

**TOWN OF DIGBY  
COMMITTEE OF THE WHOLE  
July 18, 2022  
Council Chambers**

**MEMBERS PRESENT:** Mayor Ben Cleveland  
Deputy Mayor Mike Bartlett  
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  
Matthew Raymond, Director of Finance  
Kat Kovalenko, Community Development Coordinator

**REGRETS:**

**A. CALL TO ORDER**

Mayor Cleveland called the meeting to order at 6:00 PM

**B. AGENDA**

**B.1 Additions/Deletions**

Two additions to the Agenda under New Business H.2 ATV Survey and H.3 Mayor's meeting with the Minister of Health and one addition under In Camera I.2 Unsightly Premises.

**B.2 Approval**

**Motion:**

*Moved by Councillor Paul Saulnier and seconded by Councillor McCormick the Agenda for July 18, 2022 be approved as amended with two additions under New Business H.2 ATV Survey and H.3 Mayor's Meeting with the Minister of Health and one addition under I.2 In Camera Unsightly Premises.*

**Motion Carried.**

**C. DELEGATIONS/PRESENTATIONS**

**C.1** None.

**D. MINUTES OF PREVIOUS MEETINGS**

**D.1 June 20, 2022**

**Motion**

***Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Minutes of June 20, 2022 be accepted as presented.***

**Motion Carried.**

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

**E.1 Emancipation Day event planning**

The Community Development Coordinator is working with Brenda Francis and Mayor Cleveland in regards to the planning the Emancipation Day event. On July 20, 2022 the Community Development Coordinator met with the community partner Brenda Francis and created a draft program for the Emancipation Day ceremony. The event has been registered with African Nova Scotian Affairs and will be held on August 11, 2022 at 1pm at the Promenade stage on Water Street or at the old VIC on Shore Road weather depending (237 Shore Road).

**F. STAFF REPORTS**

**F.1 Chief Administrative Officer Report**

For the month of June there was one development permit issued for 98 Victoria Street; three zoning confirmation letters issued for 9 Birch St, 78 First Avenue, and 176 Queen St. There was one Preliminary Subdivision Approval for Victoria Street.

There were seven building permits issued for the month of June.

The Office of the CAO is reporting that the grant funding that the Director of Public Works applied for funding under the Regional Economic Growth through Innovation Program through ACOA was approved. The details are confidential until public announcement has been made. There was a fire incident inside the Digby Regional Transfer Station located on the Upper Cross Road. The cause of the fire is deemed to have been combustion there was no injury and the station remains operational at this time.

**F.2 Director of Public Works**

The Director of Public Works presented his report. A few things have been done in support of DARC, such as building an accessible swing in the park. Two summer students have started their 8-week work term. Two employees took traffic control training. The Town Hall renovations are very close to completion. New bay doors have been installed at Public Works. Birch Street is being prepared for paving. There is more complaints reported about the dangers of Sydney and Water Streets intersection due to being dangerous for pedestrians using the crosswalk. According to the complaints, several people have almost been hit by cars. Director of public works suggests to build a 3 or 4-way stop; this, he believes, should prevent drivers from speeding because they will have to stop at the intersection; this method proved to be successful in other towns with a similar problem, such as Annapolis Royal. Putting up a 3-way stop will also play a positive role in

preparation for building a courtyard on Sydney Street. Director of Public Works suggests to start putting up the stop signs before Wharf Rat Rally.

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that the Committee recommends to Council the three-way stop on Water Street at Sydney Street and add a crosswalk to the south side of Sydney Street.***

**Motion Carried.**

**F.3 Director of Finance**

The Director of Finance report was presented. Infrastructure Canada has awarded the Town of Digby with a grant in the amount of up to \$50,000 to be used for the Active Transportation planning process. The next stage will be to issue an RFP for a consultant. The Community Development Coordinator will be assisting with this duty. Once in place, the Active transportation plan will help make future engineering decisions efficient and in balance with other parallel projects. It will also help the town with being prepared to take advantage of future infrastructure grant offerings. An asset management planning and roadmap workshop led by Matt Delorme of AIM was held on June 29 from 9am to 12pm. An asset management "Committee Terms of Reference" draft was prepared and is included with this report for consideration and motion to take to Council is accepted.

**Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Saulnier that the Committee recommend to Council the Asset Management Committee's terms of reference as presented.***

**Motion Carried.**

Financial Statement Audit - Audit working papers and non-consolidated financial statements have been prepared. The auditor has the working papers but may need to delay the audit fieldwork by a week.

Emailing of customer water and sewer bills: This service is now being provided on a request only basis.

Director of Finance also mentioned the available balance on the Safe Restart Fund, which can be invested in supporting a community project, possibly, in partnership with DARC, such as free swimming or community walk. The Mayor suggested that Council do some brain storming before the next meeting and hopefully we can bring forward some ideas on how to use the funds.

