



**Committee of the Whole Minutes
Council Chambers
April 9, 2024**

- 1. IN ATTENDANCE:** Warden Linda Gregory, Deputy Warden Matthew Ross, Councillor David Tudor, Councillor George Manzer, and Councillor Angela Thurber

STAFF PRESENT: Jeff Sunderland, Chief Administrative Officer, Tyler Pulley, Manager of Municipal Services, Cora Lee Ross, Manager of Corporate Services, and Taylor Robinson, Executive Assistant who took the minutes of the meeting.

ALSO PRESENT: 12 members of the public

REGRETS: None

CALL TO ORDER: Warden Gregory called the April 9, 2024 Committee of the Whole meeting of the Municipality of the District of Digby to order at 5:00pm.

PAUSE TO SEEK GUIDANCE: Warden Linda Gregory welcomed everyone and asked that we pause to seek guidance.

- 2. ADMINISTRATIVE AND PROCEDURAL ITEMS**

- 2.1 Approval of Agenda-Additions/Deletions

- MOTION #COTW2024-04-09-01**

- It was regularly moved and seconded that the agenda for April 9, 2024 be approved as circulated.

MOTION CARRIED

- 2.2 Presentation/Delegation: None

- 2.3 Approval of Minutes of March 12, 2024

- MOTION #COTW2024-04-09-02**

- It was regularly moved and seconded that the minutes of March 12, 2024 be approved as circulated.

MOTION CARRIED

2.4 CAO Report

- i. Meeting Dates/Reminders
Warden Gregory highlighted the meeting dates/reminders.

- ii. CAO Report
Council reviewed the CAO Report.

- iii. Department Reports
The following department reports were included with the CAO report.
 - i) Manager of Corporate Services
 - ii) Manager of Municipal Services
 - iii) Trail Coordinator
 - iv) Airport/Dispatch
 - v) Building Inspection
 - vi) Heritage Coordinator
 - vii) Renewable Energy & Climate Change Coordinator

MOTION #COTW2024-04-09-03

It was regularly moved and seconded to accept the department reports as circulated.

MOTION CARRIED

3. DANGEROUS AND UNSIGHTLY PREMISES: None

4. BUSINESS ITEMS

4.1 Land Use By-Law

Council reviewed the report submitted by Chris Miller, Municipal Planner. Councillor Tudor shared his thoughts regarding the MGA and safety measures concerning the wording in the Land Use By-Law. It was suggested that the Municipality of Digby create an article in the Coastline to communicate “Civics 101” with residents. Council agreed to not make any changes and keep the Land Use By-Law status quo as per the recommendation from Mr. Millier.

4.2 Bear River Parking Lot

CAO Sunderland clarified that there are ongoing discussions surrounding the maintenance of the gravel parking lot. Council reviewed the community grant application from the Bear River Board of Trade and agreed to approve the funding for the beautification of the parking lot area and for the Night Market.

MOTION #COTW2024-04-09-04

It was regularly moved and seconded to recommend to Council to approve the Bear River Board of Trade community grant request in the amount of \$3,500.

MOTION CARRIED

4.3 Digby Fire Department Air Compressor

CAO Sunderland informed Council that he has not received a response regarding the questions from Council for the air compressor. Council decided to refer the matter to the next Council meeting.

4.4 Gaelic Nova Scotia Month 2024

Council discussed and directed staff to investigate to see if there are any events in the area involving Gaelic culture during the month of May. It was noted that staff will link the information to the municipal website and Facebook page.

5. CORRESPONDENCE/INFORMATION ITEMS

5.1 CBYF Wrap Up and Thank Yous

Reviewed and noted.

5.2 Thank You from WCRL

Reviewed and noted.

5.3 New Provincial Department of Emergency Management

Reviewed and noted.

5.4 Letter from Honourable John Lohr - Service Exchange

Reviewed and noted.

6. IN CAMERA ITEMS: None

7. ADJOURNMENT

MOTION #COTW2024-04-09-05

It was regularly moved and seconded that the meeting adjourn at 5:25pm.

