



**Committee of the Whole Minutes
Council Chambers
December 10, 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, Cora Lee Ross, Manager of Corporate Services and Taylor Robinson, Executive Assistant, who took the minutes of the meeting

REGRETS: Tyler Pulley, Deputy CAO

CALL TO ORDER: Warden Gregory called the December 10, 2024, Committee of the Whole meeting of the Municipality of the District of Digby to order at 5:03pm.

PAUSE TO SEEK GUIDANCE: Warden Linda Gregory welcomed everyone and asked that we pause to seek guidance.

2. ADMINISTRATIVE AND PROCEDURAL ITEMS

2.1 Approval of Agenda-Additions/Deletions

MOTION #COTW2024-12-10-01

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

MOTION CARRIED

2.2 Presentation/Delegation: None

2.3 Approval of Minutes of November 12, 2024

MOTION #COTW2024-12-10-02

It was regularly moved and seconded that the minutes of November 12, 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 #COTW2024-12-10-03

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 Committee Reports (Discussion – CAO)

CAO Sunderland suggested moving the Advisory and Joint Intermunicipal Committee updates to the Committee of the Whole meetings rather than Council to level out the agendas. Council quickly discussed and agreed that it would be a great idea.

5. CORRESPONDENCE/INFORMATION ITEMS

5.1 Bear River Board of Trade Thank You

Reviewed and noted.

5.2 Governance & Police News

Warden Gregory let Council know that she will continue to send the Governance & Police News to both the RCMP Advisory Board and Council.

MOTION #COTW2024-12-10-04

It was regularly moved and seconded that Council move in-camera at 5:24pm to discuss a legal matter.

MOTION CARRIED

6. IN CAMERA ITEMS

6.1 Legal

Council resumed regular session at 5:28pm.

7. ADJOURNMENT

MOTION #COTW2024-12-10-05

It was regularly moved and seconded that the meeting adjourn at 5:28pm.

MOTION CARRIED

Warden Linda Gregory

**Jeff Sunderland, Chief Administrative
Officer**

Chief Administrative Officer Report

Meeting Date	<i>December 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 December 5, 2024)

Date & Time	Meeting/ Event	Who Attends	Location
December 17 th	NO MEETING		
December 24 th	NO MEETING		
December 31 st	NO MEETING		
January 7 th	NO MEETING		
January 14 th @ 5pm @ 6pm	COTW By-Law & Policy	Council	Council Chambers
January 21 st	NO MEETING		
January 28 th @ 5pm	Council	Council	Council Chambers

Updates from Previous COTW Meetings Action Items

November 12th COTW	All action items from this meeting have been addressed or forwarded to the November Council meeting.
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CAO UPDATE

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. During the recent NSFM Conference delegates continued to push for the Province to take back this file.

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 my March 31, 2025. Bruce has started his work with the fire departments.

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. NO UPDATE

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

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-weekly 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 meetings regarding land sale in the industrial park

Other Meeting/Activities/Events: November 8 – December 5

- ✓ Participated in following meetings: Weymouth Fire Department area rate, Industrial Commission, Regional AMA,
- ✓ Participated in following Zoom Meetings: Kings Transit CAO committee, Kings Transit Board Meeting, Kings Transit Budget Meeting, Dept. of Justice Police Standards

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

Miscellaneous
<ul style="list-style-type: none"> - Attended COTW, By-Law & Policy, and Council Meetings. - Attended management meetings. - Organized and attended Planning Advisory Committee Meeting. - The first reading of the Development Agreement was approved and there will be a Public Hearing and second reading on January 28th. - Had debrief meeting with the architect firm to discuss the office renovations. - Working with Taylor Robinson on our Equity and Anti-Racism Plan. The next step is to develop a survey for our community engagement. - Attended regional AMA meeting. - The Conway Area MPS and LUB amendments have been approved by the province. They will be in effect later this month. - The Town of Digby Public Works will be working to level out the sides of the sidewalks in Conway this month. That will complete the project. - Have regular meetings with Program Coordinator Rob Hersey.
Building Department
<ul style="list-style-type: none"> - Have regular conversations with our Building Inspectors and our Planner Chris Millier to discuss files.
Public Works
<ul style="list-style-type: none"> - Meet with Public Works Foreman Barry Faulkner on a daily basis to discuss issues that arise.
Solid Waste
<ul style="list-style-type: none"> - Have regular conversations with our solid waste hauler about any collection issues that arise. - We are now into the time of year for regular communication about any solid waste or compost collection delays or reschedules due to weather.
Dog Control
<ul style="list-style-type: none"> - Have regular conversations with Dog Control Officer Scott Cromwell. - There were five complaint calls in November. Four concerned dogs running loose. One concerned a dog attack and the dog was euthanized as a result.
Airport
<ul style="list-style-type: none"> - Have regular meetings with Dispatch Supervisor Bruce Snell. - We are currently advertising internally for a Dispatch Supervisor. Interviews will take place on December 17th.

Manager of Corporate Services Report

Submitted by: Cora Lee Ross

November 6, 2024 to December 3, 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 to the remaining properties.
- There are currently 57 properties remaining on the tax sale.
- Formal tax sale notices will be sent once the Canada Post strike is over.

Administration Department:

- December is the month annual statements get prepared and sent in the Admin Department. This has been postponed until after the Canada Post strike.
- 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 October income and expense statement reported 96% of revenues received, and 56% 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 on various reporting for 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.
 - Jeff & I met with representatives from the Weymouth Fire Dept.
 - Attended social committee meetings to prepare for the upcoming Christmas party.
 - Misc internal meetings.
 - Attended a TownSuite User group meeting with other Municipal employees in the Region.
 - Attended a virtual CCBF Information Session
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Municipality = Municipality

PERMIT APPLICATIONS

For the Month of November

<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-B2024-319	4	0	Construction	Single Dwelling	Deck	55.00	15,000.00
DM-B2024-318	3	0	Construction	Single Dwelling	House	192.80	70,000.00
DM-B2024-322	3	0	Addition	Single Dwelling	House	115.90	140,000.00
DM-B2024-323	2	0	Relocate	Garage/Carport/Shed	Storage Room	50.00	20,000.00
DM-B2024-329	5	0	Addition	Garage/Carport/Shed	Storage Room	19.60	10,000.00
DM-B2024-325	3	0	Renovate	Single Dwelling	House	225.00	100,000.00
DM-B2024-327	1	0	Construction	Garage/Carport/Shed	Shed	20.80	17,000.00
DM-B2024-330	4	0	Construction	Garage/Carport/Shed	Accessory Uses - Other	151.73	63,363.00
DM-B2024-337	2	1	Construction	Single Dwelling	House	188.50	330,000.00
DM-B2024-339	5	0	Repair	Single Dwelling	Deck	30.00	2,500.00
DM-B2024-341	1	0	Construction	Garage/Carport/Shed	Garage	43.60	50,000.00
DM-B2024-334	3	0	Construction	Single Dwelling	House	144.00	250,000.00
Total	12	1				1,236.93	1,067,863.00

DISTRICTS

<i>Building Type</i>	1	2	3	4	5	Total
Garage/Carport/Shed	2	1	0	1	1	5
Single Dwelling	0	1	4	1	1	7
Total	2	2	4	2	2	12

Summary of Estimated Value by District

1	67,000.00
2	350,000.00
3	560,000.00
4	78,363.00
5	12,500.00
Total	1,067,863.00

Summary of Estimated Value by Building Type

Garage/Carport/Shed	160,363.00
Single Dwelling	907,500.00
Total	1,067,863.00

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
Double Dwelling	0	0	1	0	1	2
Garage/Carport/Shed	7	16	9	7	7	46
Institutional And	0	0	2	0	0	2
Park/Recreational	1	2	0	0	0	3
Single Dwelling	14	19	19	10	14	76
Total	29	37	32	20	25	143

Summary of Estimated Value by District

1	1,985,000.00
2	2,237,150.00
3	3,030,700.00
4	599,363.00
5	952,900.00
Total	8,805,113.00

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	993,913.00
Institutional And Governmen	194,700.00
Park/Recreational	272,500.00
Single Dwelling	6,018,500.00
Total	8,805,113.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For the Month of November

<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-B2024-045	0	Construction	Single Dwelling	Residential - Above Ground Floo	291.10	500,000.00
DB-B2024-046	0	Renovate	Apartments	Hotel Motel and Motor Inn	165.00	70,000.00
DB-B2024-047	0	Repair	Single Dwelling	House	49.00	12,000.00
DB-B2024-048	0	Renovate	Single Dwelling	House	51.80	13,400.00
Total	0				556.90	595,400.00

D I S T R I C T S

<i>Building Type</i>		1	Total
Apartments	0	1	1
Single Dwelling	3	0	3
Total	3	1	4

Summary of Estimated Value by District

1	525,400.00
	70,000.00
Total	595,400.00

Summary of Estimated Value by Building Type

Apartments	70,000.00
Single Dwelling	525,400.00
Total	595,400.00

D I S T R I C T S

<i>Building Type</i>		1	Total
Apartments	3	1	4
Commercial	9	0	9
Double Dwelling	1	0	1
Garage/Carport/Shed	7	0	7
Single Dwelling	20	0	20
Total	40	1	41

Summary of Estimated Value by District

	2,710,000.00
1	70,000.00
Total	2,780,000.00

Summary of Estimated Value by Building Type

Apartments	1,675,000.00
Commercial	249,000.00
Double Dwelling	20,000.00
Garage/Carport/Shed	72,500.00
Single Dwelling	763,500.00
Total	2,780,000.00

DIGBY MUNICIPAL AIRPORT/DISPATCH MONTHLY REPORT
Nov 2024

Nov 6th – A new Mutual Aid Agreement signed between Brighton Barton and Digby for water rescues. Brighton Barton would like Digby paged for their Aqua Eye whenever they are called for their boat.

Nov 7th – I had an online meeting with Yarmouth Chief on updating their mutual aid agreements.

Nov 18th – Freeport now have two new Medical First Responders (MFR's) and will be doing medical calls with the assistance of Westport.

Nov 19th – The dispatch/airport staff held a staff meeting and training session at the airport.

Nov 20th – Mitchell Bremner is the Deputy Chief of Brighton Barton fire department.
I attended the Digby fire association meeting.

Nov 21st – I attended the Yarmouth County mutual aid meeting.

Nov 22nd – The final switch over to encryption took place. All operations channels are now also encrypted. The old TMR radios will no longer work. New ops channels for Digby County 31-40 and Yarmouth County 17-20.

Nov 23rd – Bell Aliant was called to fix our administrative/Airport phone line.

Nov 26th – A new mutual aid agreement was signed between Plympton and St. Bernard for structure fires in Plympton area.

Nov 27th – I attended the Clare Fire Fighter's association meeting but it was interrupted by attendees paged for a structure fire so will be rescheduled.

Nov 28th – Norman provided training for Bruce, Cheri and Paulette on a new radio paging system. We will trial it first before training the rest of the staff.

Nov 29th – National Energy came to look at Jet Fuel pump as it was pumping slow. The leak detector tripped due to temp change.

Calls of note: - 19 Motor vehicle collisions (MVC'S) 6 with entrapment, 65 medical calls and 8 structure fires.

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

November 2024

	Count	YTD
Call Type		
1 Medical Call	65	691
2 Mutual aid	68	570
3 Fire Alarm - Commercial	27	241
4 MVC	13	149
5 Grass/Bush/Forest	7	124
6 Fire Alarm - Residential	14	113
7 Other	4	85
8 Structure	8	84
9 MVC w/ Entrapment	6	67
10 Flood	0	54
11 Chimney	7	46
12 Vehicle fire	0	41
13 Electrical	3	28
14 Rescue	1	25
15 Smoke	2	24
16 Lift Assist	2	15
17 Phone Crash Alert	3	15
18 Pole fire	3	13
19 CO Detector	2	13
20 Smoke no fire	0	7
21 HAZMAT	0	7
22 Rekindle	2	7
23 Bylaw Inspection	0	4
24 Boat on Fire	0	4
25 Appliance Fire	2	4
Total Call Type	239	2,431
Log Items		
1 FD Equipment out of service	35	390
2 Miscellaneous	25	243
3 Dog Call	9	159
4 Sewer	2	21
5 Special Radio Check	3	20
6 Municipal Alarm	3	15
7 Special TEXT message	0	5
8 Pager Message	0	3
9 Special Pager Check	0	2
10 Ferry Breakdown	0	1
Total Log Items	77	859

