

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
September 18, 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
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

None.

B.2 Approval

Motion:

Moved by Councillor Turnbull and seconded by Councillor McCormick that the agenda for September 18, 2023, be approved as presented.

Motion Carried.

C. DELEGATIONS/PRESENTATIONS

C.1 None.

D. MINUTES OF PREVIOUS MEETINGS

D.1 August 21, 2023

Motion

Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier that the minutes of August 21, 2023, be approved as presented.

Motion Carried.

E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

E.1 Fire Inspections

Councillor Turnbull asked about the Fire Inspections on the last report from the CAO was there any follow up to the deficiencies noted on the that report, the CAO has not received any further update on these two properties.

F. STAFF REPORTS

F.1 Chief Administrative Officer Report

The Chief Administrative Officer Report was presented. The planning department issued four Development permits for the month of August. There was one subdivision applications approved in the month of August. The building department issued no building permits during the month of August. The Fire Inspector conducted one site visit and no deficiencies were noted. Digby Fire Department responded to 9 calls in the previous month 1 of the call was in the Town and 8 in the district. The Shore Road VIC has seen visitors from many counties arriving by RV's, vehicles or on motorcycles and bicycles. The visitor count from August 15th to September 12th is 1123. The sewer/water easement for Belair Drive has been drafted and awaiting signatures this will enable a waterline from the Industrial Park to Belair Drive to increase fire flows and eliminate the dead end water main on Belair Drive. The tender for the Utility fire truck closed on September 14th only two RFP's were received the tenders will be reviewed and a recommendation will be coming forward at the October 3 Council meeting.

F.2 Director of Public Works

The Director of Public Works presented his report. The Director reported that the 5 Ton truck is now back and has been re programmed. Digby Station new bathroom is being work on the electrical and installation of the new cupboards will be happening this week. The mini home push is on to have that moved this week. The Director was asked to obtain some costing number for the Mount Street property to add two more additional units from the original design of six the Committee discussed various options for housing it was decided to direct the staff to focus on the Mount Street property for a total of six units more decisions can be made as time moves forward but we have to start somewhere.

F.3 Director of Finance

The Director of Finance report was distributed in the package the Director is off on vacation until October.

F.4 Special Constable

a) Dangerous or Unsightly Premises Reports

The Dangerous or Unsightly administrator is reporting on six properties. 56 Water Street has completed repairs and the case is now closed. 17 Maiden Lane property owner has been notified about the condition of the yard and home there has been no response to the notification at this time. 77 Montague Row received a notice about a sink hole on the property with the coming Wharf Rat Rally public works blocked off the area and the property owner was notified and at this point we are waiting to hear back from the

property owner. 190 Queen Street a complaint was received about a derelict car left at the end of the driveway that may pose a hazard since speaking with the property owner the car was to be cleaned up by September 11, 2023.

b) Protective Services Reports

Protective Services report was presented.

C.C.T.V – no issues of concern to report all camera are operations however a 5 second clip for an incident on Water Street where a delivery driver hit a light pole then failed to notify the Town of any damages.

Parking Control – Signage for Digby Station should be considered for no overnight parking.

Civic Address- One civic address change.

Dog Control- Two dogs in a parked truck downtown the owner was contacted to remove the dogs from the truck and the dogs were unharmed.

Crossing Guards- Returned to work on September 6 the first day traffic was backed up to the school in speaking with the crossing guard it was suggested that grouping kids before stopping traffic was the preferred method however the RCMP and crossing guards on site at that time didn't feel that would change much and didn't consider the recommendations from the by law Officer.

Vending Licenses-1 event license issued, and 8 vendor licenses issued.

Taxi licenses-one new taxi driver was licensed.

Solid Waste Management- A syringe was located downtown in a heavily travelled crosswalk a recommendation for tamper proof sharps containers for both public washrooms are being recommended. Municipal housing complaints are coming in regarding access waste at their housing sites and they are planning to visit tenants to try and address the matter of excess waste.

F.5 Senior Management Report

The Senior Management Team discussed the requests from the Taxi operators. The By law officer has also conducted research into limiting the owners and operators, limiting the owner/operators will create concern for safe and reliable operations for residents it is not being recommended to apply a limit on owner or operators.

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Committee recommend to Council not implementing a cap on future taxi companies in the Town of Digby.

Motion Carried.

G. CORRESPONDENCE

G.1 Henry Wielinga

Correspondence was received from Henry regarding speeding and recommendations on how to correct the issue. Speed bumps are not recommended by the RCMP but maybe its time to sit down with the RCMP to discuss some issues that have been brought up and they might be able to step up enforcement in the area. The Committee directed the CAO

to draft correspondence to Henry that we will be bringing the concern up to the RCMP and explain that speed bumps are not likely the answer.

G.2 Digby United Pentecostal Church

Mayor and Council received correspondence regarding the Church located at 119 Prince William Street requesting that a storm drain runoff extend down to the Church they have experienced issues with the basement flooding. Currently the Church is upgrading the drainage system and would like to ensure adequate drainage or the upgrades they are making will be ineffective. The Director of Public Works reminder everyone that it is the responsibility of the property owner to keep the ditch clean. The Director of Public Works will have a look at the ditch at that location and the CAO will draft a response back.

H. NEW BUSINESS

H.1 Vulnerable Person Registry

Mayor Cleveland received this email correspondence from the Regional Coordinator of the Alzheimer's Society asking for the Town of Digby to consider a registry for vulnerable persons in the community. HRM now has a voluntary vulnerable person to assist the Municipality in case of an emergency or crisis. Mayor Cleveland has also asked Bruce Snell our REMO Coordinator to add this to an upcoming REMO Meeting.

H.2 Draft Baton Use Policy

The By law enforcement officer drafted this baton use policy. This policy will require the approval of the Department of Justice before it can be used and it will have very strict guidelines for use.

Motion:

Moved by Councillor Turnbull and seconded by Deputy Mayor Bartlett that the Committee recommend to Council the Baton Use Policy as presented.

Motion Carried.

H.3 Amended Fire or Storm Damage Tax Rebate Policy

This policy has been in place since 2002. The Senior Management Team is still in the review process of Administrative Policy and this one required a small amendment from Clerk to Chief Administrative Officer.

Motion:

Moved by Councillor McCormick and seconded by Councillor Turnbull that the Committee recommends to Council the Fire and Storm Damage Tax Rebate Policy as amended.

Motion Carried.

H.4 Sponsor a Park Bench

The bench program has been a huge success and we are close to running out benches for sponsorship and the other thing space for benches and the cost of benches and plaques have gone way up from the time we began the program. Council decided to suspend the suspend the program once these last few benches sell.

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 Councillor McCormick and seconded by Councillor Saulnier 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 7:47 P.M.

Motion Carried.



Mayor



Clerk