MOTION CARRIED

Warden Linda Gregory

Jeff Sunderland, Chief Administrative
Officer

Chief Administrative Officer Report

Meeting Date	<i>April 9, 2024</i>
Submitted To	<i>Committee of the Whole</i>
Submitted By	<i>Jeff Sunderland, Chief Administrative Officer</i>

Meeting/Event Dates/Reminders (As of April 4, 2024)

Date & Time	Meeting/ Event	Who Attends	Location
April 16 th @ 5pm	Audit	All Council	Council Chambers
April 23 rd @ 5pm	Council	All Council	Council Chambers
April 30 th	NO MEETING		
May 7 th @ 5pm	By-law & Policy	All Council	Council Chambers
May 14 th @ 5pm	COTW	All Council	Council Chambers
May 21 st	NO MEETING		
May 28 th @ 5pm	Council	All Council	Council Chambers

Updates from Previous COTW Meetings Action Items

March 12th COTW	All action items from this meeting have been addressed or forwarded to the March Council meeting.
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CAO UPDATE

Digby Marketing & Promotion Levy –The advisory committee has approved its first round of funding for DATA and continues to meet regularly. The advisory committee has approved a second round of funding for DATA. Council has completed the first and second reading of the amended by-law to comply with the change in Provincial regulations. The change to a percentage rate (3%) went into effect on February 1. The Municipality has appointed Angela Thurber to the committee and Angela Turner is the new industry representative for the Town of Digby. The committee is finalizing the application documents it plans to use for the upcoming year. **NO UPDATE**

RCMP Complement Review- On September 29 the Provincial Department of Justice announced it is conducting a comprehensive review of the structure of policing in the Province. The Province is hosting a Policing/RCMP session before the NSFAM conference that I will be attending. The session prior to the NSFAM conference was interesting but did not provide much information of the provincial review. The Digby Detachment Staff Sgt. Is out on leave with Cpl. MacAuly assuming the role on a temporary basis. **NO UPDATE**

Asset Management –

The MMS (Tyler) is in discussion with the AIM Network about the next phase of asset management planning for the municipality. A motion was passed at the May Council meeting to move forward with a new asset management project with the Aim Network. Funds have been allocated for this work in the operating budget and will take place in 2023/24. We have been approved for a grant for the work with AIM and the work is already underway. AIM staff did three days of condition assessments with our Public Works Foreman in September. AIM staff presented to Council during the February Council meeting and the final report is expected before the end of March. **NO UPDATE**

Coastal Protection - The Province has indicated it expects the regulations to be approved in early 2023. With training and roll-out plans to follow, we are monitoring this file closely. The Minister of Environment announced in the media that the regulations are on hold and they will be going back out for consultation. There are no timelines at this point. The Province conducted another round of consulting in November, no information on their timelines at this point. Media reports in January indicate the Minister is unsure if this legislation will go into effect before the Provincial election in 2025. The Province has announced it will not be moving forward with the Coastal Protection Act. The Province is developing a variety of tools for the public and municipalities to use to increase awareness of coastal protection issues.

There continues to be a lot of discussion within Municipalities about this decision. Most Municipalities are waiting to see what the tools the Province provides. Still a lot of concern regarding consistency as all municipalities are tackling this on their own.

Mandatory Planning – An update on the Mandatory Regulations for Planning was sent to Council by email on Sept 23rd 2019. Second reading was completed at the October Council meeting and the documents have been submitted to the Province for approval. The documents have been reviewed by the Province and approved and staff are working on an implementation plan. Implementation is planned for April 1 and the manager of municipal services and the building

department staff have been working with Chris Millier to ensure a smooth rollout. The new land use by-law is in effect as of April 1.

