2,841,694
	<u>\$ 3,434,425</u>	<u>\$ 3,277,095</u>
SURPLUS	<u>\$ 122,336</u>	\$ 91,423
INVESTMENT IN CAPITAL ASSETS	2,636,031	2,637,858
DEPRECIATION RESERVE FUND	234,346	196,396
SPECIAL RESERVE FUND	<u>441,712</u>	351,418
	<u>3,312,089</u>	3,185,672
TOTAL FUND BALANCE	<u>\$ 3,434,425</u>	<u>\$ 3,277,095</u>

TOWN OF MIDDLETON

NON-CONSOLIDATED SCHEDULE OF FINANCIAL ACTIVITIES OF THE WATER UTILITY CAPITAL FUND

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	<u>2024</u>	<u>2023</u>
EXPENDITURES		
Capital purchases	<u>\$ 109,970</u>	96,933
NET EXPENDITURES	<u>(109,970)</u>	(96,933)
FINANCING AND TRANSFERS		
Transfers from own reserves, funds and agencies		
Transfer from operating, depreciation	80,883	83,095
Transfer from Town general capital reserve, capital expenditures	60,000	-
Transfer from operating, capital expenditures	<u>-</u>	15,518
TOTAL FINANCING AND TRANSFERS	<u>140,883</u>	98,613
CHANGE IN FUND BALANCE	30,913	1,680
SURPLUS (DEFICIT) AT BEGINNING OF YEAR	<u>91,423</u>	89,743
SURPLUS (DEFICIT) AT END OF YEAR	<u><u>\$ 122,336</u></u>	<u><u>\$ 91,423</u></u>

TOWN OF MIDDLETON

NON-CONSOLIDATED SCHEDULE OF FINANCIAL ACTIVITIES OF THE WATER UTILITY INVESTMENT IN CAPITAL ASSETS

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	<u>2024</u>	<u>2023</u>
BALANCE, BEGINNING OF YEAR	\$ 2,637,858	\$ 2,672,411
Add:		
Tangible capital purchases (includes work in progress)	<u>109,970</u>	96,933
	<u>109,970</u>	96,933
Deduct:		
Depreciation of capital assets	<u>80,883</u>	83,095
	<u>29,087</u>	13,838
Transfer from Depreciation Reserve for Capital Asset purchases	49,969	34,704
Transfer to Depreciation Reserve for current year depreciation	<u>(80,883)</u>	<u>(83,095)</u>
	<u>(30,914)</u>	(48,391)
Change in Investment in Capital Assets	<u>(1,827)</u>	(34,553)
BALANCE, END OF YEAR	<u>\$ 2,636,031</u>	<u>\$ 2,637,858</u>

TOWN OF MIDDLETON

NON-CONSOLIDATED SCHEDULE OF FINANCIAL ACTIVITIES OF THE WATER UTILITY DEPRECIATION RESERVE FUND

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	2024	2023
BALANCE, BEGINNING OF YEAR	\$ 196,396	\$ 145,806
Add:		
Depreciation	80,883	83,095
Interest earned	7,036	2,199
	87,919	85,294
Deduct:		
Use of Depreciation Reserve for capital expenditures	49,969	34,704
	37,950	50,590
BALANCE, END OF YEAR	\$ 234,346	\$ 196,396
Composed of:		
Cash in bank	\$ 203,432	\$ 148,005
Due from Water Operating Fund	30,914	48,391
	\$ 234,346	\$ 196,396

TOWN OF MIDDLETON

NON-CONSOLIDATED SCHEDULE OF FINANCIAL ACTIVITIES OF THE WATER UTILITY SPECIAL RESERVOIR RESERVE FUND

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	<u>2024</u>	<u>2023</u>
BALANCE, BEGINNING OF YEAR	\$ 351,418	\$ 6,874
Add:		
Interest earned	346	178
Transfer for Reservoir Reserve	89,948	344,366
	90,294	344,544
 BALANCE, END OF YEAR	 \$ 441,712	 \$ 351,418
 Composed of:		
Cash in bank	\$ 3,816,816	\$ 7,052
Due from water operating fund	89,948	344,366
Deferred grant revenue	(3,465,052)	-
	\$ 441,712	\$ 351,418

TOWN OF MIDDLETON

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE RESERVE FUNDS

AS AT MARCH 31, 2024
(UNAUDITED)

	<u>2024</u>	<u>2023</u>
ASSETS		
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 3,599,213	\$ 3,049,738
Due from operating fund	-	-
Due from general capital fund	-	-
Loans to general capital fund	<u>83,474</u>	<u>137,579</u>
	<u>\$ 3,682,687</u>	<u>\$ 3,187,317</u>
LIABILITIES		
Due to general capital fund	\$ 66,280	\$ 14,964
Due to operating fund	<u>68,077</u>	<u>6,897</u>
	<u>134,357</u>	<u>21,861</u>
SURPLUS	<u>3,548,330</u>	<u>3,165,456</u>
	<u>\$ 3,682,687</u>	<u>\$ 3,187,317</u>

TOWN OF MIDDLETON

NON-CONSOLIDATED SCHEDULE OF FINANCIAL ACTIVITIES OF THE RESERVE FUNDS

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	2024		2023
	General Operating	General Capital	Total
REVENUE			
Federal government - gas tax		\$ 156,699	\$ 156,699
Interest - bank	27,063	123,036	150,099
Public donations	-	6,793	6,793
	27,063	286,528	313,591
EXPENDITURES			
Bank charges	-	40	40
	27,063	286,488	313,551
NET REVENUE			
	27,063	286,488	313,551
FINANCING AND TRANSFERS			
Transfers from (to) own reserves, funds and agencies			
General operating	(69,025)	50,000	(19,025)
General capital	-	144,014	144,014
Water capital	-	(60,000)	(60,000)
General operating, interest	172	4,162	4,334
	(68,853)	138,176	69,323
TOTAL FINANCING AND TRANSFERS			
	(68,853)	138,176	69,323
CHANGE IN FUND BALANCE			
	(41,790)	424,664	382,874
SURPLUS (DEFICIT) AT BEGINNING OF YEAR			
	551,182	2,614,274	3,165,456
SURPLUS (DEFICIT) AT END OF YEAR			
	\$ 509,392	\$ 3,038,938	\$ 3,548,330

TOWN OF MIDDLETON
NON-CONSOLIDATED DETAIL SCHEDULE OF FINANCIAL ACTIVITIES
AND BALANCES OF THE RESERVE FUNDS
YEAR ENDED MARCH 31, 2024
(UNAUDITED)

