



**Committee of the Whole Meeting
Municipal Council Chambers, Municipal Office
March 14, 2016 at 4:30 PM
Agenda**

- 1. CALL MEETING TO ORDER**
- 2. PAUSE TO SEEK GUIDANCE**
- 3. ADOPTION OF AGENDA – Additions or Deletions**
- 4. PRESENTATION/ DELEGATION**
 - 4.1**
- 5. DANGEROUS AND UNSIGHTLY PREMISES**
 - 5.1** Alfred Doucet
- 6. APPROVAL OF MINUTES**
 - 6.1** COTW Minutes – January 11, 2016
- 7. OLD BUSINESS/BUSINESS ARISING**
 - 7.1**
- 8. NEW BUSINESS**
 - 8.1** Communities in Bloom
 - 8.2** Funding Requests
 - i. Admiral Digby Museum
 - ii. Wharf Rat Rally
 - iii. Weymouth Board of Trade
 - iv. DEFAGA Lodge
 - 8.3** Wharf Rat Rally – use of Airport
 - 8.4** Digby Regional High School Robotics – funding request

COTW AGENDA – March 14, 2016

9. CHIEF ADMINISTRATIVE OFFICER REPORT

- 9.1** Meeting Dates/Reminders
- 9.2** CAO Update
- 9.3** Department Reports
- 9.4** Updates from Previous Action Items
- 9.5** Capital Project Update

10. CORRESPONDENCE/INFORMATION ITEMS

- 10.1** Municipal Affairs – 911 Cost Recovery Fund
- 10.2**

11. IN CAMERA

- 11.1** Contractual Issue

12. ADJOURNMENT

Enhancing Green Spaces
in Communities



Mise en valeur des espaces
verts au sein des collectivités

**NEW BUSINESS
COMMITTEE OF THE WHOLE**

MAR 14 2016

Celebrate

Canada's 150th Anniversary

Showcase your Community
by participating in the
Communities in Bloom Program
and prepare for 2017



CANADA 150
1867-2017

Enhancing Green Spaces
in Communities



Mise en valeur des espaces
verts au sein des collectivités

***An Invitation to participate in a program that will
showcase, involve and benefit your community***

Since 1995, communities have recognized numerous benefits from participating in the Communities in Bloom program:

Economic benefits

- Best practices and information exchange
- Valuable information and feedback from the judges
- Marketing and promotional opportunities
- Positive benefits for the tourism, hospitality and retail industries

Social benefits

- Increased civic pride and community involvement
- Mobilization of citizens, groups, businesses and municipality working together
- Participation from all ages and walks of life learning more about their community
- Information exchanges with provincial, national and international communities
- Improved quality of life

Environmental stewardship through the enhancement of green spaces

- Reducing soil erosion
- Improving air quality
- Responsible use of water

Your community is invited to participate in 2016 to be evaluated or to learn about the program:

Population Category (community is evaluated):

- jury formed of two volunteer judges visits and evaluates the community to provide a **feedback report, mention and bloom rating**
- evaluation can be done to receive a **bloom rating** or to learn about the program

Friends Category (community is not evaluated):

- community is not evaluated but becomes part of the **Communities in Bloom network**

For any further information, please contact us at:

Nova Scotia CIB, C/O TIANS
2089 Maitland Street, Halifax, Nova Scotia B3K 2Z8
Tel.: 902 423-4480 Fax: 902 422-0184
Email: CIB@tians.org

COMMUNITIES IN BLOOM

Enhancing Green Spaces in Communities

REGISTRATION FORM

Municipality/Town/Village/Community		Population	Mayor/Warden
Name of Main Contact for CIB Program		Position / Title	
Address		Town	Postal Code
Phone (work)	Phone (home)	E-mail	
Phone (cell)	Fax	Website	
Alternate Community Contacts			
<input type="checkbox"/> Competitive Category		<input type="checkbox"/> Friends Category (Not Evaluated)	

- Fees are listed on reverse -

Please be sure payment is enclosed and **HST is added on**. Thank you for being part of Communities in Bloom Nova Scotia. We appreciate your participation!!

Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program, with focus on enhancing green spaces in communities.



People, Plants and Pride...Growing Together

NOVA SCOTIA EDITION



Terms and Conditions:

The participating communities have a responsibility to:

- Pay a registration fee, based on the following population categories and level of competition **NOTE:** (HST of 15% **to be added** to fees):
 - ☑ 1 to 1,000 - **\$225 & \$33.75 (HST) = \$258.75**
 - ☑ 1,001 to 3,000 - **\$300 & \$45.00 (HST) = \$345.00**
 - ☑ 3,001 to 5,000 - **\$350 & \$52.50 (HST) = \$402.50**
 - ☑ 5,001 to 10,000 **\$450 & \$67.50 (HST) = \$517.50**
 - ☑ 10,000 and over - **\$550 & \$82.50 (HST) = \$632.50**
- Communities can also participate in a non-competitive "Friends" category. Fees are the same. Please consult the co-ordinators for more information.
- Form a Communities in Bloom Committee and involve the community with the support of the town/municipal/village council.
- Provide digital photos of your community to The Tourism Industry Association of Nova Scotia (TIANS) for use in promotion of the Communities in Bloom program. Your community will be listed on the National Communities in Bloom website under the Explore Our Communities Section (<http://explore.communitiesinbloom.ca/>).
- Provide a list of media contacts in your region to TIANS by July 1.
- Prepare for the Provincial Communities in Bloom judging during in July or August.
- Fill out a Community/Municipal Information form and gather material relevant to each judging criteria (Tidiness, Environmental Action, Heritage Conservation, Urban Forestry, Landscape, Floral Displays) to give to the judges upon arrival into the community (more detailed guidelines will be provided upon registration).
- Provide lodging and meals for 1 night and 1 day for judges.
- Provide transportation for the judges within the community to tour the town.
- Organize a meeting with the committee and a tour of the community during the judge's visit.

