

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
May 21, 2024
Council Chambers**

MEMBERS PRESENT: Mayor Ben Cleveland, Chair
Deputy Mayor Mike Bartlett, Vice Chair
Councillor Peter Turnbull
Councillor Paul Saulnier
Councillor William McCormick

STAFF PRESENT: Tom Ossinger, Chief Administrative Officer
Leslie Brinton, Executive Assistant
Ed McCormick, Director of Public Works
Matthew Raymond, Director of Finance
Rob Hartmier, Grant Coordinator

REGRETS: Laura Lee Milner, Special Constable

A. CALL TO ORDER

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

B. AGENDA

B.1 Additions/Deletions

One addition to agenda under New Business add H.4 Social Housing Update

B.2 Approval

Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that the agenda for May 21, 2024, be approved as amended.

Motion Carried.

C. DELEGATIONS/PRESENTATIONS

C.1 None.

D. MINUTES OF PREVIOUS MEETINGS

D.1 April 15, 2024

Motion:

Moved by Deputy Mayor Bartlett, Vice Chair and seconded by Councillor Saulnier that the Minutes of April 15, 2024, 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 presented his report. A total of four Development permits were issued. Development Officer is still engaging with individuals on potential development. The CAO has received an application for a Development Agreement for a Multi –residential development in the South End on the property known as the Thomas Field. There were two building inspections, and three fire inspections were completed. Digby Fire Department responded to 19 calls, five were in town and fourteen were in the district.

Visitor Information Center opened on Monday, May 26. We were not successful in obtaining funding under the Canada Summer Jobs Program; however, we will be hiring a part time manager for the site.

Deputy Mayor Bartlett asked about not receiving any funding with the Canada Summer Jobs Program and suggested it is time to reach out to the Municipality of Digby for some funding.

The on-site Manager is a part time position, maybe 3 days a week as a pilot project and to give the staff guidance. Previous years that task fell to the Executive Assistant to manage, but we still need an onsite manager to be fully responsible.

The Dexter construction project manager that was assigned to us for the Mount Street Project is no longer employed with the company. We should have a new manager in place shortly.

Senior Management Team met on May 14, they discussed grant applications. We plan to apply for Provincial Capital Assistance Program (PCAP) & Flood Risk Infrastructure Investment Program (FRIIP), Beautification, Streetscaping, and Community Works grants to design West Street and Third Avenue extension for residential development in South End.

The Coastal Protection Presentation will be coming up on June 17 at the Committee of the Whole Meeting to give a presentation and answer any questions Council may have.

The CAO and Executive Assistant held a meeting with TIR and Department of Natural Resources (DNR), they were persistent that they will not sell sections of trail that would cause a disconnection within the trail system. They will be supplying us with perhaps an application for an amendment to seek authority over the entire rail corridor instead of the 5-metre-wide restriction that we currently have. The CAO spoke about the lack of communication with have with the DNR and how we should be having more of an open communication with them regarding the trail.

F.2 Director of Public Works

The Director of Public Works gave an overview of his report and was provided in the package. The two public bathrooms are open along the waterfront. The Mini home should be completed by mid to late June. The 5-ton truck is at the garage and the parts have been ordered to make the repairs. The Director of Public Works has completed the Rick Hanson Certification Course.

F.3 Director of Finance

a) Report

The Director of Finance presented his report and was provided in the package. The operating budget is currently being worked on. The interim tax bills are now out.

Rental Units - 53 Mount St – DATS and Food Bank rent payments up to date as of May 9, 2024. Residential Dwelling – rental payments are one month in arrears as of May 9, 2024. Research is underway to determine if a separate reserve fund is needed for Marketing Levy funds, following the Financial Reporting and Accounting Manual's guidelines for specific purpose tax funds.

F.4 Special Constable

a) Dangerous or Unsightly Premises Reports

The By Law Enforcement Officer is currently in New Brunswick at a conference. The Dangerous or Unsightly Premises Report was included in the package.

b) Protective Services Reports

The Protective Services Report was included in the package. Councillor Saulnier asked about the incident surrounding a taxicab driver who was reported for running a stop sign. He wanted to know if it was captured on camera, Tom was not aware if it had or had not been captured.

The Special Constable contacted Guard world Operations Manager about trucks parking their vehicle on the sidewalk near Scotiabank. It was discussed to place some planters on that area to discourage parking on the sidewalk. Brinks also parks on the sidewalk on the Royal Bank side.

F.5 Grant Coordinator

The Grant Coordinator has been working with town staff to identify programs and some grant applications are coming due mid-June and a few final reports are being worked on. The Farm Credit Canada (FCC) application was submitted and will let us know in October.

