

**DIGBY TOWN COUNCIL
REGULAR MEETING
March 3rd, 2025
Council Chambers**

MEMBERS PRESENT: Mayor Mike Bartlett, Chair
Deputy Mayor Paul Saulnier, Deputy Chair
Councillor Rick Foote
Councillor William McCormick
Councillor Shane Weir

STAFF PRESENT: Tom Ossinger, Chief Administrative Officer
Rob Hartmier, Grant Coordinator

REGRETS: Leslie Brinton, Executive Assistant

A. CALL TO ORDER

The mayor called the meeting to order at 6:06 pm

B. PUBLIC Hearings

B.1 None

C. AGENDA

C.1 Additions/Deletions

I.4 Ukraine Event Support – Mayor’s Edition

C.2 Approval

MOTION:

Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that the agenda for March 3, 2025 be approved as amended.

Motion Carried

D. DELEGATIONS AND PRESENTATIONS

D.1 None

E. MINUTES OF PREVIOUS MEETING

E.1 February 3, 2025

Consensus was achieved to accept the Council Meeting minutes of February 3, 2025 minutes as presented.

E.2 January 27, 2025 Special Council Meeting

Consensus was achieved to accept the Special Council Meeting minutes of January 27, 2025 minutes as presented.

F. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

F.1 Letter of support Digby Curling Club

As informational, the letter in support of the application for the Rink Revitalization Fund that was written for the Digby Curling club has been included in the package.

F.2 Letter of support Digby Area Recreation Commission

As informational, the letter in support of the application for the Rink Revitalization Fund that was written for DARC has been included in the package.

G. REPORTS

G.1 Mayor Report

Report is submitted with the meeting package. A number of meetings were had this month but also of note is that the mayor was off for a week. Special committee meeting for Tide View for some in house projects. Responded with an explanation on why a Daycare is paying taxes when in a provincial building. Supported the Grant Coordinator on a grant application for our Digby 135 celebration. Met with a concerned citizen on a number of issues. Spoke with CBC on housing units on provincial property. The mayor will be doing some press about housing in the Town that is and has been built. Was informed of an Ammonia leak at the arena. Had a number of zoom calls about the potential to have a cruise ship come to Digby. Met with Councillor Foote about the Digby Services Showcase. Attended a zoom call with department of Municipal Affairs on Anti-racism plans. Also met with DARC about the possibility of Legends of Hockey having a game in Digby.

G.2 Chief Administrative Officer Report

Report is submitted with the meeting package. Very busy month for meetings. Preliminary hearing on appellants standing for Thomas Road will be on Wednesday, March 5th by teleconference. There were no appeals submitted for development agreements with DAHC or the rezoning on King Street. Development agreement with DAHC is being prepared for execution and registering with Registry of Deeds. Circular Materials offer is presented in the package. The offer is based on cost per housing stop of which the Town of Digby has 976. Stops numbers can be adjusted at the end of each month. The CAO communicated that he reached out to Digby Salvage and Disposal and they were agreeable to discussing an extension of their contract. A more detailed agreement will be forthcoming from Circular Materials. The CAO has confirmed the offer. Final Council approval is required by Friday May 16, 2025 and there will be a presentation to Council for information and discussion soon. The Agreement execution timeline is still to be determined. The Association of Municipal Administrators of Nova Scotia (AMANS) has completed their RFQ in developing a list of qualified investigators to support the requirements of the new Municipal Code of Conduct. It is each municipal unit's responsibility to determine an appropriate investigator. The RFQ has created the list of which the Town can choose from.

G.3 Committee of the Whole Report

Consideration into the funding request for the Executive Director position for the Digby Area Housing Coalition.

The mayor asked if this costing would be under the operating budget. The CAO communicated that yes, this funding would come out of the operating budget.

Councillor McCormick suggested looking at this funding request when budget talks for the 2025-2026 operating budget costs.

MOTION:

Moved by Deputy Mayor Saulnier and seconded by Councillor Weir that Council sends this request to the Operating Budget committee for consideration.

Motion Carried

Remote camera access upgrading for the video surveillance system through Langsecure. The CAO verified that there may not be enough funds in the current years operating budget and that it was alright, if this was the case, that this may be moved to the 2025-2026 operating budget. There was a consensus that this was all right.

