

**TOWN OF DIGBY  
REGULAR COUNCIL MEETING  
August 7, 2012**

**MEMBERS PRESENT:** Mayor Ben Cleveland  
Deputy Mayor Mike Bartlett  
Councillor Jean Brittain  
Councillor Danny Harvieux  
Councillor Brian Manzer  
Councillor Peter Turnbull

**STAFF PRESENT:** Tom Ossinger, CAO  
Matthew Raymond, Director of Finance  
Leslie Young, Accounts Payable Clerk  
Richard Parry, Special Constable/By law Enforcement Officer

**Regrets:** Councillor Ron Matsusaki  
Susan Rice, Administrative Assistant

**A. ROLL CALL/CALL TO ORDER**

The Mayor called the meeting to order at 6:00 p.m.

**B. Public Hearings**

None.

**C. AGENDA**

**C.1 Additions/Deletions**

Addition under Public Hearings E.2 Public Hearing Minutes, also under reports G.3 A) CAO Job Description and G.3 B) Organization Chart

**C.2 Agenda**

**Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Turnbull that the agenda of August 7, 2012 be approved with the following additions under Public Hearing E. 2 Public Hearing Minutes and under Reports G.3 A) Chief Administrative Officer Job Description and G.3 B) Organization Chart.***

**Motion Carried.**

**DIGBY TOWN COUNCIL  
REGULAR MEETING  
August 7, 2012**

**D. DELEGATION AND PRESENTATIONS**

**D.1 Wharf Rat Rally-Glen Dunn and Laura Simmons**

Glen Dunn introduced the new Coordinator Laura Simmons to council. The Wharf Rat Rally is requesting permission to:

1. Close both parking lots (Digby Center and Digby Courier in front of Wall of Fame) from Monday August 27<sup>th</sup> at 8:00 a.m. to Monday September 3<sup>rd</sup> 5:00 p.m. This would be for set up on August 27<sup>th</sup> and 28<sup>th</sup> with vendors starting to sell on August 29<sup>th</sup>.
2. Permission to close Water Street and a section of Montague Row (from Warwick St. intersection, northward to Prince William St.) to car and truck traffic, only allowing motorcycles to enter this on Friday, August 31<sup>st</sup> starting around 5 pm (time at the discretion of the RCMP) to Monday September 3<sup>rd</sup> 8:00 a.m.
3. Permission to close and use Shreve St. for motorcycle entertainment purposes during the 5 days. This would not be closed all weekend but only during the performance times. Arrangements would be made with DARC, Conway Workshop and Digby Elementary School so as not to interfere with their schedules.
4. Permission to use the two parking lots at Digby Center as well as the Admiral's Walk and parking lot in front of the Wall of Fame (as well as the Wall of Fame building for our storage of supplies) for vendors (any food vendors will be placed in the Courier parking lot or on Admiral's Walk with no food vendors in the Marina parking lot). Also permission to use the area around the baseball field on Church St. and Victoria St. for vendors if necessary (including bike related, non-related and food related).
5. Permission to use the boardwalk area from Dockside Restaurant to Marshall's Gifts for vendors and small entertainment purposes.
6. Permission to act as official licensing agents of vendors with the two parking lots at Digby Center, Admiral's Walk, the Boardwalk parking lot at the Wall of Fame and baseball field.
7. That the "Event Fee" for the 2012 8<sup>th</sup> Annual Wharf Rat Rally be waived as was generously done for previous years' events.
8. Permission to use Center Stage and Band Stand for entertainment events, such as bands and tattoo competitions.
9. Permission to use the Admiral's Walk rotunda for entertainment events such as dance troupes and bands.

**DIGBY TOWN COUNCIL  
REGULAR MEETING  
August 7, 2012**

10. Permission to have the water and electricity turned on along Admiral's Walk for which the Wharf Rat Rally Motorcycle Association will collect a fee and transfer it to the Town.

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Harvieux that the requests for Wharf Rat Rally be approved.***

**Motion Carried.**

**E. MINUTES OF PREVIOUS MEETING**

**E.1 July 3, 2012**

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that the minutes of July 3, 2012, be approved as presented.***

**Motion Carried.**

**E. 2 August 2, 2012 Public Hearing Minutes**

**Motion:**

***Moved by Councillor Brittain and seconded by Deputy Mayor Bartlett that the minutes of August 2, 2012 Public Hearing, be approved as presented.***

**Motion Carried.**

**F. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS**

**F.1 VIC Air Conditioner**

The CAO stated that three quotes were received. The best value was from Weir's Refrigeration for a heat pump which is now installed.

