

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via Facebook Live on Tuesday, May 20, 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; Communications and Events Coordinator, Gina Pearson, and Recording Secretary, Sara Marceau.

Also in Attendance:

1. **CALL TO ORDER**

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

2. **APPROVAL OF THE AGENDA**

250520.01 It was moved and seconded that Council approve the agenda as circulated.
Motion carried.

3. **PROCLAMATIONS**

3.1 Recreation Month

Mayor Smith proclaimed June 2025, as Recreation Month in Middleton.

3.2 National Indigenous History Month and National Indigenous Peoples Day

Mayor Smith proclaimed June 2025 as National Indigenous Month and June 21, 2025, as National Indigenous Peoples Day in Middleton.

3.3 AccessAbility Awareness Week

Mayor Smith proclaimed May 25 - 31, 2025 as AccessAbility Awareness Week in Middleton.

4. **APPROVAL OF THE MINUTES**

4.1 Approval of the Previous Meeting Minutes

2025.04.22 Council Meeting Minutes

2025.04.22 In-Camera 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 019-2025 Memorandum of Understanding with The Salvation Army**

CAO Crocker provided a brief overview of the Memorandum of Understanding with The Salvation Army.

250520.02 It was moved and seconded that Town Council approve the Memorandum of Understanding between The Salvation Army Disaster Services, Atlantic Division, AND the Annapolis Regional Emergency Management Organization (Annapolis REMO), as recommended by the Annapolis REMO Advisory Committee. **Motion carried.**

6.2 **RFD 018-2025 Local Leadership for Climate Change**

CAO Crocker provided a brief overview of the Local Leadership for Climate Change RFD.

Councillor Archibald inquired whether the Clean Foundation is assisting with the grant application and also undertaking the work, or if an external consultant is being hired. CAO Crocker confirmed that her understanding was that an external consultant would be hired.

250520.03 It was moved and seconded that Town Council authorize the Mayor and CAO to submit an application to the Local Leadership for Climate Change Adaptation – Green Municipal Fund for the purpose of hiring a consultant to complete a community-wide climate risk assessment for Middleton, and Council supports the project and commits to provide a contribution of 10% of the contract value before HST, plus 100% of the non-rebate-able HST, up to a maximum total contribution of \$10,000. **Motion carried.**

6.3 **RFD 023-2025 Appointment List Update**

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

250520.04 It was moved and seconded that Council, on recommendation from the CAO, remove Ning Liang as a Development Officer. **Motion carried.**

250520.05 It was moved and seconded that Council, on recommendation from the CAO, remove Dawn Sutherland as a Development Officer. **Motion carried.**

250520.06 It was moved and seconded that Council, on recommendation from the CAO, appoint Lauren Isabelle of Brighter Community Planning and Consulting as a Development Officer for the Town of Middleton. **Motion carried.**

250520.07 It was moved and seconded that Council approve the Appointment List, as presented.

6.4 **RFD 024-2025 Strategic Plan for 2025-2028**

CAO Crocker provided a brief overview of 2025-2025 Strategic Planning process.

Communications and Events Coordinator Pearson provided a brief overview of the Strategic Planning Focus Group and Survey.

A discussion was held regarding strategies to increase participation in future focus groups.

CAO Crocker noted that residents may not have a clear understanding of the daily responsibilities of staff, or the full scope of activities carried out at Town Hall. It has been suggested that providing educational information could help address this issue. The Communications Strategy will also help, once created and put into place.

250520.08 It was moved and seconded that Council approve the 2025-2028 Strategic Plan as presented. **Motion carried.**

7. REPORTS

- 7.1 Management Report
- 7.2 Middleton Fire Department Dispatch Report for April
- 7.3 Valley REN LOC Apr 14/25 DRAFT Minutes
- 7.4 PAC Public Participation Meeting Apr 15/25 DRAFT Minutes
- 7.5 IMSA Board Apr 16/25 DRAFT Minutes and Meeting Minutes
- 7.6 Joint Police Advisory Board Meeting Apr 17/25 DRAFT Minutes
- 7.7 IDEA Governance Committee Meeting Apr 17/25 DRAFT Minutes
- 7.8 Annapolis County Inter-Municipal Working Group Apr 24/25 DRAFT Minutes
- 7.9 Mayor's Report

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

- Councillor Archibald noted that the PAC Minutes should be corrected to reflect the name 'Dave Diggins' instead of 'Dave Higgins'.
- Councillor Smith noted that the meeting time for the IDEA Governance Committee should be corrected to 1:00pm, not 1:00am.
- Councillor Knapp inquired about any further progress on the Veterans sidewalk project.
 - CAO Crocker has been following up with DPW Verran and assured Councillor Knapp that staff are keeping tabs on the project.

8. CORRESPONDENCE

One (1) notice of correspondence was distributed to Council members.

8.1 April 24, 2025 Letter from Minister John Lohr re: Fire Records Management

9. ANYTHING BY MEMBERS

Councillor Archibald inquired about the status of the motorcycle club and whether a verification process is in place.

Councillor Bartlett also emphasized the importance of notifying the motorcycle club about the Noise Bylaw, suggesting that education and respect for the Town's regulations are key.

Deputy Mayor Marshall requested an overview of the motorcycle club's next steps.

- CAO Crocker stated that the next steps involve the Development Officer reviewing the file to assess the business' activities in relation to the Municipal Planning Strategy and Land Use Bylaw, and to determine whether it constitutes a permitted use and what permits are required.

Councillor Smith asked whether the splash pad could be included in the rental agreement, noting concerns about potential overuse.

Deputy Mayor Marshall suggested installing signage around the facility grounds regarding how to book town facilities for rentals.

Councillor Bartlett inquired about the wetlands project and whether the sign had arrived.

- CAO Crocker stated that there has not yet been an official opening for the wetlands, and staff are currently looking into the status of the sign.

Councillor Bartlett also noted that two plaques are missing information, and that water is seeping between the layers of acrylic.

Councillor Knapp thanked Public Works for providing the flags for the crosswalk.


10. IN-CAMERA

250520.09 It was moved and seconded to adjourn the meeting and move to in-camera at 8:01pm. **Motion carried.**

250520.10 It was moved and seconded to move out of camera at 9:02pm. **Motion carried.**

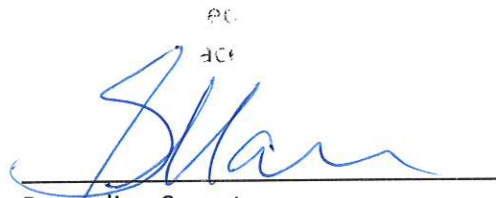
11. ADJOURNMENT

The Mayor declared the meeting adjourned at 9:03 pm.



Mayor

PC
AC



Recording Secretary