



**Committee of the Whole Minutes
Council Chambers
October 14, 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: CAO Tyler Pulley

CALL TO ORDER: Warden Gregory called the October 14, 2025, Committee of the Whole meeting of the Municipality of the District of Digby to order at 5:00pm.

PAUSE TO SEEK GUIDANCE: Warden Gregory welcomed everyone and asked that we pause to seek guidance.

2. ADMINISTRATIVE AND PROCEDURAL ITEMS

2.1 Approval of Agenda-Additions/Deletions

MOTION #COTW2025-10-14-01

It was regularly moved and seconded that the agenda for October 14, 2025 be approved as circulated.

MOTION CARRIED

2.2 Presentation/Delegation: None

2.3 Approval of Minutes of September 9, 2025

MOTION #COTW2025-10-14-02

It was regularly moved and seconded that the minutes of September 9, 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 #COTW2025-10-14-03

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 Fire Suppression Foam - Additional Funding

Council reviewed the request from Bruce Snell, Fire Services & Emergency Management Coordinator, for additional funding in the next fiscal year for another skid of fire suppression foam due to the increase in fires. It was agreed that it is very important to maintain appropriate stock levels across the 11 fire departments. Council instructed staff to include \$8,986 in next year's budget for the Fire Association to purchase two skids of foam.

4.2 Digby Municipal Fire Service Training Facility - Request for Funding

Council reviewed the request for funding for the Digby Municipal Fire Service Training Facility. The Fire Association is proposing that the Town of Digby contribute 5% (\$10,000) and the Municipality of the District of Digby contribute 5% (\$10,000) toward the required local share. It was noted that the facility will be used by departments outside of the district as well. Council agreed to provide up to \$20,000 towards the Digby Municipal Fire Service Training Facility and requested that staff include this in next year's budget planning.

5. CORRESPONDENCE/INFORMATION ITEMS:

5.1 National Veterans' Week Speakers Program 2025

Council requested that staff promote the National Veterans' Week Speakers Program on the Facebook page for the community to see the opportunities.

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

- The Planning Advisory Committee met on September 17th, where they discussed the Wind Turbine Setback, use of RV/Campers as permanent dwellings, water setbacks, and the subdivision bylaw.

Joint RCMP Advisory Board

- There have been no meetings since the last report.

Marketing Levy & Promotion

- Councillor Ross noted that the Municipality is still short an owner/operator (fixed roof accommodation) member for the committee.
- The Committee also discussed a formalized application form including a list of the supporting documents that must be submitted on or before the end of February to be considered for discussion/decision at the spring meeting in March.

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

- Councillor Ross explained that there has been new funding released from the federal government where the Montague Project is being considered in this round of funding.
- Digby Housing is having a public meeting on October 22nd at the Digby Station.

Atlantic Mayors Congress

- There have been no meetings since last report.

Digby Area Recreation Comm

- Warden Gregory shared that DARC will be putting on a Halloween event at the Haines Lake Property.
- The ice is in at the rink and curling club.
- There will be programming starting such as free skates, minor hockey, figure skating, pond hockey, speed skating, etc.

Digby Development Agency (Industrial Comm)

- There have been no meetings since the last report.

Digby Library Committee

- There have been no meetings since the last report.

Digby Municipal Fire Association

- There have been no meetings since last report.

Kings Transit Authority

- Warden Gregory noted that the bus no longer goes as far as Sobeys.
- The organization is trying to find ways to increase ridership.
- It was also shared that a name change will be happening soon.

Senior Safety Committee

- There have been no meetings since the last report.

Tideview Terrace

- There have been no meetings since last report.

Waste Check

- Councillor Ross explained that Circular Materials is still negotiating contracts. The next meeting is November 18th.

Western Counties Regional Library (WCRL)

- Councillor Manzer indicated that the libraries received some bridge funding from the province to help carry them through to the next budget and are still waiting for the new funding formula.

