

**COMMITTEE OF THE WHOLE**  
**Monday, October 6, 2025, at 7:00 pm**

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held in person, via ZOOM and on Facebook Live on Monday, October 6, 2025.

**PRESENT**

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councillors John Bartlett, Dan Smith, Bernadette Knapp, Jonathan Archibald and Sandra Fournier; Chief Administrative Officer, Ashley Crocker, and Recording Secretary, Sara Marceau.

Also in attendance: Emily Boucher, Adam Kemp, Valley REN and 5 citizens.

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

**251006.01:** It was moved and seconded to approve the agenda, as amended. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

Approval of the Previous Meeting Minutes

**3.1 Committee of the Whole Meeting – September 2, 2025**

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

**4. PRESENTATIONS**

Emily Boucher and Adam Kemp from Valley Regional Enterprise Network (REN) gave a presentation on their Site Selector Tool.

Some key take aways were:

- An online tool that provides local data
  - Free access via the Valley REN website
- Inform Business Decisions
  - Access property, infrastructure, zoning, demographics, workforce data and more.
- Map-based (GIS) to visualize data
  - Annotate maps, take measurements, add 3D buildings, generate reports and property brochures

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- An opportunity to list and find available commercial property.

### 5. PROCLAMATIONS

Mayor Smith read aloud the proclamation Mi'kmaq History Month and proclaimed October 1, 2025, as Mi'kmaq History Month in the Town of Middleton.

Mayor Smith read aloud the proclamation Disability Employment Awareness and proclaimed October 1, 2025, as Disability Employment Awareness Month in the Town of Middleton.

Mayor Smith read aloud the proclamation Fire Prevention Week and proclaimed October 5-11, 2025, as Fire Prevention Week in the Town of Middleton.

### 6. ANYTHING BY CITIZENS

There was a lengthy discussion around businesses closing in Middleton.

Citizen 1: concerned to hear that another business in Town "Cinnamon Creek" is closing. Has there been any recent success in filling vacant spaces through Valley REN? When was the last time a business was successfully supported into space through their efforts?

Citizen 2: asked how successful Valley REN has been in attracting or supporting new businesses in the area.

Citizen 1: has the town considered a tax break or relief for new businesses coming in or struggling to sell her business?

Councillor Archibald stated that there is a need to establish some form of an economic development committee.

Councillor Smith stated that offering tax incentives to new businesses would be unfair to existing businesses.

Deputy Mayor Marshall asked whether the Valley REN could provide data on how many contacts they've had in Middleton and how they have supported economic development.

**ACTION:** Request statistics from the Valley REN for the past five years on the number of connections they've made.

Councillor Smith expressed uncertainty about starting off on the right foot and questioned whether the REN is the right approach for the Town.

Deputy Mayor Marshall emphasized the importance of focusing on the positives our community offers — everything is within walking distance, we have all three levels of education available locally, and family-friendly amenities like the splash pad add to our quality of life. The question now is: how do we effectively market these strengths, especially as we work to attract and grow our population?

Councillor Archibald noted that businesses contribute significantly to the community and emphasized the need to start paying closer attention to the business sector. He stressed the importance of keeping this on the agenda, suggesting more engagement — even something as simple as having coffee with local business owners — to strengthen relationships and better understand their needs.

Councillor Bartlett suggested organizing informal coffee meetings with local business owners and building owners to foster stronger connections and open lines of communication.

## **7. NEW BUSINESS**

### **7.1 RFD 052-2025 Middleton Logo Change**

CAO Crocker provided a brief overview of the new Middleton Logo Change.

Deputy Mayor Marshall stated that the logo should have been presented to Council for approval before it was used by staff.

Councillor Archibald inquired about the reason for removing "Town of."

- CAO Crocker responded that the goal was to keep it simple but added that "Town of" can be reinstated if Council desires.

**251006.02** It was moved and seconded that Council approves the use and implementation of the new logo and its variations. **Motion carried.**

### **7.2 RFD 053-2025 Interest Rate on Overdue Taxes and Fees**

CAO Crocker provided a brief overview of the Interest Rate on Overdue Taxes and Fees.

