



**Committee of the Whole Minutes
Council Chambers
November 12, 2024**

- 1. IN ATTENDANCE:** Warden Linda Gregory, Deputy Warden Matthew Ross, Councillor Peter Scherer, and Councillor Joan Ross

STAFF PRESENT: Jeff Sunderland, Chief Administrative Officer and Taylor Robinson, Executive Assistant, who took the minutes of the meeting

ALSO PRESENT: Cathy Barr, Building Inspector and two members of the public

REGRETS: Tyler Pulley, Manager of Municipal Services and Cora Lee Ross, Manager of Corporate Services

CALL TO ORDER: Warden Gregory called the November 12, 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 #COTW2024-11-12-01

It was regularly moved and seconded that the agenda for November 12, 2024 be approved as circulated.

MOTION CARRIED

2.2 Presentation/Delegation: None

2.3 Approval of Minutes of October 8, 2024

MOTION #COTW2024-11-12-02

It was regularly moved and seconded that the minutes of October 8, 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) Deputy CAO
 - ii) Manager of Corporate Services
 - iii) Trail Coordinator
 - iv) Municipal Program Development Coordinator
 - v) Airport/Dispatch
 - vi) Building Inspection
 - vii) Renewable Energy & Climate Change Coordinator

MOTION #COTW2024-11-12-03

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

MOTION CARRIED

3. DANGEROUS AND UNSIGHTLY PREMISES

3.1 904 Riverview Rd, Bear River

MOTION #COTW2024-11-12-04

It was regularly moved and seconded that Cathy Barr, the administrator for dangerous and unsightly premises come before Council to present the details for 904 Riverview Road.

MOTION CARRIED

Ms. Barr explained that the abandoned dwelling at 904 Riverview Road is in tremendous disrepair and any extreme weather will cause dangerous conditions. Major concerns are holes in the roof, the back portion of the small roof is collapsing, and the back wall of the house is bowing in which has created unsafe conditions for the surrounding residences. To fix the dwelling would be unfeasible. It was noted that the legal owners of the property are deceased and the interest third party has also been contacted. It was requested that Council approve an order for demolition of the dwelling within 50 days. Council asked Ms. Barr some questions and decided to approve the demolition order.

MOTION #COTW2024-11-12-05

It was regularly moved and seconded that Council approve an order to demolish 904 Riverview Road, Bear River within 50 days.

MOTION CARRIED

4. BUSINESS ITEMS

4.1 Committees & Boards Confirmation

Council reviewed the list of committees and boards.

4.2 Digby Neck and Islands Food Bank Community Grant Request

Council reviewed and discussed the request for the Digby Neck and Islands Food Bank. CAO Sunderland noted that there is \$16,945 left in the Community Grant Funds. Due to the balance that is left for the remainder of the fiscal year, Council agreed to approve a portion of the grant request.

MOTION #COTW2024-11-12-06

It was regularly moved and seconded to recommend to Council to approve the community grant request for the Digby Neck and Islands Food Bank in the amount of \$3,500.

MOTION CARRIED

4.3 Tax Sale – Deputy Warden Ross

Deputy Warden Ross explained that he was approached by a constituent regarding concerns with the tender process for tax sale. CAO Sunderland explained that the Municipality of Digby organized in-person tax sales prior to covid, but due to Nova Scotia Health measures, they had to switch to tax sale via tenders. It was mentioned that staff favor the tender process as it is efficient to administer. Council decided to leave tax sale status-quo.

5. CORRESPONDENCE/INFORMATION ITEMS: None

6. IN CAMERA ITEMS: None

7. ADJOURNMENT

MOTION #COTW2024-11-12-07

It was regularly moved and seconded that the meeting adjourn at 5:45pm.

