



**Committee of the Whole Meeting
Municipal Council Chambers, Municipal Office
September 12, 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 Robbie Bays – Oakdene Centre update
- 5. DANGEROUS AND UNSIGHTLY PREMISES**
 - 5.1
- 6. APPROVAL OF MINUTES**
 - 6.1 COTW Minutes – August 8, 2016
- 7. OLD BUSINESS/BUSINESS ARISING**
 - 7.1
- 8. NEW BUSINESS**
 - 8.1 Clare-Digby Minor Hockey Association funding request
 - 8.2 Commercial Salvage Facility Standard
 - 8.3 Weymouth Amateur Athletic Association – letter of support
 - 8.4 Canadian Ferry Operators Association
 - 8.5 Matt Lent – letter of support
 - 8.6
- 9. CHIEF ADMINISTRATIVE OFFICER REPORT**
 - 9.1 Meeting Dates/Reminders
 - 9.2 CAO Update

COTW AGENDA – September 12, 2016

- 9.3** Department Reports
- 9.4** Updates from Previous Action Items
- 9.5** Capital Project Update

10. CORRESPONDENCE/INFORMATION ITEMS

- 10.1** Right to Know Week proclamation
- 10.2** Environment Canada
- 10.3** Minister of Energy
- 10.4** Transportation and Infrastructure Renewal
- 10.5** East Hants Response to UNSM on Resolutions
- 10.6**

11. IN CAMERA

- 11.1** Contractual Issue

12. ADJOURNMENT



Clare - Digby Minor Hockey Association

SEP 12 2016
COMMITTEE OF THE WHOLE
NEW BUSINESS

Dear Minor Hockey Supporter,

The Clare - Digby Minor Hockey Association will be hosting a very large tournament this fall and are looking for your support. Our "CDMHA FALL FACE OFF" Tournament will be held on two weekends, October 14,15,16 and October 21,22,23. We are going to create an experience that everyone can enjoy and hope that we will be able to use you and your brand! We cannot say thank you enough for your continued support of our association, its players, families and fans.

We are hoping that your business would be willing to make a donation for our 1st Annual "CDMHA FALL FACE OFF" Tournament. On behalf of the players and teams of CDMHA, I thank you for your continuous generosity and support.

The Clare - Digby Area Minor Hockey Association does offer some of the greatest minor hockey for young hockey players in the province. Our teams are comprised of players from Salmon River to Annapolis Royal and everything to do with the operation of our Association is self-supported and community driven by fundraisers like the CTV/911 Benefit Hockey Game and the online 50-50 at 5050tickets.ca/cdmha. Each year the CDMHA operating budget can reach \$180,000.00. Our operating costs consist of ice rentals, officiating, insurance and league fees, jersey replacements, coach / player training and development and the list goes on and on. These costs do not include the additional player/family costs of travel, lodging, meals or equipment.

Any monetary contribution or other contribution that you can make to our 1st Annual Tournament would be greatly appreciated!

Kindest Regards,

Jonathan

Jonathan Ettinger, President
Clare – Digby Minor Hockey Association
902-245-8494 c
<http://cdmha.ca/>

Clare – Digby Minor Hockey Association
PO Box 71
Church Point, NS B0W 1M0

* ALL ADS WILL APPEAR IN **BOTH** WEEKEND TOURNAMENTS
BEING PLAYED OUT OF THE CLARE AND DIGBY ARENA'S



CDMHA FALL FACE OFF TOURNAMENT
OCTOBER 14, 15, 16 AND OCTOBER 21, 22, 23

2 PAGE SPREAD	\$650.00
FULL PAGE.....	\$350.00
1/2 PAGE.....	\$250.00
1/4 PAGE	\$125.00
1/8 PAGE (BUSINESS CARD)	\$30.00

Ads may be emailed to
digbypandp@eastlink.ca CDMHA Fall Face Off Tournament

CONTACT : Cindy Haight 902-308-8131

Dear Municipal Colleagues,

Nova Scotia Environment is proposing changes to the regulatory requirements for salvage facilities dealing with automobiles and other transport vehicles in Nova Scotia. As a key stakeholder, your feedback is important to us.

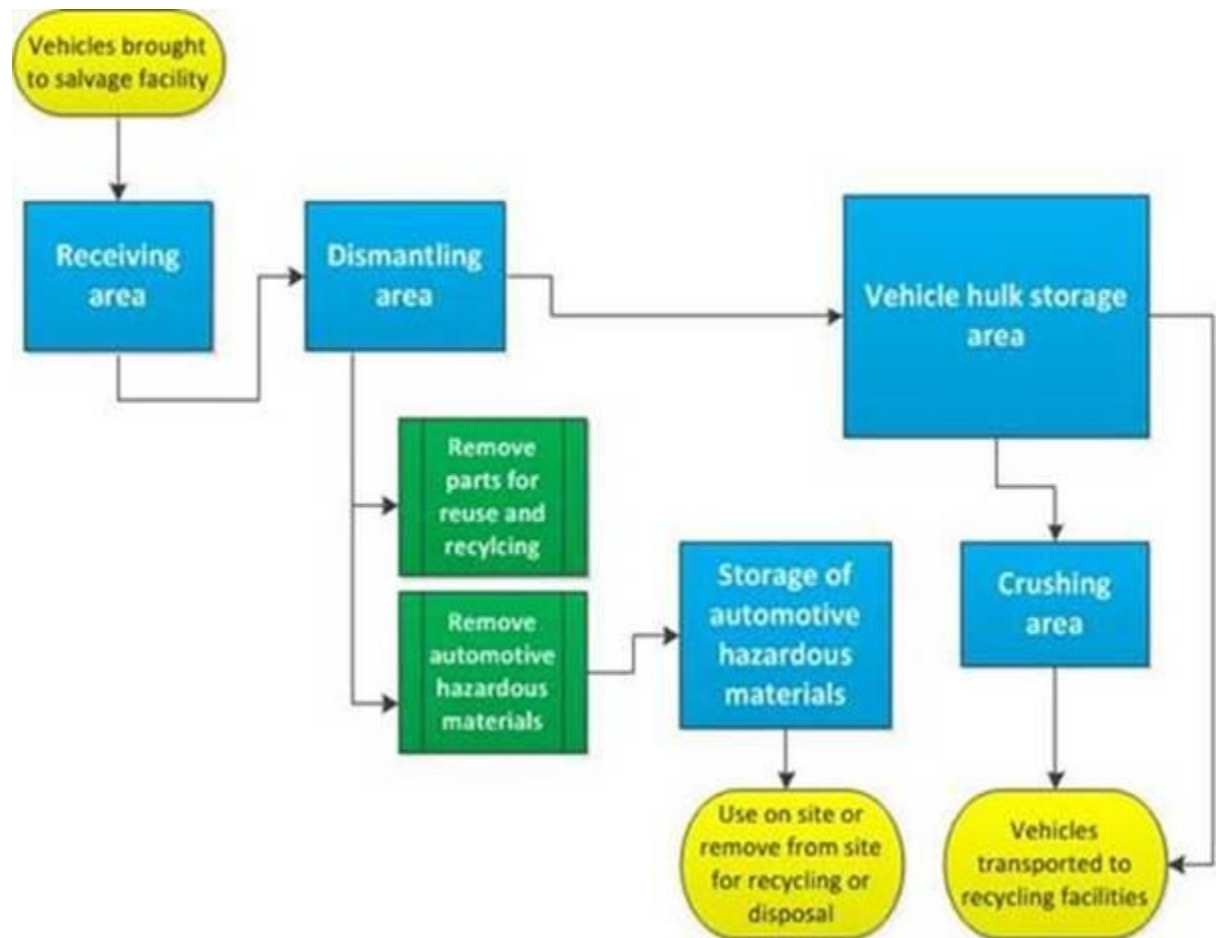
Please find attached the following:

- Document explaining the proposed changes
- Proposed Draft Commercial Salvage Facility Standard for Automobiles and Land-Based Transportation Vehicles

In addition to the materials attached, we have provided responses to the questions below that may be of interest to you.

