

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via Facebook Live on Monday, January 20, 2025, starting at 7:00pm.

PRESENT

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councillors Sandra Fournier, Bernadette Knapp, Jonathan Archibald, John Bartlett and Dan Smith; Director of Finance, Brigitte Stennett, Director of Public Works, Adam Verran, Chief Administrative Officer, Ashley Crocker; and Recording Secretary, Sara Marceau.

Regrets:

Also in Attendance: Fire Chief Mike Toole, Deputy Fire Chief Jody Spidle

1. **CALL TO ORDER**

Mayor Smith called the meeting to order at 7:00pm.

2. **APPROVAL OF THE AGENDA**

250120.01 It was moved and seconded that Council approve the agenda as amended. **Motion carried.**

3. **PROCLAMATIONS**

Mayor Smith proclaimed that January 27, 2025 as International Holocaust Remembrance Day.

4. **PRESENTATIONS**

Fire Chief Mike Toole gave a brief overview of the 2024 Fire Department Report.

5. **APPROVAL OF THE MINUTES**

5.1 Approval of the Previous Meeting Minutes

2024.12.16 Public Hearing Minutes

2024.12.16 Council Minutes

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

6. **ANYTHING BY CITIZENS**

No comments given or received.

7. NEW BUSINESS

7.1 RFD 001-2025 Appointment List Update

250120.02 It was moved and seconded that Council, on recommendation from the CAO, appoint Ning Laing of Brighter Community Planning and Consulting as a Development Officer for the Town of Middleton. **Motion carried.**

250120.03 That Council, on recommendation from the CAO, appoint Dana Olmstead as a Building and Fire Inspector for the Town of Middleton. **Motion carried.**

250120.04 It was moved and seconded that that Council, on recommendation from the CAO, appoint Andy Renwick to the Middleton Pool Society. **Motion carried.**

250120.05 It was moved and seconded that Council approve the Appointment List, as presented. **Motion carried.**

7.2 RFD 002-2025 Joint Police Advisory Draft Terms of Reference

CAO Crocker gave a brief overview of the Joint Police Draft Terms of Reference.

A discussion was held regarding the terms of reference and the number of meetings that the new Joint PAB would have each year. CAO Crocker stated that Staff Sergeant Mike Maxwell is available to meet, however, the RCMP software only generates reports on a quarterly basis.

250120.06 It was moved and seconded that Council approve the Terms of Reference for the Annapolis County Joint Police Advisory Board. **Motion carried.**

250120.07 It was moved and seconded that Council recommend that the new Joint Police Advisory Board meet a minimum of six (6) times per year with at least three (3) of those meetings occurring in the Town of Middleton. **Motion carried.**

7.3 RFD 004-2025 Award of Tender for Half Ton Truck

Councillor Archibald declared a conflict of interest and sat in the gallery for the remainder of the agenda item.

DPW Verran provided a brief overview of RFD 004-2025, Award of Tender for Half Ton Truck.

Deputy Mayor Marshall inquired whether tenders are always awarded to the lowest bidder. CAO Crocker stated that it depends on the evaluation criteria outlined in the tender. In this case, several factors were considered, and staff reviewed the Town's Procurement Policy as well as the *Procurement Act*, before making a recommendation.

250120.08 It was moved and seconded that Council award the tender for a new half ton truck to O'Regan's Chevrolet Buick GMC Cadillac Limited for \$49,369 + HST. **Motion carried.**

7.4 RFD 005-2025 Supplemental Capital Project – Fire Department Stalls

DOF Stennett gave an overview of the Supplemental Capital Project, Fire Department Stalls.

A brief discussion took place, and the fire department confirmed that this piece of equipment could be removed and taken to the new fire hall when the time comes.

250120.09 It was moved and seconded that Council approve a supplemental budget of \$20,000.00 (before HST) for the replacement of the plywood stalls with steel stall storage units for firefighting equipment at the Fire Hall. **Motion carried.**

7.5 RFD 006-2025 Supplemental Capital Project – Fire Department Heat Pump

DOF Stennett gave a brief overview of the Supplemental Capital Project, Fire Department Heat Pump.

The fire department answered Councillor questions regarding whether Efficiency Nova Scotia could be consulted on the project, and what community groups make use of the community center in the fire hall.

250120.10 It was moved and seconded that Council approve a supplemental budget of \$20,000.00 (before HST) for the replacement of the main heat pump in the Community Room at the Fire Hall. **Motion carried.**

250120.11 It was moved and seconded that Town Council approve utilizing the remaining funds in the Fire Capital Reserve of \$2,710.00, and up to \$17,290.00 (plus HST) from the Gas Tax (CCBF) Reserve to finance the replacement of the failed heat pump. **Motion carried.**

7.6 2024-25 Capital Projects Update

DOF Stennett gave a detailed overview of the 2024-25 Capital Projects.

250120.11 It was moved and seconded that Council approve the name change of Capital Project 24-07 from School Street Lift Station Suction Line Replacement to Hospital Lift Station Suction Line Replacement. **Motion carried.**

7.7 2025-26 Budget Schedule

DOF Stennett gave an overview of the 2025-26 Budget Schedule.

A discussion took place regarding the process for taking applications for grants. CAO Crocker noted that a process will be put in place for the next budget year. For this year's budget, all requests will be gathered and presented to Council during the budget process. Council expressed the need for public consultation during the budget process.

8. REPORTS

8.1 Management Report

8.2 Middleton Fire Department Dispatch Report for December

8.3 Audit Committee Dec 6/24 DRAFT Minutes

8.4 IMSA Board Dec 18/24 Meeting Minutes

8.5 Annapolis County Inter-Municipal Working Group Dec 19/24 DRAFT Minutes

8.6 Mayor's Report

Mayor Smith noted that the above reports were circulated to Council members with the agenda package and called for questions/discussion. No comments or questions were made by Council members.

9. CORRESPONDENCE

9.1 Nova Scotia Association of Realtors Correspondence.

9.2 Moving towards Consistent and Impactful Emergency Response

10. ANYTHING BY MEMBERS

Councillor Bartlett stated that the Town is doing a great job at keeping everything clean and inquired if the poop bags at Rotary Park can be replenished. Additionally, he noted that at the splash pad, a hard plastic access cover has melted, creating a hole, and asked if Public Works could investigate this.

11. IN-CAMERA

250120.12 It was moved and seconded to adjourn the meeting and move to in camera at 8:07pm. **Motion carried.**

250120.13 It was moved and seconded to move out of in-camera and back into regular session at 8:39pm. **Motion carried.**

250120.14 It was moved and seconded that Council authorize the execution of the Funding Agreement as discussed in-camera with the funding details and initiatives to be publicly available upon execution of the funding announcement. **Motion carried.**

12. ADJOURNMENT

250120.15 It was moved and seconded to adjourn the meeting at 8:40pm. **Motion carried.**



Mayor



Recording Secretary