



**Committee of the Whole Minutes  
Council Chambers  
February 10, 2026**

- 1. IN ATTENDANCE:** Warden Linda Gregory (entered Council Chambers at 5:07pm), Deputy Warden Matthew Ross, Councillor George Manzer, Councillor Joan Ross, and Councillor Peter Scherer (via Zoom)

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

**REGRETS:** None

**CALL TO ORDER:** Deputy Warden Ross called the February 10, 2026, Committee of the Whole meeting of the Municipality of the District of Digby to order at 5:02pm.

**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 4.5 DARC Letter of Support
- Additon under 4. BUSINESS ITEMS 4.6 Congratulatory Letter to Aaron Kelly – Manager of Grant Thorton’s Digby Branch

**MOTION #COTW2026-02-10-01**

**It was regularly moved and seconded that the agenda for February 10, 2026 be approved as amended.**

**MOTION CARRIED**

**2.2 Disclosure of Conflict-of-Interest Issues: None**

**2.3 Presentation/Delegation: None**

2.4 Approval of Minutes of January 13, 2026

**MOTION #COTW2026-02-10-02**

**It was regularly moved and seconded that the minutes of January 13, 2026 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 #COTW2026-02-10-03**

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

**MOTION CARRIED**

**3. DANGEROUS AND UNSIGHTLY PREMISES**

**4. BUSINESS ITEMS**

4.1 Assessment Report

Cora Lee Ross, Director of Finance, went over the assessment report. It was noted that there has been an 8.02% increase in residential, 7.98% increase in commercial, more capped properties, resulting in \$704,016 in additional revenue for the Municipality of Digby.

4.2 Harvest of Hope Food Pantry – Community Grant Application

Council reviewed the application and agreed to provide a portion of the request to the organization.

**MOTION #COTW2026-02-10-04**

**It was regularly moved and seconded to recommend to Council to approve the Harvest of Hope Food Pantry community grant application in the amount of \$2,500.**

**MOTION CARRIED**

#### 4.3 Digby Home & Lifestyle Expo

Council discussed and agreed to participate in the 2026 Digby Home & Lifestyle Expo on May 30-31 at the Digby Arena. It was agreed that Warden Gregory, Councillor Ross, Councillor Scherer, and Councillor Manzer will manage the booth.

**MOTION #COTW2026-02-10-05**

**It was regularly moved and seconded to recommend to Council to purchase a booth in the amount of \$295 for the 2026 Digby Home & Lifestyle Expo.**

**MOTION CARRIED**

#### 4.4 Brinleytown Cemetery

Council reviewed a request from Maureen Turner proposing that the Municipality of Digby initiate the planning of a monument at Brinleytown Cemetery. Director of Municipal Services, Christopher Kingston, advised that there are over 56 cemeteries within the municipality and that the cost of such a project would be at least \$5,000. Council agreed that proceeding with this request could set a precedent for similar projects at other cemeteries throughout the municipality.

It was further noted that Brinleytown Cemetery is owned by the African Baptist Church Cemetery Trustees, and any monument project would require the owner's approval and authorization. As such, Council determined it would be most appropriate to encourage the resident to work directly with the cemetery owner regarding the proposal.

**MOTION #COTW2026-02-10-06**

**It was regularly moved and seconded to recommend to Council to send a response to Maureen Turner regarding her request for a monument at Brinleytown Cemetery, advising her to contact the cemetery owner.**

**MOTION CARRIED**

#### 4.5 DARC Letter of Support

Council reviewed the request from DARC requesting that the municipality write a letter of support to back their grant application for an accessible playground space.

**MOTION #COTW2026-02-10-07**

**It was regularly moved and seconded to recommend to Council to write a letter of support for the Digby Area Recreation Commission's grant application for an accessible playground space.**

**MOTION CARRIED**

#### 4.6 Congratulatory Letter to Aaron Kelly – Manager of Grant Thornton's Digby Branch

Warden Gregory asked if Council would like to send a congratulatory letter to Aaron Kelly, as he has been promoted to the Manager of Grant Thornton's Digby Office. Council quickly agreed.

**MOTION #COTW2026-02-10-08**

**It was regularly moved and seconded to recommend to Council to write a congratulatory letter to Aaron Kelly for his promotion as Manager at Doane Grant Thornton Digby.**

**MOTION CARRIED**

**5. CORRESPONDENCE/INFORMATION ITEMS:**

**5.1 RCMP Commanding Officer Retirement**

Warden Gregory suggested that Council write a congratulatory letter to Dennis Daley for his upcoming retirement.

**MOTION #COTW2026-02-10-09**

**It was regularly moved and seconded to recommend to Council to write a letter to thank Commanding Officer Dennis Daley for his 38 years of service to the RCMP and congratulate him on his upcoming retirement.**

**MOTION CARRIED**

**5.2 Zero Hunger Fund - Thank You**

Reviewed and noted.

**6. COMMITTEE REPORTS**

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

**Councillor Scherer:**

- There has been some activity with the Western Regional Crown Land and Stakeholder Interaction Committee as they have reached out to members explaining how the new system will work moving forward.

**Councillor Manzer:**

- The Digby Art Bank Jury will be meeting soon as the period for submissions closed at the end of January.
- The Digby Library Committee met to discuss renovations, accessibility upgrades, and who's responsibility it is to take them on.
- The Digby Town & Municipal Housing Corp (Tideview) met and it was noted that it was the first meeting run by the new CEO, Jessica Pulley-
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**Deputy Warden Ross:**

- DARC has been busy working with the Tri-County Regional Centre for Education on the Community Use of Schools Agreement, developing a 50/50 cost share agreement for plowing services in the parking lot, and working with the community of Jordantown on rebuilding their ball field. It was also noted that volunteer week is

coming up in April, and if anyone would like to nominate someone for the 2026 Volunteer Awards to please do so by March 15, 2026.

- The Digby Harbour Port Association received \$600,000 from the NS Sustainable Challenge Fund, and is working on securing federal funding.

**Councillor Ross:**

- The Digby & Area Housing Working Group will be meeting when there is a need, instead of monthly.
- Councillor Ross mentioned that the Digby Source Water Committee has not met since she was elected, and asked if staff could follow up.
- At the Wastecheck meeting they discussed the green cart bylaws, EPR and circular materials concerns, illegal dumping issues and said farewell to their summer student.

**Warden Gregory:**

- Warden Gregory will be discussing the upcoming fire services changes with the members of the Digby Municipal Fire Association at the upcoming meeting.
- The Jamboree Weekend that took place February 6-8 at the Digby Arena was a huge success with a big turnout.
- Warden Gregory has been hearing many concerns from residents regarding the hospital.

7. **IN CAMERA ITEMS:** None

8. **ADJOURNMENT**

**MOTION #COTW2026-02-10-10**

**It was regularly moved and seconded that the meeting adjourn at 5:54pm.**

**MOTION CARRIED**

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Linda Gregory, Warden

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Tyler Pulley, CAO

## *Chief Administrative Officer Report*

Meeting Date	February 10, 2026
Submitted To	Committee of the Whole
Submitted By	Tyler Pulley, CAO

### Meeting/Event Dates/Reminders (As of February 5, 2026)

Date & Time	Meeting/ Event	Who Attends	Location
February 11 <sup>th</sup> @ 6:00 pm	Joint Council	All Council	Council Chambers
February 17 <sup>th</sup>	<b>NO MEETING</b>		
February 24 <sup>th</sup> @ 5:00 pm	Council	All Council	Council Chambers
March 3 <sup>rd</sup> @ 5:00 pm	By-Law & Policy	All Council	Council Chambers
March 10 <sup>th</sup> @ 5:00 pm	COTW	All Council	Council Chambers
March 17 <sup>th</sup>	<b>NO MEETING</b>		
March 24 <sup>th</sup> @ 5:00 pm	Council	All Council	Council Chambers
March 31 <sup>st</sup>	<b>NO MEETING</b>		
April 7 <sup>th</sup> @ 3:00 pm	By-Law & Policy	All Council	Council Chambers

## CAO UPDATE (As of February 5, 2026)

- Regular communication and meetings with the management team and staff.
- Attended NSPW Meeting, By-Law & Policy Meeting, COTW Meeting, and Council Meeting.
- Had management meetings to discuss succession planning and budget.
- Drafted and executed an MOU with the Municipality of Clare for use of our dog pound for fierce or dangerous dogs.
- Had meeting with Meg Hodges, General Manager of Kings Transit.
- Had meeting with the Fire Chief and Deputy Fire Chief of the Brighton and Barton Fire Department.
- Attended CAO meetings to discuss the Kings Transit budget.
- Attended the Digby Library Committee meeting.
- Attended the Housing Working Group meeting.
- Attended a meeting with the Digby & Area Health Services Charitable Foundation to discuss the Community Navigator Program.
- Currently enrolled in a Dalhousie University course on Risk Assessment and Management.
- Attended the two-day Emergency Resilience Forum in Truro.
- Numerous phone calls and meetings with residents and municipal counterparts.

## DEPARTMENT REPORTS

<b>Director 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 / 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  
January 9, 2026 to February 4, 2026

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**Tax Sale:**

Tax Sale Update provided by Nicole Robbins, Tax Administrator:

**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 42 properties remain on the tax sale (down 8 from last month).
- Registered letters were sent November 27 advising tax payers that they had until February 3, before the properties would be advertised.
- The tender date is set for March 11.

**Administration Department:**

- There have been lots of calls and stop ins regarding the 2026 assessments.
- The department has been assisting tax payers with various grant applications and various inquiries.
- Working with the admin department cross training.

**Municipal Audit:**

- The Municipal Audit is scheduled to take place June 8 – 15, 2026.
- Grant Thornton will meet with the Audit Committee to present their audit approach on April 21, 2026 and a presentation will be given to outline significant variances for the year.

**Operating Budget:**

- The December income and expense statement reported 94% of revenues received, and 71% for expenses.
- Preliminary steps for the 26/27 Operating budget have begun. The Assessment Report is included in the COTW package.

**Capital Budget:**

- The capital projects are nearing completion for the 25/26 fiscal year.

**Miscellaneous:**

- Continue to work with various Fire Departments re: Loans/Reserves.
- Working closely with the villages regarding village rates.

**Conferences/Training/Meetings:**

- Tyler, Chris and I continue to meet for management discussions.
  - Continue to meet with Administration staff.
  - Attended Bylaw & Policy, COTW, TIR and Council meetings.
  - Organized and attended meetings with Planning Department and TownSuite to implement a building inspection app. (In progress)
  - Succession planning meeting with Tyler and Chris.
  - Attended a regional AMA virtual meeting.
  - Attended management team meetings to determine salaries for 26/27.
  - Attended African Heritage Month Proclamation Event at the new JACBA Centre.
  - Miscellaneous internal meetings.
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<b>Director of Municipal Services (DMS) Report</b>	
DATE:	February 10 <sup>th</sup> , 2026
SUBMITTED TO:	Tyler Pulley, CAO
CARBON COPIES:	Taylor Robinson, Executive Assistant
SUBMITTED BY:	Christopher Kingston, DMS

**Miscellaneous**

- Work has wrapped up on the Haines Lake Re-siding
- Office painting and associated work has been completed
- Continue to work alongside NSPW on repaving of Pleasant Street, Bear River
- Attended management meetings
- Attended By-Law and Policy, TIR, COTW and Council Meetings
- Continue to work with contractor on Accessibility upgrades to Municipal Office
- Continue to work with contractor on Emergency Back up generator
- RFP for Biogas Generator Repurposing project has closed
- RFP for Balancing Rock Trail Assessment and Design has closed
- Ongoing Accessibility research and work for the Weymouth Library
- Regular meetings with Program Coordinator Robert Hersey
- Continue role as Development Officer

**Airport**

- Regular check-ins with Dispatch supervisor
- On going winter maintenance
- See attached monthly report

**Building Department**

- Met regularly with Building Department and Development Officer to discuss files
- Regular meetings with the Building Department regarding problem files
- See attached monthly report.

**Dog Control**

- 9 Complaints/Incidents for the month of December

**Fire Services & REMO**

- Met with Mr. Snell to discuss on going work
  - Continues to work closely with the Fire Departments
  - Looking into tax rebates for Fire Departments
- Ongoing discussion about
  - REMO Grants
  - Fire Training Facility
- Begun discussions about the provincial modernization of the Fire Departments

### **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
- Public Works Department continues to perform winter maintenance on our parking lots, lift stations and airport

### **Renewable Energy and Climate Change**

- Met with SREI Consultant
  - Discussed ongoing projects.
- Ongoing meetings about interest in the Biogas Generator
- 3 Street lights have been repaired
- See attached monthly report

### **Solid Waste**

- Talked with service provider about any issues or concerns that arise
- Frequent check ins regarding collection during winter weather
- Ongoing Collection and Receiving claims through Circular Material

### **Trails**

- Met with Trails Coordinator on a regular basis
  - Discussed winter maintenance on trails
  - Discussed challenges faced with certain trails
- Ongoing discussion for work needed on Balancing Rock Trail
- Ongoing work to be done to Smiths Cove Lighthouse Parking Lot
- Ongoing discussion about DARC to hosting Hike NS Summit in Fall of 2026
- See attached monthly report

I trust that the information provided is satisfactory and should you have any questions, please don't hesitate to contact me.

Respectfully,



Christopher Kingston, P.Eng NSLS  
Director of Municipal Services  
Municipality of Digby

Municipality = Municipality

## PERMIT APPLICATIONS

For Period: January 01 2026 To January 31 2026

<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-B2026-003	3		0	Construction	Single Dwelling	House	169.60	190,000.00
<b>Total</b>	<b>1</b>		<b>0</b>				<b>169.60</b>	<b>190,000.00</b>

D I S T R I C T S

<i>Building Type</i>	3	Total
<b>Single Dwelling</b>	1	1
Total	1	1

*Summary of Estimated Value by District*

3	<b>190,000.00</b>
Total	<b>190,000.00</b>

*Summary of Estimated Value by Building Type*

Single Dwelling	<b>190,000.00</b>
Total	<b>190,000.00</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	9	11	3	5	38
<b>Institutional And</b>	1	0	0	0	0	1
<b>Park/Recreational</b>	0	1	0	0	1	2
<b>Single Dwelling</b>	14	19	22	14	13	82
<b>Total</b>	<b>34</b>	<b>29</b>	<b>35</b>	<b>19</b>	<b>20</b>	<b>137</b>

*Summary of Estimated Value by District*

1	<b>2,872,492.00</b>
2	<b>1,186,700.00</b>
3	<b>2,352,289.00</b>
4	<b>2,046,523.00</b>
5	<b>910,066.00</b>
Total	<b>9,368,070.00</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>691,900.00</b>
Institutional And Governmen	<b>300,700.00</b>
Park/Recreational	<b>17,000.00</b>
Single Dwelling	<b>6,720,970.00</b>
Total	<b>9,368,070.00</b>

**Digby Dispatch****Call Type and Log Item Counts****ALL****January 2026**

	Count	YTD
<b>Call Type</b>		
1 Boat on Fire	1	1
2 Chimney	12	12
3 CO Detector	4	4
4 Electrical	10	10
5 Fire Alarm - Commercial	24	24
6 Fire Alarm - Residential	7	7
7 HAZMAT	1	1
8 Lift Assist	3	3
9 Medical Call	75	75
10 Mutual aid	41	41
11 MVC	17	17
12 MVC w/ Entrapment	7	7
13 Other	6	6
14 Phone Crash Alert	2	2
15 Pole fire	1	1
16 Rekindle	1	1
17 Smoke	1	1
18 Structure	5	5
19 Vehicle fire	6	6
<b>Total Call Type</b>	<b>224</b>	<b>224</b>
<b>Log Items</b>		
1 Dog Call	36	36
2 FD Equipment out of service	31	31
3 Miscellaneous	5	5
4 Sewer	4	4
5 Special Pager Check	1	1
6 Special Radio Check	1	1
<b>Total Log Items</b>	<b>78</b>	<b>78</b>

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*Digby Municipal Airport/Dispatch Monthly Report*  
*January 2026*

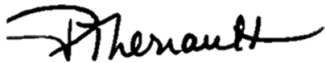
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I attended the Yarmouth County Association Mutual Aid meeting on January 15.

The snowblower required repairs early in the month, which made it difficult to keep the runway cleared due to heavy snowfall. A NOTAM was issued to close the runway until the snowblower returned to service on January 30.

Our main dispatch computer crashed during this period. It has since been replaced, and dispatch operations are now fully back up and running.

Best regards,



Paulette Theriault  
Dispatch Supervisor  
[ptheriault@digbymun.ca](mailto: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	\$709.87	14 Tng, 25 Rec, 8 Bus, 0 Tou, 8 Gov, Total = 55	48
OCT	\$ 688.06	\$214.87	14 Tng, 23 Rec, 4 Bus, 0 Tou, 4 Gov, Total =46	50
NOV	\$ 328.67	\$ 157.98	9 Tng, 18 Rec, 8 Bus, 0 Tou, 8 Gov, Total = 35	17
DEC	\$ -	\$ 96.33	20 Tng, 5 Rec, 0 Bus, 0 Tou, 0 Gov, Total = 25	31
JAN	\$ -	\$ 77.42	0 Tng, 4 Rec, 0 Bus, 0 Tou, 0 Gov, Total =4	0
FEB				
MAR				

NB:

AIRCRAFT MOVEMENTS -  
PASSENGER MOVEMENTS -

Include aircraft leaving and arriving at the airport  
The number of people in the aircraft arriving and leaving  
excluding the pilot.

**Gov = Government**

**Bus = Business**

**Rec = Recreation**

**Mil = Military**

**Tou = Tourist**

**Tng = Training**

## **Activity Report Robert Hersey Jan 6 – Feb 5 2026**

Continued to promote the Digby Art Bank. Sent out emails to individual artists/artisans to inform them of the deadline and opportunity.

Collected art bank submissions sent by email and walk in delivery and reformatted the documents for distribution to the jury.

Consulted municipal staff regarding my personal pension plan in preparation for retirement.

Started a Heritage Office description and the duties involved with the Program development Coordinator position. Also developed a job history retrospective to help explain where the heritage office has evolved from and where it is today. This included potential future projects that have been identified as legacy projects.

Continued to respond to request from Parks Canada regarding the application to conservation work on Peters Island Lighthouse. Provided signed documents from the municipality and the Islands Historical Society confirming their financial commitments.

Met with municipal staff to determine retirement exit strategy. Set timelines and dates to work towards. Tentative last day June 1.

Contacted Weneli's Yard and Garden, who maintain the gardens at the Maud Lewis Memorial site. I requested an estimate to continue to rebuild the flower beds and re-surface the walkway from the parking lot to the memorial. A maintenance plan and cost will need approval from NS Art Gallery before proceeding.

Heritage Canada is shutting down the Historic Property Initiative as of mid-March 2026. The NS Heritage Trust has agreed to build a website to host provincial and municipal registered heritage property information. All municipal units are responsible for collecting historical information and sending the files to the NS Heritage Trust.

At a request from the NS Art Gallery, I investigated the old Elder transcript files to determine if an audible recording of Harold Cromwell was available. After inspecting the video and audio stock I found a cassette tape of the interview. I made a copy of the tape and forwarded it to the NS Art Gallery.

Participated I am Teams meeting with Provincial heritage Officers and Advisors. Discuss the Heritage Canada website house the nations registered heritage properties and current insurance issue emerging.

Started the March issue of the Coastline. Collected article materials and notified contributors. This will be a special addition.

Created hard copies of all the submission for the 2026 Art Bank Acquisition. The jury will use these documents to determine which submissions they think are most eligible.

Met with the curator at the Admiral Digby Museum, to talk about my retirement and potential future projects.

January 2026

**Consultants' Report:**

**Digby Solar Project**

We have a planned meeting with Kyle McInnis from Natural Forces to discuss their proposal to the MoDD. NDA signed and information exchange. Discussion with C Kingston regarding scope of project that would be feasible. We will re-establish discussions with Natural Forces. No new activity.

**Biogas Generator:**

- RFP is closed and 5 submissions received.
- Evaluation matrix prepared and populated with 5 submissions for review.
- Site visit with consultants to the arena and generator site in Hassets.

**Low Carbon Communities Fund**

- Reports have been pushed due to a material modification to the province contract.

**Wind Development**

- Following paper trail on invoices from Enercon.
- Invoices from NSP submitted for payment.
- Working with NSCC to develop a promotional video on wind technician training that the college is introducing.

**Roadway Lighting**

- Working with Director of Municipal Services to prepare an upcoming budget for streetlight repairs.

**Climate Change**

- Installation of new weather stations for Digby and Freeport is complete. DFO has indicated an interest in obtaining data from the weather stations. . Seacoast is coming back to repair Weymouth, Bear River and Sandy Cove still outstanding.
- Weather stations need a final trip by the manufacturer. Weymouth requires a new USB LTE data stick.
- Invoice submitted for payment.
- Participated in a flood mapping exercise, survey and interview with Dillon Consulting.

**Digby Development Agency:**

- December meeting complete. Councillor Scherer participated along with the Director of Municipal Services.

**PACE PROGRAM:**

- Review Statistics from the Clean Foundation were submitted. Follow up with the Federal FCM reporting.
- Discussion with Clean Foundation regarding increasing the administrative fee beginning in April.
- Discussion with Clean Foundation regarding media outreach. Taylor will be coordinating with their communications team on effective marketing campaign through Facebook and our municipal newsletter.

**Energy Efficiency.**

- Follow up with the arena after completing the RETScreen.

**Other –**

- QUEST Group (Municipalities from across NS, energy network)
- Internet searches, LinkedIn Group Discussions, Twitter activity.
- WREN development officers meeting.

Respectfully



**Terry Thibodeau**

February 13, 2026

#### Acacia Valley

On January 13, 2026, I circulated an invitation to all Acacia Valley Trails members for their upcoming Annual General Meeting on February 22, 2026. In addition, I filed the organization's financial statements and submitted them to the Nova Scotia Registry of Joint Stocks.

#### Balancing Rock

Chris and I reviewed the Request for Proposals (RFP) submissions for the trail assessment project. The work will be awarded in the coming days.

#### Haines Lake

I received a quote to have the gate fixed and repainted at the property. I checked on the pole barn as siding has been completed, it looks great.

#### Van Tassel Lake

On January 18<sup>th</sup> I attended a board member meeting to go over potential name change of one of our trails, along with a route change and to discuss the municipal community grant. On January 20<sup>th</sup> I attended a Lily Lake Lollygag trail run meeting. It was decided that the date for the run be April 25<sup>th</sup>.

#### Railbed

I have been preparing an application for the Operational Maintenance Funding grant through Communities, Culture, Tourism and Heritage for the rail trail. The work funded through this grant will include ditching and grading. The ditching work that began on December 4<sup>th</sup> on the Weymouth end of the railbed has been temporarily paused due to heavy snow conditions.

#### Promo and other

On January 9, 2026, we held a Hiking Summit meeting at the municipality, followed by a logistics and safety session to continue preparations for the event.

On January 13, I worked with a Hiking Summit member to shoot footage and record the voiceover for the summit's promotional video.