

**DIGBY TOWN COUNCIL  
REGULAR MEETING  
Monday February 1, 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

**REGRETS:**

**A. CALL TO ORDER**

Mayor Cleveland called the meeting to order at 6:00 P.M.

**B. PUBLIC HEARINGS**

**B.1** None.

**C. AGENDA**

**C.1 Additions/Deletions**

Two additions to the Agenda under Correspondence H.7 Minister Chuck Porter Safe Restart Agreement H.8 WestFor Management Inc presentation.

**C.2 Approval**

**Motion**

***Moved by Councillor McCormick and seconded by Councillor Saulnier that the Agenda for February 1, 2021 be approved with two additions under correspondence H.7 Minister Chuck Porter Safe Restart Agreement and H.8 WestFor Management Inc. presentation.***

**Motion Carried.**

**D. DELEGATIONS & PRESENTATIONS**

**D.1 Western REN- Rob Stevenson**

Rob Stevenson is with the Western Ren and is here tonight to discuss two project that are available through the Western REN. The first is a program called Continuous Improvement. This program is designed to create a lean work place which will assist the business in many areas of savings. There are currently companies in this area that are taking advantage of the program with great success. The second program that is being offered is the Virtual Advisor Program this is a program that matches former executives with business that can gain some help. Both are great

programs offered for no charge. If Council becomes aware or knows of any business out there that could take advantage of either program just pass on Rob's contact info. Rob thanked Council for their time.

**E. MINUTES OF PREVIOUS MEETING**

**E.1 January 4, 2021**

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that the Minutes of January 4, 2021 be approved as presented.***

**Motion Carried.**

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

**F.1 Mackintosh Family Memorial**

The Mackintosh Family would like to proceed with the green space at Racquette Pond being named in their fathers honor and also the idea of the fountain at the pond. The CAO reached out to the Mackintosh Family to see what assistance they might be offering for the project they have committed to \$4,000.00 plus HST as well as the cost of signage at the Racquette Pond Park.

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that Council accept the financial support committed by the Mackintosh Family and move forward with the Racquette Pond Fountain project.***

**Motion Carried.**

**F.2 Marketing Room Levy**

The Marketing Room Levy is a project that we have been working on for some time. This came about from a conversation with Digby Area Tourism Association. They are working with the Town and the Municipality to help move this forward. There was public consultation held with the fixed roof accommodation owners. It is the intention that the funds collected through the marketing room levy will be gathered by the Municipal units from accommodation owners. A by law and a committee will be struck to determine how the funds will be used. The Marketing Levy documents have been in the hands of the Province for some time now and with Covid-19 it was pushed further back however it will likely be coming forward at the Provincial Level at the next sitting of the House which maybe fall but we will have to wait and see what happens. Councillor Turnbull will also provide to Digby Area Tourism Association an update on the Marketing Levy.

**G. REPORTS**

**G.1 Chief Administrative Officer Report**

The CAO took part in a legal forum the session was very enlightening and there could be policies coming forward from this session. The CAO attended a Waste Check meeting that was held via Zoom this was the annual meeting and the new executive was appointed. The CAO also attended the Waste Check Audit and Finance Committee meeting the CAO's were invited to attend the purpose of the meeting was to review the 2021/22 operating budget. The consensus of the Committee was to leave the Municipal contribution at the previous year's contribution with no increase. There was discussion surrounding surplus and capital reserves. The review of the Intermunicipal Agreement and the surplus policy will be done and any changes will be recommended to the board. The Senior Management met and reviewed the staff reports for the Committee of the Whole and the draft Surplus Property Policy that will be coming forward. Emergency Management Office will be presenting to both Municipal Council on Tuesday February

2, 2021 via Zoom. There is nothing further to update Council on for the old Visitor Information Centre on Shore Road. The Senior Management team will begin a review of the Human Resource Policy Manual the last review was in 2014 some policies will require updated others may not. The Covid-19 Health Protection Order that pertains to Municipal Meetings indicates that meeting can be held if the total number doesn't exceed the gathering limit imposed by the Health Protection Order and all distancing requirements or other requirements are met if these conditions can't be met the meetings must be held partly or wholly as virtual meetings. The current gathering limit is 10 people no matter what size of meeting. The Safe Restart Agreement Accountability zoom meeting was held on January 27, 2021 however the meeting seemed to create confusion on how the funds can be spent. The Safe Rebuild Meeting was held on January 28, 2021 to discuss how strong and immediate federal support can best position Nova Scotia municipalities to drive the post Covid-19 recovery the discussion around what data will be needed and how is that data collected there will be more follow up meetings to work out the details. The rental agreement for Digby Station has been extended to May 31, 2021.

### **G.2 Digby Area Recreation Commission Report**

The Digby Area Recreation Commission Reports were distributed in the meeting package. Councillor Turnbull is also reporting that Deputy Mayor Bartlett is now the Chair of the DARC Board congratulations to Deputy Mayor Bartlett.

### **G.3 Committee of the Whole Report**

There are two recommendations coming forward from the Committee of the Whole the Disposal of Surplus Property as well as the formation of the Joint Accessibility Advisory Committee.

#### **Motion:**

***Moved by Councillor Turnbull and seconded by Deputy Mayor Bartlett that Administrative Policy #2021-01 Council Disposal of Surplus Property be adopted as presented.***

**Motion Carried.**

#### **Motion:**

***Moved by Councillor Saulnier and seconded by Councillor McCormick that a Joint Accessibility Advisory Committee be formed with the Municipality of the District of Digby, the Incorporated Villages, DARC and the Town of Digby.***

**Motion Carried.**

### **G.4 Joint Affordable Housing Coalition Report**

Senior Safety Coordinator has received four calls recently for homeless folks looking for housing. Councillor Saulnier spoke about the former Barton School there has been a hold up at this site this point they are moving ahead with the housing project.

