

**TOWN OF DIGBY  
COMMITTEE OF THE WHOLE  
October 17, 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  
Matthew Raymond, Director of Finance

**REGRETS:** Kat Kovalenko, Community Development Coordinator  
Bruce Baxter, By-Law Enforcement

**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.1 Virtual Summit on basic income November 9<sup>th</sup> and H.2 Annual Recognition Dinner.

**B.2 Approval**

**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Saulnier that the Agenda for October 17, 2022 with two additions under New Business H.1 Virtual Summit on basic income November 9<sup>th</sup> and H.2 Annual Recognition Dinner be approved as amended.***

**Motion Carried.**

**C. DELEGATIONS/PRESENTATIONS**

**C.1 Living Park Proposal-Mary Saulnier**

Mary Saulnier is here to speak on the living park proposal that Council would have received in the Council package. The living park can be developed on an existing green space within the Town of Digby to create a park using cremated remains in a biodegradable urn that cultivates trees, shrubs and flowers. Planning a park design would

be a key piece that will have to be discussed. This is a chance to be innovators this concept had been happening in France for many years and there is one place in Fairview that uses this concept. At this point in time there doesn't seem to be any regulations expect may municipal by laws that might be in place. Mary was speaking to the local funeral home regarding this concept they were very positive. The Committee asked about the fee for folks to participate in this park and that will have to be determined. Mary brought with his an urn that could be used the cost of the urn shown tonight was \$600.00 and there are other options as well. The urn shown tonight was a product inside that will neutralize the ashes. In order to move this project forward it will take the work to determine the location, concept plan etc. the Committee directed staff to begin the work for a living park concept.

### **C.2 Digby and Area Foodbank-Roger Tibbetts**

The Digby and Area Foodbank drafted correspondence to Council regarding the current location of the Food bank at the Mount Street property owned by the Town. As we know the Salvation Army has decided to terminate the property lease in six months' time the foodbank is interested in acquiring the building or renting the entire building from the Town. Current the foodbank is using two rooms in the basement of the facility however there is opportunity to expand the services currently offered to include a kitchen facility. Mayor Cleveland did say that there are others who are interested in this building and no decision can be made for the future of that building at this time. The foodbank would be interested in sharing the facility with other interested organizations. The Committee thanked the Food bank for coming tonight.

## **D. MINUTES OF PREVIOUS MEETINGS**

### **D.1 August 15, 2022**

#### **Motion**

***Moved by Councillor McCormick and seconded by Deputy Mayor Bartlett that the Minutes of August 15, 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 planning department issued 3 Development permits for the month of August and September. The building department Issued 9 building permits during August and September. The Fire Inspector conducted 2 building inspections. Digby Fire Department responded to 10 calls during the month of September of the 9 calls received only 7 were within the Town of Digby and 3 in the District of Digby. The Transfer Station Operating Agreement between the Town and Municipality of Digby and Digby Salvage and Disposal is now signed this agreement is for 5 years but subject to a review prior to March 31, 2023. The CAO met with the New Digby

Farmers & Artisans Market Organization to discuss food permit requirements. Up to this point farmers are required to have a Food Permit from NS Environment. In the future there are new or proposed regulations that will require the permit holder to enforce and ensure that all vendors selling food have the required permits. The Farmers Market organization is requesting help with the enforcement. The CAO has committed to follow up with NS Environment for more information and then meet with the Farmers Market folks again. There has been another slip and fall along the rail bed trail on a stairway that leads to the beach that is believed to have been constructed by private individuals. The incident has been reported to the insurer and an adjuster is currently investigating. The Boundary review survey is still on going until October 31, 2022 to date there has been 24 online responses of which only 20 were Town of Digby residents. The public hearing has been set for November 7, 2022 at 6:00 PM after this a report will be drafted for review at the COTW. The one staff member who was on medical leave has returned to work on modified hours and duties. The sale of land of the Digby Campground to the Cockerton/Davis-Macdonald has now been completed. The other purchase of land on Sydney Street is nearing completion.

## **F.2 Director of Public Works**

The Director of Public Works presented his reports. The August report was presented the Director highlighted to the Committee the cost analysis for the CAO for wages and equipment use during the Wharf Rat Rally. There was also a sewer back up on King Street in August which resulted in some property damage. The Director is also reporting that the brushes for the street sweeper will be about another 90 days. One person resigned his position which was through a grant program there was three months remains in the term position.

The Director of Public Works presented his September report and highlighted the fact that ordering lumber for Digby Centre is a challenge. The engineer has been working on a few projects for us generator specs for the lift stations, boat launch design, and former Tideview terrace property design. The epoxy floors in the Fire Hall Bays and will be working shortly on that project.

The Committee asked about the Fire Hall Committee has a meeting been set at this point the terms of reference for the Committee are almost completed and then we can move forward with a meeting.

