



**MIDDLETON TOWN COUNCIL
TOWN HALL – COUNCIL CHAMBERS
MONDAY, NOVEMBER 2, 2015
7:00 P.M.**

AGENDA

15.11.01 CALL TO ORDER

15.11.02 APPROVAL OF THE AGENDA

15.11.03 PROCLAMATION

.01 Municipal Awareness Week 2015

15.11.04 APPROVAL OF THE MINUTES

15.11.06 NEW BUSINESS

.01 Committee of the Whole Recommendations

a. Appointment List

b. Council Meetings & Proceedings Policy:

i. Approve *Council Meetings and Proceedings Policy*;

ii. First reading to repeal the *Town Council Bylaw, Chapter 4*;

iii. First reading to repeal the *Rules Governing Council Bylaw, Chapter 5*;

iv. First reading to repeal the *Town Meetings Bylaw, Chapter 22*;

v. Amend *Policy A.3.3 Committee of the Whole*;

vi. Repeal *Policy A.3.5 Presentations by Public to Council*.

.02 RFD 022-2015: Award of Tender – Multi-Purpose Municipal Tractor

15.11.07 REPORTS

.01 Mayor

.02 Valley Waste Resource Management

15.11.08 CORRESPONDENCE

15.11.09 ANYTHING BY MEMBERS

15.11.10 ADJOURNMENT

PROCLAMATION

MUNICIPAL AWARENESS WEEK

November 16 to 22, 2015

WHEREAS municipal government is responsible for the provision of services that enhance the quality of life of its citizens; and

WHEREAS dedicated mayors, wardens, councillors and staff are essential for the effective governance of their municipalities; and

WHEREAS citizen involvement is essential for an active community; and

WHEREAS it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of municipalities;

THEREFORE BE IT PROCLAIMED that the week of November 16 - 22, 2015 be known as Municipal Awareness Week in the Town of Middleton in recognition of the vital role of municipal government and in recognition of all whose efforts support it.

Dated at Middleton, Nova Scotia
This 2nd day of November, 2015

Calvin Eddy, Mayor

TOWN OF MIDDLETON
APPOINTMENT LIST
(Proposed for Council November 2, 2015)

COUNCIL MAYOR EDDY, DEPUTY MAYOR D. SMITH, COUNCILLORS BOATES, BRITNEY, DEN HAAN HIMMELMAN, G. SMITH	SOURCE WATER PROTECTION ADVISORY COMM Citizens-Town – RON BROWN, MIKE TOOLE Citizens-County – FRED ROCH County Council – FRANK CHIPMAN Town Council – D. SMITH, BOATES Town Planner – CHRIS MILLIER Town Engineer – JOHN PEARSON Other – CAO RACHEL TURNER
COMMITTEE OF THE WHOLE EDDY, BOATES, BRITNEY, DEN HAAN, HIMMELMAN, D. SMITH, G. SMITH	TOWN ENGINEER JOHN PEARSON
ANNAPOLIS DISTRICT PLANNING COMMISSION RACHEL TURNER	TRAFFIC AUTHORITY STEPHEN MCINNIS, JOHN PEARSON (ASST)
ANNAPOLIS PARTNERSHIP STEERING COMMITTEE EDDY, D. SMITH, BOATES (ALT)	VALLEY WASTE RESOURCE MANAGEMENT HIMMELMAN, G.SMITH (ALT)
AUDIT COMMITTEE EDDY, BOATES, BRITNEY, DEN HAAN, HIMMELMAN, D. SMITH, G. SMITH	WESTERN REGIONAL HOUSING AUTHORITY FRANCES LOURIE - Citizen-at-large (Nov. 2016)
CLIMATE CHANGE ACTION PLAN ADAPTION COMM. TURNER, BARKER, G. SMITH, DEN HAAN, PEARSON, DAINE, MCAULEY, MCCOUBREY	YOUTH AMBASSADOR COMMITTEE JAN DAVIS, DEN HAAN, HIMMELMAN G. SMITH
DANGEROUS & UNSIGHTLY PREMISES ADMINISTRATOR TURNER, DAINE (ALT)	YOUTH AMBASSADORS ALLYSON EVANS, KYRA BRITNEY
HEART OF THE VALLEY FESTIVAL COMMITTEE DEN HAAN	AUDITORS KENT & DUFFETT
LEGACY 2017 COMMITTEE EDDY, TURNER (ALT)	BUILDING OFFICIAL ALFRED DOUCET CATHY BARR
MIDDLETON SWIMMING POOL SOCIETY ERIC BALSER, MICHELLE DOWELL, KRISTA STEELE, KRISTA TOOLE, SHELBY SPURR, JODIE MOASE, VACANT (1)	FIRE INSPECTOR ALFRED DOUCET HANK SAWCHUK
PLANNING SERVICES PUBLIC ADVISORY PANEL Citizens-at-large – REINHOLD GRIFF, TOM SPINNEY MIKE HAZELWOOD, COLIN CROWELL Council Appointees – BOATES, HIMMELMAN, D. SMITH	DEVELOPMENT OFFICER CHRIS MILLIER
POLICE ADVISORY BOARD Citizens-at-large – JAN DAVIS, GORDON RODGERS, JOHN THOMPSON Council Appointees – BRITNEY, DEN HAAN, HIMMELMAN NS Dept. of Justice – VACANT	ANIMAL CONTROL OFFICER ZAK ROSE
REMO COORDINATOR DAVID MCCOUBREY JOSH REID (ALT) MIKE LOCKETT (ALT)	VWRM BYLAW ENFORCEMENT OFFICER GRACE PROSZYNKA
REMO ADVISORY COMMITTEE G. SMITH, D. SMITH	FIRE CHIEF MIKE TOOLE
REMO PLANNING COMMITTEE RACHEL TURNER JOHN PEARSON	FIRE CONSTABLES GORDON RODGERS, KENT SMITH PHILIP TOWNSEND
REG. ENTERPRISE NETWORK 3 LIAISON COMM. CALVIN EDDY DAN SMITH (ALT)	FIRE WARDS MIKE TOOLE, SCOTT VEINOT, NEIL FREEMAN
REGIONAL LIBRARY BOARD JILL COX	RCMP NCO IN CHARGE CPL. TIM MACDONALD
SOLDIERS MEMORIAL HOSPITAL FOUNDATION REPRESENTATIVE BRIAN NEVILLE (June 2016)	RETURNING OFFICER KRISTA TOOLE
	TOWN CRIER PETER DAVIES
	TOWN SOLICITORS Taylor MacLellan Cochrane



REQUEST FOR DECISION
Council Meetings and Procedural Policy
#021-2015

Date: October 15, 2015	Subject: Council Meetings and Procedural Policy
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	<p>That Council consider the implementation of the Council Meetings and Procedural Policy as attached. In doing so, further processes will be required to repeal several outdated bylaws, specifically Chapter 4 – Town Council, Chapter 5 – Rules Governing Council, and Chapter 22 – Town Meetings. Additionally, if the proposed policy is approved as presented, an amendment to Policy 3.3 Committee of the Whole will be required.</p>
Background:	<p>There are several outdated bylaws in effect that govern the operations of Council meetings for the Town of Middleton. This can be cumbersome and somewhat confusing when referring to bylaw procedures. The Municipal Government Act provides enabling legislation for municipal councils to make policies rather than bylaws respecting the time and place of meetings, as well as regulating their own proceedings and preserving order at meetings of the Council (s. 23(1) (a) and (b)).</p> <p>The implementation, and subsequent amendment of policies, is a clear and less cumbersome process than that of bylaws, and Councils are well within their authority to utilize this benefit for matters that primarily deal with the governance of itself within its meetings and Council processes.</p> <p>One of the key changes that is being proposed is to reverse the order of Council and Committee of the Whole meetings within each month. Currently, Council meets on the first Monday and Committee meets on the third Monday of each month. For a summer break, July Committee of the Whole business is left until a September Council meeting due to the general recurring practice of cancelling the August Council meeting.</p> <p>The new policy proposes that Committee of the Whole meetings be held on the first Monday, Council meetings be held on the</p>

	<p>third Monday, and that both Committee and Council meetings be cancelled for the month of August. This will allow monthly business raised at the beginning of the month the best opportunity to be concluded by the end of each month. While not necessarily a prohibitive practice, by maintaining it, Council will continue to have two Committee of the Whole meetings during the summer before a regular Council meeting resumes in September. It is proposed to begin this new calendar of meetings in January 2016.</p> <p>The Association of Municipal Administrators has had in place for many years a number of model policies that many municipal units have utilized to help form the basis of their own respective policy framework. The attached proposed policy takes its foundation from that model policy, and incorporates modern references to processes and issues that many municipal councils are faced with in their current operations. It clarifies expectations around presenters and members of the public who attend meetings, which assists the Chair and Town Council in conducting valid and relevant municipal business.</p>
Benefits:	By implementing one policy on the procedure of Council and Committee of the Whole meetings, Town Council will streamline its operations and better reflect current practices. It is the intent that the proposed policy clearly outlines processes and is in support of the legislated roles and responsibilities for municipal councils as outlined within the Municipal Government Act.
Disadvantages:	
Options:	
Required Resources:	
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/	

Comments:	
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CAO Initials: RLT

Target Decision Date: 3 November 2015

Policy 3.7 - Council Meetings and Proceedings Policy

General

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation.
2. In this Policy, unless the context otherwise requires,
 - (1) "business day(s)" means a day when the Town of Middleton's office is open for business;
 - (2) "Chair" means the presiding officer;
 - (3) "Committee" means the Committee of the Whole of the Town of Middleton;
 - (4) "Council" means the Council of the Town of Middleton;
 - (5) "Council Member(s)" include(s) the Mayor unless the context indicates otherwise;
 - (6) "majority" means more than one half of those present, unless the context indicates otherwise.

Time, Place, Date and Notice of Meetings

3. Unless otherwise specified pursuant to section 4, regular meetings of Council, Committee of the Whole, and standing committees shall be held in Council Chambers, located at 131 Commercial Street, Middleton, Nova Scotia and
 - (1) Committee of the Whole meetings will be held on the first Monday of each month commencing at 7:00 pm, except that there shall be no regular meeting during the month of August;
 - (2) Council meetings will be held on the third Monday of each month commencing at 7:00 pm, except that there shall be no regular meeting during the month of August;
 - (3) where any regularly scheduled Committee of the Whole or Council meeting falls on a public holiday, it shall be held on the Tuesday following the holiday.
4. Regular meetings of Committee of the Whole or Council may be rescheduled, relocated or cancelled
 - (1) by resolution or consensus, including a contingent resolution or consensus, of Council at a previous meeting three or more days in advance of the additional or special meeting;

- (2) by resolution or consensus, including a contingent resolution or consensus, of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
 - (3) by the CAO or Clerk on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.
5. Additional or special meetings of Committee of the Whole or Council may be convened
- (1) by resolution or consensus, including a contingent resolution or consensus, of Council at a previous meeting three or more days in advance of the additional or special meeting;
 - (2) by resolution or consensus, including a contingent resolution or consensus, of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
 - (3) by the CAO or Clerk on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.
6. Specific notice to Council Members and to the public need not be provided of
- (1) meetings held pursuant to section 3; or
 - (2) meetings held pursuant to subsection (1) and (2) of section 4 or 5;
- but, subject to any statutory relaxation of notice requirements, three days' notice shall be specifically provided for other meetings to Council Members in the manner described in sections 7 and 8 and to the public in the manner described in section 9.
7. Subject to section 6, notice of meetings shall be provided verbally, by telephone or telephone voice mail, or in writing (including electronic mail) to each Council Member.
8. Within thirty (30) days following the first meeting of Council after a municipal election or special election, each elected Council Member shall provide to the Chief Administrative Officer
- (1) a telephone number at which the Council Member has, and will maintain, access to voice mail which the Council Member will check at least once per day; or
 - (2) an electronic mail address at which the Council Member has, and will maintain, access to electronic mail messages, and which the Council Member will check at least once per day;
- failing which the Council Member shall be responsible for checking at least once per business day a mailbox assigned to the Council Member and marked with the Council Member's name at the Town Hall located at 131 Commercial Street, Middleton

and shall be deemed to have chosen this method of notification. The Council Member shall be deemed to have received any notice within one business day of it being sent or left by the method of the Council Member's choice pursuant to this section.

9. Subject to section 6, notice of meetings shall be provided to the public by posting online on the Town's social media sites, at the Town Hall, and in the Community Kiosks, a "Notice of Council Meeting" containing the time, date and place of the meeting.

Conduct of Meetings: General

10. During a meeting Council may adjourn for short periods or move to another place, without ending the meeting.
11. At regular meetings of Council, except when Council resolves to defer approval of minutes for a maximum of one additional meeting, the minutes of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
12. The minutes shall be kept by the Clerk and shall:
 - (1) record the time when any Council Member joins or leaves a meeting which is in progress;
 - (2) contain all resolutions, decisions by consensus and motions, and shall record the outcome of each vote;
 - (3) mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.
13. It shall be the duty of the Chair to:
 - (1) open the meeting of Council by taking the chair and calling the Council Members to order;
 - (2) ask the Council whether there is a consensus on an item of procedure or business, and if no Council Member indicates dissent, may treat the item as resolved to the same extent as if a motion had been duly moved, seconded and passed by vote;
 - (3) receive and submit to Council motions properly presented by a Council Member;
 - (4) put to a vote a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote;
 - (5) decline to put to a vote, a motion which infringes upon the rules of procedure;
 - (6) restrain the Council Members, when engaged in debate, within the rules of conduct of debate;

- (7) enforce on all occasions, the observance of order and decorum;
 - (8) call by name any Council Member persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
 - (9) inform the Council when necessary, or when referred to, on a point of order;
 - (10) permit the Chief Administrative Officer to speak on any point upon request;
 - (11) permit proper questions to be asked through the Chair of any official or employee of the Town, or any member of the public in attendance, to provide information to assist any debate;
 - (12) declare a meeting dissolved if no quorum has been achieved within 15 minutes of the scheduled meeting time; and
 - (13) adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or consensus, when the adjournment time has been reached, except when it is extended by unanimous consent.
14. At Council meetings, unless a majority consents to a different order for that meeting, Council shall conduct business in the following order;
- (1) call to order;
 - (2) approval of agenda, including additions or deletions;
 - (3) public hearings;
 - (4) proclamations;
 - (5) presentations;
 - (6) approval of minutes from the previous meeting;
 - (7) new business;
 - (8) reports of committees and of officers;
 - (9) consideration of correspondence;
 - (10) anything by members;
 - (11) adjournment.
15. At the time the agenda is put forward for approval the Chair shall inquire of Council Members whether they have any new or other business. Council Members having such business shall then identify it for the Chair, or shall lose the right to raise new or other business at the meeting.

16. Every Council Member, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more Council Members raise their hands to speak, the Chair shall designate as the Council Member who has the floor the Council Member who, in the opinion of the Chair, first raised a hand.
17. No Council Member may speak more than twice, without the leave of Council, on any motion except to explain a misconception of his remarks, but the mover of a motion shall have the right to reply and sum up in closing the debate.
18. When a Council Member wishes to explain, the Council Member shall raise a hand and ask leave of the Chair, without further comment, and if permitted by the Chair, shall explain only an actual misunderstanding of language.
19. No Council Member shall speak more than ten minutes upon any matter at one time, without the leave of Council.

Conduct of Meetings: Motions and Voting

20. The Chair shall state every question properly presented to Council and before putting it to a vote, shall ask "Is Council ready for the question" and if no Council Member offers to speak, the Chair shall put the question, after which no Council Member shall be permitted to speak upon it.
21. The usual form of voting on any question shall be by the chair calling for "yeas" and "nays", but any Council Member, before or after a voice vote can call for, and obtain through the Chair, a show of hands, and any two Council Members can call for, and obtain through the Chair, a recorded vote with each Council Member's vote entered into the minutes.
22. A motion must be seconded and then may be repeated by the Chair or read aloud by the Clerk before it is debated. The Chair may direct that the motion be put in writing.
23. After reading of a motion by the Chair or Clerk, it shall be open for discussion.
24. A motion may at any time before the Council has voted on it be withdrawn by the mover with the consent of the seconder.
25. When any question is before the Council, the only motions in order shall be:
 - (1) a motion in amendment of the original motion;
 - (2) a motion to refer the question, including the motion and amendment if one is moved, to any committee;
 - (3) a motion to defer the consideration of the question either indefinitely or to a specified time;
 - (4) a motion to close the debate at a specified time;

(5) a motion that the question be put to a vote;

(6) a motion to adjourn.

27. When any one of the motions mentioned in the next preceding section has been made as an amendment to the original motion, no other motion may be made as an amendment except to the original motion or to the amendment, except the following:

(1) to refer to a committee;

(2) to defer the consideration of the question;

(3) to close the debate at a specified time;

(4) that the question be put to a vote;

(5) to adjourn;

any of which may be moved either to the original motion or to the amendment of the original motion.

28. A motion:

(1) that the debate be closed at a specified time; or

(2) that the question be put to a vote,

shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not itself be put to a vote until every Council Member who has not spoken on the question and claims a right to speak has been heard.

29. A motion that the question be put to a vote shall preclude all amendment to the main question until the motion is decided, and shall be put to a vote, without debate, in the following words: "That this question be put to a vote". If this motion is resolved in the affirmative, the original question shall be put to a vote immediately, without any amendment or debate, but if such motion is resolved in the negative, then the Council shall proceed to other business.

30. A motion to adjourn shall always be in order except in the following cases:

(1) when a Council Member is in possession of the floor;

(2) when the "yeas" and "nays" are being called;

(3) while the Council Members are voting; or

(4) when the adjournment was the last preceding motion.

