

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held in person, via ZOOM and on YouTube Live on Tuesday, April 7, 2026.

PRESENT

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

Also in attendance: Genevieve Beaulac, Clean Foundation

1. CALL TO ORDER

Deputy Mayor Marshall called the meeting to order at 6:00 pm.

2. APPROVAL OF THE AGENDA

260407.01: It was moved and seconded to approve the agenda, as amended. **Motion carried.**

3. PRESENTATIONS

Genevieve Beaulac from Clean Foundation gave a presentation on the Joint Community Climate Action Plan, What We Heard Report.

- Councillor Archibald raised concerns about potential overlap in mapping, particularly around storm surge and extreme weather events, and questioned whether these should be separated into distinct areas of focus.
 - Genevieve Beaulac confirmed that overlap is expected and noted that this approach has been used in other communities; she also highlighted the value of youth engagement and taking a broader view of flooding.
- Councillor Archibald reiterated that, regardless of categorization, all areas remain impacted by extreme weather.

4. PROCLAMATION

Deputy Mayor Marshall proclaimed April 19-25, 2026, as Volunteer Week in the Town of Middleton.

5. APPROVAL OF THE MINUTES

Approval of the Previous Meeting Minutes

- 5.1 In-Camera Meeting Minutes – February 2, 2026
- 5.2 Committee of the Whole Meeting Minutes – March 2, 2026
- 5.3 In-Camera Meeting Minutes – March 2, 2026
- 5.4 Special Committee of the Whole Meeting – March 23, 2026
- 5.5 Special In-Camera Meeting Minutes – March 23, 2026

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

6. ANYTHING BY CITIZENS

Nothing to report.

7. NEW BUSINESS

7.1 RFD 027-2026 Special By-Election

CAO Crocker gave a brief overview of RFD 027-2026 Special By-Election.

There was a brief discussion regarding the salary for the Returning Officer.

- CAO Crocker stated that the salary was based on staff salaries.

260407.02 It was moved and seconded that Council authorize expenditures for the June Municipal Election up to \$10,386. **Motion carried.**

260407.03 It was moved and seconded that Council gives authority to the CAO to appoint Assistant Returning Officer(s). **Motion carried.**

260407.04 It was moved and seconded that Council agree to implement a fully electronic (telephone and internet) election with the electronic election platform provided by Intelivote Systems Inc. for the 2026 Special By-Election. **Motion carried.**

260407.05 It was moved and seconded that Council set Nomination Day as Tuesday, May 19, 2026. **Motion carried.**

260407.06 It was moved and seconded that Council set the dates for Advances Polling period from Thursday, June 4, 2026, to the close of voting on Regular Polling Day of June 13, 2026. **Motion carried.**

260407.07 It was moved and seconded that Council authorizes the use of the Nova Scotia permanent registry of voters provided by Election Nova Scotia as the preliminary list of electors for the 2026 Municipal Elections in Middleton. **Motion carried.**

260407.08 It was moved and seconded that Council agrees that in addition to the methods mandated by the Municipal Elections Act to notify the public of the preliminary list of electors and revision methods, that it be left of the discretion of the Returning Officer to determine additional notification mechanisms that will improve the accuracy of electors' lists. **Motion carried.**

260407.09 It was moved and seconded that Council authorize election staff to continue to amend the electors' list database in conjunction with the electronic voting system up to and including Regular Election Polling Day. **Motion carried.**

260407.10 It was moved and seconded that Council authorize the Returning Officer to conduct election education and offer information session(s) for potential candidates. **Motion carried.**

260407.11 It was moved and seconded that Council authorize the holding of the Special By-Election on Saturday, June 13, 2026. **Motion carried.**

7.2 RFD 028-2026 – 2026-2027 Operating Budget Update

DOF Profitt gave a brief overview of the 2026-2027 Operating Budget.

260407.12 It was moved and seconded that Council approve Version 4 of the 2026-2027 Town General Operating Budget as presented, with total expenditures of \$5,095,585, and a balanced budget of \$0. **Motion carried.**

7.3 RFD 029-2026 Low-Income Tax Exemption Policy

DOF Profitt gave a brief overview of the Low-Income Tax Exemption Policy.

260407.13 It was moved and seconded that Council approve the proposed revisions to the Low-Income Tax Exemption Policy and increase the exemption amount to \$320 and the household income not exceeding \$26,100. **Motion carried.**

7.4 RFD 030-2026 Transfer 2025-2026 Surplus to Operating Reserves

DOF Profitt gave a brief overview of the Transfer 2025-2026 Surplus to Operating Reserves.

260407.14 It was moved and seconded that Council authorize staff to transfer any actual operating surplus from the 2025-2026 fiscal year at year-end to Operating Reserve. **Motion carried.**

8. INFORMATION/DISCUSSION ITEMS

8.1 Community Concerns/Complaints as of March 2026

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

8.2 Dangerous and Unsightly Premises Report as of March 2026

CAO Crocker gave a brief overview of the Dangerous and Unsightly Premises Report as of March 2026.

- Councillor Smith asked whether civic numbers could be included in reports, expressing concern that the lack of detail limits Council's ability to do their jobs effectively. He also expressed frustration that residents get directed elsewhere by Town Hall staff when they have questions or want to report something, like about Dangerous and Unsightly Properties.
 - CAO Crocker explained that the civic number question was raised with County staff, and due to privacy reasons, the civic numbers are not shared.
 - CAO Crocker stated that the Town is very small and therefore must contract out many of its services. Although staff do direct residents elsewhere sometimes, it is generally to ensure they are speaking to the correct person that can address their concerns.
- Councillor Archibald expressed empathy with Councillor Smith's concerns, noting ongoing frustration from both councillors and citizens, particularly when issues are redirected elsewhere.
- Councillor Smith added that residents are paying taxes and expect accountability, but information is being outsourced or withheld.
- Councillor Knapp emphasized the importance of ensuring accurate information reaches the appropriate parties rather than being misinterpreted.

8.3 Town General and Water Utility Financial Report as of end February 2026

Director of Finance Profitt gave a brief overview of the Town General and Water Utility Report as of end February 2026.

9. CORRESPONDENCE

9.1 March 24, 2026, Letter from Minister of Municipal Affairs, John A. MacDonald re: Financial Condition Indicators

One (1) notice of correspondence was distributed to Council members.

10. ANYTHING BY MEMBERS

- Councillor Archibald inquired about the type of paving the town will be doing on its sidewalks. He noted that there are options for carbon negative concrete and a potential subsidy.
 - **ACTION:** Staff to investigate
- Councillor Archibald would like to see the Town give rebates to taxpayers when there is a surplus, review what legislation allows, and explore a future policy around this option.
- Councillor Knapp prefers retaining the surplus to generate interest for town projects.
- Councillor Smith requested updates by month-end on the communications strategy. Councillor Smith also emphasized better communication with the public, noting that broken links for the agenda package in the MailChimp distribution frustrates residents and the importance of keeping them engaged since they fund municipal operations.
 - CAO Crocker stated the communications strategy will be distributed to Council members tomorrow.

11. ADJOURNMENT

The Deputy Mayor declared the meeting adjourned at 6:58 pm.


MAYOR


RECORDING SECRETARY