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**TOWN OF DIGBY**  
**COMMITTEE OF THE WHOLE**  
**Monday December 20, 2021**  
**Council Chambers**  
**6:00 PM**

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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  
   Joy Robbins, Tax Clerk  
   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 PM

**B.      AGENDA**

**B.1    Additions/Deletions**

None.

**B.2    Approval**

**Motion:**

***Moved by Councillor Saulnier seconded by Deputy Mayor Bartlett with the ugly sweater Agenda be approved as presented.***

**Motion Carried**

**C.      DELEGATIONS/PRESENTATIONS**

**C.1**    Terry Thibodeau Coordinator Renewable Energy & Climate Change, Municipality of the District of Digby came to provide Council with an overview of Renewable Energy Projects. Terry Thibodeau has been with the Municipality as Coordinator of Renewable Energy for the past 10 years.

Rural Nova Scotia is at a disadvantage from NS Power with only having 69 KW of power being distributed through the transmissions lines. This in turn is a deterrent for business to come to the area. NS Power has said if there is enough demand, they would upgrade the system.

There has been a letter sent to the Premier concerning P.A.C.E. Clean Energy Back in 2011 Digby was the Port of Choice for support for Tidal Energy.

Several companies are interested in water turbines. There are turbines ready to be placed in the Passage.

The Fishing Industry (Fleet) is one of the largest contributors to greenhouse gases. There is interest is trying to convert to electric.

A company is interested in building a facility for Data Mining on the property in Mount Pleasant alongside the Wind Turbine.

There needs to be a maintenance program for the wind turbines currently owned by the Municipality of Digby.

With water turbines, developers want financial support but the return to the Municipality in tax dollars is very small.

Floating Solar Panels at VanTassel Lake. These panels would have minimal impact to the environment.

**D. MINUTES OF PREVIOUS MEETING**

**D.1** November 15, 2021

**Motion:**

***Moved by Councillor McCormick seconded by Councillor Saulnier the minutes of November 15, 2021 be approved as presented.***

**Motion carried.**

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

None.

**F. STAFF REPORTS**

**F.1 Chief Administrative Officer**

a) Report

The Chief Administrative Officer report was presented and reviewed. There were three development permits issued with fees of \$150.00 as well as two zoning confirmation letters with fees of \$50.00 each. The rezoning application for Second Ave is proceeding on schedule. Three building permits issued this month with fees of \$140.00. The Fire Department have submitted call reports for July, August, September, October and November these have been summarized for information. In 2022 we will require under section 369 of the Municipal Government Act to apply for a boundary either to confirm or alter the number and boundaries of polling districts and councilors. The correspondence received will be coming up under New Business. The Province announced that it will be working with NSFAM and other stakeholders to expand the Extended Producer Responsibility (EPR) program to include packaging, single use plastics and paper. The Province of Nova Scotia currently used the Extended producer Responsibility for electronics, paint and computers. In Nova Scotia Municipalities spend more than 25 million a year to collect and process blue bag material, printed paper and packaging (PPP). Programs exist for recycling PPP in many other provinces but not in Nova Scotia. Because producers build these costs into their national product pricing NS consumers are already paying for costs of PPP Programs operating in other provinces however NS consumers and municipalities don't receive any benefit. The Senior Management Team reviewed three HR policies there is no major changes only administrative amendments to update the gender language and that the policy will be reviewed every 5 years and therefore these policies will not require Council approval. The 2015 plow truck has been constantly out of service due to issues with the DEF unit. International is unable to supply the parts to repair the DEF unit a work around to repair the truck is now being done at a cost of around \$5,500. The Racquette Road Flood Mitigation project is well underway and is expected to be completed before Christmas. The AMA held a zoom meeting between CAO's and the newly formed Office of Healthcare Professional Recruitment this was an introduction to who they are and what services they will provide. The topic of Community Navigator was discussed and from their prospective communities with a Navigator have been successful. The role of the

Navigator is to provide support to the recruiter and promote the community as a place to work, live and play. The Deputy Minister of Municipal Affairs discussed the Investing in Canada Infrastructure Program (ICIP) a decision on program funding should be happening soon with applications being accepted in spring and summer. The ICIP funding is what we have been waiting for so that we can make application for the Mount Street Project. The Digby Campground lease documents have been executed. The CAO is currently in discussion with the town's surveyor concerning the consolidation and subdivision of the leased property. The CAO has meet with the District CAO and two members of the health foundation to discuss what a proposal might look like in respect to budget and possible ask from the Foundation for funding from the Municipal units. There will be more meeting to come in the New Year. The CAO spoke about the recent Covid-19 outbreak and the threat of the new variant starting Friday December 17<sup>th</sup> until at least the New Year tighter measures will be in place at the Town Hall Administration Offices and workplaces a workplace Covid-19 Directive SOP to reflect the new measures has been put into place.