Western Regional Enterprise Network Liaison and Oversight Committee

- There have been no meetings since the last report.
- Went over resumes, accepted 2 with accounting resumes
- Zooming in to meetings to make it easier to applicants (from Digby)

Digby Area Tourism Association

- The Board now meets Quarterly and the Executive monthly.
- Councillor Ross shared that 60 Days of Maud is the Fall campaign, and they are looking at a partnership with Tourism Nova Scotia.
- She also attended the NS Tourism 5-year strategic plan launch in Halifax.
- Councillor Ross also noted that she is part of the committee to review and update the Association Bylaws as they do not reflect the current practice of this group.

Digby Harbour Port Association

- Deputy Warden Ross noted that they are still waiting to hear back from the Sustainable Communities Challenge Fund.
- The wharf is at full capacity and is very busy.
- Larche Industrial Marine Ltd. is going to start working on repairs to the floating dock.

South West Biosphere Society

- There have been no meetings since last report.

MOTION #COTW2025-10-14-03

It was regularly moved and seconded that Council move into in-camera at 5:39pm to discuss one contractual matter.

MOTION CARRIED

7. IN CAMERA ITEMS:

7.1 Contractual

Council resumed regular session at 5:42pm.

MOTION #COTW2025-10-14-04

It was regularly moved and seconded to recommend to Council to agree to sign the Inter-municipal Emergency Services Agreement.

MOTION CARRIED

8. ADJOURNMENT

MOTION #COTW2025-10-14-05

It was regularly moved and seconded that the meeting adjourn at 5:43pm.

MOTION CARRIED

Warden Linda Gregory

Chris Kingston, Director of Municipal Services

Chief Administrative Officer Report

Meeting Date	October 14, 2025
Submitted To	Committee of the Whole
Submitted By	Tyler Pulley, CAO

Meeting/Event Dates/Reminders (As of October 9, 2025)

Date & Time	Meeting/ Event	Who Attends	Location
October 21 st	NO MEETING		
October 28 th @ 5:00 pm	Council	All Council	Council Chambers
November 4 th	NO MEETING		
November 4 th to 7 th	NSFM Conference		Halifax
November 11 th	NO MEETING		
November 18 th @ 5:00 pm	COTW	All Council	Council Chambers
November 25 th @ 5:00 pm	Council	All Council	Council Chambers
@ 6:00 pm	Audit Committee		
December 2 nd @ 5:00 pm	NS Public Works	All Council	Council Chambers
@ 6:00 pm	By-Law & Policy		

CAO UPDATE (As of October 9, 2025)

Miscellaneous

- Regular communication with the management team and staff.
- Attended meeting with the Minister of Public Works Fred Tilley and MLA Jill Balser.
- Attended virtual meeting with the Minister of Justice Becky Druhan.
- Attended Housing Working Group meeting.
- Attended Marketing Levy Advisory Committee meeting.
- Attended information session on the Growth and Renewal Infrastructure Development Program.
- Attended CAO Committee meeting for Kings Transit.
- Had meeting with representatives from Scotiabank.
- Attended Valley Regional Services Board meeting.
- Had meeting with the CAO from the Municipality of Clare to discuss Extended Producer Responsibility.
- Worked on the cell phone contract renewal.
- Attended DARC Board meeting.
- Had meeting with the DARC Recreation Director and the CAO from the Town of Digby to discuss capital planning.
- Had meeting with the Fire Services Coordinator and the CAO from the Town of Digby to discuss the proposed Fire Training Facility.
- Continue to have discussions and work on the transfer station and collection contracts with Circular Materials.
- Worked on the renewal of the Western REN Inter-Municipal Agreement.
- Drafted revisions to the Community Grants Policy.
- Drafted revisions to the Citizen Appointment Policy.

- Drafted the Digby County REMO Inter-Municipal Services Agreement.
- Attended meeting with Council and MLA Jill Balser.
- Had meeting with MLA Jill Balser and NS Public Works Area Manager Tony Harvey to discuss J-Class roads.
- Assisted with tax bill folding.
- Received scholarship to cover my registration fee for the CAMA Conference.
- Working on several By-Law and 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
Program Coordinator	Monthly Report
Seamark Renewable Energy Inc. Report	Monthly Report
Trails Coordinator	Monthly Report



Director of Finance Report
Submitted by: Cora Lee Ross
September 4, 2025 to October 9, 2025

Tax Sale:

Tax Sale Update provided by Nicole Robbins, Tax Administrator:

2025 Tax Sale:

- The redemption period for the 2025 Tax Sale ended September 26. Deeds are currently being prepared by the lawyer.

