



**Committee of the Whole Minutes
Council Chambers
September 9, 2025**

- 1. IN ATTENDANCE:** 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

ALSO PRESENT: One member of the public

REGRETS: Warden Linda Gregory & CAO Tyler Pulley

CALL TO ORDER: Deputy Warden Ross called the September 9, 2025, Committee of the Whole meeting of the Municipality of the District of Digby to order at 5:00pm.

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 Highway 101
- Addition under 5. CORRESPONDENCE/INFORMATION ITEMS 5.6 Digby Housing Thank You Letter
- Addition under 5. CORRESPONDENCE/INFORMATION ITEMS 5.7 Response from Minister LeBlanc Re Housing
- Addition under 5. CORRESPONDENCE/INFORMATION ITEMS 5.8 Response from Minister Ritcey Re Library Funding

MOTION #COTW2025-09-09-01

It was regularly moved and seconded that the agenda for September 9, 2025 be approved as amended.

MOTION CARRIED

2.2 Presentation/Delegation: None

2.3 Approval of Minutes of August 12, 2025

MOTION #COTW2025-09-09-02

It was regularly moved and seconded that the minutes of August 12, 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 #COTW2025-09-09-03

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 FCM - Community Risk Assessment

Christopher Kingston went over some details that Council inquired about in regards to the Community Risk Assessment. It was explained that the consultant company will work in five stages; they will gather data, create a GIS map, develop a priority risk assessment, engage the community to see how their information overlaps with what the public views as risks, and then generate a report with recommendations. This assessment is a great initial step to obtain funding for climate change measures. The project will be completed over an 18-month timespan which will only requires 25 days of staff time. Council agreed that this will be great information for the Municipality of Digby to have and agreed to submit an application for the Community Risk Assessment.

MOTION #COTW2025-09-09-04

It was regularly moved and seconded to recommend to Council to submit an application for the FCM - Community Risk Assessment.

MOTION CARRIED

4.2 Highway 101

Deputy Warden Ross stated that both Council members and staff have spoken with MLA Jill Balsler and Minister Fred Tilley in regards to reestablishing the Highway 101 Taskforce, to which they agreed that it was a good idea. Council requested that a letter be sent to MLAs and municipal units from Annapolis throughout to Argyle inviting them to participate in the taskforce.

MOTION #COTW2025-09-09-05

It was regularly moved and seconded to recommend to Council to write a letter to MLAs and municipal units from Annapolis through to Argyle, inviting them to participate in the reestablishment of the Highway 101 Taskforce, and copy MLA Jill Balsler, Minister Fred Tilley, and MP Chris d'Entremont.

MOTION CARRIED

5. CORRESPONDENCE/INFORMATION ITEMS:

5.1 Response from Minister Tilley Re: Grand Passage Ferry

Councillor Scherer quickly discussed how the public meeting with Minister Tilley and his team went regarding the ferry. It was shared that it went well, and it was great that residents had the opportunity to express their concerns directly with the minister.

5.2 Response from Minister Tilley Re: Litter & Maintenance Concerns

Deputy Warden Ross mentioned that in the meeting with Minister Tilley, they went over some of the new ways that their department is trying to improve including more pay and better benefits for staff.

5.3 Annapolis County - Notice of Amendments

Reviewed and noted.

5.4 RCMP 2024 Year in Review

Reviewed and noted.

5.5 Yarmouth Hospital Foundation - 2024 Annual Impact Report

Reviewed and noted.

5.6 Digby Housing Thank You Letter

Reviewed and noted.

5.7 Response from Minister LeBlanc Re Housing
Reviewed and noted.

5.8 Response from Minister Ritcey Re Library Funding
Reviewed and noted.

6. COMMITTEE REPORTS

Each Councillor provided a committee report for Advisory, Intermunicipal, and External Committees:

Digby Source Water Protection Advisory Committee

- There have been no meetings since the last report.

Fences & Arbitration Committee

- There have been no meetings since the last report.