Nova Scotia CIB, C/O TIANS Attention: Tanice Mundle
2089 Maitland Street, Halifax, NS B3K 2Z8
Tel.: 902 423-4480 Fax: 902 422-0184 Email: CIB@tians.org



People, Plants and Pride...Growing Together
NOVA SCOTIA EDITION





*Admiral Digby Museum
Admiral Digby Library & Historical Society
95 Montague Row,
Digby, Nova Scotia,
BOV 1A0*

March 2, 2016

Mrs. Linda Fraser, CAO
Municipality of Digby
P.O. Box 429
Digby, NS, BOV 1A0

**COMMITTEE OF THE WHOLE
NEW BUSINESS**

MAR 14 2016

Dear Linda,

Project Proposal:

The Admiral Digby Museum, a non-profit, registered charity, requests \$2,500.00 to help restore and preserve our Bell Tower located on our property at 95 Montague Row, Digby, N.S. We are enclosing several pictures for your perusal, as well as, a Treasurer's Financial Statement.

The Bell Tower fixtures are originally from the Old Digby Post Office 1903-1963, on Water Street and the School Bell is from the former and now demolished Digby Academy on Queen Street.

Our Facility Committee has put forth an estimated budget for this restoration project.

Wood	\$1,400.00
Concrete	\$ 664.00
Shingles	\$ 164.00
Metal Straps	\$ 345.00
Odds & Ends	\$ 186.00
Labour	\$1,380.00
HST	\$ 629.85

Total	\$4,828.85
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Overview of the Museum:

The Admiral Digby Museum, a Georgian-style home, was constructed in the mid 1800's. It is locally known as the "Woodrow/Dakin House". One of the oldest structures in the Town of Digby, it is named in the honour of Rear Admiral Robert Digby, Commander of the fleet transporting United Empire Loyalists from New York to Digby and Shelburne, Nova Scotia and Saint John, New Brunswick in 1783/84.

Phone: 902-245-6322

Email (Museum): admuseum@ns.sympatico.ca Email (Genealogy) adgen1@ns.aliantzinc.ca

Website: <http://admiraldigbymuseum.ca/>

Facebook: www.facebook.com/Admiral.Digby.Museum



The Wharf Rat Rally Motorcycle Association
109 Montague Row
Digby, NS B0V 1A0
902.245.5924
admin@wharfratrally.com

Municipality Of Digby
Digby, NS

March 8, 2016

Subject: Request for sponsorship for the Wharf Rat Rally

Warden Gregory and Council,

In the past, the Wharf Rat Rally Motorcycle Association has received much-appreciated grants from the Municipality of Digby and has been recognized as a sponsor in consideration of that support.

In 2016, the WRR association would like to propose a more direct sponsorship opportunity. The Wharf Rat Rally will provide:

- all the benefits associated with a Diamond Level sponsorship

In addition:

- The Wharf Rat Rally will set up separate pages on our website to promote people and businesses within the municipality who have services to offer visitors. Previously, we have charged \$200 to anyone wanting to be listed on our website.
- The larger properties tend to force people to book minimum three-night stays; the WRR can promote short-term accommodations.
- Not all the B&Bs and small motels can afford to join tourism associations or put ads in tourist guides – we will include their contact information on our website as part of the Municipality's sponsorship at no charge to them.
- Some people are willing to house guests in spare bedrooms, barns or offer a piece of lawn to pitch a tent, and in return the visitors leave a few dollars as a thank you – we'll promote these people too by listing their offer and relaying phone messages to them.
- If a community group in the Municipality is hosting a fund-raiser during the Rally, we will promote that on our website also and any other weekend event that we are asked by the Municipality to promote.
- The staff of the Wharf Rat Rally Motorcycle Association will gather and post all the relevant information; the ask of the Municipality will be to help us get information to residents and businesses so they know how to be included on the website.
- The continuation of the guided tour to Brier Island.



The Wharf Rat Rally Motorcycle Association
109 Montague Row
Digby, NS B0V 1A0
902.245.5924
admin@wharfratrally.com

- Any other recognition the Municipality desires that is feasible during the Rally such as, “Time Trials presented by the Municipality of Digby”, banners hung or literature distributed.

Our objective is to keep visitors closer to Digby so they’re spending their money here and at the same time help the taxpayers of the municipality potentially make some extra spending money themselves.

The Wharf Rat Rally typically spends over \$30,000 per year to market the event and this year’s budget is again over \$30,000. We travel to Toronto, Daytona Beach, Moncton and upper New York State to promote our events and the local area. When we’re at the motorcycle show in Halifax, we encourage people to stay a second or third day and not travel in and back out the same day. We will continue to do this, but pages on our website that can direct people to short-term accommodations would be a benefit both to the Rally and to the riders.

The Wharf Rat Rally is a community event, attracting people of all demographics and walks of life. We have roughly as many visitors in cars and trucks as on motorcycles, and in 2015, we had six visitors register from British Columbia and only one was on a motorcycle. Of the 85 individual events in 2015, only 19 were geared to motorcycle riders, attesting to our community event focus. As a community event, we approach organizations that see increased revenue as a result of the efforts of the Wharf Rat Rally Motorcycle Association board, staff and volunteers, in order to obtain sponsorships.

