

**Town of Digby
Committee of the Whole
November 18, 2024
Council Chambers**

MEMBERS PRESENT: Mayor Mike Bartlett
Deputy Mayor Paul Saulnier - Chair
Councillor Rick Foote
Councillor William McCormick
Councillor Shane Weir

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

Deputy Mayor Saulnier called the meeting to order at 6:00pm

B. AGENDA

B.1 Additions/Deletions

WREN representative sends her regrets as an unforeseen issue arose. There will be a reschedule of their presentation at a future date.

H.8 Travel – addition requested by Councillor McCormick

B.2 Approval

MOTION:

Moved by Councillor McCormick and seconded by Mayor Bartlett that the agenda for November 18, 2024, be approved as amended.

Motion Carried

C. DELEGATIONS/PRESENTATIONS

C.1 Angelique Leblanc – Western Regional Enterprise Network (WREN)
Due to an unforeseen issue, the WREN representative will need to rescheduled.

D. MINUTES OF PREVIOUS MEETING

D.1 October 21, 2024

By Consensus, the Committee of the Whole agreed to the Minutes of October 21, 2014 as presented.

E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

E.1 Letter – Nova Scotia Department of Seniors and Long-term care

This letter has been added to the package for information purposes for Committee of the Whole. It has been sent to the Provincial department.

F. STAFF REPORTS

F.1 Chief Administrative Officer

The report was submitted with the package. 2 Development permits issued. Development Agreements for Siesta Project and Thomas Road project are being drafted. There will likely be an appeal launched for Thomas Road project. Application for rezoning on lot 21-1 King Street from Residential Low density to Residential Medium density. There may be a possible proposal coming forward for Carleton Street. 6 building permits issued. 2 Fire Inspections. 12 Fire calls for October 2024. Mini home is on the market for \$174,000. Welcome New Council to first Committee of the Whole Meeting. CAO was appreciative of the work that Councillors have already done with more to come. Meeting needs to be set to review the Council Meetings and Proceedings Policy. Councillor McCormick asked on Lighthouse Road building as to whether it was a carriage building. CAO communicated that it was. Deputy Mayor Saulnier asked for a date for reviewing Council Procedures – to be done in Committee of the Whole. Consensus was that this review would be done in the January Committee of the Whole meeting.

F.2 Director of Public Works

The report was submitted with the package. 5-ton tender has been submitted so should see some quotes for the next meeting. Water and Sewer applications completed for Victoria Street and Light House Road. A majority of the water tank painting was done in house this year before bringing in a contractor which saved a large amount of money. Next year will be the other water tank painting. In the package, an example of hours spent picking up yard waste was highlighted, nearly 99 hours. Turbo on the 5 ton has failed. Waiting on parts for repair. Term employee has started at public works – Administrative Assistant. Mount Street paving will begin shortly. Deputy Mayor Saulnier asked about Shore Road culvert, asking about shifting. Director of Public Works stated that nothing has shifted.

F.3 Director of Finance

a) Report - The Report was submitted with the package. Planning for capital budget ideas need to be started and to be thought about. Mount Street budget reporting is shown in the report and is on budget. Pension regulations have changed and staff have been notified. Director of Finance took an Ethics course. New Accounts Payable software has been updated and training has been completed. Tax sale process is moving forward. Currently three properties remaining. Gas Tax program has been agreed to for the next 10 years. Rental unit payments are all up to date. Council Members benefits are possible if Council wishes to have that researched.

b) Operating and Capital Budget Report - The Report was submitted with the package. Deed transfer tax is up for this year. Director of Finance explained his Capital Budget Statement. The Director of Finance communicated that he always keeps an eye on expenditures and notifies Council if there are accounts that are growing above expectations.

F.4 Special Constable

a) Dangerous and Unightly - The report was submitted with the package. 267 Shore Road truck has been removed from property. 53 Raquette Road looking as though end of November for demolition as per homeowner and contractor. Councillor asked for an update on 10 Carleton Street. Bylaw Officer

does not have an update at this time. Request by Councillor McCormick, with the approval of the CAO, to send an email out to Council for a background/update/action plan on 10 Carleton Street.

b) Protective Services – The Report was submitted with the package. 13 out of 16 cameras went down due to heavy rain but were repaired. 176 Queen Street concerning solid waste. Investigated and notice was sent. Deputy Mayor Saulnier asked if remote access could be somehow assigned to the camera system if only to notify that the cameras are down. Discussion was had and as the repair is done by third party that it was not effective to have a notice created as there would be a large cost to this.

F.5 Grant Coordinator Report

The report was submitted with the package. There are two grants that are now open that are Infrastructure related that the Grant Coordinator will be looking at applying for: Growth and Renewal for Infrastructure Development Program (GRID – Provincial) and the Canada Housing Infrastructure Fund (CHIF – Federal). The Town was unsuccessful in the Grant Application for the compressor that was purchased for the Fire Hall. Administrative support was given for Councillor Orientation package. Also took more REMO training and had a seminar on Crisis Communication.

