

**TOWN OF DIGBY  
COMMITTEE OF THE WHOLE  
June 19, 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 New Business H.5 Digby Fire Committee and H.6 Post Spring into Summer and one delegation addition C.4 Digby Food bank and one deletion the Tri County Regional Centre for Education will not be presenting.

**B.2 Approval**

**Motion:**

***Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Agenda for June 19, 2023 be approved with three additions as follows H.5 Digby Fire Committee H.6 Post Spring into Summer and C.4 Digby Foodbank and one deletion remove Tri County Regional Centre for Education.***

**Motion Carried.**

**C. DELEGATIONS/PRESENTATIONS**

**C.1 Digby Area Housing Coalition**

Michelle Levings and Miranda McLean are here tonight to speak on the Vision and mission of the Housing Coalition is to provide affordable housing to those in need. At this point

the Housing Coalition is receiving many calls per week seeking a place to live. The folks who are seeking a place are those who are above 55 years in age. They are currently working with New Commons Development however in the longer term they will see a partnership with outside organizations to make this project come to light. The current plan is create affordable housing with about 14 units at the site of the former Siesta Motel which they are hoping to start renovations late fall of this year. If Council would like more information as time moves forward just reach out they will be happy to come and present.

### **C.2 St. Pat's Soup Kitchen**

Theresa Burns McKinnon and Chuck Mills have come to speak on the Community Kitchen as they like to be referred to. Since September the numbers for soup have doubled from The previous year and they are serving young and old folks. They are not able to purchase fresh produce they are using frozen veggies. They provide a bowl of thick soup and a roll and it is enough for two meals. The original request came to Council for \$3,500 however they are open to any amount of funds that we are able to provide. They are providing soup to around 45 folks and they do make a few extra for folks who are unable to come in there are a few that receive home delivery. Mayor Cleveland asked about approaching others such as Community Services and the Municipality of Digby or a fundraising campaign to assist with raising funds. Council reminded them of the annual Community Grant process and the deadline to apply under that program is January. The Committee thanked the Community Kitchen for coming to discuss the request and this can be referred to budget for more discussion.

### **C.3 Digby Food bank**

Roger Tibbets from the Digby Food bank is here tonight at the request of Council to talk About the rent of the space on Mount Street. Council understands that the CAO meet with the food bank concerning the lease some time ago and at this present time we have no signed lease agreement and no further communication and Council is hearing various rumors on the street. Mayor Cleveland spoke about the importance of feeds people but also the need to make sure that the public are properly informed. The Food bank has provided to the CAO a list of what other are paying for rent the food bank feels that the proposed rent is too high however the option is there to reduce the amount of space needed and that can reduce the rent. The power bill for from March 1 to April 18<sup>th</sup> was \$1556.84 for a period of 48 days. Mayor and Council are requesting an answer on the lease agreement within two weeks or submit a written proposal to Council.

## **D. MINUTES OF PREVIOUS MEETINGS**

### **D.1 May 15, 2023**

#### **Motion**

***Moved by Councillor McCormick and seconded Councillor Saulnier that the Minutes of May 15, 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 May as well as one Development Agreement was processed. The building department issued seven building permits during the month of May. The Fire Inspector did not conduct any fire inspections since the last report. Digby Fire Department responded to 17 calls in the previous month 5 were mutual aid calls 7 of the calls were in the Town and 10 in the District. The VIC was relocated to Shore Road in May of 2023 the space offers washrooms, a lounge table, computer for public use, phone charging station and tons of information. The Centre has counted 476 visitors from May 19<sup>th</sup> to June 13<sup>th</sup>. The file with the foodbank is ongoing the CAO received a call home from our Municipal Advisor inquiring about the rent for the Foodbank the CAO provided the information on the foodbank to our advisor. The foodbank since being provided a copy of the lease agreement has had no further communication with the CAO. The Mount Street project manager drafted an RFP for Engineering Services which was reviewed by the Director of Public Works, finance and the CAO. The land being listed for sale is being finalized the Town Lawyer has drafted the buyback provisions. The properties are expected to be listed by the week's end.

**F.2 Director of Public Works**

The Director of Public Works presented his report. The Director highlighted some items on the report WSP has been contracted to complete the review of Shreve Street cameras have been installed as well as video. The tender for the new plug in Hybrid SUV is completed. The Director attend one day at the Atlantic by law Officer Conference at Oak Island. The 2015 5 ton truck is out of commission and waiting for repairs. The Fire Hall renovation is completed and in full operation except for a few paint touch ups. The mini home is projected to be moved the first week of July. Digby Station touch ups are completed the design and cost for the new cabinets is underway. The downtown washrooms are moving along but will not be open for July 1 as previously thought. The Shore Road culvert has been surveyed and the design is being completed so that it is ready for tender for 2024. 25 maple trees were planted at various location in Town on Town Property. The Director provided an update on the research into Carleton Street concerns about safety. The street is narrow there is money in the Capital Budget for culverts if we did ditching and new culverts that would allow the road to be widen which would create a wider travelled portion of the road. And new signage can be added right away. The Director will discuss further with the CAO.

**F.3 Director of Finance**

The Director of Finance reports were presented. The draft operating budget is coming forward tomorrow night at the Budget Committee meeting the current draft is showing a deficit of \$159,000. The Capital budgets for the Digby Water Commission and The Town

of Digby are both now approved. The year-end financial audit field work is scheduled to begin on July 3. The application for the PCAP grant was submitted for the engineering design costs of the Church Street upgrade capital project. Email testing for the delivery of water bills testing has gone very well and we would like to expand the email delivery to all customers the request to offer the service to all customers will be coming forward at the Digby Water Commission Meeting. The Director did a review of the rent charged to residential tenants that will be further discussed in camera.

#### **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 or July. 19 Maiden Lane property has been cleaned up and the case is now closed. 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 an estimated start time is June has been given. 177 Queen Street the property owner has started to paint and the property will be monitored for progress. 145 West Street a complaint was received on the condition of the apartment unit and the accumulation of visible waste in the yard currently the property is under investigation and will require additional time to properly and safely resolve the complainants concerns.

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

Protective Services report was presented.

C.C.T.V –On May 3 there was a brief outage of cameras on the North end of Water Street that was quickly resolved and now all cameras are up and in full operation.

Parking Control – three warning tickets was issued and three verbal warning were given.

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

Dog Control- On April 27<sup>th</sup> a written notice of by law violation was issued as a final warning an additional complaint will result in a fine of \$200.00.

Crossing Guards- Contacted HRM regarding PPE for traffic control.

Vending Licenses-one event license was issued, one vending license was issued for a food vending and one vending licensed was issued for the Farmers Market.

Taxi licenses-6 owner's licenses renewed and 13 operator licenses 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.

##### **c) Tax petition**

Special Constable was asked by the taxi companies to bring this petition forward to cap any further taxi companies from starting up in Town. The current Taxi By law would need to be amended before this could happen. Mayor Cleveland asked the owners to provide some more information before a decision could be made. The CAO will conduct further

research to see what other Towns are doing if anything to limit taxi companies. The operators were asked by Council to provide more information to the By Law Officer and then the conversation can be had by Council on the limiting of companies or capping the number of taxis.

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

The Community Development Coordinator report for May was presented to the Committee. The Community Access-ability program approved funding in the amount of \$35,511 towards renovations and accessibility upgrades for the Fire Hall and Digby Station. The TCT Summer intern funding was approved for a top off funding for \$2,400 for wage reimbursement of a summer intern position. The Trans Canada Trail day is happening tomorrow and the CDC asked for Council to attend if able. The umbrella share program has received some interest from business and organizations for being part of the program as a host location. The CDC discussed purchasing a few as a start the Committee asked for costs from the CDC to purchase the umbrellas.

The Director of Public Works spoke about the Housing Accelerator Fund webinar that participated in. An action plan will be required. The company that is currently working with the Digby Area Housing Coalition are willing to assist us with putting together the Action Plan required. The Council discussed meeting again in the next week to discuss this in more detail time will be critical as this round of funding is closing soon.