This letter is a formal request for a sponsorship of the Wharf Rat Rally for the fiscal year 2016-2017 fiscal year in the amount of \$20,000 for operational expenses. Of this, around \$3,500 will be put toward purchasing hand sanitizing stations and the needed foam; these stations can be made available for other community events and groups to use.

I look forward to your reply, in response to our request for this sponsorship.

Sincerely,

Rickey Stewart, Chairman
Wharf Rat Rally Motorcycle Association
902.247.4000



where the river
meets the sea

Weymouth
NOVA SCOTIA

COMMITTEE OF THE WHOLE

RECEIVED

MAR 09 2016

Weymouth Board of Trade
P.O. Box 62, Weymouth, NS B0W 3T0
www.weymouthnovascotia.com

March 9, 2016

Municipality of the District of Digby
P.O. Box 429
Digby, N.S. B0V 1A0

NEW BUSINESS
MAR 14 2016

To whom it may concern,

I have been told that this is the time of year when the Municipal Council meets to discuss their municipal budget. I would therefore like to make a request for assistance in maintaining the gardens in the Village of Weymouth.

During the 1990's, the Weymouth Garden Club took the initiative to build various flower and shrub gardens in and around the Village of Weymouth. They were able to access various provincial and federal grants which enabled them to hire students to help with this endeavour. Supervision of these students by a knowledgeable person was mandatory since none of them had any experience in this field. Unfortunately, the gentleman who mentored these students passed away in 2007. Since that time, no one has stepped up to replace him; the reality is that most members of the Weymouth Garden Club are at an age where they're unable to commit to such a responsibility.

For quite some time, the Weymouth Garden Club, the Village of Weymouth and the Weymouth Board of Trade have partnered to try to maintain these gardens, giving both volunteer labor and financial aid. This collaboration has worked well but it has proven to be a "band-aid" solution. It is obvious that more time is needed to properly maintain these gardens but none of the listed organizations have the extra volunteers or money to provide the necessary upkeep. The best solution, of course, would be to hire a gardener. The Village of Weymouth would be the obvious entity to approach for funding but its by-laws don't allow it to pay wages. They can only pay for materials, e.g. soil, fertilizer, plants, etc. That leaves the Weymouth Garden Club and the Weymouth Board of Trade with the responsibility of having to pay a gardener's wages but neither of them is in a financial position to do so.

With all of the above in mind, we are asking the Municipality for assistance in the form of a grant or of municipal personnel who could devote some time to this project. If further information is required, I can be reached at 902-837-5306.

Sincerely,

Suzanne Lefort for Weymouth Board of Trade



MAR 14 2016

NEW BUSINESS
COMMITTEE OF THE WHOLE

DEAR MAYOR AND COUNCIL MEMBERS,

FOR OVER 50 YEARS THE DIGBY EAST FISH AND GAME ASSOCIATION HAS SUPPORTED THE PEOPLE OF DIGBY AND THE SURROUNDING AREA. DEFAGA IS THE LOCAL EMERGENCY MANAGEMENT OFFICE (EMO) AND HOLDS MANY COMMUNITY EVENTS.

AS A NON PROFFIT ORGANIZATION, WE RELY ON THE GENEROSITY OF INDIVIDUALS SUCH AS YOURSELF, AND THEREFORE WE ARE REQUESTING FINANCIAL SUPPORT FROM THE MUNICIPALITY OF DIGBY FOR 2016.

THANK YOU IN ADVANCE FOR YOUR GENEROSITY,

Barb Doane

BARB DOANE
PRESIDENT



The Wharf Rat Rally Motorcycle Association
109 Montague Row
Digby, NS B0V 1A0
902.245.5924
admin@wharfratrally.com

March 8, 2016

Subject: Request for use of the airport for the 12th Annual Wharf Rat Rally

Warden Gregory and Council,

The planned use of the Digby Municipal Airport involves motorcycle time trials: an event where two motorcycles run ¼ mile (1320 ft) of the runway and are timed against the clock. Many riders will then tune their bikes and run again to see if their time has improved. Any burnouts will be done on the taxiway and not the runway.

We anticipate needing the airport during the day on Friday September 2nd, Saturday September 3rd and Sunday September 4th (the exact hours to be established). We request use of the parking lot as well as the fenced area of the airport, and permission to place a portapottie near the building. We also request permission to post directional signs from Conway through to the airport so our visitors can easily find the time trials.

The inclusion of the time trials will offer an additional source of revenue for the Wharf Rat Rally Motorcycle Association as admittance fees can be charged to the motorcyclists running their bikes and also to spectators. The open concept of the Rally has made charging admission to most elements a challenge, but with the fenced-in area being the prime location, this revenue can be realized from time trials. In order to become financially sustainable, the Rally needs to grow in manners that encourage revenue production and the use of the Municipal Airport for this event will foster that growth.

I look forward to your reply, in response to our request for the use of the Digby Municipal Airport for the 12^h Annual Wharf Rat Rally.

