

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held at the Town Hall on Monday, December 05, 2016, starting at 7:00 p.m.

**PRESENT**

Chairing the meeting, Mayor Sylvester Atkinson; Deputy Mayor Gail Smith; Councillors Melinda den Haan, Michael Fairn, Clayton MacMurtry, Gary Marshall, and Brad Reid; Chief Administrative Officer, Rachel Turner; Director of Finance, Marianne Daine; and Recording Secretary, Sharon McAuley.

Also in attendance were Director of Recreation and Community Services, Jennifer Coolen; Planning and Development Officer, Chris Millier; and Planning Services Public Advisory Panel member, Reinhold Griff.

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

**161205.01: It was moved and seconded to approve the agenda, as circulated. Motion carried.**

**3. APPROVAL OF MINUTES**

**161205.02: It was moved and seconded that the minutes of the Committee of the Whole meeting of November 7, 2016, be approved, as circulated. Motion carried.**

**4. PRESENTATION****4.1 Update on Municipal Planning Strategy Review – Chris Millier**

Chris Millier, Planning and Development Officer for the Town of Middleton provided the Committee with an overview of the services he has provided to the Town over the past decade, first through the Annapolis District Planning Commission and then directly with the Town.

Approximately one and a half years ago, Council initiated a review of the Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB). Council was generally satisfied with how the evolution of the community was progressing and wanted to ensure the planning framework was solid.

They directed the Planning Services Public Advisory Panel to:

- streamline processes where it was appropriate;
- retain processes that were working;
- enable the Town to be as development friendly as possible;
- delete as much red tape as possible.

C. Millier informed Committee of the status of the MPS-LUB Review:

- Phase 1:
  - the Town has been reviewed on a lot-by-lot, zone-by zone, sector-by-sector and policy-by-policy basis;
  - issues and concerns that need to be addressed have been identified;
  - a work plan for public consultation (phase 2) needs to be developed to ensure a process that captures the input and concerns of the community;
  - will be completed in a couple of more meetings.
- Phase 2:
  - involves public engagement through a possible series of meetings, mail outs, use of the Town Website and social media; surveys; potlucks; or public and private forums;
  - the Town wants to ensure that everyone understands what work is being done and the comments/concerns will be incorporated into the document and while an applicant may have a particular goal in mind, it may not be the best decision for the Town. Councils have to look at all the implications.
- Phase 3:
  - involves preparing the draft document and presenting it to Council for review;
  - Council is required to hold first reading, a public hearing and second reading prior to approval and sending it to the Minister;
  - the Minister will review the document to ensure the Statements of Provincial Interest are covered and the Town has followed the proper statutory and regulatory processes.
  - The document becomes effective once the Minister has completed his review.

Planner C. Millier recommended that Council members who are not on the Planning Services Public Advisory Panel review the documents, as the Panel is an advisory body to Council and Council will be making the final decisions. The Town will also be revising the out of date subdivision bylaw. Once the MPS-LUB Review and Subdivision Bylaw are completed the Town will have updated everything it uses on a daily basis for Planning.

Chris Millier left the meeting at 7:42 p.m.

## 5. ACTION ITEMS

### 5.1 Heart of the Valley Festival (HOVF) Discussion

Committee agreed that staff should contact the HOVF Committee and commence discussions on clarifying the roles and responsibilities for all participants. It was also suggested that when the HOVF Committee submits their annual funding request, they also submit a request for the human resources (HR) required from the Town. Knowing the HOVF Committee requirements for HR and what the Town can provide, will help them determine the volunteer requirements.

Jennifer Coolen left the meeting at 8:13 p.m.

### 5.2 RFD 019-2016: Inter-Municipal Emergency Services Agreement Revisions

CAO Turner informed Committee that the Agreement had been brought to Council in September and was approved. Subsequently, the Town of Annapolis Royal wanted the arbitration clause re-inserted into the Agreement which is the reason that it has been brought back to Committee.

**161205.03: It was moved and seconded to recommend that Council authorize the Mayor and Chief Administrative Officer/Clerk to sign the revised Inter-municipal Emergency Services Agreement. Motion carried.**

CAO Turner will ask Annapolis County to clean up the various grammatical errors prior to signing.

### 5.3 RFD 022-2016:Signing Authority Policy

**161205.04: It was moved and seconded, to recommend that Council approve *Policy A.1.30 Signing Authority Policy* as presented. Motion carried.**

Reinhold Griff left the meeting at 8:17 p.m.

## 6. INFORMATION/DISCUSSION ITEMS

### 6.1 Finance Variance Report – November 2016

The Finance Variance Report for November 2016 was circulated to all Committee members.

**6.2 Council Training Workshop**

CAO Turner informed Committee that Gordon Macintosh will be conducting a Council Training session on January 16 and 17. The January 16<sup>th</sup> Council meeting will now take place on January 23<sup>rd</sup>.

**6.3 UNSM Annual Conference Report**

Mayor Atkinson, Councillor den Haan and CAO Turner provided an overview of the UNSM conference including:

- the challenges of a stagnant economy;
- the MOU being signed between the Province and the UNSM;
- the presentation by Mayor Pam Mood on “Getting Things Done”;
- the issue regarding the cost of policing.

Committee agreed, subsequent to the session with Gordon Macintosh, to explore the possibility of having Mayor Mood facilitate a session with Council, to “Get Things Done”.

**7. ANYTHING BY MEMBERS**

On questions from Committee, CAO Turner advised:

- The entire roof of the Town Hall requires replacement.
- Current volunteer members of Town Committees have done a wonderful job for the Town. To make the process more transparent, an ad was placed in the local paper and on the Town’s website inviting residents to volunteer on the various Town Committees. A copy of the ad was sent to people who have volunteered on the Committees. This is a change from past practices where vacancies were only advertised when someone left the committee.

Committee agreed that Deputy Mayor Smith can represent the Town of Middleton at the Soldiers’ Memorial Hospital Foundation Annual General Meeting on December 12, 2016.

Councillor Fairn raised a concern regarding the public being able to hear Council members in Council Chambers. Members of the public have stated that they cannot hear Council when they speak and suggested that a sound system may address the issue. Committee agreed to refer the matter to staff to pursue quotes on the purchase and installation of a sound system for Council Chambers and that it be reviewed during the budget process.

Committee members raised concerns on the state of the sidewalks in various locations including School, Bridge and Commercial Streets. The matter was referred to staff to be reviewed during the budget process.

Committee members agreed to have their paystubs scanned and emailed to them.

8. ADJOURNMENT

161205.05: It was moved and seconded to adjourn the meeting at 8:51 p.m. Motion carried.

  
MAYOR

  
RECORDING SECRETARY