

AGENDA

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

Motion:

That Council approve the agenda as circulated

3. PROCLAMATION

3.1 Fall Prevention Awareness Month – November 2026

4. APPROVAL OF THE MINUTES

4.1 Council Meeting Minutes – September 21, 2026

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. NEW BUSINESS

6.1 Committee of the Whole Recommendations

a. RFD 058-2026 Draft Waiving Fees for Affordable Housing Policy – CAO

Motion:

That Council approve the Waiving Fees for Affordable Housing Policy as presented.

b. RFD 067-2026 Flag Policy

Motion:

That Council approve the Town of Middleton Municipal Flag Policy as presented.

c. RFD 068-2026 Street Banner Policy

Motion:

That Council approve the Town of Middleton Street Banner Policy as presented.

7. REPORTS

7.1 Management Report

7.2 Middleton Fire Department Dispatch Report for September 2026

MIDDLETON TOWN COUNCIL
Town Hall – Council Chambers & YouTube Live
Monday, October 19, 2026
6:30pm



- 7.3 Police Advisory Board DRAFT Meeting Minutes – September 29/26
- 7.4 Planning Advisory Committee DRAT Meeting Minutes – September 23/26
- 7.5 Mayor's Report

8. ANYTHING BY MEMBERS

9. ADJOURNMENT

Proclamation

FALL PREVENTION AWARENESS MONTH November 2026

- WHEREAS** falls across the lifespan pose a substantive human and economic cost to Canadians; and
- WHEREAS** falls are the leading cause of injury-related deaths and hospitalizations and cost the healthcare system \$9.1 billion (direct costs), resulting in 1.5M emergency department visits, 133,017 hospitalizations, 38,848 disabilities and 5,249 deaths; and
- WHEREAS** Fall Prevention Month is an annual call to action campaign that encourages Canadian organizations and individuals to come together to deploy fall prevention efforts each November for a coordinated and larger impact. Everyone has a role to play in creating change to prevent falls and fall-related injuries.
- THEREFORE** I, Gail Smith, Mayor of Middleton, do hereby proclaim November 202 as FALL PREVENTION AWARENESS MONTH in the Town of Middleton.

Dated at Middleton, Nova Scotia
this 19th day of October 2026.

Gail Smith, Mayor

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via YouTube Live, on Monday, September 21, 2026, starting at 6:30pm.

PRESENT

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councillors, Darren Boates, Jonathan Archibald, John Bartlett, Bernadette Knapp, and Dan Smith; Director of Finance, Leah Profitt, Communications Coordinator, Gina Pearson, Interim Chief Administrative Officer, Kevin Matheson; and Recording Secretary, Sara Marceau.

1. **CALL TO ORDER**

Mayor Smith called the meeting to order at 6:30pm.

2. **APPROVAL OF THE AGENDA**

260921.01 It was moved and seconded that Council approve the agenda as amended.
Motion carried.

3. **PROCLAMATION**

3.1 Fire Prevention Week – October 4 - 10

Mayor Smith proclaimed October 4-10, 2026, as Fire Prevention Week in Middleton.

4. **APPROVAL OF THE MINUTES**

4.1 Approval of the Previous Meeting Minutes

2026.07.20 – In Camera Meeting Minutes

2026.07.20 – Council Meeting Minutes

2026.07.29 – Special Council Meeting Minutes

2026.09.08 – Special Council Meeting Minutes

2026.09.08 – In Camera Meeting Minutes

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

5. **ANYTHING BY CITIZENS**

Nothing to report.

6. NEW BUSINESS

6.1 Committee of the Whole Recommendations

a. RFD 056-2026 Social Media Policy

Communications Coordinator Pearson gave a brief overview of RFD 056-2026 Social Media Policy

Councillor Smith noted that the Washer Toss Tournament was not well attended, despite efforts to promote the event. Councillor Smith asked whether someone could do a live video during the event.

- Communications Coordinator Pearson confirmed that the Recreation Coordinator could do a live video, as they have access to the Town's Facebook account.

Deputy Mayor Marshall asked what the Town's official social media channels are.

- Communications Coordinator Pearson stated that the Town's official channels are Instagram and Facebook.

Councillor Archibald asked whether Communications Coordinator Pearson would provide a workshop to clarify what councillors can and cannot say online and provide greater clarity regarding social media use.

- Communications Coordinator Pearson confirmed that a session would be provided and noted that social media is constantly changing.

260921.02 It was moved and seconded that Council approve the proposed amendments to Policy A-2.7 – Social Media Policy, as presented. **Motion carried.**

b. RFD 059-2026 Crisis Communication Plan

Communications Coordinator Pearson gave a brief overview of RFD 059-2026 Crisis Communication Plan.

260921.03 It was moved and seconded that Council approve the Town of Middleton Crisis Communications Plan as presented. While the plan is an operational document intended primarily for staff use, Council approval demonstrates the Town's commitment to consistent, transparent, and coordinated communications during incidents. **Motion carried.**

c. RFD 060-2026 Building and Fire Inspection Agreement

Interim CAO Matheson gave a brief overview of RFD 060-2026 Building and Fire Inspection Agreement.

260921.04 It was moved and seconded that Council approve the proposed Building and Fire Inspection Services Agreement with the Municipality of the County of Annapolis on the date it is signed by both parties and shall remain in effect until March 31, 2030, and direct the Mayor and CAO to execute the agreement. **Motion carried.**

d. RFD 062-2026 Upgrade to SCADA Computer System

Interim CAO Matheson gave a brief overview of RFD 062-2026 Upgrade to SCADA Computer System.

260921.05 It was moved and seconded that Council approve the supplementary capital project for upgrades to the SCADA software system and migration at a cost of \$9,254 inclusive of non-rebateable taxes. **Motion carried.**

6.2 RFD 064-2026 Reservoir Fall Debenture

Director of Finance Profitt gave a brief overview of the Reservoir Fall Debenture

Councillor Smith stated that this may be the first project the Town has completed under budget, which is a significant accomplishment.

