



**Committee of the Whole Minutes
Council Chambers
August 13, 2024**

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

STAFF PRESENT: Jeff Sunderland, Chief Administrative Officer, Tyler Pulley, Manager of Municipal Services, and Karley Titus, Tax Clerk, who took the minutes of the meeting

ALSO PRESENT: David Boland, to provide a presentation to Council, and 4 members of the public

REGRETS: Cora Lee Ross, Manager of Corporate Services, and Deputy Warden Matthew Ross

CALL TO ORDER: Warden Gregory called the August 13, 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 #COTW2024-08-13-01

It was regularly moved and seconded that the agenda for August 13, 2024, be approved as circulated.

MOTION CARRIED

- 2.2 Presentation/Delegation:

MOTION #COTW2024-08-13-02

It was regularly moved and seconded that David Boland come before Council to present.

MOTION CARRIED

Mr. Boland introduced himself and presented his view of Kings Transit, the public transit system used in the Town and Municipality of Digby. Mr. Boland explained his concerns with the services provided by Kings Transit. The concerns being the bus not being on

time, complaints not being heard, not being able to contact someone at Kings Transit, only one route and one bus, lastly not enabling public transportation for all. Mr. Boland explained that public transportation is an important service to our community. It allows travel to school, work, home, appointments, shopping and much more. It also reduces carbon footprint. Mr. Boland states that we need transit in our community, but we do not need Kings Transit. He explained other public transportation options used in towns close by such as Yarmouth.

Warden Gregory stated that she understood the frustrations and need for improvement with our public transit. Warden Gregory explained Kings Transit needs more management/staff. Also, a study between 9 municipalities is being done on the current public transit system being used. Once this study is completed our municipality will be informed and be able to make proper decisions on changes/improvements that need to be made with our public transit system.

2.3 Approval of Minutes of June 11, 2024

MOTION #COTW2024-08-13-03

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

The council reviewed the CAO Report.

iii. Department Reports

The following department reports were included with the CAO report.

i) Manager of Corporate Services

ii) Trail Coordinator

iii) Airport/Dispatch

iv) Building Inspection

v) Heritage Coordinator

vi) Renewable Energy & Climate Change Coordinator

MOTION #COTW2024-08-13-04

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 Weymouth Fire Department Demolition Issue

The council reviewed the request to reimburse Weymouth Fire Department for the excavation bill from a local fire being denied by the property owner of the fire due to the owner not having insurance. Current policies do not support funds to reimburse in this situation. This is something that can be looked at in the future to see if a new policy can be added. It was ultimately decided to not approve the current request.

MOTION #COTW2024-08-13-04

It was regularly moved and seconded to recommend to Council to cover the \$1000.00 bill for the Weymouth Fire Department demolition.

**MOTION VOIDED
(NO SECONDER)**

4.2 Innovative Communities Fund Project – DATA

Due to upcoming municipal elections, it was determined to hold off at the time being. Sending our tourism representative, Councilor Angela Thurber, to any future meetings.

4.3 Bear River and Area Community Health Clinic Community Grant Application

The community health clinic is in dire need for repairs/upkeep of their building, most importantly their roof. They are asking the municipality to reconsider their offer of \$5,000 as the clinic could not match the previously agreed funding on their end. The council reviewed this option and agreed to the new grant monies request.

MOTION #COTW2024-08-13-04

It was regularly moved and seconded to recommend to Council to accept the new grant amount of \$5,000 put forward by the Bear River and Area Community Health Clinic to support their repair needs.

MOTION CARRIED

4.4 Oakdene Centre Letter of Support

Council previously agreed to the letter of support by email.

MOTION #COTW2024-08-13-04

It was regularly moved and seconded to recommend to Council to give a letter of support to the Oakdene Centre from the municipality.

MOTION CARRIED

5. CORRESPONDENCE/INFORMATION ITEMS

5.1 Response from CCTH Re Art Gallery Closure

Reviewed and noted. CAO Sunderland stated that there has been no response.

MOTION #COTW2024-08-13-05

It was regularly moved and seconded to move into in-camera at 5:52pm to discuss a contractual item.

MOTION CARRIED

The public members attending left Council Chambers at 5:53pm

6. IN CAMERA ITEMS

6.1 Contractual

Regular session resumed at 6:01pm.

7. ADJOURNMENT

MOTION #COTW2024-08-13-06

It was regularly moved and seconded that the meeting adjourn at 6:02pm.

MOTION CARRIED

Warden Linda Gregory

Jeff Sunderland, Chief Administrative
Officer

Chief Administrative Officer Report

Meeting Date	<i>August 13, 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 August 8, 2024)

Date & Time	Meeting/ Event	Who Attends	Location
August 20 th	NO MEETING		
August 27 th	NO MEETING		
September 3 rd @ 5pm @ 6pm	Public Works (TIR) By-law & Policy	All Council	Council Chambers
September 10 th @ 5pm	COTW	All Council	Council Chambers
September 17 th	NO MEETING		
September 24 th @ 5pm	Council	All Council	Council Chambers

Updates from Previous COTW Meetings Action Items

June 11th COTW	All action items from this meeting have been addressed or forwarded to the June 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, 2024. 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. As of August 7, 2024 the Province has announced new registration regulations for short term rentals that will require Municipalities to issue a letter of approval. We are working to understand this new system and our role. All short term accommodation providers are supposed to be registered with the Province under this new system by September 30, 2024.

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 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. New Staff Sgt. Grant Ryland has started work in the Digby Detachment.

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 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. **The Province has issued reminder notices to Municipalities and Accessibility Committees reminding them their original plans need to be reviewed every three years, which mean most plans need to be reviewed by April 1, 2025.**

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. **Connections are on-going.**

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. **The Province has announced another round of cell infrastructure improvements, we are working to understand their impact in our area.**

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: June 6 – August 8

- ✓ Participated in following meetings: Housing Working Group, REMO Advisory, Digby Fire Department, Regional AMA Meeting, RCMP Advisory, PAC Open House, Audit Committee, DARC Board Meeting,
- ✓ Participated in following Zoom Meetings: IMSA/Kings Transit -multiple, AMA Board -June, Short-term rentals regulations, AMA Board -July
- ✓ Renovations –meetings with Tyler regarding phase 2 and meetings with the contractor
- ✓ Numerous capital budget meetings with Cora Lee and Tyler

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 Corporate Services Report

Submitted by: Cora Lee Ross
June 7, 2024 to August 7, 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 redemptions to date.

2025 Tax Sale:

- 213 Initial Tax Sale letters for March 2025 were sent June 19, 2024. (Last year 246 were sent)
- Preliminary letters were sent on July 15, 2024 for a remaining 132 properties. (Last year 152) The due date is August 15 to make payment or set up a payment arrangement to avoid the Title Search fee of \$396.

Administration Department:

- The department has been assisting tax payers with various grant applications.
- Tax Bills are scheduled to be sent the first week of September.

Municipal Audit:

- The 23/24 Municipal audit is near completion.
- The Municipal Consolidated Statements were passed by Council on July 23, 2024.

Operating Budget:

- The June income and expense statement reported 49% of revenues received, and 24% 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.
- The Capital budget was passed by Council on June 25, 2024.

Miscellaneous:

- Continue to work with various Fire Departments re: Loans/Reserves.
- Working on the SOE-A and SOE-B for the Province.
- Miranda and I met with someone from the Municipality of Argyle to review some of the features of our financial system.
- Helped organize a staff BBQ in June and July.

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, Audit and Council meetings.
 - Misc internal meetings.
 - Participated in an action review for the REMO exercise Nova Bravo.
 - Attended regional AMA meeting in Yarmouth.
 - Met with representatives from the Weymouth Fire Dept.
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DIGBY MUNICIPAL AIRPORT/DISPATCH MONTHLY REPORT
June 2024

The Labour affairs officer carried out a health and safety inspection of the airport on June 5th. The inspection seemed to go well. I have not yet received a report.

Smiths Cove Fire department did a tour of Digby Dispatch on June 25th.

On June 27th Tim and Jeannie Ann went on a Basic Emergency management course. They enjoyed the course and took in a great deal of knowledge.

Digby Fire Department have installed a new Cascade system. This allows all of our fire departments to quickly refill the breathing apparatus (BA's) bottles.

Calls of note are 71 Medical calls and 24 MVC's. 6 of the MVC's were with entrapment.

Respectfully Submitted,



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

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	\$ 165.91	\$ 481.38	22 Tng, 38 Rec, 11 Bus, 4 Gov Total = 75	51
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

Call Type and Log Item Counts

ALL June 2024

	Count	YTD
Call Type		
1 Medical Call	71	360
2 Mutual aid	51	314
3 Fire Alarm - Commercial	18	116
4 Grass/Bush/Forest	7	89
5 MVC	18	81
6 Fire Alarm - Residential	18	59
7 Other	12	49
8 Structure	7	47
9 Flood	0	42
10 Chimney	0	36
11 MVC w/ Entrapment	6	36
12 Electrical	1	22
13 Vehicle fire	5	18
14 Rescue	2	13
15 Smoke	2	8
16 Smoke no fire	0	7
17 Pole fire	0	7
18 Lift Assist	1	7
19 CO Detector	2	7
20 HAZMAT	0	6
21 Rekindle	0	4
22 Bylaw Inspection	0	2
Total Call Type	221	1,330
Log Items		
1 FD Equipment out of service	34	147
2 Miscellaneous	26	127
3 Dog Call	15	89
4 Sewer	4	12
5 Special Radio Check	4	10
6 Municipal Alarm	1	4
7 Special TEXT message	1	3
8 Pager Message	0	3
9 Special Pager Check	0	1
Total Log Items	85	396

DIGBY MUNICIPAL AIRPORT/DISPATCH MONTHLY REPORT
July 2024

June 5th to 7th. The Atlantic sports car club had a successful weekend at the airport. The Saturday was very wet but cleared up nicely.

July 20th Digby Fire Department put their new Utility 51 into service.

July 23rd Brighton Barton Fire Department put into service their new Utility 51 and a rescue boat. This boat is mainly for fresh water rescue. This means that we have 2 rescue boats within the Municipality. The other being located at Bear River.

July 30th Digby Fire Department Officers visited Dispatch.

Calls of note: - There were 72 medical calls and 10 structure fires in our area of operations.

July 31st. I attended the Clare fire fighter's association meeting.

The Clare fire service is going through a fire review with an expected cost of \$67,000 during the Month of July running into Aug.

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
July 2024

Call Type	Count	YTD
1 Medical Call	72	432
2 Mutual aid	52	366
3 Fire Alarm - Commercial	29	145
4 MVC	16	97
5 Grass/Bush/Forest	8	97
6 Fire Alarm - Residential	9	68
7 Other	9	58
8 Structure	10	57
9 Flood	10	52
10 MVC w/ Entrapment	9	45
11 Chimney	1	37
12 Vehicle fire	7	25
13 Electrical	0	22
14 Rescue	2	15
15 Smoke	5	13
16 CO Detector	2	9
17 Smoke no fire	0	7
18 Pole fire	0	7
19 Lift Assist	0	7
20 HAZMAT	0	6
21 Rekindle	1	5
22 Bylaw Inspection	1	3
Total Call Type	243	1,573
Log Items		
1 FD Equipment out of service	46	193
2 Miscellaneous	40	167
3 Dog Call	18	107
4 Sewer	3	15
5 Special Radio Check	0	10
6 Municipal Alarm	2	6
7 Special TEXT message	0	3
8 Pager Message	0	3
9 Special Pager Check	0	1
Total Log Items	109	505

