

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held at the Town Hall on Monday, June 05, 2017, 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/Planning Coordinator, Sharon McAuley.

Also in attendance were: Director of Recreation and Community Services, Jennifer Coolen; Facilities Manager, Karl Bigelow; Director of Public Works, Kim Looyenga; Chief Mike Toole and Deputy Fire Chief Scott Veinot, Middleton Fire Department; Peter Smith, Eagle Project Management Inc.

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

**170605.01: It was moved and seconded to approve the agenda as circulated. Motion carried.**

**3. APPROVAL OF MINUTES**

**170605.02: It was moved and seconded that the minutes of the Committee of the Whole meeting of May 01, 2017 be approved, as circulated. Motion carried.**

**4. ACTION ITEMS****4.1 Request for MPS/LUB Amendment – Bruce Automotive Group NS Ltd.**

CAO Turner and Planning Coordinator McAuley provided Committee with an overview of the MPS Amendment process and the process for addressing requests for amendments during the Plan Review.

As the MPS amendment process will take approximately the same amount of time as the Plan Review and all other individual requests since the beginning of the MPS review have been deferred to be included for consideration in the larger Plan review process,

Committee agreed to refer the request from Bruce Automotive Group NS Ltd. to the Plan review.

**170605.03: It was moved and seconded to recommend to Council that the request by Bruce Automotive Group NS Ltd to amend the Municipal Planning Strategy and Land Use Bylaw be referred to the Planning Services Public Advisory Panel for consideration as part of the current Municipal Planning Strategy Review process. Motion carried.**

4.2 Utility Accounts for Write-Off

**170605.04: It was moved and seconded to recommend to Council that the uncollectible water accounts listed in the Water Uncollectible Accounts of June 6, 2017 in the amount of \$4,528.99 be written off. Motion carried.**

4.3 Water Meters for Write-Off

**170605.05: It was moved and seconded to recommend to Council that the water meters listed in the Meters to be Written Off Report of June 5, 2017 be written off. Motion carried.**

4.4 RFD 007-2017: Application to Keep Domestic Fowl

**170605.06: It was moved and seconded to recommend that Council approve the permit to allow six to ten (6-10) laying hens to be kept at 90 Main Street. Motion carried.**

4.5 Draft Capital Budget 2017-18

CAO Turner, Director of Public Works Looyenga and Peter Smith informed Committee that:

- projects were reviewed by looking at the age of the infrastructure and what needs to be done;
- the Town should establish standards for paving, pipes, sidewalks, etc.;
- projects will be completed one section at a time and all infrastructure will be replaced at that time including water, sewer, storm, sidewalk and road;
- the Town requires a new reservoir as the existing reservoir is in failure and spending any money on it would not be fiscally responsible;
- priorities include reshingling the town hall, sidewalks, sink holes and reservoir replacement;
- the fire hall is being considered as a separate project.

For Monday, June 12, Peter Smith and Director of Public Works Looyenga will provide CAO Turner with a list of priority projects and their budget amounts.

Peter Smith left the meeting at 8:50 p.m.

**4.6 Draft Operating Budget 2017-18**

CAO Turner provided Committee with the current status of the draft operating budget for 2017-18:

- the draft budget is standing at a deficit of \$279,297;
- the town has lost approximately \$200,000 in revenue due to reduced assessments;
- the management team will be meeting to review the budget and determine where savings can be made;
- Council and staff will have to look at service levels, programming, staff levels, tax rate, how the Town operates and what Council wants to see moving forward.

**5. ANYTHING BY MEMBERS**

On questions from Committee members, CAO Turner advised:

- Access to the town dump has been restricted due to illegal dumping. The dump is closed at night and on weekends with Public Works monitoring it when it is opened during the week days.
- Two dwellings on Main Street have lawns which are not being taken care of. Complainants are asked to send an email/letter to the CAO so that a file can be started.

Committee agreed to review the necessity for an Economic Development Committee in September.

**6. ADJOURNMENT**

**170605.07: It was moved and seconded to adjourn the meeting at 9:14 p.m. Motion carried.**

**Minutes Approved by Committee Motion 170704.02, July 4, 2017.**