

**AGENDA**

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**3. APPROVAL OF THE MINUTES**

- 3.1 In-camera Meeting Minutes – February 17, 2026
- 3.2 Council Meeting Minutes – March 16, 2026
- 3.3 In-camera Meeting Minutes – March 16, 2026
- 3.4 Special Council Meeting Minutes – March 30, 2026

**4. ANYTHING BY CITIZENS**

*Procedure: A thirty-minute period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute period provided there is time remaining within the thirty-minute “Anything by Citizens” period.*

**5. NEW BUSINESS**

- 5.1 Committee of the Whole Recommendations
  - a. RFD 029-2026 Low Income Tax Exemption – CAO
  - b. RFD 030-2026 Transfer 2025-26 Surplus to Operating Reserve – CAO
- 5.2 RFD 031-2026 Communications Strategy – Communications Coordinator
- 5.3 RFD 032-2026 Supplementary Capital Project for Pool Shade Structure – CAO
- 5.4 RFD 033-2026 Police Advisory Board Policy – CAO
- 5.5 RFD 034-2026 First Reading for 18 King Street – CAO
- 5.6 RFD 035-2026 First Reading for Magee Drive Amendments – CAO
- 5.7 RFD 036-2026 Appointment List Update – CAO
- 5.8 RFD 037-2026 Community Video Partnership – CAO

**6. REPORTS**

- 6.1 Management Report
- 6.2 Middleton Fire Department Dispatch Report for March 2026
- 6.3 Valley REN LOC Committee Meeting DRAFT Minutes Feb 9/26
- 6.4 Valley Regional Services Board Mar 18/26 Meeting Minute
- 6.5 Planning Advisory Committee Meeting DRAFT Minutes Apr 13/26
- 6.6 Mayor’s Report

MIDDLETON TOWN COUNCIL  
Town Hall – Council Chambers & YouTube Live  
Monday, April 20, 2026  
6:00 p.m.



7. ANYTHING BY MEMBERS

8. ADJOURNMENT

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via YouTube Live, on Monday, March 16, 2026, starting at 7:00pm.

**PRESENT**

Chairing the meeting, Mayor Gail Smith; Councillors John Bartlett, Bernadette Knapp, Jonathan Archibald and Dan Smith; Chief Administrative Officer, Ashley Crocker; Director of Finance Leah Profitt, Director of Public Works, Adam Verran and Recording Secretary, Sara Marceau.

Regrets: Deputy Mayor Gary Marshall, Councillor Sandra Fournier

1. **CALL TO ORDER**

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

2. **APPROVAL OF THE AGENDA**

**260316.01** It was moved and seconded that Council approve the agenda as amended.  
**Motion carried.**

3. **APPROVAL OF THE MINUTES**

3.1 Approval of the Previous Meeting Minutes

26.01.19 In-Camera Meeting Minutes  
2026.02.17 Council Meeting Minutes

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

4. **ANYTHING BY CITIZENS**

Nothing to report.

5. **NEW BUSINESS**

5.1 **Committee of the Whole Recommendations**

a. **RFD 017-2026 Appointment List Update**

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

**260316.02** It was moved and seconded that Council, on recommendation from the CAO, appoint David Wright as the Town's Building Official and Fire Inspector.  
**Motion carried.**

**260119.04** It was moved and seconded that Council approve the 2026 Appointment List, as presented. **Motion carried.**

**b. RFD 018-2026 Valley Waste Temporary Borrowing Resolution**

CAO Crocker provided a brief overview of the Valley Waste Temporary Borrowing Resolution RFD.

**260316.04** 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, eight thousand, one hundred and sixty-four dollars (\$8,164) representing one point ninety percent (1.90%) of the total of four hundred, twenty-eight thousand, eight hundred and thirty-five dollars (\$428,835) to be borrowed by Valley Waste for their 2025/26 capital budget. **Motion carried.**

**5.2 RFD 019-2026 Middleton Development Fees**

Planning Services Coordinator Marceau gave a brief overview of the Middleton Development Fees RFD.

Councillor Archibald asked whether staff could post an update to inform the public of the change.

**260316.05** It was moved and seconded that Council approve the proposal to waive affordable housing development application fees, including accessory dwellings, for a period of one (1) year from the date of adoption. **Motion carried.**

**5.3 RFD 020-2026 Reservoir Construction Change Order #4**

DPW Verran gave a brief overview of the Reservoir Construction Change Order #4.

**260316.06** It was moved and seconded that Town Council authorize and approve Change Order #10 for the New Reservoir Project as presented, not to exceed the cost of \$40,000.00 plus HST. **Motion carried.**

**5.4 2025-26 Capital Projects Update**

Director of Finance Profitt gave a brief overview of the 2025-26 Capital Projects.

- Councillor Knapp noted that approval for the tariff fee has not yet been received.
  - CAO Crocker indicated that we qualify for the relief but are still waiting for the payment to come through.

**ACTION:** CAO Crocker will update Council when more information becomes available.

#### 5.5 **Mayor, Council and CAO Expense Report for Q3**

Director of Finance Profitt gave a brief update on the Mayor, Council and CAO Expense Report for Q3.

#### 5.6 **Financial Forecast for Town General and Water Utility**

Director of Finance Profitt gave a brief overview of the Financial Forecast for Town General and Water Utility.

#### 5.7 **2026-2027 Budget Discussion/Deliberations**

- CAO Crocker asked Council for additional ideas or direction for staff for V2
- Councillor Bartlett will be unable to attend the March 23<sup>rd</sup> budget meeting
- Councillor Archibald raised the need for Council to decide whether to remain in the Valley REN and if not, give adequate notice
- Councillor Smith suggested road paving cuts should be a last resort due to available funding and questioned the value of Valley REN services, requesting usage details and expressing support for opting out.

### 6. REPORTS

- 6.1 Management Report
- 6.2 Middleton Fire Department Dispatch Report for February 2026
- 6.3 Valley Regional Services Board Jan 21/26 Meeting Minute
- 6.4 Planning Advisory Committee Meeting DRAFT Minutes Feb 19/26
- 6.5 Mayor's Report

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

### 7. CORRESPONDENCE

- 7.1 February 26, 2026, Letter from the Minister of the Department of Emergency Management, Kim Masland re: Act to Provide Support for Fire Services
- 7.2 February 26, 2026, Letter from Valley REN re: Letter of Correspondence: Valley REN Board Chair
- 7.3 February 27, 2026, Letter from Attorney General and Minister of Justice, Scott Armstrong re: RCMP Retroactive Pay Liability
- 7.4 March 4, 2026, Letter from Deputy Minister Chris Morrissey of Department of Growth and Development re: Concerning 2026-27 Funding

7.5 March 5, 2026, Letter from Michael Fairn, Fund Development Coordinator, Soldiers Memorial Hospital Foundation re: Diagnostic Imaging Fundraising Campaign

Five (5) notices of correspondence were distributed to Council members.

8. ANYTHING BY MEMBERS

Councillor Archibald asked about selecting Council representatives for the Police Advisory Board.

**ACTION:** Add item for Communications Strategy to April 7<sup>th</sup> COTW Meeting

Councillor Bartlett raised concerns about local business parking (e.g., 2-hour limits), suggesting signage and a bylaw, and requested it be added to a future agenda.

**ACTION:** CAO Crocker and DPW Verran will investigate signage for Commercial Street parking.

9. IN CAMERA

**260316.07** It was moved and seconded to move to in-camera at 7:55pm. **Motion carried.**

**260316.08** It was moved and seconded to move out of camera at 8:29pm. **Motion carried.**

10. ADJOURNMENT

The Mayor declared the meeting adjourned at 8:30pm.

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Mayor

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Recording Secretary

A Special meeting of Middleton Town Council was held in-person at the Town Hall, via YouTube Live, on Monday, March 30, 2026, starting at 5:30pm.

**PRESENT**

Chairing the meeting, Mayor Gail Smith, Deputy Mayor Gary Marshall, Councillors John Bartlett, Bernadette Knapp (arrived at 5:38pm) Jonathan Archibald (arrived at 5:34pm) and Dan Smith; Chief Administrative Officer, Ashley Crocker; Director of Finance Leah Profitt, and Recording Secretary, Sara Marceau.

1. **CALL TO ORDER**

Mayor Smith called the meeting to order at 5:30 p.m.

2. **APPROVAL OF THE AGENDA**

**260330.01** It was moved and seconded that Council approve the agenda as circulated.  
**Motion carried.**

3. **NEW BUSINESS**

3.1 **RFD 022-2026 Approval of the 2026-2027 Operating Budget**

Director of Finance Profitt provided a brief overview of the 2026-2027 Operating Budget.

**260330.02** It was moved and seconded that Council approve the 2026-2027 Town General Operating Budget as presented, with total expenditures of \$5,095,585.

**260330.03** It was moved and seconded that Town Council estimates that the sum required for the lawful purposes of the Town for the year 2026-2027, after crediting probable revenues from all sources, other than the rates for the year, is the sum of \$5,095,585 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 \$0.1512 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 \$0.1441 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 2026 and;

That an interest rate of 18% per annum, compounded, be charged on the 2026-2027 final tax bills still outstanding after the last business day of September 2026 and;

That a sewer usage rate of \$0.936 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 2026-2027. **Motion carried.**

### 3.2 RFD 023-2026 Approval of the 2026-2027 Capital Budget

Director of Finance Profitt gave a brief overview of the 2026-2027 Capital Budget.

**260330.04** It was moved and seconded that Council approve the 2026-2027 Capital Budget for Town General and Water in the amount of \$1,576,009 as presented. **Motion carried.**

**260330.05** It was moved and seconded that Council approve the five-year Town General Capital budget for the years 2026/27, 2027/28, 2028/29, 2029/30, and 2030/31 in the amount of \$10,640,555. **Motion carried.**

**260330.06** It was moved and seconded that Council approve the five-year Capital budget for the Middleton Water Utility for the years 2026/27, 2027/28, 2028/29, 2029/30 and 2030/31 in the amount of \$1,637,522. **Motion carried.**

**260330.07** It was moved and seconded that Council receive the presentation of the five-year Capital Budget for years 2026-2027 to 2030-2031 in the amount of \$12,278,077, and direct staff to file the five-year Capital Investment Plan with the Province. **Motion carried.**

### 3.3 RFD 024-2026 Approval of Water Utility Budgets

Director of Finance Profitt gave a brief overview of the Water Utility Budgets.

**260330.08** BE IT RESOLVED THAT the Town of Middleton Water Utility Operating budgets for the years 2026/27, 2027/28, and 2028/29, with planned expenditure

amounts of \$1,062,301, \$1,198,407 and \$1,222,375 respectively, and projecting no annual surpluses or deficits, be approved. **Motion carried.**

### 3.4 RFD 025-2026 Appointment List Update

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

**260330.09** It was moved and seconded that Council, on recommendation from the CAO, appoint Jo-Ann Hightower, Janet Davis and David Britney to the Town's Police Advisory Board. **Motion carried.**

CAO Crocker asked Councillors if they would be interested in serving on the Police Advisory Board.

- Mayor Smith and Councillors Archibald and Knapp expressed interest

**260330.10** It was moved and seconded that Council appoint Mayor Smith, Councillor Archibald and Councillor Knapp to the Police Advisory Board. **Motion carried.**

CAO Crocker also asked Councillors who would be interested in taking over Sandra Fournier's committee assignments until a new council member joins.

- Councillor Smith will serve on the Audit Committee.
- Councillor Bartlett will serve on the Source Water Protection Advisory Committee.

**260330.11** It was moved and seconded that Council approve the 2026 Appointment List, as amended. **Motion carried.**

### 3.5 RFD 026-2026 Award for RFP for Climate Risk Assessment

CAO Crocker gave a brief overview of RFD 026-2026 Award for RFP for Climate Risk Assessment.

**260330.12** It was moved and seconded that Council award the RFP for a Climate Risk Assessment to Dewolfe & Morse Surveying Limited for an estimated amount of \$50,565 plus HST. **Motion carried.**

### 3.6 Participation in the Valley REN

Councillor Archibald introduced a motion for the Town to withdraw from the Valley REN.

Discussion among Council reflected mixed views. Councillor Bartlett strongly opposed the motion, expressing concern that leaving the REN would eliminate existing economic development support and leave the Town without a clear

alternative, especially as growth pressures increase from nearby CFB Greenwood. He questioned the impact, noting that while some businesses closed during the REN's involvement, others may have remained open because of it.

Councillor Smith supported the withdrawal, stating that business closures occurred while the Town was part of the REN and emphasized that opting out does not mean abandoning economic development. He suggested the Town could pursue a more locally focused approach and noted that other municipalities may be considering similar changes.

Deputy Mayor Marshall indicated he was conflicted, acknowledging the REN has done good work but questioning the value received by Middleton and the organization's long-term sustainability if membership decreases. He also raised concerns about future costs.

CAO Crocker clarified that if the Town gave notice to withdraw, and then wanted to change their mind later, re-joining would require a one-time payment under the Inter-Municipal Services Agreement.

Further discussion included the potential to create a local economic development structure, such as a board or advisory group, and the possibility of revisiting economic development initiatives with the County of Annapolis and Town of Annapolis Royal when budget allows.

**260330.13** It was moved and seconded that Council authorize the Town of Middleton's withdrawal from the Valley Regional Enterprise Network (REN) effective March 31, 2028 and give 24 months' notice to the other parties, as per Section 38 of the Inter-Municipal Service Agreement dated May 5, 2023. **Motion carried.** Councillor Bartlett voted against the motion.

4. ADJOURNMENT

The Mayor declared the meeting adjourned at 6:16pm.

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Mayor

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Recording Secretary

**REQUEST FOR DECISION  
Amendment to Policy A 1.20  
Low-Income Tax Exemption Policy  
RFD#: 029-2026**



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**To:** Committee of the Whole and Town Council  
**From:** Leah Profitt, Director of Finance  
**Date:** April 7, 2026 and April 20, 2026  
**Subject:** Amendment Tax Exemption – Low Income Policy

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**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Draft Low-Income Tax Exemption Policy A 1.20

Legislation

- Pursuant to the *Municipal Government Act* Section 69

Recommendation

That Council approve the proposed revisions to the Low-Income Tax Exemption Policy and increase the exemption amount to \$320 and the household income not exceeding \$26,100.

Background

Middleton offers a tax exemption for taxpayers who meet the requirements outlined in the Town’s Tax Exemption Low-Income Policy. Eligible taxpayers must complete the Town’s application form, which is available on the Town’s website, and submit along with their most current Notice of Assessment. Completed applications must be submitted to the Town by July 31<sup>st</sup>.

The policy was last revised in April 2025 to provide a \$310 tax exemption for taxpayers whose household income did not exceed \$25,700.

Since that time, the Consumer Price Index (CPI) for Nova Scotia between March 2025 and February 2026 increased by 1.7%. The proposed revisions reflect an increase in both the tax exemption amount and the eligible household income threshold to incorporate the inflation that has occurred since March 2025.

This RFD serves as the 7-day notification that staff will be bringing forward for Council’s consideration at the April 20<sup>th</sup>, 2026 Council meeting.

**REQUEST FOR DECISION**  
**Amendment to Policy A 1.20**  
**Low-Income Tax Exemption Policy**  
**RFD#: 029-2026**



Financial Implications

The 2026/27 operating budget has been prepared and incorporates an estimate of the amount of the total amount of tax exemption due to this policy. The total exemptions granted in 2025/26 were \$1,240.

Strategic Plan/Operating Plan Alignment

| Check Applicable | Strategic Priority Area      | Comments                                  |
|------------------|------------------------------|---|
|                  | Environment                  |   |
|                  | Infrastructure               |   |
|                  | Economy                      |   |
|                  | Community                    |   |
| X                | Governance                   | Ensures legislative requirements are met. |
|                  | Council Strategic Initiative |   |

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO agrees with the recommendation of staff.

CAO Initials: AC

Target Decision Date: April 20, 2026

## Low Income- Tax Exemption

**Effective Date:**

1995-07-05

**Revision Date:**

2001-03-05, 2007-03-05, 2008-04-07,  
2010-02-01, 2011-02-07, 2022-04-04,  
2024-05-06,  
2025-04-22, 2026-04-07

**Approved by Council:** 2026-04-20

### 1.0 DEFINITIONS

- 1.1. **Town** is the Town of Middleton.
- 1.2. **Household Income** is defined as the total income reported on line 15000 of the TI General Income Tax and Benefit Return, from all members of the household, for the calendar year preceding the fiscal year of the Town.

### 2.0 REFERENCES

- 2.1 Nova Scotia Municipal Government Act Section 69

### 3.0 PURPOSE

To provide a partial property tax exemption for low-income households, pursuant to section 69 of the Municipal Government Act.

### 4.0 SCOPE

This policy is applicable to those taxpayers within the Town of Middleton who meet the requirements outlined in section 5.0.

### 5.0 POLICY

- 5.1 In the fiscal year ~~2025-26~~2026-27, an exemption of \$ ~~310320~~ will be granted to a taxpayer for a property in the Town, subject to the following conditions:
  - Household Income as defined in this policy does not exceed \$ ~~25,700~~26,100.
  - The taxpayer makes application to the Town and provide a Notice of Assessment from Canada Revenue Agency.
  - The taxpayer owns and occupies the property as their principal residence.
  - The amount of exemption shall not, in any case, exceed the amount of tax levied.
- 5.2 Where the property is jointly owned, tax exemptions shall only be granted to owners meeting the above noted conditions, with the exemption portion being based on the corresponding ownership in such property. The total

exemption for the property will not exceed \$~~310320~~.

5.3 Applications for exemption must include:

- A completed application form, available from the Town's website or Town Hall.
- A copy of the most current Notice of Assessment from Canada Revenue Agency.
- All applications must be received by Town Hall no later than July 31st of the year in which the property owner is seeking the exemption.

5.4 ~~For the fiscal year, 2026-27 and beyond,~~ the Director of Finance will review this policy on an annual basis and detail any proposed amendments for Council's consideration during budget deliberations.

I, Sara Marceau, **Town Clerk of the Town of Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the ~~22nd~~20th day of April, 202~~6~~5.

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Sara Marceau,  
Town Clerk

| Policy Adoption                       |  |
|---------------------------------------|--|
| Date of 7-day notification to Council | April <del>7</del> <u>14</u> , 202 <del>6</del> <u>5</u>               |
| Date of Approval                      | <del>M</del> April <del>22</del> <u>22</u> , 202 <del>6</del> <u>5</u> |

**REQUEST FOR DECISION**  
**Transfer 2025-2026 Surplus to**  
**Operating Reserve**  
**RFD#: 030-2026**



**To:** COTW and Special Town Council  
**From:** Leah Profitt, Director of Finance  
**Date:** April 7, 2026 and April 20, 2026  
**Subject:** Transfer 2025-2026 Surplus to Operating Reserve

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**Guiding Principles for Decision-Making**

Accountability

Transparency

Diversity

Sustainability

Engaged

Informed

References/Attachments

- N/A

Legislation

- *Section 3(5) of Financial Reporting and Accounting Manual – Department of Municipal Affairs*

Recommendation

That Council authorize staff to transfer any actual operating surplus from the 2025–2026 fiscal year at year-end to the Operating Reserve.

Background

Each year, the Town may realize either a surplus or deficit in its operating budget, depending on actual revenues and expenditures compared to budget. Any surplus represents funds that were not required to support operations during the fiscal year.

Maintaining adequate reserve balances is a key component of the Town’s long-term financial sustainability and risk management strategy. Operating reserves provide a funding source for unforeseen expenditures, revenue shortfalls, and future budget pressures.

Financial Implications

The exact amount of the transfer will not be known until completion of the 2025–2026 year-end and audit process. The transfer will not impact the current year’s budget but will increase the balance of the Operating Reserve.

The last forecast presented to Council on March 16, 2026 as of January 31, 2026, showed a forecasted deficit of \$12,699. After that presentation, staff received updated information from

**REQUEST FOR DECISION**  
**Transfer 2025-2026 Surplus to**  
**Operating Reserve**  
**RFD#: 030-2026**



the Department of Justice, and updated 2025-2026 invoices for RCMP services, that created additional savings due to officers being hired later in the year than budgeted. Staff now estimate, all other things being equal in the last forecast, an updated forecasted surplus of approximately \$35,000 for the 2025-2026 fiscal year. Given that Council wishes to fund its' 2026-2027 operating deficit before transfers of \$18,797 via the prior years' surplus in the Operating Reserve, staff must have authorization from Council to transfer any and all 2025-2026 actual surplus to the Operating Reserve at year-end. Otherwise, any surplus will roll into retained earnings and will not be available in the Operating Reserve.

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 20, 2026

**REQUEST FOR DECISION**  
**Communications Strategy 2026**  
**RFD#: 031-2026**



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**To:** Town Council  
**From:** Gina Pearson, Communications and Events Coordinator  
**Date:** April 20, 2026  
**Subject:** Communications Strategy

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**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

**References/Attachments**

- Appendix A – Implementation Overview
- Appendix B – Communications Strategy at a Glance
- Communications Survey Results

**Legislation**

- N/A

**Recommendation**

That Council approve the Town of Middleton Communications Strategy as presented.

That Council direct staff to develop a phased implementation workplan outlining how the recommendations within the Communications Strategy will be executed, including prioritization, timelines, and resource considerations.

**Background**

The Town of Middleton Communications Strategy was developed to provide a clear, consistent, and proactive approach to how the Town shares information with residents, stakeholders, and partners. As communication channels continue to evolve and public expectations for timely, transparent information increase, it is important that the Town has a structured framework to guide messaging, strengthen public trust, and improve overall engagement. This strategy outlines key priorities, identifies gaps in current practices, and provides practical recommendations to enhance external communications, ensuring information is accessible, consistent, and aligned with the Town’s goals and values. A one-page version

**REQUEST FOR DECISION**  
**Communications Strategy 2026**  
**RFD#: 031-2026**



of the Communications Strategy is included as Appendix B.

**Next Steps:**

- 1) Council approves the Communications Strategy.
- 2) Council advises staff if there are any recommendations in the Communications Strategy that it does not wish to implement.
- 3) A summary snapshot of the External Communications Strategy will be created, including graphics and easy-to-read format for the public. The detailed version will also still be available.
- 4) Staff develop a phased implementation plan, based on the recommendations that Council wishes to proceed with.
- 5) An Internal Communications Strategy will be developed and presented to Council.
- 6) A summary snapshot of the Internal Communications Strategy will be created, including graphics and easy-to-read format for the public. The detailed version will also still be available.
- 7) An internal workplan will be created to execute the Internal Communications Strategy.

**Financial Implications**

None. Implementation will be managed within existing staff time and resources.

**Strategic Plan/Operating Plan Alignment**

| Check Applicable | Strategic Priority Area      | Comments   |
|------------------|------------------------------|--|
|                  | Environment                  |  |
|                  | Infrastructure               |  |
|                  | Economy                      |  |
| X                | Community                    |  |
|                  | Governance                   |  |
| X                | Council Strategic Initiative | Strategic Initiative 7: Create a communications strategy that enhances public communication and transparency |

REQUEST FOR DECISION  
**Communications Strategy 2026**  
RFD#: 031-2026



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Alternatives

- 1) That Council refer the Communications Strategy back to staff for further refinement and return to Council with a revised version.

Community Engagement/Communication

The Communications Strategy was developed using input gathered through multiple community engagement channels. This included a dedicated communications survey, communications-related questions within other Town surveys, and ongoing public feedback received both in person and through social media platforms. This engagement provided valuable insight into community expectations, communication challenges, and opportunities for improvement, helping to ensure the strategy is responsive to the needs of Middleton residents.

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 20 April 2026



# Communications Strategy 2026



Drafted by:  
Gina Pearson



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# **Executive Summary**

The Town of Middleton communicates regularly with residents, businesses, community groups, and visitors through a variety of channels including its website, social media, email newsletters, and print materials. While the Town of Middleton has historically provided important updates and information to the community, these communications have largely developed in a reactive or informal manner rather than through a structured approach.

As expectations for transparency, accessibility, and timely updates continue to grow, municipalities are increasingly expected to communicate proactively and consistently across multiple platforms. Establishing a formal Communications Strategy helps ensure the Town of Middleton can meet these expectations while maintaining a professional, neutral, and community-focused approach.

This strategy provides a clear framework for how the Town communicates externally. It outlines communication principles, target audiences, messaging priorities, communication channels, staff responsibilities, and approaches to community engagement and crisis communication.

Key objectives of this strategy include:

- Improving public understanding of municipal services and decisions
- Increasing community awareness and engagement
- Strengthening trust between the Town and residents
- Promoting Middleton as a welcoming place to live, work, and visit
- Ensuring accurate information is shared during emergencies or service disruptions

The strategy also identifies areas where current communication practices can be improved and provides recommendations to support more consistent, coordinated, and effective communication.

By adopting this strategy, the Town of Middleton will strengthen its ability to share information clearly, respond to community needs, and maintain strong relationships with residents and stakeholders.

# Purpose of the Strategy

The Town of Middleton recognizes that clear, consistent, and timely communication is essential to maintaining a strong relationship with residents, businesses, partners, and visitors. As the Town continues to grow, host community events, deliver services, invest in infrastructure, and respond to emerging issues, the need for a coordinated and proactive approach to communication has become increasingly important.

Historically, the Town has shared information with the public through a variety of channels. However, these communications have often been informal and reactive rather than guided by a structured approach. Establishing a formal External Communication Strategy ensures that information is communicated clearly, consistently, and professionally regardless of the platform, topic or timing.

This strategy provides guidance for how the Town communicates with the public, how information is shared across different platforms, and how communication responsibilities are managed internally.

The strategy is intended to:

- Ensure municipal information is communicated in a clear, consistent, and reliable manner.
- Strengthen transparency and public trust
- Support community awareness and engagement
- Provide guidance for communication during day-to-day operations, emergencies and service disruptions
- Improve efficiency and coordination in how information is shared

By establishing this framework, the Town of Middleton aims to create a communications environment where residents and stakeholders can easily access accurate information and feel confident in how the Town communicates.

### **Current Challenges**

Several challenges exist within the Town's current communication approach:

- Communication responsibilities are not always clearly defined
- Messaging may vary depending on who is sharing information
- Information is sometimes shared reactively rather than proactively
- Residents may not always know where to find official information
- Communication processes during emergencies are not clearly documented
- Communication tools are used inconsistently across departments

## **Recommendations**

To address these challenges, the Town should:

- Adopt a formal External Communications Strategy to guide communication practices
- Establish clear roles and responsibilities for communications
- Develop consistent messaging standards and tone
- Identify official communication channels and ensure they are used consistently
- Implement structured communication processes for emergencies and service disruptions
- Ensure communication planning is incorporated into municipal initiatives and projects

By implementing these recommendations, the Town can ensure information is shared in clear, coordinated, and professional manner.

# Guiding Principles

The Town of Middleton’s communications should be guided by a set of core principles that ensure information shared with the public is clear, accessible, and community focused. These principles provide direction for how information should be developed and delivered regardless of the communication channel being used.

Establishing clear communication principles also helps ensure staff maintain a consistent tone and approach when interacting with the public.

### **Current Challenges**

Without established guiding principles:

- Messaging tones may vary between communications
- Some communications may contain unnecessary technical language
- Information may not always be presented in the most accessible format
- Communication decisions may be made differently depending on the situation

### **Recommendations**

The Town should adopt the following guided principles:

#### **Clear and Plain Language**

Municipal information should be communicated using plain language whenever possible. Clear, jargon-free communication about decisions, projects, services, and updates helps build public trust and confidence in municipal operations.

#### **Accessible and Inclusive**

Communications should be designed to reach as many residents and stakeholders as possible. The Town aims to use clear formatting, readable design, and multiple communication channels to ensure information is accessible to diverse audiences.

#### **Trust and Transparency**

The Town is committed to sharing information openly and honestly. Clear communication about municipal decisions, projects, services, and updates helps strengthen public trust and confidence in municipal operations.

### **Reliability**

Residents should be able to rely on Town communications as a trusted source of information. Communications must be accurate, timely, and shared through appropriate and recognized municipal channels.

### **Community-Focused**

All communications should reflect the needs and interests of the Middleton community. Information should support awareness, engagement, and a sense of connection between the Town and its residents/stakeholders.

### **Respectful and Professional**

All external communications must maintain a respectful and professional tone. Municipal communications must remain neutral, factual, and free from personal opinion or bias.

### **Consistency and Recognition**

The Town will maintain consistent messaging, tone, and visual identity across all communication channels so information is easily recognizable as coming from the Town of Middleton.

# Communication Goals

Clear goals help guide communication priorities and ensure communication efforts support broader municipal objectives.

### **Current Challenges**

Without defined goals:

- Communications may focus primarily on announcements rather than engagement
- Opportunities to promote the Town may be missed
- Residents may not always understand the context behind municipal decisions

### **Recommendations**

The Town of Middleton should focus communications on the following goals:

#### **Improve Public Understanding**

Ensure residents and stakeholders have access to clear information about municipal services and projects, policies, and decisions.

- Recommendation: Create educational content explaining how municipal services work

#### **Increase Community Awareness and Engagement**

Promote awareness of community programs, events, initiatives, and opportunities for public participation.

- Recommendation: Continue creating the monthly communication calendar
- Recommendation: Have quarterly public engagement sessions with Council

#### **Strengthen Public Trust**

Provide transparent, timely, and reliable information that helps build confidence in municipal leadership and operations.

- Recommendation: Standardize Project Updates
  - Create a branded template with:
    - Project overview (what + why)
    - Current Stage (planning, procurement, construction)
    - Timeline (with delays clearly noted)
    - Budget snapshot (if appropriate)
    - What residents can expect next
  - Post updates monthly for major projects and at key milestones

- Recommendation: Launch a “What We’re Working On” series – Introduce a recurring weekly or biweekly content series
  - Short, digestible updates on 1-2 active initiatives
  - Use plain language (avoid municipal jargon)
  - Include photos, quick videos, or behind-the-scenes clips
  - Cross-post to Facebook and website for consistency
- Recommendation: Improve Transparency Around Delays and Disruptions – Communicate proactively when things don’t go as planned
  - Use a simple framework:
    - What happened
    - Why it happened
    - What’s being done to fix it
    - Updated timeline
  - Position transparency as accountability
- Recommendation: Add a “Current Projects” section to the Town website.
  - Visual status indicators (i.e: Not Started | In Progress | Completed)
  - Filter by category (infrastructure, recreation, events, etc.)
  - Link each project to its latest update
  - Keep it lightweight and easy to maintain (even a simple table works)
- Recommendation: Continue with Council Highlights
  - Ideally, Council Highlights would be posted 24-48 hours after the last meeting of the month
  - Council highlights should focus on:
    - What decisions were made
    - Why they matter to residents
    - What happens next
- Recommendation: Use data to reinforce credibility – Incorporate simple metrics into communications
  - Examples:
    - “3km of road repaired this month”
    - “120 residents attended Family Day Event”
    - “95% of service requests resolved within 48 hours”
  - Visualize simple graphics (bars, icons, percentages)

- Recommendation : Establish a clear communication timeline – Set internal standards for when information is shared
  - Service disruptions → within hours
  - Project updates → monthly or milestone based
  - Council summaries → within 48 hours
  - Emergencies → real-time updates as available
  - This will all build predictability over time
- Recommendation: Humanize municipal operations – Highlight staff and processes behind the scenes
  - “Meet the Team” or “Day in the life” features
  - Show Public Works, admin, event setup, etc.
  - This helps residents understand where their tax dollars go and builds connection
- Recommendation: Create Feedback Loops – Make it easy for residents to respond and feel heard
  - Include prompts in posts: “Questions? Let us know below or message us”
  - Use occasional polls or quick surveys (especially for visible projects)
  - Close the loop by sharing “What we heard” summaries
- Recommendation: Maintain message consistency across channels – Ensure website, Facebook, and print materials align.
  - Same language, same timelines, same facts
  - Avoid situations where residents get conflicting information depending on the platform

### **Promote Middleton as a Welcoming Community**

Highlight the Town as an attractive place to live, work, visit, and invest while showcasing community initiatives and events.

- Recommendation: Regularly feature Town-owned or publicly accessible assets such as:
  - Parks and recreational spaces
  - Trails and waterfront areas
  - Community Facilities
  - Heritage Sites
  - Municipal infrastructure improvements

- Recommendation: Promote Municipal Programming and Events
  - Communications should continue to promote Town-led events and programs such as:
    - Festivals and seasonal events
    - Recreation programming
    - Community celebrations
    - Public engagement opportunities
- Recommendation: Share community milestones and Initiatives
  - Infrastructure improvements
  - Beautification projects
  - Community partnerships
  - Volunteer contributions to Town initiatives
- Recommendation: Showcase the community experience
  - Seasonal scenery
  - Community traditions
  - Local history and heritage
  - Public art and landmarks
- Recommendation: Maintain neutrality
  - To ensure fairness and maintain public trust, municipal communications should:
    - Avoid promoting individual businesses or organizations
    - Avoid endorsements of commercial promotion
    - Focus on Town-led initiatives, public spaces, and community-wide activities.
  - When referencing external organizations or businesses, this should only occur when they are directly involved in a Town initiative, event, or partnership.

Implementation of these recommendations may include:

- “Did You Know?” posts about Middleton history
- Seasonal photography of parks and public spaces
- Updates on improvements to community facilities
- Features about upcoming Town-led events
- Highlights of volunteer contributions to municipal initiatives

These communications help tell the story of Middleton while remaining consistent with municipal communication standards.

### **Ensure Accurate Information is Shared Quickly During Emergencies**

Provide clear, timely, and reliable updates during emergencies, service disruptions, or critical situations.

- Recommendation: Establish a formal emergency communication protocol/plan.

### **Support Informed Decision-Making**

Ensure residents and stakeholders have access to the information they need to understand municipal decisions and initiatives.

- Recommendation: Consider sharing or continue to share:
  - Council meeting summaries
  - Project updates and explanations of municipal processes in plain language

How did we arrive at these goals? From March 2025-March 2026:

- Communications Survey Conducted
- Public feedback through Event and Recreation surveys
- Facebook Messages
- Public feedback at Town Hall

# **Target Audiences and How They Access Information**

The Town communicates with a range of audiences who access municipal information in different ways. Understanding how these audiences consume information helps guide communication planning and delivery.

