

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
December 18, 2023
Council Chambers**

- MEMBERS PRESENT:** Deputy Mayor Mike Bartlett, Vice Chair
Councillor Peter Turnbull
Councillor William McCormick
Councillor Paul Saulnier
- STAFF PRESENT:** Tom Ossinger, Chief Administrative Officer
Leslie Brinton, Executive Assistant
Ed McCormick, Director of Public Works
Laura Lee Milner, By Law Enforcement Officer
Matthew Raymond, Director of Finance
- REGRETS:** Mayor Ben Cleveland, Chair

A. CALL TO ORDER

Deputy Mayor Bartlett called the meeting to order at 6:02 PM

B. AGENDA

B.1 Additions/Deletions

One deletion to the Agenda Jim Scott will not be making a presentation to the Committee tonight this is being held off until January due to the pending weather for today.

One addition to the agenda under In Camera- Contracts

B.2 Approval

Motion:

Moved by Councillor Turnbull and seconded by Councillor McCormick that the agenda for December 18 2023, be approved as amended.

Motion Carried.

C. DELEGATIONS/PRESENTATIONS

C.1 None.

D. MINUTES OF PREVIOUS MEETINGS

D.1 November 20, 2023

Motion

Moved by Councillor Saulnier and seconded by Councillor McCormick that the Minutes of November 20, 2023, be approved as presented.

Motion Carried.

E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

E.1 Grant Coordinator draft job description

The CAO has completed the review of the draft Grant Coordinator job description and it was discussed at the Executive Committee Meeting. The term of this position is for one year the Committee discussed the term and probationary period of the position the term of one year might limit those who would apply if they thought the position would terminate after one year. The person who fills this position will be awhile before they can have a clear understanding of the work. Councillor Saulnier noted typing errors in the job description. The Committee discussed a longer term, and the CAO will amend to reflect that.

Motion:

Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Committee recommend to Council the Grant Coordinator Job Description amended to reflect a two-year term.

Motion Carried.

E.2 WSP Traffic Plan

The CAO along with the Director of Public Works meet with MLA Balser and the School to discuss the traffic plan done by WSP. The Meeting went fairly well, and they are receptive to the plan. Some of the small items in the plan can be done by the Town soon.

F. STAFF REPORTS

F.1 Chief Administrative Officer Report

The Chief Administrative Officer Report was presented. The planning department issued two Development permits for the month of November. There was one application for Development Agreements received and under review. The building department issued two building permits during the month of November. The Fire Inspector conducted two site visits 88 Warwick Street deficiencies were found and they were given 30 days to remedy, and 145 West Street was a follow up inspection, and all deficiencies were addressed. Digby Fire Department has responded to 29 calls during the previous two months 12 calls were in the Town and 17 called were in the district. The Office of the CAO is reporting on Municipal Capital Growth Program application was submitted. The application is for generators for Town Hall and lift stations 1, 2, 3, and 4. The Marketing Levy By law has received first reading and the ad has been placed in the Tri-County Vanguard the second and final reading will take place at the January 2, 2024 Council

Meeting. The Marketing and Promotion Levy Advisory Committee vacancy of a citizen member is now being advertised. Saskia has been appointed as the Chair of the Marketing and Promotion Levy Committee. The Committee has also decided to provide annual core funding to DATA and additional funding for special projects would be application based. The property listing for the Third Avenue lot has been renewed with a new Seller Brokage Agreement which expires in June of 2024. The building by law is coming forward on the agenda this By law is more comprehensive then the old by law which has been causing some issues with the building inspection services.

F.2 Director of Public Works

The Director of Public Works presented his report. The Director is reporting that the 5 Ton truck is out of service again and we are waiting for a computer to be reprogrammed if this doesn't work, we will have to order a new one and have it installed. The mini home is waiting for a power connection so that the work. The tender will soon be posted for the Shore Road culvert. The Victoria Street paving tender is almost ready to post as well. The exterior door for the Fire Hall has been installed and we are waiting for the electrical to be completed and the ramp is ready to pour. Shreve Street Traffic review the signage has been changed as per one of the recommendations. The CAO and Director of Public Works met with the MLA and representatives from the school board regarding the recommendations. The VIC on Shore Road now have the benches and gazebos installed at that location. Two benches were installed behind the promenade. The fire whistle has been removed and is being sent away to see how much it will cost to rebuild it. The 5 Ton truck has no warranty left we are currently down to using the loader and the ¾ ton truck which will do the job required it might just be a little slower timeline.

F.3 Director of Finance

The Director of Finance report was distributed in the package some items to highlight report are the Statement of Operations for the eight months ending November 30, 2023 no major deviations from budget have been noted. The Director attended an HST webinar hosted by AMANS and presented by CRA it was brought to the attention of the Director that we can do a better job of ensuring we claim the proper HST ITC's on any goods and services purchased with respect to providing taxable supplies such as rentals. The Tax Sale Standard Operating Procedure was updated with respect to the introduction of the 5% non-residential provincial deed transfer tax. The 2024 Property Assessments overview report was received this is not a detailed property report but rather condensed version of the detail report. Residential property assessments market value is up 25% year over year, but the capped value assessment is up only 10% year over year. The Commercial assessment is up 10% year over year. The CAP rate set by the province for 2024 is 3.2% and now 85% of all residential properties in the Town are capped. The water rate study first draft has been completed and work is continuing new rate increased will take place in July if the timeline is held. The study will be presented to the Water Commission in January.