Deputy Mayor Marshall noted that it is a positive story for Middleton, providing capacity for approximately 600 new homes and space for an additional tank. He stated that the project is a great investment for the future.

260921.06 It was moved and seconded that Council approve the attached Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate in the amount of one million seven hundred forty-nine thousand five hundred ninety-six dollars (\$1,749,596) with an interest rate not to exceed 7.0%. **Motion carried.**

6.3 RFD 065-2026 Sale of Surplus Equipment

Interim CAO Matheson gave a brief overview of RFD 065-2026 Sale of Surplus Equipment.

Deputy Mayor Marshall asked if they are responsible for coming to get the truck.

Councillor Boates asked if there was a time limit on coming to get the truck.

- Interim CAO Matheson stated no, they want it sooner rather than later.

260921.07 It was moved and seconded that Town Council authorizes the Interim CAO to sell the 1991 Phoenix Spartan Fire Pumper to the Codroy Valley Volunteer Fire Department for \$4,000.00. **Motion carried.**

260921.08 It was moved and seconded that Town Council authorizes the Interim CAO to see the 2017 John Deere x570 Tractor to Nova International Limited for \$500. **Motion carried.**

Councillor Boates suggested offering the 2014 Ford F-150 to the Fire Department for scrap.

260921.09 It was moved and seconded that Town Council authorizes the Interim CAO to dispose of the 2014 Ford F-150 through alternate means. **Motion carried.**

6.4 RFD 066-2026 Appointment of Chief Administrative Officer

260921.10 It was moved and seconded that Town Council ratifies the Appointment of Waye Mason as Chief Administrative Officer for the Town of Middleton effective October 19, 2026. **Motion carried.**

7. REPORTS

- 7.1 Management Report
- 7.2 Middleton Fire Department Dispatch Report for July 2026
- 7.3 Middleton Fire Department Dispatch Report for August 2026
- 7.4 Valley Regional Services Board Jul 15/26 and Sep 16/26 Meeting Minutes
- 7.5 Valley REN LOC Committee Meeting DRAFT Minutes July 27/26
- 7.6 Mayor's Report

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

Councillor Smith inquired about the line painting, noting that it is getting quite late in the season.

- Interim CAO Matheson stated that the paint had just arrived.

Deputy Mayor Marshall indicated that crosswalks and school areas should be prioritized.

8. CORRESPONDENCE

- 8.1 Email – September 9, 2026, Resignation of Stephanie Purcell, Middleton Pool Society

Councillor Knapp asked how the position would be filled.

- Interim CAO Matheson stated that they had met with the Pool Society, and the Society would be responsible for the recruitment process.

- 8.2 Email – September 21, 2026, Annapolis County Housing Association re: Letter of Support.

Councillor Archibald asked whether this affects the 27-unit project.

- Interim CAO Matheson stated that it does not; only the community centre has not received funding.

ACTION: Staff to write letter of support.

Two (2) notice of correspondence was distributed to Council members.

9. ANYTHING BY MEMBERS

Deputy Mayor Marshall noted that the road patching on Main heading west, as well as the area near Senator Road, is quite rough.

Councillor Boates attended the Equity Diversity and Inclusion Committee (EDI), Source Water Protection Committee Meeting and there was a discussion around Lily Lake.

Councillor Knapp noted that the reservoir ribbon-cutting ceremony was held today and stated that it was very eye-opening and great to see the project completely finished.

Councillor Smith shared several community updates, including the Washer Toss Tournament on September 23 at 6:00 p.m., the return of Learn to Run on Mondays and Wednesdays at 5:30 p.m. and Saturdays at 9:00 a.m. at Rotary Park, and slo-pitch games on Sundays at 2:00 p.m.

Councillor Smith also provided an update from the Annapolis Regional Library Board. The library is currently undergoing the rehiring process and is expected to remain open until March 31, 2027, with the possibility of extending operations into April and May. A new Regional Branch Manager has been hired, with hopes of bringing back more activities for children. Smith noted that other regional library boards have indicated that cuts may be forthcoming and discussed concerns regarding inadequate municipal funding. The long-serving Board Chair resigned the following day, and Adele McDonald of Annapolis Royal has been appointed Vice-Chair.

Councillor Bartlett attended the Joint Accessibility Committee meeting and noted a desire for the committee to meet more frequently, as necessary. Councillor Bartlett also attended the Source Water Protection Committee meeting and suggested that the committee should meet more than once a year.

Councillor Archibald thanked staff for distributing the agenda package early.

Mayor Smith thanked everyone for attending the ribbon-cutting ceremony and noted that it was very interesting. Mayor Smith also thanked the Public Works staff for their efforts.

10. ADJOURNMENT

The Mayor declared the meeting adjourned at 7:25pm.

Mayor

Recording Secretary

DRAFT

REQUEST FOR DECISION
Waiving Fees for Affordable Housing
RFD#: 058-2026



To: COTW and Town Council
From: Kevin Matheson, Interim CAO
Date: September 29, 2026
Subject: Waiving Fees for Affordable Housing

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Waiving Fees for Affordable Housing Policy
- Fees – Building & Planning

Legislation

- *Municipal Government Act*

Recommendation

That Council approve the Waiving Fees for Affordable Housing Policy as presented.

Background

During a previous Committee of the Whole meeting, Council directed Staff to prepare a policy outlining the circumstances under which municipal fees may be waived for affordable housing developments.

Council's request reflects an interest in identifying opportunities to support the creation and preservation of affordable housing within the municipality. Municipal fees, such as development permit fees, building permit fees, planning application fees, and other applicable charges, can represent a portion of the overall cost of housing development. Waiving or reducing these fees may serve as one tool to encourage the development of affordable housing projects by lowering upfront costs and improving project viability.

At the same time, municipal fees are established to recover the costs associated with reviewing applications, administering approvals, conducting inspections and providing municipal services. Any policy to waive fees should therefore balance the objective of supporting affordable housing with the Town's responsibility to ensure fiscal sustainability and equitable treatment of applicants.

REQUEST FOR DECISION
Waiving Fees for Affordable Housing
RFD#: 058-2026



Financial Implications

The proposed waiver would result in up to \$4,000 in foregone municipal revenue, representing a minor financial impact on the Town. This may be seen as an investment in increasing the residential tax base of the Town.

Strategic Plan/Operating Plan Alignment

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

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

REQUEST FOR DECISION
Waiving Fees for Affordable Housing
RFD#: 058-2026



CAO Initials: KM

Target Decision Date: October 19, 2026

WAIVING FEES FOR AFFORDABLE HOUSING

Effective Date

October 19, 2026

1. **PURPOSE**

- 1.1 The purpose of this policy is to support the creation and preservation of affordable housing by allowing the Town of Middleton to waive all or part of eligible municipal development-related fees on a case-by-case basis.
- 1.2 This policy establishes a clear and consistent process for receiving, reviewing, approving, and documenting fee-waiver requests.

2. **SCOPE**

- 2.1. This policy applies to new construction, additions, conversions, redevelopment, or substantial renovations that create or preserve one or more affordable residential units within the Town of Middleton.
- 2.2. This policy applies only to fees imposed and retained by the Town that the Town has authority to waive.
- 2.3. This policy does not waive or reduce:
 - Fees, charges, or approvals imposed by another government, agency, or utility;
 - Municipal taxes, utility rates, local improvement charges, deposits, securities, or servicing and infrastructure construction costs;
 - Advertising costs, legal costs, or third-party professional review costs incurred by the Town; or
 - Any requirement to obtain approvals or comply with applicable legislation, municipal by-laws, permits, agreements, inspections, or development standards.

3. **DEFINITIONS**

- 3.1 “Affordable Housing Unit” means a residential unit that meets at least one of the following criteria:
 - The unit is subject to an affordability requirement under a federal, provincial, municipal, or recognized affordable housing program; or
 - The applicant demonstrated, to the satisfaction of the Town, that the rent or purchase price is affordable to a low-or-moderate income household, using current income and housing-cost

Town of Middleton Policies

Code G – Planning #3.3

information from a recognized public source specific to the Town and/or the immediate surrounding area.

3.2 “CAO” means the Chief Administrative Officer of the Town of Middleton

3.3 “Eligible Fees” means municipal planning application fees, development permit fees, building permit fees, subdivision application fees, or other municipal development-related fees specifically approved for waiver by Council.

3.4 “Fee Waiver” means a full or potential waiver of refund of Eligible Fees approved by the Town under this policy.

3.5 “Fee Waiver Agreement” means an agreement between the Town and the applicant setting out the approved waiver, the affordable housing commitment, the affordability period, reporting requirements, and any repayment obligations.

3.6 “Town” means the Town of Middleton.

4. ELIGIBILITY

4.1 A project may be considered for a Fee Waiver where:

- The project will create or preserve at least one Affordable Housing Unit;
- The Affordable Housing Unit will be used for permanent residential occupancy;
- The applicant has provided sufficient information to verify the proposed affordability commitment;
- All taxes and levies on the subject property have been paid in full at the time of making application;
- The project is consistent with applicable municipal planning documents or is the subject of an active application to obtain the necessary approvals; and
- The application for a Fee Waiver is submitted before the applicable permit or approval is issued.

4.2 A mixed-income project may be eligible. Unless the Town determines otherwise, the waiver should be proportionate to the number or share of Affordable Housing Units within the project.

5. APPLICATION REQUIREMENTS

5.1. An applicant shall submit a written request to the Chief Administrative Officer or designate that includes:

- The applicant’s name and contact information;
- The civic address and property identification number of the project;
- A brief description of the development and the number and type of residential units proposed;
- The number of Affordable Housing Units and the proposed rent or sale price for each;

Town of Middleton Policies
Code G – Planning #3.3

- The proposed affordability period and the method by which affordability will be maintained;
- Evidence supporting the affordability of the units, including any applicable funding agreement, program approval, pro forma, rent schedule, or other relevant documentation;
- A list and estimated amount of the municipal fees requested to be waived; and
- Any other information reasonably required by the Town to evaluate the request.

5.2 Staff may request clarification or additional information before making a determination of eligibility.

6. REVIEW AND DECISION

- 6.1. Applications will be reviewed by the CAO and/or designates.
- 6.2. Final approval of all applications, and the amount thereof, is at the sole discretion of the CAO.
- 6.3. Notification of the decision of the CAO will be emailed or mailed to the applicant.
- 6.4. The CAO will report to Town Council the amount of any fees waived pursuant to this policy, in the prior month.

7. POLICY ADOPTION

- 7.1. This policy comes into effect on the date approved by Council.

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	October 5, 2026
Date of Approval	October 19, 2026

TOWN OF MIDDLETON CODE G - PLANNING	
Subject: Fees – Building and Planning	Number: 2.1
Coverage: Staff & Public	Approved by: Council
Effective Date : November 1, 2004	Revision Date: Feb. 2, 2004; Feb. 5, 2007; May 5, 2008; March 2, 2015; Sept. 8, 2015; July 18,2016

Rationale

The following policy establishes uniform fees for permits and services provided by the Town of Middleton, to enable some cost recovery for services provided.

Policy Statement

1. Applications

All Applications shall be accompanied by the necessary permit fees payable to the Town of Middleton.

2. Development Permits & Planning Document Amendments

The following schedule of fees shall be charged for development services provided by the Town of Middleton:

Development Permit fee	\$50
Municipal Planning Strategy and/or Land Use Bylaw amendment application	\$500 + \$500 (advertising fee)
Development Agreement applications	\$500 + \$500 (advertising fee) + registry fees
Minor Variances	\$400 + \$500 (advertising fee) + registry fees
Subdivision	Tentative: \$200 + registry fees Final: \$300 + registry fees
Zoning Confirmation Letters	\$100

3. Building Permits

3.1 Any construction requiring a building permit shall pay the appropriate fee laid out in the following table.

Permit Type	Building Permit Fee
New construction of, and additions to: residential buildings, community centres, cottages and churches.	\$25 + \$0.10/ sq. ft. (based on all useable floor areas of new construction or addition)
New construction of, and additions to: commercial, industrial and other buildings not otherwise specified.	\$25 + \$0.15/ sq. ft. (based on all useable floor areas of new construction or addition)

Permit Type	Building Permit Fee
New construction of, and additions to: sheds, decks, shell storage buildings, garages, and agricultural storage buildings.	\$25 + \$0.06/ sq. ft. (based on all useable floor areas of new construction or addition)
Repairs, renovations or alterations to all existing buildings.	\$25 + \$1 per \$1000 of estimated value of construction work.
Location or re-location of an existing building.	\$50
RENEWAL of an approved permit.	\$25
Change of occupancy classification	\$50 + \$1 per \$1,000 of estimated value of construction work.
DEMOLITION of building or structure.	\$25

- 3.2 Square footage for the purpose of building permits shall be calculated as follows:
- buildings intended for human occupancy shall include all useable floor space (finished);
 - buildings not intended for human occupancy shall be based on the area of the main floor.
- 3.4 Permit fees shall be refunded in situations and proportions as follows:
- applications never completed, retained fee \$25, balance refunded,
 - permit denied, retained fee \$25, balance refunded
 - permit revoked or abandoned before work commenced, 50% of fee refunded,
 - permit revoked or abandoned after work commenced, no refund.

References

Town of Middleton - *Building Code Bylaw, Chapter 19, Part 2 - Permit Fees*

Previous Policies

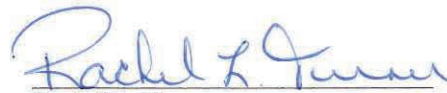
The previous policy 1/73 "Town of Middleton - Fees Policy" Effective February 2, 2004 is hereby amended.

The previous policy 7/3 "User Fee Policy" Effective November 1, 2004 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 18th day of July, 2016.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 20th day of July, 2016.



Rachel L. Turner
Chief Administrative Officer

REQUEST FOR DECISION
Town of Middleton Flag Policy Proposal
RFD#: 067-2026



To: COTW & Council
From: Recreation
Date: October 5, 2026 and October 19, 2026
Subject: Town of Middleton Flag Policy

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Town of Middleton Flag Policy Proposal

Legislation

- N/A

Recommendation

That Council approve the Town of Middleton Municipal Flag Policy as presented.

Background

The Town of Middleton periodically receives requests from community groups and organizations to fly flags on municipal property. The Town also receives questions and concerns from members of the public regarding the display of flags.

In the absence of an adopted municipal policy, responding to these requests and concerns can be challenging and may result in inconsistent expectations regarding which flags may be displayed, when they may be flown, and how requests are considered.

The proposed Municipal Flag Policy establishes clear and consistent guidelines for the display of flags on Town-owned or managed property. It identifies flags authorized for municipal display, establishes protocols for commemorative display periods and provides a formal process for considering requests for additional flags

REQUEST FOR DECISION
Town of Middleton Flag Policy Proposal
RFD#: 067-2026



Adoption of the policy will provide Council and staff with an established framework that can be applied consistently when responding to future requests or concerns regarding flag displays. We should be clear that we have two flag poles. One at Centennial Park and one in Rotary Park. We do not own the flagpole outside of Town Hall. That belongs to the RCMP.

Financial Implications

No significant financial implications are anticipated as a result of adopting this policy. Any costs associated with implementation will be managed through existing operating budgets, where applicable.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	This policy deals directly with community representation, inclusion, organizations and the use of municipal public space.
X	Governance	This policy is about being transparent and consistent with decision making.
	Council Strategic Initiative	

Alternatives

Council may choose not to approve the policy, direct staff to make amendments, or refer the policy back to staff for further review.

REQUEST FOR DECISION
Town of Middleton Flag Policy Proposal
RFD#: 067-2026



Community Engagement/Communication

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: KM

Target Decision Date: Oct 19, 2026

Town of Middleton – Municipal Flag Policy

Effective Date:

Approved By: Middleton Town Council

1. Purpose

To establish consistent and respectful guidelines for the display of flags on municipal property in the Town of Middleton, ensuring alignment with community values, national protocols, and inclusion.

2. Scope

This policy applies to all flagpoles located on property owned or managed by the Town of Middleton.

3. Authorized Flags

The following flags are approved to be flown on municipal flagpoles in Middleton:

- **Canadian Flag**
- **Nova Scotia Provincial Flag**
- **Town of Middleton Flag (if developed)**
- **Mi'kmaq Nation Flag**
- **African Nova Scotian Flag**
- **Pride Flag** (2SLGBTQIA+ community)
- **Accessibility Flag** (symbolizing inclusion and barrier-free access)
- **Acadian Flag**

Note: The Town of Middleton does not currently have a municipal flag.

4. Flag Protocol

- The **Canadian flag** shall always be flown in the position of prominence and according to federal protocol.
- Flags must be clean, properly maintained, and replaced if faded or damaged.
- Flags shall be flown at half-mast when required by federal, provincial, or municipal orders (e.g., official mourning).

5. Commemorative Flag Display Periods

The following commemorative flags will be flown during specific time periods, as determined annually:

- **Pride Flag** – typically in June (Pride Month)
- **African Nova Scotian Flag** – typically in February (African Heritage Month)

- **Accessibility Flag** – during designated municipal inclusion or accessibility awareness campaigns
- **Mi'kmaq Flag** – may be flown continuously or during key Indigenous observances (e.g., Treaty Day, National Indigenous Peoples Day)

6. Requests for Additional Flags

To maintain fairness and consistency, only the flags listed above will be flown unless:

- A significant declaration is made by senior government (e.g., federal or provincial observances), **or**
- A **special request** is submitted in writing to the CAO and approved by Middleton Town Council through a formal motion.

Requests must be:

- Submitted **at least 60 days in advance**
- Accompanied by a statement of alignment with municipal values and inclusivity

7. Limitations

The Town will **not approve or fly flags** representing:

- Political parties or movements
- Religious organizations or causes
- Commercial brands or corporate entities
- Private individuals or special interest groups

All flags must reflect the Town's values of respect, diversity, inclusion, and community representation.

8. Review and Revisions

This policy shall be reviewed every **two years** or sooner if requested by Council to reflect evolving community standards and practices.

REQUEST FOR DECISION
Street Banner Policy
RFD#: 068-2026



To: COTW and Town Council
From: Recreation
Date: October 5, 2026 and October 19, 2026
Subject: Town of Middleton Street Banner Policy

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Town of Middleton Street Banner Policy

Legislation

- N/A

Recommendation

That Council approve the Town of Middleton Street Banner Policy as presented.

Background

The Town of Middleton has received requests from community groups and organizations wishing to display banners on municipal banner poles and other designated locations. The Town has not previously had a formal policy clearly establishing permitted uses, approval requirements, display periods, installation responsibilities and procedures for unauthorized banners.

The need for a formal policy was highlighted following an instance in which banners were installed on municipal infrastructure without authorization after permission had not been granted. The banners subsequently remained in place for an extended period of time. Without an established policy, staff have limited formal guidance to reference when addressing unauthorized installations or responding to future requests.

REQUEST FOR DECISION
Street Banner Policy
RFD#: 068-2026



The proposed Street Banner Display Policy establishes a clear application and approval process, identifies permitted uses and design requirements, establishes display periods, and confirms that only Town staff or authorized contractors may install or remove banners.

Adoption of the policy will provide Council, staff and community organizations with clear expectations and a consistent process for future banner requests and will provide the Town with an established policy to reference when addressing unauthorized displays.

Financial Implications

The policy makes applicants responsible for banner creation and costs, while installation/removal remains with Town staff or authorized contractors.

Please check this section with the Director of Finance.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	This policy deals directly with community representation, inclusion, organizations and the use of municipal public space.
X	Governance	This policy is about being transparent and consistent with decision making.
	Council Strategic Initiative	

Alternatives

Council may choose not to approve the policy, direct staff to make amendments, or refer the policy back to staff for further review.

REQUEST FOR DECISION
Street Banner Policy
RFD#: 068-2026



Community Engagement/Communication

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: KM

Target Decision Date: October 19, 2026

Town of Middleton – Street Banner Display Policy

Effective Date:

Approved By: Middleton Town Council

1. Purpose

To provide a clear and consistent policy for the installation of banners within the Town of Middleton, ensuring that all displays are appropriate, safe, respectful, and align with the values and priorities of the community.

2. Scope

This policy applies to all banner poles and designated display locations within the Town of Middleton used for seasonal, commemorative, or organizational banner displays.

3. Authorized Use

The following uses are approved for banner display within the Town limits:

- **Town Seasonal Banners** (e.g., spring, summer, fall, holiday-themed)
- **Royal Canadian Legion Veteran Banners** (during Remembrance period or as designated by Council)
- **Town of Middleton Sanctioned Events or Campaigns** (e.g., festivals, awareness campaigns, town-led initiatives)

4. Application and Approval Process

Any group or organization requesting to hang banners must:

- Submit a **written application** to the Town CAO or designate
- Include banner design, content, installation/removal dates, and proposed locations
- Submit the request **at least 60 days in advance** of the desired installation date
- Receive **written approval from Town Council** or their delegate prior to installation

5. Design Guidelines

All banners must:

- Be respectful, non-political, and non-commercial in nature
- Reflect community values of inclusion, diversity, and unity
- Be made of durable, weather-resistant materials
- Meet safety standards and installation requirements as determined by the Town

6. Unauthorized Banners

Banners installed without prior authorization will be:

- Removed by Town staff without notice
- Returned to the responsible party (if identifiable)
- May result in the group or individual being restricted from future use

7. Banner Duration and Scheduling

- Seasonal banners will be installed and rotated on a schedule managed by Town staff
- Veteran banners (in partnership with the Royal Canadian Legion) will be displayed during the approved commemorative period, typically in the lead-up to **Remembrance Day**
- Approved event banners may be displayed for a period not exceeding **30 days**, unless otherwise authorized

8. Limitations

The Town will **not approve** banners that:

- Promote political, religious, or commercial content
- Include offensive or discriminatory language or imagery
- Interfere with traffic safety or public visibility

9. Installation and Maintenance

- Only Town staff or authorized contractors may install and remove banners
- The applicant is responsible for all costs associated with banner creation
- The Town reserves the right to remove banners early if they become damaged or pose a safety risk

10. Review and Revisions

This policy will be reviewed every **two years**, or earlier if requested by Council or in response to emerging needs or issues.

Management Report

October 19, 2026



COUNCIL'S STRATEGIC INITIATIVES

#	STRATEGIC INITIATIVE	UPDATE
1	Perform an assessment of policing services within the Town of Middleton	• 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. Further Meetings July 14th and September 29th. • New PPSA Billing Framework requires extensive planning through PAB and Council.
2	Explore the construction of a multi-faceted facility for municipal services	• 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	• 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	• Staff to compile information on water infrastructure
5	Finish the new reservoir including the decommissioning of the old reservoir	• 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 and work has been completed. • Reservoir is online.