### **Current Challenges**

- Communication efforts can be broad rather than targeted
- Some audiences may not receive information through channels they use most

### **Recommendations**

The Town should consider the following audience groups when planning communications:

- **Primary Audiences**
  - **Residents/Taxpayer's of Middleton**
    - Residents are the Town's primary audience and typically access information through:
      - The Town website
      - Social Media platforms
      - Local signage and print materials
      - Email newsletters
      - Word-of-mouth within the community
  - **Local Businesses**
    - Businesses primarily access information through:
      - The Town website
      - Direct communication from the Town
      - Email updates
      - Official notices and regulatory information
  - **Community Groups and Volunteers**
    - Social media updates
    - Direct outreach from Town staff
    - Community partnerships and shared networks
- **Secondary Audiences**
  - **Visitors and Tourists**
    - Visitors typically seek information through:
      - The Town website
      - Tourism-related social media content
      - Online searches when planning visits

- **Potential Residents and Investors**
  - Those exploring opportunities in Middleton typically access information through:
    - The Town website
    - Online searches
    - Regional economic development networks
    - Real estate agents and brokerages
- **Regional Partners and Other Municipalities**
  - These audiences typically access information through:
  - Direct communication and correspondence
  - Municipal networks and partnerships
  - The Town website and social media
- **Media Outlets**
  - Media organizations receive information through:
    - Official news releases
    - Media advisories
    - Direct contact with Town representatives
    - The Town website and social media

# Key Messages

Key messages help ensure communications consistently reflect the Town of Middleton's values and priorities.

**Current Challenges:**

Without defined messaging themes:

- Communications may appear disconnected
- Opportunities to reinforce the Town’s identity may be missed

**Recommendations:**

While messaging may vary depending on the topic or situation, the Town of Middleton’s communications should generally reinforce the following messages/themes:

- The Town of Middleton is transparent, responsive, and community focused
- Municipal decisions are made in the best interest of residents
- Community involvement and engagement are valued and encouraged
- Middleton is growing and evolving while maintaining its character and history

# Communication Channels

The Town of Middleton uses a variety of communication channels to share information with the public. These channels include both platforms owned and managed by the Town and external channels that help amplify information.

### **Owned Channels**

Owned channels are communication platforms directly managed by the Town. These include:

- Town website – the primary source for official municipal information and public documents
- Facebook – used to share updates, notices, events, and community information
- YouTube – used to Live stream Council meetings
- Email newsletters (MailChimp) – used to provide updates and community information directly to subscribers.
- Print Materials – including posters, signage, brochures, and mail-outs and The Beat.

### **Earned Channels**

Earned channels help extend the reach of Town communications through external organizations or networks. These include:

- Local and regional media outlets
- Community partners sharing Town content
- Regional organizations and municipal networks

While social media is an important communication tool, it does not replace official municipal or formal communication channels.

### **Current Challenges**

Some communication challenges the Town currently has, or may have include:

- Over-reliance on one platform (Typically Facebook)
- Website information not updated quickly and website is outdated
  - Note: a new website will be launching in Spring 2026
- Important information not consistently shared across all platforms

## **Recommendations**

The Town should use a multi-channel approach, including (These are listed in order of importance):

- **Website:** The primary source of official municipal information
  - Ensure key updates are posted on the website first
- **Social Media:** Used to share updates and direct residents to official information (on the website)
  - Ensure there are regular posting schedules if possible
- **MailChimp:** Use for major updates and community information
- **Print Materials:** Use posters and signage for community events and notices

# Roles and Responsibilities

Clear roles and responsibilities help ensure municipal communications are accurate, coordinated, and consistent.

### **Council**

- Provides policy direction and decision-making
- Acts as community representatives

### **Chief Administrative Officer (CAO)**

- Provides oversight and strategic direction
- Approves communications as required

### **Communications Coordinator**

Responsible for implementing the communication strategy, including:

- Content creation
- Managing communication channels
- Coordinating with media outlets
- Supporting municipal initiatives and events
- Monitoring public engagement and feedback
- Creating opportunities for engagement
- Creation of Communication Guidelines, Manuals, etc.

The communications coordinator should be made aware of all current projects, council initiatives, budget information, etc., so that important information can be shared in a timely manner with the public where appropriate. It's important to know when Public Works is working on a project, or fixing infrastructure as that is an opportunity to take photos and share with the public.

Communications related to sensitive or high-impact matters, including emergencies, legal issues, or matters of significant public interest, will follow an established approval process involving senior staff, and where appropriate, Council.

### **Recommendations**

Establish the following structure:

- Council → policy direction
- CAO → oversight and approvals
- Communications Coordinator → strategy implementation and content creation. Sensitive communication should ALWAYS follow this approval process.

# Content Types and Tone

Town communications generally fall into several content categories. Residents expect opportunities to ask questions and provide feedback.

### **Content Categories**

- Municipal updates and notices
- Infrastructure and project updates
- Council meetings and decisions
- Community events, programs, and initiatives
- Emergency and service disruption notices

### **Tone**

All communications should maintain a tone that is:

- Clear
- Professional but approachable
- Neutral and factual
- Community-minded

# Community Engagement Approach

The Town of Middleton values respectful and constructive communication with residents and stakeholders. While the Town encourages public engagement, communication must also be managed in a way that ensures fairness, accuracy, and appropriate use of public platforms. Residents expect opportunities to ask questions and provide feedback.

Residents may ask questions or seek information through official Town communication channels including:

- The Town website
- Official social media platforms
- Email communication
- Direct contact with Town Hall

Where appropriate, staff may respond publicly to general questions to ensure consistent information is shared with the broader community. In other cases, responses may occur privately if the matter requires individual follow-up.

Certain matters are not appropriate for discussion on public platforms, including personal complaints, service requests, legal matters, or issues requiring detailed investigation.

Town staff will not engage in discussions or respond to complaints raised in unofficial community-run social media groups. Individuals raising concerns in these forums are encouraged to contact the Town directly through official channels so matters can be addressed appropriately.

### **Current Challenges**

- Questions/comments being raised in online forums/Facebook groups
- Misunderstandings spread through social media
- Staff responding to comments/questions through personal Facebook accounts
- In general, there is a lack of engagement opportunities for the public in-person (outside of meetings) and on social media

### **Recommendations**

- Encourage residents to contact the Town through official channels
- Town staff should not engage in debates, or correct individuals in community Facebook groups.
  - Tighten the current social media policy to reflect this

- There have been several comments made in both the communications survey, in person, and through Facebook groups that the Town of Middleton should turn their Facebook comments on.
  - Comments should be turned on for specific posts. These should only include:
    - Event information, surveys being shared, or when specifically looking for quick and easy engagement
  - Comments should not be turned on for specific posts:
    - Official notices, emergency information, council-related news and information, RCMP information.

# **Crisis and Emergency Communications**

During emergencies or service disruptions, the Town is committed to sharing accurate and timely information to support public safety. Timely communication during emergencies is critical.

Priority communication channels during emergencies may include:

- The Town website
- Official social media platforms
- MailChimp email updates
- Alertable or other emergency notification systems

### **Current Challenges**

- Information may spread quickly through unofficial sources
- Staff do not have a defined communication process in emergencies
  - There is no emergency communication plan

Information will be shared based on verified details from official sources and may evolve as situations develop.

The Town will coordinate communications with the Regional Emergency Management Organization (REMO) and relevant emergency partners to ensure consistent, reliable information is provided to the public during specific emergencies.

### **Recommendations**

The Town of Middleton needs to develop an emergency communication protocol that includes:

- Priority communication channels
- Approval processes
- Coordination with the Regional Emergency Management Organization (REMO) (if appropriate)
- According to survey results, most residents would use Alertable, but only for emergency notifications.
  - Note – those that answered they would use Alertable (a digital service), responded to a digital survey.
  - Create a rollout plan to get residents signed up for, and using, Alertable for emergency situations, and notifications on Public Works emergencies.

# **Accessibility and Inclusivity**

The Town of Middleton is committed to ensuring communications are accessible, understandable, and inclusive to all residents and stakeholders. Access to information is an essential component of transparent and effective local government. Residents should be able to easily find, understand, and engage with municipal information regardless of age, ability, or preferred method of receiving information.

Accessibility and inclusiveness in communications help ensure that important updates about municipal services, programs, projects, and emergency situations reach the broadest possible audience. The Town recognizes that residents consume information in different ways and that communication approaches should reflect these differences.

To support inclusive access to municipal information, the Town will incorporate accessibility considerations into communication planning and delivery.

### **Plain Language**

Municipal information should be written in clear and straightforward language whenever possible. Technical terms, policy language, or administrative terminology may be necessary in some situations, but efforts should be made to explain these concepts in a way that is easily understood by the public.

Using plain language helps ensure residents can quickly understand important information without requiring specialized knowledge of municipal processes.

### **Clear Formatting and Readable Design**

Visual presentation plays an important role in accessibility. Municipal communications should use formatting and design practices that improve readability and comprehension. This may include:

- Using clear headings and structured layouts
- Avoiding overly dense text blocks
- Using readable font sizes and styles
- Ensuring strong colour contrast in graphics and documents
- Incorporating visuals or graphics where appropriate to support understanding

These practices help ensure information can be easily read and understood across a range of formats and platforms.

- Recommendation: Create an Accessibility Guide for print and digital communications

## **Multiple Communication Channels**

Not all residents/stakeholders access information in the same way. Some rely primarily on digital platforms, while others may prefer printed materials or direct communication.

To ensure broad community awareness, the Town will share information through multiple communication channels when appropriate. These may include:

- The Town website
- Official social media platforms
- Email newsletters
- Print materials such as posters, signage, or notices
- Direct communication with community partners

Using multiple channels helps ensure important information reaches residents who may not regularly access digital platforms.

## **Accessible Formats**

Where possible and appropriate, the Town will make reasonable efforts to provide information in accessible formats when requested. This may include providing documents in alternative formats or ensuring digital materials are compatible with accessibility tools.

Staff will make reasonable efforts to accommodate accessibility needs where feasible and appropriate within available municipal resources.

## **Incorporating Accessibility into Communication Planning**

Accessibility considerations should be incorporated early in the communications planning process rather than added after information has already been developed. When preparing communications, staff should consider:

- Who the intended audience is
- What communication channels are most appropriate
- Whether additional formats or visual supports may improve accessibility
- Whether the information is presented clearly and concisely

By incorporating these considerations into communication planning, the Town can help ensure municipal information remains accessible, inclusive, and easy to understand for the community.

# Measurement and Evaluation

Evaluating communication effectiveness helps improve future efforts. The Town should use practical measures to evaluate the effectiveness of its communications. These may include:

- Website traffic to key pages
- Social media reach and engagement
- Attendance at Town events
- The volume and nature of resident inquiries and feedback
- Surveys

These indicators provide insight into whether municipal information is reaching and informing the community effectively. Results may be reviewed periodically to inform adjustments to communication approaches.

# Review and Updates

This External Communications Strategy will be reviewed annually, or as needed, to ensure it remains relevant and responsive to evolving community needs, new communication tools, and municipal priorities.

Regular review allows the Town to adapt communication practices and ensure the strategy continues to support effective public communication.

# **Strengthening Council Communication and Visibility**

Enhance the consistency, clarity, and professionalism of Council communications to build public confidence and ensure unified messaging. This section will help equip Council with the tools and support needed to communicate effectively and confidently with residents.

### **Recommendation 1: Establish Council Communication Guidelines**

Develop a simple, practical set of guidelines for how Council communicates with the public.

- Define best practices for:
  - Social media use (tone, accuracy, professionalism)
  - Responding to public inquiries or concerns
  - Sharing municipal information vs. opinion
- Include “do’s and don’ts” to reduce risk of misinformation or inconsistent messaging
- This is a support tool, not a restriction

### **Recommendation 2: Provide pre-approved messaging and key messages**

Ensure Council has easy access to accurate, ready-to-use information.

- Distribute short “Key Message” briefs after:
  - Council meetings
  - Major announcements
  - Ongoing projects or sensitive issues
- Include:
  - Key facts
  - Approved language
  - FAQs (if needed)
- This helps ensure consistency across all public facing communications

### **Recommendation 3: Introduce optional training and support**

Offer light, practical communication training tailored to Council needs.

- Topics could include:
  - Social media best practices
  - Handling difficult conversations with residents
  - Communicating complex decisions in plain language

This will ensure capacity-building.

#### **Recommendation 4: Create a “Council Highlights” Sharing Toolkit**

Make it easy for Council to amplify official messaging

- Provide:
  - Pre-written captions
  - Graphics or shareable posts
  - Suggested wording for resharing Town updates
- Encourages Councillors to stay active while maintaining accuracy

#### **Recommendation 5: Clarify Roles in Communication**

Define who communicates what – and when.

- Encourage
  - Regular sharing of Town updates
  - Professional and respectful engagement online
  - Avoidance of speculation or unverified information
- Major updates should come from official channels first

#### **Recommendation 6: Encourage Consistent Engagement Standards**

Set a baseline expectation for public communication.

- Encourage:
  - Regular sharing of Town updates
  - Professional and respectful engagement online
  - Avoidance of speculation or unverified information
- This is not about controlling voice – it is about maintaining credibility
- All Councillors should have a Facebook page.
  - This is where a great deal of engagement happens
  - This is where information from the website, Facebook page, etc. can be shared.

#### **Recommendation 7: Monitor and Support (Not Police)**

Provide ongoing support to ensure alignment.

- Offer quick check-ins or guidance when needed
- Be available to review posts or messaging requests
- Address issues proactively and constructively if they arise

# Closing Summary

This Communications Strategy provides clear and practical direction for how the Town of Middleton will strengthen its communication efforts, build public trust, and better connect with residents, businesses, and visitors.

By focusing on consistency, transparency, and accessibility, the Town can move from reactive communication to a more proactive, strategic approach. The recommendations outlined in this plan are designed to be achievable, scalable, and aligned with the Town's priorities and capacity.

Successful implementation will require ongoing collaboration between staff and Council, a shared commitment to clear and respectful communication, and a willingness to adapt as community needs evolve.

Ultimately, strong communication is not just about sharing information - it is about building relationships, fostering trust, and supporting a vibrant, informed, and engaged community.

# COMMUNICATIONS STRATEGY:

## Implementation Overview

Implementing the Communications Strategy will require a coordinated and phased approach across several key areas:

### 1. Governance and Structure

- Establish clear communication roles and responsibilities
- Develop internal communication workflows and approval processes
- Create communication guidelines for staff and Council

### 2. Website Improvements

- Launch and populate new Town website (Spring 2026)
- Ensure timely updates and consistent information posting
- Improve navigation and accessibility

### 3. Content Development and Standardization

- Develop templates for:
  - Project updates
  - Emergency communications
- Establish consistent tone and messaging standards
- Create recurring content series (e.g., “What We’re Working On”)

### 4. Communication Channels Optimization

- Implement a structured multi-channel approach:
  - Website (primary source)
  - Social media (supporting + directing traffic)
  - Email newsletters (MailChimp)
  - Print materials
- Develop and maintain a monthly communications calendar

### 5. Community Engagement Enhancements

- Introduce new engagement opportunities:
  - Quarterly public sessions
  - Surveys and polls
  - Feedback loops
- Improve responsiveness through official channels
- Clarify expectations around social media engagement

## **6. Emergency Communication Planning**

- Develop a formal emergency communication protocol
- Define:
  - Roles and approvals
  - Priority communication channels
  - Coordination with REMO
- Support rollout and adoption of Alertable

## **7. Council Communication Support**

- Develop Council communication guidelines
- Provide pre-approved messaging and key message briefs for Council to use
- Create Council Highlights sharing toolkit
- Offer optional communication training

## **8. Accessibility and Inclusion**

- Develop an accessibility guide for communications
- Ensure content follows plain language and readable design standards
- Use multiple formats and channels to reach diverse audiences

## **9. Measurement and Evaluation**

- Establish performance tracking:
  - Website analytics
  - Social media metrics
  - Event participation
  - Public feedback
- Conduct periodic reviews and adjust approach as needed

## **10. Ongoing Maintenance and Review**

- Annual review of the Communications Strategy
- Continuous updates to content, tools, and processes
- Adaptation to emerging communication needs and technologies

# Communications Strategy

at a Glance






Appendix B

## Purpose



Clear, consistent, and proactive communication with residents and stakeholders.

## Key Goals

-  Improve public understanding
-  Increase community engagement
-  Build public trust and transparency
-  Promote a welcoming community
-  Provide timely and accurate info.

## Guiding Principles

-  Clear & Plain Language
-  Accessible & Inclusive
-  Transparent & Trustworthy
-  Reliable & Timely
-  Community Focused
-  Respectful & Professional
-  Consistent & Recognizable

## Core Focus Areas

Stronger Digital Presence

Consistent Messaging

Emergency Communication

Proactive Communication

Engagement

## Priority Actions

“What We’re Working On” Updates

Standardized Project Updates

Develop Emergency Protocols

Enhance Public Engagement

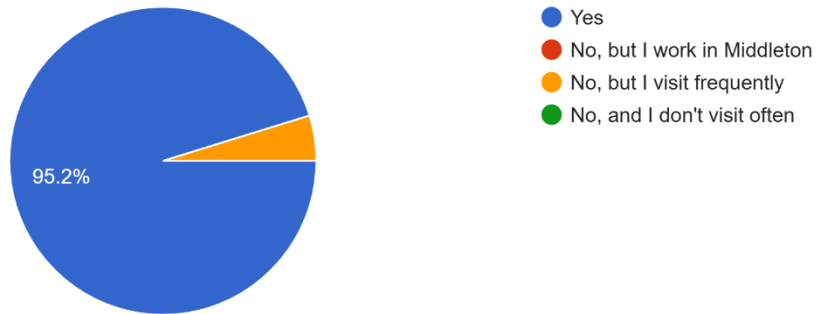
Strengthen Council Communication & Visibility

## Success Measures

-  Website Traffic
-  Event Participation
-  Public Feedback

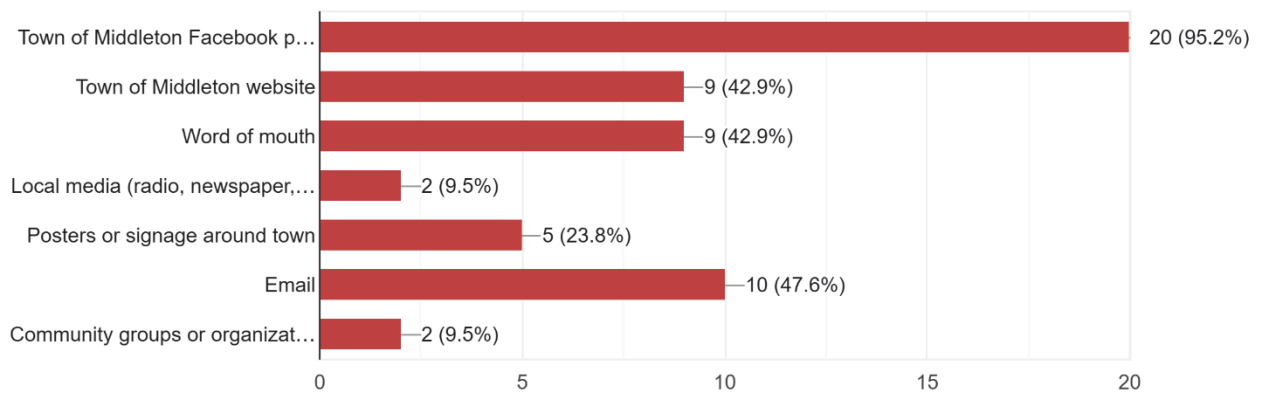
### Do you live in the Town of Middleton?

21 responses



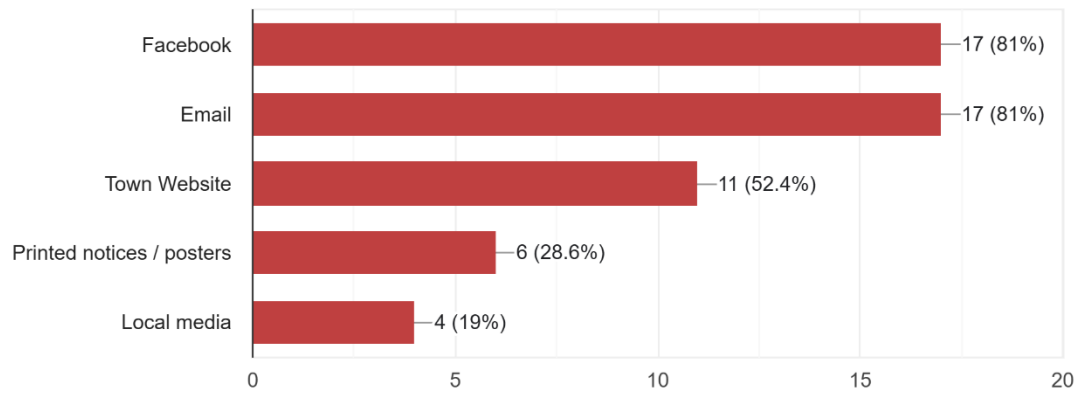
### Where do you currently get information about the Town of Middleton?

21 responses



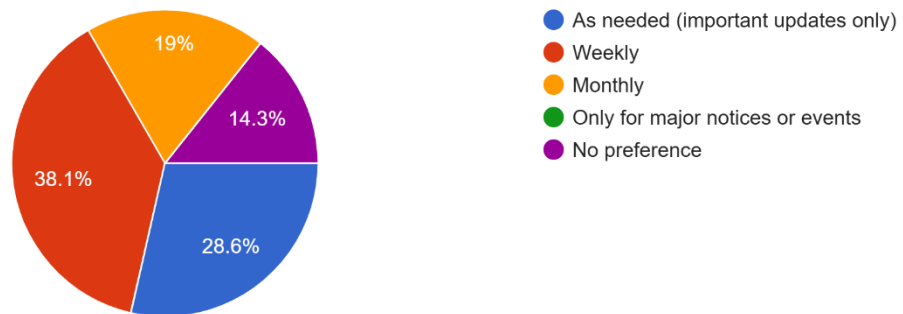
### How would you prefer to receive information from the Town of Middleton?

21 responses



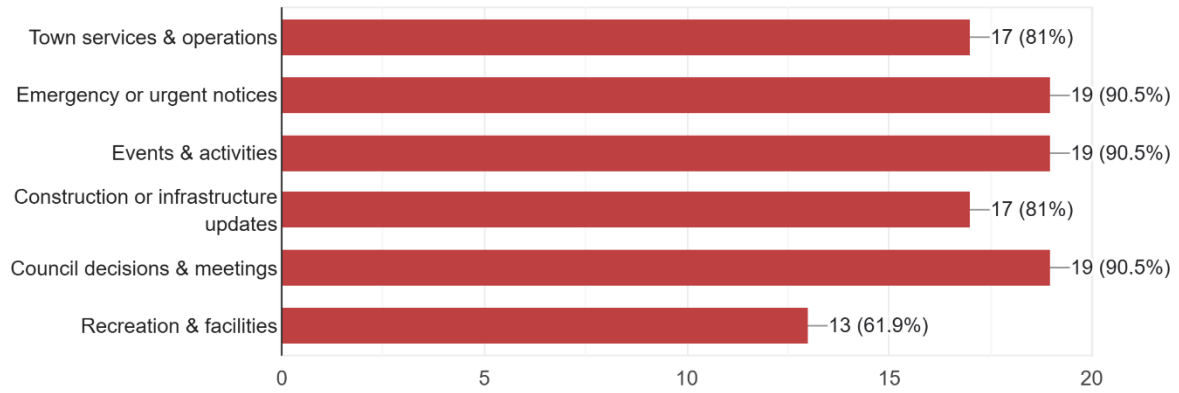
### How often would you like to receive updates from the Town of Middleton?

21 responses



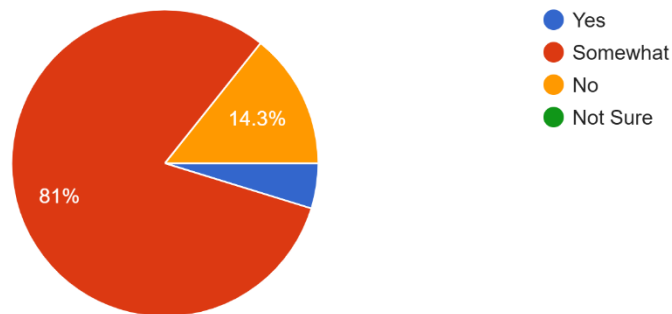
### What types of information are most important to you?

21 responses



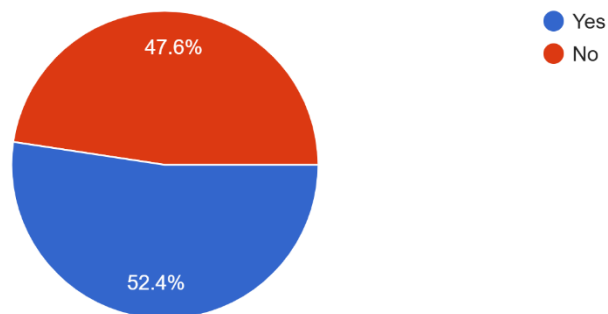
### Do you feel informed about what's happening in the Town of Middleton?

21 responses



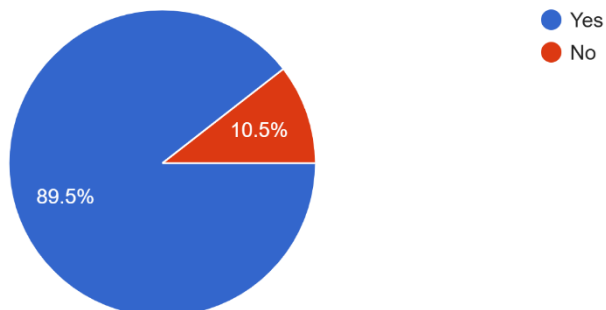
### Have you heard of the Alertable app before?

21 responses



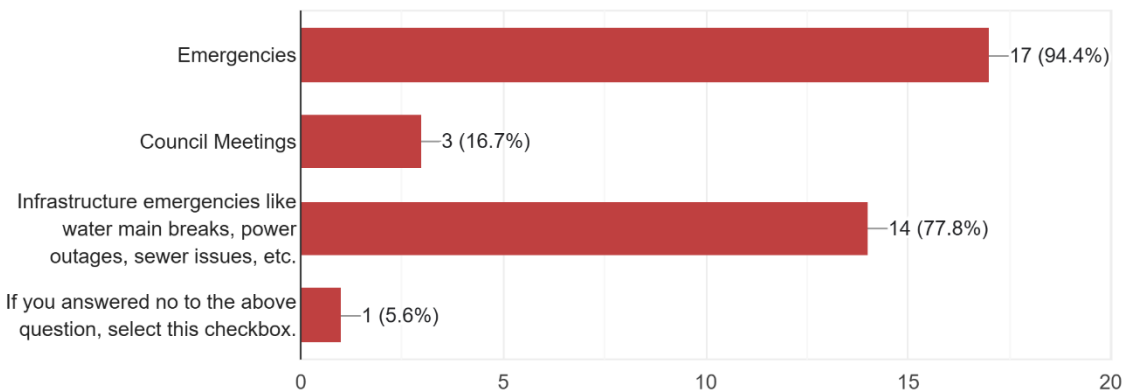
Alertable is a free emergency notification app that sends you real-time alerts about urgent events in your community - such as severe weather, floods, fir...up for Alertable, would you sign up (Free service)?

19 responses



If you answered yes, in what situations would you like to get Alertable notifications?

18 responses



## What could the Town of Middleton do to improve how we communicate with you?

8 responses

More outreach, like this.

I'm not sure.

Remove old facebook posts

I thought I was getting all the available information from the Town, but in the most recent Council meeting minutes I saw that there was a survey that was done about events in Middleton that I knew nothing about. I would have liked to contribute to that, and there is another one in the past year or so that I also missed. Also, the surveys ask only questions that the survey creators think of, but a lot of the time I would like to share information that is important to me but that answer is not included on the list of possible responses. Sometimes that is done intentionally by surveyors who have arbitrarily decided what is important and want to hear nothing else (I'm not assuming that is what you intend but it certainly looks that way!) Please allow for additional feedback in an open text box on your survey. I know it's tedious to collate random comments, but as someone who is a stakeholder, it's frustrating to be unable to tell you what's important to me. It's encouraging that you are looking for input, but please understand that it is really frustrating to be asked for information but only allowed to respond to what you want to hear. Thanks

The Town's website is somewhat embarrassing. It is difficult to find stuff because of its complexity and there is very often old information that is no longer relevant. If it is going to be a useful means of communication it could certainly use some updating/modernising.

While social media is fun, it's not effective for communication. Different demographics use different platforms and with the constant changing of algorithms, it's not guaranteed to be seen.

Make the Website More User Friendly  
Make any Town Information also Available by Text.

stop limiting comments on posts.

**REQUEST FOR DECISION**  
**Supplementary Capital Project at Pool**  
**RFD#: 032-2026**



---

**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** April 20, 2026  
**Subject:** Shade Structure Supplementary Capital Project at Pool

---

**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Capital project sheet 26-13
- Rotary Club project proposal
- Pool Sun Shelter Quote

Legislation

- N/A

Recommendation

That Town Council approve a supplemental budget of \$6,311 (before HST) for the installation of a sunshade structure at the Middleton Pool.

Background

The Middleton Outdoor Pool is a well-used community asset, particularly during the summer months when swimming lessons and public swimming are in high demand. In recent seasons, residents have raised concerns regarding the lack of adequate shade in the pool viewing and seating areas.

Swimming lesson programs typically run in two-week blocks, with participants attending daily sessions five days per week. During these times, parents and guardians are often required or choose to remain on-site, most seated in the bleacher area while lessons are in progress. As a result, many individuals are exposed to direct sunlight for extended periods.

The absence of shaded areas has led to concerns related to comfort, sun exposure, and overall user experience at the facility. This issue has been identified through informal feedback from residents and represents a potential barrier to accessibility and enjoyment of the pool amenities.

**REQUEST FOR DECISION**  
**Supplementary Capital Project at Pool**  
**RFD#: 032-2026**



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Staff were notified on March 19, 2026 that the Rotary Club of Middleton has expressed interest in constructing a sunshade structure on the pool property to improve comfort levels for users of the facility, particularly those utilizing the spectator seating area.

Even though this project is being funded by the Rotary Club, it is a capital project taking place on Town property and must be approved by Council. The project was not approved in the 2026-2027 capital budget, so a supplementary budget must be approved by the Council. The capital asset will need to be added to the Town's financial records, as well as added to the Town's insurance policy.

Staff discussed the project with the Town's insurance broker, given the project is being completed on Town property by a group of volunteers. The Town's insurance company requires that the Rotary Club of Middleton provides a Certificate of Insurance where the Town of Middleton is listed as additional insured. This has not yet been provided to the Town, but the Rotary Club has requested it from their insurance company.

The Rotary Club will also apply for a building permit on the Town's behalf which must be approved before construction begins.

### Financial Implications

The Rotary Club of Middleton is donating the materials for the sunshade and its construction. The financial implication for the town will be the site preparation, estimated to be \$3,278, funded by general operating. An additional consideration for council is the ongoing maintenance estimated to be \$500 per year, and insurance costs estimated to be \$29 per year. There is currently no plan in place with the Rotary Club on who will be responsible for replacing the structure when it reaches end of life.

**REQUEST FOR DECISION**  
**Supplementary Capital Project at Pool**  
**RFD#: 032-2026**



Strategic Plan/Operating Plan Alignment

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

Alternatives

1. Council could choose to take no action at this time.
2. Council could approve the purchase and seasonal installation of temporary shade solutions such as commercial-grade umbrellas or pop-up tents.
3. Council could direct staff to request that Rotary Club enter into an agreement to maintain the structure for a period of time, reducing the financial burden on the town.

Community Engagement/Communication

The Rotary Club met with the Pool Society to discuss the project during the week of April 6-10.

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: April 20, 2026



# Middleton Pool Shade Project

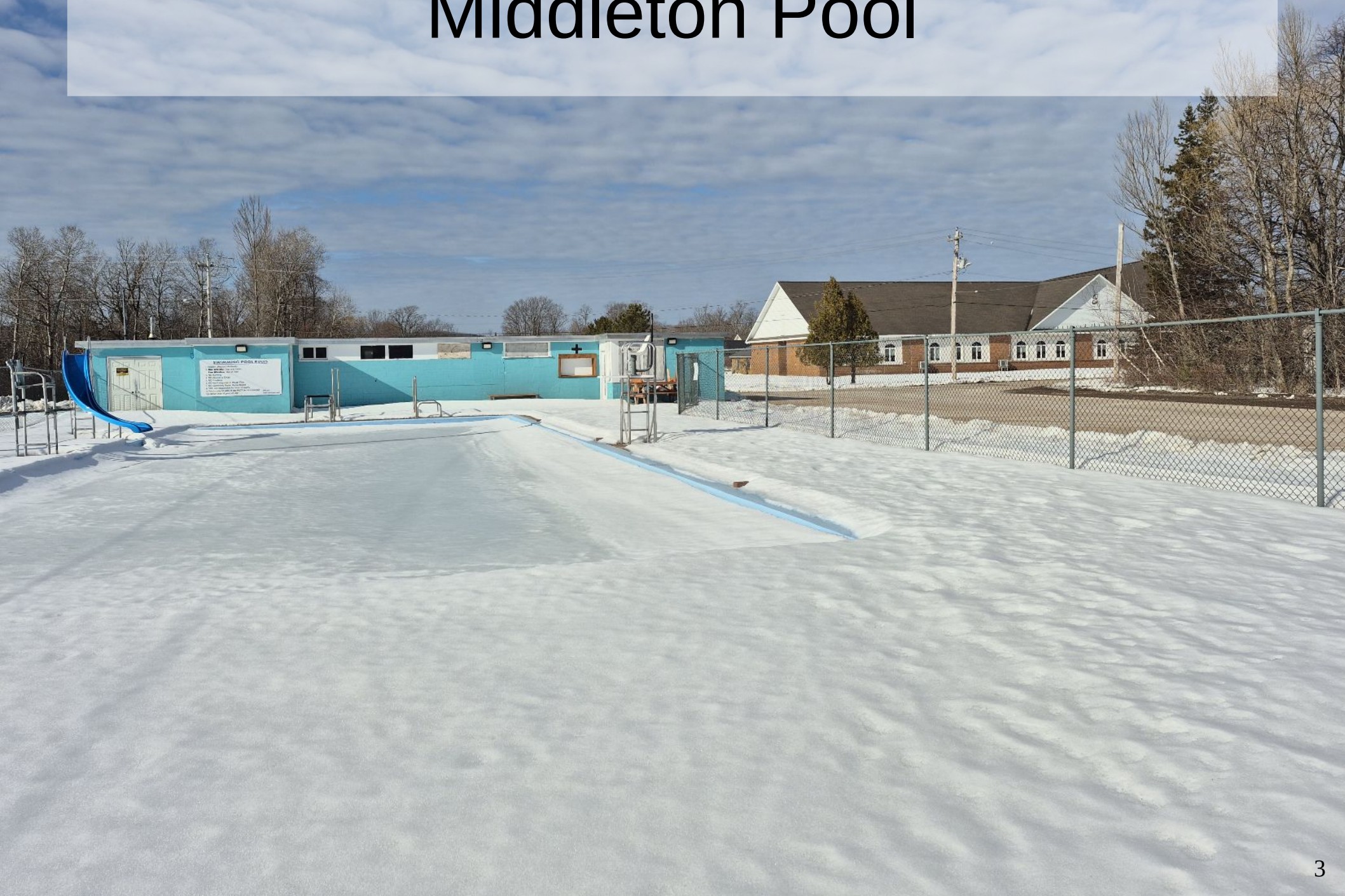
A Potential Rotary Club of  
Middleton project

# The Problem

- Many residents have identified the lack of shade as an issue at the Middleton Pool
- Background: When kids have signed up for swimming lessons, parents wait on the bleachers 5 days/week for 2 weeks per lesson block.



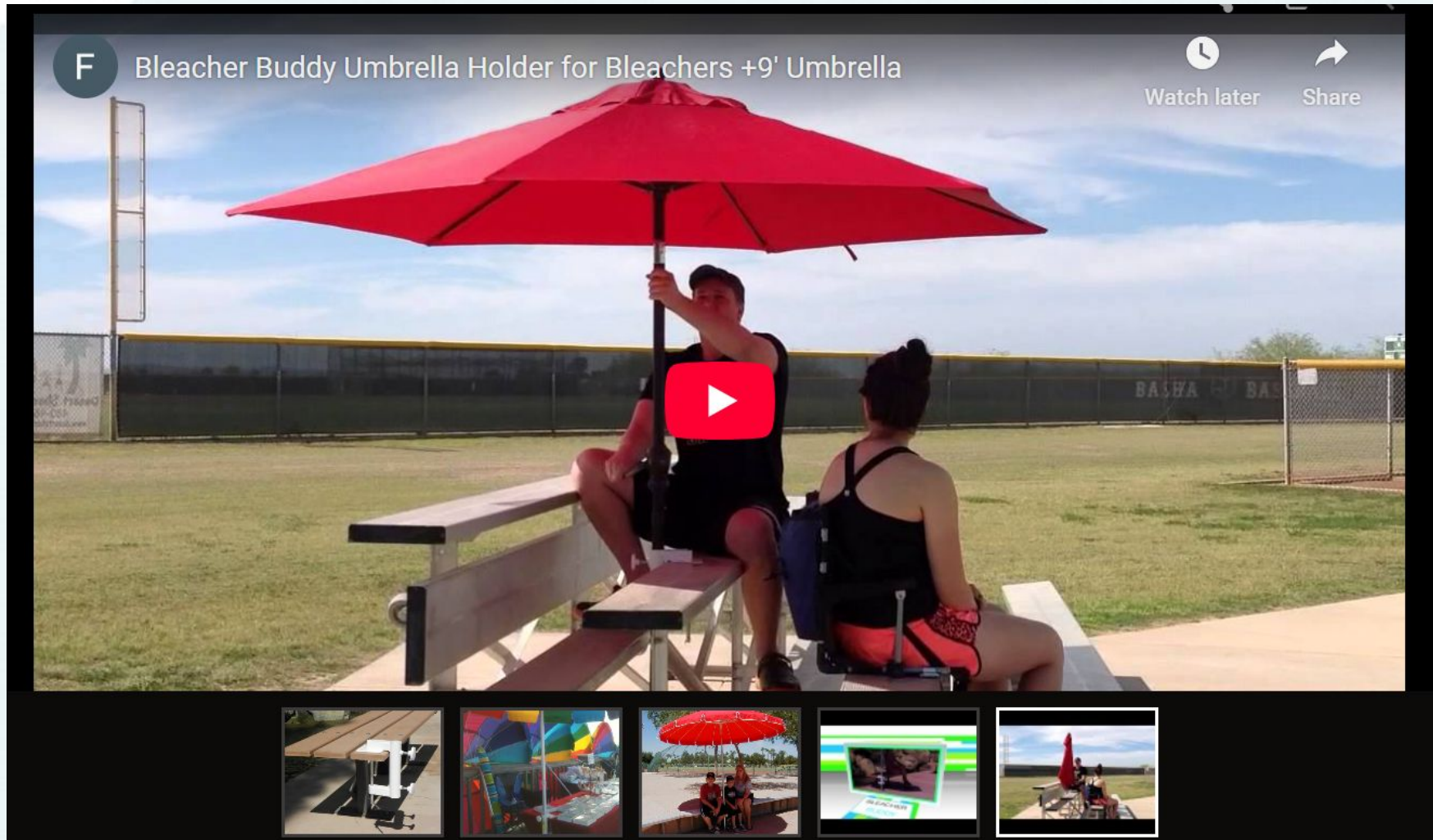
# Middleton Pool



# Middleton Pool



# Shade Option #1 – Bleacher Umbrellas



# Bleacher Umbrellas



- Pros: Cheapest option; easiest implementation; less vulnerable to vandalism or bad weather
- Cons: Increased workload for pool staff, relying on others to implement it correctly and respect the property



# Option #2: Shade Structures



 Kay Park  
Sunshade Structures for 8 & 10 Row 2...



 Creative Shade Solutions  
Bleacher Shade Structure Options ...



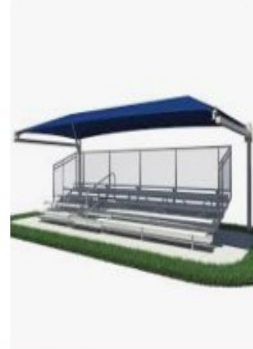
 Summit Supply  
5 ROW BLEACHER SU...



 Anthem Sports  
Apollo Bleacher Shade C...



 Shade Comforts  
Bleacher-Shade-Cover-Barrel-Roof



# Shade Structures



World of Awnings and Canopies  
Shade Structures – World of Awnings and ...



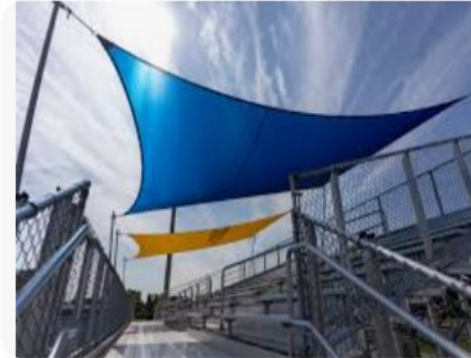
Shade Sails Canada  
Patio with Sun Shade Sails ...



Adventure Playground Systems  
Shade For Athletic Facilities ...



Shade Comforts  
Bleacher-Shade-Cover-Barrel-Roof



# Shade Structures

- Considerations:
  - Semi-permanent
  - Medium expense
  - Hurricane-proof?
  - Vandal-proof?



# Option #3 - Gazebo-style



Q PRO English



**\$2,899.00** ~~\$3,299.00~~ Save \$400.00 (12%)

**Free Shipping**

From **\$261.66**/mo with [shopPay](#) [View sample plans](#)

**Free Shipping | [Check Arrival Dates](#)**

Available Sizes

**Barrington 14ft x 10ft Gazebo**

Features

- All-Weather Durability: Pro-Tect™ tested to withstand up to 3,447 kilograms or up to 76 centimetres of snow

**Chat with us, we are online!**



# Gazebo-style



- Considerations:
  - More permanent
  - Rotarians can swing their hammers to make it happen



# The End



## *25th anniversary*

A ceremony was held June 27 to commemorate the 25 years which have passed since the opening of Middleton's swimming pool. The work done by the original members of the pool's board and organizers, most of whom attended, was recognized. Shown cutting the ribbon, along with many of the original members is Judge Ken Crowell, first chairman of the board.

(Gillis)





**Project Name:** Sun Shade Structure at Pool

**Project #** 26-13

**Department:** Buildings      **Unit:** Town      **Asset Class** Recreation equipment

**Type of Asset:** New      **Reason:** Community quality of life      **Expected Useful Life:** 5 years

**Project Description:** Sun shade installation at the pool

**Need for Project:** The Pool is a well-used community asset, particularly during the summer months when swimming lessons & public swims are in high demand. Residents have raised concerns regarding the lack of adequate shade in the pool viewing & seating areas.

**Project Funding:** Grant from Rotary Club for Structure and Install itself. Town to cover groundworks cost of \$3,278 funded from General Operating.

**Carry-over Project** n/a

**Additional Operating Expense** Annual maintenance costs of \$500 and annual insurance costs of \$29

| Annual Operating Impact:      | Total up to | Budgeted for | Total up to | New Spending |         |         |         |         | Total | Project |
|-------------------------------|-------------|--------------|-------------|--------------|---------|---------|---------|---------|-------|---------|
|                               | 3/31/2025   | 2025/26      | 3/31/2026   | 2026/27      | 2027/28 | 2028/29 | 2029/30 | 2030/31 |       | Total   |
| Operating Expenses            | -           | -            | -           | 529          | 555     | 583     | 612     | 643     | 2,923 | 2,923   |
| Interest expense              | -           | -            | -           | -            | -       | -       | -       | -       | -     | -       |
| Depreciation expense          | -           | -            | -           | 1,262        | 1,262   | 1,262   | 1,262   | 1,262   | 6,311 | 6,311   |
| Loan principal                | -           | -            | -           | -            | -       | -       | -       | -       | -     | -       |
| <b>Total Operating Impact</b> | -           | -            | -           | 1,791        | 1,818   | 1,845   | 1,875   | 1,905   | 9,234 | 9,234   |
| Capital Budget:               | 3/31/2025   | 2025/26      | 3/31/2026   | 2026/27      | 2027/28 | 2028/29 | 2029/30 | 2030/31 | Total | Project |
| Capital cost                  | -           | -            | -           | 6,311        | -       | -       | -       | -       | 6,311 | 6,311   |
| Funding:                      |             |              |             |              |         |         |         |         |       | -       |
| Operating                     | -           | -            | -           | 3,278        | -       | -       | -       | -       | 3,278 | 3,278   |
| Grants                        | -           | -            | -           | -            | -       | -       | -       | -       | -     | -       |
| Drawdown Reserves             | -           | -            | -           | -            | -       | -       | -       | -       | -     | -       |
| Long-term debt                | -           | -            | -           | -            | -       | -       | -       | -       | -     | -       |
| Other                         | -           | -            | -           | 3,033        | -       | -       | -       | -       | 3,033 | 3,033   |
| <b>Total funding</b>          | -           | -            | -           | 6,311        | -       | -       | -       | -       | 6,311 | 6,311   |



Allen's Home Building Centre  
 166 Commercial Street  
 Middleton Nova Scotia B0S 1P0  
 Phone: (902)825-4854

brandon@awallen.com <https://www.homehardware.ca/en/store/30990>

Estimate Supplied For:  
 Rotary Club  
 Rotary Club

Estimator: Brandon Wrigley  
 Salesperson: (1)  
 Estimate Date: March 13, 2026  
 Valid To: April 12, 2026  
 Reference:

Estimate # 115592

Shade Cover

Page 1 of 2

| Component                      | Description                    | Total                             |
|--------------------------------|--------------------------------|-----------------------------------|
| <b>8x16 Pool Shelter</b>       |                                |                                   |
| <b>Floor, Posts, and Beams</b> |                                |                                   |
| Floor Rim                      | 2X6X16 PT BROWN                |                                   |
| Floor Joists                   | 2X6X8 PT BROWN                 |                                   |
| Decking                        | 5/4X6X16 PT BROWN              |                                   |
| Back Post                      | 4X4X12 PT BROWN                |                                   |
| Front Post                     | 6X6X10 PT BROWN                |                                   |
| Post-Beam Connectors           | CNCTR,POST/BEAM G185 18GA      |                                   |
| Post-Beam Connectors           | CAP,POST ADJ G185 LPC6Z 6X6"   |                                   |
| Beams                          | 2X10X16 PT BROWN               |                                   |
|                                |                                | <i>Subtotal</i> <b>\$1,066.66</b> |
| <b>Roof</b>                    |                                |                                   |
| Truss Package                  |                                |                                   |
| Roof Sheathing                 | 1/2" OSB 15/32" 4X8            |                                   |
| Sheathing Clips                | CLIPS,ROOF 50/BAG 20GA 1/2"    |                                   |
| Starter Strip                  | 4" WHITE ROOF STARTER 10' ALUM |                                   |
| Underlay                       | UNDERLAY,PROTEC 120 4X250'     |                                   |
| Starter Shingles               | STARTER SHINGLES 21/BLD 69'LF  |                                   |
| Shingles                       | MYSTIQUE 30Y 2-TONE BLACK      |                                   |
| Hip & Ridge Shingle            | MONT BLANC CAP 2 TONE BLACK    |                                   |
|                                |                                | <i>Subtotal</i> <b>\$1,197.64</b> |
| <b>Fasteners</b>               |                                |                                   |
| 1 1/2" ELECTRO ROOFERS         |                                |                                   |
| Fastener - Framing             | 31/4" BRT DH STRIP SMOOTH 34DE |                                   |
| Fastener - Wall Sheathin       | 23/8" BRT DH STRIP SMOOTH 34DE |                                   |

With the exception of lumber and plywood, prices quoted are good for 30 days. Due to extreme volatility in commodity markets lumber and plywood prices are subject to change without notice. This is an estimate only. The owner/builder is responsible to verify materials type and quantity will be adequate to complete the job. We regret any inconvenience this may cause.

| <b>Component</b>   | <b>Description</b>          | <b>Total</b>                   |
|--------------------|-----------------------------|--------------------------------|
| Fastener - Staples | STAPLS 4/T50,1250 T-506 3/8 |                                |
|                    |                             | <i>Subtotal</i> <b>\$96.14</b> |
|                    | <b>Engineering</b>          |                                |
|                    | Tie Down Allowance          |                                |
|                    | Forms 4 & 8                 |                                |
|                    | Subtotal:                   | \$3,033.22                     |
|                    | HST                         | \$424.65                       |
|                    | <b>Grand Total:</b>         | <b>\$3,457.87</b>              |

With the exception of lumber and plywood, prices quoted are good for 30 days. Due to extreme volatility in commodity markets lumber and plywood prices are subject to change without notice. This is an estimate only. The owner/builder is responsible to verify materials type and quantity will be adequate to complete the job. We regret any inconvenience this may cause.

**REQUEST FOR DECISION**  
**Police Advisory Board Policy**  
**RFD#: 033-2026**



---

**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** April 20, 2026  
**Subject:** Police Advisory Board Policy

---

**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Draft Police Advisory Board Policy

Legislation

- *Municipal Government Act*
- *Police Act*

Recommendation

That Council approve the Police Advisory Board Police as presented.

Background

The Town is in the process of establishing a renewed Police Advisory Board (PAB) in accordance with the requirements of the Nova Scotia *Police Act* and to support effective civilian oversight and engagement with the RCMP.

As part of this process, it has been identified that the Town does not currently have a comprehensive policy in place to guide the structure, roles, and procedures of the PAB. While legislative requirements provide a general framework, municipal units are responsible for establishing local policies or bylaws to ensure clarity, consistency, and transparency in how their Police Advisory Boards operate.

Recent training and guidance provided to municipalities has emphasized the importance of having a clearly defined governance framework for PABs. This includes direction on member recruitment and appointments, expectations for criminal record checks, processes for establishing policing priorities in consultation with the community, and mechanisms for reporting between the PAB, Council, and the RCMP.

**REQUEST FOR DECISION**  
**Police Advisory Board Policy**  
**RFD#: 033-2026**



In anticipation of convening the first meeting for the Town PAB, staff have developed a policy to formalize these processes and provide clear expectations for all parties involved. The intent of this policy is to support the effective functioning of the PAB, strengthen accountability, and ensure alignment with best practices and provincial expectations.

Financial Implications

None.

Strategic Plan/Operating Plan Alignment

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

Alternatives

- 1) Council can recommend changes or amendments to the policy and approve the policy as amended.

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: April 20, 2026

|                                     |                      |
|-------------------------------------|----------------------|
| <b>POLICE ADVISORY BOARD POLICY</b> |                      |
| <b>Effective Date</b><br>2016-04-20 | <b>Revision Date</b> |

**1 PURPOSE**

- 1.1. The Police Advisory Board is established in accordance with the *Police Act*, and provides advice to council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the town.
- 1.2. Legislative Authority:
  - 1.2.1. Sub-section 23(1)(c) of the *Municipal Government Act* states that council may make policies providing for committees and conferring powers and duties upon them, except the power to expend funds.
  - 1.2.2. Sub-section 57(1) of the *Police Act* states that a municipality receiving policing services in whole or in part from the Royal Canadian Mounted Police shall establish a Police Advisory Board. Sections 57-68 describe the composition, conduct, functions and responsibilities of the board.

**2 COMPOSITION**

- 2.1. Total number of board members
  - 2.1.1. In accordance with the *Police Act*, the advisory board shall consist of seven (7) members:
    - Three (3) members of council;
    - Three (3) members appointed by council who are not council members or employees;
    - One (1) member appointed by the Minister of Justice.
- 2.2. Eligibility requirements and expertise
  - 2.2.1. All members, including councillors, must provide a clear criminal record check upon appointment to the Police Advisory Board, and every two (2) years thereafter, or at the start of a new term, whichever comes first. Members must also immediately disclose any new charges or convictions.
  - 2.2.2. If a member appointed by council is unable to carry out their duties by reason of illness, absence or other reason, council may appoint another person to be a member of the advisory board in their place.



### **3 FREQUENCY OF MEETINGS**

- 3.1.** The board shall meet at least every three (3) months at such time and place as directed by the chairperson, or board at a preceding meeting, by providing notice of all such meetings to all board members at least five (5) business days in advance of the meeting. This five-day notice provision does not apply to re-scheduled meetings due to weather, lack of a quorum at a meeting, or another deemed emergency need for a meeting by the chairperson.
- 3.2.** All approved meeting minutes, and records of the board shall be open to the public except as expressly prohibited by law, or not yet approved by the board.
- 3.3.** Meetings shall be open to the public, but all matters relating to discipline, personnel conduct, contract negotiations and security of police operations may be conducted in private. (in accordance with Police Act)
- 3.4.** The Chief Administrative Officer of the Town and the Chief Officer for Annapolis District RCMP shall receive notice of the meetings of the board and are entitled to attend but not entitled to vote.

### **4 DUTIES, RESPONSIBILITIES, APPLICABLE LEGISLATIVE REQUIREMENTS**

- 4.1.** The function of the Police Advisory Board is to provide advice to council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the town. The Board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.
- 4.2.** Specifically, the Police Advisory Board shall:
  - 4.2.1.** Determine, in consultation with the chief officer or the chief officer's designate, priorities, objectives and goals respecting police services in the community;
  - 4.2.2.** Ensure the chief officer establishes programs and strategies to implement the priorities, objectives and goals respecting police services;
  - 4.2.3.** Ensure there is a mechanism in place for the chief officer to report on the progress of the priorities, objectives and goals respecting police services to the board at least yearly;
  - 4.2.4.** Ensure that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
  - 4.2.5.** Ensure that police services are delivered in a manner consistent with community values, needs and expectations;
  - 4.2.6.** Act as a conduit between the community and the police department;

- 4.2.7. Recommend policies, administrative and organizational direction for the effective management of the police department; and
- 4.2.8. Review with the chief officer or the chief officer's designate information provided by the chief officer respecting complaints and internal discipline.
- 4.3. Receive and review information from council and its committees, and make recommendations, as requested.
  - 4.3.1. In the event the Police Advisory Board fails to provide a report or recommendation to council within any set deadline established by council; council may proceed with a decision regarding a matter without awaiting the board's report or recommendation.

## 5 WORKING GROUPS

- 5.1. The board may establish working groups to explore specific issues related to community safety, policing, and/or to other responsibilities. A working group may include additional members from the community who are not Advisory Board members.
- 5.2. The Chair of a working group must be a member of the Police Advisory Board.

I, \_\_\_\_\_, **Chief Administrative Officer of the Town of Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the \_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Chief Administrative Officer

| Policy Adoption                       |                |
|---------------------------------------|----------------|
| Date of 7-day notification to Council | April 10, 2026 |
| Date of Approval                      | April 20, 2026 |

**REQUEST FOR DECISION**  
**1<sup>st</sup> Reading – 18 King Street**  
**RFD#: 034-2026**



---

**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** April 20, 2026  
**Subject:** 1<sup>st</sup> Reading for 18 King Street

---

**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

**References/Attachments**

- Middleton Municipal Planning Strategy (MPS)
- Middleton Land Use Bylaw (LUB)
- Policy G 1.2: Public Participation Program
- *Municipal Government Act*: Part VIII – Planning and Development
- Planning Report dated April 13, 2026
- First Reading Reports – April 20, 2026
- Draft Development Agreement – Bruce Auto Group NS Limited
- Planning Advisory Committee Minutes – February 19, 2026
- Planning Advisory Committee Public Information Meeting Minutes – February 19, 2026
- Planning Advisory Committee Minutes – April 13, 2026

**Legislation**

- *Municipal Government Act*

**Recommendation**

That Council give First Reading to the proposed amendments to the Town of Middleton Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street, identified as PID 05079264 and PID 05180641, from Residential to Residential Mixed Use, and schedule a Public Hearing.

That Council give initial consideration to the draft Development Agreement for 18 King Street, identified as PID 05079264 and PID 05180641, to permit an accessory parking lot associated with the adjacent Bruce Auto Group dealership, and schedule a Public Hearing.

**REQUEST FOR DECISION**  
**1<sup>st</sup> Reading – 18 King Street**  
**RFD#: 034-2026**



Background

See attached First Reading Report dated April 20, 2026, Planning Report dated April 13, 2026 and the Planning Advisory Committee Minutes from the February 19, 2026 meeting and Public Information Meeting, and the April 13, 2026 meeting.

Financial Implications

N/A

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 20, 2026

# First Reading Report

April 20<sup>th</sup>, 2026



---

To: Middleton Municipal Council

From: Planning Staff – Ethan Oderkirk

Date: 2026-04-20

Reference: Planning Advisory Committee Recommendation for First Reading regarding redesignation and rezoning of 18 King Street, PIDs 05079264 and 05180641 from Residential (R) to Residential Mixed Use (RMU)

---

The following recommendations for First Reading to Council are being forwarded from the Planning Advisory Committee for further discussion and action:

**THAT Council give First Reading to the proposed amendments to the Town of Middleton Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street, identified as PID 05079264 and PID 05180641, from Residential to Residential Mixed Use, and schedule a Public Hearing.**

The Town received an application to amend the Municipal Planning Strategy and Land Use By-law for 18 King Street to support an expansion of the adjacent Bruce Auto Group parking area. The subject property includes two parcels, PID 05079264 and PID 05180641, and contains about 0.30 acres. The lands currently sit within the Residential Designation and Residential Zone. The existing dealership lands immediately to the north already carry the Residential Mixed Use designation and zone.

This application asks Council to make a policy decision before it considers detailed site controls. The main question is whether Council wants to extend the Residential Mixed Use framework beyond Main Street and farther into a residential area on King Street. PAC identified that issue directly and asked Council to give specific attention to stormwater management, lighting, and the treatment of trees in the buffer. PAC also questioned where the line should be drawn if the dealership continues to acquire nearby residential properties.

That issue should remain central to Council’s first reading decision. The subject property does not front Main Street. It sits at the edge of an established residential neighbourhood characterized by low-density dwellings, front yards, mature vegetation, and a recognizable residential streetscape. At the same time, the property directly abuts an existing mixed-use commercial operation. As a condition of development, the Subject Property will be consolidated with the north adjacent PID, creating frontage on Main Street. Council must decide whether this proposal represents a logical and limited extension of an existing mixed-use area.

Under the current Residential Zone, the property retains viable residential development rights. The Property’s zoning allows single unit development, grouped dwelling, multiple unit dwelling, and short-

term rental use, subject to the applicable Land Use By-law requirements. The current staff report notes that the lot may accommodate up to six dwelling units as of right, provided the development meets lot area, frontage, setback, height, servicing, and parking requirements. Refusal of the amendment would therefore not leave the land unusable. It would retain the existing residential development framework.

In planning terms, compatibility does not require identical uses. It requires different uses to coexist without creating unreasonable adverse impacts. A residential property and a commercial-supportive use may be compatible in some locations if the municipality can control the interface between them. That is why the question at this stage is not whether the dealership would benefit from more parking. The question is whether Council is comfortable redesignating and rezoning these lands in principle, given the site context and the edge condition between the existing dealership and the King Street residential area given the willingness and effort of the applicant to mitigate any adverse effects.

Public comments and PAC discussion show that neighbouring residents remain concerned about drainage, lighting spill, privacy, traffic, tree loss, and the longer-term pattern of commercial expansion. Some residents also raised concerns about property values. On that point, staff should remain within the planning role. Staff assess land use compatibility, available mitigation measures, and compliance with the MPS and LUB. Staff do not provide real estate valuation opinions. PAC's follow-up notes reflect that distinction clearly and appropriately.

In staff's opinion, Council may reasonably give First Reading to the proposed redesignation and rezoning because the site directly abuts an existing RMU-zoned commercial operation, the MPS provides a policy pathway to consider the change, and the next stage of review allows Council to evaluate detailed controls through a Development Agreement.

If Council does support moving the proposal forward, it should do so with the clear understanding that this is a site-specific judgment, not a blanket endorsement of future expansion onto other residential lots. PAC's concern on that point is legitimate and should appear plainly in the record before Council.

For those reasons, staff recommend that Council give First Reading to the proposed amendments to redesignate and rezone 18 King Street from Residential to Residential Mixed Use and schedule a Public Hearing.

# First Reading Report

April 20<sup>th</sup>, 2026



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To: Middleton Municipal Council

From: Planning Staff – Ethan Oderkirk

Date: 2026-04-20

Reference: Planning Advisory Committee Recommendation for First Reading regarding redesignation and rezoning of 18 King Street, PIDs 05079264 and 05180641 from Residential (R) to Residential Mixed Use (RMU)

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The following recommendations for First Reading to Council are being forwarded from the Planning Advisory Committee for further discussion and action:

**THAT Council give initial consideration to the draft Development Agreement for 18 King Street, identified as PID 05079264 and PID 05180641, to permit an accessory parking lot associated with the adjacent Bruce Auto Group dealership, and schedule a Public Hearing.**

The draft Development Agreement provides the regulatory framework for the proposed use of 18 King Street as an accessory parking area to the adjacent Bruce Auto Group dealership, if Council adopts the related redesignation and rezoning. Policy R13 requires the expansion of existing commercial uses in the Residential Mixed Use Zone to proceed only by Development Agreement. In practical terms, that means the DA is the Town’s main tool to manage compatibility between the proposed parking lot and the surrounding residential properties.

This draft Agreement sets the operating conditions that will apply to the site. Those conditions matter because the proposed use changes the function of the land from residential occupancy to a commercial-supportive parking area. Even without a new building, that change can affect neighbouring properties through runoff, lighting, vehicle activity, snow clearing, visual impact, and the overall feel of the street edge. The DA exists to manage those impacts directly.

The draft Agreement includes several controls that respond to the concerns raised at the Public Information Meeting and discussed by PAC. Before the Town issues a Development Permit, the developer must provide a site plan that generally matches the approved layout and must submit a stormwater management plan acceptable to the Town Engineer. That requirement responds directly to concerns about water runoff, pooling, and drainage impacts on neighbouring lands. The applicant has advised that all stormwater works will meet engineering standards and has acknowledged that, if the system fails or does not perform as intended, they will be responsible for correcting the issue. A one-year review clause is not necessary if the stormwater system functions as intended and the development complies with the Agreement. If problems arise, the Town may rely on the enforcement provisions

already contained in the draft Development Agreement. Those provisions allow the Town, after written notice, to require compliance, undertake remedial work, recover costs, or pursue other enforcement measures where a breach continues.

The draft Agreement permits a commercial parking lot with a maximum of 17 full-sized spaces and 12 partial spaces. It prohibits driveway access from the subject property itself and instead requires access through the adjacent dealership lands. It also requires the subject lands to consolidate with the north adjacent parcel, PID 05301130.

The Agreement requires retention and protection of the mature trees within the 15-foot landscaped buffer along King Street and the southern property line. It prohibits tree removal within that buffer and requires replacement with native coniferous trees where removal becomes necessary for safety reasons. It also requires a continuous opaque six-foot wood fence along the southern boundary within the landscaped buffer.

Lighting control is another central issue. The draft Agreement requires all light standards on the subject property to direct light away from adjacent residential properties and to include cut-off fixtures, which is an aluminum sheet attached to the fixture, directing the light. PAC noted that the Town does not currently have broader lighting or landscape buffer bylaws, which makes the DA even more important in this case. The applicant also advised that recent theft issues on site have influenced their security approach, but that they intend to use directional lighting and shielding to reduce spill onto neighbouring homes.

The draft Agreement also addresses maintenance and operations. It requires the property and landscaped buffer to remain in safe, clean, and healthy condition. It limits the hours of operation for the parking area to 7:00 a.m. to 10:00 p.m., while allowing winter maintenance at any time for plowing and salting.

PAC also asked what happens if the developer violates the Development Agreement, and how the Town would respond to complaints from neighbours. The draft Agreement already includes a standard enforcement framework. If the developer fails to comply after receiving 30 days' written notice, the Town may seek injunctive relief, enter the property to complete necessary remedial work and recover costs, discharge the Agreement, or pursue other remedies available under the Municipal Government Act or common law. In practical terms, if a neighbour raises a complaint and Town staff confirm non-compliance, the Town has a clear enforcement path.

From a planning perspective, the draft Development Agreement contains the right types of controls for this kind of edge site. It addresses stormwater, access, parking count, lighting, buffering, fencing, landscaping, maintenance, and operating hours. Those are the same matters staff identified in the original report as the key levers available to Council to manage compatibility. The DA cannot resolve the broader policy question of whether Council should extend RMU farther into the residential area. That decision belongs to the redesignation and rezoning stage. What the DA can do is provide the mechanism to reduce adverse impacts if Council decides to allow the use in principle.

Council may approve the draft Development Agreement in principle at this stage, but it cannot take effect unless Council first adopts the related Municipal Planning Strategy and Land Use By-law amendments and those amendments receive the required approval from the Minister. Approval in

principle does not authorize development to proceed. It simply means Council is satisfied the draft Agreement is suitable to move forward through the public hearing and final review process as the proposed framework for regulating the development, if the amendments come into force.

For those reasons, staff recommend that Council give initial consideration to the draft Development Agreement for 18 King Street and schedule a Public Hearing concurrent with the related MPS and LUB amendments.

# Planning Report

DATE 13 April, 2026



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To: Middleton Planning Advisory Committee

Prepared By: Ethan Oderkirk, Planner

Date: 13 April, 2026

Reference: Amendment to the Municipal Planning Strategy and Land-use Bylaw to Redesignate and Rezone 18 King Street Lot 1, PID 05079264, and Lot 2 05180641, Middleton, to allow extension of the Bruce Auto Group GM dealership parking lot.

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## Recommendation:

That Council approve the amendment to the Municipal Planning Strategy and change the designation and rezone PID 05079264 and PID 05180641 (18 King Street) from Residential to Residential Mixed Use and proceed by way of Development Agreement.

## Part 1. Background

### 1.1. Project Summary

|                      |                                       |
|----------------------|---------------------------------------|
| Property Owner(s)    | Justin Barker Bruce Auto Group        |
| Civic Address        | 18 King Street, Middleton             |
| PID(s)               | Lot 1 - 05079264<br>Lot 2 - 05180641  |
| Designation          | Residential (R)                       |
| Zone                 | Residential (R)                       |
| Proposed Designation | Residential Mixed Use (RMU)           |
| Proposed Zone        | Residential Mixed Use (RMU)           |
| Area                 | ~0.30 acres (1218.9 square meters)    |
| Existing Land Use    | Residential                           |
| Adjacent Land Uses   | Residential and Residential Mixed-Use |



**1.2. Location and Site Description:**

The Town of Middleton received an application to amend the Municipal Planning Strategy (“MPS”) and Land Use Bylaw (“LUB”) from Justin Barker, the President of Bruce Auto Group on 14 November 2026. The proposal involves extending the dealership parking lot onto 18 King Street (“Subject Property”), land that is directly adjacent to the dealership. PID 05069264 and PID 05180641, the Subject Property is located on King Street in the Town of Middleton within Annapolis County. The Subject Property, which contains the two PIDs, has an approximate area of 0.30 acres (1218.9 sqm) and has direct street frontage onto King Street.

The Subject Property sits at the edge of an established residential neighbourhood. The area consists primarily of low-density dwellings set within mature landscaping. The built form reflects a traditional residential pattern, with defined front yards, private driveways, and pedestrian-oriented streetscapes. These elements contribute to a stable and recognizable neighbourhood character.



*Figure 1 – Subject Property (Red) & Existing Dealership (Blue)*

The Subject Property is zoned Residential (R). The Residential Zone permits a variety of residential building forms as-of-right, including single unit dwellings, semi-detached and duplex dwellings, townhouses, multiple unit dwellings, and grouped dwellings, as well as short-term rentals and certain existing institutional-style residential uses. The maximum number of dwelling units permitted on a lot in the Residential Zone is six (6), subject to meeting the applicable lot area, frontage, setback, height, and parking requirements set out in the Land Use By-law.

To the north, the Bruce Auto Group GM dealership fronts onto Main Street. Main Street accommodates a mix of residential uses, commercial and service-oriented businesses, and accessory parking areas. To the south, residential uses continue, along with the Middleton Curling Club located at 6 King Street.

The existing Bruce Auto Group dealership lands are both the RMU designation and RMU zoning (See *Figure(s) 2 & 3 below*). The RMU Zone permits a mix of residential and commercial uses, including single unit dwellings, semi-detached and duplex dwellings, townhouse dwellings, multiple unit dwellings, grouped dwellings, retail and service uses, offices, personal service shops, restaurants, and automotive sales establishments. The RMU Zone accommodates areas where residential and commercial uses coexist and where limited commercial activity can function in proximity to residential development.

Municipal water, sanitary sewer, and stormwater services are available to service the Subject Property. Public Works reviewed the proposal and identified no concerns with stormwater management, sanitary sewer capacity, water servicing, or traffic. Park Street provides sufficient stormwater capacity to support a connection from the Subject Property. The proposal does not introduce new access points or additional structures, limiting additional demands on municipal infrastructure at this stage.

Any future servicing, access, and site-specific matters will be subject to review and approval by the Town of Middleton and all other applicable authorities. Detailed site design, access management, parking layout, hours of operation, buffering, lighting fixtures, stormwater management, and landscaping considerations will be addressed through the development agreement process, should council determine compatibility with the existing residential neighbourhood is met.

### **1.3. Application and Process**

The applicant applied to amend the Municipal Planning Strategy and Land Use By-law to enable expansion of Bruce Auto Group GMs commercial parking lot onto the Subject Property.

The Subject Property is designated Residential (R) under the Municipal Planning Strategy and zoned Residential (R) under the Land Use By-law. Parking associated with an automobile dealership is not permitted under the current designation or zoning requiring a redesignation and rezoning to Residential Mixed-Use.

The proposed amendment package would permit the accessory parking lot by development agreement. The proposal does not include new access points to the site and does not propose

the construction of any new buildings or structures. The existing commercial operation would not be impacted by the development agreement, which would apply only to the Subject Property.

#### **1.4. Site Context & Dealership History**

The RMU Zone previously carried a Highway Corridor (HC) designation, which permitted automotive sales and service uses as-of-right, including the existing Bruce Auto Group operation.

In 2007, staff approved a Development Permit to expand the dealership onto 12 Park Street. That approval allowed the demolition of a single-unit dwelling and the extension of the dealership's parking area. The expansion maintained an active commercial presence along Park Street as the service shop directly abuts the street, providing repair functions as well as a defined entrance to the commercial lot. The built form along Park Street shifted toward a more commercial pattern and supported consistent vehicle movement associated with the dealership, increasing the overall traffic.

The proposal for King Street follows a similar pattern in that it removes a single-unit dwelling to accommodate parking expansion. However, unlike the 2007 expansion, the proposal does not introduce commercial frontage along King Street. Instead, the design retains mature trees along the street, establishing a landscaped buffer between King Street and the parking area. These measures reduce the visual presence of the parking lot and preserve the established residential streetscape.

The intent of MPS Policy R13 is to ensure that new development maintains the existing neighbourhood character.

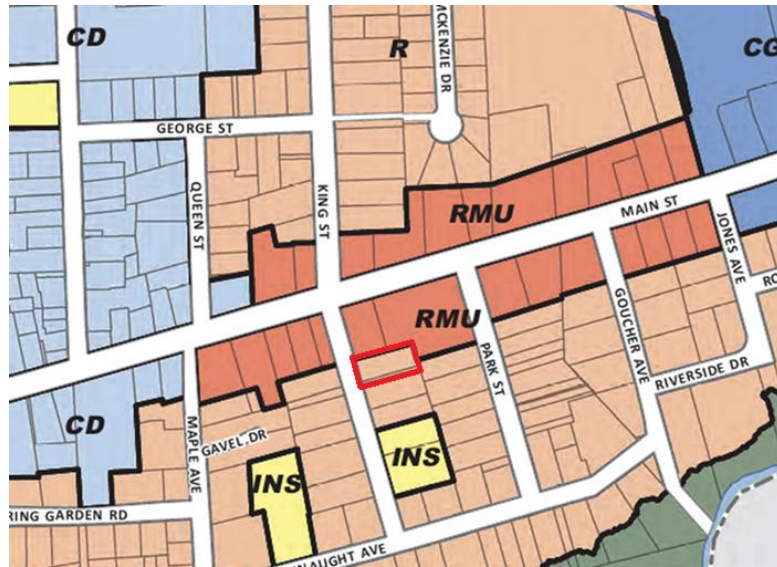


Figure 2 Subject Property Designation

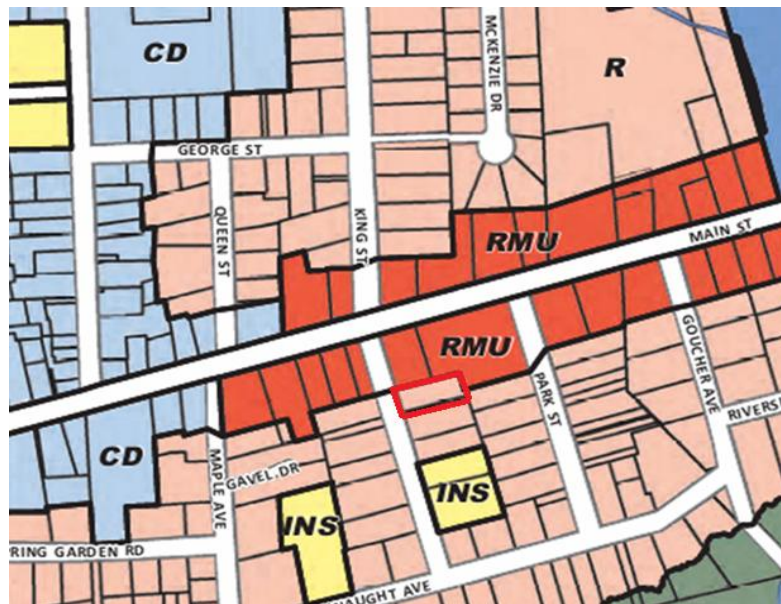


Figure 3 Subject Property Zoning

## 1.5. Public Information Meeting

The Town held a Public Information Meeting (PIM) for the proposal February 19<sup>th</sup>, 2026. This provided an opportunity for the public to voice their comments and concerns to staff and the applicant. Below are a list comments presented by the public during the meeting.

| Public Comment   | Comment and Response  |
|------------------|---|
| Stormwater       | Stormwater pooling and flooding neighbouring yard after grading occurred.<br>Staff Response: <ul style="list-style-type: none"> <li>We have required the applicant to provide a conceptual stormwater plan.</li> </ul>  |
| Lighting         | Lighting will increase on the neighbouring properties.<br>Staff Response <ul style="list-style-type: none"> <li>Lighting fixtures on the preliminary site plan are focused away from the neighbouring property with shading to prevent exposure. Applicant explained these are effective. Lighting will be a measure addressed within the Development Agreement.</li> </ul> |
| Assessment Value | The assessment value of the property will lose taxation for the Town. <ul style="list-style-type: none"> <li>The current assessed value of the property with a residential unit is 226,900\$. PVSC provided a preliminary assessment which indicated that the lot, if used for parking, would be valued between 60 and 70,000\$.</li> </ul>                                 |
| Traffic          | Increased traffic will be introduced to King Street.<br>Staff Response: <ul style="list-style-type: none"> <li>Public Works has indicated no traffic concerns with the proposal. The parking lot will be access through the adjacent lot.</li> </ul>  |
| Site access      | Car transport vehicle going down King will offload cars creating more traffic.<br>Staff Response: <ul style="list-style-type: none"> <li>There will no change to the existing delivery of vehicles to the site.</li> </ul>  |
| Employee Parking | Employee parking along Park Street consumes street parking.<br><br>Applicant Response <ul style="list-style-type: none"> <li>Employee parking should not spread as the existing workforce will not choose to park as an inconvenience.</li> </ul>   |

## Part 2. Discussion

### 2.1. Policy Review

The Middleton Municipal Planning Strategy (“MPS”) establishes the Residential Designation primarily for housing while recognizing that land use patterns evolve over time. To respond to this

change, the MPS creates the Residential Mixed Use (RMU) designation to accommodate a mix of residential and limited commercial uses in areas that support downtown activity and remain compatible with the surrounding neighbourhood. Main Street demonstrates this transition, where residential and commercial uses function together in an established mixed-use setting.

The Municipal Planning Strategy identifies commercial activity as fundamental to the Town's sustainable growth and long-term prosperity, encouraging a broad range of retail, service, office, hospitality, and related commercial uses within designated areas to allow economic growth. The MPS commercial goal in Middleton supports business retention and commercial growth where infrastructure capacity exists and where development can integrate with surrounding land uses.

Policy IM13 directs Council to consider amendments to the Land Use By-law only where they align with the intent of the MPS. The proposed redesignation and rezoning align with the Strategy by recognizing the Subject Property's functional relationship to an established commercial use and by applying a zoning framework that requires site-specific compatibility controls.

Policy R3 directs Council to create and apply the Residential Mixed-Use designation in areas where a mix of residential and commercial uses are consistent the character of the existing residential area. Policy R3 states:

*"It shall be the intention of Council to create a Residential Mixed-Use Designation on the Generalized Future Land Use Map and encourage a mix of residential and commercial uses that are consistent with the character of existing residential structures."*

Policy R4 identifies Main Street between Queen Street and Jones Avenue as the primary location for the RMU designation. Although the Subject Property is located on King Street, it sits directly adjacent to the existing RMU Zone, and forms part of an established commercial block anchored by Bruce Auto Group. The proposed redesignation reflects this existing development pattern and supports the mixed-use intent of the MPS.

Policy IM8 treats designation boundaries on the Generalized Future Land Use Map as fixed. To proceed with the proposal, Council must amend the MPS to redesignate the Subject Property from Residential to Residential Mixed-Use. This amendment recognizes the site's established commercial context and aligns the designation with its current and intended function.

Policy R13 requires Council to consider the expansion of existing commercial structures and uses within the RMU Zone only by Development Agreement. The policy does not provide an as-of-right or site plan approval pathway. A Development Agreement is therefore mandatory for this proposal. Policy R13 states:

*"It shall be the intention of Council to consider the expansion of existing commercial structures and existing commercial uses and the development of new structures for commercial use within the Residential Mixed Use (RMU) Zone only by Development Agreement. In addition to criteria contained in Policies IM15 and IM16, the design of all structures, the configuration of parking, and the provision of landscaping shall be consistent with the primary residential character of Main Street."*

Through the Development Agreement process set in Policies IM15 and IM16, Council can regulate site-specific matters such as but not limited to buffering, lighting direction, parking layout, landscaping, hours of operation, stormwater, snow clearing, and noise mitigation. These controls directly address compatibility with the surrounding residential neighbourhood and ensure the development maintains the residential character intent identified in the MPS.

The applicant's preliminary site plan incorporates measures that support this objective, including a 15-foot landscaped buffer along King Street and between adjacent residential, fencing along the southern property line, and lighting directed northward to reduce impacts on adjacent homes. The Development Agreement will secure these measures and require their implementation.

Taken together, Policies IM13, IM8, R3, and R13 establish both the authority and the required mechanism to consider the proposal. The redesignation aligns the property with an established mixed-use area, and Policy R13 requires a Development Agreement set out by Policies IM15 and IM16 to ensure the expansion integrates appropriately with the surrounding residential context and fulfills the intent of the Municipal Planning Strategy.

## **2.2. Planning Analysis:**

The proposal for the Subject Property requires Council to decide on whether it amends the Municipal Planning Strategy to redesignate the lands from Residential to Residential Mixed Use (RMU), amend the Land Use By-law to rezone the lands from Residential (R) to RMU, and direct that development proceed by Development Agreement.

The proposal will permit the demolition of an existing single-unit dwelling and extension of the adjacent Bruce Auto Group commercial parking onto the Subject Property. The decision before Council does not centre on whether the dealership requires additional parking; rather, Council must determine whether this site-specific expansion can occur in a manner that maintains the established residential character along King Street and aligns with the intent of MPS policies R3 and R13.

The Subject Property sits at the edge of an established residential neighbourhood characterized by low-density dwellings, defined front yards, private driveways, mature trees, and a pedestrian-oriented streetscape. These elements create a consistent and recognizable residential pattern along King Street. Lands to the north form part of the existing automotive dealership along Main Street, where there are commercial and service-oriented uses. This location creates a clear transition area between commercial and residential contexts. The proposal must respond to this edge condition by ensuring that commercial-supportive functions do not erode the residential character of King Street.

The existing Bruce Auto Group dealership lands carry both the RMU designation and RMU zoning. Extending the RMU designation and zone to the subject property would align the zoning boundary with the established commercial operation and recognize the functional relationship between the dealership and the proposed parking expansion. From a land use perspective, expanding the RMU boundary to include lands directly adjacent to an existing RMU-zoned property represents a logical continuation of the current zoning pattern, subject to securing compatibility measures through the Development Agreement process.

In land use planning, compatibility does not require that adjacent uses be identical; rather, it requires that different uses coexist without creating unreasonable adverse impacts on one another. Two uses may differ in function or intensity yet remain compatible if their scale, form, traffic patterns, noise, lighting, and visual presence respect the surrounding context. Compatibility focuses on outcomes such as how development affects neighbouring properties and the greater environment. Where potential impacts arise, mitigation measures such as buffering, landscaping, fencing, lighting controls, building orientation, access management, and operational restrictions can reduce conflict. These tools work by managing the interface between uses, softening visual transitions, limiting nuisance effects, and reinforcing established streetscape patterns. When applied through enforceable mechanisms such as a Development Agreement, mitigation measures allow municipalities to accommodate change, while protecting neighbourhood character.

The MPS enables RMU zones in areas where a mix of residential and limited commercial uses reflect the character of the existing area. The intent of the relevant policies is to ensure that development maintains neighbourhood character and minimizes adverse impacts on surrounding residential properties. The subject lands currently fall within the Residential designation; therefore, Council must first amend the MPS to extend the RMU designation. Following redesignation, Council must amend the LUB to apply the RMU Zone. The RMU framework requires that expansions of commercial structures and uses proceed by Development Agreement. The MPS establishes the policy direction, while the LUB and Development Agreement provide the regulatory tools. The Development Agreement serves as the primary lever to secure detailed design, buffering, lighting, access, and operational controls that ensure compatibility over time.

The proposal would convert a residential lot to a surface parking area, accessory to an automotive dealership. This change represents a clear shift in land use from residential occupancy to a commercial-supportive function. Although the proposal does not introduce additional building mass or height, it expands the functional footprint of the dealership and increases the area devoted to vehicle storage. Council must consider compatibility in terms of use, scale, traffic generation, noise, lighting, and visual impact.

In terms of scale and built form, the expansion increases impervious surface area and visible vehicle presence along the residential edge. Even without new structures, an expanded parking field can alter perceptions of scale due to paving, parked vehicles, snow storage, and lighting infrastructure. The proposal mitigates these impacts by avoiding commercial frontage along King Street, retaining mature trees along the street line, and introducing a landscaped buffer between the street and the parking area. These measures reduce the visual dominance of the parking lot and preserve the established rhythm of the streetscape. The absence of a building along King Street limits the perception of a commercial shift, and the retained vegetation maintains continuity with adjacent residential properties.

With respect to access and traffic, the proposal does not introduce a new entrance onto King Street and does not alter the existing access configuration associated with the dealership. This approach prevents King Street from functioning as a commercial access corridor and reinforces its residential role. Public Works reviewed the proposal and identified no concerns with traffic

impacts or servicing capacity. Municipal water and sanitary sewer services are available, and King Street provides sufficient stormwater capacity to accommodate the proposal. While servicing capacity does not present a constraint, the Development Agreement can address stormwater management practices associated with increased impervious area to ensure appropriate drainage and runoff control.

Parking areas generate vehicle movement, door closures, lighting, and seasonal maintenance activity that differ from typical residential patterns. Council can address these impacts through the Development Agreement. The DA can alter the parking layout and stall count, prohibit new access points to King Street, and require defined internal circulation to prevent informal cut-through movements near residential properties. Council can require landscaped buffers of a defined width, tree retention measures, and replacement planting where removal becomes necessary. The DA also can secure fencing or screening along residential boundaries to reduce visual and operational impacts, including materials used.

Lighting represents a critical compatibility consideration. Council can require full cut-off fixtures, limit mounting heights, direct lighting away from adjacent dwellings, and require lighting plans that demonstrate minimal light trespass at property lines only for the Subject Property. Lighting on the existing property can not be controlled. Operational controls can restrict outdoor storage, prohibit vehicle servicing or display functions on the subject lands, and address hours of use, snow storage locations, and maintenance activities. These provisions constitute the principal levers available to Council to manage compatibility and maintain neighbourhood character.

In 2007, staff approved a Development Permit to expand the dealership onto 12 Park Street. That expansion removed a dwelling and extended parking while maintaining active commercial frontage along Park Street through the presence of a service building and defined entrance. The built form along Park Street shifted toward a commercial pattern and supported consistent dealership-related activity. The current proposal also removes a dwelling; however, it does not introduce commercial frontage or a new entrance along King Street. Instead, the design emphasizes buffering, tree retention, and visual screening to maintain the residential edge condition. This distinction reduces the functional and visual shift along King Street compared to the earlier Park Street expansion.

The Subject property zoning of Residential (R) permits single unit dwellings, semi-detached and duplex dwellings, townhouse dwellings, multiple unit dwellings, and grouped dwellings as of right. Section 7.3 of the Land Use Bylaw limits development on a lot in the Residential (R) Zone to a maximum of six (6) dwelling units. As a result, the owner may develop the property for residential purposes with up to six (6) dwelling units, provided the development meets the applicable lot area, frontage, setback, height, servicing, and parking requirements of the Land Use By-law.

Based on preliminary discussions with Property Valuation Services Corporation (PVSC), the estimated assessed value of the subject property, if utilized primarily for parking purposes, is in the range of \$60,000 to \$70,000. The current assessed value of the property, under its existing residential use, is \$226,900.

The property currently has a residential assessment, with a capped taxable assessment of \$132,700 in 2025. At the Town's residential tax rate of \$1.82 per \$100 of assessment, the property

generates approximately \$2,415.14 in municipal taxes. The proposed parking lot use would reduce the assessed value to an estimated \$60,000 to \$70,000. At the Town's commercial tax rate of \$4.30 per \$100 of assessment, the property would generate approximately \$2,580.00 to \$3,010.00 in municipal taxes. Although the proposed use would lower the overall assessed value, the higher commercial tax rate would increase in municipal tax revenue compared to the current capped residential assessment

Overall, Council must determine how to balance commercial expansion with neighbourhood protection; the MPS expressly supports economic activity and commercial stability as core planning objectives. Where appropriate controls secure compatibility with adjacent residential properties, extending the RMU designation to support the continued function and growth of an established business aligns with the Town's stated policy direction.

### **2.3. Draft Development Agreement**

Attached to this report is a draft development agreement. Main regulatory requirements of this DA include:

- 3.2.1 Requirement of a Stormwater Management Plan
- 3.3.1 The intended use of Subject Property
- 3.3.2 Driveway access Requirements
- 3.3.3 Requirements for consolidation with north adjacent PID for street access
- 3.3.4 Landscaped buffering requirements along King Street & south adjacent residential property – including retaining mature trees in buffer
- 3.3.5 Lighting Controls Requirements
- 3.3.6 Parking requirements
- 3.3.7 Maintenance of Property and Landscaped Buffer
- 3.3.8 Permitted Hours of Operation Control & Winter Maintenance

## **Part 3. Recommendations and Draft Motions**

### **3.1. Summary**

The application requests amendments to the Municipal Planning Strategy and Land Use By-law to redesignate and rezone the subject lands from Residential to Residential Mixed Use (RMU) to permit the demolition of an existing single-unit dwelling and the expansion of the adjacent Bruce Auto Group parking area. The subject property sits at the edge of an established residential neighbourhood along King Street, where low-density dwellings, mature trees, and a defined streetscape establish a consistent residential character. The principal planning consideration is whether the proposed expansion can occur while maintaining an established neighbourhood character.

The proposal would convert a residential lot to a surface parking area accessory to the existing dealership. While the expansion does not introduce new building mass or height, it increases the functional footprint of the commercial use. The proposal does not create a new access onto King Street, does not introduce commercial frontage along the street, and retains mature vegetation

with a landscaped buffer between the parking area and the public right-of-way. Public Works has identified no concerns related to traffic or servicing capacity.

Compatibility between commercial-supportive parking and adjacent residential uses depends on managing visual impact, lighting, drainage, and operational effects. The Development Agreement provides the primary mechanism to secure enforceable mitigation measures, including site layout controls, landscaped buffering, tree retention, lighting direction and height restrictions, fencing or screening where necessary, stormwater management requirements, and operational limitations. These controls represent the key levers available to Council to ensure the expanded parking area integrates respectfully within the existing neighbourhood context.

If Council supports the amendments and secures appropriate mitigation measures through a Development Agreement, the proposal can create a functional relationship between the subject lands and the existing dealership, while maintaining the established residential streetscape along King Street.

### Options

The proposed redesignation and rezoning represent a targeted, site-specific extension of the RMU framework to recognize the functional relationship between the subject lands and the existing dealership. The principal planning issue remains the protection of established neighbourhood character along King Street. At the same time, Council must consider the role of the dealership as an established commercial use and the broader objective of supporting local economic activity. This application requires Council to balance the opportunity for commercial growth and operational efficiency against the need to protect residential character, streetscape continuity, and adjacent property stability. Council holds three options:

- 1. Approve the amendments to redesignate and rezoning PID 05079264 and PID 05180641 from Residential to Residential Mixed-Use (RMU) and proceed by Development Agreement**

Council may approve the redesignation and rezoning and proceed by Development Agreement that secures mitigation measures such as buffering, landscaping, fencing, tree retention, lighting controls, defined access, and stormwater management. This approach would allow the parking lot while using the Development Agreement to manage compatibility and minimize impacts on the surrounding neighbourhood.

- 2. Refuse the amendments**

Council may refuse the application and retain the existing Residential (R) zoning. This option preserves the current development rights, which allows up to six (6) dwelling units by development permit, and maintains the established residential framework along King Street.

- 3. Approve with modifications or defer for further information**

Council may direct revisions to the proposal prior to approval, such as enhanced buffering, reduced parking layout, additional tree retention, or further technical review of stormwater and lighting. This option allows Council to seek a revised design that better balances commercial function with neighbourhood protection before making a final decision.

If Council supports the amendments and secures appropriate mitigation measures through the Development Agreement, the proposal can accommodate the expanded parking function while maintaining the established residential streetscape and minimizing adverse impacts on surrounding homes.

### **3.2. Staff Recommendation to PAC:**

Staff have reviewed the proposed amendments to the Municipal Planning Strategy and Land Use By-law for 18 King Street (PIDS 05079264 and 05180641) and evaluated the application against the intent of the RMU policies, compatibility considerations, and the surrounding residential character and context.

The primary planning consideration is whether Council can maintain the established residential character along King Street while introducing a commercial accessory use. Staff find that the Development Agreement process provides the appropriate mechanism to secure buffering, lighting controls, site layout requirements, stormwater management measures, and operational limitations necessary to ensure compatibility.

#### **Staff recommend the following for the Planning Advisory Committee's consideration:**

That the Planning Advisory Committee recommend that Council:

1. That the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street (PIDS 05079264 and 05180641) from Residential to Residential Mixed Use (RMU); and
2. PAC recommends that Council give initial consideration to the draft Development Agreement; and
3. Schedule a Public Hearing.

### **3.3. Proposed Motion for PAC:**

*Be it resolved THAT* the Planning Advisory Committee recommends that Municipal Council:

1. That the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street (PIDS 05079264 and 05180641) from Residential to Residential Mixed Use (RMU); and
2. PAC recommends that Council give Initial Consideration to the attached draft development agreement; and
3. Schedule a Public Hearing.

**Part 4. Appendices:**

**Appendix A: Summary of Policy Evaluation**

**Appendix B: Site Plan**

**Appendix C: Conceptual Stormwater Management Plan**

**Appendix D: Draft Development Agreement**

**Appendix E: Public Letters**

**Appendix F: PVSC Assessment Value**

**Appendix G: Public Information Meeting Minutes**

**Appendix A: Summary of Evaluation Criteria**

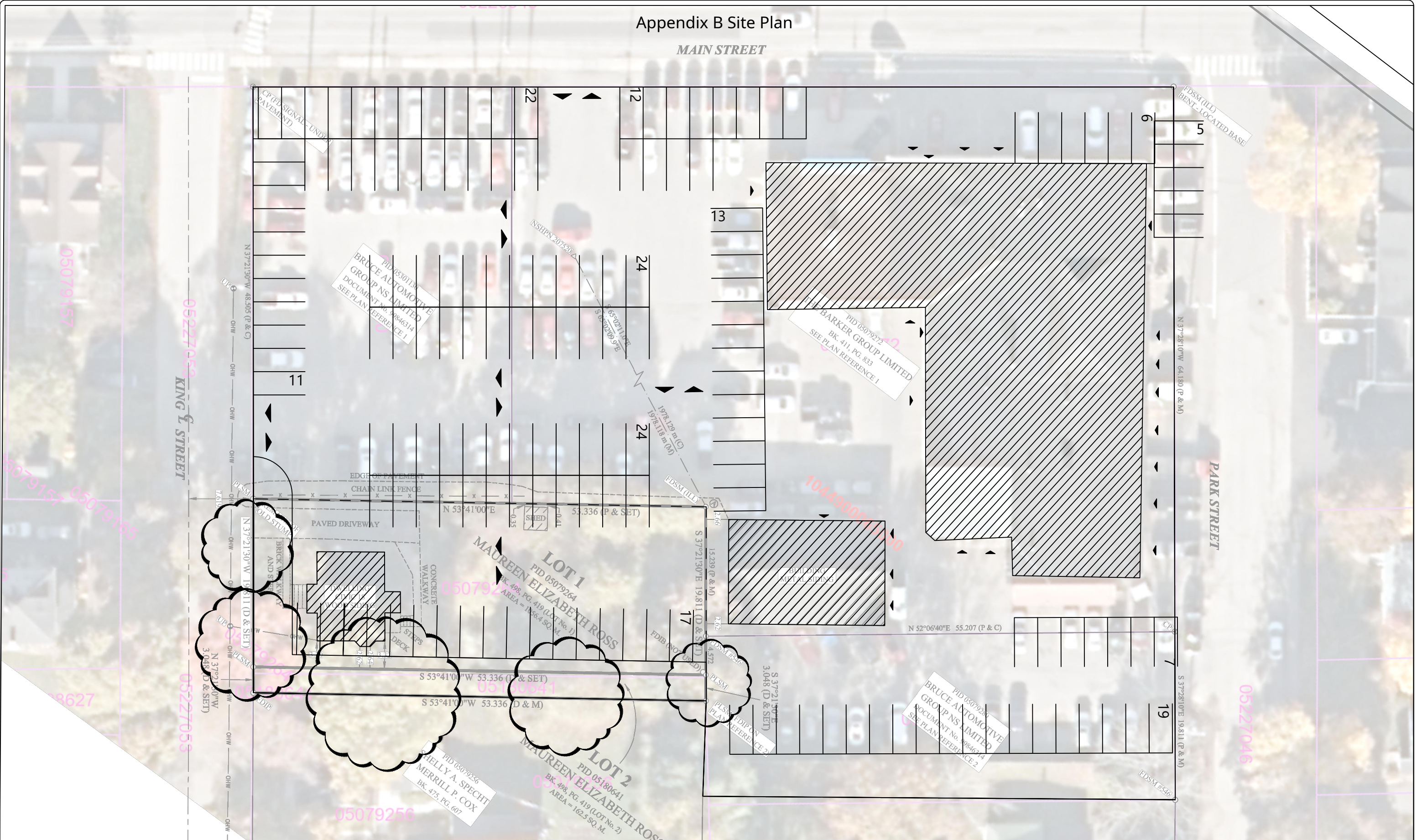
| Policies  | Comment and Concerns  |
|---|---|
| <p>MPS Policy R3 – Generalized Future Land Use<br/>It shall be the intention of Council to create a Residential Mixed-Use Designation on the Generalized Future Land Use Map and encourage a mix of residential and commercial uses that are consistent with the character of existing residential structures.</p>  | <p>The proposal seeks to redesignate the Subject Property from Residential to Residential Mixed Use to support an accessory parking use associated with an existing commercial operation.</p>   |
| <p>MPS Policy R13 - Residential Mixed-Use Zone – Development Control<br/>It shall be the intention of Council to consider the expansion of existing commercial structures and existing commercial uses and the development of new structures for commercial use within the Residential Mixed Use (RMU) Zone only by Development Agreement. In addition to criteria contained in Policies IM15 and IM16, the design of all structures, the configuration of parking, and the provision of landscaping shall be consistent with the primary residential character of Main Street.</p> | <p>The proposed amendments enable the expansion of parking accessory to an existing commercial use. The application does not include new buildings or the expansion of commercial structures at this time. Policy R13 provides Council with the ability to require a Development Agreement should future commercial expansion or site development be proposed, ensuring that parking layout, landscaping, and compatibility with nearby residential uses receive review.</p>  |
| <p>MPS Policy IM12 - General Implementation and Administration – Development Control<br/>It shall be the intention of Council to consider the following development only by Development Agreement, pursuant to enabling policies contained in this Strategy and subject to criteria contained in Policies IM15 and IM16:</p>  |   |
| <p>(b) the expansion of existing commercial structures and existing commercial uses and the development of new structures for commercial purposes within the Residential Mixed Use (RMU) pursuant to Policy R14;</p>  | <p>The current application seeks amendments to the Municipal Planning Strategy and Land Use By-law only and does not propose new structures or building expansion. Policy IM12(b) confirms that, should the applicant propose future expansion of commercial structures or uses beyond what is permitted as-of-right, Council may require a Development Agreement. This policy ensures that the rezoning does not remove Council’s ability to regulate future development</p> |

|  |  |
|--|--|
|  | impacts and supports approval of the amendments at the policy and zoning stage.  |
| <p>MPS Policy IM17 - General Implementation and Administration</p> <p>In considering amendments to the zoning in the By-law or, entering into Development Agreements, in addition to all other criteria as set out in various policies of this planning strategy, Council shall have regard for the following matters:</p> |  |
| (a) That the proposal is in conformance with the intents of this Strategy and with the requirements of all other Town By-laws and regulations;   | The proposal is reasonably consistent with the intent of Municipal Planning Strategy and all other Town By-laws and regulation |
| (b) That the proposal is not premature or inappropriate by reason of:  |  |
| (i) the financial capability of the Town to absorb any costs relating to the development;  | There are no known cost implications to the town.  |
| (ii) the adequacy of sewer and groundwater to support the proposed density of development;   | No impact  |
| (iii) the adequacy and proximity of school, recreation, and other community facilities;  | No impact  |
| (iv) the adequacy of road networks adjacent to, or leading to, the development;  | No new entry points are proposed for the site. Public Works reviewed the plan and has indicated no concerns.                   |
| (v) the potential for the contamination of water courses or the creation of erosion or sedimentation;  | No known impacts   |
| (vi) stored water capacity for fire protection;  | No impacts   |
| (vii) the potential for damage to or destruction of historical buildings and sites.  | N/A  |
| (c) That controls are contained in a Land Use By-Law or a Development Agreement so as to reduce conflict between the development and any other adjacent or nearby land use by reason of:   |  |
| (i) type of use;   | Parking lot  |

|  |   |
|--|---|
| (ii) emissions, including air and water pollutants and noise;  | Light emission is controlled by directional lighting fixtures facing away from the adjacent residential properties.   |
| (iii) height, bulk, and lot coverage of the proposed building;   | There is an increase to non permeable surface proposed on the Subject Property. Stormwater management will be regulated by DA   |
| (iv) traffic generation, access to and egress from the site, and parking;  | There are no new access points to King Street. Traffic Authority has no concerns  |
| (v) open storage;  | To be regulated by the DA   |
| (vi) signs;  | To be regulated by the DA   |
| (vii) similar matters of planning concern.   |   |
| (d) Suitability and development costs of the proposed site in terms of steepness of grades, soil and geological conditions, marshes, swamps or bogs , and proximity of highway ramps, railway rights-of-way, and other nuisance factors. | No know areas of concern  |
| (e) Provision is made for buffering, landscaping, screening, and access control, to reduce potential incompatibility with adjacent land uses and traffic.  | Site plan includes buffering along the southern boundary adjacent to residential property. The plan shows a 15-foot landscaped green space buffer between the edge of the proposed parking area and the southern property line, along with a fence along the Subject Property south boundary. DA to include buffering measures to reduce potential impacts on adjacent residential uses |