1. How are vehicles processed at salvage facilities and why does Nova Scotia Environment (NSE) regulate this activity?

The following diagram outlines the basic process for facilities as described in the proposed Standard. NSE regulates this activity because vehicles contain a number of hazardous materials that must be handled carefully to prevent contamination of water, land and air.



2. Why is Nova Scotia Environment removing the requirement for salvage facilities to maintain a visual barrier (for example, fence, trees or vegetated berm)?

In most cases, existing terms and conditions of an approval require that a visual barrier be maintained between the salvage facility and public roads and residential/institutional structures. This visual barrier may consist of a fence, but is not necessarily required to be a fence. The removal of this requirement is

primarily for two reasons: first, to better align the department's requirements with its core mandate (i.e., environmental protection); second, to remove duplication and the potential for contradiction with other regulators (i.e., individual municipalities and the Fire Marshal).

3. Why is Nova Scotia Environment removing the requirement to have site signage?
The requirement to maintain site signage was originally developed for emergency personnel prior to the implementation of the 9-1-1 system and the availability of civic address tools such as Property Online. Given these new advances such signage is no longer required by Nova Scotia Environment and will align the department's resources with its core mandate (i.e., environmental protection).

4. Why is NSE changing the requirements for setbacks? What impact will this have on communities?
NSE will still require setbacks from residences, wells, property boundaries and watercourses. The department is strengthening requirements in other areas such as the removal of fluids prior to vehicles being stored to reduce the potential for environmental contamination. Also the proposed setbacks are more aligned with requirements for other activities and with setbacks established in regulation, such as the Well Construction Regulations. The proposed setbacks are in line with the environmental risks.

We expect this change to have little impact on existing yards and their neighbours. Most existing yards were "grandfathered" from the current setbacks because the yards existed prior to the setbacks coming into effect. We believe most existing yards will be able to meet the new setbacks. New yards will be required to meet the setbacks in the Standard unless additional controls are implemented.

5. Are there additional requirements for salvage facilities located within Municipal Drinking Water Supply Areas?
The proposed Standard does not require additional measures to prevent contamination in municipal drinking water supply areas. However, salvage facility operators are still required to adhere to applicable municipal requirements and/or protected water area regulations.

6. Will the Guidelines for Siting and Operation of Salvage Yards (1998) still be valid if the proposed standards are approved?
The guidelines will be repealed when the salvage facility standard is implemented. To assist industry with implementation, the department intends to produce a new guide.

We encourage your municipality to submit written comments by **September 15, 2016** to POLICY1@novascotia.ca with "Automotive Salvage" in the subject line. Be advised that we have also sent this request for feedback to municipal mayors and wardens. We understand there may be several groups within your municipal unit with interest in this subject and as such request that you collaborate and provide one submission.



Proposed Commercial Salvage Facility Standard

Give your feedback

New Salvage Yard Requirements:

Changes to the environmental requirements for automotive recyclers and salvage facilities in Nova Scotia

Nova Scotia Environment is proposing changes to the regulatory requirements for salvage facilities dealing with automobiles and other transport vehicles in Nova Scotia.

Our objectives

- Clarify the requirements for protecting the environment
- Align requirements with environmental focus
- Remove unnecessary requirements
- Align, where reasonable and practical, with practices adopted by automotive recycling associations

Benefits

Clarifying requirements will make it easier for businesses to comply and make it easier for our department to contribute to a level playing field through consistent enforcement.

Good requirements prevent hazardous materials from contaminating water, land, and air. They protect the health of neighbourhoods. They protect property values.

The proposed changes clarify the role of Nova Scotia Environment and other government agencies.

Many of our proposed requirements align with the environmental code produced by the Automotive Recyclers of Canada. Their code was developed with assistance from regional associations, such as the Automotive Recyclers Association of Atlantic Canada.

Facility approvals to operate will change

The proposed changes will be in a new document titled Commercial Salvage Facility Standard for Automobiles and Land-Based Transportation Vehicles. We intend to adopt the standard in Approvals to Construct and Operate a Commercial Salvage Yard from Nova Scotia Environment. Once it becomes part of the Approval, salvage facilities must comply with the standard or be in contravention of Nova Scotia's environmental laws.

What are the requirements in the new Commercial Salvage Facility Standard?

The attached table gives a summary of the proposed changes and the rationale for the proposals. It outlines requirements we want to keep, ones we want to eliminate, and those we would like to add.

A copy of the draft Commercial Salvage Facility Standard for Automobiles and Land-Based Transportation Vehicles is also enclosed.

What happens next?

Please review the Summary of Proposed Changes below and give your feedback on the form, or send comments to policy1@novascotia.ca. Please submit comments by Sept. 15, 2016. We will consider your comments and respond to suggestions that help us meet our objectives. We will notify facilities of changes to the proposed standard and the date when it will take effect.

Summary of Proposed Changes:

Environmental Requirements for Automotive Recyclers and Salvage Facilities in Nova Scotia

What we want to keep (with some modifications)	Why	Section in Commercial Salvage Facility Standard for Automobile and Land-Based Transportation Vehicles
1. Keep requirement for crushing to take place in a designated area only. Keep requirement to remove hazardous materials before crushing, such as automotive fluids and batteries.	Crushing can release hazardous materials into the environment; controls prevent this and minimize affected area.	7
2. Keep setbacks from watercourses, wells, and residential structures, but make requirements less stringent for new yards and for some existing yards.	By enhancing pollution prevention, setbacks can be reduced without compromising risk to the environment. Proposed setbacks are aligned with those required for other facilities with similar risk.	3
3. Keep requirement for keeping records of hazardous materials for two years.	Keeping records allows the salvage facility to show that hazardous materials are disposed of properly.	13
4. Keep storage requirements for hazardous materials, but with requirements clarified.	More detail clarifies requirements for storage to prevent releases into the environment.	8, 9
5. Keep specific timelines for removal of materials from the facility.	This requirement helps manage the risk of a release to the environment and can reduce accumulation of material.	10
What we want to remove	Why	
6. Remove the requirement for a fence to obstruct public view. Remove the requirement for a gate and sign with name and phone number.	Duplicates requirements usually dealt with at the municipal government level.	N/A
What we want to add	Why	
7. Add requirement to remove automotive fluids for vehicles stored in the yard. Vehicles that are waiting to be processed can be stored in a receiving area in a way that allows vehicles to be inspected for leaks.	The risk of leaks of automotive fluids from vehicles increases when vehicles are stored over time. Removing the fluids before storing vehicles drastically reduces this risk.	4, 6
8. Add requirement to use a dismantling pad when removing automotive fluids and wet parts. The pad must be capable of holding spilled automotive fluids.	Using a good dismantling pad helps prevent the release of hazardous material to the environment and helps protect property.	5
9. Add requirement to remove mercury-containing switches before crushing.	Mercury is toxic and can affect both the environment and human health. Yards can use the readily available free industry program known as Switch Out to deal with mercury.	7



Application

- 1 (1) This Standard applies to the construction, operation and reclamation of commercial salvage facilities handling vehicles.
- (2) All requirements of this Standard apply to commercial salvage facilities handling vehicles for which an Approval has been issued by the Department of Environment unless otherwise stated in the site-specific conditions of the Approval.

