



**Committee of the Whole Minutes  
Council Chambers  
May 14, 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:** Hal Theriault

**REGRETS:** None

**CALL TO ORDER:** Warden Gregory called the May 14, 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 #COTW2024-05-14-01**

**It was regularly moved and seconded that the agenda for May 14, 2024 be approved as circulated.**

**MOTION CARRIED**

**2.2 Presentation/Delegation:**

**MOTION #COTW2024-05-14-02**

**It was regularly moved and seconded that Hal Theriault with the Electric City, come before Council to present.**

**MOTION CARRIED**

Mr. Theriault introduced himself and presented an update of what the Electric City has been diligently working on. Details of the restoration work to their building, partnerships they have formed, community engagement, and grant funding they've received were shared with Council. Mr. Theriault also thanked the Municipality for the

community grants funding that was awarded to the organization. Council complimented their efforts and thanked Hal for the excellent update.

2.3 Approval of Minutes of April 9, 2024

**MOTION #COTW2024-05-14-03**

**It was regularly moved and seconded that the minutes of April 9, 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 #COTW2024-05-14-04**

**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 Clare Blue Grass Festival Sponsorship

Council reviewed the request and agreed to the sponsorship request.

**MOTION #COTW2024-05-14-05**

**It was regularly moved and seconded to recommend to Council to approve the sponsorship request from the Clare Blue Grass Festival in the amount of \$100 for a business card ad in the program booklet.**

**MOTION CARRIED**

4.2 Turning the Tide Funding Request

Council discussed the request to reconsider their community grant application. It was ultimately decided to not approve the request as the circumstances have remained the same. Council directed staff to send notice to the organization.

**5. CORRESPONDENCE/INFORMATION ITEMS**

5.1 Trees for a Thriving Ecosystem

Reviewed and noted.

5.2 Canada Community Building Fund – Update Letter

Reviewed and noted. CAO Sunderland noted that many municipal units have noticed that the CCBF has evolved and expect that it will continue to do so.

5.3 Colchester Service Exchange Letter

Reviewed and noted.

5.4 Census Test

Reviewed and noted.

**MOTION #COTW2024-05-14-06**

**It was regularly moved and seconded that Council move into in-camera at 5:32pm to discuss two contractual items.**

**MOTION CARRIED**

**6. IN CAMERA ITEMS:**

6.1 Contractual (2)

*Councillor Tudor left Council Chambers at 5:47pm.*

*Regular session resumed session at 5:50pm.*

**MOTION #COTW2024-05-14-07**

**It was regularly moved and seconded to recommend to Council to keep \$30,000 in an internal reserve to be used for future operations and/or capital costs for the splash pad.**

**MOTION CARRIED**

**7. ADJOURNMENT**

**MOTION #COTW2024-05-14-08**

**It was regularly moved and seconded that the meeting adjourn at 5:51pm.**

**MOTION CARRIED**

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Warden Linda Gregory

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Jeff Sunderland, Chief Administrative Officer

## Chief Administrative Officer Report

Meeting Date	<i>May 14, 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 May 9, 2024)

Date & Time	Meeting/ Event	Who Attends	Location
May 21 <sup>st</sup>	<b>NO MEETING</b>		
May 28 <sup>th</sup> @ 5pm	Council	All Council	Council Chambers
June 3 <sup>rd</sup> @ 5pm (Monday)	NS Public Works	All Council	Council Chambers
June 3 <sup>rd</sup> @ 6pm (Monday)	By-law & Policy (Draft Capital Budget)	All Council	Council Chambers
June 11 <sup>th</sup> @ 5pm	COTW	All Council	Council Chambers
June 18 <sup>th</sup> @ 5pm	<b>NO MEETING</b>		
June 25 <sup>th</sup> @ 5pm	Council	All Council	Council Chambers

### Updates from Previous COTW Meetings Action Items

<b>April COTW</b>	<b>9<sup>th</sup></b>	All action items from this meeting have been addressed or forwarded to the April 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. **We have developed a new estimate for revenues for 2024-25. The committee is meeting May 15<sup>th</sup>.**

**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 NSFM conference that I will be attending. The session prior to the NSFM conference was interested 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. **A new Staff Sgt. has been appointed and will be starting in role in the near future.**

