

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via Facebook Live on Monday, December 16, 2024, starting immediately after the public hearing.

### **PRESENT**

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councillors Sandra Fournier, Bernadette Knapp, Jonathan Archibald, John Bartlett and Dan Smith; Director of Finance, Brigitte Stennett, Director of Public Works, Adam Verran, Chief Administrative Officer, Ashley Crocker; and Recording Secretary, Sara Marceau

### **Regrets:**

**Also in Attendance:** Ten (10) citizens

#### 1. CALL TO ORDER

Mayor Smith called the meeting to order at 6:08 pm.

#### 2. APPROVAL OF THE AGENDA

**241216.01** It was moved and seconded that Council approve the agenda as amended. **Motion carried.**

#### 3. SECOND READING

##### **3.1** RFD 056-2024 – Craft Brewery (2<sup>nd</sup> Reading)

Town Planner and Development Officer Dawn Sutherland gave a high-level presentation of the MPS/LUB Amendments for 65 School Street.

Councillor Smith declared a conflict of interest and abstained from voting and participating in the discussion.

**24.1216.02** It was moved and seconded that Town Council gives 2nd Reading and approves the new definition of Craft Food and Beverage Production, and adds it as permitted use in Commercial Downtown (CD) zone, Commercial General. **Motion carried.**

#### 4. APPROVAL OF THE MINUTES

Approval of the Previous Meeting Minutes

5.1 2024.11.18 Council Minutes

5. NEW BUSINESS

**5.1 Committee of the Whole Recommendations**

- a. RFD 055-2024 Committee Planning Notices and Public Advertisements

PSC Marceau gave a brief overview of the Committee Planning Notices and Public Advertisements.

**241216.03** It was moved and seconded that Town Council, on positive recommendation of the Planning Advisory Committee, authorize the use of the Town's website for planning notices, as per the Municipal Government Act, Part 205 (4) and (4A), as amended. **Motion carried.**

**241216.04:** It was moved and seconded that Council amend the Participation Program Policy (Code G – Planning #1.2), Policy Statement 1.c., by replacing the requirement for a public advertisement (1) "in the local newspaper" with "on the Town's website." **Motion carried.**

- b. RFD 047-2024 Council Code of Conduct

CAO Crocker gave a brief overview of the Council Code of Conduct.

Councillor Archibald stated there are issues with the wording and interpretation, particularly regarding the narrow definition of groups, and the classification of conflicts, whether financial or otherwise. Deputy Mayor Marshall referenced a CBC article, highlighting that we're not the only municipal unit facing this issue.

**241216.05:** It was moved and seconded that Council approve Policy A 3.14 Code of Conduct for Elected Officials of the Town of Middleton as circulated. **Motion carried.**

**5.2 Audit Committee Recommendations**

- a. RFD 057-2024 Audited Financial Statements for 2023-24

DOF Stennett gave an overview of the Audited Consolidated Financial Statements for 2023-2024.

Councillor Smith requested more lead time for Financial Statements in the future.

**241216.06:** It was moved and seconded that Council approve the 2023-2024 Audited Financial Statements for the Town of Middleton, for the fiscal year ending March 31<sup>st</sup>, 2024. **Motion carried.**

**5.3 2024-2025 Capital Projects Update**

DOF Stennett gave a detailed overview of the 2024-2025 Capital Projects Update.

**5.4 2024-2025 Town General and Water Utility Forecast**

DOF Stennett gave a detailed overview of the 2024-2025 Town General and Water Utility Forecast.

**6. REPORTS**

**6.1 Management Report**

**6.2 Middleton Fire Department Dispatch Report for November**

**6.3 IMSA Board Nov 20/24 DRAFT Minutes**

**6.4 NSFIM Memo**

**6.5 Mayor's Report**

Mayor Smith noted that the above reports were circulated to Council members with the agenda package and called for questions/discussion. No comments or questions were made by Council members.

**7. ANYTHING BY CITIZENS**

No comments given or received.

**8. ANYTHING BY MEMBERS**

Councillor Archibald attended the Neighborhood Watch group and stated that he would bring any questions forward to Council or the Policy Advisory Board.

Mayor Smith reported that the Neighborhood Watch is a separate organization and will not be included in the agenda.

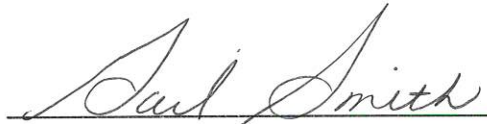
Deputy Mayor Marshall praised the staff for organizing the holiday party, wishing everyone a Merry Christmas and highlighting the importance of informing residents about available resources in the community for those who are less fortunate.

Councillor Knapp echoed Deputy Mayor Marshall's sentiments.

Councillor Bartlett announced that The Capitol Pub is offering a free Christmas Day meal, available for pick-up between 2:00 PM and 3:30 PM on December 24th. There are 60 meals available, thanks to the generosity of residents and suppliers.

9. ADJOURNMENT

**241216.07** It was moved and seconded to adjourn the meeting at 6:55 pm. **Motion carried.**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Recording Secretary