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	\$ 165.91	\$ 481.38	22 Tng, 38 Rec, 11 Bus, 4 Gov Total = 75	51
JUL	\$ 167.36	\$ 341.36	26 Tng, 63 Rec, 2 Bus, 6 Gov Total = 97	62
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: July 01 2024 To July 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-B2024-156	1		0	Relocate	Agriculture	Markets	50.00	9,500.00
DM-B2024-158	2		0	Addition	Single Dwelling	Porch/Patio	29.60	10,000.00
DM-B2024-109	3		0	Construction	Single Dwelling	Residential - Above Ground Floo	263.60	475,000.00
DM-B2024-142	4		0	Construction	Garage/Carport/Shed	Workshop	26.10	10,000.00
DM-B2024-161	2		0	Construction	Garage/Carport/Shed	Garage	29.60	15,000.00
DM-B2024-165	4		0	Repair	Single Dwelling	House	37.00	6,000.00
DM-B2024-153	4		0	Construction	Garage/Carport/Shed	Garage	55.00	55,000.00
DM-B2024-159	2		0	Addition	Single Dwelling	House	45.60	60,000.00
DM-B2024-170	5		0	Addition	Single Dwelling	Deck	25.40	2,000.00
DM-B2024-171	2		0	Addition	Garage/Carport/Shed	Accessory Uses - Shed	20.00	2,000.00
DM-B2024-173	3		0	Construction	Single Dwelling	House	155.20	340,000.00
DM-B2024-174	3		0	Construction	Garage/Carport/Shed	Garage	77.60	150,000.00
DM-B2024-177	2		0	Construction	Single Dwelling	Deck	53.00	14,000.00
DM-B2024-178	4		0	Renovate	Single Dwelling	Residential - Above Ground Floo	225.00	100,000.00
DM-B2024-180	3		0	Construction	Garage/Carport/Shed	Accessory Uses - Garage	23.20	1,500.00
DM-B2024-175	1		0	New Use	Commercial	Commercial Use	31.00	3,000.00
DM-B2024-176	2		0	Construction	Garage/Carport/Shed	Accessory Uses - Shed	28.00	5,000.00
DM-B2024-179	1		0	Construction	Commercial	Salesroom	35.00	5,000.00
DM-B2024-169	5		0	Construction	Single Dwelling	House	115.00	45,000.00
DM-B2024-190	1		0	Construction	Single Dwelling	Cottage	80.00	80,000.00
Total			0				1,404.90	1,388,000.00

D I S T R I C T S

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

Summary of Estimated Value by District

1	97,500.00
2	106,000.00
3	966,500.00
4	171,000.00
5	47,000.00
Total	1,388,000.00

Summary of Estimated Value by Building Type

Agriculture	9,500.00
Commercial	8,000.00
Garage/Carport/Shed	238,500.00
Single Dwelling	1,132,000.00
Total	1,388,000.00

D I S T R I C T S

<i>Building Type</i>	1	2	3	4	5	Total
Agriculture	2	0	0	0	0	2
Apartments	0	0	0	0	1	1
Commercial	4	0	1	0	1	6
Garage/Carport/Shed	2	9	2	4	3	20
Institutional And	0	0	2	0	0	2
Single Dwelling	7	10	7	5	6	35
Total	15	19	12	9	11	66

Summary of Estimated Value by District

1	759,500.00
2	547,950.00
3	2,026,200.00
4	336,000.00
5	502,500.00
Total	4,172,150.00

Summary of Estimated Value by Building Type

Agriculture	54,500.00
Apartments	100,000.00
Commercial	511,000.00
Garage/Carport/Shed	346,950.00
Institutional And Governmen	194,700.00
Single Dwelling	2,965,000.00
Total	4,172,150.00

