

AGENDA

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES

- 3.1. Committee of the Whole Minutes – June 1, 2026

4. ANYTHING BY CITIZENS

Procedure: A thirty-minute period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute period provided there is time remaining within the thirty-minute "Anything by Citizens" period.

5. NEW BUSINESS

- 5.1. RFD 049-2026 Appointment List Update – CAO
- 5.2. RFD 050-2026 Request to Waive Municipal Fees – Planning Services Coordinator
- 5.3. RFD 051-2026 Crosswalk Lights Change in Capital Project Funding – DPW
- 5.4. RFD 052-2026 Inclusive Changerooms at Pool Supplementary Capital Project – CAO

6. INFORMATION/DISCUSSION ITEMS

- 6.1. Community Concerns/Complaints as of June 2026 – CAO
- 6.2. Town General and Water Utility Financial Report as of May 31, 2026 – DOF
- 6.3. 2026-2027 Capital Projects Update – DOF
- 6.4. Middleton Library Closure – CAO

7. CORRESPONDENCE

- 7.1. July 3, 2026, Letter from Friends of the Library re: Library services

8. ANYTHING BY MEMBERS

9. ADJOURNMENT

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held in person and on YouTube Live on Monday, June 1, 2026 following the Special Council meeting.

PRESENT

Chairing the meeting, Mayor Gail Smith, Deputy Mayor Gary Marshall, Councillors John Bartlett, Dan Smith, Bernadette Knapp, Darren Boates and Jonathan Archibald; Chief Administrative Officer, Ashley Crocker, Director of Finance, Leah Profitt and Recording Secretary, Sara Marceau.

Also in attendance: One (1) citizen

1. CALL TO ORDER

Mayor Smith called the meeting to order at 6:51pm.

2. APPROVAL OF THE AGENDA

260601.01: It was moved and seconded to approve the agenda, as circulated. **Motion carried.**

3. PROCLAMATION

Mayor Smith proclaimed June 2026 as Recreation Month in the Town of Middleton.

Mayor Smith proclaimed June 2026 as National Indigenous Month and June 21, 2026, as National Indigenous Peoples Day in Middleton.

4. APPROVAL OF THE MINUTES

Approval of the Previous Meeting Minutes

4.1 Committee of the Whole Meeting Minutes – May 4, 2026

Councillor Archibald provided clarification regarding the biker club, noting that members were revving their engines at 2:00am following a party.

Deputy Mayor Marshall stated that under item 6.1 – Brenda Ford, an “a” needs to be added to the name.

The minutes were considered approved as amended.

5. **ANYTHING BY CITIZENS**

Nothing to report.

6. **INFORMATION/DISCUSSION ITEMS**

6.1 Community Concerns/Complaints as of May 2026

CAO Crocker stated that the Community Concerns/Complaints as of May 2026 has been circulated to all members.

Councillor Smith noted that EFR had been issued tickets by Vehicle Compliance.

- Deputy Mayor Marshall asked whether the Town's Master Transportation Plan includes provisions for large and commercial truck traffic.
 - CAO Crocker stated that she would need to review the Master Transportation Plan and noted that it may contain recommendations related to commercial truck traffic.

6.2 Town General and Water Utility Financial Report as end of April 30, 2026

DOF Profitt gave a brief overview of the Town General and Water Utility Financial Report as end of April 30, 2026.

6.3 2026-2027 Capital Projects Update

DOF Profitt gave a brief overview of the 2026-2027 Capital Projects Update.

- Councillor Bartlett asked whether there had been any updates regarding the tariff remission for the reservoir.
 - CAO Crocker reported that she had received a response from Chris D'Entremont's office indicating that the application now has everything required and the Town can expect a decision before mid-July.

7. **CORRESPONDENCE**

7.1 May 15, 2026, Letter from Minister of the Department of Emergency Management, Kim Masland re: Update on 12 Months' Notice - NSFM and AMANS

8. **ANYTHING BY MEMBERS**

Councillor Knapp reported that she assisted the firefighters with their chicken barbecue fundraiser and participated in a recreational slow-pitch game on Sunday. She noted that all community members are welcome to join.

Councillor Boates expressed his gratitude for being sworn in and for the opportunity to serve as a member of Council.

Deputy Mayor Marshall welcomed Councillor Boates to Council. He also noted that all crosswalk lights are operational; however, the streetlight at 352 Main Street is not working.

Councillor Smith welcomed Councillor Boates to Council. He noted that the outreach program has closed and remarked on the significant work it had done in supporting unhoused individuals. He expressed concern that there are currently limited services focused on marginalized members of the community and emphasized the need for additional volunteers and the restoration of support services within the town.

Councillor Bartlett noted that the Middleton Collaborative Practice will be losing two doctors. He also mentioned that a local business has closed and understands that another business is expected to occupy the location. Councillor Bartlett reported witnessing a motor vehicle accident involving a car and a dirt bike. He commended the emergency services personnel for their quick response.

Councillor Archibald welcomed Councillor Boates to Council and raised questions regarding the Magee Drive waiting list, the frequency of Police Advisory Board meetings, community safety initiatives, and development permit requirements related to a shed and a one-time easement request.

CAO Crocker advised that inquiries regarding the Magee Drive waiting list should be directed to Heather McCormick. She also indicated that she would consult with Brighter Community Planning regarding the development permit and easement matters.

CAO Crocker provided an update regarding the announced closure of the Middleton Library. She noted that five of the eleven library branches are scheduled to close on July 20th, with the Middleton branch identified as one of the affected locations. CAO Crocker advised that the Town has not received any additional information beyond what has already been communicated publicly. She stated that the Town is committed to working with the library to explore a path forward.

A citizen commented that he has been a library user since elementary school and expressed disappointment regarding the planned closure, noting the library's long history of serving the community for approximately 70 years.

9. ADJOURNMENT

The Mayor declared the meeting adjourned at 7:28pm.

MAYOR

RECORDING SECRETARY

DRAFT

REQUEST FOR DECISION
Appointment List Update
RFD#: 049-2026



To: COTW and Town Council
From: Ashley Crocker, CAO
Date: July 6, 2026 and July 20, 2026
Subject: 2026 Appointment List Update

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Current Appointment List

Legislation

- *Municipal Government Act*

Recommendation

No recommendation from staff – Council should discuss the various appointments and provide recommendations to staff and an updated Appointment List will be brought forward for Council’s consideration at the July 20, 2026 Council meeting.

Background

Following the appointment of Councillor Boates, Council is requested to consider appointing the new Councillor to Council committees.

Additionally, Council is asked to appoint a Council representative to the new Joint Equity, Diversity and Inclusion (EDI) Committee and Joint Accessibility Committee.

Council should also discuss whether it wishes to appoint a Councillor to serve as its representative on the Annapolis Valley Regional Library (AVRL) Board.

Financial Implications

N/A

REQUEST FOR DECISION
Appointment List Update
RFD#: 049-2026



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
	Community	
X	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendations of Council.

CAO Initials: AC

Target Decision Date: July 20, 2026

TOWN OF MIDDLETON
2026 APPOINTMENT LIST
(Approved by Council **July 20, 2026**)

COUNCIL AND COMMITTEES OF COUNCIL

COUNCIL

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL
COUNCILLORS DAN SMITH, JONATHAN ARCHIBALD,
BERNADETTE KNAPP, JOHN BARTLETT, DARREN BOATES

COMMITTEE OF THE WHOLE

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL
COUNCILLORS DAN SMITH, JONATHAN ARCHIBALD,
BERNADETTE KNAPP, JOHN BARTLETT, DARREN BOATES

AUDIT COMMITTEE

Citizens: SYLVESTER ATKINSON, CHRIS DOWELL,
DANIEL FORBES
Town Council: COUNCILLORS BERNADETTE KNAPP, DAN SMITH

COMMUNITY CENTRE & FIRE HALL COMM

Fire Department: MIKE TOOLE, JODY SPIDLE, SCOTT VEINOT
Town Council: MAYOR GAIL SMITH, COUNCILLORS
BERNADETTE KNAPP, GARY MARSHALL
Town Planner: CHRYSTAL FULLER
Staff: CAO ASHLEY CROCKER, DPW ADAM VERRAN

PLANNING ADVISORY COMMITTEE

Citizens: HILARY CAMPBELL, MARGARET JERKE,
DIANNE MCDONALD, HOWARD SELIG
Town Council: COUNCILLORS JOHN BARTLETT, DAN SMITH,
JONATHAN ARCHIBALD

POLICE ADVISORY BOARD

Citizens: JANET DAVIS, JO-ANN HIGHTOWER, BRENDA FORD
Town Council: MAYOR SMITH, COUNCILLORS BERNADETTE
KNAPP, JONATHAN ARCHIBALD
NS Dept. of Justice: **VACANT** (Ad with Province)

SOURCE WATER PROTECTION ADVISORY COMMITTEE

Citizens-Town: BRENDA FORD, BRYSON CROWELL
Citizens-County: CLIFF DRYSDALE
County Council: COUNCILLOR GAIL OXNER
Town Council: COUNCILLORS BERNADETTE KNAPP,
JOHN BARTLETT
Staff: DPW ADAM VERRAN

ASSET MANAGEMENT WORKING GROUP

Town Council: MAYOR GAIL SMITH
Staff: CAO ASHLEY CROCKER, LEAH PROFITT
DPW ADAM VERRAN

**INTER-MUNICIPAL COMMITTEES AND
WORKING GROUPS**

ANNAPOLIS COUNTY INTER-MUNICIPAL WORKING GROUP
MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL

JOINT ACCESSIBILITY COMMITTEE

VACANT

JOINT EQUITY, DIVERSITY AND INCLUSION (EDI) COMMITTEE

VACANT

VALLEY REGIONAL SERVICES BOARD

MAYOR GAIL SMITH, DEPUTY MAYOR GARY MARSHALL (ALT)

REMO ADVISORY COMMITTEE

COUNCILLORS DAN SMITH, GARY MARSHALL

REMO PLANNING COMMITTEE

CAO ASHLEY CROCKER, DPW ADAM VERRAN

VALLEY REN LIAISON & OVERSIGHT COMMITTEE (LOC)

COUNCILLORS JOHN BARTLETT, JONATHAN ARCHIBALD (ALT)

TOWN INDIVIDUAL APPOINTMENTS

ANIMAL CONTROL & BYLAW ENFORCEMENT OFFICERS

AMANDA LEWIS
ASHLEY GERVAIS

BUILDING & FIRE OFFICIALS

ANDREW DOBSON
DAVID WRIGHT
ERIN SCHURMAN-KOLB

DANGEROUS & UNSIGHTLY PREMISES ADMINISTRATOR

SEAN AMOS

DEVELOPMENT OFFICER(S)

CHRYSTAL FULLER
LAUREN ISABELLE

FIRE CHIEF & DEPUTIES

CHIEF MIKE TOOLE
DEPUTIES SCOTT VEINOT, JODY SPIDLE

RCMP NCO IN CHARGE

ACTING S/SGT GRANT RYLAND

REMO COORDINATOR

BRIAN ORDE, JENNIFER DANIELS (ALT)

TOWN AUDITORS

BDO CANADA

TOWN CLERK

SARA MARCEAU

TOWN ENGINEER

DPW ADAM VERRAN

TOWN RETURNING OFFICER

SARA MARCEAU

TOWN SOLICITORS

TAYLOR MACLELLAN COCHRANE

TOWN TREASURER

LEAH PROFITT

TRAFFIC AUTHORITY

ACTING S/SGT GRANT RYLAND, DPW ADAM VERRAN

VWRM BYLAW ENFORCEMENT OFFICER

DALE ROBERTS

**REPRESENTATION ON OTHER
COMMITTEES (BY CITIZENS)**

MIDDLETON SWIMMING POOL SOCIETY

KELLEY DOUCETTE (Chair), STEPHANIE PURCELL (Vice-
Chair), MORGAN LAFFIN (Treasurer), JENAY ARMSTRONG
(Secretary), KATIE GREENE, SHALENE BURNS,
SCOTT MOORE, MARK FOWLER, KRYSTINA JOHNSON

REGIONAL LIBRARY BOARD

JILL COX

WESTERN REGIONAL HOUSING AUTHORITY

Citizen at Large: DIANNE MCDONALD

REQUEST FOR DECISION
Request to Waive Municipal Fees
RFD#: 050-2026



To: COTW and Town Council
From: Ashley Crocker, CAO
Date: July 6, 2026 and July 20, 2026
Subject: Request to Waive Municipal Fees

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Public Participation Policy

Legislation

- *Municipal Government Act*

Recommendation

That Council waive the \$500 application fee and the \$500 advertising fee for the Development Agreement with Annapolis County Housing Association for a 27-unit grouped dwelling development on Magee Drive, based on ACHA’s non-profit status, the affordable housing purpose of the project, and the public benefit of the proposal.

Background

On February 2, 2026, the Annapolis County Housing Association (ACHA) applied to permit 27 grouped dwellings on Magee Drive. The proposal required amendments to the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) to enable consideration by Development Agreement. These amendments were approved by Council, and the Development Agreement was approved on June 22, 2026. ACHA is a registered non-profit organization formed to address the need for affordable housing in Annapolis County. In recognition of the public benefit of the project, ACHA has requested that the Town waive the \$500 Development Agreement application fee, as well as the \$500 advertising fee.

The Town’s MPS supports the provision of a wide variety of housing options to meet community needs. Although the MPS and existing Town policies do not specifically address planning fee waivers, section 57(4) of the *Municipal Government Act* allows municipalities to provide direct financial assistance to a business for the purpose of increasing the availability of affordable housing.

REQUEST FOR DECISION
Request to Waive Municipal Fees
RFD#: 050-2026



Approval may create expectations for similar requests in the future. To address this, Council may specify that the waiver is based on ACHA’s non-profit status, the affordable housing purpose of the project, and the public benefit of the proposal. Council may also direct staff to prepare a future policy for fee waivers related to non-profit or affordable housing applications.

Financial Implications

The proposed waiver would result in \$1,000 in foregone municipal revenue, representing a minor financial impact on the Town. The Town will still be responsible for paying Brighter Community Planning and Consulting and covering the associated advertising costs.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
	Community	
X	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendations of staff.

CAO Initials: AC

Target Decision Date: July 20, 2026

**TOWN OF MIDDLETON
CODE G - PLANNING**

Subject: Fees – Building and Planning	Number: 2.1
Coverage: Staff & Public	Approved by: Council
Effective Date : November 1, 2004	Revision Date: Feb. 2, 2004; Feb. 5, 2007; May 5, 2008; March 2, 2015; Sept. 8, 2015; July 18,2016

Rationale

The following policy establishes uniform fees for permits and services provided by the Town of Middleton, to enable some cost recovery for services provided.

Policy Statement

1. Applications

All Applications shall be accompanied by the necessary permit fees payable to the Town of Middleton.

