



**Committee of the Whole Minutes
Council Chambers
January 14, 2025**

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

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

ALSO PRESENT: Bruce Snell, REMO Coordinator, to provide a presentation to Council

REGRETS: None

CALL TO ORDER: Deputy Warden Ross called the January 14, 2025, Committee of the Whole meeting of the Municipality of the District of Digby to order at 5:01pm.

Warden Gregory entered Council Chambers at 5:02pm.

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

2. ADMINISTRATIVE AND PROCEDURAL ITEMS

2.1 Approval of Agenda-Additions/Deletions

- Addition under 4. NEW BUSINESS 4.2 DATA Information
- Addition under 4. NEW BUSINESS 4.3 Rural Transit Solutions Fund

MOTION #COTW2025-01-14-01

It was regularly moved and seconded that the agenda for January 14, 2025 be approved as amended.

MOTION CARRIED

2.2 Presentation/Delegation

MOTION #COTW2025-01-14-02

It was regularly moved and seconded that Bruce Snell, REMO Coordinator come before Council to present.

MOTION CARRIED

Mr. Snell introduced himself and explained the importance for emergency management for elected officials and briefed Council on declaring state of emergencies, prevention, procedures, etc. It was explained that Digby REMO is based on an all-hazards approach to ensure that the Town and Municipality are prepared for any type of disaster or incident. Between the Town and Municipal employees, there are two teams that can cover each other in a prolonged emergency situation. Council asked some questions and thanked Mr. Snell for the informative presentation.

Bruce Snell left Council Chambers at 5:25pm.

2.3 Approval of Minutes of December 10, 2024

MOTION #COTW2025-01-14-03

It was regularly moved and seconded that the minutes of December 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) 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 #COTW2025-01-14-04

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 2024 Election Report & Stats

Council reviewed the report. CAO Sunderland mentioned that the report will be useful when preparing for the next municipal election. It was also noted that there is an ongoing court challenge in King's County regarding e-voting which the results of that case will surely affect the next election.

4.2 DATA Information

CAO Sunderland went over the information from Digby Area Tourism Association (DATA). It was shared that DATA will be implementing a new initiative called "*The 60 Days of Maude*" to commemorate the 60th Anniversary of the CBC documentary of Maude Lewis. There will be many new events, memorabilia, and signage that will be funded by DATA's special project funding. It was requested that the Municipality of Digby assist in erecting the new directional signage to the cemetery. Council agreed and will write a letter to DATA to share their enthusiasm for the festival.

MOTION #COTW2025-01-14-05

It was regularly moved and seconded to recommend to Council to provide Digby Area Tourism Association assistance when erecting the new directional signage to the cemetery for Maude Lewis once the signs are completed.

MOTION CARRIED

4.3 Rural Transit Solutions Fund

Councillor Scherer explained that the Rural Transit Solutions Fund's Capital Projects stream is now open and asked if staff would investigate to see if the Municipality of Digby could apply to expand the transportation services in the area. CAO Sunderland indicated that staff will look into the funding guidelines and will provide an update at the January Council meeting.

5. CORRESPONDENCE/INFORMATION ITEMS

5.1 Letter from Hon. John Lohr, Minister of Municipal Affairs

Reviewed and noted.

5.2 NSAR Letter

Reviewed and noted.

6. COMMITTEE REPORTS

Each Councillor provided a committee report for Advisory, Intermunicipal, and External Committees:

Warden Gregory

- The REMO Advisory Committee and Joint RCMP Advisory Board will be meeting on January 16, 2025.
- The Atlantic Mayor's Congress will take place in the Spring.

- The DARC Volunteer Awards application is now available for the public to submit nominations until March 9, 2025. There are also “Sole Sisters” winter sports events planned; Warden Gregory will distribute the dates to staff and Council.
- The Digby Municipal Fire Association met in November, the group discussed their concerns and is excited to see the results from the review that Bruce Snell’s currently working on.
- Waste Check had their audit complete and approved in December, there are many new members on the Board since the election, and Mike Bartlett is the new vice-chair.

Deputy Warden Ross

- DARC had their annual staff Christmas Dinner in December and celebrated Danny Harvieux’s 25 years of service as an employee and Peter Turnbull’s 16 years of service as a Councillor. The Committee has also started budget discussions.
- The Planning Advisory Committee has been working on the Development Agreement on Porter’s Lane. Deputy Warden Ross was appointed to be Chair and Councillor Ross was appointed as Vice-Chair for the committee.
- The Digby Development Agency (DDA) met in November to discuss a potential purchase of property. Deputy Warden Ross was appointed as Chair for the DDA.
- The Senior Safety Committee has agreed to send a letter to Jill Balsler, MLA Digby-Annapolis, regarding increased funding and terms.
- The WREN had a webinar in December that Councillor Scherer attended on Deputy Warden Ross’ behalf.
- Digby Harbour Port Association will be meeting on January 16, 2025.

Councillor Manzer

- The Heritage Advisory Committee will be meeting on January 22, 2025.
- The Western Counties Regional Libraries have not received their new funding formulas yet and has had to dip into their reserves to pay staff a living wage. It was noted that they will have some hard decisions over the next year.

Councillor Ross

- Councillor Ross went to her first DATA meeting and met with Doug Ralph afterwards to clarify what DATA’s role is to the community.

Councillor Scherer

- Councillor Scherer had nothing to add to the Committee Reports as everything was already touched on.

7. IN CAMERA ITEMS: None

8. ADJOURNMENT

MOTION #COTW2025-01-14-06

It was regularly moved and seconded that the meeting adjourn at 5:58pm.

MOTION CARRIED

Warden Linda Gregory

**Jeff Sunderland, Chief Administrative
Officer**

Chief Administrative Officer Report

Meeting Date	<i>January 14, 2025</i>
Submitted To	<i>Committee of the Whole</i>
Submitted By	<i>Jeff Sunderland, Chief Administrative Officer</i>

Meeting/Event Dates/Reminders (As of January 9, 2025)

Date & Time	Meeting/ Event	Who Attends	Location
January 21 st	NO MEETING		
January 28 th @ 5pm	Council	Council	Council Chambers
February 4 th @5pm @6pm	Public Works By-law & Policy	Council	Council Chambers
February 11 th @ 5pm	COTW	Council	Council Chambers
February 18 th @ 5pm	NO MEETING		
February 25 th @ 5pm	Council	Council	Council Chambers

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. **NO UPDATE**

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 and it is going well.**

Strategic Planning – We have engaged Gordon MacIntosh to host our strategic planning session. The session will be held February 20 & 21. **Schedule and details will be sent out by January 17.**

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. **The on-line survey was launched on December 20 and will be open until January 31.**

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**

Kings Transit – **Work on the new governance structure is on-going and is expected to be presented to the board in January. Work on the new funding formula is on-going and is expected to be presented to the board in January.**

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: December 6 – January 9

- ✓ Participated in following meetings: MLA/Public Works- J class roads,
- ✓ Participated in following Zoom Meetings: Kings Transit CAO committee, Kings Transit Board Meeting, AMA Board, WREN Strategic Planning Session
- ✓ Numerous meetings to discuss Canada Post strike and Tax Sale implications
- ✓ Numerous Executive Committee Meetings

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

December 4, 2024 to January 8, 2025

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 55 properties remaining on the tax sale.
- Formal tax sale notices were sent January 7, 2025.
- The Tax Sale Tender process ends March 26, 2025.

Administration Department:

- December is the month annual statements typically get prepared and sent in the Admin Department. This was postponed due to the Canada Post strike. The statements have now all been printed and are being processed for mailing.
- The department has been assisting taxpayers with various grant applications and various inquiries.

Municipal Audit:

- The 24/25 Municipal audit is fast approaching. I am currently working on an audit plan with Grant Thornton.

Operating Budget:

- The November income and expense statement reported 97% of revenues received, and 61% for expenses.
- Preliminary steps for the Operating budget have begun. By February we will start reviewing at Bylaw and Policy.

Capital Budget:

- The Capital budget preparation is also in the works. We are looking to have this passed by the end of March this year.

