

## **AGENDA**

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

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

### **3. SECOND READING**

- 3.1 RFD 048-2025 Land Use Bylaw Amendment for Parking Requirements – Town Planner (Chrystal Fuller)

### **4. PRESENTATIONS**

- 4.1 Valley Connect Outreach Association – John Andrew

### **5. PROCLAMATIONS**

- 5.1 Truth and Reconciliation Day – September 30, 2025

### **6. APPROVAL OF THE MINUTES**

- 6.1 Council Meeting Minutes – July 14, 2025
- 6.2 In-Camera Meeting Minutes – July 14, 2025
- 6.3 In-Camera Meeting Minutes – September 2, 2025
- 6.4 Special Council Meeting Minutes – September 2, 2025

### **7. 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.*

### **8. NEW BUSINESS**

- 8.1 RFD 049-2025 Appointment List Update – CAO
- 8.2 RFD 050-2025 Letter to Minister LeBlanc re: Unhoused – CAO
- 8.3 RFD 051-2025 Letter to Minister of Justice re: NSFJ meeting on policing – CAO
- 8.4 Town General and Water Utility Financial Report as of end June 2025 – CAO
- 8.5 2025-26 Capital Projects Update – CAO

**MIDDLETON TOWN COUNCIL**  
**Town Hall – Council Chambers & Facebook Live**  
**Monday, September 15, 2025**  
**7:00 p.m.**



**9. REPORTS**

- 9.1 Management Report
- 9.2 Middleton Fire Department Dispatch Report for July
- 9.3 Middleton Fire Department Dispatch Report for August
- 9.4 Valley REN LOC Jul 14/25 DRAFT Minutes
- 9.5 Valley Regional Services Board Meeting Jul 16/25 Meeting Minute
- 9.6 Audit Committee Meeting Aug 18/25 DRAFT Minutes
- 9.7 Mayor's Report

**10. CORRESPONDENCE**

**11. ANYTHING BY MEMBERS**

**12. ADJOURNMENT**

**REQUEST FOR DECISION  
Land Use Bylaw Amendment for Parking  
Requirements – 2<sup>nd</sup> Reading  
RFD#: 048-2025**



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**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** September 15, 2025  
**Subject:** Land Use Bylaw Amendment for Parking Requirements – 2<sup>nd</sup> Reading

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**Guiding Principles for Decision-Making**

**Accountability    Transportation    Diversity    Sustainability    Engaged    Informed**

**References/Attachments**

- Middleton Municipal Planning Strategy (MPS)
- Middleton Land Use Bylaw (LUB)
- Policy G 1.2: Public Participation Program
- *Municipal Government Act*: Part VIII – Planning and Development
- Planning Advisory Committee Minutes – March 19, 2025
- Planning Report dated March 19, 2025
- First Reading Report – March 25, 2025

**Legislation**

- *Municipal Government Act*

**Recommendation**

That Town Council, on recommendation from the Planning Advisory Committee and after holding a public hearing, gives second reading and approves the Land Use Bylaw Amendment for Parking Requirements.

**Background**

See attached First Reading Report dated March 25, 2025, Planning Report dated March 19, 2025 and March 19, 2025 PAC Minutes.

**Financial Implications**

N/A

**REQUEST FOR DECISION**  
**Land Use Bylaw Amendment for Parking**  
**Requirements – 2<sup>nd</sup> Reading**  
**RFD#: 048-2025**



Strategic Plan/Operating Plan Alignment

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

Alternatives

N/A

Community Engagement/Communication

Land Use Bylaws require community engagement through a public hearing

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: Sept 15, 2025

# Planning Report



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To: Town of Middleton Planning Advisory Committee

From: Town of Middleton Planning Staff

Date: March 19, 2025

Reference: Amendments to reduce parking requirements in the LUB for Town of Middleton—  
to reduce or eliminate parking standards to increase project viability, density and  
reduce carbon footprint

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## Recommendation:

Staff recommend the attached Land Use Bylaw amendments to change the parking requirements for multi-unit dwellings containing two or more units to 0.8 parking spaces per unit, and for dwellings in the Commercial Downtown (CD) zone and in the area between Station Street, Connaught Ave, Gates Avenue, and Jones Avenue to 0.5 parking spaces per unit.

## Background:

Town of Middleton (“Middleton”) is exploring ways to reduce or eliminate parking standards to enable more space for housing development and encourage non-automobile modes of transportation to reduce carbon footprint. Planning staff has researched the parking regulations of other municipalities in Nova Scotia for reference to develop LUB amendment options for Council to consider. The municipalities covered in the research include towns of similar population size or similar configuration that have a traditional commercial core.

## Policy Analysis

Municipal Planning Strategy (“MPS”) Section 2.8 Transportation Policy identifies parking of cars and the encouragement of pedestrian traffic as the prime concern, especially in the downtown. MPS Policies P1 & P2 require all new developments in the Town provide suitable parking and for the LUB to include minimum on-site parking requirements for different land uses.

According to Policy IM 13, any amendments to the LUB shall be consistent with the intent and policy provisions of MPS, as well as the criteria contained in Policy IM 16. IM 16 is a set of general criteria for the Council to consider development agreements and LUB amendments. In this case of amending the LUB parking requirements, the applicable provisions of IM 16 include subclauses (f), (g), and (m).

- IM 16 (f) The provision of services and utilities
- IM 16 (g) Traffic generation, ingress to an egress from the site to abutting streets and parking
- IM 16 (m) Any other similar matter that may be addressed in a Land-Use By-law that Council feels is necessary, to ensure general compatibility of the use and structure with adjacent areas

## Research Background:

### **Parking & Housing Development**

Reducing or removing parking requirements for dwellings may contribute to more housing developments in two ways.

1. Constructing parking spaces requires additional costs and land. For individual property owners who want to convert a structure to a multi-unit dwelling, there may not be land available to create additional parking spaces to meet the requirements. For developers who are interested in apartment or condominium projects, parking spaces mean additional costs. Reducing or removing parking requirements may make new development and conversion projects more financially viable, thus encouraging the development of more housing units.
2. Parking spaces occupy lands that could be used for different purposes, such as green space, amenity areas, additional home spaces, and dwelling units. Reducing or removing parking requirements means enabling these lands for more meaningful and land-use-efficient purposes, in comparison to being stationary parking spaces.

### **Current LUB Parking Regulations**

Staff began the analysis by reviewing Middleton’s current parking regulations. This review primarily focuses on the parking requirements for residential dwellings.

Under the current LUB regulations, single and two-unit dwellings in Middleton are required to have one (1) onsite parking space per unit. All other dwellings are required to have one and a half (1.5) parking spaces per unit (See LUB Section 5.27).

Residential dwellings are permitted in the Residential (R) zone, Residential Mixed Use (RMU) zone, Residential Mixed Use (RFH) zone, Residential Holding (RH) zone, Commercial Downtown (CD) zone, and Commercial General (CG) zone.

### **Ongoing Secondary Planning Strategy Amendments**

In January 2024, the Town of Middleton engaged Fathom Studio (“Fathom”) to complete a secondary planning strategy (SPS) on a 145-acre area of land so that it could be developed as a future growth node. Fathom proposed to amend the parking requirements for all multi-unit dwellings containing three or more units to 0.8 parking spaces per unit. The parking recommendations from the SPS are being considered as part of this report and were removed from the general SPS

## Jurisdictional Scan

This research aims to identify other towns in Nova Scotia with contexts comparable to the Town of Middleton. These town's regulations would provide some ideas for Staff to develop best practices for amending Middleton's parking requirements.

The planning profession often gives credit to the grid street layout for offering more walkable and self-contained neighbourhoods. With commercial services and community facilities concentrated to a core, residents can access these services by walking or cycling. A community in a compact grid street layout with a commercial core helps the residents reduce their dependency on automobiles.

Middleton's town core centred around Commercial Street and Highway 1 is in a grid street layout. It is also where commercial services and community facilities are concentrated. Therefore, Middleton has potential to reduce auto-dependency.

Middleton also has a Commercial Downtown designation and CD zone that recognizes the area along Commercial Street as the traditional downtown (See MPS Policy C2). The designation and zone encourage a broad range of commercial, institutional and community uses within a convenient, compact, and pedestrian-oriented commercial district.

Considering both the population size and the urban layout, Middleton is a unique case in Nova Scotia. According to the 2021 Census, the Town of Middleton has 1,873 people. Many other towns in Nova Scotia with a commercial core in grid street layout have a larger population than Middleton. Other communities with similar or smaller populations often do not have such a commercial town core.

Staff selected the following towns in Nova Scotia for jurisdictional scan.

Town	Population (2021)
Town of Bridgewater	8,790
Town of Kentville	6,630
Town of Wolfville	5,057
(Former) Town of Windsor	3,425
Town of Berwick	2,455
Town of Lunenburg	2,396
Town of Digby	2,001
Town of Shelburne	1,644

**Figure 1. The population sizes of the Nova Scotian towns selected for research & comparison.**

Bridgewater, Kentville, Wolfville, and Windsor have significantly more population than Middleton. Their parking regulation may provide reference for Middleton if it continues to grow and sees more developments in the town core.

Berwick, Digby, Shelburne, and Lunenburg are the more comparable cases for Middleton regarding both the layout and population sizes.

## Developing Amendment Options

### Source of Housing Supply

The housing supply of Middleton is primarily individual property owners building or upgrading their homes. Staff suggests that the parking requirement amendment target and benefit converted and small multi-plex dwellings as the main source of housing supply.

Middleton tends to see more low-density residential developments than high-density ones. From 2020 to 2024, Middleton issued 16 development permits for new single-dwelling homes and renovations that convert existing structures to create more dwelling units but none for medium- or high-density residential development (see Figure 2).

Development Permits issued for low-density residential development 2020 - 2024						
Year	2020	2021	2022	2023	2024	Total
Num# of Development Permits Issued	1 for converted dwelling	2 for new single-unit dwelling 1 for converted dwelling	1 for converted dwelling	3 for single-unit dwellings	1 for single unit dwelling 3 for converted dwellings. 4 for Accessory Dwelling Units	16

**Figure 2. Middleton’s development permit records of new residential dwellings, 2020 - 2024**

### Parking Requirements & Mobility

Minimal parking requirements ensure new developments have adequate parking spaces for vehicle accessibility. It prevents spillover parking onto public streets and separates vehicle and pedestrian traffic for safety reasons. MPS Policies P1 & P2 also require the LUB to implement minimum parking regulations for various land uses.

For some communities where services and pedestrian infrastructure are absent, automobiles may main mode of transport for residents. Before reducing parking requirements in these areas, pedestrian infrastructure needs to be in place to allow for alternative modes of transportation. This would require investment and efforts much more than amending parking requirements in the land use bylaw. Therefore, amending parking requirements also needs to consider the geographic context and shall prioritize areas where auto-dependency are lower.

### Proposed Amendments

Based on the research and comparison, a review of the Northland Secondary Plan Report, best practices review and the policy of the Municipal Planning Strategy, staff have identified two recommendations to amend Middleton’s parking requirements.

**Recommendation 1** Establish a boundary that represents the town core area. Reduce the required parking-unit ratio for dwellings in the town core area to 0.5 for all dwellings in the area.

**Recommendation 2** Reduce the required parking-unit ratio for multi-unit dwellings from 1.5 to 0.8.

**Quantify the Impact.**

Staff assessed the number of properties each proposed recommendation would affect to quantify the impact. The analyses identified the minimal case scenario of an as-of-right development to see a reduction of parking requirements under each amendment recommendation.

The minimal case scenario only considers the lot area and frontage. The analyses did not consider situations of land subdivision or consolidation, setback distances, height, frontage distance, coverage rate, and new developments by development agreement.

The amendment shall effectively incentivize new housing units while contributing to a more active community with increased numbers of residents using active transportation modes. The amendment shall also be consistent with the MPS intent.

Amendment	Num# of Properties Impacted	Affected Zones	Dwelling Types Incentivized	Impact Effectiveness
<b>Recommendation 1</b>	222	R, CD	New and Converted Multi-unit dwellings in the Proposed Town Core Area	Significant, with a geographic focus
<b>Recommendation 2</b>	552	R, RFH, CG	New and Converted Multi-unit dwellings with six or less units	Significant

**Figure 3. Summary of the impacts of both recommendations on encouraging housing development.**

**Analysis of Amendment Impacts**

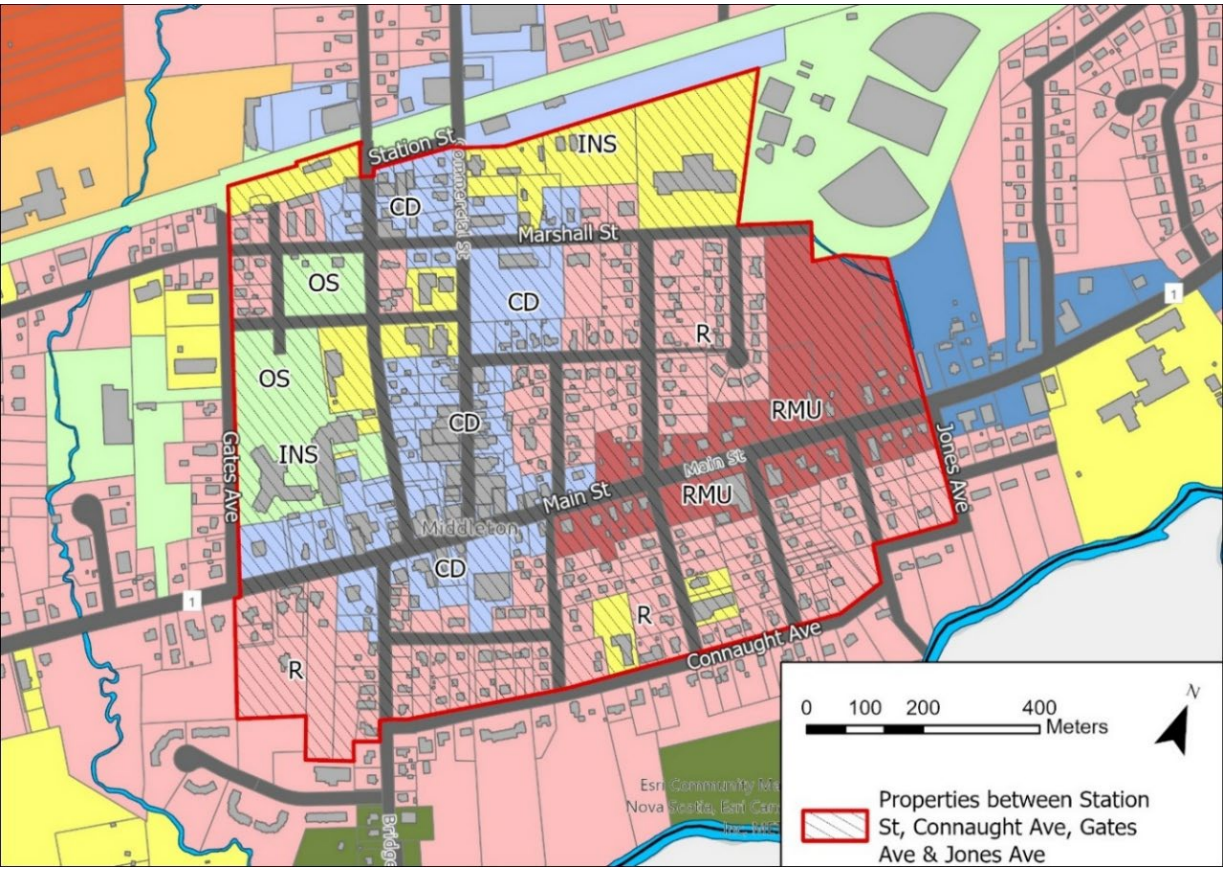
**Recommendation 1- Impact of the Amendment**

Recommendation 1 proposes to reduce the required parking-unit ratio for all dwellings in the CD zone and those located between Station Street, Connaught Avenue, Gates Avenue, and Jones Avenue to 0.5 parking spaces per unit. Figure 4 shows the properties in this area. Recommendation 1 would encourage converted dwellings and small multi-plexes.

