

**TOWN OF DIGBY  
COMMITTEE OF THE WHOLE  
March 20, 2023  
Council Chambers**

**MEMBERS PRESENT:** Mayor Ben Cleveland  
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  
Laura Lee Milner, By Law Enforcement Officer

**REGRETS:** Deputy Mayor Mike Bartlett  
Kat Kovalenko, Community Development Coordinator

**A. CALL TO ORDER**

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

**B. AGENDA**

**B.1 Additions/Deletions**

One addition to the Agenda under New Business Change of Use and move the Crow's Nest Delegation down to correspondence G.2 Crow's Nest.

**B.2 Approval**

**Motion:**

***Moved by Councillor Turnbull and seconded by Councillor McCormick that the Agenda for March 20, 2023 be approved as presented.***

**Motion Carried.**

**C. DELEGATIONS/PRESENTATIONS**

**C.1 Digby Area Tourism Association**

Mayor Cleveland welcomed Karen Enright and Darren Carey from the DATA Board. They understand that the Town of Digby Visitor Centre is moving to Shore Road and would like To express their interest in using the downtown former VIC space for meetings, office space and also as a space that can be used for other organizations as well. They do not

have finances to rent the space they would be able to cover the utility costs however rent might be a challenge without the Marketing Levy money. DATA has made application for Two summer students. The building likely may not be able to be used year round as the building is not insulated enough for winter occupancy there is a heat pump on site however likely wouldn't be enough for year round occupancy. There was discussion about the washrooms on site and the town has considered access to those washrooms from the side of the building however this is just discussion at this time. The CAO can conduct some cost analysis on the space and gather the costs for utilities. DATA stressed the importance of the Marketing Levy funds in order for rental costs to be considered. Mayor Cleveland also mentioned that changing the exterior of the building is not something that the Council wants to happen. The Committee asked the CAO to compile some numbers and discuss with DATA and go from there. Mayor and Council thanked DATA coming to speak on the centre.

**D. MINUTES OF PREVIOUS MEETINGS**

**D.1 February 21, 2023**

**Motion**

***Moved by Councillor McCormick and seconded Councillor Turnbull that the Minutes of February 21, 2023 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 three Development permits for the month of February. The building department issued two building permits during the month of February. The Fire Inspector conducted three fire inspections with two of those resulting in deficiencies with 30 days to correct. Digby Fire Department responded to 7 calls during the month of February. Six of those calls were in the Town of Digby and the other 1 in the District. The Marketing Levy registrations to date are 13 properties equating to 231 rooms and 5 applications were received for the Marketing and Promotions Levy Advisory Committee. The By Law Officer has received appointment as Special Constable from Department of Justice and can now issue tickets as required. Digby Station is being renovated by Public Works the showers have been removed and the laundry room is being prepared for the public washroom with a shower. An application for funding for an accessible door and accessible public washroom at Digby Station was submitted along with an accessible door and ramp for the Digby Fire Hall upstairs entrance the funding will cover 66 % of the project costs. There are traffic issues at Digby Elementary School during student drop off and pick up times. Public Works is collecting traffic data and crossing guards will receive a refresher training to ensure adequate understanding of the job duties. Staff has meet with DES Student Advisory Council president to collaborate to deal with traffic issues. The CAO met with the food

bank to discuss the space required and the rental moving forward. The CAO also received a call from an individual looking to rent and that will be further discussed In Camera. Councillor Saulnier asked about the Marketing Levy funds and that DATA seems to think the funds will be going directly to them. This has been explained to DATA over and over for some reason they are not understanding the terms of reference for the Committee the CAO has seen a request from DATA for funds but that was some time ago. Mayor Cleveland would like to have the Yarmouth Tourism folks come and speak to the Committee once it has been struck ours will mirror the Yarmouth model.

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

The Director of Public Works presented his report. The Director of Public Works completed the Annual Wastewater report. The New Town Hall logo was installed. The Public Works Director has been working on a recommendation for the Shreve Street vehicle congestion. Snow Owl Engineer has been contacted for the design work on the former TVT property. Fire hall project continues with the new bay doors being installed and the new door on the South end installed as well. Work is continuing on the mobile home. Councillor Saulnier asked about the overhead cross walk signs the Director is reporting they have all been removed and there is no further issue.

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

The Director of Finance reports were presented. The Statement of Operations for the eleven months ending February 28, 2023 were presented it is looking at this time that we may come in with a slight surplus but there are more revenue and expenses to come. The Asset Management Plan is coming to an end. This project cost was covered at 80% with an FCM grant and the remaining 20% covered by the Town and Water Commission. Insurance for this year is up 20% over the last year from \$89,414 to \$107,496 this is a significant increase. General Liability deductible is increasing by \$2,500 from \$5,000 to \$7,500 as the insurer has seen increasing claims occurring. The Director spoke about optional coverage options for Cyber insurance at this time the general thoughts are to increase controls and hold off adding cyber insurance that may not cover a cyber-attack. The Director attended Asset Retirement Obligations webinar sessions. An Asset Retirement Obligation Policy will be drafted. The CAO and director met with the Auditor in February to discuss process and scope to ensure we are consistent with their expectations. As previously mentioned the consolidated financial statements for the year ending March 31, 2023 will reflect changes resulting from the adoption of the new ARO accounting standard. There will be no immediate effect on the upcoming budget. Other items the Director attended a procurement training webinar, and an Active Transportation public session. The HST Offset annual return is now filled. The Director attended a webinar on the ICIP reporting and claims submission for the upcoming Mount Street project.

