



**Committee of the Whole Minutes
Council Chambers
April 8, 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, Director of Finance and Taylor Robinson, Executive Assistant, who took the minutes of the meeting

ALSO PRESENT: Katya Kovalenko from Happipad and Ed Chisholm from the Digby Harbour Port Association to provide presentations to Council

REGRETS: None

CALL TO ORDER: Warden Linda Gregory called the April 8, 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 #COTW2025-04-08-01

It was regularly moved and seconded that the agenda for April 8, 2025 be approved as circulated.

MOTION CARRIED

2.2 Presentation/Delegation

MOTION #COTW2025-04-08-02

It was regularly moved and seconded that Katya Kovalenko from Happipad come before Council to present.

MOTION CARRIED

Ms. Kovalenko introduced herself and shared that over 130,000 bedrooms sit empty each night that could help the housing shortages across the province. Happipad is a home sharing platform created to connect homeowners who want some extra income

with vetted, compatible renters. Ms. Kovalenko explained that Happipad provides mid-term housing solutions as individuals can rent up to a few months to a few years and there is also flexibility with pricing if tenants agree to help with the chores. A common issue that the organization is facing is that there are more tenants than hosts signed up right now. It was also noted that the Government of Nova Scotia has partnered with Happipad to waive the fees up to May 2025; it will be decided at that time whether they will continue to do so.

Ms. Kovalenko asked Council to assist with sharing information about the organization in hopes to gain more hosts. Council asked detailed questions to which Ms. Kovalenko will get back to them with the answers and they thanked her for her presentation.

MOTION #COTW2025-04-08-03

It was regularly moved and seconded that Ed Chisholm from the Digby Harbour Port Association come before Council to present.

MOTION CARRIED

Mr. Chisholm thanked staff and Council for their involvement in the Digby Harbour Port Association and went over the background and history of the Port of Digby Fishermen's Wharf. There was a Business and Infrastructure Plan completed by CBCL Engineering in January 2018 outlined the impressive economic impact and strategic importance of the Port of Digby to the regional economy. The plan addressed three key factors - additional berthage for vessels that are larger and seeking quality facilities, dredging of the existing and proposed harbour to accommodate operations and growth, and additional sectors supported through increased facilities and reclaimed land.

In 2022, the Port of Digby, supported by the Investing in Canada Infrastructure Program, undertook a \$3M Capacity Building Project that added floating docks, repaired high priority degraded wharf piles, constructed a marginal wharf infill to provide additionally access, and engineering support.

In 2023, the NS Dept of Fisheries and Aquaculture was instrumental in commissioning a study to assess the current state of the wharf structure, determine the effects of sea level rise, and recommend mitigation to ensure future operations. The report identified the requirement to raise the level operating areas by at least 1m for future sea level rise. The study recommended the replacement of the existing wharf due to the state of the 1967 Marginal Wharf and Spur wharf build.

With these reports, evaluation of the Sea Level Rise Mitigation and Infrastructure Report has caused the Board of the Digby Harbour Port Association to commission a Master Harbour Concept that addresses the requirements of the current demand and future

sectors that will benefit from a transportation hub serving fishery, forestry, tourism and aggregate businesses. Mr. Chisholm went over Phase 1, 2, and 3 of the plan in detail and requested that Council write a letter of support for the Digby Harbour Port Association in their efforts to apply to the Sustainable Communities Challenge Fund.

MOTION #COTW2025-04-08-04

It was regularly moved and seconded that Council write a letter of support for the Digby Harbour Port Association's application for the Sustainable Communities Challenge Fund.

MOTION CARRIED

Katya Kovalenko and Ed Chisholm left Council Chambers at 5:48pm.

2.3 Approval of Minutes of March 11, 2025

MOTION #COTW2025-04-08-05

It was regularly moved and seconded that the minutes of March 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

vi) Municipal Program Development Coordinator

MOTION #COTW2025-04-08-06

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 Sustainable Communities Challenge Fund & Low Carbon Communities Program

CAO Pulley reiterated that Council included researching the feasibility of a solar park and the repurposing the biogas generator in their Strategic Plan. The Sustainable Communities Challenge Fund will assist with both projects. The cost to the Municipality will be up to \$25,000 for each.

MOTION #COTW2025-04-08-07

It was regularly moved and seconded to recommend to Council to authorize the preparation and submission of an application to the Sustainable Communities Challenge Fund to seek financing for a FEED study for a potential community solar garden under the Nova Scotia Community Solar Program and fund the project up to \$25,000.

MOTION CARRIED

MOTION #COTW2025-04-08-08

It was regularly moved and seconded to recommend to Council to authorize the preparation and submission of an application to the Low Carbon Communities Program to seek financing an engineering study to determine the feasibility of re-purposing the biogas generator and fund the project up to \$25,000.

MOTION CARRIED

4.2 Traffic Safety Act Engagement

Deputy Warden Ross stated that it is important for the Municipality of Digby to be involved in these engagement sessions. Council agreed and gave staff direction to express interest to participate.

4.3 J-Class Roads – Notice of Acceptance

CAO Pulley reminded Council that the County of Annapolis will be paying the cost share estimate, but the Municipality of Digby has to accept the agreement as it within our jurisdiction.

MOTION #COTW2025-04-08-09

It was regularly moved and seconded to recommend to Council to approve the Notice of Acceptance for the 2025-26 Cost Shared Program for Paving of Subdivision (J Class) Streets with the Province of Nova Scotia for Pleasant Street (0.35km) in the amount of \$87,500.

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

- 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.
- Members of the Board have been invited to the RCMP headquarters in Dartmouth – 4 members agreed to go.
- There are two new members on the Board. Their names are Christian Thibaudeau & Chris Tidd.

Marketing Levy & Promotion

- There have been no meetings since the last report.

Digby Art Bank Jury

- There have been no meetings since last report.
- Robert Hersey is distributing the art bank pieces around the municipal office.

Accessibility Advisory Committee

- There have been no meetings since the last report.

Hwy 101 Taskforce

- Staff is working to get taskforce together to get update on safety study.

Digby Community/NS Health Authority Stakeholder

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

Digby & Area Housing Working Group

- There have been no meetings since the last report.

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 has been working on the capital budget.
- The rink was shut down due to the ammonia leak/compressor.
- MLA Jill Balsler is making a provincial announcement on Friday.
- The arena still has lots going on such as the 2025 Digby Home & Lifestyle Expo and ball hockey.
- Busy working to get things ready for September.

Digby Development Agency (Industrial Comm)

- There have been no meetings since the last report.

Digby Municipal Fire Association

- 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.
- Currently working on the budget.
- The next meeting will take place in May.

Kings Transit Authority

- There have been no meetings since the last report.
- It was noted that there is a meeting next week – CAO Pulley and Warden Gregory will be bringing up some concerns.

Senior Safety Committee

- There have been no meetings since the last report.

Tideview Terrace

- There have been no meetings since the last report.

Waste Check

- It was shared that the committee is concerned for the tariffs and are looking at ordering carts from Quebec instead of the states.
- There are also concerns with ERP – they suddenly do not want to pick up from small local businesses or independent sites because they want the bags completely separated. This will cause issues operationally and financially for municipal units.
- Insurance costs are also an upcoming issue.

- Warden Gregory explained that the Regional Chairs sent a letter outlining the concerns and Waste Check suggesting to go through Councils to send letters to the province.

Council recessed at 6:12pm.

Council resumed regularly session 6:18pm.

MOTION #COTW2025-04-08-10

It was regularly moved and seconded to recommend to Council to write a letter to the Honourable Tim Halman, Minister of Environment & Climate Change, to address concerns with the implementation of extended producer responsibility (EPR) program.

MOTION CARRIED

Western Counties Regional Library (WCRL)

- The Board is still waiting to see if they will get an increase in funding to see if they can increase wages for staff.

Western Regional Enterprise Network Liaison and Oversight Committee

- The Committee met last week to discuss current board members and vacancies. Members were asked to speak with local business owners to see if they would like to join.

Digby Area Tourism Association

- On April 3rd, DATA presented their five-year tourism growth strategy.
- They are promoting “the 10 Wonders of Digby” – Whale Watching, Maud Lewis, Scallop Capital of the World, Nature Conservancy of Canada (Brier Island), Bear River (Village on Stilts), Balancing Rock, Lighthouses, Electric City, Historic Gardens, and the Digby Gut.
- The AGM is scheduled for April 16th.

Digby Harbour Port Association

- There have been no meetings since the last report.

South West Biosphere Society

- There have been no meetings since the last report.