Below is the proposed section to the LUB (See Appendix A).

**5.27 Parking Requirements for Properties near Town Core**

**(b) Notwithstanding Section 5.27, 0.5 off-street on-site parking spaces shall be required for every dwelling unit to be developed or converted on properties in the Commercial Downtown (CD) zone and in the area between Station Street, Connaught Avenue, Gates Avenue, and Jones Avenue, as shown in the Schedule B.**



**Figure 4. Zoning of properties between Station St, Connaught Ave, Gates Ave, and Jones Ave.**

The area between the four streets has a grid-street layout and is the most walkable part of the town where commercial services and community facilities are concentrated. Residents living in the town core area would rely less on automobiles for travel to access services. Zones within this area that permit dwellings with two or more units are R and CD.

R zone permits dwellings to contain no more than six units. CD zone permits converted dwellings up to two units. Staff estimate Recommendation 1 would affect 222 properties zoned CD and R in Middleton and encourage converted dwellings.

**Recommendation 1 – Analysis & Discussion**

Recommendation 1 significantly reduces or waives the additional required parking spaces for conversion and expansion that add units to the existing structure. It also applies to an area where the auto-dependency is the lowest. Here, many commercial services and community facilities are located within a walkable distance of 400 metres from residences.

Number of Dwelling Unit(s)	Required Parking Spaces ( <b>Recommendation 1, 0.5 space per unit</b> )			
	Property in R Zone (0.5 space per unit)	Property in R Zone (current LUB)	Property in CD Zone (0.5 space per unit)	Property in CD Zone (current LUB)
1	1	1	1	1
2	1	2	1	2
3	2	5	Not permitted	Not permitted
4	2	6	Not permitted	Not permitted
5	3	8	Not permitted	Not permitted
6	3	9	Not permitted	Not permitted

Figure 5. Number of parking spaces required under Recommendation 1 amendment.

**Recommendation 2 – Impact of the Amendment**

Recommendation 2 would require 0.8 parking spaces per unit for all multi-unit dwellings with three or more units. It would benefit all properties in zones that permit multi-unit dwellings, which include R, RFH, and CG zones.

In total, staff estimates Recommendation 2 could incentivize small multiplexes up to six units on approximately 552 properties in Middleton.

**Recommendation 2 – Analysis & Discussion**

Recommendation 2 benefits new developments and conversions of small multiplexes. It incentivizes the same types of housing as Recommendation 1 does but affects more properties in Middleton. By having a lower parking requirement than single- and two-unit dwellings, staff anticipate Recommendation 2 would incentivize more multi-plex developments.

Number of Dwelling Unit(s)	Required Parking Spaces ( <b>Recommendation 2, 0.8 spaces per unit for multi-unit dwellings</b> )			
	Property in R & RFH Zones (Recommendation 2)	Property in R & RFH Zones (current LUB)	Property in CG Zone (Recommendation 2)	Property in CG Zone (current LUB)
1	1	1	1	1
2	2	2	2	2
3	3	5	3	5
4	4	6	Not permitted	Not permitted
5	4	8	Not permitted	Not permitted
6	5	9	Not permitted	Not permitted

Figure 6. Number of parking spaces required under Recommendation 2 amendment.

## Recommendations & Draft Motions

### Conclusion

Both recommendations align with the intents of MPS & LUB and affect a significant number of properties in Middleton. They would also encourage the as-of-right development of low-density multi-plexes commonly seen in Middleton. Such type of housing is deemed as the “Missing Middle.” This notion refers to a range of housing types that fall between single-family detached homes and mid-rise apartment buildings.

Missing middle housing offers several benefits, including increased housing affordability, more diverse housing options, improved walkability, higher density utilization of land, and a potential for more vibrant neighborhoods by providing a range of housing types for different household sizes and income levels, all while generally maintaining the character of existing neighborhoods.

### Staff Recommendation to PAC:

The proposed LUB amendment recommendations would affect Residential (R), Residential Mixed Use (RMU), Residential Future High Density (RFH), Commercial Downtown (CD), and Commercial General (CG). The amendment will only adjust the parking requirements for residential uses in these zones and is consistent with their intent as specified in the MPS Policies.

Adopting Recommendation 1 & 2. Amend the Land Use Bylaw to require 0.8 parking spaces for all multi-unit dwellings and add a section that requires all dwellings on properties in the Commercial Downtown (CD) zone and in the area between Station Street, Connaught Ave, Gates Avenue, and Jones Avenue to have 0.5 parking space per unit.

Options:

1. Recommend to Council to proceed with the recommendations and give First Reading.
2. Recommend that Council not proceed with the recommendation and not give First Reading.
3. Provide other direction to Council

### Proposed Motion for PAC:

*Be it resolved THAT* the Planning Advisory Committee recommends that the Town of Middleton Council approve the LUB amendments regarding changing the required parking-unit ratio to require all multi-unit dwellings to provide 0.8 parking spaces per unit, and all dwellings on properties in the Commercial Downtown (CD) zone and in the area between Station Street, Connaught Ave, Gates Avenue, and Jones Avenue to provide 0.5 parking spaces per unit, and add Schedule B to the LUB.

### Proposed Motion for Council, First Reading:

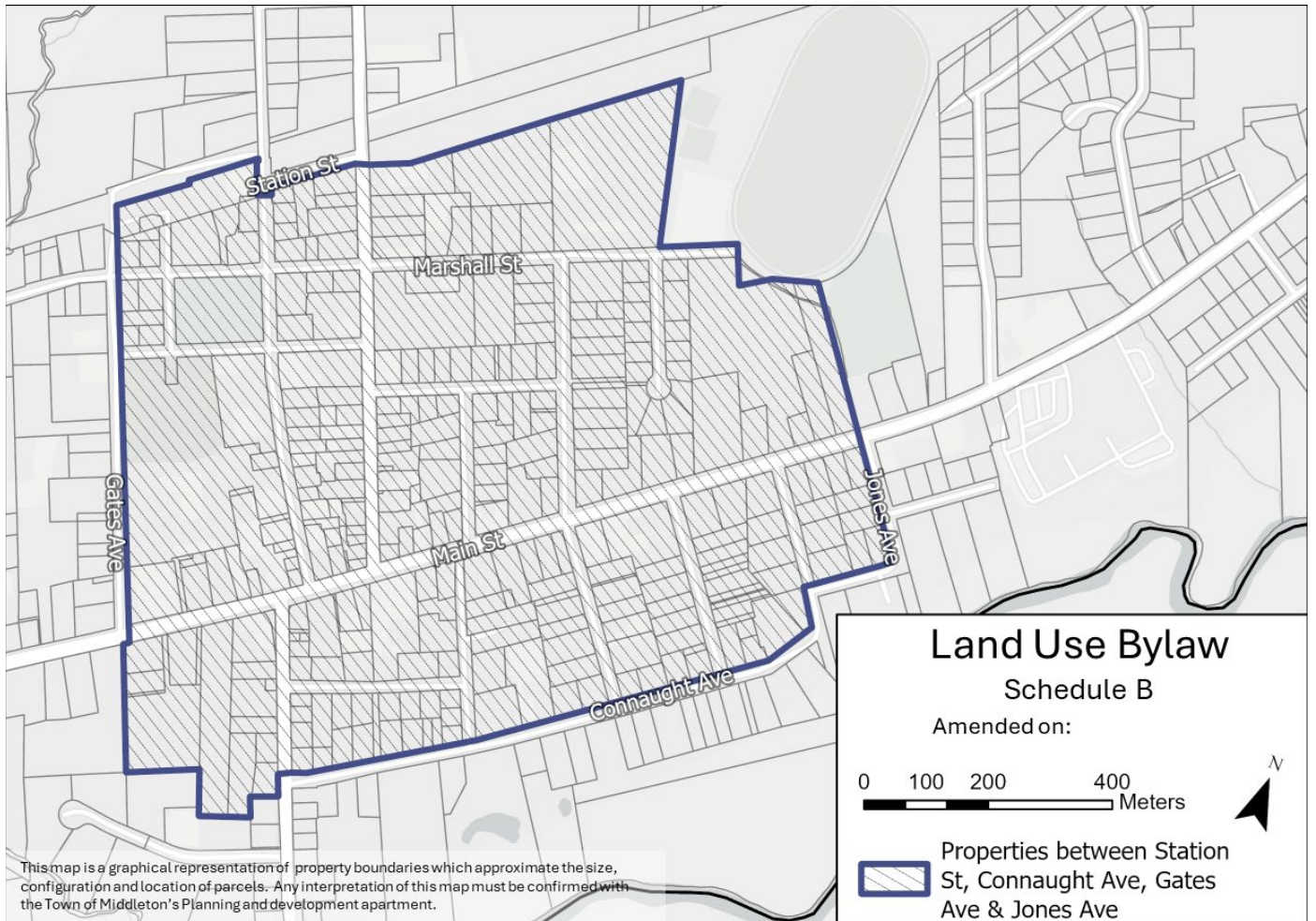
*Be it resolved THAT* the Municipal Council give First Reading to and schedule a Public Hearing for the LUB amendments regarding changing the required parking-unit ratio to require all multi-unit dwellings to provide 0.8 parking spaces per unit, and all dwellings on properties in the Commercial Downtown (CD) zone and in the area between Station Street, Connaught Ave, Gates Avenue, and Jones Avenue to provide 0.5 parking spaces per unit, and add Schedule B to the LUB.

## Appendices:

Appendix A: Schedule B adding to the LUB as described in Recommendation 1

Appendix B: Other Nova Scotian towns' parking requirements of for dwellings and long-term accommodations

# Appendix A:



## Appendix B:

<b>Parking Requirements for Dwellings and Long-term Accommodations</b>				
<b>Town</b>	<b>Single &amp; Two-unit Dwellings</b>	<b>All other Dwellings</b>	<b>Senior Apartments</b>	<b>Nursing Home</b>
Middleton	1 Parking space per dwelling	1.5 Parking spaces per unit	0.5 Parking space per unit	0.5 Parking space per bed
Shelburne	1 Parking space per unit	1 Parking space per unit	1 Parking space per unit	1 Parking space per unit
		1.5 Parking space per unit (>6 units)	1.5 Parking space per unit (>6 units)	1.5 Parking space per unit (>6 units)
Digby	1 Parking space per dwelling	1.5 Parking spaces per unit	0.5 Parking space per unit	0.5 Parking space per bed
Lunenburg	Town of Lunenburg has no requirement for automobile parking, but require developments to include bicycle parking			
Berwick	1 Parking space per dwelling	1.5 Parking spaces per unit	0.5 Parking space per unit	0.5 Parking space per unit or 1 parking space per 400 sqft of floor area
Windsor	1 Parking space per dwelling	1.5 Parking spaces per unit	0.5 Parking space per unit	0.5 Parking space per unit
Wolfville	1.25 Parking spaces per unit + 0.5 parking space per bedroom in excess of 3 bedrooms	1 Parking space per unit + 0.5 parking space per bedroom in core area  1.25 parking spaces per unit + 0.5 parking space per bedroom in core area	1 Parking space per bed + 0.5 parking space for each guest bedroom	0.5 Parking space per bed + 1 parking space per 40 sqm of total floor area
Kentville	1 Parking space per dwelling	1 Parking space per dwelling (< 4 units)  1.25 Parking Spaces per dwelling (4 or more units)  0.5 Parking Space per dwelling for	0.5 Parking space per unit	2 Parking spaces + 0.5 parking space per resident

		multi-unit dwelling in C1 zone		
Bridgewater	0.5 Parking Space per dwelling in C1 zone  1 Parking Space per dwelling	0.5 Parking Space per dwelling in C1 zone  1.25 Parking Space per dwelling	0.5 Parking Space per unit/bed	0.5 Parking Space per unit/bed

A meeting of the Planning Advisory Committee (PAC) was held in person on Wednesday, March 19, 2025, starting at 2:00pm.

**PRESENT**

Chairing the meeting: Howard Selig; Councillor John Bartlett, Dan Smith and Jonathan Archibald; Citizens-at-large, Hilary Campbell, Dianne McDonald and Margaret Jerke (via ZOOM); Development Officer Ning Liang; CAO Ashley Crocker; and Recording Secretary/Planning Services Coordinator, Sara Marceau.

Regrets: Planner Chrystal Fuller

Also in attendance: Craig Parsons and Derik Dewolfe

**1. CALL TO ORDER**

CAO Crocker called the meeting to order at 2:03pm.

**2. APPROVAL OF CHAIR**

CAO Crocker called for nominations and Howard Selig was nominated and accepted the nomination.

CAO Crocker called for nominations a 2<sup>nd</sup> time and there were no nominations

CAO Crocker called for nominations a 3<sup>rd</sup> time and there were no nominations

Howard Selig was acclaimed as Chair of the Planning Advisory Committee

**3. APPROVAL OF VICE CHAIR**

Chair Selig called for nominations and Hilary Campbell was nominated and accepted the nomination.

Chair Selig called for nominations a 2<sup>nd</sup> time and there were no nominations

Chair Selig called for nominations a 3<sup>rd</sup> time and there were no nominations

Hilary Campbell was acclaimed as Vice Chair of the Planning Advisory Committee

**4. APPROVAL OF THE AGENDA**

**250319.01** It was moved and seconded to approve the agenda as amended. **Motion carried.**

**5. APPROVAL OF THE MINUTES**

**250319.02** It was moved and seconded to approve the minutes as circulated. **Motion carried.**

## 6. ACTION/DISCUSSION ITEMS

### 4.1 Staff Planning Report – DO Liang

Development Officer Liang gave a brief presentation of the Staff Planning Report, Reduced Parking Requirements.

