

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
April 17, 2023
Council Chambers**

MEMBERS PRESENT: Mayor Ben Cleveland
Deputy Mayor 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

Three additions to the Agenda under Staff Reports the Director of Finance b) Draft Capital Budget, under New Business Letter for Ron Vantassel and In Camera Personnel.

B.2 Approval

Motion:

Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Agenda for April 17, 2023 be approved with three additions as follows F.2 b) Draft Capital Budget, H.5 Letter for Ron Vantassel and I.1 In Camera Personnel.

Motion Carried.

C. DELEGATIONS/PRESENTATIONS

C.1 Basin Aquatics Centre-Marlo Craig and Burt McNeil

The Basin Aquatics Association is here tonight to ask for funds from the Town assist with the operations of the pool in Cornwallis. They have done online survey to determine the interest from the community and area on the type of membership folks would be

searching for. The aquatics centre would be a separate entity from Basin Fitness and the aquatics centre would be run as a non-profit society. They have approached other Municipalities in the area asking for support as well. The pool is ready to be filled however they didn't want to start the process of filling until they had the commitment for funds for the operation of the pool. The funds they are asking for are not needed today they are only asking for a commitment for the funds. Mayor Cleveland explained to the presenters that this is only a committee meeting and that any decisions would have to be made at a Council Meeting. Mayor Cleveland thanked Marlo and Burt for coming.

C.2 Western REN-Brenda LaGrandeur

Brenda is here tonight to provide an update to the Committee on the Immigration Partnership that brings partners together for a common goal of making our region more welcoming to newcomers. Attracting talent by a marketing project partnership with the Yarmouth & Area Chamber of Commerce, through employer support the workshop that was scheduled for April 18th had to be postponed for now due to the potential for a strike. Fostering welcoming communities with a newcomer guide to health which is now in both English and French. So moving forward the speed networking for newcomers will be important, mapping of credential recognition for key positions in our region, and a 2nd annual newcomer welcome event will be held. The Committee thanked Brenda for coming tonight and providing an update on the work that is being done around immigration.

D. MINUTES OF PREVIOUS MEETINGS

D.1 March 20, 2023

Motion

Moved by Councillor McCormick and seconded Councillor Saulnier that the Minutes of March 20, 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 two Development permits for the month of March. The building department issued five building permits during the month of March. The Fire Inspector conducted two fire inspections those resulting in deficiencies with 30 days to correct and the Fire Inspector has booked three more building inspection. Digby Fire Department responded to 13 calls during the month of March. Eight of those calls were in the Town of Digby and the other 5 in the District. The Marketing and Promotions Levy Advisory Committee members have been appointed the first meeting of the committee will likely be in May. The former VIC downtown on Montague Row is being considered by DATA for rental space it was discussed the annual costs to the Town to operate that

building in 2022 was \$11,390 the next meeting of DATA is this week so we should soon have an answer if they are interested in renting the facility. The Mount Street School rental spaces discussions are continuing with the Foodbank and the DATS groups for rental space on lower level of the former Mount Street School. The CAO attended a virtual meeting with Department of Justice and other CAO's who have contracts under the PPSA a copy of the presentation was placed on the Cloud for Council viewing this is for internal purposes only and not for public distribution. The cost per officer for 2023/24 is \$201,495 the full breakdown of costs are in the presentation on the Cloud. There will be a NSCC work placement program business administration student starting on April 24th and will be under the supervision of the Executive Assistant. There is also a heavy equipment operation student currently working at Public Works Department under the supervision of the Director of Public Works there is no cost to the town for either of these work terms. The CAO has been contacted by the Mackintosh family inquiring about a flag pole for the park. The family is willing to pay the costs if the Council would allow one at the park.

Motion:

Moved by Councillor Saulnier and seconded by Deputy Mayor Bartlett that the Committee recommend to Council the placement of a flag pole at the Frank Mackintosh Memorial Park.

Motion Carried.

F.2 Director of Public Works

The Director of Public Works presented his report. The Director of Public Works completed the CMP Report along with the Annual Report for Digby Water Commission. We received one proposal for the Shreve Street proposals and are still waiting for a second. Work was done for an RFP for Mount Street upgrades. Pump one at station one has been repaired and is back in service. A new hood was installed on the old backhoe and a new A/C pump was installed. The old 5 ton truck has been inspected for another year. The Fire Hall project is nearing completion. The Mini home is moving along and the lot preparations have begun a development application. The old TVT property survey is completed. The Public Washrooms at Digby Center and Admirals Walk layout and design has been completed once the Development Permit is issued we can obtain a building permit.

F.3 Director of Finance

The Director of Finance reports were presented. The Statement of Operations for the year ending March 31, 2023 was presented which is indicating a net deficit of \$111,437 at this time not all revenue, expenses or adjustments have been posted but it would seem that we are heading for a deficit for the first time in years. The employee benefit rates are changing effective April 1 which will have minimal change to the employee share of the benefits. The Director of Finance presented a schedule for upcoming budget meetings and time lines for approval. The first draft of the Capital Budget was presented tonight for review we will likely have a separate meeting on this however there are a few items to discuss tonight and give direction to staff to begin costing out projects and items.

