



**Council Minutes  
Council Chambers  
July 22, 2025**

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

**STAFF PRESENT:** Tyler Pulley, CAO, Cora Lee Ross, Director of Finance, and Taylor Robinson, Executive Assistant, who took the minutes of the meeting.

**ALSO PRESENT:** Aaron Kelly, Senior Accountant from Grant Thornton to provide the financial statement presentation to Council, and two members of the public.

**REGRETS:** Councillor Peter Scherer

**CALL TO ORDER:** Warden Gregory called the July 22, 2025 Council meeting of the Municipality of the District of Digby to order at 5:00pm.

**PAUSE TO SEEK GUIDANCE:** Warden Gregory welcomed everyone and asked to pause to seek guidance. Councillor Manzer read the Municipality of Digby's Mission Statement.

**2. ADMINISTRATIVE AND PROCEDURAL ISSUES**

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

**MOTION #C2025-07-22-01**

**It was regularly moved and seconded that the agenda for July 22, 2025 be approved as circulated.**

**MOTION CARRIED**

**2.2 Disclosure of Conflict of Interest Issues: None**

**2.3 Delegations/Presentations: None**

**2.4 Approval of Minutes:**

**a) Special Council June 23, 2025**

**MOTION #C2025-07-22-02**

**It was regularly moved and seconded that the minutes from June 23, 2025 be approved as circulated.**

**MOTION CARRIED**

**b) Council June 24, 2025**

**MOTION #C2025-07-22-03**

**It was regularly moved and seconded that the minutes from June 24, 2025 be approved as circulated.**

**MOTION CARRIED**

**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 2025-2026  
Council reviewed the update on the capital projects.
  
- d) Financial Report
  - i) Income & Expense Reports  
The June 2025 Income & Expense reports were reviewed.

**MOTION #C2025-07-22-04**

**It was regularly moved and seconded that Council approve the June 2025 Income & Expense reports.**

**MOTION CARRIED**

**3. STANDING COMMITTEE ITEMS**

**Audit Committee Recommendations**

- 1) 2024/25 Audited Financial Statements  
Mr. Kelly quickly went over the 2024-25 statements, and any changes that were made to the audited financial report and statements subsequent to the Audit Committee meeting that took place on July 15th.

**MOTION #C2025-07-22-05**

**It was regularly moved and seconded that Council approve the 2024/25 Audited Financial Statements as presented.**

**MOTION CARRIED**

*Aaron Kelly left Council Chambers at 5:28pm.*

**4. BUSINESS ITEMS**

**4.1 Capital Plan – Update**

CAO Pulley provided an update to the capital plan:

- The Airport Administration Building (Accessibility) was moved to Year 2.
- A generator for the municipal office was added in Year 1 as there is a grant available from the province to cover a portion of it. It was agreed by Council to budget \$215,000 for right now and apply to the grant program.
- Reduced the amount for the DARC Facility's capital repairs in Year 1 as they received a grant from the province.
- Added Roads - Industrial Park for \$50,000 in Year 1.
- Removed the two lighthouse repairs entirely from the capital plan as auditors recommended that it go into the operating budget.
- Staff is unsure what the price of a concrete pad will be as the costs continue to grow. Currently, it is expected to cost around \$350,000-\$400,000. Council will have to decide in the next few months if they want to move forward with the project or not.

**MOTION #C2025-07-22-06**

**It was regularly moved and seconded that Council approve the amended capital plan as presented.**

**MOTION CARRIED**

**4.2 Budget Surplus Transfer**

Cora Lee Ross, Director of Finance, explained that the Audit Committee was presented draft statements on July 15, 2025 outlining a larger than average surplus from prior years. She went over a few examples of the larger items contributing to the \$1.1 million surplus in the operating budget. Due to the upcoming financial demands with the asset management plan, and the requirement to make considerable capital contributions for the upcoming end of life assets, it is recommended that a \$1 million transfer be made to the capital reserve.

