

**DIGBY TOWN COUNCIL  
REGULAR MEETING  
MONDAY May 1, 2017  
COUNCIL CHAMBERS  
6:00 P.M.**

**MEMBERS PRESENT:** Mayor Ben Cleveland  
Deputy Mayor Jean Brittain  
Councillor Mike Bartlett

**STAFF PRESENT:** Tom Ossinger, Chief Administrative Officer  
Leslie Young, Executive Assistant  
Matthew Raymond, Director of Finance

**REGRETS:** Councillor Peter Turnbull  
Councillor Danny Harvieux

**A. ROLL CALL/CALL TO ORDER**

The Mayor called the meeting or order at 6:00 PM

**B. PUBLIC HEARINGS**

**C. AGENDA**

**C.1 Additions/Deletions**

One additions to the Agenda under Delegations & Presentations Paul Ash-Tri County School Board Superintendent.

**C.2 Approval**

**Motion:**

***Moved by Deputy Mayor Brittain seconded by Councillor Bartlett that the Agenda of May 1, 2017 be approved as presented with one addition to the Agenda under Delegations & Presentations D.1 Paul Ash Tri County School Board Superintendent. Motion carried.***

**D. DELEGATIONS & PRESENTATIONS**

**D.1 Tri County School Board Superintendent-Paul Ash**

Mr. Paul Ash Superintendent of the Tri County School Board stopped in to introduce himself to the Council so that we can put a face to the name. Mr. Ash spoke about having a strong working relationship with the Councils in the future. The current school board chair is Michael Drew and Donna Tidd is the Vice Chair. Council asked about the school involvement with a youth Council project for the future Mr. Ash indicated this is something we should discuss with the Principal of the school. Deputy Mayor Brittain mentioned that the Skill Trade Center that is currently being offered in Digby School is a great opportunity for students. Council thanked Mr. Ash for dropping by to introduce himself.

**E. MINUTES OF PREVIOUS MEETING**

**E.1 April 3, 2017**

**Motion:**

***Moved by Deputy Mayor Brittain and seconded by Councillor Bartlett that the Minutes of April 3, 2017 be approved as presented.***

**Motion Carried.**

**F. BUSINESS ARISING FROM THE MINUTES**

None.

**G. REPORTS**

**G.1 Chief Administrative Officer Report**

The Chief Administrative Officer report was included in the package. The CAO provided an update to Council on the downtown WI-FI a draft agreement was received from bNetwork and has now been forwarded to legal counsel due to some concerns with the draft agreement the CAO plans to be able to review this with Council at the Committee of the Whole Meeting. The RFP for the art work for the promenade needs to be reviewed by Council. The review will take place after the Committee of the Whole meeting Monday May 8, 2017. The interviews for the By-law Enforcement position will be Wednesday May 3, 2017 there are 5 applicants to be interviewed. The enabling accessibility project will begin shortly at the Town Hall this will create some issue with entrance to the Administrative offices and traffic will be routed through the back door of the building and in to the Administrative Office down through the stairwell this will only take a week or so to complete. The Joint Municipal Accountability and Transparency Committee was formed in December of 2016 with a mandate to ensure the mechanisms are in place to support the transparency and accountability to the public, strengthen local government expense policies, increase transparency of local government staff and elected officials expenses to the public and recommend amendments to the MGA where applicable. These recommendations are now forwarded to the Minister of Municipal Affairs and the committee is no longer active. The CAO is now reviewing the current Expense Policy after the recommendations from the report and a hospitality policy will need to be draft and presented to Council. The new website design is underway and the Executive Assistant is working closely with the web designer a draft of the main landing page was attached to the report for review if Council has any suggestions into this please forward them to the Executive Assistant. Grants to Organizations applications are now available on the Cloud for review the CAO suggested that a separate meeting be held to discuss the grants and budget Monday May 8<sup>th</sup> was the date determined to have this meeting. The CAO is also working on two administrative policies that will be coming forward at the Committee of the Whole for consideration. The Fire Hall heat pump RFP has closed 8 proposals were received and have been evaluated the recommendation from the CAO is to award Weirs Refrigeration with the tender.

**Motion:**

***Moved by Deputy Mayor Brittain and seconded by Councillor Bartlett that Weirs Refrigeration be awarded the tender in the amount of \$28,575.20 including HST to replace two (2) heat pumps at the Digby Fire Hall.***

**Motion Carried.**

**G.2 Committee of the Whole Report**

The Committee of the Whole report was presented. Two recommendations are coming forward tonight for Council approval.

**I. Procurement Policy**

**Motion:**

***Moved by Councillor Bartlett and seconded by Deputy Mayor Brittain that Council approve the Procurement Policy as presented.***

**Motion Carried.**

**II. Administrative Policy #2004-03 Citizen Appointment to Committees, Commissions and Boards**

**Motion:**

***Moved by Deputy Mayor Brittain and seconded by Councillor Bartlett that Council approve the Administrative Policy #2004-03 Citizen Appointment to Committees, Commissions and Boards as presented.***

**Motion Carried.**

**G.3 Nominating Committee Report**

The Nominating Committee discussed the interest expressed by Mr. Moore on sitting on the Planning Advisory Committee and would like to recommend Mr. Moore be the Citizen Rep on the Planning Advisory Committee.

**Motion:**

***Moved by Deputy Mayor Brittain and seconded by Councillor Bartlett that Council accept the Nominating Committee Report as presented.***

**Motion Carried.**

**G.4 Digby Area Recreation Report**

The DARC report was included with the package. The Deputy Mayor will try and answer any questions. The DARC budget should be tabled here tonight so that we can move this to budget time.

**Motion:**

***Moved by Deputy Mayor Brittain and seconded by Councillor Bartlett that the Digby Area Recreation Budget be moved to Budget consideration.***

**Motion Carried.**

**G.5 Waste Check**

The Waste Check report was included with the package. Councillor Bartlett attended the last Waste Check meeting along with Councillor Harvieux at that meeting they were able to pass the annual budget and also agreed to reduce the number of annual

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meetings down. The draft budget is here tonight to be tabled and recommend to budget time.

**Motion:**

***Moved by Councillor Bartlett and seconded by Deputy Mayor Brittain that Council recommend the Waste Check Budget be moved to Budget consideration.***

**Motion Carried.**

**H. CORRESPONDENCE**

**H.1** None.

**I. NOTICE OF MOTIONS**

**I.1** None.

**J. NEW BUSINESS**

**J.1** None.

**K. IN CAMERA**

**K.1** None.

**L. ADJOURNMENT**

**Motion:**

***There being no further business the meeting adjourned on motion of Deputy Mayor Brittain and seconded by Councillor Bartlett at 6:47 PM***

**Motion Carried.**

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MAYOR

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CLERK