

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held in person and on YouTube Live on Tuesday, September 8, 2026.

PRESENT

Chairing the meeting, Mayor Gail Smith, Deputy Mayor Gary Marshall, Councillors John Bartlett, Dan Smith, Bernadette Knapp, Darren Boates and Jonathan Archibald; Interim Chief Administrative Officer, Kevin Matheson, Director of Finance, Leah Profitt, Director of Public Works, Adam Verran and Recording Secretary, Sara Marceau.

Also in attendance: Jason Haughn, Municipal Advisor

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

260908.01: It was moved and seconded to approve the agenda, as amended. **Motion carried.**

3. PROCLAMATION

3.1 Mayor Smith proclaimed September 30th, 2026 as National Day for Truth and Reconciliation in the Town of Middleton.

4. APPROVAL OF THE MINUTES

Approval of the Previous Meeting Minutes

Committee of the Whole Meeting Minutes – July 6, 2026

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

5. ANYTHING BY CITIZENS

Nothing to report.

6. NEW BUSINESS

6.1 RFD 056-2026 Social Media Policy Update.

Communications Coordinator Pearson provided a brief update on the Social Media Policy Update.

260908.02 It was moved and seconded that Council approve the proposed amendments to Policy A-2.7 – Social Media Policy, as presented. **Motion carried.**

6.2 RFD 060-2026 Building and Fire Inspection Agreement

Interim CAO Matheson gave a brief overview of the Building and Fire Inspection Agreement.

260908.03 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.**

6.3 RFD 021-2026 Industrial Special Tax Rates

Council discussed the proposed Industrial Special Tax Rates and raised concerns about the lack of research and consultation with affected businesses and the Valley REN. Members requested clarification on which businesses would be affected and the potential economic impact.

Council generally supported phasing in any tax increase over 3–5 years and emphasized the need for further research, business consultation, and a clear plan before approaching MLA Bowlby or the province. The matter was suggested to be tabled and brought back to a future COTW meeting.

260908.04 It was moved and seconded that Council authorize staff to submit a request to MLA David Bowlby to have provincial legislation introduced that would see the 1986 Act Relating to Taxation by the Town of Middleton of Industrial and Commercial Properties in the Middleton Industrial Park being Chapter 74 of the Acts of 1986 (1986 Act), be amended to only provide the special industrial rate to those businesses “classified as industrial or manufacturing, including food storage, processing and packaging businesses.” **Motion defeated.**

ACTION: Staff to investigate with more information brought forward.

6.4 RFD 059-2026 Crisis Communication Plan

Communications Coordinator Pearson gave a brief overview of the Crisis Communication Plan.

- Councillor Archibald asked whether there was a review process for Council or if this was exclusively for staff.
 - Communications Coordinator Pearson stated that it was up to the staff team working on the project.

260908.05 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.**

6.5 RFD 062-2026 Upgrade to SCADA Computer System

DPW Verran gave a brief overview of the SCADA Computer System Update.

- Councillor Bartlett asked whether this was something that should have gone out to tender, or if it was something CBCL could provide because they had completed the project.
 - DPW Verran stated that it was just for new software, including the computer and licensing.

260908.06 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-rebate able taxes. **Motion carried.**

6.6 RFD 061-2026 Appointment List Update

Interim CAO Matheson gave a brief overview of the Updated Appointment List.

260908.07 It was moved and seconded that Council, on recommendation from the CAO, appoint Perry Ross as building/fire inspector for the Town of Middleton. **Motion carried.**

260908.12 It was moved and seconded that Council appoint Kevin Matheson as the new Interim CAO. **Motion carried.**

260908.13 It was moved and seconded that Council approve the 2026 Appointment List, as presented. **Motion carried.**

7. INFORMATION/DISCUSSION ITEMS

7.1 Community Concerns/Complaints as of August 2026

Interim CAO Matheson stated that the Community Concerns/Complaints as of August 2026 has been circulated to all members.

7.2 Town General and Water Utility Financial Report as end of July 31, 2026

Director of Finance Profitt gave a brief overview of the Town General and Water Utility Financial Report as end of July 31, 2026.

7.3 Dangerous and Unsightly Premises Report as of August 2026.

Interim CAO Matheson gave a brief overview of the Dangerous and Unsightly Premises Report as of August 2026.

7.4 2026-2027 Capital Projects Update

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

- Councillor Bartlett inquired whether the Town had received its tariff money back yet
 - Director of Finance Profitt stated that they were still working on obtaining the tariff funds.
 - Director of Public Works Verran stated that they had applied through the new system and assumed there was a significant backlog. He noted that they had reached out approximately two weeks ago but had not yet heard anything.

7.5 Mayor, Council & CAO Expense Report for Q1 2026-27

Director of Finance Profitt gave a brief overview of the Mayor, Council and CAO Expense Report for Q1 2026-27.

8. CORRESPONDENCE

- 8.1** Time Sensitive. Request to submit comments regarding proposed changes to cell tower siting process.

Interim CAO Matheson gave a brief overview of the proposed changes to cell tower siting process.

Council decided that it was not worth the time required to draft the letter.

8.2 Valley REN Letter of Correspondence Re. New Governance Model - August 2026

Interim CAO Matheson gave a brief overview of the next steps.

9. ANYTHING BY MEMBERS

Councillor Smith stated that the Annapolis Valley Regional Library (AVRL) is looking to hire additional full-time and part-time staff. It was noted that a gala is taking place this Saturday, which will hopefully help keep the library doors open for longer. The next Board meeting is scheduled for September 17.

Councillor Bartlett reported receiving a phone call from a local businessperson seeking information regarding immigration, as the businessperson was losing workers. Councillor Bartlett referred them to Valley REN for assistance. He noted that the Town is currently without the necessary resources in Middleton, that there has been no activity from the Annapolis Valley Chamber of Commerce, and that the Town does not have an Economic Development Officer.

Councillor Archibald spoke with a local business that is looking to upgrade its power service. He noted that the power cables under Commercial Street are apparently undersized and that the sidewalk may need to be removed to accommodate the upgrades. He asked that this be kept in mind when planning future sidewalk upgrades.

Deputy Mayor Marshall stated that Council would normally meet before the start of the school year but asked Public Works to check that the crosswalk flags are in place. He also noted that the main intersections are not painted and identified two street lights that require attention, one near the Bell Aliant building and another at 352 Main Street.

Councillor Boates stated that he has his first meeting next week for the Joint Equity, Diversity and Inclusion (EDI) Committee.

Councillor Knapp inquired whether the paving spots on Commercial Street that are more than 4–6 inches deep will be patched or repaved.

- DPW Verran stated that they will be patched or repaved.

Mayor Smith stated that Council met with the Fire Department tonight and that, as a Council, they have a lot of work to do to support the department.

10. ADJOURNMENT

The Mayor declared the meeting adjourned at 8:17pm.

MAYOR

RECORDING SECRETARY

DRAFT