**251006.03** It was moved and seconded that Council approve charging an interest rate of 1.5% per month, or any portion thereof, on all outstanding balances of taxes and other charges on the tax roll, effective November 1, 2025. **Motion carried.**

### 7.3 RFD 054-2025 Award of Tender for Fire Department Utility Truck

CAO Crocker provided a brief overview of the Award of Tender for Fire Department Utility Truck.

Councillor Bartlett asked what the plans are for the old truck.

- CAO Crocker explained that Public Works might be able to use the old truck, or otherwise, it would be sold through an asset surplus sale.

**251006.04** It was moved and seconded that Council approve a supplemental budget of \$150,000 (before HST) for the replacement of the Fire Department's 2007 utility truck. **Motion carried.**

**Councillor Archibald declared a conflict of interest and left the Council table.**

**251006.05** It was moved and seconded that Council award the tender for a new 1-ton 4x4 truck to Bruce GM for \$84,791.01 (including HST).

Councillor Archibald returned to the Council table.

### 7.4 RFD 055-2025 Dangerous and Unsightly Policy

CAO Crocker provided a brief overview of the Dangerous and Unsightly Policy.

**251006.06** It was moved and seconded that Council approve the proposed revisions to the Dangerous and Unsightly Premises Policy. **Motion carried.**

### 7.5 RFD 056-2025 Reservoir Construction – Changer Orders

CAO Crocker gave a brief overview of the Reservoir Construction Change Orders.

Councillor Smith asked what would happen if we made the payment and later receive approval for tariff relief.

- CAO Crocker responded that any approved tariff relief should flow through accordingly.

Deputy Mayor Marshall noted that the Reservoir is a provincially funded project and expressed surprise that there isn't a sign identifying the project.

**251006.07** It was moved and seconded that Town Council authorize and approve Change Order #9 for the New Reservoir Project as presented, totaling \$156,929.33 including HST. **Motion carried.**

**8. INFORMATION/DISCUSSION ITEMS**

**8.1 Dangerous and Unsightly Status Report as of September 2025**

CAO Crocker stated that the Dangerous and Unsightly Status Report has been circulated and that there are no updates to report.

**8.2 Community Concerns/Complaints as of September 2025**

CAO Crocker stated that the Community Concerns/Complaints as of September 2025 has been circulated.

**8.3 Town General and Water Utility Financial Report as end of August 2025.**

CAO Crocker stated that the Town General and Water Utility Financial Report has been circulated.

**8.4 Memo to Council and CAO re: Water Rate Approvals.**

CAO Crocker stated that the Memo to Council and CAO re: Water Rate Approvals has been circulated.

**9. ANYTHING BY MEMBERS**

Councillor Archibald reported that a resident of Gates Avenue expressed concern about the tiny home development near the rink, as well as noise issues caused by people doing burnouts in the library parking lot. Councillor Archibald also mentioned that the 11 a.m. timing for the next Police Advisory Board meeting is inconvenient and should be reconsidered.

Councillor Smith attended the Police Advisory Board meeting and expressed disappointment. He disagreed with the Chair's remarks praising the police's performance and was dissatisfied with the audience being limited to two minutes for speaking. Additionally, he is not happy with the joint Police Advisory Board format and expressed a preference to return to regular meetings.

Councillor Fournier stated that she spoke with Staff Sgt. Maxwell, who has a plan in place for the individuals who are doing burnouts in Rotary Park and just needs to execute it.

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Deputy Mayor Marshall also attended the Police Advisory Board meeting and found it disheartening that a police officer arrived midway through the presentation. While he acknowledged that the police are doing a fine job from the Annapolis County perspective, he felt it did not reflect well on our community. Additionally, a resident inquired about the current leaf and brush dump and asked if there could be a designated day announced when Public Works staff would be available onsite.

**ACTION:** See if there can be a day announced where PW goes around to collect leaves, or can PW monitor the brush dump.

**10. ADJOURNMENT**

The Mayor declared the meeting adjourned at 8:55pm.

  
MAYOR

  
RECORDING SECRETARY