

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

MEMBERS PRESENT: Mayor Ben Cleveland
Deputy Mayor Bartlett
Councillor Peter Turnbull, Via Zoom
Councillor William McCormick
Councillor Paul Saulnier

STAFF PRESENT: Tom Ossinger, Chief Administrative Officer
Leslie Brinton, Executive Assistant
Ed McCormick, Director of Public Works
Kat Kovalenko, Community Development Coordinator
Laura Lee Milner, By Law Enforcement Officer

REGRETS: Matthew Raymond, Director of Finance

A. CALL TO ORDER

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

B. AGENDA

B.1 Additions/Deletions

One addition under New Business H.4 Digby Scallop Days

B.2 Approval

Motion:

***Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier that the Agenda for July 17, 2023 be approved one additions under New Business H.4 Digby Scallop Days.
Motion Carried.***

C. DELEGATIONS/PRESENTATIONS

C.1 Dan White West Nova Chamber of Commerce

Dan White thanked Council for the opportunity to come and speak on the new West Nova Chamber of Commerce they put together a strong board and have an interest in working with the Town and others for West Nova. They are here tonight seeking a member of Council to be a liaison for Council and the West Nova Chamber of Commerce. Dan is new to the area and is passionate about creating a Chamber of Commerce that will Bring folks together in a unified direction. Dan bring a lot of experience working with other

Chambers of Commerce and a lot of business experience. The Chamber of Commerce will have a full time staff as well as part time staff. The membership for joining the Chamber of Commerce will be higher than that of the Digby Area Board Of Trade. One of the top priorities of the newly formed Board will be Highway 101 road signs they are in need of replacement. The kick off meeting will be held on July 25 from 5 to 7 PM Dan would really like to have a member of Council attend.

D. MINUTES OF PREVIOUS MEETINGS

D.1 June 19, 2023

Motion

Moved by Councillor Saulnier and seconded Councillor McCormick that the Minutes of June 19, 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 one Development permit for the month of June as well as one Development Agreement was processed. The building department issued three building permits during the month of June. The Fire Inspector did a follow up inspection and no deficiencies were found. Digby Fire Department responded to 16 calls in the previous month 8 of the calls were in the Town and 8 in the District. The CAO will be on vacation starting on July 20th and returning on August 3rd. The VIC reported that several rainy days have hampered visitors from using the trails and outdoor activities. The Centre has counted 912 visitors from June 13 to July 13. The CAO has received written correspondence from the Foodbank requesting that the rent be adjusted to \$500.00 per month this will be further discussed during an In Camera session. The Mount Street project RFP for Design Engineering Services closed on June 30 we received two proposals both proposals were reviewed by the Steering Committee the recommendation to award to DeWolfe & Morse the tender for the Design Engineering is coming forward.

Motion:

Moved by Councillor Saulnier and seconded by Deputy Mayor Bartlett that the Committee recommend to Council that the Designing Engineer for the Mount Street project Victoria to King Street be awarded to DeWolfe and Morse Surveying Ltd. In the amount of \$100,100 plus HST.

Motion Carried.

The Tender for the purchase for a Hybrid SUV closed on July 6 we received two tenders. The tenders were reviewed by the Director of Public Works and CAO both tenders were

the same with the exception of colour the recommendation is to award the tender to Belliveau Motors Ford.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Committee recommend to Council that the Tender for the purchase of a Hybrid SUV be awarded to Belliveau Motors in the amount of \$49,944.79 including HST.

Motion Carried.

The Third Avenue property hasn't received any offers at this time. The CAO has uploaded all the draft Intermunicipal Agreement and Project Charter to the Digby Cloud for viewing this will be discussed later on the Agenda under New Business. The Municipal Housing Needs Assessment Report has also been uploaded to the Digby Cloud this report has been shared by the Department of Municipal Affairs and Housing on a confidential embargoed basis.

F.2 Director of Public Works

The Director of Public Works presented his report. The Director has ordered two AED units one for Town Hall and one for Public Works. The Director has also ordered new First Aid kits for Town Hall, VIC, Public Works and Main pumping station this is so that we are up to current First Aid Regulations. Cold patching was done around town. Sod was installed at Digby Centre and the band stand by the new washrooms. The 5 Ton truck is out of commission and waiting for repairs. The mini home is looking clean and will soon be ready to move. Digby Station generator panel was ordered along with kitchen cabinets. The electrician was in to do the wiring for the public washrooms today and we are on track for completion in August. We received notice of funding to cover about 57% of the cost to install heat pumps at 53 Mount Street. One summer student has returned and one new student started work. One employee off on leave. The Director of Public Works provided some old memories of the Town that were provided by Councillor Turnbull these are provided for consideration for art on the new washrooms. Council was asked to consider or provide the CAO or Director of Public Works any images that they would like to consider at these washrooms in the next two weeks. The Director discussed the former TVT property the CAO and the Director will be meeting the engineer tomorrow for a discussion about the project. CARP has money for trees and we will likely be trying to incorporate those into the design.

F.3 Director of Finance

The Director of Finance reports were presented. The Director was unable to attend tonight's meeting however the CAO can answer any questions that you might have.

