

**DIGBY TOWN COUNCIL
REGULAR MEETING
MONDAY March 5, 2018
COUNCIL CHAMBERS
6:00 PM**

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

STAFF PRESENT : Tom Ossinger, Chief Administrative Officer
Leslie Brinton, Executive Assistant
Matthew Raymond, Director of Finance

REGRETS:

A. CALL TO ORDER

Mayor called the meeting to order at 6:00 PM

B. PUBLIC HEARINGS

C. AGENDA

C.1 Additions/Deletions

None.

C.2 Approval

Motion:

Moved by Councillor Turnbull seconded by Deputy Mayor Brittain the Agenda of March 5, 2018 be approved as presented.

Motion carried.

D. DELEGATIONS & PRESENTATIONS

D.1 None.

E. MINUTES OF PREVIOUS MEETING

E.1 February 5, 2018

Motion:

Moved by Councillor Harvieux seconded by Councillor Bartlett that the Minutes of February 5, 2018 be approved as presented.

Motion carried.

F. BUSINESS ARISING FROM THE MINUTES

F.1 The CAO mentioned that the chairs discussed at the last Council meeting for the Heritage Center were ordered and have arrived.

G. Reports

G.1 Chief Administrative Officer

The Chief Administrative Officer report was distributed to Council. The Chief Administrative Officer reviewed the report with Council. The Vantassel Lake Trail Association made an application to Communities, Culture and Heritage for the creation of assessable trails for the Digby area. The application needed to be applied for by the property owner who is the Town of Digby the CAO signed the application. There will be no financial obligation from the Town should the application be approved. The Phase 1 Construction Plan for the Rail Trail has been sent to DNR officials for review and approval nothing further on that at this time. The CAO attended the Digby Fire Department Annual Banquet representing the Town of Digby. The Fire Department has engaged Harry Jost to design a new Fire Hall. Chief Morgan would like to set a date that Mr. Jost and representatives from the Fire Department can present the design to Council. Discussion ensued on a date for the presentation the Committee of the Whole would be an opportune time to come and present. The CAO discussed with the Council a building assessment that should be conducted on the current fire hall we are aware there are somethings that we know will require replacement in the coming year. However in recent years the Town has spent capital funds on the replacement of the furnace, air conditioning, sprinkler system and siding. An independent outside party would provide information in an assessment that would be helpful in the decision making process for this building.

Motion:

Moved by Councillor Harvieux and seconded by Councillor Turnbull that an independent building assessment be done on the current Fire Hall.

Motion Carried.

The RFP's for the fire truck closed on February 22 six RFP's were received the next step will be evaluated and a proponent recommended to Council. The CAO discussed the repeal of the Signage Policy #1996-01 this policy is outdated and redundant. Signage regulations are outlined in the Land Use By-law and the Street and Sidewalks By law. Applications for sign permits are controlled through Development Permit and administered by the Development Officer. The CAO has drafted a Recorded Resolution for Council's consideration and has also drafted a new application form as well as a document indicating the requirements and regulations for signage in the Town of Digby. The draft Solid Waste Resource By law was presented to the Waste Check Board and was accepted by them. Tonight it is being brought forward for Council to review and consider the adoption of the draft Solid Waste By-Law the objective is to have a consistent by-law throughout Region Seven. The draft Solid Waste Resource By-Law will be coming up for discussion under correspondence. Staff are working on the Vending & Licensing By-Law that will incorporate the changes discussed at the February Council Meeting. The Grants to Organizations applications were reviewed and no deficiencies were found the applications are now posted on the cloud for Council's review. These will be discussed at an upcoming budget meeting. The Promenade Art Work RFP closed and seven RFP's were received they have been uploaded to the Digby Cloud for review. When we have the discussion on the Art Work perhaps we should include the business owner of the building where the art work will be installed this will be done at the upcoming Committee of the Whole Meeting.

G.2 Committee of the Whole Report

The Committee of the Whole report was distributed for review.

Motion:

Moved by Councillor Harvieux and seconded by Councillor Turnbull that Council approve the HR Code of Ethics Policy as presented.

Motion Carried.

Motion:

Moved by Councillor Turnbull and seconded by Councillor Bartlett that Council approve the HR Staff Orientation Policy as presented.

Motion Carried.

Motion:

Moved by Deputy Mayor Brittain and seconded by Councillor Harvieux that Council approve the HR Awards Recognition Policy as presented.

Motion Carried.

Motion:

Moved by Councillor Bartlett and seconded by Councillor Harvieux that Council approve the Administrative Citizen Complaint Policy as presented.

Motion Carried.

Motion:

Moved by Councillor Harvieux and seconded by Councillor Turnbull that Council approve the Administrative Claims Made against the Town of Digby Policy as presented.

Motion Carried.

Motion:

Moved by Councillor Turnbull and seconded by Councillor Bartlett that Council approve the Low Income Property Tax Exemption Policy as presented.

Motion Carried.

Motion:

Moved by Deputy Mayor Brittain and seconded by Councillor Bartlett that Council approve the Salary Scales as presented at Committee of the Whole effective April 1, 2018.

Motion Carried.

Motion:

Moved by Councillor Bartlett and seconded by Councillor Harvieux that Council approve the Pension Plan Contribution to 5% employee and 5% employer with the Town matching up to 7% at the employee's option.

