TOWN COUNCIL
COUNCIL CHAMBERS TOWN HALL
JULY 06, 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 Amanda Marshall, Housing Iniative Coordinator
REGRETS:	Karen Morrell/Receptionist

A. CALL TO ORDER – ROLLCALL

Meeting Called to Order at 6:00 pm by Mayor Bartlett

B. LAND ACKNOWLEDGEMENT

C. CELL PHONE USE DURING MEETINGS

D. AGENDA

D.1 Additions/Deletions
None

D.2 Approval
Motion:
Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick, that the agenda for July 6, 2026, be approved as presented.
Motion Carried

E. DECLARATIONS OF ANY CONFLICTS OF INTEREST

None

F. DELEGATIONS/PRESENTATIONS

F.1 None

G. MINUTES OF PREVIOUS MEETING

G.1 June 01, 2026

Motion:

Moved by Councillor Foote and seconded by Councillor McCormick that the minutes of June 01, 2026 be accepted as presented

Motion carried

G.2 Special Council June 22,2026

Motion:

Moved by Councillor McCormick and seconded by Councillor Foote that the minutes of Special Council on June 22, 2026 be accepted as presented

Motion carried

H. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

H.1 None.

I. REPORT OF CAO

I.1

- The CAO attended 17 meetings with 3 personal days in the month of June. He attended the FCM conference in Edmonton as well as the AMA conference held here in Digby. He was able to meet with the Highway 101 Taskforce as well as with the Minister of the Department of Emergency Management. He also had meetings with developers throughout the month of June to discuss potential commercial and residential development in the area.
- Transport Canada lease – Waterfront/Marina Area. Council has advised Transport /Canada that they are interested in entering into a lease agreement for the harbour bottom that would include the marina area for $3000. Council would also like to investigate including more of the waterfront area in addition to preparing the lease.
- Former VIC – DATA would like council to consider a lower rent as an in-kind grant. Currently rent was set at $1200 plus tax and included heat and air-conditioning.

The building is currently operable and ready for use. CAO considered costs of the building in determining the rent. Currently the building isn't costing town a considerable amount and would be available for events when needed. The funds that would have been takin in from rent was removed from the budget due to DATA not being able to commit.

- Mayor Bartlett asked if council wanted to investigate security where the building is empty.
- Currently internet is not available at the site.
- No action required at this time

J. REPORT OF MAYOR

J.1

- Mayor Bartlett attended 5 meetings during the month of June. He attended the FCM conference on June 3-8 in Edmonton and the AMA conference on June 12th where he welcomed the delegates to Digby.
- On June 23rd he welcomed the NS Minister of Emergency Management Kim Masland to Digby. They were able to tour several of our emergency services facilities. The visit was a great opportunity to discuss the priorities and challenges facing emergency management in our region.

- Mayor Bartlett presented a cheque to Manzer Construction Inc. in the amount of $52,500 on June 24th. This was provided thru the Town of Digby's Affordable Housing Grant Program. The grant program is funded thru CMHC Housing Accelerator Fund, this investment will support the development of additional affordable rentals in our town and reflects our commitment to increasing housing opportunities for the residents of Digby.
- June 26th Mayor Bartlett attended the RCMP's presentation on "Protection Our Children in the Digital Age". The focus was on online safety, human trafficking and protecting children and youth. It was important to the Mayor that the Town of Digby supports this initiative. As a result, the town has ordered awareness decals for public facilities to help promote, educate and encourage community awareness.