MOTION CARRIED

Warden Linda Gregory

Jeff Sunderland, Chief Administrative Officer

Chief Administrative Officer Report

Meeting Date	<i>November 12, 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 November 7, 2024)

Date & Time	Meeting/ Event	Who Attends	Location
November 12 th @ 5pm @ 6pm	COTW By-law & Policy	All Council	Council Chambers
November 19 th @ 5pm	Council	All Council	Council Chambers
November 26 th	NO MEETING		
December 3 rd @ 5pm	By-law & Policy	All Council	Council Chambers
December 10 th @ 5pm @ 6pm	COTW Audit Committee	All Council	Council Chambers
December 17 th	NO MEETING		
December 24 th	NO MEETING		
December 31 st	NO MEETING		
January 7 th	NO MEETING		

Updates from Previous COTW Meetings Action Items

October 8th COTW	All action items from this meeting have been addressed or forwarded to the October Council meeting.
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CAO UPDATE

Digby Marketing & Promotion Levy –There will be no more updates on this file

RCMP Complement Review - There will be no more updates on this file

Asset Management – There will be no more updates on this file

Coastal Protection - 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.

The Province is preparing a draft by-law for Coastal Protection and NSFM has hired a coastal protection coordinator.

Fire Service Review – The letter to fire chiefs notifying them we are starting the inventory work went out the first week of November. This work will begin immediately and we are aiming to have to complete by March 31, 2025.

Strategic Planning – We have engaged Gordon MacIntosh to host our strategic planning session. The session will be held February 20 & 21. More details to follow.

Equity and Anti Racism Act – Deputy CAO will be providing an overview of this required work at the December 3rd By-law and Policy Meeting.

Accessibility Act – Manager of Municipal Service has formed the committee with the Town of Digby, DARC, and the Villages of Weymouth, Freeport, Tiverton and Westport. 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 – There will be no more updates on this file

Cell Coverage - 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
- ✓ Numerous Election meetings with the Returning Officer

- ✓ Served as Auditor for Town of Digby election

Other Meeting/Activities/Events: October 3 – November 7

- ✓ Participated in following meetings: Railbed Repairs (DNRR/Province), MLA, TIR and Warden – various road issues, orientation planning,
- ✓ Participated in following Zoom Meetings: Kings Transit CAO committee, AMA Board Meeting,
- ✓ Training: Attended 3hr REMO training session
- ✓ Held initial orientation session with 2 new Councillors
- ✓ Held Swearing in Ceremony

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.

Deputy CAO Report

DATE	November 5, 2024
SUBMITTED TO	Jeff Sunderland, CAO
CARBON COPIES	Taylor Robinson, Executive Assistant
SUBMITTED BY	Tyler Pulley, Deputy CAO

Miscellaneous

- Attended COTW, Swearing-In Ceremony, and Council Meetings.
- Attended management meetings.
- Held a Pension Information Session for all staff including DARC.
- Attended an Accessibility Audit of the Weymouth Library.
- Met with our Trails Coordinator to transfer the lighthouse file to her.
- Organized and attended a Public Hearing for the Conway Area MPS and LUB amendments. Sent the final documents to the province for approval.
- Met with Andrew Theriault who is the new community member of the Planning Advisory Committee.
- Working with Executive Assistant Taylor Robinson on Accessibility and the Equity and Anti-Racism Plan.
- Drafted the Council Code of Conduct Policy.
- Attended new Councillor orientation.
- Attended REMO training.
- The Conway sidewalk paving has been completed. We were able to pave the entire sidewalk. We will be working with the Town Public Works to address any issues and to level out the sides of the sidewalk.
- The office renovations have been completed and the public washroom is now open. One meeting room is now available and the second one will be as soon as we receive the table and chairs. I will be having a debrief meeting with the architects next week to discuss how both phases went.
- Have regular meetings with Program Coordinator Rob Hersey.

Building Department

- Have regular conversations with our Building Inspectors and our Planner Chris Millier to discuss files.
- A Fire Order we issued in the Town has been appealed to the UARB. I am working with our Fire Inspector and our lawyer on the file.