Heritage Advisory Committee

- There have been no meetings since the last report.

Regional Emergency Management Advisory Committee

- There have been no meetings since the last report.

Planning Advisory Committee

- There have been no meetings since the last report.

Joint RCMP Advisory Board

- There have been no meetings since the last report.

Marketing Levy & Promotion

- Councillor Ross shared that the Marketing Levy & Promotion Committee will be meeting on September 10th, and reminded Council that the committee is still in need of a member.

Digby Art Bank Jury

- There have been no meetings since last report.

Accessibility Advisory Committee

- There have been no meetings since last report.

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. The group is inactive as of right now.

Digby & Area Housing Working Group

- There have been no meetings since the last report

Atlantic Mayors Congress

- There have been no meetings since last report.

Digby Area Recreation Comm

- Deputy Warden Ross stated that he was unable to attend the most recent meeting, however, he shared that the condenser is being worked on in Halifax, and the ice will be ready in time for events coming up.

Digby Development Agency (Industrial Comm)

- Deputy Warden Ross shared that the Industrial Commission just sold two PIDs to local companies.
- Staff is working with Bell Canada on a site to install a cell tower next year.

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.

Senior Safety Committee

- The Committee had their AGM and regular scheduled meeting on September 4th.
- Councillor Manzer shared that the group agreed to send another letter to request that the funding agreements be reverted to three years instead of year-to-year.

Tideview Terrace

- There have been no meetings since last report.

Waste Check

- Councillor Ross noted that Waste Check has a new Canadian supplier (from Quebec) for green carts.

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.

Digby Harbour Port Association

- Deputy Warden Ross noted that the Digby Harbour Port Association met to discuss ways to reach out to elected officials and federal agencies for funding, as they are still waiting to hear back from the Sustainable Communities Challenge Fund.

South West Biosphere Society

- There have been no meetings since last report.

IN CAMERA ITEMS: None

7. ADJOURNMENT

MOTION #COTW2025-09-09-06

It was regularly moved and seconded that the meeting adjourn at 5:39pm.

MOTION CARRIED

Deputy Warden Matthew Ross

Chris Kingston, Director of Municipal Services

Chief Administrative Officer Report

Meeting Date	September 9, 2025
Submitted To	Committee of the Whole
Submitted By	Tyler Pulley, CAO

Meeting/Event Dates/Reminders (As of September 4, 2025)

Date & Time	Meeting/ Event	Who Attends	Location
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
October 21 st @ 5:00 pm	NO MEETING		
October 28 th @ 5:00 pm	Council	All Council	Council Chambers

CAO UPDATE (As of September 4, 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.
- Had emergency management meeting with the CAO's of Clare and the Town of Digby.
- Attended AMANS CAO meeting.
- Reviewed Circular Materials contracts for Extended Producer Responsibility and in discussions with them about same.
- Discussions with Kings Transit about the transfer of our bus.
- Reviewed the Western REN Inter-Municipal Agreement and in discussions with CAO counterparts about renewing the agreement.
- Working on several policy revisions for Council review.
- 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

Director of Finance Report
Submitted by: Cora Lee Ross
August 6, 2025 to September 3, 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 was the deadline to make payment or a payment schedule before the \$396 title search fee got added and title searches got started.
- Currently a total of 69 properties remain on the tax sale.

Administration Department:

- The department has been assisting tax payers with various grant applications.
- Tax Bills have been printed and will be processed September 4, 2025.

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 July income and expense statement reported 49% of revenues received, and 37% 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.
- Finalized the loan for Digby Fire Department's new truck.
- In the finalization stages for the loan for Weymouth Fire Department for their new truck.
- Completed the Capital Investment Plan (CIP) for the Province.
- The SOE-A and SOE-B for the Province has been released and is due at the end of September.
- Working on various reporting for the Province.

