



**Committee of the Whole Minutes  
Council Chambers  
June 11, 2024**

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

**STAFF PRESENT:** Jeff Sunderland, Chief Administrative Officer, Cora Lee Ross, Manager of Corporate Services, Taylor Robinson, Executive Assistant who took the minutes of the meeting, and Karley Titus, Tax Clerk (In-Training)

**ALSO PRESENT:** Robbie Bays, from the Oakdene Centre to provide a presentation to Council

**REGRETS:** Councillor David Tudor, and Tyler Pulley, Manager of Municipal Services

**CALL TO ORDER:** Warden Gregory called the June 11, 2024 Committee of the Whole meeting of the Municipality of the District of Digby to order at 5:03pm.

**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 #COTW2024-06-11-01**

- It was regularly moved and seconded that the agenda for June 11, 2024 be approved as circulated.**

**MOTION CARRIED**

- 2.2 Presentation/Delegation:

- MOTION #COTW2024-06-11-02**

- It was regularly moved and seconded that Robbie Bays with the Oakdene Centre to come before Council to present.**

**MOTION CARRIED**

Mr. Bays introduced himself and updated Council on all the restoration work that has been completed at the Oakdene Center. The organization received around \$160,000 from various groups including the Municipality of Digby, the County of Annapolis, the Province of NS, and ACOA that enabled them to replace windows, put in installation,

finish the metal roof, and paint the front of the building. Mr. Bays then explained that their furnace has recently blown up and the Board has decided to switch to energy efficient heating sources such as solar panels and heat pumps. It was noted that a consultant has been hired to strategize and look at costing. Mr. Bays asked if the Oakdene Center could partner with the Municipality of Digby and County of Annapolis to apply for the Green Municipal Fund which allows municipal units to apply for funding to access the capital they need to invest in or fund sustainable, resilient, net-zero solutions. Warden Gregory explained that Council will have to discuss the request and get back to the organization at a later time. Council asked Mr. Bays some questions and thanked him for the presentation.

### 2.3 Approval of Minutes of May 14, 2024

#### **MOTION #COTW2024-06-11-03**

**It was regularly moved and seconded that the minutes of May 14, 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. Councillor Manzer asked for an update on the Barton School Project, which CAO Sunderland explained that New Commons Development have completed a site visit and are expected to start work at any time. Councillor Thurber mentioned that she is very impressed with the Art Bank and all the work that Robert Hersey has done for the project. It was also noted that there is an individual renting office space at the Airport which is working well and Deputy Warden Ross will present a certificate of appreciation at the Nature Trust event on June 22<sup>nd</sup>.

#### 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 #COTW2024-06-11-04**

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 Election Motions

**MOTION #COTW2024-06-11-05**

It was regularly moved and seconded to recommend to Council to appoint Taylor Robinson as the Assistant Returning Officer for the 2024 Election.

**MOTION CARRIED**

**MOTION #COTW2024-06-11-06**

It was regularly moved and seconded to recommend to Council to have the revised list of electors completed by August 23, 2024, which will allow us to have the listings prepared for candidates by the nomination by appointment date of August 29, 2024.

**MOTION CARRIED**

**MOTION #COTW2024-06-11-07**

It was regularly moved and seconded to recommend to Council to run advance polls starting Thursday October 10, 2024 from 9:00am continuously until 7:00pm Saturday October 19, 2024 electronic or by telephone.

**MOTION CARRIED**

4.2 Road Submission List – Industrial Drive

Council reviewed the agreement from the Department of Public Works.

**MOTION #COTW2024-06-11-08**

It was regularly moved and seconded to recommend to Council to approve and sign the Cost Shared Program for Paving of Subdivision (J Class) Streets for Industrial Drive in the amount of \$41,250.

**MOTION CARRIED**

**5. CORRESPONDENCE/INFORMATION ITEMS**

5.1 Response from Department of Public Works Re Defibrillators

Reviewed and noted.

5.2 Canada Letter from the Office of the Attorney General and Minister of Justice

Reviewed and noted.

