

**DIGBY TOWN COUNCIL
REGULAR MEETING
MONDAY FEBRUARY 5, 2018
COUNCIL CHAMBERS
6:00 PM**

MEMBERS PRESENT: Mayor Ben Cleveland
Deputy Mayor Jean Brittain
Councillor Mike Bartlett
Councillor Danny Harvieux
Councillor Peter Turnbull

STAFF PRESENT : Tom Ossinger, Chief Administrative Officer
Leslie Brinton, Executive Assistant

REGRETS: Matthew Raymond, Director of Finance

A. CALL TO ORDER

Mayor called the meeting to order at 6:00 PM

B. PUBLIC HEARINGS

C. AGENDA

C.1 Additions/Deletions

Two additions to the Agenda J.8 Heritage Center and J.3 African Heritage Gala Dinner & Dance and Fire Department Banquet.

C.2 Approval

Motion:

Moved by Councillor Harvieux seconded by Deputy Mayor Brittain the Agenda of February 5, 2018 be approved as presented with two additions under New Business J.8 Heritage Center and J.3 African Heritage Gala Dinner & Dance and Fire Department Banquet.

Motion carried.

D. DELEGATIONS & PRESENTATIONS

D.1 Dave Cvet-Hospice

Mr. Dave Cvet came to speak to the Council regarding a new hospice initiative in the Digby Area supported by the Order of Saint Lazarus. Mr. Cvet came and gave a brief history of the hospice and the order of Saint Lazarus. The House of Fundy is a registered not-for-profit in the province of Nova Scotia under the name of Atalanta Hospice Society. Currently there are no service of this type in the province at that this time. The House of Fundy will be a 5 to 10 bed hospice for the Digby Area. This could be a huge benefit to those during the time of need. The hospice would have several health professionals on staff such as a physician and nurses and this type of a facility will rely

on a lot of volunteers. This will be a huge community project and will have community engagement. The end of life care is hard on children and families as well as a financial burden for some people. This could be a huge help to families and also the local hospital and health care system. This is the first Council the presentation has been made. Council thought the project was a wonderful idea and thanked Mr. Cvet for the presentation.

E. MINUTES OF PREVIOUS MEETING

E.1 January 2, 2018

Motion:

Moved by Councillor Harvieux seconded by Councillor Turnbull that the Minutes of January 2, 2018 be approved as presented.

Motion carried.

F. BUSINESS ARISING FROM THE MINUTES

F.1 None.

G. Reports

G.1 Chief Administrative Officer

The Chief Administrative Officer report was distributed to Council. The Chief Administrative Officer reviewed the report with the Council. The Financial Management Workshop that the CAO attended he felt was well worth the investment of time and resources and he would definitely attend any future workshops. Mayor Cleveland and the CAO attended the Municipal Modernization Workshop in January. The workshop was well attended the information gathered will be compiled into a report and distributed. This workshop was one of many to come. The CAO provided to Council the information on Bill 10 an Act to Amend the MGA and some of these sections are in force now because they have received Royal Assent. There are some sections that are not proclaimed yet and therefore not in affect at this time. The CAO conducted a review of the Vending & Licensing By Laws of other Nova Scotia in particular the Town's the CAO found that no other Municipalities that were researched required a business license we are the only excepted to that and are still issuing business licenses. The research along found that some municipalities have designated public spaces for vending and mobile stands however they do have restricted areas that vending is not allowed. The CAO asked for direction from the Council for the amendments or a drafting of a new bylaw Council wanted to see the elimination of the Business Licenses. The designated public spaces for vending was discussed. With vending in public spaces perhaps a distance from a business selling the same product should be considered as part of the bylaw. The CAO expressed thank you to the Executive Assistant and the Tax Clerk for the work in organizing the African Heritage Launch on January 25 the event was well attended. The Director of Public Works and the CAO met with Kerry Johnson President of the Jordantown-Acaciaville-Conway Betterment Association to discuss some in kind services the Director of Public Works will be attending some upcoming meetings to find out their need and what we can offer for assistance. The Solid Waste Resources By-law originally drafted by Waste Check in 2011 has undergone a review and the draft was presented to the CAO's for review and will be presented at an upcoming Waste Check Authority meeting mid-February. The 2018-19 Grants to Organizations program was advertised and has now closed and we received about the same amount of application that we did in the previous year. The office of the CAO will be conducting a review of the applications and any deficiencies will be noted and correspondence sent to the applicant. The CAO is conducting a salary scale review in accordance with the Salary Administration Policy the completed survey is expected to be tabled at the

February Committee of the Whole Meeting. The CAO is also conducting a review of the Pension Plan and will be making recommendation at the Committee of the Whole in February the CAO is asking that the Benefits Policy be tabled until Council has made a decision on the pension plan contributions.

G.2 Committee of the Whole Report

The Committee of the Whole is recommending five HR Policies for approval.