Definitions

- 2 (1) For the purposes of this Standard, the following definitions apply:

“Act” means the *Environment Act*, S.N.S. 1994-95, c. 1;

“active area” means any area within the boundaries of a commercial salvage facility where receiving, dismantling, crushing, automotive hazardous material storage, wet part storage, and hulk storage occurs;

“automotive hazardous materials” means automotive fluids, batteries, ozone depleting substances, mercury switches, and waste dangerous goods;

“automotive fluid” means liquid associated with the normal operation of automobiles and transport vehicles, including motive fuel, motor oil, antifreeze, brake fluid, windshield wash fluid, hydraulic fluid, gear oil, transmission fluid and power steering fluid, but not including grease;

“hulk” means a vehicle with automotive fluids, ozone depleting substances, mercury switches, and batteries removed;

“sealed part” means a part that contains automotive fluid, is sealed, and is not leaking, such as a differential or shock absorber;

“vehicle” means a vehicle as defined in the *Motor Vehicle Act*;

“wet part” means a part that contained automotive fluid, such as a sealed part that is leaking or an oil filter, but does not include a fuel tank with the fuel removed, an empty windshield washer fluid container, or an empty radiator overflow container.

- (2) Terms defined in the Act and the following regulations made under the Act apply to this Standard:
 - (a) the *Dangerous Goods Management Regulations*;
 - (b) the *Ozone Layer Protection Regulations*;
 - (c) the *Used Oil Regulations*;

(d) *Division IV - Dangerous Goods/Waste Dangerous Goods/Salvage Yard of the Activities Designation Regulations.*

Separation Distances

- 3** (1) A commercial salvage facility must meet the minimum separation distances outlined in Table 1.
- (2) The minimum separation distances are measured from the active area of the commercial salvage facility to the feature listed in Table 1.

Table 1: Minimum separation distances from features.

Feature	Minimum separation distance
Surface watercourse, wetland or marine water body	30 metres
Property boundary	3 metres
Drilled well	61 metres
Dug well	61 metres
Residential structure	90 metres

Vehicle Processing

Receiving Area

- 4** (1) A commercial salvage facility must designate a portion of the facility as a receiving area, and the receiving area must be separate from the hulk storage area.
- (2) Used automotive batteries in a vehicle must be inspected when the vehicle is brought to a commercial salvage facility and any open or leaking batteries must be neutralized.
- (3) A vehicle in a receiving area must be situated so that it is visually evident if leaks are coming from the vehicle.
- (4) Automotive fluids may be left in a vehicle, or in a wet part, being stored in a receiving area, if
- (a) the vehicle is operational or the vehicle or wet part is to be restored to operational condition; and
 - (b) the vehicle or wet part is stored off the ground so that it can be visually inspected from all sides to determine if leakage is occurring.

Dismantling area

- 5 (1) All automotive fluids must be removed from vehicles and wet parts in a dismantling area.
- (2) Removal of wet parts from vehicles must be done in a dismantling area.
- (3) A dismantling area must contain an impervious pad large enough for an entire vehicle and capable of holding spilled automotive fluids or be contained within a building with an impervious floor.
- (4) Leak proof drip-pans, containers, or pump out equipment must be used in a dismantling area to prevent a release to the environment.

Hulk Storage Area

- 6 (1) All automotive fluids must be removed from vehicle and wet parts prior to their being placed in a hulk storage area.
- (2) Automotive batteries must be removed from a vehicle prior to the vehicle being placed in a hulk storage area.
- (3) Ozone-depleting substances must be removed from vehicles and recovered (collected) in accordance with the *Ozone Layer Protection Regulations* prior to storage of vehicles in a hulk storage area.

Crushing Area

- 7 (1) Crushing must only occur in an area specifically designated for crushing.
- (2) Automotive hazardous materials must be removed from a vehicle before the vehicle is crushed.

Storage and Handling of Automotive Hazardous Materials

General storage requirements

- 8 (1) An area or container for the storage of automotive hazardous materials or removed wet parts must meet the following requirements:
- (a) it must be constructed and maintained so that elements of the weather, including precipitation, heat, frost, wind and humidity, have no impact on its capability to safely store the automotive hazardous materials;
- (b) it must be secured from public entry;
- (c) it must be secured to prevent spilled or leaked automotive hazardous materials from entering the environment or causing an adverse effect;

- (d) it must be protected from vehicular traffic.
- (2) A storage container for automotive hazardous materials or removed wet parts must meet the following requirements:
 - (a) it must be spaced apart from other storage containers so the containers can be inspected visually for leaks, corrosion or damage;
 - (b) it must be fitted with a tight cover.
- (3) Spill prevention equipment must be used when transferring automotive fluids into or out of containers

Material-specific storage and handling requirements

- 9 (1) Any leaking automotive hazardous materials in the facility must be repackaged or repaired to stop leakage.
- (2) All used automotive batteries must be stored upright and kept off the floor in a secure, non-reactive, vented, and weather-tight container or building.

Recycling and disposal

- 10 (1) Automotive hazardous materials must be removed from the site for recycling or disposal at least once per year.

Spills or Releases

Spills or Releases

- 11 (1) Any leaking automotive fluids or batteries in the facility must be drained or wet parts repaired to stop leakage.
- (2) Spill and release clean-up materials must be clearly marked and available in all automotive hazardous materials storage and dismantling areas and must include absorbent material, a neutralizing agent for battery acid, shovels, and containers or other means of containment for the contaminated material.

Documentation

Contingency Plan

- 12 (1) The facility's contingency plan must be updated annually.
- (2) The contingency plan and any changes to the plan must be communicated to staff

working at the commercial salvage facility.

- (3) The contingency plan must be located at the commercial salvage facility at all times and must be available to an Inspector upon request.

Record keeping

- 13 (1) The Approval Holder must maintain records indicating quantities of all automotive hazardous materials, tires, contaminated soil and materials, and batteries removed from the commercial salvage facility.
- (2) The records must include the location of the final disposal or recycling destination of substances identified in subsection (1), as well as the dates when materials were removed from the commercial salvage facility.
- (3) Records must be retained on site for the two previous years, as well as the current calendar year and made available to an Inspector upon request.

Commercial Salvage Facility Closure

Commercial Salvage Facility Closure

- 14 (1) The Approval Holder must provide 90 days' advance written notice to the Department prior to the closure of a commercial salvage facility.
- (2) Prior to closure, automotive hazardous materials and tires must be removed from the site for recycling or disposal

Give your feedback

As a key stakeholder in this industry, your feedback is important to us. Please review the proposed changes and answer the questions below, as applicable.

1 Do you feel that the proposed changes and new requirements will improve or reduce environmental protection? Please explain.