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 and Audit Committee meetings.
 - Attended the regional AMA meeting hosted at our office.
 - Attended the annual Municipal Christmas party.
 - Misc internal meetings.
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Deputy CAO Report	
DATE	January 9, 2025
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 By-Law & Policy and Council meetings. - Attended management meetings. - Held interviews for the Dispatch Supervisor position. - Working with Taylor Robinson on the Equity and Anti-Racism plan. The community engagement survey has been released. - Had phone call with Upland Planning & Design about the Coastal Protection standards being developed by the province. - Completed insurance documents for the upcoming year. - Attended Waste Check meeting. - 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. - Had meetings with two different residents about our development process.
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. - The solid waste collection contract expires March 31st. I have started work on updating and revising the tender documents.
Dog Control
<ul style="list-style-type: none"> - Have regular conversations with Dog Control Officer Scott Cromwell. - There were two complaint calls in December. Both concerned dogs running loose.
Airport
<ul style="list-style-type: none"> - Paulette Theriault has been hired as the Dispatch Supervisor. She started on January 6th. - The Airport flooring work has been completed.

DIGBY MUNICIPAL AIRPORT/DISPATCH MONTHLY REPORT
Dec 2024

Dec 2nd Nav Canada carried out some maintenance on the approach cameras at the airport. There are two cameras owned by NAV Canada that a pilot can log onto. They give the Pilot a live feed of the approaches to the runways and an idea of the conditions.

Interviews for the Dispatch supervisors' position were held on Dec 17th. The applicants were Cheri Howe and Paulette Theriault. They both interviewed very well. Paulette was successful and will take over as supervisor on Jan 6th. She will have my full support in the transition to her new role.

Calls of note: - 27 Motor vehicle collisions (MVC'S) 7 with entrapment, 65 medical calls and 3 phone crash alerts. The phone crash alerts are from a shock hitting a phone. This sends a message to 911. Most of the time there is no information other than a phone crash alert and a GPS location. They are treated as an MVC with all unknown. EHS, RCMP and Fire are sent to the location.

Respectfully Submitted,



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

DIGBY ANNAPOLIS REGIONAL AIRPORT

	JET FUEL PROFIT	AVGAS PROFIT	AIRCRAFT MOVEMENTS	PASSENGERS
	2024-25	2024-25	2024-25	2024-25
APR	\$ 489.59	\$ 332.74	30 Tng, 58 Rec, 4 Bus, 8 Gov, 2 Tou, Total = 102	55
MAY	\$ 414.00	\$ 590.86	36 Tng, 73 Rec, 4 Bus, 4 Gov Total = 117	52
JUN	\$ 165.91	\$ 481.38	22 Tng, 38 Rec, 11 Bus, 4 Gov Total = 75	51
JUL	\$ 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	\$ 28.22	\$ 154.61	123 Tng, 64 Rec, 3 Bus, 2 Gov, 2 Mil, Total = 194	22
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

December 2024	Count	YTD
1 Medical Call	65	756
2 Mutual aid	49	619
3 Fire Alarm - Commercial	21	262
4 MVC	20	169
5 Grass/Bush/Forest	5	129
6 Fire Alarm - Residential	10	123
7 Other	12	97
8 Structure	7	91
9 MVC w/ Entrapment	7	74
10 Chimney	13	59
11 Flood	0	54
12 Vehicle fire	3	44
13 Electrical	3	31
14 Rescue	2	27
15 Smoke	0	24
16 Phone Crash Alert	3	18
17 Lift Assist	2	17
18 Pole fire	2	15
19 CO Detector	0	13
20 Smoke no fire	0	7
21 HAZMAT	0	7
22 Rekindle	0	7
23 Appliance Fire	1	5
24 Bylaw Inspection	0	4
25 Boat on Fire	0	4
Total Call Type	225	2,656
Log Items		
1 FD Equipment out of service	30	420
2 Miscellaneous	16	259
3 Dog Call	14	173
4 Sewer	1	22
5 Special Radio Check	1	21
6 Municipal Alarm	0	15
7 Special TEXT message	0	5
8 Special Pager Check	1	3
9 Pager Message	0	3
10 Ferry Breakdown	0	1
Total Log Items	63	922

January 9, 2025

Acacia Valley Trail

On December 17th, I walked a section of the Acacia Valley Trail to assess its condition following the recent windstorm. I checked for fallen trees and ensured the trail was passable. I found that some trees had already been cleared, and upon contacting Larry, he confirmed that he had already addressed this issue.

