



**Council Minutes
Council Chambers
January 23, 2024**

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

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

ALSO PRESENT: Andrea Hyslop, Municipal Advisor and one member from the public.

REGRETS: Councillor Tudor

CALL TO ORDER: Warden Gregory called the January 23, 2024 Council meeting of the Municipality of the District of Digby to order at 5:02pm.

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 #C2024-01-23-01

It was regularly moved and seconded that the agenda for January 23, 2024 be approved as presented.

MOTION CARRIED

2.2 Delegations/Presentations: None

2.3 Approval of Minutes of November 28, 2023

MOTION #C2024-01-23-02

It was regularly moved and seconded that the minutes from November 28, 2023 be approved as circulated.

MOTION CARRIED

2.4 Unfinished Business from Minutes of November 28, 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 2023-2024

CAO Sunderland provided a brief update on each capital project. Deputy Warden Ross questioned if there was an update regarding internet. It was noted that Warden Gregory and CAO Sunderland have a meeting with Build NS next week and will update Council accordingly.

d) Financial Report

i) Income & Expense Reports

The November & December Income & Expense report was circulated.

3. STANDING COMMITTEE ITEMS

By-Law & Policy Recommendations

1) Coastline – Canada Post Distribution

MOTION #C2024-01-23-03

It was regularly moved and seconded that Council agree to deliver the Coastline newsletter via Canada Post and will be reassessed after one year.

MOTION CARRIED

2) Fish & Game Funding Extension

MOTION #C2024-01-23-04

It was regularly moved and seconded that Council agree to move \$10,000 of community grant funds into a reserve and bring it forward for the 2024-25 year for Digby Fish & Game.

MOTION CARRIED

Committee of the Whole Recommendations

3) Executive Assistant Position

MOTION #C2024-01-23-05

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

MOTION CARRIED

4) Tax Clerk Hiring Plan

MOTION #C2024-01-23-06

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

MOTION CARRIED

5) Request for Tax Sale Reduction

MOTION #C2024-01-23-07

It was regularly moved and seconded that Council approve the request to reduce tax sale property AAN#10408601 to a minimum bid of \$1.00 plus additional fees for a certificate of sale and deed preparation.

MOTION CARRIED

6) Engage NS Proposal

MOTION #C2024-01-23-08

It was regularly moved and seconded that Council agree to provide funding to Engage Nova Scotia Quality of Life proposal at \$0.50 per residence.

MOTION CARRIED

7) Hwy 101 – Meeting with MLA Jill Balsler

MOTION #C2024-01-23-09

It was regularly moved and seconded that Council agree to write a letter to Jill Balsler, MLA Digby-Annapolis to request a meeting to discuss Hwy 101.

MOTION CARRIED

8) 211 Request

MOTION #C2024-01-23-10

It was regularly moved and seconded that Council create a social media post and Coastline article in recognition of 211 Day on February 11, 2024.

MOTION CARRIED

9) Tideview Terrace Letters

MOTION #C2024-01-23-11

It was regularly moved and seconded that Council write a letter of response to Ms. Connell and Ms. Marshall to say thank you for their letter.

MOTION CARRIED

MOTION #C2024-01-23-12

that Council write a letter to MLA Jill Balsler, Minister Barbara Adams, and Minister Michelle Thompson to echo the concerns for Tideview Terrace.

MOTION CARRIED

PAC Recommendations

10) Amendment Request

MOTION #C2024-01-23-13

It was regularly moved and seconded that Council agree to change the minimum lot frontage from 60.9 metres (200 feet) to 38.1 metres (125 feet) in the Residential Rural Zone in Section 8.3 of the Conway Area Land Use By-Law.

MOTION CARRIED (1 NAY)

4. BUSINESS ITEMS

4.1 Marketing Levy By-Law – 2nd Reading

MOTION #C2024-01-23-14

It was regularly moved and seconded that Council approve the second reading of the Marketing Levy By-Law.

MOTION CARRIED

4.2 Audit Services Tender

MOTION #C2024-01-23-15

It was regularly moved and seconded that Council accept Grant Thornton's auditing service submission dated January 4, 2024 which will serve as the contract of services for the upcoming five years.

MOTION CARRIED

4.3 Communities in Bloom

Council quickly discussed that the Municipality does not have an area to participate in Communities in Bloom and it was decided to not partake in the program.

MOTION #C2024-01-23-16

It was regularly moved and seconded that Council write a letter to Communities in Bloom to decline their request to participate in the 2024 year.

MOTION CARRIED

4.4 Letter of Support – Nature Conservancy of Canada

Council reviewed the drafted letter for the Nature Conservancy of Canada and agreed to approve it as presented.

MOTION #C2024-01-23-17

It was regularly moved and seconded that Council approve the letter of support for the Nature Conservancy of Canada and will send it to Anna Sherwood, Regional Manager of Communities Sport & Recreation Division of Communities, Culture, Tourism, & Heritage.

MOTION CARRIED

4.5 Bear River Medical Centre Funding Request

Manager of Municipal Services, Cora Lee Ross noted that there was \$6,700 left in the community grants funding. Council reviewed the funding request and agreed to conditionally approve the request.