### **Motion:**

***Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Committee recommend to Council the purchase of insurance for the year 2023/24 in the amount of \$107,496 through our broker, Brokerlink.***

## **Motion Carried.**

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

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

The Dangerous or Unsightly administrator is reporting on 4 properties. 143 West Street report of furniture laying around the property after investigating it falls more under the Solid Waste By law rather than Dangerous and Unsightly the property situation has been remedied and the property is now cleaned up. 2 Prince William Street complaint regarding the unsightly condition of the property was received. The building is in need of exterior paint due to the time of year the complaint came in it would be unrealistic to expect painting this time of year however a future date is being worked on to hold them accountable for the work required. 1 Birch Street property was observed to be in violation under Dangerous & Unsightly due to the condition of the front entrance a call has been made to the Property Manager documentation was supplied to them regarding possible grants that may be obtained to assist with the work required. The Property Manager seemed willing to cooperate and resolve the issue before it warranted an official notice. The Property is being monitored and will be rechecked for progress in 30 days. 19 Maiden Lane property is unsightly and dangerous to anyone entering the immediate area a conversation was had with the tenant and verbal notice was given. Since that time a dump trailer is now on the property to gather debris for a cleanup the property will continue to be monitored for progress.

#### **b) Protective Services Reports**

Protective Services report was presented.

C.C.T.V –All cameras are up and in full operation no RCMP requests.

Parking Control – one report of a parked car exceeding the winter parking restrictions a warning was issued.

Dog Control- one complaint about a dog entering a neighbouring property at 17 Culloden Road. The dog was running at large. The property owner at 13 Culloden Road where the dog resides was given a copy of the by law.

Crossing Guards- A complaint from a crossing guard was received concerning a bus driver behavior while on duty. The Protective Services administrator was the last to find out about the incident however moving forward the Administrator should be advised as soon as possible. The Crossing Guards will be receiving some refresher training.

Civic Addressing-nothing to report.

Solid Waste Management is dealing with illegal dumping at 133 First Avenue Waste Check will be doing the follow up for this illegal dumping. 130 Third Avenue has no suitable waste bin on site. 56 St. Mary's Street a complaint about the solid waste bins in poor condition a notice to remedy was issued and the new waste storage bin is now installed. 19 Maiden Lane was investigated for unsightly premise since March 1, 2023 a dump trailer has been moved on to the property for what looks like an attempt to clean up the area. 120 Queen Street complaint received about trash strewn across the sidewalk and yard the issue was resolved.

Taxi Licenses one taxi owner switched licenses from and old car to a new car. One inquire about licensing fees and requirements for starting a taxi service in town.

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

The Community Development Coordinator report for February was presented to the Committee. The CDC is currently away from the office however she asked the CAO to mention to the Committee the grant approval under the Enabling Accessibility Fund we have received funding in the amount of \$62,910 our portion is \$15,727 this is for 2 accessible washrooms one at Digby Centre and the other near the bandstand VIC.

### **G. CORRESPONDENCE**

#### **G.1 Communities in Bloom**

The Communities in Bloom program information was distributed to the Committee. Is this something that we want to participate in there is a cost to be part of the program. We could refer this item to budget for consideration however the deadline to apply is April 15 and we will miss that if we refer to budget.

#### **G.2 Crow's Nest**

Correspondence was received from the Crow's Nest regarding picnic tables on the lower boardwalk. These would be used for patrons for takeout dinning. They will ensure that litter and picnic area is kept clean and neat. The Committee was concerned about the Crow's nest wanting exclusive use of the tables and perhaps we place tables at various locations along the boardwalk for everyone to use and enjoy dining. The CAO had asked that the Crow's Nest owner to come to tonight's meeting however she has prior engagement and was unable to attend. The CAO suggested that perhaps he try and arrange a meeting with the Crow's Nest owner and a couple members of Council to sit and discuss. The CAO suggested that we try and do this sooner than later due to less restaurants downtown this year and seating at those restaurants left will be hard to find.

### **H. NEW BUSINESS**

#### **H.1 Doctor Update**

Mayor Cleveland provided an update on Doctors we have two new Doctors now practicing here this is great news for us. There may be a small financial request coming for the new Doctors. Both of these new Doctors are excited to become part of the Community.

#### **H.2 Change of Use**

Councillor McCormick spoke about the downtown core and is there a need to try and protect the retail space downtown. The restaurant that just sold is coming overnight suites and if we continue in this pattern the entire downtown could be rental spaces. This is something that we can certainly discuss as part of the upcoming MPS/LUB full review that we will be starting to discuss at this week's Planning Advisory Committee meeting.

I. IN-CAMERA

I.1 Contracts

Motion:

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

Motion Carried.

Motion:

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

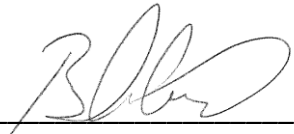
Motion Carried.

J. ADJOURNMENT

Motion:

*Moved by Councillor McCormick and seconded by Councillor Saulnier that the meeting be adjourned as there is no further business at 7:27 P.M.*

Motion Carried.

  
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Mayor

  
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Clerk