2. Development Permits & Planning Document Amendments

The following schedule of fees shall be charged for development services provided by the Town of Middleton:

Development Permit fee	\$50
Municipal Planning Strategy and/or Land Use Bylaw amendment application	\$500 + \$500 (advertising fee)
Development Agreement applications	\$500 + \$500 (advertising fee) + registry fees
Minor Variances	\$400 + \$500 (advertising fee) + registry fees
Subdivision	Tentative: \$200 + registry fees Final: \$300 + registry fees
Zoning Confirmation Letters	\$100

3. Building Permits

3.1 Any construction requiring a building permit shall pay the appropriate fee laid out in the following table.

Permit Type	Building Permit Fee
New construction of, and additions to: residential buildings, community centres, cottages and churches.	\$25 + \$0.10/ sq. ft. (based on all useable floor areas of new construction or addition)
New construction of, and additions to: commercial, industrial and other buildings not otherwise specified.	\$25 + \$0.15/ sq. ft. (based on all useable floor areas of new construction or addition)

Permit Type	Building Permit Fee
New construction of, and additions to: sheds, decks, shell storage buildings, garages, and agricultural storage buildings.	\$25 + \$0.06/ sq. ft. (based on all useable floor areas of new construction or addition)
Repairs, renovations or alterations to all existing buildings.	\$25 + \$1 per \$1000 of estimated value of construction work.
Location or re-location of an existing building.	\$50
RENEWAL of an approved permit.	\$25
Change of occupancy classification	\$50 + \$1 per \$1,000 of estimated value of construction work.
DEMOLITION of building or structure.	\$25

- 3.2 Square footage for the purpose of building permits shall be calculated as follows:
- a. buildings intended for human occupancy shall include all useable floor space (finished);
 - b. buildings not intended for human occupancy shall be based on the area of the main floor.
- 3.4 Permit fees shall be refunded in situations and proportions as follows:
- a. applications never completed, retained fee \$25, balance refunded,
 - b. permit denied, retained fee \$25, balance refunded
 - c. permit revoked or abandoned before work commenced, 50% of fee refunded,
 - d. permit revoked or abandoned after work commenced, no refund.

References

Town of Middleton - *Building Code Bylaw, Chapter 19, Part 2 - Permit Fees*

Previous Policies

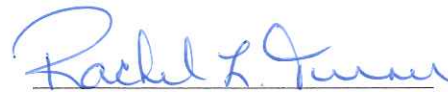
The previous policy 1/73 “Town of Middleton - Fees Policy” Effective February 2, 2004 is hereby amended.

The previous policy 7/3 “User Fee Policy” Effective November 1, 2004 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 18th day of July, 2016.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 20th day of July, 2016.



Rachel L. Turner
Chief Administrative Officer

REQUEST FOR DECISION
Crosswalk Lights - Change in Capital
Project Funding
RFD#: 051-2026



To: COTW and Town Council
From: Adam Verran, Director of Public Works
Date: July 6, 2026 and July 20, 2026
Subject: Crosswalk Lights - Change in Capital Project Funding

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Revised capital project sheet 25-10-A
- Original capital project sheet 25-10
- Quotation from Sojourn Signs

Legislation

- *Nova Scotia Municipal Government Act*

Recommendation

That Council approve an increase of \$4,963 to project 25-10 for the installation of high visibility crosswalk lights at four intersections, with the total project cost coming from the Gas Tax Reserve.

Background

For the past two years, the Town has been unsuccessful in securing grant funding that would have covered two-thirds of the cost of installing high-visibility crosswalk lights at six intersections. Enhancing crosswalk safety was identified as a key priority in the Master Transportation Plan, based on feedback received through community surveys and Town Hall consultations.

Recently, the Town received a revised quotation for a newer crosswalk light model that offers a more cost-effective solution. As part of the 2026-2027 Capital Budget, Council approved \$24,985 toward the original project, which proposed the installation of crosswalk lights at six intersections. Under the revised pricing, staff are proposing the installation of crosswalk lights at four intersections for a nominal increase over the previously approved budget. This approach will allow the Town to advance an

REQUEST FOR DECISION
Crosswalk Lights - Change in Capital
Project Funding
RFD#: 051-2026



important safety initiative while maximizing value for taxpayers.

The proposed locations are as follows:

- 1) Main Street at the corner of Bridge Street
- 2) Main Street at the corner of Taylor Drive
- 3) School Street between the high school and Home Hardware
- 4) Commercial Street across from North Street

Financial Implications

Council approved using \$24,985 from the Gas Tax Reserve for this project as part of the 2026-2027 Capital Budget. Based on the revised quotation and the lack of grant funding, staff are seeking an additional \$4,963 to proceed with the project (with lights at 4 intersections instead of 6). This would increase the Town's total contribution to \$29,948, coming from the Gas Tax Reserve fund.

Sufficient funds are available within the reserve to support this additional expenditure. As of March 31, 2026, the Federal Gas Tax Reserve balance was \$474,301. With anticipated 2026–2027 funding of \$160,100, settlement of due to/from adding \$94,399, annual interest estimated to be \$9,486 and projected reserve expenditures of \$423,123, the estimated reserve balance would be \$310,200 after accounting for all approved and proposed commitments.

The additional funding required reflects current pricing and will enable the installation of high-visibility crosswalk lights at four intersections.

No significant ongoing operating costs are anticipated beyond routine maintenance and future lifecycle replacement of the equipment.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	Infrastructure	
	Economy	

REQUEST FOR DECISION
Crosswalk Lights - Change in Capital
Project Funding
RFD#: 051-2026



X	Community	
	Governance	
	Council Strategic Initiative	

Alternatives

- 1) **Option 1 – Decline the increase**
 Decline the project in hopes that grant funding will be successful in another year.
- 2) **Option 2 – Choose to approve less than four Crosswalk Signs**
 Council could approve less than four signs at a cost of \$7,422.17 each (inclusive of non-rebateable portion of HST)

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: July 20, 2026

Billing Address:

Town of Middleton
PO Box 340
Middleton NS B0S 1P0
Canada
☎ +1 902-825-4449

Town of Middleton, Adam Verran
PO Box 340
Middleton NS B0S 1P0
Canada

Shipping Address:

Town of Middleton, Stanley Walker
295 Marshall St
Middleton NS B0S 1P0
Canada

Quotation # S01796

Quotation Date:	Expiration:	Sales Rep:	Ordered By:	Mobile:	Ship Via:	FOB:	Payment Terms:
07/02/2026	08/01/2026	Sean	Adam Verran	902-840-1694	PPC	Sojourn	Net 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Availed 20W RRFB Availed AV-400 (20 W) COMPLETE SYSTEM for Double-sided, double-posted crosswalk. Includes solar engines, 18Ah batteries, Yellow light bars, Polara Bulldog push buttons, all wire harnesses and mounts for 2" square tube posts.	4.0	6,675.90	\$ 26,703.60
TELE-KIT (12', No Sleeve) 2" Telespar® sign post kit - 14 gauge c/w base and corner bolt kit	8.0	109.40	\$ 875.20
[RA4RHIPB] RA-4R (High Intensity, White, Branded) 60 x 75 cm RA-4R Crosswalk Sign (Right) c/w 3M 1160i anti-graffiti laminate	8.0	59.95	\$ 479.60
[RA4LHIPB] RA-4L (High Intensity, White, Branded) 60 x 75 cm RA-4L Crosswalk Sign (Left) c/w 3M 1160i anti-graffiti laminate	8.0	59.95	\$ 479.60
[ANTITHEFTRIVET] ATR 3/8" x 1" Anti-theft rivet with nylon washer	32.0	1.50	\$ 48.00

Untaxed Amount	\$ 28,586.00
HST on \$ 28,586.00	\$ 4,002.03
Total	\$ 32,588.03

Payment terms: 30 Days

Project Name: CROSSWALK LIGHTS

Project # 25-10-A

Department: Roads **Unit:** Town **Asset Class** Streetlights & crosswalks

Type of Asset: New **Reason:** Health & Safety **Expected Useful Life:** 25 years

Project Description: Install high visibility crosswalk lights at four locations: (1) Main St. at corner of Bridge St., (2) Main St. at corner of Taylor Dr., (3) School St. between high school and Home Hardware, and (4) Commercial St. across from North St.