Accessibility Act –Manager of Municipal Service has developed a model for the committee, council has approved it and he is planning to meet with the town for their approval and then DARC and the 4 villages. The town has accepted our plan to move forward and the Manager of Municipal Services has sent letters to DARC and the four villages with the make-up and start-up plan for the Accessibility Committee. DARC has confirmed they are participating and we are drafting terms of reference and getting ready to advertise for committee members. The Villages of Weymouth, Freeport, Tiverton and Westport have agreed to participate. Manager of Municipal Services is presented the draft policy at February COTW, the policy was approved during the February 22nd Council Meeting. Waiting for the province to develop building standards. The Provincial Accessibility Directorate has recently informed us that the standards will not be developed until 2024. We are seeking their input on how to proceed until those standards are in place. The Province is circulating a draft of the built environment standards for consultation with Municipalities, with a closing date of October 30. The Province is expected to finalize the standards by the end of March. Once this has happened work will begin to access our facilities over the next year. NO UPDATE

Rural Internet –Contract with Bell has been signed, announcement from Develop Nova Scotia expected to be made on February 7. We are able to use gas tax funds for these projects. The Waterford to East Ferry project with Bell to provide connections for 556 homes is 99% complete. Work is underway in Bear River and beginning in Weymouth on the 340 project for 103 homes. Develop Nova Scotia in partnership with Bell and Mainland have announced projects for approximately 1,100 civics in our municipality. We have signed the contract for the Weymouth/Danvers area contract Mainland is still finalizing their plan to cross Petite Passage. Bell is in the final stages of their phase 2 project in the Weymouth area and getting ready to start their phase 3 projects. The contract for phase 3 is signed. Develop NS announced a new funding program for satellite internet that we are working to understand. Council agreed to provide funding to Mainland Telecom for the islands' Internet project during the August COTW meeting. Mainland Telecom has entered into a partnership with Rogers Communications. Bell has begun finalizing the phase 3 projects and homeowners should be able to connect in many of the areas. Mainland has finished their project on the islands and customers are connecting Have been working with Evan to get a quote for a small area in Conway adjacent to the roundabout. Continuing to work with Evan on this project, we now have quotes from Bell and Eastlink and exploring our options with Build Nova Scotia. Evan has made progress with Build NS on this project and is just trying to get final confirmation from Bell.

Cell Coverage - The Warden and manager of municipal services had a call with David Benoit, the executive director of Build NS regarding the recently announced provincial program to improve cell coverage. The program is focusing on no coverage areas. The Warden made sure Mr. Benoit understood we are concerned about the many poorly serviced areas.
NO UPDATE

Administrative

- ✓ The Management Team continues to meet bi-monthly to discuss projects, activities, and HR Issues
- ✓ Prepared meeting packages and attended regular Council meetings and followed up on all meeting action items.
- ✓ Regular meetings with Renewable Energy coordinator, Open Space and Trail Coordinator

Other Meeting/Activities/Events: March 8 – April 4

- ✓ Participated in following meetings: Weymouth water fountain- multiple, Wharf Rat Rally/RCMP concerns, West Nova Chamber of Commerce- Dan White – Hwy 101, REMO training session, AMA Regional Meeting,
- ✓ Participated in following Zoom Meetings: IMSA (Kings Transit), AMA Board, Building, DFO – fishery issues,
- ✓ Renovations – numerous meetings with management team as well as contractor
- ✓ Participated in trail coordinator interviews
- ✓ Attended the dispatch staff dinner
- ✓ Started performance reviews
- ✓ Participated in tax bill folding

DEPARTMENT REPORTS

Manager of Municipal Services	Monthly Report
Corporate Services Report	Monthly Report
Building Department Reports	Building Permits Report
Airport/Dispatch	Airport Report Dispatch Call Report
Coordinator Program Development	Monthly Report
Renewable Energy & Climate Change Coordinator	Monthly Report
Trail Coordinator	Monthly Report

In the event that any new information has been received from the time of distribution of this report and the meeting, the CAO will provide the additional information at the meeting.