### **Asset Management –**

The MMS (Tyler) is in discussion with the AIM Network about the next phase of asset management planning for the municipality. 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. **Based on the recommendation from the asset management plan we have included a \$250,000 transfer in the budget.**

**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 is all municipalities are tackling this on their own.

**NO UPDATE**

**Mandatory Planning** – An update on the Mandatory Regulations for Planning was sent to Council by email on Sept 23<sup>rd</sup> 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 22<sup>nd</sup> 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. **We have signed a contract with Bell and Develop for the Conway corner project. The Municipality will contribute \$5,000. Work continues to finalize the phase 3 projects in the area. Most of this work is taking place in Smith's Cove and Doucetteville.**

**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. **The WREN has released their most recent survey results on cell issues in the region.**

## Administrative

- ✓ The Management Team meets bi-monthly to discuss projects, activities, and HR Issues
- ✓ Prepared meeting packages and attended regular Council meetings
- ✓ Regular meetings with Renewable Energy coordinator, Open Space and Trail Coordinator
- ✓ Continue to be involved in a number of challenging files with the Province and NS Public Works

## Other Meeting/Activities/Events: April 5 – May 9

- ✓ Participated in following meetings: Annapolis CAO – Bear River Water project, Housing Working Group, Audit Committee, Kings Transit Project Meeting, DARC Board, Annapolis staff-NS Public Works – Bear River Water, Bay Ferries-sewer/water
- ✓ Participated in following Zoom Meetings: IMSA (Kings Transit), AMA Board, Coastal Protection Presentation from Province,
- ✓ Renovations – numerous meetings with Tyler regarding phase 2
- ✓ Numerous budget meeting Cora Lee and Tyler
- ✓ Numerous wrap-up trail meetings with Jonathan
- ✓ Regular training meetings with Candace

## DEPARTMENT REPORTS

<b>Manager of Municipal Services</b>	Monthly Report
<b>Corporate Services Report</b>	Monthly Report
<b>Building Department Reports</b>	Building Permits Report
<b>Airport/Dispatch</b>	Airport Report Dispatch Call Report
<b>Coordinator Program Development</b>	Monthly Report
<b>Renewable Energy &amp; Climate Change Coordinator</b>	Monthly Report
<b>Trail Coordinator</b>	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.**

# STRATEGIC DASHBOARD

## CORPORATE PRIORITIES (Council/CAO) – May, 2024

NOW		Timeline	<p style="text-align: center;"><i>Council</i></p> <p style="text-align: center;"><i>Advocacy / Partnerships</i></p> <ul style="list-style-type: none"> <li>✓ <i>Rural internet Programs</i></li> <li>✓ <i>Cell Coverage Funding</i></li> <li>✓ <i>RCMP – NSFM Resolution (FCM)</i></li> <li>✓ <i>Hwy 101 (Weymouth) – 5-year capital plan</i></li> <li>✓ <i>NSFM Housing Study</i></li> <li>✓ <i>Explore Medical Partnership (Joint meeting Town of Digby &amp; Health Foundation)</i></li> <li>✓ <i>Modernization (Joint meeting Town of Digby)</i></li> <li>✓ <i>Education/literacy</i></li> </ul>
1.	<b>Barton School: Residential Transfer</b> COMPLETED	February 2022	
2.	<b>Marketing Levy: Bylaw</b> COMPLETED	December 2022	
3.	<b>Airport Feasibility: Review</b> COMPLETED	July 2022	
4.	<b>Fire Services: Review</b> COMPLETED	Sept 2022	
5.	<b>Net Zero Carbon Pilot Project – Islands</b> On-going discussions with Province	Fall 2024	
<p><b>NEXT</b> </p> <ul style="list-style-type: none"> <li>• <b>Internet Gaps</b> (Round 3 projects nearly complete)</li> <li>• <b>Annual Plan review with Staff Sargent/RCMP</b> (Meeting held May 2024)</li> <li>• <b>Industrial Commission–Area Structure Plan/Terms of Reference</b> (On-going)</li> <li>• <b>Accessibility Plan</b> (waiting for built environment standards)</li> <li>• <b>Economic development plan review</b></li> </ul>			