31. The following questions shall be decided without debate:

(1) a motion to reconsider;

- (2) all motions as to priority of business or as to the suspension of the order of the day;
 - (3) application to speak more than the prescribed number of times;
 - (4) a motion to allow any person other than the Council Members to address the Council;
 - (5) a motion to postpone to a specified time or day;
 - (6) a motion to lay on the table when claiming a privilege over another person; and
 - (7) a motion to adjourn.
32. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided or withdrawn before the main question is put to vote. Only one amendment shall be allowed to an amendment and any further amendment must be to the main question.
33. Except for matters arising from correspondence, committee or other reports, agenda items, or notices of motion or other material circulated to Council Members on or before the day before the meeting, and except for matters arising from an *in camera* meeting, no motion committing the Town of Middleton to the expenditure of funds shall be accepted by the Chair for the consideration of Council except with the unanimous consent of Council Members present.
34. Any notice of motion given by a Council Member for a subsequent meeting may, in the absence of the Council Member giving such notice, be taken up by any other Council Member.
35. After any question has been decided, either in the affirmative or negative, any **two** Council Members may, after the decision has been announced from the chair, but before adjournment of the meeting, give notice of an intention to move a reconsideration at the next meeting of the Council. The giving of such a notice operates as a stay or suspension of Council's decision.
36. Unless reconsideration is moved at the next meeting the right of reconsideration shall be lost.
37. No discussion of the main question shall be allowed on the motion for reconsideration.
38. The following matters are not eligible for reconsideration:
- (1) a motion approving the first or second reading of a Bylaw enactment, amendment or repeal;
 - (2) a motion to decide upon a matter which was the subject of a statutory hearing by Council;

- (3) a motion which is or was considered by Committee of the Whole in substantially the same form in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected, or may adopt or reject, the recommendation of Committee of the Whole;
- (4) a matter which has been reconsidered once; and
- (5) a vote to reconsider.

Conduct of Meetings: Points of Order

- 39. It shall be the duty of the Chair, and the privilege of any Council Member, to call any Council Member to order, who violates any established rule or order. A point of order must be decided before the subject under consideration is proceeded with.
- 40. When a Council Member is called to order, the Council Member shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
- 41. A point of order is not debatable amongst other Council Members, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Council Member shall speak more than once.
- 42. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council Chambers pursuant to sections 44 and 46, are not debatable but are appealable to Council by any Council Member. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
- 43. No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.
- 44. If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the Council Member may be ordered by the Chair to leave the Council Member's seat provided that a majority vote of Council shall be required to sustain the expulsion.
- 45. If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council Chambers.
- 46. Such Council Member may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.

47. Persons who are not Council Members or officers or employees of the Town of Middleton shall observe silence and order in the Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled and excluded from the Council Chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
48. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers with or without conditions.
49. An order of the Chair to expel a person from the Council Chambers pursuant to sections 44 and 46 of this Policy constitutes a direction from the Town of Middleton to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.
50. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of the Chair's ability, but the Chair shall not be expected to conform its decisions with parliamentary procedure texts or precedents.
51. Any of the rules of order may be suspended in its operation by the unanimous consent of the Council Members present. The Town of Middleton follows Robert's Rules of Order with respect to parliamentary procedure.

Presentations to Council/Committee of the Whole

52. Any persons or groups may be permitted to make a presentation to Committee/Council provided that the applicant(s) have submitted a request one week prior to the meeting and been granted permission from the Clerk.
53. On receipt of a request to present, the Mayor and CAO shall review the request to determine its appropriateness and may:
 - (1) Place the presentation on the agenda for committee;
 - (2) Place the presentation on the agenda for Council;
 - (3) Determine that Council will receive only written submissions on the matter;
 - (4) Determine the subject matter of the presentation is outside the jurisdiction of the municipality and refuse the request.
54. Generally, a maximum of two presentations will be made at any meeting, with no individual presentation to exceed 15 minutes. The CAO and Mayor may add additional presentations, depending on the circumstances.
55. Any group having been approved to present to Council/Committee must submit any

electronic or paper presentation materials by 12:00 noon on the Wednesday prior to the meeting.

56. Any persons presenting to Council/Committee shall not:
- (1) Speak disrespectfully of any person;
 - (2) Use offensive language;
 - (3) Speak on any subject other than the subject for which they have received approval;
 - (4) Disobey any decision of the Chair;
 - (5) Enter into cross debate with other delegations, staff, or committee/Council members.
57. The Chair may curtail any delegation, any questions of a delegation and/or debate during a presentation for disorder or any other breach of this policy and, if the Chair rules that the delegation is concluded, the person or persons appearing shall withdraw, and the decision of the Chair shall not be subject to challenge.

Public Conduct at Council and Committee Meetings

58. Members of the public present in the Council Chamber shall maintain order and quiet and shall not address Council except with the permission of the Chair.
59. No person shall display signs or placards, applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of Council
60. No person shall bring into the Council Chamber cellular telephones or other electronic devices which emit a sound unless such devices are turned off or otherwise set to non-audible.
61. When invited to address Council, no person shall use indecent, offensive or insulting language or speak disrespectfully of any member of Council or any employee of the Town.
62. Persons invited to address Council or Committee of the Whole shall only speak on the subject in debate and shall not speak on any other subject.
63. Any person, not being a member of Council, who contravenes any provision of the section, may be expelled from the meeting by the Chair.

7. The Mayor or Clerk may affix the seal to any certificate or document at the request of the person desiring it.

8. Any person requiring the Town Seal to be affixed to any certificate or document for the purpose of authentication or otherwise shall pay to the Town the following fees:

For any document to be used out of the Province	\$2.00
If to be used only within the Province	1.50
If to be used only within the Town	1.00

A Tax Certificate issued by the Town shall be considered separate from other documents requiring the Town Seal. Fees for Tax Certificates may be set by Council resolution in accordance with provisions of the Assessment Act.

(Amended by Minister March 27, 1991)

CHAPTER 4 - TOWN COUNCIL

Council: January 7, 1935
Minister: January 17, 1935

Amended by Council May 20/86
Amended by Minister June 6/86

REPEAL

1. The Town Council shall consist of a Mayor and six Councillors.

2.1 The Town Council shall hold regular monthly meetings, and shall meet:

(a) On the first Monday of the month at 7:00 o'clock in the evening at the Town Hall, provided that if the day so fixed in any month is a statutory holiday, or for any other reason, then the meeting shall be held the following day at the same time of day and same place. Council may by resolution vary the hour and location from time to time;

(b) Whenever summoned to attend a special meeting.

2.2 The Town Council may hold regular semi-monthly meetings on the third Monday of each month at 7:00 o'clock in the evening at the Town Hall, provided that Council may by resolution vary the hour and location of the meetings and may suspend the semi-monthly meetings for periods of time.

3. The Mayor shall call Council together:

(a) when requested to do so by three members of Council as provided in the Town's Incorporation Act.

(b) whenever business requires such meeting to be held.

4. (a) If a quorum of the Council is not present for any regular meeting, the same shall be held on the following day (not being a statutory holiday) at the same time of day and at the same place.

(b) Should the regular meeting be cancelled for reasons other than the reasons detailed in Sections 2(a) and 4(a) of this Chapter, then the same shall be held on the following day and the same place (amended March 7, 1978).

