



TOWN COUNCIL
COUNCIL CHAMBERS TOWN HALL
MAY 04, 2026
MINUTES

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 – ROLL CALL

B. LAND ACKNOWLEDGEMENT

C. CELL PHONE USE DURING MEETINGS

D. AGENDA

D.1 Additions/Deletion

None

D.2 Approval

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier, that the agenda for May 04, 2026, be accepted as presented.

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 April 07, 2026

There was a grammatical error. Treasurer/secretary request for those two words to be separated and corrected.

Motion

Moved by Councillor Foote and seconded by Deputy Mayor Saulnier that the minutes of April 07, 2026 are accepted as amended.

Motion carried

H. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

H.1 None

I. REPORT OF CAO

30 meetings and events attended, including Council, Committees, and stakeholder engagements; attended NSFM Spring Workshop.

Staffing:

Our new Director of Finance, James Strange is transitioning well.

Housing Coordinator, Amanda Marshall is training to become Development Officer in September 2026, we have every confidence that she will do well in this position.

Development – 9 Thomas Rd:

A minor amendment has been requested to improve feasibility, design, and functionality. The proposed changes are considered non-substantial. Once an amendment incorporating the revised site and building plans are prepared, the matter can proceed to Council by motion for consideration. Upon receipt of the draft amendment, it may be made public in advance of Council's review.

Legal:

West Street shed removal court date postponed; to be rescheduled.

Visitor Information Centre:

May 15 is the official start date and seasonal staffing is in place with summer students.

Hours will vary:

May 15-July-	9:00 AM to 5:00 PM, five days a week.
July-August-	9:00 AM to 5:00 PM, seven days a week
September-October	9:00 AM to 5:00 PM, five days a week

J. REPORT OF MAYOR

Mayor encouraged continued Council participation at community events; strong attendance noted.

Events Attended:

Volunteer Appreciation at Tideview Terrace.

Fire Department Banquet -awards presented.

DRHS Volunteer Awards. Charles Hill was our Volunteer of the Year. Congratulations Charles.

Tri-County Youth Summit. The youth feedback was very eye opening and informative.

Meetings & Initiatives:

Water Commission: testing satisfactory; the Water Commission budget was approved.

Community Activities:

Smile Cookie Campaign to help support Digby & Area Recreation Centre and the Smith's Cove Fire Department.

Retirement recognition event for the Director of Finance Matthew Raymond.

Ongoing Work:

NSFM Conference attendance
Grants to organizations review
Joint Housing Committee participation
Recreation discussions
Capital budget development

K. REPORTS OF COMMITTEES

K.1 Digby Area Recreation Commission Report -Deputy Mayor Saulnier

- The Community Use of Schools Committee will be reactivated and the Community Use of Schools agreement will be revised. A citizen representative position will be advertised.
- New faculty booking software purchased to streamline facility use.
- Financials reviewed; no outstanding concerns.
- Community Gardens AGM well attended; summer hiring underway.
- Recreation programming filling quickly for the spring and summer season.
- Ballfield safety net installation underway. NS Power installed new poles for the net.
- **Feasibility Study:** Municipality of Digby identified as lead applicant to help in the process however, further discussion is required.
- Pickleball group allocated an expanded facility time and the curling club schedule will be adjusted.
- 9 summer student positions approved under the federal and the provincial program.

K.2 Trinity Anglican Church Rose Window- Deputy Mayor Saulnier

- An open house was held to raise awareness and to gain community support for the national "Next Great Save" campaign, which aims to fund the restoration of the historic stained-glass rose window.
- Public voting campaign closes April 27, 2026.

K.3 RCMP Committee Report -Councillor Weir

- Concern was raised in regards to the recently high number of abandoned dogs in the area.
- Operational report presented some concerns but overall, the RCMP indicated that they are satisfied with their progress and current offence trends with the community.
- Upcoming police training event to be communicated publicly.
- RCMP supported the community clean-up event on April 18, 2026.

K.4 By Law & Policy Recommendations to Council

It is Requested that Council accept the following recommendations and directions from the By-Law & Policy Review Committee:

1. 53 Mount Street (E3) Property

staff be directed to:

Prepare an updated market value assessment of the property;
Analyze potential rezoning options;
Outline the required public hearing process, if applicable; and
Develop a formal recommendation to Council for consideration.

2. Fire Department Development

staff be directed to:

Circulate the development application and supporting drawings to Council for review and comment upon receipt.

3. Capital Budget

staff be directed to:

Refine the draft capital budget; and

Return the revised budget to the By-Law & Policy Review Committee for further review prior to submission to Council, with a target of inclusion in the June Council agenda.

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that Council accept the By-Law & Policy Review Committee Report dated April 27, 2026 and approve the recommendations and directions to staff as presented.