### ORGANIZATIONAL PRINCIPLES

<ul style="list-style-type: none"> <li>✓ Be Environmentally Friendly</li> <li>✓ Maximize Community Engagement</li> <li>✓ Encourage Youth Engagement</li> </ul>	<ul style="list-style-type: none"> <li>✓ Develop Alternative Revenue Sources</li> <li>✓ Pursue Partnerships/Build Relationships</li> </ul>
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### OPERATIONAL STRATEGIES

<p>CAO - Jeff</p> <ol style="list-style-type: none"> <li>1) <b>Staffing Strategy</b> – on-going</li> <li>2) <b>Barton School Residential Transfer</b> – COMPLETED</li> <li>3) <b>Marketing Levy Bylaw</b> – COMPLETED</li> <li>4) <b>Economic Development Plan Review</b></li> <li>5) <b>Fire Services Review</b> COMPLETED</li> </ol>	<p>Manager of Municipal Services/Operations - Tyler</p> <ol style="list-style-type: none"> <li>1) <b>Dog Control Bylaw Review</b> – COMPLETED</li> <li>2) <b>Office Accessibility Proposal (Renovations)</b> – Phase 1 COMPLETED</li> <li>3) <b>Airport Feasibility Review</b> –COMPLETED</li> <li>4) <b>Asset Management Plan</b> - COMPLETED</li> <li>5) <b>Accessibility Plan</b> – (Waiting for built environment standards from Province)</li> <li>6) <b>Municipal Planning Strategy:</b> COMPLETED</li> <li>7) <b>Boundary Review December 2022</b> - COMPLETED</li> </ol>
<p>Corporate – Cora Lee</p> <ol style="list-style-type: none"> <li>1) <b>Sewer Utility Review</b> – COMPLETED</li> <li>2)</li> <li>3)</li> <li>4)</li> </ol>	<p>Follow-Up Items</p> <ol style="list-style-type: none"> <li>1) <b>Fire Services Formula: Review</b> – November - COMPLETED</li> <li>2)</li> <li>3)</li> </ol>

Blue=NOW; Red=NEXT; Green=Advocacy/Partnerships; Black=Operational Strategies

## Manager of Municipal Services Report

DATE	May 7, 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, Audit, and Council Meetings.
- Attended management meetings.
- Attended Planning Advisory Committee meetings.
- Attended a virtual meeting about emergency management.
- Attended a Waste Check meeting about the transition to Extended Producer Responsibility for packaging and paper.
- Attended a building department meeting with Chris Millier.
- Attended a meeting with Jim Young, Director of Municipal Operations for the County of Annapolis, and Todd Amero, NS Public Works, about the Bear River water project.
- Attended a virtual Coastal Protection Presentation.
- Reviewed the budget amounts for Public Works, the Building Department, and the Airport, and discussed with the Manager of Corporate Services.
- Participated in tax bill folding. We included inserts about the black bag change and other collection rules.
- Candace Levings, our new Trails Coordinator, started on April 8<sup>th</sup>. She trained with Jonathan before he left and has fit in well.
- Karley Titus, our new Tax Clerk, started on April 23<sup>rd</sup>. She has fit in well and continues to train with our staff.
- Liam Foley has returned this year as our summer student. His first day was on April 29<sup>th</sup>.
- We are currently wrapping up Phase 1 of our Office Renovations. 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 have released the tender for Phase 2 of the Office Renovations. The bids are due on May 24, 2024.
- 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 30<sup>th</sup>.

### 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.

### Dog Control

- Have regular conversations with Scott Cromwell to discuss files.
- There were five complaint calls in April. Four involved a dog running loose and one concerned a dog barking.
- We had a court hearing for our dog file on April 29<sup>th</sup>. The outcome was that the dog was released back to the owners.

### Airport

- Have regular meetings with Bruce Snell.
- Attended a Dispatch meeting at the Airport.

## Manager of Corporate Services Report

Submitted by: Cora Lee Ross

April 5, 2024 to May 8, 2024

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### 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 two redemptions to date.

#### Administration Department:

- The Administration Department welcomed Karley Titus to the team during April.
- April was a busy month after sending over 11 thousand tax bills. The administration department processed \$4,131,878 receipts. The breakdown is as follows:
  - Direct Deposit: 56%
  - Cash: 3%
  - Credit Card: 23%
  - Debit Card: 5%
  - Cheques: 13%
- The department has been assisting tax payers with various grant applications.