Sincerely,

Rickey Stewart, Chairman
Wharf Rat Rally Motorcycle Association
902.247.4000

Digby Regional High School Robotics

53 Mount St
Digby, Nova Scotia
(902)245-7500
cre603715@gnspe.ca

March 1, 2016

To whom it may concern,

On February 13th, the Digby Regional High School Robotics team (Max Hampson, Jinwon Ko, Jayden Macdonald, and Rachel Creighton) participated in the provincial Robofest competition at Acadia University. The team has been dedicated; practicing every Tuesday and Thursday since November. At the competition, the DRHS team was able to place second out of 22 teams from all over the province. Placing second in Robofest meant that the team was able to qualify and attend the World Robofest 2016, held in Michigan, Detroit on May 14th. This gives the students an opportunity to participate and compete against teams from all over the world.

Although this is an amazing opportunity for the team to visit a new place, and engage in a world championship, they must fundraise an immense amount of money. The team is therefore asking for financial aid from their community. We would be more than grateful if you would make a donation to help pay for accommodations, transportation to the competition, or some products which we could use for a basket for further fundraising.

Three out of four members of our team are in grade 12, and this opportunity is definitely not something we can pass up. After a record finish for DRHS at Robofest, our team has proved that we are dedicated, motivated and ready for this experience. We are sincerely appreciative for any contribution that you can make to support our team in fulfilling our dreams!

Thank you for your time and consideration,

Sincerely,

Max Hampson Jinwon ko, Jayden Macdonald Rachel Creighton
Max Hampson, Jinwon Ko, Jayden Macdonald, and Rachel Creighton

Chief Administrative Officer Report

Meeting Date	<i>March 14, 2016</i>
Submitted To	<i>Committee of the Whole</i>
Submitted By	<i>Linda Fraser, Chief Administrative Officer</i>
Carbon Copies	<i>Jeff Sunderland, Deputy CAO CoraLee Bremner, Manager Corporate Services Pat Stevens, Executive Secretary</i>

Meeting Dates/Reminders (As of March 8,2016)

Date & Time	Meeting/ Event	Who Attends	Location
March 21 st @ 4:30 pm	By-law & Policy	All Council	Municipal Board Room
March 28 th (Easter Monday)	NO MEETING		
March 29 th Tuesday @ 6:00	Council	All Council	Council Chambers
April 4 th	NO MEETING		
April 5 th @ 4:00 pm	DDA	Gregory, MacAlpine	Municipal Board Room
April 11 th @ 4:30	COTW	All Council	Council Chambers
April 11 th @ After COTW	Budget Meeting	All Council	Municipal Board Room
April 18 th @ 4:30	By-law & Policy	All Council	Municipal Board Room
April 25 th @ 6:00 pm	Council	All Council	Council Chambers
May 2 nd @ 4:30 pm	By-law & Policy	All Council	Municipal Board Room
May 9 th @ 4:30 pm	COTW	All Council	Council Chambers
May 16 th @ 4:30 pm	By-law & Policy	All Council	Municipal Board Room
May 24 th Tuesday @ 6:00	Council	All Council	Council Chambers
May 30 th	NO MEETING		

Request for Decision or Direction

#1

CAO UPDATE

Activities

- ✓ Began preparation work for audit;
- ✓ Began 2016-17 budget process by preparing pre-budget reports;
- ✓ On-discussions with doctor recruiting firm and Gordon Wilson, MLA regarding the vacant position in Weymouth
- ✓ Submitted comments relating to the results of our Financial Condition Indicator Report
- ✓ CoraLee and I met with Julien LeBlanc from Grant Thornton to discuss audit planning and to review internal controls;
- ✓ Met with Peter MacLellan to discuss press release for the new DDA Tidal Strategy;
- ✓ Worked on funding proposal for Age Friendly Community Funding Program. Proposal was to create a marketing package to be delivered to stakeholders in the community to create awareness of Age Friendly initiatives;
- ✓ The Management Team continuing to meet bi-monthly to discuss projects, activities, and HR issues;
- ✓ The Department Heads are meeting quarterly with management team to update each department of activities of other departments;
- ✓ Ongoing updates with Terry Thibodeau regarding renewable energy activities;
- ✓ Ongoing updates with Rob Hersey on his many activities and projects;
- ✓ Ongoing updates with Dan Harvey on Economic Development activities;
- ✓ Prepared meeting packages for Council, COTW, By-law & Policy, Council & TIR, DDA and followed up on all action items.

Other meetings:

- ✓ WREN meeting with Municipal Economic Development Officers
- ✓ DDA
- ✓ DDA Engineering & Design Steering Committee
- ✓ Waste Check Budget Review
- ✓ AMA Regional Meeting
- ✓ Joint Police Advisory Committee
- ✓ Highway 101 Task Force Committee

DEPARTMENT REPORTS	
Deputy CAO Report	Monthly Report
Corporate Services Report	Monthly Report
Building Department Reports	Building Permits Report Fire Inspector Report
Airport/Dispatch	Airport Report Dispatch Call Report
Dog Control	Dog Control Activity Report /Dog Financial Report
Coordinator Program Development	Monthly Report
Renewable Energy & Climate Change Coordinator	Monthly Report

UPDATES FROM PREVIOUS MEETINGS ACTION ITEMS
COUNCIL ACTION ITEM – JANUARY 2015
Letter to Minister of Justice request a review of the RCMP complement.
<p>Feb/Mar 2016 – RCMP staff from Strategic Planning and Client Services, Senior RCMP from H Division, staff from Dept of Justice met with members of Council and staff from the Municipality of Clare, the Town of Digby, and Municipality of Digby to present the results of the Policing Resource Model PRM looking at Digby Detachment, Meteghan Detachment, and a hypothetical District Policing Model with Digby and Meteghan combined. A recommendation from the report is that the current level of front line personnel, 10 in Digby and 5 in Clare remain. The report, along with the speaking notes will be distributed to Council. There was a discussion about the pros and cons of merging the two detachments. Further studies are needed to look at social/economic factors. The issue of needing French speaking members in Clare was discussed. Next step is to do further studies looking at Clare merging with either Digby or Yarmouth; This will take from 4 to 6 months to complete.</p>

COUNCIL ACTION ITEM – JUNE 2015

Regional Tourism VIC Kiosk – Halifax Waterfront

June/July 2015 – Letters to the following municipal units were sent the last week of June: Middleton, Annapolis Royal, Annapolis Co, Town of Digby, Clare, Town of Yarmouth, Municipality of Yarmouth, Municipality of Argyle, Municipality of Shelburne, Municipality of Barrington, Town of Shelburne, Lockport, Clarks Harbour, and the Region of Queens. The letter was to determine if there was any interest in participating in the initiative.

Aug 2015 – I have received positive responses from the following Municipalities: County of Annapolis, Town of Shelburne, Barrington (depending upon costs), and District of Shelburne. Yarmouth Acadian Shores (Town of Yarmouth, District of Yarmouth, Argyle) – dependent upon equal sharing of costs and Board approval on Sept 15th.

Region of Queens staff is in the process of preparing a report to take to Council.

Sept/Oct/Nov 2015 – Letter received from Region of Queens that they are referring the matter to the South Shore Regional Enterprise Network.(They are just in the process or hiring the CEO). Their Economic Development Staff provided feedback (see attached) on the type of questions that would require further investigation before determining whether or not to proceed. I have received a letter providing support in principal from the Town of Digby. I have not heard anything yet from Municipality of Clare, the Towns of Lockport, Clarks Harbour.

It is my recommendation that we take a serious look at the questions raised by Queens at a By-law & Policy Committee.

Nov/2015 Decision to put on hold until more information regarding the provinces plan regarding VIC's is known.

Jeb/Mar 2016 - I have reached out to Destinations Cape Breton Association regarding their plans for the upcoming tourism season. They are expecting to make a final decision this month. I have also requested the name of the contact at Halifax Waterfront Development Corporation that they have been working with. I have reached out to Halifax Waterfront Development Corp for some information. Waiting for a response. Deputy Warden MacAlpine is reaching out to Michael Johnson, the new Executive Director for NS Tourism Agency

COTW ACTION ITEMS -January 2016

Feb 2016 – Evan Nemeth, Research EDO, Western Regional Enterprise Network prepared the attached synopsis on Rural Internet in Nova Scotia.

Mar 2016 – Council waiting on study being conducted by NS Business. The study is to be completed by early spring.

CAPITAL PROJECTS – 2015/2016

General Government Services

No planned projects

Protective Services

No planned projects

Transportation Services

Utility Trailer
Budget- \$ 7,200
Actual - \$ 7,152

Aug 2015 Purchased and in service

Replacement of Avgas Pump
Budget \$ 23,000
Actual - \$

Jan 2016 Delivery date of Dec 21th not met, hope for delivery before fiscal year end.
Feb 2016 Pump has arrived, waiting installation

Environmental Health Services-Wastewater

Upgrades to Pump Stations – As needed
Budget \$ 84,500
Actual \$

None needed

Collection Expansion on Shore Road
Budget \$ 1,262,000

Aug 2015 – Decision to postpone project until provincial and/or federal funding in place

Environmental Health Services-Solidwaste

No planned projects

Environmental Development Services	
Wind Turbine 50 KW Budget \$ 500,000 Actual \$	Dec 2015 -Waiting for written notification of approval. Once received we can move forward with purchasing turbine. Jan/Feb 2016 – Written confirmation of Comfit approval received. Mar 2016 – Terry Thibodeau is developing a tender document for the purchase of a 50 KW wind turbine.
Purchase of 800 KW Wind Turbine Budget \$ 690,000 Actual \$	Mar 2016 – Documents associated with sale reviewed by our lawyers. Sale to be finalized no later than Mar 31 st .
EV Car Charging Stations Budget \$ 7,500 Actual \$	Dec 2015 – Sun Country is not getting funding for EV Charging Stations. Terry has been meeting with Super Store management to find out if they would be willing to fund the \$ 15,000 cost of a fast charger if we would cover the installation costs. He expects an answer sometime after Jan 1 st . Feb 2016 – Terry Thibodeau has reached out to manager of Superstore for an update

SPECIAL PROJECTS/INITIATIVES	
Citizen Engagement On-line Budget Tool	Council Strategic Priority – Social/Community Goal: More effectively engage and communicate with the community ICSP Goal S-1.1 Improve communication between the Municipality and citizens and amongst citizens Jan/Feb 2016 –By-law & Policy Committee approved the launch of Citizen Budget, a powerful online tool to involve residents in decision-making processes and to demonstrate a municipality’s commitment to citizen engagement. Information on the budget tool will be included in an article for the February CoastlineCitizen Budget On-line Tool to be launched mid February Mar 2016 – Engagement tool up and running.

SPECIAL PROJECTS/INITIATIVES (Con't)

Cold Storage Facility	Jan/Feb 2016 – Andrew Forsythe from Design Point Engineering & Surveying met with Dan Harvey and the developer to discuss the preferred location of the cold storage facility and how that would impact the engineering and pre design work being done by Design Point in the Industrial Park. Report submitted to Council by Dan Harvey March 2016 – Timelines within the MOU with potential developer extended for two months.
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In the event that any new information has been received from the time of distribution of this report and the meeting, the Administration will provide the additional information at the meeting.