**MOTION #C2025-07-22-07**

**It was regularly moved and seconded that Council approve a transfer of \$1,000,000 to the capital reserve from the operating reserve surplus.**

**MOTION CARRIED**

- 4.3 Digby Area Learning Association's Community Grant Request  
Council reviewed the request and agreed to provide \$1,500.

**MOTION #C2025-07-22-08**

**It was regularly moved and seconded that Council approve the Digby Area Learning Association's community grant request in the amount of \$1,500.**

**MOTION CARRIED**

- 4.4 Request for Financial Support – Aerial Fire Truck Repairs

Council discussed the request from Brighton and Barton Volunteer Fire Department for financial support for the aerial fire truck repairs. It was noted how important these repairs are as all the fire departments use this truck. Council decided that since this was not budgeted for in the 2025-26 fiscal year, that it be tabled until the 2026-27 budget discussions.

**MOTION #C2025-07-22-09**

**It was regularly moved and seconded that Council table the request for financial support from the Brighton and Barton Volunteer Fire Department for their aerial fire truck repairs until January 2026 during the next budget process.**

**MOTION CARRIED**

- 4.5 Congratulatory Letter for a Canadian Armed Forces Member

**MOTION #C2025-07-22-10**

**It was regularly moved and seconded that Council send a congratulatory letter for Captain William Andrew Gavin, CD2, to the Canadian Armed Forces.**

**MOTION CARRIED**

- 4.6 Letter to Public Works - Litter/Debris on their Property (For Discussion)

Warden Gregory stated that there is a great deal of litter on the Department of Public Work's property and asked if Council would be interested in sending a letter. Council agreed that it is a mess, and would like to write to the Minister of Public Works and copy MLA Jill Balsler.

**MOTION #C2025-07-22-11**

**It was regularly moved and seconded that Council write a letter to the Honourable Fred Tilley, Minister of Public Works, regarding the excessive litter on the Department of Public Works properties, expressing concern and requesting that action be taken to clean up and maintain the areas. The letter is to be copied to MLA Jill Balsler for her awareness and support.**

**MOTION CARRIED**

- 4.7 Letter Regarding Sharp Objects Being Thrown in Waste (For Discussion)

Warden Gregory shared that many people are not discarding of sharp objects properly, leading to incidents where individuals are getting needle stuck. It was noted that the province needs to create a program where everyone is able to obtain the proper sharps disposal equipment. Wastecheck is writing a letter to the province, and Warden Gregory asked if Council would to the same in a subsequent letter to share support for the issue.

**MOTION #C2025-07-22-12**

**It was regularly moved and seconded that Council write a letter to the Honourable Tim Halman, Minister of the Department of Environment, and the Regional Chairs, supporting the creation of a province-wide program to ensure fair and proper access to sharps disposal equipment for all.**

**MOTION CARRIED**

4.8 Wharf Rat Rally - Flyby Permission

**MOTION #C2025-07-22-13**

**It was regularly moved and seconded that Council agreed to share their support for a flyby by the Canadian Armed Forces aircraft as low as 500 feet for transit, practice, and shows on or anywhere between August 28 – 31, 2025 for the Wharf Rat Rally festivities.**

**MOTION CARRIED**

4.9 Bear River Legion – Donation Request

Council reviewed and agreed to approve the donation request of \$100.

**MOTION #C2025-07-22-14**

**It was regularly moved and seconded that Council approve the Bear River Legion's donation request for their annual Bass Fishing Tournament that will take place on August 9, 2025 in the amount of \$100.**

**MOTION CARRIED**

4.10 Kings Transit – Free Transit Days (For Discussion)

CAO Pulley asked Council if they wanted to continue with Free Transit Days. Council discussed and decided that due to the low cost, they would like to continue with the initiative for Lobster Bash, Scallop Days, Wharf Rat Rally, and the two weeks before Christmas.

**MOTION #C2025-07-22-15**

**It was regularly moved and seconded that Council provide free transit for the Fridays and Saturdays of Lobster Bash, Scallop Days, and Wharf Rat Rally, and the two weeks leading up to Christmas, recognizing the low cost and community benefit of the program.**

**MOTION CARRIED**

4.11 Digby & Area Housing Coalition Society Community Grant Request

Council reviewed the request. Deputy Warden Ross stated that the provincial and federal government need to step up and help with shovel-ready housing projects as they are typically time sensitive. It was agreed that the Municipality of Digby wants to help the organization and agreed to provide \$10,000 towards the project.