Manager of Municipal Services Report

DATE	April 3, 2024
SUBMITTED TO	Jeff Sunderland, CAO
CARBON COPIES	Taylor Robinson, Executive Assistant
SUBMITTED BY	Tyler Pulley, Manager of Municipal Services

Miscellaneous

- Attended COTW, By-Law & Policy, and Council Meetings.
- Attended management meetings.
- Attended Telus Health Benefits Administration training.
- Scored resumes and held interviews for the Trails Coordinator position. We have hired Candace Levings and she will start on April 8th.
- Attended the dispatch dinner.
- Attended REMO training.
- Attended a hauler meeting put on by Waste Check.
- Attended training sessions with Chris Millier on the new MPS and LUB.
- Held performance appraisals with staff.
- Continue to have conversations with the architects and our contractor about the office renovations. We are currently wrapping up Phase 1. Our staff are now moved over to the new desks. The only item left outstanding is the glass at the counter which will be put in at a later date. We are hoping to release the tender for Phase 2 later this month.
- Have regular meetings with Rob Hersey.

Building Department

- Have regular conversations with our Building Inspectors and Chris Millier to discuss files.
- Our new MPS and LUB are in effect as of March 30th.

Public Works

- Meet with Barry Faulkner on a daily basis to discuss issues that arise.

Solid Waste

- Have regular conversations with our solid waste hauler about any collection issues that arise.
- The black bag ban started April 1st. We have included rack cards in every tax bill to explain the change and some other collection rules.
- The amendments to the Solid Waste By-Law are in effect as of March 30th.

Dog Control

- Have regular conversations with Scott Cromwell to discuss files.
- There were five calls in March. Four concerned a dog running loose and one was about a dog barking.
- We have one dog file that will be in court this month for a hearing.

Airport

- Have regular meetings with Bruce Snell.
- All four municipal units that we provide dispatch services to have now signed a new five-year agreement with us.
- Met with the Department of Environment at the airport to review the directives we need to comply with.
- We are trying to find a cheaper alternative for our flooring issue downstairs at the airport as the quotes to replace the flooring came in very high.

Manager of Corporate Services Report

Submitted by: Cora Lee Ross
March 7, 2024 to April 4, 2024

Tax Sale:

Tax Sale Update provided by Nicole Robbins, Tax Administrator:

2024 Tax Sale:

- The Tax Sale (Tender process) closed March 5, 2023 at noon. There were 18 properties with multiple bids on each. There was one property that the bid was rejected and will remain for next year. There have been four properties that the owners have requested redemption amounts for.

Administration Department:

- The administration department has moved back into their new space.
- The department has been assisting tax payers with various grant applications.
- There have been lots of calls and stop ins in regards to the 2024 assessment.
- The Administration department, along with the other Municipal staff, spent today, April 4 folding and stuffing tax bills.

Municipal Audit:

- Preparations have begun for the 23/24 Municipal audit.

Operating Budget:

- The February income and expense statement reported 98% of revenues received, and 83% for expenses.
- Working on 24/25 operating budget.

Capital Budget:

- Wrapping up the end of the capital projects for 23/24.
- The work for the 5 year Capital budget will begin within the next couple months.

Miscellaneous:

- Continue to work with various Fire Departments re: Loans/Reserves.

Conferences/Training/Meetings:

- Jeff, Tyler and I continue to meet on a bi-weekly basis for a management meeting.
 - Continue to meet with Administration staff.
 - Attended COTW, Bylaw, and Council meetings.
 - Attended a REMO training session.
 - Helped organize and participate in a BBQ to say thanks to Marsha for being a casual fill in employee since she has retired.
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Municipality = Municipality