IN CAMERA ITEMS: None

7. ADJOURNMENT

MOTION #COTW2025-04-08-11

It was regularly moved and seconded that the meeting adjourn at 6:23pm.

MOTION CARRIED

Warden Linda Gregory

Tyler Pulley, Chief Administrative Officer

Chief Administrative Officer Report

Meeting Date	April 8, 2025
Submitted To	Committee of the Whole
Submitted By	Tyler Pulley, CAO

Meeting/Event Dates/Reminders (As of April 2, 2025)

Date & Time	Meeting/ Event	Who Attends	Location
April 15 th @ 5:00 pm	Audit Committee	All Council	Council Chambers
April 22 nd @ 5:00 pm	Council	All Council	Council Chambers
April 24 th @ 4:30 pm	Joint Council Meeting	All Council	Council Chambers
April 29 th	NO MEETING	All Council	Council Chambers
May 6 th @ 5:00 pm @ 6:00 pm	NS Public Works By-Law & Policy	All Council	Council Chambers
May 13 th @ 5:00 pm	COTW	All Council	Council Chambers

CAO 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 4th. Council made the decision to extend the Fire Services Coordinator role for one more year. **NO UPDATE**

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 20th and 21st. It was a successful session. **The Strategic Planning document has been completed and will be presented to Council at an upcoming meeting.**

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. A meeting of the Accessibility Committee was held on March 13th and work has commenced on updating our Accessibility Plan. Accessibility audits have been completed on our municipal office and airport and we await receipt of the reports.

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. We have a meeting scheduled with all the CAOs on April 10th

Miscellaneous

- Regular meetings with the Management Team, Public Works Foreman, the Building Inspectors, Development Officer, Dog Control Officer, Program Coordinator, Renewable Energy Coordinator, REMO and Fire Services Coordinator, and Dispatch Supervisor.
- Received and reviewed bids for the solid waste collection tender. The contract was awarded to Digby Salvage and Disposal Limited. Met with them to execute the contract.
- Regular conversations with our solid waste hauler.
- Scored applications and held interviews for the Building Inspector position. We have hired Cory Rice and he will start with us on April 8th.
- Applications for the Director of Municipal Services were due on April 1st. We are currently scoring the applications and will be scheduling interviews.
- Prepared meeting packages and attended regular Council meetings.
- Attended a DARC board meeting.
- Attended a facility tour with DARC.
- Attended a meeting with Council and MP Chris D'Entremont.
- Attended an Alert Ready quarterly review session.
- Attended an all-day EMO evacuation training session.
- Attended a meeting with the CAOs for Oceans 11.
- Attended a Working Group meeting with the Digby & Area Housing Coalition.
- Attended an Accessibility Advisory Committee meeting.
- Attended an AMA regional meeting.

- Worked with Terry Thibodeau on a consulting contract.
- Worked on the completion of the Strategic Planning document.
- Have registered for the remaining courses to complete my Local Government Finance Certificate from Dalhousie University.
- Continue to be involved in meetings regarding the Industrial Commission and potential land transactions.
- Numerous phone calls and meetings with residents and municipal counterparts.

DEPARTMENT REPORTS

Direct of Finance Report	Monthly Report
Building Department Reports	Building Permits Report
Airport/Dispatch	Airport Report Dispatch Call 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.

Director of Finance Report
Submitted by: Cora Lee Ross
March 6, 2025 to April 2, 2025

Tax Sale:

Tax Sale Update provided by Nicole Robbins, Tax Administrator:

2025 Tax Sale:

- The Tax Sale Tender process ended on March 26, 2025. There were 13 properties taken to sale. One property received no bids.
- Certificate of sales letters to previous owners have been prepared.

Administration Department:

- The department has been assisting taxpayers with various grant applications and various inquiries.
- The Administration department began the tax bill stuffing process today. Tomorrow they will continue along with the other Municipal staff to finish them up and get them in the mail.

Municipal Audit:

- The 24/25 Municipal audit is fast approaching. An audit plan with Grant Thornton has been set. The first Audit Committee Meeting is set for April 15. Grant Thornton will outline their audit approach and Council will get a 24/25 financial update on the budget variances.

Operating Budget:

- The February income and expense statement reported 101% of revenues received, and 80% for expenses.
- Preliminary work for the Operating budget has begun.

Capital Budget:

- The Capital budget was passed by Council at the March Council meeting.