There was a robust discussion on reducing parking requirements.

- Lack of Parking Spaces: As downtown business owners, there's an ongoing issue with insufficient parking, which is becoming more problematic.
- Potential for All-Day Parking: Reducing parking spaces could lead to people occupying spots for extended periods, making it harder for customers to find parking during peak times.
- Winter Parking Issues: During the winter months, there's no on-street parking available, which exacerbates the situation and further limits options for parking.
- Middleton isn't seen as a primary employment hub, so reducing parking spaces could negatively affect its viability as a business area.
- Since public transit isn't always an option, reducing parking spaces could further limit mobility for workers and visitors.
- The town should consider taking action to create dedicated employee parking. This has been a challenge, as even proposals for adding parking structures have faced issues.
- Suggestions like implementing 2-hour parking limits or considering ticketing violations to encourage enforcement were mentioned.

**250319.03** It was moved and seconded that the Planning Advisory Committee recommends that the Town of Middleton Council approve the LUB amendments regarding changing the required parking-unit ratio to require all multi-unit dwellings to provide 0.8 parking spaces per unit, and all dwellings on properties in the Commercial Downtown (CD) zone and in the area between Station Street, Connaught Ave, Gates Avenue, and Jones Avenue to provide 0.5 parking spaces per unit, and add Schedule B to the LUB. **Motion carried.**

### 4.2 Secondary Planning Strategy

CAO Crocker stated that the Secondary Planning Strategy has been circulated to all members. The PAC discussed dates, and a Public Information Meeting (PIM) will be held on Tuesday, April 15, 2025, at 6:00pm.

**250319.04** It was moved and seconded that PAC recommends Council adopt the Northlands Secondary Plan in principle. **Motion carried.**

**250319.05** It was moved and seconded that PAC provides a positive recommendation to the attached MPS and LUB amendments, and the attached revised zoning map and

further recommendations that these amendments receive First Reading. **Motion defeated.**

**250319.06** It was moved and seconded that PAC recommends to Council that staff be directed to consider if amendments to the Subdivision Bylaw or the Municipal Specifications are required and if they are, that PAC consider these amendments at a future date. **Motion carried.**

5. **UPDATE ON PLANNING PROJECTS**

**Planning Services Coordinator Marceau provided a brief update on completed work:**

- Eight (8) development and building permits issued
- Twenty-six (26) building inspections conducted
- Seventeen (17) fire inspections conducted, with deficiency letters sent
- Fourteen (14) fire inspections closed out
- No updates on the closing date for the Province’s Property Opportunity Notices
- Motorcycle Club wants to open on Commercial Street. They will have to make an amendment to the LUB to allow for a club in the Commercial Downtown.

6. **ANYTHING BY MEMBERS**

Diane MacDonald mentioned that there is a people-friendly neighborhood podcast on CBC's Maritime Noon.

7. **NEXT MEETING**

The next regular meeting will be held on April 24, 2025, at 4:00pm. Going forward, PAC meetings will take place on the third Thursday of each month, starting at 4:00pm.

8. **ADJOURNMENT**

**250319.07:** It was moved and seconded to adjourn the meeting at 3:25pm. **Motion carried.**

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CHAIR

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RECORDING SECRETARY



# *Proclamation*

## **National Day for Truth & Reconciliation September 30<sup>th</sup>, 2025**

**WHEREAS** the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation; and

**WHEREAS** the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action; and

**WHEREAS** all Canadians and all orders of government have a role to play in reconciliation; and

**WHEREAS** recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process; and

**WHEREAS** the Federal Government announced September 30<sup>th</sup>, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday.

**THEREFORE**, be it resolved that I, **Gail Smith, Mayor of the Town of Middleton**, do hereby proclaim September 30, 2025, to be National Day for Truth and Reconciliation in the **Town of Middleton**.

Dated at Middleton, Nova Scotia  
this 15<sup>th</sup> day of September 2025.

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Gail Smith, Mayor

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via Facebook Live on Monday, July 14, 2025, starting at 7:00pm.

### **PRESENT**

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

**Also in Attendance:** Patricia Leslie, Gordon Rodgers

1. **CALL TO ORDER**

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

2. **APPROVAL OF THE AGENDA**

**250714.01** It was moved and seconded that Council approve the agenda as circulated.  
**Motion carried.**

3. **PROCLAMATIONS**

Mayor Smith proclaimed August 1, 2025 as Emancipation Day in Middleton.

4. **APPROVAL OF THE MINUTES**

4.1 Approval of the Previous Meeting Minutes

2025.06.16 Council Meeting Minutes  
2025.06.16 In-Camera Meeting Minutes  
2025.06.23 Special Council Meeting Minutes  
2025.07.03 Special Council Meeting Minutes

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

5. **ANYTHING BY CITIZENS**

No comments given or received.

6. NEW BUSINESS

6.1 Committee of the Whole Recommendations

a. **RFD 032-2025 Bylaw Enforcement Agreement**

CAO Crocker provided a brief overview of the Bylaw Enforcement Agreement.

**250714.02** It was moved and seconded that Council approve the proposed Bylaw Enforcement Agreement with the Municipality of the County of Annapolis starting no later than September 1, 2025, and ending March 31, 2030, and direct the Mayor and CAO to execute the agreement. **Motion carried.**

b. **RFD 034-2025 Unhoused Population and Park Safety**

CAO Crocker provided a brief overview of the Unhoused Population and Park Safety.

**250714.03** It was moved and seconded that Council approve sending the attached letter to The Honourable Colton LeBlanc, Minister of Growth and Development and Minister Responsible for the Nova Scotia Provincial Housing Agency. **Motion carried.**

6.2 **RFD 035-2025 Operating Budget Approval**

CAO Crocker provided a brief overview of the 2025-26 Operating Budget Approval.

**250714.04** It was moved and seconded that Council approve the 2025-2026 Town General Operating Budget as presented, with total expenditures of \$4,996,706. **Motion carried.**

**250714.05** It was moved and seconded that Town Council estimates that the sum required for the lawful purposes of the Town for the year 2025-2026, after crediting probable revenues from all sources, other than the rates for the year, is the sum of \$4,996,706 and;

That Town Council hereby authorizes the levying and collection of a rate for the current year of \$4.300 per \$100 on the value of the property assessed in the assessment roll as Commercial property and Business Occupancy and \$1.820 per \$100 on the value of the property assessed in the assessment roll as Residential and Resource property, the rate of \$3.14 per acre for property assessed in the assessment roll as Farm Acreage, and the rate of \$3.23 per \$100 on the value of the property assessed in the assessment roll as Seasonal Tourist Businesses, and a sewer service charge of a flat fee of \$250 plus an additional rate of \$0.13 per \$100 on the value of the property assessed in the assessment roll as taxable Residential and Commercial property on which any building is connected to the sewage system of the Town, and a fire protection (hydrant) rate of \$0.13 per \$100

on the value of all properties assessed in the assessment roll, these being the rates the Council deems sufficient to raise the sum to defray the expenditures of the Town for the current year and;

That the rates and taxes be due and payable the last business day of September, 2025 and;

That an interest rate of 24% per annum, compounded, be charged on the 2025-2026 final tax bills still outstanding after the last business day of September, 2026 and;

That a sewer usage rate of \$0.917 per one cubic meter of water consumed by tax exempt properties, which are not paying full grants in lieu of taxation, be levied in accordance with the Sewer Service Charge Bylaw for the year 2025-2026. **Motion carried.**

### 6.3 RFD 036-2025 2025-26 Capital Budget Approval

CAO Crocker provided a brief overview of the 2025-26 Capital Budget.

**250714.06** It was moved and seconded that Council approve the 2025-2026 Capital Budget for Town General and Water in the amount of \$5,879,976 as presented. **Motion carried.**

**250714.07** It was moved and seconded that Council approve the five-year Town General Capital budget for the years 2025/26, 2026/27, 2027/28, 2028/29 and 2029/30 in the amount of \$9,405,851.

**250714.08** It was moved and seconded that Council approve the five-year Capital budget for the Middleton Water Utility for the years 2025/26, 2026/27, 2027/28, 2028/29 and 2029/30 in the amount of \$6,360,476.

**250714.09** It was moved and seconded that Council receive the presentation of the 5-year Capital Budget for years 2025-2026 to 2029-2030 in the amount of \$15,766,327, and direct staff to file the 5-Year Capital Investment Plan with the Province.

### 6.4 RFD 037-2025 Water Utility Budget

CAO Crocker provided a brief overview of the Water Utility Budget.

**250714.10** It was moved and seconded that Council approve the Town of Middleton Water Utility Operating budget for the year 2025/26 with planned expenditures of \$826,981. **Motion carried.**

### 6.5 RFD 038-2025 Valley Waste Resource Management Loan Guarantee

CAO Crocker provided a brief overview of the Valley Waste Resource Management Loan Guarantee.

**250714.11** It was moved and seconded that Council approve the included Town of Middleton's Loan guarantee resolution in the amount of up to, but not exceeding, twenty-seven thousand, eight hundred and ninety dollars (\$27,890) representing one-point ninety percent (1.90%) of the total of one million four hundred and sixty-five thousand dollars (\$1,465,000) to be borrowed by Valley Waste for their 2025/26 capital budget. **Motion carried.**

#### 6.6 RFD 039-2025 Appointment List Update

CAO Crocker provided a brief overview of the Appointment List.

**250714.12** It was moved and seconded that Council, on recommendation from the CAO, remove Brigitte Stennett as Town Treasurer. **Motion carried.**

**250714.13** It was moved and seconded that Council appoint CAO Ashley Crocker as Town Treasurer. **Motion carried.**

**250714.14** It was moved and seconded that Council, on recommendation from the CAO, appoint Robert Bruce as a Bylaw Enforcement Officer. **Motion carried.**

**250714.15** It was moved and seconded that Council approve the Appointment List, as presented. **Motion carried.**

#### 6.7 RFD 031-2025 Land Use Bylaw Amendment for Parking Requirements – 1<sup>st</sup> Reading

CAO Crocker gave a brief overview of RFD 031-2025 Parking Requirements.

**250714.16** It was moved and seconded that Council give First Reading to and schedule a Public Hearing for the LUB amendments regarding changing the required parking-unit ratio to require all multi-unit dwellings to provide 0.8 parking spaces per unit, and all dwellings on properties in the Commercial Downtown (CD) zone and in the area between Station Street, Connaught Ave, Gates Avenue, and Jones Avenue to provide 0.5 parking spaces per unit, and that Council direct staff to prepare a map showing the areas where this apply and add it as Schedule B to the LUB. **Motion carried.**

**250714.17** It was moved and seconded that municipal council schedule a public hearing and second reading for the LUB amendments regarding changing the required parking unit ratio on September 15, 2025.

**6.8 RFD 040-2025 Cross Connection Bylaw**

CAO Crocker gave a brief overview of the Cross Connection Bylaw

**250714.18** It was moved and seconded that Council gives second reading and approves the new Cross Connection Control Bylaw. **Motion carried.**

**6.9 RFD 041-2025 Dog Bylaw**

CAO Crocker gave a brief overview of the Dog Bylaw

**250714.19** It was moved and seconded that Council gives second reading and approved Chapter 60, the Dog Bylaw. **Motion carried.**

**6.10 RFD 042-2025 Reservoir Change Order Approval**

DPW Verran gave a brief overview of the Reservoir Change Orders 6, 7, and 8.

**250714.20** It was moved and seconded that Town Council authorize and approve Change Orders 6, 7 and 8 for the New Reservoir Project as presented, totaling \$46,561.33 plus HST. **Motion carried.**

A lengthy discussion took place regarding Change Orders 6, 7, and 8

Questions were raised about why the Town must pay additional cost when Nova Scotia Power decided not to put in a second power pole that was planned in the design drawings.

- DPW Verran stated that Nova Scotia Power visited the site and determined that the distance from the road to the building did not warrant a second pole. Underground wiring will be more beneficial in the long run because it won't be as susceptible to inclement weather.

Deputy Mayor Marshall questioned the need to relocate the existing waterline, noting that it is an older, grandfathered-in installation. He asked why it must be moved, especially since it runs beneath someone's porch.

- CAO Crocker explained that, historically, waterline locations were not well documented, and it was not clearly known where all of the Town's waterlines were located.

Councillor Bartlett asked whether, given the pipe's proximity to the house, the project would be bypassing everything else.

- DPW Verran stated that they are hoping to install a new section of pipe when the Northlands project begins.

## 7. REPORTS

- 7.1 Management Report
- 7.2 Middleton Fire Department Dispatch Report for June
- 7.3 Special IMSA Board Jun 11/25 DRAFT Minutes
- 7.4 REMO Advisory Board Jun 12/25 DRAFT Minutes
- 7.5 IMSA Board Jun 18/25 Meeting Minute
- 7.6 Joint Police Advisory Board Jun 19/25 DRAFT Minutes
- 7.7 Mayor's Report
- 7.8 2022-2023 Municipal Profile and Financial Condition Indicators

Mayor Smith noted that the above reports were circulated to Council members with the agenda package and called for questions/discussion. It was noted by members of Council that some of the reports were missing from the agenda package. The CAO will investigate the issue. An updated agenda package that includes all the reports will be circulated to Council and re-posted on the Town's website.

- Councillor Archibald questioned why, if the RCMP indicated that the bike club was affiliated with the Hells Angels, this was not reflected in the meeting minutes.
  - Councillor Bartlett, who sits on the Joint Police Advisory Board, clarified that Staff Sgt. Maxwell did not confirm the bike club's affiliation with the Hells Angels.

## 8. ANYTHING BY MEMBERS

There was a discussion around the Rotary Park incident.

Councillor Smith raised the issue of the Rotary Park incident, noting that the lack of response from the RCMP puts residents at risk.

- CAO Crocker confirmed that the email was from her and noted that the RCMP have addressed the concerns. She suggested that if further discussion is desired, a special Joint Police Advisory Board meeting could be called and held in Middleton.

Deputy Mayor Marshall asked, if a similar call were to happen again, what could be expected in terms of response?

**ACTION:** CAO Crocker was asked to determine whether the incident could be addressed at a Special Joint Police Advisory Board meeting. Council also questioned what the appropriate response should have been.

Councillor Fournier noted that the speed sign on Marshall Street does not appear to be functioning correctly.

Deputy Mayor Marshall requested an update on the motorcycle club.

