

**DIGBY TOWN COUNCIL
REGULAR MEETING
Monday May 1, 2023
Council Chambers**

MEMBERS PRESENT: Mayor Ben Cleveland, Chair
Deputy Mayor Mike Bartlett, Vice Chair
Councillor Peter Turnbull
Councillor Paul Saulnier
Councillor William McCormick

STAFF PRESENT : Tom Ossinger, Chief Administrative Officer
Leslie Brinton, Executive Assistant
Matthew Raymond, Director of Finance
Ed McCormick, Director of Public Works

REGRETS:

A. CALL TO ORDER

Mayor Cleveland called the meeting to order at 6:00 P.M.

B. PUBLIC HEARING

B.1 None.

C. AGENDA

C.1 Additions/Deletions

None.

C.2 Approval

Motion

Moved by Councillor Turnbull and seconded by Councillor Saulnier that the Agenda for May 1, 2023 be as approved as presented.

Motion Carried.

D. DELEGATIONS & PRESENTATIONS

D.1 Town of Digby Capital Budget Presentation

The CAO along with the Director of Finance and the Director of Public Works have drafted the Capital Investment Plan draft version being presented here tonight. The Director of Finance distributed to Council an overview of Capital spending and still remain sustainable. The current debit service ratio is 6.4% on outstanding debt of \$1,400,000 if the town were to borrow an additional \$1,000,000 the ratio would increase to just over 10 % depending on interest rates and

We would then become a “medium risk”. The Director of Finance discussed the effect on tax rate. The current tax rates the Town can sustainably spend approximately \$400,000 annually on average, total for debt servicing and transfers to replenish the capital reserve. Given the current levels of debt, this equates to annual spending of the Town’s own funds of approximately \$300,000 on capital. A full line by line review of the draft capital investment plan was discussed some items will not be able to purchase in the year one time line and we relocated to future years and others were amended to increase or decrease depending on costs obtained today. There are two items that the Director of Public Works is asking for pre-approval for so that the two items can be purchased. One is a sewer camera that will be cost shared with the Municipality of Digby with a total cost of \$18,500 which will be very beneficial to the organization. The seconded item is the bandstand deck replacement at a cost of \$45,000 the deck surface is in need of replacement and this pre approval will allow the work to be completed quickly.

Motion:

Moved by Councillor Saulnier and seconded by Deputy Mayor Bartlett that Council approve the purchase of a sewer camera for \$18,500 with 50 percent funding from the Municipality of Digby and approve the replacement of the floor at the bandstand at 112 Montague Row at a cost of \$45,000.

Motion Carried.

E. MINUTES OF PREVIOUS MEETING

E.1 April 3, 2023

Motion:

Moved by Councillor Turnbull and seconded by Councillor McCormick that the Minutes of April 3, 2023 be approved as presented.

Motion Carried.

F. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

F.1 None.

G. REPORTS

G.1 Chief Administrative Officer Report

The Chief Administrative Officer was presented. The CAO is reporting that the RFP’s for Project Management for the Mount Street project closed on April 20 three RFP’s were received staff are currently reviewing the proposals if the lowest tendered bid is deemed the staff recommended bid the CAO is able to award due to the amount being less than \$50,000 the CAO will provide an update the Council after the review process is completed. The subdivision of the property on Shore Road is now completed and the property can now be listed for sale. The CAO has a realtor in mind that we have used in the past and that realtor can also provide us with guidance on pricing and once that can be determined the CAO will update the Council. The Third Avenue land subdivision is completed however that land needs to be migrated prior to selling the CAO had given the Town Solicitor instruction to migrate the new lot as well as the remaining lot. The vacant lot on Carleton Street has been prepared for the mini home relocation at this time we are just awaiting the required permits. The CAO meet with representatives from Tri County Centre of Education they are interested in submitting a proposal to Council for a long term rental of Digby Station for the purpose of relocating the Alternative School. The CAO discussed the decision of Council to use Digby Centre for community use and told them that he would consult with Council to see if they would consider a proposal. Council is open to accepting a proposal for the use of the space. The CAO meet with an individual interest in space for a gym for youth the CAO showed

him both Digby Station as well as the Mount Street School and again the CAO is asking if Council would accept a proposal for the use of the Mount Street School for something other than affordable housing. Council is willing to accept the proposal for the use of the Mount street property upper level with the clear understanding to the individual that the space has been earmarked for affordable housing. The CAO meet with the DATA Chair to discuss the VIC Building on Montague Row, DATA is interest in taking over the space and will pay the operating costs for the facility and make use of the building for meetings, storage and staff. The Farmers Market will have access to washrooms until the new public washrooms are completed. The CAO is seeking Council approval to enter into a MOU Agreement with DATA.

Motion:

Moved by Deputy Mayor Bartlett and seconded by Councillor Turnbull that Council approve the MOU agreement with DATA for one year for the Montague Row former VIC building.

Motion Carried.