Need for Project: Main Street (Highway 1) runs through the Town and is a source of high traffic. The need for improved crosswalk safety was a key recommendation in the Master Transportation Plan, arising from community surveys and Town Hall consultations. The above locations are: (1) near high school, Tim Hortons, convenience store, downtown core, (2) near hospital, motel, car dealership, (3) near high school and downtown core, (4) near long-term care and daycare facilities

Project Funding: CCBF (gas tax) grant funds

Carry-over Project n/a

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2025	2025/26	3/31/2026	2026/27	2027/28	2028/29	2029/30	2030/31		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	1,198	1,198	1,198	1,198	1,198	5,990	5,990
Loan principal	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	1,198	1,198	1,198	1,198	1,198	5,990	5,990
Capital Budget:	3/31/2025	2025/26	3/31/2026	2026/27	2027/28	2028/29	2029/30	2030/31	Total	Project Total
Capital cost	-	-	-	29,948	-	-	-	-	29,948	29,948
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	29,948	-	-	-	-	29,948	29,948
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	29,948	-	-	-	-	29,948	29,948

Project Name: CROSSWALK LIGHTS

Project # 25-10

Department: Roads **Unit:** Town **Asset Class** Streetlights & crosswalks

Type of Asset: New **Reason:** Health & Safety **Expected Useful Life:** 25 years

Project Description: Install high visibility crosswalk lights at six locations: (1) Main St. at corner of Bridge St., (2) Main St. at corner of Taylor Dr., (3) School St. at corner of Main St., (4&5) two at the intersection of King St. and Marshall St., and (6) Commercial St. across from North St.

Need for Project: Main Street (Highway 1) runs through the Town and is a source of high traffic. The need for improved crosswalk safety was a key recommendation in the Master Transportation Plan, arising from community surveys and town hall consultations. The above locations are: (1) near high school, Tim Hortons, convenience store, downtown core, (2) near hospital, motel, car dealership, (3) near high school and downtown core, (4 &5) near elementary school, (6) near long-term care and daycare facilities

Project Funding: CCBF (gas tax) grant funds

Carry-over Project n/a

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2025	2025/26	3/31/2026	2026/27	2027/28	2028/29	2029/30	2030/31		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	2,939	2,939	2,939	2,939	2,939	14,697	14,697
Loan principal	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	2,939	2,939	2,939	2,939	2,939	14,697	14,697
Capital Budget:	3/31/2025	2025/26	3/31/2026	2026/27	2027/28	2028/29	2029/30	2030/31	Total	Project Total
Capital cost	-	-	-	73,487	-	-	-	-	73,487	73,487
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	48,501	-	-	-	-	48,501	48,501
Drawdown Reserves	-	-	-	24,985	-	-	-	-	24,985	24,985
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	73,487	-	-	-	-	73,487	73,487

REQUEST FOR DECISION
Supplementary Capital Project at Pool
for Inclusive Changerooms
RFD#: 052-2026



To: Town Council
From: Ashley Crocker, CAO
Date: July 6, 2026 and July 9, 2026
Subject: Inclusive Changerooms Supplementary Capital Project at Pool

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Capital project sheet 26-14
- Changeroom Layout
- Quotes for supplies

Legislation

- N/A

Recommendation

That Town Council approve a supplemental budget of \$5,000 (before HST) for the construction of inclusive change rooms at the Middleton Pool.

Background

The Middleton Town Pool serves the entire community. Our facilities should ensure that every resident and visitor can access the pool safely, comfortably, and with dignity. Adding inclusive universal change rooms alongside the existing men's and women's change rooms will improve accessibility for many users while preserving the existing facilities for those who prefer them.

Universal change rooms would benefit several groups within our community, including:

- Families with young children who require assistance from a parent or caregiver of a different gender
- Parents with multiple children of different ages or genders who may not be comfortable separating to use gender-specific change rooms
- Individuals with disabilities who require assistance from a caregiver of a different gender

REQUEST FOR DECISION
Supplementary Capital Project at Pool
for Inclusive Changerooms
RFD#: 052-2026



- Members of the gender-diverse community, including transgender and non-binary individuals, who may not feel comfortable or safe using traditional gendered change rooms
- Individuals who simply value additional privacy when changing

These spaces are becoming standard practice in many new and renovated aquatic centres across Canada because they improve safety, privacy, and convenience for everyone. Investing in inclusive change rooms demonstrates the Town's commitment to serving all residents and creating a recreation facility that reflects the needs of today's diverse community while remaining adaptable for future generations.

Ultimately, the goal is simple: every person who visits the pool should be able to enjoy the facility without worrying about where they can safely and comfortably change. This investment helps make that possible.

Even though this project is being managed by the Middleton Pool Society on behalf of the Town, it is a capital project taking place on Town property and must be approved by Council. The project was not approved in the 2026-2027 capital budget, so a supplementary budget must be approved by the Council. The capital asset will need to be added to the Town's financial records, as well as added to the Town's insurance policy.

The project is being completed on Town property by a contractor.

The Middleton Pool Society has already obtained a Development Permit and still needs to obtain a building permit on the Town's behalf which must be approved before construction begins.

Financial Implications

The Rotary Club of Middleton is donating funds for this project, and the contractor is donating some time for the project as well. The Pool Society is covering the rest of the cost. The financial implication of construction for the town is estimated to be \$0. An additional consideration for council is the insurance costs estimated to be \$29 per year.

REQUEST FOR DECISION
Supplementary Capital Project at Pool
for Inclusive Changerooms
RFD#: 052-2026



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	Infrastructure	
	Economy	
X	Community	
	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: July 9, 2026

Project Name: Change Rooms at the Pool

Project # 26-14

Department: Buildings **Unit:** Town **Asset Class** Recreation equipment

Type of Asset: New **Reason:** Community quality of life **Expected Useful Life:** 5 years

Project Description: Change rooms installation at the pool

Need for Project: The Pool is a well-used community asset, particularly during the summer months when swimming lessons & public swims are in high demand. The pool society is looking to build an inclusive change room outside the pool area.

Project Funding: Grant from Rotary Club for \$2,500. Contractor donating labour, and Pool Society to cover remainder of costs.

