

**Town of Digby  
Committee of the Whole  
May 20th, 2025  
Council Chambers**

**MEMBERS PRESENT:** Deputy Mayor Paul Saulnier (Chair)  
Councillor William McCormick  
Councillor Rick Foote  
Councillor Shane Weir

**STAFF PRESENT:** Tom Ossinger, Chief Administrative Officer  
Leslie Brinton, Executive Assistant  
Ed McCormick, Director of Public Works  
Matthew Raymond, Director of Finance  
Laura Lee Milner, Special Constable  
Rob Hartmier, Grant Coordinator

**REGRETS:** Mayor Mike Bartlett

**A. CALL TO ORDER**

Deputy Mayor Saulnier called the meeting to order at 5:03pm

**B. LAND ACKNOWLEDGEMENT**

Land Acknowledgment stated by the Chair “We would like to begin by acknowledging that we are in Mi’kma’ki (MEEG-MA-GEE), the traditional (or ancestral) territory of the Mi’kmaq people”.

“We also acknowledge that people of African descent have been in Nova Scotia for over 400 years and we honour and offer gratitude to those ancestors of African descent who came before us to this land”.

**C. AGENDA**

**B.1 Additions/Deletions**

**J.7** Start Times Committee of the Whole (Councillor McCormick)

**B.2 Approval**

**By consensus, the Committee of the Whole approved the agenda as amended.**

**D. DECLARATIONS OF ANY CONFLICTS OF INTEREST**

**E. DELEGATIONS/PRESENTATIONS**

**E.1 DALA – Stephanie Journey-Andrews**

The Committee of the Whole was provided last years (2024) copy of an application for funding assistance. Stephanie Journey-Andrews and Chelsea MacAlpine came to speak on behalf of Digby Area Learning Association. Last year, DALA put on a Cultural Event that had an attendance of 150-200 attendees. The DALA wants to still put on the event however, planning has been put on hold at the moment as the large donation of funding was not available for application this year. They are looking at a probable event date sometime in September but nothing set in stone. Councillor McCormick asked why the need for the porta-potties and the hand wash stations are needed and the response was that

they are needed for the vendors and maintaining cleanliness. Councillor Weir asked if the Municipality had contributed and the response was that they have not heard from the Municipality.

**MOTION:**

***Moved by Councillor Weir and seconded by Councillor McCormick that the Committee of the Whole recommends to Council to funding for the Multi Cultural Event for \$3,000.***

**Motion Carried**

**F. MINUTES OF PREVIOUS MEETING**

**F.1** April 22<sup>nd</sup>, 2025

**H.2** Grammatical error on paragraph

**MOTION:**

***Moved by Councillor McCormick and seconded by Councillor Foote that the Minutes of April 22<sup>nd</sup>, 2025 be approved as amended.***

**Motion Carried**

**G. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS**

**G.1** None

**H. STAFF REPORTS**

**H.1 Director of Finance**

**a) Report**

The Report was submitted with the package. Report included in the package. The Five-year capital budget is ready for review at May 12<sup>th</sup> meeting. Work continues on the operating budget. Interim property tax bills have been processed and mailed. Second year in a row for 50% of the total bill. DOF presented a brief power point presentation on high-level overview of services that property tax dollars are spent on. West and third avenue development have submitted an approval to proceed with NSRAB. This has now been approved. Investigation of COR certificate savings found that there is no savings to the town for premiums if staff obtain COR certification. Debenture will close May 30, 2025 at which time the funds will be deposited to the town's bank account. Actual borrowing is found in report. Mount Street ICIP grant final claim has been submitted for \$1,716,000 with 10% holdback being sent in the future. All rental units are up to date. Attended 1 day EMO evacuation training. Municipality has been billed for local library costs.

**b) Monthly Financial Statement – Operations**

The Monthly Financial Statement – Operations was submitted with the package. There have been very small changes made since last month. There is one large adjustment made with the former Clerk's pension plan liability in the amount of \$62,400 which raises the pension liability to \$103,100. Currently a small operating surplus of \$46,647 for the year which is basically on budget.

**c) Monthly Financial Statement – Capital**

The Monthly Financial Statement – Capital was submitted with the package. There are no significant changes to report since the last meeting.

**H.2 Director of Public Works**

a) Public Works Report - The Report was submitted with the package.