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	\$ 40.17	\$ 34.98	19 Tng, 7 Rec, 4 Bus, 2 Gov, 2 Mil, Total = 34	26
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 Robert Hersey November 7 - December 5, 2024

*Started, the December issue of the Coastline. Sent email to the coastline committee to request article suggestions.

*I attended a staff social meeting to plan for the 2024 Christmas dinner event. Discussed possible games and created a list of duties for social committee members to complete.

*Continued to prepare the application for Cost Sharing funding for Peters Island. Contacted the Islands Historical Societies insurance provider to discuss liability insurance for volunteer workers. Members of the community and volunteers from away who are interested in donating their skills to the repair and conservation of Peters Island Lighthouse.

*Met with community members who are arranging for volunteer workers to assist the hired contractor with repairs to Peters Island Lighthouse. Also, reviewed options regarding repair to the lantern floor and other areas of rot located on the structure.

*I interviewed Joan Ross and corresponded with Peter Scherer to develop articles to introduce the two new councillors for the December issue of the Coastline.

*Continued to develop the application for the conservation of Peters Island Lighthouse. Collected documents needed for the application from supporting government departments including the Municipality of Digby. Made various inquiries into the details to the conservation work to be conducted on the lighthouse; structural materials, cladding, paint products, insurance... etc....

*Completed the Celebrate Canada funding application for the Weymouth July First Committee. Requested \$5000.

*It has been difficult to acquire quotes from contractors regarding the Peters Island Project. With two Island community members activity contacting contractors in the area to bid on the project, with no results. It was determined that contractors are not interested in the project because it has many unknown factors that could de-rail or slow the project. These factors are general transportation, delivery of supplies, general location issues, travelling to the islands daily, etc...

However, I met with a local contractor to discuss providing a quote to conduct the work on Peters Island. Their quote is crucial in completing the Cost Sharing Program funding application.

*Completed the Cost Sharing Program funding application and submitted before the deadline.

*Collected materials for the staff Christmas dinner, game materials and items for the photo booth display. Create a staff slide show for the Christmas dinner.

*With the mail strike still active, I made arrangements for the Coastline to be delivered by the Valley Flyer Service, Completed the Coastline and submitted the issue to the publishers.

December 4, 2024

Acacia Valley Trail

On November 13th, Larry signed a landowner agreement with the Nature Trust. I paid the \$31.15 renewal fee for the association on registry of joint stocks.

Balancing Rock

On December 2nd Nadine Tidd provided the septic pumping invoice of \$320 for us to pay as previously discussed.

Gulliver's Cove

I spoke to Wanda on November 14 and we discussed having the O2-program come to the trail in the spring to do an opening cleanup and BBQ.

Digby Railbed Trail

On November 6th I received a complaint about why the railbed hasn't had any maintenance done to it, no grading, no brush cutting etc. and why all the money is going to Van Tassel Lake Trails. I met with Wren on November 7th to talk about the get side tracked project and my role as trails coordinator and the municipality holding the LOA. I met with Donnie Balser on November 12 to talk about what needs to be done on the Weymouth end of the railbed so he can start grading. He recommended we have Paul Robertson come and cut the mounds of sod on the sides of the railbed down to widen the road and allow him to get his grader through. On November 26th Paul Robertson started the work to widen the 1km section of railbed from Highway 1 Weymouth to Sissiboo Street, he finished on November 27th. Paul also added two jersey barriers to the entrance of the railbed off of Highway 1 as there were complaints of people driving into the ditch. On November 27th I removed a tree that had fallen down on the railbed on Robinson Weir Road and reported a trailer with someone living in it behind the tavern on Crown Land to DNR. On December 2nd I met with Paul Roberston on the Railbed just off of HWY 217 to discuss ditching issues and a huge puddle behind the Shell. Paul recommended ditching with 3-4 loads of class A and a 15" culvert for the puddle behind the Shell. He will begin this work next week.

