COMMITTEE OF THE WHOLE
Monday, October 5, 2026, at 6:30pm

Town of Middleton
Heart of the Valley

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held in person and on YouTube Live on Monday, October 5, 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, and Recording Secretary, Sara Marceau.

Also in attendance: Waye Mason, Craig Parsons

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

261005.01: It was moved and seconded to approve the agenda, as circulated. **Motion carried.**

3. PROCLAMATION

3.1 Mayor Smith proclaimed October 2026 as Mi'kmaq History Month in the Town of Middleton.

3.2 Mayor Smith proclaimed October 2026 as Disability Employment Awareness Month in the Town of Middleton.

4. APPROVAL OF THE MINUTES

Approval of the Previous Meeting Minutes

Committee of the Whole Meeting Minutes – September 8, 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 058-2026 Draft Waiving Fees for Affordable Housing Policy

Interim CAO Matheson provided a brief update on the Draft Waiving Fees for Affordable Housing Policy.

Councillor Archibald asked for clarification, noting that applicants do not have to be a not-for-profit organization and asking whether this could also include a private developer.

- Interim CAO Matheson stated that this is not exclusive to those creating affordable housing.

261005.02 It was moved and seconded that That Council approve the Waiving Fees for Affordable Housing Policy as presented. **Motion carried.**

6.2 RFD 067-2026 Flag Policy

Interim CAO Matheson gave a brief overview of the Flag Policy.

Councillor Archibald noted that the Acadian flag was not listed and asked whether it could be added, stating that it would be a natural inclusion.

- Interim CAO Matheson advised that it had not yet been requested.

Mayor Smith suggested that, as the Town of Middleton does not currently have a flag, the Town should consider whether this is something it should look into.

Incoming CAO Mason suggested holding a competition within the community to develop a Town flag.

Councillor Archibald suggested adding a Town flag to the list.

261005.03 It was moved and seconded That Council approve the Town of Middleton Municipal Flag Policy as presented. **Motion carried.**

6.3 RFD 068-2026 Street Banner Policy

261005.04 It was moved and seconded that Council approve the Town of Middleton Street Banner Policy as presented. **Motion carried.**

7. INFORMATION/DISCUSSION ITEMS

7.1 Community Concerns/Complaints as of September 2026

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

7.2 Dangerous and Unsightly Premises Report as of September 2026

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

7.3 Climate Risk Assessment, Final Report

Interim CAO Matheson gave a brief overview of the Climate Risk Assessment, Final Report.

Councillor Smith expressed surprise that tick-borne risks were ranked among the top 10. Interim CAO Matheson noted that Lyme disease is considered a high risk.

261005.05 - It was moved and seconded that COTW accept the receiving of the Climate Risk assessment report. Motion carried.

8. ANYTHING BY MEMBERS

Councillor Smith asked about the lack of audible alerts at the crosswalks and requested that the cost of adding the feature be investigated. Deputy Mayor Marshall explained that the audible beep can be deactivated by the buttons and should automatically reactivate, noting that the system and embedded asphalt sensors may be repairable. Incoming CAO Mason asked about the sensors' age, configuration, and whether the flashing beacons have an audible alert. Deputy Mayor Marshall noted that the lights operate differently at certain times of day.

Councillor Smith requested a refresher on Council's responsibilities and asked about the three-way stop at North and School Streets, noting that Council should have been made aware of it. He also raised the issue of the van blocking the intersection and stated that the matter needs to be addressed.

- Interim CAO Matheson explained that the matter falls under the Traffic Authority, which is the Director of Public Works, Adam Verran, and confirmed that it is a three-way stop. He acknowledged that an email had been sent to Council to advise them of the change.

Councillor Smith stated that Council should be made aware of such matters before others are notified.

- Deputy Mayor Marshall asked whether the situation falls under the site triangle requirements that have previously been discussed and questioned how those requirements would be enforced.

Councillor Archibald noted that a resident had come into his place of business and expressed concerns about the three-way stop. A resident also raised concerns about garbage between the Dollarstore and expressed gratitude to staff for getting the agenda package out early.

Deputy Mayor Marshall attended a fundraiser for both the Macdonald Museum and the Middleton Railway Museum and commended both organizations for a very well-done event.

9. ADJOURNMENT

The Mayor declared the meeting adjourned at 7:09pm.

MAYOR

RECORDING SECRETARY