



**Council Minutes
Council Chambers
September 26, 2023**

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

STAFF PRESENT: Jeff Sunderland, Chief Administrative Officer, Tyler Pulley, Manager of Municipal Services, Taylor Robinson, Executive Assistant who took the minutes of the meeting.

REGRETS: Cora Lee Ross, Manager of Corporate Services

CALL TO ORDER: Warden Gregory called the September 26, 2023 Council meeting of the Municipality of the District of Digby to order at 5:01pm.

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

2. ADMINISTRATIVE AND PROCEDURAL ISSUES

2.1 Approval of Agenda-Additions/Deletions

MOTION #C2023-09-26-01

It was regularly moved and seconded that the agenda for September 26, 2023 be approved as presented.

MOTION CARRIED

2.2 Delegations/Presentations: None

2.3 Approval of Minutes of July 25, 2023

MOTION #C2023-09-26-02

It was regularly moved and seconded that the minutes from July 25, 2023 be approved as circulated.

MOTION CARRIED

2.4 Unfinished Business from Minutes of July 25, 2023: None

2.5 CAO Report

a) Meeting Reminders

Warden Gregory went over the meeting dates/reminders.

b) Action Items from Previous Meetings

All action items have been addressed to date.

c) Update on Capital Projects 2022-2023

CAO Sunderland reviewed the updates on the Capital Projects 2023-2024.

d) Financial Report

i) Income & Expense Reports

The July and August Income & Expense report was circulated.

3. STANDING COMMITTEE ITEMS

By-Law & Policy Recommendations

- 1) Milestone/Long Service Recognition #COM-1500-04
MOTION #C2023-09-26-03
It was regularly moved and seconded to accept the amendments to Policy #COM-1500-04 Milestone/Long Service Recognition as presented.
MOTION CARRIED
- 2) HR Review Policy #AD-1000-08
MOTION #C2023-09-26-04
It was regularly moved and seconded to accept the amendments to Policy #AD-1000-08 HR Review Policy as presented.
MOTION CARRIED
- 3) Flag Policy #MP-4500-03
MOTION #C2023-09-26-05
It was regularly moved and seconded to accept the amendments to Policy #MP-4500-03 Flag Policy as presented.
MOTION CARRIED
- 4) Turning the Tide Letter of Support
MOTION #C2023-09-26-06
It was regularly moved and seconded that Council will write a letter of support for Turning the Tide's Integrated Youth Sites in Western Health Zone.
MOTION CARRIED
- 5) NS Therapeutic Recreation Association Sponsorship Request
MOTION #C2023-09-26-07
It was regularly moved and seconded that Council approve the NS Therapeutic Recreation Association Sponsorship Request in the amount of \$100.00 to support their 6th Annual AGM & Conference being held at the Digby Pines.
MOTION CARRIED
- 6) Digby & Area Community Gardens Sponsorship Request
MOTION #C2023-09-26-08
It was regularly moved and seconded that Council approve the Digby & Area Community Gardens Sponsorship Request in the amount of \$425.00 for half of the cost of a new park bench for the Digby Elementary School flower garden.
MOTION CARRIED
- 7) Gilbert's Cove & District Historical Society Funding Request
MOTION #C2023-09-26-09
It was regularly moved and seconded that Council approve the Gilbert's Cove & District Historical Society's funding request in the amount of \$1000.00 to assist in the costs of replacing their roof.
MOTION CARRIED
- 8) Internet
MOTION #C2023-09-26-10
It was regularly moved and seconded that Council agree to install high-speed internet services at 21 Acacia Valley Road due to educational services in the area.
MOTION CARRIED
- 9) Vulnerable Persons List
MOTION #C2023-09-26-11
It was regularly moved and seconded that Council agree to send the correspondence from Sandra Hubbard-LeBlanc, Regional Coordinator of Education & Outreach, Digby, Yarmouth & Shelburne regarding the Vulnerable Persons List to the REMO Advisory Committee to discuss at their next meeting.
MOTION CARRIED

PAC Recommendations

10) First reading – Municipal Planning Strategy and Land Use By-Law

MOTION #C2023-09-26-12

It was regularly moved and seconded that Council accept the Municipal Planning Strategy and Land Use By-Law as presented.

