

**TOWN OF DIGBY
COMMITTEE OF THE WHOLE
May 16, 2022
Council Chambers**

MEMBERS PRESENT

Mayor Ben Cleveland
Deputy Mayor Mike Bartlett (Via Zoom)
Councillor Peter Turnbull
Councillor William McCormick
Councillor Paul Saulnier

STAFF PRESENT

Tom Ossinger, Chief Administrative Officer
Leslie Brinton, Executive Assistant
Ed McCormick, Director of Public Works
Bruce Baxter, By-Law Enforcement

REGRETS

Matthew Raymond, Director of Finance

A. CALL TO ORDER

Mayor Cleveland called the meeting to order at 6:10 PM

B. AGENDA

B.1 Additions/Deletions

None.

B.2 Approval

Motion:

Moved by Councillor McCormick seconded by Councillor Saulnier the Agenda for May 16, 2022 be approved as presented.

Motion Carried.

C. DELEGATIONS/PRESENTATIONS

C.1 None

D. MINUTES OF PREVIOUS MEETINGS

D.1 April 19, 2022

Motion

Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier that the Minutes of April 19, 2022 be accepted 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 planning department has issues two development permits in the month of April. The building department issued two building permits. The Office of the CAO spoke about the FCM Green Fund Community Building Retrofit Initiative. This initiative supports local governments and not for profits in retrofitting public buildings to improve energy performance, lower operating and maintenance costs and transition to cleaner energy solutions. MCC Energy Strategies performed for WREN last year they have started down the CBR path of Energy Monitoring and Analysis with Barrington. Both the Municipality of Digby CAO Jeff Sunderland and the Town of Digby CAO spoke to Mr. McCullough regarding a proposal for submitting an application to the FCM Green Municipal Fund. Both the Town and Municipality will be submitting application for each unit which will allow the Town to take advantage of a \$25 K grant. This would still require some additional funds from the unit. The CAO is making a recommendation that we make an application to the FCM's Community Building Monitoring and Analysis Grant.

Motion:

Moved by Councillor Saulnier and seconded by Councillor McCormick that the Committee recommend Council the approval of an application to the FCM's Community Building Monitoring and Analysis Grant made by Bruce McCullough of MCC Energy Strategies on behalf of the Town of Digby.

Motion Carried.

The CAO provided an update to the Council that the Digby Marketing and Promotions Levy Act has been proclaimed. The next steps will be to Repeal and Reactivate our Marketing Levy By-law, which will take over two months. An information package will be put together for the fixed roof accommodations owners stating the start date and forms to register and this will also allow for enough time to establish the Committee. The CAO discussed salary and especially the Public Works department however the CAO feels that the larger percentage increase will not fix the problem in the long term. The CAO would like to complete a review of the Town's Salary Scales for all staff which would include classification adjustments especially in the Public Works Department.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier that the Committee recommend to Council that the CAO be authorized to conduct an extensive review of the Town of Digby salary scales and file a report on or before January 31, 2023 to Council for review and discussion.

Motion Carried.

F.2 Director of Public Works

The Director of Public Works presented his report. Council would like to draft a welcome letter to the new employee Adam who started on May 9, 2022. The Town Hall renovation will be starting soon. At the Budget meeting there was discussion about oil consumption at the Digby Fire hall the Director has obtained some quote for heat pumps and in doing so realized that there is a lot of opportunity out there right now for funding of the heat pumps up to 80% coverage this is an item if Council wishes we can added to the Capital Budget for the Fire Department of take from the about already budgeted for that facility.

Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that the Committee recommend to Council the increase to the Capital Budget by \$12,000 for the addition of heat pumps in the bays at the Digby Fire Department.

Motion Carried.

F.3 Director of Finance

No report.

F.4 Special Constable

a) Dangerous or Unsightly Premises Report

The report was reviewed by the Special Constable at 54 Warwick Street a complaint was received from the tenant who lives in the this building about another tenant going through her garbage. It is illegal for someone to go through another person garbage. The complainant was provided a copy of the Solid Waste Resource Management by Law and the matter was resolved with the assistance of Waste Check. 55 Sydney Street has a tenant of that building complaining about the landlord removing an old garbage bin and not replacing it. The landlord was contacted and extra-large commercial garbage cans and compost bins are now in place.

b) Protective Services Report

There are now 2 or the 5 new C.C.T.V cameras installed and working. A letter went out to all downtown businesses regarding parking and that enforcement will commence again on May 2. Waste Check has been in the area working with some trouble areas of concern there are still a lot of people not sorting correctly and exceeding the amount of black bags permitted. This seems to be a province wide issue not just Digby.

G. CORRESPONDENCE

G.1 Fundy Complex Downtown parking

The Fundy Complex has sent correspondence concerning the downtown parking the signs that were installed seem to be limited parking downtown and during weekends when perhaps we can discuss with the Nothing Fancy Furniture folks on the delivery days and times and maybe we can narrow down the no overnight parking to only the nights they are expecting delivery.

G.2 Tri-County Women's Centre

Council and staff have received an invite to attend the open house at the Tri-County Women's Centre on May 19, 2022 to celebrate their 20th Anniversary.

G.3 Big Tides Health and Wellness Festival

There is interest in holding a wellness festival in June there is not a lot of time that is why the CAO added this item to the Agenda for tonight. This is a new festival and will require the approval of the Council. Council would like to have Mr. Dugas come and speak and provide more details on the proposed festival.

Motion:

Moved by Councillor Saulnier and seconded by Councillor Turnbull that the Committee ask Mr. Dugas to come and present to Council on the proposed festival.

Motion Carried.

H. NEW BUSINESS

H.1 Draft HR Policy Earned Day Off

The Council discussed the draft policy at the last meeting of Council and the CAO drafted this HR Policy on Earned day off. The policy has been reviewed with the Senior Management Team along with the Executive Committee this draft HR policy will replace the Modified Work week policy that is currently in place. The CAO feel that after consultation with the employees that this model will be a better fit for the town. This policy will also apply to the Public Works Department should the current practice need to be amended what they are doing now works well however this policy can be used in the future if needed.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor McCormick that the Committee recommend to Council the Draft Hr Policy # 2022-01 Earned Day Off.

Motion Carried.

H.2 Capital Budget

The Council discussed the Capital Budget at the previous meeting. Heat pumps for the Digby Fire Department were discussed after realizing that there is big opportunity there for funding. Public downtown washroom were added as well engineering services for a look off platform behind the Town Hall. The Splash Park funding was discussed. The town will be able to provide a lot of In Kind Services to them.

Motion:

Moved by Councillor Turnbull and seconded by Councillor McCormick that the Committee recommend to Council 2022/23 Capital Investment Plan as presented.

Motion Carried.

I. IN-CAMERA

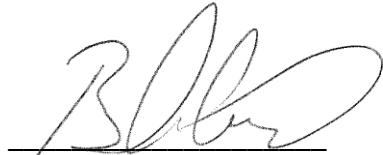
None.

J. **ADJOURNMENT**

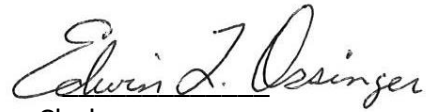
Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier that the meeting be adjourned as there is no further business at 7:20 PM.

Motion Carried.



Mayor



Clerk