

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via Facebook Live on Tuesday, February 20, 2024, starting at 7:00 p.m.

PRESENT

Chairing the meeting, Mayor Sylvester Atkinson; Deputy Mayor Gail Smith, Councillors Michael Fairn, Bernadette Knapp, John Bartlett, Chad LeBlanc (exited at 8:26 pm), and Gary Marshall; Chief Administrative Officer, Ashley Crocker; Director of Recreation Andy Kerr; Director of Public Works, Adam Verran; and Recording Secretary, Krista Gear.

Regrets: Director of Finance Ayeni Abiodun

Also in Attendance: Claire Grazette, Macdonald Museum (exited after her presentation) and one member of the public.

1. **CALL TO ORDER**

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

2. **APPROVAL OF THE AGENDA**

240220.01 It was moved and seconded to approve the agenda as circulated. **Motion carried.**

3. **PRESENTATIONS**

3.1 Macdonald Museum

Claire Grazette from the Macdonald Museum gave an overview of the 2023-2024 year at the museum: special events, workshops, music, and more. She further gave an overview of some of the plans for the coming year. Ms. Grazette made a call to the community for new volunteers and for continued support, patronage and financial.

4. **MINUTES**

4.1 Council Meeting – January 15, 2024

240220.02 It was moved and seconded to approve the minutes of January 15, 2024, as circulated. **Motion carried.**

4.2 In-Camera Council Meeting – January 15, 2024

240220.03 It was moved and seconded to approve the in-camera minutes of January 15, 2024, as circulated. **Motion carried.**

5. ANYTHING BY CITIZENS

No comments given or received.

6. NEW BUSINESS

6.1 Committee of the Whole Recommendations

a. RFD 007-2024 Personnel Policies

CAO Crocker noted that this was in reference to the two new proposed policies: sexual harassment and gender diversity, as well as for the updating of the anti-harassment policy. These policies were recommended based on training that the JOHS committee recently undertook. They were also reviewed by staff for input/feedback.

240220.04 It was moved and seconded that Council approve the Human Resource Policy D 3.5 Sexual Harassment dated January 23, 2024. **Motion carried.**

240220.05 It was moved and seconded that Council approve the Human Resource Policy D 4.0 Gender Diversity Workplace Inclusion dated January 23, 2024. **Motion carried.**

240220.06 It was moved and seconded that Council approve the updated Human Resource Policy D 3.4 Anti-Harassment dated January 30, 2024. **Motion carried.**

b. RFD 008-2024 VWRM Municipal Contributions

CAO Crocker noted that annually VWRM requires the approval of all contributing municipalities of its operating and capital budgets. The 3.59% increase to the Town's contribution will be included in the Town's 2024-2025 operating budget.

240220.07 It was moved and seconded that Council the draft Valley Waste Operating and Capital budget for the 2024-2025 fiscal year. **Motion carried.**

c. RFD 009-2024 Council Videoconferencing Policy

CAO Crocker noted that upon staff review of policies, specifically Committees of Council and related policies, it was discovered that the Council Videoconferencing policy also applied to committees, which could negatively impact members' participation on committees. Reference to committees was removed from this policy and any requirement/need for videoconferencing of committee members will be addressed by the committee and/or in future committee terms of reference policy updates.

240220.08 It was moved and seconded that Council approve the Administration Policy A 3.12 Council Videoconferencing dated January 30, 2024. **Motion carried.**

6.2 RFD 010-2024 Noise Bylaw, Amendment to Schedule A

CAO Crocker noted that this bylaw was just approved in December and that recently the Animal Control Officer (ACO) noted that there was reference to barking dogs in this bylaw. The ACO also noted that this can create confusion and/or lack of coordination, and that the ACO only have authority to enforce the Animal Control Bylaw. An amendment to Schedule A is proposed that removes any reference to barking dogs in the Town's Noise Bylaw.

240220.09 It was moved and seconded that Council give first reading to the Noise Bylaw effective date December 21, 2023, and that Council set the date for second reading as March 18, 2024. **Motion carried.**

6.3 Asset Management Plan Update

CAO Crocker noted that the Asset Management Working Group (AMWG) members have been working hard to prepare the draft plan through reviews, updates, and new sections. AMWG has met three times and updated the Terms of Reference. Of note, in 2020 an Asset Management Policy was implemented.

