

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
January 17, 2022
Council Chambers**

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

STAFF PRESENT: Tom Ossinger, Chief Administrative Officer
Leslie Brinton, Executive Assistant
Matthew Raymond, Director of Finance
Bruce Baxter, By Law Enforcement Officer
Ed McCormick, Director of Public Works

REGRETS:

A. CALL TO ORDER

Mayor Cleveland called the meeting to order at 6:00 P.M.

B. AGENDA

B.1 Additions/Deletions

One addition under Correspondence G.2 Affordable Housing

B.2 Approval of the Agenda

Motion:

Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Agenda be approved with one addition under Correspondence G.2 Affordable Housing.

Motion Carried.

C. DELEGATION AND PRESENTATION

C.1 None.

D. MINUTES OF PREVIOUS MEETING

D.1 December 20, 2021

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Minutes of December 20, 2021 be approved as presented.

Motion Carried.

E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

E.1 Digby Fire Hall

Correspondence was sent to the Digby Fire Department regarding the new Committee for the Digby Fire Hall. The Chief and Deputy Chief will be the two that will be sitting on that committee. The next part will be to select two Council members to the Committee. Councillor Saulnier and Councillor McCormick both would like to sit on that Committee. The CAO has also drafted a terms of reference for this committee that will include the fire hall as well as budgets.

Motion:

Moved be Councillor Turnbull and seconded by Deputy Mayor Bartlett that the Committee recommend to Council the Terms of Reference for the Digby Fire Committee and appoint Councillor Saulnier and Councillor McCormick to the Digby Fire Committee.

Motion Carried.

F. STAFF REPORTS

F.1 Chief Administrative Officer

a) Report

The Chief Administrative Officer report was presented and reviewed. The building department has issues one permit for the month of December for a commercial office renovation. The Digby Fire Department attended to 12 fire halls in the month of December. The CAO is currently compiling a list of alarm sounding and false alarms we do have a policy around false alarms we can use. The Office of the CAO meet with the Senior Management Team to continue the work on the HR Policies the team is now up to date on the HR policy review and next will begin the work on the Administrative Policies in February. The Dangerous or Unightly Premises Policy was reviewed with the Senior Management Team and that is being tabled at this meeting under New Business. The Racquette Road Flood Mitigation project has been completed the options for beach access will be explored once the weather clears. The CAO has met with the surveyor to discuss the Digby Campground land once a sketch is completed it will be coming forward to Council for review. The Community Grants Application are now being accepted until January 31. The CAO discussed the Public Works staffing the Director of Public Works has expressed some concern around the staffing with the current vacancy. The Director has done some checking over the holidays for an experienced operator that might be interested in working for the town however the interest seemed to less interest when the current salary scales were discussed. The Director has done some research into local companies' wages for those who do road construction and infrastructure upgrades. The Town of Digby Public Works Department does more than a typical Municipal Unit might which does only the R & M and contract all infrastructure projects out. The Director of Public Works has requested that the concern be discussed in more detail in hopes that we are able to make it more attractive for experienced operators to join the team. The current work force is an average of about 50 years old it is something to consider. The CAO is asking Council for direction on this matter it will take time for a full review of this position. The last salary review that was conducted was done comparing us to other Municipal units of our size we may have to look at outside Municipalities for a salary review to obtain a clearer picture. Councillor Saulnier asked about a contract worker and the last three folks that we have hired for Public Works have been under contract. The CAO will do some research into the wage scale for the Public Works.

F.2 Director of Public Works

a) Report

The Director of Public report was presented. The newest 5 ton truck was broken down once again however the mechanic was able to do a by-pass of the non-working part and it is now on the road

once again. The Director of Public Works spoke about the overhead crosswalk sign on Warwick Street they are nearing their end of life span. The new post mounted crossing signs are installed on Warwick Street. Would Council like to see the overhead signs removed, repaired or replaced? These type of signs seem to be a thing of the past the CAO and the Director of Public Works would like to see them removed and Council agreed.

F.3 Director of Finance

a) Report

The Director of Finance Report was presented and reviewed. The Director is reporting that the overall indication at this point in time is that we are heading for a fiscal year end operating surplus due to the Municipal Financial Capacity Grant which was double this year and the deed transfer tax revenue is trending higher. The 2022 Assessment Roll is now out and the new assessments are now in the mail. Preliminary analysis shows a 5% increase in tax revenue at PY rates.

