



**Committee of the Whole Minutes
Council Chambers
August 12, 2025**

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

STAFF PRESENT: 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: Tyler Pulley, Chief Administrative Officer

ALSO PRESENT: Nancy Hartnett, Julie Pyne, and Georgette Bourque from the Friends of Feral to provide a presentation to Council

CALL TO ORDER: Warden Gregory called the August 12, 2025, Committee of the Whole meeting of the Municipality of the District of Digby to order at 5:01pm.

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 4.5 Request from the Weymouth Fire Department

MOTION #COTW2025-08-12-01

It was regularly moved and seconded that the agenda for August 12, 2025 be approved as amended.

MOTION CARRIED

2.2 Presentation/Delegation:

MOTION #COTW2025-08-12-02

It was regularly moved and seconded that Nancy Hartnett, Julie Pyne, and Georgette Bourque from the Society for the Friends of Feral come before Council to present.

MOTION CARRIED

Ms. Hartnett explained what Society of the Friends of Feral does to help cats in the community. It was stated that the organization is in dire need of a shelter to house cats once they trap them. Since the Foster for Cats Shelter is full, the volunteers shared that they have had to take in cats in their own home. They informed Council that the Town of Digby has provided the land as a licensing agreement which the organization has to raise the funds to build it (estimated to be \$100,000). The Society of the Friends of Feral are asking for \$25,000 to help construct their shelter. Council asked various questions and informed the organization that they will have to discuss the matter at the next meeting. Warden Gregory thanked the presenters.

Nancy Hartnett, Julie Pyne, and Georgette Bourque left Council Chambers at 5:42pm.

2.3 Approval of Minutes of June 10, 2025

MOTION #COTW2025-08-12-03

It was regularly moved and seconded that the minutes of June 10, 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 #COTW2025-08-12-04

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

MOTION CARRIED

3. DANGEROUS AND UNSIGHTLY PREMISES: None

4. BUSINESS ITEMS

4.1 Western Counties Regional Library Board - Letter Request

Council reviewed the request for consideration to write a letter to the province on the Western Counties Regional Library Board's behalf. The Board has some budgetary decisions that may result in temporary service reductions in the coming year as the last library funding formula expired March 31, 2025 and public libraries were not given additional funding to operate in the 2025-2026 provincial budget. It was agreed that Council will send a letter to support the public libraries.

MOTION #COTW2025-08-12-05

It was regularly moved and seconded to recommend to Council to write a letter to the province urging them to complete the funding review process no later than November 2025 so that the Western Counties Regional Library may plan for the future sustainability of public libraries.

MOTION CARRIED

4.2 Maud Lewis Lane Sign

Council discussed the terrible condition of the Maud Lewis Lane sign, and noted that many areas throughout the municipality have deteriorating signage. It was agreed that Council will write a letter to the Honourable Fred Tilley, Minister of Public Works, and copy Jill Balsler, MLA Digby-Annapolis to make them aware of the issue.

MOTION #COTW2025-08-12-06

It was regularly moved and seconded to recommend to Council to write a letter to the Honourable Fred Tilley, Minister of Public Works, regarding the poor condition of the Maud Lewis Lane sign and other deteriorating signage throughout the Municipality of Digby, requesting that these signs be repaired or replaced. The letter is to be copied to MLA Jill Balsler, Digby-Annapolis, for her awareness and support.

MOTION CARRIED

4.3 Heritage Advisory Committee - Weymouth North Library

The Weymouth North Library is seeking Council's approval to install a steel roof as it is a Municipal Registered Heritage Property. It was noted that they are interested in installing a new steel roof to replace the current asphalt shingles, but Rob Hersey, the Municipal Program Development Coordinator, will encourage the group to use wood shake if feasible.

MOTION #COTW2025-08-12-07

It was regularly moved and seconded to recommend to Council to approve the Weymouth North Library trustees request to install a steel roof on the Weymouth North Library building which is Municipal Registered Heritage Property.

MOTION CARRIED

4.4 Foster for Cats – Funding Request

Council quickly reviewed the funding request but agreed to table the discussion until the September By-Law & Policy meeting.

MOTION #COTW2025-08-12-08

It was regularly moved and seconded that 4. BUSINESS ITEM 4.4 Foster for Cats – Funding Request be tabled to the next By-Law & Policy Meeting that will take place on September 2, 2025.

MOTION CARRIED

4.5 Request from the Weymouth Fire Department

Councillor Manzer shared that the Weymouth Fire Department is concerned with the amount of usage and wait times at the Weymouth Water Fountain and are wondering if there is a way to divert the flow to the other location on New Road. Warden Gregory informed Council that the Municipality of Digby has already explored that opportunity and it is not viable. Council agreed to table the topic to the By-Law & Policy meeting in September to gather more information.

5. CORRESPONDENCE/INFORMATION ITEMS:

5.1 Transport De Clare – Thank You Letter

Reviewed and noted.

5.2 Letter to Mayors Wardens on VMA Report

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

- The Committee met to discuss the two plaque presentations at the Old Titus House and St. Matthew's Anglican Church. Both events went very well.

Regional Emergency Management Advisory Committee

- There have been no meetings since the last report.

Planning Advisory Committee

- The Committee met on July 14th and reviewed the Wind Turbine By-Law, and discussed set backs on properties.
- Deputy Warden Ross also noted that the Committee will be updating the previous land by-laws to fix some errors that were missed. These changes will be made and they are planning to have public meetings in fall.

Joint RCMP Advisory Board

- There have been no meetings since the last report.

Marketing Levy & Promotion

- The Marketing Levy & Promotion Committee met but Councillor Ross was not able to attend.

Digby Art Bank Jury

- There have been no meetings since last report.

Accessibility Advisory Committee

- There have been no meetings since last report.
- Warden Gregory noted that all documentation for the updated Accessibility Plan has been sent to province.

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

- The working group met to discuss issues with lack of funds.
- Councillor Ross noted that the group had posted on social media that they have not received their provincial funding.

Atlantic Mayors Congress

- There have been no meetings since last report. Warden Gregory was unable to attend and does not know when next meeting will be.

Digby Area Recreation Comm

- Deputy Warden Ross stated that summer has been busy for DARC with day camps, the Digby Pool, and many activities going on at the Haines Lake property.
- It was also noted that work is getting done on rink and will be fully operational in the fall. DARC is scheduled to have hockey camps and the legends hockey game.

Digby Development Agency (Industrial Comm)

- There have been no meetings since last report.

Digby Library Committee

- There have been no meetings since the last report.

Digby Municipal Fire Association

- There have been no meetings since last report.

Kings Transit Authority

- There have been no meetings since the last report.
- Warden Gregory stated that there is an upcoming meeting, but right now the public is still waiting for the URB to make the decision on the bus in town.

Senior Safety Committee

- There have been no meetings since the last report.

Tideview Terrace

- The Annual General Meeting was held August 11th. Councillor Manzer shared that everything is running smoothly.

Waste Check

- There have been no meetings since last report.

Western Counties Regional Library (WCRL)

- The Board met and discussed cutbacks and the funding model.

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.

Digby Harbour Port Association

- The Digby Harbour Port Association met but Deputy Warden Ross was not able to attend.

South West Biosphere Society

- Warden Gregory shared that they had their Annual General Meeting on June 18th at the Municipality of Digby.

IN CAMERA ITEMS: None

7. ADJOURNMENT

MOTION #COTW2025-08-12-09

It was regularly moved and seconded that the meeting adjourn at 6:13pm.

MOTION CARRIED

Warden Gregory

Cora Lee Ross, Director of Finance

Chief Administrative Officer Report

Meeting Date	August 12, 2025
Submitted To	Committee of the Whole
Submitted By	Tyler Pulley, CAO

Meeting/Event Dates/Reminders (As of July 31, 2025)

Date & Time	Meeting/ Event	Who Attends	Location
September 2 nd @ 5:00 pm @ 6:00 pm	NS Public Works By-Law & Policy	All Council	Council Chambers
September 9 th @ 5:00 pm	COTW	All Council	Council Chambers
September 16 th	NO MEETING		
September 23 rd @ 5:00 pm	Council	All Council	Council Chambers
September 30 th	NO MEETING		
October 7 th @ 5:00 pm	By-Law & Policy	All Council	Council Chambers
October 14 th @ 5:00 pm	COTW	All Council	Council Chambers

CAO UPDATE (As of July 31, 2025)

Miscellaneous

- Regular communication 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.
- Attended all Council, COTW, and By-Law & Policy meetings.
- Attended FCM Conference in Ottawa.
- Completed Dalhousie University Property Taxation and Assessment course.
- Attended Digby Development Agency meetings.
- Attended Waste Check meeting.
- Attended Intermunicipal Services Agreement board meeting for Kings Transit.
- Met with Chris Millier to discuss the Development Officer role.
- Met with members of the Brighton-Barton Fire Department.
- Met with resident to discuss the Coast Guard station in Westport.
- Attended the Alert Ready Quarterly Review meeting.
- Met with the CAO group to discuss the Western REN Intermunicipal Services Agreement.
- Numerous phone calls and meetings with Kings Transit.
- Attended Housing Working Group meeting.
- Attended Comprehensive Policing Review meeting.
- Attended Marketing Levy Committee meeting.
- Met with Bruce Snell and Tom Ossinger to discuss EMO grant.
- Attended REMO Advisory Committee meeting.
- Had meeting with Caroline Starr to discuss economic development.
- 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
June 6, 2025 to August 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.
- There have been four redemptions to date.

2026 Tax Sale:

- Initial letters were sent June 19, 2025.
- A total of 287 properties were on the initial tax sale listing as compared to 213 prior year.
- Preliminary letters were sent to the remaining 174 accounts on July 16, 2025.
- August 19, 2025 is the deadline to make payment or a payment schedule before the \$396 title search fee gets added and title searches get started.
- Currently a total of 143 remain on the tax sale.

Administration Department:

- The department has been assisting tax payers with various grant applications.
- Tax Bills are scheduled to be sent the first week of September.

Municipal Audit:

- The Municipal Audit took place June 9 – 20, 2025.
- Year-end preparations in regards to preparing for audit have been wrapped up and the 24/25 Municipal audit is complete.
- The Municipal Consolidated Statements were passed by Council on July 22, 2025.
- I am currently awaiting the Municipal Non-Consolidated Statements.

Operating Budget:

- The June income and expense statement reported 47% of revenues received, and 26% 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 and amended at the July Council meeting.

Miscellaneous:

- Continue to work with various Fire Departments re: Loans/Reserves.
- Working on various reporting for the Province.

Conferences/Training/Meetings:

- Tyler and I continue to meet for management discussions.
 - Continue to meet with Administration staff.
 - Attended COTW, Bylaw & Policy, Audit Committee, and Council meetings.
 - Attended a meeting with the Warden with TD Bank.
 - Helped plan and attended a lunch time BBQ with the staff.
 - Miscellaneous internal meetings
-

Director of Municipal Services (DMS) Report	
DATE:	August 12, 2025
SUBMITTED TO:	Tyler Pulley, CAO
CARBON COPIES:	Taylor Robinson, Executive Assistant
SUBMITTED BY:	Christopher Kingston, DMS

Miscellaneous

- Issued Two Public Tenders –
 - Office Maintenance
 - Re-siding of Haines Lake Building
- Worked alongside NSPW on two separate locations where culvert replacements would affect our underground infrastructure
- Met with the Minister of Energy and entourage at AF Theriault's LTD to discuss Tidal Energy and the proposed expansion of the Digby Wharf
- Attended management meetings
- Organized the sale of two lots for the DDA
- Organized PAC meeting
- Completed STAT Canada Reports
- 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
- Work done on airport foundation by Flood Busters on July 17th
- Held exit interview for Paulette's probation period as Dispatch Supervisor
- See attached monthly report

Building Department

- Met regularly with Building Department and Development Officer to discuss files
- Receiving Quotes for the D&U demolitions scheduled to take place
- See attached monthly report.

Dog Control

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

Fire Services & REMO

- Met with Mr. Snell to discuss on going work
 - Continues to work closely with the Fire Departments
- Held a NS Alert Ready Presentation to inform the public about the dangers of Forest Fires

Public Works

- Meet with Mr. Faulkner on a regular basis to discuss issues that arise
- Mr. Faulkner continues our MOU with the Municipality of Clare
 - Checking in weekly to ensure everything is going well

Renewable Energy and Climate Change

- Met with SREI Consultant
 - Discussed ongoing projects.
- Met with Natural Forces about an off-site Solar Farm
- Ongoing meetings about ongoing interest in the Biogas Generator
- 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 summer maintenance on trails
 - Discussed challenges faced with certain trails
- Organized work to be done at Haines Lake for the coming year
- Organized work to be done to Smiths Cove Lighthouse Parking Lot
- Ongoing discussion about 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 June

<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-B2025-144	3		0	Renovate	Single Dwelling	House	115.00	45,000.00
DM-B2025-145	2		0	Renovate	Single Dwelling	House	49.00	12,000.00
DM-B2025-148	1		0	Repair	Single Dwelling	House	50.58	12,792.00
DM-B2025-151	2		0	Relocate	Garage/Carport/Shed	Accessory Uses - Shed	50.00	9,200.00
DM-B2025-156	2		0	Renovate	Single Dwelling	House	55.00	15,000.00
DM-B2025-157	4		0	Renovate	Commercial	Commercial Use	185.00	80,000.00
DM-B2025-159	2		0	Construction	Garage/Carport/Shed	Shed	40.00	27,500.00
DM-B2025-109	3		0	Relocate	Garage/Carport/Shed	Shed	30.00	3,000.00
DM-B2025-164	4		0	Construction	Garage/Carport/Shed	Shed	12.40	1,000.00
DM-B2025-165	2		0	Construction	Single Dwelling	Camp	106.40	50,000.00
DM-B2025-163	3		0	Construction	Garage/Carport/Shed	Shed	25.40	20,000.00
DM-B2025-172	3		0	Construction	Single Dwelling	House	180.00	345,000.00
DM-B2025-150	3		0	Construction	Garage/Carport/Shed	Garage	43.00	50,000.00
Total	13		0				941.78	670,492.00

D I S T R I C T S

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

Summary of Estimated Value by District

1	12,792.00
2	146,700.00
3	430,000.00
4	81,000.00
Total	670,492.00

Summary of Estimated Value by Building Type

Commercial	80,000.00
Garage/Carport/Shed	110,700.00
Single Dwelling	479,792.00
Total	670,492.00

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	2	1	5
Double Dwelling	1	0	0	0	0	1
Garage/Carport/Shed	2	4	5	1	1	13
Institutional And	1	0	0	0	0	1
Park/Recreational	0	1	0	0	0	1
Single Dwelling	3	12	5	4	2	26
Total	10	17	10	7	4	48

Summary of Estimated Value by District

1	1,595,492.00
2	765,700.00
3	456,000.00
4	551,500.00
5	323,000.00
Total	3,691,692.00

Summary of Estimated Value by Building Type

Apartments	800,000.00
Commercial	270,000.00
Double Dwelling	330,000.00
Garage/Carport/Shed	231,700.00
Institutional And Governmen	300,700.00
Park/Recreational	12,000.00
Single Dwelling	1,747,292.00
Total	3,691,692.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For the Month of June

<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-B2025-016	0	Addition	Commercial	Restaurants	36.80	5,000.00
DB-B2025-017	0	Addition	Garage/Carport/Shed	Shed	14.20	1,250.00
DB-B2025-018	0	Relocate	Commercial	Cottage	50.00	50,000.00
DB-B2025-019	0	Renovate	Single Dwelling	Residential Accessory Use	105.00	40,000.00
DB-B2025-020	0	Renovate	Single Dwelling	Deck	40.00	5,000.00
DB-B2025-021	0	Renovate	Commercial	Bed and Breakfast	55.00	15,000.00
DB-B2025-022	0	Construction	Garage/Carport/Shed	Garage	85.00	135,000.00
Total	0				386.00	251,250.00

D I S T R I C T S

<i>Building Type</i>		Total
Commercial	3	3
Garage/Carport/Shed	2	2
Single Dwelling	2	2
Total	7	7

Summary of Estimated Value by District

	251,250.00
Total	251,250.00

Summary of Estimated Value by Building Type

Commercial	70,000.00
Garage/Carport/Shed	136,250.00
Single Dwelling	45,000.00
Total	251,250.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	1	1
Commercial	4	4
Garage/Carport/Shed	5	5
Institutional And	1	1
Single Dwelling	6	6
Total	17	17

Summary of Estimated Value by District

	524,250.00
Total	524,250.00

Summary of Estimated Value by Building Type

Apartments	40,000.00
Commercial	103,000.00
Garage/Carport/Shed	175,250.00
Institutional And Governmen	40,000.00
Single Dwelling	166,000.00
Total	524,250.00

Digby Dispatch

Call Type and Log Item Counts

ALL

July 2025

	Count	YTD
Call Type		
1 Appliance Fire	1	6
2 Boat on Fire	0	1
3 Bylaw Inspection	1	3
4 Chimney	0	52
5 CO Detector	4	12
6 Electrical	1	11
7 Elevator	0	1
8 Fire Alarm - Commercial	22	140
9 Fire Alarm - Residential	14	124
10 Flood	1	11
11 Grass/Bush/Forest	10	71
12 HAZMAT	1	5
13 Lift Assist	2	22
14 Medical Call	71	567
15 Mutual aid	38	309
16 MVC	12	107
17 MVC w/ Entrapment	4	31
18 Other	8	41
19 Phone Crash Alert	4	18
20 Pole fire	0	10
21 Rekindle	1	3
22 Rescue	4	7
23 Smoke	0	18
24 Structure	2	23
25 Vehicle fire	6	19
Total Call Type	207	1,612
Log Items		
1 Dog Call	14	91
2 FD Equipment out of service	40	257
3 Ferry	1	2
4 Miscellaneous	17	97
5 Municipal Alarm	1	3
6 Sewer	2	11
7 Special Pager Check	0	4
8 Special Radio Check	1	5
9 Special TEXT message	0	2
10 Training	3	3
Total Log Items	79	475

Digby Municipal Airport/Dispatch Monthly Report
July 2025

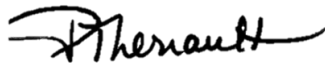
We hosted the Atlantic Sports Car Club Digby Double again this year, always get positive response from both participants and onlookers. Airport and runway are both left spotless when they leave.

Tim accompanied me to the Yarmouth County Mutual Aid Association meeting on July 17th and Darlene to the Clare Fire Fighters Association meeting on July 30th. This give an opportunity for both the Fire Departments and the Dispatchers to see how things work on both sides.

Phil Mosher from came out to inspect the Wind Speed Indicator and look at relocation for more accurate readings.

Spare dispatcher Pierce has been out for the month of July due to surgery, his shifts were covered by other spares.

Best regards,



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

	JET FUEL PROFIT	AVGAS PROFIT	AIRCRAFT MOVEMENTS	PASSENGERS
	2025-26	2025-26	2025-26	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	\$ 126.96	\$ 72.73	18 Tng, 23 Rec, 2 Bus, 4 Gov, Total = 47	17
JUL	\$ 65.87	\$ 270.95	12 Tng, 48 Rec, 11 Bus, 2 Tou, 4 Gov, Total =77	23
AUG				
SEP				
OCT				
NOV				
DEC				
JAN				
FEB				
MAR				

NB:

AIRCRAFT MOVEMENTS - Include aircraft leaving and arriving at the airport
ASSENGER 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 July 8 - August 7, 2025

Completed draft of the St Matthews Church Unveiling program and invite poster. Sent the document to Juanita Peters for approval.

Assisted the Digby Fire department with identifying potential funding to support the construction of a storage building for 1934 "Wilbur" Fire Truck that needs to be stored in its own space. Sent email inquiries to various heritage-related contacts and government programs that could assist with this type of project. Forwarded the links to the Digby Department.

Continued to investigate who holds the copyright to the Digby Courier 1978 - 2016. After many emails and letters to Saltwire Network and Post Media, I was given the contact for the legal department for Post Media. According to them, they do not hold the copyright to the Digby Courier. They suggested I contact the court monitor (assigned judge) that was appointed by the courts to finalize the purchase between Saltwire and Post Media. The monitor suggested I contact Trans Continental (former owner) to determine if the Digby Courier rights were transferred after the sale between Trans Continental and Saltwire. They replied that they do not own copyrights to the Courier. I sent an email to the NS Archive to inquire if they are the current stewards of the Courier. No reply to date.

Distributed St. Matthews Church Unveiling posters to stores in the Digby/ Weymouth area, VIC s in the area. Also forward the poster via email to historical societies and museums Digby Weymouth Parish office and individuals that would be interested in the unveiling. The unveiling was posted on facebook and municipal website. Ads were placed in The Weymouth Bridge.

Continued to assist Cheryl Andrews with her research on the Poor Farm in Marshalltown. Conducted online deed research and from the hard files from the municipal vault.

Continued to work with Juanita peters to develop the unveiling event at St Matthews Church. Printed programs ordered food collected and delivered unveiling items to the church.

Started the September issue of the Coastline.

Created closure signage for trail in the area and posted signage at the Digby Neck and Islands trail heads.

August 5, 2025

Gullivers Cove

I completed brush cutting around all signage and whipper snipped the trail from the main loop to Falcon's Roost, as well as along the lower coastal trail and back to the main loop.

Balancing Rock

On June 10th, I whipper snipped the parking lot and checked the trail counter, which had been installed on May 16th. At that time, it had recorded 885 visits. I also brush cut around the newly installed approaching sign on the highway and located the post for the sign facing Digby, clearing around it to allow for installation of a new sign. On July 17th, I checked the counter again, which had reached 2,113 visits. Additionally, I replaced the shed door knob after the original keys were lost, and I removed a wasp nest from the second boardwalk following a public complaint. The owner of the parking lot has signed a one-year Landowner agreement for continued public use of the lot.

Bear Cove

On July 17th, I whipper snipped along the trail and in the field by the beach. I also documented five broken culverts along the trail and will be requesting a quote from a contractor to remove them and install a French drain system as a replacement.

Van Tassel Lake

On June 12 I whipper snipped to the summit. I connected Hike Nova Scotia with the Van Tassel Lake Trails Society to help with volunteer recruitment, social media, website support, and board governance. Hike NS is offering virtual support through summer interns, and Van Tassel lake is now one of the groups benefiting from that help. On June 26th I whipper snipped the parking lot and various parts of the trail. On July 15th we planted 25 pine seedlings along the new windmill trail and bagged 30 buckthorn to stop their growth. On July 17th I whipper snipped Kopit Cove, rock pile corner, the parking lot and the Gus Vantassel foundation. We are planning to have a grand opening of the new windmill trail on Saturday August 16th at 10am. On July 22nd I met with a member of the society and provided an application for them to apply to the Operational Expenses for Community Trails grant.

Althouse Trail

On May 16th I cut the final leaning tree and a few other smaller ones that were starting to impede on the trail. I whipper snipped to the lighthouse as well as to the lookoff. On July 17th I whipper snipped the Althouse trail both to the look-off and the lighthouse again.

Railbed

On June 18th, met with a local contractor at the Smiths Cove Lighthouse parking lot to discuss creating a picnic area on the western side of the lot. Plans include:

- Grubbing off the field area topping it with gravel, and leveling the surface to ensure accessibility for all users.
- Using boulders to block ATV access

- Installing an interpretive panel
- Pricing picnic tables with metal gazebos to provide shade

On June 26th I had a meeting with WREN to discuss this project as they may have some funding available from their “Get side tracked” initiative to contribute to the interpretive panel and we will discuss the potential for installing a compostable toilet.

On June 19th I whipped around all the signage on the railbed from Smiths Cove – Plympton and on June 25th I finished from Plympton to Weymouth. On July 8th I meet with WREN and DNRR to discuss details of the potential picnic area. DNRR will send an application to submit.

Sandy Cove Conservancy

I met with members as well as DPW at Sandy Cove beach to see if the platforms the conservancy is hoping to build fall within DPW’s right of way and if so- what permits would be needed. We determined they nether the port-a-potty-platform nor the Viewing platform are within DPW’s right-of-way so they would only need permission from the private land owners. I mapped the platform locations and made map for the conservancy to submit with grant applications.

Haines Lake

On June 5th we put the docs in. On June 19th a local contractor came to add a French drain to the steep driveway leading to the bank as water was running down the road and washing the shore out. He also fixed the washouts by adding topsoil and grass seeded the area. We have installed a gas-powered pump and sprinklers to get the grass growing and I am watering it daily. On June 19th, 2025, a local contractor built a kayak rack to make public access easier, as the kayaks had previously been left on the ground, collecting rainwater.

Promo and other

- I accepted an application from Brier Island Trails Committee for Operational Expenses for Community Trails grant, which was approved, and a cheque has since been issued.
- I Attended the Big Meadow Bog hiking badge launch.
- I Attended the Sandy Cove Conservancy beach sweep.
- I Meet with Paul from Environment and Climate Change Canada at Point Prim Lighthouse and gave him access to check the bat monitoring device. There was lots of bat activity recorded.
- I received a call inquiring about building a trail behind the Jordantown/Acaciaville/Conway Centre of Excellence. I have sent an email requesting an in person meeting on site to get a better understanding of their goals.
- On June 27th I had a meeting to discuss our next steps in planning the hiking summit. We are looking to confirm the date, get prices and confirm availability for accommodations and form a hiking summit committee. On July 8th we meet with the Pines to discuss rates which we will present to Hike Nova Scotia at our next meeting. On July 22nd we had another meeting and have confirmed a date of Oct 2-4th, 2026. This will be the first fall hiking summit. We have also formed a hiking summit committee consisting of 12 board members to help with the planning.

June 30, 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.

- Preparation of tender packages that would be issued upon pending approval
- Prepare procurement documents for portal.
-

Biogas Generator:

- Prepare for site visit with potential investor.
- Visit with investor and C. Kingston
- Document preparation.
- Digby Cloud portal transfer
- Email connection with current property owner
- Follow up with Martin Machinery

Low Carbon Communities Fund

- Received confirmation of application into the system.
- Prepare RFP tender documents in advance of approval.

GMF (Green Municipal Funds)

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

- Pre-Application submission has been accepted.
- GMF Worksheet
- GMF Portal upload in July

Wind Development

- Ghre Turbine maintenance crew are on site
- Bolt tightening on the blades
- Bolt tightening on the base column.
- Grease and brake maintenance.
- Enwind (turbine manufacturer) indicated that this is the best working unit in his fleet.
- SCADA review.
- SCADA review on the Enercon turbine. Demonstrated with C Kingston access to the SCADA and the reports that are generated.
- Error code notifications. No major repair on the Enercon.
- Spoke with Ed from the Town regarding the washed out road and the need to repair
- Spoke with Ed from the Town regarding the brush clearing required. He is assigning a crew.

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 inquiries my spring presentation.
- Submitted an Expression of Interest for Clean Foundation Community Climate Capacity – 2025 Coastal Municipalities. And we subsequently withdrew from the Clean Foundation application.
- Attended a Clean Energy Workshop at the Fire Hall in support of Net Zero Atlantic and the Province of Nova Scotia.
- Participated in CLIMAtlantic webinar on “What is Climate Change and Why it Matters” sent to me by the Warden.
- Registered for Partners in Climate Protection and Community of Practice.

Digby Development Agency:

- Follow up emails with Minister Boudreau regarding next steps for Digby regarding the Port Authority and tidal development.
- Minister Boudreau is visiting the region on July 17th. A delegation from the DDA will visit with him as he tours AFTherault Boatyard regarding tidal development in Digby.
- Distributed the EXP Tidal Study that was prepared in 2012 for reference and further development.
- Attended Cove Days and the SGIN (Smart Grid Innovation Network) meeting.

PACE PROGRAM:

- ENS and Clean Foundation to conduct public information session in Digby regarding Low Warming Program and our PACE program. The event will take place on July 17th at the Digby Neck Consolidated School.

Energy Efficiency.

- 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.
- Follow up on MODD Benchmarking report from Quest.

Other –

- Attended the AGM 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.

July 30, 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.

- Preparation of tender packages that would be issued upon pending approval
- Prepare procurement documents for portal. No new activity. Awaiting approval.
- Meeting with Natural Forces, NDA signed and information exchange

Biogas Generator:

- Prepare for site visit with potential investor.
- Visit with investor and C. Kingston
- Document preparation.
- Digby Cloud portal transfer
- Email connection with current property owner
- Follow up with Martin Machinery
- Site visit with Jill Balser and Trevor Boudreau et al.
- Meeting with Tim Kaiser (property owner) and Alison Opara (investor)
- Business plan review with investor

Low Carbon Communities Fund

- Received confirmation of application into the system.
- Prepare RFP tender documents in advance of approval.

GMF (Green Municipal Funds)

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

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- GMF Worksheet preparation.
- GMF Portal upload in July
- Multiple meetings with GMF program coordinator.

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- Ghre Turbine maintenance crew are on site
- Bolt tightening on the blades
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- Grease and brake maintenance.
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- Distributed the EXP Tidal Study that was prepared in 2012 for reference and further development.
- Attended Cove Days and the SGIN (Smart Grid Innovation Network) meeting.
- Follow up visit by Minister Boudreau where we attended our biogas generator.

PACE PROGRAM:

- Check in assessment with Clean Foundation to review the program. We provided input into how the program can better serve the ratepayers..
- ENS and Clean Foundation to conduct public information session in Digby regarding Low Warming Program and our PACE program. The event will take place on July 17th at the Digby Neck Consolidated School.

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- 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
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Terry Thibodeau

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