2 Are the proposed requirements clear and easy to understand? Please explain and list any that are not clear.

3 Read the proposed new requirements for items 7 to 9 in the *Summary of Proposed Changes*:

- Vehicles stored in the yard must have automotive fluids removed. Vehicles that are waiting to be processed can be stored in a receiving area in a way that allows vehicles to be inspected for leaks (#7).
- A dismantling pad must be used when removing automotive fluids and wet parts. The pad must be capable of holding spilled automotive fluids (#8).
- Mercury-containing switches must be removed before vehicles are crushed (#9).

(a) Does your facility currently meet the proposed new requirements (#7 to 9)? Yes No

(b) If no, please fill out the table below.

PROPOSED REQUIREMENT	IF YOUR FACILITY <i>CANNOT</i> MEET THIS REQUIREMENT, EXPLAIN WHY.	WHAT WOULD IT COST TO MEET THIS REQUIREMENT?	CAN YOU SUGGEST ANOTHER WAY TO REDUCE THE RISK OF RELEASING HAZARDOUS MATERIALS INTO THE ENVIRONMENT?
#7 removal of automotive fluids			
#8 construction and use of dismantling pad			
#9 removal of mercury-containing switches			

4 Do you have any other comments or feedback to share?

Contact us

We invite you to contact us to schedule a meeting or to ask questions: call Melanie Smith at 902-424-7337.

We also encourage you to submit written comments to us by **September 15, 2016**:

BY EMAIL TO: POLICY1@novascotia.ca – with “Automotive Salvage” in the subject line, **or**

BY MAIL TO: Nova Scotia Environment, *c/o Melanie Smith*, Policy and Planning
Barrington Place, 1903 Barrington Street, Suite 2085, PO Box 442, Halifax, Nova Scotia B3J 2P8



Weymouth Amateur Athletic Association

Weymouth, N. S.
B0W 3T0

SEP 12 2016

COMMITTEE OF THE WHOLE
NEW BUSINESS

August 20 2016

Linda Fraser - Chief Administrative Officer
Municipality of Digby
P.O. Box 429
Digby N.S.
B0V 1A0

The Weymouth Amateur Athletic Association (W.A.A.A.) is a non profit organization that was formed approximately eighty years ago and is the owner of the Cricket Field in Weymouth. The field consists of two baseball diamonds accommodating both minor and senior baseball. In 2009, the W.A.A.A. commissioned a study that produced a developmental plan for the Cricket Field. This plan has steadily been followed over the years as funding became available and has produced additional parking facilities, a canteen, better maintenance equipment and an underground water tank for improved field quality and maintenance.

On the Cricket Field property, a building constructed in 1934 has been in disrepair for a number of years. In following our development plan, the next project would include the demolition of this building; it would be replaced with a smaller more efficient and serviceable structure. It would include washrooms, storage area and a room to accommodate meetings for different organizations as well as provide facilities for umpires during tournament play. This building is adjacent to a playground designated for children ages two to five years and supported by the Lions club in Weymouth. This area would be expanded for this group of children since many come to the field as part of a family when older siblings participate in our baseball programs. Improvements to the parking area are planned to help us make the facility safer for children, especially during tournament play when two age levels are involved and both fields are in use. A pumping system to supply water from our underground water tank would also be included and would greatly increase the quality of the playing surfaces. These improvements would increase the usage of our facilities and would include the local ATV club which could use the facilities as a drop off area during their trail usage.

We have made funding application to ACOA under their Canada Infrastructure Program (CIP-150) and have been in contact with the NS Recreation Facility Development Grant Program. (RFD) Both these groups have been supportive and encouraging. The W.A.A.A. would be responsible for some monetary investment as well as in kind contributions.

At this time, we would ask the Municipality of Digby to participate with a letter of support for our ambitious project. This is needed as part of our applications for funding to the two bodies mentioned earlier and would acknowledge your support and participation in of our project. If further clarifications are needed, please contact us at 902 837 5306 or through e-mail at "rns.lefort@ns.sympatico.ca".

Yours truly,

A handwritten signature in cursive script that reads 'Rodrigue Lefort'.

Rodrigue Lefort

Director Weymouth Amateur Athletic Association
c.c. George Manzer

Dear Warden Gregory,

The Canadian Ferry Operators Association (CFOA) is the national voice of the ferry industry in Canada.

We are a member-based organization and represent Canadian ferry owners, operators and industry stakeholders across the country. They include provincial governments, regional and municipal governments, Crown corporations, indigenous governments and private companies. We serve nearly all of the major ferry routes in Canada including those that service communities like yours.

As Warden of Digby County you know how important ferry services are for your community.

We have created a new membership category for regional and municipal governments that are served by ferries. Membership is free. Our objective is to keep you informed on crucial issues affecting ferry services as well as let you know when we advocate on key issues related to ferry services.

Ferries are an integral part of Canada's transportation system and support commerce and tourism by moving more than 55 million passengers and 19 million vehicles annually. Collectively, CFOA's members run a fleet of almost 162 ferries, employ approximately 9,000 people directly and generate another 22,600 jobs from coast to coast to coast.

CFOA and provincial governments urged the federal government to revise the New Building Canada Fund to include ferries and ferry operators. Our collective effort resulted in confirmation that ferries would indeed be eligible to apply for and access the New Building Canada Fund and the fund now covers projects such as:

- Wharves and associated infrastructure;
- Passenger terminals;
- Access road infrastructures that provides the main vehicular access to the passenger ferry terminal;
- Vessel purchase and/or conversion; and
- Intelligent transportation systems in support of ferry services.

This success may enable operators and owners to make crucial investments that will benefit passengers and the communities they serve. These investments will also help operators better ensure the safety of their passengers while making sustainable improvements to their environmental efficiency. And with operators across Atlantic Canada, this will help to create employment by benefitting businesses that supply goods and services to ferry operators.

At your convenience, I would welcome the opportunity to discuss our initiatives and membership in our association. We will be following up with your office by telephone.

Serge A. Buy

Chief Executive Officer, Canadian Ferry Operators Association

Président directeur général, Association canadienne des opérateurs de traversiers

Ottawa-Toronto

September 6, 2016

Dear Warden and Digby Municipal Council,

I am in the process of putting a business plan together to submit for financing at Atlantic Credit Union, my business will consist of using a 28-30 foot cape island style boat to take 6-8 passengers from Tiverton, along the shore and down to the balancing rock, then over to French beach point to see seals and to Boars Head light for pictures. I will also offer whale, bird, shore tours, as well as deep sea fishing charters. I am asking for a letter of support to add to my business plan. The letter can be addressed to whom it may concern, as I may need to apply to more than one financial institution.

Thank you,
Matt Lent



Chief Administrative Officer Report

Meeting Date	<i>September 12, 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 August 29, 2016)

Date & Time	Meeting/ Event	Who Attends	Location
Sept 12 th @ 4:30	COTW	All Council	Council Chambers
Sept 13 th @ 6:30	Weymouth Doctor Recruiting	Gregory, Manzer	Weymouth Health Clinic
Sept 14 th @ 6:00	Joint RCMP Advisory	Gregory, Adams	Town Council Chambers
Sept 19 th @ 4:30	Meeting with TIR	All Council	Municipal Board Room
Sept 19 th @ 5:30	By-law & Policy	All Council	Municipal Board Room
Sept 26 th	Council	All Council	Council Chambers
Oct 3rd	No Meeting		
Oct 10th - Holiday	No Meeting		
Oct 11 th @ 4:30 pm (Tuesday)	COTW	All Council	Council Chambers
Oct 17 th	No Meeting		
Oct 24 th @ 6:00 pm	Council	All Council	Council Chambers
Oct 25th @ 4:30 - Tuesday	By-law & Policy	New Council	Municipal Board Room
Nov 7 th @ 6:00 pm	Special Council Meeting – Swearing In Ceremony	New Council	Council Chambers

Request for Decision or Direction

#1

CAO UPDATE

Activities

- ✓ Working on getting ownership of TIR R-O-W on Industrial Drive transferred to the Industrial Commission to facilitate ability to subdivide property in the Industrial Park
- ✓ 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:

- ✓ Wharf Rat Rally Volunteer Meetings

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.

