



**Committee of the Whole Minutes
Council Chambers
June 10, 2025**

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

STAFF PRESENT: Tyler Pulley, Chief Administrative Officer, Cora Lee Ross, Director of Finance, Christopher Kingston, Director of Municipal Services, and Taylor Robinson, Executive Assistant, who took the minutes of the meeting

REGRETS: Councillor George Manzer

CALL TO ORDER: Warden Gregory called the June 10, 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

- Addition under 4. BUSINESS ITEMS 4.3 Grand Passage Ferry Concerns
- Addition under 4. BUSINESS ITEMS 4.4 Electric City Letter of Support

MOTION #COTW2025-06-10-01

It was regularly moved and seconded that the agenda for June 10, 2025 be approved as amended.

MOTION CARRIED

2.2 Presentation/Delegation: None

2.3 Approval of Minutes of May 13, 2025

MOTION #COTW2025-06-10-02

It was regularly moved and seconded that the minutes of May 13, 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) 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 #COTW2025-06-10-03

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 Project Addition – Industrial Drive (Roll-over from 24/25)

MOTION #COTW2025-06-10-04

It was regularly moved and seconded to recommend to Council to amend the 5-year capital plan for 2025-2030 to include the paving project for Industrial Drive for year one in the amount of \$50,000.

MOTION CARRIED

4.2 Letter to NSFM - Safety Concerns for Roads

Deputy Warden Ross asked Council for their support in writing a letter to NSFM to share concerns for the safety of the roads in the area. It was noted that the Department of Public Works does not have enough money in their budget to sufficiently cover road maintenance year-round. Road priorities cannot be completed due to the budget which leads to more deterioration as time goes on; it is a province-wide issue. Council discussed and agreed to send a letter to NSFM and include MLA Jill Balsler, and every other municipal unit in the province.

MOTION #COTW2025-06-10-05

It was regularly moved and seconded to recommend to Council to write a letter to the Nova Scotia Federation of Municipalities (NSFM) expressing concerns regarding the safety and deteriorating condition of roads due to insufficient funding for year-round maintenance by the Department of Public Works.

Further, that the letter be copied to the Honourable Jill Balser, MLA for Digby-Annapolis, and circulated to all municipal units across the province to raise collective awareness of this province-wide issue.

MOTION CARRIED

4.3 Grand Passage Ferry Concerns

Councillor Scherer explained the issue with the reclassification of open waters and how it has affected the Grand Passage Ferry. He expressed that residents are concerned about the replacement of the Grand Passage ferry “Margaret’s Justice”, by a lesser vessel “The Scotian”. Residents are anxious about the safety and size of The Scotian, as well as the economic impact that it will have on the upcoming tourism season. Council conveyed that it is unfortunate that the Federal Government made that change without the consideration that the tourism season is upon us and recognized that The Scotian is a lesser vessel. It was agreed that Council will write a letter to the Minister of the Department of Public Works to ask for an extension to use the Margaret’s Justice until September (the end of tourism season) and ask that they check over the vessel to ensure it meets all safety regulations.

MOTION #COTW2025-06-10-06

It was regularly moved and seconded to recommend to Council to write a letter to the Minister of the Department of Public Works, the Honourable Fred Tilley, and copy Transport Canada, to express concerns regarding the recent reclassification of open waters and the subsequent replacement of the Grand Passage ferry “Margaret’s Justice” with “The Scotian”.

Further, that the letter request an extension allowing the continued use of the Margaret’s Justice until the end of the 2025 tourism season in September, and that the Department of Public Works ensure The Scotian meets all safety regulations prior to its full-time deployment.

MOTION CARRIED

4.4 Electric City Letter of Support

MOTION #COTW2025-06-10-07

It was regularly moved and seconded to recommend to Council to write a letter of support for the Electric City to endorse their interpretive centre capital project.

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.

Marketing Levy & Promotion

- There have been no meetings since the last report.

Digby Art Bank Jury

- There have been no meetings since last report. They will be meeting soon to start organizing a celebration for the 2025 Digby Art Bank selection artists.

Accessibility Advisory Committee

- The Committee met on May 29th and went over the draft plan.
- The Committee instructed the Accessibility Coordinator to perform a survey which is now open from June 9th-16th to complete. The results that are received from the public will be implemented into the plan.

