

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

PRESENT

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

Regrets: Deputy Mayor Gary Marshall, Councillor Sandra Fournier

1. **CALL TO ORDER**

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

2. **APPROVAL OF THE AGENDA**

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

3. **APPROVAL OF THE MINUTES**

3.1 Approval of the Previous Meeting Minutes

26.01.19 In-Camera Meeting Minutes
2026.02.17 Council Meeting Minutes

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

4. **ANYTHING BY CITIZENS**

Nothing to report.

5. **NEW BUSINESS**

5.1 **Committee of the Whole Recommendations**

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

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

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

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

b. RFD 018-2026 Valley Waste Temporary Borrowing Resolution

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

260316.04 It was moved and seconded That Council approve the included Town of Middleton's Loan guarantee resolution in the amount of up to, but not exceeding, eight thousand, one hundred and sixty-four dollars (\$8,164) representing one point ninety percent (1.90%) of the total of four hundred, twenty-eight thousand, eight hundred and thirty-five dollars (\$428,835) to be borrowed by Valley Waste for their 2025/26 capital budget. **Motion carried.**

5.2 RFD 019-2026 Middleton Development Fees

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

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

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

5.3 RFD 020-2026 Reservoir Construction Change Order #4

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

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

5.4 2025-26 Capital Projects Update

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

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

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

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

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

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

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

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

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

6. REPORTS

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

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

7. CORRESPONDENCE

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

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

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

8. ANYTHING BY MEMBERS

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

ACTION: Add item for Communications Strategy to April 7th COTW Meeting

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

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

9. IN CAMERA

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

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

10. ADJOURNMENT

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

Mayor

Recording Secretary