



**Council Minutes
Council Chambers
October 28, 2025**

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

STAFF PRESENT: Tyler Pulley, CAO, Cora Lee Ross, Director of Finance, Taylor Robinson, Executive Assistant & Karley Titus, Tax Clerk, who took the minutes of the meeting.

REGRETS: None

CALL TO ORDER: Warden Gregory called the October 28, 2025 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. Deputy Warden Ross read the Municipality of Digby's Mission Statement.

2. ADMINISTRATIVE AND PROCEDURAL ISSUES

2.1 Approval of Agenda-Additions/Deletions

- Addition under 4. BUSINESS ITEMS 4.5 Letter from the Town of Digby

MOTION #C2025-10-28-01

It was regularly moved and seconded that the agenda for October 28, 2025 be approved as amended.

MOTION CARRIED

2.2 Disclosure of Conflict of Interest Issues: None

**2.3 Delegations/Presentations: David (Duff) Wilson, Bear River Board of Trade
Mr. Wilson arrived later than scheduled and presented later in the evening.**

2.4 Approval of Minutes:

MOTION #C2025-10-28-02

It was regularly moved and seconded that the minutes from September 23, 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 September 2025 Income & Expense reports were reviewed.

MOTION #C2025-10-28-03

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

MOTION CARRIED

3. STANDING COMMITTEE ITEMS

By-Law & Policy Recommendations

- 1) Citizen Appointment Policy LEG-4000-04

MOTION #C2025-10-28-04

It was regularly moved and seconded that Council adopt the Citizen Appointment Policy as presented.

MOTION CARRIED

- 2) Community Grants Policy FIN-2500-06

MOTION #C2025-10-28-05

It was regularly moved and seconded that Council adopt the Community Grants Policy as presented.

MOTION CARRIED

- 3) Electric City Crosswalk Request

MOTION #C2025-10-28-06

It was regularly moved and seconded that Council send a response letter to the Electric City/La Nouvelle France Society concerning the crosswalk request.

MOTION CARRIED

- 4) Municipal Council Clothing

MOTION #C2025-10-28-07

It was regularly moved and seconded that Council agree that every member of staff and Council receive one municipal shirt per year.

MOTION CARRIED

- 5) Digby & Area Housing Coalition – Letter of Support

MOTION #C2025-10-28-08

It was regularly moved and seconded that Council provide a letter of support for the Digby & Area Housing Coalition.

MOTION CARRIED

Committee of the Whole Recommendations

- 6) Inter-municipal Emergency Services Agreement

MOTION #C2025-10-28-09

It was regularly moved and seconded that Council sign the Inter-municipal Emergency Services Agreement.

MOTION CARRIED

4. BUSINESS ITEMS

4.1 Water Voucher Program

CAO Pulley reported that provincial assistance is now available to help residents access potable water. The Municipality of Clare is currently administering the program, and CAO Pulley met with their CAO, Stéphane Cyr, to review the program details. Residents will be required to complete a one-time form to receive one voucher per day. The maximum allowable distribution is 4 litres of bottled water per family member per day, up to a total of 16 litres per household. Vouchers may be picked up one week in advance.

CAO Pulley noted that participation from local retailers will be required before implementation, as only approved vendors may redeem the vouchers. Vouchers will be

available during regular business hours at the Municipal Office. However, CAO Pulley suggested offering an after-hours pick-up option to accommodate residents who work during the day, which would require staff overtime.

Councillor Scherer inquired whether stores on Digby Neck and the Islands could participate in the program, given concerns about travel time. It was noted that any store selling bottled water may take part, provided they agree to the program requirements. Council discussed and agreed to proceed with implementing the water voucher program.

MOTION #C2025-10-28-10

It was regularly moved and seconded that Council apply to the Nova Scotia Department of Emergency Management for provincial assistance to purchase and distribute bottled water during a declared water shortage.

MOTION CARRIED

4.2 GRID Application – Accessibility

CAO Pulley noted that the budgeted funds for accessibility improvements were originally designated for upgrades to the Municipal Office kitchen. Chris Kingston, Director of Municipal Services, has been preparing the tender for these improvements and identified a potential funding opportunity through the GRID (Growth and Renewal for Infrastructure Development) Program. Council agreed to pursue this funding opportunity.

MOTION #C2025-10-28-11

It was regularly moved and seconded that Council authorize staff to apply for funding through the GRID (Growth and Renewal for Infrastructure Development) Program to support the planned accessibility improvements to the Municipal Office kitchen.

MOTION CARRIED

4.3 Property Tax Rebate for Non-Profit Housing Co-op

Council reviewed a request from the Community Housing Management Network seeking tax relief. CAO Pulley advised that the Municipality of Digby does not have the authority to grant tax relief, as housing is not a municipal responsibility mandated by the province. It was further noted that the property is assessed as residential rather than commercial, which already provides a lower tax rate. Following discussion, Council agreed that the Municipality of Digby is unable to provide tax relief at this time.

MOTION #C2025-10-28-12

It was regularly moved and seconded that Council send a response letter to the Community Housing Management Network explaining why the Municipality of Digby cannot provide tax relief for their property (AAN#03405028) at this time.

MOTION CARRIED

4.4 Digby Area Tutoring Pilot – Funding Request

Council reviewed the request for the Digby Area Tutoring Program Pilot. Warden Gregory noted that it was an excellent and informative grant application. Council agreed that it will be a great program for students, and would like to see the statistics once completed.

MOTION #C2025-10-28-13

It was regularly moved and seconded that Council approve the Digby Area Tutoring Pilot funding request in the amount of \$488.

