



**Committee of the Whole Minutes
Council Chambers
September 8, 2026**

- 1. IN ATTENDANCE:** Warden Linda Gregory, Deputy Warden Matthew Ross, Councillor Joan Ross, Councillor George Manzer, and Councillor Peter Scherer

STAFF PRESENT: Tyler Pulley, Chief Administrative Officer, Cora Lee Ross, Director of Finance, Christopher Kingston, Director of Municipal Services, and Taylor Robinson, Executive Assistant, who took the minutes of the meeting

REGRETS: None

CALL TO ORDER: Warden Gregory called the September 8, 2026, Committee of the Whole meeting of the Municipality of the District of Digby to order at 4:16pm.

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

MOTION #COTW2026-09-08-01

It was regularly moved and seconded to move in-camera at 4:17pm to discuss a legal and personnel matter.

MOTION CARRIED

2. IN CAMERA ITEMS:

2.1 Legal

Deputy Warden Ross declared a conflict of interest and left Council Chambers at 4:27pm.

2.2 Personnel

Council resumed regular session at 4:42pm.

MOTION #COTW2026-09-08-02

It was regularly moved and seconded to recommend to Council to provide the benefit premium holiday savings to the staff who are enrolled in the benefits program with the Municipality.

MOTION CARRIED

Deputy Warden Ross returned to Council Chambers at 4:41pm.

Council took a recess at 4:42pm.

Council resumed regular session at 5:12pm.

3. ADMINISTRATIVE AND PROCEDURAL ITEMS

3.1 Approval of Agenda-Additions/Deletions

- Addition under 4. BUSINESS ITEMS 4.3 Letter of Support – Dube’s Victory Drive Veterans Housing Alliance

MOTION #COTW2026-09-08-03

It was regularly moved and seconded that the agenda for September 8, 2026 be approved as amended.

MOTION CARRIED

3.2 Disclosure of Conflict-of-Interest Issues: None

3.3 Presentation/Delegation: None

3.4 Approval of Minutes of August 11, 2026

MOTION #COTW2026-09-08-04

It was regularly moved and seconded that the minutes of August 11, 2026 be approved as circulated.

MOTION CARRIED

3.5 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) Director of Finance
- ii) Director of Municipal Services
- iii) Airport/Dispatch
- iv) Building Inspection

MOTION #COTW2026-09-08-05

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

MOTION CARRIED

4. DANGEROUS AND UNSIGHTLY PREMISES: None

5. BUSINESS ITEMS

5.1 Transfer Station Hours

Director of Municipal Services, Christopher Kingston, provided an update regarding discussions surrounding the operating hours of the Transfer Station. It was suggested that a consistent set of hours be established throughout the year to provide stable service and simplify scheduling for Transfer Station staff. The proposed full-time hours would be Tuesday to Friday, 8:00am to 4:00pm, and Saturday, 8:00am to 12:00pm. The change would result in an additional cost of approximately \$1,400 to the Municipality. It was noted that establishing consistent hours would provide stable service and make scheduling easier instead of having separate winter and summer hours.

Discussion was also held regarding the possibility of installing a scale at the Transfer Station to allow for extended weekend hours. It was noted that the existing scale is located at Digby Salvage, which is not open for the full day on weekends. Ed McCormick is looking into the feasibility and associated costs of installing a scale at the Transfer Station.

MOTION #COTW2026-09-08-06

It was regularly moved and seconded to recommend to Council to approve the change to the Transfer Station's full-time operating hours to Tuesday to Friday, 8:00am to 4:00pm, and Saturday, 8:00am to 12:00pm.

MOTION CARRIED

5.2 Big Brothers Big Sisters of the Annapolis Valley – Opening Doors Campaign

Council reviewed the request for the Opening Doors Campaign for the Big Brothers Big Sisters Annapolis Valley. The funding will help the organization match local youth, cover screening costs, and provide training and ongoing professional support. Council agreed to provide the funding.

MOTION #COTW2026-09-08-07

It was regularly moved and seconded to recommend to Council to approve the funding request from the Big Brothers Big Sisters Annapolis Valley for their Opening Doors Campaign in the amount of \$1,000.

MOTION CARRIED

5.3 Letter of Support – Dube’s Victory Drive Veterans Housing Alliance

Council reviewed a request from Steven Dube for a letter of support for his project, Dube’s Victory Drive Veterans Housing Alliance. Staff have been in contact with Mr. Dube and noted that the proposed project is located within the Town of Digby; therefore, the Municipality does not have authority over the project’s approval.

Council discussed the request and agreed that, while the Municipality does not have a direct role in the approval process, it would be appropriate to provide a letter expressing support for the initiative.