Motion:

Moved by Councillor Harvieux and seconded by Councillor Bartlett that Council approve the HR Job Description Policy as presented.

Motion Carried.

Motion:

Moved by Councillor Bartlett and seconded by Deputy Mayor Brittain that Council approve the HR New Employee Safety Policy as presented.

Motion Carried.

Motion:

Moved by Deputy Mayor Brittain and seconded by Councillor Harvieux that Council approve the HR Performance Evaluation Policy as presented.

Motion Carried.

Motion:

Moved by Councillor Bartlett and seconded by Councillor Turnbull that Council approve the HR Human Resource Policy as presented.

Motion Carried.

Motion:

Moved by Councillor Harvieux and seconded by Councillor Turnbull that Council approve the HR Vehicle and Equipment GPS Tracking Policy as presented.

Motion Carried.

Motion:

Moved by Deputy Mayor Brittain and seconded by Councillor Harvieux that the HR Employee Benefits Policy be table until a future meeting.

Motion Carried.

G.3 DARC Report

The Digby Area Recreation Commission Reports were distributed in the Council package for review.

H. CORRESPONDENCE

H.1 Mayor Mattatall, Town of Shelburne

Correspondence was received from the Town of Shelburne on the health care crisis in rural Nova Scotia. The Town of Shelburne is planning a discussion the week of February 12th. Mayor Cleveland would like to participate in the discussion the Executive Assistant will send an email along indicating the Council would like to join the discussion.

H.2 Mayor Atkinson, Town of Middleton

This correspondence was copied to all Nova Scotia municipal units and was sent from the Town of Middleton to the President of UNSM concerning the name change from UNSM to FNSM and the acronym may not be fitting. This will more than likely be a topic of conversation at the Spring UNSM Conference.

H.3 Smart Meters

The Mayor and CAO received email communication from a citizen concerning the NS Power changing over to smart meters in late 2018 and into 2019 and the elimination of analog meters. This is for information purposes.

I. NOTICE OF MOTIONS

I.1 None.

J. NEW BUSINESS

J.1 Annual Banking Resolution

The Annual Banking Resolution is coming forward to be approved.

Motion:

Moved by Councillor Harvieux and seconded by Councillor Bartlett that the Annual Banking Resolution be approved for signature.

Motion Carried.

J.2 Waste Check Status of Plastic Film

The presentation was made available to the CAO and Council but was to be discussed at the Waste Check Board level before moving this forward to Council as there will be more information to come forward from this.

J.3 Annual African Heritage Gala Dinner and Dance and Digby Fire Department Banquet

Mayor Cleveland spoke to Council about the Gala and the Fire Department Banquet both being the same night and that he has been asked to attend the African Heritage Gala and needs someone to attend the banquet and distribute the certificates of recognition on his behalf. Councillor Turnbull will be in attendance at the Fire Department Banquet and will distribute the certificates on behalf of the Mayor. Councillor Harvieux and Deputy Mayor Brittain are planning to attend the African Heritage Gala.

J.4 Digby Area Tourism Association

Digby Area Tourism Association is asking Council can appoint one representative to sit on the DATA Board of Directors currently Councillor Turnbull is the DATA representative and he would like to remain there if possible. A letter will be drafted and sent to DATA indicating that Councillor Turnbull will continue to be the representative.

J.5 Cenotaph restoration

Mayor Cleveland received an email from a company called Forget me Not Restorations they do restorations all around the province and are based out of New Brunswick. Images were sent along to the company and a quote for restoring the war memorial however some of Council thought the green patina should remain as part of the monument. Perhaps we should just look at restoring the bell along Admirals Walk. The CAO can inquire as to the cost of the bell only.

J.6 Administrative Policy #2010-05 Committees of Council amended

This is being presented tonight with some minor amendments to the Committees of Council policy the addition of the Authority and the section of the MGA that provides the authority.

Motion:

Moved by Deputy Mayor Brittain and seconded by Councillor Harvieux that the Administrative Policy #2010-05 Committee of Council be amended as presented.

Motion Carried.

J.7 Administrative Policy Audit Committee Terms of Reference Policy

This policy is new and is coming forward tonight for review. This policy outlines the Terms of Reference for the Audit Committee.

Motion:

Moved by Councillor Harvieux and seconded by Councillor Turnbull that the Audit Committee Terms of Reference Policy be approved as presented.

Motion Carried.

J.8 Heritage Center

Deputy Mayor Brittain asked for the Heritage Center building be added to the Agenda after a recent event at the Heritage Center the Deputy Mayor noted that we had to borrow chairs from the neighbouring Fire Department could we look into purchasing our own chairs for that location? Staff can cost out the purchase of chairs and report back at a future meeting.

K. IN CAMERA

K.1 None.

L. ADJOURNMENT

Motion:

Motion for adjournment was moved by Councillor Harvieux and seconded by Councillor Turnbull at 7:50 PM.

Motion carried.