The CAO recently discussed with the Municipality of Digby CAO the Kings Transit costs for the operation of the bus with rising costs the Town has been paying \$4,000 for the service the Municipality of Digby is asking for an increase to funding. The increase for services will become part of the General Operating Budget. The CAO, Mayor Cleveland and Councillor McCormick met with the owner of the Crow's Nest concerning picnic tables on the green space close to her building they will provide the cleaning of the area around the tables they will supply the tables as well. The meeting concluded with an agreement to allow four picnic tables on the green space directly behind the Crow's Nest as a pilot project for this season and will be evaluated during the winter.

The CAO also meet with the Digby Area Theatre Society to discuss the lease of the space at the Mount Street property a one year lease agreement has been signed. The CAO also meet with Digby Foodbank concerning the lease agreement for their space the lease was not signed by them and maybe coming to Council to discuss concerns of the rent for the space.

G.2 Committee of the Whole Report

There is one recommendation coming forward from the Committee of the Whole.

Motion:

Moved by Councillor Turnbull and seconded by Councillor McCormick that Council approve the placement of a flag pole at the Frank Mackintosh Park and the costs will be covered by the Mackintosh family.

Motion Carried.

G.3 Planning Advisory Committee Report/Public Participation Meeting

Motion:

Moved by Councillor McCormick and seconded by Councillor Turnbull that Council enter into a Development Agreement with the Digby Area Housing Coalition Society to permit the redevelopment of Civic 81 Montague Row (PID 30229785) for the purposes of establishing 14 residential dwelling units, associated common use facilities and administrative office space as proposed in the application dated February 7, 2023.

Motion Carried.

The Development Officer suggested to Council that a date be set for the Public Hearing. Council Determined the date for the Public Hearing be Monday June 5, 2023 at 6 PM.

The amendment to the Town of Digby Planning Strategy will receive first reading tonight and that hearing was held prior to the Planning Advisory Meeting so there is no need for further Public Consultation but will require second reading at the next Council Meeting so that there is sufficient time to advertise that amendment twice at least 14 days prior to the second reading.

Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that Council give first reading to the following amendments to the Town of Digby Municipal Planning Strategy to amend Part 4, Policy IM5 be amended to read:

IM 5 It shall be a policy of Council to review the Municipal Planning Strategy and Land Use By – Law as deemed necessary by Council due to changing conditions but not later than every five years. In considering amendments to or the repeal and replacement of this Strategy Council shall seek input from the community and the abutting municipality as require by the Municipal Government Act and as provided for in the Town’s Public Participation Program Resolution.

Motion Carried.

The Public Participation Policy also requires a slight amendment and we can make that change and bring forward to Committee of the Whole for review.

G.4 Digby Area Tourism Association

The report was distributed in the meeting package. The VIC on Montague Row was most of the meeting discussion.

H. CORRESPONDENCE

H.1 Society for the Friends of Ferals

The CAO received a thank you letter for the awarding of the Community Grant.

H.2 Fidelis House Society

Fidelis House sent correspondence seeking financial support towards the construction of four additional rooms to meet the growing demands for services and better serve their guests. Council referred this to the Community grants process.

I. NEW BUSINESS

I.1 St. Pat’s Community Kitchen

St. Pat’s kitchen is asking for financial assistance in the amount of \$3,500 to assist with costs of operating a weekly soup kitchen. Currently they are operating on about \$70 per week to make food for fifty plus people. Council suggested that we ask Feed NS to assist with food. Mayor Cleveland is meeting with a group of folks on Friday and can bring up the fact that they are in need of food.

I.2 Spring into Summer Sponsorship

Event organizers are asking for assist from the Town in the amount of \$250 to help to keep the costs down to exhibitors making the show affordable to a larger number of local businesses, events and service providers. Council discussed the request however decided to purchase a booth for the event rather than event sponsorship.

I.3 Spring into Summer Booth

The cost for having a booth at the event this year is \$180.00 plus HST for an inside location with power.

Motion:

Moved by Councillor Saulnier and seconded by Councillor McCormick that we participate in the Spring into Summer Expo on June 17th at a cost of \$180.00 plus HST.

Motion Carried.

J. IN CAMERA

J.1 Personnel

Motion:

Moved by Councillor Saulnier and seconded by Councillor Turnbull that the Council move into In Camera for Personnel.

Motion Carried.

Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that the Council move out of In Camera Session.

Motion Carried.

Motion:

Moved by Councillor McCormick and seconded by Councillor Saulnier that Council approve Salary Scale option one as presented with a cap on the COLA at 3.5 percent.


Motion Carried.

K. ADJOURNMENT

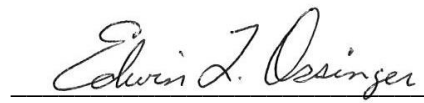
Motion:

Motion for adjournment was moved by Councillor McCormick and seconded by Councillor Turnbull at 8:34 P.M.

Motion Carried.



Mayor



Clerk