Municipality = Municipality

PERMIT APPLICATIONS

For the Month of June

<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-B2024-120	1		0	Construction	Commercial	Bed and Breakfast	64.00	48,000.00
DM-B2024-124	3		0	Renovate	Institutional And Governmental	Office	194.70	169,700.00
DM-B2024-127	5		0	Construction	Single Dwelling	Residential - Above Ground Floc	244.00	175,000.00
DM-B2024-128	2		0	Construction	Garage/Carport/Shed	Shed	24.40	6,000.00
DM-B2024-126	2		0	Addition	Garage/Carport/Shed	Shed	50.00	5,000.00
DM-B2024-014	4		0	Construction	Single Dwelling	Foundation	89.80	40,000.00
DM-B2024-137	1		0	Relocate	Single Dwelling	Moble/Mini Homes	50.00	100,000.00
DM-B2024-140	4		0	Construction	Garage/Carport/Shed	Shed	14.80	5,000.00
DM-B2024-143	5		0	Addition	Garage/Carport/Shed	Accessory Uses - Garage	20.00	3,000.00
DM-B2024-144	1		0	Construction	Garage/Carport/Shed	Accessory Uses - Garage	48.40	30,000.00
DM-B2024-145	1		1	Construction	Single Dwelling	House	140.00	200,000.00
DM-B2024-147	3		0	Repair	Institutional And Governmental	Church	75.00	25,000.00
DM-B2024-150	5		0	Addition	Single Dwelling	Deck	55.00	15,000.00
DM-B2024-155	2		0	Construction	Garage/Carport/Shed	Accessory Uses - Shed	31.60	2,250.00
Total			1				1,101.70	823,950.00

DISTRICTS

<i>Building Type</i>	1	2	3	4	5	Total
Commercial	1	0	0	0	0	1
Garage/Carport/Shed	1	3	0	1	1	6
Institutional And	0	0	2	0	0	2
Single Dwelling	2	0	0	1	2	5
Total	4	3	2	2	3	14

Summary of Estimated Value by District

1	378,000.00
2	13,250.00
3	194,700.00
4	45,000.00
5	193,000.00
Total	823,950.00

Summary of Estimated Value by Building Type

Commercial	48,000.00
Garage/Carport/Shed	51,250.00
Institutional And Governmen	194,700.00
Single Dwelling	530,000.00
Total	823,950.00

D I S T R I C T S

<i>Building Type</i>	1	2	3	4	5	Total
Agriculture	1	0	0	0	0	1
Apartments	0	0	0	0	1	1
Commercial	2	0	1	0	1	4
Garage/Carport/Shed	2	6	0	2	3	13
Institutional And	0	0	2	0	0	2
Single Dwelling	6	7	5	3	4	25
Total	11	13	8	5	9	46

Summary of Estimated Value by District

1	662,000.00
2	441,950.00
3	1,059,700.00
4	165,000.00
5	455,500.00
Total	2,784,150.00

Summary of Estimated Value by Building Type

Agriculture	45,000.00
Apartments	100,000.00
Commercial	503,000.00
Garage/Carport/Shed	108,450.00
Institutional And Governmen	194,700.00
Single Dwelling	1,833,000.00
Total	2,784,150.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For Period: June 01 2024 To June 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-B2024-021	0	Addition	Single Dwelling	Ramp	20.00	10,000.00
DB-B2024-022	0	Repair	Apartments	Apartment Building	32.00	5,000.00
DB-B2024-023	0	Construction	Commercial	Commercial Use	125.00	50,000.00
DB-B2024-024	0	New Use	Commercial	Restaurants	225.00	100,000.00
DB-B2024-025	0	Renovate	Double Dwelling	Duplex	65.00	20,000.00
DB-B2024-026	0	Repair	Single Dwelling	Deck	55.00	15,000.00
Total	0				522.00	200,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	1	1
Commercial	2	2
Double Dwelling	1	1
Single Dwelling	2	2
Total	6	6

Summary of Estimated Value by District

	200,000.00
Total	200,000.00

Summary of Estimated Value by Building Type

Apartments	5,000.00
Commercial	150,000.00
Double Dwelling	20,000.00
Single Dwelling	25,000.00
Total	200,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	3	3
Commercial	2	2
Double Dwelling	1	1
Garage/Carport/Shed	3	3
Single Dwelling	10	10
Total	19	19

