COMMITTEE OF THE WHOLE
SEPTEMBER 21, 6:00 PM
MINUTES

MEMBERS PRESENT: Deputy Mayor Paul Saulnier (Chair)
Councillor Rick Foote
Councillor William McCormick
Mayor Mike Bartlett

STAFF PRESENT: Leslie Brinton, Chief Administrative Officer
Amanda Marshall, Deputy Chief Administrative Officer
Karen Morrell, Administrative Assistant

REGRETS: Councillor Shane Weir

A. CALL TO ORDER – ROLLCALL

Chair called the meeting at 5:50 p.m.

B. CELL PHONE USE DURING MEETINGS

C. LAND ACKNOWLEDGEMENT

D. AGENDA

D.1 Additions/Deletions

None

D.2 Approval

Motion:

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

Motion Carried

E. DECLARATIONS OF ANY CONFLICTS OF INTEREST

E.1 None

F. DELEGATIONS/PRESENTATIONS

F.1 Town Parking-Peggy MacAlpine

Peggy McAlpine, Warden of Trinity Anglican Church, requested permission for the Church to access the former school property adjacent to Trinity for additional parking during church and

community events. The proposal would create a private entrance from the Church property by removing a portion of fencing and grading the access. Trinity would be responsible for insurance, snow removal, sanding, salting and securing the area when not in use. Approximately 25–30 additional parking spaces may be created.

Committee discussed insurance, access, maintenance and the benefit of keeping the area restricted to church-event parking rather than general courthouse and public parking. A lease arrangement was suggested.

The request will be forwarded to Council for consideration

G. MINUTES OF PREVIOUS MEETING

G.1 August 17, 2026

Motion:

Moved by Mayor Bartlett and seconded by Councillor McCormick, that the minutes of August 17, 2026 be accepted as presented.

Motion Carried

H. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

H.1 Business Arising – Buoy Wall / Mural Project

Committee discussed the proposed buoy wall and mural initiatives. The mural on private property may proceed, however, the group has not made a specific request to Council for Town property for the buoy wall. Committee agreed the Town should not select a site on the group's behalf.

Staff were directed to contact the organizers to clarify whether they have selected a location and whether there is a specific request of the Town. Staff will also seek further information regarding the possibility of a future mural at Digby Station, including the proposed location on the building.

I. STAFF REPORTS

I.1 Director of Finance
A) Report

The Director of Finance was unable to attend due to university coursework for his position at the Town. Committee reviewed the written report, including work to update the Town's asset inventory and values.

Staff reported ongoing discussions with Scotiabank regarding banking services and the possibility of again accepting credit-card payments, with transaction fees passed to the cardholder. Further information and any required policy amendment will be brought back to Council

B) Monthly Financial Statement – Operations

Committee reviewed the operating and capital statements. Questions were raised regarding grants in lieu, sale of services, environmental development services and the revised Munisoft reporting format. Staff will confirm the outstanding items.

C) Monthly Financial Statement - Capital

Committee also reviewed the status of capital projects. Several projects are expected to advance over the next few months, including culverts and other scheduled work. Staff will verify expenditures that appear not to have been allocated to the appropriate capital project.

I.2 Director of Public Works
a) Report

Committee reviewed generator testing, lift station work and the decorative crosswalk schedule. The former windmills have been removed and the site returned to its previous condition, while existing power infrastructure has been retained for possible future use.

The Water Commission is exploring smaller daytime solar installations at pumping stations as a potential way to offset electricity costs. A large solar farm was considered less practical under current conditions.

Public Works summer students were retained slightly longer to assist while the department was short staffed. A Public Works Operator position has been posted.

A request was made to consider installing a garbage receptacle along Mount Street between Dairy Queen and the high school due to litter being thrown onto the sidewalks. Staff will check whether a suitable receptacle is available.

I.3 Special Constable/Bylaw Officer
a) Protective Services Report

No-camping signs have been posted at the Marshalling Yard. A ticket was issued as a result.

Staff are gathering information on vending licenses for festivals and will bring this back for discussion.

Members discussed ongoing issues with the Town's camera system and whether an upgrade should be considered during the next budget process.

Committee raised concerns about compost bins along King Street being kept close to the sidewalk and being left on the sidewalk after collection, which can obstruct pedestrians.

Direction: Staff will contact other municipalities to find out what camera systems and standards they are using.

Direction: Staff will review the Solid Waste By-law to see if there are any requirements around bin placement and report back.

I.4 Dangerous & Unsightly Administrator

a) Dangerous or Unsightly Premises Reports

The Committee reviewed the Dangerous and Unsightly Premises Report. Regarding 58 Prince Avenue, it was noted that the addition to the shed is collapsing and that the owner intends to remove the addition while keeping the shed.

The Committee also discussed whether the Town can investigate dangerous or unsightly conditions that staff see without receiving a written complaint. Staff advised that the current policy requires a complaint before an investigation can be done and that anonymous complaints are not accepted.

The Committee asked that the requirements for dangerous and unsightly premises be reviewed, including when staff can act on conditions they observe and how residents can be helped with making a complaint.

