

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held at the Town Hall on Monday, April 20, 2015, 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; and Recording Secretary, Sharon McAuley.

Regrets: Councillor Darren Boates and Director of Finance, Marianne Daine.

Also in attendance were: Kristen Stallard and Paul Wills, NS Municipal Finance Corporation.

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

150420.01: It was moved and seconded to approve the agenda, as circulated. Motion carried.

3. APPROVAL OF MINUTES

150420.02: It was moved and seconded that the minutes of the Committee of the Whole meeting of March 16, 2015, be approved, as circulated. Motion carried.

4. ACTION ITEMS

Kristen Stallard and Paul Wills, NS Municipal Finance Corporation (MFC), provided an overview of the Debt Management and Operating Reserve Policies, including:

- an analysis of Middleton's debt capacity;
- towns can incur debt for capital expenses but not for operating expenses;
- Middleton has very healthy reserves;
- the purpose of the Debt Management Policy and its three key sections: incurring debt, managing outstanding debt, and the timing and purposes for which debt may be incurred;
- the purpose of the Operating Reserve Policy is to ensure: saving for infrastructure investments, adequate cash flow, the ability to respond to unexpected issues, and a buffer against shocks.

4.1 RFD 008-2015: Operating Reserve Policy

150420.03: It was moved and seconded to recommend to Council the approval of the *Operating Reserve Policy*, as presented. Motion carried.

4.2 RFD 009-2015: Debt Management Policy

150420.04: It was moved and seconded to recommend to Council the approval of the *Debt Management Policy*, as presented. Motion carried.

Kristen Stallard and Paul Wills left the meeting at 7:35 p.m.

4.3 RFD 010-2015: Internet and Mobile Device Acceptable Use Policy

CAO Turner informed Committee:

- the policy is based on a model policy developed by the Association of Municipal Administrators;
- there is no consistent approach amongst municipal units on the acceptable use of Internet and Mobile Devices.

After discussions, the Committee asked the CAO to make the following changes to the policy:

- Section 8: change the dollar amount to read “above the regular and approved budget”;
- Section 19: amend to indicate that loss of employment pertains to employees only.

150420.05: It was moved and seconded to recommend to Council the approval of the *Internet and Mobile Device Acceptable Use Policy*, as amended. Motion carried.

4.4 RFD 011-2015: Legacy 2017 Inter-Municipal Agreement

15.04.20.06: It was moved and seconded to recommend to Council the approval, in principle, of the *Inter-Municipal Service Agreement for the Legacy 2017 Initiative*, as presented. Motion carried.

4.5 Grants to Organizations (Discussion)

Committee requested the following clarification/changes and that all information be submitted within two weeks:

- Middleton Fire Department to submit additional information on their request for funding for their 150th Anniversary;
- inquire if the Old Holy Trinity Charitable Trust has received monies from the Federal government for their renovation;
- Macdonald Museum to submit their request;

- delete membership to Community Transit Nova Scotia;
- change Valley Community Learning to \$1,000.

Concern was raised that requests for one-time grants are turning into annual grants.

5. INFORMATION/DISCUSSION ITEMS**5.1 Management Reports**

The Management Reports were circulated to all Committee members.

5.2 Planning Services Reports – March 2015

The Planning Services Report for the month of March 2015 was circulated to all Committee members.

5.3 RCMP Report – January 1 to March 31, 2015

The RCMP Report for the quarter ending March 31, 2015 was circulated to all Committee members.

The Committee found the report very informative and expressed their appreciation for the new format.

5.4 Accounting Activities Report – March & April 2015

The Accounting Activities Report for the months of March and April 2015 were circulated to all Committee members.

6. ANYTHING BY MEMBERS

Mayor Eddy informed Committee of the following meetings:

- Regional Enterprise Network on April 23, 2015;
- NSUARB Hearing on the number of councillors on April 28, 2015;
- Annapolis Partnership Steering Committee on April 30, 2015;
- Council meeting on May 4, 2015.

Mayor Eddy also asked Committee members to inform him, Deputy Mayor Smith, or CAO Turner, if they are not able to attend a Council or Committee of the Whole meeting.

7. ADJOURNMENT

1504120.07: It was moved and seconded that the Committee adjourn at 8:30 p.m. Motion carried.


MAYOR


RECORDING SECRETARY