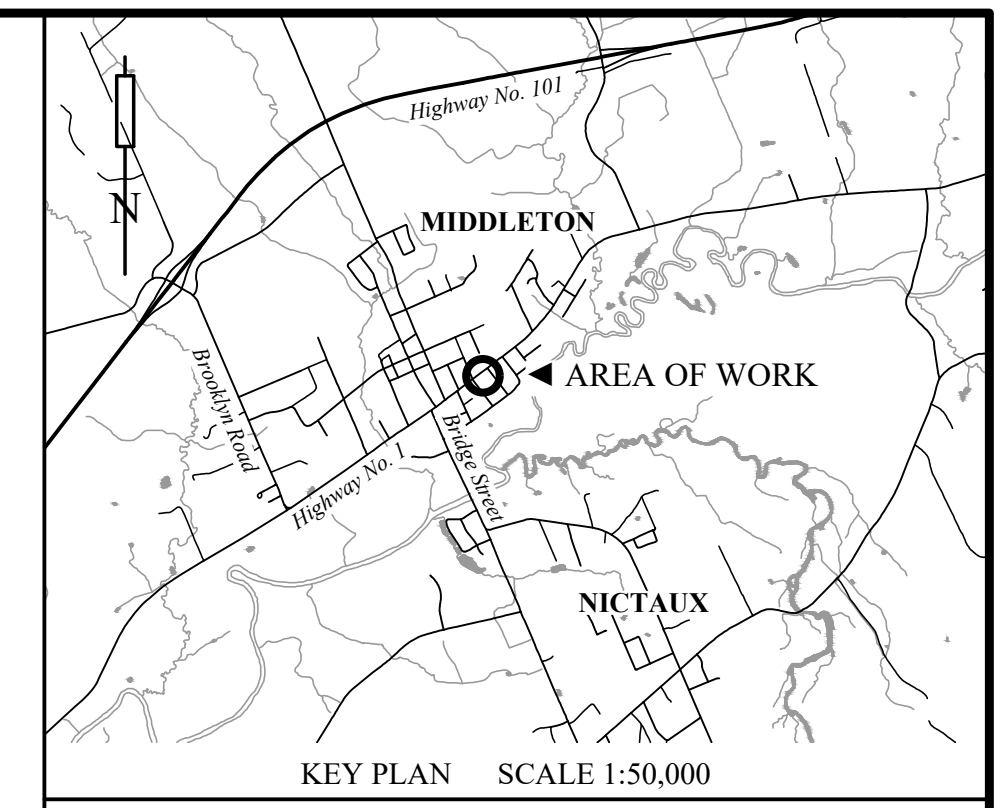
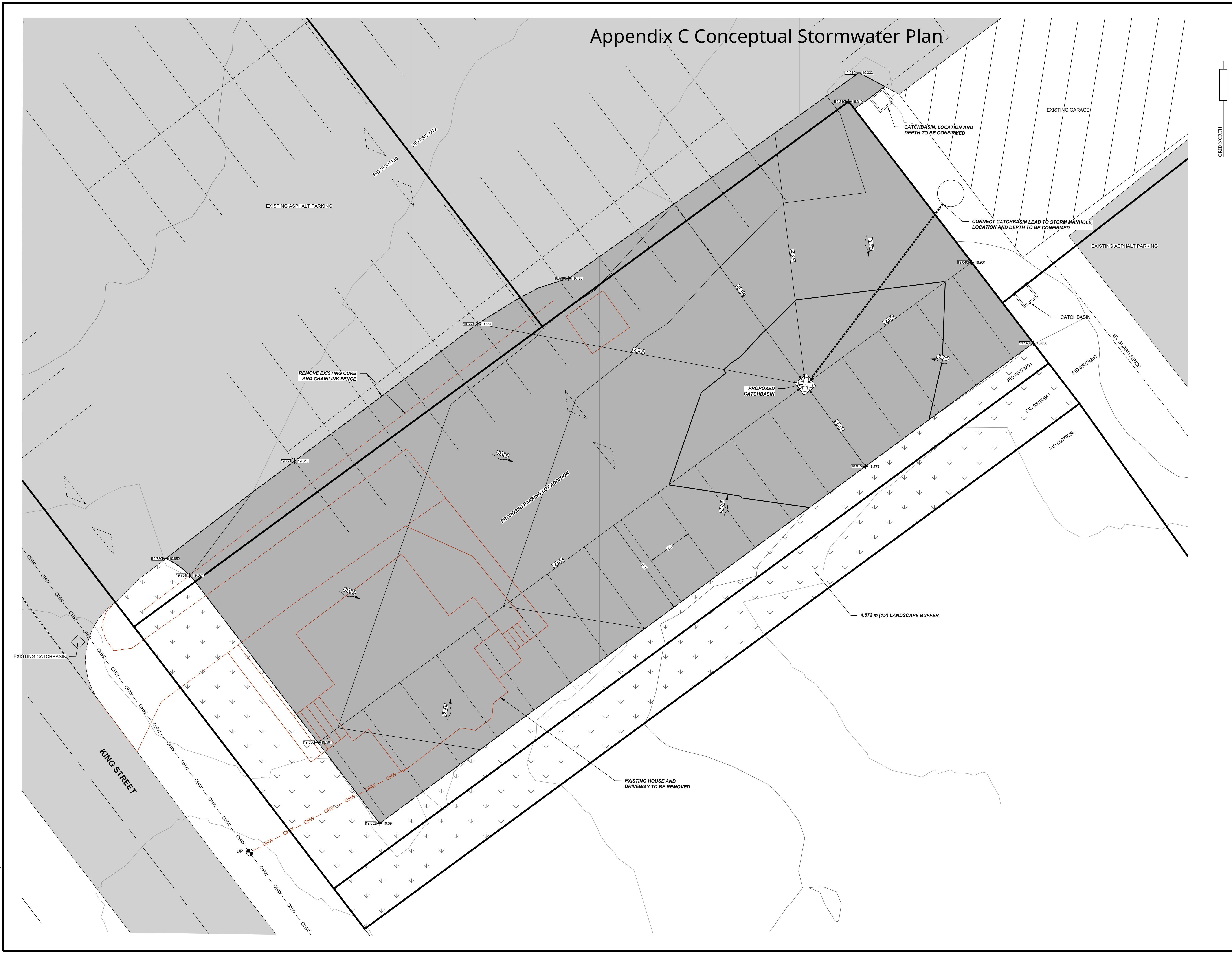
Appendix B Site Plan

MAIN STREET



|  |   |                           |   |                                   |
|--|---|---------------------------|---|-----------------------------------|
|  | <p><b>BRUCE GM</b><br/> <b>394 MAIN STREET,</b><br/> <b>MIDDLETON, NS</b></p> | <p><b>SHEET TITLE</b></p> | <p>SIZE: 11" x 17"<br/> SCALE: 1/2" = 1'<br/> DATE: 13/04/2023<br/> DRAWN BY: ABB</p> | <p>SHEET NUMBER<br/> <b>1</b></p> |
|--|---|---------------------------|---|-----------------------------------|

# Appendix C Conceptual Stormwater Plan



REVISIONS

- ISSUED FOR CLIENT REVIEW - 2026 03 04

LEGEND

|                                 |                   |
|---------------------------------|-------------------|
| BEGINNING OF VERTICAL CURVE     | BVC               |
| END OF VERTICAL CURVE           | EVC               |
| POINT OF VERTICAL INTERSECTION  | PVI               |
| FINISHED GRADE                  | FG                |
| CALCULATED                      | C                 |
| POINT OF CURVATURE              | PC                |
| POINT OF COMPOUND CURVATURE     | PCC               |
| CHORD                           | CH                |
| MANHOLE (SANITARY)              | MHS               |
| MANHOLE (STORM)                 | MHST              |
| CATCH BASIN                     | CB                |
| FIRE HYDRANT                    | FH                |
| WATER VALVE                     | WV                |
| CALCULATED POINT                | CP                |
| UTILITY POLE                    | UP                |
| RIGHT OF WAY                    | ROW               |
| NOT TO SCALE                    | NTS               |
| ANCHOR                          | ANCH              |
| OVERHEAD WIRES                  | OHW               |
| ELEVATION (PROPOSED + EXISTING) | (7.75) + 7.63     |
| PROPERTY LINE                   | PL                |
| AREA TO BE FILLED               | AREA TO BE FILLED |
| SILT FENCE                      | SILT FENCE        |

CONCEPTUAL GRADING & DRAINAGE PLAN

SHOWING

**PROPOSED PARKING LOT ADDITION**

FOR

**BRUCE AUTOMOTIVE GROUP**

**NS LIMITED**

MAIN STREET  
MIDDLETON  
ANNAPOLIS COUNTY, NS

SCALE 1:100

DESIGNED BY PETER L. SNOW, P.ENG.

**DeWOLFE & MORSE SURVEYING LIMITED**

P.O. BOX 520 MIDDLETON  
ANNAPOLIS COUNTY, N.S.  
BOS - 1P0  
Email: info@demosl.ca

S:\2026\2026077\CAD\2026077CSD.dwg

## Appendix E Public Letter - Tony Pye

### Middleton Development Officer

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**From:** Tony Pye  
**Sent:** March 3, 2026 6:26 PM  
**To:** Hilary Campbell; Middleton Planner; Middleton Development Officer  
**Cc:** Ashley Crocker; Sara Marceau  
**Subject:** 18 king St.

Good afternoon PAC members

My name is Tony Pye and I live at 12 king street in Middleton. I have some concerns regarding the proposed rezoning of 18 King st.

Firstly this will not do anything to increase my property value I believe it will have the opposite effect and lower my property value.

Secondly this car dealership expansion will bring increased noise,street traffic,delivery trucks,nighttime lighting,environmental impact with all the trees they will be cutting down etc. This street is zoned residential I believe and should remain so. This property would be better used for housing people rather than selling more cars when we are in a housing shortage currently. I am also afraid that if my neighbours put their house up for sale will it be bought by this dealership and the business expanded again?

I thank you for your thoughts and consideration of my concerns during this approval process.

Thank you  
Tony

Sent from my iPhone

## Appendix E Public Letter - Merrill Cox and Shelley Specht

---

Merrill Cox & Shelley Specht  
16 King Street  
Middleton, NS  
B0S 1P0  
[coxmerrill@gmail.com](mailto:coxmerrill@gmail.com)  
[shelley.specht@yahoo.ca](mailto:shelley.specht@yahoo.ca)

February 19, 2026

Town of Middleton  
131 Commercial Street  
P.O. Box 340  
Middleton, NS  
B0S 1P0

Re: 18 King Street zone change application

Dear Mayor, Council Members and Planning Advisory Committee,

We are writing to formally **object** to the proposed commercial development and rezoning by Bruce Automotive Group at 18 King Street. We strongly believe that permitting this encroachment to the neighborhood would be detrimental to our quality of life. The following provides important historical context with a list of reasons for our objection.

We have lived at 16 King Street for thirty-five years and our property abuts 18 King Street. When we first arrived, the property located behind us was owned by a family who lived in a single-family dwelling. All our neighbors were wonderful, and we felt a sense of community. Everyone was quiet, respectful, and we were very happy living here. At that time, the Bruce Parking lot was not lit with the numerous bright lights that are there today and we were not threatened with their encroachment. Things have changed.

As Bruce grew their business, their presence became a nuisance to our neighborhood. The annoying pervasive parking lot lights were installed, and Bruce purchased 12 Park Street (the property behind us). In May of 1999, they requested a zone change from residential to commercial for this property. We recall the initial information meeting was very well attended and many spoke of their concerns. The application was denied (Planning Advisory Committee recommendation attached - Appendix A).

Despite the zoning change rejection, Bruce began using the property for commercial purposes. Cars were parked in the front and back yard, mechanical work was being performed on the

---

property, and snow was plowed across property boundaries onto neighboring properties (pictures attached – Appendix B). Staff were not provided with parking, and they parked on Park Street.

Neighboring residences and the whole of Park Street took the brunt of the negative impact, and many complaints were made to not only Bruce Automotive but also to the town, Provincial Ombudsman, and to GM Canada (attached – Appendix C). The neighborhood was under a lot of stress.

Bruce Automotive applied for a zoning change for 12 Park Street again in 2007. The owners of 18 King Street (Maureen Ross), 16 King Street (Merrill & Shelley), and 14 Park Street (Valerie Rhyndress) had a meeting with Justin Barker who assured us that he wanted to negotiate with us because we were the bordering properties. He stated that ‘we were the most important’ residents in the negotiation and it was important to him that we would be satisfied with the outcome.

We attended a meeting with residents of Park Street, but they had issues separate from ours. Although we all desired the property to remain residential, they had many issues with Bruce using their street for business purposes.

Most of the initial concerns regarding the rezoning were in direct consequence of the added stress to the area due to the growing business. In the end, we were shocked and disappointed to discover that the Park Street residents had negotiated an agreement with Bruce Automotive without us. We were outnumbered. In desperation to clean up their street, the Park Street residents had given their support to the zoning change with conditions. We attempted to have two conditions included but we were unsuccessful. The zoning change was approved.

Our requested conditions had pertained to privacy - we wanted a privacy fence between Bruce’s parking lot and 18 King Street and for the parking lot lights to be turned off at 11pm. We spoke to Justin Barker who told us that he could not afford to install a fence that year, but he would look at it the following year. He did not. We were told the lights were directed as far as they could be away from our properties, but it made no noticeable difference. The lights light up our property like a MLB ball park. As you can imagine, this has many negative consequences.

We were misled throughout the process. As soon as the Park Street residents pledged their support we were no longer ‘the most important residents’. The parking issue on Park Street was moved from the street into our backyards.

I have attached a list of the conditions agreed upon by the residents and Bruce, which Bruce promised to fulfill (Appendix D). We were told the town and the planning department would ensure that everything would be done, and done properly. They did not. One year after the agreed upon conditions were created, four of the fifteen were fulfilled.

---

The house at 12 Park Street was torn down, filled to the level of the Bruce Automotive property and paved. A fence was erected along the back and the side which borders our property and 14 Park Street. The fence was supposed to have been erected 20' from our property line but it was placed 13' from our line. At the start of its' erection, we called the Town of Middleton to notify them the fence was in the wrong location, but we were ignored. No one did anything and nothing changed.

Justin Barker told me that although they had to build a fence, they did not have to maintain the fence. A back section of the fence was removed in the summer 2024 and not replaced until Bruce Automotive purchased 18 King Street, in July 2025. We assume it was done to win some favour with the rezoning committee.

The filling and paving of 12 Park Street has negatively affected our backyard, and the backyards of neighboring properties. (See photos in the Appendix which demonstrate post paving of 12 Park Street.) Even with drains installed in the parking lot, snow melt and moderate rain now floods our yards. We used to have a healthy vegetable garden which has become soggy and nutrient depleted. Our rhubarb patch died and our lawn is unhealthy. Maureen at 18 King lost her raspberry patch and use of her back garden. If 18 King Street were to be paved, all our backyards would worsen, and we fear wet basements will be next.

We object to the rezoning of 18 King Street for the following reasons, in no particular order (please note that the property line is only 10 feet from our house):

- Increased traffic: The expansion of Bruce Automotive will increase traffic flow and could create significant safety hazards particularly for children who walk to school and cross at the intersection of King and Main.
- Environmental Impact/Noise, Light and Disturbance: The business is noisy; car horns, mechanical equipment, deliveries, and snow plowing. Melting snow run off into our yard will likely contain contaminants. The bright parking lot lights are illuminated throughout the night. Currently, the trees in the backyard of 18 King Street help block some of this lighting in our yard as well as our neighbors. If the trees are removed, we will have no protection. It is light pollution and we feel that it should not be allowed. A fence cannot protect us from the lights.
- Security & Safety/Loss of Privacy: Foot and vehicle traffic erodes the privacy of the neighborhood. Our yards, windows and outdoor spaces are exposed to bright lights and unfamiliar individuals. This diminishes our sense of security and enjoyment of property.
- Negative Impact on Property Values: Commercial intrusion is associated with declining property values not just for our property which would be the most affected, but for all homes on our street. Most of us cannot afford this loss. At the information meeting held on

---

February 19, 2026 we discussed the assessed value of Bruce's parking lot at 12 Park Street, comparing its value as commercial vs residential. The current value is \$27,700 which is far less than if the house had remained. (Viewpoint's historical data begins in 2008 when it was already a parking lot.)

Homebuyers are less likely to invest in an area with incompatible land uses. It creates long-term neighborhood instability.

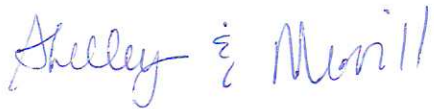
- Incompatible Land Use: Residential zoning preserves safety, livability and neighborhood cohesion. Allowing commercial activity in this location undermines the principles that protect established neighborhoods, especially at a time of an affordable housing crises.
- Security and Safety Concerns: The business attracts a level of public activity. Increased traffic and foot traffic at all hours seven days a week creates a loss of privacy and security. These disturbances degrade the area's residential quality.
- Erosion/Gradual loss of the neighborhood to Bruce Automotive: Why should residents lose enjoyment of our properties at the expense of a business that has grown too large for its current footprint? Residents are valuable to the town as well as businesses and Nova Scotia desperately needs more affordable housing.
- Commercial Zoning: This zoning allows for a multitude of business activities and in the future, the property could be transformed into very unfavorable uses (such as an automotive paint shop).
- Risk of Further Expansion: How far into the residential neighborhood is the town of Middleton willing to allow Bruce Automotive to go? Enough is enough!
- Loss of Residential Dwelling: Population growth should be encouraged in the town. The four-bedroom house on the property was well constructed and has been well maintained. It would make an excellent home for a new family who would be welcomed with open arms into our neighborhood.

For all the reasons stated above, we request the Town of Middleton reject the proposed re-zoning at 18 King Street. Please uphold the integrity and intent of our established residential zone.

---

Thank you for your consideration. Please accept this letter as an objection to be recorded as part of the official review process.

Sincerely,

A handwritten signature in blue ink that reads "Shelley & Merrill". The signature is written in a cursive style.

Merrill Cox & Shelley Specht  
16 King Street  
Middleton, NS

**REPORT TO:**         Annapolis District Planning Commission  
                       Town of Annapolis Royal  
                       Town of Bridgetown  
                       Town of Middleton

PAC  
                           HAC  
                           COUNCIL  
                           OTHER \_\_\_\_\_

**DATE:**                July 21, 1999

**FROM:**                Roger G. Sturtevant, MCIP, MUP

**SUBJECT:**            12 Park Street MPS & LUB Amendment Request

\*\*\*\*\*

An application to rezone 12 Park Street, Middleton was received by Council on May 3, 1999. The application was made by Bruce Chevrolet Oldsmobile Limited with the permission of the landowner C.B. Holdings Limited.

The property is zoned in the *Town of Middleton Land Use By-law* as *Restricted Residential (RR) Zone* and the parcel exists within the *Restricted Residential* designation on the *Municipal Planning Strategy Map-A Future Land Use Map*. The parcel is currently used for residential and is part of a well-established and defined residential neighbourhood.

Council referred this amendment request to the PAC for a *Public Participation Program* and a report back to Council. The PAC met several times on the matter and all residents within 200 feet of the proposed rezoning were given personal service of a notice of a public meeting. The residents have attended PAC meetings on the matter and participated in a survey regarding the desirability of the rezoning. Of the 22 residential parcels fronting on King and Park Streets, 19 households responded to a telephone survey. Two (2) households were in favour of the rezoning, 10 were opposed and 7 expressed no opinion. The survey was done at the request of PAC after all possibility of a collaborative solution involving residents and Bruce Chev Olds was exhausted.

From a planning view, the parcel is clearly part of a residential neighbourhood that has been given some protection from commercial encroachment through the recently reviewed MPS and LUB. Property values of residences are negatively affected by the proximity of the Highway Commercial zone and little if any benefit is apparent from a rezoning that would give permission for a wide range of automotive uses as a further intrusion into this neighbourhood. Parking problems have existed for decades in the area of this parcel, and after numerous attempts at finding design alternatives meeting the requirements of both proponents and neighbours, it appears that the rezoning would not provide a satisfactory solution and would create a threat of greater commercial traffic within this restricted residential neighbourhood.

The Planning Advisory Committee has dealt fully with the matter and has formed its recommendation in the form of a motion. Materials prepared by the ADPC for the Public Participation Program, the neighbourhood survey, PAC minutes and the motion of PAC is available from the Town Administration.

18  
KING  
BACK  
YARD





Thursday, January 04, 2007

General Motors of Canada Limited,  
Main Mailing Department CA1-002-002  
1908 Colonel Sam Drive,  
Oshawa, ON  
L1H 8P7

**RE: BRUCE GM DEALERSHIP – MIDDLETON, NOVA SCOTIA**

We were disappointed that no direct response was received from GM following our letter of November 2006 to the Town of Middleton, a copy of which was provided to you. (A further copy is enclosed for your ease of reference).

The GM Dealership operated by the Barker Group here in Middleton, is projecting a Corporate image to its neighbours which is contrary to that of a good corporate citizen

It is to be expected that any business and perhaps a car dealership more than most, can cause occasional inconvenience to its neighbours. However, the situation we face is that of **CONTINUAL** disregard for the by-laws governing our Town, as well as disrespect to we residents, resulting in an erosion of our property enjoyment and value by the visual and environmental damage flowing from the operation of this dealership.

Following our letter to the Town the residents attended a Council meeting on November 29<sup>th</sup>, 2006. A copy of the newspaper article reporting on this meeting is attached.

*Town Council*

The ~~Council~~ delayed action on our requests because their lawyer wished to give his legal opinion in camera. However, following the Council meeting we were asked to meet with an employee of Bruce GM to try to resolve some of our concerns.

It was during this meeting that we told that the reason for the excess inventory (which overflows the dealership lot) is because GM Canada forces the dealership to take the number of vehicles it does. We were also told that Bruce GM cannot move their location in Middleton because GM Canada would force them to open in Greenwood, rather than move in Middleton. This seems to suggest some coercion on their part and without GM's direct input it is difficult for us to determine the true position.

We would like to reiterate that Park Street **IS A RESIDENTIAL STREET** and the house abutting the dealership, which is now owned by Bruce GM, is and always has been zoned as "restricted residential" as has the entire street. These facts are simply ignored by the dealership in its efforts to persuade the residents to agree to a zoning variance and the demolition of this house resulting in further encroachment onto the street of its business. It appears to the residents that some of the cost of doing business is being underwritten by us, when other business decisions could be taken which would improve our quality of life and not diminish our property values.

We cannot emphasize enough that our sole reason for pursuing this dispute is to protect our right to quiet enjoyment of our property which is enshrined in the Charter of Rights. We have also been guided by your own corporate philosophy as set out so eloquently in the attached statement of GM's core values taken from your website.

We look forward to hearing from you and from any of the other parties to whom this letter has been copied.

Joyce & Brian Manns,  
15 Park Street,  
PO Box 1176,  
Middleton, NS  
B0S 1P0

On behalf of:  
The Residents and Tax Payers of Park Street and environs.

c.c. *Town of Middleton*  
*Office of the Ombudsman (Nova Scotia).*

Appendix D

---

From: Yvonne and Dave Matheson [mailto:mathesonyl@yahoo.com]  
Sent: Tuesday, May 13, 2008 4:52 PM  
To: jbarker@brucegm.com  
Cc: kriles@caohminconsulting.com; bldg@adpc.ca; cao@town.middleton.ns.ca  
Subject: Commitments for 12 Park Street

**START HERE** ↓

Hi Justin,

One year ago the Residents received a notice regarding the Rezoning and Improvements Proposal for 12 Park Street. The proposal outlined 15 commitments from Bruce GM. Could you please review these commitments which are attached and reply to the residents of Park, Goucher and King Streets as well as some residents along Main Street as to when the commitments will be completed.

Thanks,

Dave Matheson (Acting on behalf of the residents)  
22 Park Street  
825-2591

---

Be smarter than spam. See how smart SpamGuard is at giving junk email the boot with the All-new Yahoo! Mail

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Be smarter than spam. See how smart SpamGuard is at giving junk email the boot with the All-new Yahoo! Mail

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Looking for the perfect gift? Give the gift of Flickr!

## Commitments

1. Elimination of Bruce GM vehicles parking in front of residential homes on the street. ***There are still trucks parking occasionally in front of residential homes, notably the red collision truck.***
2. The removal of the building located at 12 Park Street – FULFILLED
3. All Bruce GM staff parking to be on 12 Park Street versus Park Street – FULFILLED
4. Excavation and proper drainage plan of property and paving of the property that will have a catch basin and underground pipe to take the properties excess water to the Town's storm water pipe underground on Park Street. - FULFILLED
5. Erect a screen/fence along the shared residential property lines to ensure an adequate buffer exists and is adhered to. The 8 foot high wooden fence has been placed 20 feet from the side property lines facing King Street and at the rear of the property facing south along Park Street. Landscaping is intended for the land between Bruce GM's external property line and 20 feet before you get to the fence.  
*Placed at 13'  
No landscaping*
6. Erect a hedge and fence along 50% of the border line along Park Street to ensure an additional buffer is in place. Mr. Barker has agreed to both a fence and hedge with the hedge being on the outside of the fence facing Park Street.
7. Estimated costs to undertake the items listed above are approximately \$75,000.
8. Ensure the ongoing management of the site in regards to snow removal, drainage and any repairs to the fence/screening.
9. Bruce GM to create a Community Liaison Officer within its Management Team. This Team will be the main contact with the neighbourhood and Community to answer any ongoing questions and inquiries from Residents.
10. The existing floodlights will be positioned as not to shine in residents homes during bedtime hours. ***The floodlights are still bothering some neighbours.***
11. Bruce GM will direct its staff to not use King, Park and Goucher streets for the test driving of vehicles. ***Test driving still occurs on a fairly regular basis.***
12. Bruce GM will direct its staff to not repair vehicles on residential street. ***Vehicles are still being repaired on Park Street.***
13. To ensure the hedge and fence on Park Street facing King Street is sufficient to protect adequate screening for residents. The hedge will be placed outside of the

fence to ensure a nicer visual look.

Placed at 13'

14. The buffer at the back portion of 12 Park Street facing King Street is shown at 20 feet in width. FULFILLED

None planted

15. The additional spruce trees are proposed along the L shape property line of Bruce GM's lot to provide a nice natural visual barrier for residents when they mature.

*Another concern that was supposed to be corrected after the No Truck signs were erected, was the elimination of trucks on residential streets other than those conducting legitimate business (i.e. Oil delivery). This is still a problem, with trucks ignoring the signs.*



16 KING STREET BACK YARD.



14 PARK STREET BACK YARD



16 & 14 KING STREET BACK YARDS



16 KING STREET BACK YARD



**Appendix F PVSC Assessment Value**

|  |                  |                              |                                    |
|--|------------------|------------------------------|------------------------------------|
|  | <b>JUR: 25</b>   | <b>TOWN OF MIDDLETON</b>     | <b>AAN:</b>                        |
| <b>Primary Assignment:</b>               | <b>71 -</b>      | <b>Secondary Assignment:</b> | <b>04052374</b>                    |
| <b>NBHD: 250457</b>                      | <b>LUC: 0000</b> | <b>Res/Com: R</b>            | <b>-</b>                           |
| <b>BRUCE AUTOMOTIVE GROUP NS LIMITED</b> |                  |                              | <b>ROLLTYPE: RPROLLEYEAR: 2027</b> |
|  |                  |                              | <b>18 KING ST MIDDLETON</b>        |

**Values History**

| Year | Land     | Building  | OBY | Total Building | Total Market Value Assessment | Cap Assessment |
|------|----------|-----------|-----|----------------|-------------------------------|----------------|
| 2026 | \$29,100 | \$226,000 | 900 | \$226,900      | \$256,000                     | \$0            |
| 2025 | \$28,400 | \$204,600 | 900 | \$205,500      | \$233,900                     | \$132,700      |
| 2024 | \$27,200 | \$174,900 | 700 | \$175,600      | \$202,800                     | \$130,800      |
| 2023 | \$26,200 | \$167,100 | 800 | \$167,900      | \$194,100                     | \$126,800      |
| 2022 | \$21,800 | \$144,500 | 700 | \$145,200      | \$167,000                     | \$117,800      |
| 2021 | \$16,200 | \$133,400 | 700 | \$134,100      | \$150,300                     | \$111,800      |
| 2020 | \$16,200 | \$131,900 | 700 | \$132,600      | \$148,800                     | \$111,500      |
| 2019 | \$16,200 | \$127,400 | 700 | \$128,100      | \$144,300                     | \$110,400      |
| 2018 | \$16,200 | \$124,300 | 700 | \$125,000      | \$141,200                     | \$107,300      |
| 2017 | \$16,200 | \$121,200 | 700 | \$121,900      | \$138,100                     | \$106,400      |
| 2016 | \$16,200 | \$118,900 | 700 | \$119,600      | \$135,800                     | \$105,000      |
| 2015 | \$16,200 | \$117,700 | 700 | \$118,400      | \$134,600                     | \$104,700      |
| 2014 | \$16,200 | \$114,100 | 700 | \$114,800      | \$131,000                     | \$102,600      |
| 2013 | \$16,200 | \$111,600 | 100 | \$111,700      | \$127,900                     | \$101,100      |
| 2012 | \$16,200 | \$102,100 | 100 | \$102,200      | \$118,400                     | \$99,800       |
| 2011 | \$15,700 | \$100,300 | 100 | \$100,400      | \$116,100                     | \$96,100       |
| 2010 | \$15,700 | \$96,100  | 100 | \$96,200       | \$111,900                     | \$93,400       |
| 2009 | \$15,400 | \$91,900  | 100 | \$92,000       | \$107,400                     | \$93,400       |
| 2008 | \$14,000 | \$81,500  | 100 | \$81,600       | \$95,600                      | \$90,400       |

This Development Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2026

Between:

**Bruce Auto Group NS Limited** in Middleton, Nova Scotia,  
and hereinafter called the "Developer",

*OF THE FIRST PART*

-and-

**Town of Middleton**, a duly incorporated municipal body  
incorporated under the laws of the Province of Nova Scotia,  
hereinafter called the "Town"

*OF THE SECOND PART*

WHEREAS the Developer is the owner of certain lands known as 18 King Street in the Town of Middleton (PID 05079264 and PID 05180641) and more particularly described in the attached Schedule "A" and hereinafter called the "Property"; and

AND WHEREAS the Developer has submitted a detailed development proposal for a parking lot extension of Bruce Auto Group GM.

AND WHEREAS Policy R13 of the Town of Middleton Municipal Planning Strategy requires that an extension of the Residential Mixed-Use (RMU) zone only be permitted by Development Agreement.

AND WHEREAS the proposed development of the Property has been considered at a Public Hearing held on Insert Date and approved by a majority vote of the Town Council on Insert Date pursuant to requirements of the Municipal Government Act;

NOW THEREFORE in consideration of the various covenants and benefits hereinafter set out in this Agreement, the parties hereto agree as follows:

**Part 1: General Requirements and Administration**

**1.1 Applicability of Agreement**

1.1.1 The Developer agrees that the Property shall be developed and used only in accordance with and subject to the terms and conditions of this Agreement.

1.1.2 Variances to the requirements of the applicable Land Use By-law shall be permitted in accordance with the Municipal Government Act on the whole site as shown on Schedule B.

## **1.2 Applicability of Other By-laws, Statutes and Regulations**

1.2.1 Nothing in this Agreement shall exempt or be taken to exempt the Developer, lot owner or any other person from complying with the requirements of any by-law of the Town applicable to the Property (other than the Land Use By-law to the extent varied by this Agreement), or any statute or regulation of the Provincial/Federal Government and the Developer or Lot Owner agree(s) to observe and comply with all such laws, by-laws and regulations, as may be amended from time to time, in connection with the development and use of the Property.

1.2.2 The Developer shall be responsible for securing all applicable approvals associated with the on-site and off-site servicing systems required to accommodate the development, including but not limited to the sanitary sewer system, water supply system, stormwater sewer and drainage system, and utilities. Such approvals shall be obtained in accordance with all applicable by-laws, standards, policies, and regulations of the Town and other approval agencies. All costs associated with the supply and installation of all servicing systems and utilities shall be the responsibility of the Developer. All design drawings and information shall be certified by a Professional Engineer or appropriate professional as required by this Agreement or other approval agencies.

## **1.3 Conflict**

1.3.1 Where the provisions of this Agreement conflict with those of any by-law of the Town applicable to the Property (other than the Land Use By-law to the extent varied by this Agreement) or any provincial or federal statute or regulation, the higher or more stringent requirements shall prevail.

1.3.2 Where the written text of this Agreement conflicts with information provided in the Schedules attached to this Agreement, the written text of this Agreement shall prevail.

## **1.4 Costs, Expenses, Liabilities and Obligations**

1.4.1 The Developer shall be responsible for all costs, expenses, liabilities and obligations imposed under or incurred in order to satisfy the terms of this Agreement and all Federal, Provincial and Municipal laws, by-laws, regulations and codes applicable to the Property.

## **1.5 Provisions Severable**

1.5.1 The provisions of this Agreement are severable from one another and the invalidity or unenforceability of one provision shall not affect the validity or enforceability of any other provision.

## **1.6 Property**

1.6.1 The Developer hereby represents and warrants to the Town that the Developer is the owner of the Property and that all owners of the Property have entered into this Agreement.

## **Part 2: Definitions**

2.1.1 All words used herein shall be defined as in the Land Use Bylaw and Subdivision Bylaw unless otherwise specifically defined herein. If not defined herein or in these Bylaws, the customary meaning shall apply.

2.2 When interpreting this agreement, the following words are defined as follows:

a) *Land Use Bylaw* means the Town of Middleton Land Use By-law adopted by Council on November 15, 2018, as amended from time to time.

b) *Municipal Planning Strategy* means the Town of Middleton Municipal Planning Strategy adopted by Town Council on November 15, 2018, as amended from time to time.

c) *Parking area* means a place for the parking of cars and trucks that are for sale or repair, or for staff parking. The parking area shall be an accessory use to the existing car dealership.

## **Part 3: Use of Property, Subdivision and Development Provisions**

### **3.1 Schedules**

3.1.1 The Developer shall develop the Property in a manner, which, in the opinion of the Development Officer, conforms with the following Schedules attached to this Agreement:

a) Schedule A: Legal Description of the Property(s)

b) Schedule B: Site Plan

### **3.2 Requirements Prior to approval**

3.2.1 Prior to the issuance of a Development Permit, the Developer shall provide the following to the Development Officer, unless otherwise permitted by the Development Officer:

a) Submission of a site plan that generally complies with the Site Plan in Schedule B and this Agreement. The site plan shall include the location of lighting standards, parking stall and all landscaping features.

b) A Stormwater management plan and connections to existing stormwater service on Park Street that is acceptable to the Town Engineer

### **3.3 General Description of Land Use**

3.3.1 The following uses are permitted on the Property:

- Commercial parking lot with a maximum of 17 full sized parking spaces and 12 partial parking spaces
- Accessory structure not to exceed 300 square feet
- Signs as per the LUB, as amended from time to time.

3.3.2 Driveway Access

- a) No driveway access is permitted to the Property.
- b) Driveway access shall be through PID 05301130.

3.3.3 Subdivision

The Property shall be consolidated with PID 05301130.

3.3.4 Landscaping

- a) The existing mature trees located within the 15-foot landscaped buffer along King Street and southern property line shall be retained and protected.
  - No removal or cutting of trees shall occur within the 15-foot landscaped buffer shown on the Site Plan as shown in Appendix B.
  - If any tree within the landscaped buffer dies or is removed due to safety concerns, it shall be replaced with a deciduous tree with a minimum height of 6 feet.
- b) Fencing along the southern boundary as shown on the Site Plan (Appendix B) shall comply with the LUB and subject to the following condition:
  - A continuous opaque, solid wood board fence, minimum height of 1.8 meters (6 ft.) shall be installed within the landscaped buffer of the southern property boundary

3.3.5 Lighting

All light standards located on PID 0507964 shall be directed away from adjacent residential properties, and shall include cut off fixtures, other similar tools. All light shall be directed away from the adjacent residential dwellings.