- PSC Marceau informed Council that a Development Permit Application had been received earlier that evening.

Deputy Mayor Marshall requested an update on the tariff for the water reservoir.

- CAO Crocker and DPW Verran provided an update. The tank will be coming across the border very soon, to avoid delay in contract penalties with the contractor who is constructing the tank. The tariff was estimated at approximately \$150,000 but the exact amount won't be known until it's brought across the border. Staff are still waiting to hear if the federal government will allow an exemption code for the tariff.

9. IN-CAMERA

**250714.20** It was moved and seconded to adjourn the meeting and move to in-camera at 8:16pm. **Motion carried.**

**250714.21** It was moved and seconded to move out of camera at 8:49pm. **Motion carried.**

10. ADJOURNMENT

The Mayor declared the meeting adjourned at 8:50pm.

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Mayor

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Recording Secretary

A Special Town of Middleton Council Meeting was held at the Town Hall, via Zoom and Facebook Live on Tuesday, September 2, 2025.

**PRESENT**

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councillors Jonathan Archibald, John Bartlett, Sandra Fournier, Bernadette Knapp, and Dan Smith; Chief Administrative Officer, Ashley Crocker, Contract Accountant Karen Kluska, via ZOOM (left at 8:29pm), Director of Public Works, Adam Verran and Recording Secretary, Sara Marceau.

**1. CALL TO ORDER**

Mayor Smith called the meeting to order at 8:03pm.

**2. APPROVAL OF THE AGENDA**

**250902.01** It was moved and seconded to approve the agenda, as circulated. **Motion carried.**

**3. NEW BUSINESS**

**3.1 Audit Committee Recommendations**

RFD 043-2025 Draft 2024-25 Audited Financial Statements

Contract Accountant Karen Kluska presented the Draft 2024-25 Audited Financial Statements.

Councillor Archibald suggested including a statement regarding the district model that is in place with the Municipality of the County of Annapolis for policing.

**250902.02** It was moved and seconded that Council approve the 2024-2025 Audited Financial Statements for the Town of Middleton, for the fiscal year ending March 31, 2025. **Motion carried.**

**3.2 Committee of the Whole Recommendations**

RFD 046-2025 Appointment List Update

CAO Crocker gave a brief update on the Appointment List Update.

**250902.03** It was moved and seconded that Council, on recommendation from the CAO, appoint Robert Bruce as the Town's Dangerous and Unsightly Administrator. **Motion carried.**

**250902.04** It was moved and seconded that Council approve the Appointment List, as presented. **Motion carried.**

**4. IN CAMERA**

**250902.04** It was moved and seconded to adjourn the meeting and move to in-camera at 8:30pm. **Motion carried.**

**250902.05** It was moved and seconded to move out of camera at 9:09pm. **Motion carried.**

**5. ADJOURNMENT**

The Mayor declared the meeting adjourned at 9:10pm.

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MAYOR

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RECORDING SECRETARY

DRAFT

**REQUEST FOR DECISION**  
**Appointment List**  
**RFD#: 049-2025**



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**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** September 15, 2025  
**Subject:** Appointment List Update

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**Guiding Principles for Decision-Making**

**Accountability   Transportation   Diversity   Sustainability   Engaged   Informed**

References/Attachments

- Updated Draft Appointment List

Legislation

- *Municipal Government Act*

Recommendation

That Council, on recommendation from the CAO, appoint Ashley Gervais as the Town’s Dangerous and Unsightly Administrator.

That Council approve the Appointment List, as presented.

Background

After appointing Robert Bruce at the last Council meeting, the Town was notified that Robert is no longer working for the County of Annapolis. A discussion took place with the County, and the suggestion was made that Ashley Gervais be appointed as the Dangerous and Unsightly Administrator for the Town of Middleton. Ashley is a bylaw enforcement officer with the County and has experience with Dangerous and Unsightly files.

Financial Implications

N/A

**REQUEST FOR DECISION**  
**Appointment List**  
**RFD#: 049-2025**



Strategic Plan/Operating Plan Alignment

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

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 15 September 2025

**TOWN OF MIDDLETON**  
**APPOINTMENT LIST**  
*(Approved by Council Sept 2, 2025)*

**COUNCIL AND COMMITTEES OF COUNCIL**

**COUNCIL**

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL  
COUNCILLORS DAN SMITH, JONATHAN ARCHIBALD,  
BERNADETTE KNAPP, SANDRA FOURNIER, JOHN BARTLETT

**COMMITTEE OF THE WHOLE**

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL  
COUNCILLORS DAN SMITH, JONATHAN ARCHIBALD,  
BERNADETTE KNAPP, SANDRA FOURNIER, JOHN BARTLETT

**INCLUSION, DIVERSITY, EQUITY & ACCESSIBILITY (IDEA)**

ELIZABETH MASON-SQUIRES, CAMERON STIFF,  
CHRISTINA HILTZ, CATHERINE JEAN VOYSEY, LARRY PETERS,  
BRENDA MACDONALD LONA

**AUDIT COMMITTEE**

Citizens: PATRICIA LESLIE, SYLVESTER ATKINSON, THI ANH  
DAO BUI  
Town Council: COUNCILLORS BERNADETTE KNAPP,  
SANDRA FOURNIER

**COMMUNITY CENTRE & FIRE HALL COMM**

Fire Department: MIKE TOOLE, JODY SPIDLE, SCOTT VEINOT  
Town Council: MAYOR GAIL SMITH, COUNCILLORS  
BERNADETTE KNAPP, GARY MARSHALL  
Town Planner: CHRYSTAL FULLER  
Staff: CAO ASHLEY CROCKER, DPW ADAM VERRAN

**PLANNING ADVISORY COMMITTEE**

Citizens: HILARY CAMPBELL, MARGARET JERKE,  
DIANNE MCDONALD, HOWARD SELIG  
Town Council: COUNCILLORS JOHN BARTLETT, DAN SMITH,  
JONATHAN ARCHIBALD

**JOINT ANNAPOLIS COUNTY POLICE ADVISORY BOARD**

Citizens-Town: PATRICIA LESLIE, JOHN THOMPSON  
Citizens-County: WILLIAM STREET, CAROL GREENTREE  
County Council: COUNCILLOR HARDING, WARDEN LEBLANC  
Town Council: COUNCILLORS JOHN BARTLETT, SANDRA  
FOURNIER  
NS Dept. of Justice: **VACANT** (Ad with Province)

**SOURCE WATER PROTECTION ADVISORY COMMITTEE**

Citizens-Town: BRENDA FORD, BRYSON CROWELL  
Citizens-County: **VACANT**  
County Council: COUNCILLOR GAIL OXNER  
Town Council: COUNCILLORS BERNADETTE KNAPP,  
SANDRA FOURNIER  
Staff: DPW ADAM VERRAN

**ASSET MANAGEMENT WORKING GROUP**

Town Council: MAYOR GAIL SMITH  
Staff: CAO ASHLEY CROCKER, **DOF VACANT**  
DPW ADAM VERRAN

**INTER-MUNICIPAL COMMITTEES AND  
WORKING GROUPS**

**ANNAPOLIS COUNTY INTER-MUNICIPAL WORKING GROUP**  
MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL

**IDEA GOVERNANCE COMMITTEE**

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL

**VALLEY REGIONAL SERVICES BOARD**

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL (ALT)

**REMO ADVISORY COMMITTEE**

COUNCILLORS DAN SMITH, GARY MARSHALL

**REMO PLANNING COMMITTEE**

CAO ASHLEY CROCKER, DPW ADAM VERRAN

**VALLEY REN LIAISON & OVERSIGHT COMMITTEE (LOC)**

COUNCILLORS JOHN BARTLETT, JONATHAN ARCHIBALD (ALT)

**TOWN INDIVIDUAL APPOINTMENTS**

**ANIMAL CONTROL & BYLAW ENFORCEMENT OFFICERS**

ZACHARY CROMWELL  
ASHLEY GERVAIS

**BUILDING & FIRE OFFICIALS**

DANNY WRIGHT  
ANDREW DOBSON  
ERIN SCHURMAN-KOLB  
DANA OLMSTEAD

**DANGEROUS & UNSIGHTLY PREMISES ADMINISTRATOR**

**ASHLEY GERVAIS**

**DEVELOPMENT OFFICER(S)**

CHRYSTAL FULLER  
LAUREN ISABELLE

**FIRE CHIEF & DEPUTIES**

CHIEF MIKE TOOLE  
DEPUTIES SCOTT VEINOT, JODY SPIDLE

**RCMP NCO IN CHARGE**

SGT MIKE MAXWELL

**REMO COORDINATOR**

BRIAN ORDE, TINA HALLIDAY (ALT)

**TOWN AUDITORS**

BDO CANADA

**TOWN CLERK**

SARA MARCEAU

**TOWN ENGINEER**

DPW ADAM VERRAN

**TOWN RETURNING OFFICER**

SARA MARCEAU

**TOWN SOLICITORS**

TAYLOR MACLELLAN COCHRANE

**TOWN TREASURER**

ASHLEY CROCKER

**TRAFFIC AUTHORITY**

SGT MIKE MAXWELL, DPW ADAM VERRAN

**VWRM BYLAW ENFORCEMENT OFFICER**

DALE ROBERTS

**REPRESENTATION ON OTHER  
COMMITTEES (BY CITIZENS)**

**MIDDLETON SWIMMING POOL SOCIETY**

ANDY RENWICK, STEPHANIE PURCELL, KATIE GREENE,  
TARA BALCOME, KELLEY DOUCETTE, ALEX BALCOME,  
SHALENE BURNS

**REGIONAL LIBRARY BOARD**

JILL COX

**WESTERN REGIONAL HOUSING AUTHORITY**

Citizen at Large: DIANNE MCDONALD

**REQUEST FOR DECISION**  
**Letter to Minister LeBlanc re: Unhoused**  
**RFD#: 050-2025**



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**To:** Town Council  
**From:** Gina Pearson, Communications Coordinator  
**Date:** September 15, 2025  
**Subject:** Letter to Minister LeBlanc re: Unhoused

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**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Draft Response Letter to Honourable Colton LeBlanc
- Copy of original letter to Honourable Colton LeBlanc dated July 17, 2025
- Letter from Honourable Colton LeBlanc dated August 9, 2025

Legislation

- N/A

Recommendation

That Council approve sending the attached response letter to The Honourable Colton LeBlanc, Minister of Growth and Development and Minister Responsible for the Nova Scotia Provincial Housing Agency.

Background

On July 3, 2025, Town staff delivered notification to the three individuals currently residing in Riverside Park that they must vacate the park no later than **July 7, 2025**. This action was taken out of concern for public safety following a recent fire incident that posed significant risk to municipal infrastructure and the well-being of those currently residing in the park. In addition to direct communication with affected individuals, notification was also provided to Open Arms, MLA David Bowlby and the RCMP.

The decision to require the park to be vacated was not made lightly – staff consulted with the Fire Chief about the risk and potential outcomes of future fires in our parks. The decision comes after years of staff and local, volunteer-driven support efforts that have now been exhausted. Within the Town of Middleton, there is no emergency shelter, no local food bank, limited transportation, and no local mental health or addictions treatment facilities. The closest shelters are in Kentville and Yarmouth.

**REQUEST FOR DECISION**  
**Letter to Minister LeBlanc re: Unhoused**  
**RFD#: 050-2025**



On **July 17, 2025** a letter was sent to the Honourable Colton LeBlanc which explained the Town’s concerns over the unhoused and the lack of support given by the provincial government to assist in finding a resolution and explained that the Town has exhausted their resources trying to help the unhoused. On **August 7, 2025** Council received a response letter from the Honourable Colton LeBlanc, which provided no assistance, no opportunity for a meeting, no suggestions, and no tangible action. This letter was presented to COTW on September 2, 2025 and Council asked that a response letter be drafted, which is attached to this RFD.

**Financial Implications**

There are no direct financial implications associated with the approval of this letter; however, continued lack of support and intervention may result in increased risk to municipal infrastructure, public safety, and future liabilities.

**Strategic Plan/Operating Plan Alignment**

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

**Alternatives**

N/A

**Community Engagement/Communication**

N/A

**REQUEST FOR DECISION**  
**Letter to Minister LeBlanc re: Unhoused**  
**RFD#: 050-2025**



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CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: September 15, 2025



*Office of the Mayor*  
PO Box 340, Middleton, NS B0S 1P0  
Phone: (902) 825-4841 (Town Office)  
Fax: (902) 825-6460  
[gsmith@town.middleton.ns.ca](mailto:gsmith@town.middleton.ns.ca)  
[www.discovermiddleton.ca](http://www.discovermiddleton.ca)

Honourable Colton LeBlanc  
Minister of Growth and Development  
Department of Growth and Development  
CIBC Building  
1809 Barrington Street, Suite M103  
Halifax, NS

July 4, 2025

Re: Immediate Provincial Support Needed for Unhoused Population in Middleton

Dear Minister LeBlanc,

On behalf of the Town of Middleton, I am writing to express our growing concern regarding the increasing number of individuals in our community who are living unsheltered. While we recognize and share the compassion many Nova Scotians feel toward those experiencing homelessness, the Town of Middleton does not have the infrastructure or resources to provide the support these individuals urgently need—nor can we ignore the growing risks to public safety.

At present, several individuals are living rough in various parts of town. These are members of our community with local ties who wish to remain near familiar services such as schools, medical clinics, and grocery stores. However, Middleton is a small rural town with no emergency shelter, no food bank, no transitional housing, and limited outreach support. The closest shelter and supportive housing units are in Kentville, a 35-minute drive away, and public transportation is extremely limited, especially on weekends. There are no services southwest of Middleton until Yarmouth.

For the past two years, a local faith-based group has operated an emergency overnight shelter from November to April. This effort has provided a vital safety net, but it is entirely dependent on volunteers, and while the program has run successfully, it has consistently struggled with insufficient staffing to operate at full capacity.

Town staff, including those from our Recreation Department, have consistently gone above and beyond to support our unhoused population. They participate in municipal and provincial meetings and training focused on food and housing insecurity, gather and create available resources, and provide direct outreach in the form of food, tents, warm bedding, clothing, and service referrals. Despite these efforts, without sustainable funding and access to appropriate assets, there is little more we can do.

Community members who have supported these individuals with compassion and consistency are now exhausted and at their limits. A recent incident has further highlighted the urgency of the situation. Just over a week ago, a fire destroyed one individual's tent, putting a public park and nearby municipal infrastructure at serious risk. We could have lost our entire sewage treatment plant which provides services to our town, schools, and hospital which is located just on the other side of the park where the fire was. We cannot afford the risk of an incident like this to happen again.



