

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
January 16, 2023
Council Chambers**

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

STAFF PRESENT: Tom Ossinger, Chief Administrative Officer
Leslie Brinton, Executive Assistant
Ed McCormick, Director of Public Works
Matthew Raymond, Director of Finance
Kat Kovalenko, Community Development Coordinator

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 Deputy Mayor Bartlett and seconded by Councillor Turnbull that the Agenda for January 16, 2023 be approved as presented.

Motion Carried.

C. DELEGATIONS/PRESENTATIONS

C.1 None.

D. MINUTES OF PREVIOUS MEETINGS

D.1 December 19, 2022

Motion

Moved by Councillor McCormick and seconded by Councillor Saulnier that the Minutes of December 19, 2022 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 Report

The Chief Administrative Officer Report was presented. The planning department issued 1 Development permit for the month of December. The building department issued no building permits during the month of December. Digby Fire Department responded to 12 calls during the month of December 4 of those were in the Town of Digby and the other 8 in the Municipality of Digby. The Marketing Levy registration package are send some have been completed and received back from those who are open year round for the most part. The Marketing Levy Advisory Committee ad seeking members will soon be posted. The CAO has completed the salary review and the report will be discussed under new business. The By Law Enforcement Position competition closed on December 23 thirty two applications were received they have been shortlisted down to 11 then further shortlisted down to 7 interviews will be conducted January 18 and 19th . A further update to the report there will only be 5 interviews as two have notified us after the CAO report was done they have taken positions elsewhere or just declined to interview. The NSUARB Boundary Review Application has been submitted and once they complete their review a date will be set for a public hearing. Staff have compiled a list of expenses for the former Mount Street School property for the last two years total expenses for 2021 and 2022 are very similar at \$13,339 and \$13,358 the only other expense not included is the snow removal estimated at \$8,100 per year therefore to break even monthly rent would need to be \$1,800. The party that was interested in the building has not yet contacted the office of the CAO. The future of this building might be better discussed at the upcoming February special session that has been discussed.

F.2 Director of Public Works

The Director of Public Works presented his report. The Director provided to the Committee an issue that arose early this morning at the sewer treatment pumping station on Queen Street with one of the pumps the Director has had three pumper trucks on site to remove the sewage there is possible damage to the electrical panel this was due shims that had come loose on one of the large pumps which shook and broken the large 14 inch pipe going forward checking the bolts on the pipe will be part of the regular monthly checks. This is the first time an issue like this have occurred. The Director reported that the work at the Digby Fire Hall project should be completed near the end of January. Public works director office is being refreshed with a coat of paint as well as the lunch room. There was a repair done along the rail bed where the force main goes to Smith's Cove. Trees are still being cut up behind Bethany Bin there is still a few more to come down. The Public Works Department currently has one employee on medical leave and they are due to return in February. The Mayor spoke about electric car charging signs that are posted in other places and asked the Director to talk with the CAO regarding some additional signage.

F.3 Director of Finance

The Director of Finance reports were presented. The Director spoke about a new formula that is being developed for the distribution of funds for the Canada Community Building Fund formerly gas tax the rumor is that this new formula will give more weight to those municipal units with more linear assets and would benefit towns. 2023 Assessment Roll is out showing that Commercial Assessment is up 8% and Residential /Resource is up 12% and total dwelling units up 7. The Digby Pines is up 46 percent over last year it's an increase of \$498,800. The Asset Management Plan is still being worked on through AIM. The Draft Municipal Affairs Annual Report showing the Financial Condition Indicators which assesses the Town of Digby's overall financial condition as low risk. The Director spoke about the rental properties and that payment reminder letters and conversations continue with both tenants. Since the report was written the tenant at First Avenue is now fully up to date and the other rental property on Mount Street is paid all except an oversight in paying the HST on the rent. WCB coverage for firefighters was discussed at the regional AMANS meeting the responsibility to Municipalities might be greater than originally thought we need to ensure that the fire department is reporting all claims to us in a timely manner.

F.4 Special Constable

a) Dangerous or Unsightly Premises Reports

The December report for Dangerous or Unsightly premises is reporting on 4 properties 144 Water Street is still open and ongoing. 91 Second Avenue house was demolished and all debris cleaned up and the file is now closed. 10 Carleton Street file is still open and ongoing. A complaint was received about fill falling onto a property at 27 West Street an investigation has taken place however the complaint doesn't fit into a Dangerous or Unsightly premise file and is more of a civil matter between neighbours.

b) Protective Services Reports

The November report for Protective Services was presented.

C.C.T.V –13 cameras are up and in full operation.

Parking Control – For the December there were no violations issued.

Dog Control one dog was running loose on West Street the owners were visited after the complaint came in.