Miscellaneous:

- Continue to work with various Fire Departments re: Loans/Reserves.
- Working on HST Offset application.
- Working on various reporting for the Province.
- Reviewed resumes for the Building Inspector and Director of Municipal Services position.
- Helped the Tax Administrator open Tax sale tenders and record results.

Conferences/Training/Meetings:

- Tyler and I continue to meet for management discussions.
 - Continue to meet with Administration staff.
 - Participated in Capital budget meetings.
 - Attended COTW, Bylaw & Policy and Council meetings.
 - Participated in the interview process for the new Building Inspector.
 - Met with Rob for an update and to discuss budget requests for 25/26.
 - Misc internal meetings.
-

Municipality = Municipality

PERMIT APPLICATIONS

For the Month of March

<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-B2025-041	5		0	Renovate	Single Dwelling	Porch/Patio	105.00	40,000.00
DM-B2025-044	1		0	Construction	Garage/Carport/Shed	Fence	31.00	3,000.00
DM-B2025-048	1		0	Construction	Garage/Carport/Shed	Garage	74.00	40,000.00
DM-B2025-054	3		0	Construction	Garage/Carport/Shed	Accessory Uses - Shed	32.40	3,500.00
DM-B2025-046	3		0	Construction	Single Dwelling	House	170.00	200,000.00
DM-B2025-043	3		0	Construction	Single Dwelling	House	176.40	200,000.00
DM-B2025-066	3		0	Construction	Single Dwelling	House	142.40	160,000.00
DM-B2025-067	1		0	Addition	Garage/Carport/Shed	Accessory Uses - Shed	15.50	300.00
DM-B2025-065	3		0	Renovate	Single Dwelling	Deck	45.00	10,000.00
DM-B2025-052	5		0	Construction	Garage/Carport/Shed	Garage	38.80	20,000.00
DM-B2025-053	5		0	Construction	Single Dwelling	House	170.00	250,000.00
DM-B2025-059	1		0	Construction	Single Dwelling	House	296.50	400,000.00
DM-B2025-063	2		0	Construction	Garage/Carport/Shed	Garage	86.20	75,000.00
Total	13		0				1,383.20	1,401,800.00

D I S T R I C T S

<i>Building Type</i>	1	2	3	5	Total
Garage/Carport/Shed	3	1	1	1	6
Single Dwelling	1	0	4	2	7
Total	4	1	5	3	13

Summary of Estimated Value by District

1	443,300.00
2	75,000.00
3	573,500.00
5	310,000.00
Total	1,401,800.00

Summary of Estimated Value by Building Type

Garage/Carport/Shed	141,800.00
Single Dwelling	1,260,000.00
Total	1,401,800.00

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	3	19
Double Dwelling	0	0	1	0	1	2
Garage/Carport/Shed	12	19	12	7	11	61
Institutional And	0	0	2	0	0	2
Park/Recreational	1	2	0	0	0	3
Single Dwelling	20	24	23	13	21	101
Total	42	46	42	24	37	191

Summary of Estimated Value by District

1	3,118,539.00
2	2,527,150.00
3	3,761,200.00
4	1,018,363.00
5	1,921,200.00
Total	12,346,452.00

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	1,293,013.00
Institutional And Governmen	194,700.00
Park/Recreational	272,500.00
Single Dwelling	8,569,739.00
Total	12,346,452.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For the Month of March

<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-B2025-004			0	Addition	Single Dwelling	House	41.60	100,000.00
DB-B2025-006			0	Renovate	Single Dwelling	House	41.00	8,000.00
Total			0				82.60	108,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Single Dwelling	2	2
Total	2	2

Summary of Estimated Value by District

	108,000.00
Total	108,000.00

Summary of Estimated Value by Building Type

Single Dwelling	108,000.00
Total	108,000.00

D I S T R I C T S

<i>Building Type</i>		1	Total
Apartments	4	2	6
Commercial	10	0	10
Double Dwelling	1	0	1
Garage/Carport/Shed	7	0	7
Single Dwelling	23	0	23
Total	45	2	47

Summary of Estimated Value by District

	3,057,629.00
1	140,000.00
Total	3,197,629.00

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	897,349.00
Total	3,197,629.00

