



**Committee of the Whole Minutes
Council Chambers
October 8, 2024**

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

STAFF PRESENT: Jeff Sunderland, Chief Administrative Officer, Tyler Pulley, Manager of Municipal Services, Cora Lee Ross, Manager of Corporate Services, and Taylor Robinson, Executive Assistant, who took the minutes of the meeting

ALSO PRESENT: Cathy White and Julie Ross, from the Society of the Friends of Feral, and two members of the public

ABSENT: Councillor David Tudor

CALL TO ORDER: Warden Gregory called the October 8, 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 #COTW2024-10-08-01**

- It was regularly moved and seconded that the agenda for October 8, 2024 be approved as circulated.

MOTION CARRIED

- 2.2 Presentation/Delegation

- MOTION #COTW2024-10-08-02**

- It was regularly moved and seconded that Cathy White from the Society of Friends of Ferals to come before Council to present.

MOTION CARRIED

Ms. White explained the severity of the cat crisis in the province, and shared that it is the worst than it has ever been. In September, the organization spent roughly \$6,800 to

neuter cats. The Society of the Friends of Ferals currently houses cats in a room that has no heat or running water at the Siesta Motel but would like to build a shelter to house multiple at one time with land that the Town of Digby has gifted them. They are requesting \$50,000 as one-time capital funding from the Municipality of Digby. Ms. White informed Council of all the fundraising events and campaigns that they have planned within the next year. Council asked various questions and thanked the group for their presentation.

2.3 Approval of Minutes of September 10, 2024

MOTION #COTW2024-10-08-03

It was regularly moved and seconded that the minutes of September 10, 2024 be approved as circulated.

MOTION CARRIED

2.4 CAO Report

i. Meeting Dates/Reminders

Warden Gregory highlighted the meeting dates/reminders.

ii. CAO Report

Council reviewed the CAO Report.

iii. Department Reports

The following department reports were included with the CAO report.

i) Manager of Corporate Services

ii) Manager of Municipal Services

iii) Trail Coordinator

iv) Airport/Dispatch

v) Building Inspection

vi) Renewable Energy & Climate Change Coordinator

MOTION #COTW2024-10-08-04

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 Mersey Tobeatic Research Institute Community Grant Application

Council reviewed the grant application.

MOTION #COTW2024-10-08-05

It was regularly moved and seconded to recommend to Council to approve the Mersey Tobeatic Research Institute Community grant application in the amount of \$750.

MOTION CARRIED

5. CORRESPONDENCE/INFORMATION ITEMS

5.1 Shoreline Restoration Program for Municipalities

CAO Sunderland noted that the Municipality of Digby already has a great partner called Scotia Shores that helps the area with shoreline cleanups.

6. IN CAMERA ITEMS: None

7. ADJOURNMENT

MOTION #COTW2024-10-08-06

It was regularly moved and seconded that the meeting adjourn at 5:35pm.

MOTION CARRIED

Warden Linda Gregory

**Jeff Sunderland, Chief Administrative
Officer**

Chief Administrative Officer Report

Meeting Date	<i>October 8, 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 October 3, 2024)

Date & Time	Meeting/ Event	Who Attends	Location
October 15 th	NO MEETING		
October 22 nd @ 5pm	Council	All Council	Council Chambers
October 29 th	NO MEETING		
October 30 th @ 5pm	Swearing in Ceremony	All Council	Council Chambers
November 5 th	NO MEETING		
November 12 th @ 5pm @ 6pm	COTW By-law & Policy	All Council	Council Chambers
November 19 th	NO MEETING		
November 26 th @ 5pm	Council	All Council	Council Chambers

Updates from Previous COTW Meetings Action Items

Sept 10th COTW	All action items from this meeting have been addressed or forwarded to the September Council meeting.
--------------------------------------	---

CAO UPDATE

Digby Marketing & Promotion Levy –The advisory committee has approved its first round of funding for DATA and continues to meet regularly. The advisory committee has approved a second round of funding for DATA. Council has completed the first and second reading of the amended by-law to comply with the change in Provincial regulations. The change to a percentage rate (3%) went into effect on February 1, 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 close to 50 letters. The Province's new regulations went into effect on September 30. The chair of the marketing levy advisory committee has stepped down from the chair and the committee.