#### Municipal Audit:

- The 23/24 Municipal audit is scheduled to begin on June 10, 2024. Year-end preparations are in progress.

#### Operating Budget:

- The March income and expense statement reported 102% of revenues received, and 96% for expenses.
- The first draft of the operating budget for 24/25 was presented to the Bylaw & Policy Committee on May 7, 2024 and is scheduled to be passed May 28, 2024. I'm currently working on the final stages of Draft 2.

#### Capital Budget:

- The capital projects are wrapped up for 23/24.
- The work for the 5 year Capital budget will begin shortly with the first draft being presented at the June Bylaw & Policy meeting.

#### 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, Audit and Council meetings.
  - Misc internal meetings.
  - Helped organize and participate in a BBQ to say goodbye to Jonathan.
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Municipality = Municipality

## PERMIT APPLICATIONS

For Period: April 01 2024 To April 30 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-B2024-042	1		0	Repair	Single Dwelling	House	45.00	10,000.00
DM-B2024-045	3		0	Repair	Single Dwelling	Deck	45.00	10,000.00
DM-B2024-048	3		1	Construction	Single Dwelling	House	167.60	290,000.00
DM-B2024-050	2		0	Construction	Single Dwelling	Residential - Above Ground Floc	141.20	200,000.00
DM-B2024-047	5		0	Repair	Commercial	Licensed Beverage Establishmer	275.00	125,000.00
DM-B2024-046	4		0	Addition	Single Dwelling	House	90.00	75,000.00
DM-B2024-053	5		0	Addition	Single Dwelling	Deck	30.00	2,500.00
DM-B2024-054	5		0	Repair	Single Dwelling	House	37.00	6,000.00
DM-B2024-055	3		0	Addition	Commercial	Retail Stores	468.00	300,000.00
DM-B2024-064	1		0	Addition	Single Dwelling	House	56.80	150,000.00
<b>Total</b>	<b>10</b>		<b>1</b>				<b>1,355.60</b>	<b>1,168,500.00</b>

DISTRICTS

Building Type	1	2	3	4	5	Total
Commercial	0	0	1	0	1	2
Single Dwelling	2	1	2	1	2	8
Total	2	1	3	1	3	10

Summary of Estimated Value by District

1	160,000.00
2	200,000.00
3	600,000.00
4	75,000.00
5	133,500.00
Total	1,168,500.00

Summary of Estimated Value by Building Type

Commercial	425,000.00
Single Dwelling	743,500.00
Total	1,168,500.00

Municipality = Town of Digby

## PERMIT APPLICATIONS

For Period: April 01 2024 To April 30 2024

<i>Number</i>		<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
DB-B2024-007		0	Construction	Apartments	Apartment Building	609.80	800,000.00
DB-B2024-008		0	Repair	Single Dwelling	House	45.00	10,000.00
<b>Total</b>	<b>2</b>	<b>0</b>				<b>654.80</b>	<b>810,000.00</b>

D I S T R I C T S

<i>Building Type</i>		Total
<b>Apartments</b>	1	1
<b>Single Dwelling</b>	1	1
Total	2	2

*Summary of Estimated Value by District*

	<b>810,000.00</b>
Total	<b>810,000.00</b>

*Summary of Estimated Value by Building Type*

Apartments	<b>800,000.00</b>
Single Dwelling	<b>10,000.00</b>
Total	<b>810,000.00</b>

## DIGBY MUNICIPAL AIRPORT/DISPATCH MONTHLY REPORT Apr 2024

New updates on the Dispatch System with an improved more accurate map and easier to use Distant Markers. We now have it in 3 locations – Main computer, backup computer at the airport and one at the alternate dispatch.

Cement barriers have been added beside the ramp to prevent and one accidentally hitting the fuel tanks.

The Bear River Fire (Digby area Fire departments) department's boat is now back in the water for the season.

We have had a busy start to grass fire season and a major accident on Highway 101 involving a propane truck that blocked traffic for several hours.

Calls of note, 16 motor vehicle accidents 5 with entrapment, 50 Grass/Brush fires and 68 medical calls.