3.3.6 Parking

The total number of parking spaces permitted on the property shall not exceed the number shown on the approved Site Plan in Appendix B.

3.3.7 Maintenance

- a) The Developer shall be responsible to maintain the Property in compliance with all Town By-laws and applicable Provincial regulations and to ensure that the Property is maintained in a safe and clean condition.
- b) Maintenance of the landscaped buffer shall be maintained in a healthy condition. Any dead or damaged plantings shall be replaced in the next growing season.

#### 3.3.8 Hours of Operation

- a) Hours of operation for the parking area shall only be used Monday-Sunday 7am – 10pm. This includes loading, unloading, or idling.
- b) Winter maintenance shall occur Monday-Sunday at any time to plow snow or salt.

### **Part 4: Streets and Municipal Services**

#### **4.1 Off-Site Disturbance**

- 4.1.1 Any disturbance to existing off-site infrastructure resulting from the development, including but not limited to, streets, sidewalks, curbs and gutters, street trees, landscaped areas and utilities, shall be the responsibility of the Developer, and shall be reinstated, removed, replaced or relocated by the Developer as directed by the Development Officer, in consultation with the Town's Engineer or Director of Public Works.

### **Part 5: Amendments**

#### **5.1 Non-Substantive Amendments**

- 5.1.1 The following items are considered by both parties to be not substantive and may be amended through decision of the development officer.
  - a) Changes to landscaping and buffering requirements
  - b) Changes to hours of operation
  - c) Changes to the Timing and Completion provisions in section 6.3 and 6.4 of this Agreement.

#### **5.2 Substantive Amendments**

- 5.2.1 Amendments to any matters not identified under Section 5.1 shall be deemed substantive and may only be amended in accordance with the approval requirements of the Municipal Government Act.

### **Part 6: Registration, Effect of Conveyances and Discharge**

#### **6.1 Registration**

- 6.1.1 A copy of this Agreement and every amendment or discharge of this Agreement shall be recorded at the Registry of Deeds or Land Registry Office for the County of Annapolis, Nova Scotia and the Developer shall incur all costs in recording such documents.

## **6.2 Subsequent Owners**

6.2.1 This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns, mortgagees, lessees and all subsequent owners, and shall run with the Property which are the subject of this Agreement until this Agreement is discharged by Council.

6.2.2 Upon the transfer of title to any lot(s), the subsequent owner(s) thereof shall observe and perform the terms and conditions of this Agreement to the extent applicable to the lot(s).

## **6.3 Commencement of Development**

6.3.1 In the event that development on the Property has not commenced within 2 years from the date of registration of this Agreement at the Registry of Deeds or Land Registry Office, as indicated herein, the Property shall conform with the provisions of the Land Use By-law.

6.3.2 For the purpose of this section, commencement of development shall mean issuance of a Development Permit.

6.3.3 For the purpose of this section, Council may consider granting an extension of the commencement of development time period through a resolution under Section 6.1, if the Town receives a written request from the Developer at least sixty (60) calendar days prior to the expiry of the commencement of development time period.

## **6.4 Completion of Development**

6.4.1 Upon the completion of the whole development, Council may review this Agreement, in whole or in part, and may:

- a) retain the Agreement in its present form;
- b) negotiate a new Agreement; or
- c) discharge this Agreement.

6.4.2 For the purpose of this section, completion of development shall mean issuance of a Development Permit.

## **6.5 Discharge of Agreement**

6.5.1 If the Developer fails to complete the development after three (3) years from the date of registration of this Agreement at the Registry of Deeds or Land Registration Office Council may review this Agreement, in whole or in part, and may:

- a) retain the Agreement in its present form;
- b) negotiate a new Agreement; or
- c) discharge this Agreement.

## **Part 7: Enforcement and Rights and Remedies on Default**

### **7.1 Enforcement**

7.1.1 The Developer agrees that any officer appointed by the Town to enforce this Agreement shall be granted access onto the Property during all reasonable hours without obtaining consent of the Developer. The Developer further agrees that, upon receiving written notification from an officer of the Town to inspect the interior of any building located on the Property, the Developer agrees to allow for such an inspection during any reasonable hour within seventy two hours of receiving such a request.

## **7.2 Failure to Comply**

7.2.1 If the Developer fails to observe or perform any condition of this Agreement after the Town has given the Developer 30 days written notice of the failure or default, then in each such case:

- a) The Town shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developer from continuing such default and the Developer hereby submits to the jurisdiction of such Court and waives any defence based upon the allegation that damages would be an adequate remedy;
- b) The Town may enter onto the Property and perform any of the covenants contained in this Agreement or take such remedial action as is considered necessary to correct a breach of the Agreement, whereupon all reasonable expenses whether arising out of the entry onto the Property or from the performance of the covenants or remedial action, shall be a first lien on the Property and be shown on any tax certificate issued under the Assessment Act;
- c) The Town may by resolution discharge this Agreement whereupon this Agreement shall have no further force or effect and henceforth the development of the Lands shall conform with the provisions of the Land Use By-law; or
- d) In addition to the above remedies, the Town reserves the right to pursue any other remedy under the Municipal Government Act or Common Law in order to ensure compliance with this Agreement.

## **Part 8: Expenses**

8.1.1 In addition to the costs to be paid pursuant to section 6.1.1, any expenses incurred by the Town in exercising its rights under Section 7 shall be paid by the Developer to the Town. Such expenses may include, but are not limited to, costs incurred in returning property owned by the Town, or the Property to their original condition before the beginning of work on the development, costs incurred for entry on the Properties and performance of the Developer's obligations, and all solicitors' fees and disbursements incurred in terminating or discharging this Development Agreement. Such expenses shall be payable by the Developer to the Town as a debt and may be recovered from the Developer by direct suit. They shall form a charge upon the Properties. The Developer shall pay interest on any sum so expended by the Town at the same monthly rate charged by the Town for tax arrears on the outstanding balance from time to time. Such interest shall be treated as an expense.

8.1.2 The Developer shall be liable for any damage caused to public or private property by Developer or any contractor or other individual doing work related to the development. The Developer shall indemnify the Town and save it harmless from any claim, cause of action, or liability in any way relating to the development. The Developer shall obtain and maintain in force throughout the course of construction on the development, liability insurance coverage to ensure the responsibilities which the Developer is assuming in this section.

**Part 9: Notice**

Any notice to be given under this Development Agreement shall be made in writing and either served personally or forwarded by courier or by registered mail, postage prepaid,

if to the Town to:

**Town of Middleton**  
131 Commercial Street  
Middleton, NS  
B0S 1P0  
Attention: Chief Administrative Officer

And if to the Developer to:

**Bruce Auto Group NS Limited**  
90 Commercial Street  
Middleton, NS  
B0S 1P0  
Attention: Justin Barker

THIS AGREEMENT shall ensure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrators, agents, successors, and assigns.

IN WITNESS WHEREOF, this Agreement was properly executed by the respective parties on the day and year first above written

SIGNED, SEALED AND DELIVERED

In the presence of:

**Developer**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Justin Barker, President of Bruce Auto Group

\_\_\_\_\_  
Witness

\_\_\_\_\_  
**Bruce Auto Group**

**Town of Middleton**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Witness

\_\_\_\_\_  
CAO/Clerk

## Schedule “A”, - Property Description

**PID 05079264** ALL that certain lot, piece or parcel of land situate, lying and being at Middleton, in the County of Annapolis and Province of Nova Scotia, and more particularly bounded and described as follows:

BEGINNING at a tree at the Southwest corner of lands of Renforth Elliott;

THENCE Easterly along lands of said Renforth Elliott and Albert Doucette one hundred and seventy-five feet to an iron stake;

THENCE in a Southerly direction along lands of P. E. Black sixty-five feet to an iron stake;

THENCE in a Westerly direction along lands of Renforth Elliott one hundred and seventy-five feet to an iron stake on the East side line of King Street, so called;

THENCE North along the East side bounds of King Street sixty-five feet to the place of beginning.

**PID 05079256** ALL that certain lot, piece or parcel of land situate, lying and being at Middleton, in the County of Annapolis and Province of Nova Scotia, and more particularly bounded and described as follows:

BEGINNING at the southwest corner bound of D. I. Ross;

THENCE in an easterly direction along the south side line of the said D. I. Ross' land one hundred and seventy-five feet or until it comes to the west boundary of P. E. Black's land;

THENCE at right angles south along the west line of the said P. E. Black's land ten feet to an iron stake;

THENCE at right angles west parallel with the north boundary of the said D. I. Ross lot, one hundred and seventy-five feet or until it comes to the east boundary of King Street so called;

THENCE north along the east side line of said King Street ten feet to the place of beginning.

## Schedule “B”, - Site Plan

A meeting of the Planning Advisory Committee (PAC) was held in person on Thursday, February 19, 2026, starting at 4:00pm.

**PRESENT**

Chairing the meeting: CAO Ashley Crocker, Howard Selig; Councillors Dan Smith and John Bartlett; Citizens-at-large, Hilary Campbell, and Margaret Jerke, Planner Chrystal Fuller, Development Officer, Ethan Oderkirk, Director of Public Works, Adam Verran, and Recording Secretary/Planning Services Coordinator, Sara Marceau.

Regrets: Councillor Jonathan Archibald

**1. CALL TO ORDER**

Chair Selig called the meeting to order at 4:34pm.

**2. APPROVAL OF THE AGENDA**

**260219.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

**260219.02** It was moved and seconded to approve the minutes as circulated. **Motion carried.**

**4. ACTION/DISCUSSION ITEMS**

**4.1 Approval of Chair**

CAO Crocker called for nominations and Hilary Campbell was nominated and accepted the nomination.

CAO Crocker called for nominations a 2<sup>nd</sup> time and there were no nominations.

CAO Crocker called for nominations a 3<sup>rd</sup> time and there were no nominations.

Hilary Campbell was acclaimed as Chair of the Planning Advisory Committee.

**4.2 Approval of Vice Chair**

Chair Campbell called for nominations and Howard Selig was nominated and accepted the nomination.

Chair Campbell called for nominations a 2<sup>nd</sup> time and there were no nominations.

Chair Campbell called for nominations a 3<sup>rd</sup> time and there were no nominations. Howard Selig was acclaimed as Vice Chair of the Planning Advisory Committee.

#### 4.3 Development Fees Staff Reports

Development Officer Ethan Oderkirk gave a presentation on the Development Fees Staff Report.

The fees do not fully cover the cost of issuing permits. Middleton should take this into consideration.

Councillor Bartlett suggested waiving the fees, noting that applicants would still be required to pay for sewer and water services.

CAO Crocker explained that even when a building fee is charged, the Town still incurs costs.

Chair Campbell noted there have been complaints about fees being too high in HRM. It was observed that when HRM increased its fees, it resulted in a decrease in applications, as well as impacts on resources and materials.

CAO Crocker clarified that there have been no complaints about the Town's current fees and that this discussion is strictly related to the Housing Accelerator Fund initiatives.

The Committee discussed encouraging growth in Town, noting that any adjustment does not need to be permanent and would not create a significant administrative burden.

Councillor Smith suggested offering a 50% reduction on building and development fees, similar to retail incentives.

CAO Crocker concluded that the broader goal is to promote tax revenue growth.

PAC recommends to Council that affordable housing development applications fees including accessory dwellings are waved for a period of one year. **Motion carried.**

#### 5. ANYTHING BY MEMBERS

Margaret Jerke provided clarification to an email she had distributed.

Planner Fuller stated that staff have been following up with Parson's Investments to obtain a proper plan. She added that expectations remain clear, and that developers are responsible for paying their required fees.

CAO Crocker provided a brief update on the Northlands Secondary Planning Strategy and the status of obtaining the appropriate plans. She noted that staff are doing their best to move the process forward and emphasized that the Town will not move ahead without proper plans and clear expectations.

6. **NEXT MEETING DATE**

To be determined.

7. **ADJOURNMENT**

**260219.03:** It was moved and seconded to adjourn the meeting at 5:26pm. **Motion carried.**

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CHAIR

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RECORDING SECRETARY

UNAPPROVED

A Public Information Meeting (PIM) of the Planning Advisory Committee (PAC) was held in person on Thursday, February 19, 2026, starting at 3:00pm.

## **PRESENT**

Chairing the meeting: Howard Selig; Councillors Dan Smith and John Bartlett; Citizens-at-large, Hilary Campbell, and Margaret Jerke, Planner Chrystal Fuller, Development Officer Ethan Oderkirk, Director of Public Works, Adam Verran, CAO Ashley Crocker; and Recording Secretary/Planning Services Coordinator, Sara Marceau.

Regrets: Councillor Jonathan Archibald

Also in attendance: 26 attendees

### **1. CALL TO ORDER**

CAO Crocker called the meeting to order at 3:04pm.

### **2. ACTION/DISCUSSION ITEMS**

#### **2.1. MPS/LUB Amendment for 18 King Street**

Development Officer Ethan Oderkirk went over the staff report for 18 King Street.

##### **Gerry Bezanson, 13 King Street**

- What will the property taxes be?
  - Planner Fuller stated that it would be up to Property Valuation Services Corporation (PVSC) to determine any updated assessed value for the property.

##### **Lloyd Lombard, 45 Connaught Avenue**

- Has Council considered the impact on taxes, such as sewer and water?
  - Planner Fuller stated that considerations will include compatibility with the Town, as well as sewer, water, and overall financial impacts.

##### **Shelly Specht, 16 King Street**

- Lights are always turned on; however, lights are shining into their bedroom.
  - Alex Balcome stated that the lights for the new development will abut the residential area.
  - Planner Fuller stated that the lighting, hours of operation, and requirements are included in the Development Agreement (DA). The DA would not apply to the existing site; it applies only to the new site. The existing lights are a concern, as well as adding more.

**Lloyd Lombard, 45 Connaught Avenue**

- Expressed surprise that the Town does not have detailed information regarding the proposal and expansion. Noted that the commercial tax rate is higher; however, it is based on the assessed value.
  - Planner Fuller stated that it's the initial process and staff haven't done a full review.

**Shelly Specht, 16 King Street**

- There is currently a water issue related to when the existing property was built.
  - Alex Balcome stated that there are currently six catch basins on the property.
  - Planner Fuller stated that Alex Balcome can investigate the water issue on the existing property and follow up.

**Shelly Specht, 16 King Street**

- The fence would be approximately 6 feet tall. How close would it be to the property line?
  - Planner Fuller stated that the exact location is to be determined, but it must be on their side of the property line.

**Lloyd Lombard, 45 Connaught Avenue**

- Should install a fence that allows access without encroaching on the neighbor's property.
  - Planner Fuller stated that this involves bylaw considerations and would generally be treated as a civil matter.

**Councillor Smith**

- Asked whether the new lot would be used for employee parking or for existing sales parking.
  - Alex Balcome stated that the new lot would be designated for sales parking

**Hal Cox, 25 George Street**

- Will there be an increase in delivery trucks?
  - Planner Fuller stated that there would be no additional traffic and that vehicles would not turn onto King Street because of the new parking lot.

**Craig Parsons, Parson's Investments**

- How many additional truck spaces are there?
  - Planner Fuller stated there would be 17 additional parking spaces.

## 2.2. MPS/LUB Amendment for Magee Drive

Development Officer Ethan Oderkirk went over the staff report for a cluster development on Magee Drive.

### Lloyd Lombard, 45 Connaught Avenue

- Are these on slab?
  - Erin Dagley from EKD Match Design confirmed that these homes will be built on a slab.

### Brian Harvey, 82 Magee Drive

- How does this plan fit together and will there be another public meeting?
  - Heather McCormick from Annapolis County Housing Association stated that the development is fully integrated, accommodating young families and seniors. Based on the data collected, there is a diversity of ages, and it will likely be a mixed community.
  - Planner Fuller stated that the town does not regulate tenancy; the tenant mix will be determined by the organization, and there will be another public meeting before it is brought forward to Council.

### Doris Blood, 234 Main Street

- How much space is there between the green space and her property, and will a fence be installed?
  - Planner Fuller stated that the green space will directly abut her property, and since the planning is still in the early stages, details are unclear.

### Chris Dowell, 250 Main Street

- Will these units be rented or owned? Are there similar developments elsewhere in the province, and how are they functioning?
  - Heather McCormick stated that the units will be rented. She noted that, at the provincial level, there are new developments in Amherst, and most are rental. This is the first housing development of its kind in Nova Scotia in a rural type setting.
  - Heather added that the necessary structures and supports are already in place.

### Craig Parsons, Parson's Investments

- How does a not-for-profit operate, and what happens if the funding runs out?
  - Heather McCormick from the Annapolis Valley Housing Association stated none of us are paid; all work as volunteers. We are partnering with an experienced developer, who will eventually hand the project over to a Housing Association.

**Chris Dowell, 250 Main Street**

- Does a non-profit have a different tax rate?
  - CAO Crocker stated that a non-profit might be eligible for a tax exemption, but this would require further review.

**Tara Webb**

- Pointed out that it's important to recognize the value of this project as community infrastructure, benefiting employees, volunteers, and people with disabilities - a real bonus to the community.

**Brian Harvey, 82 Magee Drive**

- Have they determined the point of entry for construction on Magee?
  - Planner Fuller stated not yet, but construction will take place.

**Councillor Bartlett**

- Asked if this is part of the 514 units the province announced?
  - Heather McCormick, Annapolis County Housing Association: No.
  - CAO Crocker stated that this development comes from the Provincial Opportunity Notices (PONs), which is separate.

**Lloyd Lombard, 42 Connaught Avenue**

- Commented that everyone should be aware of radon in this area.

2.3. **Presentation – Annapolis County Housing Association**

The Annapolis County Housing Association gave a brief presentation on the cluster development for Magee Drive.

3. **ADJOURNMENT**

**260219.01:** It was moved and seconded to adjourn the meeting at 4:27pm. **Motion carried.**

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CHAIR

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RECORDING SECRETARY

A meeting of the Planning Advisory Committee (PAC) was held in person on Monday, April 13, 2026, starting at 4:00pm.

**PRESENT**

Chairing the meeting: Hilary Campbell; Councillors Dan Smith and Jonathan Archibald; Citizens-at-large, Howard Selig, Dianne McDonald, and Margaret Jerke, Senior Project Manager Jennifer Nicholls, Development Officer, Ethan Oderkirk, Chief Administrative Officer, Ashley Crocker and Director of Public Works, Adam Verran.

Regrets: Councillor John Bartlett, Recording Secretary/Planning Services Coordinator, Sara Marceau

**1. CALL TO ORDER**

Chair Campbell called the meeting to order at 4:00pm.

**2. APPROVAL OF THE AGENDA**

**260413.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

**3.1 Approval of the Previous Meeting Minutes**

February 19, 2026 Committee Meeting Minutes  
February 19, 2026 Public Information Meeting Minutes

An omission was noted by Dianne McDonald, and the minutes were considered approved as corrected.

**4. ACTION/DISCUSSION ITEMS**

**4.1 18 King Street, Planning Report**

Councillor Archibald declared a conflict of interest and left the discussion table.

Development Officer Ethan Oderkirk gave a presentation on the 18 King Street Planning Report.

Development Officer Oderkirk outlined concerns that were raised at the Public Information Meeting, including stormwater management (pooling and flooding neighboring yards), increased traffic on King Street, nuisance impacts (bright lighting), and the impact on the Town's tax base if the zoning change were to take place.

Oderkirk described the process moving forward, recommending that the request proceed by development agreement. He also outlined key aspects proposed for inclusion in a development agreement, to help address some of the public's concerns:

- Requirement of a stormwater management plan
- Outlines the intended use of Subject Property
- Driveway access requirements
- Landscaped buffering requirements along King Street and south adjacent residential property – including retaining mature trees in buffer
- Lighting controls requirements
- Parking requirements
- Maintenance of property and landscaped buffer
- Permitted hours of operation control and winter maintenance

Oderkirk then described the approval process, after which Committee members asked questions:

Margaret Jerke asked whether the public would still have an opportunity to voice concerns if the motion were recommended.

- Staff responded that yes, Council is required to hold a public hearing in conjunction with Second Reading

Dianne McDonald and Howard Selig expressed concern about bright lighting overnight and asked whether motion sensors or dimming could be used.

- Staff responded that motion detector lighting could be explored, and that there may be liability reasons that require lights to be on overnight.

Margaret Jerke asked for clarification on the timeline for installing fencing and buffers, and responsibility of maintaining the fence.

- Staff responded that the mature trees would be maintained, and the fencing would go in between the trees. Staff confirmed that the development agreement states that the applicant is responsible for maintaining the fence.

Councillor Smith asked about recourse if the applicant does not follow the development agreement.

- Staff responded that the development agreement will state that all actions required in the agreement must be completed before permits are awarded.

Councillor Smith also noted that it will only be evident if the stormwater management plan works if it rains. He said that there are public comments and complaints around flooding in that area since the previous parking lot was put in. He asked for clarification on how a stormwater management plan can be accepted if it's not certain it will work, and whether there are options if it doesn't work.

Chair Hilary Campbell asked if it was possible to write a one-year review clause into the development agreement to require the applicant to take additional steps to mitigate any problems that may arise if the stormwater management plan proves to be ineffective.

- Staff responded that they would need to investigate this.

Margaret Jerke noted that there were concerns from residents about the potential effect this project may have on property values in the area. She asked if a review has been completed on this.

- Staff explained that the potential impact on neighbouring property values is not a consideration in the application process.

Dianne MacDonald expressed concern for the environment, ensuring trees are protected and that the Town is a welcoming community.

Chair Hilary Campbell noted that, based on a review of the zoning map, this would be the first commercial/residential mixed zone without frontage on Main Street. While she acknowledged that mitigation measures could be implemented, she questioned whether permitting this property to expand further into residential areas could set a precedent and asked where such expansion would be limited. She emphasized that Council must carefully consider the potential negative impacts of commercial encroachment into residential neighborhoods.

CAO Crocker asked if there is a plan to consolidate the lot, so it is not separated and the only lot that is left without road frontage.

- Staff confirmed that the development agreement requires the lot to be consolidated with the one right above it, which would give the newly consolidated lot road frontage on Main Street.

Margaret Jerke asked for clarification on whether the applicant can put a separate entrance into the new parking lot from King Street.

- Staff responded that the current development agreement states that the new parking lot must be accessed through Main Street.

Committee members discussed amendments but chose to proceed while ensuring concerns were reflected in the minutes:

The PAC recommends that Council consider putting additional mitigation measures in the development agreement or ask staff and the applicant to further explore:

- 1) Planting of mature trees instead of saplings
- 2) A clause that the stormwater management plan be revisited after one year to see if the plan is working and if not, that the applicant be required to put additional measures in place to rectify any problems, particularly with flooding
- 3) Motion censored lights or lights that will dim overnight
- 4) The negative impacts of encroachment of commercial businesses into residential areas

**260413.02** It was moved and seconded that the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street (PIDS 05079264 and 05180641) from Residential to Residential Mixed Use (RMU); and that Council give initial consideration to the attached draft development agreement; and that Council schedule a Public Hearing. **Motion carried.** Councillor Smith voted against the motion.

Councillor Archibald returned to the discussion table.

#### 4.2 Magee Drive Amendments

Development Officer Ethan Oderkirk gave a presentation on the Magee Drive Amendments.

Development Officer Ethan Oderkirk clarified that only the amendments are coming forward at this time, and not the development agreement. This will give Council the discretion to allow grouped dwellings in its Municipal Planning Strategy and Land Use Bylaw. Any development over six (6) units must be approved by way of Development Agreement. Without having these amendments in place, a Development Agreement for Magee Drive cannot come forward.

Members of the Planning Advisory Committee asked a variety of questions:

Councillor Archibald asked how this development relates to trailer park situations, and if it would enable trailer parks in Town.

- Staff replied that trailer parks are a land-leased community, not a grouped dwelling. A trailer could be brought in, but only by Development Agreement.

Howard Selig asked if the grouped dwellings will all be one owner.

- Staff replied that yes, it is one owner for all the buildings.

**260413.03** It was moved and seconded that the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement, and direct staff to proceed with the required Public Hearing process. **Motion carried.**

5. **ANYTHING BY MEMBERS**

Howard Selig expressed concern regarding increased lighting levels in the Industrial Park on the west side of Town. He noted that the intensity of lighting has grown and is impacting his property on Victoria Street, making it difficult to enjoy the area after dark. Mr. Selig indicated he is not aware of any existing Town bylaw or policy governing lighting and suggested that guidelines related to light pollution be explored.

Margaret Jerke expressed concern about the importance of maintaining clear boundaries between commercial and residential areas, noting that the Town should remain mindful of preventing the encroachment of commercial uses into residential neighborhoods.

6. **NEXT MEETING DATE**

Tuesday May 12<sup>th</sup> at 4:00pm. One agenda item Magee Drive Development Agreement.

7. **ADJOURNMENT**

Chair Campbell declared the meeting adjourned at 5:16pm.

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CHAIR

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RECORDING SECRETARY

**REQUEST FOR DECISION**  
**1<sup>st</sup> Reading – Magee Drive Amendments**  
**RFD#: 035-2026**



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**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** April 20, 2026  
**Subject:** 1<sup>st</sup> Reading for Magee Drive Amendments

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**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

**References/Attachments**

- Middleton Municipal Planning Strategy (MPS)
- Middleton Land Use Bylaw (LUB)
- Policy G 1.2: Public Participation Program
- *Municipal Government Act*: Part VIII – Planning and Development
- First Reading Report – April 20, 2026
- Planning Report dated April 13, 2026
- Planning Advisory Committee Minutes – February 19, 2026
- Planning Advisory Committee Public Information Meeting Minutes – February 19, 2026
- Planning Advisory Committee Minutes – April 13, 2026

**Legislation**

- *Municipal Government Act*

**Recommendation**

That Council give First Reading to the proposed amendments to the Town of Middleton Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement, and direct staff to proceed with the required Public Hearing process.

**Background**

See attached First Reading Report dated April 20, 2026, Planning Report dated April 13, 2026 and the Planning Advisory Committee Minutes from the February 19, 2026 meeting and Public Information Meeting, and the April 13, 2026 meeting.

**REQUEST FOR DECISION**  
**1<sup>st</sup> Reading – Magee Drive Amendments**  
**RFD#: 035-2026**



Financial Implications

N/A

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 20, 2026

# First Reading Report

April 20<sup>th</sup>, 2026



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To: Middleton Municipal Council

From: Planning Staff – Ethan Oderkirk

Date: 2026-04-20

Reference: Amendments to the Municipal Planning Strategy and Land Use By-law to enable grouped dwellings by Development Agreement within the Residential Designation

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The following recommendations for First Reading to Council are being forwarded from the Planning Advisory Committee for further discussion and action:

**THAT Council give First Reading to the proposed amendments to the Town of Middleton Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement, and direct staff to proceed with the required Public Hearing process.**

The purpose of this report is to present proposed amendments to the Municipal Planning Strategy and Land Use By-law that would allow Council to consider grouped dwellings by Development Agreement within the Residential Designation. The amendments do not approve a specific development. They create a policy path for Council to consider future proposals on a case-by-case basis.

The Town received a proposal for a grouped dwelling development on Magee Drive on 4 February 2026. The subject property is designated Residential under the Municipal Planning Strategy and zoned Residential under the Land Use By-law. The Residential Zone already permits a range of housing types, including grouped dwellings. However, the current policy framework does not clearly allow Council to consider grouped dwellings with more than six units through a Development Agreement. That is the gap these amendments address.

The proposed amendments are narrow. The main change is that they would add grouped dwellings to the existing Development Agreement framework already used for other larger or more complex residential developments. The amendments would also revise the grouped dwelling lot area standard in the Residential Zone from 510 square metres to 325 square metres to better reflect this housing form.

From a planning perspective, the main question is not whether a specific proposal should proceed. The question is whether Council should have a clear mechanism to consider grouped dwellings through a discretionary review process when they exceed the current as-of-right framework. It gives Council a clearer tool, keeps municipal oversight in place, and allows each proposal to be reviewed on its own merits. Through a Development Agreement, Council can consider site layout, parking, buffering,

landscaping, access, servicing, stormwater management, and compatibility with surrounding development before making a final decision on any project.

The amendments also support a broader range of housing forms in serviced areas of Town. They remain consistent with the residential intent of the Municipal Planning Strategy because they do not introduce a non-residential use. They simply allow Council to consider a different residential form through a more detailed review process.

Public discussion to date has focused on matters such as buffering, access, community fit, and site design. Those are valid planning issues, but they relate to the review of a specific development proposal rather than the amendments themselves. If Council adopts these amendments, staff can address those issues in detail through a separate Development Agreement process tied to a particular application.

PAC also asked whether the grouped dwelling provisions could allow a mobile home park or trailer-style development. The current Land Use By-law does not expressly permit mobile home parks as a use, and it does not distinguish grouped dwellings from mobile homes based on land tenure or ownership structure, such as leased land versus central ownership. While a proposal involving manufactured dwellings might be argued under the grouped dwelling provisions if it met that definition and all applicable standards. If Council would like that form of development to be clearly allowed or clearly excluded, the cleaner approach would be to amend the by-law to say so directly.

In summary, the proposed amendments would create a straightforward policy mechanism for Council to consider grouped dwellings by Development Agreement within the Residential Designation. The amendments are limited in scope, align with the residential intent of the Strategy, and maintain Council's control over future site-specific review. For those reasons, staff recommend that Council give First Reading to the proposed amendments and direct staff to proceed with the Public Hearing process.

# Planning Report

DATE 13 April, 2026

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To: Middleton Planning Advisory Committee

Prepared By: Ethan Oderkirk, Junior Planner

Date: 13 April, 2026

Reference: Amendments to the Municipal Planning Strategy and Land Use Bylaw to enable grouped dwellings by Development Agreement in the Residential Designation

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## Recommendation:

Staff recommend that the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement, and reduce the minimum lot area requirement from 510m<sup>2</sup> to 325m<sup>2</sup>, and direct staff to proceed with the required Public Hearing process.

This report addresses only the proposed policy amendments. The related Development Agreement for an affordable housing project, which triggered the proposed amendments, will be considered under a separate report.

### 1.1. Purpose

This report presents proposed amendments to the Town of Middleton Municipal Planning Strategy and Land Use By-law for Planning Advisory Committee consideration. The amendments will add Grouped Dwellings to the existing Development Agreement framework in the Residential Designation. They would not approve a specific development.

### 1.2. Background

The Town received a proposal for a grouped dwelling development on Magee Drive on 4 February 2026. The subject property is designated Residential under the Municipal Planning Strategy and zoned Residential (R) under the Land Use By-law.

The Residential Zone already permits a range of residential building forms. Larger residential developments containing more than six (6) units must proceed by Development Agreement. Policy R9 currently lists multiple unit dwellings, townhouse dwellings, conversions of existing residential structures containing seven or more units, and several institutional or lodging-related uses, but it does not list grouped dwellings.

As a result, Council does not currently have a clear policy path forward to consider grouped dwellings of more than six units through the Development Agreement process. The proposed amendments address that gap.

### 1.3. Policy Review

The Residential Designation supports residential development in Middleton. Policies R1 and R2 encourage a range of housing forms within the Town, and direct it to appropriate areas. The proposed amendments remain consistent with that direction because they retain residential use on residentially designated land and expand Council's ability to consider another housing form through a discretionary process.

Policy R9 already uses Development Agreements to review larger or more complex residential forms. The proposed amendments follow that same approach. They would allow Council to consider them case by case, subject to the evaluation criteria in the Strategy and the terms of a future Development Agreement, unless in the residential zone where they are permitted up to six (6) dwelling units as of right.

Policies IM16, and IM17 provide the broader framework for Development Agreements and implementation. Through that framework, Council can assess site design, access, parking, buffering, landscaping, servicing, stormwater management, and compatibility with surrounding development when a specific application comes forward.

### 1.4. Proposed Amendments

The proposed amendments are narrow and administrative in nature. They will:

- Amend the Municipal Planning Strategy to add grouped dwellings to the list of uses that Council may consider by Development Agreement within the Residential Designation; and
- Amend the Land Use By-law as required to correct and align the by-law with the amended policy framework.

The intent of the changes is to allow Council to consider grouped dwellings through the Development Agreement process and to revise the minimum lot area requirement to better reflect this housing form.

- **MPS Policy R9:** add grouped dwellings to the list of uses Council may consider by Development Agreement in the Residential Designation.
- **Land Use By-law Section 2.5:** add grouped dwellings to the list of uses considered by Development Agreement and align the By-law with the proposed MPS amendment.
- **Land Use By-law Section 5.25:** clarify that grouped dwellings with more than six (6) dwelling units require Development Agreement approval. Also, clarify that grouped dwellings in the residential zone are permitted up to six (6) dwelling units.
- **Land Use By-law Section 7.2:** reduce the minimum lot area requirement for grouped dwellings in the Residential Zone from 510 m<sup>2</sup> to 325 m<sup>2</sup>

## **1.5. Planning analysis**

From a land use planning perspective, the main issue is not whether a specific grouped dwelling proposal should proceed. The main issue is whether the current policy and regulatory framework should allow Council to consider grouped dwellings, where appropriate, through the same Development Agreement process already used for other larger residential developments.

Staff support the proposed amendments because they create a clear and limited framework for Council to consider grouped dwellings in the Residential Designation. The amendments add grouped dwellings to the Development Agreement framework and reduce the minimum lot area requirement for grouped dwellings from 510 m<sup>2</sup> to 325 m<sup>2</sup>. Together, these changes better reflect the compact nature of this housing form while maintaining Council's review authority.

The proposed amendments do not approve any specific development. Instead, they improve the policy framework and maintain Council's ability to review each proposal on its own merits and apply site-specific conditions through a future Development Agreement. That process allows Council to consider matters such as site layout, access, parking, buffering, landscaping, servicing, and compatibility with surrounding land uses.

The amendments also support a broader range of housing forms in serviced areas of Town. They align with the residential intent of the Municipal Planning Strategy and provide additional flexibility while retaining municipal oversight.