K. REPORTS OF COMMITTEES

K.1 Nominating Committee Report

Motion:
Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that the council appointment of Zoe Dixon to the Digby Area Recreation Commission effective June 22, 2026 for a term of three years.
Motion carried

Motion:
Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that the council appointment of Melanie McNaughton to the Joint RCMP Police Advisory Board effective June 22, 2026 for a term of three years.
Motion carried

K.2 Planning Advisory Committee Report

Motion:
Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that Council approves the Town of Digby Municipal Planning Strategy (MPS) draft document for first reading.
Motion carried

Motion:
Moved by Deputy Mayor Saulnier and seconded by Councillor Foote that Council approves the Town of Digby Land Use By Law (LUB) draft document first reading.
Motion carried

Motion:
Moved by *Councillor McCormick* seconded *by Deputy Mayor Saulnier that the Date for the public hearing and special council meeting be set for Monday August 10th, 2026 @ 6pm*
Motion carried

K.3 a) Hwy 101 Task Force Meeting-Councillor Foote

- On June 22nd the Task Force met with local municipal representatives, MP Chris d'Entremont, MLAs Jill Balser and Ryan Robicheau, and representatives from the Nova Scotia Department of Public Works. They met to discuss safety and infrastructure improvements along the Highway 101/Highway 1 corridor between Weymouth and Marshalltown.
- The importance of completing a controlled-access highway was reaffirmed, with safety, economic development, and transportation efficiency identified as key priorities.
- While several short-term safety improvements are underway and intersection realignment is planned for 2028–2029, the Highway 101 bypass is not included in the province's current five-year capital plan but remains a long-term objective.
- The Task Force will gather data and personal accounts to support continued advocacy, and participating municipalities will jointly submit a letter to local provincial and federal representatives

- On June 26th a public statement was issued by Municipality of Digby CAO Tyler Pulley on behalf of the task force
- The next meeting is scheduled for September 2026 in the Municipality of Clare.

b) Press Release Hwy 101 Task Force

The Highway 101 Task Force has been re-established by the municipalities and towns of Digby, Clare, and Yarmouth to advocate for the Marshalltown-to-Weymouth bypass. The Task Force met with provincial and federal representatives to discuss highway safety, infrastructure priorities, and long-term planning. Members reaffirmed the importance of completing the controlled-access corridor to improve public safety, regional connectivity, and economic growth. The Task Force will continue to work collaboratively with all levels of government and develop a unified advocacy strategy to advance the project as a regional priority.

L. CORRESPONDENCE

L.1 None

M. NEW BUSINESS

M.1 Resolution to Borrow

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that the Resolution to Borrow be changed from $20,000 to $30,000 is approved as presented.

Motion Carried.

M.2 Town of Digby Budget Resolution 2026-2027

Estimates of Revenues and Expenditures

Motion:

Moved By Deputy Mayor Saulnier Seconded By Councillor Foote that Council accepts the following estimates of the sums required by the Town of Digby for the fiscal period ending March 31, 2027, prepared in accordance with Section 72 of the Municipal Government Act:

Revenues	
Taxes	4,817,488
Grants in Lieu of Taxes	162,244
Services Provided to Other Local Gov't	302,639
Sale of Services	266,469
Other Revenue from Own Sources	156,023
Unconditional Transfers	416,000
Conditional Transfers	176,814
Other Transfers	3,000
Total Revenues	6,300,678

Expenditures	
General Government Services	1,082,779
Protective Services	2,018,344
Transportation Services	953,067
Environmental Health Services	911,661
Public Health Services	36,416
Environmental Developmental Services	321,053

Recreation and Cultural Services	518,642
Finance and transfers	458,716
Total Expenditures	6,300,678

Motion Carried

General Tax Rates

Moved By Councillor McCormick Seconded By Deputy Mayor Saulnier

WHEREAS total estimated expenditures for the fiscal period are $6,300,678 and

WHEREAS total estimated revenues, other than taxes to be levied are $1,483,190 and

WHEREAS the balance of revenue required, $4,817,488 must be rated;

THEREFORE, BE IT RESOLVED THAT for the Town of Digby for the fiscal year ending March 31, 2027:

The general tax rates are as follows:

Residential / Resource $1.95 per $100 of assessment

Commercial $4.28 per $100 of assessment

AND THAT these taxes are due and payable on Taxes to be billed by way of interim tax bill (issued in April, due May 31, 2026) and Final tax bill (issued in September, due the October 31, 2026); with interest to be charged on all final tax accounts outstanding on Interest on overdue amounts to be charged at a rate of 15% per annum.