MOTION CARRIED

Committee of the Whole Recommendations

11) Letter of Support – Turning the Tide

MOTION #C2023-09-26-13

It was regularly moved and seconded that Council write a letter of support for Turning the Tide’s project to create capacity for housing groups.

MOTION CARRIED

12) Digby Ground Search & Rescue

MOTION #C2023-09-26-14

It was regularly moved and seconded that Council approve a loan to the Digby Ground Search & Rescue in the amount of \$50,000 to purchase a vehicle for Search & Rescue which will be paid back over a five-year period through an annual capital grant.

MOTION CARRIED

13) Hiring of Actuary – Pension Plan

MOTION #C2023-09-26-15

It was regularly moved and seconded to hire an actuary to prepare information about a switch from our current pension plan to the public service superannuation plan.

MOTION CARRIED

14) Annapolis Valley Frugal Mom’s Society Funding Request

MOTION #C2023-09-26-16

It was regularly moved and seconded that Council approve the Annapolis Valley Frugal Moms Society’s funding request in the amount of \$1000.00 for their food rescue project.

MOTION CARRIED

15) Smith's Cove Fire Dept Letter of Support

MOTION #C2023-09-26-17

It was regularly moved and seconded that Council will write a letter in response to the Smith’s Cove Fire Department to thank him and indicate that Council is not interested in moving forward due to the decision made by the Digby Area Municipal Fire Association.

MOTION CARRIED

4. BUSINESS ITEMS

4.1 Appointment of Chris Thibodeau as Building Inspector

MOTION #C2023-09-26-18

It was regularly moved and seconded that Council appoint Chris Thibodeau as a Building Inspector for the Municipality of Digby.

MOTION CARRIED

4.2 Accessibility Advisory Committee Appointments

MOTION #C2023-09-26-19

It was regularly moved and seconded that Council appoint Charlotte Sabeau as the community member of the Accessibility Advisory Committee.

MOTION CARRIED

MOTION #C2023-09-26-20

It was regularly moved and seconded that Council appoint Warden Linda Gregory as the Council member of the Accessibility Advisory Committee.

MOTION CARRIED

4.3 Housing Ad Hoc Committee Members

MOTION #C2023-09-26-21

It was regularly moved and seconded that Council appoint Angela Thurber as the Council member of the Housing Ad Hoc Committee.

MOTION CARRIED

4.4 J-Class Roads

CAO Sunderland informed Council that the province sends a submission request for the Cost Share Agreement for the paving of subdivision J-Class streets annually. Council discussed and agreed that there were no J-Class roads to add to the list.

MOTION #C2023-09-26-22

It was regularly moved and seconded that Council respond to Laura Cunningham, Capital Program Administration Officer for the Department of Public Works to indicate that the Municipality of Digby has no additions to the J-Class Road submission list.

MOTION CARRIED

4.5 Heritage Advisory Committee Recommendations

MOTION #C2023-09-26-23

It was regularly moved and seconded that Council accept Peters Island Lighthouse, located on Peters Island, as a Municipal Registered Heritage Property.

MOTION CARRIED

MOTION #C2023-09-26-24

It was regularly moved and seconded that Council accept Brier Island / Western Lighthouse, location on Brier Island to be registered as a Municipal Registered Heritage Property.

MOTION CARRIED

MOTION #C2023-09-26-25

It was regularly moved and seconded that Council accept Grand Passage/ Northern Lighthouse, located on Brier Island, as a Registered Municipal Heritage Property.

MOTION CARRIED

MOTION #C2023-09-26-26

It was regularly moved and seconded that Council accept the application from Manning Gasch Jr. to register the former Titus property location at 215 Trout Cove Road in Centreville, Digby County as a Municipal Heritage Property.