Public Works

- Meet with Public Works Foreman 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.
- Our 5-year collection contract with Digby Salvage ends on March 31, 2025. In the New Year I will start my review of the contract and tender documents.

Dog Control

- Have regular conversations with Dog Control Officer Scott Cromwell.
- There were six complaint calls in October. All six concerned dogs running loose.

Airport

- Have regular meetings with Dispatch Supervisor Bruce Snell.
- Bruce has started his fire department inventory work. He continues to be the Dispatch Supervisor and to take a reduced amount of dispatch shifts.
- We received one bid for the airport flooring. This is for approximately 450 square feet of flooring upstairs at the airport. The bid was from SPW Carpentry in the amount of \$7,875.00. They have been awarded the work.

Manager of Corporate Services Report

Submitted by: Cora Lee Ross

October 4, 2024 to November 5, 2024

Tax Sale:

Tax Sale Update provided by Nicole Robbins, Tax Administrator:

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 60 properties remaining on the tax sale.
- Formal tax sale notices will be sent mid-November.

Administration Department:

- October the Admin department was playing catchup from September and working on the overflow of people who didn't make it in during September. The Department is now resuming to a regular pace.
- The department has been assisting taxpayers with various grant applications and various inquiries.

Municipal Audit:

- The 23/24 Municipal audit is complete. The Non-Consolidated Statements have been received.
- The Municipal Consolidated Statements were passed by Council on July 23, 2024.

Operating Budget:

- The September income and expense statement reported 91% of revenues received, and 45% 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 is 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.
- Working with Municipal Advisor and CAO regarding the use of the Safe Restart Funds.
- Submitted an updated SSGF Report to the Province.

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 and Council meetings; and as well, the Council Swearing in Ceremony.
 - As part of the Management team, participated in the internal Council Orientation Session for the newly elected Council members.
 - Misc internal meetings.
 - Attended a REMO training session.
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DIGBY MUNICIPAL AIRPORT/DISPATCH MONTHLY REPORT
Oct 2024

Oct 1st the fire extinguishers throughout the airport were checked.

Oct 5th, we had a visit by Canadian Boarder services. All went well.

Oct 10th Weymouth Chief Roy Mullen stood down. D/Chief Lester Moulton is acting Chief until the next elections.

Oct 10th the wind speed indicator failed. This instrument allows the airport operator to give aircraft accurate wind speed and directions. This was repaired on Oct 24th.

Oct 11th DNRR used the downstairs boardroom for an ATV course.

Oct 22nd Pierce, Bentley Paulette and I attended the Trunk Mobile Radio (TMR) forum. This was very informative and allowed us to network with other users of the system. Good information was passed on about the new encryption system.

Oct 27th The Digby trails association used the downstairs board room.

Oct 30th the surveyors were out at the airport to carry out work for the refueling area.

Calls of note, 66 medical calls 18 Motor Veh Collisions (MVC's) 4 of which had entrapment.

Respectfully Submitted,



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

Call Type and Log Item Counts

ALL

October 2024

	Count	YTD
Call Type		
1 Medical Call	66	626
2 Mutual aid	25	502
3 Fire Alarm - Commercial	21	214
4 MVC	14	136
5 Grass/Bush/Forest	5	117
6 Fire Alarm - Residential	11	99
7 Other	5	81
8 Structure	3	76
9 MVC w/ Entrapment	4	61
10 Flood	0	54
11 Vehicle fire	3	41
12 Chimney	1	39
13 Electrical	3	25
14 Rescue	2	24
15 Smoke	5	22
16 Lift Assist	0	13
17 Phone Crash Alert	4	12
18 CO Detector	1	11
19 Pole fire	2	10
20 Smoke no fire	0	7
21 HAZMAT	0	7
22 Rekindle	0	5
23 Bylaw Inspection	0	4
24 Boat on Fire	0	4
25 Appliance Fire	0	2
Total Call Type	175	2,192
Log Items		
1 FD Equipment out of service	53	355
2 Miscellaneous	10	218
3 Dog Call	13	150
4 Sewer	0	19
5 Special Radio Check	6	17
6 Municipal Alarm	0	12
7 Special TEXT message	0	5
8 Pager Message	0	3
9 Special Pager Check	1	2
10 Ferry Breakdown	0	1
Total Log Items	83	782

