

**COMMITTEE OF THE WHOLE
JANUARY 19, 2026, 6:00 PM
MINUTES**

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

REGRETS:

A. CALL TO ORDER – ROLLCALL

B. CELL PHONE USE DURING MEETINGS

C. LAND ACKNOWLEDGEMENT

D. AGENDA

D.1 Additions/Deletions

Additions:

- K.3 Trinity Anglican Church**
- K.4 Administration Policy Procedure**

D.2 Approval

Motion:

Moved by Councillor McCormick and seconded by Mayor Bartlett that the agenda be approved as amended.

Motion carried

E. DECLARATIONS OF ANY CONFLICTS OF INTEREST

None

F. DELEGATIONS/PRESENTATIONS

F.1 Waylon Mosher

W. Mosher is the spearhead of several festivals that occur here in the Town of Digby. He was in to thank the Council for the quick response to getting the Trap Tree Lighting event approved on the short notice requested. The citizens of Digby and surrounding area had a lot of fun and Mr. Mosher would like to expand on the event for the years to come. The theme is a Winter Wonderland Town and with his determination and the partnership of the Town, the council can envision that this will be a legacy event.

Mr. Mosher asked what the timeline is for the removal of the trap tree. Council suggested that the tree be dismantled by Valentines Day, February 14, 2026.

It was also suggested by the members if for next year we coincide the Digby Tree Lighting Ceremony that takes place last Friday in November.

G. MINUTES OF PREVIOUS MEETING

G.1 December 15, 2025

Motion:

Moved by Councillor Weir and seconded by Councillor McCormick, that the minutes of December 15, 2025 be accepted as presented.

Motion carried

H. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

H.1 None

I. STAFF REPORTS

I.1 Director of Finance

A) Report

Transitioning email services from Bell to Sherweb seems to be running smoothly and no reports of any problems. assessment roll increases, changes in residential accounts, and challenges with utility billing. It was also noted the successful completion of Freedom of Information & Protection of Privacy (FOIPOP) training for staff to help with duty cross training if the need ever presents itself. The director attended a webinar focused on the Goods and Services Tax (HST) as it relates to municipal operations. This training helps ensure that the town stays compliant with tax regulations. A construction project that was initially budgeted at \$2.8 million has shrunk to about \$1 million thanks to financial contributions (grants) from other sources. This means the project is currently under budget, which is a positive development. Additionally, the positive changes in billing practices and budget management for projects reflect well on the town's financial strategy.

B) Monthly Financial Statement – Operations

The report was provided by the Director of Finance.

C) Monthly Financial Statement - Capital

The report was provided by the Director of Finance

I.2 Director of Public Works

a) Report

Completion of various projects, equipment needs for winter preparations, and successful water quality testing. A comprehensive report detailed ongoing projects, equipment status, and water testing results, confirming safe drinking water. The report also included statistics on transfer station clients and updates on winter operations.

I.3 Special Constable/Bylaw Officer

a) Protective Services Report

Updates on property clean-ups and ongoing complaints regarding unsightly premises, ongoing issues related to parking, dog control, and by-law violations, highlighting the need for continued monitoring and follow-up. There was an issue this week regarding a dog that the RCMP asked the By Law Officer to remove from a "scene". It was because of this incident that the By Law Officer realized that there was not information that was pertinent to the situation which prompted a discussion that a new By law concerning "dog" incidents, may need to be drafted. By Law Officer will research and bring to CAO for discussion.

I.4 Dangerous & Unsightly Administrator

a) Dangerous or Unsightly Premises Reports

Status updates on properties requiring attention due to unsightly conditions and lack of communication from owners. properties deemed dangerous or unsightly were reported, with ongoing communication with contractors for resolution

I.5 Deputy Chief Administrative Officer

a) Report

Participation in various council and safety meetings, and interviews for the new Housing Initiative Coordinator. Amanda Marshall started as the Housing Initiative Coordinator on January 2, 2026, and is preparing the annual report due mid-February. The transit Survey concluded on December 19, 2025, with a strong online response. A water main break on December 29, 2025, was handled efficiently, with quick repairs. It was noted that the Deputy CAO wished to thank the Public Works Department for their hard work and expertise in dealing with this emergency. As of December 31, 2025, there are 472 subscribers, with 59 advisory and 25 informational notices issued on Alertable.

I.6 Chief Administrative Officer

a) Report

The CAO will attend the Emergency Resilience Forum on January 28-29, 2026, focusing on fire service modernization and emergency management strategies. Efforts are being made to establish a Circular Materials Depot in Digby for recycling new materials not included in curbside collection, with hopes for an agreement by the end of January. Discussions regarding the extension of the solid waste collection contract and the Health Care Professional Recruitment and Retention Program are ongoing.

Motion:

Moved by Councillor McCormick and seconded by Mayor Bartlett that the reports be accepted as presented.

Motion carried

J. CORRESPONDENCE

J.1 None

K. NEW BUSINESS

K.1 Joint Council Meeting Submissions

It is requested that the Committee members please submit the requests for subject matter to place on the Agenda for the Joint Council Meeting will by January 23, 2026.

K.2 Community use of Schools

CAO drafted a letter of support for the reopening and restoration of the Digby Regional High School Theatre to the Tri-County Regional Centre for Education. They will bring the draft letter forward to a Digby Area Recreation Commission (DARC).

K.3 Trinity Anglican Church

Committee gave direction to the CAO *that staff draft a letter of support for the Trinity Anglican Church on behalf of the Town of Digby.*

K.4 Administration Policy Procedure

Motion:

Moved by Councillor McCormick and seconded by Councillor Weir to recommend to Council the Administration 2025-05-Council Meetings and Proceedings Policy for amendment as presented.

Motion carried

Motion:

Moved by Councillor McCormick and seconded by Councillor Weir to recommend to Council the Administration Policy #2026-01 Public Comment on New Business Agenda Items-Committee Meetings for adoption.

Motion carried

L. IN-CAMERA Legal and Personnel

Moved by Councillor Weir and seconded by Councillor McCormick that the committee go IN CAMERA for Personnel and legal items.

Motion Carried

Motion:

Moved by Councillor McCormick and seconded by Mayor Bartlett that the committee go out of IN CAMERA.


Motion Carried

M. ADJOURNMENT

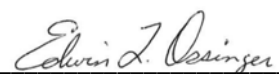
Motion:

Moved by Councillor McCormick and seconded by Mayor Bartlett that we adjourn the meeting at 8:30PM

Motion Carried



Deputy Mayor



Clerk