

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held at the Town Hall on Monday, July 20, 2015, starting at 7:35 p.m.

**PRESENT**

Chairing the meeting, Mayor Calvin Eddy; Deputy Mayor Dan Smith; Councillors Gail Smith, John Himmelman and Marc Britney; Chief Administrative Officer, Rachel Turner; Director of Finance, Marianne Daine; and Recording Secretary, Krista Toole.

Regrets: Councillors Darren Boates, Melinda denHaan and Recording Secretary, Sharon McAuley

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

**1. CALL TO ORDER**

Mayor Eddy called the meeting to order at 7:35 p.m.

**2. APPROVAL OF THE AGENDA**

**150720.01: It was moved and seconded to approve the agenda as circulated. Motion Carried.**

**3. APPROVAL OF MINUTES**

**150720.02: It was moved and seconded that the minutes of the Committee of the Whole meeting of June 15, 2015 be approved, as circulated. Motion carried.**

**4. ACTION ITEMS**

**4.1 RFD 016-2015: Financial Forecasting: Budget Preparation & Cash Flow Forecasting**

William Dale, Kristen Stallard and Paul Wills, NS Municipal Finance Corporation (MFC), provided an overview of this policy. This is the last policy in the development of core best practices for financial management that the Municipal Finance Corporation is partnering with the Town.

**150720.03: It was moved and seconded to recommend to Council the approval of the Financial Forecasting Policy, as presented. Motion carried.**

**4.2 RFD 017-2015: Amendment to the Procurement Policy A.1.25**

William Dale, Kristen Stallard and Paul Wills, NS Municipal Finance Corporation

(MFC), outlined the proposed amendments to the Procurement Policy A.1.25 which include a revised purchasing authority threshold and a formal purchasing card policy.

**150720.04: It was moved and seconded to recommend to Council the approval of the Procurement and Purchasing Policy as amended. Motion carried.**

**150720.05: It was moved and seconded to recommend to Council to repeal Policy #A.1.3 – Purchasing Procedures. Motion carried.**

William Dale, Kristen Stallard and Paul Wills left the meeting at 8:25 pm.

4.3 RFD 018-2015: Repeal of Policy D.3.5 – Internet, Email and PC Use

**150720.06: It was moved and seconded to recommend to Council the repeal of Policy #D.3.5 – Internet, Email and PC Use. Motion carried.**

4.4 RDF 019-2015: Amendments to Building Bylaw and Policy #G.2.1 – Fees Building and Planning

**150720.07: It was moved and seconded to recommend that Council give first reading of Chapter 19 – Building Bylaw at the regular Council meeting scheduled for 8 September 2015. Motion carried.**

**150720.08: It was moved and seconded to recommend to Council the approval of the amendments to Policy #G.2.1 Fees – Building and Planning, as presented. Motion carried.**

4.5 Joint Marketing Initiative

A letter will be sent to Warden Linda Gregory to express the Town of Middleton's interest in the joint regional tourism marketing initiative.

**5. INFORMATION/DISCUSSION ITEMS**

5.1 Management Reports

The Management Reports were circulated to all Committee members.

5.2 Accounting Activities Report – June 2015

The Accounting Activities Report for the month of June 2015 was circulated to all Committee members.

5.3 RCMP Quarterly Report – April 1 – June 30, 2015

The RCMP Quarterly report was circulated to all Committee members.

6. **ANYTHING BY MEMBERS**


Deputy Mayor Smith asked if all the street line painting has been completed in the Town. CAO Turner replied that not all the street line painting has been completed at this time.

Mayor Eddy reminded Council of the following events:

- Senior's Picnic in the Park on July 26
- Family Picnic in Park on August 16
- Committee of the Whole meeting on August 17

7. **ADJOURNMENT**

**150720.09: It was moved and seconded to adjourn the meeting at 9:00 p.m. Motion carried.**

  
MAYOR

  
RECORDING SECRETARY