Management Report

October 19, 2026



#	STRATEGIC INITIATIVE	UPDATE
6	Create a growth plan that promotes housing and population growth, as well as economic development	- 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	Create a communications strategy that enhances public communication and transparency	- 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 Crisis Communication Plan approved by Council
8	Increase recreational programming and social events to the public	- 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. New SLO-Pitch games happening at Rotary Park

Management Report

October 19, 2026



OPERATIONAL UPDATES

ADMINISTRATION		
Completed	In Progress	Issues
Staffing: • Probationary reviews for staff • Recruitment for New CAO complete	Staffing: • Preparation of orientation materials for new CAO	Staffing: • Review of all Departmental priorities and resources
Project Work: • Agreement with Rotary Club to construct a shade structure at the Middleton Pool was executed/signed • Contract for Climate Risk Assessment was executed/signed • The Beat is completed for this quarter and will be mailed with water bills • Crisis Communications Plan has been completed. • Session 2 of Community Conversations took place on Oct. 13. There were 10 attendees. • The Beat Newsletter is completed for this quarter and will be mailed with bills, sent out on MailChimp and shared on socials. • Attended three meetings with the DOJ/RCMP on the new billing model	Project Work: • Options for Town Hall – received a draft report from Palmer and Doherty • Continue to explore training for staff and Council on Inclusion, Diversity, Equity and Accessibility • Notes from Community Conversations have been completed – a snapshot will be created for the public • Welcome folders/packages for new staff, businesses, committee members, councillors, and residents are in the process of being compiled and necessary copy is being written. • Surveys were sent out to staff for an Internal Communications Plan – that information is currently being reviewed prior to the start of the internal Comms. Plan. • Council Training on Crisis Communications Procedures and changes to the social	Project Work:

Management Report

October 19, 2026



	media policy takes place on Oct. 15	
Other Items: • Pool security cameras have been installed – investigating internet options	Other Items: • Management team reviewing priorities and policies • Review Brooklyn Road draft agreement (deferred)	Other Items: • Affordability Study of keeping certain assets and services should be completed

Management Report

October 19, 2026



FINANCE

Completed

- Operating results to end of July 2026
- July 2026 Bank Reconciliation
- Tax Sale occurred August 20th, 2026
- Property tax bills were issued September 1, 2026
- Process for collecting deposits for new water accounts has been going well

In Progress

- Finance department focus is on getting 2025-2026 year-end deliverables completed
- August 2026 Bank Reconciliation
- Working on updating Finance policies for Tax Sale and Tax Collection Procedures
- Review of Finance-related policies to determine which ones require updating or complete removal
- Fine-tuning job descriptions for finance staff

Issues

RECREATION and EVENTS

Completed	In Progress	Issues
- SLO Pitch is done for the season. - Washer Toss was a good try but not successful. We will try again in the Spring. - Canoe and Kayak Loans wrapped up this week total loans were 117 loans and 28 participated in guided paddles. Stats are available for who rented. - Splash Pad is done for the season. - The Truth and Reconciliation Flag Raising and Ceremony was a success with good attendance from the two schools and community.	- Community Board Game Night has had two sessions with slow uptake but growing. - Seasoned Together is scheduled for October 17th. - Learn 2 Run has started again. - Senior Walking with CORAH has begun on Thursday mornings again - Regular fitness programs continue – Titan Training will move inside on October 20th - Halloween events are in full swing with Haunted House, Witch Walk, Business Costume Contest, House Decorating Contest. - We have two CoOp students from MRHS working with us weekly. - There is a fall photo challenge happening - Our second Plein Air painting t Riverside is scheduled for the 13th. - We have 3 surveys out currently for feedback on programs and events. Info coming soon.	- Vandalism and theft continue to be a problem. The parks continue to be a target. - We are working out the kinks in program attendance and registration, trying some new ideas to reach community members. - There continue to be issues with off road vehicles riding through Rotary Park despite having conversations with certain individuals. - We are still trying to find appropriate resources for our unhoused and vulnerable population. Current resources are not meeting the needs for the most part.

Management Report

October 19, 2026



PLANNING

Completed	In Progress	Issues
13 Building Permits issued for 2026-2027 YTD	25 properties left to conduct Fire Inspections from 2025	
All necessary steps have been taken to reach the desired outcome.	- Development Agreement (DA) was with the province for signature. - Province sent the DA to the Land Registry Office (LRO) on Friday, September 4, 2026. - Waiting for the DA to be registered	
- 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	- 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	

Management Report

October 19, 2026



PUBLIC WORKS and PARKS

Completed	In Progress	Issues
<u>General Public Works:</u> - Multiple Garbage cans and Picnic tables painted - Transitioned small kid fields into full size soccer field for school teams to use	<u>General Public Works:</u> - Mowing ongoing - Sanding/painting garbage cans - Repairs to railing at pavilion - Closing washrooms and winterizing	<u>General Public Works:</u>
<u>Public Works Equipment:</u> - Service completed on Silverado, 2500 and 2001 Dodge - Safety Inspection on GMC - New Blade and Guard installed on Cut off	<u>Public Works Equipment:</u> - Ordered new gears and Augers for the - Ordered new belts for flail mower	<u>Public Works Equipment:</u> Transmission still leaking waiting on quote from NORS
<u>Roads, Streets, Sidewalks:</u> - Line painting - Church street renewal - All town patching	<u>Roads, Streets, Sidewalks:</u> - Sidewalk Capitol Project along Gates - Repairs to driveway ends that are becoming troublesome	<u>Roads, Streets, Sidewalks:</u>
<u>Water & Equipment</u> - Reservoir complete - Old reservoir decommissioned	<u>Water & Equipment</u> - Deficiency list for new reservoir still in progress - Water Meter reads - Continuing water flow install at the old reservoir site for chlorine residuals - Repairing broken meters - Well cleaning parts ordered	<u>Water & Equipment</u> Tariff relief not yet received
<u>Wastewater & Equipment</u> - Cleaned out turtle weeds from the lagoon - Had Grit chamber and MH cleaned	<u>Wastewater & Equipment</u>	<u>Wastewater & Equipment</u>

Management Report

October 19, 2026

FIRE DEPARTMENT

Completed	In Progress	Issues
• Monthly truck inspections • Attended a training meeting at the Bridgetown Fire Department • Trucks had their annual service and pump testing as required • Air compressor for breathing air had its semi-annual service done with minor repairs • Attended a meeting with the County of Annapolis Fire Services Coordinator over future needs and funding reviews • Met with provincial representatives at the Bridgetown Fire Department over the current fire services modernization changes, round table discussions • In-house training on packing hoses • Visit from Town Council and staff viewing the new truck and a general walkaround of the current hall, showing limited space and much needed space	• Level 1 training back up for fall season, completion should be November for the program • Starting a joint program though Middleton Regional High School on a junior fire fighting program, we have a team in place to guide the program for the season • Training on the new pumper/tanker is on going • Fire prevention team has started activities in the local community and social media • Upcoming vehicle extrication course in Kingston • The provincial mobile burn training unit will be in Bridgetown the second week of November, we will be sending members to keep their live fire skills active • Received only one (1) bid on the disposal of the old pumper that was out for the tender, currently under review. • Two (2) new members applied to join the Fire Department	• Wiring and lighting ongoing repairs on the 1999 tanker