Haines Lake

I had Debbie get B to send a wish list for things he felt would benefit the lake during the summer months.

Sandy Cove

Sandra Cunningham picked up 50% weed trimming 50% porta potty cheque on November 8.

Van Tassel Lake

On November 18th, 15 students from Digby Regional High School's Options and Opportunities (O2) program came out to Van Tassel Lake Trails to lend a hand with some trail maintenance. The crew wasted no time, spreading woodchips and Class A gravel along the lower foundation trail. We will plan to have them come back again. I have connected Maria Roy, Coordinator at the Southwest Nova Biosphere Reserve Association to the Van Tassel Lake Trails Association. Maria and I have recently discussed the significant presence of invasive Glossy Buckthorn throughout the Van Tassel Lake Trails. I believe she could provide valuable support in addressing this issue. On Monday, Nov. 25, Mark, Ben, Candace and Greg met with Southwest Nova Biosphere Reserve

Association Coordinator Maria Roy for a hike around the lake. Maria was interested to know the extent of the invasive species, Glossy Buckthorn (*Frangula alnus*). We discussed the potential of these areas as study locations for the removal of buckthorn and the planting of native Acadian Forest species such as sugar maple, red maple, yellow birch and red spruce.

Promo and other

I have been updating the website

Meet with Mary Thomas on November 9th and began clearing the trail behind Weymouth Elementary School.

On November 18th I had a zoom call that was aimed at presenting the idea of protecting the northern tip of Brier Island as a designed wilderness area. All parties involved in the call were property owners and the South West Nova Biosphere Reserve hosted the call to gauge interest. The northern tip is a migratory bird stop to over 350 species of birds.

On November 21 I met with Roger Outhouse who submitted an Operational Expenses for Community Trails grant for Freeport Community Development Association. He also mentioned the 0.6-acre property in Central Grove that owner Alvah E. Titus would like to turn over to the Municipality. Roger spoke of the points to consider such as the rich ecosystem and important plant and animal biodiversity. Roger received the cheque for the Operational Expenses for Community Trails grant for Freeport Community Development Association on November 29.

STAFF REPORT

Employee Name: **Terry Thibodeau** For the period ending; December 5, 2024

Tidal Development for Digby

- Attended MRC conference as a moderator on two panels; Indigenous Engagement and Supply Chain Development. The conference highlighted that tidal energy is making a resurgence with several companies looking to participate at FORCE and in Digby to deploy their devices.
- FORCE as received funding from the province to operate into the next 12 months a strategic planning session is upcoming in December.
- Nova Innovation met with the province to discuss how their device can be deployed and to assist with finding a deployment vessel.

Biogas Generator

- Pursued a lead on the generator with Scotia Gold. Unfortunately, the technology does not meet the requirements for their investment criteria.
- 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.
- We plan to advertise in specific trade journals that the generator is for sale.

Wind Development

- Information was sent about the 2 turbines to our insurance provider. 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.
- Preparing strategic projects for 2025 for review by council.
- We have a TOR for a review of the local distribution grid to accommodate a solar project.
- 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.
- Quest have prepared an Accelerator Program specific to the municipality. A benchmark document is forthcoming that will be shared with council,
- The tech provider will supply the MODD with 2 stations as a replacement to our faulty ones. We are still awaiting a date for his trip to Digby.
- Oakdene received \$75k as part of a contribution from ENS. They are seeking funding for accessibility to the facility.
-

Digby Development Agency:

- December meeting to discuss land sale and surveying of current properties.

PACE PROGRAM:

- We received our monthly performance and how many applications 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.

STAFF REPORT

- We are working with CF to develop more analytic information. I.e., length of time in the system, access to contractors and follow up audits.

Energy Efficiency.

- Our roving energy manager has developed our benchmark data. A report is forthcoming that identifies which projects may have the greatest return to the municipality.
- We are working with our roving energy manager to review 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