I attended a meeting with Yarmouth Fire department on Apr 11<sup>th</sup>.

I attended the Bear River Fire department awards banquet on Apr 20th

Respectfully Submitted,



Bruce Snell  
Dispatch Supervisor/Airport Manager  
Digby EMC  
[bsnell@municipality.digby.ns.ca](mailto:bsnell@municipality.digby.ns.ca)  
902-245-5885 Dispatch  
902-308-0713 Cell

**Digby Dispatch**  
**Call Type and Log Item Counts**

**ALL**  
**April 2024**

Call Type	Count	YTD
1 Medical Call	68	236
2 Mutual aid	63	196
3 Fire Alarm - Commercial	24	86
4 Grass/Bush/Forest	50	58
5 MVC	16	54
6 Flood	0	42
7 Chimney	7	35
8 Structure	9	29
9 Other	12	28
10 Fire Alarm - Residential	9	28
11 MVC w/ Entrapment	5	22
12 Electrical	0	20
13 Vehicle fire	4	12
14 Rescue	2	8
15 Smoke no fire	0	7
16 Pole fire	2	7
17 HAZMAT	1	6
18 Lift Assist	1	5
19 CO Detector	2	5
20 Rekindle	2	3
21 Smoke	3	3
22 Bylaw Inspection	1	1
<b>Total Call Type</b>	<b>281</b>	<b>891</b>
<b>Log Items</b>		
1 FD Equipment out of service	34	92
2 Miscellaneous	22	74
3 Dog Call	11	54
4 Sewer	0	7
5 Special Radio Check	2	6
6 Municipal Alarm	0	3
7 Pager Message	0	2
8 Special Pager Check	0	1
9 Special TEXT message	0	1
<b>Total Log Items</b>	<b>69</b>	<b>240</b>

DIGBY ANNAPOLIS REGIONAL AIRPORT

	JET FUEL PROFIT	AVGAS PROFIT	AIRCRAFT MOVEMENTS	PASSENGERS
	2024-25	2024-25	2024-25	2024-25
APR	\$489.59	\$332.74	30 Tng, 58 Rec, 4 Bus, 8 Gov, 2 Tou, Total = 102	55
MAY				
JUN				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				
JAN				
FEB				
Mar				

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 Hersey April 5 May 7 2024**

Created a Notice of Recommendation document to register St. Mathew's Church in Weymouth Falls at the Land Registry. Mailed the documents to Marc Comeau at Tayler MacLellen Cockraine Law to be properly filled.

Prepare a funding application for Peters Island Lighthouse to conduct conservation work on the tower. Sent the completed application to the SAIL 2 chair and committee for review. After several adjustments to the application the committee signed and submitted the application.

Began the process to mounting the 40 plus pictures on the walls of the municipal office. Determined where certain pictures will be placed and a common area for the Art Bank purchases.

Sent a card of appreciation to Andi Rierden for the donation to the Digby Art Bank of a Charles Cooper still life painting.

Started the development of directional road signs for Bear River, Point Prim, Brier Island and Grand Passage lighthouses. These signs consist of a lighthouse symbol image with directional arrows and distance. These signs will help visitors to the area easily find these lighthouses. The cost to manufacture these signs is paid by the community groups licensed to take care of the lighthouses. Members of these groups with assistance from municipal staff will install the signs. ( Total of 13 signs)

Attended a SAIL 2 Committee meeting in Westport. Informed the committee that municipal staff will provide limited assist to the committee in efforts to restore Peters Island Lighthouse. This could be a two- or three-year commitment.

Created a letter, on behalf of the SAIL 2 committee; requesting support from the MP Chris d' Entremont's office to support the SAIL 2 committee's efforts to have the coastguard service helicopter deliver building supplies to Peters Island lighthouse.

Processed claim applications from Bayview United Church,( Church was painted) Smith Cove United Church;(roof repair and painting) with regards to the Municipal Registered Church Grant Program.

Visited each lighthouse site to determine the placement of the directional signage and measure the distance from the lighthouse sites. Took pictures of the proposed locations and submitted the documents to the Department of Transportation in Conway for approvals. ( approvals still pending)

Updated the Municipal website. Removed articles and added new content.

