

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
March 15, 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

One addition under New Business H.7 Post Covid-19 Strategic Planning Session

B.2 Approval of the Agenda

Motion:

Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Agenda for March 15, 2021 be approved as presented.

Motion Carried.

C. DELEGATION AND PRESENTATION

C.1 REMO Coordinator Bruce Snell

Bruce Snell is here tonight to discuss his roles and responsibilities with REMO at the Coordinator for the Town and Municipality of Digby. The Digby REMO has an Advisory Committee as well as a planning Committee. There are two independent ECC one here at the Town of Digby Public Works and the other is at the Digby Airport. Staff of both the Town of Digby and the Municipality of Digby fill the roles within the ECC as outlines on the Organizational Chart distributed by Bruce. The Staff of both units have undergone training required to effectively do their roles. The Coordinator is the liaison person to the Province. The Coordinator oversees 14 comfort centers. The Coordinator plays a huge role in the Wharf Rat Rally event. The Command Center is located here at Town Hal this involves daily meetings, planning meeting from pre Wharf Rat Rally to post meetings. Council thanked Bruce for coming to speak.

D. MINUTES OF PREVIOUS MEETING

D.1 February 16, 2021

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Minutes of February 16, 2021 be approved as presented.

Motion Carried.

E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

E.1 Kings Transit bus route

Mayor Cleveland has been speaking with Rick Foote. A presentation was made to the Municipality of the District of Digby in speaking to CAO Jeff Sunderland they took it more as an information session rather than an official request to look at changing the route. Discussion ensued perhaps the Town of Digby should draft formal letter to the Municipality. Council was in favor of drafting a letter to the Municipality of Digby.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier that the Committee recommend that the Town of Digby draft correspondence to the Municipality of Digby concerning an amendment to the current bus route in the Town of Digby.

Motion Carried.

F. STAFF REPORTS

F.1 Chief Administrative Officer

a) Report

The Chief Administrative Officer report was presented and reviewed. The planning department only issued one Development Permit for the Month of March. The Building Department issued one permit for the Month of March. The CAO discussed the signage for the Racquette Pond Park the final details have been approved and the sign has been sent to manufacturing. The CAO has a meeting planned this week with Marilyn and Linda to talk about the park. Asset Management has been delegated to the Director of Finance with assistance from the Director of Public Works. The Director of Finance had a Zoom call with Atlantic Infrastructure Management Network (AIM). The town has interested into partnership with AIM to prepare the Town's FCM grant application. The CAO and the By Law Enforcement Officer met with David Boland from the DRHS School Advisory Committee to discuss Sustainable Living and Outdoor Wellness Space Project. In particular the project they are currently working on for a proposed Chicken Coop. The project seems to fit into the current Urban Chicken By law and they will be making application to the Town of Digby under the Urban Chicken By-law. The NS Housing forecast update as of February 2021/ The financial forecast for the period ending March 31, 2021 provides us with a range of \$81,000 to \$90,000 this will be a help when planning for budget time. The tax sale by tender closes next week to date we have received three tenders for the St. Mary's Property. There is not much interest in the property on Mount Street the lot is small perhaps Council might want to consider bidding that in if there is no interest from the public.

Motion:

Moved by Councillor Turnbull and seconded by Deputy Mayor Bartlett that Council authorize the Chief Administrative Officer to bid in AAN 10478456 for the minimum amount pending no other offers are received.

Motion Carried.

F.2 Director of Finance

a) Report

The Director of Finance report was presented and reviewed. We have partnered with AIM to prepare the FCM grant application on behalf of the Town. The Senior Safety draft budget is prepared at this time there is no increase projected from the basic core funding ask of \$17,500. The board is discussing obtaining abuse insurance for the 2021/22 fiscal year. To date there is only a small portion of the Covid-19 safe restart grant used however a number of items have been ordered to assist in the limiting of contact on surfaces such as touchless taps and touchless towel dispensers. Testing for preauthorized debit is still happening more to come after the upcoming testing of the systems.

b) Statement of Operations

The Director of Finance presented to the Committee the General Operating Fund Statement for The period ending February 28, 2021.

F.3 Director of Public Works

a) Report

The Director of Public Works reviewed his report with the Committee. The material for the traffic Lights has been ordered. The director has been in discussion with CARP about funding to complete The greenway project on Victoria Street near the camp ground driveway. Repairs were completed in house to the new 5 ton truck the exhaust fell off but is now repaired. The Fire Hall washroom upgrades are nearing completion. The Force main on Admirals Walk is on hold until the weather is better so that landscaping can be completed. The new section of Second Avenue behind the court house will begin once material arrive and the weather warms up. The material for the Second Avenue Extension from St. Mary's to St George Street has been ordered. Deputy Mayor Bartlett talked about pedestrians not using the indicator button at the intersections. The Director of Public Works indicated that there is signage that came with the indicators that could be installed. The Deputy Mayor would like the Director to consider installing the signage.

