

**DIGBY TOWN COUNCIL  
REGULAR MEETING  
MONDAY July 6, 2020  
VIA Zoom 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 6:00 PM

**B. PUBLIC HEARINGS**

**B.1** None.

**C. AGENDA**

**C.1 Additions/Deletions**

Two additions to the Agenda under New Business J.7 Chicken By-law and J.8 Lighthouse

**C.2 Approval**

**Motion**

*Moved by Councillor Harvieux and seconded by Deputy Mayor Bartlett that the Agenda of July 6, 2020 be approved with two additions under New Business J.7 Chicken By-law and J.8 Lighthouse.*

**Motion Carried.**

**D. DELEGATIONS & PRESENTATIONS**

**D.1** None.

**E. MINUTES OF PREVIOUS MEETING**

**E.1** June 1, 2020

**Motion:**

*Moved by Councillor Harvieux and seconded by Councillor Turnbull that the Minutes of June 1, 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 with Ms. Papineau has been executed and the boundary lines on lot 100 has been amended to allow for adequate road frontage for John Cleveland lot 1 in case he would like to subdivide his lot in the future.

The Town Hall Administrative Office has reopened to the public today July 6, 2020 we are following all of the Covid-19 prevention measures we have limited the access to the building through the main floor and have decided that the public washrooms will remain closed at this time. The new signage at Digby Station has now been installed and the CAO has been negotiating with NS Health Authority on a lease agreement for that location at this time we are awaiting a formal agreement to be drafted. The Covid-19 property tax financing program promotion will begin the week of July 6 we were awaiting the budget to be completed and that is now done. The Solid Waste By-law will be coming forward tonight for Council review this amendment comes from a request from the Town of Yarmouth to consider amending out Solid Waste By law which will require retailers to receive approval from the Town prior to providing for sale any product advertised as compostable or biodegradable that is a non-food item and also allows for the section to be amended that pertains to leaf and yard waste. The Wastewater upgrades project was due to being work today and is expected to be completed by early October of 2020. The Town of Digby Operating reserves fund policy is being drafted by staff and will be tabled at the July Committee of the Whole Meeting.

**G.2 Budget Committee Report**

The Budget Committee met and reviewed the draft budget and are making the recommendations coming forward tonight.

**Estimates of Revenues and Expenditures**

**Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Turnbull THAT Council accepts the following estimates of the sums required by the Town of Digby for the fiscal period ending March 31, 2021, prepared in accordance with Section 72 of the Municipal Government Act:***

<b>Revenues</b>	
Taxes (net of Education Contribution)	3,184,674
Grants in Lieu of Taxes	164,565
Services Provided to Other Local Gov't	193,462
Sale of Services	141,358
Other Revenue from Own Sources	105,325
Unconditional Transfers	390,108
Conditional Transfers	1,000
Other Transfers (reserves)	120,593
<b>Total Revenues</b>	<b>4,301,085</b>

<b>Expenditures</b>	
General Government Services	714,358
Protective Services	1,403,062
Transportation Services	606,723
Environmental Health Services	642,364
Public Health Services	105,417
Environmental Developmental Services	66,217
Recreation and Cultural Services	374,601
Debenture Principal Payments & Transfers from reserves	388,333
<b>Total Expenditures</b>	<b>4,301,085</b>

**Motion Carried.**

**General Tax Rates**

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that***

***WHEREAS total estimated expenditures for the fiscal period are \$4,301,085 and***

***WHEREAS total estimated revenues, other than taxes and rates to be levied are \$951,846 and***

***WHEREAS the balance of revenues required, \$3,349,239 must be rated;***

***THEREFORE BE IT RESOLVED THAT for the Town of Digby for the fiscal year ending March 31, 2021:***

***The general tax rates are as follows:***

***Residential / Resource \$1.86 per \$100 of assessment***

***Commercial \$4.15 per \$100 of assessment***

***Taxes to be billed by way of interim tax bill (May due August 31, 2020) and***

***Final tax bill (issued in September, due the October 31, 2020); and***

***Interest on overdue amounts to be charged at a rate of 15% per annum.***

***And further be it resolved that \$ 120,593 from the operating reserve be transferred into revenue.***

**Motion Carried.**

## **Fire Protection Rate**

### **Motion:**

***Moved by Councillor Harvieux and seconded by Deputy Mayor Bartlett that***

***WHEREAS Council is authorized under Section 80 of the Municipal Government Act to levy a rate on the value of all assessable property assessment in the area served by a water system in the town, as defined by the council by policy, in order to recover that part of the cost of the water system that is attributable to fire protection; and***

