

**TOWN OF DIGBY  
COMMITTEE OF THE WHOLE  
April 19, 2021**

**MEMBERS PRESENT** 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:** Mayor Ben Cleveland

**A. CALL TO ORDER**

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

**B. AGENDA**

**B.1 Additions/Deletions**

One addition under New Business H.4 NSFMR Report and Virtual Conference Registration

**B.2 Approval of the Agenda**

**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Saulnier that the Agenda for April 19, 2021 be approved with one addition under New Business H.4 NSFMR Report and Virtual Conference Registration.***

**Motion Carried.**

**C. DELEGATION AND PRESENTATION**

**C.1 Nadine Lauren, Kathleen d'Entremont-Mooney, Karla LeBlanc Atlantic Immigration**

Kathleen Mooney works for the Western REN she works with employers who have a labor shortage and that can be in any industry. Karla Leblanc works from Yarmouth to Digby area to help immigrants coming to Nova Scotia. Her role as an employer engager helps employers hire skilled and labor and recruit employees. Nadine Lauren is working with newcomers and families coming to the area. Nadine is currently working with seven employers in the area under a program called newcomer to neighbor. There is a lot that newcomers need help with once they arrive here Nadine is more than willing to help in any way she can. The three ladies are all working to help newcomers and immigrants and employers who are seeking employees. Council asked about the challenges around employers who are looking for skilled workers. Housing and transportation is a challenge as well once the

newcomers arrive finding housing is an issue. Council thanked the ladies for coming to provide an update to them on the work that they do.

**D. MINUTES OF PREVIOUS MEETING**

**D.1 March 15, 2021**

**Motion:**

***Moved by Councillor Saulnier and seconded by Councillor Turnbull that the Minutes of March 15, 2021 be approved as presented.***

**Motion Carried.**

**D.2 Special Committee of the Whole Meeting March 30, 2021**

**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Saulnier that the minutes of the Special Committee of the Whole Meeting of March 30, 2021 be approved as presented.***

**Motion Carried.**

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

**E.1 Draft Expression of Interest for Developers**

The Draft Expression of Interest is still a work in progress and the CAO hopes to have a draft to bring Forward to the meeting next month.

**F. STAFF REPORTS**

**F.1 Chief Administrative Officer**

**a) Report**

The Chief Administrative Officer report was presented and reviewed. The planning department only issued three Development Permits for the Month of March. The Building Department issued two permits for the Month of March. The Fire Department responded to twelve calls 4 in town and 12 in the District of Digby. The Marketing and Promotions Levy has received second reading. It was considered by the Private and Local Bills Committee on Monday April 12, 2021 and is expected to pass through the Committee of the Whole House on April 14<sup>th</sup> next will be third reading and Royal Assent when the House rises. The curbside Collection and Transportation of Source Separated Solid Waste agreement has been executed between Digby Salvage and Disposal and the Town of Digby. The MGA amendments coming forward will allow municipalities to hold virtual council meetings even once the state of emergency is removed. The Senior Management Team is working on the HR Policy review. There is only one policy coming forwarded tonight for review under New Business. The Dangerous or Unsightly Premise Policy has been reviewed by Legal Counsel and this policy will be coming forward under New Business for Council consideration. The Municipal Wellness grant program is now open for application and staff are preparing to submit application. The Digby Station MOU with the Nova Scotia Health Authority has been extended until August 31, 2021 for the use of Digby Station. The Municipal Innovation Program Funding for the Tri County Regional planning project has been approved until the DMA does a public announcement they are asking that we keep that confidential. Scotian Shores have contacted the CAO concerning a beach/shoreline clean up in town. They are scheduled to be in Digby on May 22 and will be recruiting volunteers and they are asking for help with promoting the event and the waiving of the tipping fees for the disposal of the garbage. The Association of Municipal Administrators held it regional meeting in person in Yarmouth on April 15<sup>th</sup> there was alot of discontent expressed by the Municipal units not having input into the housing budget and the fact

that they dictate the amount each until must pay. Another topic of discussion was the lack of consultation with municipal units concerning the amendments to the MGA.

**Motion:**

***Moved by Councillor Turnbull and seconded by Councillor McCormick that the Chief Administrative Officer Report be accepted as presented.***

**Motion Carried.**

**F.2 Director of Finance**

**a) Report**

The Director of Finance report was presented and reviewed. The Director spoke about the rise in insurance premiums of 16.2 % this year despite the increases and changes our representative from the NSFAM continues to recommend Frank Cowan insurance program as the best option. The 53 Mount Street rental arrears was discussed the rent at that location is now 2 years in arrears. The Director of Finance spoke to the tenant today they have committed to sending the rental payment in the next few days. They have received email correspondence from us concerning the payment many times in the last two years.

The CAO declared a point of order and would refer any further discussion to In Camera.

**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Turnbull that the Director of Finance report be accepted as presented.***

**Motion Carried.**

**b) Statement of Operations**

The Director of Finance presented to the Committee the General Operating Fund Statement for The period ending March 31, 2021 there are still numbers to be added to the statement for a final year end calculation.

