

**TOWN COUNCIL
COUNCIL CHAMBERS TOWN HALL
JANUARY 05, 2026
MINUTES**

- MEMBERS PRESENT:** Mayor Mike Bartlett, Chair
Deputy Mayor Paul Saulnier
Councillor William McCormick
Councillor Shane Weir
- STAFF PRESENT:** Tom Ossinger, Chief Administrative Officer
Leslie Brinton, Deputy Chief Administrative Officer
Karen Morrell, Administrative Assistant/Receptionist
Amanda Marshall, Housing Initiative Coordinator
- REGRETS:** Councillor Rick Foote

- A. CALL TO ORDER – ROLL CALL
- B. LAND ACKNOWLEDGEMENT
- C. CELL PHONE USE DURING MEETINGS
- D. AGENDA
D.1 Additions/Deletions
D.2 Approval

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier, that the agenda for January 05, 2026 be accepted as presented.

Motion Carried

- E. DECLARATIONS OF ANY CONFLICTS OF INTEREST
None
- F. DELEGATIONS/PRESENTATIONS
None

G. MINUTES OF PREVIOUS MEETING

G.1 December 01, 2025

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier, that the minutes from December 01, 2025 be accepted as presented.

Motion Carried

H. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

H.1 Development Agreement – Town of Digby & Golden View Enterprises Ltd.

Motion:

Moved by Councillor Weir and seconded by Councillor McCormick that Council give second and final reading of the Development Agreement with Golden View Enterprises Ltd. to permit the development of a three (3) unit residential structure at 55 Sydney Street (PID 30225874) as generally represented in the application and associated Site Plan and Building, subject to:

- *The identification and development of landscaped amenity area, including the provision of privacy features, with a minimum area of 7 sq. meters (75 sq. ft.) per dwelling unit;*
- *The provision of a privacy fence, a minimum of 1.8 meters (6 ft.) tall along the western and southern property boundaries adjacent to the new construction.*
- *The identification and development of a design of containment area for the use of garbage, recyclable, and green bin area storage.*

Motion carried

I. REPORT OF CAO

Presented by CAO Tom Ossinger. Highlights were teams meeting discussing the Digby Area Housing Coalition (DAHC) Montague Row Project and the Housing Accelerator Fund (HAF) Grant.

The lease with Scotia Harvest Inc. has been terminated, but complications in the property registration system have delayed the removal from records. Legal counsel is instructed to migrate the property records by April 2027.

Amanda Marshall has been hired as the Town's Housing Accelerator Fund Coordinator for a one-year term starting January 2, 2026. We would like to welcome her to the team.

A development agreement for a project on Thomas Road has been executed, allowing for the processing of development permits and further discussions on construction funding with the developer.

The job description for the Director of Finance has been amended, and an employment ad will be posted in January, aiming to fill the position by April 1, 2026.

The name "Penny Lane" has been approved and will be implemented as per the NS Road Naming Policy, with signage and civic address assignments underway.

J. REPORT OF MAYOR

Before the Mayor presented his report, he wished to thank Waylon Mosher and his team for the Lobster Trap Christmas Tree Event that was held in Digby. The committee hopes that the event will grow bigger in the future.

The Mayor participated in various meetings, including one with the Housing Coalition Group where potential funding for a housing project was discussed.

He also attended an Annual Recognition Dinner, a Trap Tree lighting event, and a Christmas Grinch event at the Legion, all emphasizing community involvement and festive spirit this year was exciting to experience.

On December 18th, the mayor presented a congratulatory certificate to Stephen Thibault for the TIANS Pineapple Award and celebrated the 20th anniversary of Sandford and Associates.

He also assisted in awarding trophies to winners of a house decoration contest, acknowledging the community's festive spirit

Motion:

Moved by Councillor Weir and seconded by Councillor McCormick, that the reports of the Mayor and CAO reports be accepted as presented.

Motion Carried

K. REPORTS OF COMMITTEES

K.1 Marketing and Levy Committee Report

The report details the proceedings of a meeting held by the Marketing and Promotion Levy Advisory Committee in Digby, led by Interim Chair Councillor Rick Foote. The meeting discussed funding applications, financial updates, and future meetings.

Hike NS applied for \$2,500 to support the Hiking Summit 2026, which will take place in Digby from October 2-4, expecting around 200 participants. The application included a comprehensive budget and advertising plan. The Town and Municipality of Digby's financial remittances are slightly higher than the previous year. The committee agreed to maintain the funding distribution formula: 70% for Core Funding, 20% for Special Projects, and 10% for reserves. **There are concerns** about unaccounted remittances from Air B & B, pending provincial government arrangements.

An updated application for Core Funding was presented and accepted with minor modifications, with a submission deadline set for February 28 each year.

Rick Foote will represent the committee at an announcement by the Electric City Society on December 16 regarding future funding opportunities. The next committee meeting is scheduled for March 11, 2026, at 11 AM.

K.2 Digby Development Agency (Industrial Commission)

The meeting addressed various items, including the acceptance of financial statements presented by Aaron Kelly of Doane Grant Thornton. Concerns were raised by Coastal Truck and Marine regarding the stability of the bank on Industrial Drive, prompting a decision to seek provincial assistance for necessary materials. The lease for the Bell Cellphone tower was confirmed, allowing the project to progress. Discussions about a fire training facility on Lot 4 on Hwy 217 concluded that due to interest in purchasing land in that area, another lot in the industrial park would be evaluated for suitability. The next meeting is set for March 2026.

K.3 Committee of the Whole Report

HR Policy #2025-01 Town of Digby Organizational Chart was presented and committee was asked for approval of the chart.

Motion:

Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that the committee approves and accepts the HR Policy #2025-01 Town of Digby Organizational Chart.

Motion Carried

L. CORRESPONDENCE

We received a letter from a resident who used the new sidewalk between Lighthouse and Shore Roads and was appreciative of the endeavour of the Town to make the pathways to and from town safer.

M. NOTICE OF MOTION

None

N. NEW BUSINESS

None

O. IN-CAMERA -Personnel and Legal.

Motion:

Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that we move into In Camera for Personnel and Legal.

Motion carried

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that we move out of In camera for Personnel and Legal.

Motion carried

P. BUSINESS FROM IN-CAMERA-Personnel and Legal

None

Q. ADJOURNMENT

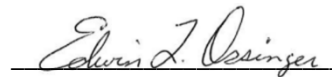
Motion:

Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that there be no further business that the meeting be adjourned at 7:00 PM

Motion carried



Mayor



Clerk