Hwy 101 Taskforce

- There have been no meetings since the last report.

Digby Community/NS Health Authority Stakeholder

- There have been no meetings since the last report.

Digby & Area Housing Working Group

- Councillor Ross shared that the working group did meet but there is nothing new to report.
- It was noted that Councillor Ross will be attending the Tri County Housing Authority meeting in Yarmouth next week.

Atlantic Mayors Congress

- Warden Gregory can no longer attend and she asked if anyone could go in her place. The event is taking place in Saint John, NB from June 19th -21st.

Digby Area Recreation Comm

- The Committee has been receiving updates on the ongoing repairs.
- They have officially signed the Recreation Anti-Racism Charter and can get started on the important work.
- DARC is busy with the summer season activities and held the Digby Home & Lifestyle Expo where there was great turnout.

Digby Development Agency (Industrial Comm)

- Deputy Warden Ross indicated that there has been more interest in acquiring property; Bell Mobility is interested in small piece by Shreve Street.
- It was also noted that Terry Thibodeau is attending a conference and will meet with Minister Boudreau to follow up with him regarding the energy plans for the Industrial Drive.

Digby Library Committee

- There have been no meetings since the last report.

Digby Municipal Fire Association

- It was noted that Warden Gregory and MLA Jill Balsler did not receive notice of the meeting.
- Councillor Scherer attended the meeting and shared that it was a short meeting and that there was nothing new to note.
- Deputy Warden Ross asked if we have ever sent appreciation to the Amherst Fire Department for organizing the weekly 50/50 draws. If not, we should send something to say thank you. Warden Gregory indicated that she will bring it up at the next meeting.

Kings Transit Authority

- There have been no meetings since the last report. The next meeting will take place on June 11th where they will be going over the contract and will hopefully be able to share more information afterwards.

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

- The Board had their AGM and Warden Gregory went over the new roles.
- Deputy Warden Ross thanked Waste Check for doing a community clean-up.

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.
- It was shared that unfortunately the AGM is the same night as Council so Councillor Scherer and Deputy Warden Ross will be unable to attend.
- The Chief Executive Officer, Angelique LeBlanc, wants to meet with CAO Pulley and Deputy Warden Ross to discuss items which they will coordinate.

Digby Area Tourism Association

- The Board met and was presented the 10 Wonders of Digby.

Digby Harbour Port Association

- Deputy Warden Ross shared that the Port of Digby held their AGM and Royal Bank Wealth Management was there to present on their investments.
- MLA Jill Balsler attended the meeting and provided advice on getting grant funding from ACOA.

South West Biosphere Society

- There have been no meetings since the last report – the next Board meeting will be June 18th at 10am hosted in Digby.

IN CAMERA ITEMS: None

7. ADJOURNMENT

MOTION #COTW2025-06-10-08

It was regularly moved and seconded that the meeting adjourn at 5:42pm.

MOTION CARRIED

Warden Gregory

Tyler Pulley, Chief Administrative Officer

Chief Administrative Officer Report

Meeting Date	June 10, 2025
Submitted To	Committee of the Whole
Submitted By	Tyler Pulley, CAO

Meeting/Event Dates/Reminders (As of May 27, 2025)

Date & Time	Meeting/ Event	Who Attends	Location
June 17 th	NO MEETING		
June 24 th @ 5:00 pm	Council	All Council	Council Chambers
July 1 st	NO MEETING		
July 8 th	NO MEETING		
July 15 th @ 5:00 pm @ 6:00 pm	Audit Committee By-Law & Policy (If Needed)	All Council	Council Chambers
July 22 nd @ 5:00 pm	Council		
July 29 th	NO MEETING		
August 5 th	NO MEETING		

CAO UPDATE (As of May 27, 2025)

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 was presented to Council at the May 6th By-Law & Policy. Council approved the Strategic Planning document on May 27th.