5. In the absence or death of both the Mayor and presiding Councillor, a special meeting of the Council may be summoned at any time by the Clerk upon request in writing signed by any three Councillors.

CHAPTER 5 – RULES GOVERNING COUNCIL

REPEAL

Council: January 7, 1935

Minister: January 17, 1935

Amended by Council: September 5, 2006

1. At the first meeting after the annual election in each year, the date of which meeting shall be fixed by the outgoing Council, the Council shall be organized by administering the required oaths, if not previously administered, and the appointment of a meeting shall then be proceeded with according to the order of business hereinafter provided.

2. The Council shall always adjourn at the hour of eleven o'clock p.m. if in session at that hour, unless otherwise determined by a vote of two-thirds of the members present.

OPENING PROCEEDINGS

3. As soon after the hour of meeting as there shall be a quorum present, the Mayor shall take the chair and call the meeting to order.

4. A majority of the members of the Council shall constitute a quorum.

5. If the Mayor is not present within fifteen minutes after the time appointed for the meeting, presiding Councillor, if in attendance, shall, if there is a quorum, take the chair and preside during the meeting or until the arrival of the Mayor.

6. If neither the Mayor nor the presiding Councillor is in attendance within fifteen minutes after the time appointed for the meeting, and there is a quorum, the Clerk shall call the meeting to order, and the Councillors present shall appoint one of the members chairman, and he shall preside during the meeting or until the arrival of the Mayor or presiding Councillor.

7. If there be no quorum present within one-half hour after the time appointed for the meeting, the Clerk shall take down the names of the members then present, and the Council shall stand adjourned until the next day of meeting, provided always that if all members present remain until a quorum is made up, they may proceed with the business.

MINUTES

8. Immediately after the Mayor or other presiding officer shall have taken his seat, the minutes of the preceding meeting shall be read by the Clerk in order that any mistakes therein may be corrected. The minutes as read, or as read and corrected shall be marked "Approved" and signed by the Mayor or officer presiding at the close of the meeting at which such approval shall have been given.

9. Minutes of the proceedings of every meeting of the Council shall be drawn up and fairly entered by the Clerk in a book kept for that purpose by him and such book shall be properly indexed.

10. Such minutes shall:

- a) contain all resolutions and motions passed, with the names of the movers and seconders, and shall,
- b) mention reports, petitions and other papers submitted to the Council by their respective titles only, or by a brief description of their purport, except accepted reports which shall be entered at length.

11. The Mayor shall preserve order and decorum, and decide questions of order, subject to an appeal to the Council, and in the absence of the Mayor, the presiding officer shall have the same authority while presiding at the meeting as the Mayor would have had if present.

12. When the Mayor is called upon to decide a point of order or practice, the point shall be stated without unnecessary comment, and the Mayor shall cite as far as able the rule or authority applicable to the case.

14. The Mayor is entitled to speak on all questions before Council and need not leave the chair in order to do so. (Sept 5/06)

15. Every member, previous to speaking to any question of motion, shall rise from his seat and shall address himself to the Chair.

16. When two or more members rise to speak, the Chair shall name the member who in his opinion first rose from his seat, but a motion may be made that any member who has risen, "be now heard" or "do now speak".

17. Every member who shall be present in the Council Chamber when a question is put, shall vote thereon, unless the Council shall excuse him, or unless he be personally interested in the question, provided such interest is resolvable into a personal pecuniary profit, or is peculiar to that member and not in common with the interests of the citizens at large, and in such case he shall not be required to vote.

18. When the Chair is putting the question, no member shall walk across or out of the room, or make any noise or disturbance nor when any member is speaking shall any other member pass between him and the Chair, or interrupt him, except to raise a point of order.

19. A member called to order by the Chair shall immediately sit down, but may afterwards explain, and the Council if appealed to shall the case, but without debate. If there be no appeal the decision of the Mayor shall be final.

20. No member shall use offensive words in or against the Council or any member thereof, nor shall he speak beside the question in debate, nor shall he resist the rules of the Council or disobey the decision of the Chair, or of the Council on any question of order or practice, or upon the interpretation of the rules of the Council, and in case any member shall so resist or disobey, he may be ordered by the Chair by order or resolution of the Council to leave his seat for that meeting, and in case of his refusing to do so, he may on the order of the Chair be removed therefrom by the Police, but in case of an apology

being made by the offender, he may by vote of the Council be permitted forthwith to take his seat.

21. Any member may require the question or motion in discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.

22. No member shall speak more than once to the same question without leave of the Council except in explanation of a material part of his speech which may have been misconceived and, in doing so, he is not to introduce new matters. A reply is allowed to a member who has made a substantive motion to the Council, but not to any member who has moved an amendment.

23. Every question shall be decided by a vote of yeas and nays and the Chairman shall state whether in his opinion the motion has been carried or defeated, but any two members may call for names on the division, in which case the vote of each member shall be taken and recorded in the minutes, and the question decided accordingly.

24. When the question in consideration contains distinct propositions upon request of any member, a vote upon each proposition shall be taken separately.

25. After the question is finally put by the Chair, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared, and the decision of the Mayor as to whether the question has been finally put shall be conclusive.

26. Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of the Council, he shall apprise the members thereof immediately without putting the question and shall cite the rule or authority applicable to the case without argument or comment. There shall be an appeal from his decision to the Council. If there be no appeal or if the Chair be sustained on appeal taken to the Council the question shall not be put.

27. It is the right of a member to rise and call another member to order. He must state the point of order clearly and succinctly and it shall be for the Chair to decide whether the point is well taken.

28. An appeal may be taken from the decision of the Chair by any member of the Council. When an appeal is made, the Chair shall first give the terms of his decision appealed against and add "The question is now, shall the decision of the Chair stand as the judgment of the Council".

29. When any question of order or practice is raised, it must be decided before the question in discussion is proceeded with.

30. When any matter of privilege arises, it shall be immediately taken into consideration.

31. Every member shall be heard in his place touching any charge brought against him as a Councillor, or on any motion by which his private interests may be affected, but shall withdraw before the Council proceeds to consider or decide upon such charge or motion.

32. The members of the Council shall not leave their places on adjournment until the Mayor or presiding officer leaves the Chair.