MOTION CARRIED

4.5 Letter from the Town of Digby

Council reviewed the request from the Town of Digby to cost share the operation of shower facilities located within the Town. Councillors noted that they were not aware of

any residents from the Municipality utilizing these facilities. Council agreed not to participate in the cost-sharing arrangement at this time, as efforts are currently focused on implementing the water voucher program to support residents affected by drought conditions.

MOTION #C2025-10-28-14

It was regularly moved and seconded that Council send a response letter to the Town of Digby explaining their decision to not cost share the shower facilities at this time.

MOTION CARRIED

5. INFORMATION ITEMS

5.1 Correspondence

- a) Letter from Jan Simpson, CUPW National President
Reviewed and noted. Council quickly discussed the issues with Canada Post but are unable to do resolutions on their behalf.
- b) Response from Min. Ritcey Re Library Funding
Reviewed and noted that it was great to see that the libraries received \$800,000 for bridge funding.
- c) Bear River Night Market – Thank You
Reviewed and noted.
- d) AMANS Professional Service Fee
Reviewed and noted.
- e) Letter from Minister MacDonald to Mayors, Wardens, & Councillors
Reviewed and noted.

5.2 Councillor District Activity Report

Councillor Scherer gave an update to Council on various district activities such as working on planning the budget meeting which will be on November 1st, has been getting various questions about PVSC assessments, attended the Freeport Fire Department breakfast, participated in the monthly healthcare on the Islands phone call (now changed to bi-monthly), discussed the residential well program with many individuals, went to the Delap's Cove re-opening, and has been helping local organizations find funding opportunities.

Councillor Manzer gave an update to Council on various district activities such as attending a meeting with Christopher Kingston and Irwin Gaudett regarding the sidewalks in Weymouth, has brought residents to Digby to fill out for the Property Tax Rebate and home repair applications, and noted that he was happy to see the libraries get the \$800,000 in bridge funding.

Councillor Ross gave an update to Council on various district activities such as attending the regular council and committee meetings, met with Jill Balser in September, attended a session with NS Tourism for their joint DATA activities, continues to go to the Smith's Cove Coffeetime at the firehall each Thursday morning, participated in the Bear River Fire Dept. Breakfasts, volunteers for the Community Soup Kitchen, have met a few times with the Museum Board, and community members as well as the FD in Smiths Cove as they are planning on bringing back the Community Pot Luck as part of the annual tree lighting ceremony on Dec. 7th, attended the Cadets flag raising ceremony in Digby, went to the ordination service at Digby Baptist Church for their Pastor Alex McMorine, took part in the NSFAM Lunch and Learn on the Harassment in the Workplace Policy and the information session on the new proposed NSFAM By-Law changes, and also attended the Digby Housing Committee public information session.

Deputy Warden Ross gave an update to Council on various district activities such as attending a meeting with Minister Fred Tilley and MLA Jill Balser, a meeting for Wastecheck, the Digby East Fish & Game regular meeting, DALA's Multicultural event, Brighton/Barton Fire Department's Safety Week, the Friends of Feral Fundraiser, volunteered at the Wharf Rat Rally and has also spoken to members of the Municipalities of Yarmouth and Argyle regarding their water programs.

Warden Gregory gave an update to Council on various district activities such as attending a DALA Board meeting, meeting with MLA Jill Balser, the NHL's game at DARC, the Bear River Fire Dept. breakfasts, DALA's Multicultural event, the Police Conference at the Digby Pines, Friends of Ferals Fundraiser, a meeting with Claudia Chender, took part in the NSFM Lunch and Learn on the Harassment in the Workplace Policy, and has been hearing many concerns regarding water, Sissiboo Road, and Dr. Jumbo leaving the Digby Medical Centre in the New Year.

David (Duff) Wilson, from the Bear River Board of Trade entered Council Chambers at 5:52pm.

MOTION #C2025-10-28-15

It was regularly moved and seconded that David Wilson, from the Bear River Board of Trade come before Council to present.

MOTION CARRIED

Mr. Wilson went over the Bear River Waterfront Stabilization project in detail and noted that Bear River is a unique community with much waterfront development to be completed. The Bear River Board of Trade is requesting that the Municipality of Digby cover the costs for the engineering study for the Digby side of the project in the amount of \$6,000+HST. It was noted that there are some complications with the portion of land as it is partially owned privately. CAO Pulley asked that the organization send the Municipality a letter outlining the request. Council asked various questions and thanked Mr. Wilson for his presentation.

David (Duff) Wilson left Council Chambers at 6:07pm.

MOTION #C2025-10-28-16

It was regularly moved and seconded that Council move into in-camera at 6:08pm to discuss a legal and contractual matter.

MOTION CARRIED

6. IN CAMERA ITEMS:

- 6.1 Contractual
- 6.2 Personnel

Council resumed regular session at 6:17pm.

MOTION #C2025-10-28-17

It was regularly moved and seconded that Council approve and authorize the Warden and Chief Administrative Officer to execute the 2025-2030 Western Regional Enterprise Network Inter-Municipal Agreement on behalf of the Municipality of Digby.

MOTION CARRIED

MOTION #C2025-10-28-18

It was regularly moved and seconded that Council appoint Maria Hersey to the Digby Area Recreation Commission Board for a two-year term.

MOTION CARRIED

7. ADJOURNMENT

MOTION #C2025-10-28-19

It was regularly moved and seconded that the meeting be adjourned at 6:19pm.

MOTION CARRIED

Linda Gregory, Warden

Tyler Pulley, Chief Administrative Officer