

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
May 17, 2021
VIA Zoom**

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.3 Unsightly Property Birch Street.

B.2 Approval of the Agenda

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Agenda for May 17, 2021 be approved with one addition under New Business H.3 Unsightly Property Birch Street.

Motion Carried.

C. DELEGATION AND PRESENTATION

C.1 None.

D. MINUTES OF PREVIOUS MEETING

D.1 April 19, 2021

Motion:

Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Minutes of April 19, 2021 be approved as presented.

Motion Carried.

E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

E.1 Draft Expression of Interest for Developers

The CAO is still working on the land inventory so that Council can review and make a determination on land they might consider for development.

E.2 Quarterly Meeting of Council

This was tabled from the last meeting so that Mayor Cleveland would be able to be included in this conversation. Mayor Cleveland expressed caution with the public perceiving this as a meeting when it would just be an informal chat get to know one another better and yes it something that we can look at doing once provincial restriction would allow.

F. STAFF REPORTS

F.1 Chief Administrative Officer

a) Report

The Chief Administrative Officer report was presented and reviewed. The planning department only issued four Development Permits for the Month of April. The Building Department issued four permits for the Month of April. The Fire Department didn't submit report. The Marketing and Promotions Levy has received Royal Assent on April 19, 2021 the next step will be to prepare By laws for the levy and advise the Minister of Municipal Affairs when we wish to have the Act come into force. The Senior Management Team met and discussed the 4 day work week, operating budget, Canada Summer Jobs, adopt a flower box program and dog license fees. Currently the Dog By Law has an annual Registration fee for dog license the Senior Management Team is recommending that be changes to an annual fee to do that will require an amendment to the Dog By Law.

Motion:

Moved by Councillor Saulnier and seconded by Deputy Mayor Bartlett that the Committee recommend to Council the amendment to the Dog by Law recommending a one-time fee of \$25.00.

Motion Carried.

The Clean Annapolis River folks are always looks for grant opportunities for tree purchases however they are asking for standing letter of support from the Town of Digby to ensure that when grant opportunities arise they are prepared to apply.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier that the Committee recommend to Council the Standing Letter of Support to Clean Annapolis River for supporting the purchase of trees if grant opportunities become available.

Motion Carried.

The CAO has completed the Salary Survey and that will be further discussed In Camera. The VIC 2021 Season planning is underway. Covid-19 supplies have been ordered and the staff will begin setup this week and plan to open once the Covid-19 restriction lift. The two fulltime staff from 2 years ago will be returning this year and we have secured funding for two youth employees under the Canada Summer Jobs. The Town Hall continues to be closed to the public staff continue to report to work Monday to Friday regular hours wearing masks in common areas and maintain social distance from one another. The sign had been delivered by the man who wished to remain

anonymous if any one wishes to see the sign it is here at Town Hall. The location for the sign likely will go just down from the home where they lived on the trail.

F.2 Director of Finance

a) Report

The Director of Finance report was presented and reviewed. The Director spoke about the Safe Restart money that we received to date only a portion of that money has been spent. The 53 Mount Street property rental arrears for the most part was paid with the exception of the HST the Director has send emails concerning the short payment. Water and Sewer disconnection for non-payment during this time will not happen for residential properties however commercial properties will receive notice for potential disconnection as per the SOP payment arrangement are encouraged.

F.3 Director of Public Works

a) Report

The Director of Public Works reviewed his report with the Committee. The Kindness meters are due to arrive any time. Mayor Cleveland has done two interviews about the kindness meters. The Director has begun to work on budget items and Capital Budget. The line paint is ordered and should arrive in the next few weeks. The Fire Hall upgrade is not yet complete we are still waiting for sprinkler parts to arrive. The Force Main on Admirals Walk is almost complete cement pouring will be happening this week. The Second Avenue Street will be opening at the end of May. The touchless faucets are here and the will be installed at Town facilities in the month of May. The Director has implemented some Covid-19 protocols to further protect employees until the lockdown ends. The Director is asking for the Committee to consider some pre approval for a couple of Capital Budget items for ditch filling, crosswalk signs, and green space upgrades the total cost for these items is \$44,000.00. Mayor Cleveland asked about Loyalist Cemetery signage that was there years back with names on it could we put something back there and also on Church Street can we look at the cost of a railing from Queen Street to First Avenue.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that the Committee recommend to Council the Pre Approval of the following Capital Budget items:

Ditch Filling \$20,000

Crosswalk Signs \$20,000

Green Space Upgrades (Fisherman's Park and Loyalist Cemetery) \$4,000

Motion Carried.

F.4 Special Constable

a) Protective Services Report

The Special Constable spoke about one civic number that requires updating that would be Salon by the Sea and notice has been sent to them.

b) Dangerous and Unsightly Administrator Report

The Administrator spoke the file that is being worked on for 68/70 Mount Street the owner has Agreed to cleaning up these properties and the By Law Officer will be monitoring these properties. The CAO has instructed the By Law Officer to begin going after these property owners and have these properties cleaned up. The By Law Officer is asking for patients as he moves forward this will likely be a slow process to have some of these properties cleaned up. The new policy that is in

place will likely give clear direction to start the process towards Administration fees for repeat visits.

G. CORRESPONDENCE

G.1 Digby Area Board of Trade

Mayor and Council have received correspondence from the Digby Area Board of Trade expressing their support to the proposed changes to the King Transit bus route.

H. NEW BUSINESS

H.1 Draft Town Hall Expanded Service Hours and Four-day Work Week Report and Policy

The CAO has drafted the policy on the expanded hours for services and the four day work week. This is currently being done by the Municipality of Digby and Waste Check is now discussing this. The benefit to this type of policy will create benefit to the employer and the employees. The Public Works Department is currently doing a version of this now and the employees are very happy. This would be done by dividing the staff into two teams one team having Friday off and the other team having Monday off and that would be longer hours of work for the four days and shorter lunch break and would also include longer hours open to the public for service. In order for this to fully work Council would need to consider moving the Council and Committee of the Whole Meeting to Tuesday. This would be done for a trial basis beginning in June.

Motion:

Moved by Councillor McCormick and seconded by Councilor Turnbull that the Committee recommends to Council the Town Hall Expanded Service Hours and Four Day Work Week Policy as presented.

Motion Carried.

Motion:

Moved by Councilor Turnbull and seconded by Councillor McCormick that the Committee recommends the Report on Town Hall 4 day work week as presented.

Motion Carried.

H.2 Adopt a Flower Box or Hanging Basket

The CAO was asked to draft a program now that we have lost the volunteers that used to maintain the flowers the Mayor was speaking to someone who was interested in helping with the flowers. Discussion on a consistent look for the flowers and if we allow individual folks to maintain some of the flowers this will likely create an inconsistent look. This policy was drafted from the Sponsor a Park Bench program. The Senior Management team discussed the cost of adopting the flowers cost to be \$100.00 for the first time to cover the cost of the plaque and only \$50.00 if you wish to renew your sponsorship. This might be a great opportunity to create community engagement.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier that the Committee recommend to Council the Adopt a Flower Box or Hanging Basket Program as presented.

Motion Carried.

I. IN-CAMERA

I.1 Legal

I.2 Personnel (Salary Review)

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Committee move to In Camera Session for Legal and Personnel (Salary Review)

Motion Carried.

Motion:

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

Motion Carried.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that the Committee recommends to Council the Salary Scales as discussed.

Motion Carried.

J. ADJOURNMENT

There being no further business the meeting adjourned.

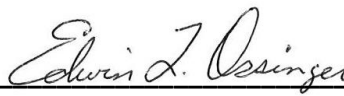
Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier the meeting be adjourned at 7:53 P.M.

Motion Carried.



Mayor



Clerk