Digby Dispatch**Call Type and Log Item Counts****ALL****March 2025**

	Count	YTD
Call Type		
1 Appliance Fire	2	3
2 Chimney	6	41
3 CO Detector	1	4
4 Electrical	1	7
5 Fire Alarm - Commercial	20	59
6 Fire Alarm - Residential	21	55
7 Flood	5	7
8 Grass/Bush/Forest	31	31
9 HAZMAT	2	4
10 Lift Assist	3	12
11 Medical Call	85	267
12 Mutual aid	53	135
13 MVC	17	41
14 MVC w/ Entrapment	4	16
15 Other	6	13
16 Phone Crash Alert	2	3
17 Pole fire	1	5
18 Rekindle	2	2
19 Rescue	1	1
20 Smoke	6	11
21 Structure	4	14
22 Vehicle fire	1	6
Total Call Type	274	737
Log Items		
1 Dog Call	13	33
2 FD Equipment out of service	24	66
3 Miscellaneous	19	36
4 Sewer	1	5
5 Special Pager Check	1	2
6 Special Radio Check	0	1
7 Special TEXT message	0	1
Total Log Items	58	144

Digby Municipal Airport/Dispatch Monthly Report
March 2025

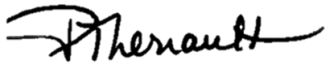
Our new trainees have completed their initial two-week training period and are now undergoing shift training alongside regular dispatchers.

Ed McCormick conducted the accessibility inspection at the airport.

I attended the Yarmouth County Mutual Aid Association Meeting on March 20. Cheri participated in the Clare Fire Fighter meeting on March 26.

We are also pleased to have a Co-op Student, Tegan Theriault, who will complete 80 hours of service with us.

Best regards,



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

	JET FUEL PROFIT 2024-25	AVGAS PROFIT 2024-25	AIRCRAFT MOVEMENTS 2024-25	PASSENGERS 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	\$ -	\$ -	4 Gov, Total = 4	6
MAR	\$ -	\$ 129.24	19 Tng, 13 Rec, 4 Bus, 2 Gov, Total = 38	46

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 March 5 -- April 1, 2025

Conducted a municipal website update. Removed old articles and updated the Art Bank page and changed several images and reinstated links for several article pages.

Started the Community Memorial Funding application (Veteran Affairs) for the new **Honour Roll Memorial** for the Barton- Brighton Cenotaph. Collected needed documents from the Digby Legion Branch 20 and worked with legion members to finalize the list of names.

Started the application for funding through the Provincial Heritage Property Program via Conservation Grant. As the funding from Parks Canada was not successful a plan B need to be devised. It was decided by the SAIL 2 Committee to repair the lantern house floor and repair all the areas exposed to the weather do to rot. This would secure the structure for future conservation work.

Contacted the editors of the Vanguard and the Valley Register to inquire about gaining permission from Post Media to scan the Digby Courier from 1979 – 2016. They gave me a contact at the Halifax office, that they thought could assist. Sent voice mail, no reply to date.

Attended the Digby Art Bank meeting to make the final selection for purchases. Four pieces were chosen. Rob Buckland Nicks (Red Breasted Woodpecker) * Kathryn Dunphy's (Summer Cows) * Jim Walch (Old Fashion Way) * Ray Sampson (Fundy Waves).

Agreed to speak at a Digby Care 25 fundraiser in support of the Digby Fire Department, to speak about John Collier Jr., the photographer hired for the Sterling County Study in 1950.

Met with members of the SAIL 2 Committee to develop a plan B for Peters Lighthouse. The work will be conducted by volunteers from away, individuals who have years of experience restoring old buildings and see this endeavor as a working vacation. Materials for the repair will be a custom order from a local mill that will mimic the original materials. Liability insurance for the volunteer workers is being pursued. Accommodation and food will be provided by the community as an in-kind contribution. Tim Wilson (videographer) is scheduled to record the project and create a short documentary about the endeavor.

Attended a SAIL 2 meeting to report on the decision to conduct structural repairs on Peters Island Lighthouse for the summer of 2025. Also introduced Candace Levings to the committee.

Attended a Teams Meeting with Provincial heritage planners and advisers. The online meeting discussed house insurance for registered heritage Properties – the National

Heritage Trust Conference in Halifax in 2025 – and was introduced to the new Provincial Heritage Coordinator, Aleen Stanton.

Assisted the SAIL 2 Committee with regards to finding volunteer liability insurance. Contacted local brokers and reached out to other municipalities to inquire if they have solved this problem before.

Completed and submitted the provincial Conservation Grant application and the Veteran Affairs, Community Memorial funding applications.