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	\$ 1,066.80	\$ 235.64	37 Tng, 52 Rec, 11 Bus, 30 Gov, 3 Tou, Total = 133	124
OCT	\$ 391.00	\$ 160.66	8 Tng, 33 Rec, 10 Bus, 10 Gov, 2 Tou, Total = 63	70
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 the Month of October

<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-B2024-276	2		0	Relocate	Garage/Carport/Shed	Shed	50.00	3,700.00
DM-B2024-281	3		0	Repair	Single Dwelling	House	35.00	5,000.00
DM-B2024-285	1		0	Construction	Garage/Carport/Shed	Residential Accessory Use	87.60	220,000.00
DM-B2024-289	4		0	Construction	Garage/Carport/Shed	Shed	29.20	10,000.00
DM-B2024-287	3		0	Construction	Garage/Carport/Shed	Shed	36.00	1,500.00
DM-B2024-288	3		0	Construction	Single Dwelling	Cottage	68.00	3,500.00
DM-B2024-292	4		0	Renovate	Single Dwelling	House	185.00	80,000.00
DM-B2024-294	3		0	Renovate	Double Dwelling	Apartment Building	325.00	150,000.00
DM-B2024-297	5		0	Construction	Double Dwelling	Duplex	323.20	300,000.00
DM-B2024-298	5		0	Addition	Single Dwelling	House	48.80	12,500.00
DM-B2024-299	2		0	Construction	Garage/Carport/Shed	Shed	14.00	1,000.00
DM-B2024-300	3		0	New Use	Garage/Carport/Shed	Accessory Uses - Shed	24.60	5,000.00
DM-B2024-293	2		0	Addition	Single Dwelling	Cottage	52.00	15,000.00
DM-B2024-286	3		0	Addition	Single Dwelling	Accessory Uses - Other	115.00	45,000.00
DM-B2024-308	1		0	Renovate	Single Dwelling	House	200.00	100,000.00
DM-B2024-305	2		0	Construction	Garage/Carport/Shed	Shed	19.60	2,500.00
DM-B2024-311	2		0	Construction	Garage/Carport/Shed	Garage	70.00	25,000.00
DM-B2024-307	3		0	Construction	Single Dwelling	House	116.00	150,000.00
Total	18		0				1,799.00	1,129,700.00

D I S T R I C T S

<i>Building Type</i>	1	2	3	4	5	Total
Double Dwelling	0	0	1	0	1	2
Garage/Carport/Shed	1	4	2	1	0	8
Single Dwelling	1	1	4	1	1	8
Total	2	5	7	2	2	18

Summary of Estimated Value by District

1	320,000.00
2	47,200.00
3	360,000.00
4	90,000.00
5	312,500.00
Total	1,129,700.00

Summary of Estimated Value by Building Type

Double Dwelling	450,000.00
Garage/Carport/Shed	268,700.00
Single Dwelling	411,000.00
Total	1,129,700.00

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	5	0	1	3	2	11
Double Dwelling	0	0	1	0	1	2
Garage/Carport/Shed	5	15	9	6	6	41
Institutional And	0	0	2	0	0	2
Park/Recreational	1	2	0	0	0	3
Single Dwelling	14	18	15	9	13	69
Total	27	35	28	18	23	131

Summary of Estimated Value by District

1	1,918,000.00
2	1,887,150.00
3	2,470,700.00
4	521,000.00
5	940,400.00
Total	7,737,250.00