**F.4 Special Constable**

**a) Dangerous or Unsightly Premises Report**

The report was presented by the Special Constable at #17 and # 19 Maiden lane— concerning the condition and unsightliness of these two properties. Attempts to contact the owners by phone were with no prevail and a registered letter was sent. After 10 days the conditions of each of these two properties were discussed with the owner.

For 17 Maiden lane the owner had asked the Special Constable to monitor the progress of work that is to be done on this property. Special Constable has given the tenant a time frame to get the property in proper shape by the end of the month of August, 2022.

For 19 Maiden lane – the owner says he hired a contractor to cut the grass around this property throughout the summer and fall. The owner will return to Digby in August and will make a decision on what is to become of these properties.

**b) Protective Services Report**

C.C.T.V – all 16 cameras are up and in full operation

Parking Control – For the Month of June 2022 – total of 5 tickets issued, 4 –Parking Violations and 1 – Warning issued.

Dog Control – dog bite incident had been reported and investigated. The victim had only been nipped (no broken skin). The owner had been fined for non-registration of the animal. Dog has since been registered and required to be muzzled when being walked. Animal Control Officer reported one loose dog which was captured up by Josie's Restaurant, young male Lab/Shepard mix with a perimeter collar no tags was impounded, owner later found- resident of the municipality. Animal Control officer received 3 other dog barking complaints, he had given my office number to file the complaint, 1 I had the other 2 I had not yet received.

Taxi Licenses – 1 operator license issued.

**F.5 Community Development Coordinator Report**

This month the CDC has been focusing on general administrative training, and also researching some grants, helping with event organizing, and the management of the VIC staff. Two summer students started their 8-week work term and have met with the MP Chris D'Entremont.

One of the main projects this month was to promote the provincial ACCESS-Ability grant program for for-profit businesses. The Community Development Coordinator visited a number of businesses in town and gave out some printouts with a brief description of the grant and contact information of the program officer. All information on handouts has been verified.

Other grants being researched and considered are the "Community grant program" from turning the Tide, which could fund a project such as the Community Fridge, which has proven to be very successful in places like Charlottetown, PEI and Dartmouth, NS.

The CDC has been assigned to assist with work related to the Active Transportation Grant and is starting the process.

Networking: The CDC has been busy following up with community organizations, such as the Tri-County Women's Centre, Family Centre, LGBTQ2+ Chamber of Commerce, Digby-Clare CBDC, the #1792 Project, and local businesses.

## **G. CORRESPONDENCE**

### **G.1 Digby Area Tourism Association**

DATA sent a thank you letter to the Town of Digby for the use of the former VIC on Shore Road for the TMAC delegates.

### **G.2 Morgan Van Wyck and Douglas Reach**

This item has been moved to In Camera.

## **H. NEW BUSINESS**

### **H.1 Draft By Law Feeding of wild birds and animals**

The CAO drafted the By Law on Feeding of wild animals and birds, using examples of By Laws from Truro, NS and towns in Ontario. The draft of the By Law is customized for the town of Digby with definitions of exceptional species, such as the song birds in our area. This by law has not been vetted through legal at this time the CAO wanted the Committee to review the draft in case any changes need to be done then he will send it off.

#### **Motion:**

***Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Committee recommend to Council the Draft feeding of wild birds and animals by law #2022-02 for first reading.***

**Motion Carried.**

### **H.2 ATV Survey**

Council had a presentation on ATVs trail access in the Town of Digby Councillor Saulnier would like to reach out to local residents through a web survey or other means to collect opinions in regards to the access on Town Streets. The issue is the missing link to the trail system through the Town you can access trails on either end it's the middle link that is missing.

### **H.3 Minister of Health meeting**

Mayor Cleveland attend the meeting with the Minister of Health which concluded that the town needs more doctors and nurses, however, there is an obvious cost for such services. Thus, the mayor concluded that we need the private sector to get more involved in support of this cause. The Minister of Health recommended that the community coordinator should get involved with this work of connecting the private sector and other community partners to attract more health care professionals to our area.

## **I. IN-CAMERA**

### **I.1 Dangerous and Unsightly Premises Complaint**

#### **Motion:**

***Moved by Councillor McCormick and seconded by Councillor Saulnier that the Committee move to In Camera for Dangerous and Unsightly premise complaint.***

**Motion Carried.**

**Motion:**

***Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Committee move out of In Camera session.***

**Motion Carried.**

**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Saulnier that the Committee recommend to Council that a letter be drafted to Mr. Ashford notifying him that the Town of Digby is not interested in selling him a lot of land on Church Street.***

**Motion Carried.**

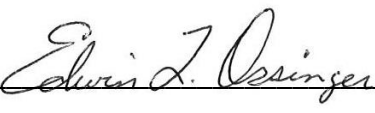
**J. ADJOURNMENT**

**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Saulnier that the meeting be adjourned as there is no further business.***

**Motion Carried.**

  
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Mayor

  
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Clerk