STAFF REPORT

Employee Name: **Terry Thibodeau** For the period ending; April 3 2025

Tidal Development for Digby

- Attended FORCE board meeting and strategic planning session.

Biogas Generator

- Discussions with Green Municipal Fund program that would pay for 80% of an engineering and feasibility study. We should know soon whether we can advance to the application stage.
- Application process Low Carbon Communities fund for engineering study.

Wind Development

- Submitted work authorization for repairs.
- Insurance has been obtained providing BI (Business Interruption Insurance)
- The Enercon turbine has been down since Monday. We authorized a troubleshoot team to come to assess the condition.

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

- Prepare briefing note for council Community Solar Program and Shared Solar Program.
- Prepare request for funding through the Sustainable Communities Challenge for engineering.
- 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.

Digby Development Agency:

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

PACE PROGRAM:

- We received our monthly performance and how many applications are in the system and who has been approved. Our numbers are up from last year at this time. We also have signed the new service agreement with Clean Foundation.
- We received a service agreement for signature.

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.

STAFF REPORT

- 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 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 –

- Participated in a webinar in Engaging Indigenous participation.
- 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) , 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

April 6, 2025

Acacia Valley Trail

I ordered 100 trail markers—50 red and 50 yellow—to enhance trail visibility. Additionally, I received a landowner agreement from the new owner of the recently sold property in Acacia Valley. I'll be bringing it to the society for review and signatures if they agree to the terms. I spoke with the nature trust who have updated their land use policy and will allow non-motorized bicycles on existing trails, but no modifications or infrastructure (e.g., ramps or jumps) are permitted. They support installing waste check signs and would appreciate coordinates or general locations once installed. They also want to be involved in designing the trailhead sign, including their logo and relevant information. Additionally, the Mersey Tobiatic Research Institute is hosting a bioblitz walk on the Nature Trust's trail on March 30th.

Haines Lake

On March 11th gutters were installed on the rental shed to stop water from pooling in front of the two big bay doors. On March 19 I meet with a local contractor to discuss having the right side of the lake bank cut back and grassed.

Balancing Rock

On March 26th, I went to balancing rock to cut down trees that are leaning along the trail. We got 4 of them removed but will be back soon to cut 5 more and to repair a small section of the railing that is missing. I also plan to repair a bench that is broken and repair a step.

Big Meadow Bog

Reminded the trails society they are eligible to apply to the operational expenses for community trails grants in April.

VanTassel Lake

On Wednesday, March 26th, I met with members of VTL and the Southwest Nova Biosphere to mark our test plot for removing dead trees and invasive buckthorn, followed by replanting native species. On March 20th, we had a follow-up meeting regarding the Lilylake Lollygag to ensure everything is in place for a smooth event. On March 24th, I walked the proposed "Windmill Trail" with a VTL member. We cleared the path up to the first windmill and will continue working on it in the coming weeks. I have started getting trail ready for Lilylake lollygag, trimming back branches/cutting roots and clearing branches off the trail.

Promo and other

On March 13th I completed Basic Emergency Management

On March 19th I attended a Sail2 meeting to introduce myself to the members and discuss repairs to Peters Island lighthouse.

On March 20th, I attended a Zoom call discussing potential routes for the Blue Route, with a focus on staying off trails and finding a way to navigate around the Bear River Bridge. One suggested option was to take Purdy Road to Chute Road, then follow

Riverview Road to Highway 1 in Smith's Cove, effectively bypassing the bridge. From there, the route would continue along Back Road North, briefly accessing the railbed to avoid Joggin Bridge, before connecting to Robinson Weir Road and continuing to Highway 303 in Conway. This route appears to be a viable alternative and warrants further consideration.

On March 24th, I attended a meeting regarding the protection of the northern tip of Brier Island, led by the South West Nova Biosphere Region (SWNBR). They are seeking to designate this area as a wilderness area and hope to include the municipality-owned PID #30191431 in the designation. Brier Island is a critical stopover for migrating birds, with the northern tip serving as a key concentration point. The area is also home to rare lichens and other valuable ecological features, making it an important site for conservation efforts. To advance this initiative, the SWNBR is preparing a letter of intent that will outline the project's benefits, including its conservation goals, ecological significance, and potential positive media impact. This letter will provide an opportunity to receive feedback on whether the proposal is viable and worth pursuing or if it is unlikely to succeed.