



**Committee of the Whole Minutes
Council Chambers
August 11, 2026**

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

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

REGRETS: Cora Lee Ross, Director of Finance

CALL TO ORDER: Warden Gregory called the August 11, 2026, 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 #COTW2026-08-11-01

It was regularly moved and seconded that the agenda for August 11, 2026 be approved as presented.

MOTION CARRIED

2.2 Disclosure of Conflict-of-Interest Issues: None

2.3 Presentation/Delegation: None

2.4 Approval of Minutes of June 9, 2026

MOTION #COTW2026-08-11-02

It was regularly moved and seconded that the minutes of June 9, 2026 be approved as circulated.

MOTION CARRIED

2.5 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) Program Coordinator

MOTION #COTW2026-08-11-03

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 Joshua Slocum Society Request

Council reviewed a request from the Joshua Slocum Society for an emergency contribution of \$5,000 through the Digby Community Grants Program to assist with imperative structural repairs to the Slocum Boot Shop on Brier Island. Council discussed whether there may be another funding source available for the project, potentially through a heritage-related program.

Council expressed uncertainty regarding the level of involvement the Municipality should have in the project and noted that additional information is required before a decision can be made. Concerns were also raised regarding the condition of the building, which is a wooden, slanted structure, and the potential for further damage if the necessary repairs are not completed.

Council discussed whether the Joshua Slocum Society could complete a Community Grants application to provide additional information and allow the request to be considered through the appropriate process. Council agreed that staff should reach out to the Joshua Slocum Society for further information and that the request be brought back to Council for further consideration.

4.2 Supporting Businesses with Washroom Facilities

Council discussed the increasing demand for public washroom facilities, particularly on the Islands, along trails, near ferry terminals, and in areas frequented by whale watching tours. Councillor Scherer noted that washroom facilities are becoming an increasingly important consideration for visitors and residents. Council discussed the possibility of providing financial assistance to local businesses that make washroom facilities available to the public.

Concerns were raised regarding whether the Municipality has the authority under the Municipal Government Act (MGA) to provide such assistance, as well as the potential expectation to provide or support washroom facilities throughout the Municipality. Council also discussed the importance of monitoring and maintaining washroom facilities, as vandalism and damage can be an ongoing concern.

Council discussed whether businesses providing washroom facilities could potentially access funding through the Marketing Levy. Staff were directed to investigate potential options for supporting businesses that provide public washroom facilities, including any legislative considerations.

5. CORRESPONDENCE/INFORMATION ITEMS:

5.1 Municipal Billing Model

Reviewed and noted. Warden Gregory and CAO Pulley noted that they are having a meeting later in the month with the Department of Justice to gather more information.

6. COMMITTEE REPORTS

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

Councillor Manzer:

- Councillor Manzer shared that Mrs. Pulley has taken over the CEO position and has adjusted very well. It was also noted that the daycare at Tideview is open and currently has 10 kids registered.

Councillor Scherer:

- The Digby Development Agency (DDA) is working on selling some parcels of land, the fire training facility lease is signed, the group is working on broader terms for an economic development strategy, and the Bell Tower project is going forward.

Warden Gregory:

- The DARC Policy met to help and improve their policies.
- Tidal Transit has met twice throughout the summer months; Minister Cody Blois will be having an announcement to reveal the amount the government is providing for new buses.

Deputy Warden Ross:

- The Western Regional Enterprise Network Liaison Committee recommended Sarah Sheils, Founder and Lawyer at Shiels Marine Legal Services Inc. to the Board.
- It has been a busy summer schedule at DARC with the pool, summer camps, Haines lake property. The Recreation Director is in the process of hiring a third maintenance operator for the facility. Arena ice will be going in earlier this year for an increase in demand from Digby/Clare hockey, Acadia University, and the Figure Skating Club.
- The Highway 101 Taskforce had their first meeting with Municipalities in Southwest Nova along with MLA Jill Balser and MP Chris D'Entremont.

- Met with Staff Sgt. Grant Ryland at the RCMP detachment for the Joint RCMP Advisory Committee. Staff provided a tour of the building. Staff Sgt. Ryland explained that his detachment is getting one new officer in the coming weeks, and they are still being very aggressive on the drug trafficking in the area along with many other infractions such as stolen property, speeding, and drinking and driving.
- Council attended the Audit Committee with Grant Thorton. Aaron Kelly has finished his audit for this year, and everything went well.
- The Industrial Park is getting some more attention as two more businesses have acquired land on the non-serviced side of the road. Bell has started construction of their 5G tower behind land acquired beside the Conway Workshop.

Councillor Ross:

- At the Marketing Levy & Promotions Committee, there was a presentation from the World's Largest Scallop Shell Committee, including a new song written and performed by Al Dupuis. It has been determined that Air B&B does not collect and submit Levy remittance on behalf of the owners. It would be up to the owners to collect the levy and submit it. There has been a request for more transparency on the funding approvals rather than just posting on website.
- It was shared at the Digby & Area Housing Working Group that the plan is to go ahead with the build at the Montague Street site and demolition should be happening anytime now. They are still looking for more opportunities and have suggested perhaps we look into taking our unsold tax sale properties for development into affordable housing sites. They are having an Italian Supper Fundraiser at the Digby Legion on September 19th.

7. IN CAMERA ITEMS: None

8. ADJOURNMENT

MOTION #COTW2026-08-11-04

It was regularly moved and seconded that the meeting adjourn at 5:50pm.

MOTION CARRIED

Linda Gregory, Warden

Tyler Pulley, CAO

Chief Administrative Officer Report

Meeting Date	August 11, 2026
Submitted To	Committee of the Whole
Submitted By	Tyler Pulley, CAO

Meeting/Event Dates/Reminders (As of August 4, 2026)

Date & Time	Meeting/ Event	Who Attends	Location
August 18 th	NO MEETING		
August 25 th	NO MEETING		
September 1 st @ 5:00 pm @ 6:00 pm	NSPW By-Law & Policy	All Council	Council Chambers
September 8 th @ 5:00 pm	COTW	All Council	Council Chambers
September 15 th	NO MEETING		
September 22 nd @ 5:00 pm	Council	All Council	Council Chambers
September 29 th	NO MEETING		

DEPARTMENT REPORTS

Director 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
Trails Coordinator	Monthly Report

CAO UPDATE (As of August 4, 2026)

- Regular communication and meetings with the management team and staff.
- Attended COTW, Council, Audit, and By-Law & Policy meetings.
- Attended three-day AMANS Spring Conference in Digby.
- Attended Digby Library Committee meeting.
- Attended Marketing & Promotions Levy Advisory meeting.
- Had meeting with CAOs about the Queens Landfill contract.
- Organized and attended the Highway 101 Taskforce meeting.
- Attended the Minister Masland visit to Digby to discuss fire services and visit our new fire training facility, two fire departments, our dispatch office, and search and rescue hangar.
- Completed two-day REMO ICS-300 training in Bridgewater.
- Attended meeting with Southwest CAOs and the Independent Energy System Operator for Nova Scotia to discuss the electrical capacity issues in our region.
- Attended REMO Advisory Committee meeting.
- Attended RCMP Advisory Committee meeting.
- Had meeting with MLA Jill Balser.
- Had meeting with CAO Tom Ossinger and incoming CAO Leslie Brinton.
- Numerous phone calls and meetings with residents and municipal counterparts.

Director of Finance Report
Submitted by: Cora Lee Ross
June 4, 2026 to August 5, 2026

Tax Sale:

Tax Sale Update provided by Nicole Robbins, Tax Administrator:

2026 Tax Sale:

- Tax sale by tender took place March 11, 2026. There were 16 properties taken to the sale, and 14 of which were sold. Certificates of sale have been sent to the lawyers and deeds office to be registered. There have been five redemptions take place.

2027 Tax Sale:

- Initial letters were sent June 25, 2026.
- A total of 280 properties were on the initial tax sale listing as compared to 287 prior year.
- Preliminary letters were sent to the remaining 197 accounts on July 23, 2026.
- August 20, 2026 is the deadline to make payment or a payment schedule before the \$396 title search fee gets added and title searches get started.
- Currently a total of 146 remain on the tax sale.

Administration Department:

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

Municipal Audit:

- The Municipal Audit took place June 8 – 15, 2026.
- The Municipal Consolidated Statements were passed by Council on July 28, 2026.
- Year-end preparations in regards to preparing for audit should soon be complete. I'm still working on audit requests this week.
- I am currently awaiting the Municipal Non-Consolidated Statements.

Operating Budget:

- The June income and expense statement reported 47% of revenues received, and 26% for expenses.
- The operating budget for 26/27 was presented and passed at Council on May 19, 2026, in the amount of \$14,006,749. A copy of the budget package has been posted on the Municipal website.

Capital Budget:

- The capital projects for 26/27 have commenced after passing the budget on June 23, 2026.

Miscellaneous:

- Continue to work with various Fire Departments re: Loans/Reserves.
- 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 Audit Committee, COTW, and Council meetings.
 - Attended Rob Hersey's retirement party.
 - Training meetings with Amber.
 - Attended the Spring AMA Conference June 10-12, 2026 with Digby hosting.
 - Helped plan and attended a lunch time BBQ with the staff.
 - Participated in a TownSuite webinar.
-

- Miscellaneous internal meetings.

Director of Municipal Services (DMS) Report	
DATE:	August 11 th , 2026
SUBMITTED TO:	Tyler Pulley, CAO
CARBON COPIES:	Taylor Robinson, Executive Assistant
SUBMITTED BY:	Christopher Kingston, DMS

Miscellaneous

- Attended management meetings
- Attended COTW meeting
- Attended AMANS Spring Seminar and a Roberts Rule's of Order Course
- Attended a DDA meeting
- Participated in a visit from the Minister of Emergency Management
- Awarded the RFP for the decommissioning of both Mount Pleasant Wind Turbines
- Met with Van Tassel Lake Trail Society to discuss the Wind turbines
- Issued RFP for the Redesign of Council Chambers
- Attended ICS-300 in Bridgewater
- Biogas Generator Repurposing project is complete, report to come.
- Attended the Highway 101 Taskforce Meeting
- Attended a workshop put on by ACOA for new funding models (BCSF)
- Met with the Balancing Rock Trail Project consultants about the ongoing design work
- Met with Town of Digby CAO and Deputy CAO
- Attended the Final team meeting for the South Shore Flood Mapping group
- Met the project team at the proposed water source site in Weymouth
- Met with Transfer Station Contractor and Ed McCormick about Transfer Station logistics
- Began working with our FCM Consultants
- Application submitted to DIVERT NS for the Re-Use facility at our Transfer Station
- Attended a Cyber Security Workshop put on by MLA Balser
- Met with a Cyber Security company to discuss possible products and services
- Continue to meet with DARC Director to assist in grant application
- Ongoing Accessibility research and work for the Weymouth Library
- Continue role as Development Officer
- Continue discussions with local ACOA agents about potential projects

Airport

- Regular check-ins with Dispatch supervisor
- Annual Digby Double Event was a success
- See attached monthly report

Building Department

- Meet regularly with Building Department and Development Officer to discuss files

- Building Department continue ongoing education and training
- See attached monthly report

Dog Control

- 8 Complaints/Incidents for the month of June

Fire Services & REMO

- Met with Mr. Snell to discuss ongoing work
- Ongoing discussion about REMO grants and the Fire Training Facility
- Continue discussions about the provincial modernization of the Fire Departments

Public Works

- Meet with Mr. Faulkner and Mr. LeBlanc on a regular basis to discuss issues that arise
- Tractor repairs have put a stop to our Spring Maintenance
- PMA's successfully completed and Lift Station upgrades are underway

Solid Waste

- Talk regularly with service provider about any issues or concerns that arise
- Ongoing dealings with Queens regarding new hauler and trailer issues
- Ongoing Collection and Receiving claims through Circular Material
- Completed White Metal Collection during the Month of June

Trails

- Meet with Trails Coordinator on a regular basis
 - Discussed goals for the spring/summer/fall seasons ahead
- Ongoing discussion for work needed on Balancing Rock Trail
- Summer maintenance and repairs being performed on the Railbed
- Ongoing discussion about DARC to hosting Hike NS Summit in Fall of 2026
- Continued discussions about proper use of the trails and how to educate residents
- See attached monthly report

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

Respectfully,



Christopher Kingston, P.Eng NSLS

Director of Municipal Services

Municipality of Digby

Municipality = Municipality

PERMIT APPLICATIONS

For the Month of June

<i>Number</i>	<i>District</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
DM-B2026-121	3	0	Addition	Single Dwelling	Deck	65.00	20,000.00
DM-B2026-122	1	0	Construction	Single Dwelling	House	125.00	150,000.00
DM-B2026-127	1	0	Addition	Single Dwelling	Deck	21.00	3,000.00
DM-B2026-129	2	0	Construction	Garage/Carport/Shed	Shed	17.20	4,000.00
DM-B2026-130	2	0	Renovate	Single Dwelling	House	29.20	2,100.00
DM-B2026-131	2	0	Construction	Garage/Carport/Shed	Shed	17.20	1,200.00
DM-B2026-136	3	0	Addition	Single Dwelling	Deck	40.00	7,500.00
DM-B2026-140	3	0	Relocate	Garage/Carport/Shed	Accessory Uses - Shed	30.00	7,200.00
DM-B2026-137	3	0	Construction	Garage/Carport/Shed	Garage	29.20	30,000.00
DM-B2026-143	2	0	Addition	Single Dwelling	Cottage	44.30	5,000.00
DM-B2026-141	3	0	Renovate	Commercial	Retail Stores	1,225.00	600,000.00
DM-B2026-145	4	0	Renovate	Single Dwelling	House	75.00	25,000.00
DM-B2026-146	1	0	Construction	Single Dwelling	House	165.60	35,000.00
DM-B2026-147	1	0	Relocate	Single Dwelling	House	30.00	25,000.00
DM-B2026-148	4	0	Addition	Single Dwelling	Deck	44.00	9,500.00
DM-B2026-150	2	0	Construction	Garage/Carport/Shed	Garage	50.00	55,000.00
DM-B2026-152	2	0	Construction	Single Dwelling	House	200.00	130,000.00
DM-B2026-149	3	0	Renovate	Commercial	Restaurants	1,225.00	600,000.00
DM-B2026-109	1	0	Construction	Single Dwelling	Cottage	87.20	47,000.00
DM-B2026-111	2	0	Addition	Garage/Carport/Shed	Storage Room	18.00	2,500.00
DM-B2026-157	1	0	Addition	Garage/Carport/Shed	Storage Room	20.80	2,500.00
DM-B2026-159	5	0	Renovate	Single Dwelling	Deck	36.00	5,500.00
Total	22	0				3,594.70	1,767,000.00

PERMIT APPLICATIONS

For the Month of June

DISTRICTS

<i>Building Type</i>	1	2	3	4	5	Total
Commercial	0	0	2	0	0	2
Garage/Carport/Shed	1	4	2	0	0	7
Single Dwelling	5	3	2	2	1	13
Total	6	7	6	2	1	22

Summary of Estimated Value by District

1	262,500.00
2	199,800.00
3	1,264,700.00
4	34,500.00
5	5,500.00
Total	1,767,000.00

Summary of Estimated Value by Building Type

Commercial	1,200,000.00
Garage/Carport/Shed	102,400.00
Single Dwelling	464,600.00
Total	1,767,000.00

PERMIT APPLICATIONS

For Period: April 01 2026 To June 30 2026

DISTRICTS

<i>Building Type</i>	1	2	3	4	5	Total
Commercial	0	1	2	0	1	4
Garage/Carport/Shed	5	9	4	2	5	25
Institutional And	1	0	0	1	0	2
Single Dwelling	5	5	9	5	9	33
Total	11	15	15	8	15	64

Summary of Estimated Value by District

1	355,115.00
2	737,826.00
3	1,960,700.00
4	390,000.00
5	370,200.00
Total	3,813,841.00

Summary of Estimated Value by Building Type

Commercial	1,238,000.00
Garage/Carport/Shed	452,100.00
Institutional And Governmen	83,615.00
Single Dwelling	2,040,126.00
Total	3,813,841.00

Municipality = Municipality

PERMIT APPLICATIONS

For the Month of July

<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-B2026-153	1		0	Construction	Single Dwelling	Cottage	48.40	18,000.00
DM-B2026-163	5		0	Construction	Garage/Carport/Shed	Workshop	82.00	25,000.00
DM-B2026-164	5		0	Construction	Single Dwelling	House	260.00	250,000.00
DM-B2026-168	3		0	Repair	Single Dwelling	House	145.00	60,000.00
DM-B2026-169	2		0	Renovate	Single Dwelling	House	145.00	60,000.00
DM-B2026-170	2		0	Repair	Single Dwelling	Deck	28.00	1,500.00
DM-B2026-134	4		0	Addition	Single Dwelling	House	34.00	4,500.00
DM-B2026-104	2		0	Addition	Single Dwelling	House	47.60	50,000.00
DM-B2026-166	4		0	Relocate	Garage/Carport/Shed	Storage Room	30.00	20,000.00
DM-B2026-171	2		0	Renovate	Commercial	Recreational Facilities	55.00	15,000.00
DM-B2026-175	2		0	Construction	Single Dwelling	House	52.00	20,000.00
DM-B2026-176	2		0	Construction	Garage/Carport/Shed	Accessory Uses - Shed	16.00	2,000.00
DM-B2026-177	2		0	Construction	Garage/Carport/Shed	Accessory Uses - Shed	14.80	3,000.00
DM-B2026-178	2		0	Construction	Single Dwelling	Cottage	39.40	20,000.00
DM-B2026-180	1		0	New Use	Institutional And Governmental	Dance Hall	55.00	15,000.00
DM-B2026-181	2		0	Construction	Single Dwelling	House	341.60	250,000.00
DM-B2026-182	2		0	Renovate	Single Dwelling	House	45.00	10,000.00
DM-B2026-183	4		0	Construction	Commercial	Storage Room	328.00	100,000.00
DM-B2026-184	3		0	Relocate	Garage/Carport/Shed	Storage Room	30.00	5,500.00
DM-B2026-187	1		0	Construction	Garage/Carport/Shed	Garage	38.80	30,000.00
DM-B2026-188	2		0	Renovate	Single Dwelling	House	241.00	108,000.00
DM-B2026-190	3		0	Relocate	Garage/Carport/Shed	Shed	30.00	1,500.00
DM-B2026-193	4		0	Construction	Single Dwelling	Cottage	64.80	38,000.00
DM-B2026-196	3		0	Addition	Single Dwelling	House	99.20	75,000.00
DM-B2026-195	2		0	Relocate	Single Dwelling	Moble/Mini Homes	30.00	175,000.00
Total	25		0				2,300.60	1,357,000.00

PERMIT APPLICATIONS

For the Month of July

DISTRICTS

<i>Building Type</i>	1	2	3	4	5	Total
Commercial	1	1	0	0	0	2
Garage/Carport/Shed	1	2	2	1	1	7
Institutional And	1	0	0	0	0	1
Single Dwelling	1	9	2	2	1	15
Total	4	12	4	3	2	25

Summary of Estimated Value by District

1	163,000.00
2	714,500.00
3	142,000.00
4	62,500.00
5	275,000.00
Total	1,357,000.00

Summary of Estimated Value by Building Type

Commercial	115,000.00
Garage/Carport/Shed	87,000.00
Institutional And Governmen	15,000.00
Single Dwelling	1,140,000.00
Total	1,357,000.00

PERMIT APPLICATIONS

For Period: April 01 2026 To July 31 2026

DISTRICTS

<i>Building Type</i>	1	2	3	4	5	Total
Commercial	1	2	2	0	1	6
Garage/Carport/Shed	6	11	6	3	6	32
Institutional And	2	0	0	1	0	3
Single Dwelling	6	14	11	7	10	48
Total	15	27	19	11	17	89

Summary of Estimated Value by District

1	518,115.00
2	1,452,326.00
3	2,102,700.00
4	452,500.00
5	645,200.00
Total	5,170,841.00

Summary of Estimated Value by Building Type

Commercial	1,353,000.00
Garage/Carport/Shed	539,100.00
Institutional And Governmen	98,615.00
Single Dwelling	3,180,126.00
Total	5,170,841.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For the Month of June

<i>Number</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
DB-B2026-016	0	Renovate	Commercial	Restaurants	27.00	1,000.00
DB-B2026-017	0	Addition	Single Dwelling	Fence	16.40	450.00
DB-B2026-018	0	Renovate	Apartments	Apartment Building	285.00	130,000.00
DB-B2026-019	0	Construction	Garage/Carport/Shed	Shed	30.00	8,000.00
Total	0				358.40	139,450.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	1	1
Commercial	1	1
Garage/Carport/Shed	1	1
Single Dwelling	1	1
Total	4	4

Summary of Estimated Value by District

	139,450.00
Total	139,450.00

Summary of Estimated Value by Building Type

Apartments	130,000.00
Commercial	1,000.00
Garage/Carport/Shed	8,000.00
Single Dwelling	450.00
Total	139,450.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	2	2
Commercial	2	2
Double Dwelling	1	1
Garage/Carport/Shed	1	1
Single Dwelling	8	8
Total	14	14

Summary of Estimated Value by District

	726,450.00
Total	726,450.00

Summary of Estimated Value by Building Type

Apartments	160,000.00
Commercial	18,500.00
Double Dwelling	220,000.00
Garage/Carport/Shed	8,000.00
Single Dwelling	319,950.00
Total	726,450.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For the Month of July

<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-B2026-020			0	Renovate	Single Dwelling	House	55.00	15,000.00
Total	1		0				55.00	15,000.00

D I S T R I C T S

Building Type

Single Dwelling

		Total
	1	1
Total	1	1

Summary of Estimated Value by District

	15,000.00
Total	15,000.00

Summary of Estimated Value by Building Type

Single Dwelling	15,000.00
Total	15,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	2	2
Commercial	2	2
Double Dwelling	1	1
Garage/Carport/Shed	1	1
Single Dwelling	9	9
Total	15	15

Summary of Estimated Value by District

	741,450.00
Total	741,450.00

Summary of Estimated Value by Building Type

Apartments	160,000.00
Commercial	18,500.00
Double Dwelling	220,000.00
Garage/Carport/Shed	8,000.00
Single Dwelling	334,950.00
Total	741,450.00

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

	Count	YTD
Call Type		
1 Appliance Fire	2	5
2 Boat on Fire	0	1
3 Bylaw Inspection	0	1
4 Chimney	0	37
5 CO Detector	1	6
6 Electrical	0	19
7 Fire Alarm - Commercial	11	119
8 Fire Alarm - Residential	14	67
9 Flood	0	1
10 Grass/Bush/Forest	7	66
11 HAZMAT	1	4
12 Lift Assist	3	17
13 Medical Call	73	406
14 Mutual aid	35	235
15 MVC	21	84
16 MVC w/ Entrapment	5	23
17 Other	8	34
18 Phone Crash Alert	1	13
19 Pole fire	2	6
20 Rekindle	0	2
21 Rescue	5	16
22 Smoke	2	12
23 Structure	4	24
24 Vehicle fire	3	21
Total Call Type	198	1,219
Log Items		
1 Dog Call	22	96
2 FD Equipment out of service	55	233
3 Hydrant Use	1	4
4 Miscellaneous	20	72
5 Municipal Alarm	0	3
6 Pager Message	1	2
7 Sewer	0	14
8 Special Pager Check	0	2
9 Special Radio Check	0	7
10 Training	10	25
Total Log Items	109	458

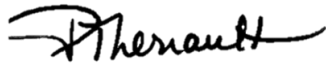
Digby Municipal Airport/Dispatch Monthly Report
June 2026

We received our new network printer/copier from Workplace Essentials. It is currently connected to both Bruce's and my laptops, while remaining accessible to all dispatchers for printing and copying.

We welcomed the Minister of Emergency Management and her delegation for a visit to Digby Dispatch. During their visit, we provided a brief overview of our operations and the services we provide to the fire departments and community.

Steve and I began testing cloud storage integration for our Fire Department CAD system. This enhancement will allow dispatchers to quickly transition to another workstation if additional assistance is required or in the event of a computer failure, helping to improve operational continuity.

Best regards,



Paulette Theriault
Dispatch Supervisor
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Office: 902-245-5885
Cell: 902-245-3546

26-27	AVGAS PROFIT	AIRCRAFT MOVEMENTS							PASSENGERS
		TNG	TOU	REC	BUS	GOV	MIL	TOTAL	
APR	\$129.62	23	0	17	2	7	10	59	52
MAY	\$255.55	10	0	43	0	2	0	55	22
JUN	\$774.49	29	7	58	3	6	0	103	42
JUL									
AUG									
SEP									
OCT									
NOV									
DEC									
JAN									
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

Program Coordinator

Staff Report Submit to COTW

Submitted by: Amber Gillis

August 5, 2026

- Started new Position as Program Coordinator on May 4th
- Began new employee orientation
- Trained with Robert Hersey on the Heritage aspects of the position
- Toured the Municipality; visited all Municipal Registered Heritage Properties within the Digby Municipality

HERITAGE ACTIVITIES

WEYMOUTH CANADA DAY CELEBRATION

- Sent letters for Weymouth Canada Day invitations for quest speakers
- Received approval letter for funding from Celebrate Canada application through Canadian Heritage
- Confirmed MC for Canada Day event, confirmed guest speakers and arrangements for cadet volunteer from DARC to raise the flag, as well as the Singer for the national anthem and singing entertainment following the flag raising
- Organized supplies for Weymouth Canada Day Celebrations
- Setup area for Weymouth Canada Day Opening Ceremony; Flag raising, singing of the national anthem, and cake cutting. Table, shade tent, and PA system for quest speakers
- Took photos of the Opening ceremony and cake cutting for the Final Activity Report required by the Celebrate Canada Program
- Completed and submit Final Activity Report for Celebrate Canada Celebration and Commemoration Program

BARTON BRIGHTON CENOTAPH MEMORIAL PROJECT

- Funding approved through National Wall of Remembrance Association (NWORA) supporting the project
- Contacted Heritage Memorials for an updated quote to complete the memorial

- Contacted Contractor for an updated quote on the groundwork and cement slab requirements to support the memorial installation
- Met with member representative from the Royal Canadian Legion Digby Branch No.20 confirming their commitment to pledge \$2,000 in funds to complete project. Confirmed they will pay invoices up front and confirmed their understanding that they will be reimbursed once the project is completed and funding is provided through the grant from NWORA
- Spoke with Member of the Baptist church regarding placement of the memorial to be installed
- Contacted Community graveyard committee about authorized person who may meet with myself and the contractor on site to mark the position on the memorial to be installed

PETERS ISLAND LIGHTHOUSE

- SAIL2 Committee (Islands Historical Society) reached out regarding replacement of the siding on the lighthouse. They had originally requested to use Hardi Plank, which has been approved by Council, however, are now asking for the consideration to use Enviro shake material instead
- Advised will need to go to Heritage Advisory Committee for review before a decision is made on the recommendation to Council to use alternative material
- Provided some information on the suitability of the Hardi Plank, reinforcing the benefits that some online searches encourage this material for the restoration of lighthouses and communicated that the Lead for the Heritage Property Program of Nova Scotia advised that they could not consider a plastic-based material like Enviro Shake for Provincial grants and to take this into consideration with their financial planning
- Asked why they no longer wish to use the approved material Hardi Plank that has already been approved by council, the contact who reached out will go back to the committee to discuss steps moving forward

MISCELLANEOUS

- Created a Heritage Property Information Package with Registration Application
- Joshua Slocum Society reached out about registration for Municipal Heritage Property for the Slocum Boot Shop which is already registered at the Provincial level
- Picked up bronze plaques ordered by Robert Hersey for future registration of heritage properties and unveiling ceremonies
- Introduction to the chair of the Heritage Advisory Committee
- Orientation on the use of the PA system for events

FINANCE

- Worked on various financial projects assigned by Director of Finance including; Fire Departments letters for the Final Operating grants, Provincial Property Grant-in-lieu schedule, Digby Salvage Wages Spreadsheet
- Worked on Spreadsheet for voucher pick up for billing for the water voucher program
- Completed other various tasks assigned by the Director of Finance including assisting with gathering information for audit

ADMINISTRATION

- Ongoing training with administrative tasks on the front desk
- Training in processing property tax payments
- Processing Telebanking
- Completing the bank deposit
- Completing invoices and accepting payments for criminal record checks
- Orientation on bank deposit and mail process
- Filling out Property Tax Exemption Applications
- Change of Address forms
- Water voucher program
- Trained in Public drop off payment processing
- Various other tasks and responsibilities of the front desk

August 11th, 2026

Acacia Valley

On June 22, the parking lot, Sugar Maple Trail, and Fred's Road were whipper snipped. Overgrown sections of the Sugar Maple Trail were also cut back, and brush was cleared around the Acacia Valley sign on Ridge Road to improve visibility.

On July 21, the Sugar Maple Trail was whipper snipped.

On July 29, Fred's Road was whipper snipped.

Gulliver's Cove

On June 8, the Upper Trail from the trailhead to Falcon's Roost was whipper snipped, and two dead trees were removed from the trail.

On June 16, additional brush cutting and whipper snipping were completed along the trail.

On June 18, brush cutting and whipper snipping were completed.

Van Tassel Lake

On July 13, Kopit Cove, the Gus Foundation Trail, and the Summit Trail were whipper snipped as part of routine trail maintenance. Signage was created for the Windmill Wilderness Trail to notify users of the temporary trail closure. The trail will be closed beginning the week of August 12 for approximately three weeks to allow for the safe removal of the windmills. The closure is necessary to ensure public safety during the demolition work.

Balancing Rock

On June 10, six students from Islands Consolidated School's O2 class participated in a day of volunteer trail maintenance at Balancing Rock Trail. The students assisted with spreading gravel in several washout areas, whipper snipping, installing a new bench along the trail, and sweeping all 252 steps.

On July 7, the washroom was cleaned and restocked, garbage was collected, garbage cans were installed, and the parking lot and trail were whipper snipped. A site meeting was also held with a contractor to assess the trail stairs and obtain a quote for repairs to deteriorated sections.

On July 15, I met with Heather, who will be responsible for cleaning and restocking the washroom, maintaining the parking lot, and servicing the garbage and recycling bins throughout the season. She was provided with a key to the maintenance shed where cleaning supplies are stored. Overgrown sections of the trail were also cut back.

On July 21, the parking lot was whipper snipped, and the washroom was restocked with toilet paper.

On July 29, the washroom was cleaned, toilet paper supplies in the maintenance shed were replenished, and the parking lot and trail were whipper snipped.

Boars Head Lighthouse

Restoration work on the Boars Head Lighthouse began on June 8. The restoration was completed on July 3, with all repairs proceeding as planned. The entire lighthouse was scraped, repaired, and repainted.

On July 8, the area surrounding the lighthouse and the trail to the lighthouse were whipper snipped.

The final project report for the Parks Canada cost-sharing grant was completed and submitted on July 19 to receive the remaining grant funding.

Bear Cove Seaside Park and Art Trail

On July 8, the parking lot was whipper snipped as part of routine maintenance.

On July 21, the parking lot, trail edges, areas around all benches, and the trail leading to the water were whipper snipped.

Peters Island Lighthouse

On June 15th I provided a letter of reference to the sail2 committee to go with their application for The Governor General's History Award for Excellence in Community Programming. I have continued working with the Sail2 Committee regarding the next phase of the Peter's Island Lighthouse restoration. The committee had originally planned to use Hardie Board as an alternative to traditional wooden shingles; however, Hardie Industries has since stopped selling this product in Atlantic Canada due to issues with product returns related to spalling. As a result, the committee is now proposing the use of Enviroshake as an alternative material.

The committee was also unable to secure the required number of qualified volunteers to complete the work and is now considering hiring a contractor, which will result in increased project costs.

I advised the committee that changing the proposed material requires following the Municipality's heritage approval process.

Given the required approval process for the change in materials, increased project costs, and the need to secure appropriate funding, completing this work in 2026 is not realistic. It was agreed that the project will be deferred until 2027 to allow adequate time to follow the proper protocols.

Haines Lake

I received an email from DARC regarding limited to no Wi-Fi connectivity in the barn following the installation of metal siding. I contacted Norm, who installed additional Wi-Fi equipment in the building to improve connectivity.

I also received an email regarding a beeping alarm coming from the electrical room. Upon investigation, the source was identified as the Liberty Pumps alarm panel, which was indicating that the 9-volt backup battery was low. The battery was replaced, and the beeping and flashing warning indicator have since stopped.

Railbed

On June 24, I whipper snipped around each trail sign to improve visibility, and a fallen tree near Harbour View in Smiths Cove was removed from the trail.

A site visit was also completed with a contractor at a washout located off Victoria Street to assess the damage and obtain a quote for repairs. The washout was repaired on June 25.

Additional maintenance was completed along the railbed from Jordantown to Weymouth, including whipper snipping around all signage and the removal of several downed trees.

On July 8, two 24-inch culverts and one deteriorated 18-inch culvert were replaced on the railbed near Jordantown.

On July 20, I met with a contractor in Smiths Cove to review the railbed conditions and discuss future improvements. A quote will be obtained to repair the section behind Briton's, which is currently in poor condition. I am also working with the contractor to obtain a quote for brushing back overgrown sections of the railbed in Smiths Cove, as vegetation growth is reducing visibility and impacting the user experience.

New trail signs have been ordered to replace signs that are damaged, missing, or in poor condition.

Promo and other

- On June 15th I attended a hiking summit meeting to finalize some of the logistics of the itinerary so registration can go live in the coming weeks.
- On June 17th I took Emergency Coordination Centre at the Bridgetown Firehall
- On July 23 I made and then installed two signs in the smith's cove lighthouse parking lot that state that there is "no overnight parking" as I have had complaints of campers spending nights in the parking lot.