

AGENDA

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. PROCLAMATION

- 3.1. Mi'kmaq History Month – October 2026
- 3.2. Disability Employment Awareness Month – October 2026

4. APPROVAL OF THE MINUTES

- 4.1. Committee of the Whole Minutes – September 8, 2026

5. ANYTHING BY CITIZENS

Procedure: A thirty-minute period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute period provided there is time remaining within the thirty-minute "Anything by Citizens" period.

6. NEW BUSINESS

- 6.1. RFD 058-2026 Draft Waiving Fees for Affordable Housing Policy - CAO
- 6.2. RFD 067-2026 Flag Policy - CAO
- 6.3. RFD 068-2026 Street Banner Policy - CAO

7. INFORMATION/DISCUSSION ITEMS

- 7.1. Community Concerns/Complaints as of September 2026
- 7.2. Dangerous and Unsightly Premises Report as of September 2026
- 7.3. Climate Risk Assessment, Final Report

8. ANYTHING BY MEMBERS

9. ADJOURNMENT

Proclamation

MI'KMAQ HISTORY MONTH October 2026

- WHEREAS** the Government of Nova Scotia recognizes that the Mi'kmaq have the inherent right to self-government within Canada; and
- WHEREAS** the Province of Nova Scotia and the Mi'kmaq Nation recognize their mutual need to live in peace and friendship in accordance with the spirit of their treaty and nation-to-nation relationship; and
- WHEREAS** the Government of Nova Scotia recognizes all Treaties which were signed in good faith between the Crown and the Mi'kmaq; and
- WHEREAS** the Province requires Scotia and the Mi'kmaq Nation recognize that their mutual peace and friendship require the public awareness of the history, values and the diversity of cultures; and
- WHEREAS** the Government of Nova Scotia and the Mi'kmaq Nation wish to promote public awareness for all citizens of Nova Scotia.

THEREFORE, be it resolved that I, **Gail Smith, Mayor of the Town of Middleton**, do hereby proclaim October 2026, to be observed as “**Mi'kmaq History Month**” in the **Town of Middleton**.

Dated at Middleton, Nova Scotia
this 5th day of October 2026.

Gail Smith, Mayor



Proclamation

DISABILITY EMPLOYMENT AWARENESS MONTH October 1 to October 31, 2026

WHEREAS October is recognized as Disability Employment Awareness Month; and

WHEREAS the purpose of Disability Employment Awareness Month is to celebrate the contributions of people with disabilities to our workforce and employers that are committed to creating inclusive workplaces; and

WHEREAS the Town of Middleton encourages all residents to celebrate Disability Employment Awareness Month by organizing awareness events, and hosting activities to promote the contributions of people with disabilities to our community, businesses and organizations; and

WHEREAS everyone takes time to become informed of these contributions and of the laws surrounding accessibility and employment equity.

THEREFORE, I, Gail Smith, **Mayor of the Town of Middleton**, do hereby proclaim October 1-31, 2026, as “**Disability Employment Awareness Month**” in the Town of Middleton.

Dated at Middleton, Nova Scotia
this 5th day of October 2026.

Gail Smith, Mayor

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held in person and on YouTube Live on Tuesday, September 8, 2026.

PRESENT

Chairing the meeting, Mayor Gail Smith, Deputy Mayor Gary Marshall, Councillors John Bartlett, Dan Smith, Bernadette Knapp, Darren Boates and Jonathan Archibald; Interim Chief Administrative Officer, Kevin Matheson, Director of Finance, Leah Profitt, Director of Public Works, Adam Verran and Recording Secretary, Sara Marceau.

Also in attendance: Jason Haughn, Municipal Advisor

1. CALL TO ORDER

Mayor Smith called the meeting to order at 6:59pm.

2. APPROVAL OF THE AGENDA

260908.01: It was moved and seconded to approve the agenda, as amended. **Motion carried.**

3. PROCLAMATION

3.1 Mayor Smith proclaimed September 30th, 2026 as National Day for Truth and Reconciliation in the Town of Middleton.

4. APPROVAL OF THE MINUTES

Approval of the Previous Meeting Minutes

Committee of the Whole Meeting Minutes – July 6, 2026

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

5. ANYTHING BY CITIZENS

Nothing to report.

6. NEW BUSINESS

6.1 RFD 056-2026 Social Media Policy Update.

Communications Coordinator Pearson provided a brief update on the Social Media Policy Update.

260908.02 It was moved and seconded that Council approve the proposed amendments to Policy A-2.7 – Social Media Policy, as presented. **Motion carried.**

6.2 RFD 060-2026 Building and Fire Inspection Agreement

Interim CAO Matheson gave a brief overview of the Building and Fire Inspection Agreement.

260908.03 It was moved and seconded that Council approve the proposed Building and Fire Inspection Services Agreement with the Municipality of the County of Annapolis on the date it is signed by both parties and shall remain in effect until March 31, 2030, and direct the Mayor and CAO to execute the agreement. **Motion carried.**

6.3 RFD 021-2026 Industrial Special Tax Rates

Council discussed the proposed Industrial Special Tax Rates and raised concerns about the lack of research and consultation with affected businesses and the Valley REN. Members requested clarification on which businesses would be affected and the potential economic impact.

Council generally supported phasing in any tax increase over 3–5 years and emphasized the need for further research, business consultation, and a clear plan before approaching MLA Bowlby or the province. The matter was suggested to be tabled and brought back to a future COTW meeting.

260908.04 It was moved and seconded that Council authorize staff to submit a request to MLA David Bowlby to have provincial legislation introduced that would see the 1986 Act Relating to Taxation by the Town of Middleton of Industrial and Commercial Properties in the Middleton Industrial Park being Chapter 74 of the Acts of 1986 (1986 Act), be amended to only provide the special industrial rate to those businesses “classified as industrial or manufacturing, including food storage, processing and packaging businesses.” **Motion defeated.**

ACTION: Staff to investigate with more information brought forward.

6.4 RFD 059-2026 Crisis Communication Plan

Communications Coordinator Pearson gave a brief overview of the Crisis Communication Plan.

- Councillor Archibald asked whether there was a review process for Council or if this was exclusively for staff.
 - Communications Coordinator Pearson stated that it was up to the staff team working on the project.

260908.05 It was moved and seconded that Council approve the Town of Middleton Crisis Communications Plan as presented. While the plan is an operational document intended primarily for staff use, Council approval demonstrates the Town's commitment to consistent, transparent, and coordinated communications during incidents. **Motion carried.**

6.5 RFD 062-2026 Upgrade to SCADA Computer System

DPW Verran gave a brief overview of the SCADA Computer System Update.

- Councillor Bartlett asked whether this was something that should have gone out to tender, or if it was something CBCL could provide because they had completed the project.
 - DPW Verran stated that it was just for new software, including the computer and licensing.

260908.06 It was moved and seconded that Council approve the supplementary capital project for upgrades to the SCADA software system and migration at a cost of \$9,254 inclusive of non-rebate able taxes. **Motion carried.**

6.6 RFD 061-2026 Appointment List Update

Interim CAO Matheson gave a brief overview of the Updated Appointment List.

260908.07 It was moved and seconded that Council, on recommendation from the CAO, appoint Perry Ross as building/fire inspector for the Town of Middleton. **Motion carried.**

260908.12 It was moved and seconded that Council appoint Kevin Matheson as the new Interim CAO. **Motion carried.**

260908.13 It was moved and seconded that Council approve the 2026 Appointment List, as presented. **Motion carried.**

7. INFORMATION/DISCUSSION ITEMS

7.1 Community Concerns/Complaints as of August 2026

Interim CAO Matheson stated that the Community Concerns/Complaints as of August 2026 has been circulated to all members.

7.2 Town General and Water Utility Financial Report as end of July 31, 2026

Director of Finance Profitt gave a brief overview of the Town General and Water Utility Financial Report as end of July 31, 2026.

