

**TOWN OF DIGBY  
COMMITTEE OF THE WHOLE  
February 21, 2023  
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  
Ed McCormick, Director of Public Works  
Matthew Raymond, Director of Finance  
Kat Kovalenko, Community Development Coordinator  
Laura Lee Milner, By Law Enforcement Officer

**REGRETS:**

**A. CALL TO ORDER**

Mayor Cleveland called the meeting to order at 6:00 PM

**B. AGENDA**

**B.1 Additions/Deletions**

Seven additions under New Business H.3 VIC meeting H.4 Doctor Update H.5 Jordantown Conway Betterment Society H.6 Wharf Rat Rally H.7 RCMP H.8 NSFAM Conference H.9 Planning Session.

**B.2 Approval**

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that the Agenda for February 21, 2023 be approved with seven additions H.3 VIC Meeting H.4 Doctor Update H.5 Jordantown Conway Betterment Society H.6 Wharf Rat Rally H.7 RCMP H.8 NSFAM Conference H.9 Planning Session.***

**Motion Carried.**

**C. DELEGATIONS/PRESENTATIONS**

**C.1 Ian Tanhaff-AIM Asset Management**

AIM has been working on the Asset Management Plan for the Town of Digby and that plan will be coming forward at the end of the Month. FCM is the funder for this plan and

the Town of Digby was one of the last grant recipients. The current state of infrastructure will reach the end of life by 2027. The Asset Management policy that is coming forward is Simple to read and will create a clear site line of where to go forward. The report will Create a very detailed plan based on risk tolerance and service levels along with balancing Priorities. At this point in time there is still work to be done to complete the plan. The plan will be forever evolving and changing and staff will have the ability to keep the plan current. Council thanked Ian for the presentation and will await the plan.

**D. MINUTES OF PREVIOUS MEETINGS**

**D.1 January 16, 2023**

**Motion**

***Moved by Councillor Turnbull and seconded by Councillor McCormick that the Minutes of January 16, 2023 be approved as presented.***

**Motion Carried.**

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

**E.1 Snow Owl engineering former TVT Park**

The former TVT park land engineering costing decision needs to be determined if this is Something that Council is willing to commit to. Deputy Mayor Bartlett asked Mayor Cleveland if there was an interest from the Health Authority to assist with cost and nothing has been formally discussed at the time. This type of work will be required in order to be ready should a funding opportunity arise.

**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Saulnier that the Committee recommend to Council the Snow Owl Engineering for \$20,305.00 for the former TVT park design concept.***

**Motion Carried.**

**F. STAFF REPORTS**

**F.1 Chief Administrative Officer Report**

The Chief Administrative Officer Report was presented. The planning department issued no Development permits for the month of January there were two applications received for development agreements which are being reviewed by the Town Planner. The CAO also met with a developer for a proposal for a development on Mount Street which will also require a development agreement. The building department issued three building permits during the month of January. Digby Fire Department responded to 7 calls during the month of January 5 of those were in the Town of Digby and the other 2 in the Municipality of Digby. The Marketing Levy registrations to date are 12 properties equating to 221 rooms we will follow up with those who have not yet registered. The By Law Enforcement Officer Position has been filled by Laura Lee Milner she started work on February 6. In the last two weeks she has been busy researching bylaws, files and meeting Members of the general public. She designed a template for the issuance of Taxi Licenses and investigated solid waste complaints. We are awaiting the appointment as Special

Constable from the Department of Justice until her appointment is approved she cannot legally issue tickets. The NSUARB has requested a date to schedule a virtual hearing into The Boundary Review Application. The CAO requested that the hearing be scheduled for Monday June 13<sup>th</sup> at 10:00 AM once that date is confirmed by the Board a public notice of the hearing is required. The Nova Scotia Health Authority will no longer require the Digby Station rental as of February 27<sup>th</sup>. The CAO submitted feedback to the Deputy Minister of Public Works as per the request regarding the study on the Yarmouth Ferry. DATA has also prepared a letter of support that was also forwarded to the CAO which was submitted to the Deputy Minister. The CAO felt that a individual response rather than a Tri-County response might be better. The CAO was very positive and recommended that there is a need for both ferries. The Digby Area Housing Coalition is partnering with New Commons Development Inc. to advance their requests to various level of government for funding for the former Siesta Motel project. They are compiling a proposal for funding from the provincial Community Housing Growth Fund which provides money to cover pre-development costs they have asked the Town for a letter of support for their proposal. The Committee directed the CAO to draft a letter in support for the project.