**Councillor Weir mentioned these rates remain unchanged.*

Motion Carried

Fire Protection Rate

Moved By Deputy Mayor Saulnier Seconded By Councillor McCormick

WHEREAS Council is authorized under Section 80 of the Municipal Government Act to levy a rate on the value of all assessable property assessment in the area served by a water system in the town, as defined by the council by policy, in order to recover that part of the cost of the water system that is attributable to fire protection; and

WHEREAS the cost of fire protection (water supply and Hydrants) has historically been covered in the general tax rate of non-exempt residential, resource and commercial taxable assessment; and

WHEREAS the provision of fire protection (water supply and hydrants) is beneficial to all assessable property assessment within the Town of Digby serviced by Digby Water Commission the Council wishes to levy a rate over all assessable property assessments.

THEREFORE BE IT RESOLVED that it shall be the policy of the Council of the Town of Digby as of April 1, 2019 to separate the fire protection expenditures (water supply and hydrants) from the estimated expenditures to be covered by general rate of non-exempt residential, resource and commercial taxable assessment; and apply a fire protection rate to cover the estimated fire protection (water and Hydrant) expenditures to all assessable property assessment in the area served by the Digby Water Commission in the town; and

FURTHER BE IT RESOLVED that the total estimated fire protection (water and hydrant) expenditures for the 2026/27 fiscal year of $288,512 be covered by a fire protection rate applied to all assessable property assessment serviced by the Digby Water Commission; and

That the fire protection rate for the 2026/27 fiscal year be set at $0.15 per $100 of Assessment; and be applied on the interim tax bill (issued in April, due May 31, 2026) and final tax bill in September are due and payable by October 31, 2026, with interest on overdue amounts to be charged at the rate of 15 % per annum.

Motion Carried

Solid Waste Management Uniform Charge

Moved By Councillor McCormick Seconded By Councillor Foote

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2027, the amount of $403,720 to be expended for the purpose of solid waste management, a purpose for which the Town may expend funds; and

WHEREAS there are approximately 1,183 dwelling units within the boundaries of the Town of Digby; and

WHEREAS the Council may, under paragraph 75(4)(b) of the Municipal Government Act, in lieu of levying an area rate, levy a uniform charge on each property assessment in the area;

THEREFORE BE IT RESOLVED that a uniform charge of $314 be levied for the fiscal year ending March 31, 2027, on each dwelling unit within the boundaries of the Town of Digby and that these uniform charges are applied on the interim tax bill in (issued in April, due May 31, 2026) and final tax bill in September and are due and payable by October 31, 2026, with interest on overdue amounts to be charged at the rate of 15 % per annum.

**Councillor McCormick noted that the rate dropped from $370 to $314. The CAO noted that the main reason for the drop is the reduction in the recycling cost that is now paid for by circular materials.*

Motion Carried

Sanitary Sewer Rates

Moved By Councillor Foote Seconded By Councillor McCormick

WHEREAS Council is authorized by the Town of Digby Sewer Charges By-law to set rates for sewer services;

THEREFORE, BE IT RESOLVED THAT the sewer service charge shall be $7.97 per 1,000 gallons of water consumption; and

Residential and Commercial users shall pay:

Less than 1 million gallons annually 100% of the Sewer Service Charge, or more than 1 million gallons annually 50% of the Sewer Service Charge based on their annual water consumption of the previous year, and

Industrial Premises users shall pay:

Less than 1 million gallons annually 100% of the Sewer Service Charge, or more than 1 million gallons shall pay 10% of the Sewer Service Charge, or more than 10 million gallons shall pay 5% of the Sewer Service Charge based on their annual water consumption of the previous year; and

That the Sewer Service Charge shall be applied to the Water Utility's bi-monthly bill. All bills are due and payable under the same regulations as the Water Utility Bill.