7.3 Dangerous and Unsightly Premises Report as of August 2026.

Interim CAO Matheson gave a brief overview of the Dangerous and Unsightly Premises Report as of August 2026.

7.4 2026-2027 Capital Projects Update

Director of Finance Profitt gave a brief overview of the 2026-2027 Capital Projects Update.

- Councillor Bartlett inquired whether the Town had received its tariff money back yet
 - o Director of Finance Profitt stated that they were still working on obtaining the tariff funds.
 - o Director of Public Works Verran stated that they had applied through the new system and assumed there was a significant backlog. He noted that they had reached out approximately two weeks ago but had not yet heard anything.

7.5 Mayor, Council & CAO Expense Report for Q1 2026-27

Director of Finance Profitt gave a brief overview of the Mayor, Council and CAO Expense Report for Q1 2026-27.

8. CORRESPONDENCE

- 8.1** Time Sensitive. Request to submit comments regarding proposed changes to cell tower siting process.

Interim CAO Matheson gave a brief overview of the proposed changes to cell tower siting process.

Council decided that it was not worth the time required to draft the letter.

8.2 Valley REN Letter of Correspondence Re. New Governance Model - August 2026

Interim CAO Matheson gave a brief overview of the next steps.

9. ANYTHING BY MEMBERS

Councillor Smith stated that the Annapolis Valley Regional Library (AVRL) is looking to hire additional full-time and part-time staff. It was noted that a gala is taking place this Saturday, which will hopefully help keep the library doors open for longer. The next Board meeting is scheduled for September 17.

Councillor Bartlett reported receiving a phone call from a local businessperson seeking information regarding immigration, as the businessperson was losing workers. Councillor Bartlett referred them to Valley REN for assistance. He noted that the Town is currently without the necessary resources in Middleton, that there has been no activity from the Annapolis Valley Chamber of Commerce, and that the Town does not have an Economic Development Officer.

Councillor Archibald spoke with a local business that is looking to upgrade its power service. He noted that the power cables under Commercial Street are apparently undersized and that the sidewalk may need to be removed to accommodate the upgrades. He asked that this be kept in mind when planning future sidewalk upgrades.

Deputy Mayor Marshall stated that Council would normally meet before the start of the school year but asked Public Works to check that the crosswalk flags are in place. He also noted that the main intersections are not painted and identified two street lights that require attention, one near the Bell Aliant building and another at 352 Main Street.

Councillor Boates stated that he has his first meeting next week for the Joint Equity, Diversity and Inclusion (EDI) Committee.

Councillor Knapp inquired whether the paving spots on Commercial Street that are more than 4–6 inches deep will be patched or repaved.

- DPW Verran stated that they will be patched or repaved.

Mayor Smith stated that Council met with the Fire Department tonight and that, as a Council, they have a lot of work to do to support the department.

10. ADJOURNMENT

The Mayor declared the meeting adjourned at 8:17pm.

MAYOR

RECORDING SECRETARY

DRAFT

REQUEST FOR DECISION
Waiving Fees for Affordable Housing
RFD#: 058-2026



To: COTW and Town Council
From: Kevin Matheson, Interim CAO
Date: September 29, 2026
Subject: Waiving Fees for Affordable Housing

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Waiving Fees for Affordable Housing Policy
- Fees – Building & Planning

Legislation

- *Municipal Government Act*

Recommendation

That Council approve the Waiving Fees for Affordable Housing Policy as presented.

Background

During a previous Committee of the Whole meeting, Council directed Staff to prepare a policy outlining the circumstances under which municipal fees may be waived for affordable housing developments.

Council's request reflects an interest in identifying opportunities to support the creation and preservation of affordable housing within the municipality. Municipal fees, such as development permit fees, building permit fees, planning application fees, and other applicable charges, can represent a portion of the overall cost of housing development. Waiving or reducing these fees may serve as one tool to encourage the development of affordable housing projects by lowering upfront costs and improving project viability.