F.4 Special Constable Report

a) Dangerous and Unsightly Premises Report

There are four active properties that are being worked on or monitored. 10 Carleton Street is still being monitored. 17 Water Street was being worked on however with the recent weather this has slowed the process down for the removal of the dead tree. 9 Water Street the property has been cleaned up by the owner. The owner has been advised to have a proper garbage and recyclable container as soon as possible. 267 Shore Road the Administrator is working on this along with a contractor will be doing the clean-up at this property when a window of opportunity allows for the clean up to happen.

b) Protective Services Report

The Special Constable is reporting that all cameras for the C.C.T.V cameras are in full operations and we are hoping to have the 5 new camera's added within the month of October however we are still waiting on installation boxes and antennas.

G. CORRESPONDENCE

G.1 Contract Policing in Nova Scotia

Correspondence has been received from Donna Jewers the RCMP Liaison for Nova Scotia Department of Justice regarding contract policing. The provincial Department of Justice and the National Contract Management Committee are working on a mandate letter from the Prime Minister's Office the mandate letter is asking for an assessment of contract policing and engage with stakeholders to better connect the RCMP with community social support workers.

G.2 Digby Area Housing Coalition

The CAO received this email correspondence today from Nancy Robinson Chair of the Digby & Area Housing Coalition they are currently working on a project to purchase the 6 unit house at 152 Queen Street. The offer was made and accepted conditional upon funding from the government. They have created a sub-committee with folks with experience in property management to manage the building and its tenants. The group has submitted the proposal by last Friday which was the deadline however they are now asking for a letter of support for this project. We can supply them with a letter if that is Council's wish and we can also invite them in to speak to Council on the work that they have done to date. Council gave direction to the CAO to draft a letter of support to the group.

H. NEW BUSINESS

H.1 Town of Digby Land Inventory

The land inventory is coming forward to discuss Town owned lots of land that are not currently being used this was asked for by the Affordable housing group back when they were interested in building homes they currently seem to focusing on purchasing a home. There are few lots of land owned by the Town that are not currently used we only have a couple of lots that are of a good size one is off Victoria Street which is in behind a lot currently used. There is also a lot on Shore Road near the former Provincial VIC which is prime location for a potential developer. There is also a lot of land near the Salvation Army building that has potential it is a small lot but could still be developed as well as a lot behind the lot being used by the Public Works for storage on Victoria Street. If Council is interested in having these lots available for surplus and for sale the CAO will have an appraisal of those lots done and the Council will have to declare them surplus to their needs.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Committee recommend to Council the following properties to be declared surplus. PID 30226765 PID 30229041 PID 30224836 PID 30372387.

Motion Carried.

H.2 Amendments to Dangerous or Unsightly Premises Policy

The CAO has drafted the changes to the Dangerous or Unsightly Premises Policy as per direction from the Council the amendments have been reviewed with the Senior Management Team as well as the Executive Committee this amendment will hopefully reflect all the amendments discussed.

Motion:

Moved by Councillor Turnbull and seconded by Councillor McCormick that the Committee recommend to Council the Amended Dangerous or Unsightly Premises Policy as presented.

Motion Carried.

H.3 Coastal Erosion and Climate Action Plan

Mayor Cleveland added this to the Agenda for discussion and Council thought on where we see the Climate action direction heading what area does Council want to focus on. There are lots of avenues to consider such as coastal erosion down on Thomas Road, tree planting, more EV charging stations. Give this topic some consideration on avenues we want to focus on.

H.4 Community Development Coordinator

The draft job description is coming forward for council review this was drafted as a one year term position reporting to the CAO. We need to find the right person for this position it may take time to find that correct fit. Council discussed the term position vs contract position. The last couple of new hires at the Public Works Department have been a contract basis. A longer two year contracted employee might be the best route forward.

Motion:

Moved by Councillor Saulnier and seconded by Councillor McCormick that the Committee recommends to Council the two year contract job description for a Community Development Coordinator position.

Motion Carried.

I. **IN-CAMERA**

I.1 **Personnel**

Motion:

Moved by Councillor McCormick and seconded by Councillor Turnbull that the Committee move to In Camera for Personnel.

Motion Carried.

The Committee moved out of In Camera session.

J. **ADJOURNMENT**

There being no further business the meeting adjourned.

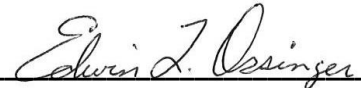
Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that the meeting be adjourned at 8:18 P.M.

Motion Carried.



Mayor



Clerk