TOWN COUNCIL
COUNCIL CHAMBERS TOWN HALL
OCTOBER 5, 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 – ROLLCALL

B. LAND ACKNOWLEDGEMENT

C. CELL PHONE USE DURING MEETINGS

D. AGENDA

D.1 Additions/Deletions

Addition: K4 DARC Report

D.2 Approval

Motion:

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

Motion Carried

E. DECLARATIONS OF ANY CONFLICTS OF INTEREST

E.1 None

F. DELEGATIONS/PRESENTATIONS

F.1 Lobster Bash-Waylon Mosher

Waylon Mosher presented the proposed December 4, 2026 Christmas parade and lobster trap tree event, to be coordinated with the Town's tree lighting. Discussion included a proposed street closure from 5:00 p.m. to 7:00 p.m., parking and traffic arrangements, possible ATV club participation, Santa activities at Digby Station, refreshments, washroom access and Fire

Department assistance. The event organizer indicated that the event would proceed on the scheduled date regardless of weather. The CAO advised that the parade would require a special event application. Street closure approval remained pending further review. Council's funding decision will be discussed in, 'In-Camera'.

Mr. Mosher also asked whether fireworks could be permitted at approximately 1:00 a.m. on October 14, 2026, when the fishing fleet departs for Dumping Day.

The CAO will investigate the request and respond the following day.

G. MINUTES OF PREVIOUS MEETING

G.1 September 08, 2026

Motion:
Moved by Councillor Foote and seconded by Deputy Mayor Saulnier, that the minutes for September 08, 2026 be accepted as presented.
Motion Carried

H. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

H.1 Thomas Road Development Agreement Amendment

Chris Millier Town Planner, reviewed the proposed non-substantive amendments to the 2025 Development Agreement. The number of units, buildings and parking spaces remains unchanged. Revised building footprints and surface parking are reflected in the updated plans. The proposed public cross street will instead remain private development land, with the developer responsible for its maintenance and snow removal. A Town easement will provide access to the municipal servicing infrastructure for operation and maintenance. Updated site, servicing and building drawings were provided. The CAO advised that the change would not affect provincial funding because the Town retains ownership of the infrastructure. Former CAO Tom Ossinger spoke in support of the revised arrangement.

Motion:
Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that Council approves 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 presented.

I. REPORT OF CAO

The CAO reviewed September activities and advised that the revised Transport Canada lease amount was before Council for consideration. The new RCMP policing contract had not yet been received, and clarification on eligible uses of related funds remained outstanding. The municipal website will move from Joomla to WordPress. The Thomas Road amending agreement was before Council, and the Digby Fire Department accessory building proposal would be discussed in camera.

J. REPORT OF MAYOR

The Mayor thanked the Deputy Mayor and municipal and emergency service partners for their support during Wharf Rat Rally. Concerns were reported about the Victoria Street intersection near Royal Propane, festival impacts on businesses and festival noise. The intersection may be discussed with Joint Council and the Department of Highways. Public Works completed painting of the Water Street bump-outs. The Mayor also reported on RCMP contract discussions, a local daycare opening, satisfactory water reports, investigation of solar power options for Water Commission facilities, committee meetings, the Fishers Memorial Service, transfer station hours and scale costing, and the provincial volunteer award presentation to Charles Hill. The 25th anniversary of Fishers Memorial Park will be recognized in 2027.

K. REPORTS OF COMMITTEES

K.1 DATA-Shane Weir

DATA reported a strong tourism season, with good visitation from Quebec and Ontario and continued activity into September. Marketing performed well, including significant social-media reach and national exposure from The Amazing Race Canada. DATA is developing new tourism experiences and increasing its focus on fall and winter tourism**.** The 2027 Visitor Guide is already being prepared, with consideration being given to printing more copies due to strong demand. DATA also received a sponsorship request for the proposed World's Largest Scallop Shell**,** which will be discussed further by their executive.

K.2 Committee of the Whole Report

1. Transfer Station Hours

Council considered consistent year-round operation from Tuesday through Saturday. The estimated additional annual cost was approximately $1,400 per municipal unit.

Motion:
Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that Council approve the proposed year-round Tuesday-to-Saturday transfer station hours.
Motion Carried

2. Holiday Pole Decorations

Council reviewed repairs to the snowflake and candy cane decorations. The lower-cost option was approximately $4,560 plus HST, compared with approximately $7,380 through the original supplier. Continued annual funding for future replacements and additions was discussed.

