



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

- 1. IN ATTENDANCE:** Warden Linda Gregory, Deputy Warden Matthew Ross, 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:** Amy Tudor, Crystal McDormand, and Rhynda Tudor from the Westport Recreation Auxiliary to provide a presentation to Council

**REGRETS:** None

**CALL TO ORDER:** Warden Linda Gregory called the March 11, 2025, Committee of the Whole meeting of the Municipality of the District of Digby to order at 5:00pm.

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

**2. ADMINISTRATIVE AND PROCEDURAL ITEMS**

**2.1 Approval of Agenda-Additions/Deletions**

**MOTION #COTW2025-03-11-01**

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

**MOTION CARRIED**

**2.2 Presentation/Delegation**

**MOTION #COTW2025-03-11-02**

**It was regularly moved and seconded that Amy Tudor from the Westport Recreation Auxiliary come before Council to present.**

**MOTION CARRIED**

Ms. Tudor introduced herself and asked Council for their support for the proposed 50'x70' multipurpose court project on Brier Island. The Westport Recreation Auxiliary

has presently raised \$10,000, met with Councillor Scherer and MLA Jill Balser, and will be applying for various grants to help raise the remaining amount for the estimated \$58,000 for the project. Residents on Brier Island do not have easy access to a recreational facility; the closest one is located in Freeport which is a different community and a ferry ride away. The multipurpose court will enhance the health and wellness for the community, as well as bring a sense of togetherness as it will be used for community gatherings. Ms. Tudor went over some of the structure details of the court and reiterated that the Auxiliary would accept any assistance that the Municipality of Digby was willing to provide. Council asked questions and thanked Ms. Tudor for the informative presentation.

On behalf of the Municipality of Digby, Warden Gregory congratulated Crystal McDormand for being a well-deserved recipient of the King Charles III Coronation Medal.

***Amy Tudor, Crystal McDormand, and Rhynda Tudor left Council Chambers at 5:17pm.***

2.3 Approval of Minutes of February 11, 2025

**MOTION #COTW2025-03-11-03**

**It was regularly moved and seconded that the minutes of February 11, 2025 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) Director of Finance

ii) Trail Coordinator

iii) Airport/Dispatch

iv) Building Inspection

v) Renewable Energy & Climate Change Coordinator

**MOTION #COTW2025-03-11-04**

**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 Capital Budget Draft 2**

Council reviewed the second draft of the capital budget. Cora Lee Ross, Director of Finance, noted that the only changes were from DARC and the estimated cost of the pump for Bear River in Year 1.

**4.2 Provincial Road Winter Maintenance Standards**

Deputy Warden Ross has received a lot of grievances from residents in regards to the winter road maintenance indicating that 72 hours is too long after a winter storm to clear the roads. It is not fair to residents when they cannot get to work in the winter due to the road conditions. It was agreed that Council will write a letter to province to share concerns regarding the current standards.

**MOTION #COTW2025-03-11-05**

**It was regularly moved and seconded to recommend to Council to write a letter to the Honourable Fred Tilley, Minister of the Department of Public Works and copy Jill Balsler, MLA for Digby-Annapolis, indicating safety concerns for the winter maintenance standards.**

**MOTION CARRIED**

**4.3 Bowl for Kids' Sake Event – Team Registration**

CAO Tyler explained that the Town of Digby reached out to see if the Municipality of Digby would be interested in registering a joint team in the Bowl for Kids' Sake Event. There was much interest from staff and Council to participate so it was suggested to register two teams.

**MOTION #COTW2025-03-11-06**

**It was regularly moved and seconded to recommend to Council to register up to two teams in the amount of \$1,000 (\$500 per team) for the Big Brothers Big Sisters of Annapolis 2025 Bowl for Kids' Sake Event.**

**MOTION CARRIED**

**4.4 Culloden Historical Cemetery**

Warden Gregory explained that the Culloden Historical Cemetery land is up for tax sale. It was noted that it is a heritage property and the community wants to take it over to maintain it. Council acknowledged that this is a unique situation and directed staff to explore options for the land.

