



**Committee of the Whole Minutes
Council Chambers
February 11, 2025**

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

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

ALSO PRESENT: Andrea Hyslop from the Department of Municipal Affairs, and Nancy Robinson & Harold Alexander from Digby & Area Housing Coalition to provide a presentation to Council

REGRETS: None

CALL TO ORDER: Deputy Warden Ross called the February 11, 2025, Committee of the Whole meeting of the Municipality of the District of Digby to order at 5:03pm.

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

2. ADMINISTRATIVE AND PROCEDURAL ITEMS

2.1 Approval of Agenda-Additions/Deletions

MOTION #COTW2025-02-11-01

It was regularly moved and seconded that the agenda for February 11, 2025 be approved as circulated.

MOTION CARRIED

2.2 Presentation/Delegation

MOTION #COTW2025-02-11-02

It was regularly moved and seconded that Nancy Robinson & Harold Alexander, Digby & Area Housing Coalition come before Council to present.

MOTION CARRIED

Ms. Robinson and Mr. Alexander introduced themselves and shared the Digby & Area Housing Coalition's mission to build affordable and sustainable housing projects within the community. The organization is currently working with New Commons Development and Jost Architects Ltd. on the Montague Row project which will involve the construction of a 34-unit, 3-storey building; they are hopeful that they will break ground by this Spring. The Coalition is awaiting to hear back regarding funding but it is their projection that it will be 95% funded by the provincial and federal governments, and the remaining 5% will be raised through fundraising efforts. It was noted that the Digby & Area Housing Coalition would like to collaborate with the Town of Digby and the Municipality of Digby in whatever capacity the organizations see fit. Council asked various questions and it was agreed that the first step should be a working group to discuss how they will work together moving forward. Council thanked Nancy Robinson & Harold Alexander for their presentation and stated that the Municipality of Digby will be in touch.

2.3 Approval of Minutes of January 14, 2025

- Remove duplicate "to discuss" under Deputy Warden Ross' Committee Report
- Add "Councillor George Manzer" as an attendee

MOTION #COTW2025-02-11-03

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

MOTION CARRIED

2.4 CAO Report

- i. Meeting Dates/Reminders
Deputy Warden Ross 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 #COTW2025-02-11-04

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 Kings Transit - Letter of Support

MOTION #COTW2025-02-11-05

It was regularly moved and seconded to recommend to Council to send a letter of support for Kings Transit in support of their application to the Rural Transit Solutions fund.

MOTION CARRIED

4.2 Letter to Minister of Public Works

Deputy Warden Ross noted that it was unfair that local staff have lost \$1 million in this year's RIM funding. It was asked if Council would be interested in sending a letter to the Minister of Department of Public Works in regards to lack of funding. Council agreed that it was a good idea.

MOTION #COTW2025-02-11-06

It was regularly moved and seconded to recommend to Council to send a letter to the Hon. Fred Tilley, Minister of the Department of Public Works and copy Hon. Jill Balser, MLA Digby-Annapolis regarding their budget and lack of funding for the roads in the community.

MOTION CARRIED

4.3 Assessment Report

Cora Lee Ross, Manager of Corporate Services, went over the 2025-26 assessment report in detail. The Municipality of Digby will see a 5.53% increase resulting in \$384,785 of additional revenue.

4.4 Interprovincial Trade Barriers

Warden Gregory shared that she spoke with Minister John Lohr and Premier Tim Houston in regards to the proposed interprovincial trade barriers. Warden Gregory noted that she was in support of the removal of the barriers but was worried about the fishing industry in the area. Council was overall receptive to the idea but also wants to be cautious with resource development. It was agreed to write a letter to Minister Lohr to share generalized support but also note their apprehensions towards the concept.

MOTION #COTW2025-02-11-07

It was regularly moved and seconded to recommend to Council to send a letter to the Hon. John Lohr, Minister of Municipal Affairs, to indicate general support of the removal of interprovincial trade barriers.

MOTION CARRIED

5. CORRESPONDENCE/INFORMATION ITEMS: None

6. COMMITTEE REPORTS

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

Digby Source Water Protection Advisory Committee

- There have been no meetings since the last report.

Fences & Arbitration Committee

- There have been no meetings since the last report.

Heritage Advisory Committee

- There have been no meetings since the last report.

Regional Emergency Management Advisory Committee

- No meeting since the last report.

Planning Advisory Committee

- There have been no meetings since the last report.

Joint RCMP Advisory Board

- The Board is very impressed with Staff Sgt. Grant Ryland – seems to have innovative ideas for the Digby Detachment.
- The Board received an informative report from Staff Sgt. Grant Ryland at the last meeting.
- Staff Sgt. Ryland wants his officers to have a good relationship with the public; he has been encouraging them to go out in the community when not preoccupied.
- Officers are working on the drug issue in the community.
- Deputy Warden Ross brought up the suggestion to use “privacy screens” for accidents which Staff Sgt. Grant Ryland thoroughly looked into.

Marketing Levy & Promotion

- There have been no meetings since the last report.

Digby Art Bank Jury

- There have been no meetings since the last report.
- Will be meeting in March to select art pieces.

Accessibility Advisory Committee

- There have been no meetings since the last report.

Digby Community/NS Health Authority Stakeholder

- Warden Gregory noted that the group hasn't met in a while but would like to work with CAO Pulley to reignite the committee.

Atlantic Mayors Congress

- The next meeting will take place in Spring 2025.

Digby Area Recreation Comm.

- DARC held their Annual General Meeting where Mike Bartlett was appointed the Chair of the Committee and Deputy Warden Ross was appointed as Vice-Chair.
- Participation and rental levels are up to pre-covid numbers.
- Staff is currently working on the budget which will be presented next month.
- The 2025 Volunteer Awards applications are available, the deadline is March 9, 2025.
- It was noted that there was an ammonia spill in the rink parking lot on Sunday, February 9th. No one was harmed during the incident and it was cleaned up quickly.

Digby Development Agency (Industrial Comm)

- There have been no meetings since the last report.

Digby Municipal Fire Association

- The next meeting is scheduled for February 19th.

Kings Transit Authority

- The next meeting is scheduled for February 18th.

Senior Safety Committee

- There have been no meetings since the last report.

Tideview Terrace

- Councillor Manzer stated that there was nothing to note, it has been business as usual at Tideview.

Waste Check

- Waste Check met in the morning and discussed the financial statements, and the possibility of moving locations due to the Town of Yarmouth considering their operations at the airport.

Western Counties Regional Library (WCRL)

- The WCRL's bookkeeper is retiring after 35 years of service, the board is discussing their options and may contract a company to do the book work rather than hire someone to replace her.

Western Regional Enterprise Network Liaison and Oversight Committee

- Deputy Warden Ross was appointed Chair of the Recruitment and Nomination Committee.

Digby Area Tourism Association

- There have been no meetings since the last report.

Digby Harbour Port Association

- Deputy Warden Ross met with the Digby Harbour Port Authority and went over potential plans. They are looking for other ways to utilize the Digby Wharf.

South West Biosphere Society

- The next meeting is scheduled for next week.

MOTION #COTW2025-02-11-08

It was regularly moved and seconded to move in-camera at 6:25pm to discuss a contractual and a personnel item.

MOTION CARRIED

7. IN CAMERA ITEMS:

- 7.1 Contractual
- 7.2 Personnel

Council resumed regular session at 6:48pm.

MOTION #COTW2025-02-11-09

It was regularly moved and seconded to recommend to Council to approve the Building Inspector hiring plan as presented.

MOTION CARRIED

8. ADJOURNMENT

MOTION #COTW2025-02-11-10

It was regularly moved and seconded that the meeting adjourn at 6:50pm.

MOTION CARRIED

Deputy Warden Matthew Ross

Tyler Pulley, Chief Administrative Officer

Chief Administrative Officer Report

Meeting Date	February 11, 2025
Submitted To	Committee of the Whole
Submitted By	Tyler Pulley, CAO

Meeting/Event Dates/Reminders (As of February 6, 2025)

Date & Time	Meeting/ Event	Who Attends	Location
February 18th	NO MEETING		
February 20th – 21st	Strategic Planning	All Council	Digby Pines
February 25th @ 5:00 pm	Council	All Council	Council Chambers
March 4th @ 5:00 pm	By-law & Policy	All Council	Council Chambers
March 11th @ 5:00 pm	COTW	All Council	Council Chambers
March 18th	NO MEETING		
March 25th @ 5:00 pm	Council	All Council	Council Chambers
April 1st @ 3:00 pm	By-Law & Policy	All 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. 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 drafts standards 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 Services Review – The letter to fire chiefs notifying them we are starting the inventory work went out the first week of November. The work began and the aim was to complete it by March

31, 2025. Bruce started his inventory work and it is going well. We are on track to have the inventory work completed by the end of March. We will present the information to Council and have recommendations going forward for next fiscal year.

Strategic Planning – We have engaged Gordon MacIntosh to host our strategic planning session. The session will be held February 20 & 21. The schedule and details have been sent out.

Equity and Anti Racism – An overview of the required work was provided at the December 3rd By-Law and Policy Meeting. The online survey was launched on December 20th and was open until January 31st. Work will begin this month on drafting the plan.

Accessibility – A committee was formed with the Town of Digby, DARC, and the Villages of Weymouth, Freeport, Tiverton and Westport. 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. We are currently waiting for the Town of Digby to get a new community member so that the committee can reconvene and work can start on reviewing the plan.

Kings Transit – Work on the new governance structure is on-going and is expected to be presented to the board soon. Work on the new funding formula is on-going and is also expected to be presented soon. I have been engaged in several meetings with Kings Transit on these items.

Miscellaneous

- Regular meetings with the Public Works Foreman, the Building Inspectors, Development Officer, Dog Control Officer, Program Coordinator, Renewable Energy Coordinator, and Dispatch Supervisor
- Regular meetings with the management team
- Regular conversations with our solid waste hauler
- Prepared meeting packages and attended regular Council meetings and a public hearing
- Had a meeting with MLA Jill Balser to discuss numerous topics and ways we can work together moving forward
- Attended Waste Check meeting and a meeting with all of the CAOs concerning EPR
- Attended REMO meeting and RCMP Advisory meeting
- Attended Kings Transit board meeting and a meeting with Kings Transit and the CAO of the Municipality of the County of Annapolis to discuss capital assets
- Attended the African Heritage Month Launch
- Numerous phone calls and meetings with residents and municipal counterparts
- It continues to be a very busy time of the year with insurance, operational budget, capital budget, human resource, tendering, and other major tasks being worked on

DEPARTMENT REPORTS

Corporate Services Report	Monthly Report
Building Department Reports	Building Permits Report
Airport/Dispatch	Airport Report Dispatch Call Report
Program Coordinator	Monthly Report
Renewable Energy & Climate Change Coordinator	Monthly Report
Trails Coordinator	Monthly Report

In the event that any new information has been received from the time 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

January 9, 2025 to February 6, 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 50 properties remaining on the tax sale.
- Formal tax sale notices were sent January 7, 2025.
- Advertising cut off date is February 7, 2025.
- The Tax Sale Tender process ends March 26, 2025.

Administration Department:

- Statements were sent to any taxpayer who had a remaining tax balance. It has increased traffic in the Admin Department.
- There have been lots of calls and stop ins regarding the 2025 assessments.
- The department has been assisting taxpayers with various grant applications and various inquiries.

Municipal Audit:

- The 24/25 Municipal audit is fast approaching. An audit plan with Grant Thornton has been set.

Operating Budget:

- The December income and expense statement reported 99% of revenues received, and 66% for expenses.
- Preliminary steps for the Operating budget have begun. The Assessment Report is included in the COTW package.

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 continued to meet during January for management meetings.
 - Continue to meet with Administration staff.
 - Worked with Jeff, Tyler, and Taylor to organize the upcoming Strategic Planning session.
 - Met with Community Health to discuss the Municipal Grants to Organizations program.
 - Participated in Capital budget meetings.
 - Helped organize and attended the farewell BBQ for Jeff.
 - Attended COTW, Special Council, TIR and Bylaw & Policy and Council Committee meetings.
 - Misc internal meetings.
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Municipality = Municipality

PERMIT APPLICATIONS

For the Month of January

<i>Number</i>	<i>District</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
DM-B2024-348	1		0	Renovate	Commercial	Residential Accessory Use	125.00	50,000.00
DM-B2025-003	1		0	Renovate	Commercial	Commercial Use	545.00	260,000.00
DM-B2025-008	1		0	Renovate	Single Dwelling	House	188.47	84,239.00
DM-B2025-005	2		0	Construction	Single Dwelling	Camp	34.00	5,000.00
DM-B2025-006	2		0	Construction	Garage/Carport/Shed	Shed	16.40	2,000.00
DM-B2025-001	2		0	Construction	Single Dwelling	Cottage	109.70	55,000.00
DM-B2025-009	3		0	Renovate	Commercial	Commercial Accessory Uses	105.00	40,000.00
DM-B2025-013	1		0	Renovate	Single Dwelling	House	225.00	100,000.00
DM-B2025-018	3		0	Addition	Garage/Carport/Shed	Garage	26.00	3,500.00
DM-B2025-019	2		0	Construction	Garage/Carport/Shed	Shed	14.80	3,500.00
DM-B2025-020	2		0	Relocate	Single Dwelling	House	30.00	3,500.00
DM-B2025-017	1		0	Relocate	Garage/Carport/Shed	Shed	30.00	1,500.00
DM-B2025-025	2		0	Construction	Single Dwelling	House	140.00	125,000.00
DM-B2025-022	2		0	Relocate	Commercial	Commercial Use	50.00	16,000.00
DM-B2025-023	5		0	Construction	Single Dwelling	House	257.60	300,000.00
DM-B2025-016	5		0	Construction	Garage/Carport/Shed	Accessory Uses - Shed	77.80	75,000.00
Total	16		0				1,974.77	1,124,239.00

DISTRICTS

<i>Building Type</i>	1	2	3	5	Total
Commercial	2	1	1	0	4
Garage/Carport/Shed	1	2	1	1	5
Single Dwelling	2	4	0	1	7
Total	5	7	2	2	16

Summary of Estimated Value by District

1	495,739.00
2	210,000.00
3	43,500.00
5	375,000.00
Total	1,124,239.00

Summary of Estimated Value by Building Type

Commercial	366,000.00
Garage/Carport/Shed	85,500.00
Single Dwelling	672,739.00
Total	1,124,239.00

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	7	1	4	4	2	18
Double Dwelling	0	0	1	0	1	2
Garage/Carport/Shed	9	18	10	7	9	53
Institutional And	0	0	2	0	0	2
Park/Recreational	1	2	0	0	0	3
Single Dwelling	17	24	19	12	16	88
Total	36	45	36	23	29	169

Summary of Estimated Value by District

1	2,562,239.00
2	2,452,150.00
3	3,184,200.00
4	668,363.00
5	1,330,900.00
Total	10,197,852.00

Summary of Estimated Value by Building Type

Agriculture	54,500.00
Apartments	100,000.00
Commercial	1,237,000.00
Double Dwelling	450,000.00
Garage/Carport/Shed	1,143,913.00
Institutional And Governmen	194,700.00
Park/Recreational	272,500.00
Single Dwelling	6,745,239.00
Total	10,197,852.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For the Month of January

<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-B2025-001			0	Renovate	Single Dwelling	House	76.70	25,849.00
Total			0				76.70	25,849.00

D I S T R I C T S

<i>Building Type</i>		Total
Single Dwelling	1	1
Total	1	1

Summary of Estimated Value by District

	25,849.00
Total	25,849.00

Summary of Estimated Value by Building Type

Single Dwelling	25,849.00
Total	25,849.00

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	21	0	21
Total	41	2	43

Summary of Estimated Value by District

	1	2,735,849.00
		140,000.00
	Total	2,875,849.00

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	789,349.00
Total	2,875,849.00

Digby Dispatch

Call Type and Log Item Counts

ALL

January 2025

	Count	YTD
Call Type		
1 Appliance Fire	1	1
2 Chimney	17	17
3 CO Detector	2	2
4 Electrical	2	2
5 Fire Alarm - Commercial	17	17
6 Fire Alarm - Residential	14	14
7 Flood	1	1
8 HAZMAT	1	1
9 Lift Assist	7	7
10 Medical Call	83	83
11 Mutual aid	35	35
12 MVC	14	14
13 MVC w/ Entrapment	8	8
14 Other	4	4
15 Phone Crash Alert	1	1
16 Pole fire	1	1
17 Smoke	1	1
18 Structure	6	6
19 Vehicle fire	4	4
Total Call Type	219	219
Log Items		
1 Dog Call	6	6
2 FD Equipment out of service	16	16
3 Miscellaneous	10	10
4 Sewer	2	2
Total Log Items	34	34

Digby Municipal Airport/Dispatch Monthly Report
January 2025

I started as Manager on January 6, and I have big shoes to fill following Bruce. I'm grateful to have him around to answer my questions. Pierce is temporarily assuming Bruce's dispatching duties while Bruce focuses on his project for the municipality.

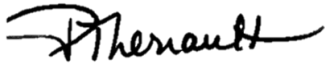
I attended the Yarmouth Mutual Aid Meeting on January 16, the Little Brook Banquet on January 25, and the Clare Fire Fighters Association Meeting on January 29.

We have posted a job opening to hire new casual staff, with the application deadline set for February 8.

The Digby Fire Department has their siren back in working order and it will sound for any emergency calls between 07:30 and 21:30 hours.

We have had a busy month with 17 chimney fires, 14 MVCs (Motor Vehicle Collisions), and 83 medical calls. The team has been incredibly responsive and dedicated, ensuring the safety and well-being of our community.

Best regards,



Paulette Theriault
Dispatch/Airport Manager
ptheriault@digbymun.ca
Office: 902-245-5885
Cell: 902-245-3546

	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	\$ 34.99	11 Tng, 7 Rec, 4 Bus, 4 Gov, Total = 26	26
DEC	\$ 28.22	\$ 154.62	123 Tng, 64 Rec, 3 Bus, 2 Gov, 2 Mil, Total = 194	22
JAN	\$ 3.09	\$ -	11 Rec, 2 Bus, 6 Gov, Total = 19	31
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 January 10 --- February 6 2025

Regarding the Little River property located at 86 River Road that was destroyed by fire on December 26, 2024. The reason for de-registration is that there is no heritage fabric left the land should be de-registered. Documents were sent to Tayler Cochrane in June 2024 but were not received. Staff re- created and resent the de-registration documents to Tayler Cochrane Law for processing at the land registry on January 9, 2025.

Contacted Kerry Payson to postpone the gathering between the Municipal Council and Bear River First Nation Council. The gathering will be rescheduled for a later time.

Continued collecting and processing the Art Bank submissions. As in the past years, submissions tend to be submitted close to the deadline.

Contacted newly registered heritage property owners to inquire upon a date to conduct the unveiling ceremonies for the summer of 2025. Old Titus home in Centerville, Saturday, June 21 and St Matthew's Anglican Church in Weymouth Falls potentially early July, during the annual community reunion.

Responded to requests from the Parks Canada Cost Sharing Funding program regarding Peters Island Lighthouse. Requested documents from the CCH Heritage Department to confirm their support for the project. Created a letter of support from the municipal office regarding our commitment to the project. Also responded to their request for budget adjustments to include the volunteer workers, food and accommodation for the duration of their work period.

Created a farewell gift for Jeff Sunderland. Collected pictures of our district lighthouses and added titles to the images and re-sized the images for the frame presentation.

Updated the municipal website. Added new article images to department pages and removed old articles from the site.

I attended a Heritage Advisory Committee meeting on January 22 at the municipal office. Informed the committee of current heritage related activities and updated the committee on plaque unveiling ceremonies for the summer of 2025 * Also, updated committee members regarding the conservation work planned for Peters Island Lighthouse in 2025.

I attended the 2025 Proclamation of African Heritage Month at the Digby Heritage Centre.

Out sick for three days

I started the March issue of the Coastline. Collected potential articles topics and contacted contributors to remind them of the article deadline.

Met with the Digby Legion Branch president Tim Caudle to discuss the new memorial at the Barton cenotaph. He will see if they can assist in the funding to install this \$7000 memorial. Local community members will install a concrete platform for the memorial.

February 11, 2025

Acacia Valley Trail

On January 14th, 2025 I received an email from Pinqiao who is the new land owner of the piece of Acacia Valley trail previously owned by Rona Hall. They have expressed that they highly value the benefits that this land and the trail bring to the local community and visitors and are eager to support the trail's upkeep and ensure its continued success. I have sent a draft of a Land Owner Agreement in hopes of securing an agreement between them as the land owner and Acacia Valley Trails Society.

Digby Railbed Trail

On January 23, I met with Brenda and Jacqueline from Wren, as well as Keith Comeau and Keith Weagle, to discuss the "Get Side Tracked" trail project. We focused on the idea of installing signage that would help connect railbed users to local businesses. Keith Comeau and I are planning to walk a trail that leads from the railbed to the Shell garage to assess whether it would be feasible to approach the landowners about establishing an agreement. The goal would be to allow trail users to conveniently stop for gas, and eventually, enjoy a bite to eat at the new Subway once it's open. On January 27, I visited the railbed to check on Trever's progress with the brush cutting. He had made it just above Malliet Road and has successfully cleared approximately 3.5 km of brush since January 6, averaging just over 1 km per week. Additionally, I submitted the 2025-2026 infrastructure trail fund application on January 15.

On January 29th I received a call informing me about a washout that had developed along the railbed in Smiths Cove. I visited the site located just behind the cul-de-sac that runs next to the Railbed at Exit 25 from the 101 Highway (just before joggins bridge). The washout is located along side of the railbed which drops down to a large outflow culvert from the Highway infrastructure and runs into the Digby Basin. I took photos and sent the to Rick Andrews from DNRR, he went to the site and put up high vis blockades to warn passersby of the issue as well as signage for a temporary measure to isolate the area.

Haines Lake

Darc informed us that water tends to pool in front of the two large bay doors of the rental shed. To address this issue, I obtained an estimate for the cost of installing gutters on the rental shed. Amero's Carpentry & Seamless Gutter provided a rough estimate of around \$850 plus tax. He will be completing this when the weather clears up. I have also been in touch with Shane Wright who will be providing a quote to have the pole barn repaired where needed and metal siding installed.

Sandy Cove

On February 5th, I met with Sandra and Joanne from the Sandy Cove Conservancy to discuss their community grant application. They are seeking funding to construct a platform for the two port-a-potties. The main concern from the community has been the port-a-potties' location, as it detracts from the view. The new platform will be placed off to the side, preserving the scenic views

while ensuring easy access for waste removal. Additionally, they plan to build a viewing structure with benches in the parking lot to provide seating for individuals with mobility issues, allowing them to enjoy the view.

Sandra and Joanne also inquired about my potential contribution of \$2,500 per year to support port-a-potty pumping, whipper snipping, and gravel. We also discussed the possibility of bringing the O2 program to the beach, engaging youth in community initiatives. This could include helping clear space for the port-a-potties and a beach sweep.