Feb 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.

Apr 2016 - Copy of presentation with comments circulated to Council and RCMP Joint Advisory Committee

May/June 2016 - No update from last report

July/August 2016 – Warden, Mayor and CAO's met with Cpl Sean Boulger from Digby RCMP and Staff Sgt Jeff Holmes from Meteghan RCMP for an update. Staff Sgt Holmes has been directed to work on a business case, looking at what opportunities, efficiencies would be gained from an amalgamation of the Digby Detachment (Town and Municipal) and Meteghan. There would be no reduction in the number of members so it is difficult to see what the advantages would be. Members would have to be bi-lingual to work in Clare. Digby Detachment has no French speaking members. A Yarmouth/Meteghan merge may make more sense. More information to come in the fall.

Sept 2016 - No update from last report

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 of 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/Feb 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

Mar 2016 – Deputy Warden MacAlpine contacted Michael Johnson who is putting him in touch with another person in the Agency.

May 2016 – I contacted Mary Tulle from Destinations Cape Breton, she indicated they had moved out of the Kiosk this past weekend.

June 2016 – Topic to be raised by Deputy Warden Jimmy MacAlpine at UNSM Regional meeting being held here in Digby on June 23rd.

July/Aug 2016 At the UNSM Regional Meeting Deputy Warden Jimmy MacAlpine, District of Digby discussed the potential for the South Western Shore Region to set up a kiosk on the Halifax Waterfront similar to Cape Breton to promote the region. Estimated costs are \$50,000 per year. 40 per cent of visitors to Upper Clements Park come from Halifax so it may be a useful strategy.

Regional Tourism VIC Kiosk – Halifax Waterfront)con't)

The following points were raised:

- A committee should be formed to consider a proposal for next year.
- The region needs to bring all of the tourism associations together to market the entire region, particularly large events
- Could produce a brochure where industry would pay for advertising
- Look at a two-year pilot
- Need to determine how to evaluate pilot
- Would the \$50,000 be better spent on developing an app or some form of online tourism?

ACTION: District of Digby to send out letter to South Western Shore Region municipal units to determine interest in forming tourism committee

Sept – No update since last report

COTW ACTION ITEMS -January 2016

Lack of Internet Services in Little River

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.

May 2016 – \$ 6 Million in provincial budget for rural internet. NS Dept of Business is looking at how best to distribute funds. Suggestion that the province should provide project management and engineering for any internet projects as municipal units don't have the expertise for complex internet projects.

June 2016 – Rural Broadband was a topic for a couple of workshops at FCM. Many Councillors from rural municipalities having the same issues we have here in NS. All indicated that having access to affordable, reliable broadband should be classed as an "essential service". Criteria on how the \$ 500 million included in the Federal budget for rural broadband is to be rolled out should be available next month.

July/Aug 2016- WREN presented a report on July 14th. Council to hear a proposal from County of Annapolis. The WREN working group is going to meet with John Ferguson regarding County of Annapolis's proposal. Council to discuss at a future meeting.

Sept 2016 – Topic for Sept 19th By-law & Policy Meeting.

CAPITAL PROJECTS – 2016/2017

General Government Services

No planned Projects

Protective Services

No planned Projects

Transportation Services

**Digby Annapolis Regional Airport
Runway repair**
Actual to Date: \$ 5,996
Budget - \$ 10,000

First Round of crack filling completed. Plan to do more as budget permits.

Environmental Health Services-Wastewater

**Upgrades to Pump Stations – As
needed**
Actual to Date: \$ 8,134

Budget 67,000

Replaced pump at lift station in Bear River.

Environmental Health Services-Solidwaste

No planned Projects

Environmental Development Services

50 kw Wind Turbine Budget \$ 500,000 Actual to Date \$ 360,828	Approved 2015-16 – Funds expensed 2016-17
800 kw Wind Turbine Actual to Date \$ 601,823 Budget \$690,000	Approved 2015-16 – Funds expensed 2016-17
EV Car Fast Charging Station – Super Store Budget \$ 50,000 Actual \$	Planned installation on Sept 19 th in Superstore parking adjacent to community mail boxes.

SPECIAL PROJECTS/INITIATIVES

Citizen Engagement On-line Budget Tool	<p style="color: red; margin: 0;">Council Strategic Priority – Social/Community</p> <p style="color: red; margin: 0;">Goal: More effectively engage and communicate with the community</p> <p style="color: blue; margin: 0;">ICSP Goal S-1.1 Improve communication between the Municipality and citizens and amongst citizens</p> <p style="margin: 0;">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</p> <p style="margin: 0;">Mar 2016 – Engagement tool up and running. Deputy CAO to provide report to Council at next Budget meeting.</p> <p style="margin: 0;">April 2016 – Deputy CAO reported that only 16 people completed the survey. Council decided to keep the citizen engagement on-line budget up for a few more months.</p> <p style="margin: 0;">May 2016 - No update</p> <p style="margin: 0;">June 2016- Final Report due this month</p> <p style="margin: 10px 0 0 0;">July-Sept 2016 – Report to be discussed at a future meeting.</p>
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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	September 8, 2016
SUBMITTED TO	Linda Fraser, CAO
CARBON COPIES	Pat Stevens, Executive Secretary
SUBMITTED BY	Jeff Sunderland, Deputy CAO

DEPARTMENT	ITEM	STATUS
Airport	Fuel	The forest fires in early August increased the level of activity significantly at the airport, and increased fuel sales as well.
Building Department		Continues to work on web site improvements to provide easier access to information for our clients. Dangerous and unsightly continues to be a very active file.
Heritage	Coastline	Redesign of Coastline is complete and we are now working on an electronic version. Staff are collecting email addresses to create a distribution list. Inserts notifying residents of the on-line version are also going into tax bills.
Public Works		Involved in the set-up and tear down of wharf rat rally as part of our in-kind contribution.

Solid Waste		Continues to operate smoothly.
Waste Water	Smith's Cove	Conducted flushing trials on system and they seemed to help with the issues, just at significant cost. Planning to work with engineer on possible solutions as part of other planned system work in Smith's Cove area.
Deputy CAO	DNR Property Lighthouses Trails	Property is now in our care, working on some basic clean-up with planning for future use of the facility to happen over the winter. Boar's Head lighthouse is now in our name and a lease is being signed with the Tiverton Central Grover Historical Society, work continues on Smith's Cove. O2 student on the island has completed 100 surveys of Balancing Rock Trail users and is in the process of compiling the information into a report.

Manager of Corporate Services Report

Submitted by: Cora Lee McBride

August 1, 2016 to September 8, 2016

Municipal Financial System:

The set-up is complete with the Municipal Finance system; however, we are trying to work with Procom to tweak the system for efficiency.

Tax Sale:

The 2016 tax sale took place on March 4, 2016. The redemption period ended on September 6, 2016. There will be six deeds prepared.