2023-24	Equipment	Debenture	Industrial Park Land sale surplus	Recreation	Sewer	Elementary School Land sale surplus	Operating	CCBF (Gas Tax)	Fire Capital	Community Centre & Fire Hall	Total
Opening Balance	\$ 65,060	\$ 4,782	\$ 189,946	\$ 1,407	\$ 557,217	\$ 127,722	\$ 551,455	\$ 188,981	\$ 2,490	\$ 1,476,396	\$ 3,165,456
Grant income								156,699			156,699
Donations										6,793	6,793
Interest income - bank	1,593	235	8,263	38	27,172	3,666	27,026	9,369	122	72,616	150,100
Interest income - interfund loans	226		3,260			677	172				4,335
Bank charge						(40)					(40)
Transfers in/(out) from Operating					50,000		(69,025)				(19,025)
Transfers in/(out) to Capital	47,958		131,704		(8,265)	(18,442)	(8,944)	-			144,011
Transfers in/(out) to Water Capital			(60,000)					-			(60,000)
Closing Balance	\$ 114,837	\$ 5,017	\$ 273,173	\$ 1,445	\$ 626,124	\$ 113,583	\$ 500,684	\$ 355,049	\$ 2,612	\$ 1,555,805	\$ 3,548,330
Composed of:											
Cash in bank	\$ 42,299	\$ 5,017	\$ 320,200	\$ 1,445	\$ 634,389	\$ 100,954	\$ 581,458	\$ 355,033	\$ 2,612	\$ 1,555,805	\$ 3,599,212
Due (to)/from Operating	(66)		(865)	-		(331)	(66,831)	16			(68,077)
Due (to)/from Capital	67,870		(97,487)		(8,265)	(10,842)	(17,556)				(66,280)
Loans receivable from Capital	4,734		51,325			23,802	3,614				83,475
Closing Balance	\$ 114,837	\$ 5,017	\$ 273,173	\$ 1,445	\$ 626,124	\$ 113,583	\$ 500,685	\$ 355,049	\$ 2,612	\$ 1,555,805	\$ 3,548,330

2022-23	Equipment	Debenture	Industrial Park Land sale surplus	Recreation	Sewer	Elementary School Land sale surplus	Operating	CCBF (Gas Tax)	Fire Capital	Community Centre & Fire Hall	Total
Opening Balance	\$ 38,941	\$ 4,662	\$ 197,436	\$ 1,387	\$ 494,434	\$ 125,424	\$ 543,982	\$ 128,679	\$ 2,427	\$ 1,392,210	\$ 2,929,582
Grant income								149,388			149,388
Donations										47,528	47,528
Interest income - bank	769	121	4,593	20	12,784	1,193	13,588	3,311	63	36,658	73,098
Interest income - interfund loans	317	-	2,917			1,105	240	-	-	-	4,579
Transfers in/(out) from Operating					50,000		(6,355)				43,645
Transfers in/(out) to Capital	25,034		(15,000)					(92,397)			(82,363)
Transfers in/(out) to Water Capital								-			-
Bank charges											-
Closing Balance	\$ 65,060	\$ 4,782	\$ 189,946	\$ 1,407	\$ 557,217	\$ 127,722	\$ 551,455	\$ 188,981	\$ 2,490	\$ 1,476,396	\$ 3,165,456
Composed of:											
Cash in bank	\$ 35,736	\$ 4,782	\$ 155,084	\$ 1,407	\$ 557,217	\$ 76,996	\$ 550,650	\$ 188,981	\$ 2,490	\$ 1,476,396	\$ 3,049,738
Due (to)/from Operating	(66)		(865)			(331)	(6,947)				(8,209)
Due (to)/from Capital	19,912		(41,692)			7,600	528				(13,652)
Loans receivable from Capital	9,479		77,419			43,458	7,224				137,579
Closing Balance	\$ 65,060	\$ 4,782	\$ 189,946	\$ 1,407	\$ 557,217	\$ 127,722	\$ 551,455	\$ 188,981	\$ 2,490	\$ 1,476,396	\$ 3,165,456

TOWN OF MIDDLETON

NON-CONSOLIDATED SCHEDULE OF FINANCIAL ACTIVITIES OF THE WATER UTILITY OPERATING FUND

YEAR ENDED MARCH 31, 2024
(UNAUDITED)

	2024		2023
	Budget (Note 17)	Actual	Actual
OPERATING REVENUE			
Metered sales	\$ 617,613	\$ 621,346	\$ 614,794
Flat rate sales	900	953	953
Public fire protection	239,213	278,602	273,845
Sprinkler service	2,933	3,350	3,350
Other operational revenue	4,782	18,416	12,405
TOTAL OPERATING REVENUE	865,441	922,667	905,347
OPERATING EXPENDITURES			
Source of supply	69,454	57,013	4,820
Power and pumping	80,692	53,720	70,526
Water treatment	43,305	45,123	41,335
Transmission and distribution	205,056	175,733	184,347
Administration and general	246,487	250,370	256,870
Depreciation	66,999	80,883	83,095
Taxes	47,812	44,809	43,737
TOTAL OPERATING EXPENDITURES	759,805	707,651	684,730
NET OPERATING REVENUE	105,636	215,016	220,617
Non-operating revenue			
Other	400	76,855	26,748
Non-operating expenditures			
Debt charges			
Principal	-	-	-
Interest	-	-	-
Capital expenditures out of revenue	-	-	15,518
Transfer to Reservoir Reserve Fund	-	89,948	344,366
	-	89,948	359,884
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	\$ 106,036	201,923	(112,519)
SURPLUS AT BEGINNING OF YEAR		540,578	653,097
SURPLUS AT END OF YEAR		\$ 742,501	\$ 540,578

2024-2025 CAPITAL BUDGET

Project Name	Brief Description	Budgeted Cost	Project #	Costs to Date	Status
TOWN GENERAL PROJECTS					
ROTARY PARK PAVILION ROOF	Replace shingles	14,600	22-03	14,600	Project completed and paid in full.
PUBLIC WORKS SAND & SALT BUILDING - ROOF & LIGHTING	Replace shingles	9,900	22-08	10,000	Project completed and paid in full.
ROSA M. HARVEY LIBRARY ROOF	Replace shingles half roof	8,800	24-01	8,500	Project completed and paid in full.
HEAT PUMP - PUBLIC WORKS OFFICE	Heat pump - PW	2,900	24-04		Quote received, order placed on December 9th, 2024. No invoice to date.
LINE PAINTER	Crosswalks, parking, stop	8,900	24-08	8,550	Project completed and paid in full.
SCADA FOR 4 LIFT STATIONS	Sewer SCADA	30,000	23-04	26,058	Project completed, invoice received, and final payment processed on December 10th, 2024.
LIFT STATION PUMP REPLACEMENT	Sewer pump	8,300	23-05	8,146	Project completed and paid in full.
SCHOOL ST LIFT STATION SUCTION LINE	Sewer upgrade	4,200	24-07		Seeking updated quote.
MARSHALL ST SEWER PIPE AND MANHOLE REPLACEMENT	Sewer - Marshall St	20,000	23-12	-	Project will not be moving forward. Not necessary at this point in time.
SANITARY SEWER MAIN & MANHOLE - BRIDGE STREET	Sewer - Bridge St	20,000	24-13	15,684	Project completed and paid in full.
SIDEWALK REPLACEMENTS	Section on Comm & Gates	25,000	22-14	10,834	Project completed and paid in full. Staffing costs still to be allocated to project.
VEHICLE REPLACEMENT - PUBLIC WORKS	Public works truck	50,000	24-06		Project is currently tendered and closes December 19, 2024.
TOTAL TOWN		\$ 202,600		\$ 102,373	
WATER UTILITY PROJECTS					
HEAT PUMP - WATER TREATMENT BUILDING	Temperature control	7,200	24-03	7,196	Project completed and paid in full.
SCHOOL STREET RECONSTRUCTION - REPLACE WATER LINES	Engineering work this year	35,000	22-21		RFD has been awarded to CBCL for \$22,000 plus HST.
FIRE HYDRANT REPLACEMENTS	Hydrants - 3 per year	18,000	22-10		Two hydrant have been replaced from inventory. Staffing costs still to be allocated to project. Two additional hydrants ordered.
WATER METER REPLACEMENTS	Replace 40 meters & wand	12,200	22-11	11,628	Project completed and paid in full.
WATER RESERVOIR	Reservoir - 2 year project	1,553,200	22-12-A	290,070	Partial of electrical, earthwork, site mobilization, concrete reinforcement, and formwork installed. Progress payment #2 paid.
WELL PUMP REPLACEMENT	Replace Pump #3	25,000	24-09		Project has been deferred to 2025.
BOOSTER PUMP REBUILD	Water booster pump	4,000	24-11	3,868	Project completed and paid in full.
TOTAL WATER		\$ 1,654,600		\$ 312,762	
TOTAL 2024-2025 CAPITAL PROJECT EXPENDITURES APPROVED JULY 29, 2024		\$ 1,857,200		\$ 415,135	