Motion carried

K.5 Committee of the Whole Report

Motion:

Moved by Councillor McCormick and seconded by Councillor Foote that Council award the contract for demolition of 10 Carleton Street to Versatile Excavation in the amount of \$34,400 plus HST, as recommended by the Committee of the Whole.

Motion carried

Motion:

Moved by Deputy Mayor Saulnier and seconded by Councillor Weir that Council approve entering into an agreement with Craig Baird, host of Canadian History Ehx, to produce a 10–20-minute professional video highlighting the history of the Town of Digby, at a total cost of \$500, with \$250 payable upfront and \$250 payable upon completion and Council and staff review, as recommended by the Committee of the Whole.

Motion carried

Motion:

Moved by Councillor Foote and seconded by Councillor McCormick that Council confirm that the Town-owned land on Queen Street is not surplus to the needs of the municipality at this time and therefore is not available for sale or disposition, as discussed at the Committee of the Whole.

Motion carried

K.6 NSFM Report -Deputy Mayor Saulnier

Key topics: municipal challenges, housing, infrastructure, emergency management, justice system concerns, climate action.

Opportunities identified:

- The Beautification Committee could incorporate a Veterans Banner program into its initiatives.
- Potential grant opportunities are available for Mount Street improvements.
- Dark sky tourism presents a strong opportunity to capitalize on the area's low light pollution. The region is well-suited for telescope viewing and could attract visitors interested in stargazing experiences.

- The safety of elected officials has been identified as a concern, highlighting the need for stronger supports and protective measures.

L. CORRESPONDENCE

L.1 Legislative amendments to Municipal Government Act and HRM Charter

Key changes:

- Council may exclude CAO from meetings that are related to their performance.
- Council may delegate CAO's performance review to a committee.
- Clarifies Council authority over CAO external participation and absences.
- Mandatory onboarding training for newly elected councillors (details pending).
- NSFM to consult municipalities on training requirements.

L.2 Kelly Cove Salmon – Wharf Parking Lot Request

Request to include space at wharf parking lot for:

- Mobile forklift ramp
- Dumpster storage

Motion:

Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that Council inform Kelly Cove Salmon that the Town is currently in the process of cleaning up and improving the waterfront property and respectfully decline their request to store a dumpster and ramp on the site at this time.

Motion Carried

M. NOTICE OF MOTION

M.1 None

N. NEW BUSINESS

N.1 Request that Town of Digby Send a letter to Nova Scotia Federation of Municipalities- Deputy Mayor Saulnier

Joint Stock Companies Registry Access

Motion:

Moved by Deputy Mayor Saulnier and seconded by Councillor Weir that Council direct staff to send a letter to the Nova Scotia Federation of Municipalities requesting free and unrestricted access for municipalities to the Nova Scotia Registry of Joint Stock Companies.

Motion carried

N.2 Community Market Support-Diane Axent

Funding Request:

- Request for financial support for May 31, 2026 Community Market being held at the Digby Legion.
- Event supports newcomers, small businesses, and community integration.
- Budget items include: promotion, children's activities, musicians, and food supplies.
- Organized in partnership with DALA; strong community and media engagement planned.
- In search of volunteers

At this time, Council respectfully declines the Community Market's request for a donation. As outlined in Administrative Policy #2020-03 Community Grants, the program has closed for the 2026–2027-time frame. Council encourages the Community Market to participate in next year's Community Grants and Organizations process by submitting a proposal prior to the end of January 2027.

O. IN-CAMERA -Contract and Legal

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that Council go into In Camera for the purpose of Contracts and Legal matters.

Motion carried

Motion:

Moved by Councillor Foote and seconded by Councillor McCormick that Council go out of In Camera.

Motion carried

P. BUSINESS FROM IN-CAMERA

1. Demolition and removal of the accessory building located at PID 30273551

Motion:

Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that Council authorize the demolition and removal of the accessory building located at PID 30273551 at a cost of \$8,000 plus applicable taxes, and that Council enter into a demolition and repayment agreement with the property owner, with repayment over 36 months and secured through a lien on the property.

Motion Carried

2. Visitor Information Centre, 237 Shore Road

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that Council direct staff to investigate and report on the operating costs of the Visitor Information Centre located on 237 Shore Road.

Motion Carried

3. Transport Canada Lease – Waterfront / Marina Area

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that Council enter into a lease agreement with Transport Canada for the marina stage, promenade, and seabed extending from the south side of the promenade to the Port of Digby property adjacent to the wharf, at a cost of \$3,000 per year.

Motion Carried

Q. ADJOURNMENT

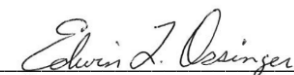
Motion:

Moved by Councillor McCormick and seconded by Councillor Weir that there being no further business that the meeting be adjourned at 8:30PM.

Motion carried



Mayor



Clerk