



**TOWN COUNCIL**  
**COUNCIL CHAMBERS TOWN HALL**  
**FEBRUARY 02, 2026, 6:00 PM**  
**MINUTES**

**MEMBERS PRESENT:** Mayor Mike Bartlett, Chair  
Deputy Mayor Paul Saulnier  
Councillor Rick Foote

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

**REGRETS:** Councillor William McCormick  
Councillor Shane Weir

**A. CALL TO ORDER – ROLL CALL**

**B. LAND ACKNOWLEDGEMENT**

**C. CELL PHONE USE DURING MEETINGS**

**D. AGENDA**

**D.1 Additions/Deletion**

**Addition:**

**I.1b) CAO Report: Appointment of Fire Inspector**

**L.1 Correspondence: The Order of Nova Scotia**

**D.2 Approval**

**Motion:**

***Moved by Deputy Mayor Saulnier and seconded by Councillor Foote, that the agenda for February 02, 2026 be accepted as amended.***

**Motion Carried**

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

**None**

**F. DELEGATIONS/PRESENTATIONS**

**None**

## G. MINUTES OF PREVIOUS MEETING

### G.1 January 05, 2026

**Motion:**

*Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that the minutes of January 05, 2026 be accepted as presented.*

Motion carried

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

### H.1 Joint Council Agenda Item

**Motion:**

*Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that the following four (4) questions will be brought forward to the Joint Council Meeting on February 11, 2026.*

- 1. Armoury-Discussion in setting an armoury up in the area*
- 2. Transit- Update on the study we have done, information update only.*
- 3. Industrial Park-The park has expanded to the other side of the road, recommendation to make the property sellable. It will need to have a plot plan, estimated costs for wells, sewer, and power. Discussion will also include the location of the fire facility.*
- 4. In Camera Contracts*

Motion carried

## I. REPORT OF CAO

The CAO attended various meetings and went to Turo to the NS Department of Emergency Management Resilience Forum in Turo. It was a workshop on risk assessments and how they play a significant part in Emergency Management planning. The other workshops were updates from the Fire Training Advisory Committee on the Fire Entity Training, medical First Responder Program and a Fire Services Planning session on Modernization of fire Services.

Updates on the two positions available:

**Director of Finance**- As of to date, there have been 20 applications received. The deadline for this position is February 20, 2026.

**CAO**: As of to date, no applications have been received for this position. Closing date is February 17, 2026.

### **Town of Digby accesses Building and Fire Inspection Services**

The Town of Digby accesses Building and Fire Inspection Services via a shared agreement with the Municipality of the District of Digby, which now has two Fire Inspectors. In June 2024, Chris Thibodeau was appointed as the Town's Fire Inspector. With another building inspector completing Fire Inspector training, the Town is recommended to appoint them as an additional Fire Inspector under the same shared service agreement.

**Motion:**

*Moved by Councillor Foote and seconded by Deputy Mayor Saulnier that the Town Council appoint Cory Rice as Fire Inspector in addition to Chris Thibodeau as Fire Inspectors for the Town of Digby. This appointment will be covered under the existing shared service agreement with the Municipality of the District of Digby.*

Motion carried

## J. REPORT OF MAYOR

The mayor attended various meetings and presentations.

### Some highlights are as follows:

Met with a business owner downtown to discuss some issues regarding parking. We have had these issues for a number of years and I think it is time The Town of Digby address it and come up with a solution. We need a solution for more parking spaces.

Met to discuss the Tree Trap Christmas event for 2026. We did some brain storming for the next event. We tried to determine what the Town would be responsible for and what the Trap Tree Committee will be planning. They will do up a detailed list of expenses and the plans for us to look at for Grants to Organizations, they have put a number in the Lobster Bash application. Sounds like it will be quite the event November 27th, 2026.

## K. REPORTS OF COMMITTEES

### K.1 Committee of the Whole Report

The recommendations made by the Committee of the Whole during the meeting held on January 19, 2026. Administrative Policy Council Meetings and Proceedings Policy Amendments

#### a) **Administrative Policy #2025-05**

The Committee recommends adopting Administrative Policy #2025-05 Council Meetings & Proceedings

#### **Motion:**

***Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that Council approves the amendments to Administrative Policy #2025-05, which pertains to council meetings and proceedings.***

**Motion carried**

#### b) **Public Comment on New Business Agenda Items - Committee Meetings**

The Committee recommends adopting Administrative Policy #2026-01 to address public comments on new business agenda items during committee meetings.