**5. CORRESPONDENCE/INFORMATION ITEMS:**

5.1 Industrial Inquiry Commission Reviewing Canada Post  
Reviewed and noted.

5.2 Thank You from Admiral Digby Museum  
Reviewed and noted.

## 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**

- There have been no meetings since the last report.

### **Planning Advisory Committee**

- There have been no meetings since the last report.

### **Joint RCMP Advisory Board**

- There have been no meetings since the last report.
- Warden Gregory noted that Tammy Fitzgerald and Alison Vassallo's terms have ended and the Board is seeking two new members.

### **Marketing Levy & Promotion**

- There have been no meetings since the last report.

### **Digby Art Bank Jury**

- The group met a couple weeks ago to go over 15-20 submissions which was then narrowed down to 5-6.
- They had a budget of \$2,500 and agreed purchased four pieces of art today which will be shared with the public soon.

### **Accessibility Advisory Committee**

- The Committee will be meeting March 13, 2025 at 5:00pm.

### **Digby Community/NS Health Authority Stakeholder**

- Warden Gregory is trying to figure out when the group will meet next.

### **Atlantic Mayors Congress**

- The next Atlantic Mayor's Congress will take place in Saint John, NB. The dates have not been confirmed.

### **Digby Area Recreation Comm**

- The Committee is going over capital projects needed to the facility.
- The rink had to shut down early this year due to ammonia leak which will need to be repaired or replaced.
- The Committee is scheduled to do a walk through with Cimco Refrigeration to see how much needs to be replaced to continue with current condenser or if the entire system needs to be retrofitted.

### **Digby Development Agency (Industrial Comm)**

- The Industrial Commission approved the 2025-26 budget.
- The group looked at the full survey of the land because they want to utilize the space as much as they can.
- There is a potential client that is interested in some land.
- In discussions with Terry Thibodeau for energy efficient solutions involving tidal power energy.
- The opportunity for fire training facility was also discussed.

### **Digby Municipal Fire Association**

- The Association will be sending the Municipality of Digby letters indicating some concerns they have for their budgets.
- It was agreed that the entire group is pleased Bruce Snell's contract as Fire Services Coordinator has been extended another year and will be there to help with fire services.

### **Kings Transit Authority**

- There have been no meetings since the last report.

### **Senior Safety Committee**

- The Committee passed the 2025-26 budget.
- Deputy Warden Ross shared that Dawn Thomas continues her best efforts to educate seniors about scams.
- The Committee passed a motion to send another letter to the province regarding the funding model and extending the agreement to keep up with the cost of living.

### **Tideview Terrace**

- There have been no meetings since the last report.

**Waste Check**

- The March meeting was cancelled, the next one is scheduled for April 8, 2025.

**Western Counties Regional Library (WCRL)**

- There have been no meetings since the last report.

**Western Regional Enterprise Network Liaison and Oversight Committee**

- There have been no meetings since the last report.

**Digby Area Tourism Association**

- There have been no meetings since the last report.
- Their AGM is scheduled for April 8, 2025.

**Digby Harbour Port Association**

- There have been no meetings since the last report.

**South West Biosphere Society**

- Warden Gregory shared that the group met and had great discussion on what is happening in the area.
- Working with groups to help buy land to secure property.
- They are seeking a new member in Caledonia.
- Warden Gregory will send reports from meetings to Council for educational purposes.

**Digby Housing Coalition Working Group**

- The first meeting for the group is scheduled for next week.