At the same time, municipal fees are established to recover the costs associated with reviewing applications, administering approvals, conducting inspections and providing municipal services. Any policy to waive fees should therefore balance the objective of supporting affordable housing with the Town's responsibility to ensure fiscal sustainability and equitable treatment of applicants.

REQUEST FOR DECISION
Waiving Fees for Affordable Housing
RFD#: 058-2026



Financial Implications

The proposed waiver would result in up to \$4,000 in foregone municipal revenue, representing a minor financial impact on the Town. This may be seen as an investment in increasing the residential tax base of the Town.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	Infrastructure	
	Economy	
X	Community	
X	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

REQUEST FOR DECISION
Waiving Fees for Affordable Housing
RFD#: 058-2026



CAO Initials: KM

Target Decision Date: October 19, 2026

WAIVING FEES FOR AFFORDABLE HOUSING

Effective Date

October 19, 2026

1. **PURPOSE**

- 1.1 The purpose of this policy is to support the creation and preservation of affordable housing by allowing the Town of Middleton to waive all or part of eligible municipal development-related fees on a case-by-case basis.
- 1.2 This policy establishes a clear and consistent process for receiving, reviewing, approving, and documenting fee-waiver requests.

2. **SCOPE**

- 2.1. This policy applies to new construction, additions, conversions, redevelopment, or substantial renovations that create or preserve one or more affordable residential units within the Town of Middleton.
- 2.2. This policy applies only to fees imposed and retained by the Town that the Town has authority to waive.
- 2.3. This policy does not waive or reduce:
 - Fees, charges, or approvals imposed by another government, agency, or utility;
 - Municipal taxes, utility rates, local improvement charges, deposits, securities, or servicing and infrastructure construction costs;
 - Advertising costs, legal costs, or third-party professional review costs incurred by the Town; or
 - Any requirement to obtain approvals or comply with applicable legislation, municipal by-laws, permits, agreements, inspections, or development standards.

3. **DEFINITIONS**

- 3.1 “Affordable Housing Unit” means a residential unit that meets at least one of the following criteria:
 - The unit is subject to an affordability requirement under a federal, provincial, municipal, or recognized affordable housing program; or
 - The applicant demonstrated, to the satisfaction of the Town, that the rent or purchase price is affordable to a low-or-moderate income household, using current income and housing-cost

Town of Middleton Policies

Code G – Planning #3.3

information from a recognized public source specific to the Town and/or the immediate surrounding area.

3.2 “CAO” means the Chief Administrative Officer of the Town of Middleton

3.3 “Eligible Fees” means municipal planning application fees, development permit fees, building permit fees, subdivision application fees, or other municipal development-related fees specifically approved for waiver by Council.

3.4 “Fee Waiver” means a full or potential waiver of refund of Eligible Fees approved by the Town under this policy.

3.5 “Fee Waiver Agreement” means an agreement between the Town and the applicant setting out the approved waiver, the affordable housing commitment, the affordability period, reporting requirements, and any repayment obligations.

3.6 “Town” means the Town of Middleton.

4. ELIGIBILITY

4.1 A project may be considered for a Fee Waiver where:

- The project will create or preserve at least one Affordable Housing Unit;
- The Affordable Housing Unit will be used for permanent residential occupancy;
- The applicant has provided sufficient information to verify the proposed affordability commitment;
- All taxes and levies on the subject property have been paid in full at the time of making application;
- The project is consistent with applicable municipal planning documents or is the subject of an active application to obtain the necessary approvals; and
- The application for a Fee Waiver is submitted before the applicable permit or approval is issued.

4.2 A mixed-income project may be eligible. Unless the Town determines otherwise, the waiver should be proportionate to the number or share of Affordable Housing Units within the project.