Motion Carried.

Motion:

Moved by Councillor Harvieux and seconded by Councillor Bartlett that Council approve the letter of support for the Smart Cities Challenge to the Town of Annapolis Royal.

Motion Carried.

Motion:

***Moved by Councillor Turnbull and seconded by Councillor Bartlett that Council approve a \$1,000.00 sponsorship to Digby and Area Tourism for the Boston Trade Show.
Motion Carried.***

Motion:

***Moved by Deputy Mayor Brittain and seconded by Councillor Bartlett that Council adopt a resolution supporting a province wide ban of single use plastic bags.
The overall goal is to cut down on Nova Scotian's use of single-use plastic bags. If putting a Provincial ban in place or a fee for use will help achieve this, the Town of Digby supports either Initiative to reach the goal.***

WHEREAS the province is agreeable to a plastic bag ban or introduce a fee to target the goal of cutting down on Nova Scotian's use of single-use plastic bags; and

WHEREAS regulation of the retail sector is a provincial responsibility; and

WHEREAS markets for plastic film (including single-use plastic bags) are limited and very costly where they do exist; and

WHEREAS a provincial ban or fee is an important first step in educating Nova Scotians to use reusable products rather than disposable ones

THEREFORE be it resolved that the Town of Digby supports the province introducing a ban or a fee on single-use plastic bags provided it is part of a program stating an increased awareness campaign on reducing use of all single use products.

Motion Carried.

The Digby Area Recreation Commission Reports were distributed in the Council package for review. Councillor Harvieux spoke about recent tournament held at the arena it was well attended however was a shame to see teams that had to travel the farthest seemed to play the last games of the day.

G.4 Nominating Committee Report

The Nominating Committee is recommending the appointment of Sheree Halliday to the Senior Safety Board.

Motion:

***Moved by Councillor Harvieux and seconded by Councillor Turnbull that Sheree Halliday be reappointed for a three year term ending on July 31, 2021 to the Senior Safety Board.
Motion Carried.***

H. CORRESPONDENCE

H.1 Waste Check Solid Waste By-Law

The CAO discussed with Council the Solid Waste By-Law this was unanimously passed by motion at the February 12, 2018 by Waste Check. It is their belief to have a uniform Solid Waste By-law across the region. The by law has been circulated to us by Waste Check the CAO amended the

By law to be for the Town of Digby and is being presented here tonight for review and first reading if Council wishes. There is no rush to do this as we do have a by law already in place this will repeal and replace the old By law.

Motion:

Moved by Councillor Harvieux and seconded by Deputy Mayor Brittain that Council give first reading to the Solid Waste Resource Management By-Law No 2018-01.

Motion Carried.

H.2 Epilepsy Association of Nova Scotia

Mayor Cleveland received correspondence from the Epilepsy Association on the Purple Day initiative. They are asking for the Council members to wear the purple ribbon snap a photo and submit it to the Epilepsy Association to show our community members support. At the conclusion of the meeting we will snap the photo.

I. NOTICE OF MOTIONS

I.1 None.

J. NEW BUSINESS

J.1 Interest Charged on Overdue Taxes

A staff report from the Director of Finance was included in the Council Package for review. This has been discussed a few times and tonight a recommendation is coming forward.

Motion:

Moved by Deputy Mayor Brittain and seconded by Councillor Bartlett that Council approve the reduced interest rate charged on overdue taxes from 20% to 15% using annual reductions in the rate of 1% over a 5 year phase in period starting in 2018/19.

Motion Carried.

J.2 Repeal of Signage Policy #1997-01

This policy as discussed in the CAO report needs to be repealed of the Administrative Policy # 1997-01 Signage Policy the policy is old and redundant and needs to be replaced.

Motion:

Moved by Councillor Bartlett and seconded by Councillor Harvieux

Whereas the Town of Digby's Municipal Planning Strategy (2012), Land-use By-law (2012), and Streets and Sidewalks By-Law #2009 – 06 regulates the signage within the Town of Digby;

And whereas the Land-use By-law shall be administered by the Development Officer, who shall be responsible for the issuance of Development Permits;

And whereas no person shall use any land or erect, alter or use any building or structure or otherwise undertake any development unless a Development Permit has been issued;

And whereas a structure shall include buildings, walls and signs and also fences exceeding six (6) feet in height.

Therefore making Administrative Policy #1997-01 Signage Policy redundant to the administration of and the regulating of signage in the Town of Digby.

Be it therefore resolved that Administrative Policy # 1997-01 the Signage Policy be repealed.

Motion Carried.

J.3 AMANS Spring Conference

The AMANS Spring Conference should have been here in this area it usually rotates around the Regions however with the Digby Pines unsure of its future it was hard for the AMANS to book a conference there two years out therefore the Spring Conference will be held at the White Point Beach Resort and host by the South Western Shore. They are asking for us to assist in sponsoring the Conference.

Motion:

Moved by Councillor Harvieux and seconded by Councillor Turnbull that we sponsor the AMANS Spring Conference with \$500.00.

Motion Carried.

K. IN CAMERA

K.1 None.

L. ADJOURNMENT

Motion:

Motion for adjournment was moved by Councillor Harvieux and seconded by Councillor Turnbull at 6:38 PM.

Motion Carried.