

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