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

The Director of Public Works presented his report. The Director is working on having the contractor come down and do some streetlight repair and at the same time install the new logo on the Town Hall. The pump at Lift Station 1 was send away for repair. The department is continuing to cut trees at the lagoon. Cold patching at various locations is happening around town. The 5 ton truck needed to have two spring replaced and a guard on the back brakes due to operators now knowing how to load salt correctly. Fire Hall project has a small pause but should be completed by March. The Committee asked about the trailer and what needed to be done at that location to date they have been working on drywall and painting the trailer overall seems to be in good shape.

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

The Director of Finance reports were presented. The Statement of Operations for the ten months ending January 31, 2023 were presented. There are no new major items of note not previously stated. It looks like we are heading to be fairly close to budget at the year end. The Asset Management Plan continues at some point in time a staff member might be required to document and GPS various points. The Town of Digby Insurance renewal applications were completed and were longer and more detailed than in past years. New premiums are not yet known but increases are expected. The Director has been working to secure a rate for the loss of the High Interest Saving Account that was terminated a rate of prime minus 1.7% which equates to 5% at this time has been secured. This is not with our incumbent they were unable to match this rate. The Director has attended three 1 hour webinar sessions with the Asset Retirement Obligation specialists a meeting with the Auditor will be coming in February to ensure that our process and scope is consistant with their expectations. At this point we do not anticipate any implications for the operating budget and therefore no effect on the tax rates. It is possible that should a large potential future liability be discovered with respect to retiring an asset Council may

request the creation of a reserve to fund this liability and this would have an effect on the operating budget. The Financial Condition Indicators for the year ending March 31, 2021 were released to the public on January 31. The Director mention the bizarre monthly registered letters from a tax payer of a single family dwelling indicating they refuse to pay their taxes for various reasons this property will be in tax sale position in July of 2024.

#### **F.4 Special Constable**

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

The January report for Dangerous or Unsightly premises is reporting on 3 properties 144 Water Street is still open and ongoing. 10 Carleton Street file is still open and ongoing and the file has been reviewed with the new By Law Enforcement Officer. 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 January report for Protective Services was presented.

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

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

Dog Control- nothing to report

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 January is reporting that he had to ask one landlord to clean up items left by the road at a residence that the tenant moved out of.

Councillor Turnbull asked that we have another look at 19 Maiden Lane he has received complaints about the state of the property becoming unsightly.

#### **F.5 Community Development Coordinator Reports**

The Community Development Coordinator report for January was presented to the Committee. The Application for the Clean Leadership grant funding was approved for 1 tourism intern and 1 public works intern today we were notified that we were eligible for addition positions and the CDC will provide further update on the next report. The Active Transportation plan school sessions took place on February 7<sup>th</sup> with the Public input session scheduled for February 15<sup>th</sup> at 7PM here at Town Hall. The interns that will be hired for the Canada Summer Jobs and Clean Leadership funding programs should attend a Committee meeting so that they can see what happens at meetings. The CDC is working on the CCTH ACCESS-Ability Grant program the deadline for application is February 14 this grant will be for various locations such as Digby Station, Digby Center Stage, and Digby Fire Hall. The TCT Trail Care Day funding application has been submitted for a spring clean up of the trails which will take place in May. The Trail Care Event that took place on January 18<sup>th</sup> along with the DRHS kids helped clean up the trail and set up birdhouses they

were rewarded for the hard work with gift cards and snacks. The African Heritage Month Launch event took place on February 2 at Digby Fire Hall lots of school aged youth took part which was great to see. There will be an Active Transportation public input session this week on February 15 at Town Hall. The CDC completed the Basic Emergency Management training on January 31 as part of the ongoing training to become the Public Information Officer for REMO.

