



**Committee of the Whole Minutes  
Council Chambers  
February 13, 2024**

- 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, Tyler Pulley, Manager of Municipal Services, Cora Lee Ross, Manager of Corporate Services, and Miranda Pyne, Executive Assistant who took the minutes of the meeting.

**REGRETS:** None

**CALL TO ORDER:** Warden Gregory called the February 6, 2024 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**

- Addition under 4. BUSINESS ITEMS 4.3 Cooks Aquaculture-Personal Letter-

**MOTION #COTW2024-02-13-01**

**It was regularly moved and seconded that the agenda for February 13, 2024 be approved as amended.**

**MOTION CARRIED**

**2.2 Approval of Minutes of January 9, 2024**

**MOTION #COTW2024-02-13-02**

**It was regularly moved and seconded that the minutes of January 9, 2024 be approved as circulated.**

**MOTION CARRIED**

**2.3 Presentation/Delegation: None**

## 2.4 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 #COTW2024-02-13-03**

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

**MOTION CARRIED**

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

## **4. BUSINESS ITEMS**

### 4.1 Assessment Report

Manager of Corporate Services gave a review of the assessment report in regards to the slight increase in assessments compared to previous years. It is still too early to determine the exact revenue amount before the budgeting process.

### 4.2 Election Ballot Decision

#### **MOTION #COTW2024-02-13-04**

**It was regularly moved and seconded to recommend to Council that the Municipality of Digby switch to 100% Electronic voting (internet & phone) for the 2024 Municipal elections.**

**Warden Linda Gregory and Councillor George Manzer opposed.**

**MOTION CARRIED**

### 4.3 Cooks Aquaculture

Warden Linda Gregory will be sending a letter in support to Liverpool regarding Cooks Aquacultures new facility.

**5. CORRESPONDENCE/INFORMATION ITEMS**

5.1 Thank You Letter – Roberta Journeay  
Reviewed and noted.

5.2 Environment & Climate Change Canada Response Letter  
Reviewed and noted.

**6. IN CAMERA ITEMS:** None

**7. ADJOURNMENT**

**MOTION #COTW2024-02-13-05**

**It was regularly moved and seconded that the meeting adjourn at 5:22pm.**

**MOTION CARRIED**

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**Warden Linda Gregory**

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**Jeff Sunderland, Chief Administrative  
Officer**