5. APPLICATION REQUIREMENTS

5.1. An applicant shall submit a written request to the Chief Administrative Officer or designate that includes:

- The applicant’s name and contact information;
- The civic address and property identification number of the project;
- A brief description of the development and the number and type of residential units proposed;
- The number of Affordable Housing Units and the proposed rent or sale price for each;

Town of Middleton Policies
Code G – Planning #3.3

- The proposed affordability period and the method by which affordability will be maintained;
- Evidence supporting the affordability of the units, including any applicable funding agreement, program approval, pro forma, rent schedule, or other relevant documentation;
- A list and estimated amount of the municipal fees requested to be waived; and
- Any other information reasonably required by the Town to evaluate the request.

5.2 Staff may request clarification or additional information before making a determination of eligibility.

6. REVIEW AND DECISION

- 6.1. Applications will be reviewed by the CAO and/or designates.
- 6.2. Final approval of all applications, and the amount thereof, is at the sole discretion of the CAO.
- 6.3. Notification of the decision of the CAO will be emailed or mailed to the applicant.
- 6.4. The CAO will report to Town Council the amount of any fees waived pursuant to this policy, in the prior month.

7. POLICY ADOPTION

- 7.1. This policy comes into effect on the date approved by Council.

I, _____, **Chief Administrative Officer of the Town of Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the ____ day of _____ 2026.

Chief Administrative Officer

Policy Adoption	
Date of 7-day notification to Council	October 5, 2026
Date of Approval	October 19, 2026

TOWN OF MIDDLETON CODE G - PLANNING	
Subject: Fees – Building and Planning	Number: 2.1
Coverage: Staff & Public	Approved by: Council
Effective Date : November 1, 2004	Revision Date: Feb. 2, 2004; Feb. 5, 2007; May 5, 2008; March 2, 2015; Sept. 8, 2015; July 18,2016

Rationale

The following policy establishes uniform fees for permits and services provided by the Town of Middleton, to enable some cost recovery for services provided.

Policy Statement

1. Applications

All Applications shall be accompanied by the necessary permit fees payable to the Town of Middleton.

2. Development Permits & Planning Document Amendments

The following schedule of fees shall be charged for development services provided by the Town of Middleton:

Development Permit fee	\$50
Municipal Planning Strategy and/or Land Use Bylaw amendment application	\$500 + \$500 (advertising fee)
Development Agreement applications	\$500 + \$500 (advertising fee) + registry fees
Minor Variances	\$400 + \$500 (advertising fee) + registry fees
Subdivision	Tentative: \$200 + registry fees Final: \$300 + registry fees
Zoning Confirmation Letters	\$100

3. Building Permits

3.1 Any construction requiring a building permit shall pay the appropriate fee laid out in the following table.

Permit Type	Building Permit Fee
New construction of, and additions to: residential buildings, community centres, cottages and churches.	\$25 + \$0.10/ sq. ft. (based on all useable floor areas of new construction or addition)
New construction of, and additions to: commercial, industrial and other buildings not otherwise specified.	\$25 + \$0.15/ sq. ft. (based on all useable floor areas of new construction or addition)

Permit Type	Building Permit Fee
New construction of, and additions to: sheds, decks, shell storage buildings, garages, and agricultural storage buildings.	\$25 + \$0.06/ sq. ft. (based on all useable floor areas of new construction or addition)
Repairs, renovations or alterations to all existing buildings.	\$25 + \$1 per \$1000 of estimated value of construction work.
Location or re-location of an existing building.	\$50
RENEWAL of an approved permit.	\$25
Change of occupancy classification	\$50 + \$1 per \$1,000 of estimated value of construction work.
DEMOLITION of building or structure.	\$25

- 3.2 Square footage for the purpose of building permits shall be calculated as follows:
- buildings intended for human occupancy shall include all useable floor space (finished);
 - buildings not intended for human occupancy shall be based on the area of the main floor.
- 3.4 Permit fees shall be refunded in situations and proportions as follows:
- applications never completed, retained fee \$25, balance refunded,
 - permit denied, retained fee \$25, balance refunded
 - permit revoked or abandoned before work commenced, 50% of fee refunded,
 - permit revoked or abandoned after work commenced, no refund.