Town of Middleton
Town General Forecast Summary
For Fiscal Year Ended March 31, 2025
Forecast uses actuals to end of August 2024

	Forecast	2024/25 Approved Budget	Variance (\$)	Variance (%)	Variance Explanation
REVENUES					
Assessable property taxes	3,807,413	3,850,314	(42,901)	-1.11%	\$17.7K under budget in Deed Transfer Tax revenue (budget based on 3-year overage) and \$20.5K under budget in Sewer Usage Charge (staff are investigating).
Grants in lieu of taxes	158,277	157,277	1,000	0.64%	<i>Nothing to report</i>
Services provided to other governments	200,869	205,977	(5,107)	-2.48%	<i>Nothing to report</i>
Sales of services	29,554	25,200	4,354	17.28%	<i>Nothing to report</i>
Other revenue from own sources	111,915	80,771	31,144	38.56%	\$12.8K additional revenue from interest and penalties on taxes than budgeted and \$21.5K in interest earned on bank accounts that was not budgeted.
Unconditional transfers from other governments	288,947	288,981	(34)	-0.01%	<i>Nothing to report</i>
Conditional transfers from federal or provincial governments or agencies	56,567	52,014	4,553	8.75%	<i>Nothing to report</i>
TOTAL REVENUE	4,653,541	4,660,533	(6,992)	-0.15%	
EXPENSES					
General government services	605,111	596,056	(9,055)	-1.52%	\$9.9K over budget in Office Salaries due to retro-pay not being budgeted and timing differences between budget and when new Director started.
Protective services	1,480,587	1,506,323	25,736	1.71%	Savings of \$13.7K on RCMP contract as not all officers started on July 1, 2024, as budgeted. Overall forecasted savings in fire department of \$12K.
Transportation services	764,586	769,082	4,497	0.58%	Savings of \$24.0K on Survey & Engineering costs which has been off-set by \$16.9K due to wages for PW staff being re-allocated to this GL, and an extra \$8.2K in equipment repairs.
Environmental health services	377,513	417,303	39,789	9.53%	Return of \$35.9K from VWRM for FY2024 Surplus is off-setting current costs related to waste and recycling contract.
Environmental development services	214,098	230,491	16,394	7.11%	Savings of \$9.9K in planning and inspection services, and savings of \$21.3K in salaries due to staff retirement during the year. This is off-set by an overage of \$15.0K on the Secondary Plan.
Recreation and cultural services	378,194	409,901	31,707	7.74%	Savings of \$7.2K on lawn and grounds management, and savings of \$15.5K due to staff retirement during the year.
Mandatory education contributions	460,369	413,508	(46,861)	-11.33%	Over budget on Education (AVRCE). Budget was \$34.4K per month and actual invoice is \$38.4K per month (staff investigating).
Interest (MFC)	41,797	43,187	1,390	3.22%	<i>Nothing to report</i>
Interest (Inter-fund)	2,763	2,763	-	0.00%	<i>Nothing to report</i>
TOTAL EXPENSES	4,325,017	4,388,614	63,597	1.45%	
ANNUAL SURPLUS / (DEFICIT)	328,525	271,920	56,605	20.82%	
FINANCING AND TRANSFERS					
Principal repayments (MFC)	183,673	183,673	-	0.00%	<i>Nothing to report</i>
Principal repayments (Inter-fund)	36,899	36,899	-	0.00%	<i>Nothing to report</i>
Transfer to Sewer Reserve	50,000	50,000	-	0.00%	<i>Nothing to report</i>
Use of prior year surplus	-	-	-	0.00%	<i>Nothing to report</i>
TOTAL AFTER TRANSFERS	57,953	1,348	56,605		

Town of Middleton
Water Utility Forecast Summary
For Fiscal Year Ended March 31, 2025
Forecast uses actuals to end of August 2024

	Forecast	2024/25 Approved Budget	Variance (\$)	Variance (%)	Variance Explanation
REVENUES					
Metered sales	607,652	608,714	(1,062)	-0.17%	<i>Nothing to report</i>
Flat rate sales	900	900	-	0.00%	<i>Nothing to report</i>
Public fire protection	276,410	276,410	-	0.00%	<i>Nothing to report</i>
Other operational revenue	5,671	6,720	(1,049)	-15.61%	<i>Nothing to report</i>
Non-operating revenue	776	1,010	(233)	-23.11%	<i>Nothing to report</i>
TOTAL REVENUE	891,410	893,754	(2,344)	-0.26%	
EXPENSES					
Source of supply	4,484	53,574	49,089	91.63%	\$46.9K in savings due to the deferral of project on Well #2. \$6.6K in savings due to wages being reallocated to one GL for PW staff. Projected savings of \$3.7K on pump materials, and \$3.8K on power purchased.
Power and pumping	63,468	79,875	16,407	20.54%	Cost of 5-year water testing (\$10.0K) was not budgeted. This extra cost is offset by \$3.9K in savings due to wages being reallocated to one GL for PW staff.
Water treatment	50,346	45,318	(5,028)	-11.09%	\$3.9K in savings due to wages being reallocated to one GL for PW staff, \$2.2K in savings on hydrant purchases (used existing inventory), \$7.5K in savings from budgeted reservoir maintenance due to timing differences, and \$3.0K saved in training from inability to attend conference.
Transmission and distribution	255,557	275,633	20,076	7.28%	
Admin and general	265,922	261,971	(3,951)	-1.51%	<i>Nothing to report</i>
Taxes	45,331	45,576	245	0.54%	<i>Nothing to report</i>
Amortization	80,883	80,883	-	0.00%	<i>Nothing to report</i>
TOTAL EXPENSES	765,991	842,830	76,839	9.12%	
ANNUAL SURPLUS / (DEFICIT)	125,418	50,924	74,495	146.29%	
FINANCING AND TRANSFERS					
Transfer to reservoir reserve	89,948	89,948	-	0.00%	Mandatory transfer for water depreciation.
	89,948	89,948	-	0.00%	
TOTAL AFTER TRANSFERS	35,470	(39,024)	74,495	-190.89%	

Management Report

December 16, 2024



COUNCIL'S STRATEGIC INITIATIVES

#	STRATEGIC INITIATIVE	UPDATE
1	Community Centre & Fire Hall To build a new accessible and inclusive Community Centre & Fire Hall	<ul style="list-style-type: none">• Staff have explored three different grant programs to help fund the new Community Centre Fill Hall• The CCFHC instructed staff to explore a phased approach with JOST and the low bidder.• Received phased approach. Exploring funding options.
2	New Reservoir To build a new reservoir to serve the customers of the Middleton Water Utility	<ul style="list-style-type: none">• Two grant applications were submitted. One was through the DMAF program on July 19/23 and the Town was not successful. The second was through the provincial MCGP program on December 13/23, and the Town received \$3.1 million• A land swap was completed – the new reservoir will be constructed on Junction Road• An application was made to the UARB and the project was approved on August 2/24• A public tender was posted for the reservoir project and the contract was awarded to Roscoe Construction on Aug 6/24• Site preparation has begun• Construction of the pump house has begun
3	Economic Development Initiatives To concentrate on economic development initiatives that support business park growth, brand awareness and small business	<ul style="list-style-type: none">• COMPLETE – the final plan document on the Business Park Expansion Study was received and presented to Council on Nov 21st
4	Public Safety To address public safety concerns in the downtown and public spaces	<ul style="list-style-type: none">• 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.
5	Infrastructure Maintenance To develop an asset management plan focused on improving the maintenance of town infrastructure	<ul style="list-style-type: none">• Final Asset Management Report was received from AIM in 2020• Staff have completed 3/5 courses through AIM• 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• A maintenance plan is in the process of being drafted and will be finalized after the AMP is complete

Management Report

December 16, 2024



OPERATIONAL PRIORITIES

#	STRATEGIC INITIATIVE	UPDATE
1	Boundary Review Prepare RFP and Award RFP	<ul style="list-style-type: none">• COMPLETE: the UARB have approved Council's request to maintain the Council size at 7, with 6 Councillors and 1 Mayor, all elected at large
2	Secondary Plan Finalize scope of work and award work to third party	<ul style="list-style-type: none">• Land swap has been executed with the developer• Developer submitted a request to amend the MPS/LUB via a Secondary Planning Strategy• Staff have applied to the Housing Accelerator Fund – this was unsuccessful, and no grant money was awarded• Jan 9th - Kick-off meeting• Feb. 1st – Public Workshops• Feb 20th – presentation to Council• May 28th – draft final plan presented to staff• Jun 26th – draft final plan presented to Council and PAC• Jul 15th – draft final plan presented to landowners• Planner working with main landowner on implications for construction – deadline was given for feedback of Dec 13/24• Plan still needs to be approved by Council, and MPS/LUB amendments approved
3	Main Street/Taylor Drive Crosswalk Move crosswalk	<ul style="list-style-type: none">• COMPLETE: The Crosswalk Light has been installed, and the overhead light is now working.
4	Second Lake Agree on key points for partnership agreement with AEA Club	<ul style="list-style-type: none">• No further update - staff have met with the AEA Club to further build the draft of the new lease agreement

Management Report

December 16, 2024



OPERATIONAL UPDATES

ADMINISTRATION

Completed	In Progress	Issues
<p>Staffing:</p> <ul style="list-style-type: none"> • Probationary reviews for staff • Attended the Municipal Equity and Anti-Racism Symposium in Wolfville • Planning of Staff and Council Holiday Party • Attended PAPE Conference in Dartmouth with MPAL Coordinator 	<p>Staffing:</p> <ul style="list-style-type: none"> • Working on formalizing employment contracts for some staff • Supporting managers with HR related items • Creation of job description and posting for a new Program and Communications Coordinator (½ Recreation and ½ Administration) 	<p>Staffing:</p>
<p>Project Work:</p> <ul style="list-style-type: none"> • Council Orientation package for Administration • Discussion with Sgt. Maxwell and CAO McNeill on policing • Continue to meet with other CAOs on VWRM and KTA regarding funding options • Assisted with Tree Lighting Ceremony 	<p>Project Work:</p> <ul style="list-style-type: none"> • Options for Town Hall • Discussion with County of Annapolis and DOJ regarding allocation of RCMP officer expenses for new officers • Applications underway for Canada Summer Jobs students for 2025 	<p>Project Work:</p> <ul style="list-style-type: none"> • Need to coordinate Strategic Planning Sessions for staff and Council in January 2025
<p>Other Items:</p> <ul style="list-style-type: none"> • Discussed Town’s involvement with NSCC’s well monitoring project (signed agreement to provide information) • Had first CAO meeting with Economic Development Coordinator • Received NS EMO training 	<p>Other Items:</p> <ul style="list-style-type: none"> • High Risk Action Plan items – management team is still working on some of the items not completed • Management team reviewing priorities, policies, by-laws • Need to update REMO training for staff, delegate positions to new staff and prepare training for next year 	<p>Other Items:</p> <ul style="list-style-type: none"> • Affordability Study of keeping certain assets and services will be completed after: <ul style="list-style-type: none"> ○ Asset Management Plan is updated ○ Standard maintenance schedules for all assets are created ○ Agreements and legislation have been reviewed

Management Report

December 16, 2024



RECREATION & COMMUNITY DEVELOPMENT

Completed	In Progress	Issues
<ul style="list-style-type: none"> • Free Skate is still ongoing every Saturday at the Middleton Rink, which is funded through the Active Community Fund (Facility Access) • Funded the Christmas with Santa Skate at Middleton Rink • Successful Tree Lighting ceremony at Centennial Park and Holiday Parade • Porta-potty in Riverside Park has been moved to Centennial Park for the winter • Rotary Park washrooms are now closed for the season • Attended PAPE conference in Dartmouth 	<ul style="list-style-type: none"> • Wetland Official Opening – waiting on a date from CARP (signs need to be installed first) • Holiday House Decorating contest is underway – winner will be announced on Dec 20th • Created a database of local decorated homes • Learn to Run graduation run is on Saturday Dec 14th. A new program will start in early January. • The Accessibility Committee has made a recommendation to staff on how to spend the \$5,000 operating budget. The recommendations are in process of being completed. • Inn From the Cold opened on Nov 1st and has had guests (1-4 a night) • Open Gym will start up again at Annapolis East Elementary in January • Getting winter equipment loans ready (snowshoes, skis, etc.) • CORAH Indoor Walking program finished on Dec 12th and will re-start January 23rd • Another Activate Your Neighborhood Challenge is in the planning stages • 2025 Canada Summer Jobs application is underway 	<ul style="list-style-type: none"> • Vandalism still an ongoing issue • Vandalism at the skate park and Centennial Park – staff are working to rectify • There continue to be tents in some of our parks. Staff maintain regular communication with the unhoused in our Town.

Management Report

December 16, 2024



PLANNING

Completed	In Progress	Issues
<ul style="list-style-type: none">• 3 Building Permits Issued• 3 Building Inspections Conducted• 4 Fire Inspections conducted, and letters sent• 1 Fire Inspections were closed this month	<ul style="list-style-type: none">• 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• Revised agreements have been approved by Planner and solicitor and sent to our lawyer.• Waiting on an affidavit to be signed by applicant.	
	<ul style="list-style-type: none">• Development Agreement for 438 Main Street has been signed and sent to legal to be registered with the land registration office (LRO)• Applicant would like to proceed with excavation starting in early January	
	<ul style="list-style-type: none">• The closing date for the Province’s Property Opportunity Notices was March 30.• Met with proposed Developers• Working on a proposal for the Development Agreement for higher density multi-unit	
	<ul style="list-style-type: none">• Applicant submitted application for LUB Text Amendment• File has been referred to planner• Public Hearing is December 16th.	

