

A regular monthly meeting of Middleton Town Council was held at the Town Hall on Monday, June 19, 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, Sharon McAuley.

Also in attendance were: Director of Recreation and Community Services, Jennifer Coolen; Director of Public Works, Kim Looyenga; Chief Mike Toole and Deputy Fire Chief Scott Veinot, Middleton Fire Department; and one (1) citizen.

### **1. CALL TO ORDER**

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

### **2. APPROVAL OF THE AGENDA**

**170619.01: It was moved and seconded to approve the agenda as circulated. Motion carried.**

### **3. APPROVAL OF THE MINUTES**

**170619.02: It was moved and seconded that the minutes of the regular Council meeting of May 15, 2017 be approved as circulated. Motion carried.**

### **4. NEW BUSINESS**

#### **4.1. Committee of the Whole Recommendations**

- a. Request for MPS/LUB Amendment – Bruce Automotive Group NS Ltd.

**170619.03: It was moved and seconded 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.**

- b. Utility Accounts for Write-Off

**170619.04: It was moved and seconded 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.**

- c. Water Meters for Write-Off

**170619.05: It was moved and seconded that the water meters listed in the Meters to be Written Off Report of June 5, 2017 be written off. Motion carried.**

- d. RFD 007-2017: Application to Keep Domestic Fowl

**170619.06: It was moved and seconded that Council approve the permit to allow six to ten (6-10) laying hens to be kept at 90 Main Street. Motion carried.**

#### **4.2. RFD 008-2017: Request for Use of Town Logo**

**170619.07: It was moved and seconded that Council deny the request to use the Town logo by DIR Standard. Motion carried.**

4.3. RFD 009-2017: Request for Exemption to the Orderly & Peaceful Conduct Bylaw

**170619.08: It was moved and seconded that Council approve the exemption to the Orderly & Peaceful Conduct Bylaw until 11:59 p.m. on July 8, 2017 for the purpose of a wedding ceremony and reception at 6 Riverside Drive in Middleton and, in addition, agree to waive the fifty dollar (\$50) application fee. Motion carried.**

4.4. Request for Funds – Annapolis Valley Regional Library

Council agreed to refer the request to the budget process for review with all grant requests.

4.5. Draft Capital Budget 2017-2018

CAO Turner informed Council that the revised Draft Capital Budget is a result of a number of conversations with Council and the management team. Changes from the last version include:

- Water - increase of \$10,000 to conduct a required water rate study;
- Streets - reduction of \$72,000 with the removal of the rebuild/repave of Main Street from Bridge to Gates Avenue in 2019/20;
- Sidewalks – increase of \$10,000 with the moving of Project 21 to this fiscal year and including it in the Gas Tax Funds that have been under-utilized;
- Sanitary Sewers – reduction of \$75,000 with the removal of the rebuild/repave of Main Street from Bridge to Gates Avenue in 2019/20;
- Storm Sewers – removed renewal of two catchpits in 2018/19;
- Land & Buildings – added a new soccer field to 2017/18; moved the geotechnical and design construction tender for the community hall/fire hall to 2017/18 from 2018/19, moved highway signs to 2018/19 from 2017/18 and reduced cost of shingling of Town Hall by \$20,000;
- Equipment – Council Agreed to move purchase of the sound system for Council Chambers to 2018/19.

CAO Turner, Director of Finance, Marianne Daine and Director of Public Works, Kim Looyenga advised Council:

- All the projects in the Capital Plan would bring the Debt Affordability Ratio to a high of 15.67% in the 2020-2023 period;
- there is no room for an unbudgeted disaster;
- operating reserves as of April 1, 2017 were \$470,000 with this year's budget showing withdrawals of \$106,000 (clean up of dry cleaning property, shingling of town hall and sound system for Council Chambers) leaving a balance of \$364,000;
- there are a great deal of competing priorities including failing infrastructure.

**170619.10: It was moved and seconded that Council approve the Capital Budget for 2017-18 as amended. Motion carried.**

4.6. Draft Operating Budget 2017-2018

CAO Turner presented an overview of the Draft Operating Budget for 2017-18 including:

- the draft budget is based on similar assumptions from previous budget years regarding service levels, programming and staffing;
- expenses have increased 2.34% and revenue has decreased 4.89% for an overall budget increase of 7.23%;
- a review of the expense and revenue changes;
- various tax rate scenarios;
- a history of tax revenue;
- the year-end surplus and the reasons for the surplus;
- options available to the Town:
  - reduce / adjust service levels and/or programming;
  - staffing levels;
  - re-evaluate grant requests;
  - utilize additional funds from reserves;
  - increase the tax rate;

- a combination of two or more of the above options.

On questions from Council, CAO Turner stated that reducing programs and services may include:

- not having crossing guards;
- how much snowplowing gets done and when;
- a reduction in the amount of hours Town Hall is open;
- a reduction in the amount of public works jobs done in-house;
- reducing the recreation programs being offered in the community.

Council advised staff to:

- review programs, services and staffing for savings (needs vs. wants);
- keep the sewer rate the same;
- increase residential and commercial taxes by two (2) cents each;
- balance the budget using last year's surplus.

## 5. REPORTS

### 5.1. Management

The Management Reports were circulated to all Council members.

### 5.2. Planning Services – May 2017

The Planning Services Report for the month of May 2017 was circulated to all Council members.

### 5.3. Planning Services Public Advisory Panel (PSPAP)

Councillor MacMurtry informed Council:

- the PSPAP held a “Community Conversation” on Monday, June 9;
- approximately forty-five (45) people attended from the community;
- Planner Chris Millier and CAO Turner provided an introduction to the process;
- participants were invited to visit each of the three tables that were set up (commercial and industrial opportunities, residential neighbourhoods, and infrastructure and town services);
- facilitators lead each table through a series of questions;
- minutes were taken and will be distributed once completed.

### 5.4. Police Advisory Board (PAB)

Councillor den Haan advised Council:

- the Police Advisory Board participated in an on-line training course;
- a letter of complaint was submitted from a Town resident on policing services.

CAO Turner stated that Cpl. MacDonald will meet with the complainant. Chair McCoubrey is in agreement with the meeting and Cpl. MacDonald will report back at the next PAB meeting.

### 5.5. Valley Waste Resource Management

The Valley Waste-Resource Management Report for the month of May 2017 was circulated to all Council members.

### 5.6. Mayor

Mayor Atkinson tabled his report for the month of June 2017.

**6. CORRESPONDENCE**

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

**7. ANYTHING BY MEMBERS**

Council members were informed that people wanting to report problems with streetlights should phone Krista at the Town Hall.

CAO Turner and Planning Coordinator McAuley were complimented on the “Community Conversation” meeting that took place last week.

**8. ADJOURNMENT**

**170619.11: It was moved and seconded to adjourn the meeting at 8:39 p.m. Motion carried.**

**Minutes Approved by Council Motion 170717.04, July 17, 2017.**