

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