PERMIT APPLICATIONS

For Period: March 01 2024 To March 31 2024

<i>Number</i>	<i>District</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
DM-B2024-019	2		1	Construction	Single Dwelling	House	230.40	325,000.00
DM-B2024-017	1		0	Construction	Single Dwelling	Residential - Above Ground Floc	181.60	140,000.00
DM-B2024-020	1		0	Renovate	Single Dwelling	House	115.00	45,000.00
DM-B2024-021	5		0	Addition	Single Dwelling	House	70.40	170,000.00
DM-B2024-023	2		0	Construction	Park/Recreational	Camp	38.80	25,000.00
DM-B2024-024	2		0	Construction	Park/Recreational	Camp	38.80	25,000.00
DM-B2024-025	3		0	Addition	Single Dwelling	House	25.60	2,500.00
DM-B2024-022	5		0	Addition	Garage/Carport/Shed	Accessory Uses - Other	24.00	1,500.00
DM-B2024-027	2		0	Construction	Garage/Carport/Shed	Shed	43.52	5,000.00
DM-B2024-028	5		0	Construction	Garage/Carport/Shed	Accessory Uses - Shed	17.20	4,000.00
DM-B2024-026	4		0	Addition	Single Dwelling	House	28.00	5,000.00
DM-B2024-033	1		0	Renovate	Commercial	Office	37.00	6,000.00
DM-B2024-034	5		0	Construction	Single Dwelling	Residential - Above Ground Floc	62.40	30,000.00
DM-B2024-037	1		0	Construction	Single Dwelling	House	45.00	80,000.00
DM-B2024-038	4		0	Construction	Garage/Carport/Shed	Accessory Uses - Shed	26.00	20,000.00
DM-B2024-039	2		0	Construction	Garage/Carport/Shed	Shed	9.60	10,000.00
Total	16		1				993.32	894,000.00

D I S T R I C T S

<i>Building Type</i>	1	2	3	4	5	Total
Commercial	1	0	0	0	0	1
Garage/Carport/Shed	0	2	0	1	2	5
Park/Recreational	0	2	0	0	0	2
Single Dwelling	3	1	1	1	2	8
Total	4	5	1	2	4	16

Summary of Estimated Value by District

1	271,000.00
2	390,000.00
3	2,500.00
4	25,000.00
5	205,500.00
Total	894,000.00

Summary of Estimated Value by Building Type

Commercial	6,000.00
Garage/Carport/Shed	40,500.00
Park/Recreational	50,000.00
Single Dwelling	797,500.00
Total	894,000.00

DISTRICTS

Building Type	1	2	3	4	5	Total
Agriculture	0	0	0	0	1	1
Apartments	0	1	0	0	0	1
Commercial	13	3	2	3	3	24
Double Dwelling	2	0	1	0	0	3
Garage/Carport/Shed	10	12	14	8	6	50
Institutional And	1	0	1	1	0	3
Park/Recreational	2	2	0	2	0	6
Single Dwelling	26	27	23	14	22	112
Total	54	45	41	28	32	200

Summary of Estimated Value by District

1	13,981,660.00
2	4,602,237.00
3	2,376,277.00
4	1,554,617.00
5	3,052,271.00
Total	25,567,062.00

Summary of Estimated Value by Building Type

Agriculture	40,000.00
Apartments	80,000.00
Commercial	13,716,217.00
Double Dwelling	707,000.00
Garage/Carport/Shed	1,155,100.00
Institutional And Governmen	276,735.00
Park/Recreational	98,000.00
Single Dwelling	9,494,010.00
Total	25,567,062.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For Period: March 01 2024 To March 31 2024

<i>Number</i>	<i>PID</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
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Total

D I S T R I C T S

Building Type

Summary of Estimated Value by District

Summary of Estimated Value by Building Type

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	3	3
Commercial	9	9
Garage/Carport/Shed	3	3
Institutional And	3	3
Park/Recreational	1	1
Single Dwelling	26	26
Total	45	45

Summary of Estimated Value by District

	1,652,900.00
Total	1,652,900.00

Summary of Estimated Value by Building Type

Apartments	46,000.00
Commercial	294,000.00
Garage/Carport/Shed	110,000.00
Institutional And Governmen	107,000.00
Park/Recreational	35,000.00
Single Dwelling	1,060,900.00
Total	1,652,900.00

DIGBY MUNICIPAL AIRPORT/DISPATCH MONTHLY REPORT
Mar 2024

The Dispatch/Airport staff held their annual dinner on Mar 15th. A great turn out with 22 people.

