

AGENDA:

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. NEW BUSINESS

Committee of the Whole Recommendations:

- 3.1. RFD 052-2026 Inclusive Changerooms at Pool Supplementary Capital Project – CAO
- 3.2. RFD 049-2026 Appointment List Update – CAO

4. IN-CAMERA

- 4.1. Personnel

5. ADJOURNMENT

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



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- 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						Project
	3/31/2025	2025/26	3/31/2026	2026/27	2027/28	2028/29	2029/30	2030/31	Total	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
	3/31/2025	2025/26	3/31/2026	2026/27	2027/28	2028/29	2029/30	2030/31	Total	Total
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
CB-17 P- 61
A- 49
W- 17
C- 1
P- 1

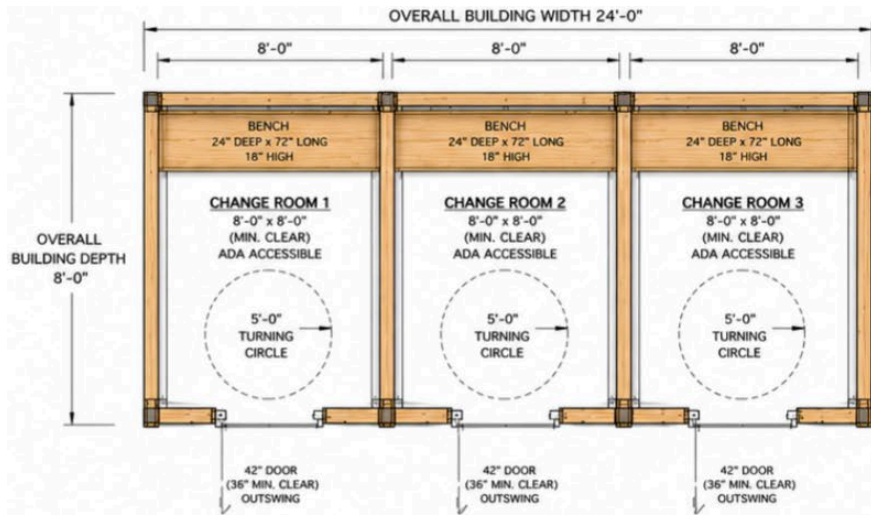
CUST PO:CHANGE ROOMS

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

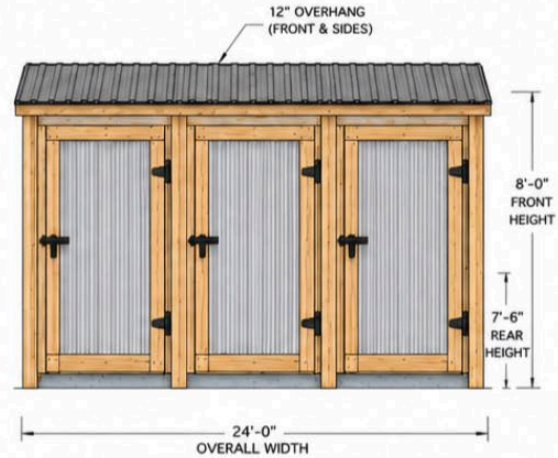
L#	QTY	DESCRIPTION	ITEM #	UNITS	PRICE	AMOUNT
1	8	4X4X10 PT BROWN	01340410A	8	23.64 EA	189.12
2	6	2X4X12 PT BROWN	01320412A	6	12.42 EA	74.52
3	4	2X4X10 PT BROWN	01320410A	4	10.49 EA	41.96
4	3	2X4X8 PT BROWN	01320408A	3	7.97 EA	23.91
5	3	2X4X12 PT BROWN	01320412A	3	12.42 EA	37.26
6	6	2X6X8 PT BROWN	01320608A	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"



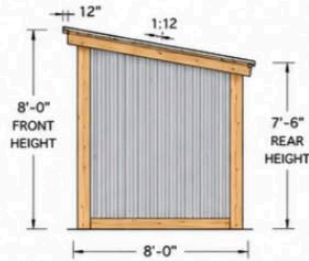
2 FRONT ELEVATION
SCALE: 1/4" = 1'-0"

