



**Committee of the Whole Minutes
Council Chambers
September 10, 2024**

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

REGRETS: None

CALL TO ORDER: Warden Gregory called the September 10, 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

- Addition 4. BUSINESS ITEMS 4.4 Aerial Spraying
- Deletion under 6. IN CAMERA 6.1 Personnel

MOTION #COTW2024-09-10-01

It was regularly moved and seconded that the agenda for September 10, 2024, be approved as amended.

MOTION CARRIED

2.2 Presentation/Delegation: None

2.3 Approval of Minutes of August 13, 2024

MOTION #COTW2024-09-10-02

It was regularly moved and seconded that the minutes of August 13, 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) Trail Coordinator
- iii) Airport/Dispatch
- iv) Building Inspection
- v) Heritage Coordinator
- vi) Renewable Energy & Climate Change Coordinator

Warden Gregory noted that Kenny Carter will certainly be missed and wish him nothing but the best in his new position at Digby Area Recreation Commission.

MOTION #COTW2024-09-10-03

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

MOTION CARRIED

3. DANGEROUS AND UNSIGHTLY PREMISES: None

4. BUSINESS ITEMS

4.1 JCP Fire District Concern

CAO Sunderland explained that a Building Inspector spoke to the property manager at Johnston Christian Park (JCP) in regards to concerns with their fire district and it was suggested that they write a letter to Council. In the meantime, it was discovered that there is already a default agreement with mutual aid between Digby and Brighton-Barton Fire Departments; it was agreed to extend the agreement to North and South Range which will resolve the concerns with distances and anticipated response times. Council praised the fire departments and mutual aid for their quick solution on the matter.

MOTION #COTW2024-09-10-04

It was regularly moved and seconded to recommend to Council to write a response letter to Bob Howell to outline the changes in the area with mutual aid.

MOTION CARRIED

4.2 Friends of Feral Request

Council reviewed the request for \$50,000 to help build a cat rescue shelter. It was agreed that more information is needed and directed staff to arrange a presentation with the organization.

4.3 Fee for Short-Term Accommodations Letter

Councillor Tudor shared his concerns for staff using too much of their time to write short-term accommodations letters and suggested charging a fee. CAO Sunderland explained that staff was worried at first but staff have come up with a streamlined system for the letters which makes the process as efficient as possible. CAO Sunderland will continue to update Council accordingly.

4.4 Aerial Spraying

Councillor Thurber stated that she has been hearing many concerns from residents regarding the aerial spraying happening in the area. Council discussed the matter and agreed to write a letter to Department of Environment outlining their concerns.

MOTION #COTW2024-09-10-05

It was regularly moved and seconded to recommend to Council to write a letter to the Department of Environment to outline concerns regarding the unsafe practice of aerial spraying.

MOTION CARRIED

5. CORRESPONDENCE/INFORMATION ITEMS

5.1 Richard Ellis Golf Tournament – Thank You

Reviewed and noted.

6. IN CAMERA ITEMS: None

7. ADJOURNMENT

MOTION #COTW2024-09-10-06

It was regularly moved and seconded that the meeting adjourn at 5:30pm.

MOTION CARRIED

Warden Linda Gregory

Jeff Sunderland, Chief Administrative Officer

Chief Administrative Officer Report

Meeting Date	<i>September 10, 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 September 5, 2024)

Date & Time	Meeting/ Event	Who Attends	Location
September 17 th	NO MEETING		
September 24 th @ 5pm	Council	All Council	Council Chambers
October 1 st @ 5pm	By-law & Policy	All Council	Council Chambers
October 8 th @ 5pm	COTW	All Council	Council Chambers
October 15 th	NO MEETING		
October 22 nd @ 5pm	Council	All Council	Council Chambers
October 29 th	NO MEETING		

Updates from Previous COTW Meetings Action Items

Aug 13th COTW	All action items from this meeting have been addressed or forwarded to the September 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. All short term accommodation providers are supposed to be registered with the Province under this new system by September 30, 2024. **We have developed an internal system to provide the required letters and so far have provided about 20 letters.**

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

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. 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 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. NO UPDATE

