

**DIGBY TOWN COUNCIL  
REGULAR MEETING  
MONDAY March 11, 2019  
COUNCIL CHAMBERS  
6:00 PM**

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

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

**REGRETS:**

**A. CALL TO ORDER**

Mayor Cleveland called the meeting to order at 6:00 PM

**B. PUBLIC HEARINGS**

**B.1** None.

**C. AGENDA**

**C.1 Additions/Deletions**

Four additions to the Agenda under New Business J.7 Schedule of Budget meetings J.8 Dr. Recruitment update. J.9 Meeting with Bear River First Nations J.10 Upper Clements Park.

**C.2 Approval**

**Motion**

***Moved by Councillor Harvieux and seconded by Councillor Bartlett that the Agenda of March 11, 2019 be approved with four amendments under New Business J.7 Schedule of Budget Meetings J.8 Dr. Recruitment update J.9 Meeting with Bear River First Nations J.10 Upper Clements Park.***  
**Motion Carried.**

**D. DELEGATIONS & PRESENTATIONS**

**D.1** None.

**E. MINUTES OF PREVIOUS MEETING**

**E.1 February 4, 2019**

**Motion:**

***Moved by Deputy Mayor Brittain and seconded by Councillor Turnbull that the Minutes of February 4, 2019 be approved as presented.***

**Motion Carried.**

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

**F.1 FCM Conference Attendance**

If you are attending the conference please advise the Executive Assistant so that travel arrangements can be made. Councillor Bartlett has already made arrangements for travel and Mayor Cleveland discussed possibly driving with Warden MacAlpine from the Municipality of Digby.

**F.2 FCM Climate Change Staffing Grants**

Back in June of 2018 the Municipality of Digby sent a letter to Council asking for a letter of support for a joint application for an FCM Climate Change Staff Grant the Town supplied the Municipality with that letter of support however the application for the grant was not approved. Since that time some of the successful applicants have withdrawn from the program and now there is funding if we wish to proceed with the application for the FCM Climate Change Staff Grant this would be a two year commitment with a cost of \$2,000.00 per year. Council asked about the specific items that the staff person would be working on and at this time the CAO was not aware of any specific project but this will have to be discussed .

**Motion:**

***Moved by Deputy Mayor Brittain and seconded by Councillor Turnbull that Council confirm the interest in the FCM Climate Change Staffing Grant with an annual contribution of \$2,000.00.***

**Motion Carried.**

**G. REPORT**

**G.1 Chief Administrative Officer Report**

The CAO report was distributed for Council review and was included in the distribution package. There is no new information on the former provincial VIC on Shore Road we are still waiting for information from the Province. The Public Works Compound security surveillance system pricing was obtained and will be included in the 2019/20 Budget. We have also experience another break in at the compound nothing seems to be missing but the incident was reported to the RCMP. The Fire Hall Final report will be discussed on the Agenda under New Business and a meeting with the Fire Department has been set up for Tuesday March 12, 2019. We have received notice of resignation of Citizen Member Sherri Lewis from the Planning Advisory Committee and the Source Water Protection Advisory Committee. Ed Moore who currently sit on the Planning Advisory as Citizen Member has been appointed to sit on the Source Water Protection Committee as the replacement. The vacancy on the PAC has been advertised and we received two applicants a report will be coming up on the agenda. The Planning Advisory Committee meeting has been scheduled for April 11, 2019 at 6:00 PM this is to discuss rezoning application that was received and was not in conformance to the MPS and LUB. The town Planner Chris Millier will be in attendance to that meeting. The Town of Digby CAO has been reviewing the Joint Services Agreements with the Municipality of Digby senior staff. The Memorandum of Understanding for IT Services has been terminated and a direct contact is now in place with Norm Leveque to provide Direct contract with the Town.

## **G.2 Committee of the Whole Report**

The Committee of the Whole is recommending two policies for Council review.

### **Motion:**

***Moved by Councillor Bartlett and seconded by Deputy Mayor Brittain that Council approve the Use of the Heritage Center Policy as presented.***

**Motion Carried.**

### **Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Turnbull that Council approve the Use of Council Chambers Policy as presented.***

**Motion Carried.**

## **G.3 Digby Area Recreation Commission Report**

The reports were included with the package.

## **G.4 Shared Services Committee Report**

The Shares Services Committee has been working on gather information and financial numbers around marketing levy. Currently the Town of Digby and the Municipality of Digby are both contributing to Digby Area Tourism Association and that is not likely to significantly increase. DATA is currently a volunteer based group and continuing to seek out and implement government sponsored programming is a challenge. The funds that could potentially be generated around a marketing levy could be significant.

### **Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Bartlett that Council approve moving forward with the recommended next steps and work with the Digby Area Tourism Association with consultation with the tourism operators with respect to a possible development of a Marketing and Promotion Levy.***

**Motion Carried.**

## **G.5 Nominating Committee Report**

The Town of Digby received two applications for the Planning Advisory Committee Citizen member vacancy both of those applications have been sent via email to the Nominating Committee for review. The Nominating Committee are recommending the appointing Charles Haliburton to the Planning Advisory Committee.

### **Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Turnbull that Council appoint Charles Haliburton as the Citizen Member on the Planning Advisory Committee.***

**Motion Carried.**

## **H. CORRESPONDENCE**

### **H.1 Municipality of East Hants**

The Town of Digby received this copy of a letter sent to Minister of Municipal Affairs and copied to all municipal units concerning the short amount of time given from the date of notice to an actual meeting date regarding minimum planning requirement session. This is just an information item.