Summary of Estimated Value by District

	1,878,100.00
Total	1,878,100.00

Summary of Estimated Value by Building Type

Apartments	1,605,000.00
Commercial	150,000.00
Double Dwelling	20,000.00
Garage/Carport/Shed	20,000.00
Single Dwelling	83,100.00
Total	1,878,100.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For Period: July 01 2024 To July 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>
DB-B2024-027			0	Renovate	Commercial	Commercial Use	35.00	5,000.00
DB-B2024-028			0	Renovate	Commercial	Arena	55.00	15,000.00
DB-B2024-029			0	Repair	Garage/Carport/Shed	Accessory Uses - Shed	29.50	2,500.00
DB-B2024-030			0	Repair	Single Dwelling	House	57.00	16,000.00
DB-B2024-031			0	Construction	Commercial	Fence	20.00	5,000.00
Total	5		0				196.50	43,500.00

D I S T R I C T S

<i>Building Type</i>		Total
Commercial	3	3
Garage/Carport/Shed	1	1
Single Dwelling	1	1
Total	5	5

Summary of Estimated Value by District

	43,500.00
Total	43,500.00

Summary of Estimated Value by Building Type

Commercial	25,000.00
Garage/Carport/Shed	2,500.00
Single Dwelling	16,000.00
Total	43,500.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	3	3
Commercial	5	5
Double Dwelling	1	1
Garage/Carport/Shed	4	4
Single Dwelling	11	11
Total	24	24

Summary of Estimated Value by District

	1,921,600.00
Total	1,921,600.00

Summary of Estimated Value by Building Type

Apartments	1,605,000.00
Commercial	175,000.00
Double Dwelling	20,000.00
Garage/Carport/Shed	22,500.00
Single Dwelling	99,100.00
Total	1,921,600.00

STAFF REPORT

Employee Name: **Terry Thibodeau** For the period ending; August 7 2024

Tidal Development for Digby

- FORCE issued a letter to all berth holders regarding outstanding fees owed. The letter comes at a precarious time given the financial stains that the organization is undergoing. Occurrent formerly known as Big Moon Tidal Energy is being sued by Stantec for outstanding engineering work over the years. FORCE is seeking funding from the federal and provincial governments to sustain the operation. An extension has been granted for outstanding fees. The ED will be on a tour to municipalities to describe the importance of maintaining the status of FORCE.
- The owner of the derelict wind turbine reached out and is seeking options on his dilemma regarding the decommissioning costs and who is responsible. I put the owner in touch with Redcamp Services to determine if they can safely remove the turbine.
- SOAR has received a letter of support for their project. Still waiting to see the details of this proposal.
- No updates from Nova Innovations. The last information that I received was the company was applying for an extension to have their turbine in the water before end December 2024. The turbine sits in Meteghan at the moment.

Biogas Generator

- I have prepared a detailed package for potential buyers of the generator. Included in the package are: complete financial analysis (payback, IRR, MIRR, discount rate), operational analysis (electricity, thermal and CO2 production) that the CHP unit is capable of. RETScreen analysis demonstrating GHG offset. The tax implications for a private business (small or large). The review includes the required amount of NG or propane that would be required to operate the unit.
- Follow up with leads through Efficiency NS, Saint John Energy, Evergreen, and Atlantic Concrete Association.
- I sent information through Icloud to Ste. Anne University and they want to see the specs on the generator.

Wind Development

- No issues to report on the Enercon
- 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

- No repairs or failures reported.

Climate Change

- Reviewed the requirements for the Community Solar Program
- Reached out to NSP who advised us that there is enough space on the local circuit from Digby substation to the airport to accommodate the load.
- The CSP has an open call.
- Received an unsolicited proposal from CBCL to conduct the grid confirmation and load issues.
- We were asked to submit an application to the Low Carbon Communities Fund. Upon the direction of the management team we will seek to get council support.
- We have been accepted by QUEST a nation not-for-profit organization whose mandate is to help communities in accelerating their decarbonization efforts. Kick off meeting coming up soon.
- The MODD has also been requested to participate in a Low Carbon Resiliency program that the FCM is gearing up to launch which will focus on the efforts of Digby to move towards net zero initiatives over the coming years. A request has been submitted to council for approval.

