

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via Facebook Live on Monday, September 15, 2025, starting at 7:00pm.

PRESENT

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councillors Sandra Fournier (arrived at 6:28 p.m.), Bernadette Knapp, John Bartlett, Jonathan Archibald and Dan Smith; Chief Administrative Officer, Ashley Crocker; and Recording Secretary, Sara Marceau.

Also in Attendance: John Andrew and three (3) citizens

1. CALL TO ORDER

Mayor Smith called the meeting to order at 6:25 p.m.

2. APPROVAL OF THE AGENDA

250915.01 It was moved and seconded that Council approve the agenda as circulated.
Motion carried.

3. SECOND READING

RFD 048-2025 Land Use Bylaw for Parking Requirements

Town Planner Fuller explained the parking requirements very clearly during the public hearing.

250915.02 Be it resolved that the Council of the Town of Middleton give Second Reading to the Land Use Bylaw amendments to reduce the parking requirements to 0.5 spaces per unit for all dwellings within the defined town core and Commercial Downtown zone, and to 0.8 spaces per unit for all multi-unit dwellings (3+ units) town wide and add Schedule B to the LUB. **Motion carried.**

4. PRESENTATIONS

John Andrew from Valley Connect Outreach Association gave a brief presentation and answered questions.

Upon several questions from the Council, John Andrew stated that:

- Middleton Outreach was open every day last year. This year, it's open on Monday, Thursday, and Saturday.
- 8-10 individuals stay overnight on average at the Kentville shelter
- The maximum capacity at the Middleton Outreach is 15 to 20 individuals.

- If individuals stop by and there is nothing available overnight, volunteers direct them to the buses; the RCMP used to transport individuals to their location.
- The focus at Middleton Outreach is on individuals with addictions
- Middleton Outreach tries to be a resource for non-drug-related issues also.
- Valley Connect Outreach still not part of Open Arms
- The shelter in Kentville is located across from the Cornwallis Inn
- Anyone would be welcomed at the Kentville Shelter

5. PROCLAMATIONS

Mayor Smith proclaimed September 30, 2025, as Truth and Reconciliation Day in Middleton.

6. APPROVAL OF THE MINUTES

6.1 Approval of the Previous Meeting Minutes

2025.07.14 Council Meeting Minutes
2025.07.14 In-Camera Meeting Minutes
2025.09.02 Special Council Meeting Minutes
2025.09.02 In-Camera Meeting Minutes

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

7. ANYTHING BY CITIZENS

A citizen from Pinecrest Drive inquired about installing a cement median at Rotary Park to prevent individuals from damaging the parking lot. Councillor Bartlett stated that while a gate would help reduce the problem, it would not eliminate it. Deputy Mayor Marshall stated there is nothing to deter these individuals from doing it and noted that Staff Sergeant Maxwell has repeatedly urged everyone to report everything they see.

Councillor Archibald stated that there is no practical way to upload a video to the police department's website.

CAO Crocker reminded citizens that the Police Advisory Board meeting is scheduled for this Thursday, September 18th at 11 a.m. in Middleton Town Council Chambers, and the public is welcome to attend.

8. NEW BUSINESS

8.1 **RFD 049-2025 Appointment List Update**

CAO Crocker provided an update on the Appointment List.

250915.03 It was moved and seconded that Council, on recommendation from the CAO, appoint Ashley Gervais as the Town's Dangerous and Unsightly Administrator. **Motion carried.**

250915.04 It was moved and seconded that Council approve the Appointment List, as presented. **Motion carried.**

8.2 RFD 050-2025 Letter to Minister LeBlanc re: Unhoused

CAO Crocker provided a brief overview of the letter to Minister LeBlanc regarding the unhoused population in Middleton and noted that the emergency overnight shelter will not be operating this winter in Middleton.

CAO Crocker also provided a brief overview of the PID that was asked about at the July Council meeting for a tiny home development. She noted that the Town would have no management responsibilities. CAO Crocker provided an overview of the path forward for the PID (subdividing, etc.) that the Town Planner put together. CAO Crocker requested that Council provide directions on how staff should proceed with the request.

A lengthy discussion took place.

Councillor Bartlett inquired whether any communication has been received from the Province regarding the Property Opportunity Notices (PON). CAO Crocker stated that only one location has been communicated and approved by the province to date.

Deputy Mayor Marshall requested that CAO Crocker follow up with the province regarding their existing properties, before the Council considers selling or leasing a Town-owned PID for the purposes of a tiny home development. The rest of the Council agreed.

Council made the following recommendations for the draft letter presented:

- A copy of the letter should be sent to MLA David Bowlby and the Premier
- The final paragraph should include specific recommendations on what the Town would like to see happen – such as a meeting with the province

250902.05 It was moved and seconded 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. **Motion carried.**

8.3 RFD 051-2025 Letter to Minister of Justice re: NSFJ meeting on policing

CAO Crocker provided a brief overview of the letter to the Minister of Justice.

250915.06 It was moved and seconded that Council approve sending the attached letter to The Honourable Becky Druhan, Minister of Justice and Attorney General.

8.4 Town General and Water Utility Financial Report as of end June 2025

CAO Crocker provided a brief overview of the Town General and Water Utility Financial Reports as of end June 2025.

8.5 2025-26 Capital Projects Update

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

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

Mayor Smith noted that the above reports were circulated to Council members with the agenda package and called for questions/discussion.

Councillor Smith asked if it would be possible to receive a financial report for each of our major events such as the Heart Run / Century Ride. CAO Crocker indicated that staff plan to bring these forward once all costs are reconciled to the accounting system.

10. ANYTHING BY MEMBERS

Councillor Archibald inquired about the new fire department 4x4 truck and asked what will happen to the old truck, as it appears to be in reasonable condition.

ACTION: CAO Crocker to follow up with DPW Verran and Fire Chief Toole and provide an update.

Councillor Smith inquired about the website redesign and asked about the timeline.

ACTION: CAO Crocker and Communications and Events Coordinator Pearson will discuss the transfer from the old system to the new one with the developer.

Councillor Smith thanked the Public Works Department for re-grading Rotary Park but noted that, unfortunately, individuals have vandalized it again by doing spinouts.

Councillor Smith inquired about the absence of administrative staff at the local police detachment. CAO Crocker explained that there are only a few administrative staff, and due to some unforeseen vacancies, the RCMP is working to fill the positions.

ACTION: CAO Crocker will follow up.

Councillor Smith asked if it would be possible to receive more frequent updates on staffing matters.

ACTION: CAO Crocker will follow up and provide an update.

Deputy Mayor Marshall stated that both he and Deputy Fire Chief Scott Veinot attended the Canadian Fallen Firefighters Memorial in Ottawa on September 6th to honor Harold Edgar Ray. Courage magazine will be publishing a story on Firefighter Ray.

Deputy Mayor Marshall also attended the Middleton Fire Department and the Middleton Rink Dance.

Deputy Mayor Marshall reported that a streetlight is out at 352 Main Street and King Street. He also noted receiving complaints about the old Bistro property being unsightly, with concerns including overgrown weeds and the presence of rats. Additionally, Connaught Avenue is currently experiencing brown water issues. CAO Crocker noted that Dangerous and Unsightly Complaints need to be filed with Town Hall. She will follow up with Public Works on the streetlight and the brown water issues.

Councillor Knapp stated that a resident inquired about the possibility of a sidewalk extending from the end of Gates Avenue, along Center Street, to Victoria Street. CAO Crocker noted that a sidewalk project at that location is not in the budget for this year, and that future sidewalk projects need to be prioritized based on several factors.

Councillor Knapp noted that a derelict car has been on Town property near Bruce's Collision throughout the summer. She also inquired about the possibility of installing crosswalk flags at the crosswalk on Commercial Street in front of Home Hardware.

ACTION: CAO Crocker will investigate the matter.

11. ADJOURNMENT

The Mayor declared the meeting adjourned at 8:15pm.



Mayor



Recording Secretary