MOTION #C2024-01-23-18

It was regularly moved and seconded that Council approve the Bear River Medical Centre funding request for \$5,000 conditional upon the clinic receiving the Provincial Community Facilities Improvement Program grant of \$18,760.

MOTION CARRIED

4.6 West Nova Chamber of Commerce Funding Request - West Nova Trade & Tourism Show
Council reviewed the request for the West Nova Trade & Tourism Show. It was agreed that it is a great initiative but the Municipality of Digby is unable to support at this time due to the lack of funding.

MOTION #C2024-01-23-19

It was regularly moved and seconded that Council deny the West Nova Chamber of Commerce funding request for the West Nova Trade & Tourism Show due to the lack of funding.

MOTION CARRIED

4.7 West Nova Chamber of Commerce Funding Request – Highway 101 Project
Council reviewed the request for the Highway 101 Project. It was quickly discussed but agreed again that the Municipality of Digby is unable to support at this time due to the lack of funding.

MOTION #C2024-01-23-20

It was regularly moved and seconded that Council deny the West Nova Chamber of Commerce funding request for the Highway 101 Project due to the lack of funding.

MOTION CARRIED

5. INFORMATION ITEMS

5.1 Correspondence

- a) Letter from Minister Kim Masland - Reliable Cell Services
Received and noted.

- b) Letter from Minister Colton LeBlanc - Class 3 Licenses
Received and noted. Council directed staff to pass the correspondence onto the Digby Fire Association for their review and to connect with the Coordinator of Driver Testing and Training Services to work on a path forward to improve accessibility to obtain Class 3 Licenses.

5.2 Advisory Committees Minutes/Reports: None

5.3 Other Council Committees: None

5.4 Joint Intermunicipal Committees Minutes/Reports

- a) Digby Town and Municipal Housing Corporation Annual General Meeting Minutes September 28 2023
- b) Industrial Commission (DDA) Meeting Package December 6, 2023
- c) Senior Safety Advisory Board Meeting Package December 7, 2023
- d) Waste Check Authority Report November & December 2023
- e) Western Counties Regional Library Board Minutes Sept 28, 2023
- f) Western County Regional Library October 31, 2023 Financial Statement
- g) Western Counties Regional Library-newsletter January 2024
- h) Southwest Nova Biosphere Reserve Association June 14-23
Southwest Nova Biosphere Reserve Association April 1-October 12

The joint intermunicipal committee minutes and reports were reviewed.

5.5 Outside Boards/Committees Minutes/Reports: None

5.6 Councillor District Activity Report

Deputy Warden Ross gave an update to Council on various district activities such as attending a net zero offshore wind meeting, DARC's Christmas Party, DATA's Christmas Dinner, the Municipal Staff Christmas party, a meeting with MP Chris D'Entremont, volunteered at Digby Elementary's Christmas with Santa, met with the new doctors and

nurse practitioners. It was also noted that he has been assisting constituents with road calls, and filling out grant applications.

Councillor Thurber gave an update to Council on various district activities such as attending the Weymouth Festival of Trees, Bear River Economic Development's Open House, the Port Association's meeting, DATA's Christmas Dinner, the Municipal Staff Christmas party, a meeting with MP Chris D'Entremont, volunteered at the Christmas Daddies, and has been receiving calls from residents regarding garbage and roads.

Councillor Manzer gave an update to Council on various district activities such as attending the Weymouth Festival of Trees, the Municipal Staff Christmas party, the Joint Council meeting, the Gates Lane Bridge public meeting, a Christmas Tea at Sissiboo Landing, and has been assisting residents with various issues.

Warden Gregory gave an update to Council on various district activities such as attending the Weymouth Festival of Trees, two community breakfasts at Bear River Fire Department, DARC's Christmas Party, the Port Association's meeting, the Christmas Concert at Digby Elementary School, the Senior's Christmas Party, Robbie Jordan's Celebration of Life, the Digby Family Practice announcement, Ukrainian Christmas, a meeting with MP Chris D'Entremont, the Healthcare Career Fair at the Digby Pines, a community breakfast at Felker Hall, the Gates Lane Bridge public meeting, a meeting with NS Power to discuss South West NS grids, and volunteered at the Christmas Daddies and the breakfast with Santa at Digby Elementary School.

MOTION #C2024-01-23-21

It was regularly moved and seconded that Council move into in-camera at 5:50pm to discuss a contractual and personnel item.

MOTION CARRIED

6. IN CAMERA ITEMS:

- 6.1 Contractual
- 6.2 Personnel

MOTION #C2024-01-23-22

It was regularly moved and seconded that Council move out of in-camera at 6:14pm.

MOTION CARRIED

MOTION #C2024-01-23-23

It was regularly moved and seconded that Council approve the hiring plan for a Trail Coordinator.

MOTION CARRIED

7. ADJOURNMENT

MOTION #C2024-01-23-24

It was regularly moved and seconded that the meeting be adjourned at 6:15pm.

MOTION CARRIED

Warden Gregory

Jeff Sunderland, CAO