

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
October 18, 2021
Council Chambers**

MEMBERS PRESENT: Deputy Mayor Mike Bartlett
Councillor Peter Turnbull
Councillor Paul Saulnier

STAFF PRESENT: Tom Ossinger, Chief Administrative Officer
Leslie Brinton, Executive Assistant
Matthew Raymond, Director of Finance
Bruce Baxter, By Law Enforcement Officer
Ed McCormick, Director of Public Works

REGRETS: Mayor Ben Cleveland
Councillor William McCormick

A. CALL TO ORDER

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

B. AGENDA

B.1 Additions/Deletions

Two additions under New Business H.3 Affordable Housing Strategy and H.4 Banners.

B.2 Approval of the Agenda

Motion:

Moved by Councillor Saulnier and seconded by Councillor Turnbull that the Agenda for October 18, 2021 be approved with two additions under New Business H.3 Affordable Housing Strategy and H.4 Banners.

Motion Carried.

C. DELEGATION AND PRESENTATION

C.1 None.

D. MINUTES OF PREVIOUS MEETING

D.1 September 20, 2021

Motion:

Moved by Councillor Saulnier and seconded by Councillor Turnbull that the Minutes of September 20, 2021 be approved as presented.

Motion Carried.

E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

E.1 None.

F. STAFF REPORTS

F.1 Chief Administrative Officer

a) Report

The Chief Administrative Officer report was presented and reviewed. The planning department has approved one development permit for 10 Birch Street. The proposed development for the Pines Resort had made application to amend the Land Use By law (LUB) to rezone the property across from Shore Road from the current Commercial Resort to Residential Mixed Use Zone for the development of waterfront vacation condominiums under the management of the Digby Pines Resort. The town planner would encourage the discussion about Pines redevelopment to be done together rather than piece meal individual project out one at a time. There is a rezoning application for Second Avenue to allow for a 4 unit apartment building. The application has been sent to the town planner and Planning Advisory Committee meeting is set for October 27th. Back yard suites have been discussed at the October Council meeting as discussed the current MPS/LUB do not allow this type of development. The CAO was asked to conduct research into the issue and look for by laws that are currently in existence in Nova Scotia in September of 2020 Halifax made amendment to their MPS/LUB to allow for back yard suites. Since this discussion on back yard suites the town has received an application for a development permit for a suite above a garage the Development Officer is unable to approve this application at this time but it does show interest in this type of development in town. The building department issued three building permits for the month of September. The Office of the CAO is reporting on a NSEMO alert ready emergency alert system letter of authority that was just recently signed by the CAO's within REMO. This was required in order for CAO's to have the ability to request an alert message. The AMANS fall conference was considered a success all delegates were required to show proof of vaccination upon registration and masks and Covid-19 protocols were required. The signage for Water Street nearing the Nothing Fancy limiting the overnight parking should be installed this week. The CAO was able to make contact with the Mackintosh family they would prefer to wait until spring for the installation of the sign so that it will correspond with the installation of the fountain. The Marketing Levy has been discussed with the Municipality CAO Jeff Sunderland and the Town CAO on the work required before the marketing levy can come into effect. The CAO understand that a request that the marketing levy be done for January 1, 2022 to allow for a soft rollout however this timeline is extremely tight and most likely impossible to meet if a request does officially come. The CAO is recommending to Council that the initiation date of the Marketing Levy remain at April 1, 2022 as previously discussed.

Motion:

Moved by Councillor Saulnier and seconded by Councillor Turnbull that the Committee recommend to Council the initiation date of the Marketing Levy remain at April 1, 2022.

Motion Carried.

The modified work week pilot has reached the end of the second phase the CAO meet with the Town hall staff to discuss the two options and the unanimous consent of the staff was that we continue with Option B until the end of the nine month trial in February of 2022 at that time a recommendation to Council will be made. The Flood Risk Infrastructure Investment Program application that the Town submitted has been approved the program contributes 50% of the eligible costs of the project to a maximum of \$99,750 the project end date is March 31, 2022 this is a small window for completing the project tender documents are being drafted by our Engineers which we expect to take a couple of weeks.

Motion:

Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Committee accept the CAO report as presented.

Motion Carried.

F.2 Director of Public Works

a) Report

The Director of Public report was presented. The Director is reporting that undercoating of the Fire Trucks will be taking place this year. The Decker sign for the trail has been installed. One employee assisted at DARC with the installation of the ice. The Second Avenue extension is almost complete we are just waiting for the guard rail to be installed. The Director spoke about the issue we are having with dead elm trees in the Town. Along Mount Street there are 6 trees that need to be removed at a cost of \$9,600 it is above the budget that has been approved so it will require an amendment to the budget for tree trimming.