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: August 8 – September 5

- ✓ Participated in following meetings: Housing Working Group, Meeting, Housing for health care professionals (MLA) – numerous, election planning, Weymouth Fire Department,
- ✓ Participated in following Zoom Meetings: Short-term rentals regulations (numerous),
- ✓ Hosted Candidates session
- ✓ Participated in Tax Bill Folding

DEPARTMENT REPORTS

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

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

Manager of Municipal Services Report

DATE	September 10, 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 Waste Check meeting.
- Attended Planning Advisory Committee meetings.
- Attended meetings and have regular communication with the architects and contractor concerning the municipal office renovations.
- Attended regional AMA meeting.
- Organized and attended the Public Consultation for the Conway MPS and LUB proposed changes.
- Attended meeting with the newest PAC community member to give him the background on the committee and our land-use documents.
- Attended meeting with the Warden and a resident concerning Kings Transit.
- Attended video meeting with the province about short-term rentals.
- Drafted revisions to the Public Participation Policy.
- 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.
- There were four complaint calls in August. Two concerned dogs barking, one concerned a dog running loose, and one concerned a fierce/dangerous dog with the result that the dog was impounded and euthanized.

Airport

- Have regular meetings with Bruce Snell.
- Dispatcher Kenny Carter has tendered his resignation. We are currently holding an internal hiring process to replace him.

Manager of Corporate Services Report

Submitted by: Cora Lee Ross

August 8, 2024 to September 3, 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 was August 15 to make payment or set up a payment arrangement to avoid the Title Search fee of \$396.
- Title Search fees were added the remaining properties.
- There are currently 62 properties remaining on the tax sale.
- Formal tax sale notices will be sent mid-November.

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 July income and expense statement reported 50% of revenues received, and 35% 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 budget was passed by Council on June 25, 2024.

Miscellaneous:

- Continue to work with various Fire Departments re: Loans/Reserves.
- Completed the SOE-A and SOE-B for the Province.
- Working with Municipal Advisor and CAO regarding the use of the Safe Restart Funds.
- Helped organize a staff BBQ in August.

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 TIR meeting.
 - Misc internal meetings.
 - Met with representatives from the Weymouth Fire Dept and the CAO.
 - Attended an Alert Ready Zoom session.
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Municipality = Municipality

PERMIT APPLICATIONS

For the Month of August

<i>Number</i>	<i>District</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-B2024-192	5	0	Addition	Single Dwelling	Deck	45.00	10,000.00
DM-B2024-193	4	0	Repair	Single Dwelling	Deck	61.00	18,000.00
DM-B2024-194	4	0	Repair	Single Dwelling	House	45.00	10,000.00
DM-B2024-195	2	0	Repair	Single Dwelling	House	27.00	1,500.00
DM-B2024-196	1	0	Addition	Single Dwelling	Car Port	38.80	15,000.00
DM-B2024-197	3	0	Renovate	Single Dwelling	Accessory Uses - Other	41.00	8,000.00
DM-B2024-199	5	0	Addition	Single Dwelling	House	50.00	10,000.00
DM-B2024-201	5	0	Addition	Garage/Carport/Shed	Barn	20.00	2,000.00
DM-B2024-203	2	0	Repair	Single Dwelling	House	31.00	3,000.00
DM-B2024-208	1	0	Construction	Commercial	Warehousing	210.00	100,000.00
DM-B2024-209	1	0	Repair	Single Dwelling	House	47.00	11,000.00
DM-B2024-141	2	0	Construction	Park/Recreational	Camp	20.20	20,000.00
DM-B2024-213	1	0	Construction	Garage/Carport/Shed	Garage	90.00	30,000.00
DM-B2024-214	5	0	Construction	Garage/Carport/Shed	Shed	13.20	2,500.00
DM-B2024-210	4	0	Construction	Commercial	Cottage	37.90	20,000.00
DM-B2024-211	4	0	Construction	Commercial	Cottage	37.90	20,000.00
DM-B2024-212	4	0	Construction	Commercial	Cottage	37.90	20,000.00
DM-B2024-215	5	0	New Use	Commercial	Commercial Use	125.00	50,000.00
DM-B2024-222	3	0	Construction	Garage/Carport/Shed	Accessory Uses - Shed	19.60	8,000.00
DM-B2024-223	1	0	Addition	Garage/Carport/Shed	Accessory Uses - Other	19.00	1,000.00
DM-B2024-225	3	0	Repair	Single Dwelling	House	49.00	12,000.00
DM-B2024-226	1	0	Renovate	Single Dwelling	Porch/Patio	45.00	10,000.00
DM-B2024-227	3	0	Renovate	Single Dwelling	Porch/Patio	35.00	5,000.00
DM-B2024-234	5	0	Addition	Single Dwelling	House	39.20	8,000.00
DM-B2024-237	3	0	Construction	Garage/Carport/Shed	Accessory Uses - Shed	21.20	4,000.00
DM-B2024-236	2	0	Construction	Single Dwelling	Cottage	42.50	10,000.00
DM-B2024-238	5	0	Repair	Single Dwelling	Deck	34.05	1,500.00