## **F.2 Director of Public Works**

### **a) Report**

The Director of Public Works report was presented. The work at Racquette Bridge almost completed. Discovered a crack in the Force Main and this was repaired as a result of the Racquette Bridge work. Winter parking regulations are in place some vehicles have been posted with reminder notices. Weekly duties are being carried out as scheduled. Snow removal is being done as well as salting/sand is being carried out. The John Deere equipment was serviced and the new 5 ton will have the DEF removed. Small capital projects have been completed. The Director reported to Council on the deck on the fountain at McBride Park what would Council like to see done in this park fill in for a garden maybe look at what is there first.

## **F.3 Director of Finance**

### **a) Reports**

The Director of Finance report was presented. The Director spoke about deed transfer tax as it continues to be higher than expected. The Director attended the Asset Management Conference. A consistent theme of the conference is that asset management is a continuous and ongoing process and is critical to the future of the municipal unit. Pre-Authorized Debit for water/sewer is still in the testing stage however the Director thinks we are getting closer to having the kinks worked out. The process will continue until it can run smoothly before opening it up to customers.

## **F.4 Special Constable**

### **a) Dangerous or Unsightly Premises Report**

The Dangerous and Unsightly Premises report was presented. The Administrator is working on several files. 10 Carleton Street is being monitored. 91 Second Avenue has been spoken to and the owner of that property has agreed that in the spring of 2022 the grounds will be properly maintained and that the building would be coming down. 17 Water Street is in the process of removing the dead tree some has been removed and the remainder should be coming down within the week depending on the weather. 9 Water Street had been spoken with about the unsightliness of the property the Administrator has allowed for two weeks for the property to be cleaned up or an Order to remedy shall be posted to the premise. The tenant that is operating the restaurant in that building has been given a copy of the Solid Waste by Law and been advised to contact Dig by Salvage to arrange commercial pickup. 267 Shore Road the

Administrator had been speaking to the property owner and given the owner 7 days to complete the cleanup. There was some discussion on the time it takes to process an unsightly property. The consensus was that it is taking too long to get a property cleaned up. Council was informed that the guidelines for issuing orders are very specific under the MGA.

b) Protective Services Report

The Protective Services Report was presented all CCTV cameras are working we are still waiting on the installation boxes and antennas. One parking ticket and one warning were issued. One civic address was added for the month of November. The Crossing Guards Christmas break will begin on Tuesday December 21<sup>st</sup>.

**G. CORRESPONDENCE**

**G.1** None.

**H. NEW BUSINESS**

**H.1** Draft Digby Marketing and Promotions Levy By Law

The draft by law was presented and discussed.

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull the Committee Recommend the Digby Marketing and Promotions Levy By-Law to Council for approval.***

**Motion carried**

**H.2** Draft Job Description for Community Development Coordinator

This was presented as an information item. There may be some funding from NS Community Works to support this position however that is unknown at this time.

**H.3** UARB Municipal Boundary Review

Municipal Boundary Review needs to be addressed and completed by Council in 2022 as per the MGA.

**H.4** Fire Hall

Councillor Saulnier spoke on this matter as there has been discussions around the state of the building and possible replacement/repair/rebuild/expand. It was suggested a letter go to the Executive of the Fire Department asking if they are interested in forming a Committee with Council, and appointing two of their members to further study this matter.

**I. IN-CAMERA**

**I.1** Personnel

**Motion:**

***Moved by Councillor McCormick seconded by Deputy Mayor Bartlett the meeting move to in camera for personnel.***

**Motion Carried.**

The Committee moved out of In Camera.

**Motion:**

***Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the meeting return to regular session.***

**Motion Carried.**

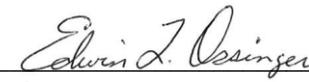
J. **ADJOURNMENT**

**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Turnbull that the meeting be adjourned as there was no further business at 8:40 PM.***

**Motion Carried.**

  
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**Mayor**

  
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**Clerk**