



**Committee of the Whole Minutes  
Council Chambers  
May 13, 2025**

- 1. IN ATTENDANCE:** Warden Linda Gregory (via Zoom – joined meeting at 5:20pm), 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, Director of Finance and Taylor Robinson, Executive Assistant, who took the minutes of the meeting

**REGRETS:** Christopher Kingston, Director of Municipal Services

**CALL TO ORDER:** Deputy Warden Ross called the May 13, 2025, Committee of the Whole meeting of the Municipality of the District of Digby to order at 5:02pm.

**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**

- Addition under 4. BUSINESS ITEMS 4.2 Friends of Feral – One Time Capital Grant Request

**MOTION #COTW2025-05-13-01**

**It was regularly moved and seconded that the agenda for May 13, 2025 be approved as amended.**

**MOTION CARRIED**

**2.2 Presentation/Delegation: None**

**2.3 Approval of Minutes of April 8, 2025**

**MOTION #COTW2025-05-13-02**

**It was regularly moved and seconded that the minutes of April 8, 2025 be approved as circulated.**

**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) Director of Finance

ii) Director of Municipal Services

iii) Trail Coordinator

iv) Airport/Dispatch

v) Building Inspection

vi) Renewable Energy & Climate Change Coordinator

vii) Municipal Program Development Coordinator

**MOTION #COTW2025-05-13-03**

**It was regularly moved and seconded to accept the department reports as circulated.**

**MOTION CARRIED**

**3. DANGEROUS AND UNSIGHTLY PREMISES:**

**MOTION #COTW2025-05-13-04**

**It was regularly moved and seconded for Chris Thibodeau, Building Inspector, to come before Council to discuss the Dangerous and Unsightly Premises.**

**MOTION CARRIED**

3.1 496 Old Yarmouth Road – Demo

Council reviewed the report submitted by Cathy Barr, Administrator for Dangerous and Unsightly Premises, to request an order for demolition of the dwelling at 496 Old Yarmouth Road, Weymouth Falls. Due to the condition and severe disrepair of the property, Council agreed to order the demolition.

**MOTION #COTW2025-05-13-05**

**It was regularly moved and seconded to approve the order for demolition for the dwelling located at 496 Old Yarmouth Road, Weymouth Falls (PID 30220974).**

**MOTION CARRIED**

3.2 315 Highway 303 – Demo

Council reviewed the report submitted by Cathy Barr, Administrator for Dangerous and Unsightly Premises, to request an order for demolition of the wooden structure and the free-standing side at 315 Highway 303, Conway. CAO Pulley noted that they are looking for a demolition order just for the area that has severe fire damage, and are also

working with the property owner to have the garbage cleaned up and the sign removed by the road.

**MOTION #COTW2025-05-13-06**

**It was regularly moved and seconded to approve the order for demolition for the wooden structure and the free-standing side located at the entrance of the property at 315 Highway 303, Conway (PID 30243612).**

**MOTION CARRIED**

**4. BUSINESS ITEMS**

**4.1 Tee Box Sponsorship at the 10th Annual Richard Ellis Memorial Golf Tournament**

Council reviewed the request to sponsor a tee box at the 10th Annual Richard Ellis Memorial Golf Tournament that will take place on June 18, 2025. Council agreed that it is a good initiative and decided to provide the sponsorship for \$200.

**MOTION #COTW2025-05-13-07**

**It was regularly moved and seconded to recommend to Council to approve the Tee Box Sponsorship at the 10th Annual Richard Ellis Memorial Golf Tournament in the amount of \$200.**

**MOTION CARRIED**

**4.2 Friends of Feral – One Time Capital Grant Request**

Council discussed the capital request from the Friends of Feral and majority agreed that the Municipality of Digby cannot spend \$30,000 on a shelter when cats have not been deemed a priority on their strategic plan. Warden Gregory stated that she is in full support of the project and shared that it isn't the first time Council has helped fund a community project. Council would like to see a management and public education plan to see how the organization would move forward with the cat problem if they were to move forward with a cat shelter. Staff direction was given to send a letter to the Friends of Feral regarding their decision.

**5. CORRESPONDENCE/INFORMATION ITEMS:**

**5.1 3rd Annual Community Easter Event - Thank You**

Reviewed and noted.

**5.2 Tri-County Housing Network Meeting Recap and Recording**

Reviewed and noted.