PERMIT APPLICATIONS

For the Month of August

<i>Number</i>	<i>District</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-B2024-239	1	0	Addition	Single Dwelling	House	14.00	1,500.00
DM-B2024-241	3	0	Relocate	Single Dwelling	Cottage	30.00	32,500.00
Total	29	0				1,326.45	444,500.00

D I S T R I C T S

<i>Building Type</i>	1	2	3	4	5	Total
Commercial	1	0	0	3	1	5
Garage/Carport/Shed	2	0	2	0	2	6
Park/Recreational	0	1	0	0	0	1
Single Dwelling	4	3	4	2	4	17
Total	7	4	6	5	7	29

Summary of Estimated Value by District

1	168,500.00
2	34,500.00
3	69,500.00
4	88,000.00
5	84,000.00
Total	444,500.00

Summary of Estimated Value by Building Type

Commercial	210,000.00
Garage/Carport/Shed	47,500.00
Park/Recreational	20,000.00
Single Dwelling	167,000.00
Total	444,500.00

DISTRICTS

Building Type	1	2	3	4	5	Total
Agriculture	2	0	0	0	0	2
Apartments	0	0	0	0	1	1
Commercial	5	0	1	3	2	11
Garage/Carport/Shed	4	9	4	4	5	26
Institutional And	0	0	2	0	0	2
Park/Recreational	0	1	0	0	0	1
Single Dwelling	11	13	11	7	10	52
Total	22	23	18	14	18	95

Summary of Estimated Value by District

1	928,000.00
2	582,450.00
3	2,095,700.00
4	424,000.00
5	586,500.00
Total	4,616,650.00

Summary of Estimated Value by Building Type

Agriculture	54,500.00
Apartments	100,000.00
Commercial	721,000.00
Garage/Carport/Shed	394,450.00
Institutional And Governmen	194,700.00
Park/Recreational	20,000.00
Single Dwelling	3,132,000.00
Total	4,616,650.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For the Month of August

<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-B2024-032			0	Renovate	Single Dwelling	House	55.00	15,000.00
DB-B2024-033			0	Repair	Commercial	Restaurants	27.00	1,000.00
DB-B2024-034			0	Construction	Garage/Carport/Shed	Shed	19.60	5,000.00
DB-B2024-035			0	Construction	Garage/Carport/Shed	Garage	55.00	40,000.00
DB-B2024-036			0	Addition	Single Dwelling	Porch/Patio	20.00	1,000.00
Total			0				176.60	62,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Commercial	1	1
Garage/Carport/Shed	2	2
Single Dwelling	2	2
Total	5	5

Summary of Estimated Value by District

	62,000.00
Total	62,000.00

Summary of Estimated Value by Building Type

Commercial	1,000.00
Garage/Carport/Shed	45,000.00
Single Dwelling	16,000.00
Total	62,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	3	3
Commercial	6	6
Double Dwelling	1	1
Garage/Carport/Shed	6	6
Single Dwelling	13	13
Total	29	29

Summary of Estimated Value by District

	1,983,600.00
Total	1,983,600.00

Summary of Estimated Value by Building Type

Apartments	1,605,000.00
Commercial	176,000.00
Double Dwelling	20,000.00
Garage/Carport/Shed	67,500.00
Single Dwelling	115,100.00
Total	1,983,600.00

DIGBY MUNICIPAL AIRPORT/DISPATCH MONTHLY REPORT
Aug 2024

We had two visits from Westport Junior fire fighters this Month. They enjoyed the experience and gained a great deal of knowledge in our operations.

