COMMITTEE OF THE WHOLE
OCTOBER 19, 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: Leslie Brinton, Chief Administrative Officer
Amanda Marshall, Deputy Chief Administrative Officer
Karen Morrell, Receptionist/Administrative Assistant

REGRETS:

A. CALL TO ORDER – ROLLCALL

Chair called to order at 6:00 p.m.

B. CELL PHONE USE DURING MEETINGS

C. LAND ACKNOWLEDGEMENT

D. AGENDA

D.1 Additions/Deletions

Two additional items were added to the in-camera agenda concerning the sale of municipal property and an appraisal. A request was made to discuss recent RCMP-related changes. It was suggested that further information should be gathered before bringing the matter back to the Committee.

Addition: M. In Camera
M.1 Sale of Municipal Property
M.2 Appraisal.

D.2 Approval

Motion:

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

Motion carried

E. DECLARATIONS OF ANY CONFLICTS OF INTEREST

E.1 None

F. DELEGATIONS/PRESENTATIONS

F.1 None

G. MINUTES OF PREVIOUS MEETING

G.1 Minutes of September 21, 2026

Motion:

Moved by Councillor McCormick and seconded by Councillor Foote, that the minutes of* September 21, 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

Financial software options, including Sage Intacct and TownSuite, were being reviewed as alternatives to Munisoft. Canada Life pension contribution reporting was completed and submitted for the June 1, 2026, to May 31, 2027, period. Discussions continued with Scotiabank and Chase regarding the return of in person credit card payments at the Town Office. Online virtual terminal payments would not be pursued at this time.

B) Monthly Financial Statement – Operations

As of September 30, 2026, operating revenues were approximately $5.26 million (83.5% of budget) and expenditures $2.23 million (38.2%), reflecting the timing of tax revenues rather than an expected year-end surplus.

C) Monthly Financial Statement - Capital

Capital expenditures were approximately $450,000 of the $1.64 million budget. The West Street shoulder project is approximately $1,600 over budget. The transfer station capital cost allocations require confirmation with the Municipality.

Questions were raised regarding the potential replacement of Munisoft, alternative credit card payment providers, capital project expenditures, and property tax collections. The Director advised that software options remained under review and that further discussions would take place regarding payment processing alternatives.

I.2 Director of Public Works

a) Report

Members discussed the qualifications required for the equipment operator position at Public Works. It was clarified that water and wastewater operator certification was considered an asset, with the position primarily focused on equipment operation and potential backup support for water and wastewater operations.

Members were advised that green cart collection had returned to a biweekly schedule.

I.3 Special Constable/Bylaw Officer

a) Protective Services Report

Members discussed the property at 190 Queen Street, where the compliance date of October 13 had passed. It was reported that a summary offence ticket had been issued. An update was also provided regarding a vehicle previously parked at another Queen Street property, which had been removed. Members discussed parking restrictions and signage in the area. Staff agreed to follow up on the status of

the proposed parking signs. The condition of the building and signage at 9 Water Street was also discussed.

Staff agreed to follow up with the property owner regarding replacement or repair of the faded sign.

I.4 Dangerous & Unsightly Administrator

a) Dangerous or Unsightly Premises Reports

Council requested updates on enforcement at 190 Queen Street, the removal of a vehicle from another Queen Street property, the condition of the building under construction on 9 Water Street, and the status of demolition at 58 First Avenue. Staff will also follow up on outstanding fines or payments where applicable.

I.5 Deputy Chief Administrative Officer

a) Report

The Housing Accelerator Fund unit milestone has been met following issuance of the permit for the Montague Road development. Approximately $255,000 plus permit fees has been earmarked for that project. Alertable subscribers reached 534. The Visitor Information Centre recorded 1,293 September visitors, an increase of 225 over September 2025. Five building permits were issued. Staff will seek greater participation from the fishing community for next year's Fishermen's Memorial Service.

I.6 Chief Administrative Officer

a) Report

Four fire inspections were conducted in September; files remain open at 79 St. Mary's Street and 6 Prince William Street. Digby Fire responded to 12 calls, nine in Town and three in the surrounding area. The sale of Sidney Street Lot 14A is complete for $15,000, to be placed in the capital reserve. The amended Thomas Road development agreement is proceeding through legal documentation. The required infrastructure easement remains outstanding. The Town continues to await details of the new RCMP billing contract. The appraisal of 53 Mount Street was referred to in-camera discussion.

Motion:

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

Motion Carried

J. CORRESPONDANCE

J.1 None

K. PUBLIC COMMENT ON NEW BUSINESS AGENDA ITEMS

K.1 None

L. NEW BUSINESS

L.1 Basin's Edge Park Signage

Council discussed proceeding with the proposed park sign. As the design had not been circulated to all members, the matter was tabled pending circulation and review of the design. No order was authorized at this meeting.

L.2 Transit Committee

Councillor Foote reported on a community transportation conference and ongoing discussions concerning regional transit. Representatives of Tidal Transit have accepted an invitation to meet with the Ad Hoc Transit Committee on November 9, 2026 to discuss potential service in Digby.

L.3 New Business – Letter of Condolence

Council reviewed a letter of condolence to the Municipal District of Wainwright No. 61. The final letter is to be signed by Mayor Bartlett. Flags were lowered and a social media message issued in recognition of the tragedy.

M. IN CAMERA-CONTRACTS AND APPRASIALS

Motion:
Moved by Councillor McCormick and seconded by Councillor Weir that the committee go IN CAMERA for Contracts and Apprasials.
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 forward to Council the appraisal received from Wetmore Appraisal and Consulting Inc. for PID 30222675 and for PID 30282808 lot to the next Council Meeting November 02, 2026 for consideration and direction on any required next steps.
Motion Carried

Motion:
Moved by Councillor McCormick and seconded by Mayor Bartlett that consideration of the proposed parking lease for the Town owned lot adjacent to Trinity Church be tabled pending a Public Works assessment of the required work, estimated costs, maintenance requirements and insurance implications.
Motion Carried

N. ADJOURNMENT

Motion:
Moved by Mayor Bartlett and seconded by Councillor McCormick that we adjourn the meeting at 7:30 P.M.
Motion Carried

Mayor **Clerk**