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 63 properties remain on the tax sale.
- Registered letters are scheduled to be sent mid-November.

Administration Department:

- Tax bills were prepared and mailed the first week of September. The entire month was hectic for the department. \$3,174,479 was received during the month and breaks down as follows:
 - Direct Deposit: 44%
 - Cash: 3%
 - Credit Card: 28%
 - Debit Card: 6%
 - Cheques: 19%
- The department has been assisting tax payers with various grant applications and various inquiries.
- Working on solutions for vendor payments due to the Canada Post strike.

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.
- The Municipal Non-Consolidated Statements have been received.

Operating Budget:

- The August income and expense statement reported 50% of revenues received, and 43% 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.
- In the finalization stages for the loan for Weymouth Fire Department for their new truck.
- Working on the Financial Information Report due the end of October.
- 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 Council, COTW and Bylaw & Policy meetings.
- Tyler & I met with Scotia Bank representatives.
- Attended Fall AMA Conference in Sydney.
- Attended a social committee meeting in preparation for our upcoming Christmas Party.
- Attended O H & S harassment prevention training for municipal leaders.
- Miscellaneous internal meetings.

Director of Municipal Services (DMS) Report	
DATE:	October 14 th , 2025
SUBMITTED TO:	Tyler Pulley, CAO
CARBON COPIES:	Taylor Robinson, Executive Assistant
SUBMITTED BY:	Christopher Kingston, DMS

Miscellaneous

- Continue to work with contractor on the 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
- Completed ICS-200
- Submitted Well Financing and Animal Control Staff reports to the Bylaw and Policy Meeting
- Organized and attended DDA Meeting
- Organized and attended PAC meeting
- Regular meetings with Program Coordinator Robert Hersey

Airport

- Met with Dispatch supervisor
 - Discussed current issues with accessibility and aging infrastructure
- Our Tenant moved out
- See attached monthly report

Building Department

- Met regularly with Building Department and Development Officer to discuss files
- Successful completion of 2 D&U.
- See attached monthly report.

Dog Control

- 6 Complaints/Incidents for the month of September

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 and Kings County

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 fall maintenance on trails
 - Discussed challenges faced with certain trails
- Re-opened Trails
- Organized work to be done to Smiths Cove Lighthouse Parking Lot
- Ongoing discussion about DARC to hosting Hike NS Summit in Fall of 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: September 01 2025 To September 30 2025

<i>Number</i>	<i>District</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
DM-B2025-247	5		0	Repair	Single Dwelling	House	45.00	10,000.00
DM-B2025-251	1		0	Addition	Single Dwelling	Fence	36.00	5,500.00
DM-B2025-256	5		0	Renovate	Single Dwelling	House	30.00	2,500.00
DM-B2025-257	5		0	Repair	Single Dwelling	House	45.00	10,000.00
DM-B2025-254	3		0	Renovate	Single Dwelling	House	75.00	25,000.00
DM-B2025-260	1		0	Repair	Single Dwelling	House	125.00	50,000.00
DM-B2025-261	5		0	Repair	Single Dwelling	Deck	39.00	7,000.00
DM-B2025-252	1		0	Relocate	Garage/Carport/Shed	Storage Room	50.00	3,800.00
DM-B2025-253	3		0	Construction	Garage/Carport/Shed	Garage	170.00	150,000.00
DM-B2025-266	3		0	Repair	Single Dwelling	House	73.50	24,240.00
DM-B2025-268	3		0	Repair	Single Dwelling	House	30.00	2,500.00
DM-B2025-270	4		0	New Use	Single Dwelling	House	225.00	100,000.00
DM-B2025-273	1		0	Renovate	Commercial	Com - Permanent Sign	30.00	2,500.00
DM-B2025-263	1		0	Construction	Commercial	Storage Room	314.00	100,000.00
DM-B2025-272	3		0	Construction	Garage/Carport/Shed	Car Port	23.20	2,000.00
DM-B2025-274	4		1	Construction	Single Dwelling	House	131.60	300,000.00
DM-B2025-276	2		0	Addition	Single Dwelling	House	32.00	3,000.00
DM-B2025-269	3		0	Construction	Single Dwelling	House	204.20	695,749.00
DM-B2025-249	3		0	Addition	Commercial	Storage Room	100.64	10,000.00
Total	19		1				1,779.14	1,503,789.00