On Aug 30th there was a large search and rescue operation in St Mary's Bay. 8 boats from Fire Departments were involved from West Pubnico to Canning. The fire departments from our area were Brighton Barton, Bear River, Digby, Digby Neck, Plympton, Weymouth and Westport. The on-scene Chief was Adam Levings from Brighton Barton. They were supported by Digby REMO. The operation started on Fri, Aug 30th, 6:48pm and involved assets from the Fire departments until Sat, Aug 31st at 8:53 am.

Calls of note: - There were 65 medical calls, 40 alarm calls and 11 structure fires in our area of operations.

Aug 12th, I attended the NS Guard meeting with the Fire departments. The aim of the meeting was to get feedback from Fire Departments on the NS Guard and an overview on what the Guard was.

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

	Count	YTD
Call Type		
1 Medical Call	65	497
2 Mutual aid	65	431
3 Fire Alarm - Commercial	29	174
4 MVC	14	111
5 Grass/Bush/Forest	9	106
6 Fire Alarm - Residential	13	81
7 Structure	11	68
8 Other	6	64
9 MVC w/ Entrapment	9	54
10 Flood	2	54
11 Chimney	0	37
12 Vehicle fire	11	36
13 Electrical	0	22
14 Rescue	5	20
15 Smoke	2	15
16 CO Detector	1	10
17 Lift Assist	2	9
18 Smoke no fire	0	7
19 HAZMAT	1	7
20 Pole fire	0	7
21 Rekindle	0	5
22 Bylaw Inspection	1	4
23 Phone Crash Alert	2	2
24 Boat on Fire	1	1
25 Appliance Fire	1	1
Total Call Type	250	1,823
Log Items		
1 FD Equipment out of service	57	250
2 Miscellaneous	24	191
3 Dog Call	9	116
4 Sewer	3	18
5 Municipal Alarm	5	11
6 Special Radio Check	0	10
7 Special TEXT message	0	3
8 Pager Message	0	3
9 Special Pager Check	0	1
Total Log Items	98	603

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	\$ 231.15	\$ 246.14	14 Tng, 41 Rec, 15 Bus, 12 Gov, 3 Tou, Total = 85	59
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 August 8, 2024 – September 5, 2024 Robert Hersey

Created information panels for the three lighthouses on Brier Island. These panels will be temporarily mounted on two of the lighthouses and Peters Island panel will be installed at the visitor platform on Water Street. These panels tell the story of the history and evolution of the lighthouses.

Continued to develop the September issue of the Coastline. Finalize articles and images. Proofed materials.

Conducted repairs to the Slocum monument on Brier Island. Resurfaced the top portion of the monument with concrete. *(The monument was repaired by municipal staff in 2005 as there are not members of the Slocum Society living on the islands.)*

Conducted a complete back-up of computer files to a portable hard drive. This procedure is done annually.

Consulted with Trustees of the Zion United Church in Sandy Cove, regarding using a new cladding material now available in the area. The product is a solid wood board; treated and colour stained. The material has a very high durability and is supported under the Provincial Heritage Grant Programs as an exterior replacement.

Created a up-date report for the SAIL 2 Committee. Requested that Open Space Coordinator, Candace Levings and other municipal staff visit Peters Island lighthouse to see firsthand the trail from the beach to the light and check the lighthouse lantern house to see what needs to be repair.

Continued to research other municipal websites to determine what options could be incorporated into the new municipal website. Viewed Richmond, Amherst and Yarmouth counties websites.

Week – Vacation

Continued to finalize the September issue of the Coastline. Conducted final edits and proofing the issue; preparing it for the publisher.