**6. IN CAMERA ITEMS: None**

**7. ADJOURNMENT**

**MOTION #COTW2024-06-11-09**

**It was regularly moved and seconded that the meeting adjourn at 5:32pm.**

**MOTION CARRIED**

---

**Warden Linda Gregory**

---

**Jeff Sunderland, Chief Administrative  
Officer**

## Chief Administrative Officer Report

Meeting Date	<i>June 11, 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 June 6, 2024)

Date & Time	Meeting/ Event	Who Attends	Location
June 18 <sup>th</sup>	<b>NO MEETING</b>		
June 25 <sup>th</sup> @ 5pm	Council	All Council	Council Chambers
July 2 <sup>nd</sup>	<b>NO MEETING</b>		
July 9 <sup>th</sup>	<b>NO MEETING</b>		
July 16 <sup>th</sup> @ 5pm @ 6pm	Audit Committee By-law & Policy	Audit Committee All Council	Council Chambers
July 23 <sup>rd</sup> @ 5pm	Council	All Council	Council Chambers
July 30 <sup>th</sup>	<b>NO MEETING</b>		

### Updates from Previous COTW Meetings Action Items

<b>May 14<sup>th</sup> COTW</b>	All action items from this meeting have been addressed or forwarded to the May Council meeting.
-------------------------------------	---

## 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 met 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. 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. 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.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 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. **The standards have still not been released.**

**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 Smith's Cove and Doucetteville with connections happening weekly.**

**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: May 10 – June 6

- ✓ Participated in following meetings: Housing Working Group, Scotia Bank, Marketing Levy Committee, AMA Board
- ✓ Participated in following Zoom Meetings: IMSA (Kings Transit) (2), Alert Ready, Dept of Justice Policing Services, NSFM Insurance Committee
- ✓ Renovations – numerous meetings with Tyler regarding phase 2
- ✓ Numerous budget meetings for both operating and capital Cora Lee and Tyler
- ✓ Participated in Province wide REMO training Nova Bravo
- ✓ Regular training meetings with Candace
- ✓ Attended AMA Spring conference

## 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.**

## Manager of Municipal Services Report

DATE	June 11, 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 Waste Check meeting.
- Attended Planning Advisory Committee meeting.
- Attended Bidders Briefing for the Municipal Office renovations.
- Attended meeting with Nancy Robinson from the Digby & Area Housing Coalition.
- Took part in an Emergency Management exercise.
- Attended the FCM Conference in Calgary.
- We received one bid for Phase 2 of our Municipal Office renovations. Have been in discussions with the successful bidder. The renovations will start at the end of June.
- Working with the Planning Advisory Committee on proposed changes to the Conway MPS and LUB.
- Have regular meetings with Rob Hersey.

### Building Department

- Have regular conversations with our Building Inspectors and Chris Millier to discuss files.

### 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.

### Airport

- Have regular meetings with Bruce Snell.
- Drafted and executed a lease for the use of an office at the Airport Building. The Tenant will be using the space for virtual therapy sessions. The lease started on June 1<sup>st</sup> and will provide us with \$300.00 per month of income.

## Manager of Corporate Services Report

Submitted by: Cora Lee Ross

May 9, 2024 to June 6, 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 two redemptions to date.

#### 2025 Tax Sale:

- Initial Tax Sale letters for March 2025 will be sent mid-June.

### Administration Department:

- May slowed down a bit after sending over 11 thousand tax bills in April. The administration department processed \$4,131,878 receipts during April and an additional \$1,095,828 during May.
- 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 in regards to preparing for audit have been wrapped up.
- Reviewed and updated the ARO for 23/24.

### Operating Budget:

- The April income and expense statement reported 49% of revenues received, and 9% for expenses.
- The operating budget for 24/25 was presented and passed at Council on May 28, 2024 in the amount of \$12,383,337. A copy of the budget package has been posted on the Municipal website.

### Capital Budget:

- The capital projects are wrapped up for 23/24.
- Draft 1 of the Capital budget was presented at the Bylaw & Policy Committee on June 4. Draft 2 will be presented at Council to be passed on June 25, 2024.

### Miscellaneous:

- Continue to work with various Fire Departments re: Loans/Reserves.
- Prepared and submitted the Annual Expenditure Report (AER) to the Province for Canada Community Building Fund (CCBF)

### 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, TIR and Council meetings.
  - Jeff and I met with our ScotiaBank banking representatives.
  - Participated in a REMO Provincial training exercise.
  - Meeting with Nicole and TownSuite regarding the setup of the new pension with TownSuite.
  - Misc internal meetings.
  - Attended Spring AMA Conference.
-

**DIGBY MUNICIPAL AIRPORT/DISPATCH MONTHLY REPORT**  
**May 2024**

The airport/dispatch staff meeting was held on May 3<sup>rd</sup>. This was followed by training on fuel spills, mapping systems and operation of the alt dispatch center at the Town public works building.