F.4 Special Constable

a) Dangerous or Unsightly Premises Reports

The Dangerous or Unsightly administrator is reporting on four properties, 6 First Avenue a complaint was received concerning the excess brush, grass and waste surrounding the property an information package was sent to the property owner indicating that a 14-day timeline for a response was required. 27 West Street an email was received from the neighbouring property owner regarding the retaining wall between 27 West Street and 82 St. George Street progress is being made and the property will be monitored for progress. 9 Water Street the property has been undergoing renovations the roof is being replaced, followed by the exterior of the site itself closed in. 2 Prince William Street in speaking to the property owner concerning the siding installation it will likely be spring before the complete the work.

b) Protective Services Reports

Protective Services report was presented.

C.C.T.V – Cameras are all operational. We are experiencing a communication issue with the current land line a security technician has been requested to come and resolve the issue. Remote viewing of the property was discussed for very little cost we can have the ability to monitor the site.

Parking Control – No issues or concerns.

Civic Address- One civic address required verification and two additional address required verification. The second round of training on the use of the NSCAF system is now completed there will likely be once more training session required.

Dog Control- 26 Montague Row – 221 Lighthouse Road. Calls were received from someone who found a dog running at large in Digby Cross Road the owner was not located the dog was retrieved and placed in a shelter until the owner could be located the owner was never located and the dog was adopted and given a new home.

Crossing Guards- Nothing to report

Vending Licenses-Nothing to report

Taxi licenses-One new cab inspected for service. One new taxi owner/operator inquiry and once business name change. A complaint was received about discrepancies in taxi rates for the town. Rate schedules that have been provided could be altered a tamper proof design should be considered. A copy of the rate schedule with the annual cab sticker included should be considered. A laminated copy of the rate schedule was provided to the operators. Deputy Mayor Bartlett spoke about adding a window decal to the vehicle to display the current rate. Before we go ahead an have printed rate schedules done perhaps we should be looking at the by law to see if any changes might be considered by the taxi industry.

Solid Waste Management- several solid waste management files are open and will be monitored for progress. 10 Carleton Street property is open to the elements, and we should be requiring the property owner to secure the site.

G. CORRESPONDENCE

G.1 Town of Oxford-Exemption of Volunteer Emergency Services provider-New Fuel Charges

Correspondence was sent from the Town of Oxford to Honourable Guilbeault regarding an exemption of Volunteer Emergency Service Providers from new fuel charges and a copy of the letter provided to all municipal units for information.

G.2 Resident Council or Tide view Terrace

Deputy Mayor Bartlett attended the last Tide view Meeting when this letter was brought forward, Deputy Mayor decided to table this letter here as well for Council information.

H. NEW BUSINESS

H.1 Draft use of Digby Station Policy

The draft Use of Digby Station Policy is coming forward for review and discussion by Council. A few amendments from the current policy prompted a new policy and a repeal of the old policy. The removal of the key deposit being one of them and an increase of rental rates to better align with others renting space.

Motion:

Moved by Councillor McCormick and seconded by Councillor Turnbull that the Committee recommend to Council the Use of Digby Station policy as presented.

Motion Carried.

H.2 Draft Building By law

The CAO has drafted the new Building By law the older Building by law will be repealed. This new by law better aligns with the Municipality of Digby building by law and is much more detailed than the previous one. All required permits are clearly outlined in the new by law.

Motion:

Moved by Councillor Saulnier and seconded by Councillor Turnbull that the Committee recommend to Council the Building By law as presented.

Motion Carried.

H.3 Senior Safety Correspondence

Councillor McCormick along with the Senior Safety Coordinator are working on drafting correspondence concerning the Public Trustee and the ability to report fraud activity if suspected. The hope at the very least would be to allow referrals to the RCMP.

H.4 Transit Meeting

Deputy Mayor Bartlett and Councillor Saulnier attended a recent Chamber of Commerce Transit meeting with King Transit. The meeting was informative, and a lot of options were discussed however there was no one from the Municipality of Digby in attendance. Perhaps talking with the MLA for funding for a smaller bus to operate in Digby would be the better way forward.

I. IN-CAMERA

I.1 Contract

Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that the Committee move to In Camera for Contract.

Motion Carried.

Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that the Committee move out of In Camera for Contract.

Motion Carried.

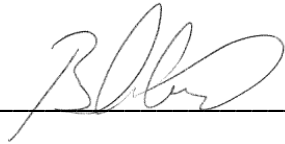
J. ADJOURNMENT

Motion:

Moved by Councillor Turnbull and seconded by Councillor McCormick that the meeting be adjourned as there is no further business at 7:36 P.M.

Motion Carried.

Mayor



Clerk

