

**AGENDA:**

1. **CALL TO ORDER**
  
2. **APPROVAL OF THE AGENDA**
  
3. **NEW BUSINESS**
  - 3.1. RFD 027-2026 Special By-Election – CAO Crocker
  - 3.2. RFD 028-2026 Operating Budget Update for 2026-2027 – DOF Profitt
  
4. **ADJOURNMENT**

**REQUEST FOR DECISION**  
**Special By-Election**  
**RFD#: 027-2026**



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**To:** COTW and Special Town Council  
**From:** Ashley Crocker, CAO  
**Date:** April 7, 2026  
**Subject:** Special By-Election

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**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- 2024 Election Expense Report
- Intelivote Systems Inc. - Quotation

Legislation

- *Municipal Elections Act*
- *Municipal Government Act*

Recommendation

1. That Council authorize expenditures for the June 2026 Municipal Election up to \$10,386.
2. That Council gives authority to the CAO to appoint Assistant Returning Officer(s).
3. That Council agree to implement a fully electronic (telephone and internet) election with the electronic election platform provided by Intelivote Systems Inc. for the 2026 Special By-Election.
4. That Council set Nomination Day as Tuesday, May 19, 2026.
5. That Council set the dates for the Advanced Polling period from Thursday, June 4, 2026 to the close of voting on Regular Polling Day of June 13, 2026.
6. That Council authorizes the use of the Nova Scotia permanent registry of voters provided by Elections Nova Scotia as the preliminary list of electors for the 2026 Municipal Elections in Middleton.
7. That Council agrees that in addition to the methods mandated by the *Municipal Elections Act* to notify the public of the preliminary list of electors and revision methods, that it be left to the discretion of the Returning Officer to determine additional notification mechanisms that will improve the accuracy of the electors' lists.
8. That Council authorize election staff to continue to amend the electors' list database in conjunction with the electronic voting system up to and including Regular Election Polling Day.

**REQUEST FOR DECISION**  
**Special By-Election**  
**RFD#: 027-2026**



9. That Council authorize the Returning Officer to conduct election education and offer information session(s) for potential candidates.
10. That Council authorize the holding of the Special By-Election on Saturday, June 13, 2026.

**Background**

Council is required to hold a special by-election when a vacancy occurs on Council, except where the vacancy arises within six (6) months of a regular election year. The next regular municipal election is scheduled for 2028. Therefore, a special election must be held to fill the vacancy resulting from the resignation of Sandra Fournier that was received on March 20, 2026. Section 13(1) of the *Municipal Elections Act* requires Council, within four (4) weeks of the vacancy, to name a day for a special election.

A special election requires a minimum of 60 days to administer. The election day must fall on a Saturday and be held no more than eleven (11) weeks after the Council meeting at which the date is set, which is April 7, 2026. Based on these requirements, the special election must take place on a Saturday before June 23, 2026.

The last paper ballot election was held in 2008. Paper ballot elections are generally more cumbersome to administer, as they are labor-intensive, logistically complex, time-consuming, and more prone to human error. In contrast, e-voting is more streamlined, efficient, less resource-intensive, and easier for both staff and voters.

Although slightly more expensive, staff recommend moving forward with e-voting as the voter turnout should be higher, and the results will be somewhat immediate instead of having to count ballots.

**Nomination Day**

Section 13(3) of the *Nova Scotia Municipal Elections Act* (“the Act”) requires that nomination day for a special election shall be the fourth Tuesday preceding ordinary polling day.

**Advanced Polls**

Section 114(4) of the *Act* provides for an advance poll on Tuesday, June 9, 2026, the fourth day before regular poll (June 13, 2026). Council may select one other day or delegate its authority to select the first advanced poll to the Returning Officer. The choices are either Thursday, June 4, 2026 or Saturday, June 6, 2026. With use of electronic voting, a polling period can begin on the first date of June 4, 2026 and continue for the entire period up to the close of the Poll Day on June 13, 2026; giving voters 24-hour voting for a period of 10 days.

**Notice of Preliminary List**

Section 34(1) of the *Act* requires the availability of the preliminary list of voters to be advertised in newspapers circulating in the Municipality.

**REQUEST FOR DECISION**  
**Special By-Election**  
**RFD#: 027-2026**



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Section 34(4) outlines other mechanisms to notify voters but it is only necessary if directed by Council. The other mechanisms include:

- Distributing flyers to households
- Mailing cards to voters
- Providing for other advertisements as directed by Council

Staff recommend that authority to choose other mechanisms be delegated to the Returning Officer. Date of Final List Section 38 of the Act refers to a date selected by Council on which the amended list of voters are finalized. Decisions on the final list must be made in time to allow the lists to be printed. With use of electronic voting, the lists are available electronically and printed lists would not be necessary. The Returning Officer will ensure sufficient telephone support is available on election day to answer the phones and questions related to the election voter list.

**Preliminary List**

Since 2016, the federal government and all provinces have kept a permanent registry of voters which is updated monthly. The permanent registry for Nova Scotia is the most up-to-date list of electors and should be used as the preliminary list of electors.

**Public Education**

It is recommended that the Returning Officer conduct at least one information session with potential candidates to outline the role and responsibilities of a Town Councillor. In addition, it is recommended that informational materials be developed/designed and be made available electronically as well as printed upon request.

**Financial Implications**

\$10,386 is included in the approved 2026-2027 operating budget for the by-election expense.

**REQUEST FOR DECISION**  
**Special By-Election**  
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Below are the estimated costs for e-voting and paper ballot voting:

	<u>E-voting</u>	<u>Paper Voting</u>
Returning Officer - Election Day	\$ 660.00	\$ 660.00
Returning Officer - 1 Nomination Days, 2 Advanced Polling Day	\$ -	\$ 192.50
Assistant Returning Officer - Election Day	\$ 500.00	\$ 500.00
2 Poll Clerks - Election Day	\$ -	\$ 500.00
Auditor (Jeff Hanshaw)	\$ 623.14	\$ 623.14
Ballots	\$ -	\$ 452.67
Ballot Shipping	\$ -	\$ 40.00
Advertising	\$ 1,038.57	\$ 1,038.57
E-vote System (Intelivote Systems Inc.)	\$ 6,023.73	\$ -
Postage for Voter Instruction Letters	\$ -	\$ 1,984.00
Printing of Voter Instruction Letters	\$ 250.00	\$ 250.00
Helpline / Cellphone	\$ 100.00	\$ 100.00
	<b><u>\$ 8,535.45</u></b>	<b><u>\$5,680.89</u></b>

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	Engaging community in municipal activities and government
X	Governance	Promoting good governance that is transparent, participatory, diverse, accessible, accountable.

**REQUEST FOR DECISION**  
**Special By-Election**  
**RFD#: 027-2026**



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	Council Strategic Initiative	
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Alternatives

Council could direct staff to use paper ballot voting.

Community Engagement/Communication

Not required at this stage of the election planning.

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: April 7, 2026

Account:	From:	To:	Date:	4/1/2024	3/31/2025	Subtotal By:	No Subtotal Include:	Posting, Unit, Inactive
Account:	Trx Date	Jrnl No.	Description:	Fund	Beginning Balance:	Orig. Master Number	Orig. Maste Posting No.	Debit Credit
	8/22/2024	72,490	PMTRX00000830 Purchases		MIDD-20240819-P	INTELIVOTE SYSTEMS INC	1067	\$2,246.95
	8/22/2024	72,491	PMTRX00000830 Purchases		MIDD-20240709-D	INTELIVOTE SYSTEMS INC	1068	\$938.57
	10/22/2024	73,108	PMTRX00000846 Purchases		200282	CUSTOM PAGE MEDIA & CON	1634	\$625.72
	10/22/2024	73,109	PMTRX00000846 Purchases		102124	MARCEAU SARA	1635	\$3,500.00
	10/22/2024	73,110	PMTRX00000846 Purchases		102124	MOORE, LISA	1636	\$500.00
	10/22/2024	73,140	PMTRX00000846 Purchases		IN138247	SALTWIRE NETWORK INC.	1666	\$286.79
	10/22/2024	73,141	PMTRX00000846 Purchases		IN138804	SALTWIRE NETWORK INC.	1667	\$182.50
	10/22/2024	73,142	PMTRX00000846 Purchases		IN138805	SALTWIRE NETWORK INC.	1668	\$182.50
	10/22/2024	73,143	PMTRX00000846 Purchases		IN139342	SALTWIRE NETWORK INC.	1669	\$286.79
	11/28/2024	73,503	PMTRX00000854 Purchases		MUN-20291028-F	INTELIVOTE SYSTEMS INC	2062	\$2,166.65
	12/6/2024	73,740	PMTRX00000858 Purchases		2169	ACROCKER RBC VISA	2269	\$77.17
	12/6/2024	73,740	PMTRX00000858 Purchases		2169	ACROCKER RBC VISA	2269	\$41.38
	12/6/2024	73,742	PMTRX00000858 Purchases		78289	ACROCKER RBC VISA	2271	\$34.41
	12/6/2024	73,744	PMTRX00000858 Purchases		2813	ACROCKER RBC VISA	2273	\$6.00
	3/31/2025	76,190	GLTRX00005584 J03-174 Y/E InterDept alloc -o				3966	#####
Net Change	Ending Balance							
Totals:		\$7,752.79	\$7,752.79	\$11,075.43	\$3,322.64	Account:	01-210-219-2050	
Accounts	Beginning Balance		Net Change	Ending Balance	Debit	Credit		
Grand Totals:		1	\$0.00	\$7,752.79	\$7,752.79	\$11,075.43	\$3,322.64	

**From:** [Lindsay Smith](#)  
**To:** [Sara Marceau](#)  
**Cc:** [Bill Poole](#); [Dean Smith](#)  
**Subject:** RE: Quote  
**Date:** Wednesday, March 25, 2026 12:15:06 PM  
**Attachments:** [image001.png](#)

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## Caution

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Hi Sara,

Sorry for the delay.

We do have an increased price for Canada Post postage since your last election, as the price went up from \$0.98 to \$1.23 (plus HST) for the postage cost alone on our voter instruction letter (VIL), which now is priced at \$1.75 for a incentive letter mail package, full production proofs and the printing and induction into Canada Post's system.

It will be our base fee of \$3,000 for our evoting services, plus VIL's delivered to eligible electors which is 1600 electors (approx.) x \$1.75 = \$2,800 for a total of \$5,800 (plus HST).

Let me know if you need anything else.

Lindsay

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**From:** Sara Marceau <[ea@town.middleton.ns.ca](mailto:ea@town.middleton.ns.ca)>  
**Sent:** March 25, 2026 11:56 AM  
**To:** Bill Poole <[bill.poole@intelivote.com](mailto:bill.poole@intelivote.com)>; Dean Smith <[dean.smith@intelivote.com](mailto:dean.smith@intelivote.com)>  
**Subject:** RE: Quote

Hi Bill,

Is there any update on the below email? I'm still waiting for a quote.

Regards,

Sara

*Sara Marceau*

Executive Assistant/Planning Services  
Coordinator  
Town of Middleton  
131 Commercial Street, PO Box 340  
Middleton, NS B0S 1P0



Ph: 902-825-4841 ext. 111

e: [ea@town.middleton.ns.ca](mailto:ea@town.middleton.ns.ca) | [www.discovermiddleton.ca](http://www.discovermiddleton.ca)

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**From:** Bill Poole <[bill.poole@intelivote.com](mailto:bill.poole@intelivote.com)>

**Sent:** Monday, March 23, 2026 10:48 AM

**To:** Sara Marceau <[ea@town.middleton.ns.ca](mailto:ea@town.middleton.ns.ca)>; Dean Smith <[dean.smith@intelivote.com](mailto:dean.smith@intelivote.com)>

**Subject:** RE: Quote

**Importance:** High

**Caution**

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

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Hi Sara, I am passing this email on to Dean. He will be able to provide a quote.

