

AGENDA

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES

- 3.1 Public Hearing Meeting Minutes – December 4, 2023
- 3.2 Public Hearing Meeting Minutes – January 15, 2024
- 3.3 Council Meeting Minutes – May 19, 2026
- 3.4 Public Hearing Meeting Minutes – May 19, 2026
- 3.5 Special Council Meeting Minutes – June 1, 2026

4. NEW BUSINESS

- 4.1 Reservoir Decommissioning Project – Paul Young, CBCL
- 4.2 Mayor, Council & CAO Expense Report for Q4 – CAO
- 4.3 Middleton Library Closure – CAO

5. 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.

6. REPORTS

- 6.1 Management Report
- 6.2 Middleton Fire Department Dispatch Report for May 2026
- 6.3 Valley Regional Services Board May 20/26 Meeting Minute
- 6.4 Audit Committee Meeting DRAFT Minutes May 21/26
- 6.5 Valley REN LOC Committee Meeting DRAFT Minutes May 28/26
- 6.6 Mayor’s Report

7. CORRESPONDENCE

- 7.1 June 9, 2026, Letter from Minister of Municipal Affairs John A. MacDonald re 12-month notice letter to municipalities 2027-2028

MIDDLETON TOWN COUNCIL
Town Hall – Council Chambers & YouTube Live
Monday, June 15, 2026
6:30pm



8. ANYTHING BY MEMBERS

9. ADJOURNMENT

A Public Hearing was held at the Town Hall, via Zoom and Facebook Live on Monday, December 4, 2023, starting at 6:30 p.m.

Present: Chairing the meeting, Mayor Sylvester Atkinson; Deputy Mayor Gail Smith; Councillors John Bartlett, Michael Fairn, Bernadette Knapp (via Zoom), Chad LeBlanc, and Gary Marshall (entered at 6:39pm); Chief Administrative Officer, Ashley Crocker; and Recording Secretary, Krista Grear.

1. MEETING OPENING

Mayor Atkinson opened the Public Hearing at 6:32 pm.

**2. MUNICIPAL PLANNING STRATEGY (MPS) AND LAND USE BYLAW (LUB)
HOUSEKEEPING AMENDMENTS # 2**

a. Presentation of MPS-LUB Housekeeping Amendments # 2

Planner, Chris Millier gave an overview of the history of the amendments process, from 2018 to present noting:

- First group of amendments were approved by Council and subsequently by the Province.
- Second round of amendments was approved by Council and sent to the Province, and were returned with questions and suggestions, specifically requiring more clarity around Homes for Special Care.
- This revised version of the Housekeeping Amendments #2 includes the changes related to Homes for Special Care provisions. The balance of the amendments was not of concern to the Province, as such they remain unchanged. Dwelling unit definition was also revised and is included.

b. **PUBLIC INPUT**

No members of the public present

c. **WRITTEN SUBMISSIONS RECEIVED**

CAO Crocker noted that none were received.

3. ADJOURNMENT

It was moved to close the Public Hearing at 6:44 pm.

Mayor

Recording Secretary

A Public Hearing was held at the Town Hall, via Zoom and Facebook Live on Monday, January 15, 2024, starting at 6:30 p.m.

PRESENT

Chairing the meeting, Mayor Sylvester Atkinson; Deputy Mayor Gail Smith; Councillors Michael Fair, Bernadette Knapp, John Bartlett, Chad LeBlanc, and Gary Marshall; Chief Administrative Officer, Ashley Crocker; Director of Public Works Adam Verran; Director of Finance, Abiodun Ayeni; Planning Coordinator, Sharon McAuley, and Recording Secretary, Krista Gear.

Regrets:

Also in Attendance: Town Planner, Dawn Sutherland (via zoom)

1. PUBLIC HEARING OPENING

Mayor Atkinson opened the Public Hearing at 6:30 pm.

2. SUBDIVISION BYLAW

a. Presentation of Subdivision Bylaw

Town Planner, Dawn Sutherland gave a presentation outlining the new Subdivision Bylaw and answered questions.

She noted that the review and updates to the MPS/LUB Housekeeping Amendments and Subdivision Bylaw have occurred over the past two years. She further noted that the Town of Wolfville gave permission to use much of its existing subdivision bylaw, with the Town updating sections specific to the Town of Middleton.

b. Public Input

No members of the public present.

c. Written Submissions Received

CAO Crocker noted that none were received.

3. ADJOURNMENT

The Public Hearing closed at 6:38 pm.

Mayor

Recording Secretary

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via YouTube Live, on Tuesday, May 19, 2026, starting at 7:00pm.

PRESENT

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

Also in attendance: Planner, Chrystal Fuller, Development Officer Lauren Isabelle, 10 citizens

1. **CALL TO ORDER**

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

2. **APPROVAL OF THE AGENDA**

260519.01 It was moved and seconded that Council approve the agenda as amended.
Motion carried.

3. **SECOND READING**

3.1 RFD 042-2026 Second Reading for 18 King Street

Development Officer Isabelle explained the second reading during the public hearing.

Councillor Archibald declared a conflict of interest and left the table at 7:01pm.

Council discussion included differing views on the proposed motion and land use implications.

Councillor Smith did not support the motion, stating that the future land use map determines where boundaries are set and those lines should not be moved further down King Street. He noted the area should remain treated as a residential neighborhood and emphasized the Town's obligation to adhere to its Municipal Planning Strategy (MPS), which is reviewed periodically to establish land use designations. He cautioned against allowing business encroachment into residential areas, referencing past precedents and suggesting it would be a disservice to residents.

Deputy Mayor Marshall acknowledged the comments from others and referenced concerns as a Park Street resident. He noted that the property owners are approachable and willing to address concerns and indicated understanding of the issues raised.

Councillor Bartlett raised concerns about potential outcomes, including the possibility of demolition and a vacant lot, as well as the loss of property tax revenue. He expressed concern about the Town's financial position.

Councillor Knapp supported concerns raised by other councillors, stating she would not want similar impacts in her own neighborhood. She emphasized the potential loss of residents and tax base if the proposal proceeds and expressed empathy for residents living on affected streets.

Mayor Smith expressed concern about the broader implications for businesses within the town.

260519.02 It was moved and seconded that Town Council, on recommendation from the Planning Advisory Committee and after holding a public hearing, gives second reading and approves the 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. **Motion defeated.** (3 votes against – Smith, Mayor, Knapp and 2 votes in favor – Marshall, Bartlett).

Councillor Archibald returned to the Council table at 7:17pm.

3.2 RFD 043-2026 Second Reading for Magee Drive Amendments

Planner Fuller explained the second reading during the public hearing.

Councillor Smith stated that group dwellings of seven or more units are approved by development agreement (DA), and that under the existing Land Use Bylaw (LUB), up to six grouped dwellings are permitted as of right.

- Planner Fuller noted that the framework is very permissive, explaining that anything under six units is permitted as of right, while seven or more units requires a development agreement.

Councillor Smith expressed concern that six-unit developments are being allowed in the town and indicated a desire to see all grouped dwellings treated consistently.

- Planner Fuller clarified that this interpretation is not entirely correct, noting that six units on a lot are permitted under current provisions and referencing areas such as Northlands, adding that there are housekeeping items that may need to be addressed.

Councillor Bartlett commented that many examples relate to Magee Drive and emphasized that the issue relates to the Land Use Bylaw.

- Planner Fuller responded that similar provisions apply throughout the residential designation.

260519.04 It was moved and seconded that Council gives second 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. **Motion carried.**

4. PROCLAMATION

4.1 Mayor Smith proclaimed May 31-June 6, 2026, as Accessibility Awareness Week in Middleton.

5. APPROVAL OF THE MINUTES

5.1 Approval of the Previous Meeting Minutes

2026.04.07 Special Council Meeting Minutes
2026.04.20 Council Meeting Minutes
2026.05.04 Special Council Meeting Minutes
2026.05.04 In-Camera Meeting Minutes

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

6. ANYTHING BY CITIZENS

CAO Crocker received an email from Carol Carignan regarding the no-leash bylaw. CAO Crocker reached out to the Protective Services Manager at the County of Annapolis to discuss the issue.

Councillor Knapp stated that this is something staff should look into further.

Councillor Bartlett said he understands the email but noted that not everyone has control of their dog.

ACTION: Council to direct staff to investigate this further.

7. NEW BUSINESS

7.1 **Committee of the Whole Recommendations**

a. **RFD 039-2026 Valley Waste Resource Management Loan Guarantee**

CAO Crocker provided a brief overview of the Valley Waste Resource Management Loan Guarantee.

260519.05 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 forty-five thousand eight hundred and sixty-five dollars (\$45,865) representing one-point ninety-one percent (1.91%) of the total of two million, four hundred thousand dollars (\$2,400,000) to be borrowed by Valley Waste for their 2026/27 capital budget. **Motion carried.**

b. RFD 041-2026 Joint EDI and Accessibility Committees Terms of Reference

CAO Crocker provided a brief overview of the Joint EDI and Accessibility Committees Terms of Reference.

260519.06 It was moved and seconded that Council approve splitting the joint Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee into a Joint Accessibility Advisory Committee and a Joint Equity, Diversity, and Inclusion Advisory Committee, and approve the draft terms of reference attached. **Motion carried.**

7.2 RFD 044-2026 External Communications Strategy Workplan

Communications and Events Coordinator Pearson gave a brief overview of the Communications Strategy for 2026.

Councillor Archibald noted that he'd like to see more information about businesses be added.