MOTION #COTW2026-09-08-07

It was regularly moved and seconded to recommend to Council to write a letter of support for Dube’s Victory Drive Veterans Housing Alliance.

MOTION CARRIED

6. CORRESPONDENCE/INFORMATION ITEMS:

6.1 NS Liberal Caucus Letter

Reviewed and noted. Staff shared that they are in the process of scheduling a meeting.

7. COMMITTEE REPORTS

Each Councillor provided a committee report for Advisory, Intermunicipal, and External Committees:

Councillor Manzer:

- Councillor Manzer shared that the Tideview Terrace daycare is open and has 10 kids enrolled. However, the official grand opening is September 12th.

Councillor Scherer:

- Councillor Scherer reported that none of his committees met during the month and, as a result, there are no updates to provide.

Warden Gregory:

- Warden Gregory shared that at the Provincial Police Board meeting, it was shared that changes are going to be happening. She will keep everyone updated as she knows more.

Deputy Warden Ross:

- Deputy Warden Ross shared that their last DARC meeting took place at the Haines Lake property and the Recreation Director provided an update on the Community Use of Schools Agreement. The Tri-County Regional Centre for Education will be implementing a new calendar system for bookings across all schools.

Councillor Ross:

- Councillor Ross reported that none of her committees met during the month and, as a result, there are no updates to provide.

8. ADJOURNMENT

MOTION #COTW2026-09-08-08

It was regularly moved and seconded that the meeting adjourn at 5:36pm.

MOTION CARRIED

Linda Gregory, Warden

Tyler Pulley, CAO

Chief Administrative Officer Report

Meeting Date	September 8, 2026
Submitted To	Committee of the Whole
Submitted By	Tyler Pulley, CAO

Meeting/Event Dates/Reminders (As of September 2, 2026)

Date & Time	Meeting/ Event	Who Attends	Location
September 15 th	NO MEETING		
September 22 nd @ 5:00 pm	Council	All Council	Council Chambers
September 29 th	NO MEETING		
October 6 th @ 5:00 pm	COTW	All Council	Council Chambers
October 13 th	NO MEETING		
October 20 th	NO MEETING		
October 27 th @ 5:00 pm	Council	All Council	Council Chambers
November 3 rd	NO MEETING		

DEPARTMENT REPORTS

Director of Finance Report	Monthly Report
Director of Municipal Services Report	Monthly Report
Building Department Report	Building Permits Report
Airport/Dispatch Report	Airport Report / Dispatch Call Report

CAO UPDATE (As of September 2, 2026)

- Regular communication and meetings with the management team and staff.
- Attended COTW, Council, NSPW, and By-Law & Policy meetings.
- Attended the Emancipation Day Proclamation
- Attended a Transfer Station Committee meeting
- Attended a meeting with the Department of Justice about the RCMP billing model
- Attended the retirement celebration for CAO Tom Ossinger
- Attended the Class 3 Fire Service Release with the Minister of Emergency Management
- Revised the Expense Reimbursement Policy
- Revised the Non-Municipal Borrowing Policy
- Continue to work on the landfill contract file
- Numerous phone calls and meetings with residents and municipal counterparts.

Director of Finance Report
Submitted by: Cora Lee Ross
August 6, 2026 to September 3, 2026

Tax Sale:

Tax Sale Update provided by Nicole Robbins, Tax Administrator:

2026 Tax Sale:

- Tax sale by tender took place March 11, 2026. There were 16 properties taken to the sale, and 14 of which were sold. Certificates of sale have been sent to the lawyers and deeds office to be registered. There have been ten redemptions take place.

2027 Tax Sale:

- Initial letters were sent June 25, 2026.
- A total of 280 properties were on the initial tax sale listing as compared to 287 prior year.
- Preliminary letters were sent to the remaining 197 accounts on July 23, 2026.
- 69 properties were sent for Title Search on August 20, 2026 compared to 73 in 2025.
- Currently a total of 67 properties remain on the tax sale.

Administration Department:

- The department has been assisting taxpayers with various grant applications.
- Tax Bills are being printed and will go in the mail later next week.

Heritage:

Heritage Update provided by Amber Gillis, Program Coordinator:

- There is an interested property owner in Sandy Cove that has reached out for information to potentially register their property as a heritage property. An information package has been provided.
- Progress has been made with the Barton Cenotaph project. Funding has been approved this year, after several applications. Updated quotes are being sought, and it's hoped that the project could be complete in time for Remembrance Day.
- Attended several meetings for the Barton Cenotaph project.
- Looking into request for directional signage to the Maud Lewis site.