MOTION CARRIED

5. INFORMATION ITEMS

5.1 Correspondence

- a) Digby Search & Rescue Thank You Card
Received and noted.
- b) Canadian Shellfish Sanitation Program Letter
Received and noted.
- c) Letter of Request - Volunteer Emergency Service Provider Fuel Tax Exemption
Received and noted.
- d) Proposed Service Exchange & Municipal Reform - East Hants
Received and noted.

5.2 Advisory Committees Minutes/Reports

- a) PAC Minutes – July 12, 2023
The Planning Advisory Committee minutes and reports of July 12, 2023 were circulated and reviewed.

5.3 Other Council Committees: None

5.4 Joint Intermunicipal Committees Minutes/Reports

- a) DARC July 2023 Meeting Package
- b) Digby Harbour Port Association Minutes Aug 2023
- c) Waste Check Authority Meeting Notes Sept 12-2023
- d) Waste Check Authority Package - Sept 12- 23
- e) Waste Check Compostable Biodegradable packaging
- f) Regional Chairs Minutes June 29 2023
- g) Digby Municipal Fire Services Minutes - May 17, 2023

The Joint Intermunicipal Committee's minutes and reports were circulated and reviewed.

5.5 Outside Boards/Committees Minutes/Reports: None

5.6 Councillor District Activity Report

Councillor Manzer gave an update to Council on various district activities such as attending his regular committee meetings and assisting seniors in filling out grants.

Councillor Tudor gave an update to Council on various district activities such as dealing with housing, septic, housing, road, and animal control issues. It was noted that he met with MLA Jill Balser, Minister Tim Halman, and Terry Thibodeau on the Islands to discuss energy resources. He also informed Council that he received a quote of \$3,500 for a potential food storage building and has been discussing ideas with Small Crafts Harbours. His long-term goals are to create a green energy smart grid and a Conway Workshop on the Islands. Freeport and Westport Fire Departments are holding a meeting on October 5th to discuss emergency health services on the Islands.

Deputy Warden Ross gave an update to Council on various district activities such as attending the 2nd Anniversary Digby Garden's ceremony, MC'd the opening of the Climbing Wall at DARC, discussed the Barton School project with an individual from Compass, helped Annapolis Valley Frugal Moms Society give out perishable food items, participated in two zoom meetings regarding the Service Exchange Agreement, attended the 60th Anniversary Plympton/Gilbert's Cove celebration, met with MLA Jill Balser and Minister Masland to discuss the completion of Highway 101, attended Pat Steven's retirement party, volunteered at Wharf Rat Rally, and attended the Fish & Game Association's regular meetings. It was also noted that he has been receiving many calls from residents regarding building procedures, chickens, environmental, and road issues.

Councillor Thurber gave an update to Council on various district activities such as attending the 2nd Anniversary Digby Garden's ceremony, the opening of the Climbing Wall at DARC, quilt show at Acaciaville Baptist Church, a community conversation hosted by Turning the Tide at the Oakdene Center, the NS Police Association conference in Bridgewater, a DAASH meeting, and participated in two zoom meetings regarding the Service Exchange Agreement. Councillor Thurber also shared a good news story and appreciation from the Friends of Ferals.

Warden Gregory gave an update to Council on various district activities such as attending a 50th Anniversary event at Tideview Terrace, a dinner theatre fundraising event for the Fundy Hospice, the Regional Chairs meeting, 2nd Anniversary Digby Garden's ceremony, the opening of the Climbing Wall at DARC, two zoom meetings regarding the Service Exchange Agreement, met with MLA Jill Balser and Minister Masland to discuss the completion of Highway 101, a volunteer ceremony, a pig roast at Digby Neck Fire Department, a breakfast at Smith's Cove Fire Department, Pat Steven's Retirement Party, and volunteered at both Scallop Days and Wharf Rat Rally. Warden

Gregory reminded Council of the Point Prim Social on September 30th and the Kings Transit Community meeting on October 11th.

6. **IN CAMERA ITEMS:** None

7. **ADJOURNMENT**

MOTION #C2023-09-26-27

It was regularly moved and seconded that the meeting be adjourned at 6:00pm.

MOTION CARRIED

Warden Gregory

Jeff Sunderland, CAO