Crossing Guards- Two crossing guards are working at the Elementary School on a regular basis and there is one spare crossing guard who fills in for the two regulars.

Civic Addressing-The building department reached out regarding some civic addressing on all the buildings at the Pines Resort.

Solid Waste Management during the month of December is reporting on 9 Water Street the directive that was issued was due to happen by December 14, 2022 that didn't happen and Digby Salvage and Disposal was hired to remove the garbage. The CAO reported that there were two taxi drivers licensed from the Town Hall these are just two new drivers not new cab companies.

F.5 Community Development Coordinator Reports

The Community Development Coordinator report for December was presented to the Committee. The Canada Summer Jobs funding applications have been submitted for the Public Works Department and Visitor Information Centre. The same positions were applied for through the clean leadership funding. The Active Transportation Plan meeting for the public input session was discussed the date will be February 7th in the Council Chambers here at Town Hall. The trail care event will be happening this week pending good weather so that the bird houses can be installed on the trail. The planning is well underway for the African Heritage Launch event to be held February 2nd at the Digby Fire Hall invitations to attend the event have gone out. The Basic Emergency Management training for the CDC will be happening on January 31 this is the first training session to become the Public Information Officer for REMO. The CDC is proposing a program to help boost tourism and promote active transportation the umbrella share program for the Town of Digby you can pick up your umbrella and return at various locations we can do this sort of program for a small amount of money and there is potential for sponsorship of the umbrellas the CDC will continue to research this program to see the options for this program.

G. CORRESPONDENCE

G.1 East Hants Correspondence Re Bill 225

This letter was from East Hants to Minister Lohr regarding Bill 225. The Bill grants the Minister of Municipal Affairs and housing the authority to override lawfully established by-laws by Halifax Regional Municipality. East Hants is seeking support in the form of a letter the Committee was in support of drafting a letter to Minister Lohr.

H. NEW BUSINESS

H.1 Salary Scale Review

The CAO completed the salary scale review and compiled the report being presented here tonight. This is being presented for a take away for Council to consider there is no expectation in passing anything tonight this is just for consideration. The CAO list serve has had lots of discussion about wages and the COLA being high this year some units have an upper limit of 3.5% annually this is a challenging time with the minimum wage climbing. Councillor Saulnier thanked the CAO for the detailed report. The CAO spoke about doing a review annually rather than every three years it is just too long of a time. Competing with private industry for public works department will never compare however we do offer great benefits and pension plan here which some will not get working for private industry. The salary scale can be an addition to a separate weekend retreat/planning session that has been discussed. The CAO was asked if he could break down the 6% over three years for discussion at that planning session as well. The CAO also did a review of Council salary although it wasn't asked for the information was available so a report was compiled.

H.2 Digby Biomass District Heating Prefeasibility Report

The CAO provided a full copy of the Biomass prefeasibility study to the Committee there will likely be questions from the Committee on this such as costing, others who maybe exploring this as well. The Mayor asked that the Committee compile a list of questions regarding the study and we can add this to the weekend retreat/planning session that will be coming up in February.

H.3 Façade Program

The draft façade program draft is now on the Digby Cloud. This program was created from what the Town of Yarmouth is currently using. If Council determines to move forward with the façade program a decision will have to be made at what funding level we want to support. This program will encourage businesses to do upgrades with funding through the program.

H.4 Administrative Scent Free Policy

This policy was drafted to mirror an update HR policy for Scent Free. We currently have an Administrative Scent Free policy however the Senior Management Team is still continuing with the policy review and this one required an update. So that is why the new HR Policy and Administrative Policy are both coming forward.

Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that the Committee recommend to Council the Administrative Scent Free Policy as presented.

Motion Carried.

H.5 HR Scent Free Policy

This policy is new and mirrors the Administrative Scent Free Policy.

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Committee recommend to Council the HR Scent Free Policy as presented.

Motion Carried.

H.6 Disposal of Surplus School Property Policy

This policy was created in 2014 and it came up for review by the Senior Management Team and it does require some amendments due to the changes in the Education Act there is some wording that required changing, there is no longer a regional school board that has been changed to a regional center.

Motion:

Moved by Councillor McCormick and seconded by Councillor Turnbull that the Committee recommend to Council the amended Disposal of Surplus School Property Policy as presented.

Motion Carried.

I. IN-CAMERA

I.1 Legal

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Committee move to In Camera for Legal.

Motion Carried.

J. ADJOURNMENT

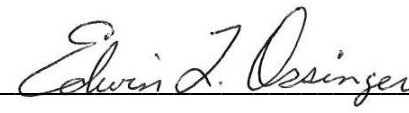
Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the meeting be adjourned as there is no further business at 8:12 P.M.

Motion Carried.



Mayor



Clerk