

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via YouTube Live, on Monday, July 20, 2026, starting at 6:30pm.

PRESENT

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councillors, Jonathan Archibald, John Bartlett, Bernadette Knapp, and Dan Smith; Chief Administrative Officer, Ashley Crocker; and Recording Secretary, Sara Marceau.

Regrets: Councillor Darren Boates

Also in attendance: Jo-ann Hightower

1. **CALL TO ORDER**

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

2. **APPROVAL OF THE AGENDA**

260720.01 It was moved and seconded that Council approve the agenda as circulated.
Motion carried.

3. **PROCLAMATION**

3.1 Emancipation Day – August 2026

Mayor Smith proclaimed August 1, 2026, as Emancipation Day in Middleton.

4. **APPROVAL OF THE MINUTES**

4.1 Approval of the Previous Meeting Minutes

2026.06.01 – Special Council Meeting Minutes
2026.06.15 – Council Meeting Minutes
2026.06.22 – Special Council Meeting Minutes
2026.06.22 – Public Hearing Meeting Minutes
2026.07.09 – Special Council Meeting Minutes
2026.07.09 – In-camera Meeting Minutes

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

5. **ANYTHING BY CITIZENS**

Nothing to report.

6. NEW BUSINESS

6.1 Committee of the Whole Recommendations

a. RFD 050-2026 Request to Waive Municipal Fees

CAO Crocker gave a brief overview of RFD 050-2026 Request to Waive Municipal Fees

260720.02 It was moved and seconded that Council waive the \$500 application fee and the \$500 advertising fee for the Development Agreement with Annapolis County Housing Association for a 27-unit grouped dwelling development on Magee Drive, based on ACHA's non-profit status, the affordable housing purpose of the project, and the public benefit of the proposal. **Motion carried.**

b. RFD 051-2026 Crosswalk Lights Change in Capital Project Funding

CAO Crocker gave a brief overview of RFD 051-2026 Crosswalk Lights Change in Capital Project Funding.

260720.03 It was moved and seconded that Council approve an increase of \$4,963 to project 25-10 for the installation of high visibility crosswalk lights at four intersections, with the total project cost coming from the Gas Tax Reserve. **Motion carried.**

6.2 RFD 053-2026 Fire Protection Area Rate

CAO Crocker gave a brief overview of the Fire Protection Area Rate.

260720.04 It was moved and seconded that Council set the 2026/27 Fire Protection Area Rate at \$0.1429 cents per hundred dollars of assessment to recover the Town's share of the estimated fire protection (hydrant) charges of \$313,288. **Motion carried.**

- Deputy Mayor Marshall reiterated that the Fire Protection Rate is collected to fund the hydrant service and is not for funding the Fire Department.
 - CAO Crocker confirmed that the Fire Protection Rate has no connection to funding the Fire Department.

260720.05 It was moved and seconded that Council set the 2026/27 Fire Protection Charge to the County of Annapolis at \$27,242 to recover the County's share of the total fire protection (hydrant) charge. **Motion carried.**

6.3 RFD 054-2026 Increased Funding for AVRL

CAO Crocker gave a brief overview of the Increased Funding for AVRL.

Councillor Smith advised that Board members had received an email indicating the additional funding would only keep the four libraries open until February 2027, not March 2027. Board members discussed using reserve funds to maintain operations until the provincial budget is announced, with a suggestion to use reserves through the end of September while municipal councils review options.

Councillor Bartlett noted that AVRL had previously presented a three-year financial plan but is now relying more heavily on reserve funds. He suggested requesting an updated financial plan reflecting the current situation.

Councillor Smith also inquired about the Town of Middleton's role should AVRL decide to close the Middleton branch.

260720.06 It was moved and seconded that Council approve a one-time increase of \$6,150 to the Town of Middleton's 2026-2027 operating contribution to the Annapolis Valley Regional Library Board, for a total municipal contribution of \$18,450 for the 2026-2027 fiscal year. **Motion carried.**

6.4 RFD 055-2026 Temporary Borrowing Resolution Tidal Transit Authority (TTA).

CAO Crocker gave a brief overview of the Temporary Borrowing Resolution for Tidal Transit Authority.

