

1. CALL TO ORDER/ATTENDENCE

1.1 Roll Call/Regrets

Deputy Warden Ross called the March 28, 2023 Council session of the Municipality of the District of Digby to order at 5:05 p.m. The meeting was held in Municipal Chambers.

The following Councillors were present: Warden Linda Gregory (via zoom at 5:05 pm but due to technical difficulties left the meeting at 5:10 pm), Deputy Warden Matthew Ross, Councillor David Tudor, Councillor Angela Thurber and Councillor George Manzer.

Staff present: Tyler Pulley, Manager of Municipal Services Cora Lee Ross, Manager of Corporate Services and Pat Stevens, Executive Assistant, who took the minutes of the meeting.

Regrets: Jeff Sunderland, Chief Administrative Officer

1.2 Pause to Seek Guidance

Deputy Warden Ross welcomed everyone and asked that they pause to seek guidance for the meeting.

1.3 Reading of Mission Statement

Deputy Warden Ross read the Municipality's mission statement.

2. ADMINISTRATIVE AND PROCEDURAL ISSUES

2.1 Approval of Agenda-Additions/Deletions

MOVED and seconded that the agenda for March 28, 2023 be approved as circulated.

MOTION CARRIED

2.2 Delegations/Presentations

Marlo Craig and Burt McNeil, Basin Aquatics Association

MOVED and seconded that Marlo Craig and Burt McNeil come before Council to present.

MOTION CARRIED

Burt McNeil gave an in-depth overview of the presentation circulated in the package.

The Basin Aquatics Association has a funding request of \$25,000. The Deputy Warden advised that there would be no decision on the funding tonight.

2.3 Approval of Minutes of February 28, 2023

MOVED and seconded that the minutes from February 28, 2023 be approved as circulated.

MOTION CARRIED

2.4 Unfinished Business from Minutes of February 28, 2023 - none

2.5 CAO Report

a) Meeting Reminders

Deputy Warden Ross went over the meeting dates/reminders.

b) Action Items from Previous Meetings

All action items have been addressed to date.

c) Update on Capital Projects 2022-2023

The Deputy Warden reviewed the updates on the Capital Projects 2022-2023.

d) Financial Report

i) Income & Expense Reports

The February Income & Expense report was circulated.

3. STANDING COMMITTEE ITEMS

By-Law & Policy Recommendations

- 1) Fee Policy
MOVED and seconded to approve the Fee Policy FIN-2500-14.
MOTION CARRIED

- 2) Asset Retirement Policy
MOVED and seconded to approve the Asset Retirement Obligation Policy FIN-2500-13.
MOTION CARRIED

- 3) IT Contract
MOVED and seconded to approve the IT Contract.
MOTION CARRIED

- 4) Low Income Tax Exemption
MOVED and seconded to increase each level an additional \$1,000 over the proposed recommendation for the Low-Income Tax Exemption.
MOTION CARRIED

- 5) Grants to Organization Funds
MOVED and seconded to roll over any excess funds left over in the Grants to Organization account as of March 31, 2023.
MOTION CARRIED

- 6) Wage Scales
MOVED and seconded to accept the wage scales as presented.
MOTION CARRIED

- 7) Transfer of Unused Property from Province
MOVED and seconded to accept the transfer of unused property from the province (PID 30168033) to the Municipality of Digby.
MOTION CARRIED

COTW Recommendations

- 1) Letter to MLA, Transportation Re: Set Up Meeting
MOVED and seconded that a letter be sent to MLA, Jill Balsler's office requesting an opportunity to meet with the transportation minister for an hour if the Minister visits the area.
MOTION CARRIED

4. BUSINESS ITEMS

4.1 Building By-Law Second Reading

MOVED and seconded to approve the second and final reading of the Building By-Law 2023-01.
MOTION CARRIED

4.2 Municipal Heritage Registration

MOVED and seconded that the Riverside Baptist Church Cemetery be registered as a municipal heritage site.
MOTION CARRIED

4.3 Lyme Disease Awareness Month

Discussion ensued regarding the request to proclaim May as Lyme Disease Awareness Month. The Deputy Warden advised that the Municipality does not participate in proclamations.

5. INFORMATION ITEMS

5.1 Correspondence

- 1) There was discussion on the correspondence received this month.

5.2 Advisory Committees Minutes/Reports

- 1) HAC
March 2022 minutes were circulated.
- 2) PAC
February 2023 minutes were circulated.

5.3 Other Council Committees

5.4 Joint Intermunicipal Committees Minutes/Reports

- 1) Tideview Terrace
January minutes were circulated.
- 2) Western Counties Regional Library
December 2022 board minutes and Executive Director report were circulated.
- 3) WREN
November 2022 minutes were circulated.

5.5 Outside Boards/Committees Minutes/Reports

- 1) Southwest Biosphere Society
October 2022 minutes, financials, One Year progress, Ecological Atlas and UNESCO sign were circulated.

Warden Gregory rejoined the meeting, via zoom, at 5:54 pm.

5.6 Councillor District Activity Report

Councillor Tudor gave an update to Council on various district activities such as talking with the Harbour authorities re: retaining the coast guard on islands, helped move an elderly lady, dealt with housing issues, circulated home care giver applications, and heat rebate forms, engaged in a mental health social media campaign and is looking into air BnB's.

Councillor Manzer gave an update to Council on various district activities such as attending the Riverside Cemetery meeting, the cancer help group meeting, the African heritage meeting and assisted seniors with grant applications.

Councillor Thurber gave an update to Council on various district activities such as attending the JACABA update, the Robbie Burns dinner at the Pines, the Port Authority presentation, several Electric City meetings, a code of conduct webinar, Service Nova Scotia Indigenous women conference, reviewed the PVSC process with a constituent and dealt with garbage and road calls.

Deputy Warden Ross gave an update to Council on various district activities such as volunteering for the 911/RCMP hockey tournament, attended the event to welcome the new doctor to town, attended the announcement of the Digby Splash Park grant, met with the directors of Digby East Fish and Game.

Warden Gregory gave an update to Council on her various district activities such as dealing with municipal constituents regarding help for food and housing, meetings with waste check, the Minister of environment and attended the Splash Park funding announcement.

6. IN CAMERA ITEMS

6.1 Personnel Issue

MOVED and seconded to go In Camera at 5:59 pm for two Personnel Issues.

MOTION CARRIED

Councillor Tudor declared a conflict of interest and left the meeting at 6:08 pm.

Regular session resumed at 6:28 pm.

MOVED and seconded to appoint Tammy Fitzgerald as the citizen representatives on the Joint RCMP advisory board for a two-year term.

MOTION CARRIED

MOVED and seconded to appoint Alison Vassallo as the citizen representatives on the Joint RCMP advisory board for a two-year term.

MOTION CARRIED

MOVED and seconded to appoint Zach Imrie as the citizen representative on the Marketing and Promotion's Levy Advisory Committee for a two-year term.

MOTION CARRIED

MOVED and seconded to appoint Greg Metcalf, Harbourview Inn as the representative for operators of a roofed accommodation on the Marketing and Promotion's Levy Advisory Committee for a two-year term.

MOTION CARRIED

MOTION CARRIED

7. ADJOURNMENT

MOVED and seconded that the meeting be adjourned at 6:31 pm.

MOTION CARRIED

Warden Gregory

Jeff Sunderland, CAO