260519.08 It was moved and seconded that Council approve the Draft Communications Strategy Workplan as presented and direct staff to proceed with the phased implementation of the identified priorities and initiatives, subject to available operational capacity. **Motion carried.**

7.3 RFD 045-2026 First Reading Magee Drive, Development Agreement

Planner Fuller gave an overview of the First Reading for Magee Drive's Development Agreement.

Councillor Archibald asked whether the developer is responsible for snow removal.

- Planner Fuller confirmed that the developer is responsible.

Councillor Smith emphasized the importance of ensuring adjacent residents are notified of the public hearing and second reading, suggesting door-to-door

delivery of notices. He stated that Council has an obligation to ensure the community is well informed.

- Planner Fuller indicated that staff will have to keep track of where notices and letters have been distributed.

Deputy Mayor Marshall noted that Magee Drive is a unique development, referencing its association with the Department of Housing and senior housing. He stated that he would not want anything to compromise its character and emphasized the importance of maintaining its integrity.

260519.08 It was moved and seconded that Council gives initial consideration and forward to a public hearing the draft development agreement for PID 05302047, Magee Drive, Middleton, to permit a 27-unit grouped dwelling development and one community office/boardroom space, subject to the associated Municipal Planning Strategy and Land Use By-law amendments being approved and taking effect. **Motion carried.**

7.4 External Communications Strategy Snapshot

Communications and Events Coordinator Pearson gave a brief overview of the External Communications Strategy Workplan.

7.5 RFD 032-2026 Shade Structure Supplementary Capital Project at Pool

CAO Crocker gave a brief overview of RFD 032-2026 Shade Structure Supplementary Capital Project at the Pool.

Deputy Mayor Marshall asked about future projects and how other municipalities go about establishing agreements with the Rotary Club.

Councillor Bartlett asked whether there will be ongoing inspections. CAO Crocker confirmed that the shade structure is subject to the regular building permitting process.

260519.09 It was moved and seconded that Town Council approve the Town assuming responsibility for the maintenance and repair of the Sunshade Structure at the Pool, if required. **Motion carried.**

8. REPORTS

- 8.1 Management Report
- 8.2 Middleton Fire Department Dispatch Report for April 2026
- 8.3 Annapolis REMO Advisory Committee Meeting DRAFT Minutes Apr 8/26
- 8.4 Valley REN LOC Committee Meeting DRAFT Minutes Apr 13/26
- 8.5 Valley Regional Services Board Apr 15/26 Meeting Minute

- 8.6 Annapolis County Inter-Municipal Working Group DRAFT Minutes Apr 23/26
- 8.7 Police Advisory Board Meeting DRAFT Minutes May 7/26
- 8.8 IDEA Committee Meeting DRAFT Minutes May 7/26
- 8.9 Planning Advisory Committee Meeting DRAFT Minutes May 12/26
- 8.10 Mayor's Report

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

Councillor Archibald inquired about the tax sale process and how residents are being notified.

- CAO Crocker responded that notifications are very specific and that affected parties have received notice.

Councillor Archibald asked whether notices are also being posted on doors. Staff will need to investigate this.

Councillor Smith stated that the roads in town are in poor condition and asked whether there is a plan in place or being developed and suggested that it should be communicated to the public.

- CAO Crocker responded that the asphalt tender closes next week.

9. CORRESPONDENCE

- 9.1 May 4, 2026, Letter from Minister of Justice, John A. MacDonald re: 12-month notice letter to NSFM

One (1) notice of correspondence was distributed to Council members.

10. ANYTHING BY MEMBERS

Councillor Bartlett raised concerns about dirt bikes, off-road vehicles, and four-wheelers travelling through School Street daily. He noted that police presence in the area would be beneficial, as the activity is occurring directly behind residences.

- CAO Crocker advised that increased enforcement action depends on the number of complaints received and provided to the Department of Natural Resources reporting line (1-800-565-2224).

Councillor Smith echoed Councillor Bartlett's concerns, noting similar activity in the evenings along Victoria Street and referenced damage to the Town's Wetland Park. He described the activity as destructive.

- CAO Crocker advised that Public Works staff attended and completed repairs that day.

Deputy Mayor Marshall encouraged members of the public to report incidents to the Department of Natural Resources using the provided number, and reminded residents about the Middleton Fire Department's Chicken BBQ fundraiser, noting that online orders close tomorrow.

Councillor Knapp noted that, if CAO Crocker is in discussions with the Department of Justice, we are trying to secure a representative to sit on the Police Advisory Board.

11. ADJOURNMENT

The Mayor declared the meeting adjourned at 8:14pm.

Mayor

Recording Secretary

DRAFT

A Public Hearing was held at the Town Hall, via Zoom and YouTube Live on Tuesday, May 19, 2026, starting at 5:30pm.

PRESENT

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

Also in Attendance: Town Planner, Chrystal Fuller, Development Officer Lauren Isabelle and 20 citizens. 9 citizens left after the Magee Drive presentation.

1. PUBLIC HEARING OPENING

Mayor Smith opened the Public Hearing at 5:30pm.

2. Magee Drive

a. Presentation of Magee Drive Amendments

Town Planner, Chrystal Fuller gave a presentation of the Magee Drive Municipal Planning Strategy (MPS) and Land Use By-law (LUB) amendments

b. Public Input

Jacqueline Kendall, 68 Magee Drive

- Aren't there already grouped dwellings there? How were they permitted originally.
 - Planner Fuller stated that she could not speak to that.
- If this does go ahead, how will it impact the people already living there?
 - Planner Fuller stated that grouped dwellings are permitted already but there are some inconsistencies in the regulations and this proposed amendment is intended to clarify how grouped dwellings are considered. She noted that the change involves only a small wording adjustment of approximately five or six words.

378 Main Street

- When will the information be available regarding how the grouped dwellings currently on Magee Drive were permitted?
 - Planner Fuller stated that these are administrative changes intended to clarify documents that were previously unclear.

75 Magee Drive

- When would we receive notice that work is beginning?
 - Planner Fuller stated that Council is currently only considering wording changes to the Municipal Planning Strategy and Land Use Bylaw. She noted that this process must occur first, and that public comments on the Development Agreement would be provided to Council for consideration at a later date.

Deputy Mayor Marshall clarified for the residents in attendance that information about the specific development on Magee Drive would be addressed at the next Public Hearing in June.

Councillor Smith asked whether notification would be provided to all adjacent homeowners and inquired about how renters would be informed.

- Planner Fuller noted that information would be shared through social media and the Town website.

Councillor Smith asked how the Town could better reach tenants.

Craig Parsons

- Do grouped dwellings have to occur by Development Agreement or are there other options?
 - Planner Fuller explained that the development agreement is what is being considered in these amendments.

c. Written Submissions Received

Planner Fuller noted that none were received.

3. 18 King Street MPS and LUB Application

Councillor Archibald declared a conflict of interest and left the table at 5:52pm

a. Presentation of 18 King Street

Development Officer Lauren Isabelle gave a presentation of 18 King Street's MPS and LUB Amendment Application.

Development Officer, Lauren Isabelle gave a presentation of 18 King Street's Development Agreement.

b. Public Input

Paulette Pye, 12 King Street

- Speculated that the previous owner of 18 King Street would be against this development.

378 Main Street

- Raised concerns about at what point increased development and traffic becomes unsustainable, particularly with respect to an influx of traffic.
- Noted that businesses should remain on Main Street to support the community, and that the broader community could be negatively impacted.
- Expressed concern about whether commitments made would be fulfilled as stated by the Developer.

Shelley Specht, 16 King Street

- Noted that the previous owner would not have sold the property to the dealership.
- Raised concern that the proposal could increase stress in the neighborhood.
- Stated that 24-hour lighting and increased illumination is a significant concern for residents.

David Britney, 7 King Street

- King Street was described as one of the most beautiful streets in the Town.
- Raised concern about the presence of a parking lot with bright lighting in the area.

Merril Cox, 16 King Street

- Raised concerns that the situation represents history repeating itself, with additional parking space being proposed.
- Noted that a precedent has been set, and reference was made to concerns about zoning creep. A definition was also provided for clarity.
- Stated that trees may be removed because they are in the way, or that falling acorns and branches would be seen as a risk to vehicle damage.
- Members of the public urged Council to vote against the proposal due to concerns including flooding, increased stress, noise, and higher levels of activity.
- Questions were raised regarding assessed property values and what the factual impacts would be.

Brian Dormer, 11 King Street

- It was suggested that aluminum coverings are placed on the lights due to concerns about crime associated with a car lot.
- Raised questions as to whether expanding the area could contribute to increased crime.

Alex Balcome spoke on behalf of the Bruce Group. He stated that the trees could be retained and that lighting could be adjusted and directed away from houses, with a design approach to address these considerations. He also referenced flooding concerns and stated that measures would be taken to address stormwater capture and management.

c. Written Submissions Received

Development Officer Isabelle stated that 4 written submissions were received and were circulated to Council.

4. ADJOURNMENT

The Public Hearing closed at 6:41pm.

Mayor

Recording Secretary

A Special meeting of Middleton Town Council was held in-person at the Town Hall and via YouTube Live, on Monday, June 1, 2026, prior to the Committee of the Whole Meeting.

PRESENT

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

Also in attendance: Darren Boates, Fire Chief Mike Toole, Deputy Fire Chief Jody Spidle and one (1) citizen.

1. **CALL TO ORDER**

Mayor Smith called the meeting to order at 6:00pm.