The Report was submitted with the package. Report on 8-inch force main pump will be ready for June COTW. Accessibility reports should be done by end of May. Reviewed tender documents for phase one of West Street and Third Avenue project. Light House ramp project has received building permit. Performance evaluations have started. There was a OH&S inspection done on the Public Works building. The Force main from lift station #3 broke on the edge of the armor rocks and is starting to be a growing concern and should be considered for design/replacement. Removed a cherry street at Fisherman's due to black knot. Ramp at the entrance to the food bank has been replaced. Another repair was done at the culvert of Shore Road and Raquette Road. VIC, Digby station and public bathrooms have all had spring cleaning. Public bathrooms opened May 1<sup>st</sup>. Transfer station has gone back to full time hours and the amount of use shows in increases. There has been a lot of smoking in the public washrooms so some signage has been ordered to try to stop this. Gazebo options are shown to the Committee of the Whole in regards to options at the piece of property behind the Hospital. Councillor Weir asked what the requirements are on leaves/branches for pick-up. DOPW said that is it easiest to refer to the Policy that is available.

### **H.3 Special Constable/Bylaw Officer**

#### **a) Protective Services Report**

The Report was submitted with the package. Report included in the package. There were 2 requests for CCTV events. No Parking signs are now installed at Post Office. Two dog verbal warnings issued as well as requests to register dogs. Crossing guard on duty witnessed MVA and supported the movement of traffic away from area as did another additional guard who came to assist. Full report given to RCMP as well as filed an incident report with By-law officer. Situation debrief was had with guard and was offered EPA assistance after event. Home and Lifestyle expo has been approved. Farmers Market for this year has been submitted. Letter sent to RCMP giving them clearance to monitor Taxi drivers. 133 First Avenue had complaint against items in back yard. After verbal warning the items were removed the next day. Verified compliance of a purchased fire pit. 142 Victoria Street had complaint about soft flooring. Inspection showed that location should have a fire inspection due to poor electrical found under building. Owner has been requested to fix floors to Minimum rental standards.

### **H.4 Dangerous and Unsightly Administrator**

#### **a) Dangerous or Unsightly Premises Report**

The Report was submitted with the package. Report included in the package. 10 Carleton Street was issued a second SOT ticket for \$237.50. Owner will continue to receive fines until compliance achieved. Case continues. 53 Raquette Road has determined sample contains non-fibrous asbestos and material has been approved for the Arlington disposal facility. Owner has guidelines to follow in safe removal. 89 Sydney Street has been given until May 20<sup>th</sup>, 2025 to at minimum remove 2 vehicles from front lawn. Owner is fully aware of fine amount if they don't comply. Deputy Mayor Saulnier asked what the following work would be for the Carleton Street situation. By-Law Officer spoke to the diligence of continuing with fines until there is some movement with the owner. The Deputy Mayor also thanked the By-law officer for her continued work on this file.

### **H.5 Grant Coordinator Report**

#### **a) Report**

The Report was submitted with the package. Report included in the package. PCAP grant for Carleton Street was approved by the CAO and submitted. Harding Look off was not submitted

as it was not deemed eligible by the program (not infrastructure). NS Trip grant was approved by the CAO and submitted. Beautification grant final report will be submitted by end of month. Conducted interview for administrative specialist but was unable to find a candidate fit. Website back-end work continues as does a large focus on the Alertable app. Supported the public engagement event and pre-budget service show.

## **H.6 Chief Administrative Officer**

### **a) Report**

The Report was submitted with the package. Development Officer – there were 5 development permits issued and one zoning confirmation letter was issued. The Planning Appeal matter with Timothy Peck et al continues. The advertisement for the Public Hearing has been posted and will be held at the Digby Fire Hall on July 14<sup>th</sup> to 19<sup>th</sup>. The Appellants were responsible for publishing the advertisements.

Building Inspections – there were 6 building permits issued.

Fire Inspections – There were 2 fire inspections conducted last month. The hearing for the ongoing appeal with Fundy Restaurant Limited was held on April 28<sup>th</sup> and 29<sup>th</sup>. An onsite visit by the board was conducted on May 8<sup>th</sup>, 2025. The board will be receiving written submissions from the appellant, respondents and the office of the Fire Marshall.

Fire Department – There were 10 calls for the month of April.

Office of the CAO – Staff attendance at Committee of the Whole Meetings, Committee Meetings and Council Meetings held outside normal working hours will be at the discretion of the CAO.