**IN CAMERA ITEMS:** None

**7. ADJOURNMENT**

**MOTION #COTW2025-03-11-07**

**It was regularly moved and seconded that the meeting adjourn at 6:03pm.**

**MOTION CARRIED**

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**Warden Linda Gregory**

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**Tyler Pulley, Chief Administrative Officer**

## Chief Administrative Officer Report

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

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

Date & Time	Meeting/ Event	Who Attends	Location
March 18 <sup>th</sup>	<b>NO MEETING</b>		
March 25 <sup>th</sup> @ 5:00 pm	Council	All Council	Council Chambers
April 1 <sup>st</sup> @ 3:00 pm	By-Law & Policy	All Council	Council Chambers
April 8 <sup>th</sup> @ 5:00 pm	COTW	All Council	Council Chambers
April 15 <sup>th</sup> @ 5:00 pm	Audit Committee	All Council	Council Chambers
April 22 <sup>nd</sup> @ 5:00 pm	Council	All Council	Council Chambers
April 29 <sup>th</sup>	<b>NO MEETING</b>		

### 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. **Council received the Digby Fire Service**

Inventory Report and presentation from Bruce Snell on March 4<sup>th</sup>. Council made the decision to extend the Fire Services Coordinator role for one more 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. Strategic Planning took place on February 20<sup>th</sup> and 21<sup>st</sup>. It was a successful session and staff are currently working on the strategic documents for Council to review.

**Equity and Anti Racism** – An overview of the required work was provided at the December 3<sup>rd</sup> By-Law and Policy Meeting. The online survey was launched on December 20<sup>th</sup> and was open until January 31<sup>st</sup>. Work will begin this month on drafting the plan. The Equity and Anti-Racism Plan was presented to Council on March 4<sup>th</sup>.

**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. A meeting of the Accessibility Committee has been scheduled for March 13<sup>th</sup> and work will commence on updating our Accessibility 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 expected to be presented soon. I have been engaged in several meetings with Kings Transit on these items. **NO UPDATE**

#### **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.
- Reviewed and finalized the Solid Waste Collection Request for Tenders. It went out on March 3<sup>rd</sup> and the deadline for bids is March 18<sup>th</sup>.
- The Building Inspector advertisement is out and the deadline for applications is March 13<sup>th</sup>.
- The Director of Municipal Services advertisement is out and the deadline for applications is April 1<sup>st</sup>.
- Worked with our Director of Finance and staff on the Capital Budget.
- Prepared meeting packages and attended regular Council meetings.
- Attended a Waste Check meeting.
- Attended an Oceans 11 meeting.

- Attended a meeting with FORCE – Fundy Ocean Research Centre for Energy.
- Had a meeting with the CAO from the Municipality of Yarmouth.
- Had a meeting with the CAO from the Town of Digby.
- Have been involved in several conversations and meetings regarding the Industrial Commission and potential land transactions.
- Attended an Industrial Commission meeting.
- Had a meeting with the CAO from the Town of Digby and the Recreation Director of DARC about capital planning.
- Attended a DARC board meeting.
- Have been in communication with DARC concerning their arena issues that have resulted in the closure of the arena for the season.
- Reviewed the draft Digby Fire Service Inventory Report and met with our Fire Services Coordinator.
- Attended a Kings Transit board meeting.
- Attended the Strategic Planning session with Council.
- Had a virtual meeting with Chris Larsen from Sports Entertainment Atlantic concerning the Wharf Rat Rally.
- Attended a virtual Wardens, Mayors, and CAOs meeting with NSFM.
- Attended a meeting with the Weymouth Village Commission about their sidewalk.
- Attended the African Heritage Month GALA at the Digby Pines.
- 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, resource, and other major tasks being worked on.

## DEPARTMENT REPORTS

<b>Direct of Finance Report</b>	Monthly Report
<b>Building Department Reports</b>	Building Permits Report
<b>Airport/Dispatch</b>	Airport Report Dispatch Call Report
<b>Renewable Energy &amp; Climate Change Coordinator</b>	Monthly Report
<b>Trails Coordinator</b>	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.**

Director of Finance Report  
Submitted by: Cora Lee Ross  
February 7, 2025 to March 5, 2025

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**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 20 properties remaining on the tax sale. (Last month was 50)
- Formal tax sale notices were sent January 7, 2025.
- Properties have been advertised in the Clare Shopper and Tri County Vanguard.
- Properties with no known mailing addresses have had the notice posted on the property.
- The Tax Sale Tender process ends March 26, 2025.