Management Report

December 16, 2024



PUBLIC WORKS

Completed	In Progress	Issues
<p><u>General Public Works:</u></p> <ul style="list-style-type: none"> Shouldering Leaves around CB Tree trimming 	<p><u>General Public Works:</u></p> <ul style="list-style-type: none"> Setting up for Christmas Replacing decorative lights on commercial light posts 	<p><u>General Public Works:</u></p> <ul style="list-style-type: none"> Catch basin pipe across from NAPA needs to be cleaned
<p><u>Public Works Equipment:</u></p> <ul style="list-style-type: none"> Parks and Rec truck safety inspected 	<p><u>Public Works Equipment:</u></p> <ul style="list-style-type: none"> New fly wheel going in 5 ton New washer fluid tank going in loader New LED lights for loader 	<p><u>Public Works Equipment:</u></p>
<p><u>Roads, Streets, Sidewalks:</u></p> <ul style="list-style-type: none"> Repaired water main break Asphalt at Church St 	<p><u>Roads, Streets, Sidewalks:</u></p> <ul style="list-style-type: none"> Snow Removal and Salting Cleaning up brush dump 	<p><u>Roads, Streets, Sidewalks:</u></p>
<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> Repaired water break on King Street Replaced electric motor at booster station 	<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> Repair water meters New Reservoir construction is on-going, underground pipe at pump house installed Water testing on going 	<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> Flow meter in well field Clean well 3 in 2025-2026
<p><u>Wastewater & Equipment</u></p> <ul style="list-style-type: none"> Sent quarterly report into NS department of ECC Did video inspection of line in front of 438 Main 	<p><u>Wastewater & Equipment</u></p> <ul style="list-style-type: none"> Replace aerators and fix broken ones Install new signs around lagoon 	<p><u>Wastewater & Equipment</u></p> <ul style="list-style-type: none"> Brooklyn Street has issues during very heavy rainfall Need new UV sensor for UV system 20205-2026

Management Report

December 16, 2024



FIRE DEPARTMENT

Completed	In Progress	Issues
<ul style="list-style-type: none">• Chief attended Annapolis Royal annual Banquet and Awards night• Assisted with the annual tree lighting and parade• Had one air pack repaired• Chimney fire training, classroom and practical• Attended the November 18th Town Council meeting• Had five (5) new members arrive for applications to the department• 19 calls for the month (this was a record for us)• Had members attend medical first responder training at the Kingston Fire Hall.	<ul style="list-style-type: none">• Working on the 2025 budget	<ul style="list-style-type: none">• The 1991 pumper is having constant electrical issues with the emergency lighting. The wiring is getting old and cannot handle long period of use without failing to work properly. The truck needs to be replaced.

Incident Summary
From Nov 1 24 to Nov 30 24

Date/No.	Address/Type	Minutes	Responders		Injuries	Fatalities
			Full Time	Part Time		
Nov 1 24 24-08716	12:18:50 452 Brooklyn Rd, BROOKLYN Grass / brush	109	0	0		
Nov 2 24 24-08737	06:39:48 462 Main St, MIDDLETON Commercial Fire Alarm	21	0	0		
Nov 2 24 24-08740	09:18:33 1-2 Goucher Ave, MIDDLETON Medical	35	0	0		
Nov 4 24 24-08793	12:49:45 462 Main St, MIDDLETON Medical	0	0	0		
Nov 5 24 24-08822	21:10:53 394 Main St, MIDDLETON Commercial Fire Alarm	0	0	0		
Nov 6 24 24-08831	11:05:18 Highway 101 Exit 18 E, BROOKLYN Investigation	6	0	0		
Nov 9 24 24-08907	05:34:43 8 George St, MIDDLETON Structure - Residential; house / garage /shed	84	0	0		
Nov 9 24 24-08923	17:25:04 18 Gates Ave, MIDDLETON Power Lines Down, Arcing	64	0	0		
Nov 9 24 24-08929	20:24:14 181 Delusion Rd, MOSHERS CORNER Power pole on fire	39	0	0		
Nov 11 24 24-08960	08:56:05 419 Main St, MIDDLETON Suspicious Odour	33	0	0		
Nov 11 24 24-08970	17:08:06 9 Estate Ln, MIDDLETON Structure - Commercial	16	0	0		
Nov 12 24 24-08984	08:26:53 82 Burke Dr, WILMOT Medical	0	0	0		
Nov 13 24 24-09020	07:34:41 57 Spa Springs Rd, SPA SPRINGS Chimney	47	0	0		
Nov 14 24 24-09063	14:32:24 428 Main St, MIDDLETON Commercial Fire Alarm	0	0	0		
Nov 17 24 24-09150	05:05:53 96 Magee Dr, MIDDLETON Medical	75	0	0		
Nov 25 24 24-09352	08:44:00 823 Daniels Rd, MOUNT HANLEY Chimney	91	0	0		
Nov 28 24 24-09442	15:39:35 463 Main St, MIDDLETON CO GAS - Carbon monoxide	17	0	0		
Nov 30 24 24-09497	08:26:42 Highway 101 Dm 170, GATES MOUNTAIN MVA - No Entrapment	80	0	0		
Nov 30 24 24-09517	22:59:02 54 School St, MIDDLETON Passenger vehicle fire - car, van	23	0	0		
19 incidents for Middleton		12 hrs 20 mins	0	0		
		12 hrs 20 mins	0	0		

INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD

PAGE 1 OF 2

“MEETING MINUTE” BASED ON BOARD MEETING HELD ON NOVEMBER 20, 2024

FIRST MEETING WITH NEW BOARD REPRESENTATION

The 1st meeting of the Interim Intermunicipal Services Agreement Board of Directors in follow-up to the recent municipal elections was held on November 20, 2024, beginning at 10:00 a.m., based in the Valley Waste-Resource Management Boardroom with a virtual attendance option.

BOARD REPRESENTATION

Municipal Party Representatives and their associated voting rights under the Interim Intermunicipal Services Agreement are:

- Mayor Dave Corkum, Municipality of Kings, representing Kings Transit Authority and Valley Region Solid Waste-Resource Management Authority
- Mayor Jodi MacKay, Town of Wolfville, representing Kings Transit Authority and Valley Region Solid Waste-Resource Management Authority
- Mayor Andrew Zebian, Town of Kentville, representing Kings Transit Authority and Valley Region Solid Waste-Resource Management Authority
- Mayor Mike Trinacty, Town of Berwick, representing Kings Transit Authority and Valley Region Solid Waste-Resource Management Authority
- Mayor Gail Smith, Town of Middleton, representing Valley Region Solid Waste-Resource Management Authority
- Mayor Amery Boyer, Town of Annapolis Royal, representing Valley Region Solid Waste-Resource Management Authority
- Warden Diane Le Blanc, Municipality of Annapolis County, voting rights on IMSA matters
- Warden Linda Gregory, Municipality of the District of Digby, voting rights on IMSA matters

A motion was carried during the meeting asking all Parties to appoint an Alternate Representative to the Board and to advise Brenda Davidson, by e-mail to: brendad@vwrn.com of the selection.

ELECTION OF CHAIR AND VICE CHAIR

Mayor Dave Corkum, was elected to serve as Chair and Mayor Jodi MacKay was elected to serve as Vice-Chair to the Interim Intermunicipal Services Agreement Board of Directors.

SUB-COMMITTEES WERE ESTABLISHED

Audit Committee (Valley Waste and Kings Transit)	Vice-Chair MacKay and Mayor Trinacty
Investment Committee (Valley Waste)	Mayor Zebian
Regional Chairs Committee (Valley Waste)	Chair Corkum and Mayor Trinacty as Alternate



MEETING MINUTE

Kings Transit Authority



Under the leadership of Acting General Manager, Dwight Whynot, the following are the key items of interest::

1. 2025-2026 Draft Budget Development: Draft budget to be presented to Board during the December meeting.
2. Follow-up from WSP Kings Transit Authority Strategic Plan and associated recommendations.
3. Recruitment of General Manager: recruitment well underway with interviews to be held soon.
4. Project Management Support: to assist staff with various tasks, including evaluating options for facility redesign versus constructing a new facility.
5. Follow-up to release of Request for Proposals for provision of electric buses and associated charging infrastructure.
6. Ongoing active participation in the Investing in Canada Infrastructure Program (ICIP) and exploration of other funding opportunities, such as the Green Municipal Fund. ICIP Phase 1 focused on completing the mass transit study, while Phase 2 involved preparing and issuing of Requests for Proposals for electric buses, chargers and software.



VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
KEY TOPICS OF INTEREST

Under the leadership of Interim General Manager, Andrew Garrett, the following are the key items of interest:

1. 2025-2026 Draft Budget Development: Draft budget to be presented to Board during the December meeting.
2. Impending Extended Producer Responsibility Regulations for Packaging and Printed Paper: Ongoing discussions are being held with Circular Materials Atlantic, the Producer Responsibility Organization (PRO) regarding the transition to a full extended producer responsibility stewardship program beginning December 2025. Under this program, brand owners become fully responsible for the management of residential blue bag materials in Nova Scotia. A large percentage of the Authority's curbside collection and recycling processing costs will decrease under the new Regulation. The Authority will be offered a choice to enter a contract with Circular Materials for the collection of recycling. If the Authority chooses to enter that contract, some financial compensation for education and customer service will be provided.
3. Scotia Recycling: Scotia Recycling provides recyclables processing services under a contract with the Authority. There were recently two equipment and facility damaging fires with Scotia Recycling now taking steps to return the facility to full operating capacity. In the meantime, some materials are being processed by other facilities in the Province.
4. Capital Projects: The Board has invested in the Management Centres over the past couple of years to improve efficiencies and safety for both customers and staff. This has been reflected in the current year's capital budget and will be a focus again in the proposed capital budget for the upcoming fiscal year.

NEXT MEETING

The next meeting of the Interim Intermunicipal Services Agreement Board will be held on December 18, 2024 beginning at 10:00 a.m. based in the Valley Waste Boardroom with the virtual attendance option

INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MEETING

Wednesday, November 20, 2024 – 10:00 a.m.

Valley Waste-Resource Management Boardroom with Virtual Attendance Option

DRAFT MINUTES

A meeting of the Interim Intermunicipal Services Agreement Board of Directors was held on Wednesday, November 20, 2024, at 10:00 a.m., based in the Valley Waste-Resource Management Boardroom with a virtual attendance option.

Attendees:

Board Members

Municipality of Annapolis County:	Diane LeBlanc, Warden
Town of Annapolis Royal:	Amery Boyer, Mayor
Town of Berwick:	Mike Trinacty, Mayor
Town of Kentville:	Andrew Zebian, Mayor
Municipality of the County of Kings:	Dave Corkum, Mayor
Town of Middleton:	Gail Smith, Mayor
Town of Wolfville:	Jodi MacKay, Mayor
Mun of Digby:	Linda Gregory, Warden

Also in Attendance:

Town of Annapolis Royal	Sybil Skinner-Robertson, Deputy Mayor
	Sandi Millett-Campbell, CAO – Sent regrets
Town of Berwick:	Jen Boyd, CAO
Town of Kentville:	Jeff Lawrence, CAO
Town of Middleton:	Ashley Crocker, CAO
Municipality of the County of Kings:	Scott Conrod, CAO
Municipality of Annapolis County:	Chris McNeill, CAO
Town of Wolfville:	Glenn Horne, CAO
Municipality of Digby:	Jeff Sunderland, CAO
IMSA Executive Director:	Dwight Whynot
Valley Waste:	Andrew Garrett, Interim General Manager
Kings Transit and Valley Waste	Dan L'Abbe
IMSA:	Dan McDougall
Recording Secretary:	Brenda Davidson

Agenda Item No. 1 – Hearty Welcome and Call To Order

As this is the first meeting of the new Board of Directors in follow-up to the municipal elections, Andrew Garrett, Interim General Manager, Valley Waste-Resource Management, extended a hearty welcome to everyone, calling the meeting to order at 10:00 a.m. A roundtable of introductions was held for the benefit of all.

Before moving forward with the Agenda, Mayor Dave Corkum expressed an invitation to hold the meetings of the Interim Intermunicipal Services Agreement Board in the Municipality of the County of Kings Council Chambers leaving it to the Board to decide how they would like to move forward.

Mayor Corkum also expressed his desire to see the Board work together for the common good with a focus on what is best for the two organizations falling under the Interim Intermunicipal Services Agreement rather than focus on the direct impact decisions of the Board may have on the individual participating parties. As Mayor of the Municipality of the County of Kings, Mr. Corkum indicated that he will look for fairness to all expressing his desire and encouragement for all other Party representatives to follow a similar path.

Mayor Corkum requested consideration to hold the election for Chair and Vice-Chair of the Board today noting that he will be away during the next regular Board meeting scheduled to take place in December.

Agenda Item No. 2 – Approval of Agenda

ON MOTION OF MAYOR CORKUM AND SECONDED BY MAYOR TRINACTY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE NOVEMBER 20, 2024 AGENDA, WITH THE ADDITION OF THE IMMEDIATE ELECTION OF CHAIR AND VICE-CHAIR.

MOTION CARRIED.

It was the consensus to proceed directly to the election of Chair and Vice-Chair. Mr. McDougall suggested that his prepared orientation, which provides context for the officer elections might be valuable. A copy of the presentation is attached to these minutes.

Mr. McDougall referred to the presentation offering an overview of the establishment of the Interim Intermunicipal Services Agreement Board noting that the pre-existing corporate structures for both the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority remain in place under the Interim Agreement. Mr. McDougall also explained the current governance, voting rights and the roles and responsibilities of the parties as they participate under the Agreement. Additionally, he highlighted matters requiring a special resolution or approval by the individual councils. Mr. McDougall discussed considerations for the election of officers noting that nominees must be participating parties with voting rights for both the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority.

The election of officers then commenced with Mr. Garrett facilitating the election of the Chair by calling for nominations for the position of Chair to the Board of the Interim Intermunicipal Services Agreement Board for the first time. Warden Gregory nominated Mayor Corkum. Mr. Garrett then called for nominations for the position of Chair to the Interim Intermunicipal Services Agreement Board for an additional 3 times. No further nominations were heard. Mayor Corkum was then declared successfully elected to serve as Chair of the Board of the Interim Intermunicipal Services Agreement Board of Directors. Chair Corkum expressed his willingness to serve thanking Warden Gregory for the nomination and vote of confidence.

Chair Corkum then initiated the process for the election of the Vice-Chair of the Board of the Interim Intermunicipal Services Agreement Board calling for nominations for the first time. Mayor Trinacty nominated Mayor MacKay with Mayor MacKay accepting the nomination. Chair Corkum then called for nominations for the position of Vice-Chair of the Interim Intermunicipal Services Agreement Board for an additional 3 times. No further nominations were heard. Congratulations were extended and Mayor MacKay was declared successfully elected to serve as Vice-Chair of the Interim Intermunicipal Services Agreement Board.

Agenda Item No. 3 – Approval of the Minutes

Agenda Item No. 3.1 – Approval of the Minutes from meeting held July 17, 2024

ON MOTION OF WARDEN GREGORY AND SECONDED BY MAYOR BOYER THAT THE MINUTES FROM THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MEETING HELD ON JULY 17, 2024 BE APPROVED AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 3.2 – Approval of the Minutes from meeting held October 16, 2024

ON MOTION OF MAYOR BOYER AND SECONDED BY MAYOR TRINACTY THAT THE MINUTES FROM THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MEETING HELD ON OCTOBER 16, 2024 BE APPROVED AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Progress Update and Discussion

Agenda Item No. 4.1 – Mr. Whynot - Progress Report

Mr. Whynot noted that his update has been included in the Presentation being provided by Mr. McDougall.