Carry-over Project n/a

Additional Operating Expense Annual insurance costs of \$29

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project
	3/31/2025	2025/26	3/31/2026	2026/27	2027/28	2028/29	2029/30	2030/31		Total
Operating Expenses	-	-	-	29	30	32	34	35	160	160
Interest expense	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	1,039	1,039	1,039	1,039	1,039	5,193	5,193
Loan principal	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	1,068	1,069	1,071	1,072	1,074	5,353	5,353
Capital Budget:	3/31/2025	2025/26	3/31/2026	2026/27	2027/28	2028/29	2029/30	2030/31	Total	Project
Capital cost	-	-	-	5,193	-	-	-	-	5,193	5,193
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	5,193	-	-	-	-	5,193	5,193
Total funding	-	-	-	5,193	-	-	-	-	5,193	5,193

ALLEN'S HOME BUILDING CENTRE #3099
 P.O. BOX 130
 MIDDLETON, NS BOS 1P0
 PH: 902-825-4854 FAX: 902-825-6343

NO. 5069726 CASH T-QUOT

05/21/26 14:36 01
 GST #R100364439

CASH CUSTOMER

WT: 6.29
 S- 1
 P- 61
 A- 49
 W- 17
 C- 1
 P- 1

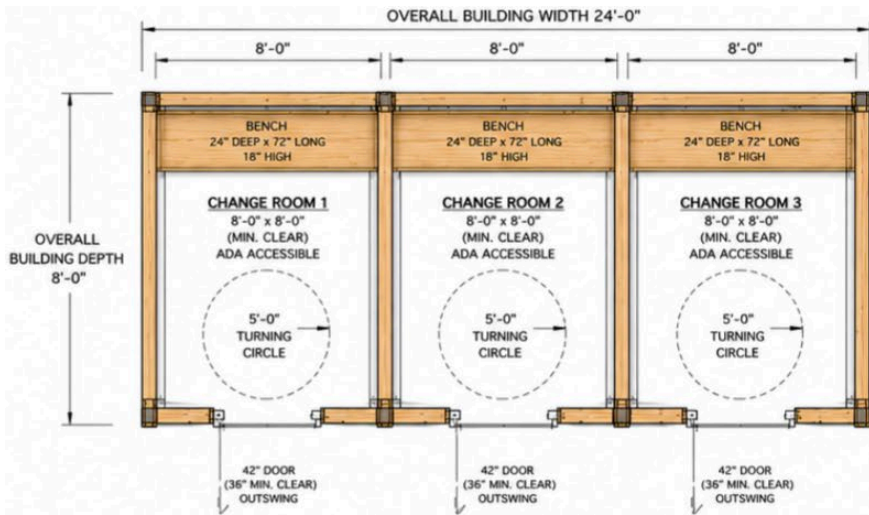
CUST PO: CHANGE ROOMS

CUST#: 1.000C DEL DATE: 05/21/26 TERMS: NET - CASH FROM: T 5069726

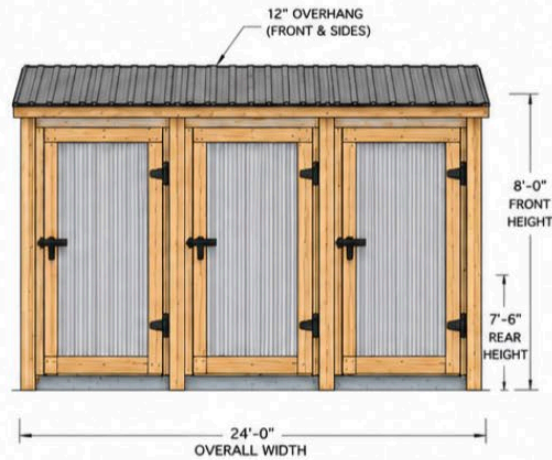
L#	QTY	DESCRIPTION	ITEM #	UNITS	PRICE	AMOUNT
1	8	4X4X10 PT BROWN	01340410A	8	23.64 EA	189.12
2	6	2X4X12 PT BROWN	01320412A	6	12.42 EA	74.52
3	4	2X4X10 PT BROWN	01320410A	4	10.49 EA	41.96
4	3	2X4X8 PT BROWN	01320408A	3	7.97 EA	23.91
5	3	2X4X12 PT BROWN	01320412A	3	12.42 EA	37.26
6	6	2X6X8 PT BROWN	01320608A	6	12.80 EA	76.80
7	220	GALVALUME SQFT	04007171E	220	1.67 EA	367.40
8	3	BOLT, BARREL BLK 4"	25244989A	3	7.99 EA	23.97
9	5	HINGES, T X-HEAVY S-BLK 4" 2PK	25243355A	5	17.99 PK	89.95
10	2	HOOK, CLOTHES 2HK ORBRNZ 2PK	25243404A	2	8.49 PK	16.98
11	5	3 1/2" BROWN DECK SCREWS	12020059A	5	5.99 LB	29.95
12	1	SCRWS, STRCTL RSS 1/4X3-1/2 50P	25076456A	1	39.99 PK	39.99

D SUBTOTAL 1011.81
 H.S.T. 141.65
 TOTAL 1153.46

THANK YOU FOR CHOOSING ALLEN'S FOR YOUR QUOTATION,
 PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE,
 ALLEN'S HOME BUILDING CENTRE, BOX 130, MIDDLETON, NS BOS 1P0 (902)825-4854



1 FLOOR PLAN (OVERALL)
SCALE: 1/4" = 1'-0"



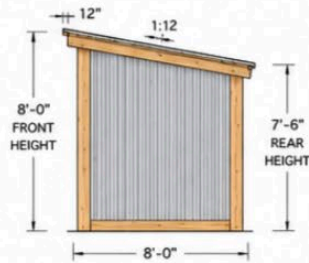
2 FRONT ELEVATION
SCALE: 1/4" = 1'-0"

BUILDING SPECIFICATIONS

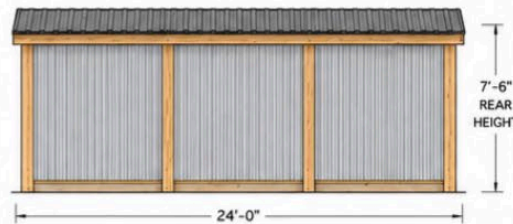
OVERALL SIZE:	24'-0" WIDE x 8'-0" DEEP
FRONT HEIGHT:	8'-0"
REAR HEIGHT:	7'-6"
ROOF PITCH:	1:12 (SLOPE FRONT TO BACK)
DOORS:	42" WIDE x 80" HIGH (36" MIN. CLEAR OPENING)
BENCH:	24" DEEP x 72" LONG x 18" HIGH
FLOOR:	CONCRETE SLAB
ROOFING:	CORRUGATED METAL
WALLS:	CORRUGATED METAL WITH WOOD TRIM

MATERIAL LIST

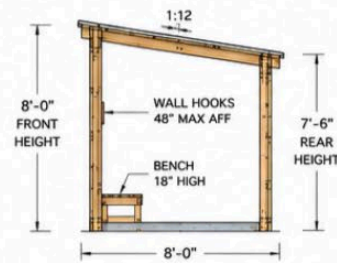
6x6 PT POSTS	4
2x6 PT TOP PLATES	2
2x6 PT ROOF RAFTERS	7
2x4 PT WALL STUDS (16" O.C.)	27
2x4 PT BOTTOM PLATES	4
2x4 PT BENCH FRAMING	6
3/4" PLYWOOD FLOOR	2 SHEETS
CORRUGATED METAL ROOF	260 SQ FT
CORRUGATED METAL WALLS	380 SQ FT
DOORS (42" PRE-HUNG)	3
HEAVY DUTY T-HINGES	6
GATE LATCHES	3
WALL HOOKS	9
BENCH TOP (PT 2x6)	6



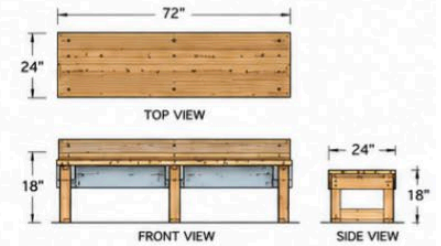
3 LEFT SIDE ELEVATION
SCALE: 1/4" = 1'-0"