#### **Motion:**

***Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that council adopt Administrative Policy #2026-01 to address public comments on new business agenda items during committee meetings.***

**Motion carried**

### K.2 By Law & Policy

#### a) **HR Policy #2014-02 Salary Administration Policy Amendment**

#### **Motion:**

***Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that the Council accept the amendments to the salary scale as presented effective April 01, 2026.***

**Motion carried**

#### b) **Council Renumeration for the 2026-2027**

#### **Motion:**

***Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that we recommend to council 2026-2027 that Council Renumeration Salaries remain the same with no cost of living increase.***

**Motion carried**

**K.3 Planning Advisory Committee Report January 22, 2026**

An application was submitted by RJL & KJL Development Inc., 186 Queen St. (PID 30231724) for a proposed 10-unit residential structure which was evaluated for compliance with municipal planning policies. The proposed development aligns with the Municipal Planning Strategy, aiming to support residential growth while addressing concerns about lot coverage and amenity space. A review of the proposed development, against relevant policies and criteria contained in the Municipal Planning Strategy, and in particular policy IM7, indicates that the existing municipal infrastructure and services are adequate to service the proposed development however, with the proposed development is too dense to fit the criteria. *The Planning Advisory Committee recommend that the Town Council **not** enter into a Development Agreement with RJL & KJL Development Inc., 186 Queen St. (PID 30231724) for a proposed development of a ten (10) unit residential structure as proposed in the application dated July 16, 2025.*

**Motion:**

**Moved by Councillor Foote and seconded by Deputy Mayor Saulnier that Council enters into a Development Agreement with RJL & KJL Development Inc., 186 Queen St. (PID 30231724) for a proposed development of a ten (10) unit residential structure as proposed in the application dated July 16, 2025.**

Yea  
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Nay  
Mayor Mike Bartlett  
Deputy Mayor Saulnier  
Councillor Foote

**Motion Defeated**

**L. CORRESPONDENCE**

None

**M. NOTICE OF MOTION**

None

**N. NEW BUSINESS**

**N.1 FCM Conference**

If you are interested in attending, please let Deputy CAO Brinton know as soon as possible.

**N.2 Discharge of Development Agreement -Daren Halliday-Ratification of Email Poll**

The Development Agreement between Daren M. Halliday and John R. Nichols was executed in 2020 and registered in 2021. Halliday seeks to have the agreement discharged to proceed with a phased residential project, subdividing the property into lots for single-family dwellings and duplexes. The Municipal Government Act specifies that a development agreement remains in effect until discharged by the Chief Administrative Officer, either in whole or part.

Legal counsel and advisors recommend obtaining Council approval for the discharge to ensure alignment with administrative policies and the Town's best interests. The discharge process will allow land use to fall under the land-use by-law, promoting development and increasing the tax base. Halliday's new project does not require a development agreement due to its financial feasibility and compliance with existing regulations.

Council Poll and Approval Process

A Council email poll was conducted for the motion to discharge the agreement, with all members responding affirmatively. The Council must officially ratify the email poll in accordance with the Administrative Policy # 2017-08 on Telephone & Electronic Polls. Timeliness is emphasized to facilitate

development and address financial constraints of the original project. The motion highlights that this change will benefit the Town by enabling development and enhancing the tax base.

**Motion:**

***Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that Council approves the discharge of the Development Agreement between Daren M. Halliday and John R. Nichols, Nova Scotia and the Town of Digby, executed on October 17, 2020, and registered at the Land Registration Office on March 25, 2021.***

**Motion carried**

**O. IN-CAMERA - CONTRACTUAL**

**Motion:**

***Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that Council moves into In Camera for contractual matters.***

**Motion carried**

**Motion:**

***Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that Council moves out of In Camera for contractual matters.***

**Motion carried**

**P. BUSINESS FROM IN-CAMERA**

None

**Q. ADJOURNMENT**

**Motion:**

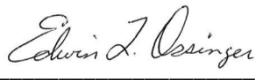
***Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that there be no further business that the meeting be adjourned at 7:20PM.***

**Motion carried**



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Mayor



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Clerk