MOTION:

Moved by Councillor McCormick and seconded by Councillor Weir that Council approves the initial outlay for the service and yearly cost as given by the By-law Officer.

Motion Carried

Letter to America – need more information from DATA on final costing and information before this can be considered (decision tabled).

Councillor McCormick did communicate that DATA already submitted the ad to the American paper without an approval. There was a conversation about the fact that DATA has already submitted the advertisement and the CAO felt that decision should not dictate whether the Town MUST pay for a share of this advertisement. After conversation by Council, it was thought that the request for funds should be moved to the grants to organization committee.

MOTION:

Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that Council moves this request to grants to organizations committee.

Motion Carried

Administrative Policy #2025-03 Citizen Appointments to Committee, Commission and Boards be adopted as presented.

MOTION:

Moved by Deputy Mayor Saulnier and seconded by Councillor Wier that Council approves Administrative Policy #2025-03 Citizen Appointments to Committee, Commission and Boards.

Motion Carried

Administrative Policy #2025-04 Code of Conduct for Citizen Members appointed by council be adopted as presented.

MOTION:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that Council approves Administrative Policy #2025-04 Code of Conduct for Citizen Members appointed by council.

Motion Carried

NS-TRIP funding for a transit study feasibility study be approved.

MOTION:

Moved by Councillor Foote and seconded by Councillor McCormick that Council approves the Grant Coordinator to apply for a grant from the NS-TRIP provincial program up to a maximum amount of \$20,000 for a feasibility study on public transportation.

Motion Carried

First reading of the repeal of the Taxi By-law 2014-02.

MOTION:

Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that Council approves the first reading of the repealing of the Taxi By-law 2014-02.

Motion Carried

Approval of funding for the Digby Services Tradeshow in the amount of \$1,283.00.

MOTION:

Moved by Councillor Wier and seconded by Deputy Mayor Saulnier that Council approves the funds of \$1,283.00 for the Digby Services Tradeshow.

Motion Carried

Strategic priorities from the December planning session as follows:

West Street sidewalk from Warwick Street to Mount Street

Walk this Town program

Marshalling yard meeting with the Premier

Diversion to the trail signage

Façade Program

Streetscape Program

Lighthouse Kisok better ramp access

Cross walk on Water Street from the Marina to the parking lot

Curling club crosswalk

MOTION:

Moved by Councillor Weir and seconded by Councillor McCormick that Council approves these items as priorities for the coming 2025-2026 year.

Motion Carried

G.4 Digby Area Recreation Commission Report

Report is submitted with the meeting package. Meeting approved \$32,951.93 for operational payables. With heavy snowfall, the winter lending program has been extremely popular. A small group of citizens has come forward to organize fundraising in order to heat the pool and thus increase the pool season. Legends of Hockey will be coming to Digby in the fall including a game, some clinics and autographs. Approximate cost is 22K but with ticket sales and promotions there may be the ability to raise some funds for arena repairs. The manager of the ice will be retiring soon and will be presented with a 25 year service award and drop the puck for the game. There is another leak on the outdoor condensing unit. This is the machine that was noted is past its life expectancy. Some events have been shifted, like the legends of hockey game. Assessment by DARC director and Councillor Saulnier are ongoing to see how long it can last. The only missing part of the report is that money's that are being paid to the parking lot, which is nearly paid for, would continue to be paid into a capital reserve for future projects, saving for capital needs down the road.

G.5 Waste Check Report

Report is submitted with the meeting package. The meeting focused on waste management improvements, budget planning and environmental initiatives. Continued discussions on invasive species, curbside waste enforcement and the upcoming EPR program remain priorities. Drafting of the budget was worked on. Next meeting is on April 8th, 2025

G.6 Joint Police Advisory Committee Report

Report is submitted with the meeting package. Discussion on accident privacy screens, citizen patrols and staffing. Currently there are 2 open positions but should be filled in 6 months. There have also been 2 new SUV's that have been replaced. The staff sergeant is very knowledgeable and gave a great report. Also have a new gym built at the detachment.

G.7 Nominating Committee Report

Report is submitted with the meeting package. Nominating committee is recommending to council the following appointments:

Kelly Lindenschmidt – Accessibility Advisory Committee for 3-year term

Evi Andreller – Marketing Levy Advisory Committee for 3-year term

Readvertisement for Audit Committee opening

MOTION:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that Council approves the nominations of Kelly Lindenschmidt to the Accessibility Advisory Committee for a 3-year term.

