



TOWN COUNCIL
COUNCIL CHAMBERS TOWN HALL
September 08, 2026
MINUTES

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

STAFF PRESENT: Leslie Brinton, Chief Administrative Officer
Amanda Marshall, Deputy Chief Administrative Officer
Karen Morrell, Administrative Assistant/Receptionist

REGRETS:

A. CALL TO ORDER – ROLL CALL

Meeting was called to order at 6:03 PM

B. LAND ACKNOWLEDGEMENT

C. CELL PHONE USE DURING MEETINGS

D. AGENDA

- D.1 Additions/Deletions
- D.2 Approval

Motion:

***Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick,
that the agenda for September 08, 2026 be accepted as presented.***

Motion carried.

E. DECLARATIONS OF ANY CONFLICTS OF INTEREST

The Mayor and Councillor Foote declared a conflict of interest with **N2 – Scallop Shell** and will not participate in the discussion or decision. Deputy Mayor Saulnier will chair the meeting for this particular discussion.

F. DELEGATIONS/PRESENTATIONS

F.1 None

G. MINUTES OF PREVIOUS MEETING

G.1 August 04, 2026

Motion:

Moved by Councillor McCormick and seconded by Councillor Foote, that the minutes for Council, August 04, 2026, be accepted as presented.

Motion carried.

G.2 August 10, 2026

Motion:

Moved by Councillor McCormick and seconded by Councillor Foote, that the minutes for Special Council August 10, 2026, be accepted as presented.

Motion carried.

H. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

H.1 Basinview Apartments

The Town raised concerns with the Province regarding the health and safety conditions at Basinview Apartments. The Town requested that the Province review the concerns and take appropriate action to address any issues affecting residents.

I. REPORT OF CAO

The CAO provided an update on meetings and events attended during August.

Amanda Marshall has moved into the Development Officer position following a recruitment process with seven applicants. Amanda has also been appointed Deputy CAO for a six-month term, with both positions effective September 3, 2026. Council congratulated Amanda on her appointments.

The transition from Deputy CAO to CAO has been completed, with Leslie formally assuming the CAO position on September 3, 2026. Leslie noted that the transition provided an opportunity to take on additional responsibilities and gain a better understanding of ongoing Town matters. The CAO thanked Council, staff and former CAO Tom Ossinger for their assistance during the transition.

The Transport Canada lease was received and will be reviewed, with an update to Council at the next meeting.

A meeting was held with the Department of Justice regarding upcoming changes to the RCMP billing model. The new agreement has not yet been received, and clarification is still required regarding recommendations and expectations for public safety investments. Further updates will be provided to Council.

J. REPORT OF MAYOR

Mayor Bartlett provided updates on meetings, community events and municipal activities throughout August. Highlights included progress at Tideview Terrace, including a \$53,000 greenhouse grant.

The Mayor participated in Digby Scallop Days and Emancipation Day. There were discussions regarding the project of The Largest Scallop Shell location.

The Mayor stated that, In regards to the matter in 138 King Street, the Town has received acknowledgement from the Premier's Office, but at the time of the report had not received a response.

Attended a meeting with the Department of Justice regarding upcoming RCMP costs. The Mayor also reported on proposed year-round transfer Station hours and operational matters, and advised that Water Commission testing showed no coliform or E. coli.

K. REPORTS OF COMMITTEES

K.1 Digby Development Agency Report-Rick Foote

Councillor Foote provided an update from the July 23, 2026 DDA meeting. Negotiations are ongoing for the sale of 41 Industrial Drive. The Bell cell phone tower project and Fire Training Facility are moving forward.

Requests to purchase Lots 2 and 3 of the Industrial Park on Highway 217 were received, and direction was given to proceed with negotiations. A second access to the Industrial Park was also discussed and will be considered in future planning.

Conway Workshop Association requested use of Industrial Drive for an upcoming buggy run and will be advised to contact the RCMP regarding a parade permit.

K.2 Committee of the Whole Report

1. The Seasonal Banner and Flag Schedule

The Seasonal Banner and Flag Schedule was reviewed by the Executive Committee, with minor changes made to the installation and removal dates. The changes will help coordinate the seasonal banners and flags, assist Public Works with scheduling, and allow for earlier and longer recognition of veterans through the Legion banner program. The schedule also helps reduce the number of trips required by Public Works.

Motion:

Moved by Councillor McCormick and seconded by Councillor Foote that Council approve the Seasonal Banner and Flag Schedule, as amended.

Motion carried.

2. Community Transportation Network Conference -Halifax

The conference in Halifax will bring together government and transportation organizations and may provide information and connections that support the work of the Town's Transit Committee.

Motion:

Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that Council authorize Councillor Foote to attend the Community Transportation Network Conference in Halifax on September 23, 2026, with the Town covering mileage and one overnight stay.

Motion carried.

L. CORRESPONDENCE

L.1 Letter of Thanks Linda Casey-Walker

A lovely card was received thanking the Town of Digby, Mayor and Council and staff for organizing the Joe Casey Award and she recognized the effort that was involved. The event was described as an enjoyable opportunity to reconnect with people in the community.

M. NOTICE OF MOTION

M.1 None

N. NEW BUSINESS

N.1 Thomas Road Amending DA

Council considered an amendment to the November 2025 Development Agreement for 4576251 Nova Scotia Limited, PID 30228522. The revised plans include changes to the building design and parking layout, including the removal of underground parking. The overall development and number of units remain unchanged.

Council's main concern was the amount of proposed parking that would be located within the Town's right-of-way. Concerns were raised about using Town property for required parking, as well as snow clearing, maintenance and protecting the Town's ownership of the right-of-way.

Discussion included the possibility of reducing the right-of-way from 50 feet to 33 feet and whether an easement or encroachment agreement could be used to address the parking. Council was not comfortable approving the amendment as presented.

A motion was made to approve the non-substantial amendment to the November 2025 Development Agreement. **The motion was defeated unanimously.**

Motion:

Moved by Councillor McCormick and seconded by Councillor Foote that Council approve the proposed non-substantive amendment to the Development Agreement between the Town of Digby and 4576251 Nova Scotia Limited for PID 30228522, the 76-unit residential development, as amended.

Ayes

Nays

**Mayor Bartlett
Deputy Mayor Saulnier
Councillor Foote
Councillor McCormick
Councillor Weir**

Motion defeated.

Staff will continue discussions with the developer to address the parking and right-of-way concerns and bring the matter back to Council.

N.2 Scallop Shell

The Mayor and Councillor Foote left the meeting due to a conflict of interest, and the Deputy Mayor chaired the discussion.

Council approved the proposed location for the Scallop Shell at the corner of Prince William Street and Maiden Lane, near Admiral's Well. The proposed area will include the shell and interpretive panels.

Motion:

Moved by Councillor McCormick and seconded by Councillor Weir that Council approves the proposed location for the Scallop Shell at the corner of Prince William Street and Maiden Lane, near Admiral's Well.

Motion carried.

O. IN-CAMERA

O. None

P. BUSINESS FROM IN-CAMERA

P. None

Q. ADJOURNMENT

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that there being no further business, the meeting be adjourned at 7:15 PM.

Motion carried.



Mayor



Clerk