

**TOWN OF DIGBY  
COMMITTEE OF THE WHOLE  
August 15, 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, Executive Assistant, Acting CAO  
Ed McCormick, Director of Public Works  
Bruce Baxter, By-Law Enforcement  
Matthew Raymond, Director of Finance  
Kat Kovalenko, Community Development Coordinator

**REGRETS:** Tom Ossinger, Chief Administrative Officer

**A. CALL TO ORDER**

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

**B. AGENDA**

**B.1 Additions/Deletions**

None.

**B.2 Approval**

**Motion:**

***Moved by Councillor Turnbull and seconded by Deputy Mayor Bartlett that the Agenda for August 15, 2022 be approved as presented.***

**Motion Carried.**

**C. DELEGATIONS/PRESENTATIONS**

**C.1 Rob Stephenson Western REN**

Rob thanked Council for the opportunity to be here and speak on the work that he is doing with Small Business with Business Transition Planning and succession planning. Rob meets a lot of small business folks some with a plan for future succession and some who don't. It is important to keep small business here and a part of the community that is why the Western REN is working to help these small business create a plan for retirement the cost of the plan is covered about 88 % and the small business pays the remainder. At this

current time the Western REN has helped about 10 companies with a transition plan. At this time Rob is asking Council to talk to owners of the business community and advise them this program is available to ensure that they maximize during the transition period to retirement. Mayor Cleveland thanked Rob for the presentation.

**C.2 Mike Tan**

Mike was in attendance at the meeting however departed before he was called to address Council.

**D. MINUTES OF PREVIOUS MEETINGS**

**D.1 July 18, 2022**

**Motion**

*Moved by Councillor McCormick and seconded by Councillor Saulnier that the Minutes of July 18, 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 Chief Administrative Officer Report was presented. The CAO was unable to attend the meeting tonight but the Acting CAO provided a brief update on the EV Charger the application is now submitted for the expansion Fast Charging Chargers.

**F.2 Director of Public Works**

The Director of Public Works presented his report. The Director has ordered a new generator for work projects. The line paint has finally arrived and painting will be done before the Wharf Rat Rally. The issues with Lift Stn. 5 that services the new fish plant in the Industrial park seems to be resolved. The Director was able to bring in a street sweeper we are still waiting for new brushes for our sweeper which we have just been notified will be another 90 days. The pavers are planning to pave in front of Home Hardware tomorrow night. Councillor Saulnier asked about the material on the trail this will be compacted and will make a nice firm walking surface but there are complaints from people using the trail about the unevenness. Deputy Mayor Bartlett mention that a lady in a wheelchair up by the Lighthouse was unable to use the push button it was located too high for her to reach.

**F.3 Director of Finance**

The Director of Finance report was presented. The Director has investigated the possibility of investing some excess cash in a GIC and found that the interest rate would be marginally higher but does not recommend this due to funds not being free for investment in capital projects and the slightly higher rate of return on a GIC may be to no advantage if future interest rates rise causing our HISA rate to rise. The audit is

currently moving along with the financial statements due to be presented at the September council meeting.

**F.4 Special Constable**

**a) Dangerous or Unsightly Premises Report**

The report was presented by the By Law Officer is reporting that the property at 140 First Avenue was posted an order on the 13<sup>th</sup> of July very little has been accomplished the By law Officer is now in the process of contracting someone to go in an clean up the property. The By Law Officer is also dealing with 13 Mount Street orders were posted to this property on the 13<sup>th</sup> of July as of August 5<sup>th</sup> nothing has been cleaned up the By Law Officer is in the process of contracting someone to clean up the premises.

**b) Protective Services Report**

C.C.T.V – 13 cameras are up and in full operation and 3 are awaiting maintenance  
Parking Control – For the Month of July 2022 one warning was issued  
Dog Control nothing to report at this time. All three crossing guards have now been certified for flagging and safety course for the next three years by the province.

**F.5 Community Development Coordinator Report**

The Community Development Coordinator reported that the HR management of the VIC staff is going well and they are now gathering stats on how our visitors are getting to the VIC. A grant application was submitted for the Emancipation Day ceremony to assist with the cost of hosting the event. An Active Transportation Plan RFP is being worked on to hire a consultant who will create the plan. The Coordinator provided to the Committee an overview of the Emancipation Day event we have received lots of great feedback. The first meeting of the Former VIC Committee was held on August 3, 2022 to begin the process on the future of that site.

**G. CORRESPONDENCE**

**G.1 Virginia Olafsen**

Correspondence was received from a concerned citizen on the draft By Law 2022-02 which will be coming forwarded for second reading and consideration at the September 5, 2022 Council Meeting. Virginia will be coming to that meeting to speak to her concerns.

**G.2 Digby Area Board of Trade**

Mayor Cleveland received correspondence from the Board of Trade to see if there is interest from the Town to participate in an upcoming article and city brochure. The advertising cost is \$3490.00 the Committee discussed the opportunity however were not interested in participating at this time Mayor Cleveland will notify the Board of Trade President.

**G.3 Department of Justice**

The Department of Justice has a new liaison to the RCMP this will replace Donna Jewers who retired in February Danielle Desjardins will be the new liaison person Mayor Cleveland would like to invite her to a future Council Meeting.

**H. NEW BUSINESS**

**H.1 Meeting with Minister from ACOA**

Mayor Cleveland has the opportunity to meet with the Minister of ACOA for a very informal walk about and to discuss future projects and Mayor Cleveland also thanked the ACOA Minister for all the past financial support.

**I. IN-CAMERA**

**I.1** None.


**J. ADJOURNMENT**

**Motion:**

***Moved by Councillor Turnbull and seconded by Councillor McCormick that the meeting be adjourned as there is no further business at 7:09 P.M.***

**Motion Carried.**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk