

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held at the Town Hall on Monday, October 19, 2015, starting at 7:00 p.m.

**PRESENT**

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

Also in attendance was Planner and Development Officer, Chris Millier.

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

CAO Turner informed Committee that the following item has been added to the agenda and the remaining action items will be renumbered:

4.1 Municipal Planning Strategy and Land Use Bylaw Plan Review.

**151019.01: It was moved and seconded to approve the agenda, as amended. Motion carried.**

**3. APPROVAL OF MINUTES**

**151019.02: It was moved and seconded that the minutes of the Committee of the Whole meeting of September 21, 2015 be approved, as circulated. Motion carried.**

**4. ACTION ITEMS****4.1 Municipal Planning Strategy and Land Use Bylaw (MPS-LUB) Plan Review**

Planner and Development Officer, Chris Millier provided Committee with an overview and update on the MPS-LUB Plan Review (Plan Review) which will be taking place in 2015 and 2016:

- Plan Reviews are normally conducted every five to ten years and the new Plan should be developed to last five to ten years and align with the Town's Capital

Plan, Integrated Community Sustainability Plan, Climate Change Action Plan, and Strategic Plan.

- Economic Development has become very important to small towns along with the need to alleviate bureaucracy and red tape. If Economic Development is very important to the Town then we may want to flatten and simplify the Plan.
- The base mapping has been updated and an atlas has been prepared which provides detailed maps of the town including buildings, green spaces, roads, sidewalks, and gives a look at the current lay of the land.
- It is the overall responsibility of Council to conduct timely Plan Reviews with the Planning Services Public Advisory Panel (PSPAP) doing much of the work and making recommendations to Council.
- PSPAP prepares the draft document and there should be updates from PSPAP to Council as the Plan Review proceeds. It is Council's responsibility to review the document and have a formal public hearing. The Plan has to be adopted by a majority vote of the full council and will be reviewed by the Director of Planning for the Province and approved by the Minister.
- It is very important that Council keeps updated on the work being done as it will become their document.
- All the work the PSPAP does is in public including the meetings and minutes. The Town may want to ensure the newsletter, website and social media are updating the public and the progress of the Plan Review.
- It was agreed that there will be an initial joint session of Council and PSPAP and will include an orientation session, brainstorming session and development of a work program to suit the Town. It will be important that everyone reviews and has a good understanding of the MPS-LUB and other related Town documents.

#### 4.2 Appointment List

**151019.03: It was moved and seconded to recommend to Council the approval of the Annual Appointment List, as circulated. Motion carried.**

#### 4.3 Council Meetings & Proceedings Policy

**151019.04: It was moved and seconded, to recommend that Council approve the *Council Meetings and Proceedings Policy*, as presented. Motion carried.**

**151019.05: It was moved and seconded, to recommend that Council give first reading to repeal the *Town Council Bylaw, Chapter 4* at the regular Council meeting scheduled for November 2, 2015. Motion carried.**

**151019.06: It was moved and seconded, to recommend that Council give first reading to repeal the *Rules Governing Council Bylaw, Chapter 5* at the regular Council meeting scheduled for November 2, 2015. Motion carried.**

**151019.07:** It was moved and seconded, to recommend that Council give first reading to repeal the *Town Meetings Bylaw, Chapter 22* at the regular Council meeting scheduled for November 2, 2015. Motion carried.

**151019.08:** It was moved and seconded, to recommend that Council amend *Policy A.3.3 Committee of the Whole*, as presented. Motion carried.

**151019.09:** It was moved and seconded, to recommend that Council repeal *Policy A.3.5 Presentations by Public to Council*. Motion carried.

## **5. INFORMATION/DISCUSSION ITEMS**

### **5.1 Management Reports**

The Management Reports were circulated to all Committee members.

### **5.2 Planning Services Reports – September 2015**

The Planning Services Reports for the month of September 2015 was circulated to all Committee members.

### **5.3 Accounting Activities Report – September 2015**

The Accounting Activities Report for the month of September 2015 was circulated to all Committee members.

### **5.4 RCMP Report – July 1 to September 30, 2015**

The RCMP Report for the period of July 1 to September 30, 2015 was circulated to all Committee members.

## **6. ANYTHING BY MEMBERS**

Mayor Eddy reminded Council of the following events:

- Valley REN meeting October 29 in Kentville;
- Council meeting on November 2.

7. ADJOURNMENT

151019.10: It was moved and seconded to adjourn the meeting at 8:10 p.m. Motion carried.

  
MAYOR

  
RECORDING SECRETARY