Summary of Estimated Value by Building Type

Agriculture	54,500.00
Apartments	100,000.00
Commercial	721,000.00
Double Dwelling	450,000.00
Garage/Carport/Shed	833,550.00
Institutional And Governmen	194,700.00
Park/Recreational	272,500.00
Single Dwelling	5,111,000.00
Total	7,737,250.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For the Month of October

<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-B2024-040	0	Repair	Single Dwelling	Porch/Patio	27.00	1,000.00
DB-B2024-041	0	Addition	Single Dwelling	Deck	13.20	2,000.00
DB-B2024-042	0	Construction	Commercial	Accessory Uses - Other	87.20	5,000.00
DB-B2024-039	0	Renovate	Commercial	Drug Store	145.00	60,000.00
DB-B2024-043	0	Addition	Single Dwelling	House	82.80	80,000.00
DB-B2024-044	0	Repair	Commercial	Lodging House	41.00	8,000.00
Total	0				396.20	156,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Commercial	3	3
Single Dwelling	3	3
Total	6	6

Summary of Estimated Value by District

	156,000.00
Total	156,000.00

Summary of Estimated Value by Building Type

Commercial	73,000.00
Single Dwelling	83,000.00
Total	156,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	3	3
Commercial	9	9
Double Dwelling	1	1
Garage/Carport/Shed	7	7
Single Dwelling	17	17
Total	37	37

Summary of Estimated Value by District

	2,184,600.00
Total	2,184,600.00

Summary of Estimated Value by Building Type

Apartments	1,605,000.00
Commercial	249,000.00
Double Dwelling	20,000.00
Garage/Carport/Shed	72,500.00
Single Dwelling	238,100.00
Total	2,184,600.00

STAFF REPORT

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

Tidal Development for Digby

- FORCE as received funding from the province to operate into the next 12 months.
- An important person board meeting will be taking place in December that will address the long standing issue of arrears and stranded assets in the Minas Passage.
- I have been asked to moderate a panel at the upcoming MRC Annual General Meeting that will be taking place November 19-21. Attention is focused around supply chain opportunities for the offshore wind development and community engagement with the Mi'kmaw community.,
- Due to the fact that Nova Innovation 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. I will be meeting with President of Nova Innovation at the MRC AGM, they intend to visit the area.

Biogas Generator

- I met with 33 energy managers from Efficiency Nova Scotia. I was able to promote our turbine to many of them who are in communities across Nova Scotia. I have spoken to them regarding whether ENS would pay to prepare an engineering package that would assist potential buyers to convert. 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.
- I continue to follow up with leads through Efficiency NS, Saint John Energy, Evergreen, and Atlantic Concrete Association.
- I have prepared a RETScreen analysis on the CHP unit.

Wind Development

- The insurance underwriters are seeking information about the 2 turbines. Specifically, age, condition, access to spares, maintenance schedules. Continue to provide information to the insurance company.

Roadway Lighting

- No new activity, no repairs to report.

Climate Change

- Reviewed the requirements for the Community Solar Program and Shared Solar Program.
- We would like to wait until the election is over to review council objectives for this project.
- 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. I reported to CBCL that we are awaiting the results of the upcoming municipal election before identifying our objectives. He will reach out in the new year to circle back.
- 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.
- Quest have prepared an Accelerator Program specific to the municipality. Our kick off meeting went well and I provided information from past studies regarding our electric grid, building conditions, our project with FCM and our ICSP and Climate Action Plan. We have a planned meeting in Halifax on Nov 25 to meet with the municipal units that are part of the accelerator program.

STAFF REPORT

- Received a quote for upgrades to our 5 weather stations for improved efficiency and reporting.
- Oakdene Centre has submitted a request to Efficiency NS for support of heating equipment for the building. A complete energy audit has been submitted in support of their application. Oakdene received \$75k as part of a contribution.