Brighton Barton Chief Jeff Dondale has stood down. The acting Chief is D/Chief Adam Levings until the May elections.

There have been a few temporary road closures due to the rain.

Calls of note, 20 motor vehicle accidents 8 with entrapment, 37 flooded basements and 61 medical calls.

I attended the Yarmouth mutual aid meeting on Mar 21st

I attended the Clare fire fighter's association meeting on Mar 27th

I attended the Digby Banquet on Mar 23rd.



Respectfully Submitted,

Bruce Snell
Dispatch Supervisor/Airport Manager
Digby EMC
bsnell@municipality.digby.ns.ca
902-245-5885 Dispatch
902-308-0713 Cell

Digby Dispatch
Call Type and Log Item Counts

ALL
March 2024

	Count	YTD
Call Type		
1 Medical Call	61	168
2 Mutual aid	31	133
3 Fire Alarm - Commercial	23	62
4 Flood	37	42
5 MVC	12	38
6 Chimney	8	28
7 Structure	5	20
8 Electrical	6	20
9 Fire Alarm - Residential	7	19
10 MVC w/ Entrapment	8	17
11 Other	8	16
12 Grass/Bush/Forest	6	8
13 Vehicle fire	4	8
14 Smoke no fire	3	7
15 Rescue	3	6
16 HAZMAT	0	5
17 Pole fire	2	5
18 Lift Assist	0	4
19 CO Detector	2	3
20 Rekindle	0	1
Total Call Type	226	610
Log Items		
1 FD Equipment out of service	29	58
2 Miscellaneous	24	52
3 Dog Call	12	43
4 Sewer	6	7
5 Special Radio Check	2	4
6 Municipal Alarm	0	3
7 Pager Message	0	2
8 Special Pager Check	0	1
9 Special TEXT message	0	1
Total Log Items	73	171

DIGBY ANNAPOLIS REGIONAL AIRPORT

	JET FUEL PROFIT	AVGAS PROFIT	AIRCRAFT MOVEMENTS	PASSENGERS
	2023-24	2023-24	2023-24	2023-24
APR	\$ 535.80	\$ 418.40	56 Tng, 30 Rec, 4 Bus, 12 Gov Total = 102	52
MAY	\$ 1,090.00	\$ 382.50	51 Tng, 53 Rec, 6 Bus, 1 Tou, 26 Gov Total = 137	72
JUN	\$ 58.68	\$ 543.09	46 Tng, 22 Rec, 4 Bus, Gov 51 Total = 167	44
JUL	\$ 163.63	\$ 316.94	22 Tng, 45 Rec, 6 Bus, Tou 6 Total = 79	44
AUG	\$ 172.94	\$ 391.94	31 Tng, 39 Rec, 4 Bus, Tou 1, Gov 7 Total = 82	45
SEP	\$ 200.47	\$ 463.05	5 Tng, 23 Rec, 9 Bus, Tou 1, Gov47 Total = 44	42
OCT	\$ 266.31	\$ 363.23	75 Tng, 30 Rec, 2 Bus, 1 Tou, 2 Gov Total = 110	44
NOV	\$ 139.44	\$ 419.14	75 Tng, 55 Rec, 4 Bus, Gov 2Total = 114	44
DEC	\$ 140.88	\$ 381.29	54 Tng, 55 Rec, 4 Bus, Gov 2 Total = 115	30
JAN	\$ -	\$ 148.00	35 Rec, 4 Bus, Gov 4 Total = 43	26
FEB	\$ 139.52	\$ 196.94	16 Tng, 16 Rec, 6 Bus, Gov 8 Total = 46	42
Mar	\$ 377.03	\$ 362.51	2 Tng, 17 Rec, 10 Bus, Gov 6 Total = 35	34

NB:

AIRCRAFT MOVEMENTS - Include aircraft leaving and arriving at the airport
PASSENGER MOVEMENTS - The number of people in the aircraft arriving and leaving
excluding the pilot.