Balancing Rock

On December 18th, I walked the Balancing Rock Trail to inspect any damage caused by the windstorm. I cleared a few small trees and noted several others that were leaning. I plan to address these leaning trees when I have assistance available. Overall, the trail remains fully passable.

Digby Railbed Trail

Paul Robertson began work on the Railbed Trail between HWY 217 and the upper crossroad on December 12th and completed the project on December 20th. The improvements included adding Class A material at the HWY 217 entrance to elevate the railbed and fill in potholes. Additionally, Paul cleared a 1.4 km section of clogged ditches, restoring proper water flow. A new 15-inch culvert was installed behind the Shell garage to prevent water pooling.

On January 6th, Trevor Sabeau began mulching from Henry Maillet Road toward Digby under disaster funding assistance. On January 8th, I met with him to assess his progress: he has successfully completed 1 km of mulching in 3 days.

Althouse Trail

On December 18th, I inspected the Althouse Trail for trees that had fallen during the windstorm. I cleared a few trees across the trail and road but noted several leaning trees that I plan to remove with assistance at a later time.

Van Tassel Lake

On December 16th, John and I inspected the Van Tassel Lake Trail and removed five trees that had fallen during the windstorm. On January 2nd, Mark met with me in my office to discuss the grant he is applying for. I provided him with maps indicating the locations for new trail signs to be included with his application.

Promotions and Miscellaneous

I took photographs of damaged signs along the railbed to send to Brenda from SWNBR, as they are considering replacing them as part of their "Get Side Tracked" initiative.

I have been working on the final report for the OHVIF \$6,300 grant.

I met with Tedd Scrutton, Chair of the OHVIF Committee, on January 6th to discuss my application for the 2025-2026 Off-Highway Infrastructure Fund. The application deadline is February 1, 2025. During the meeting, I completed a questionnaire to confirm my eligibility and was provided with the application form. I have been working on completing it and plan to submit it within the coming weeks.

Municipality = Municipality

PERMIT APPLICATIONS

For Period: December 01 2024 To December 31 2024

<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-B2024-115	3	0	Construction	Commercial	Recreational Facilities	322.40	80,000.00
DM-B2024-338	1	0	Construction	Garage/Carport/Shed	Garage	38.80	62,500.00
DM-B2024-344	1	0	New Use	Single Dwelling	House	63.00	19,000.00
DM-B2024-355	4	0	Renovate	Single Dwelling	House	33.00	4,000.00
DM-B2024-357	2	0	Addition	Single Dwelling	Deck	35.00	5,000.00
DM-B2024-358	3	0	Addition	Commercial	Ramp	85.00	30,000.00
DM-B2024-351	4	0	Addition	Single Dwelling	House	50.60	25,000.00
DM-B2024-361	5	0	Construction	Garage/Carport/Shed	Storage Room	18.00	2,000.00
DM-B2024-362	5	0	Repair	Single Dwelling	House	27.00	1,000.00
DM-B2024-360	4	0	Renovate	Commercial	Lodging House	105.00	40,000.00
Total		0				777.80	268,500.00

D I S T R I C T S

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

Summary of Estimated Value by District

1	81,500.00
2	5,000.00
3	110,000.00
4	69,000.00
5	3,000.00
Total	268,500.00

Summary of Estimated Value by Building Type

Commercial	150,000.00
Garage/Carport/Shed	64,500.00
Single Dwelling	54,000.00
Total	268,500.00

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	3	4	2	14
Double Dwelling	0	0	1	0	1	2
Garage/Carport/Shed	8	16	9	7	8	48
Institutional And	0	0	2	0	0	2
Park/Recreational	1	2	0	0	0	3
Single Dwelling	15	20	19	12	15	81
Total	31	38	34	23	27	153

Summary of Estimated Value by District

1	2,066,500.00
2	2,242,150.00
3	3,140,700.00
4	668,363.00
5	955,900.00
Total	9,073,613.00