Management Report

October 19, 2026



Incident Summary
From Sep 1 26 to Sep 30 26

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Sep 2 26 09:45:22 26-07724	438 Main St, MIDDLETON Passenger vehicle fire - car, van	0	0		
Sep 7 26 16:35:04 26-07914	21 Gates Ave, MIDDLETON Commercial Fire Alarm	49	0		
Sep 12 26 10:42:09 26-08049	437 Main St, MIDDLETON Structure - Residential; house / garage /shed	87	0		
Sep 12 26 14:55:26 26-08060b	4776 Old Liverpool Rd, ALBANY CROSS Mutual Aid to the Scene	136	0	Assistance to 26-08060	
Sep 17 26 16:55:47 26-08241	251-15 Marshall St, MIDDLETON CO GAS - Carbon monoxide	58	0		
Sep 17 26 22:31:42 26-08246	33-2 Commercial St, MIDDLETON Commercial Fire Alarm	49	0		
Sep 22 26 19:33:42 26-08389a	1400 Torbrook Rd, TORBROOK MINES Mutual Aid to the Scene	4	0	Assistance to 26-08389	
Sep 23 26 08:22:30 26-08405	14024 Highway 1, WILMOT MVA - Confirmed Entrapment / Unknown	38	0		
Sep 24 26 16:06:13 26-08454	11 Freeman St, MIDDLETON Commercial Fire Alarm	12	0		
Sep 24 26 21:25:06 26-08464	207 Brooklyn Rd, BROOKLYN MVA - Confirmed Entrapment / Unknown	169	0		
Sep 25 26 08:18:02 26-08472	11 Freeman St, MIDDLETON Commercial Fire Alarm	0	0		
Sep 25 26 14:14:31 26-08482	11 Freeman St, MIDDLETON Commercial Fire Alarm	0	0		
Sep 25 26 18:15:54 26-08485	138 Sunset Cres, MIDDLETON Commercial Fire Alarm	21	0		
Sep 26 26 17:47:21 26-08513	Highway 101 Dm 175 E, SPA SPRINGS MVA - No Entrapment	40	0		
Sep 29 26 10:32:52 26-08597	463 Main St, MIDDLETON CO GAS - Carbon monoxide	62	0		
Sep 30 26 09:34:18 26-08632a	9712 Highway 10, NICTAUX Mutual Aid to the Scene	293	0	Assistance to 26-08632	
Sep 30 26 22:09:57 26-08654	27 Gates Ave, MIDDLETON Power Lines Down, Arcing	0	0		
17 incidents for Middleton		16 hrs 58 mins	0		
		16 hrs 58 mins	0		

A meeting of the Police Advisory Board (PAB) was held in person on Tuesday, September 29, 2026 starting at 6:00pm.

PRESENT

Chairing the meeting: Janet Davis, Mayor Gail Smith, Councillors Jonathan Archibald and Bernadette Knapp, S/Sgt. Jim Gilmour, Cpl. Pascal Boudreau, RCMP; Citizens-at-large, Jo-Ann Hightower, Brenda Ford, Interim Chief Administrative Officer Kevin Matheson, and Recording Secretary, Sara Marceau.

Also in attendance: One citizen

1. CALL TO ORDER

Chair Davis called the meeting to order at 6:00pm.

2. APPROVAL OF THE AGENDA

260929.01 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

July 14, 2026

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

Councillor Knapp asked for someone to follow up on Dane Berringer as NS Justice representative.

ACTION: Staff to follow up with NS Department of Justice

4. RCMP REPORTS

4.1. RCMP Service Recipient Agreements and Costs Information for Municipalities

Interim CAO Matheson gave a brief overview of the Recipient Agreements and Costs Information for Municipalities.

4.2 RCMP Stats Report

S/Sgt Gilmour gave a brief overview of the RCMP Stats Report.

5. ANYTHING BY MEMBERS

- Councillor Archibald referenced the previous meeting and asked about notification procedures and what the Town does during a crisis. A crisis communication plan was discussed.
- Chair Davis raised concerns from residents about speeding and accidents, particularly near the school and along North/School Street.
- Interim CAO Matheson noted that requests for speed bumps would fall under the Traffic Authority.
- Mayor Smith indicated that speed bumps have worked well elsewhere and suggested that the Town could benefit from having a couple installed.
 - o Interim CAO Matheson said the location may be eligible for consideration.
- Chair Davis raised concerns about ATVs and motorcycles and the amount of traffic on School Street.
- Cpl Boudreau explained that off-highway vehicles are generally not permitted in these areas under the *Off-highway Vehicle Act*, although some activity may be tolerated when operators are being responsible.
- Residents are encouraged to report concerns.
- Councillor Archibald advised that concerns involving these areas can be reported to Lands and Forestry. Residents should provide information or photographs when possible so the department can investigate. The more reports the department receives, the better. Contact number provided: 1-800-565-2224.
- Cpl Boudreau explained that police have partnered with Natural Resources because DNR officers have capabilities that police members in patrol vehicles may not have.
- Councillor Knapp described an incident involving a young person at a workplace where the RCMP were contacted but reportedly did not attend to obtain video footage.
 - o Cpl Boudreau said a file was started and indicated that it was understood the complainant did not want further action.
- Councillor Archibald asked whether businesses can retain their own surveillance images and use them for their files and staff education.
 - o S/Sgt Gilmour confirmed that businesses can do so.

6. **NEXT MEETING DATE**

November 17th at 6:00pm.

7. **ADJOURNMENT**

Chair Davis declared the meeting adjourned at 6:49pm.

CHAIR

RECORDING SECRETARY

A meeting of the Planning Advisory Committee (PAC) was held in person on Wednesday, September 23, 2026 starting at 4:00pm.

PRESENT

Chairing the meeting: Hilary Campbell; Councillors Dan Smith, John Bartlett, and Jonathan Archibald; Citizens-at-large, Howard Selig, Margaret Jerke and Dianne McDonald, Planner, Chrystal Fuller, Development Officer, Lauren Isabelle, Interim Chief Administrative Officer, Kevin Matheson, and 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

260923.01 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

May 12, 2026, Committee Meeting Minutes

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

4. ACTION/DISCUSSION ITEMS

4.1 Northlands Presentation

Development Officer Isabelle gave a brief presentation of the Northlands Amendments.

Planner Fuller is seeking clarity from the PAC on the proposed bike lanes and broader active-transportation considerations. Key discussion points included:

- There was concern that Middleton currently lacks safe, connected bicycle infrastructure. Howard Selig noted the Town's previous commitment to the Blue Route but said it has not been followed through, leaving cyclists without safe routes and potentially isolating Middleton from surrounding communities.

- o Councillor Smith asked why bike lanes would not be included on collector roads and suggested a separate bike track. It was noted that on-street parking and the authority over parking could affect the feasibility and design of bike lanes.
- o The discussion distinguished walkability from accessibility, with concerns raised about whether trails and streets would adequately accommodate strollers, wheelchairs, older residents, and people with mobility challenges.
- o Howard Selig raised concerns about designing the neighborhood only for current needs rather than future residents, including the impact of concrete curbs, gutters, gravel edges, and sidewalks on accessibility.
- o The developer would have significant flexibility over house design, provided buildings meet the Land Use Bylaw (LUB) and applicable development criteria. Urban design requirements were removed, although they could potentially be reconsidered through work with the Town and PAC.
- o Lot coverage, setbacks, height, and massing were identified as the primary controls for creating a consistent neighborhood feel rather than prescribing specific house designs.
- o The proposed Development Agreement (DA) would not remove development rights from neighboring properties. Other property owners could potentially join the development in the future, while retaining the status quo if they do not.
- o A unit was described as a self-contained living area with a private entrance. Flexibility may allow more than one building on a lot, and group homes were confirmed as a possibility.
- o Public areas would ultimately be maintained by the Town.

Main outstanding issue for PAC: Clarification is needed on whether bike lanes or separated cycling infrastructure should be incorporated into the collector-road design, how parking would interact with those facilities, and whether the proposed road network adequately addresses accessibility and long-term active transportation needs.

260923.02 It was moved and seconded that the Planning Advisory Committee direct staff to hold a Public Participation Meeting on the proposed amendments to the Municipal Planning Strategy, Land Use By-Law and Subdivision By-law, and the proposed Northlands Road Standards Policy, to implement the Northlands Comprehensive Development District;

And that staff return to the Planning Advisory Committee following the Public Participation Meeting with a summary of public input and any recommended revisions to the proposed amendments for the Committee's consideration before making a recommendation to Council. **Motion carried.**

260923.03 It was moved and seconded that the Planning Advisory Committee direct staff to retain the proposed active transportation requirements for Collector Roads in the draft Northlands Road Standards Policy for the purposes of the Public Participation Meeting. **Motion carried.**

5. **ANYTHING BY MEMBERS**

Councillor Archibald expressed frustration with the timeline for receiving the agenda package.

6. **NEXT MEETING DATE**

To be determined.

7. **ADJOURNMENT**

Chair Campbell declared the meeting adjourned at 5:43pm.

CHAIR

RECORDING SECRETARY

MAYOR'S REPORT

September 2026

On September 24, I had the pleasure of attending the Volunteer Awards Ceremony in West Dalhousie. This was a wonderful opportunity to recognize and celebrate the many volunteers who generously give their time, energy, and talents to strengthen our communities.

I would also like to extend my congratulations to Fire Chief Mike Toole and 2nd Deputy Fire Chief Jody Spidel of Middleton's Fire Department on their recognition. Their commitment and service to our community are greatly appreciated, and it was a pleasure to see their contributions acknowledged.

Volunteers are an essential part of community life. Their contributions often happen quietly and without expectation of recognition, yet they make a significant difference to local organizations, events, and the people they serve. It was an honor to be present to acknowledge their dedication and commitment.

On September 26, I attended the Sports Heritage Wall of Fame event at the Macdonald Museum. The event provided an opportunity to celebrate the accomplishments and contributions of individuals who have helped build and shape our local sporting heritage. Sport plays an important role in bringing people together, encouraging healthy lifestyles, developing leadership, and creating lasting connections within our communities. Recognizing the achievements of local athletes, coaches, volunteers, and supporters also helps preserve the stories and traditions that form an important part of our community's history. I commend the Macdonald Museum, and everyone involved in recognizing and preserving this important part of our local heritage.

On September 29, I attended the Truth and Reconciliation flag-raising ceremony. This was a meaningful opportunity for our community to reflect on the history and ongoing legacy of residential schools and to recognize the importance of reconciliation. The ceremony provided an opportunity to honor residential school survivors, their families, and Indigenous communities, while reminding us of our shared responsibility to continue learning and working toward reconciliation. Events such as this encourage reflection, education, respect, and understanding. I appreciate everyone who participated and helped ensure that this important day was recognized within our community.

On September 29, I also attended the Police Advisory Board meeting. The board provides an important forum for discussion and collaboration between the police service and the communities it serves. Community safety depends on strong communication, public



engagement, and a shared understanding of local priorities. I appreciate the work of the board members and all those who contribute to maintaining positive relationships between our community and policing services.

September provided several opportunities to celebrate the people, history, achievements, and values that make our community strong. From recognizing the contributions of volunteers and local sports leaders to reflecting on reconciliation and discussing community safety, each of these events demonstrated the importance of community participation and engagement. I thank all of the organizers, volunteers, community members, and organizations who continue to contribute their time and effort to making our community a welcoming, active, and connected place to live.