Contacted Ross Morrell regarding the development of an additional memorial to recognize the names of community members that served in the first and second world wars. This pillar would be located next to the cenotaph in Barton. Funding for this memorial would come from the veterans Affairs, Community engagement fund. (covers 50%)

Started Weymouth Canada day preparations. Created letters to invite the MP Chris d' Entremont; MLA Jill Balser; RCMP, Bear River First Nations Chief Carol D Potter; Warden of Clare, Yvon LeBlanc; Senator Gerald Comeau.

Started the June issue of the Coastline. Determined the articles for the issue and set-up interviews.

Inspected Joshua Slocum's monument in Westport to determine what repairs were needed. 60 % of the concrete covering has broken off and will need to be resurface. Various cracks will also need to be sealed.

# STAFF REPORT

Employee Name: **Terry Thibodeau** For the period ending; May 9 2024

## Tidal Development for Digby

- FORCE is seeking to recoup berthing fees from developers who have not deployed and are still responsible for paying their fees. While the new regulations are in play, developers have yet to reach individual agreements on the path forward for deployment.
- 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. The new landowner has sought out advice based on one of the blades from the wind turbine having blown apart and landing in the middle of the woods. They have inquired about municipal responsibility and who will pay for the dismantling of a derelict turbine. The DNRR are not accepting any legal claim or jurisdiction, Deloitte and Touche the trustees are not accepting ownership under the list of assets.
- 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. No new update.
- Nova Innovations have released a public document that states they are targeting mid-March for their deployment timeline. Nova is seeking an alternate marine operator. I made a contact through CREF called Siem Offshore who are negotiations with Nova at the moment.

## 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. Trying to determine who can deliver natural gas and how much Co2 our unit for sale will generate on its own and what the conversion costs would work out to be.

## 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. No update.

## Roadway Lighting

- Repairs completed to 158 Bay Rd., Sandy Cove and 7 Ft. Point Road, Weymouth.

## 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. Meeting postponed due to a family death.
- 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.
- CREF 2024 is complete. Final evaluation and recommendations forthcoming in the next 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.

# STAFF REPORT

- Had a meeting with NSP and Emera about a new product/service that Emera has produced called Block Technology; an all-encompassing technology that controls where energy comes from and how to the end users. 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.
- Presented at the spring NSFPM conference in Baddeck. Topic is our accomplishments for our MCCAP follow up was presented.

## **Digby Development Agency:**

- 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. Starting the research on the DDA property next to the airport for suitability.

## **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

## **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 fledge 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

STAFF REPORT for COTW May 14, 2024  
Submitted by: Jonathan Riley  
former Trails Coordinator

April 25, 2024

#### Acacia Valley Trail

We have begun conversations with landowners to update the landowner agreements. One property is for sale but we have been assured the new owners are interested in keeping the trail open and we will seek an LOA with them once the dust settles there. We have had meetings with Nature Trust (the new owner of Larry Goodwin's land) and have made good progress on a landowner agreement with them.

Nature Trust is planning a celebration of the Goodwin's land donation for June 22 at Acacia Valley.

Candace is working with Larry to recruit a new board and volunteers.

#### Balancing Rock

Trail opened for the season. Fallen trees removed from trail and several steps repaired.

#### Big Meadow Bog

Met again with Environment staff to discuss the provincial Wilderness Area designation for municipal land. They indicated this could still happen in the future and that they will keep Candace updated.

#### Digby Railbed Trail

Have hired a contractor to deal with ongoing washouts caused by the abnormal, though becoming normal, amount of rain we received this spring.

We received \$6,000 for operational maintenance from the province.

#### Haines Lake

Docks are put in and water turned on.

#### Sandy Cove

Community has formed an association to look after the beach (portapotties, parking, garbage) and we discussed funding and other supports for this association. This was done with Candace as part of our introductions.

#### Van Tassel Lake

Continued map support work.

Helped with Lily Lake Lollygag Trail. Including the removal of a half dozen fallen trees.

We had 100 participants including 39 youth – a resounding success!

Candace will be helping the association plan and hold a grand opening for a new trail there.

Promo and other

Spent two weeks with Candace doing the handover of information and files. Also made important introductions and toured much of the trails and open spaces.

Thank you all for your support over the years – I have very much enjoyed my time here!