## **H.2 Town of Shelburne**

The Town of Shelburne has drafted and send all Municipal Units correspondence proposing that a portion of the Provincial HST go back to municipal units who own and are responsible for two thirds of public infrastructure. They are asking that other municipal units collectively lobby for a small share of the HST collected by the Provincial Government. Council asked the CAO to draft and send a letter of support to the Town of Shelburne.

## **H.3 Property Valuation Services**

The Town of Digby received correspondence from Property Valuation Services on the approval of the budget and the calculation of funding required from the Town of Digby for those services.

## **I. NOTICE OF MOTIONS**

**I.1** None.

## **J. NEW BUSINESS**

### **J.1 Options Appraisal Digby Fire Hall Final Report**

The CAO has provided a summary report of the options fire hall appraisal for the meeting with the fire hall executive on Tuesday March 12, 2019. In order for this report to be distributed Council should accept that report as previously discussed.

**Motion:**

***Moved by Councillor Bartlett and seconded by Councillor Turnbull that the Options Appraisal Digby Fire Hall Report be accepted as presented.***

**Motion Carried.**

### **J.2 Temporary Borrowing Resolution**

This is the temporary borrowing resolution for the fire hall generator, 2019 ½ ton truck, Warwick Street Upgrade, and Fire Truck these are all item that have been approved by Council.

**Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Bartlett that Council approve the Temporary Borrowing Resolution File No. 2018/19-1 for \$845,000.00.***

**Motion Carried.**

### **J.3 Naming of the Heritage Center**

The discussion about the name of the Heritage Center was brought up at the Committee of the Whole for Council to give some consideration to the name of the building now that the building is not a building where Heritage memorabilia is kept now might be the time to reconsider the name of the building before we create signage for that building. Discussion ensued on the previous discussed names.

**Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Turnbull that the name of the Heritage Center Building be changed to now be called Digby Station and also amend Administrative Policy on the use of the Heritage Center be amended to now be called Use of Digby Station Policy.***

**Motion Carried.**

#### **J.4 Lobster Bash Parade Permit Request**

Lobster Bash is asking for a parade permit to allow monster truck rides during the upcoming Lobster bash Festival. With the high pedestrian traffic in that area are we concerned with having that event on that section of town and Councillor Harvieux spoke about past events he attended where this event was held and they travel at a very slow speed.

#### **Motion:**

***Moved by Councillor Bartlett and seconded by Councillor Harvieux that Council approve the Lobster Bash Parade Permit Request for the Monster Truck Event.***

**Motion Carried.**

#### **J.5 Digby Area Recreation Commission-Digby Active Fund**

DARC is working on the establishment of a fund to assist financially people who are not financially able to participate in sport and physical activity programs. In the past we have been able to issue tax receipts for money collected for various projects however we would typically own the asset when the project was completed such as the Vaughan Vantassel Memorial Park. In order for this particular involvement we will need to create a policy around the funds and the distribution by DARC. Deputy Mayor Brittain asked if the Director of Finance could reach out to DARC Manager Bob Powell and explain the process and caution for now the issuing of receipts for the new fund. More information will be required in order to move the issuing of receipts for the Digby Active Fund.

#### **J.6 Meeting date to discuss Grants to Organizations**

The Grant to organizations is now on the Digby Cloud for viewing we should discuss a date for discussion and review. Monday March 18<sup>th</sup> 5:00 PM before the Committee of the Whole was determined to be the date.

#### **J.7 Budget Meeting**

Discussion ensued on dates for the Operational Budget Meeting. Wednesday May 1, 2019 5:00 PM for the first budget meeting. Tuesday May 14, 2019 5:00 PM for meeting the second budget meeting. Monday May 27, 2019 for a third budget meeting if required.

#### **J.8 Dr. Recruitment Update**

Mayor Cleveland had a meeting with the Nova Scotia Health Authority on this past Wednesday night along with other stake holders an additional recruitment staff member has been hired.

#### **J.9 Meeting with Bear River First Nations**

Mayor Cleveland along with Warden MacAlpine and MLA Gordon Wilson meet with Chief Carol Potter to discuss the Bear Island. They are interested in being involved with the Bear Island preservation. The Bear River First Nations would like to have an archaeologist come and look at the island. There will be regular meetings coming up to have further discussion.

#### **J.10 Upper Clements Park**

Councillor Ross was speaking to Mayor Cleveland and asked if possible could Council draft a letter of support for the park.

**K. IN CAMERA**  
**K.1 Legal**

**Motion:**

***Moved by Councillor Bartlett and seconded by Councillor Harvieux that Council move to In Camera.***

**Motion Carried.**

Council moved out of In Camera

**Motion:**

***Moved by Councillor Bartlett and seconded by Deputy Mayor Brittain that Council direct the Chief Administrative Officer to draft a letter of response as per the Town of Digby solicitor recommendation regarding the recent tax sale of 91 Second Avenue.***

**Motion Carried.**

**L. ADJOURNMENT**

**Motion:**

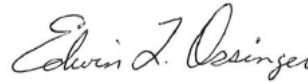
***Motion for adjournment was moved by Councillor Bartlett and seconded by Councillor Turnbull at 7:26 P.M.***

**Motion Carried.**



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Mayor



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Clerk