### **G.5 Waste Check Report**

The Waste Check Annual General Meeting and the Waste Check Authority Meeting were held on January 11, 2021 both meeting minutes were distributed in the meeting package.

## **H. CORRESPONDENCE**

### **H.1 Digby Area Recreation Commission- Climbing wall**

Digby Area Recreation Commission is requesting a letter of support for a climbing wall to be located at Digby Regional High School. This is to be a school and community climbing wall that

they are hoping to have available for use by September of 2021. As part of the funding application they require a letter of support from the Municipal units. Council questioned the location of the Wall and the ability for community use in the future. Deputy Mayor Bartlett is now the Board Chair of DARC and he will express Councils concern that we have experienced in the past with the use of the community and gym. Council directed the CAO to draft a letter of support for the climbing wall.

## **H.2 Grant Creighton**

Grant Creighton has sent correspondence to Mayor and Council concerning a legal letter he received on January 7, 2021. The CAO provided a map of the property being discussed in the correspondence. Grant Creighton feels that the process of the sale was not forthcoming and there was no consultation with adjacent land owners. The major issue expressed by the Creighton's was the drainage ditch has never been addressed in the correspondence. Grant Creighton is also questioning that no compensation has been attempted in regards to the property lines to allow for property alignment of his property with Harris Road. The Town has offered to gift land to Grant Creighton however Grant Creighton has decided not to accept the offer of the gifted piece of land. The CAO spoke and if Grant Creighton declines the offer of the lot of land there is not much further that we can do it would require there agreement to move that consolidation forward.

## **H.3 Minister Mark Furey**

Minister Furey has sent correspondence to announce a one-year extension to the deadline for the Town to form an Accessibility Advisory Committee and have an accessibility plan in place by April 1, 2022.

## **H.4 Minister Mark Furey-RCMP Police Contract**

The Town of Digby has received a copy of correspondence that Minister Furey sent to the Municipality of the District of Digby regarding the RCMP policing contract for the Municipality of Digby. The Town of Digby and the Municipality of Digby are viewed as one regional detachment although we have our own contract for services. That is why we received a copy of this correspondence.

## **H.5 Minister Chuck Porter- Municipal Innovation Program**

Council received correspondence from Minister Porter on the Tri County Regional Planning Services project that was discussed some time ago. Minister Porter indicates the Municipal Innovation Program funding would fit in the funding envision for projects. Once the funding opportunity opens Minister Porter will advise us to apply at that time.

## **H.6 Cooke Aquaculture Inc.**

Mayor and Council received correspondence requesting a letter of support on the Kelly Cove Salmon Ltd. application for a new land-based aquaculture license in Centerville. Council directed the CAO to draft a letter of support for the application.

## **H.7 Minister Chuck Porter-Safe Restart Agreement**

The CAO received correspondence from Minister Porter regarding the Safe Restart Agreement which has provided financial support to municipalities to assist with Covid-19 operating costs. Under the SRA the Town received funding of \$164,561 this is to be used for increased operating

costs, implement social distancing and infection prevention require to operate and deliver services, support safe transit and acquire PPE.

#### **H.8 WestFor Management Inc. presentation**

This request came through Evan Nemeth of the Western Ren. WestFor Management Inc and TorchLight Bioresources are interested in presenting to Council regarding a feasibility study on the development and operation of municipal –owned, community-wide, district heating system. Director was given to the CAO to request their presentation at the upcoming February 16, 2021 Committee of the Whole Meeting.

#### **I. NOTICE OF MOTIONS**

**I.1 None.**

#### **J. NEW BUSINESS**

##### **J.1 Covid-19 relief**

Deputy Mayor Bartlett asked that this be added to the agenda he is wondering if the Property Tax Financing Program will once again be available to those who wish to take advantage of the program. During the first round of financing the town only had one business take advantage of the program and we were able to finance that in house. The CAO can inquire and see if this program will still be offered. Deputy Mayor Bartlett spoke about the concern around businesses That will have a tougher year this year than last.

##### **J.2 Asset Management**

The FCM Municipal Asset Management Program Funding grant is offering funds up to 80% of a project up to a maximum of \$12,500 for the implementation of an asset management plan. This is now a mandatory condition of the 10 year Federal Gas Tax Municipal Funding Agreement.

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier that Council submit application for the current round of the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program funding. The grant funds 80% of a project up to a maximum of \$50,000. This would commit the Town to spending up to \$12,500.***

**Motion Carried.**

#### **K. IN CAMERA**

**K.1 Legal**

**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Turnbull that Council move to In Camera for Legal.***

**Motion Carried.**

**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Turnbull that Council move out of In Camera.***

**Motion Carried.**

**Motion:**

***Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that Council refund the tax overpayment to the property owner at 98 Church Street PID # 30226369.***

**Motion Carried.**

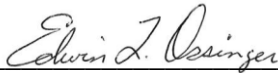
**L. ADJOURNMENT**

**Motion:**

***Motion for adjournment was moved by Councillor Saulnier and seconded by Deputy Mayor Bartlett at 8:35 P.M.***

**Motion Carried.**

  
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Mayor Ben Cleveland

  
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Clerk E. Tom Ossinger