**G. REPORTS**

**G.1 CAO's Report**

Report in the package.

**DIGBY TOWN COUNCIL  
REGULAR MEETING  
August 7, 2012**

- A) The CAO stated that the 2012/13 Scallop Days Queen Budget was approved July 3, 2012 at \$500.00. In May 2012 the Scallop Day Queen based on the previous year's approved budget amount was informed that that she would receive \$500 and we would reimburse her for any expenditure above that amount with receipts. We have received additional receipts in the amount of \$310.00 the CAO is asking Council to approve the additional expenses in the 2012/13 Scallop Days Queen Budget.

**Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Turnbull that additional expenses in the amount of \$310.00 be approved for the 2012/13 Scallop Days Queens budget.***

**Motion Carried.**

- B) The CAO wanted to thank The Director of Finance for his exhausting search for a project manager during his absence. As a result of his hard work the CAO is recommending that the Town of Digby retain MHPM Project Management Inc. as project managers of the Digby Wastewater Upgrade Project effective July 27, 2012 at an hourly fee of \$150 with an upset limit of \$27,000, plus expenses as per their July 25, 2012 proposal.

**Motion:**

***Moved by Councillor Turnbull and seconded by Deputy Mayor Bartlett that MHPM Project Management Inc. as project Managers of the Digby Wastewater Upgrade Project effective July 27, 2012 at an hourly fee of \$150 with an upset limit of \$27,000, plus expenses as per their July 25, 2012 proposal.***

**Motion Carried.**

**G.2 Staff Reports**

**A) Smoke Free Places**

Special Constable-By-law Enforcement Officer distributed to Council a proposed sign to be posted at several areas in the Town of Digby. The signs are made of aluminum and have a 10 year clear over the top. The recommendation to council would be that signage is purchase in sufficient quantity to be placed in the areas indentified:

**DIGBY TOWN COUNCIL  
REGULAR MEETING  
August 7, 2012**

1. A. Don Brown Ball Field
1. B. High School & Elementary School soccer fields
1. C. DARC Complex (arena, curling centre, swimming pool, playground)
1. D. Fishermen's Memorial Park
1. E. Digby Centre (Marina)(grassed area in front of stage & stage area)
1. F. McBride's Park (Convent hill-Church St)
1. G. Digby VIC & bandstand grassed areas

**Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Turnbull that signage is purchased, in sufficient quantity to be placed in the areas identified in 1. A through 1.G***  
**Motion Carried.**

**G.2 B) Returning Officer Report**

Report in package

**G.3 Administration Committee Report**

**A)** The administration committee has been meeting and working on the job description for the CAO. The committee has distributed tonight a draft copy of The Chief Administrative Officer job description. The committee is recommending this for approval.

**Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Manzer that the Job Description for Chief Administrative Officer be approved.***  
**Motion Carried.**

**B) Organization Chart**

The administration committee is also requesting approval of the Town of Digby Organization Chart as presented tonight.

**Motion:**

***Moved by Councillor Brittain and seconded by Councillor Turnbull that the Organization Chart be approved.***  
**Motion Carried.**

**DIGBY TOWN COUNCIL  
REGULAR MEETING  
August 7, 2012**

**G.4 COMMITTEE OF THE WHOLE**

**A) Accounts Payable**

**Motion:**

***Moved by Councillor Brittain and seconded by Deputy Mayor Bartlett that the accounts payable in the amount of \$194,174.43 be approved as presented.***

**Motion Carried.**

**B) Digby Area Recreation Commission**

**Motion:**

***Moved by Councillor Brittain and seconded by Deputy Mayor Bartlett that Clause 16(d) of the March 29 1999 Legal Agreement for the establishment of Digby Area Recreation Commission be amended to allow the Digby Area Recreation Commission to borrow from either the Municipal Finance Commission or a Chartered Bank to meet the capital needs of the Commission., where the borrowing is guaranteed by the Municipality and the Town to be proposed approved.***

**Motion Carried.**

**C) Art Exhibit-Licensing Fee Waived**

**Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Turnbull that the \$500.00 Licensing Fee be waived for the year only.***

**Motion Carried.**

**D) Leaf and Yard Waste Policy**

Discussion ensued on collection and what other town's provide for collection services. Councillor Harvieux wanted to express his concerns over the ceasing of complimentary collection. Councillor Harvieux would like to see some alternative to no collection at all. Perhaps a one week in the spring and fall collection. The CAO also wanted to not lose site of the fact that we now offer weekly Green cart collection in the summer months. Council is requesting more investigation into by laws, policies and education.