Conferences/Training/Meetings:

- Tyler, Chris and I continue to meet for management discussions.
-

- Continue to meet with Administration staff.
- Attended COTW and Bylaw & Policy meetings.
- Taylor and I met with a software developer to view community grant application software.
- Attended a “Water Reimbursement Program” meeting for REMO.
- Miscellaneous internal meetings.

Director of Municipal Services (DMS) Report	
DATE:	September 9 th , 2025
SUBMITTED TO:	Tyler Pulley, CAO
CARBON COPIES:	Taylor Robinson, Executive Assistant
SUBMITTED BY:	Christopher Kingston, DMS

Miscellaneous

- Closed Two Public Tenders –
 - Office Maintenance
 - Re-siding of Haines Lake Building
- Continue to work alongside NSPW on two separate locations where culvert replacements would affect our underground infrastructure
- Attended management meetings
- Completed Accessibility Course
- Drove the Maud Lewis Float in Scallop Days parade
- Submitted Sewer Memo to the Bylaw and Policy Meeting
- Organized and attended DDA Meeting
- Organized PAC meeting
- Participate in Tax Bill Folding
- 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
- Our Tenant gave their 60 days notice
- See attached monthly report

Building Department

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

Dog Control

- See attached monthly report

Fire Services & REMO

- Met with Mr. Snell to discuss on going work
 - Continues to work closely with the Fire Departments
 - Continues to monitor the wildfire situation in Annapolis County
- Was a huge member in the organization of Wharf Rat Rally Emergency Logistics

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
- Continuously monitoring a concern for odor from one of our lift stations

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 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
- Talked with service provider about any issues or concerns that arise
- Reviewed Circular Material Contracts

Trails

- Met with Trails Coordinator on a regular basis
 - Discussed summer maintenance on trails
 - Discussed challenges faced with certain trails
- Closed Trails due to Provincial Mandate
- 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
- Ongoing discussion about pilot project for Rail bed Maintenance
- 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: July 01 2025 To July 31 2025

<i>Number</i>	<i>District</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-B2025-181	5	0	Addition	Park/Recreational	Deck	35.00	5,000.00
DM-B2025-182	2	0	Repair	Single Dwelling	Cottage	40.00	7,500.00
DM-B2025-175	1	0	Renovate	Single Dwelling	Deck	49.00	12,000.00
DM-B2025-184	3	0	Repair	Single Dwelling	Deck	65.00	20,000.00
DM-B2025-186	5	0	Construction	Garage/Carport/Shed	Deck	40.00	7,500.00
DM-B2025-188	3	0	Renovate	Single Dwelling	House	57.00	16,000.00
DM-B2025-190	1	0	Relocate	Garage/Carport/Shed	Shed	50.00	8,000.00
DM-B2025-191	1	0	Construction	Garage/Carport/Shed	Garage	34.00	20,000.00
DM-B2025-189	1	0	Renovate	Commercial	Church	125.00	50,000.00
DM-B2025-180	1	0	Construction	Garage/Carport/Shed	Car Port	58.40	10,000.00
DM-B2025-146	3	0	Renovate	Single Dwelling	House	85.00	30,000.00
DM-B2025-173	1	0	Renovate	Apartments	Apartment Building	65.00	20,000.00
DM-B2025-194	3	0	New Use	Commercial	Office	55.89	10,000.00
DM-B2025-196	1	0	Construction	Garage/Carport/Shed	Garage	53.20	35,000.00
DM-B2025-171	3	0	Construction	Single Dwelling	Camp	114.40	40,000.00
DM-B2025-185	5	0	Construction	Single Dwelling	House	238.40	200,000.00
DM-B2025-204	3	0	Addition	Single Dwelling	House	196.00	150,000.00
DM-B2025-209	3	0	Construction	Garage/Carport/Shed	Garage	33.10	10,000.00
DM-B2025-211	2	0	Construction	Garage/Carport/Shed	Accessory Uses - Garage	23.00	1,000.00
DM-B2025-212	2	0	Renovate	Single Dwelling	House	105.00	40,000.00
DM-B2025-166	4	0	Addition	Single Dwelling	Deck	45.00	10,000.00
DM-B2025-195	2	0	Addition	Single Dwelling	Cottage	32.50	20,000.00
Total	22	0				1,599.89	722,000.00

