

A regular monthly meeting of Middleton Town Council was held at the Town Hall on Monday, July 17, 2017, starting at 7:00 p.m.

PRESENT

Chairing the meeting, Mayor Sylvester Atkinson; Deputy Mayor Gail Smith; Councillors Melinda den Haan, Michael Fairn, Clayton MacMurtry, Gary Marshall and Brad Reid; Chief Administrative Officer, Rachel Turner; Director of Finance, Marianne Daine; and Recording Secretary, Sharon McAuley.

Also in attendance were: Harold Duffett, Kent & Duffett; and Director of Public Works, Kim Looyenga.

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

170717.01: It was moved and seconded to approve the agenda as circulated. Motion carried.

3. PROCLAMATION

3.1. National Drowning Prevention Week

Mayor Atkinson proclaimed July 16-22, 2017 as National Drowning Prevention Week in the Town of Middleton.

CAO Turner inquired if Council wished to have all proclamation requests brought to them or only those relating to municipal operations. Council will reflect on the item and asked that it be placed on the September agenda for decision.

4. PRESENTATIONS

4.1. Audited Financial Statements – Harold Duffett

Harold Duffett was present to submit the Audited Financial Statements for the Town of Middleton and the Visitor Information Centre for the year ending March 31, 2017.

Mr. Duffett advised that in Kent & Duffett's opinion, the financial statements present fairly, in all material aspects, the financial position of the Town of Middleton and the Visitor Information Centre as at March 31, 2017, in accordance with the Canadian Public Sector Accounting Standards, the Municipal Government Act and the Financial Reporting and Accounts Manual.

Mr. Duffett reviewed the Financial Statements for the Middleton Visitor Information Centre.

170717.02: It was moved and seconded that Council accept the Audited Financial Statements for the Town of Middleton Visitor Information Centre for the fiscal year ending March 31, 2017, as presented by the Town's auditing firm of Kent & Duffett. Motion carried.

Mr. Duffett then reviewed the Town of Middleton statements in detail and answered questions from the Council. He noted that:

- there were no limitations placed on the scope of the audit, and there were no significant or unusual procedures;
- the Town has had surpluses for five years which, in his opinion, is good;

- he encourages municipalities to increase their reserves as much as possible, as a municipality can never have enough money in the bank;
- he was encouraged that the water utility had a surplus and stated and that it is moving in the right direction;
- beginning in 2018 auditors are expected to conduct audits on expense claims;
- he would not be issuing a management letter and would send a letter to the Minister of Municipal Affairs informing him of that fact;
- reviewed the Financial Condition Index and areas for improvement;
- beginning in 2018 the one third exemption on Council honorarium will no longer apply.

Mayor Atkinson thanked Mr. Duffett for his presentation.

170717.03: It was moved and seconded that Council accept the Audited Financial Statements for the Town of Middleton for the fiscal year ending March 31, 2017, as presented by the Town's auditing firm of Kent & Duffett. Motion carried.

5. APPROVAL OF THE MINUTES

170717.04: It was moved and seconded that the minutes of the regular Council meeting of June 19, 2017 be approved as circulated. Motion carried.

Harold Duffett left the meeting at 7:45 p.m.

6. NEW BUSINESS

6.1. Valley Waste-Resource Management: Revised Draft Operating & Capital Budgets 2017-18

170717.05: It was moved and seconded that Motion 170320.03, moved and carried on March 20, 2017 approving the Valley Region Solid Waste-Resource Management Authority operating budget be rescinded. Motion carried.

170717.06: It was moved and seconded that Motion 170320.04, moved and carried on March 20, 2017 approving the Valley Region Solid Waste-Resource Management Authority capital budget be rescinded. Motion carried.

170717.07: It was moved and seconded that Council approve the June 29, 2017, draft 2017-18 operating budget for the Valley Region Solid Waste-Resource Management Authority of \$10,616,500, with the Town's share being \$149,048 for 2017/18. Motion carried.

170717.08: It was moved and seconded that Council approve the June 29, 2017, draft 2017-18 Capital budget for Valley Region Solid Waste-Resource Management Authority of \$530,000, with the Town's share being \$10,280 for 2017/18. Motion carried.

6.2. Housing Needs Assessment Funding Request

170717.09: It was moved and seconded that Council deny the funding request for two hundred dollars (\$200) from the Women's Place Resource Centre and the Annapolis Valley Poverty Coalition to conduct a housing needs assessment. Motion carried.

6.3. Committee of the Whole Recommendations

a. Appointment of Deputy Mayor

170717.10: It was moved and seconded that Council appoint Melinda den Haan as Deputy Mayor for the period of July 18, 2017 to March 19, 2018. Motion carried.

Mayor Atkinson thanked Councillor Smith for serving as Deputy Mayor.

b. RFD 10-2017: Amend Policy D.3.1: Performance Appraisal Policy

170717.11: It was moved and seconded that Council amend *Policy D.3.1: Performance Appraisal Policy* as presented. Motion carried.

c. Budget Discussion 2017-2018

CAO Turner informed Council of one change to the budget which does not affect the bottom line. The revised budget for Valley Waste causes an increase in the environmental health services budget and is offset by a decrease in the general government budget.

