

A Special meeting of Middleton Town Council was held in-person at the Town Hall and via YouTube Live, on Monday, May 4, 2026, following 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; Director of Finance Leah Profitt, and Recording Secretary, Sara Marceau.

1. **CALL TO ORDER**

Mayor Smith called the meeting to order at 6:59pm.

2. **APPROVAL OF THE AGENDA**

260504.01 It was moved and seconded that Council approve the agenda as circulated. **Motion carried.**

3. **NEW BUSINESS**

3.1 **RFD 031-2026 Communications Strategy 2026**

Communications and Events Coordinator Pearson gave a brief overview of Version 2 of the 2026 Communications Strategy.

260504.02 It was moved and seconded that Council approve version two of the Town of Middleton Communications Strategy as presented. **Motion carried.**

- Councillor Archibald stated that he likes the welcome package but noted that it does not include information on what Council can do to support milestones for new businesses.
 - CAO Crocker advised that staff recommend not including this type of information on the Town's Facebook page.
 - Communications and Events Coordinator, Pearson, added that the focus should remain on the Town's own initiatives.
 - CAO Crocker stated that these could be brought up during anything by members at Council meetings.
- Councillor Archibald asked whether guidelines could be provided outlining what councillors are permitted to say.
 - Communications and Events Coordinator Pearson confirmed that these guidelines are already included in the Communications Strategy and emphasized the importance of maintaining a unified response.

260504.03 It was moved and seconded that Council direct staff to develop a phased implementation workplan outlining how the recommendations within version two of the Communications Strategy will be executed, including prioritization, timelines, and resource considerations. **Motion carried.**

3.2 RFD 038-2026 Appointment List Update

CAO Crocker gave a brief overview of the Appointment List.

260504.04 It was moved and seconded that Council, on recommendation from the CAO, appoint Chris Dowell as a member of the Audit Committee. **Motion carried.**

260504.05 It was moved and seconded that Council, on recommendation from the CAO, appoint Brenda Ford as a member of the Police Advisory Board. **Motion carried.**

260504.06 It was moved and seconded that Council, on recommendation from the CAO, appoint Cliff Drysdale as a member of the Source Water Protection Advisory Committee. **Motion Carried.**

260504.07 It was moved and seconded that Council approve the 2026 Appointment List, as presented. **Motion carried.**

3.3 RFD 032-2026 Supplementary Capital Project at Pool.

CAO Crocker gave a brief overview of the Shade Structure at the Pool.

260504.08 It was moved and seconded that Town Council approve a supplemental budget of \$6,311 (before HST) for the installation of a sunshade structure at the Middleton Pool. **Motion carried.**

- Councillor Smith asked whether the Pool Society has been involved.
 - CAO Crocker confirmed that they have, noting that the Rotary Club has met with the Pool Society and that both parties are in agreement with the project.

4. IN-CAMERA

260504.09 It was moved and seconded to move to in-camera at 7:30pm. **Motion carried.**

260504.10 It was moved and seconded to move out of camera at 7:36pm. **Motion carried.**

260504.11 It was moved and seconded that Council authorize spending up to \$25,000 plus HST of the grant funding from CMHC through the Housing Accelerator Fund to complete Initiative 6. **Motion carried.**

5. ADJOURNMENT

The Deputy Mayor declared the meeting adjourned at 7:37pm.

Handwritten signature of Paul Smith in blue ink, written over a horizontal line.

Mayor

Handwritten signature of J. Marceau in blue ink, written over a horizontal line.

Recording Secretary