

**Town of Digby
Committee of the Whole
August 18, 2025
Council Chambers**

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

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

REGRETS:

A. CALL TO ORDER

Deputy Mayor Saulnier called the meeting to order at 6:00 P.M.

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

C.1 Additions/Deletions
none

C.2 Approval
Motion
Moved by Mayor Bartlett and seconded by Councillor Foote that the agenda be approved as presented.
Motion Carried

D. DECLERATIONS OF ANY CONFLICTS OF INTEREST

D.1 None

E. DELEGATIONS/PRESENTATIONS

E.1 None

F. MINUTES OF PREVIOUS MEETING

F.1 July 21, 2025
By consensus, the committee of the whole approved the minutes of the previous meeting.

G. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

G.1 Response-Correspondence-Lobster Bash
Set up times for venders, Deputy CAO Brinton mentioned that there was correspondence on request in agenda.

G.2 Response-Correspondence-Wharf Rat Rally

G.3 Response-Correspondence- Scallop Days

H. STAFF REPORTS

H.1 Director of Finance

a) Report

Financial Statement Audit: Preparations are underway for auditors, with fieldwork starting August 11.

Munisoft Software Upgrade: A major accounting system upgrade is scheduled for August 26-27, including installation of a new general ledger module and mandatory staff training. Minor service disruptions may occur during this period.

Stats Canada Surveys: Staff are working on three mandatory surveys:

- Annual Capital and Repair Expenditures Survey (2024 data)
- Canada's Core Public Infrastructure Survey
- Canadian Labour and Workforce Survey

Rental Units: Rent status:

- 53 Mount St (DATS and Food Bank): Rent up to date.
- Residential Dwelling: Rent up to date.
- 110 Montague Row (DATA): No rent paid this year; budgeted \$4,800.

Other Updates:

- Documentation prepared for an insurance-related legal matter.
- Promotion of e-delivery for water and tax bills remains a goal.
- 10 Carleton added to Town's insurance.

Annual Provincial Reports:

- Completed: AER (July 11), Pension Form 3 (July 2).
- Outstanding: CIP (due Sept 15), SOE (due Sept 30), FIR (due Sept 30), Pension AIR (due Nov 30).

b) Monthly Financial Statement – Operations Presented

c) Monthly Financial Statement – Capital Presented

H.2 Director of Public Works

a) Public Works Report

Digby Water Commission had a good tour of the water fields.

In regards to draught conservation if we needed to use Van Tassel Lake the CAO indicated we would need to put a boil water advisory on it right away as per Nova Scotia Environment regulations.

Repairs that were done to Birch St and Montague were small repairs that needed to be made.

Chloroform tests results have come back with no contamination of chloroform and E. Coli.

A question was posed as to why we are watering Admiral's Walk by the post office. The sprinklers made the ground muddy for the Scallop Day Vendors. The response is that we need to keep the grass alive because the cost of replacing the sod would be costly.

H.3 Special Constable/Bylaw Officer

a) Protective Services Report

Councillor McCormick appreciated all the detail that the by law officer has put into the report. Very detailed and appreciated for when our councillors are asked questions from the public.
work

H.4 Dangerous and Unsightly Administrator

a) Dangerous or Unsightly Premises Report

There have been a lot of lawns going un attended but with the drought that is understandable
53 Raquette Road's removal of the asbestos has been moving along properly.

H.5 Chief Administrative Officer

a) Report

Development Officer:

- No development permits issued in July.
- Nova Scotia Regulatory Appeals Board Planning Appeal Matter: No updates.
- Digby Fire Department Development Permit: Delayed until fall.
- Development Agreement Application (186 Queen Street): Awaiting additional information for a 10-unit affordable housing project.

Building Inspection:

- Two building permits issued in July:
 - 81 First Avenue: Renovate single-family dwelling.
 - 5 Shore Road: Repair single-family dwelling.

Fire Inspections:

- One fire inspection conducted in July:
 - 96/98 Montague Row: Follow-up inspection, deficiencies corrected.
- NSRAB Fire Inspection Appeal: No updates.

Fire Department:

- Responded to 10 calls in July:
 - 4 Alarm Sounding, 2 Life Assist, 1 MVC, 1 Gas Odor Investigation, 1 Vehicle Fire, 1 Rubbish Fire.
 - Town: 4 calls, Municipality: 6 calls.

