

COMMITTEE OF THE WHOLE

Monday, November 3rd, 2025, at 7:00 pm

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held in person, via ZOOM and on Facebook Live on Monday, November 3, 2025.

PRESENT

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

Regrets: Councillors Bernadette Knapp and Sandra Fournier

Also in attendance: Sabrina Pennell, Chris England, Cliff Drysdale and 1 citizen

1. CALL TO ORDER

Mayor Smith called the meeting to order at 7:01pm.

2. APPROVAL OF THE AGENDA

251103.01: It was moved and seconded to approve the agenda, as circulated. **Motion carried.**

3. APPROVAL OF THE MINUTES

Approval of the Previous Meeting Minutes

3.1 Committee of the Whole Meeting – October 6, 2025

No errors or omissions were noted, and the minutes were considered approved.

4. PRESENTATIONS

- Cliff Drysdale gave a presentation on an idea for a bike trail development at Lily Lake/Slocum Brook Watershed.

There was some discussion around the trail development, and Council members asked a few questions:

- Councillor Smith asked how the trail could be made safer and how ATVs and dirt bikes could be kept off the trails.
- Councillor Archibald inquired who would be responsible for maintaining the trail — the Town Recreation Department or the County of Annapolis — and asked about the anticipated costs and who would be responsible for covering them.

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- Councillor Archibald asked DPW Verran if he foresaw any negative impacts on Lily Lake as a reserve water supply.

5. ANYTHING BY CITIZENS

- Sabrina Pennell asked if there was any update regarding the Valley REN from the last meeting.
 - CAO Crocker stated that she would contact the CEO of Valley REN to determine whether the statistics could be shared.
- Cliff Drysdale asked if a decision had been made or what the next steps would be following his presentation.
 - Councillor Smith stated that Council would need to hold further discussions before making any decisions about a new trail.
- Sabrina Pennell asked if a concern arises, at what point would the decision be made to discontinue working with Valley Regional Enterprise Network (REN)?
 - Deputy Mayor Marshall stated that if Council were to leave the REN, an alternative arrangement would need to be in place. He added that other avenues had been explored but the grants were not approved.

6. NEW BUSINESS

6.1 RFD 047-2025 Archery Lease Agreement

CAO Crocker provided a brief overview of the Archery Lease Agreement.

Archery Club President Chris England provided some background on the Archery Club.

- Councillor Smith asked how the club feels about a five-year lease.
 - Chris England responded that he was fine with a five-year lease term.

251103.02 It was moved and seconded that Council approves the Mayor and CAO executing the new agreement with the Annapolis East Archery Club. **Motion carried.**

6.2 RFD 061-2025 School Street Waterline Project – Change Order 001

DPW Verran provided a brief overview of the School Street Waterline Project - Change Order 001.

- Deputy Mayor Marshall inquired whether the fire department would be able to connect to a new hydrant.
 - DPW Verran responded that yes, they would be able to.
- Councillor Archibald asked if this would be the final change order.
 - DPW Verran confirmed that it would, as everything has been consolidated into a single change order.

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251103.03 It was moved and seconded that Town Council authorize and approve Change Order #1 for the School Street Water Main Upgrade project as presented, totaling \$41,171 + HST. **Motion carried.**

6.3 RFD 062-2025 Joint Police Advisory Board

CAO Crocker provided a brief overview of the Joint Police Advisory Board RFD.

- Deputy Mayor Marshall stated that CAO Crocker had met with the Mayor and the Department of Justice and asked if she could provide an update to Council.
 - CAO Crocker responded that she had sent an email to Council summarizing the phone call with the DOJ.
- Councillor Smith asked about waiting periods for the first meeting and whether the County could intervene.
 - CAO Crocker responded that she was not aware of any waiting periods or the County having the ability to stop the dissolution and noted that the new board would need to meet required standards.
- Deputy Mayor Marshall stated that previous attempts had shown differing expectations and suggested returning to familiar approaches.
- Councillor Archibald suggested starting the search for additional positions early.

251103.04 It was moved and seconded that Council request the Minister of Justice approve the dissolution of the Joint Police Advisory Board currently shared with the Municipality of the County of Annapolis, and to authorize the establishment of an independent Town of Middleton Police Advisory Board in accordance with the *Police Act*. **Motion carried.**

6.4 RFD 063-2025 Appointment List Update

CAO Crocker provided a brief overview of the Appointment List Update.

There was discussion about amending the appointment list at the December meeting.

251103.05 It was moved and seconded that Council remove Danny Wright as the Town's Building Inspector. **Motion carried.**

251103.06 It was moved and seconded that Council remove Dana Olmstead as the Town's Building Inspector. **Motion carried.**

251103.07 It was moved and seconded that Council approve the Appointment List, as presented. **Motion carried.**

7. INFORMATION/DISCUSSION ITEMS

7.1 Community Concerns/Complaints as of October 2025

CAO Crocker stated that the Community Concerns/Complaints as of October 2025 has been circulated to all members.

7.2 Town General and Water Utility Financial Report as end of September 2025.

CAO Crocker stated that the Town General and Water Utility Financial Report has been circulated to all members.

- Councillor Smith asked when grants approved by the province are recorded.
 - CAO Crocker responded that it depends; grants are generally recorded when received, though sometimes expenditures must be made before the funds are received.

8. CORRESPONDENCE

8.1 October 23, 2025, Letter from John A. MacDonald re: New Minister of Municipal Affairs.

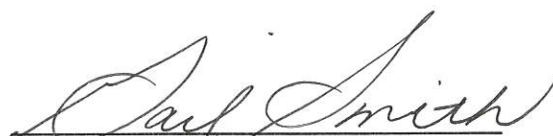
CAO Crocker noted that the letter from Minister MacDonald has been circulated to all members.

9. ANYTHING BY MEMBERS

- Deputy Mayor Marshall noted that Middleton Regional High School hosted the seniors' volleyball tournament this past weekend.
- Councillor Archibald attended a Neighbourhood Watch meeting where a representative from Chrysalis House gave a presentation. The organization offers various levels of support and plans to provide training on identifying individuals who may be experiencing physical abuse.

10. ADJOURNMENT

The Mayor declared the meeting adjourned at 8:23pm.


MAYOR


RECORDING SECRETARY