DISTRICTS

Building Type	1	2	3	4	5	Total
Apartments	1	0	0	0	0	1
Commercial	1	0	1	0	0	2
Garage/Carport/Shed	4	1	1	0	1	7
Park/Recreational	0	0	0	0	1	1
Single Dwelling	1	2	5	1	2	11
Total	7	3	7	1	4	22

Summary of Estimated Value by District

1	155,000.00
2	28,500.00
3	276,000.00
4	10,000.00
5	252,500.00
Total	722,000.00

Summary of Estimated Value by Building Type

Apartments	20,000.00
Commercial	60,000.00
Garage/Carport/Shed	91,500.00
Park/Recreational	5,000.00
Single Dwelling	545,500.00
Total	722,000.00

D I S T R I C T S

<i>Building Type</i>	1	2	3	4	5	Total
Apartments	2	0	0	0	0	2
Commercial	3	0	1	2	1	7
Double Dwelling	1	0	0	0	0	1
Garage/Carport/Shed	6	5	6	1	2	20
Institutional And	1	0	0	0	0	1
Park/Recreational	0	1	0	0	1	2
Single Dwelling	4	14	10	5	4	37
Total	17	20	17	8	8	70

Summary of Estimated Value by District

1	1,750,492.00
2	794,200.00
3	732,000.00
4	561,500.00
5	575,500.00
Total	4,413,692.00

Summary of Estimated Value by Building Type

Apartments	820,000.00
Commercial	330,000.00
Double Dwelling	330,000.00
Garage/Carport/Shed	323,200.00
Institutional And Governmen	300,700.00
Park/Recreational	17,000.00
Single Dwelling	2,292,792.00
Total	4,413,692.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For Period: July 01 2025 To July 31 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-B2025-023			0	Renovate	Single Dwelling	House	42.00	8,500.00
DB-B2025-024			0	Repair	Single Dwelling	Residential Accessory Use	55.00	15,000.00
Total			0				97.00	23,500.00

D I S T R I C T S

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

Summary of Estimated Value by District

	23,500.00
Total	23,500.00

Summary of Estimated Value by Building Type

Single Dwelling	23,500.00
Total	23,500.00

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	8	8
Total	19	19

Summary of Estimated Value by District

	547,750.00
Total	547,750.00

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	189,500.00
Total	547,750.00

Municipality = Municipality

PERMIT APPLICATIONS

For Period: August 01 2025 To September 01 2025

<i>Number</i>	<i>District</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-B2025-205	5	0	Relocate	Garage/Carport/Shed	Storage Room	50.00	3,000.00
DM-B2025-206	1	0	Construction	Garage/Carport/Shed	Barn	106.00	50,000.00
DM-B2025-215	2	1	Construction	Single Dwelling	House	187.20	150,000.00
DM-B2025-216	2	0	Construction	Single Dwelling	Cottage	28.00	1,500.00
DM-B2025-224	4	0	Renovate	Single Dwelling	House	61.00	18,000.00
DM-B2025-225	3	0	Relocate	Garage/Carport/Shed	Storage Room	50.00	6,500.00
DM-B2025-227	5	0	Construction	Garage/Carport/Shed	Shed	14.80	5,000.00
DM-B2025-233	3	0	Addition	Single Dwelling	Deck	28.60	1,800.00
DM-B2025-234	2	0	Construction	Garage/Carport/Shed	Accessory Uses - Other	39.20	15,000.00
DM-B2025-235	1	0	Relocate	Garage/Carport/Shed	Accessory Uses - Other	50.00	1,200.00
DM-B2025-236	1	0	Construction	Garage/Carport/Shed	Garage	53.20	55,000.00
DM-B2025-237	5	0	Renovate	Single Dwelling	House	65.00	20,000.00
DM-B2025-241	5	0	Construction	Garage/Carport/Shed	Shed	13.20	1,200.00
DM-B2025-242	2	0	Construction	Single Dwelling	House	128.80	200,000.00
DM-B2025-244	3	0	Construction	Single Dwelling	House	200.00	350,000.00
DM-B2025-245	3	0	Construction	Garage/Carport/Shed	Shed	22.00	15,000.00
DM-B2025-250	2	0	Construction	Garage/Carport/Shed	Storage Room	34.00	3,000.00
DM-B2025-246	1	0	Construction	Single Dwelling	Cottage	38.80	35,000.00
Total	18	1				1,169.80	931,200.00

D I S T R I C T S

<i>Building Type</i>	1	2	3	4	5	Total
Garage/Carport/Shed	3	2	2	0	3	10
Single Dwelling	1	3	2	1	1	8
Total	4	5	4	1	4	18

Summary of Estimated Value by District

1	141,200.00
2	369,500.00
3	373,300.00
4	18,000.00
5	29,200.00
Total	931,200.00

Summary of Estimated Value by Building Type

Garage/Carport/Shed	154,900.00
Single Dwelling	776,300.00
Total	931,200.00

DISTRICTS

Building Type	1	2	3	4	5	Total
Apartments	2	0	0	0	0	2
Commercial	3	0	1	2	1	7
Double Dwelling	1	0	0	0	0	1
Garage/Carport/Shed	9	7	8	1	5	30
Institutional And	1	0	0	0	0	1
Park/Recreational	0	1	0	0	1	2
Single Dwelling	5	17	12	6	5	45
Total	21	25	21	9	12	88

Summary of Estimated Value by District

1	1,891,692.00
2	1,163,700.00
3	1,105,300.00
4	579,500.00
5	604,700.00
Total	5,344,892.00

Summary of Estimated Value by Building Type

Apartments	820,000.00
Commercial	330,000.00
Double Dwelling	330,000.00
Garage/Carport/Shed	478,100.00
Institutional And Governmen	300,700.00
Park/Recreational	17,000.00
Single Dwelling	3,069,092.00
Total	5,344,892.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For Period: August 01 2025 To September 01 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-B2025-025			0	Construction	Apartments	Apartment Building	654.80	800,000.00
DB-B2025-027			0	Renovate	Commercial	Funeral Homes	59.00	17,000.00
DB-B2025-026			0	Repair	Single Dwelling	Existing Residential Use	45.00	10,000.00
Total			0				758.80	827,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	1	1
Commercial	1	1
Single Dwelling	1	1
Total	3	3

Summary of Estimated Value by District

	827,000.00
Total	827,000.00

Summary of Estimated Value by Building Type

Apartments	800,000.00
Commercial	17,000.00
Single Dwelling	10,000.00
Total	827,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	2	2
Commercial	5	5
Garage/Carport/Shed	5	5
Institutional And	1	1
Single Dwelling	9	9
Total	22	22

Summary of Estimated Value by District

	1,374,750.00
Total	1,374,750.00

Summary of Estimated Value by Building Type

Apartments	840,000.00
Commercial	120,000.00
Garage/Carport/Shed	175,250.00
Institutional And Governmen	40,000.00
Single Dwelling	199,500.00
Total	1,374,750.00

Digby Dispatch

Call Type and Log Item Counts

ALL

August 2025

	Count	YTD
Call Type		
1 Appliance Fire	0	6
2 Boat on Fire	0	1
3 Bylaw Inspection	1	4
4 Chimney	0	52
5 CO Detector	1	13
6 Electrical	4	15
7 Elevator	0	1
8 Fire Alarm - Commercial	29	169
9 Fire Alarm - Residential	20	144
10 Flood	0	11
11 Grass/Bush/Forest	13	84
12 HAZMAT	1	6
13 Lift Assist	3	25
14 Medical Call	76	643
15 Mutual aid	139	448
16 MVC	14	121
17 MVC w/ Entrapment	5	36
18 Other	9	50
19 Phone Crash Alert	4	22
20 Pole fire	0	10
21 Rekindle	0	3
22 Rescue	3	10
23 Smoke	21	39
24 Structure	5	28
25 Vehicle fire	4	23
Total Call Type	352	1,964
Log Items		
1 Dog Call	15	106
2 FD Equipment out of service	62	319
3 Ferry	0	2
4 Miscellaneous	34	131
5 Municipal Alarm	0	3
6 Sewer	1	12
7 Special Pager Check	0	4
8 Special Radio Check	1	6
9 Special TEXT message	0	2
10 Training	0	3
Total Log Items	113	588

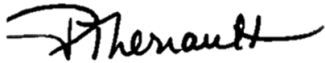
Digby Municipal Airport/Dispatch Monthly Report
August 2025

It has been a very busy month with the dry weather contributing to multiple forest and grass fires in our area, as well as our involvement in the large wildfire in West Dalhousie above Bridgetown. The heavy smoke has led to an increase in calls from residents concerned about fires starting close to their homes. Our fire departments have been working hard and supporting one another wherever needed, which has been incredible to see.

On the airport side, we have experienced increased traffic related to the wildfire response, resulting in higher fuel sales and overall airport activity.

We are also pleased to share that Pierce has returned to work following his sick leave, completing a couple of training shifts before resuming his regular duties.

Best regards,



Paulette Theriault
Dispatch/Airport Manager
ptheriault@digbymun.ca
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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	\$ 1,230.97	\$ 606.02	25 Tng, 39 Rec, 26 Bus, 0 Tou, 32 Gov, Total = 122	132
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

September 4, 2025

Acacia Valley

I have been developing a trailhead sign for the trail's parking area, which currently lacks one. The sign will provide hikers with all essential information, including a trail map, difficulty and length, permitted activities, trail etiquette and rules, safety and conditions, wildlife awareness, contact information, and an acknowledgement of Larry and Greta Goodwin.

Balancing Rock

On July 28th seaside engineering completed an inspection of the balancing rock viewing platform and will provide a report in the next few weeks. In general, the structure is in good shape. There are a few minor things that will need to be addressed which they will include in their report. On August 25th I gated off the entire parking lot as complaints of people still hiking the trail were coming in and this was recommended by DNR.

Van Tassel Lake

On August 14th I received an application for the Operational Expenses for Community Trails Grant Application, which was approved, and a cheque has since been issued.

Railbed

On July 24th Abby Brothers, Trails Consultant with the Department of Communities, Culture, Tourism and Heritage, contacted me to see if the Municipality would be willing to take on a pilot project focused on trail maintenance equipment for the railbed. The project would involve acquiring and managing a flail mower and land plane to support ongoing maintenance of recently improved sections. The local ATV club would be engaged as partners, contributing volunteer hours and assisting with operation and oversight. If successful, the pilot could serve as a model for other regions in Nova Scotia. On July 28, I met with DNRR and Wren, who brought a planner and engineer to review the site in Smiths Cove and discuss the layout of a potential picnic area at the old train station. On July 29, I submitted a \$10,000 grant application to Polaris to support the development costs. I have also been collaborating with the Smiths Cove Historical Society on an interpretive panel for this location.

Sandy Cove Conservancy

On August 12th I put up 3 signs at Sandy Cove Beach to warn people that fires are not permitted at this time as I have received several complaints that people are still having fires.

Robert Hersey Activity Report August 7, September 4, 2025

Continued to prepare for the Heritage Plaque unveiling at St Matthews Anglican Church. Printed more programs and collected materials for the unveiling.

Conducted repairs to the John Collier Jr. photo display at the Isiah Wilson Library. Remounted several photographs that had broken.

Started work on the September issue of the Coastline. Collected story articles and prepared the layout for content.

Delivered materials and refreshments to St Matthew Anglican church. Mounted heritage plaque. Met Juanita Peters, Church Warden, to discuss future plans for the church.

Vacation August 11 – August 15

Started funding application for Peters Island lighthouse Phase 2 Project 2026. Contacted Parks Canada to set up a communication account and received the 2026 program guidelines. Contacted community members and architect, Natalie Smith, to determine how they could assist in the development of the application(s).

Completed the Celebrate Canada funding final report. The report describes what happened during the Weymouth Canada Day celebration. Photo documents and social media postings and printed ads were also submitted. This report must be submitted to receive funding in the future.

Attended a SAIL 2 meeting in Westport. The meeting focused on the conservation work to be conducted at Peters Island Lighthouse from August 31 to September 30.

Continued to develop a Program Development Coordinator job description with timelines to determine the percentage of time involved in each individual duty.

Assisted heritage researcher Cheryl Andrews with documents regarding the history of the Alms House in Marshalltown. Ms. Andrews is creating a detailed book on the evolution of Poor Farms in the Digby area, with a special focus on the Marshalltown Alms House from 1903 – 1963.

August 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.

- Follow up with Jill Balsler's office to determine the status of the submission to SCCF.
- Prepare procurement documents for portal. No new activity. Awaiting approval.
- 2nd Meeting with Natural Forces, NDA signed and information exchange. Review concept for the installation of a solar park. The business development officer will rework the proposal that they want to submit for council review based upon our joint meeting together.

Biogas Generator:

- Digby Cloud portal transfer
- Email connection with current property owner
- Follow up with Martin Machinery
- Meeting with Tim Kaiser (property owner) and Alison Opara (investor)/ Tim acquired an appraisal for the property.
- Meeting with Dept of Agriculture, Nicole Burkhard regarding possible programs
- Re-iterated that we require a PSA (purchase and sale agreement) to secure the generator.
- Business plan review with investor.
- With the award for the LCC we will be conducting a RETScreen analysis on the CHP unit as a tool to be used to demonstrate the generator capacity.

Low Carbon Communities Fund

- MODD received confirmation of an approval for our project.
- Preparing contract information and other information pertaining to a commencement date in September.
- Speaking with Efficiency NS who will work as part of our project team
- Prepare RFP tender documents in advance of approval.

GMF (Green Municipal Funds)

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

- Multiple meetings with GMF program coordinator and following that no contact after several outreach emails and calls. Discussed with C Kingston. No need now that we have the approval from LCC to continue to seek feasibility study funding. We can wait until we have all of the costing details and re-apply to GMF for any capital costs (if and when the time comes to consider the repurposing of the generator.)

Wind Development

- Review maintenance report from GHRE following the routine maintenance.
- SCADA review.
- SCADA review on the Enercon turbine. Demonstrated with C Kingston access to the SCADA and the reports that are generated.
-

- Awaiting road repairs and 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.
- Registered for Partners in Climate Protection and Community of Practice.
- Our weather stations will be updated in September. 2 new ones and refurbish existing 3.

Digby Development Agency:

- Follow up emails with Minister Boudreau regarding next steps for Digby regarding the Port Authority and tidal development.
- Minister Boudreau visited the region on July 17th. A member from DDA attended and has a report ready. We toured AFTheriault Boatyard regarding tidal development in Digby.
-

PACE PROGRAM:

- Printed and prepared rack card promotional material for tax folding.
- Seeking a comprehensive report on our PACE activity since inception.
- Preparing an article to go into the Coastline News Letter.
- Check in assessment with Clean Foundation to review the program. We provided input into how the program can better serve the ratepayers..
- We declined an expression of interest to participate in the CF Residential Resilience Financing Project that they are submitting to FCM.

Energy Efficiency.

- Roving energy manager was in Digby to assess the Municipal Administration building, the arena, and the Digby Airport. All with the intention of preparing a RETScreen analysis of the buildings and ways in which energy efficiency could be achieved.
- 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
- ENS has assigned an energy manager to work with MODD 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 –

- 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.*



Seamark Renewable Energy Inc.