

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
January 18, 2021**

MEMBERS PRESENT: Mayor Ben Cleveland
Deputy Mayor Mike Bartlett
Councillor Peter Turnbull
Councillor William McCormick
Councillor Paul Saulnier

STAFF PRESENT: Tom Ossinger, Chief Administrative Officer
Leslie Brinton, Executive Assistant
Bruce Baxter, By Law Enforcement Officer
Ed McCormick, Director of Public Works
Matthew Raymond, Director of Finance

REGRETS:

A. CALL TO ORDER

Mayor Cleveland called the meeting to order at 6:00 P.M.

B. AGENDA

B.1 Additions/Deletions

None.

B.2 Approval of the Agenda

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that the Agenda be approved be approved as presented.

Motion Carried.

C. DELEGATION AND PRESENTATION

C.1 Peter Janson-Art Work Promenade

Mr. Janson is here tonight at the request of Council to speak on the art work project that has been in the making for some time now. Mr. Janson forwarded images of the art work to the Committee prior to the meeting tonight. The art will be constructed out of aluminum about 11 feet tall which will be slightly higher than the previous art work. The delay to date has been with the manufacturer who was waiting for a piece of equipment that is now here. The Committee asked Peter if the project could be done and up sooner than later Councillor Turnbull would like to see this up by late May at the latest. The Committee asked about the cost for the project is there a cost estimate at this time Peter is not sure of the exact cost for the project however he did indicate that it would not be over the budget. Peter also suggested that a sign or plaque be installed there to give some wording to the

art work. Peter thanked Council for the patience and understanding in working with him on this project.

D. MINUTES OF PREVIOUS MEETING

D.1 December 21, 2020

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Minutes of December 21, 2020 be approved as presented.

Motion Carried.

E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

E.1 Mackintosh Family Memorial

The CAO has been speaking with Linda Gallagher the daughter of the late Frank Mackintosh and informed her that a report was compiled and it would be coming forward to the Committee of the Whole for discussion. The CAO reviewed this report with the Committee and after speaking with the Village of Kingston realized that the previous cost estimates for operating costs might be less than previously reported the Village of Kingston operates a fountain and an aerator in that pond and the Town of Digby is only considering the installation of one fountain. Mayor Cleveland asked if there was any beautification grants out that this may fall into for funding the Director of Public Works will investigate. The Committee asked the CAO to forward the report off to the Mackintosh family for review. Discussion ensued out alternative places for a pond or park in honor of the former Mayor should the family not like this proposal.

E.2 Tax exemption for Not for Profit and Charitable Organizations

At the December Committee of the Whole meeting direction was given to the CAO to draft a policy around tax exemptions. The CAO began conducting research on such policy and realized that Council didn't require a policy that prevents them from adopting a policy. The CAO discussed going forward that Council would be more aware financially of the implications when they are given grants to organizations that when they are granting relief from payments therefore the tax payer is better served. By providing grants to organizations and having them pay their full tax bill organization reflect both the cost and revenue in their financial statements. The Committee was in favor of moving forward with option one that being any future requests from a Not for Profit or Charitable Organization for a tax exemption as per Section 71 and/or 71A of the MGA be dealt with through Community Grants Policy.

F. STAFF REPORTS

F.1 Chief Administrative Officer

a) Report

The Chief Administrative Officer report was presented and reviewed. The Planning Department has issued two Development Permits and one Zoning Confirmation letter. The Building Department has issued two permits for the month of December. The Office of the CAO has drafted a report on the Racquette Pond Fountain that was tabled earlier in the meeting. The New Digby Farmers' and Artisans' Market have confirmed receipt of the letter sent to them regarding the upcoming market season. The Director of Public Works has been tasked with purchasing two kindness meters. The Right of Way for 61 Carleton Street have been drafted and executed and returned to the Town Solicitor for registration with the registry of deeds. The CAO spoke to Peter Janson about presenting to the Council on the ongoing Art Work Project. The CAO compiled a report on the tax exemption policy as discussed at the January Committee of the Whole. The

correspondence to the Conway Workshop Association was drafted and sent and we are now in receipt of a Community Grant Application. The Harris Road sale of property is moving forward. The letter of offer for lot 100 has been sent to the town's legal counsel. No response as of yet.

