

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
September 20, 2021
Council Chambers**

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
Matthew Raymond, Director of Finance

REGRETS: Bruce Baxter, By Law Enforcement Officer
Ed McCormick. Director of Public Works

A. CALL TO ORDER

Mayor Cleveland called the meeting to order at 6:10 P.M.

B. AGENDA

B.1 Additions/Deletions

One addition under New Business H.2 Grant Committee

B.2 Approval of the Agenda

Motion:

Moved by Councillor Turnbull and seconded by Councillor McCormick that the Agenda for September 20, 2021 be approved with one addition under New Business H.2 Grant Committee. Motion Carried.

C. DELEGATION AND PRESENTATION

C.1 Charlotte Sabean – Literacy

Charlotte is here tonight to speak out a crisis she feels is happening in the Digby Schools. She doesn't think we are doing enough to help students with literacy more needs to be done and feels that all children should have the same opportunities. Charlotte is working through stake holder engagement to engage various groups to come together and form a literary committee. Charlotte is asking Council to come and support with reading to the student's resources are needed. Mayor Cleveland can bring this up at an upcoming library board meeting as well and Council can draft correspondence to the Minister of Education and express the concerns around the literacy in the Digby Schools. Council thanked Charlotte for coming and keeping them informed.

D. MINUTES OF PREVIOUS MEETING

D.1 August 16, 2021

Motion:

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

Motion Carried.

E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

E.1 Accessibility Advisory Committee

As previously discussed the Accessibility Committee has been trying to recruit members through various avenues and only two individuals have submitted application to be part of the committee. Therefore as previously discussed an amendment to the Committee structure would need to be amended from the original motion made.

Motion

Moved by Councillor Saulnier and seconded by Councillor McCormick that Council rescind the motion made at the April 6, 2021 Council meeting to appoint Councillor Saulnier and Councillor Turnbull to the Accessibility Advisory Committee.

Motion Carried.

Motion:

Moved by Councillor Saulnier and seconded Councillor McCormick that Councillor Turnbull be appointed to the Accessibility Advisory Committee and that the Committee structure be amended to one member of Council and one citizen member from the Town of Digby.

Motion Carried.

E.2 Request for Proposal Former VIC Shore Road

The CAO distributed the draft RFP for the former VIC on Shore Road. The Committee has reviewed the draft. The CAO will ensure that the RFP is posted.

F. STAFF REPORTS

F.1 Chief Administrative Officer

a) Report

The Chief Administrative Officer report was presented and reviewed. The planning department has received one rezoning application and one subdivision approval. The rezoning application for the Second Avenue property is being processed and a potential meeting of the Planning Advisory Committee Meeting will likely be scheduled the end of October. The building department has issued three building permits. The Office of the CAO attended online training session for the NSEMO alert ready system we will have the capability to request an alert on the system to their respective municipalities. The AMANS Conference will be held October 5 to 8th in Dartmouth this will be an in person conference and the CAO along with the Director of Finance will be attending. The CAO has completed the town owned land inventory list and it has been placed on the Digby Cloud for convenience of the Council members. The signage for Water Street parking in front of the Nothing Fancy building has been ordered that will limit overnight parking at that location. The Frank Mackintosh Memorial Park sign and fountain are here. There was a delay with the installation of the electrical for the fountain due to the fact that we are now mid-September the CAO is wondering if we should install the sign now and in mid-April or early May we install the fountain.

Deputy Mayor Bartlett would like to see it all happen at the same time. The CAO will reach out the family before a decision is made. The new splash park location will be the Vaughn Vantassel Memorial playground this location has many advantages for its close location to water and wastewater infrastructure, washroom facilities and the area chosen is already fenced in thus reducing the costs. The Public Works Director is working closely with DARC on this project.

F.2 Director of Public Works

a) Report

The Director of Public report was presented. The Director is reporting that the three green benches Arrived and will be installed in September. The Classic Riverside benches also arrived however were damaged were waiting for the supplier to advise us on how to proceed with the damaged product. Paving is being done at various locations in Digby. A new flashing crosswalk sign has been installed at the Digby Post office. The Director spoke about the 2018 backhoe lease that is up in January it is a great working piece of equipment and the Director would like to recommend that we buy it out. In order to buy out the lease it will require an amendment to the Capital Budget staff will investigate the buyout cost and report back.

F.3 Director of Finance

a) Report

The Director of Finance Report was presented and reviewed. The Director spoke about the fish plant relocation and the impact this will have on the water and sewer charges. The average water and sewer revenue at the Water Street location is \$63,000 per year and the sewer rate is \$5,200 per year. We are anticipating little water usage at the new location the new plant has its own well. Future tax revenue from the old location is also unknown at this time as it depends on the future use of the property.

F.4 Special Constable

a) Dangerous or Unsightly Premise Report

There are several open files that are being worked on. 10 Carleton Street is secure and no further repairs have been done the Administrator is still monitoring. 140 First Avenue has an Order to Remedy placed on that property. The Administrator has been speaking with the landlord regarding the issue and the Administrator has been assured that cleanup will happen after the boat has been removed. 58 Carleton Street was investigated for a complaint about loose garbage the Administrator contacted the building manager and the cleanup was done the next day. 77 First Avenue was investigated for a complaint about loose garbage at that location the Administrator was speaking with the building manager they have assured the Administrator that the manager will speak with the tenants to ensure this doesn't happen again. 149 West Street update the grass has been cut by a contractor and the \$60.00 paid would be added to the tax bill as a lien on the property. 77 Montague Row was sent a registered letter a phone call was received to the Administrator from the property owner and they agreed to have Digby Salvage and Disposal clean up the area and the invoice will be paid by Irving Oil. The Committee advised the Administrator that the 56 St. George Street property needs to be secured now. Bruce will need to reach out to the Listing agent of that property and have the property secured.

b) Protective Services Report

The Protective Services report was presented to the Committee. Councillor Saulnier mentioned to the Administrator for Dangerous or Unsightly that there was room in the upcoming newsletter for an education piece around garbage.

G. CORRESPONDENCE

G.1 None.

H. NEW BUSINESS

H.1 NSFM 2021 Virtual Conference Registration

The NSFM Virtual Conference Registration is now open if you wish to take part in the virtual conference let the Executive Assistant know as soon as possible.

H.2 Grant Committee

Deputy Mayor Bartlett discussed the possible of forming a committee that will look for grant opportunities. Deputy Mayor would like to see a couple members of Council and a representative from the Administration staff to sit down and discuss the possibilities of forming a committee terms of reference of a the committee will be a key point.

I. IN-CAMERA

I.1 Lease Agreement

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Committee move to In Camera for Lease Agreement.

Motion Carried.

The Committee moved out of In camera.

J. ADJOURNMENT

There being no further business the meeting adjourned.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that the meeting be adjourned at 8:18 P.M.

Motion Carried.



Mayor



Clerk