

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held at the Town Hall on Monday, September 15, 2014, starting at 7:00 p.m.

PRESENT

Chairing the meeting, Mayor Calvin Eddy; Deputy Mayor Dan Smith; Councillors 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.

Regrets: Councillor Darren Boates.

Also in attendance were: Director of Recreation & Community Services, Jennifer Coolen; Kristen Stallard and Bob Houlihan, NS Municipal Finance Corporation and one member of the public (Robert McFadden).

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 of following additions to the agenda:

- 5.7 – New RCMP Detachment;
- 5.8 – Mid Valley Motel Tax Sale.

140915.01: It was moved and seconded to approve the agenda as amended. Motion carried.

3. PRESENTATION**3.1 MFC Financial Management Best Practices**

Kristen Stallard and Bob Houlihan, NS Municipal Finance Corporation (MFC) provided an overview of the Middleton pilot project on financial management best practices including:

- a history of the project;
- MFC has seven core financial management best practices that they will help adapt into policies for Middleton;
- the core best practices are: debt management policy; multi-year capital planning; appropriate level of operating reserves; documentation of accounting policies and procedures; purchasing policy; audit committees; and financial forecasting.

Kristen Stallard and Bob Houlihan left the meeting at 7:20 p.m.

4. APPROVAL OF MINUTES

140915.02: It was moved and seconded, that the minutes of the Committee of the Whole meeting of August 18, 2014 be approved as circulated. Motion carried.

5. ACTION ITEMS

5.1 RFD 018-2014 – Notice to Repeal Personnel Policies

The job description for the Chief Administrative Officer (D.1.1.1) should remain as a policy as that position is appointed by and reports directly to Council.

140915.03: It was moved and seconded that Committee of the Whole recommend that, further to the seven day notice, Town Council repeal *Job Description Policies D.1.1.2, D.1.1.3, D.1.1.4, D.1.2.1, D.1.2.2, D.1.2.3, D.1.2.4, D.1.2.5, D.1.2.6, D.1.2.7, D.1.3.2, D.1.3.3, D.1.4.1, D.1.4.2* as amended. Motion carried.

5.2 RFD # 019-2014 – Notice to Amend Policy D.1.0.1– Personnel Management Policy

CAO Turner informed Committee that the amendment to the Personal Management Policy deletes any reference to the job descriptions.

140915.04: It was moved and seconded that Committee of the Whole recommend that, further to the seven day notice, Town Council amend *Policy D.1.0.1 Personnel Management* as circulated. Motion carried.

5.3 RFD # 020-2014 – Organization Structure

140915.05: It was moved and seconded that Committee of the Whole recommend that, further to the seven day notice, Town Council repeal *Policy D.1.0.2 Organizational Structure* as circulated. Motion carried.

140915.06: It was moved and seconded that Committee of the Whole recommend to Council, that Council approve the Organization Structure as circulated. Motion carried.

5.4 UNSM Fall Conference - November 4-7, 2014 (Discussion)

Committee agreed that:

- Deputy Mayor Smith, Councillor Boates and CAO Turner will attend the UNSM Fall Conference;

- Members will report back to Committee at the November Committee of the Whole meeting.

5.5 Approval of Capital Investment Plan Document

140915.07: It was moved and seconded that Committee of the Whole recommend to Council, that Council approve the five-year Capital Investment Plan, 2014/15 – 2018/19 as circulated. Motion carried.

5.6 Appointment – Middleton Fire Department

140915.08: It was moved and seconded that Committee of the Whole, on recommendation of the Middleton Fire Department, recommends to Council that Council appoint Chevelle Roberts as a member of the Middleton Fire Department. Motion carried.

5.7 New RCMP Detachment

Committee agreed to send a follow-up letter to the Nova Scotia Minister of Justice regarding the status of the proposed meeting to discuss the new RCMP detachment.

5.8 Mid Valley Motel Tax Sale

CAO Turner informed Committee that although the Court ruled in the Town's favour, the Court took a number of months to determine what monies should be paid out and to whom. As a result, the Town has to pay interest on the monies it was holding pending the decision of the Court.

6. INFORMATION/DISCUSSION ITEMS

6.1 Management Reports

The Management Reports were circulated to all Committee members.

CAO Turner informed Council:

- the streetlights will be switched over to LED in the next couple of weeks;
- Black and McDonald will be reviewing the lighting as it is installed and look at areas that are under-lit or over-lit;
- Committee members are encouraged to advise CAO Turner if they notice any areas that are under-lit or over-lit as Black and McDonald will come back and make adjustments;
- advise CAO Turner if there are any areas that might require lighting that are not currently lighted (i.e. Rotary Park).

6.2 Planning Services Reports – August 2014

The Planning Services Report for the month of August 2014 was circulated to all Committee members.

6.3 Accounting Activities Report – August 2014

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

7. ANYTHING BY MEMBERS

Councillors Smith and den Hann informed the Committee that they have received numerous complaints about the crosswalks and people almost being hit while in the crosswalks. CAO Turner will explore the cost of painting the crosswalks in a manner similar to the Town of Berwick.

Committee agreed to send a letter to the District Policing Officer thanking Cpl. MacMillan for the exceptional work he has done and requesting that he be allowed to remain in the area.

Mayor Eddy reminded the Committee of the following events:

- Regional Enterprise Network meeting on September 18;
- Joint Police Advisory Board Meeting on September 30;
- Rotary Club Dinner with the Premier on October 4;
- Sports Wall of Fame on September 27.

8. ADJOURNMENT

14.09.15.09: It was moved and seconded that the Committee adjourn at 8:15 p.m. Motion carried.


MAYOR


RECORDING SECRETARY