### **G. CORRESPONDENCE**

#### **G.1 Valerie Davis**

Thank you was received from Valerie Davis from the card we had sent to her when Peter who was the Town Crier for many years recently passed away.

#### **G.2 British Home Children**

Council has received this request for the illumination of buildings or landmarks on September 28<sup>th</sup> for the 2023 British Home Child Day. We have done this in the past and Council wishes were to illuminate the lighthouse for that day.

### **H. NEW BUSINESS**

#### **H.1 NS Therapeutic Recreation Association**

The NS Therapeutic Recreation Association will be holding its AGM and Conference at the Pines they are seeking sponsorship for the conference in the amount of \$100.00 or any monetary or in-kind support

#### **Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that the Committee recommend to Council the sponsorship for the NS Therapeutic Recreation Association Conference for \$100.00.***

**Motion Carried.**

## **H.2 Bonnie Tan property tax**

A written request is coming forward from Bonnie Tan regarding the property located at 126 Water Street that was recently destroyed by fire. Council has a policy in place that can allow for a tax reduction. This is an information item for Council.

## **H.3 Draft By law Respecting the Distribution of Flyers**

The By Law Enforcement Officer drafted the by law being presented here tonight. This seems to be an issue with the delivery of the flyers at one time it wasn't an issue. Councillor Saulnier has contacted the Flyer Service office three weeks in a row to speak about delivery and no call back. The By law officer said that it was hard to address the complaints about flyers this by law will help with this.

### **Motion:**

***Moved by Councillor Saulnier and seconded by Deputy Mayor Bartlett that the Committee recommend to Council the first reading of the Draft by Law Respecting the Distribution of Flyers.***

**Motion Carried.**

The By Law Enforcement Officer discussed with the Committee the training received at the Atlantic by Law Officer Conference and the talk about protection for enforcement officers. At this time the By Law Officer is asking for Council approval to allow the carrying of a baton for safety the current By Law Officer is training and certified to use a baton.

### **Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Committee recommend to Council the by law Officer be approved to use protective equipment with proper training and certification.***

**Motion Carried.**

## **H.4 Draft Administrative Policy Public Participation Program**

This policy was drafted as part of the amendment to the Municipal Planning Strategy specifically in regard to consultation with neighbouring Municipalities. This draft policy has an effective date of July 31, 2023 to allow time for the Public hearing and second reading of the MPS amendments.

### **Motion:**

***Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Committee recommend to Council the Draft Administrative Policy Public Participation Program as presented.***

**Motion Carried.**

## **H.5 Digby Fire**

Councillor McCormick spoke about the recent Fire Committee Meeting the purchase of the utility truck was discussed there is no money available to assist with the purchase of the new truck. The CAO did ask the Fire Chief to provide the specs for the new truck they seem a bit unsure of exactly what they are looking to purchase. Councillor McCormick also spoke about the rebate forms for tax they are available on line. Perhaps we should

be asking for financials of the Fire Department we have no idea how much money they have. The third item is the recent wild fires in the province and the availability of airborne firefighting equipment available. Direction was given to the CAO to draft a letter of concerns to the Province.

#### **H.6 Spring into Summer Post Event**

Deputy Mayor Bartlett spoke on the event being a success. He spoke to some folks about rat issues perhaps we can mention this to Laura Lee. Some folks had questions about the downtown washroom location. Overall good event and it was great to get out and talk to folks.

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

##### **I.1 Lease Agreement**

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that the Committee move to In Camera for Lease Agreement.***

**Motion Carried.**

**Motion:**

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


**Motion Carried.**

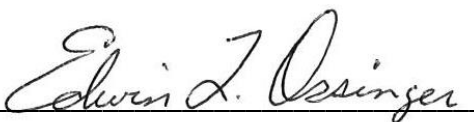
#### **J. ADJOURNMENT**

**Motion:**

***Moved by Councillor Turnbull and seconded by Deputy Mayor Bartlett that the meeting be adjourned as there is no further business at 9:10 P.M.***

**Motion Carried.**

  
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Mayor

  
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Clerk