

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
January 15, 2024
Council Chambers**

MEMBERS PRESENT: Mayor Ben Cleveland, Chair
Deputy Mayor Mike Bartlett, Vice Chair
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
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 January 15, 2024, be approved as presented.

Motion Carried.

C. DELEGATIONS/PRESENTATIONS

C.1 None.

D. MINUTES OF PREVIOUS MEETINGS

D.1 December 18, 2023

Motion

Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Minutes of December 18, 2024, be approved as presented.

Motion Carried.

E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

E.1 Vacant Building By law

The Vacant Building by law is coming forward as discussed to see if they current by law is Meeting the needs of the Town. Section 5 of the by law seems to interpretation. There are a couple of vacant properties that should be addressed. CBRM has been addressing vacant properties for many years and they might be a good reference for us. The 10 Carleton Street property file has been ongoing for 5 years since we did the order to vacant. Council asked for the By law officer to review what CBRM is currently doing to address vacant properties and review the current vacant building by law and provide some time lines or actions that can be taken to address these vacant properties. The CAO suggested that we contact legal counsel on this matter and then report back on this matter.

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 December. The building department issued six building permits during the month of December. The Fire Inspector conducted two site visits 98 Church Street and no deficiencies were found and 15 Carleton Street was a follow up inspection, and all deficiencies were addressed. Digby Fire Department has responded to 14 calls during the previous months 6 calls were in the Town and 8 called were in the district. The Office of the CAO is reporting that tenders have been issued for three projects Mount Street Project, Victoria Street Paving Project, and Shore Road culvert replacement. The Marketing Levy By law has received second and final reading and will come into effect on February 1, 2024. The CAO has also done a full review of those who have registered under the Marketing Levy and those who are on the Provincial list and have not yet registered. Information packages have been done and will be sent this week. The applications for the vacant position on the Marketing and Promotions Levy Advisory Committee have been placed on the Digby Cloud for review by the Nomination Committee.

F.2 Director of Public Works

The Director of Public Works presented his report. The Director is reporting that the 5 Ton truck is out of service again the ECM Module has been sent away for reprogramming if everything goes well it will be back in service late January. We are not able to purchase a new ECM Module currently due to supplier shortage. The tractor and skid steer have been serviced. The Transfer Station now has a laptop and printer on site for the employee so that email and reports can be sent electronically. A list of repairs is being developed and the Director of working on the costs for the repair to be added to the budget.

F.3 Director of Finance

The Director of Finance report was distributed in the package some items to highlight report are the Statement of Operations for the nine months ending December 31, 2023, no major deviations from budget have been noted. The Capital Budget Statement was provided up to December 31, 2023, the low spending relative to the capital budget is not unusual as several large items were approved to allow staff to seek grant funding before any work would proceed. The Active Transportation plan was accepted by Council, a final copy has been received and is being given a final review for any clerical errors before making it available for distribution. At the AMANS Regional Meeting discussion about cyber attacks there may be potential to use group buying power to reduce the cost to put in place real time remote monitoring system the estimated cost would be around \$500.00 more information is being gathered and reviewed by management. Rental units located at 53 Mount Street both tenants are up to date and the residential dwelling is three months overdue as of January 8, 2024. The council discussed what could be done and will have to give directions to staff on how they wish to proceed. The council asked if they could have a copy of the correspondence sent to the tenant for their discussion at the February Council Meeting. It will likely have to be an In Camera session as it relates to lease agreements. 2024 Property Assessments are now in the mail to individuals. The Water Rate Study draft will be presented to the Water Commission on January 16th as previously noted the study indicated that there will be a significant water rate increase however we will still be in the lower 25% of other Nova Scotia water utilities.

F.4 Special Constable

a) Dangerous or Unsightly Premises Reports

The Dangerous or Unsightly administrator is reporting on three properties, 6 First Avenue a complaint was received concerning the excess brush, grass and waste surrounding the property an information package was sent to the property owner and that has been received the owner should be given the opportunity to address the situation before it moves to the next step contact with the property owner required. 9 Water Street the property has been undergoing renovations the exterior of the site has been closed in and the site it being monitored as it is being restored. The property owner at 10 Carleton Street has been sent an information package and has been requested to clean the yard and the basement of all solid waste and secure the site from any unwanted entry if the site does not improve its overall condition or resolve any of the hazards noted they are being reminded they are in violation and could be issued an order, followed by a fine or be issued a Summary Offence Ticket where they will be expected to pay the fine before the court. They property owner has been given to January 19th to complete the tasks.

b) Protective Services Reports

Protective Services report was presented.

C.C.T.V – Cameras are all operational. The alarm panel communication issue has been resolved. RCMP requested video footage from a Water Street incident. This makes several requests for the waterfront/boardwalk area. The Town currently had no camera located on the Lower Boardwalk.

Parking Control – No issues or concerns.

Civic Address- Two civic address required verification and one Segment change.

Dog Control- Three dog control files are being reported on 26 Montague Row still no contact from the property owner or the SPCA concerning animal welfare. 68 Church Street has one dog rehomed and the elder dog is said to be in better health follow up is still required. 92 Church Street barking dog issue the owner has since purchased a collar to prevent barking. This should resolve any noise disturbance issues.

Crossing Guards- A call was received from a resident concerning children being dropped off in the staff parking lot at the Elementary School the caller was shaken and upset due to a near miss that morning. The resident felt that this could be addressed by the crossing

Vending Licenses-Nothing to report

Taxi licenses-Taxi rates were discussed with the current owners, and they feel that the current rate is adequate at this time.

Solid Waste Management- several solid waste management files are open and will be monitored for progress.

G. CORRESPONDENCE

G.1 Communities in Bloom

The Communities in Bloom sent correspondence for their upcoming season this year's colour is orange we can look at perhaps doing flowers in orange the Director of Public Works will reach out to the nursery to see if orange flowers are an option.

H. NEW BUSINESS

H.1 Wilbur

The Digby Fire Committee Wilbur was discussed and there is no need for them to eliminate Wilbur now however is space was available elsewhere to relocate the truck that would also be better. They are aware the truck is owned by the Town however space is becoming an issue at the station the truck also needs some restoration done there might be funding opportunities out there we will have to further discuss.

H.2 ATV First Avenue

The ATV access on First Avenue was discussed currently the Town of Yarmouth has implemented a by law under the new Road Trails Act that allows access to certain town streets. The CAO is still conducting research to see what was done in Yarmouth and then we can proceed it might involve public consultation and will also have to have a by law created as well. Council directed the CAO to continue the research further.

H.3 Marshalling Yard and First Avenue

At the Digby Fire Committee Meeting discussion about the marshalling yard and the First Avenue land was mentioned. The CAO was waiting for the completed Active Transportation Plan before asking for a meeting with the minister responsible for the former rail bed trail and marshalling yard. The new Active Transportation Plan may help us in obtaining the land to protect our infrastructure at the very least if we have a long

lease or own the property, we will have the ability to borrow to conduct the necessary repairs.

I. IN-CAMERA

I.1 Legal

Motion:

Moved by Councillor Turnbull 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 for Legal.


Motion Carried.

J. ADJOURNMENT

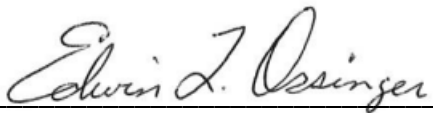
Motion:

Moved by Councillor McCormick and seconded by Councillor Turnbull that the meeting be adjourned as there is no further business at 7:36 P.M.

Motion Carried.



Mayor



Clerk