**Administration Department:**

- The department has had many inquiries approaching the deadline for the tender sale.
- 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 January income and expense statement reported 100% of revenues received, and 76% for expenses.
- Preliminary work for the Operating budget has begun.

**Capital Budget:**

- The first draft of the Capital budget was presented to Council at the March Bylaw & Policy meeting. 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 HST Offset application.
- Working on various reporting for the Province.

**Conferences/Training/Meetings:**

- Tyler and I continue to meet for management discussions.
  - Continue to meet with Administration staff.
  - Participated in the Council Strategic Planning session.
  - Participated in Capital budget meetings.
  - Attended COTW, Bylaw & Policy and Council meetings.
  - Misc internal meetings.
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**Digby Dispatch****Call Type and Log Item Counts****ALL****February 2025**

	Count	YTD
<b>Call Type</b>		
1 Appliance Fire	0	1
2 Chimney	18	35
3 CO Detector	1	3
4 Electrical	4	6
5 Fire Alarm - Commercial	22	39
6 Fire Alarm - Residential	20	34
7 Flood	1	2
8 HAZMAT	1	2
9 Lift Assist	2	9
10 Medical Call	99	182
11 Mutual aid	47	82
12 MVC	10	24
13 MVC w/ Entrapment	4	12
14 Other	3	7
15 Phone Crash Alert	0	1
16 Pole fire	3	4
17 Smoke	4	5
18 Structure	4	10
19 Vehicle fire	1	5
<b>Total Call Type</b>	<b>244</b>	<b>463</b>
<b>Log Items</b>		
1 Dog Call	14	20
2 FD Equipment out of service	26	42
3 Miscellaneous	7	17
4 Sewer	2	4
5 Special Pager Check	1	1
6 Special Radio Check	1	1
7 Special TEXT message	1	1
<b>Total Log Items</b>	<b>52</b>	<b>86</b>

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*Digby Municipal Airport/Dispatch Monthly Report*  
*February 2025*

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We are pleased to announce the successful hiring of two new spares, Claudia and Kelly. They will be undergoing training with other dispatchers until mid-April.

Furthermore, West and East Pubnico have merged into Pubnico and District, prompting updates and implementation of new paging instructions.

Overnight aircraft parking fees have been updated, increasing from \$5 per night with a cap of \$35 to \$8 per night with no cap. This adjustment aligns our rates with those of neighboring airports.

Best regards,



Paulette Theriault  
Dispatch/Airport Manager  
[ptheriault@digbymun.ca](mailto:ptheriault@digbymun.ca)  
Office: 902-245-5885  
Cell: 902-245-3546

	<b>JET FUEL PROFIT</b>	<b>AVGAS PROFIT</b>	<b>AIRCRAFT MOVEMENTS</b>	<b>PASSENGERS</b>
	<b>2024-25</b>	<b>2024-25</b>	<b>2024-25</b>	<b>2024-25</b>
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	\$ -	\$ -	4 Gov, Total = 4	6
MAR				

NB:

**AIRCRAFT MOVEMENTS** - Include aircraft leaving and arriving at the airport  
**PASSENGER MOVEMENTS** - The number of people in the aircraft arriving and leaving  
**excluding the pilot.**