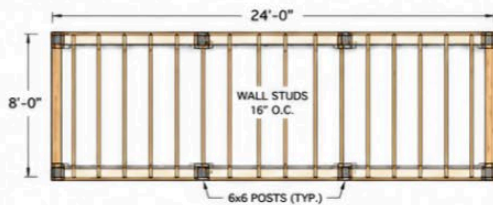
4 REAR ELEVATION
SCALE: 1/4" = 1'-0"



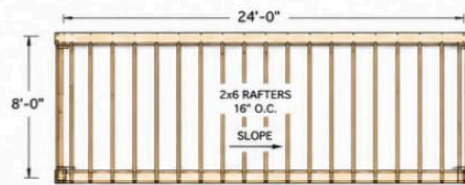
5 SECTION (TYPICAL THRU ROOM)
SCALE: 1/4" = 1'-0"



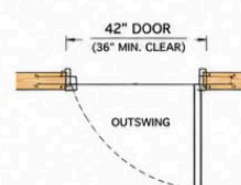
6 BENCH DETAIL
SCALE: 1/2" = 1'-0"



7 FRAMING PLAN (FLOOR LEVEL)
SCALE: 1/4" = 1'-0"



8 ROOF FRAMING PLAN
SCALE: 1/4" = 1'-0"



9 DOOR DETAIL (OUTSWING)
SCALE: 1/2" = 1'-0"

- NOTES**
1. ALL LUMBER PRESSURE TREATED.
 2. ALL FASTENERS TO BE CORROSION RESISTANT.
 3. ALL CHANGE ROOMS MEET OR EXCEED ADA ACCESSIBILITY GUIDELINES.
 4. 5'-0" TURNING CIRCLE SHOWN (REQUIRED).
 5. PROVIDE POSITIVE DRAINAGE AWAY FROM STRUCTURE.
 6. VERIFY ALL DIMENSIONS ON SITE PRIOR TO CONSTRUCTION.

COMMUNITY COMPLAINTS & CONCERNS

Status Report

Complaint #	Date Complaint Received	Method of Complaint	Description of Concern/Complaint	Department Responsible	Complainant Updated	Staff Update	Status
25-026	24-Nov-25	Phone	Complainant would like to see white lines painted along Main Street (Brooklyn Road side), and Brooklyn Road. Complainant finds it very difficult to see the shoulder of the road at night.	Public Works/Parks	4-Dec-25	White lines will be repainted in the spring when weather improves. Jul 3/26: staff are working on line painting now and will assess this area	In-Progress
26-005	27-Mar-26	Email	The large EFR trucks that collect commercial waste have been driving on side streets (Maple, Commercial). Residents are concerned about the damage these trucks can cause on the infrastructure.	Administration	2-Apr-26	Mar 30/26: Letter to EFR has been written and sent to CAO. Apr 1/26: Letter sent. Apr 16/26: CAO spoke with EFR. Jul 3/26: CAO needs to follow up with EFR but has been made aware that the issue was reported to vehicle compliance	In-Progress

Town of Middleton
Town General Financial Variance Report
as of May 31, 2026
UNAUDITED

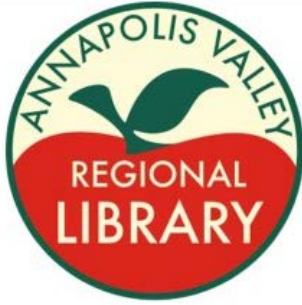
	31-May-26			YTD Variance Explanation
	Actuals	Budget	Variance (\$)	
REVENUES				
Assessable property taxes	11,775	12,500	(725)	<i>Nothing to report</i>
Grants in lieu of taxes	-	-	-	<i>Nothing to report</i>
Services provided to other governments	-	-	-	<i>Nothing to report</i>
Sales of services	1,459	12,805	(11,346)	<i>Nothing to report</i>
Other revenue from own sources	5,326	6,378	(1,052)	<i>Nothing to report</i>
Unconditional transfers from other governments	-	-	-	<i>Nothing to report</i>
Conditional transfers from federal or provincial governments or agencies	800	-	800	\$800 AMANS Wellness Grant
TOTAL REVENUE	19,360	31,683	(12,324)	
EXPENSES				
General government services	43,449	52,521	(9,072)	Variance due to timing
Protective services	6,861	11,659	(4,798)	Variance due to timing; clothing & boots and hoses & couplings under budget for month. Vehicle repairs and fuel over budget for month.
Transportation services	44,057	179,357	(135,300)	\$125K patching budgeted for May, but actually started in June. \$7K storm sewer maintenance budgeted in May, not yet performed
Environmental health services	14,920	28,161	(13,241)	\$6K NS Power budgeted, but billed in June, Supplies \$3.5K below budget for the month
Environmental development services	11,661	18,954	(7,293)	Variance due to timing
Recreation and cultural services	15,771	32,544	(16,773)	Pool Grant \$8K budgeted in May but not yet issued, Grant \$1.5K expenses budgeted but not used in month
Mandatory education contributions	43,493	47,044	(3,551)	Current year billing package received Jul 2, variance due to timing
Interest (MFC)	18,565	18,742	(177)	<i>Nothing to report</i>
Interest (Inter-fund)	-	73	(73)	<i>Nothing to report</i>
TOTAL EXPENSES	198,778	389,055	(190,278)	
ANNUAL SURPLUS / (DEFICIT)	(179,418)	(357,372)	177,954	
FINANCING AND TRANSFERS				
Principal repayments (MFC)	169,035	172,059	(3,024)	<i>Nothing to report</i>
Principal repayments (Inter-fund)	-	-	-	<i>Nothing to report</i>
Transfer to Sewer Reserve	-	-	-	<i>Nothing to report</i>
Transfer from Operating Reserve	-	-	-	<i>Nothing to report</i>
Use of prior year surplus	169,035	172,059	(3,024)	
TOTAL AFTER TRANSFERS	(10,383)	(185,313)	174,930	

Town of Middleton
Water Utility Financial Variance Report
as of May 31, 2026
UNAUDITED

	31-May-26			
	Actuals	Budget	Variance (\$)	Variance Explanation
REVENUES				
Metered sales	327	-	327	<i>Nothing to report</i>
Flat rate sales	-	-	-	
Public fire protection	-	-	-	
Sprinkler service	-	193	(193)	<i>Nothing to report</i>
Other operational revenue	1,236	645	592	<i>Nothing to report</i>
Non-operating revenue	-	85	(85)	<i>Nothing to report</i>
TOTAL REVENUE	1,563	923	640	
EXPENSES				
Source of supply	-	75	(75)	<i>Nothing to report</i>
Power and pumping	5,268	5,870	(602)	<i>Nothing to report</i>
Water treatment	2,960	3,111	(151)	<i>Nothing to report</i>
				\$3K hydrants, \$5K reservoir material expenses, and \$5K T&D expenses budgeted for May
Transmission and distribution	12,205	29,335	(17,130)	but not used in the month
Admin and general	18,892	20,763	(1,870)	<i>Nothing to report</i>
Taxes	6,524	5,960	564	<i>Nothing to report</i>
Interest (MFC) - Reservoir	-	41,906	(41,906)	<i>Debenture budgeted to be in effect for May, project not yet completed.</i>
Amortization	-	-	-	
TOTAL EXPENSES	45,848	107,019	(61,171)	
ANNUAL SURPLUS / (DEFICIT)	(44,285)	(106,096)	(60,531)	
FINANCING AND TRANSFERS				
Capital out of revenue	-	-	-	
Principal repayments (MFC)	-	-	-	
Principal repayments (MFC) - Reservoir	-	41,906	(41,906)	<i>Debenture budgeted to be in effect for May, project not yet completed.</i>
Principal repayments (Inter-fund)	-	-	-	
Transfer to reservoir reserve	-	-	-	
	-	41,906	(41,906)	
TOTAL AFTER TRANSFERS	(44,285)	(148,002)	(102,436)	