Motion:
Moved by Councillor McCormick and seconded by Councillor Weir that the Town proceed with repairs to the Christmas decorations at an estimated cost of $4,560 plus HST.
Motion Carried

3. Special Projects Coordinator Position

Council considered a 12-month position following the temporary appointment of the Deputy CAO. Duties include Housing Accelerator Fund work, grant applications, administrative support, communications and public engagement. The proposed annual salary was $52,198, with 50% funding through the Housing Accelerator Fund and 50% from the Town. The anticipated term was December 2026 through November 2027, spanning two fiscal years. The CAO reported salary costs of approximately $17,399 for the first four months and $34,798 for the remaining eight months. Existing staffing savings were expected to offset much of the current-year Town cost.

Motion:
Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that Council proceed with the proposed 12-month Special Projects Coordinator position.
Motion Carried

4. Transport Canada Lease

Council considered the revised amount for the proposed five-year Transport Canada lease, with the first year running from December 1, 2026 to November 30, 2027. The previous amount was $3,000. The CAO advised that Transport Canada was drafting the lease and discussions remained ongoing.

Motion:
Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that Council approve the increase to the proposed Transport Canada lease amount to $4605.34.
Motion Carried

K.3 Digby Regional Waste Committee

Council received information on investigating an on-site transfer station scale for possible inclusion in the 2027 capital budget. A preliminary cost of at least $200,000 was discussed, together with quotation requirements, an operator and ongoing operating costs. The existing arrangement uses the scale at Digby Salvage and Disposal. Council discussed potential Public Works uses and whether cost sharing should reflect usage. The current agreement provides for 50/50 sharing. A alternative 70/30 split was suggested for discussion. No purchase, budget allocation or revised cost-sharing arrangement was approved.

K.4 Digby Area Recreation Report

Council received an update on the successful Hiking Summit, community use of schools, booking and access procedures, hockey school participation, extended splash park washroom access, and canteen operations. Options for the canteen included seeking another operator or using vending machines. Ice-making certification training had been approved by the recreation committee. Approved recreation minutes were included for Council's reference. Town public washrooms are scheduled to close on October 30, 2026 for the season.

Motion:
Moved by Deputy Mayor Saulnier and seconded by Councillor McCormick that the Council approves the reports as presented.
Motion Carried

L. CORRESPONDENCE

L.1 Joint Registry-Town of Digby

The Town of Digby sent a letter to the Nova Scotia Federation of Municipalities (NSFM) dated May 6, 2026, requesting that NSFM advocate to the Government of Nova Scotia for free and unrestricted municipal access to information contained in the Nova Scotia Joint Registry of Stocks.

NSFM has confirmed that the request is being reviewed by staff and will continue to be monitored and analyzed in coordination with the Government of Nova Scotia.

L.2 Municipality of Digby

Council reviewed a letter from the Municipality stating that the Wind Turbine lease between the Town of Digby and the municipality of the district of Digby has been terminated.

M. NOTICE OF MOTION

N. NEW BUSINESS

N.1 None

O. IN-CAMERA -Agreements

Motion:
Moved by Councillor McCormick and seconded by Councillor Weir that we go into 'in camera' for discussions on agreements
Motion Carried

Motion:
Moved by Councillor McCormick and seconded by Councillor Weir that we go out of 'in camera' for discussions for agreements
Motion Carried

P. BUSINESS FROM IN-CAMERA

1. Digby Fire Department Property Consolidation

Council considered consolidating the three adjoining Town-owned parcels to accommodate the proposed accessory building. The estimated consolidation cost discussed in camera was approximately $4,550 plus HST.

Motion:
Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that Council approve consolidation of the properties identified as PIDs 30253702, 30253694 and 30231187 into one parcel to accommodate construction of an accessory building for the Digby Fire Department, subject to confirmation by Town staff that the proposed consolidation and building comply with all applicable planning, development, building and other regulatory requirements.
Motion Carried

2. Thomas Road Phase II Infrastructure Contract

Council considered the award of the second phase of the infrastructure work.

Motion:
Moved by Councillor McCormick and seconded by Deputy Mayor Saulnier that Council approve the award of the Thomas Road Phase II infrastructure contract to Meisner Construction for $200,450 plus HST and authorize the CAO to execute the contract and proceed with the project.
Motion Carried

3. Lobster Bash Christmas Tree Lighting Contribution

Council considered redirecting its regular Christmas tree-lighting expenditure to the combined Christmas event.

Motion:
Moved by Deputy Mayor Saulnier and seconded by Councillor Weir that Council redirect $2,500 from its regular Christmas tree-lighting expenditure to the Lobster Bash Christmas tree lighting event, together with in-kind support from the Department of Public Works.
Motion Carried

Q. ADJOURNMENT

Motion:
Moved by Councillor McCormick and seconded by Councillor Weir that, there being no further business, the meeting be adjourned at 8:00 p.m.
Motion Carried

Mayor

Clerk