Municipal Audit:

- The Municipal Audit took place June 8 – 15, 2026.
- The Municipal Consolidated Statements were passed by Council on July 28, 2026.
- I am currently awaiting the final draft of the Municipal Non-Consolidated Statements.

Operating Budget:

- The July income and expense statement reported 49% of revenues received, and 31% for expenses.
- The operating budget for 26/27 was presented and passed at Council on May 19, 2026, in the amount of \$14,006,749. A copy of the budget package has been posted on the Municipal website.

Capital Budget:

- The capital projects for 26/27 have commenced after passing the budget on June 23, 2026.

Miscellaneous:

- Continue to work with various Fire Departments re: Loans/Reserves.
 - Completed the SOE-A report for the Province.
 - Completed the Capital Investment Plan (CIP) for the Province.
 - Working on various reporting for the Province.
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Conferences/Training/Meetings:

- Tyler, Chris and I continue to meet for management discussions.
 - Continue to meet with Administration staff.
 - Attended TIR and Bylaw & Policy meetings.
 - Training meetings with Amber.
 - Attended Tom Ossinger's
 - Miscellaneous internal meetings.
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Director of Municipal Services (DMS) Report	
DATE:	September 8 th , 2026
SUBMITTED TO:	Tyler Pulley, CAO
CARBON COPIES:	Taylor Robinson, Executive Assistant
SUBMITTED BY:	Christopher Kingston, DMS

Miscellaneous

- Attended management meetings
- Attended COTW meeting
- Attended Transfer Station Committee Meeting
- Participated in a visit from the Minister of Emergency Management
- Coordinated ongoing work for the decommissioning of both Mount Pleasant Wind Turbines
- Met with Van Tassel Lake Trail Society to discuss the Wind turbines
- RFP for the Redesign of Council Chambers has closed
- Met with Efficiency NS area lead to discuss potential projects within the Municipality
- Met with ONEKA representatives to discuss potential projects
- Frequent correspondence with NSPI regarding wind turbine contracts
- Issued Tender for Weymouth Library accessibility renovations
- Biogas Generator Repurposing project is complete, report to come.
- Attended a workshop put on by CANOE Procurement
- Met the project team at the proposed water source site in Weymouth
- Met with Transfer Station Contractor and Ed McCormick about Transfer Station logistics
- Continue working with our FCM Consultants
- Met with a Cyber Security company to discuss possible products and services
- Continue role as Development Officer
- Continue discussions with local ACOA agents about potential projects

Airport

- Regular check-ins with Dispatch supervisor
- Occupational Health and Safety inspections was conducted by Labour Canada on Sept 1st
- See attached monthly report

Building Department

- Meet regularly with Building Department and Development Officer to discuss files
- Building Department continue ongoing education and training
- Cory Rice has officially become a Level 1 Building Inspector
- See attached monthly report

Dog Control

- 6 Complaints/Incidents for the month of June

Fire Services & REMO

- Met with Mr. Snell to discuss ongoing work
- Building plans have been approved for the Fire Training Facility. Work should be awarded soon
- Continue discussions about the provincial modernization of the Fire Departments

Public Works

- Meet with Mr. Faulkner and Mr. LeBlanc on a regular basis to discuss issues that arise
- Repairs to the tractor have been completed and the tractor has been returned to us
- Public Works crew has been setting up for Wharf Rat Rally

Solid Waste

- Talk regularly with service provider about any issues or concerns that arise
- Ongoing dealings with Queens regarding new hauler and trailer issues
- Ongoing Collection and Receiving claims through Circular Material
- An incident happened to one of the main doors on August 4th. An insurance claim has begun and repairs are expected to start soon

Trails

- Meet with Trails Coordinator on a regular basis
 - Discussed goals for the summer/fall seasons ahead
- Repairs made to the Balancing Rock Stairs
- Boars head lighthouse repairs have been completed, and work has been awarded to brush back the vegetation along the access road
- Hike NS Summit to run from Octobre 1st to 4th

I trust that the information provided is satisfactory and should you have any questions, please don't hesitate to contact me.