Summary of Estimated Value by Building Type

Agriculture	54,500.00
Apartments	100,000.00
Commercial	871,000.00
Double Dwelling	450,000.00
Garage/Carport/Shed	1,058,413.00
Institutional And Governmen	194,700.00
Park/Recreational	272,500.00
Single Dwelling	6,072,500.00
Total	9,073,613.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For Period: December 01 2024 To December 31 2024

<i>Number</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
DB-B2024-049	0	Renovate	Apartments	Hotel Motel and Motor Inn	165.00	70,000.00
Total	0				165.00	70,000.00

D I S T R I C T S

Building Type

Apartments

	1	Total
Apartments	1	1
Total	1	1

Summary of Estimated Value by District

1	70,000.00
Total	70,000.00

Summary of Estimated Value by Building Type

Apartments	70,000.00
Total	70,000.00

D I S T R I C T S

<i>Building Type</i>		1	Total
Apartments	3	2	5
Commercial	9	0	9
Double Dwelling	1	0	1
Garage/Carport/Shed	7	0	7
Single Dwelling	20	0	20
Total	40	2	42

Summary of Estimated Value by District

	2,710,000.00
1	140,000.00
Total	2,850,000.00

Summary of Estimated Value by Building Type

Apartments	1,745,000.00
Commercial	249,000.00
Double Dwelling	20,000.00
Garage/Carport/Shed	72,500.00
Single Dwelling	763,500.00
Total	2,850,000.00

STAFF REPORT

Employee Name: **Terry Thibodeau** For the period ending: January 9, 2025

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. Follow up with MRC on supply chain database for South West Nova Scotia,
- FORCE as received funding from the province to operate into the next 12 months a strategic planning session is upcoming in December. Participated in the recent board meeting and new companies are putting forth concepts for installation at FORCE.
- An indigenous group of Mi'kmaq Chiefs plan to visit Scotland and the tidal installations there.
- Nova Innovation met with the province to discuss how their device can be deployed and to assist with finding a deployment vessel. They are meeting with government officials to identify who can help with the deployment.
- Met up with a company formerly known as Torrcado, who have plans to install and deploy tidal turbines.

Biogas Generator

- Contacted Canadian Biogas Association an add will appear in their monthly newsletter with the generator for sale.
- 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.
- Reconcept Group have reached out and have an interest in purchasing the wind turbine they are seeking an NDA with MODD.

Roadway Lighting

- No new activity no repairs to report.

Climate Change

- Reviewed the requirements for the Community Solar Program and Shared Solar Program. Preparing a document for council.
- 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. EV Station review.

STAFF REPORT

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Digby Development Agency:

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

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.
- 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.

- Received our Emissions Reduction Plan from Efficiency NS> 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. Many recommendations for reduction targets.
- 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.
- We received our Benchmarking report from Quest about the performance of the MODD to meet its targets.

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.
- **Participated in WREN economic development review for the region.**

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 December 5, 2024 - January 8, 2025

Received historic documents from Ted Leighton of Smith's Cove. The documents are from Isiah Wilsons private library collection from the Wilson's homestead. Took inventory and reviewed the material for any significant historical content. These documents will be submitted to the Admiral Digby Museum for archiving.

Met with Keith Weagle, local contractor, to discuss the installation of a chain link fence at Point Prim. This fence is a barrier that runs along the cliff area at the site. No estimate given at this time.

Prepared for the staff Christmas dinner. Also, delivered PA system and banner display and projector to the Digby Pines.

Organized training for staff with regards to the new municipal website. Made contact with Venture Group staff to set time and day. Training scheduled for the first week in January.

Attending a SAIL 2 meeting to discuss the proposed budget that was submitted with the Cost Sharing Funding application. The committee and village volunteers reviewed the budget and called for a motion to support the budget as presented.

Conducted updates to the municipal website. Added new articles and reposted old articles to the front page.

Re-posted the Art Bank ad on facebook and municipal website. Also commissioned ads for the Weymouth Bridge and Passages. Ordered a ad for the Vanguard for the new year.

Continued to try to make contact with Post Media to inquire permission to digitize the Old Weekly Digby Courier. *No reply at this time.*

Filed Art Bank submissions from artists and prepared documents for distribution to the jury.

Christmas vacation

Happy New Year Everyone!