33. No member shall leave the Council Chamber during the transaction of business without the permission of the Chair.

MOTION IN GENERAL

34. All motions, save those numbered 1, 3, 4, and 6 in Section 26 shall be in writing if required by the Chair or any Councillor and all motions shall be seconded before being debated or put from the Chair.

35. When a motion is read by the Chair, it shall be deemed to be in possession of the Council but may, with the permission of the Council, be withdrawn at any time before decision or amendment.

36. When a question is under consideration, no motion shall be received unless —

1. to adjourn.
2. to lay on the table.
3. to postpone to a certain time.
4. to refer.
5. to amend.
6. to move the previous question.

These several motions shall have precedence in the order in which they are named. A motion to adjourn shall always be in order, except:

1. when a member is in possession of the floor.
2. when the ayes and nays are being called.
3. while the members are voting.
4. when to adjourn was the last preceding motion, but it must be simply in the form, "that this Council do now adjourn" or "that the debate be adjourned" and the motion to adjourn of the Council or the debate to a certain day, adding any expression of opinion or qualification, shall not come within the terms of this rule.

37. A motion that the question be now put, until it is decided shall preclude all amendments of the main question and shall be put without debate, in the following words, "that this question be now put", if this motion be received in the affirmative, the original question, is to be put forthwith without any amendment or debate, but if the said motion be resolved in the negative then the main question is superseded and a new subject or motion must be submitted to the Council.

38. The following question shall be decided without debate or amendment:

1. A motion to reconsider.
2. All motions as to priority of business or as to the suspension of the general order of the day.
3. Application to speak more than the prescribed number of times.

4. A motion to allow any person other than a member of the Council to address the Council.
5. The previous question.
6. A motion to adjourn.
7. A motion to postpone a certain day.
8. A motion to lay on the table.

39. All motions called in pursuance of "the general order of the day" and not disposed of, shall be placed at the foot of the lists unless otherwise ordered by the Council, but where any order, resolution or question shall be lost by the Council breaking up for want of a quorum, the order, resolution or question so lost shall be the first business proceeded with and disposed of at the next meeting of Council under that particular head.

40. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be reduced to writing if required by the Mayor or any Councillor and shall be decided or withdrawn before the main question is put to the vote. Only one amendment shall be allowed to an amendment and any amendment more than one must go to the main question.

41. On an amendment "to strike out and insert" the paragraph to be amended shall be first read as it stands, then the words proposed to be struck, then those to be inserted, and finally the paragraph as it would stand if so amended.

APPOINTMENTS

42. In all motions for the appointment of any person to any office in the gift of the Council, the candidates shall be voted on separately in the order in which they are proposed.

RESOLUTIONS INVOLVING EXTRAORDINARY EXPENDITURES

43. All resolutions involving extraordinary expenditures, or an expenditure not definitely arranged for in the estimates, shall be laid on the table as a Notice or Motion to be discussed at a subsequent meeting at which it is introduced, unless the Council by a two-thirds vote of the members then present shall deem it expedient to do so.

RECONSIDERATIONS

44. After any question has been decided either in the affirmative or negative, any member may at the same or at the first meeting thereafter move for a reconsideration thereof, but no discussion of the main question shall be allowed unless reconsidered and there shall be no reconsideration at any subsequent meeting unless notice of such reconsideration be given at the meeting at which the main motion is carried and after such notice is given no action shall be taken by the Council upon the main motion until such reconsideration is disposed of.

45. If a motion of reconsideration be not made until the next meeting, or if at the same meeting any member of the Council shall have left the meeting before such reconsideration is moved, the question shall not be reconsidered unless a majority of the

whole Council vote thereof. No question shall be reconsidered more than once, nor shall a vote to reconsider, be reconsidered.

GENERAL ORDER OF THE DAY

46. The following shall be the general order of the day subject to suspension by the Council at any meeting as the exigencies of business may require.

1. The reading of minutes of the last regular meeting and of any special meeting held since such meeting.
2. Correspondence and other original communications.
3. Receiving of accounts and referring the same to the proper committees.
4. Reading of memorials and petitions.
5. Notices of motions.
6. Presentation and consideration of reports of committees.
7. Motions.
8. Unfinished business.
9. Questions by members.

47. The Clerk shall have prepared for the use of the members of the general meeting of the Council, all matters that are to come before the Council in the sequence in which matters should appear "In the general order of the day".

48. Business shall be taken up in the order in which it stands upon the general order of the day.

49. For all special meetings of the Council, the Clerk shall prepare for the use of the members of the Council under the direction of the Mayor, a memorandum of the principal business to be transacted at such meeting.

50. Every petition, remonstrance or other written applications intended to be presented to the Council must be plainly written or printed and signed by at least one person, and no letters or other documents shall be attached to it.

51. Every such petition, remonstrance or written application must be presented to the Council by some member thereof, who shall examine and be answerable that it does not contain any impertinent or improper matter, and that the same is respectful and temperate in its language.

52. All actions against the Town of any department of the Town's services and all petitions or other communications on any subject within the cognizance of any standing committee shall, on presentation, be considered as referred to the proper committee without any motion unless otherwise ordered, and no member shall speak upon or shall debate be allowed upon the presentation of a petition or other communication, but a member may move in referring the petition or other communication, that certain instructions be given by the Council or that the petition or communication shall be referred to a select committee, and if the petition or communication complains of some present personal grievance requiring immediate remedy, the matter therein contained may be brought into immediate discussion and disposed of forthwith.

53. Every member who shall introduce a petition or a motion upon any subject which may be referred to a select committee shall be one of the committee and shall, unless a Council otherwise determines, be the Chairman of such committee. The majority of every committee shall form a quorum.

54. No person, not a member shall be heard without permission of the Council.

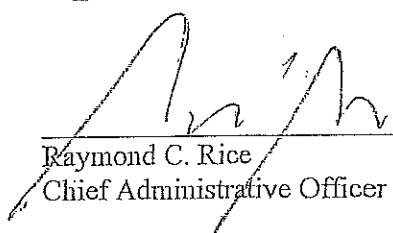
55. No person, except members and officers of the Council shall be allowed within the bar during the sitting of the Council without permission of the Mayor.

56. One of the Police Officers of the Town shall attend all meetings of the Council, and, if ordered by the Mayor or other presiding officer of the Council, on resolution of the Council, shall expel and exclude from any meeting any person who has been guilty of improper conduct at such meeting.