F.2 Director of Finance

a) Report

The Director of Finance report was presented to the Committee. The Director of Finance spoke about the 2021 Property Assessments. The new assessments are showing residential rate is up 1% and commercial is down 0.2% this indicates that a difficult budget process will be coming up for the 2021/22 tax year.

b) Statement of Operations

The Director of Finance presented to the Committee the General Operating Fund Statement for The period ending December 31, 2020. We currently have an operating reserve of one million dollars however that is not a lot of reserve and by policy we require a minimum amount of reserve.

F.3 Director of Public Works

The Director provided an update to the Committee on the newest 5 ton truck in February that truck will be 5 years old in the past year the truck has experienced a lot of down time the latest issue was electrical and it has now been repaired under warranty. The Director gave an update to the Committee on the Fire Hall accessible washroom upgrades that are underway. The Director spoke about general repairs and maintenance that will be done to the building once washrooms are completed. The force main on Admirals Walk is now completed the grading of the land is being done now and the bases for the cannons will soon be done and the cannon will be back on the water front. The Victoria Street Greenway project is nearing completion for this fiscal year. The unopened portion of Second Avenue from Mount Street to Church Street will soon begin work to open that we are waiting for surveyors to place property markers and for the work.

F.4 Special Constable

a) Dangerous and Unsightly Administrator Report

The Administrator is currently working on two open files. 10 Carleton Street to date there has been no further repairs done to that property the Administrator is still monitoring the property. The Administrator has been working on the property at 208 Victoria Street the fishing boat has been removed from Town property however the traps still remain the Administrator is working with the landlord on this matter.

b) Protective Services Report

The Special Constable is reporting that all cameras are fully operational. Two parking tickets were issued along with two warning. There was one change to a civic address and one new civic address added. Councillor Saulnier asked about the handicap parking spaces on the water side of Water Street. There is currently handicap parking in front of each of the banks but The Special Constable can investigate the possibility of having one on that side of Water Street.

G. CORRESPONDENCE

G.1 None.

H. NEW BUSINESS

H.1 Draft Administrative Policy-Council Disposal of Surplus Property

The Draft Administrative Policy for Council Disposal of Surplus Property is coming forward for review by the Committee. The policy is not a replacement we have never had a policy in place to deal with the disposal of surplus property. The CAO spoke about interest expressed from a property owner that has property in the area that may also be interested in the piece of land that prompted the policy. Council may wish to review all land that is owned by the Town of Digby and determine if there are other pieces of land that are surplus of our needs. The CAO also spoke about the need to consider a review of the Land Use By-law our current By Law was adopted in 2012. There is a trend going on for tiny homes and our current Land Use By -Law is silent on these.

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Committee recommend to Council the Administrative Policy #2021-01 Council Disposal of Surplus Property Policy as presented.

Motion Carried.

H.2 Joint Accessibility Advisory Committee

The CAO provided the background to the Joint Accessibility Advisory Committee. The Province legislated that we are to become fully accessible by 2030 and we have until March 31, 2021 to establish an Accessibility Advisory Committee and develop an Accessibility Plan the deadline for the Committee to establish an accessibility plan likely will be extended however at this time it still remains March 31, 2021. The Accessibility Act allows Municipal units to form joint committees. At this point in time the Municipality of Digby's Tyler Pulley has been doing lots of work toward the forming of a Committee and Council should consider the recommendation from the CAO to form a Joint Committee with members of both Council as well as citizen members and staff who will join to create the Joint Committee.

Motion:

Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Committee recommend to Council the formation of a Joint Accessibility Advisory Committee with the Municipality of the District of Digby, the incorporated villages, DARC and the Town of Digby.

Motion Carried.

Mayor Cleveland spoke about the upcoming Strategic Planning Session he is still working on having a facilitator and one of the people he reached out to will be in the area in February as soon as more details become available Mayor Cleveland will provide an update.

I. IN-CAMERA

I.1 None.

J. ADJOURNMENT

There being no further business the meeting adjourned.

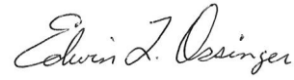
Motion:

Moved by Councillor Saulnier and seconded by Councillor McCormick that the meeting be adjourned at 8:19 P.M.

Motion Carried.



Mayor



Clerk