Respectfully,



Christopher Kingston, P.Eng NSLS

Director of Municipal Services

Municipality of Digby

Municipality = Municipality

PERMIT APPLICATIONS

For the Month of August

<i>Number</i>	<i>District</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
DM-B2026-207	1		0	Relocate	Commercial	Cottage	30.00	2,000.00
DM-B2026-208	1		0	Relocate	Commercial	Cottage	30.00	2,000.00
DM-B2026-209	1		0	Relocate	Commercial	Cottage	30.00	2,000.00
DM-B2026-210	1		0	Relocate	Commercial	Cottage	30.00	2,000.00
DM-B2026-211	1		0	Construction	Commercial	Cottage	28.00	25,000.00
DM-B2026-212	1		0	Relocate	Commercial	Cottage	30.00	2,000.00
DM-B2026-213	1		0	Relocate	Commercial	Cottage	30.00	2,000.00
DM-B2026-214	1		0	Construction	Commercial	Shed	30.00	8,000.00
DM-B2026-217	5		0	Construction	Single Dwelling	Residential - Above Ground Floo	68.40	90,000.00
DM-B2026-191	2		0	Construction	Garage/Carport/Shed	Shed	12.60	1,000.00
DM-B2026-198	1		0	Construction	Garage/Carport/Shed	Shed	38.80	8,000.00
DM-B2026-199	5		0	Renovate	Single Dwelling	House	185.00	80,000.00
DM-B2026-203	4		0	Construction	Garage/Carport/Shed	Garage	31.60	12,000.00
DM-B2026-221	3		0	Relocate	Single Dwelling	Moble/Mini Homes	30.00	20,000.00
DM-B2026-222	4		0	New Use	Garage/Carport/Shed	Accessory Uses - Shed	36.25	22,000.00
DM-B2026-218	5		0	Relocate	Single Dwelling	Moble/Mini Homes	30.00	45,000.00
DM-B2026-220	4		0	Construction	Garage/Carport/Shed	Shed	19.60	3,000.00
DM-B2026-229	3		0	Renovate	Commercial	Commercial Use	145.00	60,000.00
DM-B2026-230	1		0	Renovate	Single Dwelling	House	53.00	14,000.00
DM-B2026-231	3		0	Relocate	Institutional And Governmental	Accessory Uses - Other	0.00	184,000.00
DM-B2026-206	1		0	Addition	Single Dwelling	Residential - Above Ground Floo	180.00	175,000.00
DM-B2026-232	3		0	Renovate	Single Dwelling	Porch/Patio	33.60	8,500.00
DM-B2026-237	1		0	Repair	Single Dwelling	Single Detached Dwelling	315.00	145,000.00
Total	23		0				1,416.85	912,500.00

PERMIT APPLICATIONS

For the Month of August

DISTRICTS

<i>Building Type</i>	1	2	3	4	5	Total
Commercial	8	0	1	0	0	9
Garage/Carport/Shed	1	1	0	3	0	5
Institutional And	0	0	1	0	0	1
Single Dwelling	3	0	2	0	3	8
Total	12	1	4	3	3	23

Summary of Estimated Value by District

1	387,000.00
2	1,000.00
3	272,500.00
4	37,000.00
5	215,000.00
Total	912,500.00

Summary of Estimated Value by Building Type

Commercial	105,000.00
Garage/Carport/Shed	46,000.00
Institutional And Governmen	184,000.00
Single Dwelling	577,500.00
Total	912,500.00

D I S T R I C T S

<i>Building Type</i>	1	2	3	4	5	Total
Commercial	9	2	3	0	1	15
Garage/Carport/Shed	7	12	6	6	6	37
Institutional And	2	0	1	1	0	4
Single Dwelling	9	14	13	7	13	56
Total	27	28	23	14	20	112

Summary of Estimated Value by District

1	905,115.00
2	1,453,326.00
3	2,375,200.00
4	489,500.00
5	860,200.00
Total	6,083,341.00

Summary of Estimated Value by Building Type

Commercial	1,458,000.00
Garage/Carport/Shed	585,100.00
Institutional And Governmen	282,615.00
Single Dwelling	3,757,626.00
Total	6,083,341.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For the Month of August

<i>Number</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
DB-B2026-013		0	Construction	Single Dwelling	House	149.60	220,000.00
DB-B2026-022		0	New Use	Single Dwelling	Porch/Patio	55.00	15,000.00
DB-B2026-023		0	Construction	Garage/Carport/Shed	Shed	31.70	2,000.00
Total		0				236.30	237,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Garage/Carport/Shed	1	1
Single Dwelling	2	2
Total	3	3

Summary of Estimated Value by District

	237,000.00
Total	237,000.00

Summary of Estimated Value by Building Type

Garage/Carport/Shed	2,000.00
Single Dwelling	235,000.00
Total	237,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	2	2
Commercial	2	2
Double Dwelling	1	1
Garage/Carport/Shed	2	2
Single Dwelling	11	11
Total	18	18

Summary of Estimated Value by District

	978,450.00
Total	978,450.00

Summary of Estimated Value by Building Type

Apartments	160,000.00
Commercial	18,500.00
Double Dwelling	220,000.00
Garage/Carport/Shed	10,000.00
Single Dwelling	569,950.00
Total	978,450.00