



COMMITTEE OF THE WHOLE

July 20, 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
Karen Morrell, Administrative Assistant

REGRETS:

A. CALL TO ORDER – ROLLCALL

B. CELL PHONE USE DURING MEETINGS

C. LAND ACKNOWLEDGEMENT

D. AGENDA

D.1 Additions/Deletions

D.2 Approval

Motion:

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

Motion carried

E. DECLARATIONS OF ANY CONFLICTS OF INTEREST

E.1 None

F. DELEGATIONS/PRESENTATIONS

F.1 None

G. MINUTES OF PREVIOUS MEETING

G.1 June 15, 2026

Motion:

Moved by Councillor McCormick and seconded by Councillor Foote, that the minutes of June 15, 2026 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

The Director of Finance reported on the completion of the 2026 operating budget process, ongoing improvements to the Municipality's accounting software, updates to capital asset records, increased corporate credit limits, completion of provincial financial reporting well ahead of deadlines, and receipt of spring debenture funding.

B) Monthly Financial Statement – Operations

Financial statements indicated:

- Revenue at approximately 45% of budget.
- Expenditures at approximately 22% of budget.

C) Monthly Financial Statement - Capital

Capital spending remains well within budget with major construction expected later in the season.

I.2 Director of Public Works

a) Report

Council reviewed the Public Works report and discussed:

- Sidewalk replacement work currently underway.
- Completion of Second Avenue paving under budget.
- Seasonal brush collection continuing for the remainder of the year, with future changes to be considered during the 2027 budget process.
- Recruitment has not yet begun for the vacant Public Works position.

I.3 Special Constable/Bylaw Officer

a) Protective Services Report

Discussion included:

- Ongoing RCMP investigation into recent downtown window vandalism.
- Surveillance footage has been requested by RCMP.
- Recruitment continues for one permanent crossing guard and one spare crossing guard following recent resignations.

I.4 Dangerous & Unsightly Administrator

a) Dangerous or Unsightly Premises Reports

Council reviewed ongoing enforcement activities related to grass cutting and property maintenance. Discussion also continued regarding unauthorized camping on provincial lands near the former train station. Staff advised the issue could become a larger concern if direction is not received from the Department of Natural Resources and Renewables regarding the Town's authority to enforce a no-camping policy on the marshalling yard.

I.5 Deputy Chief Administrative Officer

a) Report

The Deputy CAO reported:

- Affordable Housing grants were issued to:
- Manzer Construction - \$52,500
- Golden View Enterprises - \$22,500
- Two additional affordable housing grants remain pending.
- Staff met with ACOA regarding shovel-ready infrastructure projects. An application has been submitted for funding related to the former Tideview Terrace Park site.

I.6 Chief Administrative Officer

a) Report

The CAO reported on:

- Development and building permits issued during June.
- Progress toward completion of the Municipal Planning Strategy and Land Use By-law, with Public Hearing scheduled for August 10, 2026.
- Provincial review requiring only minor amendments, primarily related to flood mapping.
- Fire Department monthly statistics.
- Supreme Court matter cancelled. C&A Excavation successfully completion of required work.
- Ongoing discussions regarding the Thomas Road Development Agreement amendment.
- Review of the Deputy CAO to CAO Transition Plan
Visitor Information Centre activity, including: 774 visitors during June, the new "Digby Dan" display proving popular as well as the Interactive world map highlighting visitor origins.

Motion:

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

Motion carried

J. CORRESPONDENCE

J.1 Response to Department of Natural Resources (DNR)

Council reviewed the revised correspondence to the Department of Natural Resources. Following discussions with MLA Jill Balser, the letter was amended to request that, if ownership transfer is not possible, the Province enter into a long-term lease with the Town to support future capital investment. Committee supported forwarding the amended correspondence.

K. Public Comment on New Business Agenda Items

K.1 None

L. NEW BUSINESS

L.1 Tourism HR Canada Project

Deputy CAO Brinton advised that Tourism HR Canada will undertake business consultations within the Town twice annually over the next two years. The Town's participation will be limited to assisting with communication to local businesses. Information gathered will be shared with the Town and Municipality of Digby.

L.2 Basin's Edge-Head of the Wharf

Committee provided extensive direction regarding future park development.

Park Name

Committee agreed to postpone naming the park until completion of the project. Staff were directed to develop a naming contest for local schools for consideration in 2027.

Banners

Committee directed staff to:

- Install three single banner locations.
- Prepare banner concepts celebrating the area's railway, ferry, military and waterfront heritage.

Interpretive Panels

Committee supported development of:

- One panel highlighting railway, ferry and military history.
- One panel highlighting Digby's fishing industry, including Indigenous history where appropriate.

Park Amenities

Committee supported:

- One gazebo.
- Additional benches.
- Picnic tables.
- Accessible pathways.
- Beach accessibility improvements.
- Repair of existing stairs and installation of handrails.
- Landscape design including flower beds.
- Preparation of a complete park layout for Committee review.

Deputy Mayor Saulnier agreed to put notes together and report back to the committee with his findings.

L.3 CAO Transition Plan

The Committee reviewed the transition plan for the incoming Chief Administrative Officer. The transition will formally begin on July 27, 2026, with outgoing CAO Tom Ossinger providing mentorship, operational support, and file transition during the overlap period. The Committee expressed confidence in the transition process and thanked Tom for his dedicated service and commitment to the Town and residents of Digby.

M. IN-CAMERA- Legal

Motion:

Moved by Councillor McCormick and seconded by Councillor Foote that the committee go IN CAMERA for Legal matters.

Motion Carried

Motion:

Moved by Councillor McCormick and seconded by Councillor Foote the committee go out of IN CAMERA.

Motion Carried

Motion:

Moved by Councillor McCormick and seconded by Councillor Foote that the Committee recommends to Council that Lot 14A, Sydney Street (PID 30378558) be declared surplus and made available for sale.

The Committee further recommends that, upon Council declaring the property surplus, Council accept the proposal from Manzer Construction to purchase Lot 14A, Sydney Street (PID 30378558) for residential development in the amount of \$15,000.

Motion carried.

N. ADJOURNMENT

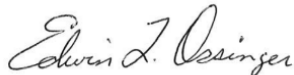
Motion:

Moved by Mayor Bartlett and seconded by Councillor McCormick that we adjourn the meeting at 8:00 PM.

Motion Carried



Chair



Chief Administrative Officer