*Office of the Mayor*  
*PO Box 340, Middleton, NS B0S 1P0*  
*Phone: (902) 825-4841 (Town Office)*  
*Fax: (902) 825-6460*  
[gsmith@town.middleton.ns.ca](mailto:gsmith@town.middleton.ns.ca)  
[www.discovermiddleton.ca](http://www.discovermiddleton.ca)

Mental health and addiction issues are prevalent among our unhoused population. Middleton does not have a full-time emergency room, and Soldiers Memorial Hospital provides only urgent care services with no dedicated mental health treatment. While we acknowledge the outreach pilot by Open Arms in our area, progress has been limited. One individual has been connected to them of the eight known in the area and she has been living in a tent since mid-April with no housing placement or resolution in sight.

We are at a critical breaking point. The Town of Middleton cannot continue to manage a complex social issue that far exceeds our mandate or capacity. This is a provincial issue, and we are asking for immediate action. We need funding, resources, professional outreach, and access to housing solutions tailored to rural communities like ours.

Minister LeBlanc, our community has done everything within its power. What will the province do to help us?

Sincerely,

A handwritten signature in black ink that reads "Gail Smith". The signature is written in a cursive style with a large, prominent initial "G".

Gail Smith  
Mayor  
Town of Middleton

Gail Smith  
Office of the Mayor  
PO Box 340, Middleton,  
NS B0S 1P0

Dear Gail Smith:

Thank you for your letter of July 17, 2025, to the Department of Growth and Development, with respect to the Immediate Provincial Support Required for Unhoused Population in Middleton, which was forwarded to the Honourable Scott Armstrong, Minister of Opportunities and Social Development. I am responding to you on his behalf as Executive Director of Employment Support and Income Assistance, responsible for Homelessness and Supportive Housing.

The Department is aware of the evolving needs across the Annapolis Valley and the challenges rural communities face in responding to homelessness. We continue to meet regularly with service providers through the Homeless No More planning table in your region and we are actively monitoring local trends and system pressures. Providers such as Open Arms and Portal Youth Outreach offer critical services throughout the Valley. These services include a recently expanded outreach program, and we are collaborating with them to identify their most critical needs.

We also appreciate the additional insight provided by your recreation staff. The tent fire near the sewage treatment plant is a reminder of the safety risks that arise when individuals seek shelter outdoors.

As you point out in your letter, accessing shelter supports outside of one's immediate community can be challenging for some individuals, and I appreciate your interest in better helping those who wish to stay in your community rather than go elsewhere. We remain open to exploring options that respond to local realities and are grounded in the relationships and providers that exist in your region.

Thank you again for your continued leadership and advocacy.

Sincerely,



Suzanne Ley  
Executive Director  
Employment Support and Income Assistance  
responsible for Homelessness and Supportive Housing  
Department of Opportunities and Social Development

cc: Honourable Scott Armstrong (2017-01-02972)  
Honourable Colton LeBlanc, Minister of Growth and Development  
Ashley Crocker Chief Administrative Officer, Town of Middleton

September 16, 2025

Honourable Colton LeBlanc  
Minister of Growth and Development  
Department of Growth and Development  
CIBC Building  
1809 Barrington Street, Suite M103  
Halifax, NS

Dear Minister LeBlanc,

Thank you for your response to our letter regarding immediate support for the unhoused population in Middleton. While we appreciate the recognition of the challenges facing rural communities and the work of local service providers, the Council is concerned that the response does not outline any concrete actions, commitments, or timelines to address the urgent needs of individuals experiencing homelessness in our community.

As outlined in our original letter, Middleton is facing significant pressures. Several individuals are currently living outdoors in various parts of town, many with strong local ties and a desire to remain near familiar services such as schools, medical clinics, and grocery stores. Our community has no emergency shelter, no transitional housing, no food bank, and limited outreach support. The closest shelter and supportive housing are over 30 minutes away, and public transportation is extremely limited, particularly on weekends.

Despite the extraordinary efforts of local volunteers, faith-based groups, and municipal staff, including our Recreation Department, support remains insufficient. Recent events, such as the fire that destroyed a resident's tent near municipal infrastructure, illustrate the very real and immediate safety risks faced by both unhoused individuals and our community at large. We are at a critical breaking point: our resources are stretched to their limit, and the provincial government must act.

Council respectfully urges the Department to provide clarity on what specific support can be mobilized for Middleton, including:

1. Immediate, locally accessible shelter or transitional housing options.
2. Funding or resources for expanded outreach and support programs within our community.
3. A timeline for action or engagement with local service providers and municipal leaders to address these urgent needs.

We remain committed to collaborating with your department and local service providers to address homelessness in Middleton. However, ongoing monitoring and high-level discussions alone are insufficient. Council strongly encourages the Department to prioritize tangible, actionable solutions tailored to rural communities like ours and to provide specific commitments and next steps.

We appreciate your prompt attention to this urgent matter and look forward to your detailed response.

Sincerely,

Gail Smith

Mayor – Town of Middleton

DRAFT

**REQUEST FOR DECISION**  
**Letter to Minister LeBlanc re: Unhoused**  
**RFD#: 051-2025**



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**To:** Town Council  
**From:** Gina Pearson, Communications Coordinator  
**Date:** September 15, 2025  
**Subject:** Letter to the Minister of Justice

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**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Draft Letter to the Honourable Becky Druhan

Legislation

- N/A

Recommendation

That Council approve sending the attached letter to The Honourable Becky Druhan, Minister of Justice and Attorney General.

Background

There was an NSFM-coordinated meeting held on August 14, 2025 in Halifax for elected officials and CAOs to meet with the Minister of Justice on the new policing standards. The meeting was originally scheduled for two hours but was reduced to one at the last minute. Honourable Becky Druhan arrived late, and the slides presented were already circulated to the municipalities in attendance. There was no opportunity for questions or discussion before the Honourable Becky Druhan left early. There was no clarification as to whether this abbreviated session was intended to replace the individual meetings municipalities were previously told would occur with the Minister. Representatives traveled significant distances, some from Cape Breton, with the expectation of meaningful dialogue. The meeting was discussed at the September 2, 2025 Committee of the Whole meeting, and Council suggested sending a letter to the Minister, which is attached as a draft.

**REQUEST FOR DECISION**  
**Letter to Minister LeBlanc re: Unhoused**  
**RFD#: 051-2025**



Financial Implications

There are no direct financial implications associated with the approval of this letter; however, continued lack of support and intervention may result in increased issues with regard to crime.

Strategic Plan/Operating Plan Alignment

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

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: September 15, 2025

September 10, 2025

The Honourable Becky Druhan  
Minister of Justice  
1690 Hollis Street  
P.O. Box 7  
Halifax, NS B3J 2L6

Dear Minister Druhan,

On behalf of the Council of the Town of Middleton, I am writing to express our deep concern regarding the NSFMC-coordinated meeting held on August 14, 2025.

The meeting was originally scheduled for two hours but was reduced to one on very short notice. While you did attend briefly, the presentation consisted of slides that had already been circulated in advance, and there was no opportunity for questions or discussion before your early departure. Representatives traveled significant distances, some from Cape Breton, with the expectation of meaningful dialogue. Instead, many left feeling that their time and their communities' concerns were not respected.

For our Council, this is especially disappointing. Just because we are a small town does not mean the challenges we face are minor. We have serious issues we want to bring forward, and they deserve not only to be heard but also to see tangible action. Communities like ours depend on open, two-way dialogue with your office to ensure our residents are supported and our concerns are addressed.

We would like to clarify if this abbreviated session was intended to replace the individual meetings municipalities were previously told would occur with you. Council strongly believes that those direct meetings remain essential and must move forward.

Respectful engagement with municipalities is critical to ensuring effective justice policy and practice across Nova Scotia. We urge you to commit to providing the time, space, and follow-through needed to address the serious concerns that we and other communities have raised.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

Gail Smith

Mayor  
Town of Middleton

**Town of Middleton**  
**Town General Financial Report**  
**For Q1 ended June 30, 2025**

	<b>Q1 Actuals</b>	<b>Q1 Budget</b>	<b>Variance (\$)</b>	<b>Variance Explanation</b>
<b>REVENUES</b>				
Assessable property taxes	1,999,863	1,990,302	9,561	<i>nothing to report</i>
Sales of services	22,632	28,745	(6,113)	<i>nothing to report</i>
Other revenue from own sources	23,929	25,191	(1,262)	<i>nothing to report</i>
Unconditional transfers from other governments	123,830	122,597	1,233	<i>nothing to report</i>
Conditional transfers from federal or provincial governments or agencies	-	1,000	(1,000)	<i>nothing to report</i>
<b>TOTAL REVENUE</b>	<b>2,170,254</b>	<b>2,167,835</b>	<b>2,419</b>	
<b>EXPENSES</b>				
General government services	147,964	168,823	20,859	Timing - audit invoice and equipment charges (Central Square, etc.)
Protective services	321,893	350,757	28,864	Timing of purchases of supplies for the fire department, \$7k under-charged RCMP - likely to be addressed Q2
Transportation services	191,955	217,966	26,011	\$10k no snow removal/salt/sand needed in April, timing of purchases of supplies
Environmental health services	121,241	129,295	8,054	<i>nothing to report</i>
Environmental development services	39,251	32,373	(6,878)	<i>nothing to report</i>
Recreation and cultural services	79,300	84,500	5,200	<i>nothing to report</i>
Mandatory education contributions	115,092	124,683	9,591	Q2 bill is expected to true up Q1
Interest (MFC)	5,839	4,806	(1,033)	<i>nothing to report</i>
<b>TOTAL EXPENSES</b>	<b>1,022,535</b>	<b>1,113,203</b>	<b>90,668</b>	
<b>ANNUAL SURPLUS / (DEFICIT)</b>	<b>1,147,719</b>	<b>1,054,632</b>	<b>93,087</b>	
<b>FINANCING AND TRANSFERS</b>				
Principal repayments (MFC)	(180,424)	(180,424)	-	
	(180,424)	(180,424)	-	
<b>TOTAL AFTER TRANSFERS</b>	<b>967,295</b>	<b>874,208</b>	<b>93,087</b>	

Town of Middleton  
 Water Utility Financial Report  
 For Q1 ended June 30, 2025

	Q1 Actuals	Q1 Budget	Variance (\$)	Variance Explanation
<b>REVENUES</b>				
Metered sales	153,159	153,649	(490)	<i>nothing to report</i>
Flat rate sales	-	100	(100)	<i>nothing to report</i>
Other operational revenue	1,297	1,722	(425)	<i>nothing to report</i>
Non-operating revenue	-	102	(102)	<i>nothing to report</i>
<b>TOTAL REVENUE</b>	<b>154,457</b>	<b>155,573</b>	<b>(1,116)</b>	
<b>EXPENSES</b>				
Source of supply	209	1,503	1,294	<i>nothing to report</i>
Power and pumping	13,783	17,610	3,827	<i>nothing to report</i>
Water treatment	5,936	7,684	1,748	<i>nothing to report</i>
Transmission and distribution	50,979	61,973	10,994	Timing of expenses for old reservoir, hydrant repairs.
Admin and general	47,626	67,750	20,124	Allocation of share of town expense hasn't been done yet (audit & office equip)
Taxes	6,502	26,555	20,053	Allocation of taxes for Treatment facility not posted yet.
<b>TOTAL EXPENSES</b>	<b>125,035</b>	<b>183,075</b>	<b>58,040</b>	
<b>ANNUAL SURPLUS / (DEFICIT)</b>	<b>29,422</b>	<b>(27,502)</b>	<b>56,924</b>	
<b>FINANCING AND TRANSFERS</b>				
Transfer to reservoir reserve	-	-	-	
	-	-	-	
<b>TOTAL AFTER TRANSFERS</b>	<b>29,422</b>	<b>(27,502)</b>	<b>56,924</b>	

**2025-2026 CAPITAL BUDGET**

Project Name	Brief Description	Cost	Operating	Grant	Drawdown Reserves	Long-term Debt	Other	Project #	Costs to Date (9-12-25)	Status
<b>TOWN GENERAL PROJECTS</b>										
PARKS BARN FENCE	Rotary Park barn	17,000	-	-	17,000	-	-	25-07	-	Project completed, invoice received from Maritime Fence (\$14,747); pending payment processing.
DOCK	replace wooden dock	82,500	-	41,250	33,000	-	8,250	25-09	-	Exploring funding options with ACOA and a sponsor to determine if the project can move forward.
FLAIL MOWER	wellfield/ditch	15,000	-	-	15,000	-	-	25-06	12,359	Project completed and paid in full.
LIFT STATION PUMP REPLACEMENT	Sewer pump	10,000	-	-	10,000	-	-	23-05	-	Pump received, waiting for invoice from Sansom Equipment Limited.
ROTATOR ASSEMBLY	Pump component	3,700	-	-	3,700	-	-	25-01	-	Project combined with 23-05 (noted above).
SCHOOL ST LIFT STATION SUCTION LINE	end of life pipe failures	15,000	-	-	15,000	-	-	25-08	-	Staff have reached out to Nova Millrights to fabricate parts.
SIDEWALK REPLACEMENTS	2 Main St Sections	25,000	-	-	25,000	-	-	22-14	5,193	Project completed, awaiting second invoice from Dexters/invoice from Rand.
UV SENSOR	broken sensor	4,500	-	-	4,500	-	-	25-05	-	Project completed, invoice received from APS to be reallocated (\$4,973) coded to operating in error.
STP PUMP REPLACEMENT	broken pump	15,000	-	-	15,000	-	-	25-16	11,680	Project completed, invoice received from Loomer's to be reallocated (\$2,487) coded to operating in error. Pending receipt of equipment rental invoice for harness.
FIRE PUMPER/TANKER	replace 34 YO pumper/tanker	850,000	-	525,000	325,000	-	-	24-17	-	In draft stages of tender process. Fire Chief is consulting with suppliers regarding the bid - pending information/proposal meeting(s).
<b>TOTAL TOWN</b>		<b>\$ 1,037,700</b>	<b>\$ -</b>	<b>\$ 566,250</b>	<b>\$ 463,200</b>	<b>\$ -</b>	<b>8,250</b>		<b>\$ 29,232</b>	
<b>WATER UTILITY PROJECTS</b>										
FIRE HYDRANT REPLACEMENTS	Hydrants - 3 per year	18,000	-	-	18,000	-	-	22-10	-	Not ordered yet for 2025-26 fiscal year
WATER RESERVOIR	Reservoir - 2nd year	4,038,176	-	-	2,399,185	1,638,991	-	22-12-A	1,004,598	Watermain tie-ins are complete and tank construction has started, invoice received from CBCL (\$31,053); pending payment processing. Project is ongoing.
SCHOOL STREET RECONSTRUCTION - REPLACE WATER LINES	replace 380m section	638,200	119,000	259,600	259,600	-	-	22-21	2,312	Project completed, waiting for invoices from Eisners and CBCL.
WELL PUMP REPLACEMENT	Replace Pump #3	25,000	-	-	25,000	-	-	24-09	-	Staff are seeking quotes.
WELL LEVEL SENSOR	broken sensor	9,000	-	-	9,000	-	-	25-02	-	Request for quotes out, pending response from vendors.
CHLORINE SENSOR	replacement sensor	4,500	-	-	4,500	-	-	25-03	-	Invoice received from Sansom Equipment Limited (\$4,115); pending payment processing.
CONNAUGHT AVE WATER LINE AND VALVES	Replace section	100,000	100,000	-	-	-	-	25-04	-	Staff are meeting the week of Sept 15th to discuss a plan, including ordering parts and booking rentals for any equipment that is necessary to complete the project.
WATER METER REPLACEMENTS	new devel + replace broken	9,400	-	-	9,400	-	-	25-17	8,470	Project completed and paid in full.
<b>TOTAL WATER</b>		<b>\$ 4,842,276</b>	<b>\$ 219,000</b>	<b>\$ 259,600</b>	<b>\$ 2,724,685</b>	<b>\$ 1,638,991</b>	<b>-</b>		<b>\$ 1,015,380</b>	
<b>TOTAL 2025-2026 CAPITAL PROJECT EXPENDITURES APPROVED JULY 14, 2025</b>		<b>\$ 5,879,976</b>	<b>\$ 219,000</b>	<b>\$ 825,850</b>	<b>\$ 3,187,885</b>	<b>\$ 1,638,991</b>	<b>\$ 8,250</b>		<b>\$ 1,044,612</b>	

