



**Committee of the Whole Minutes  
Council Chambers  
November 18, 2025**

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

**STAFF PRESENT:** Cora Lee Ross, Director of Finance, Christopher Kingston, Director of Municipal Services, Karley Titus, Tax Clerk, and Taylor Robinson, Executive Assistant, who took the minutes of the meeting

**REGRETS:** CAO Tyler Pulley

**CALL TO ORDER:** Deputy Warden Ross called the November 18, 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

**MOTION #COTW2025-11-18-01**

**It was regularly moved and seconded that the agenda for November 18, 2025 be approved as circulated.**

**MOTION CARRIED**

2.2 Disclosure of Conflict-of-Interest Issues: None

2.3 Presentation/Delegation: None

2.4 Approval of Minutes of October 14, 2025

**MOTION #COTW2025-11-18-02**

**It was regularly moved and seconded that the minutes of October 14, 2025 be approved as circulated.**

**MOTION CARRIED**

## 2.5 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 #COTW2025-11-18-03**

**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 Training Facility Request

The Director of Municipal Services asked Council to consider the level of financial support they wish to provide for the proposed fire training facility. It was noted that the Town of Digby has committed up to \$10,000. Council agreed that the initiative is valuable and expressed their willingness to contribute the same amount.

### **MOTION #COTW2025-11-18-04**

**It was regularly moved and seconded to recommend to Council that the Municipality of Digby contribute up to \$10,000 toward the fire training facility.**

**MOTION CARRIED**

### 4.2 New Year's Levee

Warden Gregory shared that it is a tradition to host a New Year's Levee at the Municipal Office and many look forward to the event. Council quickly discussed and agreed that it is an excellent event for the community.

### **MOTION #COTW2025-11-18-05**

**It was regularly moved and seconded to recommend to Council that the Municipality of Digby will spend up to \$1,500 to host a New Year's Levee on January 1, 2026 from 1-3pm at the Municipal Office.**

**MOTION CARRIED**

**5. CORRESPONDENCE/INFORMATION ITEMS: None**

**6. COMMITTEE REPORTS**

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

**Digby Source Water Protection Advisory Committee**

- There have been no meetings since the last report.

**Fences & Arbitration Committee**

- There have been no meetings since the last report.

**Heritage Advisory Committee**

- There have been no meetings since the last report.

**Regional Emergency Management Advisory Committee**

- Deputy Warden Ross shared that the committee met last week; it was the first meeting where the members of the Municipality of Clare joined as the start of the “Digby County REMO”.
- It was noted that the REMO Coordinator provided updates regarding Tideview, Wharf Rat Rally, Digby Fire Service, Purple Air (air quality monitors), and the Water Voucher Program.

**Planning Advisory Committee**

- The Planning Advisory Committee met last week to discuss the changes in windmill setbacks that are required by the province, and shifting the rules for RV’s being used as permanent dwellings.
- It is all a work in progress and the Planning Advisory Committee will meet again next month to continue these discussions.

**Joint RCMP Advisory Board**

- Members of the Department of Justice came to the meeting in October to provide an orientation to the Board members.
- Warden Gregory shared that all members who haven’t been sworn in already will be at the next meeting.

**Marketing Levy & Promotion**

- There have been no meetings since last report.

**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.
- Warden Gregory shared that the invitation letters have been sent out to all municipalities and MLAs, and she has heard nothing but positive responses.
- The Taskforce should be starting strong in the New Year.

**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 the group had a public meeting last month and it went well.
- It was stated that the Federal Government has approved their budget so hopefully the Digby & Area Housing Working Group will hear soon in regards to their Montague Row Housing Project funding.

**Atlantic Mayors Congress**

- There have been no meetings since last report.

**Digby Area Recreation Comm**

- Warden Gregory shared that the winter activities are in full swing and the rink is at full capacity. She also noted that there will be some new policies being brought forward at the next meeting.
- Deputy Warden Ross mentioned that the Legends of Hockey Game that took place in September was one of the most well-attended events that they have had in a long time.
- The new condenser and Zamboni are working well.

**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**

- Warden Gregory said that the association discussed the fire training facility, Westport Fire Department's Smile Cookie Campaign, concerns with insurance costs, and how there is a lack of volunteers.
- The group also commended Bruce Snell, and shared that he is doing an excellent job as the Fire Services Coordinator.

### **Kings Transit Authority**

- There have been no meetings since the last report.

### **Senior Safety Committee**

- There have been no meetings since the last report.

### **Tideview Terrace**

- There have been no meetings since last report.

### **Waste Check**

- Warden Gregory shared that the Board met to discuss circulator materials and the launch. EPR will begin Dec 1<sup>st</sup>, and municipalities will advertise after it starts to avoid confusion. This change will be province-wide (only 3 municipalities who did not opt-in), which will make sorting cohesive.
- Councillor Ross explained that there is a "Re-use Facility" in Yarmouth, where non-profit groups have the opportunity to run the sale and keep the money that they sold that day. This will be a topic of discussion at the Joint Council meeting.

### **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.
- Deputy Warden Ross noted that an email went out to Board members to get approval for a new immigration project.

### **Digby Area Tourism Association**

- There have been no meetings since the last report.

### **Digby Harbour Port Association**

- Deputy Warden Ross indicated that the association is just waiting to hear back from the Sustainable Communities funding.

**South West Biosphere Society**

- Warden Gregory was unable to attend the last meeting due to technical difficulties.

**7. IN CAMERA ITEMS:** None

**8. ADJOURNMENT**

**MOTION #COTW2025-11-18-06**

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

**MOTION CARRIED**

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**Deputy Warden Matthew Ross**

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**Chris Kingston, Director of Municipal  
Services**

## Chief Administrative Officer Report

|              |                        |
|--------------|------------------------|
| Meeting Date | November 18, 2025      |
| Submitted To | Committee of the Whole |
| Submitted By | Tyler Pulley, CAO      |

### Meeting/Event Dates/Reminders (As of November 13, 2025)

| Date & Time                         | Meeting/ Event    | Who Attends | Location         |
|-------------------------------------|-------------------|-------------|------------------|
| November 25 <sup>th</sup> @ 5:00 pm | Council           | All Council | Council Chambers |
| @ 6:00 pm                           | Audit Committee   |             |                  |
| November 26 <sup>th</sup> @ 6:00 pm | Joint Council     | All Council | Council Chambers |
| December 2 <sup>nd</sup> @ 5:00 pm  | NS Public Works   | All Council | Council Chambers |
| @ 6:00 pm                           | By-Law & Policy   |             |                  |
| December 9 <sup>th</sup> @ 5:00 pm  | COTW              | All Council | Council Chambers |
| December 16 <sup>th</sup>           | <b>NO MEETING</b> |             |                  |
| December 23 <sup>rd</sup>           | <b>NO MEETING</b> |             |                  |
| December 30 <sup>th</sup>           | <b>NO MEETING</b> |             |                  |
| January 6 <sup>th</sup>             | <b>NO MEETING</b> |             |                  |
| January 13 <sup>th</sup> @ 5:00 pm  | COTW              | All Council | Council Chambers |

## CAO UPDATE (As of November 13, 2025)

### **Miscellaneous**

- Regular communication and meetings with the management team and staff.
- Attended Council meeting.
- Attended Valley Regional Services Board meeting.
- Had meeting with Western REN for a regional trail discussion.
- Attended RCMP Advisory Committee meeting.
- Had meeting with CAO of the Municipality of Clare to discuss several initiatives.
- Attended AMANS regional meeting.
- Had meeting with Erin Comeau from Western Counties Regional Library to discuss accessibility requirements for the Weymouth Library.
- Attended NSFM Conference in Halifax.
- Attended REMO Advisory Committee meeting.
- Worked on implementation of the water voucher program.
- Continue to work on Circular Materials contract.
- Drafted several By-Law and Policy revisions for Council review.
- Numerous phone calls and meetings with residents and municipal counterparts.

## DEPARTMENT REPORTS

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

Director of Finance Report  
Submitted by: Cora Lee Ross  
October 10, 2025 to November 5, 2025

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**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 60 properties remain on the tax sale (down 3 from last month).
- Registered letters are scheduled to be sent mid-November.

**Administration Department:**

- October the Admin department was playing catchup from September and working on the overflow of people who didn't make it in during September. The Department is now resuming to a regular pace.
- The department has been assisting tax payers with various grant applications and various inquiries.
- The water distribution program began November 5. It's in the early stages, but have had uptake as soon as the program opened.
- Working with the admin department cross training.