**5.3 Fire Records Management System**

Reviewed and noted.

5.4 Reprofiting of the Beautification and Streetscaping Program (BSP) and the Community Works Program (CWP)  
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**

- Bruce Snell upgraded the group on NS Guard, ECC Staff Training, Alertable, and Nova Charlie will be a tabletop exercise that will take place on June 11<sup>th</sup>.
- Bruce Snell, the REMO Coordinator is also helping Digby Regional Hospital with their emergency evacuation plan.
- It was also mentioned that there is a municipal grant available to subsidize the costs of generators for local gas stations to utilize.

### **Planning Advisory Committee**

- There have been no meetings since the last report.
- CAO Pulley noted that there will be a meeting scheduled within next two months.

### **Joint RCMP Advisory Board**

- The RCMP are working hard to be visible in community, as they are working with a full staff now. Deputy Warden Ross noted that there have been many drug busts, and the police seem to have a big presence throughout the area now.
- Warden Gregory shared that at the next meeting, the Department of Justice will be attending via Zoom to have the new members sworn in.

### **Marketing Levy & Promotion**

- Meetings took place on April 14<sup>th</sup> and May 12<sup>th</sup>. Councillor Ross shared that Linda Weir was invited to attend as an observer as she has submitted an application to be on the committee.
- The Electric City presented to go along with their bid for special project funding, in which it was approved to give the organization \$10,000.

- They adopted a new percentage model for funding – where 70% goes to Digby Area Tourism Association, 20% for special projects, and 10% into a reserve for the unexpected.

#### **Digby Art Bank Jury**

- There have been no meetings since last report.

#### **Accessibility Advisory Committee**

- There have been no meetings since the last report.

#### **Hwy 101 Taskforce**

- There have been no meetings since the last report.

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

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

#### **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 on June 19<sup>th</sup> -21<sup>st</sup>. They have opened up the meeting to allow each Warden or Mayor to bring a CAO and Councillor. Warden Gregory asked Council to let her know if anyone is interested in tagging along.

#### **Digby Area Recreation Comm**

- The Committee had a presentation from Fawn Logan-Young from Recreation Nova Scotia who presented the Anti-Racism Charter.
- They are utilizing the \$1.5 million from the province.
- Summer staff is being hired.
- Volunteer Awards were presented and it was a great evening.

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

- There have been no meetings since the last report.

#### **Digby Library Committee**

- There have been no meetings since the last report.

#### **Digby Municipal Fire Association**

- There have been no meetings since the last report.

#### **Kings Transit Authority**

- There have been no meetings since the last report.

**Senior Safety Committee**

- There have been no meetings since the last report.

**Tideview Terrace**

- Councillor Manzer shared that there is nothing new to share and it is normal business as usual.

**Waste Check**

- There have been no meetings since the last report.

**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 last report – the next Board meeting is May 15<sup>th</sup>.

**Digby Harbour Port Association**

- The Port of Digby is keeping busy with full berthages, and is looking for funding for the rebuilding for Digby Wharf.
- Deputy Warden Ross spoke with the Minister of Energy regarding the wharf and mentioned the plan to become a destination for green energy. He seemed interested and emailed him a copy of the plan to review.

**South West Biosphere Society**

- There have been no meetings since the last report – the next Board meeting is June 18<sup>th</sup> hosted in Digby.
- Warden Gregory noted that any Councillors can attend as an observer if interested.

**IN CAMERA ITEMS:** None

Warden Gregory thanked Deputy Warden Ross for Chairing meeting and apologized for being late to meeting. Council shared best wishes and a great vacation to Warden Gregory.

**7. ADJOURNMENT**

**MOTION #COTW2025-05-13-08**

**It was regularly moved and seconded that the meeting adjourn at 5:47pm.**

**MOTION CARRIED**

---

**Deputy Warden Matthew Ross**

---

**Tyler Pulley, Chief Administrative Officer**

## Chief Administrative Officer Report

Meeting Date	May 13, 2025
Submitted To	Committee of the Whole
Submitted By	Tyler Pulley, CAO