# Management Report

September 15, 2025



## COUNCIL'S STRATEGIC INITIATIVES

#	STRATEGIC INITIATIVE	UPDATE
1	<b>Perform an assessment of policing services within the Town of Middleton</b>	<ul style="list-style-type: none"><li>• Staff to investigate options for the assessment, considering the new policing standards just announced by the province</li></ul>
2	<b>Explore the construction of a multi-faceted facility for municipal services</b>	<ul style="list-style-type: none"><li>• Staff have explored three different grant programs to help fund the new Community Centre Fill Hall</li><li>• The CCFHC instructed staff to explore a phased approach with JOST and the low bidder.</li><li>• Received phased approach. Exploring funding options.</li><li>• Staff to compile information for design/build RFP</li></ul>
3	<b>Create a plan for replacing road and sidewalk infrastructure in priority areas</b>	<ul style="list-style-type: none"><li>• A preliminary assessment was completed for the Provincial Paving Grant</li><li>• Staff to compile information on roads and sidewalks by March 31, 2026</li><li>• Next steps: assess/prioritize each road and sidewalk and research costs</li></ul>
4	<b>Create a plan for upgrading water infrastructure in priority areas</b>	<ul style="list-style-type: none"><li>• Staff to compile information on water infrastructure</li><li>• PCAP Grant was awarded on July 10, 2025 for the School Street Waterline Project – this project is now complete!</li></ul>
5	<b>Finish the new reservoir including the decommissioning of the old reservoir</b>	<ul style="list-style-type: none"><li>• UARB approved the project on Aug 2/24</li><li>• Contract was publicly tendered and awarded to Roscoe Construction on Aug 6/24</li><li>• Site preparation has begun</li><li>• Construction of the pump house has begun</li><li>• Reservoir tank generated ~\$155K in tariffs at the border – staff working on getting an exemption</li><li>• Reservoir tank is currently being constructed</li></ul>

# Management Report

September 15, 2025



#	STRATEGIC INITIATIVE	UPDATE
6	Create a growth plan that promotes housing and population growth, as well as economic development	<ul style="list-style-type: none"><li>• Secondary Plan:<ul style="list-style-type: none"><li>▪ Plan still needs to be approved by Council, and MPS/LUB amendments approved</li><li>▪ Apr 15/25 – PAC held a public hearing</li><li>▪ Planner is working with main developer to understand issues with the draft Secondary Plan</li></ul></li></ul>
7	Create a communications strategy that enhances public communication and transparency	<ul style="list-style-type: none"><li>• First draft of communications strategy will be ready for Council review by March 31, 2026</li></ul>
8	Increase recreational programming and social events to the public	<ul style="list-style-type: none"><li>• New Multi-cultural festival (Fall of 2025)</li><li>• New Shad Derby (May 2025)</li><li>• New summer events for families and children (July – August 2025)</li></ul>

# Management Report

September 15, 2025



## OPERATIONAL UPDATES

### ADMINISTRATION

Completed	In Progress	Issues
<p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>Summer staff have all finished</li> </ul>	<p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>Recruitment for Director of Finance position</li> <li>Supporting Finance department on year-end procedures and budget prep</li> </ul>	<p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>A few unexpected vacancies have had an impact on operations. Management is mitigating as best we can.</li> </ul>
<p><b>Project Work:</b></p> <ul style="list-style-type: none"> <li>Attended a Marketing Levy discussion with other CAOs hosted by the Valley REN</li> <li>Attended first CAO Working Group meeting for Valley Regional Services (Valley Waste and Kings Transit)</li> <li>Reviewed draft lease agreement with the Annapolis East Archery Club – waiting for feedback from legal – will come to October COTW and Council</li> </ul>	<p><b>Project Work:</b></p> <ul style="list-style-type: none"> <li>Options for Town Hall – received a draft report from Palmer and Doherty</li> <li>Communications Coordinator is working on new website with AMANS rep</li> <li>Need to start Operating Plan</li> <li>Working on transitioning bylaw enforcement to the County of Annapolis</li> <li>Grant reporting</li> <li>Working on a report to Council re: strong mayor powers legislation that the province is exploring</li> </ul>	<p><b>Project Work:</b></p>
<p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>Unhoused individual at Rotary Park was asked to re-locate given the woods ban in effect and risk of fire – there are no other unhoused in Town parks at this time</li> <li>Mayor and CAO met with Pastor Jeff Milne on Sept 9<sup>th</sup> regarding the shelter</li> </ul>	<p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>Investigating whether a Town PID could be sold or leased for tiny home development</li> <li>Management team reviewing priorities and policies</li> <li>Assisting the County of Annapolis where possible with the wildfire situation</li> <li>Staff will be working with Pool Society on cameras at the pool</li> </ul>	<p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>Affordability Study of keeping certain assets and services should be completed</li> </ul>

# Management Report

September 15, 2025



## FINANCE

Completed	In Progress	Issues
<ul style="list-style-type: none"> <li>• June 2025 bank reconciliation</li> <li>• Staff pension and union dues remittances as of August 31<sup>st</sup></li> <li>• Payroll liability accounts are reconciled as of August 31<sup>st</sup></li> <li>• Year end audit is completed, including consolidated financial statements</li> <li>• Audited financial statements have been circulated, including to the province (due date of Sept 30<sup>th</sup>)</li> <li>• April to June (Q1 2025-26) Water Utility billings have been mailed</li> <li>• Final property tax billings have been mailed, along with mortgage company listings</li> <li>• The UARB approved the Town’s Water Utility 2025 Water Rate Application on September 12, 2025 – staff will determine next steps</li> </ul>	<ul style="list-style-type: none"> <li>• RFQ has been posted on the provincial procurement site for Audit Services for a 5-year period. RFQ closes Sep 26<sup>th</sup>.</li> <li>• July 2025 bank reconciliation</li> <li>• Review of Capital project activity</li> <li>• Payables trade account reconciliation</li> <li>• Water utility work orders are in progress with regards to Q2 billings</li> <li>• PVSC appeals almost complete</li> <li>• Working on updating Finance policies for Tax Sales, Tax Collection Procedures and Water Collection</li> <li>• Review of all Financial polices to determine which ones require updating or complete removal</li> <li>• General accounting for April – August is being caught up.</li> </ul>	<ul style="list-style-type: none"> <li>• Finance staff are continuing to balance duties and responsibilities of their positions while working under time constraints to meet deadlines – two contract staff have been hired to help, one being an interim DOF</li> <li>• Replacement of water meters has resulted in over-billing issues. Each billing period has resulted in less issues. Reviewing on a case-by-case basis to resolve.</li> </ul>

# Management Report

September 15, 2025



## RECREATION and EVENTS

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>• Canoe and Kayak Program had 100 fewer rentals this year</li><li>• Day Camps had 25–37 children each week (7 weeks total)</li><li>• Century Ride &amp; Heart Run – 154 cyclists and 156 runners registered</li><li>• The Multicultural Festival was originally scheduled for the end of June - unfortunately, due to rain, the festival had to be postponed to September. Lower than anticipated concert attendance.</li></ul>	<ul style="list-style-type: none"><li>• Zumba and Core Connections will continue Thursday nights – this time for a \$7 drop-in fee</li><li>• Titan Training takes place on Tuesday evenings and will move to AEES when the weather gets colder</li><li>• Senior walking is at Rotary Park on Thursday mornings at 9am and will move inside to CORAH on October 2<sup>nd</sup></li><li>• Forest Bathing Sessions will continue when the woods ban is over</li><li>• Ordering new signs and a welcome sign for the Wetland Park</li><li>• Planning for fall and winter events is in full swing</li></ul>	<ul style="list-style-type: none"><li>• Options for unhoused residents in Middleton continue to be limited</li><li>• Vandalism and property damage</li><li>• Dirt bikes and ATVs in the parks</li><li>• Individuals doing "spin outs" in vehicles in parking lots, on grass in parks and at the library</li><li>• Broken glass, garbage, and alcohol containers at Riverside Park, despite the Woods Ban</li><li>• Low river levels, woods ban and bank erosion affected the canoe/kayak program</li><li>• Lack of community engagement for events and challenges in securing volunteers to help organize</li></ul>

# Management Report

September 15, 2025



## PLANNING

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>• 3 Building Permits Issued</li></ul>	<ul style="list-style-type: none"><li>• IF Holdings DA – application for a development on Commercial Street which will add one commercial unit and 6 residential units to an existing building was approved by Council on Jul 17/24 and no appeals were lodged</li><li>• Applicant needs to sign affidavit</li></ul>	
	<ul style="list-style-type: none"><li>• The closing date for the Province’s Property Opportunity Notices was Mar 30/24 – COG Developments was awarded the Magee Drive PON</li><li>• Staff are working on a proposal with COG Development on the Development Agreement for a higher density multi-unit building</li><li>• Developer has submitted subdivision application which is being reviewed</li></ul>	
	<ul style="list-style-type: none"><li>• The Secondary Plan that was finalized in the spring of 2024 was reviewed by the Planning Advisory Committee, who held a Public Hearing on the matter on Apr 15<sup>th</sup></li><li>• The feedback received at the public meeting will be included in a future planning report that will be presented to the PAC</li></ul>	

# Management Report

September 15, 2025



## PUBLIC WORKS and PARKS

Completed	In Progress	Issues
<p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>Cleaned out some ditches on Main St</li> <li>Graded Rotary Park parking lot</li> <li>Replaced street signs</li> <li>Project for a fence at the Parks Barn at Rotary is done</li> </ul>	<p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>Cleaning up public works yard, removing bushes and organizing old manhole and catch basin covers</li> <li>Mowing green spaces</li> <li>Topsoil from excavation</li> </ul>	<p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>Dead trees along Main St and Connaught Ave to be cut</li> <li>Small dumpster fire in public works yard in Aug. New dumpster from EFR has arrived.</li> </ul>
<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>Repaired saw</li> <li>Sanded and painted loader, tractor and plow</li> </ul>	<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>Air conditioning in trackless</li> <li>Paint large plow</li> <li>Start undercoating vehicles/equip</li> </ul>	<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>Repair lawn mower</li> <li>Replace large asphalt saw</li> </ul>
<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>Capital sidewalk projects on Main St by Tim Horton's and Bruce's is complete</li> <li>Patched paved watermain catch basin repairs</li> </ul>	<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>Shouldering roads</li> <li>Sweeping gravel from intersections</li> </ul>	<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>Repair curb on School St</li> <li>Replace lights on Sunset Cres and Meadow Lane</li> </ul>
<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Water tie-in for new reservoir</li> <li>School Street project is done</li> <li>Reservoir tank arrived</li> <li>Wellfield is still at normal levels, despite drought – no concerns re: water supply</li> </ul>	<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Repair on Marshall St</li> <li>Replacing meters weekly</li> <li>Q1 testing due this month</li> <li>Reservoir tank being assembled</li> <li>Well 3 cleaning proposals</li> </ul>	<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Replace chlorine pump at well house</li> </ul>
<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Jetted line on Park St</li> <li>Jetted line along Victoria Road</li> <li>Repaired sewer at the pool</li> </ul>	<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Installing new pump at Sewer Treatment Plant</li> <li>New solenoid for aerators</li> </ul>	<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Repair pump at lift station</li> </ul>

# Management Report

September 15, 2025



## FIRE DEPARTMENT

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>• Air compressor had a semiannual service</li><li>• Hydrant, SCBA, wildfires and MFR training</li><li>• Monthly truck inspections</li><li>• Hall lighting upgraded, done as per Efficiency NS</li><li>• Trucks had annual service and motor vehicle inspections</li><li>• Registration package completed for the County of Annapolis</li><li>• One member completed Level 1 training</li><li>• Ongoing assistance with West Dalhousie wildfire</li></ul>	<ul style="list-style-type: none"><li>• Tender is posted on the provincial procurement site for our Utility truck replacement (this will come to Council for project approval and tender award likely in October)</li></ul>	<ul style="list-style-type: none"><li>• More lighting problems with the old 1991 pumper</li></ul>