**F.3 Director of Public Works**

**a) Report**

The Director of Public Works reviewed his report with the Committee. The Director provided an updated on the Fire hall washroom upgrade parts are soon to arrive to complete that project. The force main on Admirals Walk is moving forward when weather permits. The Second Avenue section behind the Court House is nearing completion. Material has arrived for the Second Avenue Extension from St. Mary's Street to St. George Street. Councillor Saulnier asked about the kindness meters any update on those the Director will follow up.

**Motion:**

***Moved by Councillor Saulnier and seconded by Councillor McCormick that the Director of Public Works Report be accepted as presented.***

**Motion Carried.**

**F.4 Special Constable**

**a) Dangerous and Unsightly Administrator Report**

The Administrator is currently working on four 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 these is some ongoing issues with the tenant that the property owner is try to resolve. 63 Sydney Street property is still being monitored and waiting for a reply from the owner of the property to have any garbage and building materials cleaned up as soon as possible. 92 Church Street is a 4 unit complex owner by NS Housing and Municipal Affairs complaints have been received about this property for the excessive garbage blowing into neighborhood yards. The property manager has assured the Administrator that they are looking into providing a garbage and recyclables bin with a lid to store the garbage.

**b) Protective Services Report**

The Special Constable is reporting that all cameras are fully operational. The Protected Services officer has spoken to local businesses down town in regards to employees parking on Water Street two warnings have been issued. One By-Law Violation under the Dog By-Law fine was issued.

**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Turnbull that the Dangerous and Unsightly Premises Report and the Protective Services report be accepted as presented.***

**Motion Carried.**

**G. CORRESPONDENCE**

**G.1 Ocean View Dance Academy**

The Town received a request from the Ocean View Dance Academy to use the Digby Marina stage for an event on June 12. The CAO suggested that before any decision be made on the use of the area that we ask that they submit a Covid-19 plan similar to what the farmers market folks have done. Correspondence will be sent asking for a plan.

**G.2 DRHS Prom**

This request was received for a prom event downtown and a dance in the Marina Parking lot. Likely a dance would be unable to happen. Councillor McCormick spoke to Tanya about the request she is trying to assist the students they are hoping to hold this at the Digby Pines however this plan would be a backup in case the event was unable to happen at the Digby Pines. The CAO suggested that before any decision be made we also ask these folks for a Covid-19 plan Correspondence will be sent asking for a plan.

**H. NEW BUSINESS**

**H.1 Draft Administrative Policy #2021-03 Dangerous or Unsightly Premises Policy**

This is a lengthy policy this policy will enable staff as well as Council the process to deal with Dangerous or Unsightly Premises. There are administrative fees attached to the policy for repeat occurrences these fees shall become a lien on the property this might encourage prompt clear up.

**Motion:**

***Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Committee recommend to Council the Dangerous or Unsightly Premises Administration Policy #2021-03 as presented.***

**Motion Carried.**

## **H.2 Draft Amendments to HR Policy #2014-05 Hours of Work Policy**

This policy was reviewed by the Senior Management Team and a few amendments are coming forward for Council consideration. These amendments are for the Public Works Department for staffing 7 days a week.

### **Motion:**

***Moved by Councillor Turnbull and seconded by Councillor McCormick that the Committee recommend to Council the amendments to the HR Policy #2014-05 Hours of Work as presented.***

**Motion Carried.**

## **H.3 Quarterly Meetings of Council**

Councillor Saulnier asked for this to be added to the Agenda for discussion to see if Council might be interested in having an informal lunch or coffee as a way to be less formal as we are in a Council setting. The MGA has regulations around meetings and if Council meets it needs to be in an open public forum. The CAO said It's most unfortunate that when the new Council was sworn in that Covid is affecting us there would have been opportunity to gather at Conferences and events however with Covid those things we unable to happen. Mayor Cleveland has some thoughts on this topic so we should table this to the next meeting for further discussion.

### **Motion:**

***Moved by Councillor McCormick and seconded by Councillor Saulnier that the Quarterly meetings of council discussion be tabled until Mayor Cleveland is available.***

**Motion Carried.**

## **H.4 NSFAM Report – Registration**

Mayor Cleveland forwarded this report on the latest NSFAM meeting for information for the Committee the CAO didn't attend this meeting due to a conflict.

The NSFAM Conference will be held virtually if you are interested in taking part let the Executive Assistant know as soon as possible we will register you.

## **I. IN-CAMERA**

### **I.1 Legal**

#### **Motion:**

***Moved by Councillor McCormick and seconded by Councillor Saulnier that the Committee move to In Camera Session for Legal.***

**Motion Carried.**

#### **Motion:**

***Moved by Councillor Saulnier and seconded by Councillor Turnbull to move out of the In Camera Session.***

**Motion Carried.**

## **J. ADJOURNMENT**


There being no further business the meeting adjourned.

#### **Motion:**

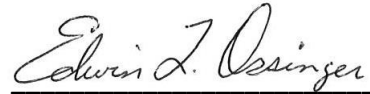
***Moved by Councillor McCormick and seconded by Councillor Turnbull the meeting be adjourned at 9:07 P.M.***

**Motion Carried.**

Committee of the Whole  
April 19, 2021



**Mayor**



**Clerk**