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

Date & Time	Meeting/ Event	Who Attends	Location
May 20 <sup>th</sup>	<b>NO MEETING</b>		
May 27 <sup>th</sup> @ 5:00 pm	Council	All Council	Council Chambers
June 3 <sup>rd</sup>	<b>NO MEETING</b>		
June 10 <sup>th</sup> @ 5:00 pm @ 6:00 pm	COTW By-Law & Policy (If Needed)	All Council	Council Chambers
June 17 <sup>th</sup>	<b>NO MEETING</b>		
June 24 <sup>th</sup> @ 5:00 pm	Council	All Council	Council Chambers
July 1 <sup>st</sup>	<b>NO MEETING</b>		
July 8 <sup>th</sup>	<b>NO MEETING</b>		
July 15 <sup>th</sup> @ 5:00 pm @ 6:00 pm	Audit Committee By-Law & Policy (If Needed)	All Council	Council Chambers

## CAO UPDATE (As of May 6, 2025)

**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. **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 20<sup>th</sup> and 21<sup>st</sup>. It was a successful session. **The Strategic Planning document has been completed and was presented to Council at the May 6<sup>th</sup> By-Law & Policy.**

**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 13<sup>th</sup> 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. **The CAOs have agreed to a funding formula and a governance structure. Kings Transit is now having an agreement drafted for the CAOs to review before a recommendation goes to the Kings Transit board.**

### 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.
- Numerous meetings with the Director of Finance and staff about the Operating Budget.
- Attended Council, COTW, Audit, and NS Public Works meetings.
- Attended a Joint Council meeting with the Town of Digby.
- Held interviews for the Director of Municipal Services position.
- Christopher Kingston, our new Director of Municipal Services, started on April 28<sup>th</sup>.
- Attended two CAO Kings Transit meetings.
- Attended a Kings Transit board meeting.
- Attended the DARC provincial funding announcement.

- Attended a meeting with MLA Jill Balsler and Minister of Energy Trevor Boudreau to promote our area and discuss tidal and other renewable energy opportunities.
- Attended a Marketing Levy Committee meeting.
- Attended a NSGM Coastal Mayors/CAOs meeting.
- Attended an Oceans 11 meeting.
- Had a meeting with Brianne Lombard from ACOA.
- Numerous phone calls and meetings with residents and municipal counterparts.

## DEPARTMENT REPORTS

<b>Direct of Finance Report</b>	Monthly Report
<b>Director of Municipal Services Report</b>	Monthly Report
<b>Building Department Reports</b>	Building Permits Report
<b>Airport/Dispatch</b>	Airport Report Dispatch Call Report
<b>Seamark Renewable Energy Inc. Report</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

April 3, 2025 to May 6, 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 sale letters to previous owners have been sent.
- There has been one redemption to date.

#### Administration Department:

- April was a busy month after sending over 11 thousand tax bills. The administration department processed \$4,243,677.54 receipts. The breakdown is as follows:
  - Direct Deposit: 54%
  - Cash: 2%
  - Credit Card: 24%
  - Debit Card: 5%
  - Cheques: 15%
- The department has been assisting tax payers with various grant applications.

#### Municipal Audit:

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

#### Operating Budget:

- The March income and expense statement reported 105% of revenues received, and 95% for expenses.
- Spent most of this month working directly on the operating budget.
- The first draft of the Operating budget will be presented this evening, May 6, 2025.

#### 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.
- Completed HST Offset application.
- Completed SSGF report for the Province.
- Working on various reporting for the Province.
- Working on switching our TownSuite Municipal Software from our on-premise server to a Cloud based server owned by TownSuite.
- Helped organize and participate in a Staff BBQ

#### Conferences/Training/Meetings:

- Tyler and I continue to meet for management discussions.
  - Continue to meet with Administration staff.
  - Attended COTW, Bylaw & Policy, Audit, and Council meetings.
-

- Participated in the interview process for the new Director of Municipal Services
- Met with Rob for an update and to discuss budget requests for 25/26.
- Participated in an EMO Evacuation Training.
- Met with the Tax Administrator and representatives from Scotia Bank to discuss ongoing initiatives.
- Meetings with TownSuite representatives.
- Misc internal budget meetings.
- Misc internal meetings.

<b>Director of Municipal Services (DMS) Report</b>	
DATE:	May 13, 2025
SUBMITTED TO:	Tyler Pulley, CAO
CARBON COPIES:	Taylor Robinson, Executive Assistant
SUBMITTED BY:	Christopher Kingston, DMS

**Miscellaneous**

- Completed on-board training.
- Attended By-Law and Policy meetings.
- Attended meeting with NSPW/TIR representatives.
- Attended Waste Check meeting.
- Attended Kings Transit meeting.