**Incident Summary**  
**From Jul 1 25 to Jul 31 25**

<b>Date/No.</b>	<b>Address/Type</b>	<b>Minutes</b>	<b>Responders</b>	<b>Injuries</b>	<b>Fatalities</b>
Jul 1 25 02:30:25 25-05358	463 Main St, MIDDLETON <b>Power Lines Down, Arcing</b>	61	0		
Jul 1 25 22:52:54 25-05396a	549 Glengary Row, GREENWOOD <b>Mutual Aid to the Scene</b>	123	0	Assistance to 25-05396	
Jul 11 25 23:40:14 25-05735	12209 Highway 1, BRICKTON <b>MVA - Confirmed Entrapment / Unknown</b>	110	0		
Jul 15 25 14:17:29 25-05847	89 North St, MIDDLETON <b>Commercial Fire Alarm</b>	24	0		
Jul 16 25 13:15:39 25-05881	14138 Highway 1, WILMOT <b>MVA - No Entrapment</b>	76	0		
Jul 17 25 17:51:51 25-05940	13616 Highway 1, WILMOT <b>Passenger vehicle fire - car, van</b>	16	0		
Jul 18 25 03:09:45 25-05951	34 Taylor Dr, MIDDLETON <b>Assistance to EHS</b>	0	0		
Jul 19 25 15:35:05 25-05996a	635 Pine Ridge Ave, KINGSTON <b>Mutual Aid to the Scene</b>	6	0	Assistance to 25-05996	
Jul 20 25 18:18:19 25-06051	12379 Shore Rd E, PORT GEORGE <b>Water Rescue</b>	43	0		
Jul 23 25 08:22:09 25-06147	394 Main St, MIDDLETON <b>Commercial Fire Alarm</b>	0	0		
Jul 23 25 14:22:06 25-06156a	2082 Highway 1, AUBURN <b>Mutual Aid to the Scene</b>	0	0	Assistance to 25-06156	
Jul 23 25 21:18:47 25-06169	11894 Shore Rd E, COTTAGE COVE <b>Trash/ Garbage bin fire</b>	62	0		
Jul 28 25 03:07:09 25-06313e	5586 Highway 10, NEW ALBANY <b>Mutual Aid to the Scene</b>	440	0	Assistance to 25-06313	
Jul 28 25 11:12:50 25-06323	18 Gates Ave, MIDDLETON <b>Commercial Fire Alarm</b>	0	0		
Jul 31 25 20:25:46 25-06428	89 North St, MIDDLETON <b>Commercial Fire Alarm</b>	44	0		

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15 incidents for Middleton 16 hrs 45 mins 0

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16 hrs 45 mins 0

**Incident Summary**  
**From Aug 1 25 to Aug 31 25**

<b>Date/No.</b>	<b>Address/Type</b>	<b>Minutes</b>	<b>Responders</b>	<b>Injuries</b>	<b>Fatalities</b>
Aug 1 25 13:30:35 25-06445	112 Main St, MIDDLETON <b>MVA - No Entrapment</b>	87	0		
Aug 4 25 20:01:02 25-06579	14208 Highway 1, WILMOT <b>Power Lines Down, Arcing</b>	39	0		
Aug 6 25 15:28:27 25-06644a	120 Taylor Rd, WINDERMERE <b>Stand by at another station</b>	112	0	Assistance to 25-06644	
Aug 6 25 16:33:34 25-06652a	10446 Highway 201, MEADOWVALE <b>Mutual Aid to the Scene</b>	28	0	Assistance to 25-06652	
Aug 9 25 15:01:19 25-06765e	9216 Highway 10, NICTAUX <b>Mutual Aid to the Scene</b>	309	0	Assistance to 25-06765	
Aug 13 25 14:53:46 25-06984	12637 Highway 1, BRICKTON <b>MVA - No Entrapment</b>	50	0		
Aug 13 25 16:45:06 25-06995	141 Sunset Cres, MIDDLETON <b>Commercial Fire Alarm</b>	34	0		
Aug 13 25 19:16:16 25-06999b	5188 West Dalhousie Rd, WEST DALHOUSIE <b>Stand by at another station</b>	118	0	Assistance to 25-06999	
Aug 14 25 11:08:35 25-07126	18 Gates Ave, MIDDLETON <b>Commercial Fire Alarm</b>	7	0		
Aug 14 25 12:37:12 25-07131	13524 Highway 1, WILMOT <b>Grass / brush</b>	79	0		
Aug 14 25 16:52:31 25-07146	141 Sunset Cres, MIDDLETON <b>Commercial Fire Alarm</b>	8	0		
Aug 14 25 20:12:49 25-07153	Highway 1, WILMOT <b>Investigation</b>	18	0		
Aug 16 25 13:10:55 25-07222c	Godfrey Lake, WEST DALHOUSIE <b>Mutual Aid to the Scene</b>	565	0	Assistance to 25-07222	
Aug 16 25 09:12:45 25-07226a	2450/2452 Highway 1, AYLESFORD <b>Stand by at another station</b>	0	0	Assistance to 25-07226	
Aug 16 25 20:24:56 25-07256	2072 Mount Hanley Rd, MOUNT HANLEY <b>Investigation</b>	1	0		
Aug 17 25 09:13:22 25-07278e	4868 West Dalhousie Rd, WEST DALHOUSIE <b>Mutual Aid to the Scene</b>	941	0	Assistance to 25-07278	
Aug 17 25 19:48:08 25-07320a	Highway 201, WEST PARADISE <b>Mutual Aid to the Scene</b>	0	0	Assistance to 25-07320	
Aug 18 25 07:59:45 25-07342	325 Marshall St, MIDDLETON <b>Commercial Fire Alarm</b>	0	0		
Aug 18 25 10:46:55 25-07344c	4868 West Dalhousie Rd, WEST DALHOUSIE <b>Mutual Aid to the Scene</b>	601	0	Assistance to 25-07344	
Aug 20 25 06:56:13 25-07401b	4868 West Dalhousie Rd, WEST DALHOUSIE <b>Mutual Aid to the Scene</b>	946	0	Assistance to 25-07401	
Aug 20 25 20:56:52 25-07422a	4806 Highway 201, WEST PARADISE <b>Mutual Aid to the Scene</b>	105	0	Assistance to 25-07422	
Aug 22 25 07:08:31 25-07474b	4868 West Dalhousie Rd, WEST DALHOUSIE <b>Mutual Aid to the Scene</b>	841	0	Assistance to 25-07474	
Aug 22 25 06:10:23 25-07475a	553 Central Ave, GREENWOOD <b>Mutual Aid to the Scene</b>	7	0	Assistance to 25-07475	

**Incident Summary Continued**  
**From Aug 1 25 to Aug 31 25**

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Aug 23 25 06:54:00	4868 West Dalhousie Rd, WEST DALHOUSIE	879	0		
25-07530c	<b>Mutual Aid to the Scene</b>			Assistance to 25-07530	
Aug 24 25 11:09:20	4868 West Dalhousie Rd, WEST DALHOUSIE	399	0		
25-07580c	<b>Mutual Aid to the Scene</b>			Assistance to 25-07580	
Aug 27 25 20:32:24	179 Main St, MIDDLETON	21	0		
25-07752	<b>Propane</b>				
Aug 28 25 07:21:22	4868 West Dalhousie Rd, WEST DALHOUSIE	853	0		
25-07758c	<b>Mutual Aid to the Scene</b>			Assistance to 25-07758	
Aug 28 25 10:05:17	1635 Crisp Rd, INGLISVILLE	20	0		
25-07762b	<b>Mutual Aid to the Scene</b>			Assistance to 25-07762	
Aug 28 25 10:40:35	11 Freeman St, MIDDLETON	6	0		
25-07765	<b>Commercial Fire Alarm</b>				
Aug 29 25 07:23:09	4868 West Dalhousie Rd, WEST DALHOUSIE	876	0		
25-07799c	<b>Mutual Aid to the Scene</b>			Assistance to 25-07799	
Aug 29 25 15:08:09	Highway 101 Exit 18 Wb, BROOKLYN	0	0		
25-07826	<b>Investigation</b>				
Aug 29 25 22:24:18	13736 Highway 1, WILMOT	22	0		
25-07841	<b>Investigation</b>				
Aug 30 25 07:10:43	4868 West Dalhousie Rd, WEST DALHOUSIE	791	0		
25-07849c	<b>Mutual Aid to the Scene</b>			Assistance to 25-07849	
Aug 31 25 07:13:20	4868 West Dalhousie Rd, WEST DALHOUSIE	839	0		
25-07887c	<b>Mutual Aid to the Scene</b>			Assistance to 25-07887	
34 incidents for Middleton		160 hrs 2 mins	0		
		160 hrs 2 mins	0		

July 14, 2025

Call to Order: 10:01 AM  
The meeting met quorum.

Attendance:

Mark Phillips	CAO	West Hants ( <i>virtual</i> )
Chrystal Remme	Vice Chair, Councillor, VM	West Hants ( <i>virtual</i> )
Dave Corkum	Mayor, VM	County of Kings
Rob Frost	Deputy CAO	County of Kings
Mike Trinacty	Mayor, VM	Berwick
Jen Boyd	CAO	Berwick
Jodi MacKay	Mayor, VM	Wolfville
Glenn Horne	CAO	Wolfville
John Andrew	Councillor, VM	Kentville
Chris McNeill	CAO	Kentville ( <i>virtual</i> )
John Bartlett,	Chair, Councillor, VM	Middleton
Evan Williams	Growth & Development, VM	Nova Scotia ( <i>virtual</i> )
Judy Lynch	Labour, Skills and Immigration	Nova Scotia
James Clouthier	Board Chair	Valley REN
Emily Boucher	CEO	Valley REN
Jennifer Tufts	COO	Valley REN

**1) Call to Order**

The meeting was called to order by Councillor Bartlett at 10:01am.

**2) Approval of the Agenda – July 14, 2025**

**Mayor Corkum moved to approve the Valley REN Liaison and Oversight Committee Meeting Agenda for July 14, 2025, seconded by Mayor Trinacty. Motion Carried.**

**3) Review of the Minutes – April 14, 2025**

No changes were noted.

**4) Business Arising**

**a) Valley REN AGM**

Boucher thanked those who were able to attend the Valley REN AGM. There were between 50 and 60 people in attendance and Colonel Vachon, Wing Commander from 14 Wing Greenwood provided a presentation about the growth at 14 Wing Greenwood. Kent and Duffett, our auditing firm, presented the 24-25 audited financial statements as well. Following the AGM, there was a tour of NSCC Middleton’s EATLab (Environment and Agriculture Technology Research Lab) to highlight one of the region’s assets. The lab addresses real-world challenges in the agricultural sector. There were 15 people in attendance and going forward, a tour of a regional asset will be included after each AGM. Due to the tight timeline and schedule to complete the audit process, next year, the AGM will likely be pushed as close to the end of June as possible.

*Councillor John Andrew enters at 10:06am.*

## **b) Business Retention and Expansion Diagnostics**

Boucher noted that Valley REN is preparing to do BRE diagnostics (Business Retention and Expansion) to capture the business climate of the region. This process is more than a survey, but a relationship building and business connections tool. BRE is a best practice methodology in economic development and usually takes 6 months to complete, and is done every 2-3 years. The goal was to launch in the Spring, but it has been pushed back to the Fall due to the many business tariff surveys being completed. Municipal partners will be engaged to develop an action team and an information session will be hosted on the BRE process for the municipal/First Nation and business community. BRE requires a significant engagement process in order for it to be successful. Boucher noted that she is connecting with Jason Guidry of the Halifax Partnership, who is a national certified BRE trainer, to speak about the importance of BRE. Boucher will update LOC on the process and identify timing in September for an information session.

## **c) NS REN Proposal**

Boucher highlighted the NS REN Proposal in the last meeting. In March, the REN CEOs participated in a full day session to discuss joint REN efforts. The opportunity identified was to support the Province and municipalities/First Nations in a joint effort in US tariffs related to supply chain and identifying existing alternative local and Canadian producers/companies. A joint proposal was developed and submitted to the Province. Williams noted that the proposal is under review now by the Minister's office. She noted that NS Loyal is also looking at supply chain, so there may be some overlap, but will provide updates going forward. She noted that all RENs are at capacity, so this proposal would see a project staff lead this initiative.

*CAO Glenn Horne enters at 10:24am virtually.*

## **5) New Business**

### **a) 2024-2025 Annual Report Highlights**

Boucher reviewed highlights from the 2024-2025 Annual Report, including:

- 87% completion rate on targeted objectives of the 2024-2025 business plan.
- Changes were made to the business plan, based on the new strategic plan.
- Surpassed all targets in Population Growth priority area, particularly within Immigration and Settlement Navigation and Connector Programs.
- We served 123 clients served through the BusinessNOW Program. 56% of those clients required core navigation and connections to resources.
- Areas where targets were not met included:
  - Agri Food Rech: This is taking longer than anticipated, but targets were ambitious. There is also development of a new incubator that is entrepreneurial led, which was identified in the pilot concept. Therefore, the concept needed to be shifted due to this already being underway. Cumberland Business Connector and Truro Colchester Partnership for Economic Prosperity are also working on this with Valley REN. The proposal is almost finalized, which would see funding received to hire a full time individual to run the project, similar to STAR and Tourism Implementation.
  - Guru Site Selector Tool: It was hoped that 12 demos would be completed, but offers went out and only 5-6 demos were completed. We are ramping up engagement with partners to finalize an enhancement committee to maintain continuous improvement of the tool.
- Over a year's time in the role, Boucher noted there may be too much being done, and our team spread too thin. Going forward, we will focus on strengthening what we do best

(BRE and sector development).

## **b) PESTLE-R Analysis**

Boucher noted the macroenvironmental analysis is almost complete. We secured a consultant in February 2025 and engagement with staff and Board began in April. She noted that the final version of report was just received, and it will be reviewed at the next Board meeting and shared with LOC.

## **6) Valley REN Operations and Activity Update**

Boucher circulated two reports: one to highlight program reach of core services and impact or anticipated impact of programs, as well as a detailed activity report. Highlights include:

- Last quarter has been focused on a lot of reporting, audit, AGM, staff moving forward with our projects and programs.
- In transition with the revised Connector Program. Targets and outputs are different with the revised model which focuses on skilled trades direct entry matches into apprenticeship. This was a directive of the Province, as their focus is on skilled trades. The program will work with high school students and Nova Scotia Apprenticeship Agency. There is a massive learning curve with this shift. We are also continuing with a portion on the traditional program model.

Councillor Remme suggested connecting with the Edge, as they work with high school students year-round. Mayor Corkum participated in Acadian Days at Grand Pre and he suggested there may be an opportunity to partner to promote the region to visitors. Boucher noted that we are engaged with CDENE to help strengthen their strategy for Acadian Tourism. She noted that we are connecting with the new owners of Martock to engage on the tourism strategy and with the REN. She also continues to be engaged with NSCC and all other support organizations through the Business Supports and Workforce Supports Teams to identify regional opportunities and challenges.

## **7) Board of Directors Chair Update**

Clouthier noted that much of his time has been focused on tourism at the REN, particularly related to the economic impact from the NSCC cuts to the tourism and hospitality programming in the Valley. He expressed his fear that the REN has put a lot of work within the tourism sector, and he fears that operators will not have the staff to support operations. He noted that there will be a tourism joint council session on September 17<sup>th</sup>.

Councillor Remme asked if the Chambers have been brought in for the advocacy piece. Boucher noted that advocacy is not within the mandate or mission of the REN, but that NSCC is also a major impact employer in the region. The REN's role is recognition of the barrier and providing broad information for the region. As it relates to the tourism strategy, she noted that both Chambers will be offered the information to take on the advocacy roles.