***WHEREAS the cost of fire protection (water supply and Hydrants) has historically been covered in the general tax rate of non-exempt residential, resource and commercial taxable assessment; and***

***WHEREAS the provision of fire protection (water supply and hydrants) is beneficial to all assessable property assessment within the Town of Digby serviced by Digby Water Commission the Council wishes to levy a rate over all assessable property assessment serviced by the Digby Water Commission.***

***THEREFORE BE IT RESOLVED that it shall be the policy of the Council of the Town of Digby as of April 1, 2019 to separate the fire protection expenditures (water supply and hydrants) from the estimated expenditures to be covered by general rate of non-exempt residential, resource and commercial taxable assessment; and apply a fire protection rate to cover the estimated fire protection (water and Hydrant) expenditures to all assessable property assessment in the area served by the Digby Water Commission in the town; and***

***That the Council of the Town of Digby does not exempt any assessable property assessment serviced by the Digby Water Commission from the fire protection rate; and***

***FURTHER BE IT RESOLVED that the total estimated fire protection (water and hydrant) expenditures for the 2020/21 fiscal year of \$197,765 be covered by a fire protection rate applied to all assessable property assessment serviced by the Digby Water Commission; and***

***That the fire protection rate for the 2020/21 fiscal year be set at \$0.13 per \$100 of Assessment; and be applied on the final tax bill in September are due and payable by October 31, 2020 with interest on overdue amounts to be charged at the rate of 15 % per annum.***

**Motion Carried.**

**Solid Waste Management Uniform Charge**

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that***

***WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2021, the amount of \$320,964, to be expended for the purpose of solid waste management, a purpose for which the Town may expend funds; and***

***WHEREAS there are approximately 1169 dwelling units within the boundaries of the Town of Digby; and***

***WHEREAS the Council may, under paragraph 75(4)(b) of the Municipal Government Act, in lieu of levying an area rate, levy a uniform charge on each property assessment in the area;***

***THEREFORE BE IT RESOLVED that a uniform charge of \$275 be levied for the fiscal year ending March 31, 2021 on each dwelling unit within the boundaries of the Town of Digby and that these uniform charges are issued on the final tax bill in September 2020 with interest to be charged on all final tax accounts outstanding on or after October 31, 2020 at the rate of 15% per annum.***

**Motion Carried.**

**Sanitary Sewer Rates**

**Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Turnbull that***

***WHEREAS Council is authorized by the Town of Digby Sewer Charges By-law to set rates for sewer services;***

***THEREFORE BE IT RESOLVED THAT the sewer service charge shall be \$5.94 per 1,000 gallons of water consumption; and***

***Residential and Commercial users shall pay:***

***Less than 1 million gallons annually 100% of the Sewer Service Charge, or more than 1 million gallons annually 50% of the Sewer Service Charge based on their annual water consumption of the previous year, and***

***Industrial Premises users shall pay:***

***Less than 1 million gallons annually 100% of the Sewer Service Charge, or more than 1 million gallons shall pay 10% of the Sewer Service Charge, or more than 10 million gallons shall pay 5%***

*of the Sewer Service Charge based on their annual water consumption of the previous year;  
and*

*That the Sewer Service Charge shall be applied to the Water Utility's bi-monthly bill. All bills are due and payable under the same regulations as the Water Utility Bill.*

**Motion Carried.**

### **Tax Certificate Fee**

#### **Motion:**

*Moved by Councillor Turnbull and seconded by Deputy Mayor Bartlett that*

*WHEREAS Council is authorized to set a fee for a tax certificate pursuant to section 132 (2) of the Municipal Government Act;*

*THEREFORE BE IT RESOLVED THAT the tax certificate fee shall be \$40 per tax certificate.*

**Motion Carried.**

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

The Committee of the whole is recommending the amendments to the Occupational Health and Safety Policy as presented.