2. **APPROVAL OF THE AGENDA**

260601.01 It was moved and seconded that Council approve the agenda as circulated.
Motion carried.

3. **NEW BUSINESS**

3.1 **Swearing-In Ceremony for Darren Boates**

Councillor Darren Boates solemnly affirmed the following Oath of Allegiance and of Office as administered by the Mayor:

I, Darren Boates do swear that I will be faithful and bear true allegiance to His Majesty King Charles, His heirs and successors according to law;

And that I am duly qualified as required by law for the office of Mayor/Councillor of the Town of Middleton;

And that I will truly, faithfully and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward of promise thereof for the exercise of any partiality or undue execution of the duties of my office.

3.2 RFD 046-2026 Award of Tender for Decommissioning of the Old Reservoir

Council members expressed concerns about the significant differences between bids, particularly the large price gap and the variation in proposed completion times. Questions were raised about whether the bids were directly comparable and whether the shorter timeline could affect the quality of work.

CAO Crocker confirmed that a formal contract would be signed and advised that the tender specifications were consistent for all bidders. Concerns about quality assurance and project oversight were addressed, with confirmation that both the Director of Public Works and CBCL would inspect and oversee the work. Council also discussed project financing, with CAO Crocker noting that costs would be funded through a combination of grant funding, long-term debt, and depreciation reserves.

Some members remained cautious about awarding the contract to a non-local company and sought reassurance regarding accountability and recourse should issues arise during the project.

ACTION: Council requested that Paul Young attend the next Council meeting to address questions and provide further clarification.

260601.02 It was moved and seconded that Council award tender MID 2026-04 for decommissioning of the old reservoir to IQ Environmental Inc. for an estimated amount of \$121,440 plus HST. **Motion carried.** (2 votes against – Councillor Smith, Deputy Mayor Marshall).

3.3 RFD 047-2026 Award of Tender for Fire Pumper/Tanker

CAO Crocker gave a brief overview of the Award of Tender for Fire Pumper/Tanker. Council discussed the tender evaluation and specifications for the proposed fire truck purchase.

- Councillor Knapp asked whether Truck 12 could be sold and, if so, whether Rocky Mountain Phoenix would be interested in purchasing it back.
 - Fire Chief Toole stated that Rocky Mountain Phoenix does not offer buy-back arrangements.
- Councillor Boates questioned the compliance component of the tender and the difference in scoring between the two bids.
 - Fire Chief Toole explained that both trucks were functionally equivalent, but the chassis specifications differed from those requested, including variations in the brake system, rear axle configuration, and axle width.
- Councillor Boates asked whether there was a preference for one truck over the other from a safety perspective.

- Fire Chief Toole responded that the priority is replacing the current truck now, with additional replacements anticipated in the coming years.
- Councillor Archibald asked whether the new truck would fit in the existing bay and the Mayor asked whether the vehicle would serve multiple functions and replace another truck.
 - Fire Chief Toole confirmed that the new truck would fit in the bay and explained that it would function as both a pumper and tanker and that its effectiveness in this dual role would be evaluated over time.
- Councillor Marshall noted that the department is expected to replace three trucks within the next five years and that this purchase has been included in the budget planning since 2012. He stated that the new truck is intended to replace two existing vehicles.
- Councillor Boates inquired about the truck's water capacity.
 - Fire Chief Toole indicated that its capacity could potentially reduce the number of trucks required for certain operations.
- Councillor Smith asked about financing and the County's contribution toward the purchase.
 - Fire Chief Toole explained that capital funding through the County of Annapolis is committed annually, with another installment expected in September.

CAO Crocker clarified that the purchase is included in the 5-year Capital Budget along with the planned replacement of two other fire department trucks that are nearing the end of their service life. She noted that if the new pumper/tanker performs as intended, it may reduce the need for additional vehicle replacements in the future.

260601.03 It was moved and seconded that Council approve an increase in the budget for project 24-17 Fire Pumper/Tanker to \$888,138, which includes the Town's portion of HST.
Motion carried.

Councillor Bartlett raised concerns regarding Northlands, which will serve a population of approximately 1,000–1,200 residents. He noted that the Fire Department operates with very basic equipment and relies heavily on volunteers. As a result, the department is significantly behind in acquiring the resources and equipment needed to adequately serve the community.

260601.04 It was moved and seconded that Council award tender MID 2026-04 for a Fire Pumper/Tanker to Rocky Mountain Phoenix for an estimated amount of \$855,151 plus HST.
Motion carried.

3.4 Public Hearing Date for Magee Drive Development Agreement

CAO Crocker spoke with Council regarding a Public Hearing date and Special Council meeting to consider Second Reading for the Magee Drive Development Agreement.

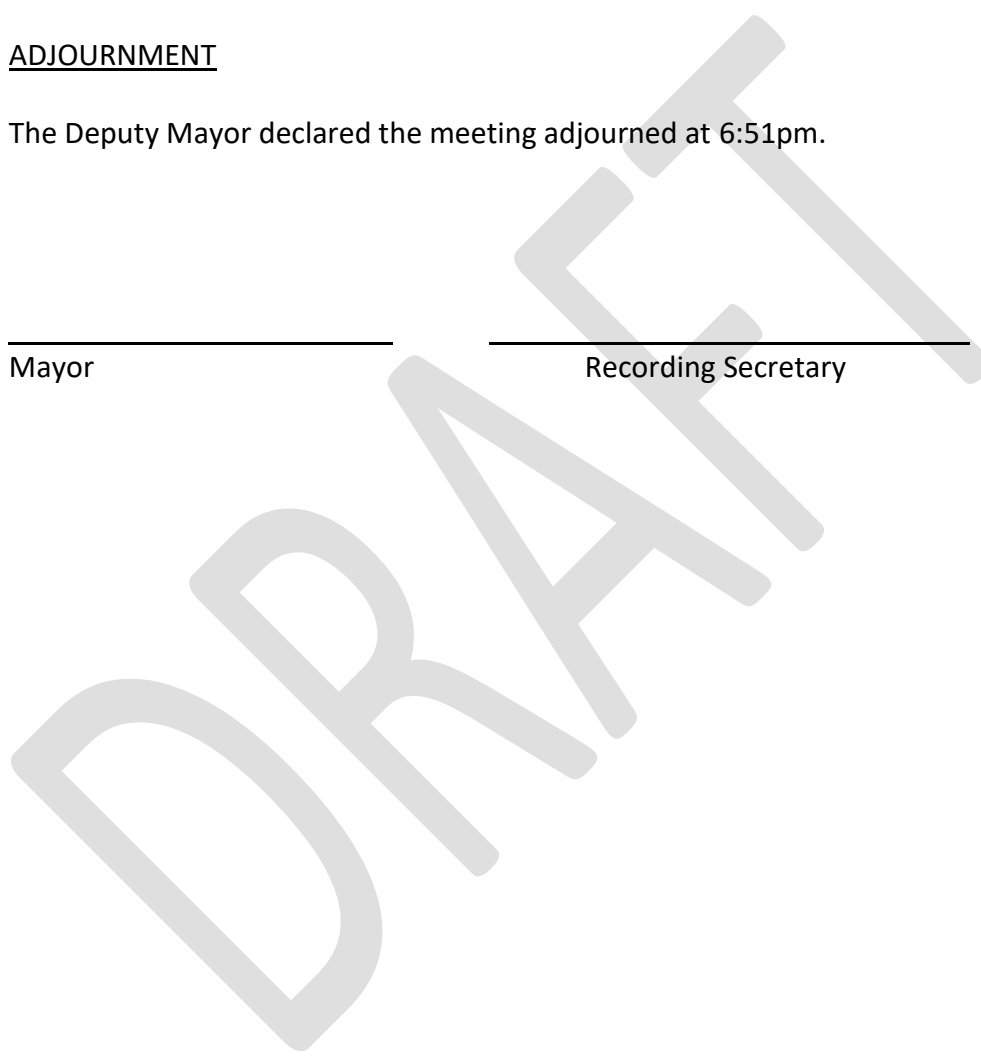
It was agreed that the Public Hearing and Second Reading would be on Monday, June 22, with the meeting scheduled to begin at 6:30pm.

4. ADJOURNMENT

The Deputy Mayor declared the meeting adjourned at 6:51pm.

Mayor

Recording Secretary



FY 2025-26
Expense Reporting
January 1, 2026-March 31, 2026

Claimant's Name: Gail Smith
Claimant's Title: Mayor
Date of expense report: 1/1/2026-3/31/2026



Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @	Per Diems			Other Expenses
							Breakfast	Lunch	Dinner	
Qtr 4						\$ 0.5932	\$ 28.40	\$ 27.40	\$ 57.70	
30-Mar-26	Meetings that Matter Conference - Westin (Halifax)		Mileage		304	\$177.48				
30-Mar-26	Meetings that Matter Conference - Westin (Halifax)		Parking							\$28.00
31-Mar-26	NSFM - Meetings that Matter - Westin (Halifax)	Conference Registration		\$313.50						
Qtr 4 Total				\$313.50	304	\$177.48	\$0.00	\$0.00	\$0.00	\$28.00

Please note: Purchase of Alcohol is not reimbursed.
03/30/2026 mileage submitted and paid using 2024 mileage rate.