**Airport**

- Visited Airport and met with staff present.
  - Discussed current issues with accessibility and aging infrastructure.
  - Discussed potential revenue streams for airport and their feasibility.
- Met with Dispatch Supervisor to schedule regular meetings moving forward.
- See attached monthly report.

**Building Department**

- Met with Building Department.
  - Discussed Dangerous and Unsightly/ Minimal Housing Standards.
- Met with Building Department to discuss files.
- Scheduled regular meetings moving forward.
- See attached monthly report.

**Dog Control**

- Met with Mr. Cronwell.
- 4 reported complaints for April. All were concerning dogs running loose.

**Fire Services & REMO**

- Met with Mr. Snell to receive orientation on REMO.
- A few updates provided by Mr. Snell:
  - Attended FSANS (Fire Service Association, Nova Scotia) conference in Truro
  - Working closely with Fire Departments in the Municipality regarding improved service and training availability
  - Completed multiple Evacuation Exercises

### Public Works

- Took a tour of Municipal Infrastructure with Mr. Faulkner.
  - Discussed current issues and a Preventive Maintenance Plan.
- Meet with Mr. Faulkner on a regular basis to discuss issues that arise.
- Had Flygt Pumps Technician perform inspections on a series of our older pumps.

### Renewable Energy and Climate Change

- Met with SREI Consultant.
  - Discussed ongoing projects.
- See attached monthly report.

### Solid Waste

- Met with Service Provider and Director of Public Works for the Town of Digby.
  - Discussed operational logistics.
  - Site tour of Transfer Station.

### Trails

- Met with Trails Coordinator.
  - Discussed spring maintenance on trails.
  - Discussed challenges faced with certain trails.
- See attached monthly report.

I trust that the information provided is satisfactory and should you have any questions, please don't hesitate to contact me.

Respectfully,



Christopher Kingston, P.Eng, NSLS

Director of Municipal Services

Municipality of Digby

Municipality = Municipality

## PERMIT APPLICATIONS

For Period: April 01 2025 To April 30 2025

<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-B2025-070	4		0	Construction	Single Dwelling	House	90.40	100,000.00
DM-B2025-075	2		0	Construction	Park/Recreational	Camp	58.00	12,000.00
DM-B2025-055	2		0	Addition	Single Dwelling	House	34.40	40,000.00
DM-B2025-077	5		0	Addition	Commercial	Commercial Accessory Uses	217.12	50,000.00
DM-B2025-078	5		0	Construction	Garage/Carport/Shed	Garage	54.80	63,000.00
DM-B2025-079	1		0	Construction	Garage/Carport/Shed	Accessory Uses - Other	17.20	35,000.00
DM-B2025-080	2		0	Repair	Single Dwelling	Deck	65.00	20,000.00
DM-B2025-084	1		0	Construction	Garage/Carport/Shed	Shed	24.40	4,000.00
DM-B2025-086	2		0	Addition	Single Dwelling	Camp	72.80	5,000.00
DM-B2025-090	5		0	Construction	Single Dwelling	House	80.00	60,000.00
DM-B2025-093	3		0	Addition	Single Dwelling	Ramp	35.00	5,000.00
DM-B2025-094	1		0	Construction	Apartments	Duplex	587.40	800,000.00
DM-B2025-098	3		0	Addition	Single Dwelling	Deck	45.00	10,000.00
DM-B2025-096	2		0	Construction	Single Dwelling	House	170.00	170,000.00
DM-B2025-099	1		0	Renovate	Commercial	Office	125.00	50,000.00
<b>Total</b>	<b>15</b>		<b>0</b>				<b>1,676.52</b>	<b>1,424,000.00</b>

D I S T R I C T S

<i>Building Type</i>	1	2	3	4	5	Total
<b>Apartments</b>	1	0	0	0	0	1
<b>Commercial</b>	1	0	0	0	1	2
<b>Garage/Carport/Shed</b>	2	0	0	0	1	3
<b>Park/Recreational</b>	0	1	0	0	0	1
<b>Single Dwelling</b>	0	4	2	1	1	8
Total	4	5	2	1	3	15