F.4 Special Constable

a) Dangerous or Unsightly Premises Reports

The Dangerous or Unsightly administrator is reporting on six properties. 1 Birch Street property is still being monitored for repair to the ramp/step. 19 Maiden Lane will continue to be monitored there has been some improvement. 140 Water Street is in violation of Dangerous and Unsightly by law due to the poor condition of the building and surrounding structure more investigation will be required. 144 Water Street has been given written directives that have not been addressed. The property has been in violation since September of 2022 no noticeable change has been noted and no contact from the property owner. The recommendation is to have a site inspection and make recommendation to demolish if the site is beyond repair. 77 Montague Row the former Irving/needs property is in violation under the Dangerous and Unsightly bylaw it appears the property has been neglected for some time now contact was made to the Irving Director of Real Estate and Environment concerning the property it was suggested to them that the property be addressed soon to avoid a directive warranting immediate action. 56 Water Street is unsightly condition due to the condition of the exterior the building is in violation and a file has been started and written notice was placed on the property on April 15th indicating the violation and the required steps to resolve the issues moving forward.

b) Protective Services Reports

Protective Services report was presented.

C.C.T.V –All cameras are up and in full operation the RCMP requested video footage of the Wharf Loop and it had been provided to the RCMP.

Parking Control – nothing to report.

Civic Address-nothing to report.

Dog Control- one complaint about a dog running at large at 113 First Avenue but the dog was not found.

Crossing Guards- monitoring is continuing at the cross walks things seems to be noticeably better with grouping of kids much better than before.

Vending Licenses-nothing to report.

Taxi licenses-one new tax cab was licensed for operation in the town.

Solid Waste Management is dealing many solid waste issues most of these required education to the home owners.

F.5 Community Development Coordinator Reports

The Community Development Coordinator report for March was presented to the Committee. The Clean Leadership Summer Jobs Funding interviews were conducted and the list of top candidates are now in the office of the CAO for final approval. Today we received notice we have received the funding for the Canada Summer Jobs that was applied for which is public works and visitor information. The TCT Trail Care Grant approval for \$1,000 was received and we are now receiving another \$1,000 for the event. The CDC recently attended a Senior Links meeting on line this was the first coalition online

meeting. The CDC meet with Digby Housing Coalition and received an update on the goals and priorities of the group. The CDC will be attending training for the Information Officer for the REMO from April 25 to April 27th. The VIC on Shore Road is still being planned and the existing furniture needs to be moved.

G. CORRESPONDENCE

G.1 FCM Green Municipal Fund

Correspondence was received that we have received funding from the FCM Green Municipal Fund for up to \$25,000.

H. NEW BUSINESS

H.1 Sustainable Service Growth Fund

We have received money for specific uses under the Sustainable Services Growth Fund in the amount of \$335,256. Mayor Cleveland would like to draft a letter to Minister Lohr expressing our appreciation for the funding. The agreement was circulated to Council for Review before signing the acceptance letter. The Committee directed the CAO to sign the agreement for the funding. The funds can be further discussed during the Capital Budget meetings.

H.2 Downtown Revitalization

Mayor Cleveland spoke about the Downtown revitalization when it was discussed in the past ACOA was unable to assist us with funding however we should extend invitation to ACOA to come and talk to Council about projects that they may be able to assist us with. The Downtown Façade program funding will have to come from the General Operating Budget and that can be discussed during budget meetings to see what the level of funding might be.

H.3 Road Trails Act

Bill 273 has received first, second and third reading once the full adoption process is completed it will enable Towns and Municipalities to create a by law to designate a highway or part of a highway that is not a road owned by the Crown in right of the Province as a road trail. This is good news that will allow up to create a by law that will allow OHV travel on the missing link of First Avenue.

H.4 NSFAM Conference Registration-Digby Pines

The NSFAM Conference is being held at the Digby Pines May 3 to May 5th don't forget to register if you wish to attend.

H.5 Spring into Summer Event

Deputy Mayor Bartlett spoke about the upcoming Spring into Summer event being held the third week of June last year we had a booth in the event and was worth the cost and he would like to see us participate again this year. We will be receiving an official letter regarding the event coming up.

H.6 Ron Vantassel Letter

Mayor Cleveland provided an update to Council on the work done by Ron Vantassel over the last few years for those who don't know he has been collecting garbage from the side of Shore Road for many years. Mayor Cleveland would like to draft a thank you to Mr. Vantassel.

Former Mayor Dick Levy has passed away and the service for Dick will be held on Wednesday at 1 PM at the Baptist Church the Town Hall will close to the public so that staff can attend the service.

I. IN-CAMERA

I.1 Personnel

Motion:

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

Motion Carried.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Committee move out of In Camera Session.


Motion Carried.

J. ADJOURNMENT

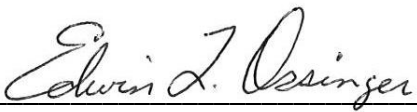
Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that the meeting be adjourned as there is no further business at 8:53 P.M.

Motion Carried.



Mayor



Clerk