FY 2025-26
Expense Reporting
January 1, 2026-March 31, 2026

Claimant's Name: Ashley Crocker
Claimant's Title: CAO
Date of expense report: 1/1/2026-3/31/2026



Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @	Per Diems			Other Expenses
							Breakfast	Lunch	Dinner	
Qtr 4						\$ 0.5932	\$ 28.40	\$ 27.40	\$ 57.70	
21-Jan-26	Valley Regional Services Meeting & AVRL Library Meeting (Coldbrook)		Mileage		94	\$55.76				
5-Feb-26	IDEA Meeting (Annapolis) & CAO Meeting (Online)		Mileage		96	\$56.95				
5-Feb-26	IDEA Meeting (Annapolis) & CAO Meeting (Online)		Meals					\$27.40		
12-Feb-26	Emergency First Aid CPR Level "C" & AED	Course fee		\$112.50						
18-Feb-26	Valley Regional Services Meeting (Coldbrook)		Mileage		94	\$55.76				
31-Mar-26	CPA Dues	Professional dues		\$1,224.75						
Qtr 4 Total				\$1,337.25	284	\$168.47	\$0.00	\$27.40	\$0.00	\$0.00

Please note: Purchase of Alcohol is not reimbursed.

FY 2025-26
Expense Reporting
January 1, 2026-March 31, 2026

Claimant's Name: John Bartlett
Claimant's Title: Councillor
Date of expense report: 1/1/2026-3/31/2026



Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @	Per Diems			Other Expenses
							Breakfast	Lunch	Dinner	
Qtr 4						\$ 0.5932	\$ 28.40	\$ 27.40	\$ 57.70	
Qtr 4 Total				\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Please note: Purchase of Alcohol is not reimbursed.

FY 2025-26
 Expense Reporting
 January 1, 2026-March 31, 2026
 Claimant's Name:
 Claimant's Title:
 Date of expense report:

Jonathan Archibald
 Councillor
 1/1/2026-3/31/2026



Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @	Per Diems			Other Expenses
							Breakfast	Lunch	Dinner	
						\$ 0.5932	\$ 28.40	\$ 27.40	\$ 57.70	
Qtr 4										
Qtr 4 Total				\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Please note: Purchase of Alcohol is not reimbursed.

FY 2025-26
 Expense Reporting
 January 1, 2026-March 31, 2026
 Claimant's Name:
 Claimant's Title:
 Date of expense report:

Bernadette Knapp
 Councillor
 1/1/2026-3/31/2026



Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @	Per Diems			Other Expenses
							Breakfast	Lunch	Dinner	
						\$ 0.5932	\$ 28.40	\$ 27.40	\$ 57.70	
Qtr 4										
Qtr 4 Total				\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Please note: Purchase of Alcohol is not reimbursed.

FY 2025-26
 Expense Reporting
 January 1, 2026-March 31, 2026
 Claimant's Name:
 Claimant's Title:
 Date of expense report:

Sandra Fournier
 Councillor
 1/1/2026-3/31/2026



Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @	Per Diems			Other Expenses
							Breakfast	Lunch	Dinner	
						\$ 0.5932	\$ 28.40	\$ 27.40	\$ 57.70	
Qtr 4										
Qtr 4 Total				\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Please note: Purchase of Alcohol is not reimbursed.

FY 2025-26
 Expense Reporting
 January 1, 2026-March 31, 2026
 Claimant's Name:
 Claimant's Title:
 Date of expense report:

Dan Smith
 Councillor
 1/1/2026-3/31/2026



Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @	Per Diems			Other Expenses
							Breakfast	Lunch	Dinner	
						\$ 0.5932	\$ 28.40	\$ 27.40	\$ 57.70	
Qtr 4										
7-Jan-26	PAB Training (Old Orchard Inn - Wolfville)		Mileage		127	\$75.34				
Qtr 4 Total				\$0.00	127	\$75.34	\$0.00	\$0.00	\$0.00	\$0.00

Please note: Purchase of Alcohol is not reimbursed.

FY 2025-26
 Expense Reporting
 January 1, 2026-March 31, 2026
 Claimant's Name:
 Claimant's Title:
 Date of expense report:

Gary Marshall
 Deputy Mayor
 1/1/2026-3/31/2026



Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @	Per Diems			Other Expenses
							Breakfast	Lunch	Dinner	
						\$ 0.5932	\$ 28.40	\$ 27.40	\$ 57.70	
Qtr 4										
Qtr 4 Total				\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Please note: Purchase of Alcohol is not reimbursed.

SUMMARY

The Annapolis Valley Regional Library (AVRL) Board has announced the permanent closure of the Middleton Library branch effective July 20, 2026. The Town of Middleton was not involved in the decision and was notified on the same day as the public announcement. This report provides information regarding the library's history, governance structure, funding model, facility ownership, community impacts, and the Town's role moving forward.

BACKGROUND

Many years ago, the Town of Middleton entered into an agreement pursuant to the *Libraries Act* to establish the Annapolis Valley Regional Library (AVRL) Board. The Board currently has eight members including Town of Middleton: Municipality of the County of Annapolis, Town of Annapolis Royal, Town of Kentville, Town of Berwick, Municipality of the County of Kings, Town of Wolfville, and Regional Municipality of West Hants. These municipalities currently fund in whole, or in part, 11 libraries across the Annapolis Valley.

The Middleton Library branch is part of the AVRL system and serves residents of Middleton and surrounding communities. The AVRL provides public library services to residents within its service area and is governed by an independent Library Board responsible for setting the annual operating budget and overseeing library operations. The Library Board is comprised of representatives from participating municipal units, and its representatives are appointed by the respective councils. The current Town of Middleton representative on the AVRL Board is Jill Cox.

HISTORY OF THE MIDDLETON LIBRARY

The Middleton branch has provided library services to residents for more than 75 years. Prior to the construction of the current building, library services were provided from Council Chambers. Community members subsequently formed the "Friends of the Library" and undertook fundraising efforts involving local residents and businesses to support construction of a dedicated library facility. The current library building was opened in the early 1990s and was named the Rosa M. Harvey Middleton & Area Library in recognition of Rosa Harvey's longstanding commitment to the community and library services.

OWNERSHIP AND FACILITY INFORMATION

Across the Annapolis Valley, some municipal units own the buildings the libraries are operated out of, while others rent space for their libraries. In Middleton, the Town of Middleton owns the building that houses the Middleton library branch – there is no lease in place. Building maintenance, capital improvements, and facility-related matters are the responsibility of the Town of Middleton. In the 2026/2027 Operating Budget, approximately \$20,000 is allocated for maintenance of the building. The Town of Middleton does not billback or charge the AVRL for these costs – these costs are paid by Town of Middleton taxpayers. While the Town owns the building, ownership of the facility does not provide the Town with authority over library operations or branch service decisions, which remain under the jurisdiction of the AVRL Board.

FUNDING

Funding for AVRL is provided through a provincially legislated cost-sharing model involving the Province of Nova Scotia, participating municipal units, and the Library Board. Under this model, the Province establishes an approved operating funding level for the regional library system each year, which is then funded based on a prescribed sharing ratio.

For regional library systems such as AVRL, the approved operating budget is typically funded as follows:

- approximately 70–71% by the Province of Nova Scotia;
- approximately 26% collectively by the participating municipal units; and
- approximately 3% by the Library Board.

The total municipal share is apportioned among the participating municipalities based on population within the AVRL service area, with each municipal unit contributing its proportional share of the overall municipal requirement. Municipal councils do not approve the AVRL operating budget directly; this responsibility lies with the AVRL Board, on which each participating municipal unit appoints a representative.

All participating municipal units are responsible for funding their calculated share as determined through the legislated cost-sharing arrangement. These funds are billed by the AVRL to each municipal unit who pays their respective share directly to the AVRL. The Town of Middleton has continued to provide its annual municipal contribution to library services, which has been \$12,300 for the past several years. In the 2026/2027 fiscal year, the Town increased its funding to the AVRL by \$1,600 in response to a request from the AVRL in January 2026 for municipal units to increase their respective shares by 50%.

FINANCIAL CONTEXT

In addition to its annual contribution to AVRL operations, the Town also bears the costs associated with ownership and maintenance of the library building (~\$20,000). These facility costs are funded directly through the Town's operating budget and are not recovered from AVRL.

GOVERNANCE AND DECISION-MAKING

Operational decisions regarding library services, staffing, programming, and branch operations are made through AVRL governance structures. The Town does not direct day-to-day library operations. Major decisions affecting regional library services involve AVRL and, where applicable, provincial partners.

CURRENT SITUATION

The Town of Middleton was notified on June 1, 2026 that the AVRL Board plans to permanently close the Middleton Branch Library effective July 20, 2026, along with four other libraries in Kentville, Hantsport, Port Williams, and Lawrencetown. Libraries that will continue to remain open are in Annapolis Royal, Bridgetown, Kingston, Berwick, Wolfville, and Windsor.

The Town was notified on the same day as the news became public. The Town was not involved in the decision to close the Middleton library. The closure has generated significant public interest and concern within the community. The Town has received questions from residents regarding the future of library services and the library facility. At this time, no alternative service model has been approved. Discussions continue among AVRL, municipal partners, the Province, and community stakeholders regarding potential options for maintaining library services in the region.

IMPACT ON THE COMMUNITY

Public libraries provide access to literacy resources, digital services, educational programming, and community gathering space. As a result, closure of the Middleton branch is expected to affect a variety of residents and community organizations.

The closure of the Middleton library will affect access to literacy, learning, digital services, children's programming, and community gathering space. The impact will be felt most strongly by seniors, families, youth, and residents with limited transportation options. Beyond its services, the library has been a cornerstone of the Middleton community for more than 75 years and its loss will be significant for many residents.