57. In all unprovided cases in the proceedings of the Council the laws of Parliament shall be followed.

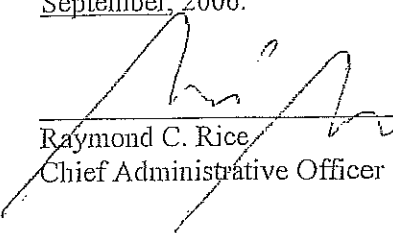
58. No standing rule or order concerning the meetings and government of the Council shall be suspended except by the unanimous vote of the members present.

THIS IS TO CERTIFY THAT this bylaw amendment, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council by majority vote of the whole Council of the Town of Middleton on the 5th day of September, 2006.



Raymond C. Rice
Chief Administrative Officer

GIVEN under the hand of the Deputy Clerk Treasurer and under the corporate seal of the Town of Middleton this 12th day of September, 2006.



Raymond C. Rice
Chief Administrative Officer

CHAPTER 21 -IMPOUNDING OF ANIMALS- CONT'D

8. The monies so received by the Clerk shall be credited to the General revenues of the Town. Application may be made to the Town for refund of the surplus of sale by the owner within a period of one (1) year from date of sale.
9. The Poundkeeper may proceed to adopt the animal to a new home or euthanize the animal if it is unclaimed, cannot be adopted out or it is not practical to auction same for sale.
10. The barn(s) or enclosure(s) owned or in charge of any poundkeeper during his term of office shall be deemed a pound.
11. It shall be an offence under this bylaw for any person to remove fowl or any animal from a pound without the Poundkeeper's approval or to interfere with the Poundkeeper's performance of his duties under this Bylaw.
12. The Town may sue and recover costs in any court of jurisdiction for poundkeeper fees and costs not recovered from auction or sale of any impounded animal or fowl.
13. Any person who violates any provision of this Bylaw or fails to pay any tax or fee required to be paid by the Bylaw shall be liable, on conviction, to a minimum penalty of \$25 plus costs and not exceeding \$250, and in default of payment, to imprisonment for a period not exceeding 14 days. Each day a violation of this Bylaw continues shall constitute a new offense.
14. All Bylaws of the Town heretofore enacted relating to impounding of animals are hereby repealed.

**CHAPTER 22 - "TOWN MEETINGS", 1935 REPEALED SEPT 11, 1969 &
REPLACED BY THE FOLLOWING:**

REPEAL

TOWN MEETINGS

1. The Mayor shall preside as Chairman at every meeting of the ratepayers held under the provisions of any statute, and, in his absence, the Deputy Mayor shall preside, and, in the absence of both Mayor and Deputy Mayor, the ratepayers present shall thereupon appoint a ratepayer to be Chairman.

Town Meetings Cont'd.

2. The Clerk shall act as Secretary at every meeting, and in his (her) absence the ratepayers present shall appoint a Secretary.
3. Anyone who is not a ratepayer may be excluded from such meeting.
4. The Chairman, at the opening of the meeting shall state the business and state the time at which the vote will be taken.
5. So far as applicable, the rules of order governing meetings of the Council shall apply to every meeting of the ratepayers, with the exception that there shall be no appeal from any ruling of the Chairman.
6. All questions shall be decided by the majority of votes, and the Chairman shall have the right to vote in the same manner as any other ratepayer.
7. The Clerk shall provide an alphabetical list in duplicate of the ratepayers entitled to vote at any such meeting, one of such lists shall be provided to the Mayor or Chairman and the other shall be provided to the Clerk.
8. After the day has been fixed for a meeting the Town Clerk shall cause to be printed or typed such a number of ballot papers as shall be necessary for the purpose of voting.
9. The ballot papers shall be in the form of Schedule "A" annexed hereto.
10. The Mayor, Deputy Mayor, or Chairman shall preside at the taking of the poll and the Secretary act as Poll Clerk. The Chairman shall also appoint two ratepayers as scrutineers who shall be present with the Presiding Officer and Secretary during the voting.
11. When a vote on any issue has been taken, the Chairman shall, in the presence of the scrutineers and Poll Clerk, open the ballot box and count the votes, of which the Clerk and the scrutineers shall keep tally and at the end of the count the Presiding Officer shall declare the result.
12. After the counting of the ballots the Presiding Officer shall return them to the ballot box in the presence of the scrutineers, after having ascertained the number of votes polled, the number who voted "FOR" and the number who voted "AGAINST", and the number of spoiled votes, and shall seal the ballot box and shall retain the same in his custody for the period of one month, after which time, if not called upon by competent authority to produce same, he may destroy the ballots.

SCHEDULE "A"

Form of Ballot for voting at ratepayer's meeting.

Resolution or matter

For

Against

13. No resolution or matter shall be voted upon or discussed at a Town meeting except such resolution or matter as has been duly advertised in the notice calling such meeting.

TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION	
Subject: Committee of the Whole	Number: 3.3
Coverage: Council	Approved by: Council & CAO
Effective Date : June 5, 2000	Revision Date: August 8, 2006; April 6, 2009; December 1, 2014

Rationale

This policy outlines the membership, procedures, and role of the Committee of the Whole, providing council with an effective means of discussing business in advance of council meetings.

Policy Statement

The committee shall be comprised of voting members and advisors as follows:

Membership

- All Council Members, chaired by the Mayor

Advisors

- the chief Administrative Officer
- staff designated by the CAO
- other resources as required

The terms of reference of the committee shall be:

- To discuss and assess reports and recommendations from staff to be presented to Council
- To review any reports from boards/committees/commissions and Advisory Panels established by Council or by others and recommend their handling by Council
- To review and discuss confidential matters pertaining to Town operations as provided for under the Freedom of Information/Protection of Privacy (FOIPOP) provisions under the Municipal Government Act (MGA), and as set out by Town policy
- To oversee and review draft budgets and recommend to Council
- To coordinate corporate policy discussions
- Other responsibilities as may be determined from time to time

The following procedure shall be followed concerning meetings of the committee:

AMEND

- Meetings shall occur on the third Monday of each month at 7:00 p.m. for regular meeting date, and at other times as required.
- Committee meeting protocol shall be as set out for Council meetings in the MGA.
- Notice shall be posted the time and date of the regular meeting, and a special notice shall be posted if that date is varied.
- Minutes of the meetings will be open for public review and interested ratepayers may read same at the town office or may obtain a copy of same at cost.