Motion Carried

MOTION:

Moved by Councillor McCormick and seconded by Councillor Foote that Council approves the nominations of Evi Andreller to the Marketing Levy Advisory Committee for a 3-year term.

Motion Carried

H. CORRESPONDENCE

H.1 Letter – Royal Canadian Legion

The Royal Canadian Legion has sent a letter requesting that whether the Town of Digby would consider placing two more crosswalks running parallel of the Town cenotaph running horizontal to Warwick Street. They would cover the costs of these crosswalks. Discussion was had about what exactly should go down on the crosswalk in regards to the design of the crosswalks.

MOTION:

Moved by Councillor Weir and seconded by Councillor Foote that Council approves the addition of all three memorial crosswalks funded by the Royal Canadian Legion.

Motion Carried

I. NEW BUSINESS

I.1 Request for Decision – RFP for tractor replacement

The Request for Decision is submitted with the meeting package. The tractor will be of great use for snow removal moving forward as the Town is moving towards the wider sidewalks. The background paper shows the costing for this tractor.

MOTION:

Moved by Councillor McCormick and seconded by Councillor Weir that Council approves the purchase of (1) Kubota 60HP Tractor and Attachments from the Nova International Ltd. At a cost of \$84,774.61 including HST to be funded from the 2024/25 Capital Budget.

Motion Carried

I.2 Request for Decision – Grant Coordinator Full-time position

The Request for Decision is submitted with the meeting package. The current position is a one-year term with an end date of April 15th, 2025. Responsibilities include Grant Administration, Administration and Special Projects. The CAO conducted a position review with the current incumbent. The incumbent has developed strong job knowledge and technical skills. The GC effectively manages all aspects of his role and collaborates well with his co-workers. He is well organized and is proactive in conducting tasks. He creates high quality work and handles a good volume of work. He leads by example with a strong work ethic. He shows initiative and remains open and willing to learning additional duties and has exceptional communication skills.

MOTION:

Moved by Councillor McCormick and seconded by Councillor Weir that Council approves the Grant Coordinator Position to become a full-time position, effective April 1, 2025, with a salary range of \$50,779 - \$57,703.

Motion Carried

I.3 NSFM Support Motion

The NSFM has been at the legislature nearly every day in order to advocate for the Municipalities within the Provincial Governments. Events are happening quickly and there needs to be quick reactions. The request for this support is so that NSFM has the authority to advocate for the Municipalities quickly. There is a sense that the provincial government is pushing legislation through with very little interaction or consultation with the Municipalities. East Hants was the first to put this motion forward to their council. This support motion would also allow the mayor to sign and show the Towns support without having to wait for the Council to convene.

MOTION:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that: Be it resolved that the Town of Digby supports the work of the NSFM in advocating for Nova Scotia Municipalities to be at the table with provincial legislative and policy makers when legislation that affects municipalities is being contemplated, and that the mayor has autonomy to sign a letter expressing support of the NSFM in representing the needs of municipalities that support municipal autonomy, strong decision making and municipal engagement.

Motion Carried

I.4 Ukraine Event support

The mayor communicated and forwarded an email to all councillor of a request from the leader of the Digby Ukraine support group who was looking for financial support. They are putting on an event/social program for Easter 2025. They are looking for financial help to cover the costs of the hall rental, refreshments and the cost of prizes for the event. The Town has always supported these events and the Mayor would like to see that continue.

MOTION:

Moved by Councillor McCormick and seconded by Councillor Weir that Council approves funds for the event in the amount of \$200 for rental of the Legion and provides snacks.

Motion Carried

J. IN CAMERA

J.1 Contracts

MOTION:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that the Council meeting be moved to In-Camera.

Motion Carried

MOTION:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that the Council meeting be moved out of In-Camera.

Motion Carried

K. ADJOURNMENT

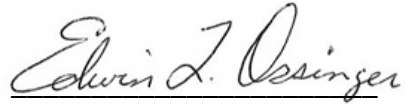
MOTION:

Moved by Councillor McCormick and seconded by Councillor Weir that there be no further business that the meeting be adjourned at 8:45 pm.

Motion Carried



Mayor



Clerk