Deputy Chief Administrative Officer Report

DATE	March 10, 2016
SUBMITTED TO	Linda Fraser, CAO
CARBON COPIES	Pat Stevens, Executive Secretary
SUBMITTED BY	Jeff Sunderland, Deputy CAO

DEPARTMENT	ITEM	STATUS
Airport	AV Gas Pump	The new pump has arrived and the company is scheduled to install it the week of March 14th.
Building Department		Staff training continues and there have been a number of dangerous and unsightly complaints to investigate.
Heritage		Very involved with planning the cultural activities for the senior curling event. Coordinator is working with DATA on Saltscapes tradeshow. Working on Municipal web site update, expected to launch mid-March.
Public Works		Enjoying the warmer winter. Doing some painting and minor maintenance at the Weymouth library.
Solid Waste		The compost facility in Yarmouth has experienced some challenges recently.

		Nothing that is affecting us but we are monitoring the situation.
Waste Water		Moving forward with two pump replacements on the Bear River system.
Deputy CAO	<p>Open Spaces</p> <p>Lighthouses</p> <p>Web Site</p> <p>Citizen Engagement Budget Web Site</p>	<p>Waiting for final documents from province on the former DNR property so we can beginning planning for the site.</p> <p>Working with lawyers to find out when the federal government will finalize the transfer.</p> <p>Working on the re-designed municipal web site.</p> <p>Developed material for budget survey web site, site went live February 22.</p>

Manager of Corporate Services Report

Submitted by: Cora Lee McBride

February 4, 2016 to March 8, 2016

Municipal Financial System:

Most of the set-up has been complete with the Municipal Finance system. I am currently reworking the chart of accounts to make it mirror the Provincial Reporting.

Tax Sale:

The 2016 tax sale happened on March 4, 2016. There were 19 properties up for auction. 13 properties sold and 6 had no bids. The purchaser of one of the properties sold decided that they didn't want the property. This property along with the other 6 and others left over from prior years will be auctioned at a future date. Pat will provide a report to Council at the March Council meeting requesting minimum bids for selected properties in an effort to get them sold and collecting taxes again. Letters will be sent once again to adjacent land owners of upcoming tender properties in an attempt to get the properties sold. There is a redemption period for all properties until September 6, 2016.

Pat has received an inquiry already with a possible redemption for 2 properties.

The 2017 tax sale process will begin mid-July.

Administration Department:

The administration department has uploaded the 2016 tax roll and is preparing for tax billing. Checking to make sure everything is calculating properly and that second owners have been updated accordingly and that addresses look updated. With only less than 2 months until the end of the fiscal year, the administration department is reviewing revenue/expenses and insuring all the necessary bills have been prepared and sent for year end.

Municipal Audit:

Linda and I, as well as some of the administration department met with Julien LeBlanc from Grant Thornton on March 8. We had a pre-audit meeting and he did some control testing. We have also received the pre-audit requirement list and staff will begin work on this ASAP as we will be starting the process earlier this year. The financial statements will be presented to Council in July this year.

Conferences/Training/Meetings:

Linda F, Jeff and I continue to meet on a bi-weekly basis for a management meeting.

The AMA HR Training Opportunities initiative for Municipal staff and manager training is moving forward. The consultant prepared a report for the Project committee and presented it on February 29, 2016. It was identified that there was an overwhelming need for computer training as well as communication and client services training. The Project committee is applying for both courses with the communication and client services being broken into two. One for staff and one for managers. These courses will be offered to our Region beginning mid-April.

Rob, Jeff and I have been meeting regularly to work on the launch of the new site. Pat, Rob and I had two training sessions for updating the new website. It is very close to being live.

Prepared a Financial variance report for Council and presented at a By-law and policy meeting. As year-end approaches it is beneficial to know reasons behind variances which will help to prepare for the budget process.

DIGBY ANNAPOLIS REGIONAL AIRPORT/DISPATCH MONTHLY REPORT
Feb 16

On Feb 16th we took on a new Co-Op student from St Mary's Bay Academy, Ephram Mullen. He will be doing 100 hours job experience with us.

The Atlantic Sports Car Club has booked the airport once again for their annual slalom course. They will be using the airport July 1st - 3rd. A BBQ will be provided by the Digby Ground Search and Rescue.

I attended the Provincial Dispatch Standards meeting on Feb 19th.

The new AV GAS dispenser has not yet been fitted but should be complete this Month.

Respectfully Submitted,



Bruce Snell
Dispatch Supervisor
bsnell@municipality.digby.ns.ca
902-245-5885 Dispatch
902-308-0713 Cell

DIGBY ANNAPOLIS REGIONAL AIRPORT

	JET FUEL PROFIT 2015-16	AVGAS PROFIT 2015-16	AIRCRAFT MOVEMENTS 2015-16	PASSENGER MOVEMENTS 2015-16
APR	\$1,167.73	\$639.31	91	76
MAY	\$478.80	\$1,092.72	89	77
JUN	\$158.90	\$1,815.90	83	49
JUL	\$311.07	\$1,027.59	116	79
AUG	\$292.25	\$1,289.45	102	126
SEP	\$1,389.79	\$1,018.00	64	95
OCT	\$476.35	\$1,204.00	91	85
NOV	\$369.00	\$784.99	48	66
DEC	\$163.95	\$274.02	30	16
JAN	\$117.90	\$480.18	48	37
FEB	\$209.46	\$289.26	31	31
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.

