

**DIGBY TOWN COUNCIL  
REGULAR MEETING  
MONDAY June 1, 2020  
VIA Conference Call**

**MEMBERS PRESENT:** Mayor Ben Cleveland  
Deputy Mayor 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 Cleveland called the meeting to order at 6:30 PM

**B. PUBLIC HEARINGS**

**B.1** None.

**C. AGENDA**

**C.1 Additions/Deletions**

One addition to the Agenda under New Business J.4 Water Street Sidewalks.

**C.2 Approval**

**Motion**

*Moved by Councillor Harvieux and seconded by Deputy Mayor Bartlett that the Agenda of June 1, 2020 be approved with one addition under New Business J.4 Water Street Sidewalks.*

**Motion Carried.**

**D. DELEGATIONS & PRESENTATIONS**

**D.1** None.

**E. MINUTES OF PREVIOUS MEETING**

**E.1** May 4, 2020

**Motion:**

*Moved by Councillor Harvieux and seconded by Councillor Turnbull that the Minutes of May 4, 2020 be approved as presented.*

**Motion Carried.**

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

**F.1 None.**

**G. REPORT**

**G.1 Chief Administrative Officer Report**

The CAO report was presented. The purchase and sale agreement is being drafted and the surveying work will commence on the subdivision shortly for the Racquette Garden Road property sale to Ms. Papineau. The CAO has drafted Covid-19 guidelines for Town of Digby Workplaces and will be distributed to all staff. The CAO has been working on a reopening plan for the Town Hall with polling of other Municipalities and the results of that poll are attached.

**Motion:**

***Moved by Councillor Harvieux and seconded by Deputy Mayor Bartlett that Council approve the Town Hall Administrative Offices reopening to the public plan as presented.***

**Motion Carried.**

The CAO discussed with Council the opening of the Digby Station and that until restrictions lift with the number of folks that are allowed to gather has been increased that facility and washrooms will remain closed. The CAO spoke about the Covid-19 Property Tax Financing Program the final draft of that policy will be coming forward tonight for approval by Council the administration of the forms will be done by the Town of Digby there was discussion about using an intake portal for the collection of the application however the CAO and the Director of Finance feel that the Town would be better to opt out of this and use an intake form here in a PDF fillable format that we can upload to the Town of Digby Website and Facebook. The CAO has also drafted an information sheet on the Tax Financing Program from a template created by the AMA that will be coming forward tonight for Council consideration. The Interim tax bill has been sent out and payments are being received. The CAO spoke about the Fire Protection Rate that we have been unable to collect from the Digby High School the Department of Municipal Affairs and Housing is currently looking into the issue and we will be seeking an explanation from the Province on the inconsistency as schools in other areas of the Province are paying this rate.

**G.2 Budget Committee Report**

The Budget Committee met and reviewed all the requests under the Grants to Organizations Program if the three festivals do not proceed then we will not be issuing a grant to those folks at this point in time we know that Digby Scallop Days and Lobster Bash festivals will not be happening with the current Covid-19 restriction on gathering sizes.

**Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Turnbull that Council approve the 2020/21 Grants to Organization as presented.***

**Motion Carried.**

**G.3 Committee of the Whole Report**

Three recommendations are coming forward from the Committee of the Whole Meeting.

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Harvieux that Council approve the replacement of a transfer switch on the Digby Fire Department generator.***

**Motion Carried.**

**Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Turnbull that Council approve the Pre Capital Budget Funding Request for 2020/2021 as follows:***

- ***Storm Drainage \$20,000.00***
- ***Benches and picnic table concert pads \$3,000.00***
- ***Banners and brackets \$4,000.00***

**Motion Carried.**

**Motion:**

***Moved by Councillor Turnbull and seconded by Deputy Mayor Bartlett that Council approve the Covid-19 Property Tax Financing Program Policy as presented.***

**Motion Carried.**

**G.4 Returning Officer Report**

The Returning officer gave an overview of her report to Council on the work to date on the upcoming October 17, 2020 election there is a recommendation coming forward tonight for consideration of the appointment of Intellivote as the E Voting service provider for the October 17, 2020 election.

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that Council appoint Intellivote as the E Voting Services Provider for the October 17, 2020 Election.***

**Motion Carried.**

**G.5 Digby Area Recreation Commission Report**

The DARC reports are in the meeting package if you have any questions Councillor Turnbull or Deputy Mayor Bartlett will try and answer them.

**H. CORRESPONDENCE**

**H.1 None.**

**I. NOTICE OF MOTIONS**

**I.1 None.**

**J. NEW BUSINESS**

**J.1 Digby Farmers & Artisans Market**

The Farmers Market had asked Council for the relocation to the Digby Station Building as a new location now with the current Covid-19 restriction they feel that Admiral's Walk would be the Better location to adhere to all the requirements.

**Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Turnbull that The Digby Farmers & Artisans Market location be Admirals Walk.***

**Motion Carried.**

**J.2 Digby Harbour Port Association**

The Digby Harbour Port Association is asking that Council consider the possibility of discussing the Parking lot lease currently leased to O'Neil Fisheries with the upcoming move to the Industrial Park in 2021 they would welcome the opportunity to discuss this property. CAO spoke about the Current lease with O'Neil Fisheries and the lease with them is not due to expire until 2036 and the

Tenant has not finalized any plans for the old site at this time and they wish to retain the parking lot under the current lease agreement.

**Motion:**

***Moved by Councillor Turnbull and seconded by Deputy Mayor Bartlett that Council notify the Digby Harbour Port Authority that the current lease agreement between O'Neil Fishers and the Town of Digby remains valid at this time and is being used by O'Neil Fisheries as per the terms Of the lease agreement however when the lease agreement is terminated their request could be entertained.***

**Motion Carried.**

**J.3 Promotion of the Covid-19 Property Tax Financing Program**

The CAO has drafted this document from a model policy from AMANS. Deputy Mayor Bartlett asked about the wording of the property owners who owe outstanding taxes perhaps we may want to look at amending this promotional piece or refer to the policy that contains all the details on the program.

**J.4 Water Street Sidewalk**

The downtown sidewalk upgrade will likely not happen this year with the current Covid-19. Funding that we applied for was not approved. Deputy Mayor thought this might be the best time to do the sidewalk upgrades with tourism likely to be lower this year due to Covid-19.

**K. IN CAMERA**

**K.1 None.**

**L. ADJOURNMENT**

**Motion:**

***Motion for adjournment was moved by Councillor Harvieux and seconded by Councillor Turnbull at 7:23 P.M.***

**Motion Carried.**



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Mayor Ben Cleveland



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Clerk E. Tom Ossinger