## **8) Regional Marketing Levy Framework Consultation Report – Presentation**

Boucher welcomed Genevieve Allen Hearn to present the findings from the regional marketing levy framework consultation report. For more information and to read the preliminary report, please visit: <https://valleyren.ca/industry-sectors/tourism/>. Hearn noted that information will be circulated for the upcoming joint council tourism session in September. Mayor MacKay noted that sending the levy information out by the end of July and a reminder in September would be helpful as Councils take a break in August.

## **9) Member Observations/Feedback**

It was recommended that this item be added to all future agendas. CAO Phillips noted that the Canadian Parks and Recreation Association has an economic impact calculator that may be a good tool to indicate social, economic and health values of the REN's initiatives.

**10) Meeting Schedule (next meeting): October 13, 2025, at 448 Main Street, Kentville**

Mayor MacKay noted that October 13<sup>th</sup> is the Thanksgiving Holiday. Boucher noted that the date will be changed and calendar invite updated soon. Boucher also thanked the Municipality of the County of Kings for hosting the meeting.

**11) Adjournment:** The meeting was adjourned at 11:40am.

**Action Items**

Action Item	Responsible	Due Date
1. Reach out to Jason Haughn to confirm LOC e-vote policy is allowed under MGA	Emily Boucher	As soon as possible
2. Determine location for next LOC meeting	Emily Boucher	As soon as possible
3. Identify timing in September for a BRE information session	Emily Boucher	As soon as possible
4. Circulate PESTLE-R Analysis Final Report	Emily Boucher	September 2025
5. Circulate levy information for Joint Council Session	Emily Boucher Genevieve Allen Hearn	By July 31, 2025 Reminder in early September
6. Change the date of the October LOC Meeting and update calendar invite with new date	Emily Boucher	As soon as possible

“Meeting Minute” based on the July 16, 2025, Valley Regional Services Board Meeting at 10:00am in the Valley Waste-Resource Management Board room with virtual attendance option

A Board decision, relevant to both organizations, was an approval to establish the CAO committee, comprised of each participating municipality’s CAO or delegate, to provide support and advice to the Valley Regional Services Board and staff of Valley Waste and Kings Transit as needed.

## KINGS TRANSIT AUTHORITY



Under the leadership of General Manager Hodges, the following items of interest are underway:

### General Manager Updates:

- Five Low-floor Nova buses have been purchased from Grand River Transit. Some buses have already arrived, and all should be in Kings Transit possession by August.
- The Kings Transit Summer Youth Pass began July 1<sup>st</sup>, and youth aged 12 – 25 can ride the bus all summer for only \$30
- Work continues with the KTA social media/communications strategy. Templates of post text, images, and formats have been created to ensure a consistent brand voice
- Transloc, the new bus tracking system, has been publicly launched and very popular with the public.
- Meetings with Kings Point to Point to investigate partnership/cost opportunities are underway.
- Discussions with the Town of Digby to continue KTA service have concluded. KTA has applied to amend the Motor Carrier license and end the route at Canadian Tire on Warwick Street. on August 1<sup>st</sup>, 2025.

### Board Decisions:

- The Board of Directors approved the signing of the Regional Emergency Management Organization (REMO) Memorandum of Understanding with both Annapolis County and the District of Digby
- The Board approved that Council will be given 7 days’ notice to review the proposed policies, *Policy Development Policy KTA-00* and *Free Transit Ride Policy KTA-01*, prior to approval by the Board.
- The Board deferred approval to rename the Kings Transit Authority to the September meeting to give time for consideration.

Diesel Average Cost	Total Diesel Cost
<small>Includes Taxes Expensed (not posted price)</small>	<small>Includes Taxes Expensed</small>
FY 2026 \$1.08	FY 2026 \$114,655
FY 2025 \$1.38	FY 2025 \$539,691
FY 2024 \$1.39	FY 2024 \$566,538
FY 2023 \$1.59	FY 2023 \$672,054
FY 2022 \$0.97	FY 2022 \$411,623
FY 2021 \$0.64	FY 2021 \$176,067

**KTA Costs Per Litre by Month and Fiscal Year**

## Fuel Cost and Ridership

Multi-year View of KTA Ridership			
Fiscal Year	Total Ridership	Fiscal Year	Total Ridership
FY 2026	77,276	FY 2026	77,276
FY 2025	311,733	FY 2025	311,733
FY 2024	355,008	FY 2024	355,008
FY 2023	307,115	FY 2023	307,115
FY 2022	202,409	FY 2022	202,409
FY 2021	130,829	FY 2021	130,829
FY 2020	349,024	FY 2020	349,024
FY 2019	345,038	FY 2019	345,038
FY 2018	347,299	FY 2018	347,299
FY 2017	349,352	FY 2017	349,352
FY 2016	360,848	FY 2016	360,848
FY 2015	392,035	FY 2015	392,035
FY 2014	406,196	FY 2014	406,196
FY 2013	21,850	FY 2013	21,850
Total	3,966,112	Total	3,966,112

**Total Ridership by Month**

Fiscal Year	Annapolis	Core	Digby	Total
FY 2026	23.04%	66.36%	10.60%	100.00%
FY 2025	23.08%	65.27%	11.65%	100.00%
FY 2024	23.97%	64.66%	11.37%	100.00%
FY 2023	25.85%	63.32%	10.83%	100.00%
FY 2022	26.95%	61.81%	11.24%	100.00%
FY 2021	27.58%	55.99%	16.43%	100.00%
FY 2020	25.54%	65.18%	9.28%	100.00%
FY 2019	25.60%	66.42%	7.98%	100.00%
FY 2018	25.67%	66.56%	7.77%	100.00%
FY 2017	25.39%	66.62%	7.99%	100.00%
FY 2016	24.15%	67.98%	7.87%	100.00%
FY 2015	23.25%	68.93%	7.82%	100.00%
FY 2014	22.69%	70.01%	7.30%	100.00%
FY 2013	22.52%	70.77%	6.71%	100.00%

Notes:  
KTA stopped providing service to West Hantz in 2015  
COVID had a significant impact on ridership for a couple of years including and after 2021  
As of May 21, 2024, transfers are no longer counted as riders

## VALLEY WASTE - RESOURCE MANAGEMENT



Under the leadership of General Manager Andrew Garrett, the following items of interest are underway:

### General Manager Updates:

- Circular Materials shared a DRAFT Summary of Work for the collection and processing of recycling from non-residential properties at curbside. VWRM will need to provide a list of all non-residential properties using the curbside service, eligible units cannot exceed 6 bags of recycling or bundles of cardboard and the cost per unit is \$65 for collection, processing of material and administration.
- Collection on many private roads in Annapolis County will begin on July 9th. Green carts are being distributed to residents upon request.
- Ground wood will be transported to Port Hawkesbury Pulp & Paper beginning in mid-July. Johns Towing and Transportation was awarded a contract to transport the material. In addition, Valley Waste signed a contract with Scott Farms in Upper Canard to accept clean wood.
- Theft at both the Eastern and Western Management Centres is occurring often. In both cases the Town of Kentville Police and the RCMP have been called to investigate.
- Quarterly tonnage is consistent with last year.
- DHS Engineering, a company that owns wind turbines in the Tatamagouche area, provided an assessment of the turbine located at the Eastern Management Centre and there are several repairs needed to become operational again. Staff have contacted the only known supplier of parts, All Energy Management Inc., located in Wisconsin, USA, to see if the required parts are available.

### Board Decisions:

- The Board of Directors approved the Valley Waste-Resource Management Occupational Health and Safety Policy renewal and authorized the Chair and General Manager to execute the policy.

## 2025-2026 CAPITAL PROJECTS

- The Request for Proposals for the expansion of the construction and demolition debris yard at the Eastern Management Centre closed on June 12th and has been awarded to Kenneth Lutz Excavating.
- The Request for Proposals for the shelter for the hazardous waste building at the Western Management Centre is still being evaluated.
- The Request for Proposals for the warehouse at the Western Management Centre received three bids, and all were significantly above the budget of \$350,000. As a result, staff are not going to proceed with this project this year.
- Solution Smith Engineering has been hired to design the new compaction equipment at the Western Management Centre. Once complete, an RFP will be released for the construction of the equipment.

A regular meeting of the Middleton Audit Committee was held at the Town Hall on Monday, August 18, 2025, at 2:00pm.

**PRESENT**

Chairing the meeting, Vice Chair Patricia Leslie, Councillor Bernadette Knapp, Resident, Dao Bui (via Zoom), Resident, Sylvester Atkinson, CAO Ashley Crocker, and Recording Secretary, Dayle Crook, Contract Accountant, Karen Kluska (via Zoom), Edele Oakey and Lauren Vail, BDO Canada (via Zoom).

Regrets: Councillor Sandra Fournier

**CALL TO ORDER**

Vice Chair Patricia Leslie called the meeting to order at 2:03pm.

**1. APPROVAL OF AGENDA**

**250818.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**2. APPROVAL OF THE MINUTES**

**250818.02** It was moved and seconded to approve the minutes of April 28, 2025, as presented. **Motion carried.**

**3. RFD 043-2025: Draft 2024-25 Financial Statements – Lauren Vail BDO Canada**

Lauren Vail, BDO Canada presented an overview of the 2024-25 Audited Financial Statements for the Town of Middleton.

Highlights of the presentation included:

- Accumulated surplus of \$1.5M for fiscal year
- Water Utility revenue was higher than budget due to capitalization of invoices for reservoir and additional water utility capital work
- Increase in holdbacks and Accounts Payable due to capital work completed on the Reservoir project
- Canadian tariffs may be applicable to the Reservoir in the amount of \$150K
- A note disclosure was added to reflect the Town of Middleton becoming a partner of the Kings Transit Authority, which will impact the financial statements in coming fiscal years
- Debenture purchases of Backhoe and Public Works truck

Contract Accountant, Karen Kluska spoke to the grant revenue being received, specifying that the Sustainable Services Growth Fund (SSGF) and a portion of the municipal capital grant were recognized through the year – identifying the increase in water utility revenue.

CAO Crocker reminded the Audit Committee members that the consolidated statements include all of the Town's funds (town general, water utility, capital funds and reserves) and do not reflect the surplus of the town general fund where the tax rate is set.

Vice Chair Patricia Leslie inquired whether there was an update on the relief application that was filled out regarding the tariffs on the reservoir. CAO Crocker stated there has been no update at this time.

**250818.03** It was moved and seconded that Council approve the 2024-25 Audited Financial Statements for the Town of Middleton, for the fiscal year ending March 31, 2025. **Motion carried.**

#### **4. Draft 2024-25 Audit Reports**

##### **4.1 Audit Report – BDO Canada**

Lauren Vail from BDO Canada gave an overview of Audit Report.

A few key takeaways were:

- Materiality was determined based on a percentage of sales (\$175K)
- No unadjusted differences noted during the year
- No audit risk or findings noted during the year (including management override of controls, improper recognition of expenses, and recognition of government transfers)
- No internal control matters or significant deficiencies noted during the year
- Independent Auditors Report concluded unmodified opinion

Lauren Vail asked the audit committee members if they were aware of any non-compliance, fraud or additional subsequent events affecting the fiscal year. Members responded they were not aware of any non-compliance, fraud or additional subsequent events).

##### **4.2 Management Letter – BDO Canada**

Lauren Vail reviewed the Management Letter, noting the following items which have since been addressed by management:

- Login for Front Desk users (restricted access)
- Admin Access to Diamond (Ashley Crocker, CAO)

##### **4.3 Draft Independence Letter – BDO Canada**

Lauren Vail presented the Draft Independence letter.

##### **4.4 RFD 044-2025: Audit Report and Management Letter – Ashley Crocker, CAO**

**250818.04** It was moved and seconded that the Audit Committee accept the 2024-25 Audit Report, as presented. **Motion carried.**

**250818.05** It was moved and seconded that the Audit Committee accept the 2024-25 Management Letter, as presented. **Motion carried.**

## **5. NEW BUSINESS**

### **5.1 Memo: Appointment of Auditor for 2025-26 – Ashley Crocker, CAO**

CAO Crocker explained to the Audit Committee that they would normally recommend the auditor appointment to Council each year. However, this was the final of 3 years in the Town's current agreement with BDO Canada. CAO Crocker stated that the Town will need to issue a new RFQ for Audit Services that covers the upcoming audit for 2025-2026, and subsequent years. -

### **5.2 Update on Audit Costs to Date – Ashley Crocker, CAO**

CAO Crocker presented the audit costs to date, explaining that the Town should be expecting a final bill from auditors, keeping us in-line with initial proposed cost – minor increase due to confirmation requirements during audit process.

## **6. DATE FOR NEXT MEETING**

Next meeting is to be determined.

## **7. ADJOURNMENT**

It was moved to adjourn at 3:11pm.

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Patricia Leslie, Vice Chair

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Dayle Crook, Recording Secretary



## **MAYORS REPORT**

### **July, August & September 2025**

Over the past several weeks, I have had the privilege of representing our community at several meaningful and important events that highlight the resilience, diversity, and unity of our town.

On July 23rd, I had the great honor of attending Thomas Franklin's 101st birthday celebration. Mr. Franklin is not only a centenarian but a treasured member of our community whose stories and wisdom span generations. Celebrating this incredible milestone alongside his family and friends was a moving reminder of the history and strength that reside within our town's elders.

Throughout the summer, I have also continued to attend the daily West Dalhousie wildfire update meetings. These meetings are vital in keeping our community informed and prepared. I want to thank all emergency personnel, municipal staff, and community volunteers for their unwavering dedication in responding to this season's wildfire challenges. Your professionalism and commitment are deeply appreciated.

On September 2nd, I had the pleasure of presenting Bonnie Johnson with a Certificate of Appreciation in recognition of her 35 years of service with the Fireflies. Bonnie's remarkable dedication and spirit have lit up our community—both figuratively and literally—and we are deeply grateful for her decades of involvement and leadership.

On September 6th, I attended the annual Multicultural Festival, which once again showcased the incredible diversity and cultural richness of our town. From music and dance to food and storytelling, the festival served as a powerful reminder that our differences are a source of strength. I want to extend my sincere thanks to the organizers, volunteers, and participants who made this celebration so vibrant and welcoming.

Most recently, on September 7th, I had the solemn honor of attending the Canadian Fallen Firefighters Memorial Service, where we remembered Harold Edgar Ray of the Middleton Fire Department. Mr. Ray's service and sacrifice stand as a powerful testament to the courage and dedication of our firefighting community. We offer our heartfelt condolences to his family, friends, and fellow firefighters.

Each of these events—whether celebratory or solemn—has reaffirmed the strength of our community spirit. I am continually inspired by the people of this town and grateful for the opportunity to serve as your mayor.