Thank you,

Bill

**Bill Poole | Client Services  
Intelivote Systems Inc.**

40 Thornhill Drive, Suite 12

Dartmouth, NS, B3B 1S1

Office (902) 468-0347

Mobile (902) 456-6775

[Bill.poole@intelivote.com](mailto:Bill.poole@intelivote.com)

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**From:** Sara Marceau <[ea@town.middleton.ns.ca](mailto:ea@town.middleton.ns.ca)>

**Sent:** March 23, 2026 10:27 AM

**To:** Bill Poole <[bill.poole@intelivote.com](mailto:bill.poole@intelivote.com)>

**Subject:** Quote

Good morning,

I'm wondering if you could please provide a quote? We'll be having a by-election in the coming weeks as a Councillor has resigned.

Thank you,

Sara

*Sara Marceau*

Executive Assistant/Planning Services

Coordinator

Town of Middleton

131 Commercial Street, PO Box 340

Middleton, NS B0S 1P0

Ph: 902-825-4841 ext. 111

e: [ea@town.middleton.ns.ca](mailto:ea@town.middleton.ns.ca) | [www.discovermiddleton.ca](http://www.discovermiddleton.ca)



**REQUEST FOR DECISION**  
**2026-2027 Operating Budget Update**  
**RFD#: 028-2026**



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**To:** COTW and Special Town Council  
**From:** Leah Profitt, Director of Finance  
**Date:** April 7, 2026  
**Subject:** 2026-2027 Operating Budget Update

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**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- RFD 022-2026
- 2026-2027 Operating Budget

Legislation

- *Municipal Government Act*

Recommendation

That Town Council approve Version 4 of the 2026-2027 Town General Operating Budget as presented, with total expenditures of \$5,095,585, and a balanced budget of \$0.

Background

RFD 022-2026 for the 2026-2027 Operating Budget was presented and approved by Council on March 30, 2026. This week, staff realized that the transfer from reserves to balance the budget of \$18,797 was missing from the file. In accordance with the *Municipal Government Act*, all municipalities are required to deliver a balanced budget.

Staff have reviewed RFD 022-2026 and determined that all the motions made on March 30, 2026 are still accurate, and do not change as a result of adding in a transfer from reserves (prior year surplus) of \$18,797. In the budget document, only slides 26, 27, 120 and 121 changed.

Staff recommend making the above motion to approve the correct version of the budget, which shows a balanced operating budget for 2026-2027.

**REQUEST FOR DECISION**  
**2026-2027 Operating Budget Update**  
**RFD#: 028-2026**



Financial Implications

There is a budgeted withdrawal from the Operating Reserve to balance the budget this year of \$18,797: which is estimated to be used from the forecasted 2025-2026 surplus which will be transferred to the operating reserve at year end.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
	Community	
X	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: April 7, 2026