When staff is required by the CAO to attend for a specific purpose, they are not required to stay for the duration of the meeting. This is to cut back on the amount of time in lieu that is accumulation for attendance to after work hour meetings. The workloads of staff make taking their time in lieu difficult. There has been an increase in security issues at the Town Hall lately. Some action has been taken on increasing security for Town Hall staff and Council Members however there is still some issues and staff are feeling unsafe. Locks have been ordered for the upstairs area for Council Chambers. Codes will be assigned to staff and Council for access. There will also be a door installed to the offices on the second floor for added security to these offices.

### **MOTION:**

***Moved by Councillor McCormick and seconded by Councillor Weir that the Staff Reports be approved as presented.***

**Motion Carried**

## **I. CORRESPONDENCE**

### **I.1 East Hants Correspondence to NSFM**

The letter drafted by East Hants Warden; Eleanor Roulston, has been submitted with the package. It speaks to the issue Councillors have had in trying to access and complete the online module of the Code of Conduct. This was an informational letter for Councillor's information.

## **J. NEW BUSINESS**

### **J.1 Investigator for Municipal Code of Conduct**

The Qualified list of Investigators document was submitted with the package. The Deputy Mayor spoke to his information from the NSFM conference. There was a discussion had on what the Town would be looking for in an investigator. The CAO spoke on the fact that the Town solicitor is on the list so they would not be available to be selected. The CAO was looking for a

recommendation on who they would like to select as an investigator. The Deputy Mayor spoke to the fact that there should be someone selected and available if the needs was ever needed. Councillor McCormick suggested speaking to the Municipality or even the County of Annapolis to see if there was the option to do a partnership. It was decided that the CAO should check in with these other municipalities for those partnership options.

**J.2 NSFM Conference Reporting**

The Deputy Mayor suggested that reports be submitted when attending conferences so that all Councillors can be informed of the events and interactions at the conferences that are attended.

**J.3 Campaign for Inclusion and seeking minorities candidates**

Resources available that can help to support inclusionary work for people to run for Councillor. The Deputy Mayor would like to start getting this work together early on, well before any voting.

**J.4 Scallop Shell Site Discussion/Approval**

As the Mayor is away, the CAO and Councillor Foote spoke about the project of creating a large sculpture. The frame and the shell would be fund raised for, while the site work would be done by the Town itself through in-kind work. The site request is for the grass area outside VIC on Shore Road. This will be tabled and placed on the next Council Meeting.

**J.5 Joe Casey Humanitarian Award Ceremony**

Typically, this event is held in June and is roughly \$500 for the Town to be put on. The last two years saw some very hot temperatures for this event. There was a discussion had about what the specific date of this event should be. It was decided that the event will be held on the June 26<sup>th</sup>, 2025 at 1pm.

**J.6 Digby Home Expo**

Schedule for Expo

Saturday 10-2	Councillor Weir, Councillor McCormick	Councillor Foote floating
Saturday 2-6	Mayor Bartlett, Deputy Mayor Saulnier	
Sunday 10-1	Councillor Weir, Councillor McCormick	Mayor Bartlett floating
Sunday 1-4	Councillor Foote, Deputy Mayor Saulnier	

Deputy Mayor Saulnier is going to create a gift basket for the Towns Door prize.

**J.7 Committee of the Whole meeting times**

Councillor McCormick requests that the meeting time be moved to 5:30pm. It was presented that perhaps the Councillors submit what times would work best for everyone. Deputy Mayor Saulnier suggested a straw poll be put forward by the Executive Assistant to see what the Councillors would prefer. As the Mayor is absent, it was decided to bring this discussion to the next Council meeting.

**K. IN-CAMERA**

**K.1 Legal**

**K.2 Land Proposal**

**Motion**

***Moved by Councillor McCormick and seconded by Councillor Weir that the Committee of the Whole meeting be moved to In-Camera***

**Motion Carried.**

**Motion**

***Moved by Councillor Weir and seconded by Councillor McCormick that the Committee of the Whole meeting be moved out of In-Camera***

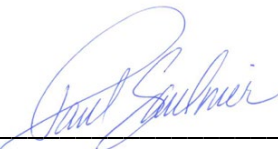
**Motion Carried.**

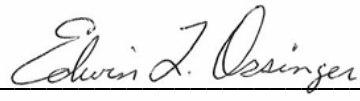
**L. Adjournment**

**Motion**

***Moved by Councillor McCormick and seconded by Councillor Weir that the Committee of the Whole meeting be adjourned as there is no further business at 7:41 pm***

**Motion Carried.**

  
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Deputy Mayor

  
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Clerk