

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held at the Town Hall on Monday, November 17, 2014, starting at 7:00 p.m.

PRESENT

Chairing the meeting, Mayor Calvin Eddy; Deputy Mayor Dan Smith; Councillors Darren Boates, Gail Smith, John Himmelman, and Marc Britney; Chief Administrative Officer, Rachel Turner; Director of Finance, Marianne Daine; and Recording Secretary, Sharon McAuley.

Regrets: Councillor Melinda den Haan.

Also in attendance were: Kristen Stallard and Bob Houlihan, NS Municipal Finance Corporation.

1. CALL TO ORDER

Mayor Eddy called the meeting to order at 7:00 p.m.

2. APPROVAL OF THE AGENDA

141117.01: It was moved and seconded to approve the agenda, as circulated. Motion carried.

3. APPROVAL OF MINUTES

141117.02: It was moved and seconded that the minutes of the Committee of the Whole meeting of October 20, 2014, be approved, as circulated. Motion carried.

4. ACTION ITEMS**4.1 Municipal Finance Corporation Presentation****a. RFD 022-2014 – Documenting Accounting Policies and Procedures**

Kristen Stallard, NS Municipal Finance Corporation (MFC), provided an overview of the “Documentation” Policy, including policy objectives, policy components and the current state in Middleton. The Policy is about documenting, formally and in writing, all of the Town’s financial policies and procedures in a consistent and easy-to-use way.

141117.03: It was moved and seconded that Committee of the Whole recommend that Town Council approve the *Documenting Accounting Policies and Procedures Policy*, as circulated. Motion carried.

Albert Peppard and James Peppard entered the meeting at 7:15 p.m.

b. RFD 023-2014 – Audit Committee Terms of Reference

Kristen Stallard, NS Municipal Finance Corporation (MFC), provided an overview of the Audit Committee Terms of Reference, including the objective of audit committees, research sources, recommended composition, duties and responsibilities and general administration.

141117.04: It was moved and seconded that Committee of the Whole recommend that Town Council approve the Audit Committee Terms of Reference, as circulated. Motion carried.

The Town will concurrently recruit members from the public and Council for the Audit Committee.

Planner Chris Millier entered the meeting at 7:30 p.m.

4.2 RFD 024-2014 – Committee of the Whole Policy

141117.05: It was moved and seconded that Committee of the Whole recommend that Town Council amend *Policy A.3.3 – Committee of the Whole*, as circulated, effective when the Audit Committee becomes operational. Motion carried.

4.3 RFD 025-2014 – CAO Job Description

141117.06: It was moved and seconded that Committee of the Whole recommend that Town Council amend *Policy D.1.1.1 – Job Description – Chief Administrative Officer*, as circulated. Motion carried.

4.4 Request for MPS/LUB Amendment – James Peppard

Planner Chris Millier reviewed the Planning Report dated November 12, 2014 (see attached), concerning an application from James and Albert Peppard to amend the Municipal Planning Strategy and Land Use Bylaw, to allow for the development of three (3) semi-detached residential structures containing six (6) dwelling units on lands at 69 School Street (PID 05082052).

The four options available to Council are:

1. Refuse to accept the application;
2. Accept the application and direct the Planning Advisory Committee to consider amendments to the range of residential development within the Business District and the criteria which should apply to this type of development specifically within the Business District designation;

3. Accept the application and direct the Planning Advisory Committee to consider redesignation of the property or properties for residential development in light of the objectives of both Commercial and Residential policies and assess the suitability of the development pursuant to existing residential policies;
4. Accept the application and direct the Planning Advisory Committee to consider site specific amendments (Commercial and Residential policies) conditional upon a proposal which address issues relating to access, safety, land use compatibility and other relevant criteria contained in the existing Strategy and Bylaw.

141117.07: It was moved and seconded that Committee of the Whole recommend that Council accept the application and direct the Planning Advisory Committee to consider site specific amendments (Commercial and Residential policies) conditional upon a proposal which address issues relating to access, safety, land use compatibility and other relevant criteria contained in the existing Strategy and Bylaw. Motion carried.

Planner Chris Millier, James Peppard and Albert Peppard left the meeting at 8:26 p.m.

4.5 Report on UNSM Conference

Deputy Mayor Smith, Councillor Boates and CAO Turner provided an overview of the UNSM Conference which they attended November 4 – 7, 2014.

4.6 Correspondence – Christmas Daddies

Mayor Eddy reviewed the correspondence from David Hardy, Chairperson of the Annapolis Digby Christmas Daddies Fund Committee, regarding AVR's decision not to broadcast the show.

5. INFORMATION/DISCUSSION ITEMS

5.1 Management Reports

The Management Reports were circulated to all Committee members.

5.2 Accounting Activities Report – October 2014

The Accounting Activities Report for the month of October 2014 was circulated to all Committee members.

6. ANYTHING BY MEMBERS

Deputy Mayor Smith reminded Committee members of the Middleton and Area Business Association meeting on November 20 at 6:30 p.m. at Valley Bean.

Mayor Eddy reminded Committee members of the following meetings:

- Police Advisory Board: November 18 at 6:30 p.m. in Council Chambers;
- Youth Ambassador speeches: November 19 at 7 p.m. at the Macdonald Museum;
- Boundary and Governance Study Council sessions: November 18 & 26 at 10 a.m. in Council Chambers;
- Boundary and Governance Study public sessions: November 19 & 25 at 7 p.m. in Council Chambers.

141117.09: It was moved and seconded that the Committee of the Whole Meeting scheduled for Monday, December 15, 2014, be cancelled. Motion carried.

7. ADJOURNMENT

141117.08: It was moved and seconded that the Committee adjourn at 9:05 p.m. Motion carried.


MAYOR


RECORDING SECRETARY