#### **Motion:**

*Moved by Councillor Harvieux and seconded by Deputy Mayor Bartlett that the Occupational Health and Safety Policy be approved as amended.*

**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 by Council to set a date for Advance Polling this can be one of two dates with Thursday or Saturday prior to ordinary polling day.

#### **Motion:**

*Moved by Councillor Turnbull and seconded by Deputy Mayor Bartlett that Council set Thursday October 8, 2020 at first Advance Polling day for the upcoming Municipal 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. Councillor Turnbull mentioned to Council that the telescope is now at DARC and is awaiting its new home at the Digby Airport.

### **H. CORRESPONDENCE**

**H.1 None.**

**I. NOTICE OF MOTIONS**

**I.1 None.**

**J. NEW BUSINESS**

**J.1 Draft Solid Waste By-Law**

The Draft Solid Waste By law is coming forward tonight for first reading. Councillor Harvieux asked about the prohibition on Sale of Plastic compostable products and what that might mean for staff the CAO explained that we will have assistance from the Town of Yarmouth they have the expertise on staff to assist us.

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that Council give first reading to the Solid Waste By-Law #2020-01.***

**Motion Carried.**

**J.2 Tax Sale**

A list of properties is being presented here tonight. The ones listed in the 2017/18 column are a carry forward from the tax sale that we scheduled for March however was postponed due to Covid-19. If the Covid-19 restrictions remain Council may have to consider going to public tender rather than a public sale there is time to make that decision and this is just a preliminary list and likely once notices are mailed out some of these may get paid out.

**J.3 Payment on outstanding taxes**

The Town Hall has reopened to the public for in person payments Monday to Friday from 10 am to 3 pm.

**J.4 Draft Inter-Municipal Agreement of the Regional Enterprise Network**

**Motion:**

***Moved by Councillor Harvieux and seconded by Councillor Turnbull that Council enter into an Inter-Municipal Agreement for a period of 5 years commencing September 1, 2020 with the Regional Enterprise Network.***

**Motion Carried.**

**J.5 Public Spaces Entertainment**

The CAO has been contacted by an musicians interested in playing music on Town public spaces the CAO directed them to the Farmer's Market but they may already have someone doing this. At this time with Covid-19 Council didn't think this was a great idea to perhaps draw a crowd of people together.

**J.6 Diversity and Inclusion Principals-Barbara Roberts**

Town Council received correspondence from Barbara Roberts asking for support by placing Black Lives Matter signage around the town. And the second request was to rainbow flag painted in one or two crosswalks in town in support of the LGBTQ+ community. The painting of a crosswalk would be something that we can have a look at with the Director of Public Works we need to make sure that it would meet requirement for safety of anyone using the crosswalk.

**Motion:**

***Moved by Councillor Harvieux and seconded by Deputy Mayor Bartlett that Council direct staff to investigate the possibility of the painting of a crosswalk in the rainbow colors.***

**Motion Carried.**

The second part of her request was a but unclear as to who she would like to see install the signs would it be Council or citizens and where she would like to see them placed Mayor Cleveland will reach out to Ms. Roberts and report back to Council. And the offer to hold a free one hour session might be a great thing to do in the fall after the election.

**J.7 Chicken By-law**

Councillor Turnbull inquired to see if staff had any further update to a Chicken By law and the CAO indicated that we are still in the process of looking to see what other units are doing and we are still preparing the by law.

**J.8 Lighthouse**

Councillor Turnbull asked about the Lighthouse that was at Fishermen's Park would that be returning to that location and the CAO will mention this to the Director of Public Works.

**K. IN CAMERA**

**K.1 None.**

**L. ADJOURNMENT**

**Motion:**

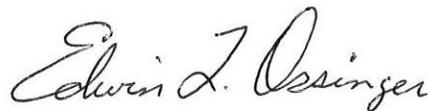
***Motion for adjournment was moved by Councillor Turnbull and seconded by Councillor Harvieux at 6:59 P.M.***

**Motion Carried.**



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Mayor Ben Cleveland



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Clerk E. Tom Ossinger