

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held at the Town Hall on Monday, November 18, 2013, starting at 7:00 p.m.

**PRESENT**

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

Also in attendance were Howard Hutton, Stillpoint Properties Ltd. and Solicitor Sarah Manning.

Regrets: Councillors Darren Boates and Melinda den Haan.

**1. CALL TO ORDER**

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

**2. CHANGES TO THE AGENDA**

Acting CAO Smith advised Committee that there were no changes to the agenda.

**3. APPROVAL OF MINUTES**

It was moved by Councillor Britney, seconded by Councillor Himmelman, that the minutes of the regular Committee of the Whole meeting of October 21, 2013, be approved as circulated. Motion carried.

**4. ACTION ITEMS**

**4.1 Request for MPS/LUB Amendment**

It was moved by Councillor Britney, seconded by Councillor Smith, that Committee of the Whole recommend to Council that the application from Stillpoint Properties Ltd. to amend the Municipal Planning Strategy and Land Use Bylaw be accepted and that Council direct the Planning Advisory Committee to draft a site-specific amendment and undertake a Public Participation Process. Motion carried.

Howard Hutton left the meeting at 7:15 p.m.

**7. IN-CAMERA (Human Resources)**

It was moved by Deputy Mayor Smith, seconded by Councillor Britney that the Committee adjourn to in-camera at 7:15 p.m., to discuss a matter relating to Human Resources. Motion carried.

At 7:15 p.m., Director of Finance Daine and Recording Secretary McAuley left the in-camera session.

The in-camera session ended at 7:45 p.m.

It was moved by Councillor Smith, seconded by Councillor Himmelman, that Committee return to regular session at 7:45 p.m. Motion carried.

**4.2 Proposed CAO Recruitment Process**

The Committee agreed to establish a selection committee for the recruitment of a Chief Administrative Officer and that it be made up of the Mayor, Deputy Mayor and one other member of Council.

Mayor Eddy asked that committee members advise him if they are interested in serving on the Selection Committee. It was the consensus of the Committee that the Acting CAO will provide support to the Selection Committee, as he has considerable experience with recruitment of senior management.

**4.3 Cancellation of December Committee of the Whole Meeting**

It was moved by Councillor Britney, seconded by Deputy Mayor Smith that the Committee of the Whole Meeting scheduled for Monday, December 16, 2013, be cancelled. Motion carried.

**4.4 Bills**

It was moved by Councillor Smith, seconded by Councillor Himmelman that Committee of the Whole recommend to Council that Council approve the payment of the bills for November 2013, in the amount of \$342,518.72. Motion carried.

**5. INFORMATION/DISCUSSION ITEMS**

**5.1 Budget Variance Report**

The Budget Variance Report for the period ending November 12, 2013, was circulated to all Committee members.

5.2 Management Reports

The Management Reports were circulated to all Committee members.

Acting CAO Smith presented pictures of the water main breaks that took place on the weekend. Staff is in the process of determining the cause of the breaks and possible long term solutions.

5.3 Planning Services Reports – September & October 2013

The Planning Services Reports for the months of September and October 2013 were circulated to all Committee members.

5.4 RCMP

The RCMP Report for the month of September was circulated to all Committee members.

5.5 Annapolis Valley Regional Library Board Report (AVRL)

The AVRL Board Representative Report was circulated to all Committee members.

8. ANYTHING BY MEMBERS

It was the consensus of the Committee to ask staff to review the Town's legal services, as the current contract will be ending on March 31, 2014.

Mayor Eddy advised Committee that:

- there is a Regional Municipal Caucus Steering Committee meeting on November 28 and a Regional Enterprise Network meeting on November 20;
- some members of Council had attended a meeting with members of the Annapolis Valley Health Board and were updated on some of the initiatives being planned for the hospital and the status of doctor recruitment.

9. IN-CAMERA (Human Resources)

It was moved by Deputy Mayor Smith, seconded by Councillor Smith that the Committee adjourn to in-camera at 8:40 p.m., to discuss a matter relating to Human Resources. Motion carried.

At 8:40 p.m., Director of Finance Daine and Recording Secretary McAuley left the in-camera session.

The in-camera session ended at 8:50 p.m.

It was moved by Deputy Mayor Smith, seconded by Councillor Britney that Committee return to regular session at 8:50 p.m. Motion carried.

It was moved by Councillor Himmelman, seconded by Councillor Smith, that Committee of the Whole recommend to Council, that Council approves the undertaking of a Position Description and Compensation Review for the Town of Middleton, and accepts the November 13, 2013 proposal from Marathon Human Resources Consulting Group Limited to compete this work at a cost of \$11,000 plus expenses and HST. Motion carried.

8. ADJOURNMENT

It was moved by Deputy Mayor Smith, seconded by Councillor Britney that the Committee adjourn at 8:55 p.m. Motion carried.

  
MAYOR

  
RECORDING SECRETARY