STAFF REPORT

- Participated as an advisory to Oakdene Centre request to Net Zero Atlantic for funding through a program designed at introducing new technologies for GHG reduction. Council supported the request with a letter.

-

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:

- Working with Clean Foundation to determine what our cap is for financing. Spoke with the director of finance to review the long term implications of outstanding PACE funding and the impact on cash flow for the MODD going forward into the next 5-10 years.

Energy Efficiency and Electric Vehicle Report:

- I have participated in a few workshops; ESPM (Energy Star Portfolio Manager) which takes the data that we collect from our loggers that have been installed on specific buildings for monitoring purposes.
- I Continue to undertake monitoring of the data loggers that were installed throughout the area to identify how efficient our buildings are. Ongoing
- Participated in a public consultation with Ignite Labs and Rimot Blue Energy regarding the introduction of electric vessels to the Digby port. Good turn out.
- Efficiency NS have reached out again to introduce the Roving Energy Manger Program. Working with ENS to concentrate on the information that stems from our FCM Building Monitoring Program.
- Working to create a RETScreen model for our buildings that would act as a baseline for any future funding programs that require this information.

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

Activity Report Robert Hersey June 7 - August 8, 2024

Created an invitation and program and poster for the Smith's Cove Lighthouse plaque unveiling ceremony.

Met with Cheryl Andrews, a researcher doing a book on the Alms House in Marshalltown.

Discussed archive records and materials that the municipality has regarding the farm operation.

Made arrangements with the Dept of Transportation to get final approval to install Lighthouse directional signage in Smith's Cove; Brier Island and along Lighthouse Road. Submitted a document that showed the requested locations of the signs for their approval.

Installed the lighthouse directional signs in Smiths Cove and met with Historical Society members to finalize plans for the plaque unveiling.

Started repairs to Joshue Slocum's monument in Westport. Removed loose materials and filled cracks and small crevasse. The finishing layer of concrete will be applied later.

Attended a SAIL 2 meeting to discuss immediate repairs to Peters Island Lighthouse to secure the lantern house for the coming winter. Funding applications will be filled in November to conduct restoration work for 2025. A path to the lighthouse will need to be developed and a taxi service is being arranged by a local resident in preparations for 2025.

Installed directional signs to the lighthouses on Brier Island. Assisted by an island resident.

Prepared for the Canada Day opening ceremony. Confirmed speakers and developed a script for the ceremony and collected materials for the booth. Also visited Sissiboo Landing to inspect the flagpole and determine the best location for the booth.

Attended and conducted the Canada day opening ceremony in Weymouth.

Continued the process to de-register the Municipal Registered Heritage Property in Little River, that was destroyed by fire on Boxing Day 2023. Referenced the NS Heritage Act for proper procedure and created documents for council and the land registry.

Assisted members of St Peters Anglican Church in Weymouth with a request to use a vinyl cladding product on the tower of the church. The current wood trim was replaced in 2012 and needs to be replaced due to rot. This product would be used as part of the trim on the upper part of the steeple and would not be noticeable to the naked eye from the ground. Other options are also being considered. Contacted Kevin Barrett, Provincial Heritage Coordinator, to determine if this material can be used in this situation. He indicated, as the

vinyl material is high up and not clearly visible that it could be applied in this situation. The province would, however, not contribute to the cost to purchase the product.

Assisted members of the Zion United church in sandy Cove with their request to use an alternative wood product on the church steeple. This product is a solid wood cladding, pre-stained material. Installed with no painting required. This is a new material on the market that has been used for many years in other counties. Kevin Barrett was agreeable to using this wood product. The province would also contribute to the purchase of this product.

Met with Les Coleman, web developer for the Municipal Venture group serving municipalities with website development and maintenance. Our current website operating platform will need to be upgraded to a new version that will provide better security and operation. This redevelopment is a free service as a member of the venture group. We will be looking at other municipal websites in the region to determine layout design and ease of access for the public.