BUILDING SPECIFICATIONS

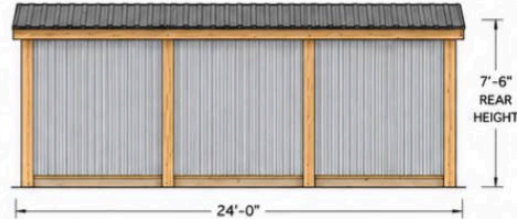
OVERALL SIZE:	24'-0" WIDE x 8'-0" DEEP
FRONT HEIGHT:	8'-0"
REAR HEIGHT:	7'-6"
ROOF PITCH:	1:12 (SLOPE FRONT TO BACK)
DOORS:	42" WIDE x 80" HIGH (36" MIN. CLEAR OPENING)
BENCH:	24" DEEP x 72" LONG x 18" HIGH
FLOOR:	CONCRETE SLAB
ROOFING:	CORRUGATED METAL
WALLS:	CORRUGATED METAL WITH WOOD TRIM

MATERIAL LIST

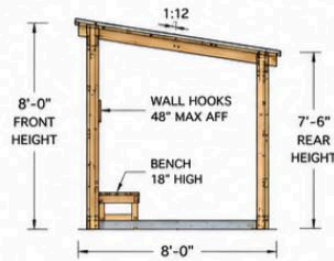
6x6 PT POSTS	4
2x6 PT TOP PLATES	2
2x6 PT ROOF RAFTERS	7
2x4 PT WALL STUDS (16" O.C.)	27
2x4 PT BOTTOM PLATES	4
2x4 PT BENCH FRAMING	6
3/4" PLYWOOD FLOOR	2 SHEETS
CORRUGATED METAL ROOF	260 SQ FT
CORRUGATED METAL WALLS	380 SQ FT
DOORS (42" PRE-HUNG)	3
HEAVY DUTY T-HINGES	6
GATE LATCHES	3
WALL HOOKS	9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



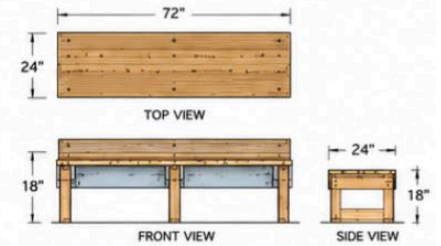
3 LEFT SIDE ELEVATION
SCALE: 1/4" = 1'-0"



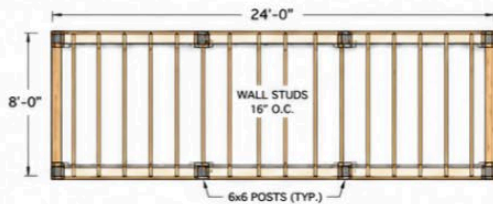
4 REAR ELEVATION
SCALE: 1/4" = 1'-0"



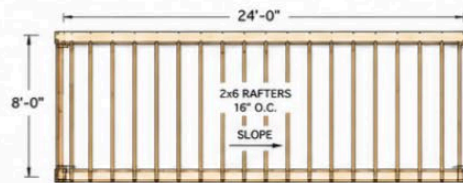
5 SECTION (TYPICAL THRU ROOM)
SCALE: 1/4" = 1'-0"



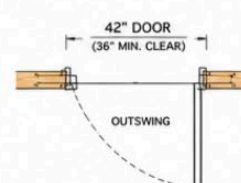
6 BENCH DETAIL
SCALE: 1/2" = 1'-0"



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.

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



To: COTW and Special Town Council
From: Ashley Crocker, CAO
Date: July 6, 2026 and July 9, 2026
Subject: 2026 Appointment List Update

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Updated 2026 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.~~

That Council appoint Danny Wright as a Town Building and Fire Official.

That Council appoint Councillor Dan Smith to the Annapolis Valley Regional Library Board effective July 9, 2026.

That Council approve the updated 2026 Appointment List as circulated.

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.

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



Financial Implications

N/A

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 9, 2026

TOWN OF MIDDLETON
2026 APPOINTMENT LIST
(Approved by Council July 9, 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 **DARREN BOATES**, 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 **DARREN BOATES**,
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

COUNCILLOR JOHN BARTLETT

JOINT EQUITY, DIVERSITY AND INCLUSION (EDI) COMMITTEE

COUNCILLOR DARREN BOATES

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
DANNY WRIGHT

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

ANNAPOLIS VALLEY REGIONAL LIBRARY BOARD

COUNCILLOR DAN SMITH

WESTERN REGIONAL HOUSING AUTHORITY

Citizen at Large: DIANNE MCDONALD