Digby Dispatch
Call Type and Log Item Counts

ALL

February 2016

	Count	YTD
Call Type		
1 Ambulance assist 13	6	16
2 Mutual aid 9	7	15
3 MVC 3	9	14
4 Alarm 10	7	11
5 Chimney 2	5	8
6 Other 12	4	8
7 Structure 1	3	6
8 Vehicle fire 11	2	4
9 Electrical 4	2	2
10 Grass/Bush/Forest 6	1	2
11 Smoke no fire 7	2	2
Total Call Type	48	88
Log Items		
1 Pager Message	28	61
2 Special TEXT message	14	25
3 Dog Call	16	21
4 10-7 (FD)	7	16
5 Ferry Breakdown	6	6
6 Sewer	5	5
7 Special Pager Check	1	1
8 Miscellaneous	1	1
Total Log Items	78	136

Municipality = Municipality

PERMIT APPLICATIONS

For Period: February 01 2016 To February 29 2016

<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>
DM-B2016-015	30248843	217 Highway 1	6	Construction	Commercial	Apartment Building	525.00	250,000.00
DM-B2016-017	30175533	3248 Highway 217	0	Renovate	Single Detached Dwelling	Single Detached Dwelling	39.00	7,000.00
DM-B2016-016	30327423	490 Highway 303	0	Construction	Commercial	Business Use/Professional Off	105.00	40,000.00
DM-B2016-018	30259139	2612 Sissiboo Rd	0	Addition	Single Detached Dwelling	Residential - Above Ground Fl	59.50	10,000.00
Total	4		6				728.50	307,000.00

D I S T R I C T S

<i>Building Type</i>	1	2	4	Total
Commercial	2	0	0	2
Single Detached	0	1	1	2
Total	2	1	1	4

Summary of Estimated Value by District

1	290,000.00
2	10,000.00
4	7,000.00
Total	307,000.00

Summary of Estimated Value by Building Type

Commercial	290,000.00
Single Detached Dwelling	17,000.00
Total	307,000.00

Activity Report Robert Hersey February 5 - March 10 2016

Continued preparations for the Canadian Senior Curling event. Met with coordinating assistants to determine the amount of booth capacity in the hall and the proper layout of the tables. Working with DARC staff to resolve logistic issues. Commissioned a Welcome to Digby wall sign for the hall.

Met with Peter MacLellan to discuss how he could assist with some of the projects I am working on. 150 Legacy projects Coastline publication and other editorial services.

Confirmed musical acts for the curling event. Started work on a Everest Senior Curling Entertainment Brochure

Continued preparations for the Flag Day Ceremony. Created event program and collected materials for the Canadian Flag interpretive booth.

Conducted research on the Almes House graves in Marshalltown. Spoke with Brenda Small and Debra Track regarding potential additional graves on the site. will make contact with Dr Allan Marble in Halifax discuss his research findings regarding this subject.

Conducted a rehearsal for the flag Day Ceremony at DRHS. Met with all the participants to go over the ceremony.

Participated in the Flag Day Ceremony. Coordinated participants and logistics.

Working with municipal staff to create and populate materials for the new municipal website

Took part in a website training session.

Finished first draft of the Curling entertainment brochure. awaiting approvals from DARC.

Organize a staff bowling event

Met with DATA members to prepare booth for the Saltscape event. Collected video materials and design layout of the booths.

Working with Terry to develop a display to promote Municipal Green Energy initiative.

Finalizing the entertainment lineup and displays for the Senior Curling event.

Made contact with Parks Canada designated lighthouse Director, Norm Shields to discuss the documents needed with the designation & divestiture process for the three lighthouse sites currently under the divestiture process. Will create application and cover letter to indicate you municipality's intent to register Bear River, Boers Head and Point Prim lighthouses as municipal heritage properties.

STAFF REPORT

Employee Name: **Terry Thibodeau** Date Prepared: Feb 4 2016

For the period of: Feb 8 – March 10 2016.

Tidal Development for Digby

- Attended ICOE 2016 conference:
- Outcomes:
 - 1) Meet and introductions with 125 tidal company officials
 - 2) Ottawa ITB financing project for tidal infrastructure.
 - 3) Establish Tidal Summit in Digby with Minister of Energy, MLA's (Wilson/Farrell), MP's (Fraser, Casey, Brison)- Dept of Energy, MRC, Maritimes Energy Association, FORCE, Municipal Units from Digby/Cumberland/Parrsboro
 - 4) Visit by DM from ACOA to Digby to review infrastructure requirements
 - 5) One on one with Minister Samson
 - 6) Identified Damen Shipyards from the Netherlands (who operate 35 shipyards worldwide as potential partner in building and operating Digby's tidal infrastructure operation)
 - 7) Competitive analysis of Port of Saint John
- MRC Supply Chain Development Project: complete with company briefing. Discussions with organizers/funders of the study regarding release of the documentation
- Organize ITB sessions with ACOA
- Organize Tidal Summit session with staff at Dept of Energy
- Dept of Energy is undertaking a second review of the required infrastructure for tidal developers Attended a session put on by the MRC as a pre mission overview
- Prepare developer questionnaire as a follow up from strategic planning session with Digby Development Agency regarding tidal infrastructure.
- Follow up with ICOE contacts made
- Preparing our plan to address our funding requirements and strategy for potential investors
- Prepare outline for marketing materials that will help brand our tidal efforts in a more
- Prepare presentation for WREN Summit in March
- Organized a meeting with senior officials from Torcado Tidal Turbines to Digby. (This is the turbine manufacturer who will be installing small scale turbines in Digby County)
- Working with R. Hersey to develop a promotional renewable energy banner for marketing purposes.
- Gave an interview in french to Radio Canada regarding the state of tidal development in the Bay of Fundy and how Digby is positioning its participation to assist developers
- Participated in the FERN (Fundy Energy Resource Network) Socio Economic committee meeting.
- Received a request from a Spanish company who would like to test small scale turbines in Digby.
- Working with Peter MacLellan to develop a press release around the strategic planning session for tidal

Anaerobic Digester

STAFF REPORT

- No production last month due to ongoing digestate disposal. No progress.
- Working with Dept of Environment to identify how the digestate could be disposed of in existing earthen lagoons. No Progress.
- Tried to identify possible other outlet sources for the digestate at our WWTP in Smith Cove's along with Yarmouth, Clare, Lawrencetown and Annapolis. No takers.
- Feedstock is coming in from south west nova and being held until digestate issue is resolved
- The site is not equipped at the moment to accept and hold or sort incoming feedstock. Company is addressing receiving/handling/sorting station
- Working with anaerobic digestion consultant who is working with the SEEL group to address ongoing storage, and disposal issues
- Upcoming meeting with ACOA who are looking to finance upgrades to see how the project can move beyond its current situation. Meeting set for March 17
- Submitted in writing to NSP the fact that the generator has not been producing due to digestate issues and other complications.
- Financing proposal being sent to the Farm Loan Board for review

Wind Development

- The MoD were awarded a COMFIT for our small wind application. (siting of the turbine is scheduled to go on the property where RESL has their turbine who want the MoD to wait until the RESL turbine has been assigned and the transfer is complete)
- Working with lawyers from RESL and our own lawyers to develop a purchase and sale agreement and to undertake all assignments related to the asset which involves (EPK, PPA and asset
- Preparing a RFP for the small wind turbine
- Organizing inspection by 3rd party group to inspect the RESL turbine
- Working with the Town of Digby to have their consent for MoD to assign the new lease to the MoD

Roadway Lighting

- Working with repair crews from Black and MacDonald on reported outages 4 over the period to date (the dilemma is to identify which are the responsibility of the municipality and which fall under NSP. Appears that this will be an ongoing issue).

Climate Change

Digby Development Agency:

- Strategic Planning report
- Marketing preparations
- Survey for tidal developers
- Cold storage review with consultant

Energy Storage:

- **See Community Energy Plan**

STAFF REPORT

Electric Thermal Storage Program:

- RFP for PACE Administration ready for release
- Review City of Toronto program that finances energy efficiency upgrades as part of the marketing review for the delivery of PACE

Energy Efficiency and Electric Vehicle Report:

- Still awaiting word from Superstore if they will undertake the purchase of a EV fast charger to be installed at their store in Digby. Provided supplemental information to the store manager for distribution to head office.

5 Year Renewable Energy Strategy:

- Developing a Community Energy Plan draft outline for the District complete
- Working with other municipalities to develop common network for possible approach for funding . Proposal ready to submit to UNSM for approval
- Investigating all energy issues, grid, storage, demand, energy efficiency

WREN

- Working with a consultant the WREN hired to develop promotional material for Digby.

Other –

- Attended Energy East public meeting
- Met with local group to discuss Digby Port Days
- Worked with local business to identify ways in which waste streams can be diverted from landfill
- Working with Rob Hersey to prepare activities during the National Senior Curling Championship in Digby. A day will be dedicated to alternate energy and what Digby is doing on the green energy front.
- Regular bi-weekly updates with CAO
- Internet searches, LinkedIn Group Discussions, Twitter activity
- Review council minutes for information purposes
- Review business journals; North American Wind Power, Power Engineer, Canadian Biomass Magazine, Network for Business Sustainability, Smart Grid News.com, Electrical Engineering Portal, Renewable Energy, Wind Systems, Tidal Today

Terry Thibodeau

Coordinator Renewable Energy – Climate Change



NOVA SCOTIA

**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

FEB 0 1 2016

**COMMITTEE OF THE WHOLE
CORRESPONDENCE**

MAR 1 4 2016

Warden Linda Gregory
Municipality of the District of Digby
PO Box 429
12548 Hwy. #217 Seabrook
Digby, NS B0V 1A0

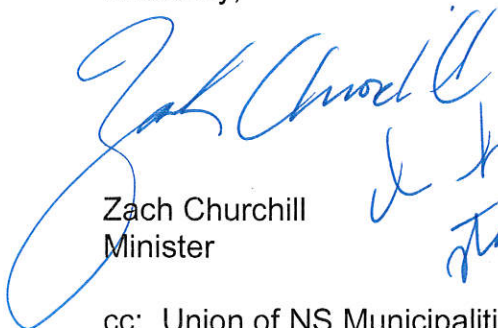
Dear Warden Gregory:

I am pleased to inform you that a direct deposit in the amount of \$3,074.21 will be made to your municipal account from the 911 Cost Recovery Fund. As in past years, the purpose of this funding is to provide for the recovery of the incremental costs associated with the administration of civic addressing programs at the municipal level.

I want to take this opportunity to express my thanks to you and your staff for the excellent support provided to the Nova Scotia 911 system, without which we could not continue to deliver the very high caliber of service that Nova Scotians have come to expect.

Should you have any questions, please contact the Emergency Management Office toll free at 1(866) 424-5620.

Sincerely,


Zach Churchill
Minister
I hope you're staying out of trouble!!

cc: Union of NS Municipalities