**MOTION #C2025-07-22-16**

**It was regularly moved and seconded that Council approve the Digby & Area Housing Coalition Society's community grant request in the amount of \$10,000.**

**MOTION CARRIED**

**MOTION #C2025-07-22-17**

**It was regularly moved and seconded that Council write a letter to the Honourable Colton LeBlanc, Minister of Department of Growth and Development, urging the provincial government to provide greater support and release funds sooner for shovel-ready housing projects.**

**Further, that the letter be copied to Honourable John Lohr and Paul Lafleche from the Department of Municipal Affairs to raise collective awareness of this important matter.**

**MOTION CARRIED**

**MOTION #C2025-07-22-18**

**It was regularly moved and seconded that Council write a letter to Chris d'Entremont, MP for Acadie-Annapolis, urging the federal government to**

**provide greater support and release funds sooner for shovel-ready housing projects.**

**MOTION CARRIED**

## **5. INFORMATION ITEMS**

### **5.1 Correspondence**

- a) Kings Transit - Service Termination - July 2025  
Reviewed and noted.
  
- b) Town of Digby - Transit Service Termination  
Reviewed and noted.
  
- c) Outcomes of the Comprehensive Policing Review  
Reviewed and noted.

### **5.2 Councillor District Activity Report**

**Councillor Manzer** gave an update to Council on various district activities such as attending the Music on the Sissiboo, and a fundraising tea.

**Councillor Ross** gave an update to Council on various district activities such as attending the regular council and committee meetings, the Smith's Cove Coffeetime each Thursday, the Smith's Cove and Bear River Fire Department breakfasts, the Digby & Area Housing Coalition meeting, Canada Day celebrations in Digby and Bear River, the Night Market in Bear River, the SCBC yard sale, the Historical Society Strawberry Tea, parts of the UARB Town Hearing regarding 9 Thomas Road, an online meeting for community climate capacity, the Mayor's Garden Party in Yarmouth, and the car show kicking off the Cherry Carnival. Councillor Ross noted that she will be away next week and will have limited access to internet, but will be checking calls and emails as best as she can.

**Deputy Warden Ross** gave an update to Council on various district activities such as attending the Canada Day celebrations in Weymouth, parts of the UARB Town Hearing regarding 9 Thomas Road, working with Waste Check to clean up garbage in yards, and has had various calls from residents regarding road concerns. Deputy Warden Ross encouraged everyone to contact the Department of Public Works Call Centre as it backs up concerns.

**Warden Gregory** gave an update to Council on various district activities such as attending a Regional Chairs Meeting, Canada Day celebrations in Weymouth, a Conway Workshop Association meeting where they discussed concerns regarding new group home regulations, Lobster Bash festivities, Bear River Firemen's Banquet, a fundraising tea in Weymouth, and has many calls regarding Gulliver's Cove Road and food insecurity. Warden Gregory thanked everyone for reaching and sharing their condolences for her mother who sadly passed away on July 1, 2025.

### **MOTION #C2025-07-22-19**

**It was regularly moved and seconded that Council move into in-camera at 6:37pm to discuss two contractual matters.**

**MOTION CARRIED**

## **6. IN CAMERA ITEMS:**

- 6.1 Contractual
- 6.2 Contractual

***Council resumed regular session at 7:06pm.***

**MOTION #C2025-07-22-20**

It was regularly moved and seconded that Council appoint Charles Thompson, from Burchell MacDougall as the Municipality of Digby's code of conduct lawyer.

**MOTION CARRIED**

**7. ADJOURNMENT**

**MOTION #C2025-07-22-21**

It was regularly moved and seconded that the meeting be adjourned at 7:07pm.

**MOTION CARRIED**

---

Linda Gregory, Warden

---

Tyler Pulley, Chief Administrative Officer