2026-2027 CAPITAL BUDGET

Project Name	Brief Description	Cost	Grant	Drawdown Reserves	(Repay) Reserves	Long-term Debt	Other	Project #	Costs to Date (05-31-26)	Status
TOWN GENERAL PROJECTS										
SIDEWALK REPLACEMENTS	Section of School Street and section of Gates Avenue from Main St to the school	25,000	-	25,000	-	-	-	22-14	-	This project is tentatively planned for Summer and Fall 2026.
LIFT STATION PUMP REPLACEMENT	Sewer pump	10,000	-	10,000	-	-	-	23-05	-	Project expected to begin in the Fall 2026
BROOKLYN/MAIN MANHOLE REPLACEMENT	Replace manhole cover	20,000	-	20,000	-	-	-	26-01	-	Waiting on pricing
FIRE PUMPER/TANKER	Replace 34 year old fire pumper/tanker	850,000	525,000	325,000	-	-	-	24-17	-	Pumper Tanker tender was awarded - ETA of vehicle is the end of July 2026
DOCK	Replace wooden dock	85,500	56,430	-	-	-	29,070	25-09	-	Unsuccessful obtaining grant funding for project - deferred/cancelled unless other funding options are approved
CROSSWALK LIGHTS	Install high-visibility crosswalk lights at 6 locations	73,487	48,501	24,985	-	-	-	25-10	-	Unsuccessful obtaining grant funding for project - deferred/cancelled unless other funding options are approved
MIGRATE ACCOUNTING SOFTWARE	Accounting software migration	20,000	-	20,000	-	-	-	26-09	-	Project to begin in the Fall 2026
REMOVE ON-PREMISE DOMAIN CONTROLLER	Replace domain controller	4,500	-	4,500	-	-	-	26-10	-	Project to begin in the Fall 2026
REPLACE CHURCH STREET BETWEEN SCHOOL AND COMMERCIAL	Replace section	143,000	-	143,000	-	-	-	26-12	-	Project to begin mid-July
TOTAL TOWN		\$ 1,231,487	\$ 629,931	\$ 572,485	\$ -	\$ -	29,070		-	
WATER UTILITY PROJECTS										
WATER VALVE REPLACEMENT	Replace curbstops	24,000	-	24,000	-	-	-	24-10	-	Project expected to be completed in the Fall 2026
FIRE HYDRANT REPLACEMENTS	Hydrants - 3 per year	18,000	-	18,000	-	-	-	22-10	-	Project expected to begin in the Fall 2026
WATER RESERVOIR	Reservoir - 3rd year	4,038,176	-	2,399,185	-	1,638,991	-	22-12-A	3,609,553	Reservoir almost complete, Director of Public Works expects it to be online first week of July
WATER RESERVOIR	Decommission old reservoir	249,200	124,600	-	124,600	-	-	22-12-A	-	Deferred until new reservoir is online
WELL PUMP REPLACEMENT	Replace pump #3	25,000	-	25,000	-	-	-	24-09	-	Staff collecting project quotes from vendors
WATER METER REPLACEMENTS	Replace broken meters	7,322	-	7,322	-	-	-	26-02	7,655	Water Meters ordered and received; pending installation by staff
BROOKLYN ROAD SUCTION LINE REPLACEMENT	Improve pump efficiency	12,000	-	12,000	-	-	-	26-04	-	Pending vendor quote
WELL LEVEL SENSOR	Broken sensor	9,000	-	9,000	-	-	-	25-02	-	Project to begin upon completion of new reservoir
TOTAL WATER		\$ 4,382,698	\$ 124,600	\$ 2,494,507	\$ 124,600	\$ 1,638,991	-		3,617,208	
TOTAL 2026-2027 CAPITAL PROJECT EXPENDITURES APPROVED MARCH 30, 2026		\$ 5,614,185	\$ 754,531	\$ 3,066,992	\$ 124,600	\$ 1,638,991	\$ 29,070		\$ 3,617,208	
SUPPLEMENTAL PROJECTS APPROVED BY COUNCIL										
FIRE DEPT UTILITY TRUCK	1 Ton 4x4 Truck	150,000	-	-	-	-	-	25-12	158,171	Project completed and paid in full. Project exceeded approved amount due to addition of winch and brush bar. These extras are being reimbursed by the Fire Department.
TOTAL WATER		\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 158,171	
TOTAL 2026-2027 CAPITAL PROJECT EXPENDITURES		\$ 5,764,185	\$ 754,531	\$ 3,066,992	\$ 124,600	\$ 1,638,991	\$ 29,070		\$ 3,775,379	



Annapolis Valley Regional Library
P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0
Phone 1-866-922-0229
www.valleylibrary.ca email: administration@valleylibrary.ca

Mayor Gail Smith
Town of Middleton
P.O.Box 340
131 Commercial Street
Middleton NS
B0S 1P0
Sent via email: % acrocker@town.middleton.ns.ca

June 1, 2026

Dear Mayor Smith,

On behalf of the Annapolis Valley Regional Library (AVRL) Board, I am writing to inform you that due to the lack of sustainable operating funding, the AVRL is no longer able to maintain its present level of service.

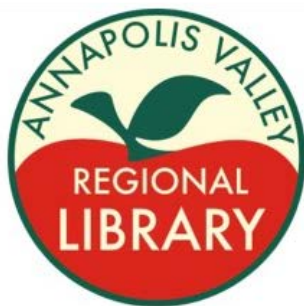
The AVRL Board sincerely appreciates the Town of Middleton's commitment to increasing its funding contribution for 2026-27. The AVRL is deeply grateful for this demonstration of commitment to library service, a commitment shared by all eight funding partner municipalities.

In 2026-27, the AVRL faced a preliminary deficit of \$625,000 including wage adjustments.

The municipal contributions, taken together with additional internal reductions, have reduced the AVRL's 2026-27 deficit to \$322,600. However, without sustainable increases in funding to the Provincial Library Funding Formula, and without Provincial Bridge funding in 2026-27, this support is not enough to prevent significant impacts on communities across the region.

The Bank of Canada's Inflation Calculator shows that the cost of goods has increased by 43% since 2009. At the same time, AVRL's sustainable funding has only increased by 10%.

Despite these reductions in staffing and services, library usage is up. Borrowing (circulation) has increased by 40% since 2009 and free public internet access has increased 20% in the last 2 years alone. These statistics only paint part of the picture. Our communities rely on us for more than books. We are where people go for support, connection, and practical help. We provide access to reliable and accurate information, staff who can help you navigate questions, provide entertainment, lifelong learning opportunities, early literacy development, and a welcoming



Annapolis Valley Regional Library

P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0

Phone 1-866-922-0229

www.valleylibrary.ca email: administration@valleylibrary.ca

space for all members of the community. Libraries are community hubs that are in high demand and we want to be able to provide the services that our communities are asking of us.

Over the past two decades, the AVRL has undertaken the following mitigation strategies:

1. Reduced the total permanent staffing complement by 25%;
2. Reduced programming and services, including partnerships with government;
3. Purchased books and software through consortia; and
4. Used previously-accumulated surplus.