Gov = Government

Bus = Business

Rec = Recreation

Mil = Military

Tou = Tourist

Tng = Training

Activity Report Robert Heresy March 6, 2024 –April 4, 2024

Collected keys to Municipal lighthouses for the Building Department so they could inspect the interiors of the lighthouse for hazardous materials for insurance policy.

Updated the municipal website and added new articles and banner images.

Worked with local sign manufacture to have the Parks Canada Heritage Lighthouses plaques install at the Islands Lighthouses. No firm installation date set at this time.

Conducted research to determine the best options for insulating and protecting stained glass windows for the New France Electric City Society. Plexiglas is the most common material and can be manufactured and purchased in the area.

Contacted the trustees of the Barton Cemetery/ War Memorial to discuss the installation of the stone plaque that would commemorate the solders that fought in the to great wars. Funding is available through Veterans Affairs. Waiting on purchasing estimates.

Updated the Municipal heritage home database. Added new recently registered properties and updated properties that have burned to the ground in recent years.

Investigated potential locations to install directional road signage to our local lighthouses. Point Prim. Bear River and the Island lighthouses. There is a new initiative via NS Dept of Transportation to make it easier to install these signs. The signs will need t be purchased and installed by community groups. No cost estimates currently.

Assisted several community groups with funding applications to conduct conservation repairs for Municipal Registered Heritage Church Properties. Church of the Nativity, Sandy Cove, Freeport Baptist Church, St Thomas Weymouth and the Trinity Anglican Church in Digby.

Assisted the SAIL 2 committee with a provincial conservation grant application to conduct phase #1 repairs to Peters Island Lighthouse.

Determine potential locations in the municipal building to mount the recent art purchases. Track lighting will be needed in some locations.

Prepared the Notice of Recommendation to Register St. Matthew Anglican church in Weymouth Falls as a Municipal Registered heritage property.

Finalize the Municipal Registered Heritage Property Owners Grant Program. Processed the final claims that were submitted prior to the deadline.

Attended a Teams Meeting with Les Colman and Tayler Robinson to start the process to redevelop the municipal website to a newer platform. This re-development is a free service through the Municipal Website Venture Group.

Started contacting the stewarding groups of the recent Registered Municipal Properties to discuss unveiling ceremonies for this year. Bear River Lighthouse may conduct their ceremony on July 20th. No other dates determined at this time.

STAFF REPORT

Employee Name: **Terry Thibodeau** For the period ending: April 4, 2024

Tidal Development for Digby

- DFO has released their Task Force report on the path forward regarding tidal development in the Bay of Fundy. FORCE has released a statement that the project and path forward are positive and should give certainty to developers. Major stumbling block is how to recoup berthing fees from developers who have not deployed and are still responsible for paying their fees.
- ReConcept group are continuing to meet with officials in Nova Scotia regarding their intentions to repurpose the former SME assets. We have been in touch by a local landowner seeking lease payments for a wind turbine in East Ferry. No New Activity.
- Reviewed a proposal by Greg Trowse from SOAR and from LunaSea consulting to discuss the establishment of a tidal test facility in Digby Neck. We have asked for more information. Greg has reached out to Jill Balsler who has endorsed Greg's ideas.
- Nova Innovations have released a public document that states they are targeting mid-March for their deployment timeline. The Tidal Pioneer, previously owned by SME was purchased by a Scottish group, Leask Marine and who are intending to deploy the Nova turbine before the end of the month. Nova is unable to use the equipment due to the fact that the vessel is now considered an off-shore vessel and subject to Transport Canada restrictions. Nova is seeking an alternate marine operator.

Biogas Generator

- We received a lead on a potential purchaser who own a greenhouse. The referral came from Efficiency NS who have an agriculture specialist on staff. An economic analysis has been performed and the greenhouse is considering the purchase.
- LeBlanc Diesel completed a check of the equipment and to turn it over. The equipment is in pristine condition.