**Councillor Weir noted that this rate has increased by 29%. The CAO explained that was due to the previous years use, we collect on past years cost and run on a deficit. The rate was built to fluctuate according to actual expenses. Staff looked over this rate 3 to 4 times to confirm this was the actual costs due to it being so large this year.*

Motion Carried

Tax Certificate Fee

Moved By Deputy Mayor Saulnier Seconded By Councillor McCormick

WHEREAS Council is authorized to set a fee for a tax certificate pursuant to section 132 (2) of the Municipal Government Act;

THEREFORE, BE IT RESOLVED THAT the tax certificate fee shall be $40 per tax certificate.

Motion Carried

M.3 Request for Decision- Digby Scallop Shell Maiden Lane

Motion:
Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that council approve the maiden lane extension south of water street as the location for the world's largest scallop shell proposed by the world's largest scallop shell Society.

**Councillor Weir voiced concerns for the location due to the marina using the area to load and unload the docks and boats. He also noted the wharf recently loosing parking space do to the town reclaiming its land for public park space. He would like to consider the new cleared area by the fisherman's park where beach access is also proposed be considered.*

**The CAO noted that the shell is a 360° art display, and the Maiden Lane extension can be seen from multiple locations in town. At this location it can be seen as far as from the post office.*

Motion Carried

M.4 Request for Decision- Excavator

Motion:
Moved by Councillor McCormick and seconded by Councillor Foote that council approve the tender from Brandt Tractor Ltd. acquired through the Canoe Procurement process for a compact excavator with attachments in the amount of $193,657.50 including HST less the Trade allowance for the Backhoe in the value of $31,920 including HST for a net price of $161,737.50 including HST.

**Councillor Weir would like to know the reasoning behind the purchase this year.*

CAO – Public Works currently has 2 backhoes. It has been noted that recent excavation required in town by the public works department has not been able to be completed with our existing equipment. We have been renting an excavator and operator to do the jobs more efficiently. To buy new will replace the older backhoe and be more cost affective then hiring the work out. The excavator is easier to use, train staff and more versatile than a backhoe. Looking forward it is expected to save the town money in future years.

Motion carried

M.5 Code of Conduct Report

Code of Conduct for Elected Municipal Officials

Complaint Report
Date: July 2, 2026

Section of the Administrative Policy # 2024-03 Code of Conduct for Elected Municipal Officials alleged to be contravened.

Improper Use of Influence
• No Member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

Investigator's Findings/Recommendations
The investigator concluded that the Council member was in contravention of the **Improper Use of Influence** section of the Code of Conduct.

The investigator recommended that the following sanction be imposed on the Councillor in addition to the mandatory additional Code of Conduct training required by section 18(2) of the Regulations:
a. Council issue a letter of formal reprimand for the contravention; and
b. Council require the Councillor to provide a letter acknowledging his contravention and apologizing to Council and Ms. Balser within 15 days of the date that Council imposes the sanction.

Council Decision
Council accepted the Investigator's recommendations.

Follow-up
Sanctions a. & b. have been complied with.
The mandatory additional Code of conduct training must be completed within 90 days of June 23, 2026

M.6 Mayor Bartlett thanked the lobster bash event team for a wonderful event

N. IN-CAMERA -Legal

N.1 Legal

Motion:

Moved by Councillor McCormick and seconded by Councillor Foote that Council move In Camera for Legal Motion Carried

Motion:

Moved by Councillor McCormick and seconded by Councillor Weir that Council move out of In camera for Legal

Motion Carried

O. BUSINESS FROM IN-CAMERA

O.1 None

Mayor Bartlett thanked everyone for their help with the Canada Day Celebration

P. ADJOURNMENT

Motion:

Moved by Councillor Weir and seconded by Councillor McCormick that there be no further business that the meeting be adjourned at 7:48PM.

Motion carried

Mayor

Clerk