

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
August 21, 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
Laura Lee Milner, By Law Enforcement Officer
Matthew Raymond, Director of Finance

REGRETS:

A. CALL TO ORDER

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

B. AGENDA

B.1 Additions/Deletions

None.

B.2 Approval

Motion:

Moved by Councillor Turnbull and seconded by Councillor Saulnier that the agenda for August 21, 2023 be approved as presented.

Motion Carried.

C. DELEGATIONS/PRESENTATIONS

C.1 None.

D. MINUTES OF PREVIOUS MEETINGS

D.1 July 17, 2023

Motion

Moved by Councillor Saulnier and seconded by Councillor McCormick that the minutes of July 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 three Development permits for the month of July. There were two subdivision applications approved in the month of July. The building department issued four building permits during the month of July. The Fire Inspector conducted four site visits two found no deficiencies and two had deficiencies and were given 30 days to remediate. Digby Fire Department responded to 13 calls in the previous month 9 of the calls were in the Town and 4 in the District. The Shore Road VIC has seen visitors from many counties arriving by RV's, vehicles or on motorcycles and bicycles. The Scallop day's festival brought a good number of visitors to the area. The visitor count from July 14 to August 17th is 1460. The Foodbank at the time of the writing of the report had not received any correspondence however since the writing of the report we have received the first payment for rent. The Property we have listed on Third Avenue has not received any offers. The Housing Acceleration Fund (HAF) Application has been completed and submitted the only outstanding item from the application is for Council to approve a resolution that approves the Town's Action Plan. Department of Municipal Affairs and Housing is hosting an only Zoom meeting to discuss the new Service Exchange Regional Engagement on Thursday August 24. Jost Architects have prepared a report for the 53 Mount Street housing project The estimate cost is \$1,250,000 which includes a contingency and soft costs the full detailed report is on the Digby Cloud for viewing.

F.2 Director of Public Works

The Director of Public Works presented his report. The Director has been working gathering information for the design engineers for the Mount Street Project. The mini home is ready to be moved and if all goes well it should be soon. The new public washrooms are close to being open and will hopefully be done before the rally. Admirals walk bandstand repairs have now been completed. Shore Road culvert design is being drafted. Heat pumps funding has been approved to cover about 57 percent of the cost of the new heat pumps. Larry lee will be starting the art work on the new public washroom an old image of the town has been discussed for one side. The other sides were discussed by the Committee and it is being requested that an ideas or images for the other sides be submitted to the CAO before Wednesday.

F.3 Director of Finance

The Director of Finance report was presented. The Church Street upgrade PCAP grant has been received this will cover 50% costs of the pre-design costs. The King Street upgrade PCAP grant was received this will cover 50% of the design costs for the project the next step will be for us to repair an RFP for Design Engineer. The Housing Net operating loss is higher than estimate at this point we are unclear if the town will have to pay the next

invoice due to the province indicating it will be taking over housing costs at some point. Trace Consulting will be presenting to Council the Active Transportation plan on September 11 another date will be set for public consultation and the final report coming forward to Council tentatively on October 2.

F.4 Special Constable

a) Dangerous or Unsightly Premises Reports

The Dangerous or Unsightly administrator is reporting on six properties. 82 St. George Street is being monitored. 56 Water Street has begun repairs. 145 West Street has had major progress to the property and currently waiting for pest control signed contract for the final clean up step. 89 Sydney Street a complaint was received about solid waste violation an inspection took place and the owner is working on a solution for the cleanup and maintaining the property long term. 68 Church Street has a complaint made about water entering the property the issue has been resolved and the case is now closed. 53 Sydney Street a complaint was received about the yard not being mowed this season the grass has since been mowed and the case is now closed.

b) Protective Services Reports

Protective Services report was presented.

C.C.T.V – three cameras were down for a small period of time which Public Works performed maintenance. The Town Hall experienced an attempted break in to the property an additional camera at the front entrance of the Town Hall is recommended as recent incident indicated an area of concern should a violent attack or another attempted break in occur.

Parking Control – Parking in the 2 hours parking area of Downtown seems to be an issue with people not seeing the signage new signage is currently being discussed.

Civic Address- Nothing to report at this time.

Dog Control- Two dogs running at large at the Shell garage in Conway the owner retrieved the dogs before arriving on site.

Crossing Guards- Return to work in September.

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

Taxi licenses-one new taxi cab was inspected for use.

Solid Waste Management at Municipal Housing units a copy of the Solid Waste By law has been sent concerning the storage of solid waste.

G. CORRESPONDENCE

G.1 Digby & Area Community Gardens

The Community Garden are requesting Council to consider sponsoring a park bench for \$450.00 for the Digby Elementary School flower garden. The Director of Public Works spoke about the Beautification program funding and there might be funds available in the budget to purchase a bench.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that the Committee recommend to Council the sponsorship of \$450.00 towards a bench for the Digby Elementary School flower garden.

Motion Carried.

G.2 Taxi Correspondence

Correspondence was received from the taxi operators concerning the petition that was submitted at July Council. The correspondence lists the number of companies and drivers at the present time. The taxi operators feel that limiting the number of companies will make a more viable business they are hoping that the Council considers their request. In order for any type of change to happen it would require an amendment to the by law and that will take some time. The Committee gave direction to staff to look into a new by law.

H. NEW BUSINESS

H.1 Draft Asset Retirement Obligations Policy

This policy was drafted by the Director of Finance and this goes along with the work being done around Asset Retirement.

Motion:

Moved by Councillor Saulnier and seconded by Deputy Mayor Bartlett that the Committee recommend to Council the Asset Retirement Obligations Policy as presented.

Motion Carried.

H.2 Housing Accelerator Fund Action Plan

The plan was compiled by New Commons they are the folks working with the Affordable Housing group for the former Siesta Motel. The Town required the action plan in order to submit the application for funding under the Housing Accelerator Fund program. The CAO did submit the application after emailing Council about the plan.

Motion:

Moved by Councillor Saulnier and seconded by Councillor McCormick that the Committee recommend to Council the Housing Accelerator Fund Action Plan as presented.

Motion Carried.

I. IN-CAMERA

I.1 Personnel

Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier 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.

J. **ADJOURNMENT**

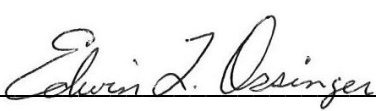
Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that the meeting be adjourned as there is no further business at 7:30 P.M.

Motion Carried.



Mayor



Clerk