## **1.6. Public Engagement**

The Town held a Public Information Meeting on 19 February 2026. Public comments raised matters such as buffering, access, community fit, and related site design issues. Those are legitimate planning considerations, but they relate primarily to the review of a specific development proposal and should be addressed through a separate Development Agreement process rather than through the amendments themselves.

## **1.7. Conclusion**

The proposed amendments would create a straightforward policy mechanism for Council to consider grouped dwellings by Development Agreement within the Residential Designation. Staff consider that to be a reasonable amendment to the current planning framework. The amendment is limited in scope, consistent with the residential intent of the Strategy, and maintains Council's control over future site-specific review.

## **1.8. Draft Motion**

That the Middleton Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement, and direct staff to proceed with the required Public Hearing process.

**Appendices:**

**Appendix A:** Proposed Amendments

**Appendix B:** Public Information Meeting Minutes

## **Municipal Planning Strategy**

### **PART 2 PLANNING STRATEGY GOALS AND POLICIES**

#### Section 2.3 – Residential Policy R9

*“It shall be the intention of Council to consider the development of new multiple unit dwellings, townhouses dwellings, the conversion of an existing residential structure containing seven (7) or more units and the development of new day nurseries, bed and breakfast uses and boarding and rooming houses in the Residential Designation by Development Agreement subject to criteria contained in Policy IM15 and IM16.”*

Amend:

It shall be the intention of Council to consider the development of new multiple unit dwellings, townhouses dwellings, *Grouped Dwellings*, the conversion of an existing residential structure containing seven (7) or more units and the development of new day nurseries, bed and breakfast uses and boarding and rooming houses in the Residential Designation by Development Agreement subject to criteria contained in Policy IM15, *IM16 and IM17*.

## **Land Use By-law**

### **PART 2 ADMINISTRATION**

#### Section 2.5 – Uses considered by development agreement

- (a) new multiple unit dwellings, townhouses dwellings, the conversion of an existing residential structure containing seven (7) or more units and the development of new day nurseries, bed and breakfast uses and boarding and rooming houses in the Residential Designation pursuant to MPS Policy R10;

Amend:

- (a) new multiple unit dwellings, townhouses dwellings, *Grouped Dwellings*, the conversion of an existing residential structure containing seven (7) or more units and the development of new day nurseries, bed and breakfast uses and boarding and rooming houses in the Residential Designation pursuant to MPS Policy *R9*;

### **PART 5 GENERAL PROVISIONS FOR ALL ZONES**

#### **Section 5.25 – One main building to a lot**

b) Grouped dwellings considered by Development Agreement.

Amend:

b) *Grouped dwellings with six (6) or fewer dwelling units in the Residential (R) Zone*

c) Grouped dwellings *greater than six (6) dwelling units* considered by Development Agreement

## **PART 7 RESIDENTIAL (R) ZONE**

### **Section 7.2 – Zone Requirements**

Grouped dwellings | Lot Area | 510m<sup>2</sup>

Amend:

Grouped dwellings | Lot Area | *325m<sup>2</sup>*

A meeting of the Planning Advisory Committee (PAC) was held in person on Thursday, February 19, 2026, starting at 4:00pm.

**PRESENT**

Chairing the meeting: CAO Ashley Crocker, Howard Selig; Councillors Dan Smith and John Bartlett; Citizens-at-large, Hilary Campbell, and Margaret Jerke, Planner Chrystal Fuller, Development Officer, Ethan Oderkirk, Director of Public Works, Adam Verran, and Recording Secretary/Planning Services Coordinator, Sara Marceau.

Regrets: Councillor Jonathan Archibald

**1. CALL TO ORDER**

Chair Selig called the meeting to order at 4:34pm.

**2. APPROVAL OF THE AGENDA**

**260219.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

**260219.02** It was moved and seconded to approve the minutes as circulated. **Motion carried.**

**4. ACTION/DISCUSSION ITEMS**

**4.1 Approval of Chair**

CAO Crocker called for nominations and Hilary Campbell was nominated and accepted the nomination.

CAO Crocker called for nominations a 2<sup>nd</sup> time and there were no nominations.

CAO Crocker called for nominations a 3<sup>rd</sup> time and there were no nominations.

Hilary Campbell was acclaimed as Chair of the Planning Advisory Committee.

**4.2 Approval of Vice Chair**

Chair Campbell called for nominations and Howard Selig was nominated and accepted the nomination.

Chair Campbell called for nominations a 2<sup>nd</sup> time and there were no nominations.

Chair Campbell called for nominations a 3<sup>rd</sup> time and there were no nominations. Howard Selig was acclaimed as Vice Chair of the Planning Advisory Committee.

#### 4.3 Development Fees Staff Reports

Development Officer Ethan Oderkirk gave a presentation on the Development Fees Staff Report.

The fees do not fully cover the cost of issuing permits. Middleton should take this into consideration.

Councillor Bartlett suggested waiving the fees, noting that applicants would still be required to pay for sewer and water services.

CAO Crocker explained that even when a building fee is charged, the Town still incurs costs.

Chair Campbell noted there have been complaints about fees being too high in HRM. It was observed that when HRM increased its fees, it resulted in a decrease in applications, as well as impacts on resources and materials.

CAO Crocker clarified that there have been no complaints about the Town's current fees and that this discussion is strictly related to the Housing Accelerator Fund initiatives.

The Committee discussed encouraging growth in Town, noting that any adjustment does not need to be permanent and would not create a significant administrative burden.

Councillor Smith suggested offering a 50% reduction on building and development fees, similar to retail incentives.

CAO Crocker concluded that the broader goal is to promote tax revenue growth.

PAC recommends to Council that affordable housing development applications fees including accessory dwellings are waved for a period of one year. **Motion carried.**

#### 5. ANYTHING BY MEMBERS

Margaret Jerke provided clarification to an email she had distributed.

Planner Fuller stated that staff have been following up with Parson's Investments to obtain a proper plan. She added that expectations remain clear, and that developers are responsible for paying their required fees.

CAO Crocker provided a brief update on the Northlands Secondary Planning Strategy and the status of obtaining the appropriate plans. She noted that staff are doing their best to move the process forward and emphasized that the Town will not move ahead without proper plans and clear expectations.

6. **NEXT MEETING DATE**

To be determined.

7. **ADJOURNMENT**

**260219.03:** It was moved and seconded to adjourn the meeting at 5:26pm. **Motion carried.**

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CHAIR

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RECORDING SECRETARY

UNAPPROVED

A Public Information Meeting (PIM) of the Planning Advisory Committee (PAC) was held in person on Thursday, February 19, 2026, starting at 3:00pm.

## **PRESENT**

Chairing the meeting: Howard Selig; Councillors Dan Smith and John Bartlett; Citizens-at-large, Hilary Campbell, and Margaret Jerke, Planner Chrystal Fuller, Development Officer Ethan Oderkirk, Director of Public Works, Adam Verran, CAO Ashley Crocker; and Recording Secretary/Planning Services Coordinator, Sara Marceau.

Regrets: Councillor Jonathan Archibald

Also in attendance: 26 attendees

### **1. CALL TO ORDER**

CAO Crocker called the meeting to order at 3:04pm.

### **2. ACTION/DISCUSSION ITEMS**

#### **2.1. MPS/LUB Amendment for 18 King Street**

Development Officer Ethan Oderkirk went over the staff report for 18 King Street.

##### **Gerry Bezanson, 13 King Street**

- What will the property taxes be?
  - Planner Fuller stated that it would be up to Property Valuation Services Corporation (PVSC) to determine any updated assessed value for the property.

##### **Lloyd Lombard, 45 Connaught Avenue**

- Has Council considered the impact on taxes, such as sewer and water?
  - Planner Fuller stated that considerations will include compatibility with the Town, as well as sewer, water, and overall financial impacts.

##### **Shelly Specht, 16 King Street**

- Lights are always turned on; however, lights are shining into their bedroom.
  - Alex Balcome stated that the lights for the new development will abut the residential area.
  - Planner Fuller stated that the lighting, hours of operation, and requirements are included in the Development Agreement (DA). The DA would not apply to the existing site; it applies only to the new site. The existing lights are a concern, as well as adding more.

**Lloyd Lombard, 45 Connaught Avenue**

- Expressed surprise that the Town does not have detailed information regarding the proposal and expansion. Noted that the commercial tax rate is higher; however, it is based on the assessed value.
  - Planner Fuller stated that it's the initial process and staff haven't done a full review.

**Shelly Specht, 16 King Street**

- There is currently a water issue related to when the existing property was built.
  - Alex Balcome stated that there are currently six catch basins on the property.
  - Planner Fuller stated that Alex Balcome can investigate the water issue on the existing property and follow up.

**Shelly Specht, 16 King Street**

- The fence would be approximately 6 feet tall. How close would it be to the property line?
  - Planner Fuller stated that the exact location is to be determined, but it must be on their side of the property line.

**Lloyd Lombard, 45 Connaught Avenue**

- Should install a fence that allows access without encroaching on the neighbor's property.
  - Planner Fuller stated that this involves bylaw considerations and would generally be treated as a civil matter.

**Councillor Smith**

- Asked whether the new lot would be used for employee parking or for existing sales parking.
  - Alex Balcome stated that the new lot would be designated for sales parking

**Hal Cox, 25 George Street**

- Will there be an increase in delivery trucks?
  - Planner Fuller stated that there would be no additional traffic and that vehicles would not turn onto King Street because of the new parking lot.

**Craig Parsons, Parson's Investments**

- How many additional truck spaces are there?
  - Planner Fuller stated there would be 17 additional parking spaces.

## 2.2. MPS/LUB Amendment for Magee Drive

Development Officer Ethan Oderkirk went over the staff report for a cluster development on Magee Drive.

### Lloyd Lombard, 45 Connaught Avenue

- Are these on slab?
  - Erin Dagley from EKD Match Design confirmed that these homes will be built on a slab.

### Brian Harvey, 82 Magee Drive

- How does this plan fit together and will there be another public meeting?
  - Heather McCormick from Annapolis County Housing Association stated that the development is fully integrated, accommodating young families and seniors. Based on the data collected, there is a diversity of ages, and it will likely be a mixed community.
  - Planner Fuller stated that the town does not regulate tenancy; the tenant mix will be determined by the organization, and there will be another public meeting before it is brought forward to Council.

### Doris Blood, 234 Main Street

- How much space is there between the green space and her property, and will a fence be installed?
  - Planner Fuller stated that the green space will directly abut her property, and since the planning is still in the early stages, details are unclear.

### Chris Dowell, 250 Main Street

- Will these units be rented or owned? Are there similar developments elsewhere in the province, and how are they functioning?
  - Heather McCormick stated that the units will be rented. She noted that, at the provincial level, there are new developments in Amherst, and most are rental. This is the first housing development of its kind in Nova Scotia in a rural type setting.
  - Heather added that the necessary structures and supports are already in place.

### Craig Parsons, Parson's Investments

- How does a not-for-profit operate, and what happens if the funding runs out?
  - Heather McCormick from the Annapolis Valley Housing Association stated none of us are paid; all work as volunteers. We are partnering with an experienced developer, who will eventually hand the project over to a Housing Association.

**Chris Dowell, 250 Main Street**

- Does a non-profit have a different tax rate?
  - CAO Crocker stated that a non-profit might be eligible for a tax exemption, but this would require further review.

**Tara Webb**

- Pointed out that it's important to recognize the value of this project as community infrastructure, benefiting employees, volunteers, and people with disabilities - a real bonus to the community.

**Brian Harvey, 82 Magee Drive**

- Have they determined the point of entry for construction on Magee?
  - Planner Fuller stated not yet, but construction will take place.

**Councillor Bartlett**

- Asked if this is part of the 514 units the province announced?
  - Heather McCormick, Annapolis County Housing Association: No.
  - CAO Crocker stated that this development comes from the Provincial Opportunity Notices (PONs), which is separate.

**Lloyd Lombard, 42 Connaught Avenue**

- Commented that everyone should be aware of radon in this area.

2.3. **Presentation – Annapolis County Housing Association**

The Annapolis County Housing Association gave a brief presentation on the cluster development for Magee Drive.

3. **ADJOURNMENT**

**260219.01:** It was moved and seconded to adjourn the meeting at 4:27pm. **Motion carried.**

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CHAIR

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RECORDING SECRETARY

A meeting of the Planning Advisory Committee (PAC) was held in person on Monday, April 13, 2026, starting at 4:00pm.

**PRESENT**

Chairing the meeting: Hilary Campbell; Councillors Dan Smith and Jonathan Archibald; Citizens-at-large, Howard Selig, Dianne McDonald, and Margaret Jerke, Senior Project Manager Jennifer Nicholls, Development Officer, Ethan Oderkirk, Chief Administrative Officer, Ashley Crocker and Director of Public Works, Adam Verran.

Regrets: Councillor John Bartlett, Recording Secretary/Planning Services Coordinator, Sara Marceau

**1. CALL TO ORDER**

Chair Campbell called the meeting to order at 4:00pm.

**2. APPROVAL OF THE AGENDA**

**260413.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

**3.1 Approval of the Previous Meeting Minutes**

February 19, 2026 Committee Meeting Minutes  
February 19, 2026 Public Information Meeting Minutes

An omission was noted by Dianne McDonald, and the minutes were considered approved as corrected.

**4. ACTION/DISCUSSION ITEMS**

**4.1 18 King Street, Planning Report**

Councillor Archibald declared a conflict of interest and left the discussion table.

Development Officer Ethan Oderkirk gave a presentation on the 18 King Street Planning Report.

Development Officer Oderkirk outlined concerns that were raised at the Public Information Meeting, including stormwater management (pooling and flooding neighboring yards), increased traffic on King Street, nuisance impacts (bright lighting), and the impact on the Town's tax base if the zoning change were to take place.

Oderkirk described the process moving forward, recommending that the request proceed by development agreement. He also outlined key aspects proposed for inclusion in a development agreement, to help address some of the public's concerns:

- Requirement of a stormwater management plan
- Outlines the intended use of Subject Property
- Driveway access requirements
- Landscaped buffering requirements along King Street and south adjacent residential property – including retaining mature trees in buffer
- Lighting controls requirements
- Parking requirements
- Maintenance of property and landscaped buffer
- Permitted hours of operation control and winter maintenance

Oderkirk then described the approval process, after which Committee members asked questions:

Margaret Jerke asked whether the public would still have an opportunity to voice concerns if the motion were recommended.

- Staff responded that yes, Council is required to hold a public hearing in conjunction with Second Reading

Dianne McDonald and Howard Selig expressed concern about bright lighting overnight and asked whether motion sensors or dimming could be used.

- Staff responded that motion detector lighting could be explored, and that there may be liability reasons that require lights to be on overnight.

Margaret Jerke asked for clarification on the timeline for installing fencing and buffers, and responsibility of maintaining the fence.

- Staff responded that the mature trees would be maintained, and the fencing would go in between the trees. Staff confirmed that the development agreement states that the applicant is responsible for maintaining the fence.

Councillor Smith asked about recourse if the applicant does not follow the development agreement.

- Staff responded that the development agreement will state that all actions required in the agreement must be completed before permits are awarded.

Councillor Smith also noted that it will only be evident if the stormwater management plan works if it rains. He said that there are public comments and complaints around flooding in that area since the previous parking lot was put in. He asked for clarification on how a stormwater management plan can be accepted if it's not certain it will work, and whether there are options if it doesn't work.

Chair Hilary Campbell asked if it was possible to write a one-year review clause into the development agreement to require the applicant to take additional steps to mitigate any problems that may arise if the stormwater management plan proves to be ineffective.

- Staff responded that they would need to investigate this.

Margaret Jerke noted that there were concerns from residents about the potential effect this project may have on property values in the area. She asked if a review has been completed on this.

- Staff explained that the potential impact on neighbouring property values is not a consideration in the application process.

Dianne MacDonald expressed concern for the environment, ensuring trees are protected and that the Town is a welcoming community.

Chair Hilary Campbell noted that, based on a review of the zoning map, this would be the first commercial/residential mixed zone without frontage on Main Street. While she acknowledged that mitigation measures could be implemented, she questioned whether permitting this property to expand further into residential areas could set a precedent and asked where such expansion would be limited. She emphasized that Council must carefully consider the potential negative impacts of commercial encroachment into residential neighborhoods.

CAO Crocker asked if there is a plan to consolidate the lot, so it is not separated and the only lot that is left without road frontage.

- Staff confirmed that the development agreement requires the lot to be consolidated with the one right above it, which would give the newly consolidated lot road frontage on Main Street.

Margaret Jerke asked for clarification on whether the applicant can put a separate entrance into the new parking lot from King Street.

- Staff responded that the current development agreement states that the new parking lot must be accessed through Main Street.

Committee members discussed amendments but chose to proceed while ensuring concerns were reflected in the minutes:

The PAC recommends that Council consider putting additional mitigation measures in the development agreement or ask staff and the applicant to further explore:

- 1) Planting of mature trees instead of saplings
- 2) A clause that the stormwater management plan be revisited after one year to see if the plan is working and if not, that the applicant be required to put additional measures in place to rectify any problems, particularly with flooding
- 3) Motion censored lights or lights that will dim overnight
- 4) The negative impacts of encroachment of commercial businesses into residential areas

**260413.02** It was moved and seconded that the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street (PIDS 05079264 and 05180641) from Residential to Residential Mixed Use (RMU); and that Council give initial consideration to the attached draft development agreement; and that Council schedule a Public Hearing. **Motion carried.** Councillor Smith voted against the motion.

Councillor Archibald returned to the discussion table.

#### 4.2 Magee Drive Amendments

Development Officer Ethan Oderkirk gave a presentation on the Magee Drive Amendments.

Development Officer Ethan Oderkirk clarified that only the amendments are coming forward at this time, and not the development agreement. This will give Council the discretion to allow grouped dwellings in its Municipal Planning Strategy and Land Use Bylaw. Any development over six (6) units must be approved by way of Development Agreement. Without having these amendments in place, a Development Agreement for Magee Drive cannot come forward.

Members of the Planning Advisory Committee asked a variety of questions:

Councillor Archibald asked how this development relates to trailer park situations, and if it would enable trailer parks in Town.

- Staff replied that trailer parks are a land-leased community, not a grouped dwelling. A trailer could be brought in, but only by Development Agreement.

Howard Selig asked if the grouped dwellings will all be one owner.

- Staff replied that yes, it is one owner for all the buildings.

**260413.03** It was moved and seconded that the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement, and direct staff to proceed with the required Public Hearing process. **Motion carried.**

5. **ANYTHING BY MEMBERS**

Howard Selig expressed concern regarding increased lighting levels in the Industrial Park on the west side of Town. He noted that the intensity of lighting has grown and is impacting his property on Victoria Street, making it difficult to enjoy the area after dark. Mr. Selig indicated he is not aware of any existing Town bylaw or policy governing lighting and suggested that guidelines related to light pollution be explored.

Margaret Jerke expressed concern about the importance of maintaining clear boundaries between commercial and residential areas, noting that the Town should remain mindful of preventing the encroachment of commercial uses into residential neighborhoods.

6. **NEXT MEETING DATE**

Tuesday May 12<sup>th</sup> at 4:00pm. One agenda item Magee Drive Development Agreement.

7. **ADJOURNMENT**

Chair Campbell declared the meeting adjourned at 5:16pm.

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CHAIR

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RECORDING SECRETARY

**REQUEST FOR DECISION**  
**Appointment List Update**  
**RFD#: 036-2026**



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**To:** COTW and Town Council  
**From:** Ashley Crocker, CAO  
**Date:** April 20, 2026  
**Subject:** 2026 Appointment List Update

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**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Updated Draft Appointment List
- April 7, 2026 Letter from Middleton Pool Society Chair, Kelley Doucette

Legislation

- *Municipal Government Act*

Recommendation

That Council, on recommendation from the CAO and the current Pool Society directors, appoint Krystina Johnson, Mark Fowler, Scott Moore, Jenay Armstrong and Morgan Laffin to the Middleton Pool Society.

That Council approve the 2026 Appointment List, as presented.

Background

The Middleton Pool Society has secured new members for its board. In accordance with their society bylaws, they can elect 5-15 directors.

Sgt. Mike Maxwell has resigned from his position and until his position is filled, S/Sgt. Grant Ryland will be acting.

Financial Implications

N/A

**REQUEST FOR DECISION**  
**Appointment List Update**  
**RFD#: 036-2026**



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 20, 2026

**TOWN OF MIDDLETON**  
**2026 APPOINTMENT LIST**  
*(Approved by Council April 20, 2026)*

**COUNCIL AND COMMITTEES OF COUNCIL**

**COUNCIL**

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL  
COUNCILLORS DAN SMITH, JONATHAN ARCHIBALD,  
BERNADETTE KNAPP, JOHN BARTLETT, **VACANT**

**COMMITTEE OF THE WHOLE**

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL  
COUNCILLORS DAN SMITH, JONATHAN ARCHIBALD,  
BERNADETTE KNAPP, JOHN BARTLETT, **VACANT**

**INCLUSION, DIVERSITY, EQUITY & ACCESSIBILITY (IDEA)**

ELIZABETH MASON-SQUIRES, CHRISTINA HILTZ,  
CATHERINE JEAN VOYSEY, LARRY PETERS,  
BRENDA MACDONALD, MIKE WORTHINGTON, JOHN SMITH

**AUDIT COMMITTEE**

Citizens: SYLVESTER ATKINSON, **VACANT**  
DANIEL FORBES  
Town Council: COUNCILLORS BERNADETTE KNAPP, DAN SMITH

**COMMUNITY CENTRE & FIRE HALL COMM**

Fire Department: MIKE TOOLE, JODY SPIDLE, SCOTT VEINOT  
Town Council: MAYOR GAIL SMITH, COUNCILLORS  
BERNADETTE KNAPP, GARY MARSHALL  
Town Planner: CHRYSTAL FULLER  
Staff: CAO ASHLEY CROCKER, DPW ADAM VERRAN

**PLANNING ADVISORY COMMITTEE**

Citizens: HILARY CAMPBELL, MARGARET JERKE,  
DIANNE MCDONALD, HOWARD SELIG  
Town Council: COUNCILLORS JOHN BARTLETT, DAN SMITH,  
JONATHAN ARCHIBALD

**POLICE ADVISORY BOARD**

Citizens: JANET DAVIS, JO-ANN HIGHTOWER, **VACANT**  
Town Council: MAYOR SMITH, COUNCILLORS BERNADETTE  
KNAPP, JONATHAN ARCHIBALD  
NS Dept. of Justice: **VACANT** (Ad with Province)

**SOURCE WATER PROTECTION ADVISORY COMMITTEE**

Citizens-Town: BRENDA FORD, BRYSON CROWELL  
Citizens-County: **VACANT**  
County Council: COUNCILLOR GAIL OXNER  
Town Council: COUNCILLORS BERNADETTE KNAPP,  
JOHN BARTLETT  
Staff: DPW ADAM VERRAN

**ASSET MANAGEMENT WORKING GROUP**

Town Council: MAYOR GAIL SMITH  
Staff: CAO ASHLEY CROCKER, LEAH PROFITT  
DPW ADAM VERRAN

**INTER-MUNICIPAL COMMITTEES AND  
WORKING GROUPS**

**ANNAPOLIS COUNTY INTER-MUNICIPAL WORKING GROUP**

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL

**IDEA GOVERNANCE COMMITTEE**

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL

**VALLEY REGIONAL SERVICES BOARD**

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL (ALT)

**REMO ADVISORY COMMITTEE**

COUNCILLORS DAN SMITH, GARY MARSHALL

**REMO PLANNING COMMITTEE**

CAO ASHLEY CROCKER, DPW ADAM VERRAN

**VALLEY REN LIAISON & OVERSIGHT COMMITTEE (LOC)**

COUNCILLORS JOHN BARTLETT, JONATHAN ARCHIBALD (ALT)

**TOWN INDIVIDUAL APPOINTMENTS**

**ANIMAL CONTROL & BYLAW ENFORCEMENT OFFICERS**

AMANDA LEWIS  
ASHLEY GERVAIS

**BUILDING & FIRE OFFICIALS**

ANDREW DOBSON  
DAVID WRIGHT  
ERIN SCHURMAN-KOLB

**DANGEROUS & UNSIGHTLY PREMISES ADMINISTRATOR**

SEAN AMOS

**DEVELOPMENT OFFICER(S)**

CHRYSTAL FULLER  
LAUREN ISABELLE

**FIRE CHIEF & DEPUTIES**

CHIEF MIKE TOOLE  
DEPUTIES SCOTT VEINOT, JODY SPIDLE

**RCMP NCO IN CHARGE**

**ACTING S/SGT GRANT RYLAND**

**REMO COORDINATOR**

BRIAN ORDE, JENNIFER DANIELS (ALT)

**TOWN AUDITORS**

BDO CANADA

**TOWN CLERK**

SARA MARCEAU

**TOWN ENGINEER**

DPW ADAM VERRAN

**TOWN RETURNING OFFICER**

SARA MARCEAU

**TOWN SOLICITORS**

TAYLOR MACLELLAN COCHRANE

**TOWN TREASURER**

LEAH PROFITT

**TRAFFIC AUTHORITY**

**ACTING S/SGT GRANT RYLAND**, DPW ADAM VERRAN

**VWRM BYLAW ENFORCEMENT OFFICER**

DALE ROBERTS

**REPRESENTATION ON OTHER  
COMMITTEES (BY CITIZENS)**

**MIDDLETON SWIMMING POOL SOCIETY**

KELLEY DOUCETTE (Chair), STEPHANIE PURCELL (Vice-  
Chair), **MORGAN LAFFIN (Treasurer)**, **JENAY ARMSTRONG**  
(Secretary), KATIE GREENE, SHALENE BURNS,  
**SCOTT MOORE, MARK FOWLER, KRYSTINA JOHNSON**

**REGIONAL LIBRARY BOARD**

JILL COX

**WESTERN REGIONAL HOUSING AUTHORITY**

Citizen at Large: DIANNE MCDONALD



29 Gates Ave., Middleton, NS B0S 1P0

902-825-6600

Dear: Town of Middleton Mayor and Council

I am pleased to inform you that we have secured members for the Middleton Town Pool Society board for the 2026 season. Below is a list of names of current and newly elected members.

CURRENT MEMBERS:

Chair – Kelley Doucette

Vice-Chair – Stephanie Purcell

Member at Large – Katie Greene

Member at Large – Shalene Burns

NEW MEMBERS:

Treasurer - Morgan Laffin

Secretary - Jenay Armstrong

Member at Large - Scott Moore

Member at Large - Mark Fowler

Member at Large - Krystina Johnson

Thank you for your continued support of this valuable community resource and hoping to have the new members appointed so we can proceed with planning and operation for the 2026 season.

2026-04-07

X Kelley Doucette

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Kelley Doucette

Chair - Middleton Town Pool Society

Signed by: trust\_6c1b520f-7637-41f1-9dda-cc1256dcfe92

**REQUEST FOR DECISION**  
**Community Video Partnership**  
**RFD#: 037-2026**



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**To:** COTW and Town Council  
**From:** Ashley Crocker, CAO  
**Date:** April 20, 2026  
**Subject:** Community Video Partnership

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**Guiding Principles for Decision-Making**

**Accountability   Transparency   Diversity   Sustainability   Engaged   Informed**

References/Attachments

- April 13, 2026 Letter from Craig Baird

Legislation

- *Municipal Government Act*

Recommendation

That Council approve a partnership with Canadian History Ehx for the production of a community feature video and authorize the CAO to execute the necessary agreement on behalf of the Town at a total cost of \$500, to be funded from the communications/advertising budget, with \$250 payable upon engagement and \$250 upon delivery of the final product.

Background

The Town received correspondence from Canadian History Ehx, a nationally distributed history podcast and media platform, proposing a partnership opportunity to produce a 10–20 minute professionally produced video highlighting Middleton’s history, heritage, and local preservation efforts. It would also be provided for the Town for its own use in marketing and promotion, and the Town would have the opportunity to review and approve the video prior to publication.

The proponent is currently undertaking a coast-to-coast-to-coast journey across Canada to document community stories, with content distributed through multiple social media and digital platforms, including YouTube, Facebook, TikTok, Instagram, and other channels, reaching a combined audience of more than 300,000 followers and approximately one million annual podcast downloads.

**REQUEST FOR DECISION**  
**Community Video Partnership**  
**RFD#: 037-2026**



Under the proposed arrangement, the Town would participate in the development of a community-focused feature video, with content subject to municipal review prior to publication. The total cost of participation is \$500, structured as \$250 upon engagement and \$250 upon completion and delivery of the final video.

From a communications and tourism perspective, this is a relatively low-cost opportunity to create a high-quality, reusable promotional asset that aligns well with Middleton’s focus on heritage (e.g., our museums, trails, and historic assets). It would also provide additional exposure through an established, history-focused audience.

The proposed partnership is being brought forward to Council for consideration and direction regarding participation in this promotional opportunity.

**Financial Implications**

The total cost of the project is \$500, to be funded from the communications/advertising budget.

**Strategic Plan/Operating Plan Alignment**

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

**Community Engagement/Communication**

N/A

**REQUEST FOR DECISION**  
**Community Video Partnership**  
**RFD#: 037-2026**



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CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: April 20, 2026

## Telling Your Story: A Community History Video Partnership

Dear Council Members,

My name is Craig Baird, and I am the creator and host of *Canadian History Ehx*, one of Canada's leading history podcasts and radio programs.

I launched *Canadian History Ehx* in 2019 with the goal of exploring and sharing Canada's rich past. What began as a small podcast has grown into one of the most-listened-to history shows in the country, now reaching over one million downloads per year and airing nationally on the Corus Radio Network. Alongside the show, I manage social media channels with a combined audience of more than 300,000 followers, and I am the author of the best-selling book *Canada's Main Street: The Epic Story of the Trans-Canada Highway*.

This year, I am embarking on an ambitious coast-to-coast-to-coast journey across Canada to document our country's past and present. The stories, interviews, and experiences from this trip will become a series of videos and a future book focused on the people, places, and communities that shape Canada.

With my background in journalism and video production, my goal is to visit communities like yours to tell your story—highlighting your history, heritage, and the ways you preserve it for future generations. These videos are designed not only to celebrate local history, but also to serve as lasting, shareable promotional pieces for your community.

To help fund this journey, I am offering communities the opportunity to partner with me for the creation of a dedicated feature video about their history and heritage.

What I'm offering:

- A 10–20 minute professionally produced video focused on your community's history, heritage, and preservation efforts
- Distribution across my social media platforms, YouTube channel, and TikTok, reaching hundreds of thousands of history-interested viewers. My follower count is as follows:
  - Twitter (65,000): <https://x.com/CraigBaird>
  - Instagram (48,000): @cdnhistoryehx
  - Threads (40,000): <https://www.threads.com/@cdnhistoryehx>
  - Bluesky (25,000): <https://bsky.app/profile/cdnhistoryehx.bsky.social>
  - TikTok (35,000): @cdnhistoryehx
  - YouTube (6,800): <https://www.youtube.com/@CanadianHistoryEhx>
  - Facebook (106,000): <https://www.facebook.com/CanadianHistoryEhx>
- A collaborative process: no video will be published without your approval after review
- A two-week turnaround: all videos will be delivered for review within two weeks of filming

- Filming will take place during my journey between June and September (although some can be done earlier than June due to proximity to my location of Stony Plain, Alberta).

Cost:

- \$500 total
- \$250 upon acceptance
- \$250 once the video has been delivered for your review

My aim is to create something that your community can be proud of—an engaging, accurate, and accessible story that showcases what makes your town unique, while also introducing it to a large, Canada-wide audience interested in history, travel, and heritage.

Thank you very much for considering this proposal. I would be happy to answer any questions or discuss how we can tailor this project to best serve your community.

