

**Town of Digby  
Committee of the Whole  
September 16, 2024  
Council Chambers**

**MEMBERS PRESENT:** Mayor Ben Cleveland  
Deputy Mayor Mike Bartlett, 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  
Laura Lee Milner, Special Constable  
Rob Hartmier, Grant Coordinator

**REGRETS:**

**A. CALL TO ORDER**

Mayor Ben Cleveland called the meeting to order at 6:29pm

**B. AGENDA**

**B.1 Additions/Deletions**

**Addition of E.1** PAC update

**Addition of H.3** Unsightly Policy update

**Addition of H.4** Queen Street Lookout update

**B.2 Approval**

**MOTION:**

***Moved by Councillor Saulnier and seconded by Councillor McCormick that the agenda for September 16, 2024, be approved as adjusted.***

**Motion Carried**

**C. DELEGATIONS/PRESENTATIONS**

None

**D. MINUTES OF PREVIOUS MEETING**

**D.1 August 19, 2024**

There is a typo in the motion for the Queen Street lookoff which must be corrected.

**MOTION:**

***Moved by Councillor McCormick and seconded by Councillor Saulnier that the Minutes of August 19, 2024 be approved as adjusted.***

**Motion Carried**

**E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS**

### **E.1 Planning Advisory Committee update**

Councillor McCormick communicated that the PAC Committee has discussed façade as it relates to vinyl siding relating to a single color. The review itself is still ongoing and there are a few questions to still be addressed with updates to this review. Councillor McCormick also communicated that there needs to be a great deal more discussion on what the standards will be moving forward. Deputy Mayor Bartlett also communicated that the standards would be on a move forward basis. More information will follow as more discussions are had.

## **F. STAFF REPORTS**

### **F.1 Chief Administrative Officer**

The Report was submitted with the package. 4 development permits. 5 building permits. 3 Fire Inspections. VIC averaging 50 visitors per day. New TV screen installed for a calendar of events. Alexis (student) was a good addition to the VIC as she speaks French so helped with French/Acadian. Scallop days and Wharf rat rally events were had. HAF2 was submitted on September 13<sup>th</sup>, 2024. CAO explained the Culvert Flooding that happened on July 7<sup>th</sup>, 2024. There was also another flash flood on July 11<sup>th</sup>. Flooding came from debris within the culvert and had to be removed by backhoe. Property that flooded has put forward notice that they are seeking the Town to cover the costs of the property. Town insurance company is now involved.

### **F.2 Director of Public Works**

a) Public Works Report - The report was submitted with the package. Truck repairs have been completed. The truck will be inspected before it goes into service. Bad oil leak on backhoe was caught and repaired. Bathrooms downtown now have lockable units for the toilet paper. Baby change station was broken, has been ordered, installed and a spare is now on hand. Wharf rat rally had lots of positive comments on washrooms and specifically the showers. 4 summer students were a great asset. Mayor Cleveland asked if letters could be drafted to thank the students for their hard work and support.

b) Mount Street construction update – Director of Public Works feels that the contractor is ahead of schedule. Finishing all the laterals from West Street to Victoria. Other laterals have been completed. Pressure testing hopefully by the end of the week. There have been a few extras but they have been fair. Hoping for paving by November.

### **F.3 Director of Finance**

The Report was submitted with the package. Audit statements are now completed. Director of Finance is recommending a motion from council to approve \$20,000 addition to capital budget for IT Equipment. Rental unit has been paid in full for rental in arrears. Final property tax bills will go out at the end of September. Queen Street look off can now be donated to at the Town Hall.

### **Motion:**

***Moved by Councillor McCormick and seconded by Councillor Turnbull that the Committee recommends to Council to approve a \$20,000 addition to the capital budget for a new file server and laptops.***

**Motion Carried.**

### **F.4 Special Constable**

a) Dangerous and Unightly - The Report was submitted with the package. 10 Carleton Street has demolition quote at \$15,000. 56 St. Geroge Street has been sent a notice over lot having no maintenance/grass work done. No response from owner so written warning will proceed with a request to reply.

b) Protective Services – The Report was submitted with the package. Several parking tickets issued during the rally. Parking on the first day of school was very congested. There was a number of adults (8+ for one student) in the area to see new students off to school which adds to the congestion. New lane lines need to be extended farther on Shreve Street. Some issue with vendors for Wharf rat rally and starting prior to their permitted times. 13 Mount Street still has truck in yard. Owner communicated that he feels he is being targeted for his nationality. By-law officer has communicated that all derelict vehicles in the town have had orders to have them removed.

#### **F.5 Grant Coordinator Report**

The Report was submitted with the package. Grant Coordinator thanked for the support from his coworkers which allowed him to focus on the HAF2 fund application. Applications submitted September 13, 2024 and was 42 pages in length. Current dollar amount of grants brought into the town in the first five months as \$114,565. Committee of the Whole was happy with these results.

#### **F.6 Returning Officer**

The Report was submitted with the package. Potential candidate list is in the package. Numerous questions have been directed at the returning officer as campaigning has begun.

### **G. CORRESPONDENCE**

#### **G.1 Hosai Aliyev**

Correspondence in relation to the Victoria street sidewalk and its current state. Councillor Saulnier had questions about which sections were actually in disrepair. Director of Public Works was going to investigate the sidewalk and see what the issues could be.

#### **G.2 Transition House Association – Shine the Light**

Request for the Town to support the National Shine the Light on Domestic Violence campaign by illuminating in purple. Mayor Cleveland suggested that the lighthouse could have a purple light and that the town would support his request.

### **H. NEW BUSINESS**

#### **H.1 DFD – Aqua Eye**

Fire department ordered an Aqua Eye. Valuable tool that was used to recover missing diver of last week. Helps to find bodies under water. Deputy Mayor Bartlett would see if there are any funds that could be used to help with this purchase. Councillor McCormick suggested that we find out the total cost and suggest to the Municipality of Digby that we could split the cost with them. Deputy Mayor Bartlett will get request the invoice and see bring back what the total cost was.

#### **H.2 Coastal Protection**

Councillor McCormick communicated his desire to start the planning process now on Coastal Protection regulations. The Town needs to be looking forward not only for any development that may be proposed but also for anything that needs to be replaced. Councillor McCormick suggested that we start meeting about this so that we can start creating some standards. The CAO commented that the PAC would be a good place to start those discussions.

#### **H.3 Dangerous and Unsightly Policy**

Councillor Saulnier would like to start work on updating the unsightly policy update. The Mayor communicated that the MGA gives the framework for the policies but that are encouraged to be expanded upon. Agreement made that the new Council would start as a meeting to talk about updating the unsightly policy.

#### **H.4 Queen Street lookout**

Structural engineering drawings done by professional engineer out of the states as a favour have been submitted to the CAO. It was agreed that a local engineer would be engaged so see that the plans that were received meet all the necessary requirements. The Grant Coordinator will look to see if there are any grant funds available to apply for this project, specifically if further engineering work will be needed.

Look at options and possible grants.

#### **I. IN-CAMERA**

I.1 None

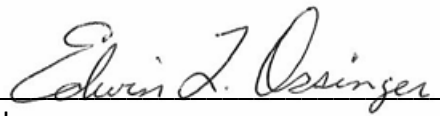
#### **J. Adjournment**

##### **Motion**

***Moved by Councillor McCormick and seconded Councillor Turnbull that the Committee of the Whole meeting be adjourned as there is no further business at 7:35 pm***

**Motion Carried.**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk