

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held at the Town Hall on Tuesday, January 02, 2018, starting at 7:00 p.m.

**PRESENT**

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

Regrets: Councillors Gary Marshall and Brad Reid.

Also in attendance were: Director of Public Works, Kim Looyenga and Lisa Salley, Nova Scotia Health Authority.

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

**180102.01: It was moved and seconded to approve the agenda as circulated. Motion carried.**

**3. PRESENTATION****3.1 Lisa Salley – Nova Scotia Health Authority, Public Engagement Process**

Lisa Salley, Nova Scotia Health Authority provided an overview of the Public Engagement process from the International Association for Public Participation (IAP2) and how these processes relate to municipal government issues around consulting and engaging the community, including:

- definitions of engagement and public engagement;
- the public participation spectrum (inform, consult, involve, collaborate, empower);
- IAP2 core values;
- using public engagement for budget participation;
- the benefits of community engagement;
- the twelve (12) steps for effective engagement.

Ms. Salley is a resource for staff and Council and can help with the planning and/or the facilitation of a public engagement process.

Lisa Salley left the meeting at 7:30 p.m.

4. **APPROVAL OF MINUTES**

**180102.02: It was moved and seconded that the minutes of the Committee of the Whole meeting of December 04, 2017, be approved, as circulated. Motion carried.**

5. **ACTION ITEMS**

5.1 Valley Waste Resource Mgmt.: Approval of Municipal Guarantees for TBR # 17/18-2

**180102.03: It was moved and seconded to recommend that Council approve to unconditionally guarantee the Town of Middleton's share of the Valley Region Solid Waste-Resource Management Authority borrowing in the amount of \$10,285. Motion carried.**

5.2 RFD 001-2018: Parking Lot Agreements

Councillor MacMurtry declared a conflict of interest and left the meeting at 7:38 p.m.

CAO Turner advised Committee:

- the current contracts have not been updated since 2002;
- the providing of parking lots is not a core mandated service, consumes resources and increases the Town's liability around poorly maintained parking lots;
- if Council agrees to terminate the agreements, there will be a public education piece sent out to the community and the Town will bring together business owners and key people to discuss the issue of parking in the downtown.

**180102.04: It was moved and seconded to recommend that Council give notice to the property owners of the Town's intention to withdraw from the parking lot agreements effective May 1, 2018. Motion carried.**

Councillor MacMurtry returned to the meeting at 7:51 p.m.

5.3 RFD 002-2018: Build Canada Fund Scope of Work Refinement

CAO Turner informed Committee that Build Canada funding was approved to replace the sanitary sewer on Main Street and the work is required to be completed by fiscal year 2018-19 or the Town will forfeit the funding. Options available to Council are:

- use the funding to extend sewer service to the industrial park and have a lift station installed;
- replace 1,100 feet of infrastructure on Main Street from Bridge to King Street including water, sanitary, storm, sidewalk and asphalt;
- leave plan in place and replace only sanitary on Main Street.

Committee agreed:

- the decision cannot be made in isolation of the other capital projects including the new community centre/fire hall;
- to have a Special Committee of the Whole Meeting on Tuesday, January 9 to discuss Capital Budget Projects;
- to table the decision on the Build Canada Funding to the Special Committee of the Whole Meeting.

5.4 RFD 003-2018: 146 Commercial Street Environmental Reinstatement Plan

CAO Turner advised Committee:

- the requirement to have the environmental assessments and clean-up of the site is a requirement of the auditors and the Nova Scotia Department of Environment;
- Nova Scotia Department of Environment has requested a decision by January 20, 2018.

**180102.05: It was moved and seconded to recommend that Council approve the removal of the contaminated material from the former drycleaner site at 146-148 Commercial Street (PID # 05080973) with funds from reserves and/or capital work in 2018/2019 budget. Motion carried.**

**6. INFORMATION/DISCUSSION ITEMS**

6.1 Accounting Activities Report – December 2017

The Accounting Activities Report for the period of December 2017 was circulated to all Committee members.

6.2 Budget Variance Report – as of December 13, 2017

The Budget Variance Report for the period ending December 13, 2017 was circulated to all Committee members.

6.3 VIC Operations Report

Committee acknowledged receipt of the VIC Operations Report and tabled the report for review during the 2018-19 budget process.

6.4 Correspondence: Letter to Premier McNeil

Committee agreed to table the letter to the Special Committee of the Whole meeting on Tuesday, January 9, 2018.

**7. ANYTHING BY MEMBERS**

On questions from Committee, CAO Turner advised Committee:

- she will contact Mayor Mood regarding the cost of having her speak to Council on the various initiatives that have been undertaken in Yarmouth to engage the community;
- staff will follow-up with Mr. O'Rourke regarding the concerns he raised at the Community Conversation meeting in December;
- have public works repair the water clock;
- the highway signage will be changed once the Town brand has been determined.

Mayor Atkinson suggested that a few members of Council may want to consider a fundraising project for the new community centre/firehall.

**8. ADJOURNMENT**

**180102.06: It was moved and seconded to adjourn the meeting at 8:57 p.m. Motion carried.**

**Minutes Approved by Committee Motion 180205.02, February 5, 2018.**