



**TOWN COUNCIL**  
**COUNCIL CHAMBERS TOWN HALL**  
**November 03, 2025**

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

**STAFF PRESENT:** Tom Ossinger, Chief Administrative Officer  
Leslie Brinton, Deputy Chief Administrative Officer  
Karen Morrell, Administrative Assistant/Receptionist

**REGRETS:**

**A. CALL TO ORDER – ROLLCALL**

**B. LAND ACKNOWLEDGEMENT**

**C. CELL PHONE USE DURING MEETINGS**

**D. AGENDA**

**D.1 Additions/Deletions**

**Addition of: K.4 DARC,**

**Addition of: In Camera Legal**

**D.2 Approval**

**Motion:**

***Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier, that the agenda for November 03, 2025, be accepted with additions of K.4 and additional item under In Camera Legal.***

**Motion Carried**

**E. DECLARATIONS OF ANY CONFLICTS OF INTEREST**

**F. DELEGATIONS/PRESENTATIONS**

## G. MINUTES OF PREVIOUS MEETING

### G.1 October 06, 2025

Council accepted the October 06, 2025, minutes as Presented. The meeting minutes were approved by consensus.

## H. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

### I. REPORT OF CAO

Detailed meetings throughout October, including discussions with provincial representatives, fire training grants, and various committee meetings focused on community governance.

- A new agreement for a Regional Emergency Management Organization (REMO) has been signed with the Municipality of Clare.
- The Canada Mortgage and Housing Corporation (CMHC) is extending program dates, and a job description for a housing coordinator position is set for council approval.
- A strike by Canada Post has led to delivery delays, prompting a recommendation to postpone interest calculations on tax and water bills until January 2026.
- The CAO is investigating the town's authority to create a By-Law for an ATV road trail, pending clarification from the Deputy Minister of Public Works.
- The Nova Scotia Review Board denied an appeal related to a development on Thomas Road. The town is moving forward with the agreement and development permits, incurring legal costs of \$13,000.
- A private road on St. George Street has been transferred to the town, which will soon be named "Penny Lane," alongside a reassignment of civic addresses.

#### Motion:

***Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that due to the Postal Strike, Town Taxes, due on October 31, 2025, the interest for late payment will be waived until January 01, 2026.***

**Motion Carried**

#### Motion:

***Moved by Councillor Weir and seconded by Councillor McCormick that the due to the private road on St. George Street being transferred to the town, that that new road be named Penny Lane.***

**Motion Carried**

CAO also announced that the Tender for Salt delivery for the 25/26 Season was awarded to G.K. Morse Trucking.

#### **The Town received three bids:**

- GK Morse Trucking-\$50 per tonne plus HST
- David Cameron Trucking- \$52.39 per tonne plus HST
- Michael Gillespie Horticulture Services- \$60.00 per tonne plus HST

## J. REPORT OF MAYOR

- The Mayor recognized Fancy Jewelers' 50th anniversary and attended the Multicultural Festival, expressing support for its future.
- Concerns about the flower beds will be addressed next year. All water tests were clear, though a leak at a local golf course led to temporary measures.
- Communication and Social Media Policies were updated for the upcoming Council Meeting. There was also a discussion about clarifying the permit process for new developments on Sydney Street.
- A flag-raising ceremony for the Royal Canadian Army Cadet Corps occurred, and Trick or Treating will proceed as scheduled despite weather considerations.
- A missing manhole cover was quickly resolved, and approval was granted for the Thomas Road project.
- Plans for the Christmas Tree Lighting and a community dinner were confirmed at Tideview Terrance Nursing Home.

## K. REPORTS OF COMMITTEES

### K.1 By Law Policy Report

#### A. Communication Policy.

- To provide accurate, timely information and engage the public in decision-making.
- Emphasizes accessibility, inclusivity, accountability, and transparency in all communications.
- Applies to all communications by Council members and employees.
- Outlines guidelines for media inquiries, internal communication, social media use, and emergency communication.
- The policy will be reviewed every five years to stay relevant.
- The policy aims to foster trust and engagement within the community

#### Motion:

***Moved by Councillor Foote and seconded by Deputy Mayor Saulnier that the council accepts the Administrative Policy #2025-02, Communication Policy as written.***

**Motion Carried**

#### B. Social Media Policy

The Social Media Policy establishes guidelines for the online behavior of Town officials and staff to maintain professionalism and protect the Town's reputation.

- **The Policy is** applicable to all Council members, staff, and volunteers.
- Emphasizes transparency, respect, and confidentiality.
- Official accounts managed by authorized personnel; inappropriate content will be monitored and removed.
- Council members can express personal views online but must not present them as official positions.
- All interactions must adhere to the Town's Code of Conduct, discouraging offensive or negative behavior.
- The Town will monitor social media activities, with potential disciplinary actions for violations.
- Regular training sessions will be provided for better understanding of social media use.
- Policy to be reviewed every two years or as necessary.
- This policy aims to foster responsible use of social media while safeguarding the Town's image.

**Motion:**

***Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that that the council accepts the Administrative Policy #2025-10, Social Media Policy as written.***

Ayes

Mayor Bartlett  
Deputy Mayor Saulnier  
Councillor McCormick  
Councillor Foote

Nays

Councillor Weir

**Motion Carried**

**K.2 Committee of the Whole Report**

**1. Motion:**

***Moved by Councillor Foote and seconded by Councillor McCormick that the council approves the funding application for Fires Service Training Facility and that the Town contribute up to a maximum of \$10,000.***

Ayes

Mayor Bartlett  
Councillor Foote  
Councillor McCormick  
Councillor Weir

Nays

Deputy Mayor Saulnier

**Motion Carried**

**2. Motion:**

***Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that Councillor Foote, Mayor Bartlett and Deputy Mayor Saulnier form an Ad Hoc Committee to establish a Lure Piece for the Fundy Institute.***

**Motion Carried**

**3. Motion:**

***Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that Councillor Foote, Deputy Mayor Saulnier and Councillor McCormick form an Ad Hoc Committee to establish a Banner Program.***

**Motion Carried**

**4. Motion:**

***Moved by Councillor Weir and seconded by Councillor McCormick that council will delay the closing of the public washroom and showers at Digby Station till the end of November 30, 2025.***

**Motion Carried**

**5. Motion:**

***Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that the council approves the Inter Municipal Agreement to form the Western Regional Enterprise Network (WREN).***

**Motion Carried**

**6. Motion:**

**Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that Birch Street Seafoods and the Yacht Club lease agreement be approved as amended**

**Motion Carried**

**K.3 RCMP Police Advisory Committee**

The Police Advisory Committee held on October 16, 2025, in Digby Town Hall. A presentation was delivered on the roles and responsibilities of board members, emphasizing their interaction with local police detachments. The presentation is available for all board members and interested council members. An update highlighted ongoing reviews that could stabilize policing costs and discussed possible new roles for RCMP officers to alleviate non-policing duties, such as handling hospital-related tasks.

Councillor Weir raised issues concerning the enforcement of the Smoke Free Places Act, but no specific actions were decided.

The Staff Sargeant presented a report indicating strong staffing levels, enhanced officer training, and noted significant rates of drug-impaired driving in Southwest Nova Scotia

**K.4 DARC**

**NHL Legends Event:** The event marked a successful return to activity at the arena, thanks to strong local volunteer support. It resulted in an estimated loss of \$1,100, but the committee values the community impact and is considering a rebooking for 2027, with potential changes to improve attendance.

- Accounts payable for September totaled \$97,538.29, verified by the vice-chair and treasurer.
- Concerns were raised over high advertising costs in local media outlets
- An upcoming Request for Proposal (RFP) will address roof, wall, and exterior repairs, with a balance of local and external contractor work.
- The board is reviewing cost variability from previous bids.
- The Policy Committee is working on guidelines for arena camera usage, including user notification signage.
- New sponsor artwork has been applied to the dressing room doors.
- Discussions regarding the curling club's liquor license, with plans for further information gathering.
- A Policy Meeting is set for November 17, 2025, followed by the next DARC Meeting on November 19, 2025.

**L. CORRESPONDENCE**

**L.1 Purple Ribbon Campaign**

The Purple Ribbon Campaign, is held annually from November 25th (International Day for the Elimination of Violence Against Women) to December 10th (Human Rights Day), raises awareness about domestic violence, honours victims lost to violence, and shows solidarity with survivors.

The Town of Digby is asked to join this province-wide initiative by illuminating local landmarks in purple from November 25th to December 10th.

**Motion:**

**Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that we light the Lighthouse on Admiral 's Walk purple from November 25, 2025 to December 10, 2025.**

**Motion Carried**

## M. NOTICE OF MOTION

### N. NEW BUSINESS

#### N.1 Outdoor Christmas Light Decoration Contest-Councillor S. Weir

**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Foote that council approves Councillor Weir to pursue his proposal of an Outdoor Christmas Light Decoration Contest where judging will be held on December 13, 2025 and winners will be announced at Committee of the Whole Meeting on December 15, 2025. The budget set for Prizes, Trophy and advertising will be set at \$400.***

**Motion Carried**

#### N.2 Housing Initiative Co-ordinator-Job Description

The Housing Initiative Coordinator position in the Town of Digby. The job is a contract role lasting 12 months under the Office of the Chief Administrative Officer, reporting to the Deputy Chief Administrative Officer. The coordinator will handle the development and administration of housing programs, conduct research, assist in creating communication materials, and ensure compliance with reporting requirements. The position offers a salary range between \$50,779 and \$57,703 for a 35-hour work week.

