

**TOWN OF DIGBY  
COMMITTEE OF THE WHOLE  
May 15, 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**

Two additions to the Agenda under New Business H.5 Flyer Services and H.6 Insurance- Digby Scallop Days and one addition under Correspondence G.1 Grace United Church Board of Trustees.

**B.2 Approval**

**Motion:**

***Moved by Councillor Saulnier and seconded by Councillor McCormick that the Agenda for May 15, 2023 be approved with three additions as follows G.1 Grace United Church Board of Trustees H.5 Flyer Services and H.6 Insurance- Digby Scallop Days.***

**Motion Carried.**

**C. DELEGATIONS/PRESENTATIONS**

**C.1 Turning the Tide-Erika Rolston**

Erika is here tonight to speak on the work being done at Turning the Tide and the future work to come. In 2018 Turning the Tide conducted a community survey with over 800 respondents over 31 communities. In 2019 they conducted World Cafes along with a

name and logo contest. Covid-19 hit in 2020 and then followed by the Municipal election. Some of the work being done is around Community Conversations, housing capacity building, meet and greets, community grants, seniors and housing rebate supports and multicultural holiday gathering. Erika spoke about the survey from 2018 and did a high level review of the survey and where Turning the Tide will be heading for the next while. Erika thanked Council for the opportunity to come and provide this update on the work they are doing and if there are any follow up questions just reach out.

**D. MINUTES OF PREVIOUS MEETINGS**

**D.1 April 17, 2023**

**Motion**

***Moved by Councillor Turnbull and seconded Deputy Mayor Bartlett that the Minutes of April 17, 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 nine Development permits for the month of April. The building department issued nine building permits during the month of April. The Fire Inspector conducted six fire inspections with four of those resulting in deficiencies with 30 days to correct and two files had deficiency that were all corrected. Digby Fire Department no report for the month of April. The CAO attending the Marketing Levy Committee meeting on May 11 this was the first meeting of the committee the Chair for the Committee will be Charles Otter and Vice Chair is Zach Imrie the next meeting has been set for June 10, 2023 at 10:00 AM. DATA has taken occupancy of the former VIC building at 110 Montague Row and arrangement are being made with the Farmers Market's for the use of the washrooms until construction is completed on the new ones. The Shore Road renovations of the new VIC are now completed staff started on Monday May 15 to set up for the season and opening to the Public will be Friday May 19. The Mount Street School file with the Foodbank is ongoing an agreement was drafted and presented to the Food bank however it remains unsigned at this time. The Classroom on the lower floor is now occupied by DATS. The first Nova Scotia Power bill since March 1 was received for that location the cost for two months was \$1566.84. Three proposals were submitted for the Mount Street Project staff reviewed all three proposals and recommended awarding to WSP. The Town's Purchasing and Procurement Policy allows the CAO the authority to make contracts for any one case where the amount of contracted expenditures does not exceed, in any one case, the sum of fifty thousand dollars and where such expenditures does not exceed the budget allocation by 10%. The CAO has awarded the contract for Project Management a kick off meeting is scheduled for May 17<sup>th</sup>.

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

The Director of Public Works presented his report. The Director highlighted some items on the report a review of Shreve Street concerns with a second engineering firm. Three contractors were contacted for RFP's for the two accessible washrooms only one RFP was received. The fire hall project is now completed and everything is in operation. The downtown bandstand floor has been removed and will be completed before July 1<sup>st</sup>. the two accessible washrooms downtown will have to be 45 minute fire rating so a couple of changes are required from the last report cement siding instead of Cape Cod and Type X drywall inside the building is required and we will be installing a 200 amp panel in the building this will leave enough room for car charging stations at both locations if Council wishes to have them installed down there.

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

The Director of Finance reports were presented. The draft Capital Budget has been updated with changes from the April COTW version. This draft, if fully spent, will stretch the Town's finances to a point that hampers future spending ability and puts upward pressure on the tax rates. The draft budget identifies borrowing of \$670,000 along with 2022/23 borrowing of \$323,200 will push the future debt service ratio to approximately 10%. The 10% is the threshold at which the FCI indicator switches from low risk to medium risk and on top of this the Mount Street project next year will add more borrowing. The capital budget has traditionally been a worst case scenario and actual

## **F.4 Special Constable**

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

The Dangerous or Unsightly administrator is reporting on six properties. 77 Montague Row the building has been secured and signage place in the windows the property is tentatively scheduled for demolition in June. 19 Maiden Lane property owner assured the By Law officer that clean up would happen the area will be monitored for progress the deadline is May 15<sup>th</sup>. The property at 82 St. George Street was investigated repairs to the retaining wall should be done at the property owner expense the property is being monitored. 56 Water Street was investigated and requires some work the property is working on hiring a contractor and arranging a start time for work. The By Law officer asked that they supply a list of items that will be completed and the time line for the work to be done. The By law officer received a complaint about the brush left from the lot clearing that started and the development didn't happen the file is open and an investigation has begun to resolve the issue. 177 Queen Street a complaint was received concerning the exterior condition of the property and also noted some safety concerns the home owner is aware of the complaint and a file has been opened and the property will 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.