DISTRICTS

<i>Building Type</i>	1	2	3	4	5	Total
Commercial	2	0	1	0	0	3
Garage/Carport/Shed	1	0	2	0	0	3
Single Dwelling	2	1	4	2	4	13
Total	5	1	7	2	4	19

Summary of Estimated Value by District

1	161,800.00
2	3,000.00
3	909,489.00
4	400,000.00
5	29,500.00
Total	1,503,789.00

Summary of Estimated Value by Building Type

Commercial	112,500.00
Garage/Carport/Shed	155,800.00
Single Dwelling	1,235,489.00
Total	1,503,789.00

DISTRICTS

Building Type	1	2	3	4	5	Total
Apartments	2	0	0	0	0	2
Commercial	5	0	2	2	1	10
Double Dwelling	1	0	0	0	0	1
Garage/Carport/Shed	10	7	10	1	5	33
Institutional And	1	0	0	0	0	1
Park/Recreational	0	1	0	0	1	2
Single Dwelling	7	18	16	8	9	58
Total	26	26	28	11	16	107

Summary of Estimated Value by District

1	2,053,492.00
2	1,166,700.00
3	2,014,789.00
4	979,500.00
5	634,200.00
Total	6,848,681.00

Summary of Estimated Value by Building Type

Apartments	820,000.00
Commercial	442,500.00
Double Dwelling	330,000.00
Garage/Carport/Shed	633,900.00
Institutional And Governmen	300,700.00
Park/Recreational	17,000.00
Single Dwelling	4,304,581.00
Total	6,848,681.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For Period: September 01 2025 To September 30 2025

<i>Number</i>	<i>PID</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
DB-B2025-028			0	Construction	Single Dwelling	House	96.80	4,000.00
DB-B2025-029			0	Construction	Apartments	Apartment Building	356.00	474,700.00
Total			0				452.80	478,700.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	1	1
Single Dwelling	1	1
Total	2	2

Summary of Estimated Value by District

	478,700.00
Total	478,700.00

Summary of Estimated Value by Building Type

Apartments	474,700.00
Single Dwelling	4,000.00
Total	478,700.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	3	3
Commercial	5	5
Garage/Carport/Shed	5	5
Institutional And	1	1
Single Dwelling	10	10
Total	24	24

Summary of Estimated Value by District

	1,853,450.00
Total	1,853,450.00

Summary of Estimated Value by Building Type

Apartments	1,314,700.00
Commercial	120,000.00
Garage/Carport/Shed	175,250.00
Institutional And Governmen	40,000.00
Single Dwelling	203,500.00
Total	1,853,450.00

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

	Count	YTD
Call Type		
1 Appliance Fire	2	8
2 Boat on Fire	0	1
3 Bylaw Inspection	1	5
4 Chimney	0	52
5 CO Detector	0	13
6 Electrical	1	16
7 Elevator	1	2
8 Fire Alarm - Commercial	16	185
9 Fire Alarm - Residential	6	150
10 Flood	0	11
11 Grass/Bush/Forest	6	90
12 HAZMAT	2	8
13 Lift Assist	2	27
14 Medical Call	59	702
15 Mutual aid	53	501
16 MVC	26	147
17 MVC w/ Entrapment	2	38
18 Other	7	57
19 Phone Crash Alert	8	30
20 Pole fire	0	10
21 Rekindle	0	3
22 Rescue	3	13
23 Smoke	1	40
24 Structure	1	29
25 Vehicle fire	2	25
Total Call Type	199	2,163
Log Items		
1 Dog Call	11	117
2 FD Equipment out of service	38	357
3 Ferry	0	2
4 Miscellaneous	17	148
5 Municipal Alarm	1	4
6 Sewer	4	16
7 Special Pager Check	0	4
8 Special Radio Check	0	6
9 Special TEXT message	0	2
10 Training	3	6
Total Log Items	74	662

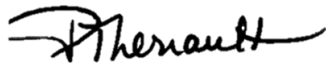
Digby Municipal Airport/Dispatch Monthly Report
September 2025

The Long Lake fire was declared under control on September 23. Our fire crews were released from the incident on September 8, after providing a total of 65 responses in support of the fire.

Claudia and I attended the Yarmouth County Mutual Aid Association meeting on September 18, and Kelly and I attended the Clare Firefighters Association meeting on September 24. I have opened these meetings to the dispatchers as an opportunity to meet the chiefs and gain a better understanding of how the associations operate.

Preparations are underway for the Fly-in/Poker Run scheduled for October 4.

Best regards,



Paulette Theriault
Dispatch/Airport Supervisor
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	\$ 1,230.97	\$ 606.02	25 Tng, 39 Rec, 26 Bus, 0 Tou, 32 Gov, Total = 122	132
SEP	\$ 213.28	\$ 252.62	14 Tng, 25 Rec, 8 Bus, 0 Tou, 8 Gov, Total = 55	48
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			

Robert Hersey Activity Report September 5 – October 9 2025

Purchased 10 Municipal Fags 10 Nova Scotian flags and 10 Canadian flags from the Flag Shop.

Continued to develop the Sept issue of the Coastline. Finished articles and began placing articles and images in the newsletter.

Started collecting documents needed for the application for Parks Canada funding with regards to Peters Island Lighthouse. Reviewed last years application to determine which documents needed to be updated.

Started preparations for the 2026 Digby Art Bank. Updated the 2025 brochure and the submission documents for the 2026 call to artists. Forward the documents to the new jury for approval. Set-up a date and time for the first meeting.

Attended an online team meeting with Parks Canada staff to discuss the funding application for Peters Island Lighthouse Phase 2 Project.

Vacation week

Regarding a new memorial at the Barton Brighton Cenotaph. I made calls to Veteran Affairs and to the Digby Legion to inquire if the Veteran Affaires funding to support the memorial had been decided yet. I was informed that a decision would be announced soon.

Met with John Swinghamer regarding Peters Island Lighthouse and the Phase #1 project. Mr. Swinghamer provided more photo documents, and we discussed what needs to repaired at the light and using volunteers to help with the Phase #2 Project in 2026. Also, met with Jim Outhouse, part owner, of Island Maintenance Ltd. Requested a quote to conduct Phase #2.

Met Paul Robertson of Robertson Excavating, at point Prim to walk the area of the proposed loop trail and give a quote to create the formal trail.

Attended a Staff Social meeting to prepare for the staff Christmas Dinner. It was decided that the dinner would be held on December 12 at the Digby Pines.

Met with the 2026 Art Bank Jury members to give an orientation to the duties of being a jury member. Timelines were also determined.

Conducted a tour of the land proposed for the divestiture at Point prim Lighthouse as part of the request for a right of way crossing municipal property. The waterfront land has many areas of interest and vista views of the Bay of Fundy.

September 2025
Consultants' Report:

Digby Solar Project

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

- No new activity. Awaiting approval.
- Review Natural Forces proposal, NDA signed and information exchange. Discussion with C Kingston regarding scope of project that would be feasible.

Biogas Generator:

- Site visits with LeBlanc Diesel, JC Comeau Hydrolic and B. LeBlanc Electrical
- Review with M Machinery tech team
- Discussions with T. Kaiser regarding his intent for the property. Tim is gathering an property valuation estimate. .
- Meeting with Dept of Agriculture, Nicole Burkhard and Hema Coppra, regarding possible programs
- Re-iterated that we require a PSA (purchase and sale agreement) to secure the generator.
- Business plan review with investor.
- RETScreen analysis on the CHP unit as a tool to be used to demonstrate the generator capacity has started.

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. Awaiting the go ahead to announce and solicit responses to our tender.

GMF (Green Municipal Funds)

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

- We were finally successful in obtaining access to the GMF portal. We will submit an application for their perusal. GMF can provide us with the funding that LCC could not due to their funding limitations. We can now include the SIS System Impact Study as a cost for consideration the GMF.
- GMF can fund the capital portion once they have confirmed their position on the feasibility study.

Wind Development

- New maintenance agreement from Enercon.
- SCADA review on the Enercon turbine. Demonstrated with C Kingston access to the SCADA and the reports that are generated.

Roadway Lighting

- 1 outage in East Ferry. Will dispatch a crew ASAP
- .

Climate Change

- Follow up with NSFME decarbonization projects.

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- Installation of new weather stations for Digby and Freeport. DFO has indicated an interest in obtaining data from the weather stations. .

Digby Development Agency:

SEAMARK ~~RENEWABLE ENERGY INC.~~ Attended a presentation by the Port Authority to the WREN.

PACE PROGRAM:

- Statistics from the Clean Foundation were submitted.
- The Coastline featured PACE funding for our rate payers.
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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. RETScreen of the Admin building is complete.
- 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.
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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.

October 9, 2025

Acacia Valley

I met with the President of AVT to review our plans for the trails once they reopen and to discuss the trailhead signage project I have been working on. On September 22, I removed the fire ban signs. On September 24, I conducted a trail inspection, as I had not been able to access it since the fire ban was implemented. The trail remains in good condition, though I plan to return to bush cut some of the overgrown sections. The proof of the trailhead sign was presented to the board members as well as the Nature Trust, once I receive their feedback, I will make any changes and proceed with having the sign installed.

Balancing Rock

On September 18, I met with ACOA to discuss the Balancing Rock Trail and explore potential funding opportunities. I have also been in contact with CCTH and am planning to submit a funding application through them. The Balancing Rock Trail, originally constructed in 1995, has had some upgrades over the years, but it now requires more significant repairs. Several of the boardwalks are leaning, posing challenges for individuals with mobility issues, and many of the 253 wooden stairs are in poor condition. Following discussions with CCTH and ACOA, they recommended avoiding temporary “band-aid” fixes and instead having an engineer assess the trail, with a view to potentially reimagining it for improved accessibility—for example, replacing stairs with a switchback trail to reduce the grade and make it easier for all users. I reached out to Design point and CBCL asking for a statement of work (SOW) which was recommended from ACOA. On September 26th I did a trail inspection and cut back the trail as the alders had grown in significantly since my last visit. Just before the stairs there were a group of trees down across the trail that I cut and removed.

Gullivers Cove

On September 22, I hiked the trail for the first time since the fire ban and was pleased to find it in excellent condition. However, I noted a few areas needing some brush cutting.

I returned on October 1 to remove several leaning trees and begin brush cutting, completing about half of the trail that day. On October 2, I returned once more and finished the remaining section. The entire trail is now fully cleared and in great shape.

Point prim

I met with the President of Friends of Point Prim to map a new trail they plan to seek funding for. I prepared a map of the proposed route for use in their funding application. On Oct 6 I meet with Environment and Climate Change Canada to check the bat monitoring device.

Van Tassel Lake

I met with the President of VTLA to discuss our plans for when the trail reopens. Since the trail has reopened, I have hiked the Lower Foundations, Cascades, Brookside Wilderness Trail, and the Summit sections. I noted a few leaning trees that will require attention in the coming months, though there are no urgent safety concerns at this time.

Railbed

With the fire ban now lifted, work in the Smith's Cove parking lot area is ready to proceed. We are now in the permitting stage which is currently under review for DNRR and DPW approval.

Haines Lake

I have been in contact with CCTH regarding funding opportunities for 2026. I am proposing to enhance accessibility at the lakefront by adding accessible parking closer to the water, eliminating the need to navigate the steep hill. In addition, I would like to install a pavilion with two accessible picnic tables, providing shade and a comfortable space for all users. An accessible trail would connect the parking area to the pavilion, ensuring everyone can fully enjoy the lakefront. Accessibility grants open in October, and I plan to submit an application at that time.

Promo and other

- On September 23, I attended a Hiking Summit meeting where we discussed key topics including venue, promotion, volunteering, hikes, and potential sponsors.
- I also reached out to the teacher of the O2 Program at Digby Regional High School to request their assistance with maintenance at Van Tassel Lake Trails.