Krystal Corkum has leased the back office at the airport. She will be doing online therapy sessions.

Calls of note. Dispatch has delt with 24 Grass/brush/forest fires this Month with a total of 82 this year. The increased fines for illegal burns seem to of helped lower the number of calls we are now receiving. There have been 11 structure fires in our area of operations in May.

Paulette attended the Yarmouth mutual aid meeting on May 16<sup>th</sup>

I attended the Digby fire association meeting on May 22<sup>nd</sup>.

Cheri attended the Clare fire association on May 30<sup>th</sup>.



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**  
**May 2024**

Call Type	Count	YTD
1 Medical Call	53	289
2 Mutual aid	67	263
3 Fire Alarm - Commercial	12	98
4 Grass/Bush/Forest	24	82
5 MVC	9	63
6 Flood	0	42
7 Fire Alarm - Residential	13	41
8 Structure	11	40
9 Other	9	37
10 Chimney	1	36
11 MVC w/ Entrapment	8	30
12 Electrical	1	21
13 Vehicle fire	1	13
14 Rescue	3	11
15 Smoke no fire	0	7
16 Pole fire	0	7
17 HAZMAT	0	6
18 Lift Assist	1	6
19 Smoke	3	6
20 CO Detector	0	5
21 Rekindle	1	4
22 Bylaw Inspection	1	2
<b>Total Call Type</b>	<b>218</b>	<b>1,109</b>
<b>Log Items</b>		
1 FD Equipment out of service	21	113
2 Miscellaneous	27	101
3 Dog Call	20	74
4 Sewer	1	8
5 Special Radio Check	0	6
6 Pager Message	1	3
7 Municipal Alarm	0	3
8 Special TEXT message	1	2
9 Special Pager Check	0	1
<b>Total Log Items</b>	<b>71</b>	<b>311</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	\$ 414.00	\$ 590.86	36 Tng, 73 Rec, 4 Bus, 4 Gov Total = 117	52
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**

Municipality = Municipality

## PERMIT APPLICATIONS

For Period: May 01 2024 To May 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-B2024-065	2		0	Construction	Garage/Carport/Shed	Accessory Uses - Other	17.20	2,000.00
DM-B2024-066	1		0	Construction	Commercial	Recreational Facilities	154.40	30,000.00
DM-B2024-069	5		0	Construction	Garage/Carport/Shed	Services and Personal Shops	26.00	4,000.00
DM-B2024-063	3		0	Construction	Single Dwelling	Residential - Above Ground Floc	164.60	150,000.00
DM-B2024-070	4		0	Addition	Single Dwelling	Deck	85.00	30,000.00
DM-B2024-071	3		0	Addition	Single Dwelling	House	68.40	100,000.00
DM-B2024-081	2		0	Addition	Single Dwelling	Ramp	22.00	3,500.00
DM-B2024-084	2		0	Construction	Garage/Carport/Shed	Barn	31.60	5,000.00
DM-B2024-091	1		0	Renovate	Single Dwelling	Cottage	75.00	25,000.00
DM-B2024-090	5		0	Renovate	Apartments	Apartment Building	225.00	100,000.00
DM-B2024-086	2		0	Addition	Single Dwelling	Porch/Patio	34.30	35,000.00
DM-B2024-088	2		0	Renovate	Single Dwelling	Cottage	31.00	3,000.00
DM-B2024-094	2		0	Construction	Garage/Carport/Shed	Shed	26.00	2,200.00
DM-B2024-095	1		0	Addition	Single Dwelling	Deck	65.00	20,000.00
DM-B2024-102	1		0	Construction	Agriculture	Barn	96.40	45,000.00
DM-B2024-085	4		0	Addition	Garage/Carport/Shed	Workshop	53.20	15,000.00
DM-B2024-072	2		0	Construction	Single Dwelling	Cottage	139.60	150,000.00
DM-B2024-104	2		0	Repair	Single Dwelling	House	55.00	15,000.00
DM-B2024-107	1		0	Construction	Garage/Carport/Shed	Workshop	38.80	4,000.00
DM-B2024-108	2		0	Renovate	Single Dwelling	House	52.25	13,000.00
DM-B2024-110	3		0	Addition	Single Dwelling	Residential - Above Ground Floc	60.00	15,000.00
DM-B2024-111	5		0	Construction	Garage/Carport/Shed	Garage	38.60	25,000.00
<b>Total</b>	<b>22</b>		<b>0</b>				<b>1,559.35</b>	<b>791,700.00</b>

DISTRICTS

Building Type	1	2	3	4	5	Total
Agriculture	1	0	0	0	0	1
Apartments	0	0	0	0	1	1
Commercial	1	0	0	0	0	1
Garage/Carport/Shed	1	3	0	1	2	7
Single Dwelling	2	6	3	1	0	12
Total	5	9	3	2	3	22

Summary of Estimated Value by District

1	124,000.00
2	228,700.00
3	265,000.00
4	45,000.00
5	129,000.00
Total	791,700.00

Summary of Estimated Value by Building Type

Agriculture	45,000.00
Apartments	100,000.00
Commercial	30,000.00
Garage/Carport/Shed	57,200.00
Single Dwelling	559,500.00
Total	791,700.00

DISTRICTS

Building Type	1	2	3	4	5	Total
Agriculture	1	0	0	0	0	1
Apartments	0	0	0	0	1	1
Commercial	1	0	1	0	1	3
Garage/Carport/Shed	1	3	0	1	2	7
Single Dwelling	4	7	5	2	2	20
Total	7	10	6	3	6	32

Summary of Estimated Value by District

1	284,000.00
2	428,700.00
3	865,000.00
4	120,000.00
5	262,500.00
Total	1,960,200.00

Summary of Estimated Value by Building Type

Agriculture	45,000.00
Apartments	100,000.00
Commercial	455,000.00
Garage/Carport/Shed	57,200.00
Single Dwelling	1,303,000.00
Total	1,960,200.00

Municipality = Town of Digby

## PERMIT APPLICATIONS

For Period: May 01 2024 To May 31 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-B2024-009	0	Construction	Garage/Carport/Shed	Shed	20.00	5,000.00
DB-B2024-013	0	Addition	Garage/Carport/Shed	Shed	35.00	5,000.00
DB-B2024-011	0	Addition	Single Dwelling	Fence	40.00	7,500.00
DB-B2024-015	0	Renovate	Single Dwelling	House	55.00	15,000.00
DB-B2024-016	0	Renovate	Single Dwelling	House	45.00	10,000.00
DB-B2024-017	0	Renovate	Single Dwelling	Deck	27.00	1,000.00
DB-B2024-012	0	Repair	Single Dwelling	House	32.20	3,600.00
DB-B2024-014	0	Construction	Apartments	Apartment Building	609.80	800,000.00
DB-B2024-018	0	Construction	Garage/Carport/Shed	Shed	18.40	10,000.00
DB-B2024-019	0	Addition	Single Dwelling	Deck	39.60	6,000.00
DB-B2024-020	0	Repair	Single Dwelling	Deck	13.20	5,000.00
<b>Total</b>	<b>0</b>				<b>935.20</b>	<b>868,100.00</b>

D I S T R I C T S

<i>Building Type</i>		Total
<b>Apartments</b>	1	1
<b>Garage/Carport/Shed</b>	3	3
<b>Single Dwelling</b>	7	7
Total	11	11

*Summary of Estimated Value by District*

	<b>868,100.00</b>
Total	<b>868,100.00</b>

*Summary of Estimated Value by Building Type*

Apartments	<b>800,000.00</b>
Garage/Carport/Shed	<b>20,000.00</b>
Single Dwelling	<b>48,100.00</b>
Total	<b>868,100.00</b>

D I S T R I C T S

<i>Building Type</i>		Total
<b>Apartments</b>	2	2
<b>Garage/Carport/Shed</b>	3	3
<b>Single Dwelling</b>	8	8
Total	13	13

*Summary of Estimated Value by District*

	<b>1,678,100.00</b>
Total	<b>1,678,100.00</b>

*Summary of Estimated Value by Building Type*

Apartments	<b>1,600,000.00</b>
Garage/Carport/Shed	<b>20,000.00</b>
Single Dwelling	<b>58,100.00</b>
Total	<b>1,678,100.00</b>

