

A regular monthly meeting of Middleton Town Council was held at the Town Hall on Monday, November 21, 2016, starting at 7 p.m.

**PRESENT**

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

Regrets: Councillor Brad Reid.

Also in attendance were two (2) citizens.

**16.11.01      CALL TO ORDER**

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

**16.11.02      APPROVAL OF THE AGENDA**

**161121.01: It was moved and seconded to approve the agenda as circulated. Motion carried.**

**16.11.03      APPROVAL OF THE MINUTES**

**.01      Council Meeting – October 17, 2016**

**161121.02: It was moved and seconded that the minutes of the regular Council meeting of October 17, 2016 be approved as circulated. Motion carried.**

**.02      Special Council Meeting – November 7, 2016**

**161121.03: It was moved and seconded that the minutes of the Special Council meeting of November 7, 2016, be approved as circulated. Motion carried.**

**16.11.04      NEW BUSINESS**

**.01      Committee of the Whole Recommendations**

**a.      RFD 020-2016: Reallocation of Capital Funds – Town Water Clock**

**161121.04: It was moved and seconded that Council approve the Capital Budget reallocation of \$5,398 in Town General Capital for 2016/17 from the Surplus for reshingling the Library roof to Water Clock upgrades. Motion carried.**

**b.      Appointment – Middleton Fire Department**

**161121.05: It was moved and seconded, on recommendation of the Middleton Fire Department, that Council appoint George Mitchell Freestone as a member of the Middleton Fire Department. Motion carried.**

.02 RFD 018-2016: Regional Emergency Management Bylaw–2<sup>nd</sup> Reading & Passing

**161121.06: It was moved and seconded that Council give second reading and passing to amend *Chapter 55 – Regional Emergency Management Bylaw*, as presented. Motion carried.**

.03 RFD 021-2016: Special Fund Reserve Withdrawal – Capital Fire Equipment

**161121.07: It was moved and seconded that Council approve the withdrawal of \$4,000 from the Capital Fire Reserve Fund to put toward the purchase of specialized vehicle extrication equipment. Motion carried.**

.04 Appointment of Deputy Mayor

**161121.08: It was moved and seconded that Council appoint Gail Smith as Deputy Mayor for the period of November 21, 2016 to July 17, 2017. Motion carried.**

.05 Appointment of Signing Officers

**161121.09: It was moved and seconded that the signing officers for the Town of Middleton be as follows:**

- 1. for negotiating monetary instruments for the Town: Chief Administrative Officer Rachel Turner, together with Director of Finance Marianne Daine or Mayor Sylvester Atkinson; and/or Deputy Mayor Gail Smith, together with either Chief Administrative Officer Rachel Turner and/or Director of Finance Marianne Daine; and**
- 2. for issuance of contracts, deeds, agreements, easements and other documentation required by the Town, such as resolutions, bylaws, reports, forms, etc., required by government, when requiring the signing officers of the Town: Mayor Sylvester Atkinson; and/or Deputy Mayor Gail Smith, together with Chief Administrative Officer Rachel Turner and/or Director of Finance Marianne Daine. Motion carried.**

CAO Turner informed Council that she is preparing a Signing Authority Policy for review at the December Committee of the Whole meeting. The policy will outline the positions having signing authority and minimize the requirement to have motions passed each time there is a change in staff or Council.

.06 Annual Appointments List

**161121.10: It was moved and seconded that Council approved the Appointment List as presented. Motion carried.**

.07 Council Christmas Function

Councillor MacMurtry provided an overview of the Christmas function being planned by Council for staff, Fire Department members, RCMP members, Fireflies and their guests.

Council agreed that monies can be transferred between budget items as required to cover the cost of the function.

**16.11.05 REPORTS**

.01 Management

The Management Reports were circulated to all Council members.

.02     Planning Services – October 2016

The Planning Services Report for the month of October 2016 was circulated to all Council members.

.03     Mayor

Mayor Atkinson tabled his report for the month of November 2016.

**16.11.06     CORRESPONDENCE**

A list of correspondence for the month of November has been circulated to all Council members and posted on SharePoint.

**16.11.07     ANYTHING BY MEMBERS**

On questions from Councillor den Haan, CAO Turner informed Council:

- Committee meetings will be placed on the Council calendar and invitations sent to committee members.
- The majority of the Municipal Planning Strategy Review is complete. A few more polices require review followed by a public consultation process, a recommendation to council and final approval by the Minister.

Council Members congratulated:

- the Fire department on their response to the fire at 16 School Street and preventing the fire from spreading to other buildings in the downtown core and extinguishing the fire;
- the Public Works department on monitoring the water system to ensure water availability and water quality for the fire department and town residents both during the fire and afterwards.

**16.11.08     ADJOURNMENT**

**161121.11: It was moved and seconded to adjourn the meeting at 7:31 p.m. Motion carried.**

  
MAYOR

  
RECORDING SECRETARY