

**Town of Digby  
Committee of the Whole  
September 15, 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 6:05 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 August 18, 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 None**

## **H. STAFF REPORTS**

### **H.1 Director of Finance**

#### **a) Report General Ledger Upgrade**

- The general ledger program underwent a mandatory upgrade, resulting in the temporary closure of the finance office. The upgrade faced challenges, including the need for account renumbering and recreation of custom reports due to database errors.
- A new license for accounting software was acquired for the administrative assistant, costing a total of \$1,155

#### **GRID Grant**

- Applications for GRID grants are open but the town cannot apply due to an active project. A project close out report is required before further funding applications.

#### **WCB Work-connected recovery**

- A new program launching in January 2026 aims to expediate recovery for workers with workplace injuries, offering virtual care within 48 hours of referral.

#### **Nova Scotia Power Billing**

- An IT breach at Nova Scotia Power has caused incorrect billing issues, which the accounting Clerk is currently addressing.

#### **b) Monthly Financial Statement – Operations Presented Report**

#### **c) Monthly Financial Statement – Capital Presented Report**

### **H.2 Director of Public Works**

#### **a) Report Lift Station Audit**

- Confirmed installation of five generators, with the final connections due by September 19, 2025
- Traffic Plans were approved for Scallop Days and WRR, with future events needing better compliance with traffic control guidelines.
- Water tests 0 counts for coliform and e-coli

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

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

Addressed parking complaints and encampments, with interventions made to resolve issues.

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

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

- 53 Raquette Road -Owners are tearing down and waiting for professional removal of asbestos
- By Law enforcement on property maintenance is pending due to draught conditions, with monitoring of ongoing cases.

**H.5 Chief Administrative Officer**

**a) Report  
Development Officer**

- CAO Succession Plan a draft of the plan has been reviewed with the Executive Committee and will be brought forward to Council and By Law Committee.
- The Deputy Mayor Policy and Communications Policy will be brought forward to the next by law & Policy Committee

**Motion:**

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

**Motion Carried**

**I. CORRESPONDENCE**

**I.1 Tim Peck-CAO Response Letter**

The council discussed this at length- main questions and discussions were:

**Questions:** The nature and size of shed. Could it be moved easily. Could we push the deadline further than the 120 days given.

**Answer:** After consultations with contractors and engineers, the timeframe for latest removal was determined and communicated with Mr. Peck. Our GRID program demands a timeframe from us and we can not delay it any further.

**I.2 Skating Club Grant Money**

We received an email thanking the Town of Digby for its contribution and offered to make a presentation for us at the next Committee of the Whole to explain what they did with that grant money.

**I.3 Old Firehall Property**

Because of the negotiations and sensitivity of this matter Chief Administrative Officer T Ossinger would like this matter discussed In Camera.

**J. NEW BUSINESS**

**J.1 VIC Proposal**

**Committee of the Whole decided to move this issue to council**

**Recommendation to send move the location of the VIC to the next Council meeting October 6, 2025.**

**J.2 Policy for Report Submissions**

**Thursdays before the meeting is when staff would appreciate any reports.**

**J.3 Draft Correspondance for Strong Mayor Power Legislation**

**Motion:**

***Moved by Mayor Bartlett and seconded by Councillor Foote that staff draft a letter regarding Strong Mayor Powers***

**Motion Carried.**

**K. IN CAMERA K.1 Lease Agreements**

**Motion:**

***Moved by Councillor McCormick seconded by Mayor Bartlet to move in camera for Lease Agreements.  
Motion Carried.***

**Motion:**

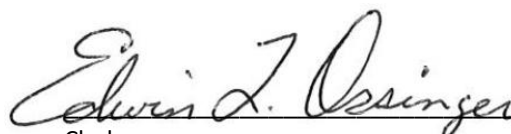
***Moved by Mayor Bartlet seconded by Councillor McCormick that Committee move out of In Camera  
Motion Carried.***

**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 8:35 P.M.  
Motion Carried.***

  
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Mayor

  
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Clerk