TOWN OF MIDDLETON'S ROLE

The Town's role is to:

- Act as a municipal funding partner within the regional library system
- Contribute funding to regional library services, as mandated in the *Libraries Act*
- Maintain and manage Town-owned facilities
- Represent the interests of residents through Council and appointed representatives
- Participate in discussions with AVRL and other partners as appropriate
- Provide factual information to residents when available

The Town does not:

- Operate the regional library system
- Direct library staffing or programming decisions
- Make unilateral decisions regarding regional library operations

CLARIFICATIONS

- Council did not make the decision to close the Middleton library branch – this decision was made by the AVRL Board
- Council did not remove, evict, or otherwise require the library to vacate the building
- Council has not made any decision regarding the future use, sale, lease, or transfer of the library building. Any future disposition of municipal property would require consideration by Council and would be subject to the requirements of the *Municipal Government Act*.
- The Town remains supportive of library services and has continued to provide its annual municipal funding contribution
- Any future decisions regarding the use of the building would require consideration by Council and would occur in accordance with the *MGA*
- The Town of Middleton has continued to meet its funding obligations and increased its annual contribution to AVRL in 2026 in response to a request from the AVRL Board

NEXT STEPS

The Town remains interested in the continued provision of library services within the community. Staff and Council are awaiting further information and responses from the Province and other partners. Staff have had preliminary discussions with the AVRL on potential options. The Town will continue to work collaboratively with AVRL and relevant stakeholders to explore a path forward. Council will be updated as additional information becomes available.

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"> Staff to investigate options for the assessment, considering the new policing standards just announced by the province 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 Request to dissolve Joint PAB with Annapolis County was approved by the Minister of Justice New Town PAB is established and met on May 7th, the PAB also set policing priorities for 2026
2	Explore the construction of a multi-faceted facility for municipal services	<ul style="list-style-type: none"> Staff have explored three different grant programs to help fund the new Community Centre Fill Hall The CCFHC instructed staff to explore a phased approach with JOST and the low bidder. Received phased approach. Exploring funding options. Staff to compile information for design/build RFP
3	Create a plan for replacing road and sidewalk infrastructure in priority areas	<ul style="list-style-type: none"> Staff have compiled information on roads and assessed and prioritized each road and sidewalk. 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.
4	Create a plan for upgrading water infrastructure in priority areas	<ul style="list-style-type: none"> Staff to compile information on water infrastructure
5	Finish the new reservoir including the decommissioning of the old reservoir	<ul style="list-style-type: none"> UARB approved the project on Aug 2/24 Contract was publicly tendered and awarded to Roscoe Construction on Aug 6/24 Reservoir tank generated ~\$155K in tariffs at the border – staff working on getting an exemption Tender has been awarded for old reservoir decommissioning Pumps are commissioned. Modifications still needed to Booster Station on Gates Mtn Road, then the final walk through and testing of new reservoir (estimated Jun 17-19th).

Management Report

June 15, 2026



#	STRATEGIC INITIATIVE	UPDATE
6	<p>Create a growth plan that promotes housing and population growth, as well as economic development</p>	<ul style="list-style-type: none"> • Draft Secondary Plan was completed but not yet approved by Council (in addition to the corresponding MPS/LUB amendments) • Apr 15/25 – PAC held a public hearing • PAC Meeting held on Jan 12/26 with Council recommendation • Jan 19/26 Council meeting, staff directed to work with developer on a different approach • BCP working on increasing density in the Northlands of Town by proposing amendments to the Town’s Municipal Planning Strategy and Land Use Bylaw – this involves a review of the draft Secondary Plan, conducting additional public engagement, and working with Parsons Investments • Developer has submitted a high-level plan and met with planning staff on Apr 13/26 • Developer to submit a Development Agreement application, as suggested by staff
7	<p>Create a communications strategy that enhances public communication and transparency</p>	<ul style="list-style-type: none"> • New website is now live, staff still need to perform a review of the website and obtain more pictures (this summer) • External Communications Strategy was approved by Council on May 4, 2026 • Workplan presented to Council on May 19th • Communications Strategy snapshot completed May 19th • Cross-training on website maintenance is complete • Review of policies to be updated is underway
8	<p>Increase recreational programming and social events to the public</p>	<ul style="list-style-type: none"> • New Shad Derby (May 2025 and 2026) • New summer events for families and children (July – August 2025) • New Titan Training started in 2025 and continues over the winter at AEES • New Drop-in Open Gym and Judo for AEES students and their families starting in January 2026 • 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. • Grant application was approved – staff are in the planning stages!

OPERATIONAL UPDATES

ADMINISTRATION		
Completed	In Progress	Issues
<p>Staffing:</p> <ul style="list-style-type: none"> • Summer staff have been hired and started work on May 25/26 	<p>Staffing:</p> <ul style="list-style-type: none"> • 	<p>Staffing:</p>
<p>Project Work:</p> <ul style="list-style-type: none"> • The Communications Strategy Snapshot and Draft Workplan has been approved • Contract for Code of Conduct Investigator • Draft agreement for Rotary Club to construct a shade structure at the Middleton Pool – to be reviewed by Rotary Club and signed • Special By-Election: Councillor Darren Boates was acclaimed and sworn-in to Council at the June 1st Special Council meeting • Discussions with AVRL re: library closure 	<p>Project Work:</p> <ul style="list-style-type: none"> • Options for Town Hall – received a draft report from Palmer and Doherty • Operating Plan for 2026-27 • Contract for Climate Risk Assessment • Community Conversations have been planned and will happen on June 18th • Continue to explore training for staff and Council on Inclusion, Diversity, Equity and Accessibility 	<p>Project Work:</p>
<p>Other Items:</p> <ul style="list-style-type: none"> • Met with County staff on Brooklyn Road agreement – new draft rec’d (need to review) • Attended AMANS conference June 11-12 • Attended Rules of Order training • Met with Cliff Drysdale re: Lily Lake 	<p>Other Items:</p> <ul style="list-style-type: none"> • Management team reviewing priorities and policies • Staff will be ordering cameras for the pool 	<p>Other Items:</p> <ul style="list-style-type: none"> • Affordability Study of keeping certain assets and services should be completed

FINANCE

Completed	In Progress	Issues
<ul style="list-style-type: none">• Operating results to end of April 2026• Effective January 5, 2026, water deposits are being collected on all new accounts and change of ownership• April 2026 Bank Reconciliation• First Audit Committee meeting of the year occurred May 21 in Council Chambers	<ul style="list-style-type: none">• May 2026 Bank Reconciliation• Year-end adjustments and finalization of workbooks• Working on updating Finance policies for Tax Sales and Tax Collection Procedures• Review of Finance-related polices to determine which ones require updating or complete removal• Tax sale title searches complete, proceeding with next steps• Fine-tuning job descriptions for finance staff• Preparing for Audit	

RECREATION and EVENTS

Completed	In Progress	Issues
<ul style="list-style-type: none"> • Shad Derby was a success with higher registration numbers and more sponsors than last year. Big thanks to CARP and all the volunteers, staff, councillors and sponsors that helped make the event a success! • Washrooms at Rotary Park and Centennial Park are open. • The sign at the Wetland Park is up • Portable toilets are at Riverside Park and the Wetland trail • Open Gym/Open Judo at AEES has finished for the school year • Staff wellness lunch completed 	<ul style="list-style-type: none"> • Fitness programs continue. Titan Training will move outside mid-June. • Planning is underway for Canada Day Parade and Family Day July 18th • Summer Recreation Programmer has started and has begun planning summer events and activities • Canoe and Kayak loans will start June 15th • Registration for Century Ride and Heart Run are now open • New SLO-Pitch weekly game has begun and there was a great turnout for the first game • Project Forward has started with three activities planned, and others in the works • ACF Grant submitted along with Mpal annual plan • Upgrades to Beach Volleyball court in progress 	<ul style="list-style-type: none"> • Vandalism and theft continue to be a problem. The parking lot and facilities at Rotary Park continues to be a target. • Continues to be concerns about lack of shelter - Open Arms is in the area and comes by weekly to check on the situation. With the nicer weather there is an increase of people “around” but no tents have been spotted yet. • Connect Outreach has closed effective June 1 leaving another hole for those in need.

Management Report

June 15, 2026



PLANNING		
Completed	In Progress	Issues
<ul style="list-style-type: none"> 0 Building Permits Issued for 2026-2027 YTD 	<ul style="list-style-type: none"> 22 properties left to conduct Fire Inspections from 2025 	
<ul style="list-style-type: none"> Staff received an application to allow 27-33 affordable units on provincially owned land. The proposed development will be accessed from Magee Drive. Subdivision plans have been approved PIM was held on Feb 19th PAC met April 13th Applicable MPS/LUB amendments for this development: 1st Reading was Apr 20th and the Public Hearing and 2nd Reading was May 19th Applicable Development Agreement: 1st Reading was May 19th 	<ul style="list-style-type: none"> Magee Drive Development Agreement: Public Hearing and 2nd Reading is scheduled for June 22nd starting at 6:30pm in Council Chambers 	
<ul style="list-style-type: none"> PAC met Jan 12/26 to discuss the Northlands Secondary Planning Strategy. The road network raised concerns from both the PAC and the developer. PAC and Council discussed options for next steps Plan submitted by developer & meeting held with staff on Apr 13th 	<ul style="list-style-type: none"> Staff are working to increase density in the Northlands of Town by proposing amendments to the Town’s Municipal Planning Strategy and Land Use Bylaw Staff recommends that Parsons Investments Ltd. submit an application for a Development Agreement 	
<ul style="list-style-type: none"> 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 The legislated process was followed and Council chose not to give 2nd Reading, which terminated the application 		