- i. **170717.12: It was moved and seconded that the Council of the Town of Middleton estimates that the sum required for the lawful purposes of the Town for the year 2017/18, after crediting probable revenues from all sources, other than the rates for the year, is the sum of \$3,921,313 and; further resolved that the Town Council hereby authorizes the levying and collection of a rate for the current year of \$4.32 per \$100 on the value of the property assessed in the assessment roll as Commercial property and Business Occupancy and \$1.84 per \$100 on the value of the property assessed in the assessment roll as Residential and Resource property, the rate of \$3.02 per acre for property assessed in the assessment roll as Farm Acreage, and the rate of \$3.24 per \$100 on the value of the property assessed in the assessment roll as Seasonal Tourist Businesses, and a sewer service charge of a flat fee of \$250 plus an additional rate of \$0.23 per \$100 on the value of the property assessed in the assessment roll as taxable Residential and Commercial property on which any building is connected to the sewage system of the Town, these being the rates the Council deems sufficient to raise the sum to defray the expenditures of the Town for the current year and; further resolved that the rates and taxes be due and payable September 29, 2017 and; further resolved that an interest rate of 24% per annum, compounded, be charged on the 2017/18 final tax bills still outstanding after September 29, 2017 and; further resolved that a sewer usage rate of \$1.056 per one cubic metre of water consumed by tax exempt properties, which are not paying full grants in lieu of taxation, be levied in accordance with the Sewer Service Charge Bylaw for the year 2017/18. Motion carried.**
- ii. **170717.13: It was moved and seconded that the Town of Middleton Water Utility Operating budgets for the years 2017/18, 2018/19 and 2019/20, with planned expenditure amounts of \$625,991, \$640,991 and \$640,991 respectively, and projecting annual surpluses of \$15,000 in 2017/18 and \$0 in 2018/19, and \$0 in 2019/20 be approved. Motion carried.**
- iii. **170717.14: It was moved and seconded that the 2017/18 Visitor Information Centre budget in the expenditure amount of \$19,793, being the estimated expenditure level required to operate the Centre for the current fiscal year, be approved. Motion carried.**

6.4. RFD 011-2017: Valley Waste Funding Proposal

170717.15: It was moved and seconded that Council recommend the Valley Waste Inter-municipal Agreement be amended to allow surpluses from 2016/17 to fund the future landfill closure costs. Motion carried.

6.5. Temporary Borrowing Resolution – Town General Operations

170717.15: It was moved and seconded that Council approve a Temporary Borrowing Resolution for Town General Operations for the fiscal year 2017/18 in the amount of \$1,474,338.48. Motion carried.

6.6. Capital Investment Plan – 2017/18 to 2021/22

170717.16: It was moved and seconded that Council approve the five year Town General Capital budget for the years 2017/18, 2018/19, 2019/20, 2020/21, and 2021/22 in the amount of \$7,708,012 and, the five-year Capital budget for the Town Water Utility for

the years 2017/18, 2018/19, 2019/20, 2020/21, and 2021/22 in the amount of \$2,776,000 be approved. Motion carried.

7. REPORTS

7.1. Management

The Management Reports were circulated to all Council members.

7.2. Planning Services – June 2017

The Planning Services Report for the month of June 2017 was circulated to all Council members.

7.3. RCMP Report – April 1 to June 30, 2017

The RCMP Report for the period of April 1 to June 30, 2017 was circulated to all Council members.

7.4. Valley Waste Resource Management

The Valley Waste-Resource Management Report for the month of July 2017 was circulated to all Council members.

7.5. Mayor

Mayor Atkinson tabled his report for the month of July 2017.

8. CORRESPONDENCE

A list of correspondence for the month of July has been circulated to all Council members and posted on SharePoint.

9. ANYTHING BY MEMBERS

Council members stated;

- they have received numerous compliments and a few complaints regarding the Heart of the Valley Festival;
- crosswalks are very visible;
- compliments to CAO Turner and Director of Finance Daine and their team on having an excellent audit;
- several residents have complained of the length of time the lights are taking to change from red to green even though their vehicles are on the sensors.

10. IN-CAMERA (PERSONNEL)

Councillor MacMurtry declared a conflict of interest with the topic for the in-camera meeting and left the meeting at 8:27 p.m.

170717.18: It was moved and seconded that Council move to in-camera at 8:27 p.m. Motion carried.

Director of Finance Daine, Director of Public Works Looyenga and Recording Secretary McAuley left the meeting at 8:27 p.m.

The in-camera session ended at 8:31 p.m.

170717.19: It was moved and seconded that Council return to regular session at 8:31 p.m. Motion carried.

11. ADJOURNMENT

170717.20: It was moved and seconded to adjourn the meeting at 8:32 p.m. Motion carried.

Minutes Approved by Council Motion 170918.04, September 18, 2017.