G. CORRESPONDENCE

G.1 Country of Colchester letter to Minister Lohr

A letter that was sent to Minister Lohr was received from the Country of Colchester raising concerns about the J Class roads under the new service exchange this is for information.

G.2 Digby Area Recreation Commission

DARC responded to a letter was received in regard to the Digby High School Theater there was supposed to be a person hired that would oversee the Community Use of Schools however at this point that has not happened.

H. NEW BUSINESS

H.1 Western Regional Enterprise Network

A motion was passed that the Liaison and Oversight Committee write a letter to each Municipal unit for their approval on changes to the structure of the Recruitment and Nominations Committee.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier the Committee recommend to Council the changes for the Liaison and Oversight Committee as presented for approval.

Motion Carried.

H.2 Request for Decision – Shore Road Culvert

The request for decision on the awarding of the Shore Road Culvert tender is being presented. The recommendation to Council the awarding of the tender

Motion:

Moved by Councillor Saulnier and seconded by Councillor McCormick that the Committee recommend to Council the contract for the Shore Road culvert replacement project be awarded to G&R Kelly Enterprises Limited in the amount of \$438,292.25 plus HST.

Motion Carried.

H.3 Request for Decision – Priority Resolution for PCAP and FRIIP Funding Applications

There are two recommendations for funding with PCAP and FRIIP.

FRIIP funding is a small amount for the entire province, and this is the same fund that we used to raise the Racquette Road. Both will require a motion of the Committee to move them forward to Council.

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Committee recommend to Council the following:

Priority Resolution - Provincial Capital Assistance Program

Whereas new housing development and the provision of drinking water, waste, and storm water collection systems to foster such development are high on Councils list of priorities.

And whereas the Council supports new residential unit development on unserviced vacant land by offering to service vacant land.

And whereas Council has identified the opening of West Street South of Saint George Street as a project to accomplish this priority.

And whereas an Engineered predesign and design would be required.

And whereas funding of providing these services cannot be accomplished without funding from the other levels of government.

Be it therefore resolved that the Town Council of the Town of Digby make the above-mentioned project a priority for the 2024 PCAP application for funding.

And further be it resolved that the Town of Digby Council commits funding for its share of the project.

Motion Carried.

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Committee recommend to Council the Priority Resolution for Flood Risk Infrastructure Investment Program as follows:

Priority Resolution - Flood Risk Infrastructure Investment Program

Whereas coastal erosion and rising sea levels are significant concerns for coastal towns like Digby, presenting substantial flood risks to the Town's essential water, wastewater, and road infrastructure. These natural processes threaten both public and private properties, disrupting community safety and well-being. As the impacts of climate change intensify, the vulnerability of Digby's coastal infrastructure continues to grow, necessitating urgent and proactive measures.

And whereas flooding along Shore Road has already occurred during periods of heavy rain, extremely high tides, and storm surges, causing considerable damage and placing critical infrastructure at risk. These events have demonstrated the immediate need for infrastructure improvements to protect against future occurrences. The damage from these flooding events not only disrupts daily life but also incurs significant repair costs and threatens the economic stability of the region.

And whereas funding these essential projects is beyond the financial capacity of the Town and requires substantial assistance from other levels of government. The Town of Digby recognizes that collaboration and financial support from provincial and federal entities are crucial for the successful implementation of these infrastructure projects. Securing such funding is essential to enhance the resilience of the town's infrastructure, ensuring long-term protection and sustainability for its residents and businesses.

Be it therefore resolved that the Town Council of Digby identifies the replacement of the culvert on Shore Road as priority projects, and fully supports the application for funding under the Flood Risk Infrastructure Investment Program to safeguard the community against future flood risks.

And further be it resolved that the Town of Digby Council commits funding for its share of the project.

Motion Carried.

H.4 Social Housing Update

Deputy Mayor Bartlett spoke with Denise Turnbull with Housing Nova Scotia, and they sent someone to the south end of town to clean up. The plan is to do some capital upgrades at various location around the Town of Digby. They may also do some clean up and install garbage boxes. She will be coming to the area next week and would like to meet with the CAO and By-law Officer. They will be looking for education for the residents and the By-law Officer has communicated the need for a bin to the Housing Authority as well.

I. IN-CAMERA

I.1 None.

J. ADJOURNMENT

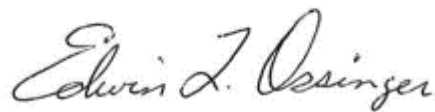
Motion:

Moved by Councillor Turnbull and seconded by Councillor McCormick that the meeting be adjourned as there is no further business at 7:04 P.M.

Motion Carried.



Mayor



Clerk