PUBLIC WORKS and PARKS

Completed	In Progress	Issues
<p><u>General Public Works:</u></p> <ul style="list-style-type: none"> Hauled pile of old rotten wood and benches etc. to C&D site Repaired plumbing in pool building Painted garbage cans and picnic tables 	<p><u>General Public Works:</u></p> <ul style="list-style-type: none"> Mowing ongoing Sanding/painting garbage cans Painting lines and ball fields Opening Centennial Park washrooms 	<p><u>General Public Works:</u></p>
<p><u>Public Works Equipment:</u></p> <ul style="list-style-type: none"> Ram 5500 Safety inspection Rebuilt the town float Lawn mower repairs complete Repairs on John Deere tractor, belt broke and guard repaired 	<p><u>Public Works Equipment:</u></p> <ul style="list-style-type: none"> Taking over old fire truck Two of the ½ tonnes need servicing New flail blades arrived 	<p><u>Public Works Equipment:</u></p>
<p><u>Roads, Streets, Sidewalks:</u></p> <ul style="list-style-type: none"> Finished street sweeping Repairs to lawns and road shoulders from plow damage Asphalt tender closed awarded to Dexter's 	<p><u>Roads, Streets, Sidewalks:</u></p> <ul style="list-style-type: none"> Painting Lines Patching potholes 	<p><u>Roads, Streets, Sidewalks:</u></p>
<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> Chlorine Pump rebuild kit installed New reservoir has been filled and chlorinated New reservoir pumps commissioned Booster station work commenced 2nd estimate for new pump Switching out 20hp motors for 15hp motors at new reservoir 	<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> Ordered quill rebuild kit for chlorine pump Booster station switch-over from old reservoir to new Commissioning new chlorine pump and fire protection pump at new reservoir Repairing broken meters Old Reservoir Decommissioning Tender awarded to IQ environmental 	<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> Well 3 cleaning summer 2026 Tariff relief not yet received Two watermain breaks were addressed by staff from Jun 8-11 (one on George Street and one on Oakland Drive)
<p><u>Wastewater & Equipment</u></p> <ul style="list-style-type: none"> Grit Chamber Cleaned Cleaned problem manholes and sewer lines around town 	<p><u>Wastewater & Equipment</u></p> <ul style="list-style-type: none"> Hydrovac of lines that cause issues 	<p><u>Wastewater & Equipment</u></p>

FIRE DEPARTMENT

Completed	In Progress	Issues
<ul style="list-style-type: none"> • Held training on air management during interior rescue • Held training on pump operations, teaching members basic fire pump operation • Assisted with pumping out the Town’s swimming pool • Attended the Annapolis County Fire Services working group meeting • 4 members attended FDIC in Wolfville (Annual conference and training) • Attended the funeral service in Bridgetown for the member who passed away during the wildland fire in Annapolis County • Tender closed and was awarded for the new pumper/tank unit, estimated delivery is the end of July • May 29th BBQ Chicken Fundraiser 	<ul style="list-style-type: none"> • Level 1 training is still in progress 	

Incident Summary
From May 1 26 to May 31 26

Date/No.	Address/Type	Minutes	Responders		Injuries	Fatalities
			Full Time	Part Time		
May 1 26 26-03479	21:24:11 283 Main St, MIDDLETON Medical	37	0	0		
May 4 26 26-03572	15:00:00 394 Main St, MIDDLETON MVA - No Entrapment	4	0	0		
May 5 26 26-03602a	14:23:29 39 Toyota Dr, NICTAUX Mutual Aid to the Scene	79	0	0	Assistance to 26-03602	
May 15 26 26-03871	01:05:50 12827 Highway 1, BRICKTON Commercial Fire Alarm	27	0	0		
May 15 26 26-03883	15:26:40 Highway 101 Dm 174, SPA SPRINGS Investigation	17	0	0		
May 17 26 26-03963a	16:24:34 924 Main St, KINGSTON Mutual Aid to the Scene	125	0	0	Assistance to 26-03963	
May 20 26 26-04063	15:15:18 13736 Highway 1, WILMOT MVA - Confirmed Entrapment / Unknown	82	0	0		
May 21 26 26-04095	13:59:48 2457 Old Mill Rd, WILMOT MVA - No Entrapment	114	0	0		
May 22 26 26-04156	22:58:26 131 Commercial St, MIDDLETON Other Spills	11	0	0		
May 25 26 26-04263	12:52:34 11 Freeman St, MIDDLETON Commercial Fire Alarm	2	0	0		
May 28 26 26-04355	09:25:45 18 Gates Ave, MIDDLETON Commercial Fire Alarm	23	0	0		
May 30 26 26-04429	21:22:15 22 Oakland Dr, MIDDLETON Outside Fire - Small	42	0	0		
12 incidents for Middleton		9 hrs 23 mins	0	0		
		9 hrs 23 mins	0	0		



VALLEY REGIONAL SERVICES BOARD OF DIRECTORS



Summary based on the May 20, 2026, Valley Regional Services Board Meeting at 10:00am in the Valley Waste-Resource Management Board room with virtual attendance option

TIDAL TRANSIT AUTHORITY



General Manager Updates - Under the leadership of General Manager Meg Hodges, the following items are underway:

Buses

- With 9-10 buses operational, progress continues to bring additional buses into service. Projections show improved fleet availability in the coming months.
- There remains an urgent need to replace aging buses, with further analysis following new federal funding.
- Tidal Transit was awarded \$8 million in federal funding, significantly improving future fleet and capital planning options.

Ridership

- Ridership is following typical seasonal trends but was 14% lower than previous years.
- Declines were largely attributed to reduced service during winter months, construction impacts, and delayed buses.
- Key improvements planned include a redesigned schedule launching August 4, 2026, restoring core service levels, improving bus tracking, and increasing public awareness.

Administration & Operations

- The transition to the Tidal Transit brand has launched successfully, with positive feedback from the public.
- Digital fare systems continue to perform well and support improved operations.
- Diesel fuel costs have increased by approximately 70% year-over-year, creating budget pressures.
- New bus stop signage is being developed, including colour-coordinated routes and numbered stops to improve navigation and accessibility.
- Staff are working with LINK NS on a potential inter-municipal transit connection to HRM, including submission of an Expression of Interest.



	FY 2026	FY 2025	% Decrease
April	25,722	31,701	-19
May	26,194	30,202	-13
June	25,315	26,244	-4
July	26,290	26,901	-2
Aug	24,331	27,092	-10
Sept	24,186	24,168	0
Oct	24,263	29,153	-17
Nov	20,528	27,428	-25
Dec	15,267	21,964	-30
Jan	16,801	21,821	-23
Feb	17,566	19,541	-10
March	22,086	24,744	-11
Annual Total	268,549	310,959	-14



Notes:
KTA stopped providing service to West Hantz in 2015
COVID had a significant impact on ridership for a couple of years including and after 2021
As of May 21, 2024, transfers are no longer counted as riders

VALLEY WASTE - RESOURCE MANAGEMENT



General Manager Updates - Under the leadership of General Manager Andrew Garrett, the following items are underway:

Administration & Regional Coordination

- The Region achieved a disposal rate of 349 kg per person, below the provincial average of 457 kg.
- Diversion data submission updates resulted in \$592,606 in provincial diversion credit funding.
- Work continues with provincial partners on the NS Solid Waste Resource Regional Chairs Committee to advocate for a regulated sharps disposal program.

Capital Projects & Operations

- Procurement of a cardboard baler has been awarded to Eastern Compactor Services.
- Loader attachment equipment has been secured through the CANOE procurement program.
- Expansion project submissions for the tipping floor expansion and warehouse construction at the Western Management Centre are currently under evaluation.
- Work has begun on the Eastern Management Centre tipping floor expansion.
- Procurement for new pickup trucks is currently under evaluation.

Education, Communication, & Bylaw Enforcement

- Draft revision to the regional Solid Waste Bylaw has been circulated for CAO review.
- Community engagement remains strong through:
 - Kentville Home Show attendance
 - Annual Compost Giveaway events, May 9th at NSCC Kingstec and Annapolis Campuses
 - Support for Adopt-A-Highway and Great NS Pick Me Up litter clean-up initiatives. Litter collection groups can receive free garbage bags and tipping fee exemptions by registering.
- Additional communication efforts are planned to improve public awareness around sharps disposal and collection options.



BOARD DECISIONS

The Valley Regional Services Board of Directors made the following decisions:

Tidal Transit Authority

- Approved Tidal Transit to submit an Expression of Interest to LINK NS to support inter-municipal transit initiative.
- Approved the purchase of a mobile bus lift system, as part of the approved capital budget.
- Direction provided to revisit and to bring forward revised options for the 40-foot hybrid electric bus purchase, following confirmation of new federal funding.

Valley Waste-Resource Management

- Approved sending a letter to the Minister of Environment and Climate Change requesting a provincially regulated sharps stewardship program, with additional advocacy through NSFM Public Safety Committee.

Tidal Transit Authority & Valley Waste-Resource Management

- Approved the Executive Director Policy for both Valley Waste and Tidal Transit.

A regular meeting of the Middleton Audit Committee was held at the Town Hall on Thursday, October 9, 2025, at 9:00am.

PRESENT

Chairing the meeting, Chair Sandra Fournier, Vice Chair Patricia Leslie, Resident, Sylvester Atkinson, CAO Ashley Crocker, Interim Director of Finance/Contract Accountant, Kevin Matheson and Recording Secretary, Dayle Crook

Regrets: Councillor Bernadette Knapp, Resident, Dao Bui

CALL TO ORDER

Chair Sandra Fournier called the meeting to order at 9:00am.

