A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via YouTube Live, on Monday, October 19, 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, Chief Administrative Officer, Waye Mason; and Recording Secretary, Sara Marceau.

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

261019.01 It was moved and seconded that Council approve the agenda as amended. **Motion carried.**

3. PROCLAMATION

3.1 Fall Prevention Awareness Month – November 2026

Mayor Smith proclaimed November 2026 as Fall Prevention Awareness Month in Middleton.

4. APPROVAL OF THE MINUTES

4.1 Approval of the Previous Meeting Minutes

2026.10.19 – Council 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 058-2026 Draft Waiving Fees for Affordable Housing Policy

Chief Administrative Officer Mason gave a brief overview of RFD 058-2026 Draft Waiving Fees for Affordable Housing Policy.

The discussion focused on concerns about waiving fees, the limited financial contribution toward the overall project, potential property tax relief, and concerns about development on Magee Drive. Questions were raised about how assistance would affect the project and the application process. Councillor Bartlett clarified that Council would retain the authority to vote on affordable housing applications.

261019.02 It was moved and seconded that Council approve the Waiving Fees for Affordable Housing Policy as presented. **Motion carried.**

b. RFD 067-2026 Flag Policy

Chief Administrative Officer Mason gave a brief overview of the Flag Policy.

261019.03 It was moved and seconded that Council approve the Town of Middleton Municipal Flag Policy as presented. **Motion carried.**

c. RFD 068-2026 Street Banner Policy

Chief Administrative Officer Mason gave a brief overview of RFD 060-2026 Building and Fire Inspection Agreement.

Councillor Smith asked whether the Town owns all the street brackets in Middleton, noting that the Legion has installed the Remembrance Day banners.

Councillor Boates recalled that the brackets, approximately 10–15 feet high, belonged to the Town. The way the banners are currently being installed requires follow-up action.

Deputy Mayor Marshall stated that the poles are owned by Nova Scotia Power or Bell Aliant.

Councillor Boates expressed concern that the current method of installing the banners poses a liability and emphasized that safety concerns need to be addressed.

Councillor Smith suggested tabling the motion and have a conversation with public works.

ACTION: Staff to clarify if we own or we don't own

261019.05 It was moved and seconded to clarification of ownership and safety standards. **Motion carried.**

7. REPORTS

7.1 Management Report
7.2 Middleton Fire Department Dispatch Report for September 2026
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

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

Councillor Smith commented that Public Works' second line of the Management Report, augers, and the …

8. ANYTHING BY MEMBERS

Councillor Knapp expressed appreciation for the clearing of trees obstructing the stop signs.

Councillor Smith noted that the Haunted House will take place this Friday and Saturday from 6:00 to 8:00 p.m., with the Witch Walk scheduled for Saturday at 4:00 p.m. Councillor Smith also pointed out an issue with a parking sign on School Street. The sign does not have a "No Parking" arrow, and the pole is positioned to the south, making it appear as though the area is an additional parking lot.

Councillor Bartlett stated that the Municipality has a great relationship with the Base and continues to stand with Wainwright. Councillor Bartlett also noted that Valley REN had arranged a meeting with the owners of Free Form Co-Packing, formerly Valley Flax Flour. The business focuses on producing products for individuals with allergies and has significant plans for future expansion.

Mayor Smith was invited to attend the event at Soldiers' Memorial Hospital on Saturday regarding staff retention.

Councillor Knapp welcomed Waye as the Municipality's new Chief Administrative Officer (CAO).

9. ADJOURNMENT

The Mayor declared the meeting adjourned at 7:03pm.

Mayor

Recording Secretary