# STAFF REPORT

Employee Name: **Terry Thibodeau** For the period ending: June 6 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. FORCE presented to the house committee on tidal development to re-iterate that the province needs to support the efforts. The province is communicating that the hold up for development has been with the fed. The ED will be on a tour to municipalities to describe the importance of maintaining the status of FORCE.
- 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. I put the owner in touch with Redcamp Services to determine if they can safely remove the turbine.
- 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. Mr. Trowse has met with the Minister of DNNR and the province is finding a way to support the project.
- 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. Nova will be seeking an extension if a vessel is not found within the next 3 to 4 months. I met with Jill Balsler to describe the situation for her. She said she would talk to the department to let them know of the importance of the extension for tidal development in Digby.

## 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. Received quotes from Irving to transport gas to the greenhouse in question. We will be reaching out the owners to review the economic payback in light of this information.
- I spoke withy Ste. Anne University and they want to see the specs on the generator.

## 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. All repairs completed.

## Climate Change

- I met with Jill Balsler to describe our efforts and to come up with a plan. Minister Rushton will be in Digby next week upon which Jill will set up a meeting with the Warden and Councillor Tudor.
- 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

# STAFF REPORT

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 ACOA has indicated that it is the best CREF in 17 years.
- 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.
- 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. We will be considering a System Impact Study as a first step.
- I will be presenting at the Low Carbon Leadership Conference in Truro on June 25.
- We were successful in receiving acceptance to a program called Low Carbon Accelerator Program designed at providing professional support for our decarbonization project.

## **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. Preparing a submission to the DDA to consider our industrial property by the airport for a community solar project.

## **PACE PROGRAM:**

- Updated numbers indicate that the program is seeing success
- Clean Foundation have notified us that the fees will increase on applications to the program.

## **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 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

June 4, 2024

### Acacia Valley Trail

The Nature Trust is planning a celebration of the Goodwin's land donation on June 22 at Acacia Valley. I have been working with Larry to recruit a new board and volunteers and have had success in recruiting some new faces. Larry's paperwork is now up to date and has been reinstated on registry of joint stocks.

### Balancing Rock

Liam and I have been to Balancing rock twice to whipper snip and brush back parts of the trail. We wiped down the interpretive signs in the parking lot so they look new again. I have also been working on cleaning up the gardens in the parking lot as they are overgrown and need weeding. The trail counter has been installed. I have meet with Lloyd Longmire who has agreed to repair some of the stairs as well as washouts on the trail.

### Big Meadow Bog

The Southwest Nova Biosphere Reserve has chosen Big Meadow Bog to be part of their "amazing places" program. The Amazing Places Program is intended to bring attention to under-visited tourism locations. The funding of \$10,000 should be used to create an interpretive panel in a location that is selected by the municipality /trail committee. Once the location is identified, they will include it on a map that identifies the "Amazing Places" in Southwest Nova. The remainder of the funding can be used towards what the committee sees best.

### Digby Railbed Trail

Liam and I brushed around all the signs on the railbed from Smiths Cove to Weymouth. Liam, Adrien and I used the new pole saw near the parking lot in Smith's Cove to trim branches so that Paul Roberston is able to get his dump truck in (without scratching it) to fix the "U" shaped section of the trail. Building up the road will allow the water to properly drain and stop pooling on the trail. I attended an ATV club meeting to met the members and have been in touch with Rick Andrews to schedule a railbed inspection.

### Haines Lake

I moved the firepit to the upper cement pad so that Darc will still be able to enjoy fires during the renos. I filled in a hole in the upper concrete pad with quikrete as request by Darc to avoid a twisted ankle. Tyler Handspiker will be starting the waterfront project in the next couple of days.

### Sandy Cove

Kerry Bell delivered two loads of gravel for the upkeep of the road going down to the old wharf. Steve Bateman graciously spread the gravel with his tractor.

### Van Tassel Lake

I ordered 100 trail delineators from the Truro Sign shop and had them bent at the screening for the new wilderness trail. Mark, Daniel and I went to the trail and put them up. We also cut branches and got the trail ready for the grand opening. The Grand Opening was a great success and the Fundy Erratics lead 28 people through the new trail. They received a lot of positive feedback! I also helped to organize a volunteer day on May 11<sup>th</sup> where we laid woodchips, which was a good turnout and success.