**Gov = Government**

**Bus = Business**

**Rec = Recreation**

**Mil = Military**

**Tou = Tourist**

**Tng = Training**

Municipality = Municipality

## PERMIT APPLICATIONS

For the Month of February

<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-B2025-027	5		0	Renovate	Single Dwelling	House	88.00	31,500.00
DM-B2025-028	1		0	Renovate	Single Dwelling	House	175.00	75,000.00
DM-B2025-026	4		0	Construction	Single Dwelling	House	187.20	350,000.00
DM-B2025-030	5		0	Renovate	Commercial	Drug Store	375.00	175,000.00
DM-B2025-031	1		0	Construction	Single Dwelling	Bed and Breakfast	48.00	38,000.00
DM-B2025-034	5		0	Renovate	Single Dwelling	House	105.00	40,000.00
DM-B2025-035	5		0	Addition	Garage/Carport/Shed	Accessory Uses - Other	49.00	3,800.00
DM-B2025-037	3		0	New Use	Garage/Carport/Shed	Accessory Uses - Shed	32.00	3,500.00
DM-B2025-039	5		0	Addition	Single Dwelling	Cottage	77.60	30,000.00
<b>Total</b>	<b>9</b>		<b>0</b>				<b>1,136.80</b>	<b>746,800.00</b>

D I S T R I C T S

<i>Building Type</i>	1	3	4	5	Total
<b>Commercial</b>	0	0	0	1	1
<b>Garage/Carport/Shed</b>	0	1	0	1	2
<b>Single Dwelling</b>	2	0	1	3	6
Total	2	1	1	5	9

*Summary of Estimated Value by District*

1	<b>113,000.00</b>
3	<b>3,500.00</b>
4	<b>350,000.00</b>
5	<b>280,300.00</b>
Total	<b>746,800.00</b>

*Summary of Estimated Value by Building Type*

Commercial	<b>175,000.00</b>
Garage/Carport/Shed	<b>7,300.00</b>
Single Dwelling	<b>564,500.00</b>
Total	<b>746,800.00</b>

DISTRICTS

Building Type	1	2	3	4	5	Total
<b>Agriculture</b>	2	0	0	0	0	2
<b>Apartments</b>	0	0	0	0	1	1
<b>Commercial</b>	7	1	4	4	3	19
<b>Double Dwelling</b>	0	0	1	0	1	2
<b>Garage/Carport/Shed</b>	9	18	11	7	10	55
<b>Institutional And</b>	0	0	2	0	0	2
<b>Park/Recreational</b>	1	2	0	0	0	3
<b>Single Dwelling</b>	19	24	19	13	19	94
<b>Total</b>	<b>38</b>	<b>45</b>	<b>37</b>	<b>24</b>	<b>34</b>	<b>178</b>

Summary of Estimated Value by District

1	2,675,239.00
2	2,452,150.00
3	3,187,700.00
4	1,018,363.00
5	1,611,200.00
Total	10,944,652.00

Summary of Estimated Value by Building Type

Agriculture	54,500.00
Apartments	100,000.00
Commercial	1,412,000.00
Double Dwelling	450,000.00
Garage/Carport/Shed	1,151,213.00
Institutional And Governmen	194,700.00
Park/Recreational	272,500.00
Single Dwelling	7,309,739.00
Total	10,944,652.00

Municipality = Town of Digby

## PERMIT APPLICATIONS

For the Month of February

<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-B2025-003			0	Renovate	Apartments	Apartment Building	302.56	138,780.00
DB-B2025-002			0	Addition	Commercial	Retail Stores	107.78	75,000.00
<b>Total</b>	<b>2</b>		<b>0</b>				<b>410.34</b>	<b>213,780.00</b>

*D I S T R I C T S*

<i>Building Type</i>		Total
<b>Apartments</b>	1	1
<b>Commercial</b>	1	1
Total	2	2