**DIGBY TOWN COUNCIL  
REGULAR MEETING  
August 7, 2012**

**G.5 TIDEVIEW TERRACE**

Annual General Meeting was held with audit report from Grant Thornton. Election of officers was delayed until after the next election.

**G.6 DIGBY AND AREA RECREATION COMMISSION**

Report for June was reviewed and accepted. Councillor Brittain wants to let council know that DARC is sponsoring a Scallop Days Princess Sarah Tibbetts.

**G. 7 LIBRARY BOARD**

No meeting

**G.8 WASTE CHECK**

No meeting

**G.9 PLANNING ADVISORY COMMITTEE**

The committee has been meeting and working on Mr. Comeau and Mr. Nichols development agreement.

**G.10 REGIONAL EMERGENCY MANAGEMENT ORGANIZATION**

No meeting.

**G.11 WATER COMMISSION**

No report.

**G.12 INDUSTRIAL COMMISSION**

The Industrial Commission report is included in the Mayor's report. Proposals we received for site selection for Tidal Turbine's the final selection will be made on August 7<sup>th</sup>.

**G.13 DIGBY AREA LEARNING ASSOCIATION**

No meeting. No report.

**G.14 SENIOR SAFETY BOARD**

No meeting. No report.

**G.15 ANNAPOLIS/DIGBY ECONOMIC DEVELOPMENT AGENCY**

The Mayor stated that a meeting will be held later this month.

**G.16 POLICE ADVISORY BOARD REPORT**

**DIGBY TOWN COUNCIL  
REGULAR MEETING  
August 7, 2012**

No meeting. No report

**G.17 AIRPORT COMMITTEE**

No meeting. No report.

**G.18 MAYOR'S REPORT**

Report for July was reviewed and accepted.

**G.19 UPPER CLEMENTS PARK**

No report. Deputy Mayor was unable to attend the meeting.

**G.20 OCCUPATIONAL HEALTH & SAFETY REPORT**

No written report. Councillor Harvieux just wanted to give an update all public works staff have updated all required courses first aid and WHMIS courses that are required.

**G.21 DATA Report**

No meeting. No report.

**H. CORRESPONDENCE**

**H.1 Letter from Department of Justice-Minister Ross Landry**  
Information Item

**H.2 Letter from Minister of Industry Christian Paradis**  
Information Item

**I. NOTICE OF MOTIONS**

None.

**J. NEW BUSINESS**

**J.1 Development Agreement made between 3229925 Nova Scotia Ltd. and Town of Digby**

**Motion:**

***Moved by Councillor Brittain and Seconded by Councillor Turnbull that the Development Agreement between 3229925 Nova Scotia Ltd and The Town of Digby dated July 16, 2012 be approved.***

**Motion Carried.**



**DIGBY TOWN COUNCIL  
REGULAR MEETING  
August 7, 2012**

**J.2 Request from HMCS Acadia**

A verbal request was received by the Mayor for \$200.00 for HMCS Acadia for their closing ceremonies as done in previous years. A written request has been asked for.

**Motion:**

***Moved by Councillor Turnbull and seconded by Deputy Mayor Bartlett that \$200.00 is given to HMCS Acadia.  
Motion Carried.***

**J.3 Request from Digby Ground Search and Rescue**

Digby Ground Search and Rescue is asking for \$60.00 for an ad on their Ground Search and Rescue Vehicle.

**Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Turnbull that \$60.00 for an ad is given.  
Motion Carried.***

**K. IN CAMERA**

None

**L. ADJOURNMENT**

There being no further business the meeting adjourned on motion of Councillor Harvieux and Councillor Turnbull. TIME: 7:48 p.m.

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**MAYOR**

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**CLERK**