

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

PRESENT

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

Also in Attendance: Citizen Heather Baxter.

1. CALL TO ORDER

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

2. VOLUNTEER OF THE YEAR AWARD

Mayor Smith presented Heather Baxter with the 2025 Volunteer of the Year Award.

3. SECOND READING

RFD 068-2025 2nd Reading of Livestock Bylaw

CAO Crocker provided a brief overview of the Livestock Bylaw.

251215.01 It was moved and seconded that Council gives second reading and approves Chapter 62, the Livestock Bylaw. **Motion carried.**

4. APPROVAL OF THE AGENDA

251215.02 It was moved and seconded that Council approve the agenda as circulated. **Motion carried.**

5. PRESENTATIONS

Paul Young from CBCL gave a presentation on the Middleton Reservoir Replacement Project.

Some key takeaways were:

- Project Schedule
 - Anticipated Commissioning Timeline, January 19-February 6, 2026
 - Anticipated Date for Tank Operational, February 11, 2026
 - Project Completion (Excluding Seasonal Work), February 20, 2026
 - Decommissioning of Old Reservoir, Spring 2026

Councillor Smith asked how the current timeline compares to the original plan and whether any additional costs were incurred.

- Paul Young stated that the project is approximately two (2) months behind schedule; however, there were no additional costs, as the price remained the same, though the work took slightly longer to complete.

Deputy Mayor Marshall raised concerns about long-duration power outages and the availability of auxiliary power. He asked whether there is a designated location for auxiliary power in the event of a week-long outage.

- Paul Young confirmed the building includes a built-in power generator with a 48-hour fuel capacity.

Councillor Archibald asked about the life expectancy of the tank.

- Paul Young stated the manufacturer estimates a lifespan of 75 years; noted these are the most commonly used tanks.

Councillor Smith asked whether there are any concerns with starting the reservoir during winter conditions.

- Paul Young explained that the new reservoir would not be started on the coldest day of the year and that the system is constantly mixing to maintain reliability.

6. APPROVAL OF THE MINUTES

6.1 Approval of the Previous Meeting Minutes

2025.11.13 Special Council Meeting Minutes

2025.11.17 Council Meeting Minutes

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

7. ANYTHING BY CITIZENS

Nothing to report.

8. NEW BUSINESS

8.1 **RFD 065-2025 Water Arrears Collection Policy**

CAO Crocker provided a brief overview of the Water Arrears Collection Policy.

251215.03 It was moved that Council approve amendments to the Town's Water Arrears Collection Policy. **Motion carried.**

Councillor Archibald noted that several residents are seasonal. Raised concerns about how seasonal residents can notify staff and asked whether they have the option to have their water shut off.

- CAO Crocker stated that residents can contact staff to advise that they are seasonal residents and may request to have their water shut off.

8.2 RFD 066-2025 Anti-Harassment Policy

CAO Crocker provided a brief overview of the Anti-Harassment Policy.

251215.04 It was moved and seconded that Council approve the revised Anti-Harassment Policy as presented, and that the policy take effect immediately to meet provincial compliance requirements. **Motion carried.**

Councillor Smith asked whether only the individual being harassed can raise a concern, or if another person may also bring the issue forward.

Councillor Archibald asked whether Council would be included in training related to harassment.

ACTION: CAO Crocker to investigate training options.

8.3 RFD 067-2025 Appointment List Update

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

251215.05 It was moved and seconded that Council, on recommendation from the CAO, appoint Khyali Patel of Brighter Community Planning and Consulting as a Development Officer for the Town of Middleton. **Motion carried.**

251215.06 It was moved and seconded that Council, on recommendation from the CAO, appoint Leah Profitt as Town Treasurer. **Motion carried.**

251215.07 It was moved and seconded that Council, on recommendation from the CAO, appoint Amanda Lewis as the Town's Animal Control and Bylaw Enforcement Officer. **Motion carried.**

251215.08 It was moved and seconded that Council, on recommendation from the CAO, appoint Sean Amos as the Town's Dangerous and Unsightly Administrator. **Motion carried.**

251215.09 It was moved and seconded that Council approve the Appointment List, as presented. **Motion carried.**

8.4 2025-26 Capital Projects Update

CAO Crocker and Director of Public Works Verran provided a brief overview of the 2025–26 Capital Projects Update.

Mayor Smith asked for an update on the dock at Riverside Park.

- CAO Crocker advised that a contractor has provided a preliminary estimate. Noted that another funding avenue through ACOA has been explored, but no funding has been secured to date. The Town would need to contribute funds (reserves) to compliment the grant. Also proposed running the canoe/kayak program at Lily Lake/Second Lake as a trial.

Councillor Knapp asked about fire hydrant replacement and whether any had been replaced this year.

- DPW Verran stated that one hydrant was replaced due to damage; however, due to manpower limitations, no additional replacements have been completed this year.

ACTION: DPW Verran to look into hydrant adapters that require replacement.

Councillor Smith asked how many hours or days the reservoir would supply water if it were full.

- DPW Verran estimated approximately five (5) days.

8.5 Financial Forecast for Town General and Water Utility

CAO Crocker provided a brief overview of the Financial Forecast for Town General and Water Utility.

8.6 Financial Reports for 2025 Events

CAO Crocker provided a brief overview of the Financial Reports for 2025 Events.

There was a lengthy discussion regarding the Multicultural Event and the day camps held this summer.

Councillor Smith suggested conducting a survey of residents to identify what events they would like the Town of Middleton to host.

Councillor Archibald asked what percentage of day camp participants were Middleton residents versus county residents.

ACTION: CAO Crocker to discuss with staff.

9. REPORTS

- 9.1 Management Report
- 9.2 Middleton Fire Department Dispatch Report for November
- 9.3 IDEA Committee Meeting Nov 3/25 Minutes
- 9.4 Joint Police Advisory Board Nov 13/25 DRAFT Minutes
- 9.5 Valley Regional Services Board Nov 19/25 Meeting Minute
- 9.6 Annapolis County Inter-Municipal Working Group Nov 26/25 DRAFT Minutes
- 9.7 Valley REN Quarter 2 Snapshot
- 9.8 Mayor's Report

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

There was a lengthy discussion around the Joint Police Advisory Board training that is taking place on January 7th in Wolfville.

10. ANYTHING BY MEMBERS

Councillor Bartlett asked DPW Verran about the most recent snowstorm and why the snowbanks on Main Street had not been removed. Councillor Bartlett also informed residents about a free turkey dinner being held at the Capital Pub on Christmas Day for those who will be alone.

- DPW Verran responded that the truck had broken down.

Councillor Knapp extended wishes to everyone for a Merry Christmas and a Happy New Year.

Councillor Fournier also extended wishes to everyone for a Merry Christmas and a Happy New Year.

Deputy Mayor Marshall reminded residents about the public works process during a snowstorm and suggested that this information should be made available on the Town's website. Deputy Mayor Marshall also extended wishes to everyone for a Merry Christmas and a Happy New Year!

11. ADJOURNMENT

The Mayor declared the meeting adjourned at 8:53pm.


Mayor


Recording Secretary