### Bear Cove

I brushed the whole trail and whipper snipped around the sign in the parking lot.

### Boar's Head Lighthouse

I brushed the Althouse Trail to the lookoff as well as to the lighthouse. I also meet with Kendall who asked for helped finding a contractor to repair the rot at the top of the lighthouse. I contacted Andrew Theriault who has agreed to start the work in the fall.

### Gulliver's Cove

I met with Wanda and Calvin and we have started getting there financials up to date. Larry, Liam and I walked the trail clearing any downed trees and overgrown areas.

### Promo and other

The National Trail Youth Employment Program was approved and will be funded the maximum \$3,500.

Activity Report Robert Hersey May 7 - June 6 2024

Started the June issue of the Coastline. Determined the articles and contacted individuals

Visited Todd Amirault, Dept of Transportation, to discuss the installation of the directional signage for Smith's Cove and Westport lighthouses. Mr. Amirault stated the Hwy shed office could provide the bolts and rivets for the signs. He also said we could purchase or order the 10-foot metal poles from his department at a discount.

Started the process to de- register the Little River property located at 86 Shore Road. The Municipal Registered Heritage Property burned to the ground on Boxing Day 2023. This document will need council official approval and make a motion to de-register the property.

Continued to mount paintings from the 2024 Art Bank acquisition.

Conducted interviews for the June coastline. Candace Levings and Karlee Titus.

Received approval from the Department of Transportation to install directional signs for the area lighthouses. Ordered the signs from the Truro Dept of Highways Sign Shop.

Determined the materials needed to repair Slocum's Monument in Westport. Total cost of materials \$125. Should have it repaired in June.

Started information panels for Westport's three lighthouses. These panels will give a brief history of each light and promote the other lighthouses in the district to visitors to the area.

After speaking with the daughter of Harold Cromwell, former artist in the area. I investigated the home in Weymouth Falls to see if it would qualify as a Municipal Heritage Property. The daughter is interested in registering the property as a Heritage Home. On viewing the property, the overall condition is poor. It has been abandoned for many years and needs many repairs. Windows were broken and the first floor supports around the foundation were exposed and rotted in many places. Cladding was weathered and the roof needs a complete repair. Contacted the daughter after the site inspection and suggested to her that a conservation plan would need to be developed. Also, a commitment in writing to conduct the conservation work within a reasonable period would be needed before applying for heritage registration. No reply to date.

Assisted the SAIL 2 group with the application for membership with the NS Trails Federation. NS Trails members have access to reasonable liability insurance and trail development grants offered by the federation. No confirmation from NS Trails at this time.

Met with Chief and Council at the Bear River reserve, to discuss a council to council gathering. Potential dates have been submitted, not date confirmed at this time. Bear River council suggested hosting the gathering at the Pines Resort. Light refreshments in a casual setting.

Finalized the invitation letters to the delegates participating at the Weymouth Canada day Opening Ceremony.

Participated in a Teams Meeting of Heritage officers and planners to discuss property insurance for registered Heritage properties. A new brochure is near completion to help guide property owners with acquiring proper insurance.

Finished the June issue of the Coastline and submitted the newsletter for publication.

Created and submitted the Notice of Municipal Heritage Registration for the St Matthew Anglican Church in Weymouth Falls and mailed the document to the Land Registry office.

In preparation for conservation work to be conducted on Peters Island Lighthouse. I attended a teams meeting with a Parks Canada official to discuss the lighthouse Cost Sharing Funding Program. Will be notified when the program is accepting applications.

Conducted various website updates. Remove and added energy efficiency postings to the site.

Continued to prepare the Nynomi Drum (Patrick Jarvis) for display on the wall of the municipal office. Added African fabric to the back board and painted an African motif to the belts used to hold the drum to the backboard.

Made arrangements with Les Coleman, (Municipal Website Venture Group IT Staff) to start the re-development of the municipal website. The site should be operational by the end of the year.

Prepared to install directional signs in Smith's Cove; Westport and along Lighthouse Road. Made arrangements with members of the groups stewarding the lighthouses in Smith's Cove, Brier Island and Point Prim to assist in the installation of the directional signs.