

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via Facebook Live on Monday, October 20<sup>th</sup>, 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; and Recording Secretary, Sara Marceau.

**Also in Attendance:** Paul Beazley & Tracey Brisby, PVSC and 7 citizens

#### 1. CALL TO ORDER

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

#### 2. APPROVAL OF THE AGENDA

**251020.01** It was moved and seconded that Council approve the agenda as amended.  
**Motion carried.**

- At the request of Councillor Smith, the agenda was amended by adding “Joint Police Advisory Board” under New Business, item 6.6

#### 3. PRESENTATIONS

Paul Beazley and Tracey Brisby from Property Valuation Services Corporation (PVSC) gave a presentation on property assessments.

Some key takeaways were:

- Regular assessment data reports
- Timely, actionable insights
- A clear understanding of their assessment landscape
- Value-added services (no additional costs)
- Access to experts
- Dedicated support for assessment-related questions and matters
- Training and education
- Access to, and support for PVSC systems

#### 4. APPROVAL OF THE MINUTES

##### 4.1 Approval of the Previous Meeting Minutes

2025.09.15 Council Meeting Minutes

## 2025.10.06 Special Council Meeting Minutes

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

5. ANYTHING BY CITIZENS

Cliff Drysdale attended the Source Water Protection meeting and subsequently sent an email to Mayor Smith regarding Lily Lake. He has expressed interest in giving a presentation to Council on a proposed trail system around Lily Lake.

Dianne MacDonald inquired about the Town's logo change, asking for the reason behind the proposed update.

- CAO Crocker stated that the change is due to accessibility considerations.

Hilary Campbell inquired about the current status of the Secondary Planning Strategy.

- CAO Crocker stated that she has an email to review and will work on getting the process back on track.

6. NEW BUSINESS6.1 **Committee of the Whole Recommendations**

## a. RFD 052-2025 Middleton Logo Change

CAO Crocker provided a brief overview of the Middleton Logo Change.

**251020.02** It was moved that Council approve the use and implementation of the new logo and its variations. **Motion defeated.**

**251020.03** It was moved and seconded that staff explore additional options to the current Middleton logo for consideration of change. **Motion carried.**

The logo change prompted some discussion.

Councillor Knapp requested that this be revisited at the next Council meeting.

CAO Crocker stated that staff will bring forward three options.

Deputy Mayor Marshall noted that while it may seem like a small task, the logo will represent us for years to come—so it's important to get it right.

- b. RFD 053-2025 Interest Rate for Overdue Taxes and Fees.

CAO Crocker provided a brief overview of the Interest Rate for Overdue Taxes and Fees.

**251020.04** It was moved and seconded that Council approve charging an interest rate of 1.5% per month, or any portion thereof, on all outstanding balances of taxes and other charges on the tax roll, effective November 1, 2025. **Motion carried.**

- c. RFD 055-2025 Dangerous and Unsightly Policy

CAO Crocker gave a brief overview of the Dangerous and Unsightly Policy.

**251020.05** It was moved and seconded that Council approve the proposed revisions to the Dangerous and Unsightly Premises Policy. **Motion carried.**

Councillor Archibald inquired whether there are any guidelines and if the process is clearly defined.

- CAO Crocker responded that yes, the guidelines are outlined in the *Municipal Government Act*.

## 6.2 Audit Committee Recommendations

- a. RFD 058-2025 Appointment of Auditors

CAO Crocker gave a brief overview of the Award of RFQ for Audit Services and Appointment of Auditor.

**251006.06** It was moved and seconded that That the Audit Committee recommend that Council award the RFQ for Audit Services covering a five-year period for fiscal years ending March 31, 2026, through March 31, 2030, to BDO Canada LLP for an estimated amount of \$200,786 plus non-recoverable HST and further appoint BDO Canada LLP as the municipal auditor for the same fiscal periods. **Motion carried.**

## 6.3 2025-26 Capital Projects Update

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

Councillor Bartlett asked if the reservoir is on track to be completed.

- CAO Crocker responded, yes, as far as she is aware.

#### 6.4 Financial Forecast for Town General and Water Utility

CAO Crocker provided a brief update on the Financial Forecast for Town General and Water Utility.

#### 6.5 RFD 059-2025 Naming of the Wetland Park

CAO Crocker gave a brief overview of Naming of the Wetland Park.

**251006.07** It was moved and seconded that Council approve the name “**Middleton Wetland Trail**” as the official name for the wetland restoration site and direct staff to proceed with the final design and installation of the welcome signage. **Motion carried.**

**ACTION:** Hold off on ordering signage for Wetland Park until the new logo has been approved.

#### 6.6 Joint Police Advisory Board

Councillors spoke about RCMP and vandalism issues.

**ACTION:**

- Bring forward a staff report (Request for Decision) on what the process is to move back to a Town Police Advisory Board

### 7 REPORTS

- 7.1 Management Report
- 7.2 Middleton Fire Department Dispatch Report for September
- 7.3 Valley Regional Services Board Sep 17/25 Meeting Minute
- 7.4 Joint Police Advisory Board Sep 18/25 DRAFT Minutes
- 7.5 Audit Committee Oct 9/25 DRAFT Minutes
- 7.6 Mayor’s Report

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

Deputy Mayor Marshall noted that there is a spelling mistake in the Joint PAB Minutes. It should read “Illsley” instead of “Hilsley.”

Councillor Archibald stated that the Special Council meeting minutes from October 6th should reflect that he declared a conflict of interest.

8 CORRESPONDENCE

8.1. October 7, 2025, Letter from Annapolis Valley Regional Library re: Funding

8.2. October 9, 2025, Letter from Attorney General and Minister of Justice Becky Druhan re: NSFM Conference

Two (2) notices of correspondence were distributed to Council members.

9 ANYTHING BY MEMBERS

Councillor Archibald expressed preference in having the agenda package distributed earlier.

Councillor Bartlett has observed an increased police presence in Middleton following the recent Joint Police Advisory Board meeting. He also noted that the streetlight directly across from the Chinese restaurant is currently out.

Deputy Mayor Marshall reported that the crosswalk lights at the corner of King and Main Streets are still not functioning.

Mayor Smith has also noted an increased police presence in Middleton.

10 IN CAMERA

**251020.07** It was moved and seconded to move to in-camera at 9:15pm. **Motion carried.**

Councillor Smith declared a conflict of interest and left the room, for item 10.2.

Councillor Smith returned to the meeting at 9:45pm for item 10.3.


**251020.08** It was moved and seconded to move out of camera at 10:15pm. **Motion carried.**

**251020.09** It was moved and seconded that Council amend Personnel Policy 6.1 Employee Compensation and Review policy to include the option to use Cost of Living increases negotiated for unionized employees to apply to non-union employees. **Motion carried.**

**251020.10** It was moved and seconded that Council approve the Employee Compensation Plan as presented. **Motion carried.**

11 ADJOURNMENT

The Mayor declared the meeting adjourned at 10:17pm.

  
Mayor

  
Recording Secretary