Summary of Estimated Value by District

1	889,000.00
2	247,000.00
3	15,000.00
4	100,000.00
5	173,000.00
Total	1,424,000.00

Summary of Estimated Value by Building Type

Apartments	800,000.00
Commercial	100,000.00
Garage/Carport/Shed	102,000.00
Park/Recreational	12,000.00
Single Dwelling	410,000.00
Total	1,424,000.00

Municipality = Town of Digby

## PERMIT APPLICATIONS

For Period: April 01 2025 To April 30 2025

<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-B2025-005			0	Addition	Single Dwelling	Deck	16.90	4,000.00
DB-B2025-007			0	Repair	Commercial	Commercial Use	91.00	33,000.00
DB-B2025-008			0	Addition	Single Dwelling	Deck	36.40	30,000.00
DB-B2025-009			0	Repair	Single Dwelling	Roof	39.00	7,000.00
DB-B2025-011			0	New Use	Single Dwelling	House	185.00	80,000.00
DB-B2025-012			0	Addition	Institutional And Governmental	Ramp	105.00	40,000.00
<b>Total</b>			<b>0</b>				<b>473.30</b>	<b>194,000.00</b>

D I S T R I C T S

<i>Building Type</i>		Total
<b>Commercial</b>	1	1
<b>Institutional And</b>	1	1
<b>Single Dwelling</b>	4	4
Total	6	6

*Summary of Estimated Value by District*

	<b>194,000.00</b>
Total	<b>194,000.00</b>

*Summary of Estimated Value by Building Type*

Commercial	<b>33,000.00</b>
Institutional And Governmen	<b>40,000.00</b>
Single Dwelling	<b>121,000.00</b>
Total	<b>194,000.00</b>

## April Call and Log Counts

Call Type	Count	YTD
1 Appliance Fire	1	4
2 Bylaw Inspection	1	1
3 Chimney	7	48
4 CO Detector	1	5
5 Electrical	0	7
6 Fire Alarm - Commercial	12	71
7 Fire Alarm - Residential	17	72
8 Flood	3	10
9 Grass/Bush/Forest	21	52
10 HAZMAT	0	4
11 Lift Assist	3	15
12 Medical Call	76	343
13 Mutual aid	51	186
14 MVC	18	59
15 MVC w/ Entrapment	2	18
16 Other	10	23
17 Phone Crash Alert	3	6
18 Pole fire	0	5
19 Rekindle	0	2
20 Rescue	2	3
21 Smoke	2	13
22 Structure	2	16
23 Vehicle fire	3	9
<b>Total Call Type</b>	<b>235</b>	<b>972</b>
<b>Log Items</b>		
1 Dog Call	13	46
2 FD Equipment out of service	36	102
3 Ferry Breakdown	1	1
4 Miscellaneous	9	44
5 Municipal Alarm	1	2
6 Sewer	2	7
7 Special Pager Check	1	3
8 Special Radio Check	0	1
9 Special TEXT message	0	1
<b>Total Log Items</b>	<b>63</b>	<b>207</b>

---

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

---

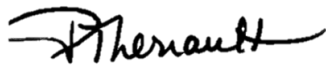
Our new trainees have successfully finished their training and are now taking shifts on their own.

Our co-op student Tegan has successfully completed his 80hrs of training for his O2 program.

We celebrated Telecommunication Week Apr 13 – 19.

With the warmer weather, we are seeing more aircraft movements and looking forward to a busy summer.

Best regards,



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

	JET FUEL PROFIT 2025-26	AVGAS PROFIT 2025-26	AIRCRAFT MOVEMENTS 2025-26	PASSENGERS 2025-26
APR	\$ 193.89	\$ 113.46	19 Tng, 45 Rec, 3 Bus, 8 Gov, Total = 75	24
MAY				
JUN				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				
JAN				
FEB				
MAR				

NB:

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

**Gov = Government**

**Bus = Business**

**Rec = Recreation**

**Mil = Military**

**Tou = Tourist**

**Tng = Training**

May 7, 2025

### Acacia Valley Trail

As part of our ongoing efforts to improve visitor experience, I recently installed 50 additional red trail markers along the full 4 km Red Loop Trail and clipped the trail back to help visibility. These new markers are intended to provide clearer guidance and ensure a smooth and confident journey from start to finish, looping users right back to the parking area. On April 30th, a landowner agreement was signed between the Acacia Valley Trails Association and the new landowner of PID #30154496, whose property includes a portion of the trail system. This agreement helps ensure continued public access and responsible trail stewardship.

