

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 – 1st 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.



Mayor



Recording Secretary