I.5 Deputy Chief Administrative Officer

a) Report

The Deputy CAO highlighted a visit from the Town's CMHC specialist, who toured completed and proposed housing projects. Visitor Information Centre traffic more than doubled compared with the previous year. Five development permits and three building permits were issued in August.

The August 10 Emancipation Day event at the Jordantown-Acaciaville-Conway Betterment Association Centre of Excellence was well attended, with attendance estimated near 100 including presenters.

I.6 Chief Administrative Officer

a) Report

The appraisal process for 53 Mount Street is continuing, with zoning clarification provided to the appraiser.

Staff continue to work on revisions to the Thomas Road Development Agreement. The current approach would remove the proposed cross street as a Town asset and it would remain privately owned and maintained by the developer, while the Town would retain an approximately 50-foot easement for municipal infrastructure. Staff are targeting the October 5 Council meeting for the amended agreement.

The new RCMP Provincial Policing Service Agreement has not yet been received. Staff continue to await clarification regarding permitted uses of policing-related savings for community safety initiatives.

Motion:
***Moved by Councillor McCormick and seconded by Councillor Foote that the reports be accepted as presented*.**
Motion Carried

J. CORRESPONDENCE

J.1 None

K. PUBLIC COMMENT ON NEW BUSINESS AGENDA ITEMS

K.1 None

L. NEW BUSINESS

L.1 Transfer Station Change of Hours Report

Committee reviewed the Transfer Station Committee recommendation to move to consistent year-round hours, Tuesday through Saturday, rather than reducing operating days during the winter. The estimated additional annual cost is approximately $1,400 per municipal unit. The change was supported as beneficial for consistency and for managing treated lumber and changing recycling requirements.

Motion:
Moved by Mayor Bartlett and seconded by Councillor Foote that the Committee recommend to Council approval of the proposed year-round Tuesday-to-Saturday Transfer Station hours.
Motion Carried.

L.2 Cap on Property Assessments for Taxation Purposes

Committee discussed correspondence concerning Nova Scotia's Capped Assessment Program (CAP), including the different tax impacts experienced by long-term property owners and purchasers whose properties are reassessed at market value following a sale. Committee agreed further information would be helpful before considering a position.

Staff will look into the matter and consideration will be given to including the CAP on a future Joint Council agenda.

L.3 Strategic Planning Meeting

A strategic planning session is anticipated for November. Members will provide unavailable dates and staff will circulate possible dates, potentially through a scheduling poll.

L.4 Holiday Pole Decorations Update-Councillor Foote

Committee reviewed the condition and repair costs for the Town's snowflake and candy-cane decorations. Five snowflakes are currently working and two require repair, two candy canes are working and fourteen require repair. A lower-cost supplier option would allow the required repairs to be completed for an estimated $4,560 plus HST, compared with approximately $7,380 through the original supplier.

Committee discussed continuing an annual budget allocation for decorations so replacements or additions can be phased in over time and potentially extended farther along Water Street.

Motion:
Moved by Councillor McCormick and seconded by Mayor Bartlett that the Committee recommend to Council that the Town proceed with repairs to the Christmas decorations at an estimated cost of $4,560 plus HST.
Motion Carried, with Councillor Foote abstaining.

L.5 Joint Council Meeting Submissions

Members were asked to submit proposed Joint Council agenda items to staff. CAO Brinton will review submissions to avoid duplication and forwarded to the Municipality to be added to the agenda.

L.6 Draft Special Projects Coordinator Position

Committee reviewed a draft 12-month Special Projects Coordinator position created following the temporary appointment of the Deputy CAO. Duties would include Housing Accelerator Fund work, grant applications and administration, administrative support, communications and public engagement. Approximately 50% of the position may be funded through the Housing Accelerator Fund. Committee discussed workload, salary implications, communications needs and the importance of dedicated grant administration. Financial impacts will be confirmed before final approval.

Motion:
Moved by Mayor Bartlett and seconded by Councillor McCormick that Committee recommend that the draft Special Projects Coordinator position proceed to Council for consideration, with detailed financial implications to be provided.
Motion Carried.

M. IN-CAMERA -Contracts

Confidential matters were discussed.

Motion:
Moved by Mayor Bartlett and seconded by Councillor McCormick that the committee go into 'IN CAMERA' for contracts.
Motion Carried

Motion:
Moved by Councillor McCormick and seconded by Mayor Bartlett that the committee go out of 'IN CAMERA'.
Motion Carried

Motion:
Moved by Councillor McCormick and seconded by Mayor Bartlett that the Committee recommend to Council the proposed five-year Transport Canada lease at the updated monetary amount, with the first year running December 1, 2026 to November 30, 2027 at $4,605.34, amended from the previously contemplated amount of $3,000.
Motion Carried

N. ADJOURNMENT

Motion:
Moved by Mayor Bartlett and seconded by Councillor McCormick that we adjourn the meeting at 8:30 p.m.
Motion Carried

Mayor **Clerk**