

**DIGBY TOWN COUNCIL
SPECIAL COUNCIL MEETING
AUGUST 10, 2026
COUNCIL CHAMBERS**

Minutes

Members Present: Mayor Mike Bartlett, Chair
Deputy Mayor Paul Saulnier
Councillor William McCormick
Councillor Shane Weir

Staff Present: Tom Ossinger, Chief Administrative Officer
Leslie Brinton, Deputy Chief Administrative Officer
Amanda Marshall, Housing Coordinator
Chris Millier, Town Planner 4 Site Group
Karen Morrell, Administrative Assistant

Regrets: Councillor, Rick Foote

A. Call to Order

Chair called the meeting called to order at 6:15 PM

B. Agenda

B.1 Additions/Deletions

None

B.2 Approval

Motion:

Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that the agenda for August 10, 2026, Special Council Meeting, be approved as presented.

Motion Carried

C. New Business

C.1 Approval of Digby Municipal Planning Strategy-MPS

Clarification was provided regarding the voting requirements for adoption of municipal planning documents. It was confirmed that all members of Council are not required to be present. A quorum is sufficient to conduct the meeting and approve the planning documents. A Council member who did not attend the Public Hearing would not be eligible to vote on the matter.

Motion:

Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that Council gives second and final reading of the Town of Digby Municipal Planning Strategy (MPS), as amended.

Motion Carried.

C.2 Approval of Land Use by Law-LUB

Council reviewed the proposed Land Use By-law and confirmed that the amendments resulting from the provincial preliminary review would form part of the final document.

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that Council gives second and final reading of the Town of Digby Land Use By Law (LUB), as amended.

Motion Carried.

C.3 Appointment of the Chief Administration Officer

Council was advised that the appointment of the new Chief Administrative Officer had previously been agreed upon by consensus, however, a formal resolution had not yet been passed.

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that whereas Section 28 of the Municipal Government Act requires every municipality to appoint a Chief Administrative Officer responsible for the administration of the affairs of the municipality in accordance with the Act and policies established by Council; And whereas Council has completed its recruitment and selection process for the position of Chief Administrative Officer; Be it resolved that Council appoint Leslie Brinton as Chief Administrative Officer for the Town of Digby, effective September 3, 2026, subject to the terms and conditions of the employment agreement approved by Council. Be it further resolved that the Mayor and Town Clerk be authorized to execute the employment agreement and any related documents necessary to give effect to the appointment on behalf of the Town.

Motion carried

D. Adjournment

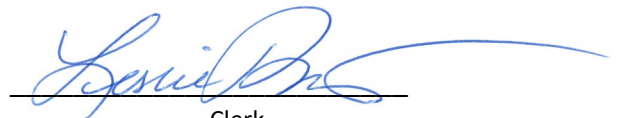
Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that the meeting be adjourned as there is no further business at 6:20 PM

Motion Carried.



Mayor



Clerk