Digby Development Agency:

- **No meetings over the summer.**

PACE PROGRAM:

- We received our monthly performance and how many application are in the system and who has been approved. Our numbers are up from last year at this time. We also have signed the new service agreement with Clean Foundation.

Energy Efficiency and Electric Vehicle Report:

- We have signed an agreement with Efficiency NS to introduce the Roving Energy Manger Program. We have met once via Zoom and are preparing the main objectives for our relationship. We will be sharing data with ENS regarding the use of Energy Star Portfolio Manager and coordinating its application as a main tool. We continue to provide information on the program. We intend to identify a project, more than likely the arena that we could introduce energy efficiency measures to save money.
- 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
- 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

Activity Report Robert Hersey October 4- November 6, 2024

Updated the online Heritage Property Inventory. Added new Municipal Registered Heritage Properties to the inventory.

Collected images and materials for the new municipal website and forward the items to Les Coleman (Site Builder). Also Continued to research other municipal unit websites for new ideas for our new site.

Set- up a meeting with the 2025 Art Bank Jury to discuss the brochure and submission documents to be distributed to the public. Past documents were forwarded for their review.

Finalized the letters to MP Chris d'Entremont and the NS Nature Trust to request support for the conservation work planned for Peters Island. These letters will be needed for the Cost Sharing funding application.

Assisted the SAIL 2 Committee members with NS Trail Federation with their membership application and insurance application.

Continued to develop the municipal website with Les Coleman. Commissioned new photographs from Karla Kelly and contributed images from municipal staff files for the site.

Updated the current municipal website. Added new energy efficiency postings to the site.

Attended the SAIL 2 meeting in Westport. Established a steering committee for the Peters Island Project. They will assist with coordinating community support.

Made arrangements to visit Peters Island Lighthouse. Arrange transportation with David Walch (Cooks Aquaculture) and invited members from the SAIL 2 committee and Candace Levings, Open Spaces Coordinator. The visit was a very informative experience that revealed the realities of conducting work on the lighthouse and navigating the bird's habitat environment.

Participated in the provincial Heritage Staff Team Meeting, hosted by Communities Culture and Heritage. Discussed insurance for Registered Heritage Properties and plans of hosting the 2026 National Heritage Trust Conference in Halifax.

Continued to develop the application for Cost Sharing Funding for Peters Island Lighthouse. Arranged for more letters of support from the Provincial Heritage Property Department and NS Heritage Trust. Met with community members to discuss volunteer participation from abroad. These individuals are part of a volunteer network of people that travel the world to help communities restore historic structures. The volunteers pay to travel here and the community provides accommodation, food and beverages, local travel. They are individuals interested in authentic cultural experiences and give their skills and

time to worthy causes. (work vacation – participation pending volunteer liability insurance can be obtained). SAIL 2 committee have determined that after 13 months of trying unsuccessfully, to secure a vessel and skipper to provide taxi and emergency services to and from Peters Island. The committee has decided to look into purchasing a 20 ft. skiff and hiring a certified skipper to operate the vessel for the duration of the project. After the project is complete the vessel will be sold. This service is crucial to conduct the project.

Met with Art Bank jury members to finalize the launch of the 2025 Acquisition. Made suggested changes to the brochure and submission documents and toured the municipal office to look at potential wall space for the new purchases. Notices for submissions were posted on the municipal website, Facebook and emailed to 2023 and 2024 participants and to art groups in the area. Notices will also be posted in the Weymouth Bridge and Passages.

Made inquiries into a alternative wood / composite products that could be applied to the surface of Peters Island Lighthouse. These products will need approval from Parks Canada as we are following the *National Standard and Guidelines* for the preservation of historic buildings. (Cape Cod cladding from Sackville NS is a contender).

Completed mounting pictures on the walls of the municipal office.

November 8, 2024

Acacia Valley Trail

I organized a board member meeting on Oct 27 to try to encourage some new faces to support Larry. We had 3 new people attend the meeting and we will continue to spread the word that new members are wanted. Our next meeting will be the AGM in the new year. The Nature trust provided a LOA between them and the Acacia Valley Trails Society which I gave to Larry to read over and we will discuss at a later date.

Balancing Rock

I spoke with the principal of Islands Consolidated School, Casie Tidd who agreed to bring kids from grades 9-12 to the trail in the spring to open it up for the seasons. The kids will be helping with filling in washouts with class A, trimming back branches, weeding the gardens, brushing back around the approaching signs, sweeping the leaves off of the stairs, etc.

Big Meadow Bog

I had a meeting with Maria Roy from the SW Nova Biosphere to speak about any updates on Big Meadow Bog becoming a wilderness designation. She has a meeting with Environment and Climate Change and will ask if there are any updates regarding it. Brier Island Trails Committee also provided their final report regarding the \$10,000 donation received from SW Nova Biosphere. They are beginning construction of the final phase and a viewing platform this fall.

Digby Railbed Trail

Jeff and I met with Rick Jaques (Service NS), Corey Robar (CCTH), Richard Andrews (DNRR), Keith Weagle (acting president ATV club), and David Handspiker (Treasurer of ATV club) to discuss the Disaster Financial Assistance Program with all involved parties to establish a better stream of communication going forward. Rick Jaques gave us a copy of the railbed work plan and is planning to get in touch with Trevor Sabine in the coming weeks to start brush cutting the vegetation along the sides of the railbed. I have addressed several concerns in the Smiths Cove area, including unauthorized cutting and ditching of crown land, overhanging branches, and issues related to off-leash dogs and their waste management. Additionally, I have responded to concerns in the Weymouth section of the railbed regarding a washed-out ditch and a rough section where the railbed intersects with a driveway.

Haines Lake

Darc hosted a Halloween party on Oct 26th and were pleased with the turn out. I met with Debbie to discuss how the summer went at DORC. I asked if she had any suggestions or recommendations- she said the only complain was lack of seating down by the lake since the firepit was moved to the top of the hill when landscaping was done. She said eventually it would be great to have a switchback trail system so people with mobility issues could access the water easier. They also requested another canoe rack. We talked about having the pole barn painted and perhaps the west portion of the waterfront cut back before working on trail systems. We discussed adding a 6th badge to the Digby Trails badge challenge. We feel as though Brier Islands Big Meadow Bog would be the perfect addition and the Eastern Mountain Aven would be the perfect picture on the badge to represent the trail. John Chilsom provided a quote to have the pole barn painted, his estimate was \$6000 for labour and paint but recommended some carpentry

work also be done prior to painting. Greg Haight removed the docks from the water and Bradley Isles turned the water off for the winter.

Sandy Cove

We received the bill for 50% weed trimming and 50% Porta-potty which was \$1063.75.

Van Tassel Lake

We had a volunteer trail maintenance day on Oct 19th, with 13 volunteers showing up we were able resurface a large part of the trail with Class A. I sent a message to Geraldine Amirault who teaches the O2 program at DRHS and asked if the students would be interested in helping with trail maintenance. She said that this would be great for so we have planned 19 students to come help spread woodchips and cut back branches on November 18th from 10am – 2pm.

Peters Island

On Oct 20th Rob and I went to Peter's Island to get an up-close look of the condition of the lighthouse. I took lots of photos of the damage and met a few members of Sail2, who felt as though the damages weren't as bad as they thought and were optimistic about the repairs.

Promo and other

Received application for Community Trail Operational Expense grant for \$1000 from The Tiverton Central Grove Heritage Association. Approval letter was sent on Oct 11th.

Received application for Community Trail Operational Expense grant for \$1000 from Smith's Cove Historical Society. Approval letter was sent on October 29th.

I met with Mary Thomas at Weymouth Consolidated school to discuss the trail that is going behind the elementary school.

Tyler gave me the 6 lighthouse files.