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 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. The Minister of Environment announced in the media that the regulations are on hold and they will be going back out for consultation. The Province conducted another round of consulting in November. 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.

The Province is preparing a draft by-law for Coastal Protection and we have staff attending a session on this and NSFAM has hired a coastal protection coordinator.

Mandatory Planning – An update on the Mandatory Regulations for Planning was sent to Council by email on Sept 23rd 2019. 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 – THIS ITEM WILL BE REMOVED AFTER THIS MEETING – Oct 8/24**

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. 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. The Provincial Accessibility Directorate has recently informed us that the standards will not be developed until 2024. 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 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. 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. **The final invoice from Bell has been received for all of our commitments to date. This effectively ends the rural internet project.**

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: September 6 – October 3

- ✓ Participated in following meetings: Housing for health care professionals (MLA) – numerous, election planning, Marketing Levy Advisory, REMO Advisory,
- ✓ Participated in following Zoom Meetings: Short-term rentals regulations, Regional AMA, Intelivote training,
- ✓ Training: 3-day ICS 300 Course, AMA Leadership course
- ✓ Participated in Fall AMA Conference in Halifax

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

September 4, 2024 to October 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 have been nine redemptions to date and the redemption period is now over for this sale.

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:

- Tax bills were prepared and mailed the first week of September. The entire month was hectic for the department. \$2,781,085 was received during the month and breaks down as follows:
 - Direct Deposit: 45%
 - Cash: 3%
 - Credit Card: 29%
 - Debit Card: 6%
 - Cheques: 17%
- The department has been assisting tax payers 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 August income and expense statement reported 52% of revenues received, and 40% 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, SOE-B, and FIR for the Province.
- Working with Municipal Advisor and CAO regarding the use of the Safe Restart Funds.
- Prepared and submitted 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, Bylaw and Council meetings.
- Attended a FOIPOP Act Review session.
- Attended an AMA Regional zoom meeting.
- Misc internal meetings.
- Attended the Fall AMA Conference in Halifax.
- Jeff and I met with the Weymouth Fire Department.
- Attended a social committee meeting to begin Christmas Party preparations.

Manager of Municipal Services Report

DATE	October 3, 2024
SUBMITTED TO	Jeff Sunderland, CAO
CARBON COPIES	Taylor Robinson, Executive Assistant
SUBMITTED BY	Tyler Pulley, Manager of Municipal Services

Miscellaneous

- Attended COTW, By-Law & Policy, and Council Meetings.
- Attended management meetings.
- Attended provincial Short-Term Rental information session.
- Attended AMANS regional meeting.
- Nicole Robbins and Taylor Robinson have become Commissioners of Oath so they can witness documents for the public.
- Have regular communication with the architects and contractor concerning the municipal office renovations. The heating system was damaged during the renovations so it is being fixed.
- We are having significant paving done this month on the sidewalks in Conway. We are hopeful it will take us most of the way to Town.
- Have regular meetings with Rob Hersey.

Building Department

- Have regular conversations with our Building Inspectors and Chris Millier to discuss files.
- Attended building department meeting with Chris Millier.

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 nine complaint calls in August. Eight concerned dogs running loose and one concerned dogs barking.

Airport

- Have regular meetings with Bruce Snell.
- The paving for this year has now been completed at the airport.

DIGBY MUNICIPAL AIRPORT/DISPATCH MONTHLY REPORT
Sep 2024

It was a busier Month at the airport with 124 passengers and 133 aircraft movements.

Some runway paving repairs were carried out on Sep 20th.

The Provincial Trunk Mobile Radio (TMR) system is going encrypted on Nov 22nd. For this to happen new radios will be issued to all Fire departments and Fire dispatch. I received radio training on Sep 5th and the new radios arrived on Sep 24th. There is a “patch” in place so that they can communicate with the old radios until the switch over. The “patch” is a link between the old and new systems. This will end on Nov 22nd.

Kenny left full time dispatching to join DARC as a rink operator. He will stay on as a spare dispatcher. Interviews for the full-time position took place on Sep 11th. Tim Long has now moved from a spare dispatcher into the full-time position.

I attended the Weymouth 100 years in service banquet on Sep 14th.

I attended the Digby Fire association meeting on Sep 18th.

I attended the Yarmouth County Fire association meeting on Sep 19th.

Paulette attended the Clare Fire association meeting on Sep 25th.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Bruce Snell', with a long horizontal line extending to the right.

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

	Count	YTD
Call Type		
1 Medical Call	63	560
2 Mutual aid	46	477
3 Fire Alarm - Commercial	19	193
4 MVC	11	122
5 Grass/Bush/Forest	6	112
6 Fire Alarm - Residential	7	88
7 Other	12	76
8 Structure	5	73
9 MVC w/ Entrapment	3	57
10 Flood	0	54
11 Chimney	1	38
12 Vehicle fire	2	38
13 Electrical	0	22
14 Rescue	2	22
15 Smoke	2	17
16 Lift Assist	4	13
17 CO Detector	0	10
18 Pole fire	1	8
19 Phone Crash Alert	6	8
20 Smoke no fire	0	7
21 HAZMAT	0	7
22 Rekindle	0	5
23 Bylaw Inspection	0	4
24 Boat on Fire	3	4
25 Appliance Fire	1	2
Total Call Type	194	2,017
Log Items		
1 FD Equipment out of service	52	302
2 Miscellaneous	17	208
3 Dog Call	21	137
4 Sewer	1	19
5 Municipal Alarm	1	12
6 Special Radio Check	1	11
7 Special TEXT message	2	5
8 Pager Message	0	3
9 Special Pager Check	0	1
10 Ferry Breakdown	1	1
Total Log Items	96	699

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				
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 September

<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-B2024-243	2	0	Construction	Garage/Carport/Shed	Garage	49.20	120,000.00
DM-B2024-244	5	0	Addition	Single Dwelling	Residential - Above Ground Floo	74.00	40,000.00
DM-B2024-242	1	1	Construction	Single Dwelling	House	253.60	320,000.00
DM-B2024-251	5	0	Renovate	Garage/Carport/Shed	Barn	25.00	400.00
DM-B2024-247	3	0	Construction	Garage/Carport/Shed	Shed	53.20	5,000.00
DM-B2024-248	2	0	Construction	Single Dwelling	Guest Homes	92.80	100,000.00
DM-B2024-254	4	0	Repair	Garage/Carport/Shed	Garage	35.00	5,000.00
DM-B2024-255	1	1	Construction	Single Dwelling	House	73.20	100,000.00
DM-B2024-263	2	0	Construction	Park/Recreational	Camp	20.80	2,500.00
DM-B2024-262	5	0	Renovate	Single Dwelling	Moble/Mini Homes	27.00	1,000.00
DM-B2024-250	2	0	Addition	Single Dwelling	Cottage	47.50	35,000.00
DM-B2024-258	4	0	Renovate	Single Dwelling	House	29.00	2,000.00
DM-B2024-260	2	0	Construction	Single Dwelling	House	310.80	850,000.00
DM-B2024-269	3	0	Construction	Garage/Carport/Shed	Shed	22.80	6,000.00
DM-B2024-271	3	0	Repair	Garage/Carport/Shed	Storage Room	33.00	4,000.00
DM-B2024-206	2	0	Construction	Single Dwelling	House	164.00	120,000.00
DM-B2024-275	2	0	Construction	Garage/Carport/Shed	Accessory Uses - Garage	53.20	30,000.00
DM-B2024-253	1	0	Construction	Park/Recreational	Cottage	216.20	250,000.00
Total		2				1,580.30	1,990,900.00

DISTRICTS

<i>Building Type</i>	1	2	3	4	5	Total
Garage/Carport/Shed	0	2	3	1	1	7
Park/Recreational	1	1	0	0	0	2
Single Dwelling	2	4	0	1	2	9
Total	3	7	3	2	3	18

Summary of Estimated Value by District

1	670,000.00
2	1,257,500.00
3	15,000.00
4	7,000.00
5	41,400.00
Total	1,990,900.00

Summary of Estimated Value by Building Type

Garage/Carport/Shed	170,400.00
Park/Recreational	252,500.00
Single Dwelling	1,568,000.00
Total	1,990,900.00

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	11	7	5	6	33
Institutional And	0	0	2	0	0	2
Park/Recreational	1	2	0	0	0	3
Single Dwelling	13	17	11	8	12	61
Total	25	30	21	16	21	113

Summary of Estimated Value by District

1	1,598,000.00
2	1,839,950.00
3	2,110,700.00
4	431,000.00
5	627,900.00
Total	6,607,550.00

Summary of Estimated Value by Building Type

Agriculture	54,500.00
Apartments	100,000.00
Commercial	721,000.00
Garage/Carport/Shed	564,850.00
Institutional And Governmen	194,700.00
Park/Recreational	272,500.00
Single Dwelling	4,700,000.00
Total	6,607,550.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For the Month of September

<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-B2024-037			0	New Use	Single Dwelling	Residential - Above Ground Floo	105.00	40,000.00
DB-B2024-038			0	Addition	Garage/Carport/Shed	Shed	17.20	5,000.00
Total			0				122.20	45,000.00

D I S T R I C T S

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

Summary of Estimated Value by District

	45,000.00
Total	45,000.00

Summary of Estimated Value by Building Type

Garage/Carport/Shed	5,000.00
Single Dwelling	40,000.00
Total	45,000.00

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	7	7
Single Dwelling	14	14
Total	31	31

Summary of Estimated Value by District

	2,028,600.00
Total	2,028,600.00

Summary of Estimated Value by Building Type

Apartments	1,605,000.00
Commercial	176,000.00
Double Dwelling	20,000.00
Garage/Carport/Shed	72,500.00
Single Dwelling	155,100.00
Total	2,028,600.00

October 03, 2024

Acacia Valley Trail

I spoke with one of the Acacia Valley Trail land owners Paul Amero on September 13th, in regards to him signing a LOA, he lives in Nashville Tennessee and requested some photos of the trail which I sent on September 17th. I also spoke to Larry in regards to having a board member meeting on October 27th in hopes of recruiting new board members to help support him with the trail and with paperwork.

Balancing Rock

Lloyd Longmire finished the trail washout repairs on September 16th; I went to see his work on September 18th and take photos – the trail looks great! I received a call from Roger Outhouse on September 27th stating that the rock had a name spray painted on it.

Digby Railbed Trail

On September 9th I attended a meeting hosted by WREN regarding their get side tracked trail project aimed at connecting trail users to local business, driving regional economic development and tourism. On September 12th I submitted an application to Department of Public Works for a permit that will be required to do work at Hogan Road. Permit was approved on September 27th. A member of the ATV club contacted me on September 27th in regards to a washout at the head of the trail in Weymouth, I flagged it off with caution tape for the time being to make it visible to users. I have been working on the expression of interest for 2025-2026 infrastructure trail funding.

Haines Lake

I meet with Sharon in regards to their plan for Halloween at the lake, they are planning a witch's paddle, bonfire, and scavenger hunt for October 26th which will be the last event they have for this season at the lake.

Van Tassel Lake

September 6th I whipper snipped VTL. On September 13th myself and three other trail members got together to resurface 1,200ft of woodchips, and add drainage pipes and rocks to help better manage water runoff. We are having a volunteer trail maintenance day on October 19th, to spread woodchips/class A. Maria and I put together a poster which has been shared on social media. Mark has been talking to me about replanting in areas where trees are sparse, I have been researching funding options for him.

Promo and other

Mary Thomas reached out and asked if I would be interested in helping out with trail development behind Weymouth Consolidated School.

Greg Turner came to see me to tell me that tourism is going to be doing more publicity to promote the use of trails in this area.

STAFF REPORT

Employee Name: **Terry Thibodeau** For the period ending: October 3, 2024

Tidal Development for Digby

- FORCE issued a letter to all berth holders regarding outstanding fees owed. 2 of the berth holders have paid their interim arrears and are pursuing deployment options at FORCE
- 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. No New Activity.
- A researcher anthropologist from the University of Bern in Switzerland was in the area to discuss how tidal energy has integrated with communities. She visited Brier Island and spoke to residents there along with a trip to see the derelict SME turbine at AFT boatbuilders yard.

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.
- We had a visit by a group from NB to visit the generator for an installation at a landfill site. We are in communications to see how best to position the project there.
- Working with staff from Efficiency NS who are actively finding a suitable home for our generator.
- 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.

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. This turned out to be 2 only lights that are faulty. I have issued a repair notice to our maintenance crew.

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.

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.

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:

- 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.
- 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