This role is integral to managing programs tied to the Housing Accelerator Fund Agreement, emphasizing program development and compliance.

**Motion:**

***Moved by Councillor Weir and seconded by Councillor McCormick that council accepts the hiring of a 12 Month Contract position of Housing Initiative Coordinator and immediately post the position to the public for competition.***

**Motion Carried**

#### N.3 Emergency Management By-Law #2025-02

The "Emergency Management By-Law #2025-02" outlines an emergency management framework for the Town of Digby, the District of Digby, and the District of Clare, confirming their engagement with the Digby County Regional Emergency Management Organization (REMO) as required by the Emergency Management Act.

- Create and sustain an emergency management program while affirming participation in REMO.
- Enacted under the Emergency Management Act, 1990, and its amendments.

**REMO Participation:** Confirms the collective involvement of the three municipalities through an Inter-Municipal Emergency Services Agreement.

Encompasses aspects of prevention, mitigation, preparedness, response, and recovery.

**Roles:**

**Council:** Responsible for approving by-laws, plans, and declaring Local States of Emergency.

**Municipal Staff:** Tasked with plan development, implementation, and training.

**Regional Partners:** Facilitate coordination and resource sharing.

**Coordinators:** Two full-time Regional Emergency Management Coordinators will oversee the program and liaise with the Nova Scotia Department of Emergency Management.

**Emergency Operations Centres:** Three centers will be designated for coordination during emergencies.

**Mutual Aid Agreements:** Can be formed with other municipalities for support during emergencies.

**Review Process:** The program will be reviewed biennially to ensure compliance with regulations.

**Repeal:** The new by-law replaces the prior Emergency Management By-Law #2009-02.

**Effective Date:** The by-law goes into effect after approval from the Minister.

**Motion:**

***Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that council accepts the first reading of by law Emergency Management By-Law #2025-02.***

**Motion Carried**

**N.4 Request for Decision on Development Officer**

The Town of Digby is proposing to expand the role of the current Bylaw Officer to include the responsibilities of a Development Officer. This adjustment aims to improve service efficiency, streamline operations, and enhance compliance with municipal regulations.

- The Town Council is advised to approve the creation of a new position, "Bylaw and Development Officer," which will require updates to the job description and salary scale.
- The need for this proposal stems from inefficiencies in development permit administration, which is currently handled separately by the Chief Administrative Officer, resulting in delays.
- The Bylaw Officer's existing duties focus on municipal bylaw enforcement, while development permits are managed separately, causing conflicting priorities and inefficiencies.

Combining the roles will consolidate bylaw enforcement and development functions, will improve both efficiency and coordination. A minor adjustment to the officer's salary is expected, with a proposed range of \$55,815 to \$63,426, and minimal training costs. Job description updates within 2 weeks post-approval  
Full implementation: April 1, 2026: Advantages: Lower costs, access to expertise, scalability.

Disadvantages: Reduced local presence, potential cost increases, loss of internal knowledge.

**Motion**

***Moved by Councillor McCormick and seconded by Councillor Weir for council to approve the request that the current By Law officer have their responsibilities expanded to include Development Officer with the position updated to By Law and Development Officer.***

**Motion Carried**

**O. IN-CAMERA**

**Motion:**

***Moved by councillor McCormick and seconded by Councillor Foote that Council Move to IN Camera for Personnel and Legal***

**Motion Carried**

**Motion:**

***Moved by councillor McCormick and seconded by councillor Weir that the Council Move out of IN Camera.***

**Motion Carried**

**P. BUSINESS FROM IN-CAMERA**

**Motion:**

**Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that the CAO's exit strategy be accepted as written and proposed.**

**Motion Carried**

**Motion:**

**Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that Councillor Foote's adjust the Time Line to February 13, 2026 for the Transit Feasibility Study**

**Motion Carried**

**Motion:**

**Moved by Deputy Mayor Saulnier and seconded by Mayor Bartlett that council approves the Proposed work plan Dr. Habib has composed with an adjusted deadline of February 13, 2026.**

**Motion Carried**

**Motion:**

***Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that council approves Jonathan Cuming, Taylor Maclellan Cochrane to respond to owners of Lands at 59 St. George Street in the matter of West Street Extension, Legal letter dated November 03, 2025.***

**Motion Carried**

**Q. ADJOURNMENT**

**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Foote that there be no further business that the meeting be adjourned at 8:15 PM.***

**Motion Carried**

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Mayor

Clerk