MOTION:

Moved by Councillor McCormick and seconded by Mayor Bartlett that the Staff Reports for November 18, 2024 are approved as presented.

Motion Carried

G. CORRESPONDENCE

None

H. NEW BUSINESS

H.1 Draft Administrative Policy #2024-03 Code of Conduct for Elected Officials

CAO explained that this code of conduct is being mandated by the province. Our current code of conduct will be super seeded by this new policy. Every council must adopt this provincial code of conduct as per the mandate by the province. Our 2009 policy will need to be repelled and this is done by accepting the new policy. This policy will be coming forward to the Council meeting so the CAO has brought it forward as it needs 14 days notice to council before it is voted on. In this policy, there is a requirement that if there is an investigation, there needs to be a third-party investigator assigned (independent). This was brought forward by CAO's in our region as a possible cost sharing option. This policy will be enacted Province wide by all municipalities. NSFMs will be doing training for this new policy, either remotely or in person. The remote training is mandatory.

MOTION:

Moved by Councillor McCormick and seconded by Councillor Foote to recommend that the Administrative Policy #2024-03 Code of Conduct for Elected Officials be sent to Council for approval.

Motion Carried

H.2 Priority Resolution – GRID Grant Application Thomas Road residential development motion

MOTION:

Moved by Councillor Foote and seconded by Councillor McCormick to recommend that the Priority Resolution be sent to Council for approval.

Motion Carried

H.3 Holiday Decorating Contest

Councillor Weir wishes to create a holiday decorating contest in The Town of Digby. There would be judging for best decorated location. This would generate some more traffic into the town. There was some discussion on what the prizes would be and how the contest would function. Councillor McCormick and Mayor Bartlett agreed that it would be a good idea. Further discussion was had on what the donated dollar amount would be for the contest. Councillor Foote questioned as to whether homes needed to be registered in order to be entered into the contest. Councillor Weir communicated that there would not need to be any registration and that all homes and businesses within the boundaries of the Town of Digby were eligible.

MOTION:

Moved by Mayor Bartlett and seconded by Councillor Weir to recommend to Council to approve the sum of \$325 to the Holiday Decorating Contest.

Motion Carried

H.4 Handicap curb ramps

Councillor Saulnier was approached by a resident who wishes to see if we can lower the curb at the handicap parking space to help with accessibility. Director of Public Works explained how the eventual plan is to have these parking spots to get wider which would allow a person to get out onto the asphalt and then make their way to the curb cut. There will be this change made in the future. Councillor Saulnier understood the future plan. There was a discussion on making the Active Transportation plan available to all Councillors for their review.

H.5 Committee of the Whole meeting time

Mayor Bartlett has brought forward the idea of having our Committee of the Whole meeting to be a daytime meeting. It would be helpful with staff who currently return to Town Hall to give reports after a full day of work. This change would also allow more presentations to be done in business hours. Councillor McCormick has issues with Mondays and Tuesdays at 3pm. Wednesday and Thursday are better for himself. Discussion around possibly changing the day of the week from Monday to Wednesday and then moving them to 3pm. Decision is made to have Councillor McCormick bring back his availability and a decision will be made on the new meeting day of the week as well as new meeting time.

H.6 Strategic planning session December 7, 2024

Mayor Bartlett wishes to organize a session where ideas and goals can be presented and Town Council can start looking to the future for budget and grant ideas. Agreement to meet December 7, from 10am to 2pm.

H.7 Dangerous and Unsightly Policy review date

Deputy Mayor Saulnier wishes to begin the review of the Dangerous and Unsightly Policy review. Suggested to have that review at the Committee of the Whole in January.

H.8 Travel

Councillor McCormick wanted to discuss travelling. He communicated the idea of making sure that there is not too much travel to too many events. Councillor McCormick wants to see a more organized travel initiative and wants to see the use of the Town electric car and commuting together. Ultimately, he would like to see travel costs come down. He wants to see a cap on the events that Councillors

attend. Councillor McCormick would also like to make sure that when Councillors attend different events, that those who attended should be bringing reports back to the Council in order to educate and inform. Councillor McCormick is looking for a balance on events, travel costs and car pooling together. The CAO communicated that there is an Administrative Policy #2017-10 Conference and Professional Development which speaks to some of the issues that Councillor McCormick has presented. The CAO communicated that the Policy does need some updating and review and that could include some of Councillor McCormick ideas and statements.

I. IN-CAMERA

I.1 Legal

Motion

Moved by Councillor McCormick seconded by Mayor Bartlett that the Committee of the Whole meeting move to in-camera.

Motion Carried.

Motion

Moved by Councillor McCormick and seconded by Councillor Weir that the Committee of the Whole meeting move to out of in-camera.

Motion Carried.

J. Adjournment

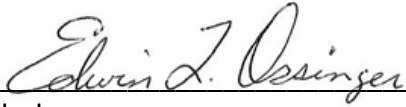
Motion

Moved by Councillor McCormick and seconded by Councillor Weir that the Committee of the Whole meeting be adjourned as there is no further business at 7:15 pm

Motion Carried.



Mayor



Clerk