Van Tassel Lake

On January 12th I attended a VTL meeting we discussed their 2025-2026 infrastructure trail fund application, the south west nova biosphere reserve and the glossy buckthorn project, and the Windmill trail and what that might look like. On January 23 I had a meeting with Debbie, Jonathan, Maira, Ian and Sean in regards to planning the 2025 Lily Lake Lollygag. On January 19th I called Connells to request a port-a-potty for the event which will be held on April 12, 2025.

Boar's Head Lighthouse

On January 14th I had a call with Paul Knaga who works with Environment Climate Change Canada - Canadian Wildlife Service. He runs a program that monitors migrating bats along coastlines and offshore. He is trying to increase our regional knowledge of when migratory tree bats are leaving and returning to our region. He would like to put ARUs on some lighthouses in strategic areas of coastal Nova Scotia. Lighthouses present a good opportunity, as they are in these coastal areas, and can facilitate the need to get units up into safe areas (so the public don't walk off with them), and get the microphones as high up as possible. He would like to get units out early April, and have them out till December if the community groups agree. I spoke with Kendall Ossinger who said they would be very interested in doing this as well as Robert Hersey of Point Prim Lighthouse.

Fundy Erratics

On January 30th, I met with Greg Turner to discuss the Fundy Erratics Hiking Group and the challenges they are facing in recruiting volunteers to organize and lead their hikes. Greg mentioned that, due to health concerns, he will no longer be able to lead the hikes. While the group does have volunteers willing to step up, they are requesting insurance coverage for the group. However, the Fundy Erratics Hiking Group is not a registered society and feels that the additional responsibilities of becoming a registered society, including managing bylaws, would be too much given their current involvement in planning, scouting, organizing, and handling social media.

Greg emphasized how important the group is to the community but stressed that without financial support, particularly a \$1000/year commitment for insurance, the group may not be able to continue. This support would ensure they can protect the group and keep their hiking events running.

Promo and other

- On January 9th and 10th. I attended a first aid and CPR intermediate course.
- On January 15th I submitted an application to volunteer as a trail's strategy coordinator group member.

STAFF REPORT

Employee Name: **Terry Thibodeau** For the period ending; February 6 2025

Tidal Development for Digby

- Lindsay Bennet from FORCE is coming to Digby to update our community and the DDA to the activities that they are working on with the federal government along with what opportunities are presented through Digby as the Port of Choice. We are hopeful that they support the notion of an updated review of Digby as a lay down and staging area.

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.
- Seeking pricing for advertise in specific trade journals that the generator is for sale.

Wind Development

- Our insurance provided is no longer interested in providing BI (Business Interruption Insurance) due to the fact that our Enercon turbine is an older model and more prone to significant or serious breakdowns that would require extensive financial coverage.
- We are working with them to identify whether an alternate insurer/underwriter can be found.
- We sent along our payment for our lease to the Town of Digby. This is a yearly payment. Production from the turbine has been one of its best years in a while.

Roadway Lighting

- No new activity no repairs to report. Being the process of identifying how the replacement can take place as of result of coming to the end-of-life asset over the next 10 years.

Climate Change

- Reviewed the requirements for the Community Solar Program and Shared Solar Program.
- Prepared strategic projects for 2025 for review by council. Met with council to present the objectives for consideration.
- We have a TOR for a review of the local distribution grid to accommodate a solar project.
- The CSP has an open call.
- Quest have prepared an Accelerator Program specific to the municipality. A benchmark document is forthcoming that will be shared with council, we received a rating of 45. We are identifying if we have some "low hanging fruit" of options to consider.

Digby Development Agency:

- Upcoming meeting with Lindsay Bennett from FORCE.

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. Ie., length of time in the system, access to contractors and follow up audits.

STAFF REPORT

Energy Efficiency.

- Review recommendations from Efficiency Nova Scotia projects.
- 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 fledged 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 –

- I will be attending FCM conference in Fredricton. Sustainable Communities Conference.
- Participated in a webinar in Engaging Indigineous participation.
- Sat in discussion with Invest Nova Scotia regarding air to water heat pump.
- 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