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 142 Victoria Street this property has an old shed on that was in poor condition the Administrator has been speaking to the property owner and the Administrator has been told that he will clean this property up in the spring. 61 Sydney Street the property is still being monitored and waiting for the spring weather before cleanup begins.

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. One dog was impounded the owner was contacted and paid the impound fee and the dog was released to the owner.

G. CORRESPONDENCE

G.1 Walkability Signage

Digby Area Recreation Activating Living Coordinator has sent a request asking for approval for the purchase of small signage to be installed at various locations encouraging people to consider walking from Point A to Point B rather than drive. The signs would be small the size of a no parking sign. Councillor Saulnier thought perhaps more signage wasn't the best way to promote physical activity. Deputy Mayor Bartlett thought this was a good idea however more signage might not be the best idea for downtown.

G.2 Minister Chuck Porter letter to NSFM

This notice is being sent to Municipalities now unfortunately it was missed being sent to Municipalities in April of 2020 during the start of the Covid-19 pandemic. This is to serve notice of changes that are coming that may impact budgets moving forward.

G.3 Yarmouth Regional Hospital Foundation

Mayor Cleveland received correspondence from the Yarmouth Regional Hospital Foundation regarding a recent donation they received for 22 million dollars. Mayor Cleveland also mentioned that some this money will be used here to enhance the Digby Hospital.

H. NEW BUSINESS

H.1 Grants to Organizations

The Grants to Organizations is an annual process we post advertisement for those who are interested in applying for a grant to do so by the end of January of each year. Staff gather the applications and review them for completion. Councillor McCormick asked if this is something that could be dealt with at a separate meeting to allow time for discussion. The Executive Assistant will send out a doodle poll and see what might work better for folks. Councillor Turnbull as about the financial statements for the Digby Legion there was none with the application we can request those.

H.2 Purple Ribbon Day

On March 26th will be purple ribbon day we have the ribbons here at Town Hall once the meeting concludes tonight we will have folks mask up and we can talk a photo that will be submitted to the Epilepsy Association.

H.3 Our Town newsletter

Councillor Saulnier has drafted the Our Town newsletter for review by the Committee. Councillor Saulnier has offered to create this newsletter with vetting being done through the Town Hall. This can be added to the water bills at minimal cost.

H.4 Respectful Workplace policy amendments

This policy is coming forward as part of the review by the Senior Management Team there are some minor amendments to the policy. The CAO provided an overview to Council on the amendments.

Motion:

Moved by Councillor Saulnier and seconded by Councillor McCormick that the Committee recommends to Council the Respectful Workplace Policy as presented.

Motion Carried.

H.5 Accessibility Committee members

The Accessibility Committee needs two members of the Town of Digby Council to join their committee. One of the two members needs to be a Digby Area Recreation Commission Member as well.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Committee recommends Councillor Saulnier and Councillor Turnbull to the Accessibility Committee.

Motion Carried.

H.6 Housing Crisis & container homes.

Councillor Saulnier asked for this to be added to the Agenda. The area is experiencing a housing crisis and a great need for housing. Mayor Cleveland spoke about a housing study that was done many year back by the Digby Area Affordable Housing (DAASH) group. Councillor Saulnier spoke about a company in the Halifax area that is doing container modifications. Digby has many small pieces of land that could be easily serviced by sewer and water and we could have inexpensive temporary solution with a small container retrofit. The CAO mention that the current MPS/LUB is silent on this type of homes the last amendments to the MPS/LUB were done in 2012 we are getting close to having another review.

Motion:

Moved by Councillor Saulnier and seconded by Deputy Mayor Bartlett that the Committee recommends to Council the Expression of Interest for potential development for affordable housing.

Motion Carried.

H.7 Post Covid-19 planning session

Mayor Cleveland is planning for a few potential dates for the upcoming Covid-19 planning session Gordon Mackintosh will be facilitating the session likely will be three sessions for about 2 hours per session.

I. IN-CAMERA

I.1 Land Interest

Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that the Committee move to In Camera session for Land Interest.

Motion Carried.

Motion:

Moved by Councillor McCormick and seconded by Councillor Turnbull that the Committee move out of In Camera session.

Motion Carried.

Motion:

Moved by Councillor McCormick and seconded by Councillor Turnbull that the Committee recommend to Council that PID 30223978 be declared as surplus property.

Motion Carried.

J.

ADJOURNMENT

There being no further business the meeting adjourned.

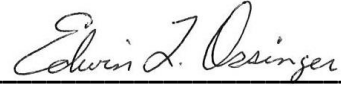
Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that the meeting be adjourned at 8:14 P.M.

Motion Carried.



Mayor



Clerk