**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 September income and expense statement reported 90% of revenues received, and 52% 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.
  - Loan proceeds for the new truck for Weymouth Fire Department were disbursed.
  - Completed the Financial Information Report that was 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.
- Meeting with Chris and Bruce.
- Miscellaneous internal meetings.

| <b>Director of Municipal Services (DMS) Report</b> |                                      |
|--|--------------------------------------|
| DATE:  | November 18 <sup>th</sup> , 2025     |
| SUBMITTED TO:                                      | Tyler Pulley, CAO                    |
| CARBON COPIES:                                     | Taylor Robinson, Executive Assistant |
| SUBMITTED BY:                                      | Christopher Kingston, DMS            |

|                      |
|----------------------|
| <b>Miscellaneous</b> |
|----------------------|

- 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
- Working on Tender for Accessibility upgrades to Municipal Office
- Working on Tender for Emergency Back up generator
- Organized and attended PAC meeting
- Regular meetings with Program Coordinator Robert Hersey

|                |
|----------------|
| <b>Airport</b> |
|----------------|

- Regular check-ins with Dispatch supervisor
- See attached monthly report

|                            |
|----------------------------|
| <b>Building Department</b> |
|----------------------------|

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

|                    |
|--------------------|
| <b>Dog Control</b> |
|--------------------|

- 9 Complaints/Incidents for the month of October

|                                 |
|---------------------------------|
| <b>Fire Services &amp; REMO</b> |
|---------------------------------|

- Met with Mr. Snell to discuss on going work
  - Continues to work closely with the Fire Departments
- Ongoing discussion about
  - REMO Grants
  - Fire Training Facility

|                     |
|---------------------|
| <b>Public Works</b> |
|---------------------|

- 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.
- Martin Machinery came up to start our Biogas Generator
- Ongoing meetings about interest in the Biogas Generator
- Working on RFP for FEED study
- 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
- Ongoing discussion for work needed on Balancing Rock Trail
- 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 the Month of October

| <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-B2025-285  | 2               | 0                | New Use          | Single Dwelling     | Apartment Building    | 70.40             | 15,000.00         |
| DM-B2025-286  | 1               | 0                | Addition         | Single Dwelling     | Porch/Patio           | 181.00            | 78,000.00         |
| DM-B2025-282  | 4               | 0                | Repair           | Single Dwelling     | Deck                  | 27.00             | 1,023.00          |
| DM-B2025-293  | 1               | 0                | Addition         | Single Dwelling     | House                 | 105.80            | 5,000.00          |
| DM-B2025-281  | 1               | 0                | Renovate         | Commercial          | Commercial Use        | 110.00            | 45,000.00         |
| DM-B2025-296  | 2               | 0                | Construction     | Garage/Carport/Shed | Accessory Uses - Shed | 19.60             | 3,000.00          |
| DM-B2025-287  | 1               | 1                | Construction     | Single Dwelling     | House                 | 249.60            | 384,000.00        |
| DM-B2025-303  | 1               | 0                | Repair           | Single Dwelling     | House                 | 55.00             | 15,000.00         |
| DM-B2025-302  | 5               | 0                | Construction     | Single Dwelling     | Cottage               | 120.00            | 100,000.00        |
| DM-B2025-304  | 4               | 0                | Repair           | Single Dwelling     | House                 | 59.00             | 17,000.00         |
| DM-B2025-305  | 3               | 0                | Addition         | Garage/Carport/Shed | Garage                | 38.80             | 25,000.00         |
| DM-B2025-309  | 3               | 0                | Addition         | Single Dwelling     | House                 | 29.60             | 30,000.00         |
| DM-B2025-310  | 4               | 0                | Construction     | Garage/Carport/Shed | Shed                  | 24.40             | 8,000.00          |
| DM-B2025-308  | 1               | 0                | Addition         | Single Dwelling     | House                 | 46.60             | 140,000.00        |
| <b>Total</b>  | <b>14</b>       | <b>1</b>         |                  |                     |                       | <b>1,136.80</b>   | <b>866,023.00</b> |

*D I S T R I C T S*

| <i>Building Type</i>       | 1 | 2 | 3 | 4 | 5 | Total |
|----------------------------|---|---|---|---|---|-------|
| <b>Commercial</b>          | 1 | 0 | 0 | 0 | 0 | 1     |
| <b>Garage/Carport/Shed</b> | 0 | 1 | 1 | 1 | 0 | 3     |
| <b>Single Dwelling</b>     | 5 | 1 | 1 | 2 | 1 | 10    |
| <b>Total</b>               | 6 | 2 | 2 | 3 | 1 | 14    |

*Summary of Estimated Value by District*

|       |                   |
|-------|-------------------|
| 1     | <b>667,000.00</b> |
| 2     | <b>18,000.00</b>  |
| 3     | <b>55,000.00</b>  |
| 4     | <b>26,023.00</b>  |
| 5     | <b>100,000.00</b> |
| Total | <b>866,023.00</b> |

*Summary of Estimated Value by Building Type*

|                     |                   |
|---------------------|-------------------|
| Commercial          | <b>45,000.00</b>  |
| Garage/Carport/Shed | <b>36,000.00</b>  |
| Single Dwelling     | <b>785,023.00</b> |
| Total               | <b>866,023.00</b> |

*D I S T R I C T S*

| <i>Building Type</i>       | 1         | 2         | 3         | 4         | 5         | Total      |
|----------------------------|-----------|-----------|-----------|-----------|-----------|------------|
| <b>Apartments</b>          | 2         | 0         | 0         | 0         | 0         | 2          |
| <b>Commercial</b>          | 6         | 0         | 2         | 2         | 1         | 11         |
| <b>Double Dwelling</b>     | 1         | 0         | 0         | 0         | 0         | 1          |
| <b>Garage/Carport/Shed</b> | 10        | 8         | 11        | 2         | 5         | 36         |
| <b>Institutional And</b>   | 1         | 0         | 0         | 0         | 0         | 1          |
| <b>Park/Recreational</b>   | 0         | 1         | 0         | 0         | 1         | 2          |
| <b>Single Dwelling</b>     | 12        | 19        | 17        | 10        | 10        | 68         |
| <b>Total</b>               | <b>32</b> | <b>28</b> | <b>30</b> | <b>14</b> | <b>17</b> | <b>121</b> |

*Summary of Estimated Value by District*

|       |                     |
|-------|---------------------|
| 1     | <b>2,720,492.00</b> |
| 2     | <b>1,184,700.00</b> |
| 3     | <b>2,069,789.00</b> |
| 4     | <b>1,005,523.00</b> |
| 5     | <b>734,200.00</b>   |
| Total | <b>7,714,704.00</b> |

*Summary of Estimated Value by Building Type*

|                             |                     |
|-----------------------------|---------------------|
| Apartments                  | <b>820,000.00</b>   |
| Commercial                  | <b>487,500.00</b>   |
| Double Dwelling             | <b>330,000.00</b>   |
| Garage/Carport/Shed         | <b>669,900.00</b>   |
| Institutional And Governmen | <b>300,700.00</b>   |
| Park/Recreational           | <b>17,000.00</b>    |
| Single Dwelling             | <b>5,089,604.00</b> |
| Total                       | <b>7,714,704.00</b> |

Municipality = Town of Digby

## PERMIT APPLICATIONS

For the Month of October

| <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-B2025-030  | 0                | Construction     | Single Dwelling     | House               | 155.00            | 240,000.00        |
| DB-B2025-031  | 0                | Renovate         | Apartments          | Apartment Building  | 323.20            | 149,100.00        |
| DB-B2025-032  | 0                | Renovate         | Apartments          | Apartment Building  | 323.20            | 149,100.00        |
| DB-B2025-033  | 0                | Addition         | Garage/Carport/Shed | Porch/Patio         | 21.20             | 2,500.00          |
| DB-B2025-034  | 0                | Relocate         | Garage/Carport/Shed | Storage Room        | 75.00             | 6,000.00          |
| <b>Total</b>  | <b>0</b>         |                  |                     |                     | <b>897.60</b>     | <b>546,700.00</b> |

D I S T R I C T S

| <i>Building Type</i>       |   | Total |
|----------------------------|---|-------|
| <b>Apartments</b>          | 2 | 2     |
| <b>Garage/Carport/Shed</b> | 2 | 2     |
| <b>Single Dwelling</b>     | 1 | 1     |
| Total                      | 5 | 5     |

*Summary of Estimated Value by District*

|       |                   |
|-------|-------------------|
|       | <b>546,700.00</b> |
| Total | <b>546,700.00</b> |

*Summary of Estimated Value by Building Type*

|                     |                   |
|---------------------|-------------------|
| Apartments          | <b>298,200.00</b> |
| Garage/Carport/Shed | <b>8,500.00</b>   |
| Single Dwelling     | <b>240,000.00</b> |
| Total               | <b>546,700.00</b> |

D I S T R I C T S

| <i>Building Type</i>       |    | Total |
|----------------------------|----|-------|
| <b>Apartments</b>          | 5  | 5     |
| <b>Commercial</b>          | 5  | 5     |
| <b>Garage/Carport/Shed</b> | 7  | 7     |
| <b>Institutional And</b>   | 1  | 1     |
| <b>Single Dwelling</b>     | 11 | 11    |
| Total                      | 29 | 29    |

*Summary of Estimated Value by District*

|       |                     |
|-------|---------------------|
|       | <b>2,400,150.00</b> |
| Total | <b>2,400,150.00</b> |

*Summary of Estimated Value by Building Type*

|                             |                     |
|-----------------------------|---------------------|
| Apartments                  | <b>1,612,900.00</b> |
| Commercial                  | <b>120,000.00</b>   |
| Garage/Carport/Shed         | <b>183,750.00</b>   |
| Institutional And Governmen | <b>40,000.00</b>    |
| Single Dwelling             | <b>443,500.00</b>   |
| Total                       | <b>2,400,150.00</b> |

# Digby Dispatch

## Call Type and Log Item Counts

**ALL**

**October 2025**

|                               | Count      | YTD          |
|-------------------------------|------------|--------------|
| <b>Call Type</b>              |            |              |
| 1 Appliance Fire              | 3          | 11           |
| 2 Boat on Fire                | 0          | 1            |
| 3 Bylaw Inspection            | 0          | 5            |
| 4 Chimney                     | 1          | 53           |
| 5 CO Detector                 | 3          | 16           |
| 6 Electrical                  | 0          | 16           |
| 7 Elevator                    | 1          | 3            |
| 8 Fire Alarm - Commercial     | 17         | 202          |
| 9 Fire Alarm - Residential    | 11         | 161          |
| 10 Flood                      | 0          | 11           |
| 11 Grass/Bush/Forest          | 15         | 105          |
| 12 HAZMAT                     | 0          | 8            |
| 13 Lift Assist                | 1          | 28           |
| 14 Medical Call               | 69         | 771          |
| 15 Mutual aid                 | 54         | 555          |
| 16 MVC                        | 24         | 171          |
| 17 MVC w/ Entrapment          | 4          | 42           |
| 18 Other                      | 4          | 61           |
| 19 Phone Crash Alert          | 4          | 34           |
| 20 Pole fire                  | 1          | 11           |
| 21 Rekindle                   | 1          | 4            |
| 22 Rescue                     | 1          | 14           |
| 23 Smoke                      | 5          | 45           |
| 24 Structure                  | 3          | 32           |
| 25 Vehicle fire               | 0          | 25           |
| <b>Total Call Type</b>        | <b>222</b> | <b>2,385</b> |
| <b>Log Items</b>              |            |              |
| 1 Dog Call                    | 16         | 133          |
| 2 FD Equipment out of service | 43         | 401          |
| 3 Ferry                       | 0          | 2            |
| 4 Miscellaneous               | 14         | 162          |
| 5 Municipal Alarm             | 0          | 4            |
| 6 Sewer                       | 2          | 18           |
| 7 Special Pager Check         | 1          | 5            |
| 8 Special Radio Check         | 3          | 9            |
| 9 Special TEXT message        | 0          | 2            |
| 10 Training                   | 0          | 6            |
| <b>Total Log Items</b>        | <b>79</b>  | <b>742</b>   |

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

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We held our first Aircraft Poker Run on October 4. While the event did not go entirely as planned, we received positive feedback from attendees along with helpful suggestions for improvement should we be approved to host it again in the future.

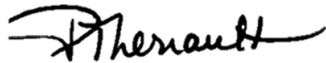
On October 15–16, five dispatchers and I attended the Interoperability Forum. This was a great opportunity to network with other professionals in similar fields and to explore new equipment and programs that could be beneficial to our operations.

I also attended a virtual meeting with Chris to discuss the potential upgrade to LED runway lights.

Finally, pavers were onsite on October 20 to perform runway maintenance.

I have been working with Valley Dispatch and JRCC to create a procedure regarding notification of flare training in our areas.

Best regards,



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|     | 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 | \$ 486.28       | \$ 709.87    | 14 Tng, 25 Rec, 8 Bus, 0 Tou, 8 Gov, Total = 55    | 48         |
| OCT | \$ 1,472.45     | \$ 214.87    | 14 Tng, 23 Rec, 4 Bus, 0 Tou, 4 Gov, Total =46     | 50         |
| 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**

**Activity Report October 10- November 13, 2025 Robert Hersey**

Created a site assessment report regarding the land offered by Dr Eric Balser, for right of way privileges from the Point Prim parking over municipal land to his bordering property. Open space Coordinator Candace Levings, Point Prim Director Greg Turner also participated in the assessment. Outcomes - The waterfront land would be very suitable for a trail development with several vista for benches and interpretive panels to explain the values of plant life in this coastal environment.

Continued to develop the Parks Canada funding application for Phase 2 at Peters Island Lighthouse 2026. Requested letters of support from MP – MLA –and organizations involved with the property. Conducted research regarding alternative cladding products for the exterior of the lighthouse.

Attended a SAIL 2 meeting to discuss the Phase 2 project and Parks Canada funding application.

Contacted the members of the Heritage Advisory Committee to arrange a dinner meeting to update the committee on my office activities and to meet on a more casual basis and commend the members for their service to the committee. December 3 Pizza Delight.

Created a Phase 2 tender request document to be sent to contractors interested in conducting the Phase 2 project. Deadline November 14.

Attended the 2025 National Trust Conference in Halifax. The conference is a barometer on the state of heritage in the country. The conference is also a showcase of national heritage initiatives. There is a move to accept non-traditional construction materials to solve unnatural deterioration of traditional materials due to climate change and social pressures.

Assisted Harold Theriault with solving the unknown ownership issue with the abandoned East Ferry United Baptist Church. I Contacted the, Canadian Baptists of Atlantic Canada Association to determine the path forward. The association will work with Harold to resolve the issue.

Started the development of the December issue of the Coastline. Sent out email to the Coastline committee members for article suggestions. The December issue will be delivered to the public on December 5<sup>th</sup>.

Launched the Digby Art Bank Acquisition 2026. Send selected emails to art groups and individual artist that will forward the submission forms to their colleagues. Also place notices in the Weymouth Bridge; Passages and postings on our facebook site and website.

Continued to develop the application for Parks Canada. Collected pricing information and logistical information associated with the lighthouse structure. Deadline November 28.

Will be giving a presentation on the Heritage Hub website to the Sizzling Seniors group in Sandy Cove on November 20<sup>th</sup>.

November 18, 2025

### Balancing Rock

I received the Statement of Work from Design Point and have been working closely with ACOA and CCTH to secure funding to move the Balancing Rock Trail project forward. The proposed work includes a two-phase approach: an initial assessment and options analysis to evaluate the existing trail conditions and potential realignments for improved accessibility, followed by detailed design and planning to prepare the project for future construction.

These phases will address key safety concerns, structural issues with the viewing platform and stairs, and overall trail stability. Once completed, the project will be ready to move toward construction funding and implementation. This work will ensure the long-term protection of the site, enhance accessibility, and improve the visitor experience at one of Nova Scotia's most iconic natural attractions.

### Bear Cove

On October 14th, I walked the trail and trimmed back overgrown brush and leaning trees to improve accessibility and safety. On October 23rd, I met on-site with a contractor to assess five damaged culverts that are deteriorated, nonfunctional, and posing safety concerns.

The contractor has since provided a quote and will be moving forward with the replacement work. Three culverts will be replaced with new wooden box culverts, one culvert remains in good condition and requires no action, and one will be replaced with a small plastic culvert. The contractor will also be removing and hauling away the existing materials and bringing in Class A gravel to backfill around the new installations.

These repairs will greatly improve the overall safety and condition of the trail. Once this work is completed, we can shift our focus toward improving road signage, as there is currently none in place. Adding proper signage will help increase the trail's visibility and encourage more visitors to explore it.

### Van Tassel Lake

On October 18th, we hosted the grand opening of the Windmill Wilderness Trail, with a great turnout of 22 hikers. The feedback was overwhelmingly positive—everyone enjoyed the experience and the unique opportunity to get up close to a windmill.

On November 5th, 18 students from the O2 Program at Digby Regional High School joined us on the Van Tassel Lake Trails to help spread Class A gravel along a section of the trail. Many hands make light work, and their teamwork made a noticeable difference. After their hard work, we led the group on a hike along the new Windmill Wilderness Trail to showcase its beauty and the efforts that went into its development.

## Haines Lake

On October 8th, I submitted an Expression of Interest (EOI) to Communities, Culture, Tourism and Heritage (CCTH) under the Community ACCESS-Ability Program for the Digby Outdoor Recreation Centre at Haines Lake.

The proposed project aims to improve accessibility at the site, which currently has limited access due to a steep hill. The upgrades include:

- Accessible parking near the lakefront with designated signage.
- A crusher dust, barrier-free pathway connecting the parking area to the lakefront gazebo.
- A covered gazebo with accessible picnic tables, providing shaded seating and a safe gathering space.

This project will allow people of all ages and abilities—including children, older adults, and those with mobility challenges—to fully enjoy the lakefront. The project has full support from the Digby Area Recreation Commission, who are prepared to provide a letter of support.

On October 31st, I received a call from CCTH confirming that they reviewed my EOI and that the project is eligible to apply for funding. I will be receiving the full application package on November 17th.

Additionally, on October 30th, the docks were removed for the season, and on November 4th, the water was shut off for the winter.

## Promo and other

- I accepted an application from the Tiverton and Central Grove Heritage Association for Operational Expenses for Community Trails grant, which was approved, and a cheque has since been issued.
- I accepted an application from the Smith's Cove Historical Society for Operational Expenses for Community Trails grant, which was approved, and a cheque has since been issued.
- I attended a hiking summit meeting on Oct 17<sup>th</sup>, Oct 20<sup>th</sup>, and Nov 9<sup>th</sup>.

October 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.

- 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:**

- Successful start up of the biogas generator with with LeBlanc Diesel, JC Comeau Hydrolic and B. LeBlanc Electrical
- M Machinery tech team started the unit and a condition report is forthcoming.
- Discussions with T. Kaiser regarding his intent for the property. Tim is gathering an property valuation estimate. Tim reached out to see if the condition report has been submitted by M. Machinery and would like to review.
- Invoices are coming in for the start up. Claims to be submitted for financing this phase of the feasibility report.
- Meeting with Dept of Agriculture, Nicole Burkhard and Hema Coppra, regarding possible programs
- Reached out to investor and re-iterated that we require a PSA (purchase and sale agreement) to secure the generator.
- RETScreen analysis on the CHP unit as a tool to be used to demonstrate the generator capacity has started. Analysis of the arena and curling rink along with the CHP unit is almost complete.
- Submitted the RFP DRAFT to C. Kingston for input and final narrative. RFP to be posted through the usual procurement process for review by consultants.
- Site visit by the RETScreen consultant and meeting with DARC staff regarding access to information and other related relevant information.

**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. Project has started and reporting and claims underway.
- Speaking with Efficiency NS who reviewed the RFP and provided necessary commentary prior to launching the RFP.
- 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

- It was suggested that we only pursue the LCC feasibility study for now without extending any extra commitments for funding at the moment.
- 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**

- Yearly Schedule 1 Maintenance on the Enercon is complete. Inquired about our roadside brush clearing that was to take place earlier this year. (We need to maintain adequate clearing as per our maintenance contract with Enercon)
- Responded to fault notifications.
- SCADA from Ghre turbine review. Invoices from NSP submitted for payment.

**Roadway Lighting**

- 2 outages 1) East Ferry. 2) Smith's Cove awaiting repair crew to come to Digby.

**Climate Change**

- Follow up with NSFMD decarbonization projects.
- Installation of new weather stations for Digby and Freeport. DFO has indicated an interest in obtaining data from the weather stations. . Final pieces of the weather station project are awaiting to be installed. The Digby Port Authority and Freeport Port Authority have been notified and are working with the manufacturer.
- Received a call from a company undertaking a study on anaerobic digestion in NS and organizations that have participated in the past in the industry. Discussion regarding adequate and consistent feedstock supply is of pivotal importance and preoccupies any decision for new development.

**Digby Development Agency:**

- No New Activity in October, next meeting in December.

**PACE PROGRAM:**

- Statistics from the Clean Foundation were submitted.
- It appears that we may have reached our maximum for this year's program and that new entrants will be placed on a waiting list until next year.

**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. Ongoing.
- 

**Other –**

- QUEST Group (Municipalities from across NS, energy network)
- Internet searches, LinkedIn Group Discussions, Twitter activity.
- Participated in a study by Workplace Education regarding Regional Training Needs.

Respectfully



**Terry Thibodeau**