1. APPROVAL OF AGENDA

251009.01 It was moved and seconded to approve the agenda as circulated. **Motion carried.**

2. APPROVAL OF THE MINUTES

It was moved and seconded to approve the minutes of August 18, 2025, as presented. **Motion carried.**

3. Final Update on 2024-25 Audit Costs – Ashley Crocker, CAO

CAO Ashley Crocker spoke to the final cost of the 2024-25 fiscal audit. Audit costs for fiscal 2024-25 were finalized at \$34,403; \$248 over budget.

4. Management Update on Internal Controls**4.1 User Access Rights Policy – Kevin Matheson**

Interim Director of Finance, Kevin Matheson explains that staff have been working with the Town's IT consultant, Jeff Hanshaw, to remedy outstanding user access rights issues that were identified in the 2024-25 audit process. A new front desk user login has been created and scheduled to be active in coming weeks. A policy will be brought forward to the audit committee in the coming months.

5. NEW BUSINESS**5.1 RFD 058-2025 Award of RFQ for Audit Services & Appointment of Auditor – Kevin Matheson**

Interim Director of Finance, Kevin Matheson discussed the outcome of staff scoring for BDO Canada LLP and Doane Grant Thornton.

Of noted, included:

- While Doane Grant Thornton has substantially higher hourly rates, they have a much lower estimate of time needed to complete the audit
- BDO Canada LLP based time budget on the past three years of doing the Town's audits, indicating there were no issues on part of the Town (in prior years) that incurred extra hours
- Future audit cost subject to increase due to software migration (Microsoft Dynamics GP being phased out in 2029; currently researching new ERP options) - additional costs estimated between \$4-\$6k.
- Doane Grant Thornton based their time budget on similar sized municipal audits; adjusting of fieldwork hours (and cost) reflected on scorecard to bridge gap between proposed audit work requirements between firms
- Scoring was 5 points in BDO Canada LLP's favor

251009.02 It was moved and seconded that the Audit Committee recommend that Council award the RFQ for Audit Services covering a five-year period for fiscal years ending March 31, 2026, through March 31, 2030, to BDO Canada LLP for an estimated amount of \$200,786 plus non-recoverable HST and further appoint BDO Canada LLP as the municipal auditor for the same fiscal periods. **Motion carried.**

6. DATE FOR NEXT MEETING

Next meeting is to be determined.

7. ADJOURNMENT

It was moved to adjourn at 9:18am.

Sandra Fournier, Chair

Dayle Crook, Recording Secretary

Liaison and Oversight Committee Meeting Minutes

May 28, 2026

Call to Order: 3:03 PM

The meeting initially met quorum, but two voting members did have to leave prior to meeting adjournment for other engagements.

Attendance:

Mark Phillips	CAO	West Hants (<i>virtual</i>)
Chrystal Remme	Vice Chair, Councillor, VM	West Hants (<i>virtual</i>)
Dave Corkum	Mayor, VM	County of Kings
Andrea Hyslop	Deputy CAO	County of Kings
Jodi MacKay	Mayor, VM	Wolfville (<i>virtual</i>)
Glenn Horne	CAO	Wolfville (<i>virtual</i>)
John Bartlett,	Chair, Councillor, VM	Middleton
Ashley Crocker	CAO	Middleton (<i>virtual</i>)
Chris McNeill	CAO	Kentville (<i>virtual</i>)
Rob Baker	Councillor, VM	Kentville (<i>virtual</i>)
Jen Boyd	CAO	Berwick
Johanna Kwakernaak	Deputy Mayor	Berwick
James Clouthier	Board Chair	Valley REN
Gerald Walsh	Audit Committee Chair	Valley REN
Lisa Villeneuve	Board Vice Chair	Valley REN (<i>virtual</i>)
Brittany Parker	Board Director	Valley REN (<i>virtual</i>)
Emily Boucher	CEO	Valley REN
Jennifer Tufts	COO	Valley REN

Regrets: Michael Peters, Mayor Mike Trinacty, Councillor Derrick Jamieson

1) Call to Order

The meeting was called to order by Councillor Bartlett at 3:03pm.

2) Approval of the Agenda – May 28, 2026

Mayor Corkum moved to approve the Valley REN Liaison and Oversight Committee Meeting Agenda for May 28, 2026, seconded by Councillor Remme. Motion Carried.

3) Review of the Minutes – April 13, 2025

No changes were noted.

4) Business Arising

a) Valley REN Operational Restructuring

i. Valley REN Board Emergency Taskforce: Boucher reviewed document

- Our Board-led Taskforce (5 members, meetings biweekly) has been developing a private-sector integration plan and implementation tactics, and is in the process of reviewing potential Governance models incorporating the new funding model for review with municipal partners.

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- Emphasis on balancing municipal and private sector representation, including small, medium, and larger anchor businesses.
 - *Boucher* has been reviewing alternative funding models and meeting with other economic development bodies across Nova Scotia, Canada, and the U.S. for insight on alternative models.
 - Considering partnership-based REN models across the Province, noting that Halifax Partnership is considered a best practice model nationally.
 - Early discussions with private sector stakeholders have begun and are positive.
 - An initial investment brochure/partnership prospectus in alignment with the Halifax Partnership and Cape Breton Partnership documents has been developed to attract private funding; the prospectus includes tiered sponsorship (cash and in-kind); this is part of the initial validation phase of the new funding structure.
 - This new model still ensures programming and services are accessible to all small businesses and entrepreneurs.
 - Discussions with the Taskforce have focused on ensuring private sector support is tied to our regional mandate.
 - A next step is to begin one-on-one meetings with municipalities to discuss various governance models and alignment with municipal/regional priorities – *Tufts and Boucher* will complete an overarching comparative document for partners.
 - Our aim is to identify what we can execute effectively on behalf of the region, preferably with a simplified governance model that is aligned with municipal-regional needs and private sector needs.
- ii. **Proposed Timeline and Plan:**
- Conversations with municipalities and overview of governance models over the next upcoming weeks – feedback requested prior to the AGM.
 - Private sector – goal to have initial validation over the next couple of months and well planned out before budget season (prior to Nov. 1st, 2026).
- iii. **Open Discussion:**
- No additional discussion.
- b) Regional Economic Partnership Program**
- i. **Update from the Province:**
- The Province has moved, as noted previously, from funding RENs operationally to an activity-based model – open funding to whole province with the aim of business supports consistency across the province.
 - We formally submitted our application on April 24th – the province aims to have funding in place for August.
 - We did receive confirmation that we scored well on the initial application and are moving forward with the next phase of funding negotiations; we should have an update on next steps within the next few weeks.
- 5) New Business**
- a) **CanExport Funding**
- i. We have secured a portion of funds from CanExport to support a regional investment readiness and implementation strategy and municipal/regional economic profiles to support investment attraction.

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- ii. We will need to secure additional funds to support this project, so we are actively seeking funds from other sources (private sector outreach is underway).
- iii. This initiative allows our region to prepare more effectively and efficiently for growth and to better understand the infrastructure/needs required to attract future investment in the region.

b) Registered Canadian Immigration Consultant – Program Revision

- i. We are near the completion of our 3-year immigration and settlement navigation program (funded through the Province and ACOA); noting that the Immigration and Settlement Navigation role was extended to June 30th to support the transition to a program focused on employer and newcomer support through a Registered Certified Immigration Consultant (RCIC) – supporting key vacancies/priority sectors in the region.
- ii. The immigration and settlement navigation program has been our most widely used program to date, and this new program builds on that success.
- iii. The RCIC role will be in place for the next two years and will support employers and newcomers at no cost – this will save businesses and newcomers significant funds (it typically costs \$2,500-\$7,000 per applicant); we are currently in the hiring process and anticipate the new hire to be in place the beginning of the summer.
- iv. Currently in discussion with the Shapiro Foundation and WUSC tied to labour mobility programming.

c) Barbados-Annapolis Valley Partnership Brief

- i. Debrief on Valley REN continued engagement with local entrepreneur and the High Commissioner of Barbados provided by Sr. Economic Development Officer.
- ii. We have engaged in development discussions as part of our sector development work (tourism) and via our advanced navigation and development services.
- iii. There is the potential for labour mobility programming tied to skilled trades – Valley REN is supporting these efforts through our role in business navigation and regional coordination (ensuring the right contacts and organizations are participating).
- iv. Continued conversations about opportunities with Barbados and Annapolis Valley with potential for pilot testing here in the Valley. We will continue to provide updates as discussions move forward with the permission of the local entrepreneur.

4:05pm – Mayor Corkum departs

d) Proposed Joint Council Regional Economic Development Information Session

- i. Discussed prior to budget shifts, Valley REN would like to host joint council session to provide increased understanding around economic development, highlighting our role and the role of other economic development related bodies in the region/province.
- ii. There are multiple different entities who each have a different role in the economic development ecosystem and that can create confusion/misunderstanding that impacts expectations around outcomes/activities.
- iii. We would like to look at hosting this in the Fall to also discuss restructuring plans and preferred governance structure going forward.
- iv. In conversation with EDAC (Economic Developer Association of Canada) to host webinar on the results of their upcoming report following their recent State of the Profession

Liaison and Oversight Committee

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survey the end of June – this would be a great introductory session for Councils to attend prior to a Joint Council Session in Fall.

- v. Initial discussion with Dr. MacNeil at Acadia on creating a customized evaluation model/measurement model for Valley REN as part of our new funding structure/governance model; looking to align with municipal KPIs related to economic development.
- vi. Discussion happening with partners to identify a regional referral system that highlights economic impact (part of measurement).