Visitor Information Centre:

- Total Visitors: 1,435 (Main Center: 1,139; Downtown Ambassadors: 296).
- Two student ambassadors (Alexis & Jaiden) joined as Downtown Ambassadors.
- Featured lobster-themed display during Lobster Bash.
- Plans to promote late summer events and introduce a scallop display.

Office of the CAO:

- Kings Transit Authority hearing scheduled for August 21, 2025, at Town Hall (may switch to virtual).
- New Administrative Assistant started on August 5, undergoing training.
- Deputy CAO office space nearing completion.
- Finance Department upgrading accounting software; closed to the public August 25–27 (payments accepted online or via financial institutions).

Councillor McCormick, queried about 186 Queen and if there has been any movement. The PAC information is all there; however, they are lacking some information. We will do our due diligence to see it through its completion. There was a question regarding the property's parking lot. There was a concern about the closeness of said parking

lot to the southern lot line. It was noted that the lot was going to be revamped and it was explained that the existing building currently on the site will be turned into apartments so the original site plan parking was adequate.

Motion:

Moved by Councillor McCormick and seconded by Councillor Foote that the staff reports be accepted.

Motion Carried

I. CORRESPONDENCE

I.1 Municipal Affairs- Nova Service Scotia Firefighters School-

Troubling report of withdrawn funding from the provinces. It will help our Firefighter school in Digby in the fact that firefighters will want to come here to train. Councillor McCormick asked that we discuss the situation with MLA Jill Balser so that she can take this knowledge with her on her meetings in Halifax.

I.2 Invitation to Ordination for Alexander McMorine, Digby Baptist Church- the invitation has been sent out and any councillors who wish to go, have been encouraged to mark it in their calendars.

I.3 Nova Scotia TRIP Grant- has been approved.

J. NEW BUSINESS

J.1 Draft cell phone usage policy-the Committee of the Whole members talked about implementing this policy since there are new technologies being developed.

Councillor Weir voiced that because of family business he needs to have the phone for emergencies. Dacorum is really what needs to be discussed and implemented.

Motion:

Moved by Councillor McCormick and seconded by Mayor Bartlett that the committee recommends to council the Draft Cell Phone Policy as presented

Motion Carried

J.2 Submission of Agenda Items- please submit any agenda items for Committee of the Whole and Council meetings on Thursdays before noon to have them added to the upcoming meeting. This is to ensure the package is out on a timely manner. If a council member believes an item is urgent then we can add it to the package but etiquette would prefer the Thursday before.

Mayor Bartlet emphasised we can talk about anything pressing, if not, it will have to wait until the next agenda. The consideration is that if the matter needs to be voted on then there must be time for Council members to peruse the information.

A special appreciation was unanimous in thanking our firefighters for all that they do for us.

K. IN CAMERA

Motion:

Moved by Councillor McCormick seconded by Mayor Bartlet to move in camera for Legal, Contracts and Property Acquisition

Motion Carried.

K.1 Legal-correspondence

K.2 Contracts

K.3 Property Acquisition

Motion:

Moved by Mayor Bartlet seconded by Councillor McCormick that Committee of the Whole move out of In Camera

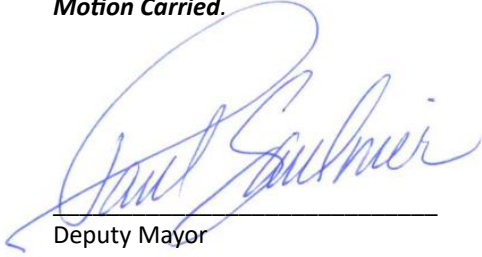
Motion Carried.

L. ADJOURNMENT

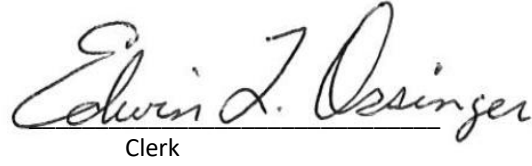
Motion:

Moved by Mayor Bartlett seconded by Councillor McCormick that the Committee of the Whole meeting be adjourned as there is no further business at 8:18 P.M.

Motion Carried.



Deputy Mayor



Clerk