### Gullivers Cove

I recently met with the Gulliver's Cove Trail Association, and together we walked the trail to assess its current condition. Overall, the trail is in good shape and remains fully passable, with only a few leaning trees identified for removal at a later date. One area of concern is the need for brushing back, as vegetation is beginning to encroach on parts of the trail.

To address this, we discussed collaborating with the O2 (Options and Opportunities) Program from Digby Regional High School. The plan is to have students assist with clearing and brushing back the trail. As a thank-you for their contribution, we're planning to host a BBQ for the students following the workday.

I have reached out to the O2 Program teacher to coordinate this project.

During our visit, I also provided the Gulliver's Cove Trail Association with the application for the *Operational Expenses for Community Trails* funding program. As they are now eligible, this funding can assist primarily with the cost of liability insurance, as well as general trail maintenance needs. On May 6<sup>th</sup> I removed 4 leaning trees from the trail and brush cut the entrance and around signage.

### Balancing Rock

On April 6th, I visited Balancing Rock and repaired the broken railing and step. I also cut down three additional leaning trees. While there, I measured the approach signs and took photos to request a quote for replacements, as the current green signs blend in with the surroundings and are easily missed by visitors.

### Big Meadow Bog

A new Trail Badge will be officially launched on June 14 at 2:15 p.m. (rain date: June 15 at 2:15 p.m.) as part of the Digby Area Recreation Commission's (DARC) ongoing Hiking Trail Challenge. Big Meadow Bog will be added as the newest trail in the challenge. With this addition, participants can now earn six unique Hiking Trail Challenge Badges through DARC, along with the Hike Nova Scotia Digby Badge. This initiative encourages residents and visitors alike to get outside, explore local trails, and engage with the natural beauty of the region.

### Van Tassel Lake

Over the past several weeks, members of the Van Tassel Lake Trails Association (VTLA) and I have been meeting regularly to continue work on the new Windmill Trail. As of early April, trail clearing is nearly complete—a major milestone in opening this exciting addition to the trail system.

At the same time, we launched an ecological restoration project at Van Tassel Lake, led by the Town of Digby, Municipality of the District of Digby, Van Tassel Lake Trails Association, and the Southwest Nova Biosphere Reserve Association (SWNBR). The focus was on restoring areas of forest that had been overrun by invasive glossy buckthorn, which had crowded out native plants and left parts of the trail choked with dead trees and aggressive undergrowth.

Together, we cleared two heavily impacted sections of forest, manually removing more than 300 buckthorn plants with an “extractogator” and by using chemical-free “Buckthorn Baggies” to prevent regrowth. We also planted 65 sugar maple trees to help restore native biodiversity. The team took care to preserve naturally regenerating native species, and we’re already seeing signs of ecological recovery. This pilot project could serve as a model for future restoration efforts across the region.

In preparation for the **Lily Lake Lollygag** trail run, I also cut back overgrowth along Crawford Road, where encroaching branches had begun to obstruct the path. Held on April 12, 2025, the event was a great success, with 63 enthusiastic participants enjoying a day full of smiles, strong efforts, and community spirit. Feedback was overwhelmingly positive, underscoring both the importance of our trail network and the value of public engagement.

#### Haines Lake

I had the water turned on.

#### Promo and other

The bat monitoring devices were setup on Boars Head Lighthouse and Point Prim.

I had a meeting to work on the interpretive panel for the trail system behind Weymouth Elementary School. I also mapped the trails so they can be included on the trailhead sign.

## **Robert Hersey    Activity Report    April 3 - May 8, 2025**

Assisted with the mailing of tax bills

Continued inquiries into access to volunteer worker insurance for workers willing to contribute their time and skills to the conservation work schedule for Peters Island Lighthouse. Contacted several brokers and other municipal units to inquire if they have dealt with this issue before. conclusion Brokers and the municipal units contacted, have not in their recognition had this issue to solve. Further inquiries will need to be conducted.

Created Bio descriptions of the artists for display with their artwork. Also, mounted artwork on the walls of the municipal office.

Made inquiries with Rapra Corp Printing Services to determine why the March issue of the Coastline was not delivered two weeks late by Canada Post. Official response from Canada Post is pending.

Met with board members of the New France Electric City to discuss conservation work to the former St. Thomas Church building. Protective plexiglass has been applied to the exterior of the stain glass windows. The plexiglass has also a weather insulator. The back roof has also been re-shingled. The Municipal Church Grant Program assisted the group with funding. Also discussed plans for the building and future activities.

Finalize the 2025/2026 Heritage Program budget and submitted it to Coralee.

Met with grounds keepers at the Maud site in Marshalltown, to determine what beautification work is needed at the Maud Lewis Memorial site for 2025. Most of the raised flower beds need new wooden containment frames as the current frames are rotten. More fertilizer and new annuals will also need to be installed.

Commissioned Church Grant checks for groups who have conducted conservation work on their churches in accordance with the Municipal Church Grant Program.

Sent emails to remind the remaining church groups who have not participated in the church grant program to remind them that the Deadline is April 1, 2026.

Met with Jonathan Wilson to orientate him to the duties and responsibility of the Heritage Advisory committee. Used example of past decisions by the committee regarding request to conduct alterations to registered heritage properties.

Continued to make inquiries regarding volunteer worker insurance. BrokerLink. Inc. staff agent is reaching out to other carriers and brokers to determine the best path to obtaining insurance.

Prepared for a presentation about John Collier Jr.'s time in the Digby area, 1950 1951. The presentation will be given to members of the Digby 25 group and the public on his photographic work.

Continued to update the online heritage property database. ( [heritagehub.ca](http://heritagehub.ca))

**April 30, 2025**

**Consultants' Report:**

**Digby Solar Project**

- Research on Community Solar Garden Program. Research on Sustainable Communities Challenge Fund
- Meeting with Dawn Shea, Executive Director of New Dawn Enterprises, who has installed a 5 MW solar garden in Sydney NS.
- Applied to Sustainable Communities Challenge Fund
- Worked closely with Lucy MacLeod from NSFAM on our application
- Submitted final worksheet with proposed project costs.
- Received confirmation that the application was received.
- The administrators reached out to say that one of the sections in the worksheet had some inconsistencies. Re-submit the worksheet with updated financial data.
- Review scope of work and FEED proposal to the application stage.
- Letters of support were obtained from Clean Foundation and from the Digby Development Agency

**Biogas Generator**

- Discussions with Green Municipal Fund program that would pay for 80% of an engineering and feasibility study. MODD should know soon whether MODD can advance to the application stage.
- Received approval to advance the project to the pre-application phase.
- Application process Low Carbon Communities fund for engineering study.
- MODD Received approval to advance the FEED proposal to the application stage.
- Confirmed that ENS will support the project with in-kind contributions, sitting on the project team, review of submissions from engineering firms.

**Wind Development**

- Repairs are completed.
- Turbine is operational
- Insurance has been obtained providing BI (Business Interruption Insurance)
- Request to have repair work invoice dated March 31, 2025. The work was authorized on March 27.

**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 an end-of-life asset over the next 10 years.

**Climate Change**

- Prepared a presentation for NSFAM.
- Presentation to the NSFAM Spring Conference in Truro.

**Digby Development Agency:**

- Assisting with a coordinated visit by Minister Boudreau 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:**

- MODD 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. MODD also has signed the new service agreement with Clean Foundation.
- MODD received a service agreement for signature.
- Assisting with the coordination by ENS and Clean Foundation to conduct public information session in Digby regarding Low Warming Program and our PACE program.

**Energy Efficiency.**

- Met with the ED of Efficiency Canada. Interested in promoting more energy efficiency for Digby
- MODD continues working with our roving energy manager to review ESPM (Energy Star Portfolio Manager) which takes the data that MODD collects 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.
- MODD received a Benchmarking report from Quest about the performance of MODD to meet its targets.

**Other –**

- Met with Chris Kingston briefly and discussed upcoming projects and coordinated reporting approach
- Participated in a webinar Community Energy Planning.
- Quest National Distributed Energy Resources (DER) working group.
- Meeting with the WREN
- MLEG; Municipal Learning Energy Group (Municipalities from across NS, energy network)
- Internet searches, LinkedIn Group Discussions, Twitter activity.

Respectfully

*Terry Thibodeau*

Executive Principal  
Seamark Renewable Energy Inc.