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 had an agreement drafted that the CAOs are reviewing 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 about the Operating Budget.
- Attended Council, COTW, By-Law & Policy and NS Public Works meetings.
- Had a meeting with Meg Hodges, the new General Manager of Kings Transit.
- Attended the Spring AMA Conference.
- Attended a Marketing Levy Advisory Committee meeting.
- Attended a Short-Term Rental Program Information session.
- Attended a Traffic Safety Act Information session.
- Attended two CAO meetings to discuss the Kings Transit Agreement.
- Attended a CAO meeting to discuss Dog Control Services.
- Attended a Housing Working Group meeting.
- Currently enrolled in a Dalhousie University course on Property Taxation and Assessment.
- Negotiated an MOU with the Municipality of Clare for us to provide Level 2 Wastewater management for one of their treatment plants.
- Numerous phone calls and meetings with residents and municipal counterparts.

DEPARTMENT REPORTS

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

May 7, 2025 to June 5, 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.
- March 2026 initial letters will be sent later in June.

Administration Department:

- May slowed down a bit after sending over 11 thousand tax bills in April. The administration department processed \$4,357,551 receipts during April and an additional \$1,014,591 during May.
- The department has been assisting tax payers with various grant applications.

Municipal Audit:

- The 24/25 Municipal audit is scheduled to begin on June 9, 2025. Year-end preparations in regards to preparing for audit have been wrapped up.

Operating Budget:

- The April income and expense statement reported 47% of revenues received, and 9% for expenses.
- The operating budget for 25/26 was presented and passed at Council on May 27, 2025 in the amount of \$12,844,185. A copy of the budget package has been posted on the Municipal website.

Capital Budget:

- The capital projects are wrapped up for 24/25.
- 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 various reporting for the Province.
- Completed switching our TownSuite Municipal Software from our on-premise server to a Cloud based server owned by TownSuite.

Conferences/Training/Meetings:

- Tyler and I continue to meet for management discussions.
 - Continue to meet with Administration staff.
 - Attended COTW, Bylaw & Policy, TIR, and Council meetings.
 - Attended the Association of Municipal Administrators Spring Conference
 - Met with Rob and Chris K regarding Point Prim
 - Miscellaneous internal meetings
-

Director of Municipal Services (DMS) Report	
DATE:	June 10, 2025
SUBMITTED TO:	Tyler Pulley, CAO
CARBON COPIES:	Taylor Robinson, Executive Assistant
SUBMITTED BY:	Christopher Kingston, DMS

Miscellaneous

- Completed ICS-100 Course Load
- Attended Waste Check meeting
- Attended management meetings
- Attended DDA meeting
- Regular meetings with Program Coordinator Robert Hersey

Airport

- Met with Dispatch supervisor
 - Discussed current issues with accessibility and aging infrastructure
 - Discussed potential revenue streams for airport and their feasibility
- Renewed our office lease with Tenant for another year
- Received quotes to have the foundation repaired at the airport
 - Work scheduled to be completed on July 17th by Flood Busters
- See attached monthly report

Building Department

- Met regularly with Building Department and Development Officer to discuss files
- See attached monthly report.

Dog Control

- 7 reported complaints for May.
 - All were concerning dogs running loose or stray dogs

Fire Services & REMO

- Met with Mr. Snell to discuss on going work
- A few updates provided by Mr. Snell:
 - Performed a Code Green exercise at the Digby Regional Hospital
 - Continues to work closely with Fire Departments in the Municipality regarding improved service and training availability
 - Attended a Department of Emergency Management Seminar

Public Works

- Meet with Mr. Faulkner on a regular basis to discuss issues that arise
- Reviewed Flygt Pumps PM Report
- Mr. Faulkner started our MOU with the Municipality of Clare on May 14th
 - Checking in weekly to ensure everything is going well

Renewable Energy and Climate Change

- Met with SREI Consultant
 - Discussed ongoing projects.
 - Reviewed Low Carbon Community Fund Application
- Took a tour of the Windmills in Culloden
- See attached monthly report

Solid Waste

- Met with Director of Public Works for the Town of Digby
 - Discussed operational logistics
- Met with service provider about any issues or concerns that arise
- Started accepting pressure treated lumber as of June 6th

Trails

- Met with Trails Coordinator on a regular basis
 - Discussed spring maintenance on trails
 - Discussed challenges faced with certain trails
- Organized work to be done at Haines Lake for the coming year
- Received quotes to have the access road to Boars Head Lighthouse repaired
- Discussed DARC being awarded the opportunity to host Hike NS Summit in spring 2026
- 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 the Month of May

<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-B2025-110	1		0	Renovate	Institutional And Governmental	Day Care Centers	626.40	300,700.00
DM-B2025-112	4		0	Repair	Single Dwelling	House	105.00	40,000.00
DM-B2025-088	2		0	Construction	Single Dwelling	House	110.00	150,000.00
DM-B2025-104	5		0	Repair	Single Dwelling	House	325.00	150,000.00
DM-B2025-108	1		0	Addition	Single Dwelling	Deck	65.00	40,000.00
DM-B2025-118	2		0	Construction	Garage/Carport/Shed	Shed	20.80	5,000.00
DM-B2025-119	2		0	New Use	Single Dwelling	Cottage	31.00	3,000.00
DM-B2025-120	2		0	Renovate	Single Dwelling	Camp	37.00	6,000.00
DM-B2025-121	2		0	Repair	Single Dwelling	Cottage	75.00	25,000.00
DM-B2025-122	3		0	Relocate	Garage/Carport/Shed	Laundry Facilities	30.00	5,000.00
DM-B2025-115	4		0	Addition	Single Dwelling	House	77.60	250,000.00
DM-B2025-125	1		0	Construction	Double Dwelling	House	243.20	330,000.00
DM-B2025-128	1		0	Renovate	Single Dwelling	House	51.00	13,000.00
DM-B2025-117	4		0	Repair	Single Dwelling	House	25.00	500.00
DM-B2025-131	4		0	Repair	Commercial	Bed and Breakfast	185.00	80,000.00
DM-B2025-132	3		0	Addition	Single Dwelling	Deck	29.00	5,000.00
DM-B2025-133	2		0	Repair	Garage/Carport/Shed	Accessory Uses - Garage	41.00	8,000.00
DM-B2025-136	1		0	Renovate	Commercial	Storage Room	45.00	10,000.00
DM-B2025-127	3		0	Relocate	Garage/Carport/Shed	Storage Room	30.00	1,000.00
DM-B2025-130	2		0	Construction	Single Dwelling	House	211.20	175,000.00
Total	20		0				2,363.20	1,597,200.00

D I S T R I C T S

<i>Building Type</i>	1	2	3	4	5	Total
Commercial	1	0	0	1	0	2
Double Dwelling	1	0	0	0	0	1
Garage/Carport/Shed	0	2	2	0	0	4
Institutional And	1	0	0	0	0	1
Single Dwelling	2	5	1	3	1	12
Total	5	7	3	4	1	20

Summary of Estimated Value by District

1	693,700.00
2	372,000.00
3	11,000.00
4	370,500.00
5	150,000.00
Total	1,597,200.00

Summary of Estimated Value by Building Type

Commercial	90,000.00
Double Dwelling	330,000.00
Garage/Carport/Shed	19,000.00
Institutional And Governmen	300,700.00
Single Dwelling	857,500.00
Total	1,597,200.00

D I S T R I C T S

<i>Building Type</i>	1	2	3	4	5	Total
Apartments	1	0	0	0	0	1
Commercial	2	0	0	1	1	4
Double Dwelling	1	0	0	0	0	1
Garage/Carport/Shed	2	2	2	0	1	7
Institutional And	1	0	0	0	0	1
Park/Recreational	0	1	0	0	0	1
Single Dwelling	2	9	3	4	2	20
Total	9	12	5	5	4	35

Summary of Estimated Value by District

1	1,582,700.00
2	619,000.00
3	26,000.00
4	470,500.00
5	323,000.00
Total	3,021,200.00

Summary of Estimated Value by Building Type

Apartments	800,000.00
Commercial	190,000.00
Double Dwelling	330,000.00
Garage/Carport/Shed	121,000.00
Institutional And Governmen	300,700.00
Park/Recreational	12,000.00
Single Dwelling	1,267,500.00
Total	3,021,200.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For the Month of May

<i>Number</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
DB-B2025-010	0	Construction	Garage/Carport/Shed	Shed	19.60	4,000.00
DB-B2025-014	0	Renovate	Apartments	Apartment Building	105.00	40,000.00
DB-B2025-013	0	Construction	Garage/Carport/Shed	Accessory Uses - Other	16.40	20,000.00
DB-B2025-015	0	Construction	Garage/Carport/Shed	Accessory Uses - Shed	41.00	15,000.00
Total	0				182.00	79,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	1	1
Garage/Carport/Shed	3	3
Total	4	4

Summary of Estimated Value by District

	79,000.00
Total	79,000.00

Summary of Estimated Value by Building Type

Apartments	40,000.00
Garage/Carport/Shed	39,000.00
Total	79,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	1	1
Commercial	1	1
Garage/Carport/Shed	3	3
Institutional And	1	1
Single Dwelling	4	4
Total	10	10

Summary of Estimated Value by District

	273,000.00
Total	273,000.00

Summary of Estimated Value by Building Type

Apartments	40,000.00
Commercial	33,000.00
Garage/Carport/Shed	39,000.00
Institutional And Governmen	40,000.00
Single Dwelling	121,000.00
Total	273,000.00

Digby Dispatch

Call Type and Log Item Counts

ALL

May 2025

	Count	YTD
Call Type		
1 Appliance Fire	0	4
2 Boat on Fire	1	1
3 Bylaw Inspection	0	1
4 Chimney	2	50
5 CO Detector	0	5
6 Electrical	1	8
7 Fire Alarm - Commercial	20	91
8 Fire Alarm - Residential	20	92
9 Flood	0	10
10 Grass/Bush/Forest	2	54
11 HAZMAT	0	4
12 Lift Assist	3	18
13 Medical Call	75	418
14 Mutual aid	38	224
15 MVC	14	73
16 MVC w/ Entrapment	6	24
17 Other	6	29
18 Phone Crash Alert	5	11
19 Pole fire	0	5
20 Rekindle	0	2
21 Rescue	0	3
22 Smoke	5	18
23 Structure	2	18
24 Vehicle fire	1	10
Total Call Type	201	1,173
Log Items		
1 Dog Call	12	58
2 FD Equipment out of service	64	166
3 Ferry Breakdown	0	1
4 Miscellaneous	17	61
5 Municipal Alarm	0	2
6 Sewer	0	7
7 Special Pager Check	0	3
8 Special Radio Check	3	4
9 Special TEXT message	1	2
Total Log Items	97	304

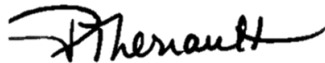
Digby Municipal Airport/Dispatch Monthly Report
May 2025

We've had our first tie-downs of the year and are hopeful for a busy and productive season ahead.

Over the past few weeks, I've attended several key meetings, including the Clare Firefighter Association Meeting, the Yarmouth County Mutual Aid Association Meeting, and the Digby Municipal Fire Service Meeting. These gatherings continue to be valuable opportunities to connect with local fire departments and discuss any emerging needs or operational changes.

We've also noted an increase in motor vehicle collisions and medical calls across the counties. This uptick highlights the continued importance of coordination and readiness among our first responders.

Best regards,



Paulette Theriault
Dispatch/Airport Manager
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	\$ -	\$ 68.91	10 Tng, 28 Rec, 0 Bus, 6 Gov, Total = 44	23
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

STAFF REPORT for COTW June 5, 2025

Submitted by: Candace Levings

Trails Coordinator

June 5, 2025

Acacia Valley Trail

On May 8, I removed seven leaning trees that were posing potential safety concerns along the trail. I also accepted an application for Operational Expenses for Community Trails program, which was approved, and a cheque has since been issued.

Additionally, the Landowner Agreement has now been officially signed by both parties. We now have a formal Letter of Agreement (LOA) in place between the landowner and the Acacia Valley Trails Society. As a generous show of support, the landowner has also offered a \$500 donation toward signage, benches, and other trail improvements.

Gullivers Cove

I visited Gulliver's Cove to install new signage at Falcon's Roost, warning visitors of the high cliffs and advising them to stay back for their safety.

I also accepted an application for Operational Expenses for Community Trails program, which was approved, and a cheque has since been issued.

A new 6-foot picnic table has been placed at the top of the upper trail to replace an old, rotten table that was no longer usable. This will help ensure the space remains welcoming and functional for visitors.

Balancing Rock

On May 16, I installed a trail counter to help monitor usage and gather data to support future planning and funding applications.

On May 21, I completed whipper snipping around the parking lot to improve accessibility and maintain a neat appearance for visitors.

Van Tassel Lake

On May 8, I measured the height of the 65 sugar maple trees we planted last year to begin tracking their growth and long-term success.

On May 14, we hosted *Nova Scotia Walk Day* at Van Tassel Lake Trails, with a wonderful turnout of over 30 participants.

On May 21, I completed whipper snipping around the parking lot to improve access and maintain a clean appearance.

On May 29, we welcomed six residents from Conway Workshop to the Van Tassel Lake Trails, where they helped us plant 50 new seedlings. As part of a fundraiser they were holding—selling tree seedlings—we purchased 50 and invited them to the trail to help plant them. Each person also planted a tree of their own and marked it with a ribbon bearing their name. It was a special day, and we're so grateful they could be part of it. We hope they'll return in the years to come to visit their trees and see how much they've grown. We're also looking into having small tags made to mark each tree more permanently, with the planting date and the name of the person who planted it, as a lasting reminder of this meaningful collaboration.

Aithouse Trail

I removed five leaning trees that were obstructing the trail, as well as one tree that was hanging over the road leading to the lighthouse to improve safety and access.

A warning sign was also installed to alert visitors to the steep cliff ahead.

On May 21, I completed whipper snipping along the trail to keep the path clear and well-maintained.

Bear Cove

On May 21, I installed the Lawrence Outhouse commemorative plaque on the bench at the end of the trail. I also whipper snipped around the parking lot to improve access and appearance, and walked the trail to assess for any potential hazards or maintenance needs.

Haines Lake

On May 9, I met with Debbie and Sharon to discuss our plans for the lake area this summer, including priorities for maintenance, programming, and improvements.

I also met with a local contractor to discuss the construction of a new kayak rack. After receiving a quote, we've decided to move forward with having the rack built to improve storage and access for paddlers.

Promo and other

- Two grant applications were accepted for the Operational Expenses for Community Trails program: one from Sail2 and another from the Friends of Point Prim.
- On May 23, I installed 50 trail markers along the trail behind Weymouth Elementary School to improve wayfinding. I also took photos of the ground vegetation to accompany the descriptions in the interpretive panels I'm working on.
- I attended the 2025 Hiking Summit in Bridgewater to network and observe how the event is run, as Digby will be hosting the 2026 Hiking Summit.
- I met with members of the community to begin planning for the 2026 Hiking Summit, focusing on potential speakers, venues, and logistics.

Robert Hersey Activity Report May 8 - June 5 2025

I gave a public presentation at the Digby Heritage Centre on the subject of John Collier Jr.. He was a photographer that lived in Digby in 1950 and 1951. He took 3780 photographs of various subjects in the county. This was a fundraiser for the Digby Fire Department.

Contacted Manning Gasch Jr to start developing a plaque unveiling ceremony for the Registered Municipal Heritage Property in Centreville. Confirmed the date and time and determined guest speakers.

Assisted Bruce Snell with the formatting of the REMO Quiz. This includes the Coastline insert and formatting for web posting.

Continued to develop the June issue of the Coastline. Wrote articles and created a draft of the issue. Inquired about the price for the REMO Quiz from the printer.

Visited several Registered Heritage Churches to take pictures of the conservation work currently being conducted. These churches are supported by the Municipal Church Grant Program.

Conducted interviews with Chris Kingston and Cory Rice for the June Coastline article.

Continued to work with Broker Link Ltd, staff member, Sherry Spencer, who has been assisting me with this. She was able find a broker that would carry this type of policy. The cost is \$2263 for total liability coverage for Phase #1, including builder risk coverage.

Participated in a Zoom meeting with Heritage Architect, Natalie Smith and members of SAIL 2 to discuss how her services could assist with moving forward with Peters Island conservation work. Natalie is a friend of an Island resident and has shown interest in the project. Her company is currently working on the conservation work being conducted on the parliament buildings in Ottawa. She will submit a proposal.

Completed the June Coastline and prepared the issue for publishing. Proof materials and made final adjustments for the printer.

Made arrangements to schedule a Heritage Advisory Committee meeting. The meeting is scheduled for June 12th. Jonathan Wilson will be introduced to the committee. Allan Puxley will be the new chair of the committee.

Create a poster and ceremony program for the plaque unveiling of the Old Titus Home in Centreville June 21st.

Started Canada Day, opening ceremony preparations. Sent invite emails and letters to participants.

May 27, 2025

Consultants' Report:

Digby Solar Project

An application was submitted for the Sustainable Communities Challenge Fund (SCCF), seeking funding for a required feasibility study for a 3MW community solar garden. The application process included pre-screening and full submission through an online portal.

Work undertaken covered key application requirements:

- Defining the project scope, including components like Archaeological Study, Solar PV System Design, and detailed Financial Feasibility analysis.
- Developing a realistic budget and work plan with milestones and timelines.
- Identifying the project team members and their roles.
- Addressing required studies such as resource assessment, environmental impacts and screening, Species at Risk, and considering a Mi'kmaq Ecological Knowledge Study (MEKS).
- Conducting extensive community engagement, including with Mi'kmaq and equity-deserving communities.
- Identifying necessary permits and approvals, supported by Nova Scotia Power (NSPI) studies demonstrating site suitability.

The comprehensive application package was submitted. Funding decisions are expected in Fall 2025.

Biogas Generator:

Low Carbon Communities Fund

The effort supporting an application to the Low Carbon Communities (LCC) Fund involves several key tasks drawn from the sources. It started with our understanding of the program guidelines and eligibility criteria [LCC Program Guidelines]. MODD submitted an Expression of Interest (EOI) to confirm their project's alignment. The main effort centered on completing the detailed online application form and compiling required supplementary documentation. This necessitates providing a comprehensive project description, clearly stating the intent, scope, activities, and deliverables. A realistic budget and workplan were submitted, including sufficient allocation for reporting and consulting services, submitted via a dedicated Excel file. MODD demonstrated partnerships and community support, through letters and descriptions of engagement activities, is a significant task. MODD needed to articulate the project's strategic alignment with program goals, such as GHG reduction and community benefits. Submitting required studies or summaries, like feasibility studies, is also part of the application package. Finally, gathering supporting materials like plans and cost estimates before the electronic submission completes the application effort, leading to review for completeness and evaluation.

GMF (Green Municipal Funds)

Subject: Overview of the Green Municipal Fund (GMF) Application Process

Pre-Application submitted to the Green Municipal Fund (GMF), for Organic Waste-to-Energy feasibility study, that involves a structured, multi-phased process requiring considerable effort.

The process started with verifying project eligibility and submitting a pre-application form online through FCM's portal. This requires providing a project overview, description, objectives, and a high-level budget. If the project is deemed eligible (typically within 15 business days), the applicant proceeds to the full application phase.

The full application requires completing a detailed project workbook and providing extensive supporting documentation. This includes detailing the project scope, deliverables, team members and qualifications, budget, workplan, funding sources, GHG reduction benefits, climate resilience measures, and community engagement plans. GMF staff, including project officers and external peer reviewers, evaluate the application for accuracy, completeness, and alignment with program objectives. A funding decision for studies typically takes three to five months after full application submission. Required documents must be included at submission. A decision is expected to in the fall which will determine if a full application is requested by the review pane.

Wind Development

- Turbine requires maintenance and a crew is on site today.

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

- Follow up with NSFM.
- Expression of Interest for Clean Foundation Community Climate Capacity – 2025 Coastal Municipalities.

Digby Development Agency:

- Follow up emails with Minister Boudreau regarding next steps for Digby regarding the Port Authority and tidal development.
- Distributed the EXP Tidal Study that was prepared in 2012 for reference and further development.

PACE PROGRAM:

- 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. Forthcoming meeting with Chris regarding the benchmarking documentation.
- 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 –

- Meeting with the WREN
- MLEG; Municipal Learning Energy Group (Municipalities from across NS, energy network)
- Internet searches, LinkedIn Group Discussions, Twitter activity.
- 2 days of time taken from last year.

Respectfully



Terry Thibodeau

Executive Principal

Seamark Renewable Energy Inc.