Collected materials for the Municipal Heritage Plaque Unveiling Ceremony at the Smith's Cove Lighthouse and Park. Conducted MC duties and assisted members of the Smith's Cove Historical Society with set up. The event was well attended and a very positive community event.

Took part in a Team Meeting online with Les Coleman and Tayler Robinson. This meeting was to start the redevelopment of the new municipal website. We looked at other websites to determine the best type of layout design to use for the new site.

The two Alms House memorial gravesites need direction road signage installed. Created a map and image document for the Dept. of Transportation, for location approval. No response from the Dept. to date.

Started preparations for a Art Bank reception. The reception will recognize the artist that have contributed to the art bank and an opportunity to showcase the recent renovations at the municipal office and how the art work is displayed to the public.

August 13, 2024

Acacia Valley Trail

The Nature Trust's celebration of the Goodwin's land donation was on June 22 and had a wonderful turnout, with the 10am hike fully booked, a full house at the meet and greet and another 3:00pm hike. I meet with Liv and Ricky from the nature trust while they were in town to talk about getting a LOA in place between them and the Acacia Valley Trails Society. Liam and I sprayed wasp nest there was a complaint about on the first wooden structure along the river.

Balancing Rock

Lloyd Longmire came and replaced all rotten/concerning stairs, replaced a missing railing a tree fell on and secured any railings that required it, he also shingled all the steps as they tend to get slippery which will add traction and safety for trail users. He also fixed the access road which will now allow machinery to the back portion of the trail. Finally, he used class A to fill some of the washouts on the trail and cover exposed roots that were a potential trip hazard. Spoke to Lloyd about fixing the remaining washouts on trail and he should start around the 2nd week of August. I also spoke with Nick Foote in regards to the interpretive panels being on the ground, he will be remounting them and reprinting the missing sign.

Big Meadow Bog

The funding of \$10,000 from The Southwest Nova Biosphere was sent to the Brier Islands Trail Committee for them to put towards their maintenance program. I am planning to have a tour of the trail with Jacqueline and members of the trail committee at the end of the month.

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 will be 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. Paul started this project on July 16th. I attended an ATV club meeting to met the members. I added two stop signs at the intersection of the railbed and clam shell road and replaced a missing stop sign just after Joggin bridge. I also went on a railbed inspection with the ATV club and DNR to discuss priorities of the railbed maintenance. I met with Trever Sabean on July 24th to see about him doing work to the washouts on the railbed at Hogan Road, he is putting together a quote to have an 18" culvert installed, 3 new off takes, ditching as well as repairing the washouts that expand approx. 300 meters west of the railbed.

Haines Lake

I met with DARC to go over anything that needs to be completed before opening day on June 19. Tyler Handspiker finished the waterfront project by sloping the bank and making a nice accessible beach area. We fully roped off the area to keep people off the

grass until it is well established. Unfortunately, the heavy rains washed out sections of the beach area so Tyler brought a load of topsoil to fix areas of the beach on July 16th. I brought back firewood from Larry Goodwin for bonfires as they were getting low.

Sandy Cove

Sandy Coves beach sweep was post phoned to a later date due to rain.

Van Tassel Lake

I whipper snipped the parking lot, Kopit cove, the look off, cascades and Crawford Road (x2). I also meet with Mark to give him his approved cheque for the operational expenses for community trails grant. Liam and I helped the Van Tassel Lake Trails Committee volunteers add class A to the lower portion of the cascade trail. I sprayed a hornet's nest at the nature observatory.

Bear Cove

I brushed the whole trail and whipper snipped around the sign in the parking lot. I will be meeting with Helen on Friday August 9th.

Point Prim Lighthouse

They were approved for the operational expenses for community trails grant and received their cheque.

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 whipper snipped the trail to Falcons roost (x2) as the grass was quite long and brushed back the sides of the trail where it was very narrow.

Promo and other

I completed ICS-200