## **G. CORRESPONDENCE**

### **G.1 Carmen Burnie-Shore Road land interest**

Correspondence was received by the CAO from Carmen Burnie expressing interest in the Land located at 237 Shore Road. We will want to go through realtor when the time is Ready this way we can remain hands off and if there is a lot of interest then we can let the realtor handle all this.

## **H. NEW BUSINESS**

### **H.1 Tree Planting Vantassel Lake**

The Southwest Nova Biosphere group has funding available for tree planting. There is interest in planting at Vantassel Lake this would be done at no cost to the Town and would be on a lot of land that was a former pasture off of Crawford Road. These trees would only be done if the grant was obtained.

#### **Motion:**

***Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Committee recommend to Council the tree planting at Vantassel Lake should funding be available and predetermined site.***

**Motion Carried.**

### **H.2 Administrative Policy #2023-02 Asset Management**

This policy is coming from the work we are doing with AIM on the Asset Management plan. This policy like all other Administrative Policies will be reviewed at minimum every 5 years but can be reviewed more frequently.

#### **Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Committee recommend to Council the Administrative Policy #2023-02 Asset Management as presented.***

**Motion Carried.**

### **H.3 VIC Committee Meeting**

The Mayor suggested that the VIC Committee meet on Monday February 17 at 6 PM if that date and time works for the Committee.

### **H.4 Doctor Update**

There is a new Doctor coming to the area this week Mayor Cleveland is assisting with the accommodations for the family. And there is another Doctor coming to the area in April.

#### **H.5 Jordantown Conway Betterment Society**

Mayor Cleveland was speaking to this group and there will be a formal letter coming requesting some additional funding assistance.

#### **H.6 Wharf Rat Rally**

The Committee has no money and they are talking with the Province about the rally and the future of the rally a decision will be coming in the next few weeks.

#### **H.7 RCMP**

Councillor Saulnier asked that this item be added to the Agenda at the recent RCMP Joint Police Advisory Meeting the local detachment is reporting that they are down 40 percent of the staff. Councillor Saulnier would like to draft a letter to Department of Justice Expressing our concerns about the level of staffing.

#### **H.8 NSFM Host Event**

Deputy Mayor Bartlett is the upcoming NSFM Spring Conference Chair which will be held here at the Digby Pines. With the host community being Digby the Deputy Mayor is considering hosting a casino night with food and music the Digby Fire Department has ran casino nights in the past. The estimated costs for this event would be about \$3,600 we can draft a letter asking our neighbours for assistance for the event. We can also draft correspondence to the DFD to see if they might be willing to run the casino night for us.

#### **Motion:**

***Moved by Councillor Saulnier and seconded by Councillor McCormick that Committee recommend to Council that the Town of Digby host the Casino Night at the upcoming NSFM Conference at a cost of \$3,600 and draft correspondence to neighbouring municipalities asking for financial assistance to host this event.***

**Motion Carried.**

#### **H.9 Planning Session Date**

Mayor Cleveland is looking to organize the upcoming planning session for Saturday March 4<sup>th</sup> from 8:30 AM to noon this will be a sit around and chat informal session.

### **I. IN-CAMERA**

**I.1 None.**

### **J. ADJOURNMENT**

#### **Motion:**

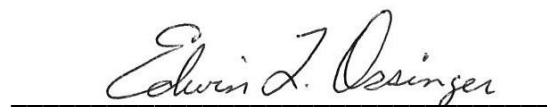
***Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the meeting be adjourned as there is no further business at 8:12 P.M.***

**Motion Carried.**



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Mayor



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Clerk