



## COMMITTEE OF THE WHOLE

June 15, 2026

6:00 PM

MINUTES

### MEMBERS PRESENT:

Deputy Mayor Paul Saulnier (Chair)  
Councillor Rick Foote  
Councillor Shane Weir  
Councillor William McCormick  
Mayor Mike Bartlett

### STAFF PRESENT:

Tom Ossinger, Chief Administrative Officer  
Leslie Brinton, Deputy Chief Administrative Officer  
Karen Morrell, Administrative Assistant

### REGRETS:

#### A. CALL TO ORDER – ROLLCALL

#### B. CELL PHONE USE DURING MEETINGS

#### C. LAND ACKNOWLEDGEMENT

#### D. AGENDA

##### D.1 Additions/Deletions

##### Deletion: F.1 Chickens for Sale at Digby Market-Rebecca Amero

Ms. Amero was unable to attend at this time and may ask to present in the future, she will notify us when ready.

##### M.2 In Camera-Personnel

##### D.2 Approval

##### Motion:

*Moved by Councillor McCormick and seconded by Councillor Foote that the agenda be approved as amended.*

Motion carried

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

**None**

#### **F. DELEGATIONS/PRESENTATIONS**

**F.1      None**

#### **G. MINUTES OF PREVIOUS MEETING**

**G.1      May 19, 2026**

**Motion:**

***Moved by Councillor McCormick and seconded by Mayor Bartlett, that the minutes of May 19, 2026 be accepted as presented.***

**Motion carried**

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

**H.1      None**

#### **I. STAFF REPORTS**

**I.1      Director of Finance**

**a) Report**

Council has approved the Capital Budget, and the Operating Budget will be presented shortly. Finance department is also reviewing internal purchasing and accounts payable processes to see if they can streamline procedures. The review may uncover a more efficient way that the department can operate. The Director is attending mandatory training for Munisoft, and once completed, monthly operating statements and capital budget reports will be available for Council review.

**B) Monthly Financial Statement – Operations**

**No report at this time**

**C) Monthly Financial Statement - Capital**

**No report at this time**

**I.2      Director of Public Works**

**a) Report**

Water testing had zero counts of Coliform and E-coli in the distribution water systems and wells. The provincial water system audit was successfully completed with only minor recommendations. Repairs are required at Lift Station #5. Several site improvement projects, including Basin Place Sidewalk and 10 Birch Street, have been completed. An excavator tender is under review. Major infrastructure projects continue, including work on Belair Drive, Lift Station #8, and the West and Third Avenue Cross Street project. Increased activity at the Transfer Station with the start of the summer season. Crosswalk painting is scheduled for late June or early July, weather permitting. Additional paint has been ordered to avoid shortages experienced in previous years. Remembrance Day-themed crosswalks will receive touch-ups closer to November.

**I.3 Special Constable/Bylaw Officer**

**a) Protective Services Report**

By Law officer Milner reported that the Town's CCTV camera system is now operating on continuous recording, providing approximately 45 days of footage retention. Staff also sought guidance from Nova Scotia Civic Address Finder (NSCAF) regarding a request to assign two civic addresses to a single property. Several dog control complaints have been received involving inadequate leashes. It was noted that two crossing guards are expected to retire, creating a need for recruitment planning. A previously approved multicultural event was cancelled by the organizer despite having obtained a vending licence.

**I.4 Dangerous & Unsightly Administrator**

**a) Dangerous or Unsightly Premises Reports**

Significant progress has been made on unsightly premises and property standards enforcement throughout the community. Properties at 73 Church Street, Racquette Road, and 10 Carleton Street have been brought into compliance, while cleanup efforts continue at 90 and 190 Queen Street. Work is also underway at 159 Queen Street, and demolition activities are proceeding at 69 Second Avenue and 111 First Avenue. The Digby Wharf area has been substantially cleaned, although some remaining equipment still needs to be removed.

