

**Town of Digby
Committee of the Whole
January 20th, 2025
Council Chambers**

MEMBERS PRESENT: Mayor Mike Bartlett
Deputy Mayor Paul Saulnier (chair)
Councillor William McCormick
Councillor Rick Foote
Councillor Shane Weir

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

REGRETS: Laura Lee Milner, Special Constable

A. CALL TO ORDER

Deputy Mayor Saulnier called the meeting to order at 6pm

B. AGENDA

B.1 Additions/Deletions

- C.1 Removal of Alan Franklin from agenda/unable to attend
- G.2 Emergency Management Letter
- H.6 Update on Strategic Planning Session Wrap-up
- H.7 AHM Gala Event Table

B.2 Approval

MOTION:

Moved by Mayor Bartlett and seconded by Councillor Weir that the agenda for January 20th, 2025 be approved as amended.

Motion Carried

C. DELEGATIONS/PRESENTATIONS

None

D. MINUTES OF PREVIOUS MEETING

D.1 December 16th, 2024

Consensus of the Committee for passing the previous meeting minutes as presented.

Passed

E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

- E.1** Letter – Re Crosswalk painting proposal
- E.2** Letter – Saskia Geerts
- E.3** Letter – ATV on Town Streets
- E.4** Letter – Zach Imrie, 3rd Eye Gaming Lounge
- E.5** Canadian Association of Municipal Administrators (CAMA)
CAO has joined the CAMA with a discount for joining.

F. STAFF REPORTS

F.1 Chief Administrative Officer

The Report was submitted with the package. Development Agreement for Thomas Road project has been drafted and posted on website and Facebook. NSUARB have received an appeal on this agreement from Tim Peck et al. No development permits were presented however the amount of work the CAO is doing as the Development officer is affecting his ability to complete his CAO duties. The CAO feels stressed and frustrated with his duties and responsibilities to the Council being affected. One building permit. Two fire inspections. There is a fire inspection appeal with the Fundy Restaurant. The CAO will be accompanying the Fire Inspector to this hearing. 6 call out for November. MPS/LUB review. The review of is a large workload and the limited resources of administrative staff, the CAO feels that a facilitator is needed to be hired to facilitate the Public Engagement sessions. Legislative Policies were reviewed on Saturday, December 7th but the CAO has been unable to complete a draft document for this as it has been too busy. The list of policies to be reviewed is in the package. The CAO suggests a series of meetings be set up to discuss and review the policies. Councillor Foote asked if the facilitator would be specific to the PAC Public Engagement facilitator. CAO communicated that would be a term position (Contract position). Councillor McCormick asked if we should be setting up days to start the policy review process. Agreement was reached. Discussion was had on dates and times. Thursday, February 6th was agreed on

MOTION:

Moved by Councillor McCormick and seconded by Councillor Weir that the CAO report be accepted as submitted.

Motion Carried

F.2 Director of Public Works

a) Public Works Report - The Report was submitted with the package. DOPW showed and discussed the wayfarer signs and options for restaurants and businesses to have their own sign. These ones are green whereas the current blue ones are for point of interest to the Town of Digby. CAO explained how this would allow there to be a common theme of signage and thus be able to remove several signs several restaurants and businesses have put up which are against Town By-laws. CAO wants to organize the nuts and bolts of the program a bit more with costs and options and total budgetary needs. New "Welcome to Digby" signs have been installed. Water Commission assistant is doing an excellent job and is taking on several tasks that have been behind, very valuable to help the DOPW. F-250 truck had some body work done and is a valuable need. DOPW took a course through Dalhousie University on the Parliamentary Governance, Management and Procedure. Helpful to understand how the procedures and governance works.

MOTION:

Moved by Councillor McCormick and seconded by Mayor Bartlett that the wayfarer sign program be put to Council for the March Council Meeting.

Motion Carried

MOTION:

Moved by Councillor Foote and seconded by Councillor Weir that the DOPW report be accepted as submitted.