These measures have delayed but ultimately could not prevent the service reductions and branch closures now required to align AVRL operations with available funding.

Effective July 20, 2026, the following 5 AVRL branches will close:

1. Hantsport
2. Kentville
3. Lawrencetown
4. Middleton
5. Port Williams

We recognize that this will be deeply upsetting to residents of the Town of Middleton and to all those who rely on the library as a vital community resource.

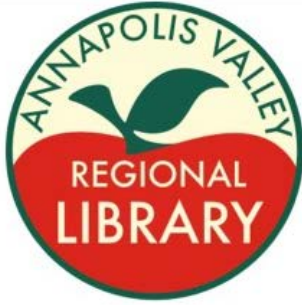
We respectfully request that AVRL be permitted to continue to access the Middleton Branch building for the foreseeable future, in order to work through the process of consolidating collections, technology, and furnishings.

While this branch closure represents a significant change for the community, the AVRL Board remains committed to ongoing discussions with the Town of Middleton about future opportunities to support library access and service delivery within the region.

Next Steps

In order to complete the process of restructuring, and to support our staff through this initial transition, all AVRL locations will be closed from June 1 - 14, 2026.

Regular service at all locations will resume as of Monday, June 15, 2026 until the effective closure date of July 20th. On July 20th, the remaining 6 library branch locations will reopen with new, standardized hours. The remaining locations will be:



Annapolis Valley Regional Library

P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0

Phone 1-866-922-0229

www.valleylibrary.ca email: administration@valleylibrary.ca

1. Windsor
2. Wolfville
3. Berwick
4. Kingston
5. Bridgetown
6. Annapolis Royal

These decisions were made to ensure AVRL can continue providing sustainable public library service across the region while maintaining equitable access, stable operations, and a balanced budget for the years ahead. The Board remains committed to preserving access to library collections and core public services for as many communities as possible.

Although deeply distressing, these unprecedented branch closures and service reductions were preventable. Nova Scotia's public libraries have been engaged in ongoing discussions with the Department of Communities, Culture, Tourism and Heritage (CCTH) for years, including through the 2024 Library Funding Formula Review, which provided updated and fully costed funding recommendations.

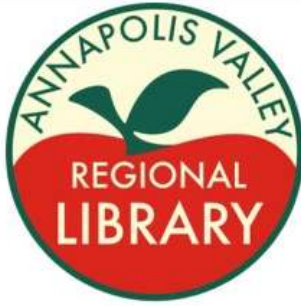
The AVRL Board recognizes how important local libraries are to the communities they serve, and the impact this will have on communities in rural Nova Scotia where there is a critical need to support literacy, learning, digital access, and community connection. The Board deeply regrets that these measures are now necessary.

We remain deeply grateful for the continued partnership and support of the Town of Middleton, and we look forward to ongoing discussions about how library service can continue to evolve and serve communities across the region in the future.

Sincerely,

Janet Ness, Chair
Annapolis Valley Regional Library Board

CC: Ashley Crocker, Chief Administrative Officer
Jill Cox, AVRL Board Member



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Ashley Crocker, Chief Administrative Officer
Town of Middleton
P.O.Box 340
131 Commercial Street
Middleton NS
B0S 1P0
Sent via email: % acrocker@town.middleton.ns.ca

June 11, 2026

Dear Ms. Crocker,

Following up from our letter of June 1st, we are writing to confirm that the final date of public service at Middleton Branch will be Saturday, July 18, 2026.

I am also writing to request some practical details on the conclusion of service.

Removal of Materials

The Library Board owns the books, computers, and some miscellaneous small equipment. The Board recognizes that the Town of Middleton was responsible for purchasing the shelving and the major furniture such as the circulation desk.

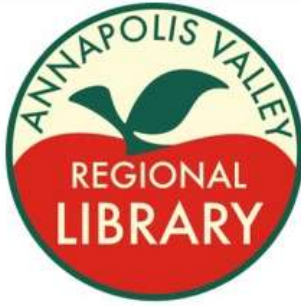
The Library Board intends to consolidate the physical collections at its Administration Office and remaining branches. In the interim period, the AVRL wishes to provide fulsome library service to residents until Saturday, July 18th. This would mean leaving all of the library's collections on site until after the closure date.

We respectfully request that we be permitted until September 30th, 2026 to remove the books and other Library-owned items from the building. However, we understand that there are other factors at play and can arrange to prioritize the earlier removal of these items.

Could you please confirm by Friday, June 26th the final date that is agreeable for the Library to remove its collections?

Purchasing Shelving

The AVRL is interested in purchasing some of the shelving that exists in the Middleton Branch. If the Town of Middleton wishes to sell any of the remaining shelving to AVRL, please indicate this in your reply.



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2026-27 Billing

Due to the timing of the additional request made to partner municipalities in January 2026, the AVRL has not yet submitted an invoice for 2026-27.

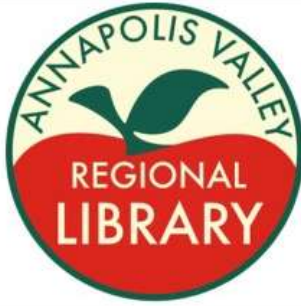
The AVRL will forward the prorated bill for April 1, 2026 – July 18, 2026. No further bills will be forwarded after this invoice.

Middleton – We recognize that this is deeply upsetting to residents of Middleton and to all those who rely on the library as a vital community resource. Although the loss of the Middleton Branch is unprecedented, AVRL thanks the Town for its continued commitment to working with the AVRL to provide service. AVRL looks forward to continuing to work together in the future to ensure stable and high-quality service in Middleton.

For additional information and recent updates, please see www.valleylibrary.ca/news/service_changes

Sincerely,

Janet Ness, Chair
Annapolis Valley Regional Library Board



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Ashley Crocker, Chief Administrative Officer
Town of Middleton
P.O.Box 340
131 Commercial Street
Middleton NS B0S 1P0
Sent via email: % acrocker@town.middleton.ns.ca

June 29, 2026

Dear Ms. Crocker,

Following up from your email of June 23rd, I am writing with further details regarding the bequest made to the Annapolis Valley Regional Library for the Middleton Branch.

Mr. David Arthur Ritchie, grew up in Middleton. He died in 2023. In 2024 the AVRL was notified that it was the beneficiary of \$86,905.43 from his estate. Mr. Ritchie's will stipulated that the funds were to be used for the Rosa M. Harvey Branch in Middleton, for the purpose of purchasing books. He has also left some funds to the Friends of the Middleton Library, although AVRL is not privy to the details of that gift.

On receipt of the bequest, the AVRL Board pooled the funds with other bequests in order to invest them for growth and future use. None of the funds have been spent to date, and have generated some interest since they were invested two years ago.

With respect to the use of the funds now that the AVRL Board has regrettably needed to make the decision to end service at the Middleton Branch: the Board continues to hold these funds in trust, and as previously stated, the Board is willing to explore options to work together for future library service. It is possible that these funds could be accessed to assist in that project, although in this case a legal opinion might be advisable given the deviation in use from their original purpose.

If you have further questions, please reach out.

Sincerely,

Julia Merritt, CEO

July 3rd, 2026

Dear Middleton Town Council

This letter is intended to assure you that the Middleton & Area Friends of the Library group which has been in existence since fundraising for the present library location began in the early 1990's, is prepared to work collaboratively with the Town of Middleton as options to maintain continued library services with the Annapolis Valley Regional Library system are considered.

Sincerely,

Middleton & Area FOL Group