## Version 3

General Operating Fund Budget Overview						
	2026/27	2025/26			2025/26	2024/25
	Budget	Budget	Change \$	Change %	Forecast	Actuals
<b>REVENUES</b>						
Assessable property taxes	4,335,034	4,050,246	284,788	7%	4,061,115	3,896,158
Grants in lieu of taxes	154,823	152,231	2,592	2%	151,366	154,810
Services provided to other governments	96,162	96,824	(662)	-1%	94,386	153,557
Sales of services	35,530	62,052	(26,522)	-43%	42,781	33,232
Other revenue from own sources	106,543	96,567	9,976	10%	126,403	95,554
Unconditional transfers from other governments	338,811	338,964	(153)	0%	339,068	338,947
Conditional transfers	219,092	214,563	4,529	2%	265,457	58,301
<b>TOTAL REVENUE</b>	<b>5,285,996</b>	<b>5,011,447</b>	<b>274,549</b>	<b>5%</b>	<b>5,080,575</b>	<b>4,730,559</b>
<b>EXPENSES</b>						
General government services	656,054	677,836	(21,782)	-3%	660,090	608,113
Protective services	1,848,530	1,723,632	124,898	7%	1,729,356	1,504,446
Transportation services	915,412	926,493	(11,081)	-1%	869,540	756,990
Environmental health services	458,365	455,052	3,313	1%	415,537	366,363
Public health services	-	-	-	0%	-	-
Environmental development services	244,104	268,939	(24,835)	-9%	236,560	201,016
Recreation and cultural services	370,228	401,445	(31,217)	-8%	378,285	409,021
Mandatory education contributions	564,528	498,736	65,792	13%	521,916	453,583
Interest (MFC)	37,485	42,823	(5,338)	-12%	43,856	43,186
Interest (Inter-fund)	878	1,755	(877)	-50%	1,755	2,851
<b>TOTAL EXPENSES</b>	<b>5,095,585</b>	<b>4,996,711</b>	<b>98,874</b>	<b>2%</b>	<b>4,856,894</b>	<b>4,345,569</b>
<b>ANNUAL SURPLUS / (DEFICIT)</b>	<b>190,412</b>	<b>14,736</b>	<b>175,676</b>		<b>223,681</b>	<b>384,991</b>
<b>FINANCING AND TRANSFERS</b>						
Principal repayments (MFC)	191,639	207,370	(15,731)	-8%	207,370	183,673
Principal repayments (Inter-fund)	17,569	29,010	(11,441)	-39%	29,010	37,337
Transfer to Sewer Reserve	-	-	-	0%	-	428,654
Transfer from Operating Reserve	-	(163,691)	163,691	-100%	-	-
Use of prior year surplus	-	(57,953)	57,953	-100%	(12,699)	-
<b>TOTAL AFTER TRANSFERS</b>	<b>(18,797)</b>	<b>-</b>	<b>(18,797)</b>		<b>(0)</b>	<b>(264,674)</b>

Version 4

General Operating Fund Budget Overview						
	2026/27	2025/26			2025/26	2024/25
	Budget	Budget	Change \$	Change %	Forecast	Actuals
<b>REVENUES</b>						
Assessable property taxes	4,335,034	4,050,246	284,788	7%	4,061,115	3,896,158
Grants in lieu of taxes	154,823	152,231	2,592	2%	151,366	154,810
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<b>TOTAL REVENUE</b>	<b>5,285,996</b>	<b>5,011,447</b>	<b>274,549</b>	<b>5%</b>	<b>5,080,575</b>	<b>4,730,559</b>
<b>EXPENSES</b>						
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Public health services	-	-	-	0%	-	-
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Interest (Inter-fund)	878	1,755	(877)	-50%	1,755	2,851
<b>TOTAL EXPENSES</b>	<b>5,095,585</b>	<b>4,996,711</b>	<b>98,874</b>	<b>2%</b>	<b>4,856,894</b>	<b>4,345,569</b>
<b>ANNUAL SURPLUS / (DEFICIT)</b>	<b>190,412</b>	<b>14,736</b>	<b>175,676</b>		<b>223,681</b>	<b>384,991</b>
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Transfer from Operating Reserve	-	(163,691)	163,691	-100%	-	-
Use of prior year surplus	(18,797)	(57,953)	39,156	-68%	(12,699)	-
<b>TOTAL AFTER TRANSFERS</b>	<b>0</b>	<b>-</b>	<b>0</b>		<b>(0)</b>	<b>(264,674)</b>