The committee concern itself with the following areas:

- Budget, Finance and Audit
- Public Works (streets, water & sewer)
- Health & Welfare
- Protective Services (Police, Fire & Other)
- Recreation
- Administration
- Community Planning & Development

References

Province of Nova Scotia - *Municipal Government Act*.

Previous Policies

The previous policy 1/64 "Committee of the Whole of Council" dated June 5, 2000 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 1st day of December, 2014.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 2nd day of December, 2014.



Rachel L. Turner
Chief Administrative Officer

TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION	
Subject: Presentations by Public to Council	Number: 3.5
Coverage: Council & Public	Approved by: Council & CAO
Effective Date : March 4, 1996	Revision Date: August 8, 2006, October 4, 2010

Rationale

This policy is written to provide an avenue for public input in council meetings and guidelines for public presentations. The policy also establishes the manner in which council may respond to such presentations.

Policy Statement

1) All requests for presentations shall be:

- a) delivered in writing to the Chief Administrative Officer by Wednesday before Council/Committee session.
- b) pre-circulated for Council review.

2) Presentations will be limited to:

- a) a maximum of ten (10) minutes.
- b) two (2) at any one session, at the discretion of the Council/Committee.

3) Presenters must be present at start of Public Presentations section of agenda (the beginning of the meeting).

4) Questions raised by presentation/presenter may be answered by Council at a later date, in writing.

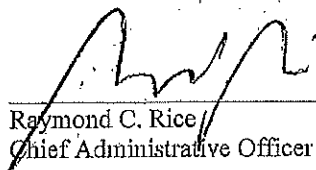
Previous Policies

The previous policy 1/51 "Guidelines - presentations by public to Town of Middleton Council Meetings" dated March 4, 1996 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 8th day of August, 2006.

GIVEN under the hand of the Clerk and under the seal of the Town of Middleton this
5th day of March, 2007


Raymond C. Rice
Chief Administrative Officer



REQUEST FOR DECISION
Multi-Purpose Municipal Tractor
#022-2015

Date: 28 October 2015	Subject: Multi-Purpose Municipal Tractor
Proposal Attached:	Submitted by: John Pearson, Public Works Director

Proposal:	To award the tender for the multi-purpose municipal tractor in the amount of \$96,950 plus HST to Saunders Equipment Ltd.
Background:	<p>The 2015/16 capital budget included the purchase of a multi-purpose municipal tractor, with the budgeted amount of \$90,000 to be secured through borrowing. In September, a request for proposals for this equipment was released and three bids were received by the closing date of October 15, 2015.</p> <p>The bids received were: Applied Pressure Inc. - \$90,940.19 MacFarlands - \$106,915.00 Saunders Equipment Ltd. - \$96,950.00</p> <p>Due to the bids being over the approved budget item, this award is coming back to Council for approval.</p> <p>Staff is recommending that the bid be awarded to Saunders Equipment Ltd. Although this is not the lowest bid, it is the preferred bid due to the fact that the lowest bid is quoting on a machine that is 30 HP less, which does not meet compliance with the RFP. Additionally, the tractor with the lower bid would require retrofitting to allow for the current tractor attachments to fit, whereas the tractor under the bid by Saunders Equipment will fit our current attachments with no additional work required.</p>
Benefits:	
Disadvantages:	
Options:	
Required Resources:	

Source of Funding:	This piece of equipment will be purchased through borrowing, as was indicated in the capital budget that was previously approved by Town Council.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	I support the Public Works Director's recommendation on the successful bid.

CAO Initials: RLT

Target Decision Date: 2 November 2015

MAYOR'S REPORT NOVEMBER 2015

- | | |
|-----------------------|---|
| Oct. 5 th | Chaired monthly Council session |
| Oct. 19 th | Met with Premier McNeil and County Municipal leaders re: Municipal issues |
| Oct. 19 th | Chaired monthly COW session |
| Oct. 27 th | Attended Open House session NSCC |
| Oct. 29 th | Attended Valley REN meeting |
| Oct. 30 th | Judged MABA Halloween costume competition |

Valley Waste Resource Management Meeting

21 October 2015

Operating Reserve Fund:

This was not passed at the meeting as several partners turned it down at their council.

Hantsport:

Will continue as usual into the foreseeable future. There are ongoing discussions regarding long term participation.

Budget 2016/2017:

Staff are working on the budget and are in hopes of presenting the first draft at our November 18th meeting.

Turbine Project:

The turbine commenced producing electricity on 21 October 2015. Could have been producing sooner but NSPC were very slow in connecting.

OH & S:

Every monthly meeting will have OH & S as an agenda item. This will allow the board an opportunity to ensure policies and procedures are followed as well as be current regarding any accidents.

Current Budget Status:

It appears as though we will be in a surplus position again this year due to lower diesel prices, reduced cost per ton at landfill, additional RRFB funding, etc.

As an example of the volatility of commodities pricing, last year we received \$ 178.00 per ton for metals and was the figure used when budgeting, however the price dropped to \$ 85.00 per ton. For 513 tons we received \$ 43,600.00 as opposed to the \$ 98,000.00 which was the budget amount.

CORRESPONDENCE – SEPTEMBER
(for November 2, 2015 Council Meeting)

The following items of correspondence are tabled for the Council's attention. A copy of any correspondence item listed, if not previously circulated, is available on SharePoint for interested members of Council:

1. An email from the *Heart and Stroke Foundation of Canada* regarding the 2015 Guidelines Update For CPR and ECC.
2. A letter from the *Auditor General of Nova Scotia* informing the Town that they recently conducted a performance audit at the Department of Municipal Affairs and the results of the audit will be included in the November 2015 Report of the Auditor General, tabled in the House of Assembly on November 18, 2015 and posted on their website.
3. A letter from *Novita Interpares Limited* introducing their company and the services they provide.
4. A letter from the *Nova Scotia Provincial Lotteries & Casino Corporation* providing an overview of their activities this past year to ensure social responsibility is integrated into every aspect of the gaming industry in Nova Scotia.
5. An invitation from *The Royal Canadian Legion* to the Remembrance Day Service and purchasing a wreath to be laid at the Memorial Service.
6. A thank-you from the *Slauenwhite Family* for the Town's donation to the Kidney Foundation.