Parking Control – one ticket was issued to someone parked in a handicap parking spot without a visible permit. The driver came to the Town Hall to discuss the ticket and explain that the parking permit fell down from the window of the vehicle and the ticket was discarded. Two additional warning tickets were issued for exceeding the parking limit on Water Street.

Civic Address-One new civic address was issued for 98 Carleton Street for the relocation of the mobile home.

Dog Control- one complaint about excessive barking at 19 Warwick Street apartments an additional complaint came on April 27<sup>th</sup> a written notice of by law violation was issued.

Crossing Guards- nothing to report

Vending Licenses-received an inquiry from a downtown business owner about the sale of packaged food.

Taxi licenses-Renewals are coming up on May 31 a call was made to the cab owners to call a minimum of one day before arrival to ensure availability to renew the license. At this point 2 operator licenses were renewed and 2 owners were renewed.

Solid Waste Management is dealing with many solid waste issues some of these required education to the home owners, some were issued directive to have cleaned up within 30 days.

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

The Community Development Coordinator report for April was presented to the Committee. The Clean Leadership Summer Jobs candidates have been selected by the CAO. We have received funding from Canada Summer Jobs for 2 VIC intern students and 2 Public Works students. The Trans Canada Trail summer interns funding approval was received for \$2,400 for summer student to work on the maintenance of the rail bed trail. The Trans Canada Trail signage has been installed and the report is ready. We have been selected for a special event on June 2 or June 5 we have received \$2,000 in total and as part of the event we will be producing a film about it the Mayor and Council are encouraged to come and greet volunteers on that day once it has been set. The CDC has been working on photos and video footage for the Active Transportation Plan for the consultants. The Volunteer fair was held on April 15<sup>th</sup> at the Curling Club we did have book at the event trying to recruit volunteers for the Trail Care Club. The CDC attended the DATA meeting. The CDC completed the ICS-200 training for the ECC.

### **G. CORRESPONDENCE**

#### **G.1 Grace United Church**

Correspondence was received from the Board of Trustees of the Grace United Church requesting that paving be considered in the gravel parking area between the paved sidewalk and the paved roadway in front of the church. The request was discussed and Council was not in favor of doing this work in this current fiscal year but may add it to a future Capital budget. The cost to do this paving would likely be about \$12,000 Public Works can monitor this location and attempt to mitigate the washout for that area.

#### **Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier that the Committee recommend to Council adding this to the 2024-2025 Capital Budget.***

**Motion Carried.**

## **H. NEW BUSINESS**

### **H.1 2022/2024 Capital Budget Presentation**

The Director of Finance presented the Capital Budget and did a review of additions and changes since the last draft was presented. The Director will add to the 2024-2025 year the paving on Prince William Street as requested by the Grace United Church.

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that Committee recommend to Council the 2023-2024 Capital Investment Plan as presented.***

**Motion Carried.**

### **H.2 Draft Amendments to HR Policy #2014-02 Salary Administration**

The Amendments to the HR Policy as presented the only amendment to the Policy is that the COLA salary scale adjustments be a maximum of 3.5%.

**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Saulnier that the Committee recommend to Council the Amended HR Policy #2014-02 Salary Administration as presented.***

**Motion Carried.**

### **H.3 TCRCE Proposal for Digby Station**

The CAO received correspondence from the Tri County Regional Centre for Education regarding the Digby Station property rental location for an alternative high school site. They are reaching out to see if Council would be interested in renting the facility this would not be a short term lease likely long term. They are proposing that they would be responsible for the custodial services, internet charges and would be willing to pay \$1,200 per month rent for the facility. Discussion ensued about the electric costs for the facility And would it be feasible to rent for that amount monthly.

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier that the Committee recommend to Council that we turn down the proposal from TCRCE for the rental of Digby Station.***

**Motion Carried.**

### **H.4 MBS Public Consultation**

MBS has sent correspondence to occupants of the area around the CKDY-FM broadcasting site of 53 Sydney Street due to the new installation of a broadcasting antenna in the area And part of the new installation was a requirement for public consultation. The tower is now installed and the public consultation was missed in the process that is why the mail out is happening now.

## **H.5 Flyer Services**

Flyer delivery in the area seems to be becoming an issue with flyers blowing them around. The Committee would like to draft correspondence to the Flyer Delivery service about flyer delivery.

## **H.6 Insurance-Digby Scallop Days**

Councillor Saulnier asked about requirement for Digby Scallop Days insurance for the Umbrella Vending. The Umbrella Vending License is issued to DSD for the festival and DSD will ensure that those who are vending have the proper insurance. So the only requirement for the Town is to ensure that DSD has the proper insurance.

## **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.**

#### **Motion:**

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

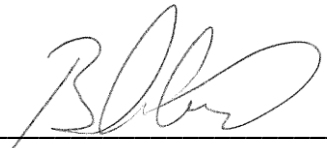
**Motion Carried.**

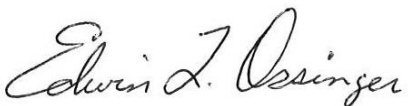
## **J. ADJOURNMENT**

#### **Motion:**

*Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the meeting be adjourned as there is no further business at 8:46 P.M.*

**Motion Carried.**

  
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Mayor

  
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Clerk