Agenda Item No. 4.2 – Mr. McDougall - Information Report

Mr. McDougall returned to the presentation providing an overview of the role of administration, the regular meeting date and time being the 3rd Wednesday of each month with a starting time of 10:00 a.m. hosted in the Valley Waste-Resource Management Boardroom with the virtual attendance option. Mr. McDougall noted that support for the Board is provided by Valley Waste team members, including the release of invitations, meeting packages, the preparation of the minutes, and the creation and release of the “Meeting Minute” after each regular meeting to allow Board representatives to effectively and efficiently share the activities of the Board with their respective councils.

Mr. McDougall then noted that the Board will be asked to appoint representatives to three standing committees, the Audit Committee for both the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority, the Investment Committee for the Valley Region Solid Waste-Resource Management Authority and finally the Regional Chairs (Solid Waste) Committee for the Valley Region Solid Waste-Resource Management Authority noting the proposed motion to establish the committees. Mr. McDougall also noted the proposed motion to ask the parties to appoint an alternate Board representative suggesting that the Board can determine whether to move forward immediately with the proposed motions or to postpone to the next meeting.

Mr. McDougall explained the information contained in the Interim IMSA presentation touching on the importance of the WSP Strategic Plan for the Kings Transit Authority, which will be a guiding document for future decisions, and the work that has been completed by MNP on behalf of the Board.

Mr. Whynot noted that the recruitment of the Kings Transit Authority General Manager is well underway with a shortlist for interviews being developed. It is anticipated that a recommendation for the selection of the successful candidate will be brought before the Board in January.

Mr. Whynot provided an update on procurement efforts. He explained that a request for proposals for software technology has been prepared and released. A request for proposals for project management is being developed and will be released soon to secure professional expertise for key projects. Additionally, a request for proposals has also been prepared and released for the acquisition of electric buses and the associated charging infrastructure. Recommendations regarding all requests for proposal activity will be brought before the Board for consideration in the near future.

Mr. Whynot advised the Board that the WSP Strategic Plan Report will be a key document for future decision-making regarding transit services. He emphasized the challenges in maintaining reliable service and highlighted the importance of determining the optimal location for Kings Transit facilities to enhance service efficiency.

The Board discussed collaboration with the Joint Regional Transit Authority, focusing on ongoing efforts to enhance cooperation and coordination. These discussions aim to explore the establishment of transit hubs outside of the Halifax Regional Municipality.

Mr. Whynot stressed that the Kings Transit Authority has knowledgeable and experienced staff in place and further that Mr. L'Abbe's financial services are proving to be invaluable.

Regarding the Investing in Canada Infrastructure Program (ICIP) Funding, applications have been submitted under the 3rd round of funding and a memorandum of understanding has been accepted. Staff will bring additional information before the Board soon. Staff are also investigating opportunities that may be available under the Green Municipal Fund.

In response to the question, Mr. Whynot explained that moving to electric buses is a big undertaking and while it would be of value to do test runs with an electrified bus, unfortunately the charging infrastructure is not available to allow that to happen. Staff are drawing heavily upon the expertise of other experienced transit operators to understand ranges and potential challenges. It was further noted that while replacing the aging fleet with diesel buses could be considered, the funding that is available for the electrification of fleets would not be applicable.

Chris McNeill noted that from an Annapolis County perspective, the bigger issue is to move forward with finalizing governance matters to determine ownership and participation levels noting that the WSP Report will likely require additional meetings to fully understand.

In response to the question, Mr. Whynot noted there is urgency in the decision-making process as the lead time to have new buses ready for delivery will fall between 18-24 months and the current fleet is posing significant operational challenges.

Mr. Whynot further noted in response to CAO McNeill that there is another CAO Committee meeting scheduled to take place this coming Friday, November 22, 2024, where discussions around ownership, governance and funding for both the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority will continue.

Mr. McDougall then referred to the last slide in the presentation noting that he will be working with the Chief Administrative Officers to draft governance, structure and funding recommendations for the consideration of the Board. The recommendations will first be presented to the Board for review and decision. Following this, the finalized recommendations will be brought to the participating party Councils for their consideration. Once

the foundation decisions are in place, the new Intermunicipal Services Agreement will be drafted for approval by all parties involved in the Agreement.

Mr. Conrod noted that facilitating and hosting Joint Council sessions has worked in the past and may be of value in ensuring a timely resolution of the matters under discussion.

ON MOTION OF MAYOR SMITH AND SECONDED BY MAYOR ZEBIAN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE IMSA PILOT PROJECT PROGRESS REPORT PROVIDED BY MR. WHYNOT.

MOTION CARRIED.

ON MOTION OF MAYOR TRINACTY AND SECONDED BY MAYOR MACKAY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE REPORT AND PRESENTATION PROVIDED BY MR. MCDUGALL.

MOTION CARRIED.

There was a short discussion regarding the proposed motions in the presentation with it being the consensus to move forward with addressing those now.

ON MOTION OF MAYOR TRINACTY AND SECONDED BY MAYOR ZEBIAN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS REQUEST THE PARTIES TO THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT TO EACH APPOINT ALTERNATE BOARD MEMBERS FROM THEIR RESPECTIVE COUNCILS.

MOTION CARRIED.

Mayor Boyer noted that Sybil Skinner-Robertson has already been nominated as the alternate representing the Town of Annapolis Royal. All other parties were asked to let Brenda Davidson know as appointments are made.

After a short discussions the following Committee appointments were made:

1. Audit Committee for both the Valley Region Solid Waste-Resource Management Authority:
 - 1.1. Mayor Trinacty and Mayor MacKay
2. Investment Committee for the Valley Region Solid Waste-Resource Management Authority
 - 2.1. Mayor Zebian with Ms. Davidson explaining that a request for decision will be brought before the Board during the next meeting to re-appoint Heather MacKay as the Citizen Representative on the Committee in keeping with policy.
3. Regional Chairs Committee:
 - 3.1. Chair Corkum with Mayor Trinacty as the Alternate.

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY WARDEN GREGORY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE APPOINTMENT TO COMMITTEES AS PER THE TABLE BELOW:

Audit Committee	Mayor Trinacty and Mayor MacKay
Investment Committee	Mayor Zebian
Regional Chairs Committee	Chair Corkum with Mayor Trinacty as the Alternate Representative.

MOTION CARRIED.

Agenda Item No. 5 – Valley Waste-Resource Management

Agenda Item No. 5.1 – General Manager’s Report

Interim General Manager Garrett referred to the Valley Waste-Resource Management General Manager’s Report, as circulated and attached to these minutes, providing the Board with an overview of the key topics of interest including:

- Extended Producer Responsibility for Packaging and Printed Paper – discussed negotiations with Circular Materials, the Producer Responsibility Organization (PRO) regarding transitioning to the new regulated program effective December 2025. A request for decision will be brought before the Board during an upcoming meeting.
- Curbside Collection Contract – 7-year contract in place as of April 1, 2025 and the Board’s decision regarding the go forward plan under Extended Producer Responsibility will influence the future collection services plan. A request for decision regarding the matter will be brought forward during a future meeting.
- Scotia Recycling – processes recyclable materials under long-term contract. Has recently experienced 2 major fires resulting in damage to its equipment and the ability to process all materials generated by not only the Authority’s program but other municipalities across southern and western Nova Scotia as well. It is hoped that the facility will be operating at full capacity again in 6-8 weeks.
- Other major contracts – overview provided for information purposes.
- Divert NS – overview provided for information purposes
- Capital Projects – proposed expansion of tipping floor at East Management Centre will continue into next year’s capital budget. A request for proposals for the associated engineering services has been released and will close soon.
- Year-to-date Tonnages – short explanation noting that materials collected curbside represent about ½ of all materials managed.