F.4 Special Constable

a) Dangerous or Unsightly Premises Reports

The Dangerous or Unsightly administrator is reporting on five properties. 82 St. George Street is being monitored. 56 Water Street has an estimated time of June for repairs at this time nothing has been started and if nothing is started by July 7th an order will be

issued. 145 West Street is currently under investigation and will require additional time to properly and safely resolve the complaints and concerns. 77 Montague Row the building has demolished as of June 30th and the land cleared of all debris and gravel laid to serve as a parking space the file is now closed. 144 Water Street appeared to be broken into after the RCMP we contacted to assist and clear the area. The property owner was contacted and came to the site and spoke to the By Law Officer regarding the condition of the property. The owner agreed to secure the property and the By Law Officer will follow up in a couple of weeks.

b) Protective Services Reports

Protective Services report was presented.

C.C.T.V –No concerns or issues to report.

Parking Control – twenty two tickets were issued and five tickets were paid.

Civic Address- Nothing to report at this time.

Dog Control- Two dog control complaints 117 First Avenue dog running at large, 92 Church Street a complaint about animal abuse after an investigation the dog was found to be in good health.

Crossing Guards- last day of work was June 30th work will resume in September.

Vending Licenses-Two vending licenses were issued and one event license.

Taxi licenses-one cab owner has a new car inspected for use the old car was decommissioned and taxi license was returned to the Town Hall.

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 June was presented to the Committee. The Clean Leadership interns started their work term on June 29th these two interns are working outside promoting eco-tourism, active transportation and directing folks to the Shore Road VIC they are also collecting stats from those who they talk with so we can combine these with the Shore Road VIC Stats before sending to the Province. The Community Development Coordinator spoke about hosting the Emancipation Day event on the waterfront again this year. The tentative date is August 17th at the promenade with a rain location of Digby Station funding that is available is \$500 which isn't enough to cover entertainment as well as food we might look at beverages only. The Trail Care event took place on June 20th most of the volunteers were DRHS students however there was also a few other volunteers join for the cleanup event. There will be one more Trail Care Day this summer the focus will be decorating the small trail behind the Admiral Digby Museum a local hobby group reached out to help in making some painted rock murals. The CDC has completed the town brochure and map that is being distributed by the Clean Leadership interns. The Committee asked about adding the dates of the festivals to the brochure that can be done.

G. CORRESPONDENCE

G.1 None.

H. NEW BUSINESS

H.1 Dalhousie Family Medicine Resident Education Weekend Sponsorship

Correspondence was received regarding an upcoming Job Fair at the Digby Pines Resort. They are seeking sponsorship for the event. Mayor Cleveland will contact the Community Navigator and inquire about the sponsorship for the event. The Committee refer this to Council once the Mayor has spoken to the Community Navigator.

H.2 Healthy Eating Policy

The Healthy Eating Policy has been drafted by the CDC and has been reviewed by the Senior Management Team this policy is streamlined and much easier to follow than the previous policy.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier that the Committee recommend to Council the Healthy Eating Policy as presented.

Motion Carried.

H.3 Tri County Regional Planning Initiative

The CAO has provided the Tri County Planning Initiative documents to the Committee the CAO has concerns about the plan for several reasons one being no Development Officers or Subdivision Officers these costs will be over and above the costs under the planning initiative. The other concern is that Clare will not be part of the group. There is a Board of Directors and then an L & O Committee similar to the WREN. The other thing that the CAO Mentioned was that costs for an MPS and LUB review that are required will be over and above the costs under the Planning Initiative. The planner will be located in the Yarmouth or Shelburne County. The CAO asked Council to review the documents provided. The Committee had concerns about the proposed plan. The Municipality of Digby is expressing the same concerns as the Town of Digby CAO.

H.4 Digby Scallop Days

Councillor Saulnier had an official request for Mayor and Council to attend the Digby Scallop Days parade on August 12.

The CAO mentioned to Council that we had an attempted Break and Entry to the Town Hall a positive identification on the person was done. The By law Officer is recommending that a couple of additional cameras in the entryway. The other item suggested was access to the camera be install remotely to a cellular device.

I. IN-CAMERA

I.1 Personnel

Motion:

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

Motion Carried.

Motion:

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

Motion Carried.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Committee recommend to Council as of August 1, 2023 the Digby Food Bank rent will be \$4,500.00 plus tax until December 31, 2023. As of January 1, 2024 rent increases to \$917.00 plus HST per month and the Foodbank is to provide the Town of Digby with Financial Statements.

Ayes

Deputy Mayor Bartlett

Councillor McCormick

Councillor Turnbull

Mayor Cleveland

Motion Carried.

Nays

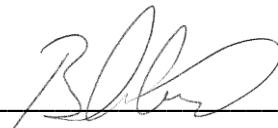
Councillor Saulnier

J. ADJOURNMENT

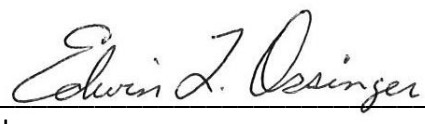
Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that the meeting be adjourned as there is no further business at 8:42 P.M.

Motion Carried.



Mayor



Clerk