4:14 p.m. – Mayor MacKay (virtual) departs

6) Valley REN Operations and Activity Update

a) Highlights (April-May)

- i. Leadership team has been focused on restructuring efforts, informed by research and discussions with peer organizations.
- ii. Hosted a business panel and expo yesterday with Glooscap First Nation at their request; attendance was solid (40–50 participants) and the CAO was pleased with the engagement; this event served as a great precursor to the AGM, also to be held at Glooscap First Nations' Community Centre.
- iii. A formal invitation to the AGM with registration details will be shared soon (Save the Date details have already gone out).
- iv. Valley REN is also facilitating a consortium of manufacturers in the Valley with CME to develop a Continuous Improvement (CI) community of practice, building on past Valley REN CI programming (but varied in approach); this consortium will explore ways to better support small businesses by aligning internal processes with CI best practices; a plant tour is scheduled for July as an initial session tied to the work of the consortium.

7) Board of Directors Chair Update

a) Board Member Recruitment

- i. VP of Continuous Improvement, Will Easson with Easson's Transport has been recommended by the Board as a new Valley REN Board Member, to be approved formally by LOC.
- ii. Will Easson will be an exceptional addition to the Board, particularly with his expertise in CI and connections to so many other sectors.
- iii. There was no longer quorum to formally vote: next step is to forward Will Easson's Board Application and schedule an e-vote to formally vote him to the Board. *Boucher* to send information to *Bartlett* to make the motion for an e-vote.

8) Meeting Schedule (next meeting): AGM to be held June 30, 2026 (formal invite will be circulated soon).

9) Adjournment: The meeting was adjourned at 4:28pm.

Liaison and Oversight Committee Meeting Minutes

Councillor Remme moved to approve adjournment, seconded by Councillor Baker.
Motion Carried.

Action Items

Action Item	Responsible	Due Date
1. <i>Tufts and Boucher</i> will complete an overarching comparative document for partners.	Boucher	As soon as possible
2. <i>Boucher</i> to distribute materials to <i>Councillor Bartlett</i> for e-vote on Board Member approval.	Boucher and Councillor Bartlett	As soon as possible
3. <i>Boucher</i> to coordinate discussions with municipal partners on funding model and governance structure prior to the AGM.	Boucher/CAOs	As soon as possible



MAYOR'S REPORT

June 2026

Since our last meeting, I have had the opportunity to participate in several community and regional events that reflect the ongoing work being done throughout our town and the broader Valley region.

May 19 – Public Hearing, 18 King Street and Magee Drive

I attended the Public Hearing regarding the development proposals for 18 King Street and Magee Drive. The hearing provided residents and stakeholders with an opportunity to share their views and concerns regarding the proposed developments. Public participation remains an important part of the planning process, ensuring that Council is informed by community perspectives when making decisions that shape the future growth of our municipality.

May 20 – Valley Regional Services Board Meeting

I attended the Valley Regional Services Board meeting, where representatives from across the region discussed matters related to regional cooperation, resource management, and shared services. These discussions continue to strengthen collaboration among Valley municipalities and support effective regional planning and decision-making.

June 3 – Accessibility Awareness Week Flag Raising

I was pleased to participate in the flag-raising ceremony recognizing AccessAbility Awareness Week. This event highlighted the importance of creating inclusive communities where all residents can fully participate in community life. It also served as a reminder of our collective responsibility to identify and remove barriers that may limit accessibility.

June 4 – Library Rally

I attended the Library Rally in support of our public library system and the valuable services it provides to residents of all ages. Libraries continue to play a vital role in literacy, lifelong learning, community engagement, and access to information. It was encouraging to see strong community support for these important institutions.

June 8 – CORAH Appreciation Event

I attended the CORAH Appreciation Event to recognize the dedication and contributions of volunteers, staff, and supporters who work to enhance the well-being of individuals and families in our community. The event provided an opportunity to celebrate the positive impact their efforts have on the lives of many residents.



June 9 – Soldiers Memorial Hospital Annual General Meeting

I attended the Soldiers Memorial Hospital Annual General Meeting, where updates were provided on hospital operations, achievements, challenges, and future priorities. The meeting highlighted the ongoing commitment of healthcare professionals, volunteers, and administrators to delivering quality healthcare services throughout our region.

I would like to thank all organizers, volunteers, staff, and community members involved in these events. Their continued commitment helps strengthen our community and contributes to the quality of life enjoyed by residents across our municipality.



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

June 9, 2026

Mayors and Wardens
Via Email

Dear Mayors and Wardens:

Under Section 519 (1) of the *Municipal Government Act* (Requirement to notify Union)
The Minister shall notify the Union of Nova Scotia Municipalities (NSFM) at least one year prior to the effective date of any legislation, regulation or administrative action undertaken by or on behalf of the Government of the Province that would have the effect of decreasing the revenue received by municipalities in Nova Scotia or increasing the required expenditures of municipalities in Nova Scotia.

(2) Subsection (1) does not apply with respect to any legislation, regulation or administrative action applying to the Province generally and not mainly to municipalities.

This letter is intended to provide notice of such changes for fiscal year 2027-2028 and beyond.

The Department of Municipal Affairs (DMA) canvassed all provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

Department of Emergency Management

- 1) The Department acknowledges that elements of ongoing work to strengthen fire services in Nova Scotia may have a financial impact on some municipal units.

With the introduction of the *Act to Provide Support for Fire Protection Services*, the Department is providing one-year notice that all municipalities – whether they oversee fire services or not – will be required to:

- conduct a fire protection service review in order to ensure municipalities and fire service providers make evidence-based decisions about the services they provide to their community,
- ensure that local firefighter competencies, training, and personal protective equipment meet the service standard required by the fire protection service review, and
- participate in a common records management system.

The possible impacts of these new requirements, which will be further detailed through regulations and standards, may vary significantly based on local context, including existing governance and collaboration models, levels of municipal readiness, and voluntary fire service provider capacity.

This legislation is part of an ongoing commitment to strengthening the fire service sector through:

- access to specialized firefighter training and the certification process,
- education/training for municipal elected officials,
- procurement support,
- mutual aid and service agreement templates,
- the new Fire Records Management System, and
- a risk-based assessment tool to facilitate council decision-making around fire protection service levels.

Department of Justice

- 1) The Nova Scotia Comprehensive Policing Review was released in June 2025. Since that time, the Department of Justice has met with all municipalities to discuss implementation of the six foundational changes and the expanded role of the provincial police service. These foundational changes are designed to strengthen public safety across the province and support more effective, consistent, and sustainable outcomes. As part of implementation:
 - Municipalities are required to meet established provincial policing standards. Municipalities that are unable to meet these standards independently will be required to contract with the provincial police service for the delivery of those services and, effective April 1, 2027, will be required to purchase those services on a fee basis. While these changes are intended to enhance public safety and ensure greater consistency across jurisdictions, they may result in increased costs for some municipalities. At this time, the specific nature and extent of any financial impacts cannot be determined for any individual municipality.
 - The Province will continue to enhance and modernize its policing standards over time. The creation or expansion of standards may result in additional costs for municipalities.
 - The Province will procure a province-wide records management system (RMS) in fiscal year 2026–27. The Province will fund the acquisition and associated start-up costs. It is anticipated that beginning in 2027–28, as part of implementation, municipalities with their own police agencies will be required to contribute annual licensing fees associated with the RMS. For municipalities policed by the RCMP under the provincial policing model, RMS-related costs will be incorporated into the provincial billing model.
 - The Province will continue to work toward the development of a new municipal billing model for provincial police services during fiscal year 2026–27. Municipalities will continue to be engaged throughout this process. The specific structure of the model and the extent of any financial impacts cannot be determined at this time for any individual municipality; however, changes to the billing model could result in increased costs for some municipalities beginning in 2027–28.

- 2) The National Police Federation is the certified union representing regular members and reservists of the Royal Canadian Mounted Police (RCMP) below the rank of Inspector. The current Collective Agreement expired on March 31, 2025, and labour negotiations between the National Police Federation and Treasury Board Secretariate Canada are ongoing. The cost implications cannot be determined at this time.
- 3) The 'H' Division (Nova Scotia) Royal Canadian Mounted Police (RCMP) have provided the Department of Justice with the annual Multi-Year Financial Plan (MYFP), that reflects the organization's budget requests for the next fiscal year, and strategic planning for subsequent years. The cost implications cannot be determined at this time.

Department of Public Works

- 1) The recoverable cost to municipalities for adjustments to catch basins, manholes, and water valves during construction work will increase June 1, 2027. Manhole and catch basin adjustments will increase from \$600 to \$1200, and water valve adjustments will increase from \$300 to \$600.

Department of Service Nova Scotia

- 1) Nova Scotia's new FOIPOP Act will come into effect on April 1, 2027, and regulations are currently under development to support the new Act. The legislation requires municipalities to adopt new privacy policies and practices, requires mandatory reporting of significant privacy breaches to affected individuals and the Information and Privacy Commissioner, and gives the Information and Privacy Commissioner oversight over municipal privacy programs for the first time. It is anticipated that these changes will require municipal resources in the form of personnel to undertake privacy assessments for any new projects or programs where personal information is being collected, for mandatory privacy breach notifications when there are significant privacy breaches, and for responding to privacy complaints filed with the Office of the Information and Privacy Commissioner (OIPC). The Province will support municipalities through creation of templates, training materials, and education campaigns to help mitigate some of these impacts.

Yours truly,



Honourable John A. MacDonald
Minister of Municipal Affairs

c: CAOs
David Mitchell, President, NSFM
Juanita Spencer, Chief Executive Officer, NSFM