

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
November 15, 2021
Council Chambers**

MEMBERS PRESENT: Mayor Ben Cleveland
Deputy Mayor Mike Bartlett
Councillor Peter Turnbull
Councillor Paul Saulnier
Councillor William McCormick

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:

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.5 Victoria Street Sidewalk

B.2 Approval of the Agenda

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Agenda be approved with one addition under New Business H.5 Victoria Street Sidewalk.

Motion Carried.

C. DELEGATION AND PRESENTATION

C.1 None.

D. MINUTES OF PREVIOUS MEETING

D.1 October 18, 2021

Motion:

Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Minutes of October 18, 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 issued one Development Permit and two Zoning Confirmation letters were issued. The Pines Resort development is continuing conversations with the Development Officer and the Developers. The Rezoning application for Second Avenue was approved by Council the next step will be the Public Hearing on December 6, 2021. There was no report for the building department or the Fire Department. The Office of the CAO is reporting that the signage has been installed on Water Street in front of the Nothing Fancy Furniture. The Marketing Room Levy response to Digby Area Tourism was sent and had been acknowledged. The draft by law will be tabled at the December Committee of the Whole Meeting. The CAO along with the By Law Officer met with the RCMP concerning an individual that has been causing issues with public intoxication, harassment and damage to public property in instances the RCMP are unable to lay charges because folks are not willing to come forward with statements and or witnesses unwilling to come forward. Perhaps it's time to have the Fire Inspection do an inspection of this building. The CAO will discuss this matter with the By Law Enforcement Officer.

F.2 Director of Public Works

a) Report

The Director of Public report was presented. The Public Works Department has completed the undercoating of the fire trucks. The Director has been working with the engineers on the Racquette Road tender. There has been six elm trees cut down and destroyed. The Director has meet with DARC and Tide view Terrace and the Trails Coordinator from the Municipality of Digby to discuss a trail head located at the intersection of the two trail entrances. The 5 Ton truck is once again in the repair shop parts are ordered and we should have it back in 14 days or less unfortunately this truck has no manufactures warranty left. The Second Avenue extension is nearly completion we are just awaiting guard rail to be installed. The Director reported on elm trees on Mount Street these trees were removed and have be properly disposed of. There are still three elm trees on private property that need to be removed one was started however the wood was not removed from Town Limits this should be done as soon as possible to eliminate further spread of the bug that is the reason the trees are coming down. The timeline for removing the diseased elm trees is November 1 to March 31 when the bug is dormant. The Director of Public works would like the Dangerous and Unsightly Administrator issue order for removal and disposal by an arborist Mayor Cleveland spoke about years back we had a tree committee perhaps it is time to bring that committee back to do some long term planning. Discussion around issuing an order to have this work done on private property or to just give direction to begin the work needed to have this done.

F.3 Director of Finance

a) Report

The Director of Finance Report was presented and reviewed. The Director spoke about deed transfer tax it continues to be high and will likely exceed last year. The Municipal Climate Resiliency Grant is specific for flood risks and wildfire risks we thought perhaps we could do a grant for costal erosion however after contacting them we know that this grant will not work for that. The Director prepared an Accepted Payment Method Policy that will be coming forward for discussion. The fee for accepting this payment method is no charge for the first three months and then \$1.00 per

month for 4 to 25 and \$0.75 for 26 to 50. The Town has received the initial payment of 50% of the funding from the FRIIP grant on November 1. The gas tax signage report has been filed we are now working on the sign that will be submitted to a local company for production. The Director of Finance took part in a webinar regarding Asset Management the webinar was split between leaning concepts of building a strong plan and a look into the PSD Citywide asset management software. The Director has also signed up to attend the Atlantic Infrastructure Management Network conference in Dartmouth.

F.4 Special Constable Report

a) Dangerous and Unsanitary Premises Report

There are four active properties that are being worked on. 10 Carleton Street is still being monitored. The office received a complaint about 91 Second Avenue concerning property maintenance and unsecure premise a letter has gone out to the property owner. A letter has also gone out to the landlord of 140 First concerning the repeat offences at this property for unsanitary the order has been posted again and an administration fee of \$150 will also apply. The Administrator was contacted by the property owner at 89 Sydney Street due to health reason the owner is asking for an extension to the deadline for clean up the administrator has extended that for 30 days.

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 however that has been pushed back a couple of weeks.

G. CORRESPONDENCE

G.1 None.

H. NEW BUSINESS

H.1 Human Resource Policy Amendments

a) Paid Holiday Policy

The Senior Management Team is continuing a review of the HR policies this paid holiday policy requires an amendment for the Family Day and the Truth and Reconciliation Day. The CAO took this opportunity to update the language and the other line is to add a review of the policy every 5 years.

Motion:

Moved by Councillor Saulnier and seconded by Councillor Turnbull that the Committee recommend to Council the HR Policy #2014-08 Paid Holidays as amended.

Motion Carried.

b) Sick Leave Policy

The Sick Leave Policy has also been reviewed and there are some changes to the policy mostly for the reporting in the case you are sick this will allow for employees to email there supervisor for notification as well as phone. Councillor Saulnier would like to see an amendment to the Policy to change the word speak to change to communication. Deputy Mayor Bartlett was not in favor of the change to allow email notification and would prefer to see only the phone used as a method of communication.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Committee recommend to Council the HR Policy #2014-10 Sick Leave as amended.

Ayes

Councillor McCormick

Councillor Saulnier

Councillor Turnbull

Mayor Cleveland

Motion Carried.

Nays

Deputy Mayor Bartlett

H.2 Administrative Policy Amendments

a) Accepted Payment Method

The Director of Finance has drafted the new policy on Accepted Payment Methods to allow for the acceptance of E-Transfers. Councillor McCormick asked if we can add or amend the certified cheque and either amend or add to that bank draft. Another question was should be fee for NSF remain at \$25.00 or should this increase for the fee of \$25.00 plus the fee that the bank will charge us that is the option that Council would prefer.

Motion:

Moved by Councillor Saulnier and seconded by Councillor Turnbull that the Committee recommends to Council the Administrative Policy #2021-06 Accepted Payment Method Policy as amended.

Motion Carried.

H.3 Minister Lohr

Mayor Cleveland was speaking to Minister Lohr after he reached out for an informal chat about the area and things that are happening in and around Digby during that conversation the Mayor spoke about housing and the challenges around housing in Digby the Minister cautioned us not to rush to quickly into housing development that the province will be doing something soon.

H.4 Road Salt Shortage

The mine in Pugwash is currently on strike and there is a road salt shortage and at this time we are unsure how long this will last. The Director of Public Works is recommending temporary changes to the Administrative Policy for Snow and Ice Removal and Sidewalks policy. We have some salt on hand that we can mix with sand the issue will be the reduction in service levels that folks are not used to. The CAO has drafted a Standard Operating Procedure contingency for the snow and ice removal for streets and sidewalks. The Committee reviewed the draft SOP and is giving direction to the CAO for this to move forward.

H.5 Victoria Street Sidewalk

Councillor Saulnier asked about the sidewalk at the Digby Campground he has an inquiry into the cost of this project. Mayor Cleveland spoke about the need to do this at that time it was due to salt water intrusion into Well 3. The cost of the phase 3 of that sidewalk was a cost of about fifty five thousand dollars.

I. IN-CAMERA

I.1 None.

J. ADJOURNMENT

There being no further business the meeting adjourned.

Motion:

Moved by Councillor Turnbull and seconded by Deputy Mayor Bartlett that the meeting be adjourned at 7:18 P.M.

Motion Carried.



Mayor

Clerk