Sincerely,  
Craig Baird  
*Canadian History Ehx*

## COUNCIL'S STRATEGIC INITIATIVES

| # | STRATEGIC INITIATIVE   | UPDATE  |
|---|--|---|
| 1 | Perform an assessment of policing services within the Town of Middleton        | <ul style="list-style-type: none"> <li>Staff to investigate options for the assessment, considering the new policing standards just announced by the province</li> <li>Staff met with the Minister of Justice and staff and Council attended Police Advisory Board (PAB) training which gave some insights on how to improve community safety in Middleton</li> <li>Request to dissolve Joint PAB with Annapolis County was approved by the Minister of Justice</li> <li>Staff are working on recruitment for the new Town PAB and a procedure for setting policing priorities</li> </ul> |
| 2 | Explore the construction of a multi-faceted facility for municipal services    | <ul style="list-style-type: none"> <li>Staff have explored three different grant programs to help fund the new Community Centre Fill Hall</li> <li>The CCFHC instructed staff to explore a phased approach with JOST and the low bidder.</li> <li>Received phased approach. Exploring funding options.</li> <li>Staff to compile information for design/build RFP</li> </ul>  |
| 3 | Create a plan for replacing road and sidewalk infrastructure in priority areas | <ul style="list-style-type: none"> <li>A preliminary assessment was completed for the Provincial Paving Grant</li> <li>Staff have compiled information on roads and assessed and prioritized each road and sidewalk.</li> <li><b>Staff have completed a preliminary list of roads and road condition rating. Other indicators for consideration of road priority need to be assessed before a report comes to Council. Consultants may be required for some of this work.</b></li> </ul>  |
| 4 | Create a plan for upgrading water infrastructure in priority areas             | <ul style="list-style-type: none"> <li>Staff to compile information on water infrastructure</li> <li>PCAP Grant was awarded on July 10, 2025 for the School Street Waterline Project – this project is now complete!</li> </ul>   |
| 5 | Finish the new reservoir including the decommissioning of the old reservoir    | <ul style="list-style-type: none"> <li>UARB approved the project on Aug 2/24</li> <li>Contract was publicly tendered and awarded to Roscoe Construction on Aug 6/24</li> <li>Reservoir tank generated ~\$155K in tariffs at the border – staff working on getting an exemption</li> <li><b>Tender for old reservoir decommissioning has been prepared and under review with legal counsel</b></li> <li><b>Tank is currently being filled</b></li> </ul>   |

# Management Report

April 20, 2026



| # | STRATEGIC INITIATIVE  | UPDATE   |
|---|---|--|
| 6 | <p><b>Create a growth plan that promotes housing and population growth, as well as economic development</b></p> | <ul style="list-style-type: none"> <li>• Secondary Plan:                             <ul style="list-style-type: none"> <li>▪ Plan still needs to be approved by Council, and MPS/LUB amendments approved</li> <li>▪ Apr 15/25 – PAC held a public hearing</li> <li>▪ Planner is working with main developer to understand issues with the draft Secondary Plan</li> <li>▪ PAC Meeting held on Jan 12/26 with Council recommendation</li> <li>▪ Jan 19/26 Council meeting, staff directed to work with developer on a different approach</li> <li>▪ <b>Developer has submitted a high level plan and a first meeting between the developer and planning staff took place on Apr 13/26</b></li> </ul> </li> </ul>                                   |
| 7 | <p><b>Create a communications strategy that enhances public communication and transparency</b></p>              | <ul style="list-style-type: none"> <li>• <b>First draft of communications strategy was circulated to Council on Apr 8/26</b></li> <li>• <b>New website is now live, staff still need to perform a review of the website and obtain more pictures (this summer)</b></li> <li>• <b>Cross-training on website maintenance needs to be done</b></li> </ul>   |
| 8 | <p><b>Increase recreational programming and social events to the public</b></p>                                 | <ul style="list-style-type: none"> <li>• New Multi-cultural festival (Fall of 2025)</li> <li>• New Shad Derby (May 2025)</li> <li>• New summer events for families and children (July – August 2025)</li> <li>• New Titan Training started in 2025 and continues over the winter at AEES</li> <li>• New Drop-in Open Gym and Judo for AEES students and their families starting in January 2026</li> <li>• Staff applied for a grant to put on an event called “Seasoned Together” - an intergenerational, nutrition-focused initiative designed to bring older adults and youth together through the joy of cooking, creativity, and shared food.</li> <li>• <b>Grant application was approved – staff are in the planning stages!</b></li> </ul> |

## OPERATIONAL UPDATES

| <b>ADMINISTRATION</b>  |   |   |
|--|---|---|
| <b>Completed</b>   | <b>In Progress</b>  | <b>Issues</b>   |
| <p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>Nick Oickle was the successful candidate for the full-time permanent Equipment Operator/Labourer position</li> <li>Performance reviews</li> <li>Probationary reviews</li> <li>Karl Bigelow has retired</li> </ul> | <p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>Recruitment for temporary full-time Equipment Operator / Labourer position</li> <li>Recruitment for summer staff positions</li> </ul>  | <p><b>Staffing:</b></p>   |
| <p><b>Project Work:</b></p> <ul style="list-style-type: none"> <li>Website is complete and live</li> <li>Communications strategy is completed and will be presented to Council April 20<sup>th</sup></li> <li>Meeting with CAOs and Valley REN on Marketing Levy</li> </ul>      | <p><b>Project Work:</b></p> <ul style="list-style-type: none"> <li>Options for Town Hall – received a draft report from Palmer and Doherty</li> <li>Operating Plan for 2026-27</li> <li>Planning and preparation for June 13<sup>th</sup> Special By-Election is underway</li> <li>Rotary Club project for shade structure at pool</li> </ul> | <p><b>Project Work:</b></p>   |
| <p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>CAO discussions on management of Valley Waste and Tidal Transit</li> <li>Meeting with Federal MP Chris d’Entremont and Council on March 17<sup>th</sup></li> </ul>   | <p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>Management team reviewing priorities and policies</li> <li>Staff will be working with Pool Society on cameras at the pool</li> </ul>  | <p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>Affordability Study of keeping certain assets and services should be completed</li> </ul> |

## FINANCE

| Completed   | In Progress  | Issues  |
|---|--|---|
| <ul style="list-style-type: none"> <li>• February 2026 Bank Reconciliation</li> <li>• Operating results to end of February</li> <li>• Effective January 5, 2026, water deposits are being collected on all new accounts and change of ownership</li> <li>• 2026-27 Capital budget approved by Council March 30, 2026</li> <li>• 2026-27 Operating budget approved by Council April 7, 2026</li> <li>• Door hangers for public works created and in use</li> </ul> | <ul style="list-style-type: none"> <li>• March 2026 Bank Reconciliation</li> <li>• Working on updating Finance policies for Tax Sales and Tax Collection Procedures</li> <li>• Review of all Financial polices to determine which ones require updating or complete removal</li> <li>• Tax sale searches complete, proceeding with next steps</li> <li>• Fine-tuning job descriptions for finance staff</li> <li>• List of shut offs due to non-payment being compiled</li> <li>• Preparing for Audit</li> </ul> | <ul style="list-style-type: none"> <li>• There are several priorities on the go, and resources are being managed closely to keep things moving</li> </ul> |

## RECREATION and EVENTS

| Completed   | In Progress  | Issues  |
|---|--|---|
| <ul style="list-style-type: none"> <li>• St. Patrick’s Day Scavenger Hunt is over</li> <li>• March Break Camp was successful</li> <li>• Winter Equipment Loans are over</li> <li>• 2025/26 MPAL Final Report was submitted</li> </ul> | <ul style="list-style-type: none"> <li>• Fitness programs continue</li> <li>• Senior walking continues at CORAH at NSCC until April 30<sup>th</sup></li> <li>• Open Gym/Open Judo continues at AEES for students and families so far it has been well attended</li> <li>• Planning for the 2<sup>nd</sup> Annual Middleton Shad Derby is well underway for May 23<sup>rd</sup></li> <li>• Spring/Easter Scavenger Hunt is underway until April 13<sup>th</sup></li> <li>• A new community clean-up challenge in partnership with the Middleton Fire Department is underway for Wildfire Preparedness Day on May 2<sup>nd</sup></li> <li>• Washrooms at Rotary Park will open this week</li> <li>• Recruitment for one recreation staff and one parks staff for summer</li> <li>• Registration for Century Ride and Heart Run are now open</li> </ul> | <ul style="list-style-type: none"> <li>• Vandalism and theft continue to be a problem</li> <li>• Continues to be concerns about lack of shelter - Open Arms is in the area and comes by weekly to check on the situation</li> </ul> |

| PLANNING   |  |        |
|--|--|--------|
| Completed  | In Progress  | Issues |
| <ul style="list-style-type: none"> <li>• 2 Building Permits Issued</li> <li>• 15 Building Permits Issued for 2025-2026 YTD</li> <li>• 24 properties left to conduct Fire Inspections</li> </ul>                              | <ul style="list-style-type: none"> <li>• IF Holdings DA – application for a development on Commercial Street which will add one commercial unit and 6 residential units to an existing building was approved by Council on Jul 17/24 and no appeals were lodged</li> <li>• DA no longer in effect – file will be closed</li> </ul>   |        |
| <ul style="list-style-type: none"> <li>• Staff are working on a proposal with COG Development on a Development Agreement for a higher density multi-unit building</li> <li>• Subdivision plans have been approved</li> </ul> | <ul style="list-style-type: none"> <li>• Staff received an application to allow 27-33 affordable units on provincially owned land. The proposed development will be accessed from Magee Drive.</li> <li>• A Public Information Meeting (PIM) was held on February 19<sup>th</sup>.</li> <li>• Planning Advisory Committee (PAC) met April 13<sup>th</sup> and recommends Council give 1<sup>st</sup> Reading.</li> </ul> |        |
|  | <ul style="list-style-type: none"> <li>• PAC met Jan 12/26, to discuss the Northlands Secondary Planning Strategy. The road network raised concerns from both the PAC and the developer.</li> <li>• PAC and Council discussed options for next steps.</li> <li>• Plan submitted by developer &amp; meeting held with staff on Apr 13<sup>th</sup></li> </ul>   |        |
|  | <ul style="list-style-type: none"> <li>• Staff received an application for lands at 18 King Street to redesignate and rezone the property to extend the Bruce Auto Group dealership parking lot</li> <li>• A PIM was held on February 19<sup>th</sup></li> <li>• PAC met April 13<sup>th</sup> and recommends Council give 1<sup>st</sup> Reading.</li> </ul>  |        |

| <b>PUBLIC WORKS and PARKS</b>   |  |   |
|---|--|---|
| <b>Completed</b>  | <b>In Progress</b>   | <b>Issues</b>   |
| <p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>Cleaned up snow pile in public works yard</li> <li>Hauled scrap metal to recycler</li> </ul>  | <p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>Lined the ball fields</li> <li>Sanding/painting garbage cans</li> <li>Cleaning out rotary park barn</li> </ul>   | <p><b><u>General Public Works:</u></b></p>  |
| <p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>Getting trackless geared up to sweep</li> </ul>   | <p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>Hydraulic hose on Backhoe replaced</li> <li>Removing plow and salter from F250</li> <li>Repairs to recreation lawn mowers is underway</li> </ul>   | <p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>Trackless pins are shot and need to be replaced \$4,000</li> </ul>                                      |
| <p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>Put a lot of cold patch down to mitigate the potholes</li> <li>Repairs to lawns and road shoulders from damage by plow</li> </ul>  | <p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>Sink hole on Acadia and Duke getting repaired</li> <li>Sink hole on Marshall in Industrial Park - investigating</li> <li>Sweeping streets will start this week</li> </ul>   | <p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>Potholes are starting to form – asphalt plant is not opening until after May long weekend</li> </ul> |
| <p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Replaced meter read buttons at 6 homes</li> <li>New reservoir has been filled and chlorinated</li> <li>Replacement valves received for New Reservoir</li> <li>New valve and pipe installed at TRA</li> <li>Tender for decommissioning of old reservoir – awaiting legal review</li> </ul> | <p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>New reservoir project about 98% complete</li> <li>Booster station switch-over from old reservoir to new</li> <li>Tariff relief not yet received</li> <li>Repairing broken meters</li> <li>Getting the PCL and the SCADA online at the new reservoir</li> </ul> | <p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Well 3 cleaning getting deferred to 2026 when new reservoir is up and running</li> </ul>                  |
| <p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Repairs to School Street lift station</li> <li>Motor and electrical work complete</li> </ul>   | <p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Cleaning of North Street Lift Station. Too much grease causing sensors to malfunction</li> </ul>  | <p><b><u>Wastewater &amp; Equipment</u></b></p>   |

## FIRE DEPARTMENT

| Completed   | In Progress  | Issues |
|---|--|--------|
| <ul style="list-style-type: none"> <li>• Monthly Truck Inspection</li> <li>• Woods Wildfire Training</li> <li>• Local Fire Apparatus agent brought a 2025 Demo Pumper for our viewing</li> <li>• Monthly Society Meeting</li> <li>• Basic Breathing SCBA training and awareness</li> <li>• Medical First Responder Training</li> <li>• Attended the Annapolis County Meeting In Lawrencetown</li> <li>• Hosted a Federal Responding to the Interface Training program on urban wildfires, total of 75 people over 3 days from various levels of government and local fire departments</li> <li>• 2 members trained as local instructors for the Province in preparation for the new Government Legislation</li> </ul> | <ul style="list-style-type: none"> <li>• Four new members started their Level 1 Training program</li> <li>• The New Utility Truck is soon to arrive over the next couple weeks pending production on schedule</li> <li>• Fire Smart open house will be on May 2<sup>nd</sup> from 10am-2pm</li> <li>• Police Day is coming up May 13<sup>th</sup>, we have been requested for a static truck display</li> <li>• In the final stages of completing a draft RFP tender for the new pumper capital replacement project</li> </ul> |        |

**Incident Summary**  
**From Mar 1 26 to Mar 31 26**

| <b>Date/No.</b>                 | <b>Address/Type</b>   | <b>Minutes</b> | <b>Responders</b> | <b>Injuries</b>        | <b>Fatalities</b> |
|---------------------------------|---|----------------|-------------------|------------------------|-------------------|
| Mar 1 26 07:03:51<br>26-01755   | 25 Commercial St, MIDDLETON<br><b>Investigation</b>                                 | 48             | 0                 |                        |                   |
| Mar 1 26 17:22:24<br>26-01764   | Highway 101 Dm 174 W, SPA<br>SPRINGS<br><b>MVA - Confirmed Entrapment / Unknown</b> | 0              | 0                 |                        |                   |
| Mar 3 26 16:30:33<br>26-01821   | 3 Hollow Dr, MIDDLETON<br><b>Lift assist</b>  | 27             | 0                 |                        |                   |
| Mar 5 26 17:14:36<br>26-01867b  | 470 Main St, LAWRENCETOWN<br><b>Mutual Aid to the Scene</b>                         | 22             | 0                 | Assistance to 26-01867 |                   |
| Mar 6 26 12:59:23<br>26-01894b  | 12031 Highway 1, BRICKTON<br><b>Mutual Aid to the Scene</b>                         | 29             | 0                 | Assistance to 26-01894 |                   |
| Mar 8 26 21:23:50<br>26-01944   | 362 Highway 362, GATES<br>MOUNTAIN<br><b>Power pole on fire</b>                     | 31             | 0                 |                        |                   |
| Mar 9 26 16:31:09<br>26-01958   | 353-5 Main St, MIDDLETON<br><b>Lift assist</b>                                      | 0              | 0                 |                        |                   |
| Mar 9 26 17:16:06<br>26-01961a  | Highway 101 Exit 17-18, KINGSTON<br><b>Mutual Aid to the Scene</b>                  | 0              | 0                 | Assistance to 26-01961 |                   |
| Mar 20 26 01:19:28<br>26-02236  | 12827 Highway 1, BRICKTON<br><b>Commercial Fire Alarm</b>                           | 82             | 0                 |                        |                   |
| Mar 24 26 04:41:13<br>26-02323  | 443-20 Main St, MIDDLETON<br><b>Medical</b>   | 7              | 0                 |                        |                   |
| Mar 24 26 20:35:34<br>26-02352a | 9711 Highway 10, NICTAUX<br><b>Mutual Aid to the Scene</b>                          | 100            | 0                 | Assistance to 26-02352 |                   |
| Mar 26 26 19:56:14<br>26-02406  | 58 Mccolough Rd, SPA SPRINGS<br><b>Transformer on fire</b>                          | 53             | 0                 |                        |                   |
| Mar 29 26 19:08:02<br>26-02481  | 49-C Sunset Cres, MIDDLETON<br><b>Medical</b>                                       | 41             | 0                 |                        |                   |
| 13 incidents for Middleton      |   | 7 hrs 20 mins  | 0                 |                        |                   |
|                                 |   | 7 hrs 20 mins  | 0                 |                        |                   |

February 9, 2026

Call to Order: 2:02 PM  
The meeting met quorum.

Attendance:

|                      |                                |                                |
|----------------------|--------------------------------|--------------------------------|
| John Bartlett,       | Chair, Councillor, VM          | Middleton                      |
| Chrystal Remme       | Vice Chair, Councillor, VM     | West Hants                     |
| Mark Phillips        | CAO                            | West Hants ( <i>virtual</i> )  |
| Dave Corkum          | Mayor, VM                      | County of Kings                |
| Christina Sappington | Councillor                     | County of Kings                |
| Andrea Hyslop        | Deputy CAO                     | County of Kings                |
| Mike Trinacty        | Mayor, VM                      | Berwick                        |
| Jen Boyd             | CAO                            | Berwick                        |
| Rob Baker            | Councillor, VM                 | Kentville                      |
| Jodi MacKay          | Mayor, VM                      | Wolfville ( <i>virtual</i> )   |
| Glenn Horne          | CAO                            | Wolfville ( <i>virtual</i> )   |
| Ashley Crocker       | CAO                            | Middleton ( <i>virtual</i> )   |
| Evan Williams        | Growth & Development, VM       | Nova Scotia ( <i>virtual</i> ) |
| Judy Lynch           | Labour, Skills and Immigration | Nova Scotia ( <i>virtual</i> ) |
| Emily Boucher        | CEO                            | Valley REN                     |
| Jennifer Tufts       | COO                            | Valley REN                     |

Regrets: James Clouthier

**1) Call to Order**

The meeting was called to order by Councillor Bartlett at 2:02 p.m.

**2) Approval of the Agenda – February 9, 2026**

**Amendment to agenda to move up voting**

***Mayor Corkum* moved to approve the Valley REN Liaison and Oversight Committee Meeting Agenda for February 9, 2026, with amendment to remove November 27, 2025 approval of Board minutes as those were approved by the Board (had been initially included as LOC members attended), seconded by *Councillor Remme*.**

**Motion Carried.**

**3) Review of the Minutes – October 20, 2025**

No changes were noted.

**4) Business Arising**

**a) LOC E-Vote Policy (Review Draft Policy)**

- Incorporated for follow up – initially talked about this in July meeting to potentially have an e-vote policy because Valley REN doesn't currently have one
- *Boucher* requested guidance from Evan Williams and Jason Haughn (both with the Province) to confirm we were allowed to have one; feedback confirmed that it should be a LOC decision whether one is needed

- Municipal Councils cannot e-vote as per the MGA, but the IMSA does not indicate that it is not allowed
- During the October meeting there was consensus on us having one in the event it may ever be needed – draft duplication of the Valley REN’s Board policy
- Vote to approve – comfortable as presented with amendment to review at AGM every two years (next review would be at the 2028 AGM)
- **Motion by *Mayor Corkum* and seconded by *Mayor Trinacty*. Motion Carried.**

## **b) Population (Investment) Readiness Strategy**

- Noted at our last LOC meeting as an exploratory component of our strategic plan
- This kind of strategy allows us to explore what do we need to sustainably grow – transit, energy, population, workforce, etc.
- Initially put forward as a population readiness strategy, but given the amount of growth anticipated with Greenwood and economic volatility, Valley REN is recommending broadening the scope and language to put forward an investment readiness and implementation strategy (IRIS)
- Valley REN had looked at IRIS a few years ago – using Leduc, Alberta as an example – link to strategy to provide as an example
- This kind of strategy allows our region to better prepare for growth by identifying where and growth can happen
- *Boucher* noted that a CanExport application for funding has been put forward to support a regional IRIS, noting that this would cover 50% of funding
- IRIS would also incorporate an updated regional economic profile and individual municipal profiles to support foreign direct investment (FDI) opportunities
- *2:20pm – Councillor Sappington departs meeting*
- FDI training included as well – our team has basic FDI training – more intensive course, allows us to help support training for municipal partner staff in economic development roles
- *Councillor Baker* asks if there has been a review or feedback from Leduc on their IRIS
- *Boucher* confirmed that she will follow-up with Leduc for insight

## **c) Municipal Working Group Notes (December 17, 2025)**

- Highlighted and included the notes from working group session on December 17th (held with members of LOC)
- Tourism Strategy Manager (Genevieve Allen Hearn) coordinated a presentation with Jennifer Mantin (Colchester’s Economic Development Officer) for insight on their approach and success with a regional marketing levy
- *Allen Hearn* will be coordinating a follow-up session with the working group (noting that it’s primarily made up of CAOs)

## **5) New Business**

### **a) 2026-2027 Draft Budget and Business Plan**

#### **i. IMSA Special Project Clarification**

- Follow-up discussion from meeting with Audit Committee (which includes CAO, Jen Boyd)
- Audit Committee consensus on draft budget and will meet again following CAO Review
- During the CAO review clarification on the IMSA was requested to confirm how we should display special project funding if we are leveraging funds from our operating surplus
- When securing project funding, Valley REN has a contribution to the project that has been pulled from surplus
- *CAO Boyd* provided clarification on how the wording of “project expenses and project

funding” should be clear so as not to be interpreted as special projects (noting that special projects are projects outside of the scope of the strategic plan and require formal approval from LOC)

- *Mayor Corkum* requested clarification on the budgeted deficit; *Boucher* noted that it is displayed intentionally to acknowledge that we must leverage surplus funds to offset core operations
- Without surplus funds, Valley REN will have to restructure as we have been operating on the same amount of core dollars since existence (similar conversations to those of the regional library); Board discussions are underway on developing a new funding model this year to support sustainability
- All RENs did request additional funds from the Province last year, which has not been approved to date
- Within the Business Plan, we have incorporated a review of our strategic plan for next year to re-strategize and look at priorities and how we navigate the need for structural changes, noting that we must leave \$100,000 in reserve funds for potential wind-down
- Clarification on the shift in language to move the project expenses line under Economic Development, so as to ensure it’s not misinterpreted as special projects
- No other changes requested
- *Boucher* noted a simplified logic model for the Business Plan with a goal to get to 10 key outputs in alignment with Western REN and others; this will be incorporated into the full Business Plan; no additional feedback

## b) OPIN Innovation Spring

- *Boucher* extended thanks to the Province for its support of the facilitation of a design thinking innovation sprint with the Outpost for Public Sector Innovation which focused on identifying how we strengthen the cohesiveness of the Valley as the second largest economic region in the province
- We were able to bring together a group of 17 senior level representatives from major anchor employers to go through the sprint
- There was a positive sense of camaraderie and a desire for the region and employers within it to work together more closely and to promote the region as one region
- *Boucher* to provide the report once it’s finalized with an overview on next steps; one request is to bring this group together with key government partners

## c) Provincial Priorities – Key Sector Profiles

### i. 14 Wing Greenwood Growth

- Valley REN facilitated an information session on Jan. 23<sup>rd</sup> with municipal and provincial partners, including the Deputy Minister of the Dept. of Growth and Development, at 14 Wing Greenwood
- It was beneficial session that highlighted consistent requests for data to be shared with municipal partners
- Valley REN highlighted the importance of promoting defense as an emerging sector, adding to our current priority sectors: agriculture, tourism, and manufacturing
- 14 Wing Greenwood and Camp Aldershot will see an investment of more than \$1B over the next 10 years, so it is important for regional coordination with the Province and the Federal Government
- Valley REN will engage in defense investment discussions with the private sector
- Further discussion is needed on Valley REN’s role and how we can continue to communicate information and opportunities for businesses and entrepreneurs in the

region; also noting data from BRE may highlight capacity for supply-chain support and further opportunities for businesses in the region

- *Williams* noted that the Province is working on economic modelling and developing a sector taskforce
- *Councillor Remme* noted that the Connector Program could potentially support this – *Boucher* agreed

## 6) Valley REN Operations and Activity Update

- Immigration and Settlement Navigation program – still awaiting confirmation from the province on next agreement (noting we’re at the end of our current three-year agreement); the province has confirmed a 2-year extension, but we’re unsure of what that will look like and we need to confirm continued joint funding from ACOA; given immigration policy changes programming will likely be focused on retention
- Community Asset Mapping activities – *Boucher* notes that the Valley REN team is trained in community asset mapping through GMIST; it’s a unique economic development tool that can be offered to communities/partners that focuses on identify the strengths and assets of a community that supports mind-set shifts/increased community engagement in economic development activities
- The AGM has been confirmed for June 30<sup>th</sup> (will take place at Glooscap First Nations Community Centre – post tour of new market and solar panels and Michael Peters will be keynote)

## 7) Board of Directors Chair Update

- James unable to attend; *Boucher* provided brief report
- The Board is in recruitment mode, noting that Jessica Clahane completed her term in January and Luke Hempel is set to complete his term in March

**8) Meeting Schedule (next meeting):** April 13<sup>th</sup>, 2026 (2 PM-4 PM)

**9) Adjournment:** The meeting was adjourned at 3:15pm. Moved by *Councillor Remme* and seconded by *Councillor Baker*. Motion carried.

## Action Items

| Action Item  | Responsible   | Due Date                           |
|--|---------------|------------------------------------|
| 1. Boucher to provide LOC with OPIN Session Report   | Emily Boucher | In advance of the next LOC Meeting |
| 2. Boucher to meet with Leduc for feedback on IRIS – will report back to LOC   | Emily Boucher | In advance of the next LOC meeting |
| 3. Changes to be made to the budget outline (how projects are displayed) – to be reviewed with the Audit Committee for approval. | Emily Boucher | As soon as possible                |





**General Manager Updates** - Under the leadership of General Manager Andrew Garrett, the following items are underway:

### **Administration**

- Divert NS met with the Regional Chairs Committee to confirm the Diversion Credits available to regions for fiscal year 2026–2027. Funding has been set at \$7.5 million. The annual credit allocation is based on 70% of Divert NS net revenues, adjusted using a smoothing formula to prevent significant year-to-year fluctuations.
- A new online procurement portal is now on the VW website, enabling electronic submissions of RFPs and Tenders. The system, created and used by the Municipality of East Hants, has been adopted to allow for broader use.
- All vendors have been notified of the 5% increase in tipping fees, effective April 1st. Advertising and updated signage are currently in progress.
- Valley Waste has been recognized by Call2Recycle for the second consecutive year as a “Leader in Sustainability” for its responsible battery management. In 2025, 14.2 tonnes of batteries were recycled through the Management Centres.
- Draft revisions to the solid waste bylaw are underway to incorporate new recycling regulations, bulky waste collection requirements, tipping fee changes, and additional updates to modernize the bylaw.

### **Capital Projects & Operations**

- Three Request for Proposals have been issued for approved 2026-2027 capital projects:
  - Purchase of a new or used cardboard baler with a closing date of April 9<sup>th</sup>.
  - Expansion of the Western Management Centre building with a closing date of April 23<sup>rd</sup>.
  - Construction of a warehouse at the Western Management Centre with a closing date of April 23<sup>rd</sup>.
- Following safety concerns raised at the February Board of Directors meeting, the Operations Manager and Health and Safety Coordinator reviewed conditions at the Western Management Centre Scale. A new customer procedure has been implemented, and replacement of the outgoing scale will be considered for the 2027–2028 budget.
- All waste wood at the Western Management Centre was processed in February.
- Three (3) six-month Seasonal Worker positions approved for 2026-2027 have been posted.
- The interior push wall at the Eastern Management Centre has been repaired and reinforced with a steel surface.
- The new press at the Western Management Centre is being completed by Nova Millwrights.
- The steel structure for the hazardous waste facility in Lawrencetown is still not started.

### **Education**

- The education team hosted four battery drop-off events across the Valley for National Battery Day, February 18<sup>th</sup> in Bear River, Cornwallis Park, Berwick, and Canning. Two pails of batteries were collected, including many older units, and many button batteries.
- Communications materials have been prepared and distributed regarding bi-weekly bulky waste collection, including resources for municipal front-line staff, multi-unit property owners, and haulers. Direct communication is being provided to private roads not accessible by larger bulky waste trucks and special arrangements are being coordinated at public road intersections to ensure twice-annual collection for these properties.

## **BOARD DECISIONS**

### **Tidal Transit Authority**

That the Tidal Transit Authority Board approve entering into a 60-month lease agreement with option to renew with Sunset Tides Developments Ltd. for the Cornwallis Park transfer station.

### **Valley Waste-Resource Management**

That the Valley Regional Services Board of Directors do not award the contract for the provision of Janitorial Services and instead approve the hiring of a term part time position effective April 1, 2026, to fulfill Janitorial duties.

A meeting of the Planning Advisory Committee (PAC) was held in person on Monday, April 13, 2026, starting at 4:00pm.

**PRESENT**

Chairing the meeting: Hilary Campbell; Councillors Dan Smith and Jonathan Archibald; Citizens-at-large, Howard Selig, Dianne McDonald, and Margaret Jerke, Senior Project Manager Jennifer Nicholls, Development Officer, Ethan Oderkirk, Chief Administrative Officer, Ashley Crocker and Director of Public Works, Adam Verran.

Regrets: Councillor John Bartlett, Recording Secretary/Planning Services Coordinator, Sara Marceau

**1. CALL TO ORDER**

Chair Campbell called the meeting to order at 4:00pm.

**2. APPROVAL OF THE AGENDA**

**260413.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

**3.1 Approval of the Previous Meeting Minutes**

February 19, 2026 Committee Meeting Minutes  
February 19, 2026 Public Information Meeting Minutes

An omission was noted by Dianne McDonald, and the minutes were considered approved as corrected.

**4. ACTION/DISCUSSION ITEMS**

**4.1 18 King Street, Planning Report**

Councillor Archibald declared a conflict of interest and left the discussion table.

Development Officer Ethan Oderkirk gave a presentation on the 18 King Street Planning Report.

Development Officer Oderkirk outlined concerns that were raised at the Public Information Meeting, including stormwater management (pooling and flooding neighboring yards), increased traffic on King Street, nuisance impacts (bright lighting), and the impact on the Town's tax base if the zoning change were to take place.

Oderkirk described the process moving forward, recommending that the request proceed by development agreement. He also outlined key aspects proposed for inclusion in a development agreement, to help address some of the public's concerns:

- Requirement of a stormwater management plan
- Outlines the intended use of Subject Property
- Driveway access requirements
- Landscaped buffering requirements along King Street and south adjacent residential property – including retaining mature trees in buffer
- Lighting controls requirements
- Parking requirements
- Maintenance of property and landscaped buffer
- Permitted hours of operation control and winter maintenance

Oderkirk then described the approval process, after which Committee members asked questions:

Margaret Jerke asked whether the public would still have an opportunity to voice concerns if the motion were recommended.

- Staff responded that yes, Council is required to hold a public hearing in conjunction with Second Reading

Dianne McDonald and Howard Selig expressed concern about bright lighting overnight and asked whether motion sensors or dimming could be used.

- Staff responded that motion detector lighting could be explored, and that there may be liability reasons that require lights to be on overnight.

Margaret Jerke asked for clarification on the timeline for installing fencing and buffers, and responsibility of maintaining the fence.

- Staff responded that the mature trees would be maintained, and the fencing would go in between the trees. Staff confirmed that the development agreement states that the applicant is responsible for maintaining the fence.

Councillor Smith asked about recourse if the applicant does not follow the development agreement.

- Staff responded that the development agreement will state that all actions required in the agreement must be completed before permits are awarded.

Councillor Smith also noted that it will only be evident if the stormwater management plan works if it rains. He said that there are public comments and complaints around flooding in that area since the previous parking lot was put in. He asked for clarification on how a stormwater management plan can be accepted if it's not certain it will work, and whether there are options if it doesn't work.

Chair Hilary Campbell asked if it was possible to write a one-year review clause into the development agreement to require the applicant to take additional steps to mitigate any problems that may arise if the stormwater management plan proves to be ineffective.

- Staff responded that they would need to investigate this.

Margaret Jerke noted that there were concerns from residents about the potential effect this project may have on property values in the area. She asked if a review has been completed on this.

- Staff explained that the potential impact on neighbouring property values is not a consideration in the application process.

Dianne MacDonald expressed concern for the environment, ensuring trees are protected and that the Town is a welcoming community.

Chair Hilary Campbell noted that, based on a review of the zoning map, this would be the first commercial/residential mixed zone without frontage on Main Street. While she acknowledged that mitigation measures could be implemented, she questioned whether permitting this property to expand further into residential areas could set a precedent and asked where such expansion would be limited. She emphasized that Council must carefully consider the potential negative impacts of commercial encroachment into residential neighborhoods.

CAO Crocker asked if there is a plan to consolidate the lot, so it is not separated and the only lot that is left without road frontage.

- Staff confirmed that the development agreement requires the lot to be consolidated with the one right above it, which would give the newly consolidated lot road frontage on Main Street.

Margaret Jerke asked for clarification on whether the applicant can put a separate entrance into the new parking lot from King Street.

- Staff responded that the current development agreement states that the new parking lot must be accessed through Main Street.

Committee members discussed amendments but chose to proceed while ensuring concerns were reflected in the minutes:

The PAC recommends that Council consider putting additional mitigation measures in the development agreement or ask staff and the applicant to further explore:

- 1) Planting of mature trees instead of saplings
- 2) A clause that the stormwater management plan be revisited after one year to see if the plan is working and if not, that the applicant be required to put additional measures in place to rectify any problems, particularly with flooding
- 3) Motion censored lights or lights that will dim overnight
- 4) The negative impacts of encroachment of commercial businesses into residential areas

**260413.02** It was moved and seconded that the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street (PIDS 05079264 and 05180641) from Residential to Residential Mixed Use (RMU); and that Council give initial consideration to the attached draft development agreement; and that Council schedule a Public Hearing. **Motion carried.** Councillor Smith voted against the motion.

Councillor Archibald returned to the discussion table.

#### 4.2 Magee Drive Amendments

Development Officer Ethan Oderkirk gave a presentation on the Magee Drive Amendments.

Development Officer Ethan Oderkirk clarified that only the amendments are coming forward at this time, and not the development agreement. This will give Council the discretion to allow grouped dwellings in its Municipal Planning Strategy and Land Use Bylaw. Any development over six (6) units must be approved by way of Development Agreement. Without having these amendments in place, a Development Agreement for Magee Drive cannot come forward.

Members of the Planning Advisory Committee asked a variety of questions:

Councillor Archibald asked how this development relates to trailer park situations, and if it would enable trailer parks in Town.

- Staff replied that trailer parks are a land-leased community, not a grouped dwelling. A trailer could be brought in, but only by Development Agreement.

Howard Selig asked if the grouped dwellings will all be one owner.

- Staff replied that yes, it is one owner for all the buildings.

**260413.03** It was moved and seconded that the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement, and direct staff to proceed with the required Public Hearing process. **Motion carried.**

5. **ANYTHING BY MEMBERS**

Howard Selig expressed concern regarding increased lighting levels in the Industrial Park on the west side of Town. He noted that the intensity of lighting has grown and is impacting his property on Victoria Street, making it difficult to enjoy the area after dark. Mr. Selig indicated he is not aware of any existing Town bylaw or policy governing lighting and suggested that guidelines related to light pollution be explored.

Margaret Jerke expressed concern about the importance of maintaining clear boundaries between commercial and residential areas, noting that the Town should remain mindful of preventing the encroachment of commercial uses into residential neighborhoods.

6. **NEXT MEETING DATE**

Tuesday May 12<sup>th</sup> at 4:00pm. One agenda item Magee Drive Development Agreement.

7. **ADJOURNMENT**

Chair Campbell declared the meeting adjourned at 5:16pm.

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CHAIR

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RECORDING SECRETARY



## **MAYORS REPORT**

### **March 2026**

Since the last Council meeting, I had the opportunity to attend and participate in a productive discussion with Chris d'Entremont.

On March 17, I attended a public meeting with Mr. d'Entremont, where I provided updates on current projects, outlined Council's priorities, and shared an overview of the Town of Middleton's current position. The meeting was constructive, and Mr. d'Entremont expressed a strong interest in supporting the Town, asking how he could be of assistance and whether there were any immediate needs he could help address.