## **F.3 Director of Finance**

The Director of Finance reports were presented. The September report was presented and some items to note area the Statement of Operations for the five month ending August 31, 2022 are showing the Grant in lieu of taxes is expected to be on budget. The Deed transfer tax for the five month ending seems slightly down from budget if this trend continues we will likely be under budget. The NSP HST offset payment is lower than budget. The Audited Financial Statements for 2021/2022 are completed and presented to Council. The PCAP funding for 50% of the engineering design for King Street has been awarded. The WCB rate is increasing for 2023 from \$3.01 to \$3.61 the

industry average is \$3.24. As of September 30<sup>th</sup> all provincial reporting has been submitted.

The October report was presented and items to note are that as of September 30<sup>th</sup> the Statement of Operations the deed transfer tax is still trending below the annual budget. The Non-consolidated financial statements were distributed to the Committee for review. The Director of Finance spoke about the recent presentation on Cyber Insurance that he attend at the Fall AMANS Conference at this time we do not have insurance again loss due to a ransom ware attack but whether to purchase coverage is not clear in consultation with the IT Department at this time is not being recommended.

#### **F.4 Special Constable**

##### **a) Dangerous or Unsightly Premises Reports**

The August report for Dangerous or Unsightly premises is reporting on 6 properties 140 First Avenue was issued an order to remedy that has been completed and the file is now closed. 13 Mount Street was issued an order to remedy that has been completed and the file is now closed. 17 Maiden Lane a compliant was received about the smell of lobster traps and the unsightly condition an inspection took place it was discovered that some bait had been left inside the traps there is also a lot of C & D material behind the residence and an ongoing construction project the file is open and ongoing. 91 Second Avenue the investigation is still on going. 144 Water Street the investigation is still on going. 51 Thomas Road the investigation is still on going.

The September report for Dangerous or Unsightly premises is reporting on 4 properties 17 Maiden Lane is open and on-going. 144 Water Street and order to remedy was issued and posted on the property. 51 Thomas Road an order to remedy was issued and work is being done the file is open and on-going. 91 Second Avenue a complaint was received about rodents an inspection took place the inspection resulted in many concerns that needed to be addressed an order to remedy was issues and the file is open and on-going.

##### **b) Protective Services Reports**

The August and September reports for Protective Services were presented.

C.C.T.V –all cameras are up and in full operation as of September.

Parking Control – For the Month of August and September there were no violations issued

Dog Control in the month of September one complaint of two dogs running at large nothing to report at this time.

Crossing Guards- All three crossing guards have returned to work and have all been issued new PPE.

Solid Waste Management during the month of September one apartment building on Sydney Street still doesn't have an appropriate garbage bin as per the Solid Waste By law this will have to be addressed with the building owner.

## **F.5 Community Development Coordinator Reports**

The Community Development Coordinator reports for August and September were presented to the Committee. The CDC is researching the Façade Program for the Façade Committee but this should be a high priority.

Councillor Turnbull asked about the man who is still feeding the birds at the VIC on Montague Row this can now be address through the Feeding of Wild Birds and Animals By law recently adopted.

## **G. CORRESPONDENCE**

### **G.1 Jennifer Lamrock NS Health Promoter, Public Health**

Council received correspondence from Public Health asking for a letter of support around alcohol warning labels be drafted and sent to our MP.

#### **Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that the Committee give direction to staff to draft the letter of support around the alcohol warning labels.***

**Motion Carried.**

## **H. NEW BUSINESS**

### **H.1 Wayne Mason HRM Councillor Virtual Summit**

There will be an upcoming Summit on Basic Income this Summit will be held virtually Wayne is seeking support for attendance at the Summit on November 9<sup>th</sup> from 9:30 AM to 1 PM AT.

### **H.2 Annual Recognition Dinner**

Deputy Mayor Bartlett asked that we consider extending invitation to former Councillors from the past to our Annual Recognition Dinner staff can compile a list of those who are still in the area from previous Councils.

## **I. IN-CAMERA**

### **I.1 Dangerous or Unsightly Premises**

#### **Motion:**

***Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that the Committee move to In Camera for Dangerous or Unsightly Premises.***

**Motion Carried.**

#### **Motion:**

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

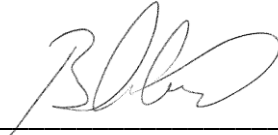
**Motion Carried.**

J. **ADJOURNMENT**

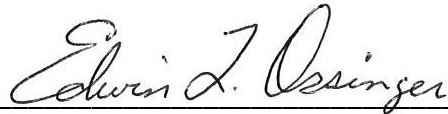
**Motion:**

***Moved by Councillor McCormick and seconded by Councillor Turnbull that the meeting be adjourned as there is no further business at 8:29 P.M.***

**Motion Carried.**



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Mayor



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Clerk