References

Town of Middleton - *Building Code Bylaw, Chapter 19, Part 2 - Permit Fees*

Previous Policies

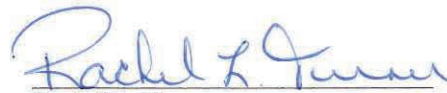
The previous policy 1/73 "Town of Middleton - Fees Policy" Effective February 2, 2004 is hereby amended.

The previous policy 7/3 "User Fee Policy" Effective November 1, 2004 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 18th day of July, 2016.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 20th day of July, 2016.



Rachel L. Turner
Chief Administrative Officer

REQUEST FOR DECISION
Town of Middleton Flag Policy Proposal
RFD#: 067-2026



To: COTW & Council
From: Recreation
Date: October 5, 2026 and October 19, 2026
Subject: Town of Middleton Flag Policy

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Town of Middleton Flag Policy Proposal

Legislation

- N/A

Recommendation

That Council approve the Town of Middleton Municipal Flag Policy as presented.

Background

The Town of Middleton periodically receives requests from community groups and organizations to fly flags on municipal property. The Town also receives questions and concerns from members of the public regarding the display of flags.

In the absence of an adopted municipal policy, responding to these requests and concerns can be challenging and may result in inconsistent expectations regarding which flags may be displayed, when they may be flown, and how requests are considered.

The proposed Municipal Flag Policy establishes clear and consistent guidelines for the display of flags on Town-owned or managed property. It identifies flags authorized for municipal display, establishes protocols for commemorative display periods and provides a formal process for considering requests for additional flags

REQUEST FOR DECISION
Town of Middleton Flag Policy Proposal
RFD#: 067-2026



Adoption of the policy will provide Council and staff with an established framework that can be applied consistently when responding to future requests or concerns regarding flag displays. We should be clear that we have two flag poles. One at Centennial Park and one in Rotary Park. We do not own the flagpole outside of Town Hall. That belongs to the RCMP.

Financial Implications

No significant financial implications are anticipated as a result of adopting this policy. Any costs associated with implementation will be managed through existing operating budgets, where applicable.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	This policy deals directly with community representation, inclusion, organizations and the use of municipal public space.
X	Governance	This policy is about being transparent and consistent with decision making.
	Council Strategic Initiative	

Alternatives

Council may choose not to approve the policy, direct staff to make amendments, or refer the policy back to staff for further review.

REQUEST FOR DECISION
Town of Middleton Flag Policy Proposal
RFD#: 067-2026



Community Engagement/Communication

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: KM

Target Decision Date: Oct 19, 2026

Town of Middleton – Municipal Flag Policy

Effective Date:

Approved By: Middleton Town Council

1. Purpose

To establish consistent and respectful guidelines for the display of flags on municipal property in the Town of Middleton, ensuring alignment with community values, national protocols, and inclusion.

2. Scope

This policy applies to all flagpoles located on property owned or managed by the Town of Middleton.

3. Authorized Flags

The following flags are approved to be flown on municipal flagpoles in Middleton:

- **Canadian Flag**
- **Nova Scotia Provincial Flag**
- **Mi'kmaq Nation Flag**
- **African Nova Scotian Flag**
- **Pride Flag** (2SLGBTQIA+ community)
- **Accessibility Flag** (symbolizing inclusion and barrier-free access)

Note: The Town of Middleton does not currently have a municipal flag.

4. Flag Protocol

- The **Canadian flag** shall always be flown in the position of prominence and according to federal protocol.
- Flags must be clean, properly maintained, and replaced if faded or damaged.
- Flags shall be flown at half-mast when required by federal, provincial, or municipal orders (e.g., official mourning).

5. Commemorative Flag Display Periods

The following commemorative flags will be flown during specific time periods, as determined annually:

- **Pride Flag** – typically in June (Pride Month)
- **African Nova Scotian Flag** – typically in February (African Heritage Month)
- **Accessibility Flag** – during designated municipal inclusion or accessibility awareness campaigns

- **Mi'kmaq Flag** – may be flown continuously or during key Indigenous observances (e.g., Treaty Day, National Indigenous Peoples Day)

6. Requests for Additional Flags

To maintain fairness and consistency, only the flags listed above will be flown unless:

- A significant declaration is made by senior government (e.g., federal or provincial observances), **or**
- A **special request** is submitted in writing to the CAO and approved by Middleton Town Council through a formal motion.

Requests must be:

- Submitted **at least 60 days in advance**
- Accompanied by a statement of alignment with municipal values and inclusivity

7. Limitations

The Town will **not approve or fly flags** representing:

- Political parties or movements
- Religious organizations or causes
- Commercial brands or corporate entities
- Private individuals or special interest groups

All flags must reflect the Town's values of respect, diversity, inclusion, and community representation.

8. Review and Revisions

This policy shall be reviewed every **two years** or sooner if requested by Council to reflect evolving community standards and practices.

REQUEST FOR DECISION
Street Banner Policy
RFD#: 068-2026



To: COTW and Town Council
From: Recreation
Date: October 5, 2026 and October 19, 2026
Subject: Town of Middleton Street Banner Policy

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Town of Middleton Street Banner Policy

Legislation

- N/A

Recommendation

That Council approve the Town of Middleton Street Banner Policy as presented.

Background

The Town of Middleton has received requests from community groups and organizations wishing to display banners on municipal banner poles and other designated locations. The Town has not previously had a formal policy clearly establishing permitted uses, approval requirements, display periods, installation responsibilities and procedures for unauthorized banners.

The need for a formal policy was highlighted following an instance in which banners were installed on municipal infrastructure without authorization after permission had not been granted. The banners subsequently remained in place for an extended period of time. Without an established policy, staff have limited formal guidance to reference when addressing unauthorized installations or responding to future requests.

REQUEST FOR DECISION
Street Banner Policy
RFD#: 068-2026



The proposed Street Banner Display Policy establishes a clear application and approval process, identifies permitted uses and design requirements, establishes display periods, and confirms that only Town staff or authorized contractors may install or remove banners.

Adoption of the policy will provide Council, staff and community organizations with clear expectations and a consistent process for future banner requests and will provide the Town with an established policy to reference when addressing unauthorized displays.

Financial Implications

The policy makes applicants responsible for banner creation and costs, while installation/removal remains with Town staff or authorized contractors.

Please check this section with the Director of Finance.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	This policy deals directly with community representation, inclusion, organizations and the use of municipal public space.
X	Governance	This policy is about being transparent and consistent with decision making.
	Council Strategic Initiative	

Alternatives

Council may choose not to approve the policy, direct staff to make amendments, or refer the policy back to staff for further review.

REQUEST FOR DECISION
Street Banner Policy
RFD#: 068-2026



Community Engagement/Communication

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: KM

Target Decision Date: October 19, 2026

Town of Middleton – Street Banner Display Policy

Effective Date:

Approved By: Middleton Town Council

1. Purpose

To provide a clear and consistent policy for the installation of banners within the Town of Middleton, ensuring that all displays are appropriate, safe, respectful, and align with the values and priorities of the community.

2. Scope

This policy applies to all banner poles and designated display locations within the Town of Middleton used for seasonal, commemorative, or organizational banner displays.

3. Authorized Use

The following uses are approved for banner display within the Town limits:

- **Town Seasonal Banners** (e.g., spring, summer, fall, holiday-themed)
- **Royal Canadian Legion Veteran Banners** (during Remembrance period or as designated by Council)
- **Town of Middleton Sanctioned Events or Campaigns** (e.g., festivals, awareness campaigns, town-led initiatives)

4. Application and Approval Process

Any group or organization requesting to hang banners must:

- Submit a **written application** to the Town CAO or designate
- Include banner design, content, installation/removal dates, and proposed locations
- Submit the request **at least 60 days in advance** of the desired installation date
- Receive **written approval from Town Council** or their delegate prior to installation

5. Design Guidelines

All banners must:

- Be respectful, non-political, and non-commercial in nature
- Reflect community values of inclusion, diversity, and unity
- Be made of durable, weather-resistant materials
- Meet safety standards and installation requirements as determined by the Town

6. Unauthorized Banners

Banners installed without prior authorization will be:

- Removed by Town staff without notice
- Returned to the responsible party (if identifiable)
- May result in the group or individual being restricted from future use

7. Banner Duration and Scheduling

- Seasonal banners will be installed and rotated on a schedule managed by Town staff
- Veteran banners (in partnership with the Royal Canadian Legion) will be displayed during the approved commemorative period, typically in the lead-up to **Remembrance Day**
- Approved event banners may be displayed for a period not exceeding **30 days**, unless otherwise authorized

8. Limitations

The Town will **not approve** banners that:

- Promote political, religious, or commercial content
- Include offensive or discriminatory language or imagery
- Interfere with traffic safety or public visibility

9. Installation and Maintenance

- Only Town staff or authorized contractors may install and remove banners
- The applicant is responsible for all costs associated with banner creation
- The Town reserves the right to remove banners early if they become damaged or pose a safety risk

10. Review and Revisions

This policy will be reviewed every **two years**, or earlier if requested by Council or in response to emerging needs or issues.

COMMUNITY COMPLAINTS & CONCERNS
Status Report

Complaint #	Date Complaint Received	Received By	Method of Complaint	Complainant	Description of Concern/Complaint	Department Responsible	Staff Responsible	Complainant Updated	Staff Update	Status
25-026	24-Nov-25	Gina Pearson	Phone		Complainant would like to see white lines painted along Main Street (Brooklyn Road side), and Brooklyn Road. Complainant finds it very difficult to see the shoulder of the road at night.	Public Works/Parks	Adam	4-Dec-25	White lines will be repainted in the spring when weather improves. Jul 3/26: staff are working on line painting now and will assess this area	In-Progress
26-005	27-Mar-26	Ashley Crocker	Email		The large EFR trucks that collect commercial waste have been driving on side streets (Maple, Commercial). Residents are concerned about the damage these trucks can cause on the infrastructure.	Administration	Ashley	2-Apr-26	Mar 30/26: Letter to EFR has been written and sent to CAO. Apr 1/26: Letter sent. Apr 16/26: CAO spoke with EFR. Jul 3/26: CAO needs to follow up with EFR but has been made aware that the issue was reported to vehicle compliance	In-Progress

From: [Sean Amos](#)
To: [Sara Marceau](#)
Cc: [Leah Profitt](#); [Kevin Matheson](#)
Subject: Re: D&U Questions
Date: Wednesday, September 2, 2026 9:36:46 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
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Caution

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Good Morning,

The last two remaining Middleton DUP's:

5 George Street - Rotted and sagging porch roof

The portions of the roof have been removed, and the remaining sections have been securely braced.

28 Bridge Street - roof collapsing, garbage, deck roof, and building rear torn open.

The rear portion appeared to be an addition to the original house. At the time of the complaint the roof from this area was gone, and only 2 walls were standing. The yard was heavily covered in garbage. The entire rear portion has been removed, all garbage and building materials have been removed. At some point a number of tires had been left on the property after the complaint was addressed, and they have been removed as well.

Sean Amos

Manager of Protective Services

Mobile: (902) 526-0432

Hours: Mon-Fri.

8:30 am - 4:30 pm

Email: samos@annapoliscounty.ca

Website: AnnapolisCounty.ca



COUNTY of ANNAPOLIS
NATURALLY ROOTED

**Municipality of the County
of Annapolis**

752 St. George St

Annapolis Royal, NS

B0S 1A0



From: Sara Marceau <ea@town.middleton.ns.ca>

Sent: September 2, 2026 8:30 AM

To: Sean Amos <SAmos@annapoliscounty.ca>

Cc: Leah Profitt <financedirector@town.middleton.ns.ca>; Kevin Matheson <cao@town.middleton.ns.ca>

Subject: RE: D&U Questions

Hi Sean,

Can you please send us a report with a quick reference and why it was closed?