

**TOWN OF DIGBY  
COMMITTEE OF THE WHOLE  
March 21, 2022  
Council Chambers**

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

**STAFF PRESENT:** Leslie Brinton, Acting CAO and Executive Assistant  
Matthew Raymond, Director of Finance  
Ed McCormick, Director of Public Works

**REGRETS:** Tom Ossinger, Chief Administrative Officer  
Bruce Baxter, By Law Enforcement Officer

**A. CALL TO ORDER**

Mayor Cleveland called the meeting to order at 6:07 P.M.

**B. AGENDA**

**B.1 Additions/Deletions**

None.

**B.2 Approval of the Agenda**

**Motion:**

***Moved Deputy Mayor Bartlett and seconded by Councillor Turnbull that the Agenda for March 21, 2022 be approved as presented.***

**Motion Carried.**

**C. DELEGATION AND PRESENTATION**

**C.1** None.

**D. MINUTES OF PREVIOUS MEETING**

**D.1** February 22, 2022

**Motion:**

***Moved by Councillor Turnbull and seconded by Deputy Mayor Bartlett that the Minutes of February 22, 2022 be approved as presented.***

**Motion Carried.**

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

**E.1** None.

**F. STAFF REPORTS**

**F.1 Acting Chief Administrative Officer**

**a) Report**

The Acting Chief Administrative Officer report was presented and reviewed. The planning department issued one development permit for the month of February and the building department issued three permits for the month of February. There was no fire report received. There was one application for Development on Shore Road that will have to be done by Development Agreement that is coming forward to the Planning Advisory Committee in early April. The Canada Day BBQ costs will no longer be covered by the grant received by DARC Deputy Mayor Bartlett will speak more on this later in the Agenda under New Business. The Marketing Levy packages are going out this week to the accommodation owners. The Ukraine flag raising ceremony is tomorrow at 3:30 P.M.

**F.2 Director of Public Works**

**a) Report**

The Director of Public report was presented. The Director spoke about the replacement of the 5 ton truck this passed inspection however unlikely it will pass next year. Council will have to give thought on what a replacement truck should be. The Director spoke about the grant information we received today from ACOA on the beautification projects this is a very short time line to make the application and the Director has sent email to Brianne from ACOA to see if this can be a joint project with the Town and another partner. Mayor Cleveland spoke about a recent meeting he has with a façade committee that is a committee that has been discussed for some time it is finally coming together. The Director will wait for more information to come from Brianne and then we will know more on how to proceed with this application.

**F.3 Director of Finance**

**a) Report**

The Director of Finance Report was presented and reviewed. The Director provided to the Committee the Statement of Operations up to February 28, 2022 overall indication at this point in time we may end the year with a moderate to significant operating budget surplus. Salt costs are up and so are wages for the Public Works department for the snow and ice removal. The Director distributed to Council a draft budget meeting schedule with the goal to pass the capital budget before the operating budget. The Director was working on the Federal Active Transportation fund application it is now completed. The Director of Finance Presented to the Committee a budget meeting schedule for the 2022/23 budgets the question before the Committee tonight is what is Councils wish list for the coming budgets, what service levels do we want to keep or change, what items would Council like to see in the Capital Budget, Cross walk signs should be added, boat launch, splash pad, McBride's park what will we do there. Mayor Cleveland said for Council to give this thought and forward any ideas or items to the Director of Finance.

**F.4 Special Constable Report**

**a) Dangerous and Unsightly Premises Report**

The 267 Shore Road Property was looked at for cleanup however after further look by the contractor a fence might have to be removed to gain better access more investigating into this will have to be done.

**b) Protective Services Report**

The Special Constable is reporting that all cameras for the C.C.T.V cameras are in full operations. The Special Constable has been receiving complaints about business owners and employees parking on the street. The Special Constable would like to draft correspondence to the Downtown business owners and address the parking concerns.

**G. CORRESPONDENCE**

**G.1 None.**

**H. NEW BUSINESS**

**H.1 Frank Mackintosh Park dedication ceremony**

Mayor Cleveland would like to reach out the family and see what their wishes might be whether it be just open the park or do we want to hold a ceremony. Mayor will reach out the Linda and see what they might wish to do.

**H.2 Canada Day Mayor and Councillor BBQ**

This event is funded typically through a grant received through DARC however the grant this year will not cover the cost of food. Only the entertainment and the cake which is odd however if we wish to move forward with this event it will cost a bit of money likely less than \$1,000 the event is typically well attended folks love it and it would be great to see it continue. Maybe we can fund through the Covid-19 money we received as a health and wellness or mental health event.

**I. IN-CAMERA**

**I.1 Personnel**

**I.2 Legal**

**Motion:**

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

**Motion Carried.**

The Committee moved out of In Camera session.

**J. ADJOURNMENT**

There being no further business the meeting adjourned.

**Motion:**

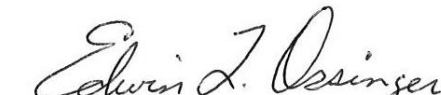
***Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the meeting be adjourned at 7:13 P.M.***

**Motion Carried.**



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Mayor



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Clerk