Motion:

Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Committee recommend to Council an amendment to the operating budget by \$9,600 for tree trimming/removal.

Motion Carried.

Motion:

Moved by Councillor Saulnier and seconded by Councillor Turnbull that the Director of Public Works report be accepted as presented.

Motion Carried.

F.3 Director of Finance

a) Report

The Director of Finance Report was presented and reviewed. The Director noted that the deed transfer tax continues to be high and will likely exceed last year. Management had done a review of the options for the backhoe lease or buy out it has been determined that the lease buy out at \$84,200 plus HST represents a good value for the Town.

Motion:

Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Committee recommend to Council an amendment to the Capital Budget to include the lease buy out for the 2019 John Deere back hoe at a price of \$84,200 plus HST.

Motion Carried.

The Director provided a brief description of the Draft Financial Condition Indicator report for the year ending March 31, 2021 to the Committee this is basically a report card for the town there are three yellow indicators and 10 green resulting in an overall assessment of the Town's Financial Condition as "Low Risk" this is the same as last year and should be considered as a fairly good report. The Director spoke about e-transfers we have the ability to accept e-transfers with direct credit to the Town's bank account and this is something that should be considered for service fees however it will require an amendment to the policy for accepted payments and we can draft the policy amendments.

Motion:

Moved by Councillor Saulnier and seconded by Councillor Turnbull that the Director of Finance Report be accepted as presented.

Motion Carried.

F.4 Special Constable Report

a) Dangerous and Unsightly Premises Report

There are four active properties that are being worked on. 10 Carleton Street is still being monitored. The Administrator has received a complaint for 58 Carleton Street concerning loose garbage in and around the garbage bin the Administrator has contact the property manager and has been assured that a new garbage box will be built with adequate space to accommodate all garbage and recyclables. The dwelling at 56 St. George Street has been taken down and cleaned up. The property at 176 Queen Street has a dangerous tree that is now in the process of being removed. The tree was not on town property the removal costs will be up to the property owner.

b) Protective Services Report

The Special Constable is reporting that all cameras for the C.C.T.V cameras are in full operations and we are hoping to have the 5 new camera's added within the month of October. The Taxi drivers are in favor of changing the rates due to high fuel costs this rates outside of town.

The Committee discussed the property at 2 Water Street with the Administrator it has been looked at and more to come on this. The 90 Queen Street property seems to have a lot of shellfish remnants in the green bins causing a bad odor the Administrator has been speaking with the residents and he thought this matter has been dealt with he will have to return to the property for further investigation.

Motion:

Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Special Constables reports be accepted as presented.

Motion Carried.

G. CORRESPONDENCE

G.1 None.

H. NEW BUSINESS

H.1 Dr. Recruitment

Mayor Cleveland has asked that this item be added to the Agenda however the Mayor was unable to attend tonight's meeting so we will move this item to the next meeting.

H.2 Vaccine Policy

The CAO added this for discussion other units are beginning to look at implementing a policy around Vaccine. At this point has anyone from Council received questions, concerns about a policy for the Town at this point no member of Council had received any questions? The CAO is on the fence if we need a policy on the vaccine at this time due to low risk and lifestyle about 90 percent of the employees have received the vaccine. At this time we believe that the Municipality of Digby is moving forward with a policy. If Council desires we can review some model policies or we can wait. The consensus of the Council is to wait for now.

H.3 Affordable Housing

Councillor Saulnier discussed with the Committee an affordable housing strategy this is something we need to be discussing other towns have done a strategies around housing that we might be able to use in the process of create a strategy. There will be grant opportunities likely coming forwarded and in order to take advantage we may need to have a strategy. There will be lots more discussion to come around a strategy we can discuss this further at the next Council Meeting.

H.4 Banners

Councillor Turnbull sent email correspondence about the recent induction of Brad Barton into the Nova Scotia Sports Hall of Fame we should have a banner done in recognition of this it's a huge honor and a banner would be a nice way to honor that. Councillor Turnbull also spoke about Charles Marvin Pop Smith he was also inducted Canadian Baseball hall of fame once we can have the banners made we can determine how and when they will be installed.

I. IN-CAMERA

I.1 Legal

Motion:

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

Motion Carried.

The Committee moved out of In camera.

Motion:

Moved by Councillor Saulnier and seconded by Councillor Turnbull that the Committee recommend the amended Digby Campground Lease agreement as presented.

Motion Carried.

J. ADJOURNMENT

There being no further business the meeting adjourned.

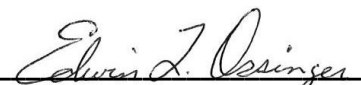
Motion:

Moved by Councillor Saulnier and seconded by Councillor Turnbull that the meeting be adjourned at 7:57 P.M.

Motion Carried.



Mayor



Clerk