November 21 is the deadline for redemptions on the tender process. After that time, deeds will be prepared for those properties.

The 2017 tax sale process began July 11, 2016. There were 329 initial tax sale notices sent. Currently there are 94 left after some account holders signed an agreement, or others made a significant payment to reduce the account enough to come off the tax sale. The last notice will be sent on November 16 giving tax payers 60 days to pay.

Administration Department:

The staff in the administration department has been busy getting ready to send tax bills. This week the department, as well as staff from other departments are helping sort and stuff envelopes. We are including a "Pre-Authorized Tax Payment form" in each bill so that it will make it easier for people to sign up. It will reduce the workload for the administration department if there is uptake in this program.

Municipal Audit:

No update.

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 well under way for Fall with courses beginning in a couple weeks. There will be an Intermediate computer course offered as well as a HR Management/Leadership course.

DIGBY ANNAPOLIS REGIONAL AIRPORT/DISPATCH MONTHLY REPORT Aug 2016

Airport

Due to the forest fires there was a huge increase in fuel , avgas and jet, sales. The months sales were already up.

During the fires the airport was a busy place with fire trucks filling up ground tanks for the water bombers and aircraft movements. At one stage there was an aircraft landing every 7 minutes.

The airport is not geared up for the Wharf Rat Rally time trials.

Dispatch

Many of our fire departments were involved in the forest fires effecting Annapolis County either directly on scene or providing manpower to other areas. The work they put in is as always incredible. dispatch logged their movements and provided any support needed.

I attended the Digby area fire association meeting Aug 24th.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Bruce Snell', written over a horizontal line.

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

Digby Dispatch
Call Type and Log Item Counts

ALL

August 2016

	Count	YTD
Call Type		
1 Mutual aid 9	19	85
2 Ambulance assist 13	9	75
3 MVC 3	4	51
4 Alarm 10	8	46
5 Grass/Bush/Forest 6	6	40
6 Chimney 2	0	21
7 Other 12	3	18
8 Structure 1	2	14
9 Vehicle fire 11	1	12
10 Smoke no fire 7	1	8
11 Electrical 4	0	7
12 HAZMAT 8	0	3
Total Call Type	53	380
Log Items		
1 Pager Message	21	223
2 Dog Call	34	221
3 10-7 (FD)	42	154
4 Special TEXT message	17	123
5 Sewer	1	16
6 Special Pager Check	0	6
7 Miscellaneous	2	6
8 Ferry Breakdown	0	6
9 Special Radio Check	0	2
10 Municipal Alarm	0	2
11 Gulls on Runway	2	2
Total Log Items	119	761

DIGBY ANNAPOLIS REGIONAL AIRPORT

	JET FUEL PROFIT	AVGAS PROFIT	AIRCRAFT MOVEMENTS	PASSENGER MOVEMENTS
	2015-16	2015-16	2015-16	2015-16
APR	\$210.25	\$1,050.20	82	76
MAY	\$272.79	\$1,092.66	38	49
JUN	\$834.52	\$1,033.50	110	113
JUL	\$426.26	\$837.71	114	104
AUG	2,272.80	\$3,291.79	256	178
SEP				
OCT				
NOV				
DEC				
JAN				
FEB				
MAR				

NB:

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

Municipality = Municipality

PERMIT APPLICATIONS

For Period: August 01 2016 To August 31 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-B2016-096	30192009	10617 Highway 217	0	Repair	Single Detached Dwelling	Residential - Above Ground Fl	35.00	5,000.00
DM-B2016-097	30171383	337 Highway 217	0	Repair	Single Detached Dwelling	Residential - Above Ground Fl	41.00	8,000.00
DM-B2016-098	30286165	24 Spruce Lan	0	Repair	Single Detached Dwelling	Residential - Above Ground Fl	60.00	15,000.00
DM-B2016-099	30350722	1772 Ridge Rd	1	Construction	Single Detached Dwelling	Residential - Above Ground Fl	249.80	240,000.00
DM-B2016-100	30210140	Victoria Ave	3	Construction	Apartments	Triplex	720.00	500,000.00
DM-B2016-101	30243703	209 Highway 303	0	Addition	Commercial	Commercial Use	356.00	90,000.00
DM-B2016-102	30162598	6415 Highway 217	0	Repair	Single Detached Dwelling	Deck	34.00	4,500.00
DM-B2016-103	30194120	12570 Highway 217	0	Repair	Single Detached Dwelling	Residential - Above Ground Fl	27.00	1,000.00
DM-B2016-104	30193346	11976 Highway 217	0	Repair	Single Detached Dwelling	Single Detached Dwelling	34.00	4,500.00
DM-B2016-105	30245716	130 Highway 1	0	Addition	Single Detached Dwelling	Residential - Above Ground Fl	52.00	25,000.00
DM-B2016-106	30140834	334 Riverview Rd	0	Addition	Single Detached Dwelling	Residential - Above Ground Fl	36.00	8,000.00
DM-B2016-086	30270680	Lighthouse Rd	1	Construction	Single Detached Dwelling	Camp	67.60	19,700.00
DM-B2016-107	30214795	5760 Highway 101	0	Renovate	Single Detached Dwelling	Residential - Above Ground Fl	85.00	30,000.00
DM-B2016-108	30153365	2888 Ridge Rd	0	Renovate	Single Detached Dwelling	Residential - Above Ground Fl	35.00	5,000.00
DM-B2016-109	30254585	Culloden Rd	1	Construction	Single Detached Dwelling	Residential - Above Ground Fl	186.40	134,000.00
DM-B2016-110	30160998	No 217 Hwy	1	Construction	Commercial	Workshop	46.00	18,000.00
DM-B2016-111	30219836	Townshipline Rd	1	Relocate	Single Detached Dwelling	Camp	20.00	30,000.00
DM-B2016-112	30141386	1145 River Rd	1	Construction	Commercial	Cottage	32.00	3,000.00
DM-B2016-113	30144588	64 Tom Wallace Rd	0	Construction	Garage/Carport/Shed	Shed	58.00	3,000.00
DM-B2016-114	30173637	2223 Highway 217	0	Construction	Single Detached Dwelling	Fence	25.30	140.00
Total	20		9				2,200.10	1,143,840.00

DISTRICTS

<i>Building Type</i>	1	2	3	4	5	Total
Apartments	0	0	0	0	1	1
Commercial	2	0	0	1	0	3
Garage/Carport/Shed	1	0	0	0	0	1
Single Detached	3	1	6	3	2	15
Total	6	1	6	4	3	20

Summary of Estimated Value by District

1	134,000.00
2	240,000.00
3	164,000.00
4	45,840.00
5	560,000.00
Total	1,143,840.00

Summary of Estimated Value by Building Type

Apartments	500,000.00
Commercial	111,000.00
Garage/Carport/Shed	3,000.00
Single Detached Dwelling	529,840.00
Total	1,143,840.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For Period: August 01 2016 To August 31 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>
DB-B2016-019	30232268	144 Water St	0	Repair	Commercial	Commercial Use	125.00	50,000.00
DB-B2016-020	30223549	88 Lighthouse Rd	0	Addition	Single Detached Dwelling	Single Detached Dwelling	32.00	30,000.00
DB-B2016-021	30232698	57 Water St	0	Repair	Commercial	Apartment Building	85.00	30,000.00
DB-B2016-022	30231898	28 Birch St	0	Renovate	Apartments	Apartment Building	32.00	3,500.00
DB-B2016-023	30230254	16 Warwick St	0	Repair	Single Detached Dwelling	Residential - Above Ground Fl	55.00	15,000.00
DB-D2016-024	30224554	190 Third Ave	0	Repair	Single Detached Dwelling	Single Detached Dwelling	30.00	2,500.00
DB-B2016-025	30224588	183 Third Ave	0	Construction	Garage/Carport/Shed	Shed	28.40	5,000.00
DB-B2016-026	30227110	88 Warwick St	0	Renovate	Commercial	Office	55.00	15,000.00
DB-B2016-027	30232250	146 Water St	1	Construction	Commercial	Industrial Uses	3,520.00	2,500,000.00
Total	9		1				3,962.40	2,651,000.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	1	1
Commercial	4	4
Garage/Carport/Shed	1	1
Single Detached	3	3
Total	9	9

Summary of Estimated Value by District

	2,651,000.00
Total	2,651,000.00

Summary of Estimated Value by Building Type

Apartments	3,500.00
Commercial	2,595,000.00
Garage/Carport/Shed	5,000.00
Single Detached Dwelling	47,500.00
Total	2,651,000.00

Activity Report Robert Hersey June 10 – Sept 8 2016

Meeting with member of the Tiverton Baptist Church regarding municipal heritage registration and the benefits available to them.

Made preparation for the Bear River Kiosk unveiling. Posted the event on facebook and municipal website and created posters. Arrange musician for the event.

Prepared a presentation to council regarding heritage projects for the next 4 years.

Created an illustration for the top of the World War 1 float.

Attended 2016 heritage Conference meeting in Kentville.

Conducted municipal website updates. Removed old documents added new documents.

Attended an Inspiring Content development meeting with DATA members to discuss which visitor activities in the Digby area that will be videotaped.

Attended a Heritage Advisory Committee meeting. Discussed the Insurance issue with the David Hall property in Weymouth and the request from Sigmar Doelle to replace the roof shingles on his property with steel roofing to prevent a recurring leaking issue due to winter storm winds that remove shingles each year. The current shingle are only 15 years old.

Met with members of the New Horizons in Weymouth to discuss the benefits of Municipal Heritage Designation. The group decided not to pursue designation.

Continued to visit Dawn McEwan Economic Development Officer for Bear River First Nation. The band is involved with the Bear River visitor Kiosk. Also a release document regarding the Bear River Lighthouse is still under processing by a first Nation lawyer and is needed to complete the divestiture of the lighthouse to the municipality.

Worked with members of the Bear River Board of Trade to prepare the Bear River Visitor site for the Visitor Kiosk unveiling event. Installed kiosk panels and weeded the site grounds.

Update the Municipal Church Grant file. Visited several churches under renovations and called other for updates regarding work for the summer.

Removed the broken gravestone of Capt. Williams from the community pasture and deliver it to Robert Wilson for repair.

Create MC notes for Canada Day event in Weymouth.

Attended a Staff Social Committee meeting. Made preparation for the staff summer event.

Spoke to the municipal lawyer regarding the Hall Property in Weymouth regarding the NS Heritage Act section 16a and Council options to deregister the property under the current act.

Finalized preparations for Canada Day. Collected materials and organized people needed for the opening ceremony.

Attended Canada day in Weymouth and conducted the opening ceremony.

Redesigned the Coastline newsletter for the full colour August issue.

Continued to make corrections to the new Elder Transcript website.

Attended a 2016 Heritage Conference meeting. The conference will be held September 21 – 23 at the Old Orchard Inn, the theme is re-adaptation of heritage sites.

Attended another Inspiring Content meeting with DATA members. Update of shooting schedule and determine the amount of assistance needed by local personal.

Created coastline articles and created an August issue for print.

Continued to make calls to the District D Commander and Branch presidents to push the Legion branches to find a winter storage place for the WW1 float.

Completed the August issue of the Coastline and forwarded it to the printer.

Attended another conference meeting. Confirmation of participants and speakers. Program finalized.

As requested by the provincial Heritage property coordinator, Kevin Barrett. A letter to the Provincial Minister Tony Ince was created and sent to the minister requesting amendments to the act under section 16 regarding reason of deregistration. As it stands the act only give one reason dangerous and unsightly.

Ordered Flag poles for the front of the Municipal office.

Vacation 2 weeks

A new ground scan of the grave sites at the Poor farm was conducted. A report to follow. A meeting on site with Brenda Small is planned for September.

Made preparations for the staff BBQ

Assisted the video production crew during their shot in the area.

Started creating six new web pages for the building department section of the municipal website. This should assist people with general questions regarding development and permit needed in the area.

A date is set to install the repaired gravestone and build a protective fence around the Loyalist grave of Capt. Fredrick Williams. Members of the community pasture group who will assist municipal staff to restore this historic gravesite site.

Attended another Conference meeting. Finalized more logistics associated with the conference event.

Started the October issue of the Coastline. Arranged for articles to be contributed for the issue.

STAFF REPORT

Employee Name: **Terry Thibodeau** Date Prepared: September 8 2016

For the period of: Aug 8 – Sept 9 2016.

Tidal Development for Digby

- Cape Sharp project delay. Turbine in Saint John NB. Needs to be deployed by Nov 5-6 in order to avoid inclement weather in the winter months.
- FUNDY FORUM with the theme for the event; FUNDY HARVEST. The Fundy Forum concept covers the 5 main pillars of COVE: marine renewable energy, fishing, recreational (tourism, whale watching), R&D, transportation. No new activity.
- Provincial infrastructure report complete and ready for release. Tidal Working Group to review and provide comment before releasing to general public.
- MRC Supply Chain Development Project organizing open houses in Yarmouth and Digby Counties to introduce supply chain component of tidal energy to local businesses.
- The WREN presented their position on supply chain management for tidal development along with the follow up web tool to be launched this month.

Anaerobic Digester

- August production 2 weeks and a breach in the membrane. No production since.
- SEEL is under serious financial threat. Refinancing offer made by creditors. New management team coming into the picture. Creditors will postpone payments for a year.
- Working with the Farm Loan Board to secure the 340 Feed Kitchen as a suitable disposal site for winter digestate.

Wind Development

- Interconnection information submitted to NSP for approval
- Site grubbing will commence this week
- Turbine has been ordered and is expect to arrive in Canada on Oct 15
- Public consultation process complete. 10 participants.
- The Town has been notified of the siting. Seeking quotes on builders insurance.
- Mt. Pleasant Enercon turbine transfer communication lines. Contact Enercon regarding upcoming maintenance program, transfer SCADA.

Roadway Lighting

- 3 outages were reported this month. One missing light.

Climate Change

- Panelist on International Liveable Cities Conference on Sept 13 – 15.
- Our climate change toolkit is now available for uploading and launch to general public.

Digby Development Agency:

- Working on finding suitable investor to build and operate a land based marine facility in support of tidal development in the Bay of Fundy

STAFF REPORT

- **Energy Storage:**
- **See Community Energy Plan**

PACE PROGRAM:

- Developing a marketing campaign which will reach out to homeowners to describe the new service. We have space for 5-7 participants depending on the type and extent of the uptake in the program.
- Program marketing in upcoming Coastline

Energy Efficiency and Electric Vehicle Report:

- Level 3 EV Charge Station (fast charge EV station) for the Digby Superstore is confirmed. Installation anticipated to take place on Sept 20. .
- Scoping of fast charger with NSP and contractor at the Superstore complete. Engineered drawings complete and approved by NSP.
- **5 Year Renewable Energy Strategy:**
- Meeting of Municipal Energy Learning Group. Terms of Reference for the group will be forthcoming.
- Working with other municipalities to develop common network for possible approach for funding .
- Concept of a solar program was discussed at the WREN

WREN

- EDO meeting

Other –

- Preparing a presentation for Cumber Energy Authority energy summit in Sept 22-23
- 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

**PROCLAMATION
RIGHT TO KNOW WEEK
September 26 to October 2, 2016**

WHEREAS the **[Insert the name of your jurisdiction]** has adopted the principles of openness, transparency and accountability; and

WHEREAS *Part XX* of the *Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the **[Insert the name of your jurisdiction]**; and

WHEREAS access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

WHEREAS a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

WHEREAS **[Insert the name of your jurisdiction]** joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week;

THEREFORE be it resolved that I, **[Insert the name of the Mayor or Warden]**, **[Insert the name of your jurisdiction]**, do hereby proclaim September 26 to October 2, 2016 to be Right to Know Week in the **[Insert the name of your jurisdiction]**.



SEP 12 2016

CORRESPONDENCE
COUNCIL

AUG 02 2016

Ms. Linda Gregory
Warden
Municipality of Digby
P.O. Box 429
Digby NS B0V 1A0

Dear Ms. Gregory:

On behalf of the Honourable Catherine McKenna, Minister of Environment and Climate Change, I am responding to your letter of May 27, 2016, concerning oil and gas exploration lease sites on the Scotian Shelf. I regret the delay in responding.

Your correspondence has been brought to the attention of the Minister. However, the matter you raise is the responsibility of Fisheries and Oceans Canada. I am, therefore, forwarding a copy of your letter to the Office of the Honourable Dominic LeBlanc, Minister of Fisheries, Oceans and the Canadian Coast Guard, for consideration.

Please accept my best wishes.

Sincerely,

Sylvie Poulin
Editor in Chief
Departmental Correspondence Unit

c.c.: The Honourable Dominic LeBlanc, P.C., M.P.





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Tel 902-424-7793
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energyminister@novascotia.ca
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Édifce Joseph Howe, 1690, rue Hollis
C.P. 2664, Halifax (Nouvelle-Écosse), Canada B3J 3P7
Téléphone : 902-424-7793
Télécopieur : 902-424-3265
energyminister@novascotia.ca
novascotia.ca

AUG - 8 2016

COMMITTEE OF THE WHOLE
CORRESPONDENCE
SEP 12 2016

Linda Gregory, Warden
Municipality of Digby
P.O. Box 429
Digby, NS
B0V 1A0

Dear Ms. Gregory:

Re: Offshore oil and gas areas

Thank you for your letter of May 27, 2016 regarding offshore oil and gas areas. At this time, the Scotian Shelf lease areas you are referring to are not currently included in any Call for Bids process, and are not proposed to be included in the 2017 or 2018 Call for Bids areas by the Canada-Nova Scotia Offshore Petroleum Board (CNSOPB). This does not preclude their nomination by industry in a future Call for Bids.

Our offshore holds enormous potential for oil and gas resources, and we support the continued exploration to determine the actual resources that exist. The Canada-Nova Scotia Offshore Area is relatively unexplored at this time, with few wells drilled and limited geophysical data available. The exploration completed by operators like Shell, BP, and Statoil helps us to better understand the potential resources and the geology of our offshore. Keeping our offshore open for exploration activity is essential to attracting this investment and building our understanding of the offshore.

The CNSOPB manages the land tenure process, including the calls for bids. The CNSOPB is required to conduct a Strategic Environmental Assessment on all lands included in a call for bids. The Strategic Environmental Assessment and call for bids processes both include opportunities for public input. The CNSOPB and the Province carefully consider the public input into the process before making a decision.

We recognize the value of the fishery for Nova Scotia, and are committed to maintaining a sustainable commercial fishery. We are confident that our legislative and regulatory regime for our offshore can enable the oil and gas industry and the fishing industry to continue to co-exist, as it has in our offshore for several decades. Working with our partners at Natural Resources Canada, we continue to improve the regulation on activities in the offshore, increasing the requirements for operators and ensuring that environmental protection and safety are paramount.

Yours very truly,



Michel P. Samson
Minister



NOVA SCOTIA

Transportation and Infrastructure Renewal
Office of the Minister

PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

COMMITTEE OF THE WHOLE

CORRESPONDENCE

SEP 12 2016

Warden Linda Gregory
Municipality of Digby
12548 Highway 217
PO Box 429
Digby, NS B0V 1A0

Dear Warden Gregory:

Re: Support for Off-Highway Vehicles to Travel on Portions of Public Roadways

Thank you for your letter of June 30, 2016, regarding the Municipality of Digby's request to amend the *Motor Vehicle Act* to permit off-highway vehicles (OHV's) to operate on streets as designated by a municipality.

TIR is working closely with OHV groups across the province to review their concerns and we are also reviewing current legislation and regulations as they pertain to OHVs.

We will be following up with these groups once our review is complete.

Sincerely,

Geoff MacLellan
Minister

- c: Honourable Lloyd Hines, Minister of Natural Resources
Gordon Wilson, MLA Clare-Digby
Paul LaFleche, Deputy Minister, NSTIR
Tom O'Handley, Executive Assistant, NSTIR
Brian Ward, Director of Highway Engineering Services, NSTIR
Alan Grant, Director of Policy and Planning, NSTIR
Janice Harland, Director of Road Safety, NSTIR
Mike Croft, Manager of Traffic Engineering and Road Safety, NSTIR



August 16, 2016

Union of Nova Scotia Municipalities
Suite 1106, 1809 Barrington Street
Halifax, NS
B3J 3K8
Attn: President Cecil Clarke

Dear President Clarke:

At its June meeting, the Municipality of East Hants considered the correspondence from the Union of Nova Scotia Municipalities (UNSM) via Betty MacDonald email dated June 14, 2016 Re: *UNSM Resolutions Process - Request that Municipal Units Not Submit Resolutions this Year*.

East Hants wishes to express its concerns about the role the Board of the UNSM appears to be taking recently and the resulting lack of appropriate involvement of all member units. The correspondence indicates that the UNSM will not accept resolutions from individual units. However, this is contrary to current policy as adopted by the organization. While it may be true that revisions to policy/bylaws should be considered, until they are considered and voted on by the entire membership, the current policies/bylaws stand. The Board does not have the mandate to simply turn away resolutions, in our opinion.

In the same light, East Hants is concerned that the Board had been advised by the Province about the upcoming Bill 177 and yet did nothing to advise units that the legislation was about to be, or had been passed.

As president, you were publically endorsing the legislation without the membership having any input to conclude that the UNSM as an organization endorsed it. East Hants for one has many concerns with this legislation and would have thought the membership would be given an opportunity to be involved in the "stance" of the organization on such a controversial piece of legislation, which appears to position one Municipality against another.

We appreciate the time offered by individuals to represent units on the UNSM Board and we feel the UNSM has a valuable role to play in representing the Municipal sector as a whole. We also appreciate that there are issues, which seem to naturally pit some units against the other and that we need to work hard to be, and be seen to be speaking with one voice. However, we feel that the Board has over stepped its authority, at least in these two instances.

Yours truly,

James D. Smith
Warden

Cc: All Municipal units