

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
February 16, 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 Councillor Saulnier and seconded by Councillor Turnbull that the Agenda for February 16, 2021 be approved as presented.

Motion Carried.

C. DELEGATION AND PRESENTATION

C.1 WestFor & Torchlight Presentation

Marcus Zwicker and Jamie Stephen are here tonight to present to the Committee regarding the potential for a feasibility study. This is for the development and operation of a town-owned, community-wide, direct heating system in the Town of Digby. This is a bio heat utility system that could provide heat to residents in the entire town. This concept of district energy is widespread across Europe. There are Capital funding grants for low carbon-municipality owned district energy systems available from the federal and provincial governments through the Investing in Canada Infrastructure Program. The benefits to biomass-fueled district energy system development and operation in Western NS include reduced building energy costs through the use of local product, income for municipalities through the sale of the heat, energy expenditures stay in the community, creating substantial employment during construction, facilitating the implementation of ecological forestry in Yarmouth and Digby forests by providing a market for low-grade wood fiber and

permitting active forest management, increased energy security and control over future energy costs, improved air quality by deploying high efficiency modern biomass equipment and reducing the use of existing low-efficiency, high emissions wood stoves and fireplaces.

Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that the Committee recommend to Council a letter of support for a feasibility study for the direct heating system for Digby.

Motion Carried.

D. MINUTES OF PREVIOUS MEETING

D.1 January 18, 2021

Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that the Minutes of January 18, 2021 be approved as presented.

Motion Carried.

E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

E.1 Downtown handicap parking

The Director of Public Works reviewed the downtown area for additional handicap parking spots likely the area to be the best suited for access would be down near the Post Office. Water Street would be difficult to install one there due to the grade of the street. Councillor Turnbull agreed that likely the best location downtown would be near the post office.

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Committee recommend to Council the installation of an additional handicap parking spot to be located on east side of Water Street near the Lighthouse.

Motion Carried.

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 five permits for the month of January. The Racquette pond fountain discussions are ongoing regarding signage for the park. The kindness meters have been order and we are awaiting arrival. The CAO spoke about the deadline for Volunteer Recognition Awards the deadline is Friday. The Committee should consider submitting the names of the volunteers that spear headed the flower planting and maintenance these past few summers. The Committee was in favor of submitting the nomination forms for the Hustein's and direction was given to the CAO to complete the submission.

F.2 Director of Finance

a) Report

The Director of Finance report was presented and reviewed. The Director of Finance spoke about the Covid-19 Safe Restart Grant money that was received the funds will have accountability framework which we are just learning more about now. The funds are required to be placed in an operating reserve fund for the purpose of retaining Covid-19 Safe Restart money that is unspent.

Motion:

Moved by Councillor Saulnier and seconded by Councillor McCormick that the Committee Recommend to Council a Covid-19 Operating Reserve Fund for the purpose of retaining received but yet unspent Covid-19 Safe-Restart grant funding.

Motion Carried.

The Committee asked how much of the funds remain unspent and at this point in time only about four thousand dollars has been spent.

b) Statement of Operations

The Director of Finance presented to the Committee the General Operating Fund Statement for The period ending January 31, 2021.

F.3 Director of Public Works

a) Report

The Director of Public Works is reporting the work is continuing along the waterfront where the force main break happened. The new 5 ton truck had to have a pulley and belt replaced. The back hoe had to have a main hydraulic hose replaced. The Fire Hall washroom upgrades are underway. Interior painting of the Fire Hall will be done there as well and some floor tiles and ceiling tiles have been replaced just some repair and maintenance to the facility.

F.4 Special Constable

a) Dangerous and Unsightly Administrator Report

The Administrator is currently working on three 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 traps that were on the Town property have been removed. 61 Sydney Street the property had a shed in the back yard that has been knocked down however the garbage still remains within now that the ground is frozen it would be hard to have this area cleaned the property owner has been instructed that clean up action must be taken in the early spring. Deputy Mayor Bartlett has heard from tenants around Digby indicating that they are living in unreal conditions and perhaps we need to look at fines for these landlords. The Town has a Minimum Housing Standard By-law perhaps we should ask other Municipal Towns how they deal with these type of landlords. We contract services from the Municipality of Digby for building and fire service we need to ensure that buildings are being inspected.

b) Protective Services Report

The Special Constable is reporting that all cameras are fully operational. No parking tickets were issued. No change to a civic address.

G. CORRESPONDENCE

G.1 None.

H. NEW BUSINESS

H.1 Traffic Lights

The traffic light at the Victoria Street and Warwick Street Intersection need to be upgraded this can be funded from Capital Reserves and added to the 2020-21 Capital Budget. The total costs would be

about \$25,000.00. The lights were installed in 1987 with a projected life cycle of 15 to 20 years. In the last year we have had several issues with the lights which has cause inoperable lights for a period of time it is being recommended that the Committee consider the upgrade.

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Committee recommend to Council the upgrade of the traffic lights at the Victoria Street and Warwick Street Intersection in the amount of \$25,000.00 that will be added to the Capital Budget and funded from Capital Reserves.

Motion Carried.

H.2 Draft HR Policies

a) Provision of Workplace Apparel Policy

The Senior Management Team is beginning to review polices that were implemented during the organizational review back in 2014. The review was to happen 5 years after the policies were adopted we are a little behind schedule. The Workplace Apparel policy is coming forward with a change to the steel toe footwear. The current policy allows for a reimbursement up to a specific amount the new policy coming forward for review here tonight would allow the Town to purchase steel toed footwear for eligible employees eliminating the need for forms and reimbursement etc.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Committee recommends to Council the Provision of Workplace Apparel Policy as presented.

Motion Carried.

b) Smoke Free Workplace Policy

This policy will be a replacement of the current Smoke Free Workplace Policy this new policy is similar to the old policy except for the addition of cannabis and electronic cigarettes this new policy has a bit more detail than the old policy.

Motion:

Moved by Councillor Turnbull and seconded by Councillor McCormick that the Committee recommend to Council the #2021-01 Smoke-free Workplace Policy as presented.

Motion Carried.

H.3 Draft Administrative Policy

a) Covid-19 Response Policy and Standard Operating Procedure

The Covid-19 Response Policy is a policy that has been drafted from information that up to this point has been distributed by memorandum the CAO recently attended a seminar that suggested a policy be in place so this policy has been drafted from those documents. The Standard Operating Procedure doesn't require Council approval that can be done by the CAO but wanted to make Council aware that this SOP was coming into effect along with the Covid-19 Response Policy.

Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that the Committee recommend to Council the Covid-19 Response Policy as presented.

Motion Carried.

I. IN-CAMERA

I.1 None.

J. ADJOURNMENT

There being no further business the meeting adjourned.

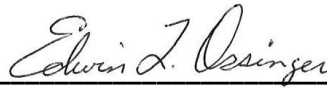
Motion:

Moved by Councillor Turnbull and seconded by Councillor McCormick that the meeting be adjourned at 8:01 P.M.

Motion Carried.



Mayor



Clerk