Created a draft letter for the SAIL 2 Committee that will be sent to MP Chris d'Entremont and the NS Nature Trust. This letter requests their support in writing, for the conservation work to be conducted on Peters Island. These letters will be part of the application for funding from Parks Canada to conduct the conservation of the lighthouse in 2025.

Contacted NS Dept. of Transportation, Road Sign Manager, Brian Storrie, to obtain permission to install location signage for the Marshalltown Alms House memorial sites. Mr.

Storrie suggested municipal staff, contact the Digby Shed Manager, Todd Amirault as well to confirm with him the location of the signage.

Met with members of the Sandy Cove Conservatory Group who are organizing the conservation work to be conducted on the Sandy Cove Baptist Church. Municipal staff explained the funding options and the best practice guidelines to follow when conducting conservation work and the application process.

Completed the resurfacing repair of the Slocum Monument in Westport.

Finalized the information panels for the three Brier Island lighthouses. Made suggested changes to the text and adjusted graphic features to present the information better.

STAFF REPORT

Employee Name: **Terry Thibodeau** For the period ending: September 6 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. **FOOTNOTE:** Occurrent has declared bankruptcy and withdrawing from tidal development in Nova Scotia.
- 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. No new activity.
- Due to the fact that Nova is unable to secure a suitable vessel to deploy their turbine a request for an extension to DNRR to have their turbine in the water before end December 2024. This also implies the fisheries act extension. 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.
- Preparing for a visit by a group from NB to visit the generator for an installation at a landfill site.
- Working with staff from Efficiency NS who are actively finding a suitable home for our generator.

Wind Development

- I met with the Enercon team who were in town to visit the turbine as part of a customer relations follow up. 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

- Received a call regarding a string of lights not coming on Ft. Point Rd. A call to the NSP scoping team has been sent.

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 completed and information exchange underway. An interim report to come.

STAFF REPORT

- 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.
- Visit by the hired consultant 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:

- **No meetings over the summer.**

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. Rack cards placed in the tax bill mail outs.

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. Follow up with the organizers.
- 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. We are signed up for the 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. Received information from the University of Calgary regarding the Project Report entitled Transition to Hydrogen Fuel Cell Fishing Vessels in Digby, Nova Scotia submitted by Talia Grunow,

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 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

September 13, 2024

Balancing Rock

On August 14th Lloyd used class A to fill the washouts on the trail and cover exposed roots that were a potential trip hazard. He is having another load of class A delivered and will finish in the next week or two. On August 9th Nick Foote repaired and installed 3 interpretive panels that came unglued from the mount. On August 22 I met with Jill Balsler and Minister MacMaster to hike the trail. On August 21, I checked the trail counter which had stopped working due to spider web, trail counter was replaced on August 27th.

Digby Railbed Trail

Timothy Barr submitted a quote to have 4 exposed culverts along the railbed fixed. I cut a tree that was down across the road near Highway 217 entrance of railbed, this was due to beaver damage.

Haines Lake

I brought back a second green bin on August 20th, 2024 as per Debbie's Request. I had John Chilsom look at the large building and he is going to put together a quote to have it scrapped and repainted next year. I cut a tree that was hanging on a communication wire along the driveway.

Van Tassel Lake

Volunteers transported gravel to lower cascades trail on August 13th. I whipper snipped the parking lot, cascades, kopit cove, the look off and pruned the overgrown part of lower foundations.

Bear Cove

I met with Helen on August 21 to discuss her vision for the trail. She would like to see some trail work done, broken wood culverts replaced, interpretive panels and an approaching sign at the beginning of Bear Cove Road. We are planning a volunteer maintenance day. I whipper snipped the trail as well.

Boar's Head Lighthouse

I whipper snipped the Althouse Trail to the lookoff as well as to the lighthouse on August 21.

Gulliver's Cove

Society has been reinstated on registry of joint stocks. We are planning a volunteer trail maintenance day.

Promo and other

I submitted the final report for the Youth Employment Program (funding for Liam's employment) which was approved on August 26th. A payment of \$3,500 will be paid to the Municipality in 10-12 weeks.