



**Committee of the Whole Minutes  
Council Chambers  
December 12, 2023**

- 1. IN ATTENDANCE:** Warden Linda Gregory, Deputy Warden Matthew Ross, Councillor David Tudor, Councillor George Manzer, and Councillor Angela Thurber

**STAFF PRESENT:** Jeff Sunderland, Chief Administrative Officer, Cora Lee Ross, Manager of Corporate Services, and Taylor Robinson, Executive Assistant who took the minutes of the meeting.

**REGRETS:** Tyler Pulley, Manager of Municipal Services

**CALL TO ORDER:** Warden Gregory called the December 12, 2023 Committee of the Whole meeting of the Municipality of the District of Digby to order at 5:00pm.

**PAUSE TO SEEK GUIDANCE:** Warden Linda Gregory welcomed everyone and asked that we pause to seek guidance.

**2. ADMINISTRATIVE AND PROCEDURAL ITEMS**

**2.1 Approval of Agenda-Additions/Deletions**

**MOTION #COTW2023-12-12-01**

**It was regularly moved and seconded that the agenda for December 12, 2023 be approved as presented.**

**MOTION CARRIED**

**2.2 Approval of Minutes of November 14, 2023**

**MOTION # COTW2023-12-12-02**

**It was regularly moved and seconded that the minutes of November 14, 2023 be approved as circulated.**

**MOTION CARRIED**

**2.3 Presentation/Delegation: None**

**2.4 Unfinished Business from Minutes of November 14, 2023:**

- i) Housing Needs Assessment Report – The 44 commercial STR are included in the 104 total

2.5 CAO Report

i. Meeting Dates/Reminders

Warden Gregory highlighted the meeting dates/reminders.

ii. CAO Report

Council reviewed the CAO Report.

iii. Department Reports

The following department reports were included with the CAO report.

i) Manager of Corporate Services

ii) Manager of Municipal Services

iii) Trail Coordinator

iv) Airport/Dispatch

v) Building Inspection

vi) Heritage Coordinator

vii) Renewable Energy & Climate Change Coordinator

**MOTION #COTW2023-12-12-03**

**It was regularly moved and seconded to accept the department reports as circulated.**

**MOTION CARRIED**

**3. DANGEROUS AND UNSIGHTLY PREMISES: None**

**4. BUSINESS ITEMS: None**

**5. CORRESPONDENCE/INFORMATION ITEMS**

5.1 Fundy Rose Ferry Service Disruption – Mun. of Yarmouth

Reviewed and noted.

5.2 Exemption of Volunteer Emergency Service Providers from Fuel Charges - Town of Oxford

Reviewed and noted.

**MOTION #COTW2023-12-12-04**

**It was regularly moved and seconded to move into in-camera at 5:09pm to discuss one personnel item.**

**MOTION CARRIED**

**6. IN CAMERA ITEMS:**

6.1 Personnel

**MOTION #COTW2023-12-12-05**

It was regularly moved and seconded to move out of in-camera at 5:20pm.

**MOTION CARRIED**

**MOTION #COTW2023-12-12-06**

It was regularly moved and seconded to recommend to Council to approve the job description for the Executive Assistant position.

**MOTION CARRIED**

**MOTION #COTW2023-12-12-07**

It was regularly moved and seconded to recommend to Council to approve the hiring plan for a Tax Clerk.

**MOTION CARRIED**

**7. ADJOURNMENT**

**MOTION #COTW2023-12-12-08**

It was regularly moved and seconded that the meeting adjourn at 5:21pm.

**MOTION CARRIED**

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Warden Linda Gregory

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Jeff Sunderland, Chief Administrative Officer