Wind Development

- The Enercon was down and repairs were made. Turbine is back in operation.
- Negotiations continue from the proponent interested in the purchase of the Enercon turbine. Awaiting close date for PSA. Proponent visited the turbine and is seeking additional information.

Roadway Lighting

- We have a tree branch resting on a streetlight in Sandy Cove. Waiting to see if other municipalities have a need for repairs that we can coordinate a visit by Downeast Hydro. Request on Doty Rd for a new light was denied. Still waiting to coordinate a multiple repair. A second outage has been reported.

Climate Change

- The Warden met with MLA Balsler to discuss the lack of communication that we are experiencing with senior staff from Minister Halman's office. Awaiting a conversation with Jill to identify any bottlenecks in the process. Still awaiting direction. A meeting is set up for April 15 or 16 with Minister Halman and Rushton in Halifax.
- We are completing work on 3D model for Bear River. We organized a meeting with Coastal Action, 3D Wave Design, CBCL, and with the Dept of Municipal Services along with a few of our staff contingent to review the first draft of the model. Staff identified a few anomalies that need to be corrected before it can be released for viewing. 3D models are created and we will be seeking public input. Project is now completed.
- Coordination with ESAMS (Environmental Services Association of the Maritimes) and a committee of ESAMs to lead the renewable energy trade mission to the Caribbean. Working on CREF 2024 recruitment activities. 12 companies have signed up for this year's mission. Plans are underway.

STAFF REPORT

- Follow up with Roswall Developments who are the only Renewable to Retail vendor in the province. They wish to involve themselves in an investment plan for decarbonization of Digby. We are exchanging information. Ongoing.
- The province has changed the way the UARB will address renewable energy projects. We believe the changes will open the door for more municipal participation in projects.
- Participated in a monitoring and verification training session.
- Preparing a presentation for the spring NSFME conference in Baddeck. Topic is our accomplishments for our MCCAP follow up.

Digby Development Agency:

- Follow up with potential buyer in the industrial park who is interested in manufacturing air conditioning units. Awaiting a business case document. No new activity.
- Follow up with prospect who had an interest in the property for the purpose of building a solar farm for NSP. Discussing whether the land would be purchased or leased. No new activity.

PACE PROGRAM:

- Assessing our year-to-date stats in order to determine if we will be over budget or what projects will be carried forward into the new fiscal year. I attended an announcement in Bridgewater for FCM funding.

Energy Efficiency and Electric Vehicle Report:

- Continue to undertake monitoring of the data loggers that were installed throughout the area to identify how efficient our buildings are. Ongoing
 - Received a proposal from Johnson Controls who visited Digby to address the upgrades required at the arena along with financing options available to DARC to undertake the extensive wish list of possible energy upgrades. Discussing the proposal with Jeff and Tom. Putting the project on hold for the time being. Will tell them to wait.

Energy Storage Study:

- Received an NDA from a hydrogen developer who is interested in working with the MODD. No New activity. The developer has reached out and wants to establish a presence in Digby.

5 Year Renewable Energy Strategy:

- Ongoing. Participant with ACOA and other organizations across Atlantic Canada in Clean Tech Action Group. This group met and are developing an operational strategy for continued funding.
- The municipality is a full fledged member of this advisory team I was unable to participate in the in-person meeting held in Halifax this week. I will be receiving the minutes and key take aways.

Other –

- Quest National Distributed Energy Resources (DER) working group.
- Consolidate all signed contracts for delivery to finance director for audit purposes along with review of payments to various suppliers.
- Meeting with the WREN
- Monthly meetings of the Atlantic Hydrogen Alliance (we sit on the working committee)
- Monthly meeting of the SGIN (Smart Grid Innovation Network)/ Green Choices Program, IRP
- Ongoing, MLEG; Municipal Learning Energy Group (Municipalities from across NS, energy network)
- Internet searches, LinkedIn Group Discussions, Twitter activity.

Respectfully *Terry Thibodeau*

Coordinator Renewable Energy – Climate Change