**I.5 Deputy Chief Administrative Officer**

**a) Report**

The Housing Accelerator Fund continues to support local projects, with approximately \$90,000 allocated. \$750 in Additional Canada Day funding has been secured through Heritage Canada, the requirement was to a soccer component in recognition of Canada's role as a host nation for the 2026 FIFA World Cup. Staff met with Brianna Lombard from Atlantic Canada Opportunities Agency, (ACOA) regarding future shovel-ready projects. Planning continues for Emancipation Day celebrations on August 10, 2026 at the Jordantown Acaciaville Conway Betterment Association (JACBA). Provincial and territorial flags have been donated for installation at Digby Station. Thank you to Darren Ashe for the generous donation.

**I.6 Chief Administrative Officer**

**a) Report**

CAO Ossinger gave an update on recent development activity, including a development permit for a Fire Department accessory building at 163 First Avenue, several residential building permits, and completed fire inspections with all deficiencies addressed. The Supreme Court matter has been placed on hold following correspondence from the property owner indicating the encroaching structure will be removed. Work was expected to begin June 15, 2026. The Nova Scotia Review and Appeal Board appeal matter has been dismissed, with the municipality awaiting written reasons and updated compliance timelines. Property Valuation Services Corporation has acknowledged receipt of the Town's request regarding the taxable status of the Digby Wharf property. The matter remains under review. Due to vacation conflicts involving staff and elected officials, implementation of the revised Council meeting schedule will be postponed until October 2026.

**Direction:**

Maintain the current meeting schedule through the summer and implement the revised schedule in October 2026.

**Motion:**

***Moved by Mayor Bartlett and seconded by Councillor McCormick that the reports be accepted as presented.***

**Motion carried**

**J. CORRESPONDENCE**

**J.1 Digby Harbour Association**

The letter is from the **Digby Harbour Port Association (DHPA)** to the Mayor and Council of the Town of Digby regarding a **Town-owned parking lot (PID 30231955)** located adjacent to the Port of Digby.

The DHPA explains that the port currently has parking challenges for client and operational vehicles, and that the parking lot is important for both current use and future expansion plans for the port facility.

**The association notes that:**

- The parking lot is currently tied up in property migration and registry issues expected to take about two years.
- The previous lease on the property has been terminated.
- The DHPA sees the lot as essential for access, parking, and future port operations.

**The DHPA is requesting that the Town of Digby consider:**

1. Entering into a lease agreement for the parking lot in the interim period.
2. Eventually transferring ownership (title) of the property to the DHPA once the migration process is complete.

The letter also references earlier correspondence from February 20, 2026, and emphasizes that the Town has been a supportive partner in previous port development projects.

**Direction:**

CAO will advise the Digby Harbour Port Association that Council wishes to retain ownership and control of the waterfront parking lot and continue municipal planning for the site.

**K. Public Comment on New Business Agenda Items**

**K.1 None**

**L. NEW BUSINESS**

**L.1 Canada Day BBQ-Location**

**Respectful disagreement on where the location should be. There are arguments for the Admiral's walk and for Mariners Park. There was discussion on the ease of bathrooms, center location. The council was asked to be the deciding factor on this friendly difference of location preference.**

**The decision:**

**Fishermen Memorial Park**

**Councillor Foote**

**Councillor**

**Mayor Bartlett**

**Admiral's Walk**

**Councillor Weir Admiral's Walk**

**Deputy Mayor Saulnier Admiral's Walk**

**The location for the Canada Bay BBQ will be Fishermen's Memorial Park.**

#### M. IN-CAMERA CONTRACT & PERSONNEL

**Motion:**

*Moved by Councillor McCormick and seconded by Mayor Bartlett that the committee go IN CAMERA for Contracts and Personnel matters.*

**Motion Carried**

**Motion:**

*Moved by Councillor McCormick and seconded by Mayor Bartlett that the committee go out of IN CAMERA.*

**Motion Carried**

**Direction:**

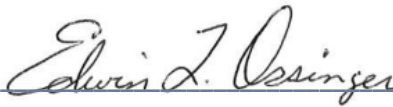
Proceed with negotiations and documentation for the approximately \$3,000 Transport Canada harbour-bottom lease covering the larger proposed lease area and continue discussions regarding possible future divestiture opportunities should Transport Canada dispose of additional waterfront property.

#### N. ADJOURNMENT

**Motion:**

*Moved by Councillor McCormick and seconded by Councillor Weir that we adjourn the meeting at 7:40 PM*

**Motion Carried**

  
Chair  
CAO