Motion Carried

F.3 Director of Finance

The Report was submitted with the package. Tax Sale process has started, 3 property owners currently has been submitted. There are two agreements for payment arrangements and those have both been breached so another letter will be sent to both locations saying that they must come back to the payment agreement. Mount Street ICIP Grant has had four claims put to it but there is a technical glitch with the provincial grant system which is causing the Town the potential of lost interest. EFTs were done while Canada Post was on strike, but this is not something we will be using moving forward as it is not cost effective. Benevity is a non-profit that helps organizations manage corporate giving and we are currently using them for such things as the Queen Street lookoff. WCB subcontractors: one of our subcontractors was not in good standing for WCB dues. Thus, the audit showed them as not being in good standing thus we were not in good standing. Small subcontractors below 3 employees does not have to register with WCB. Just a miss in process and this is money that we would have had to of paid regardless. Active Transportation capital project grant is now open and would be a good option for the Town to do a project such as a bike lane from the Ferry to the Town proper and something for Council to thing about in the future. It is a very large grant and can cover up to 60% of the capital work and 75% of the pre-design. Rental units are all up to date. Statement of Operations: Net effect is that we are in a surplus of \$77,600 but that is a best guess now. With a 5-million-dollar budget, this means we are on track. Capital Budget: self explanatory with notes. Anything green is new items that has not been discussed in the past.

MOTION:

Moved by Councillor McCormick and seconded by Councillor Weir that the DOF report be accepted as submitted.

Motion Carried

F.4 Grant Coordinator Report

The Report was submitted with the package.

MOTION:

Moved by Councillor McCormick and seconded by Councillor Weir that the Grant Coordinator report be accepted as submitted.

Motion Carried

G. CORRESPONDENCE

G.1 African Heritage Month Launch Event

G.2 Emergency Management Letter

CAO talked to the letter itself and how the activation of the Emergency Operations centres is activated and when that happens, the area Emergency Operations centre should also be activated. The letter explains this to a greater extent. Centres can no longer be opened virtually and must be staffed if past a level 2 alert.

H. NEW BUSINESS

H.1 FCM Conference Attendance – Ottawa May 29th to June 1st, 2025

Mayor Bartlett brought it forward, as there is a great deal of booking made as soon as it opens. Usually CAO, Mayor and two councillors go. If councillors are interested, please let the mayor know.

H.2 Draft Administrative Policy Culturally Respectful Acknowledgement Policy Motion

Moved by Councillor McCormick and seconded by Mayor Bartlett that the Committee of the Whole recommend to Council the Culturally Respectful Acknowledgement Policy for approval.
Motion Carried.

H.3 Draft Administrative Policy Property Tax Reduction Policy – Digby Bargain Bin Motion

Moved by Councillor McCormick and seconded by Councillor Weir that the Committee of the Whole recommend to Council the Property Tax Reduction Policy – Digby Bargain Bin for approval.
Motion Carried.

H.4 Digby 135

Mayor Bartlett discussed the celebration proposal for a community picnic at the Fisherman's Park with music, events and activities. Proposed date is June 14th, 2025 from 1pm to 4pm. Approximate cost to be \$2,800. Request is to have a motion and take it to council to cover the cost of the event.

Motion

Moved by Councillor Weir and seconded by Councillor Foote that the Committee of the Whole move to Council the proposal of the Digby 135 budget to Council for the cost of \$2,800.
Motion Carried.

H.5 Tradeshow Event

Mayor Bartlett has brought another proposal forward that he is looking at creating a budget tradeshow for all departments of the Town so that residents can ask questions of different departments. Mayor is looking for this to be an annual or every two years so residents can ask questions. Used for departments and groups to also gain some volunteers.

H.6 Strategic Planning Session Wrap-up

It is now on the cloud and can be read by all councillors. Mayor, CAO and EA went over all the suggestions that were made so that a good plan can be put together for the next 4 years.

H.7 African Heritage Month Gala Table

EA communicated that the Town has purchased a table of 8 for the African Heritage Month Gala so a show is needed of who would like to attend. If interested, let the EA know.

I. IN-CAMERA

I.1 Legal

Motion

Moved by Councillor McCormick and seconded by Mayor Bartlett that the Committee of the Whole move to In-Camera for legal.

Motion Carried.

Motion

Moved by Councillor Weir and seconded by Councillor McCormick that the Committee of the Whole move out of In-Camera for legal.

Motion Carried.

J. Adjournment

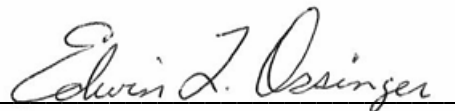
Motion

Moved by Councillor McCormick and seconded by Mayor Bartlett that the Committee of the Whole meeting be adjourned as there is no further business at 7:56 pm

Motion Carried.



Deputy Mayor



Clerk