She further noted that she and DPW Verran are working through an AIM Course with a deadline for completion of February 23. They have completed two of the courses, and the third is underway. The two remaining and will be completed prior to the working group meeting again. Through these courses, the following has been completed/started:

- Updated: roadmap and level of service report (seven step process)
- New: Climate change risk analysis and impact assessment, consequence of failure event. Climate Change adaptation workbook needs to be updated, once complete can move on to course four.

This report is for Council's information and CAO Crocker noted that the completed plan will be brought to Council for approval and/or suggestion. She also noted that DPW Verran is working on completing a maintenance plan for Town-owned resources.

7. REPORTS

7.1 Management Report

CAO Crocker gave an overview of the management report and answered questions. Of note was:

- Reservoir project – she spoke with the province regarding grant application, and it was noted that the Town should hear something in the next couple of weeks.
- Secondary plan has started. February 1 consultations were well attended and received.
- Staff have been working with several people and groups in Town around homelessness. The Baptist Church just announced the opening of an overnight shelter. People can check in between 9:00-10:30 pm and check out by 8:30 am the next morning.
- DRCD Kerr noted that the recreation department has completed all summer job grant applications, finished rolling out after school programs, nearing completion of the transportation master plan, successful open skate, new program county-wide for sledge hockey at Middleton arena, free skating underway, learn to run three days per week, Active Kids Healthy Kids grant was received for sledge hockey, and up to 55 registered for indoor walking at NSCC.
- DPW Verran noted that Public Works had pumped the hydrants so that they don't freeze, completed fire inspections, snow removal/salting ongoing and as needed, arborists are trimming around Town, will be replacing three sets of sidewalk lights with LEDs in mid-March, new backhoe arrived and staff have been training on it in the yard.

7.2 Middleton Fire Department Dispatch Report for January

CAO Crocker noted that the report was circulated.

7.3 Asset Management Working Group Jan 31/24 Minutes

CAO Crocker noted that the minutes were circulated.

7.4 Asset Management Working Group Feb 7/24 Minutes

CAO Crocker noted that the minutes were circulated.

7.5 Asset Management Working Group Feb 14/24 Minutes

CAO Crocker noted that the minutes were circulated.

7.6 Planning Advisory Committee Dec 13/23 DRAFT Minutes

Mayor Atkinson noted that these were circulated.

7.7 Annapolis County Inter-Municipal Working Group Jan 25/24 DRAFT Minutes

Councillor LeBlanc noted that the group met January 25 to discuss economic development in the region and the meeting this week will have presentations from Public Works.

7.8 IMSA Board Jan 17/24 DRAFT Minutes

Mayor Atkinson noted that these were circulated and there is a meeting tomorrow morning.

7.9 Police Advisory Board Jan 30/24 DRAFT Minutes

Deputy Mayor Smith noted that members are still waiting for the release of new PAB training course(s). Discussions were held regarding recent and recurring cases, ATVs on public roads, traffic enforcement, and mental health training of officers. The PAB also elected the chair and vice chair. There is a review of the Annapolis RCMP workload meeting next Thursday with the Department of Justice.

7.10 Mayor's Report

Mayor Atkinson noted that his report was circulated.

8. ANTHING BY MEMBERS

An open floor discussion resulting in the following:

Deputy Mayor Smith acknowledged the hard work and long hours that Public Works put in for snow removal.

Councilor Fairn inquired if there were reasons given for the Fire Department resignations. CAO Crocker noted that she would inquire. It was later noted that members resigned due to time commitment issues and health issues.

Councillor Leblanc shared that the girl's hockey team is hosting provincials this weekend with two games Friday and one Saturday.

Councillor Marshall noted that it is great that there will be LED lights for crosswalks, and further noted that at 300 Main St. street light repairs/replacement is needed.

240220.10 It was moved and seconded to move in camera at 7:53 pm. **Motion carried.**

- 9. IN-CAMERA
9.1 Legal Advice

240220.11 It was moved and seconded to move out of camera at 8:38 pm. **Motion carried.**

A brief discussion was held regarding staffing challenges.

- 10. ADJOURNMENT

The meeting was adjourned at 9:03 pm.

Mayor

Recording Secretary