- Councillor Archibald sought clarification on the project's funding, asking whether grant funding was guaranteed for the next two years.
 - CAO Crocker stated that to her knowledge, the ICIP grant was awarded which contains both federal and provincial funding.
- Councillor Archibald questioned why borrowing was still required if the funding was guaranteed, expressing concern that the town could remain responsible for the debt.
 - CAO Crocker referred to the RFD document that explains that since the external subsidies will not be received until after the reserve funds are spent, TTA may require short-term financing this fiscal year.

260720.07 It was moved and seconded that Council approve the included Town of Middleton's Loan guarantee resolution in the amount of up to, but not exceeding, four hundred twenty-one thousand, two hundred and seventy-five dollars (\$421,275) representing three-point six percent (3.60%) of the total of eleven million six hundred ninety-seven thousand four hundred and fifteen dollars (\$11,697,415) to be borrowed by Tidal Transit Authority for the capital projects detailed in Schedule B. **Motion carried.**

7. REPORTS

- 7.1 Management Report
- 7.2 Middleton Fire Department Dispatch Report for June 2026
- 7.3 Annapolis REMO Advisory Committee Meeting DRAFT Minutes Jun 11/26
- 7.4 Valley Regional Services Board Jun 17/26 Meeting Minute
- 7.5 Police Advisory Board Meeting DRAFT Minutes Jul 14/26
- 7.6 Valley Regional Services Board Jul 15/26 Meeting Minute
- 7.7 Mayor's Report

Mayor Smith noted that the above reports were circulated to Council members with the agenda package and called for questions/discussion.

- Councillor Smith asked about the timeline for completing the Crisis Communication Plan.
 - CAO Crocker advised that it is expected to be presented at the September COTW meeting.
- Councillor Archibald referenced the PAB meeting minutes, noting there was discussion about why an alert had not been issued by the RCMP and why the Town didn't put something out on Facebook to let residents know that the situation had been resolved and that it was safe for the public to go out.
 - CAO Crocker advised that staff are developing a Crisis Communication Plan and will investigate the Town's role in communicating with the public when incidents occur that the RCMP must respond to.
- CAO Crocker also provided updates on several initiatives, including the new reservoir becoming operational that week, revisions to the pool agreement, the receipt of a \$2,000 festival grant, and upcoming discussions with the rink regarding an updated agreement.

8. CORRESPONDENCE

- 8.1 July 14, 2026, Letter to Minister of CCTH re: Library services

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

9. ANYTHING BY MEMBERS

Deputy Mayor Marshall advised that he was unable to attend the Heart of the Valley Festival Family Day. He noted that the Fire Department's Chicken BBQ and the Middleton Rink's dance were both well received and successful events.

Councillor Knapp commended recreation staff for their efforts in organizing the Family Day. She noted that the Fire Department's Chicken BBQ was a sold-out success and described it as one of the best BBQs they have had.

Councillor Archibald noted an increase in pedestrian activity within the community and requested that the crosswalk at the Bruce GM building on Commercial Street be added to the list for consideration for repairs.

Councillor Bartlett advised that he was unable to attend the Family Day but noted that the event was very well attended.

Councillor Smith commended recreation staff, noting that Family Day was a great event. While working at the snack shack, Councillor Smith spoke with a group of young attendees who asked where the money raised goes and whether it supports the library. Councillor Smith explained that the funds are used to help cover the costs of event's activities.

Mayor Smith advised that she attended the Heart of the Valley Festival Family Day, visited the Macdonald Museum's Summer Craft Market, attended the farewell event for staff at the Middleton Library, and then attended the Highland Games.

10. IN-CAMERA

260720.08 It was moved and seconded to move to in-camera at 7:38pm. **Motion carried.**

260720.09 It was moved and seconded to move out of camera at 7:54pm. **Motion carried.**

11. ADJOURNMENT

The Mayor declared the meeting adjourned at 7:55pm.

Mayor

Recording Secretary