*Summary of Estimated Value by District*

	<b>213,780.00</b>
Total	<b>213,780.00</b>

*Summary of Estimated Value by Building Type*

Apartments	<b>138,780.00</b>
Commercial	<b>75,000.00</b>
Total	<b>213,780.00</b>

D I S T R I C T S

<i>Building Type</i>		1	Total
<b>Apartments</b>	4	2	6
<b>Commercial</b>	10	0	10
<b>Double Dwelling</b>	1	0	1
<b>Garage/Carport/Shed</b>	7	0	7
<b>Single Dwelling</b>	21	0	21
Total	43	2	45

*Summary of Estimated Value by District*

	1	2,949,629.00
		140,000.00
	Total	3,089,629.00

*Summary of Estimated Value by Building Type*

Apartments	1,883,780.00
Commercial	324,000.00
Double Dwelling	20,000.00
Garage/Carport/Shed	72,500.00
Single Dwelling	789,349.00
Total	3,089,629.00

# STAFF REPORT

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

## **Tidal Development for Digby**

- Lindsay Bennet from FORCE met with the DDA. Basic synopsis is they are seeking continued support for the effort to introduce tidal energy into the NS energy mix. They continue to work with a federal task force that is aligning developers with permitting conditions to operate.
- Nova Innovation distributed a brief update of their activities to date and the coming work to deploy their turbine in Petite Passage.
- Upcoming FORCE board meeting and strategic planning session.

## **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.
- Prepared a brief precis for the Green Municipal Fund after the Warden and I met with official from GMF at the Sustainable Communities Conference in Fredericton. They have a program that would pay for 80% of an engineering and feasibility study. We should know soon whether we can advance to the application stage.

## **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.
- The Enercon turbine has been down since Monday. We authorized a troubleshoot team to come to assess the condition.
- Prepared a brief description of the wind turbines for a trails group info session.
- Spoke with the Van Tassel Lake Trails association about new trails proposed for around the turbines.

## **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.
- Prepared a presentation for NSFM spring session to be held in Truro in May.
- Looking into the Sustainable Communities Challenge to fund solar studies.

## **Digby Development Agency:**

- Lindsay Bennett from FORCE presented virtually to the committee.
- The DDA wants to review the EXP Tidal Study that was prepared in 2012 for reference and further development.

# STAFF REPORT

## 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.

- 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:

### 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 –

- Attended FCM conference in Fredericton. Sustainable Communities Conference.
- Participated in a webinar in Engaging Indigenous 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

March 6, 2025

#### Acacia Valley Trail

We held our AGM on February 23, 2025, it was a fantastic meeting with a new attendee joining us. We are happy to have a new Vice President and Secretary/Treasurer on board! I submitted the 2024 financial statement to registry of joint stocks.

#### Haines Lake

I obtained a quote from a local carpenter for the repairs and installation of metal siding on the pole barn.

#### Sandy Cove

I have been in ongoing discussions with members of the Sandy Cove Conservancy, providing guidance on their application for our municipal community grant. Additionally, I reached out to the Department of Community, Culture, Tourism, and Heritage on their behalf to outline their project and explore potential funding opportunities. After identifying that their project aligns with the Community Recreational Capital Grant, I connected them directly with the department.

#### Big Meadow Bog

On March 3<sup>rd</sup> the members of big meadow bog were given a new trail counter as theirs had stopped working sometime in February.

#### Fundy Erratics

On February 11, 2025, a meeting was held with Digby Area Recreation Commission (DARC) to explore a potential partnership with the Fundy Erratics Hiking Group. The group has struggled to recruit volunteer hike leaders due to a lack of insurance coverage. Under the proposed partnership, the Fundy Erratics could operate under DARC's existing insurance, eliminating the need to become a registered society. In return, they would maintain control over event scheduling and hike leadership while benefiting from DARC's promotional support. The partnership received full support, as it would allow the Fundy Erratics to continue their valuable community work with minimal administrative burden while expanding their reach and impact.

#### Promo and other

- I have been collaborating with others to prepare an application to co-host the 2026 Hiking Summit in Digby.
- On March 4<sup>th</sup>, I applied for the National Trail Youth Employment Program for summer student funding