In response to the question, Mr. Garrett noted that the Authority does currently own the lands needed to accommodate the proposed expansion of the East Management Centre tipping floor noting that an expansion of the construction and demolition debris storage area is also underway as new regulatory requirements limit the volume of materials that can be held on site.

In response to the question, Mr. Garrett explained that the impending Extended Producer Responsibility regulatory requirements will offer a reduction in costs associated with recycling residential materials collected at the curb for the Authority advising that there is limited public impact, other than that products that fall under

the regulations will have a “levy” for recycling in the purchase price which, in many cases, is already in place. There are some short-term financial increases due to two major contracts, but long-term savings can be anticipated. He added that it is up to each municipality how it will use the funds that will no longer be required by the Authority for recycling services.

Mr. Garrett noted that while the report is intended to provide a high-level overview of key matters, staff plan to prepare and facilitate a deeper orientation on waste-resource management matters to include facility tours with the Board in the new year.

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR TRINACTY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY GENERAL MANAGER’S REPORT.

MOTION CARRIED.

Agenda Item No. 6 – Kings Transit

Agenda Item No. 6.1 – General Manager’s Report

Mr. Whynot, Acting General Manager, referred to the Kings Transit Authority, General Manager’s Report, as circulated and attached to these minutes providing an overview of the key items:

- Garage and fuel prices – stressed again the importance of planning for the replacement of the aging fleet
- Ridership – shows comparison of ridership levels to current and past years
- Operations – enhanced reporting practices to capture key performance indicators regarding on-time service, route statistics and the causes for route cancellation
- ICIP Project Update – as discussed earlier during the meeting
- Human Resources – recruitment of General Manager and additional drivers underway
- Monthly activities – as per report

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY WARDEN GREGORY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE KINGS TRANSIT AUTHORITY GENERAL MANAGER’S REPORT.

MOTION CARRIED.

Agenda Item No. 7 – Next Meeting – December 18, 2024

A short discussion was held regarding the date for the next Interim Intermunicipal Services Agreement Board Meeting as Chair Corkum will be away. It was noted that the December meeting is a critical one as budgets for both the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority will be presented to the Board for consideration in keeping with the requirement to provide the parties to the Agreement with draft budgets by the end of the calendar year. It was the consensus that the meeting move forward as scheduled with Vice-Chair MacKay to serve in Chair Corkum’s absence. It was also the consensus to host the next meeting in the Valley Waste-Resource Management Boardroom with the option for virtual attendance.

Agenda Item No. 8 – Adjournment

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY WARDEN GREGORY THAT THERE BEING NO FURTHER BUSINESS, THE NOVEMBER 20, 2024 MEETING OF THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS ADJOURNED AT 11:30 AM.

Respectfully submitted,

Brenda Davidson
Recording Secretary
Administration and Policy Manager
Valley Waste-Resource Management

DRAFT



MEMO

TO: Town Council
FROM: Mayor Smith, Councillor Bartlett and Councillor Fournier
DATE: November 26-29, 2024
SUBJECT: NSFM Conference Update

1. Introduction:

Mayor Gail Smith and Councillors John Bartlett and Sandra Fournier attended the NSFM Fall Conference on November 26-29, 2024. Below is a highlight of some of the items discussed at the Conference:

2. Conference Highlights

Session Title	Speakers	Key Takeaway
Innovation & Realism	<ul style="list-style-type: none">Jon Montgomery, Host of the Amazing Race Canada, Olympic Gold Medalist	<ul style="list-style-type: none">Enthusiastic speaker!Mayor Smith – the quote “you can do whatever you want as long as you are willing to put the work into it” really resonated with me as a new MayorCouncillor Fournier took away that new politicians should believe in their potential, set goals and plan to achieve them



Session Title	Speakers	Key Takeaway
Shaping Nova Scotia's Energy Future	<ul style="list-style-type: none"> • Mark Sidebottom, Chief Clean Energy Officer, Nova Scotia Power • Amanda Mombourquette, Councillor, Municipality of the County of Richmond • Mayor Mike Trinacity, Town of Berwick 	<ul style="list-style-type: none"> • Municipal collaboration on energy projects can drive innovation and benefit communities through shared profits and knowledge
A welcoming, inclusive community approach to change: Advancing equity in Municipalities with plans to dismantle racism & hate, & support accessibility	<ul style="list-style-type: none"> • Julie Glaser, Manager, Equity, Anti-Racism and Accessibility Programs, AMANS • Roxanne Pereira, Municipal Accessibility, Equity and Anti-Racism Program Coordinator, AMANS 	<ul style="list-style-type: none"> • Municipalities must continue to address accessibility and racism, with Middleton's Accessibility Committee leading the charge
Grant Application Strategies for Elected Officials: Tools for Success	<ul style="list-style-type: none"> • Lucy MacLeod, Fund Navigator, Nova Scotia Federation of Municipalities 	<ul style="list-style-type: none"> • Understanding the process and applying tips at every stage can improve outcomes for local projects
Cybersecurity in Action: Practical Strategies for Elected Officials	<ul style="list-style-type: none"> • Laura Franks, COO Solopreneur IT Support and Security Services Inc. • Stephen Franks, CEO, Solopreneur IT Support and Security Services Inc. 	<ul style="list-style-type: none"> • Simple daily practices like strong passwords, multi-factor authentication, and recognizing phishing attempts are crucial for safeguarding data and maintaining trust

3. Conclusion

Overall, this was a great event to connect with other leaders across the province in municipal government. Many important topics affecting municipalities across the province were discussed.



MAYORS REPORT December 2024

December 2

On December 2, I attended the Nova Scotia Emergency Management Organization (NS EMO) Elected Official Training. We explored best practices for managing emergency response efforts, understanding the tools and resources available to us, and the critical role of decision-making during times of disaster.

December 6

On December 6, I attended the Federal government commits \$5.1 million to Kings Transit Authority through the new Canada Public Transit Fund. This funding, which will be delivered over 10 years from 2026 until 2036, will help advance key improvements to the Kings Transit Authority's public transit system. Providing predictable funding will help the transit authority with long-term planning, and upgrade, replace, or modernize current public transit and active transportation infrastructure. The Kings Transit Authority serves the Annapolis Valley, covering communities from Grand-Pré to Weymouth. Baseline funding is conditional on the Kings Transit Authority submitting a capital plan, and the subsequent signing of a funding agreement.

The Canada Public Transit Fund is the largest public transit investment in Canadian history. It is designed to meet the unique needs of communities of all sizes, from large metropolitan areas to mid-size and smaller communities, including rural, remote, northern and Indigenous communities. The Fund will deliver stable funding for municipalities and transit agencies with the resources they need to plan and implement key public transit projects that will meet their needs for decades to come.

December 13

On December 13, I attended a Robert's Rules of Order training held at the Louis Millett Center in New Minas. The session provided valuable guidance on parliamentary procedure, helping participants understand how to effectively conduct meetings and make decisions in a structured, efficient manner. We learned the principles behind motions, voting procedures, and maintaining order during discussions. This training was particularly beneficial for ensuring that future meetings run smoothly and that all members have an equal opportunity to participate in decision-making processes.