



**Committee of the Whole Meeting
Municipal Council Chambers, Municipal Office
November 14, 2016 at 5:00 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 – October 11, 2016
- 7. OLD BUSINESS/BUSINESS ARISING**
 - 7.1**
- 8. NEW BUSINESS**
 - 8.1** Village of Westport – funding request
 - 8.2** Digby County ATV Club – property usage request
- 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

COTW AGENDA – November 14, 2016

10. CORRESPONDENCE/INFORMATION ITEMS

10.1

11. IN CAMERA

11.1

12. ADJOURNMENT

COMMITTEE OF THE WHOLE
NEW BUSINESS

Village of Westport

INCORPORATED 1946

NOV 14 2016

P.O.Box 1197
Westport, N. S.
BOV 1H0

RECEIVED
NOV 01 2016

Municipality of Digby
P.O. Box 429
Digby, NS BOV 1A0

Dear Members of Council:

Further to our letter to you of July 2nd, 2016, we are herewith submitting an amended copy of our request.

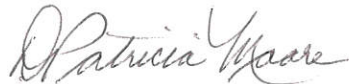
The Village of Westport respectfully requests a donation of eight hundred dollars (\$800.00) to assist us in the cost of our community garden. We ran out of time to get everything together for this season, but are now ready to get it started in the spring.

So far, we have spent \$200.00 for pallets and we will

require: Dirt \$840.
Weed barrier,
screws, etc. 160.
\$1,000.

Thank you very much for your kind consideration of this matter.

Yours very truly,



D. Patricia Moore,
Village Clerk

Good Day, I am Keith Comeau, president of the Digby County ATV Club. The Digby County ATV Club is a not for profit organization that is trying to rebuild its membership, we are also part of the provincial club ATVANS, All Terrain Vehicle Association of Nova Scotia. Our membership also volunteer for many of Digby's festival's The Club is a group of people who use All Terrain Vehicles for sport and recreation, but as a club we also have fundraisers for charities, and people in need, we also build and maintain our trails which are multi-use trails, walking, bicycles, horseback riding etc... I am writing this letter in regards to the old DNR site in North Range, we have a little bit of assets like, a Pull sled for ATV's, some steel beams for bridge building and small stuff that we have around at different members houses, and we was wondering if we could use some of the space at that site, and maybe eventually using the property as a meeting place for the club to hold meetings and to organize fun runs and rally's from, as it is a good central spot that is easily accessible from the rail bed and many trails.

If you have any questions please email me at digbycountyatvclub@hotmail.com

Thank you
Keith Comeau
digbycountyatvclub@hotmail.com
9022475408

The Digby County ATV Club is a non profit club trying to better the outdoor recreational experience by promoting safe and responsible riding

Chief Administrative Officer Report

Meeting Date	<i>November 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 Nov 3, 2016)

Date & Time	Meeting/ Event	Who Attends	Location
Nov 16 th @ 10:00 am	Rural Internet Workshop	All Council	Caledonia Fire Hall
Nov 21 st @ 1:00 pm	Highway 101 Task Force	Gregory, Ross	Council Chambers
Nov 21 st @ 5:00 pm	By-law & Policy	All Council	Municipal Board Room
Nov 24 th @ 7:00 – 9:00 pm	DATA Video Release		Digby Fire Hall
Nov 28 th @ 6:00 pm	Council	All Council	Council Chambers
Nov 29 th to Dec 2	UNSM Fall Conference		Halifax
Dec 5 th @ 5:00 pm	By-law & Policy	All Council	Municipal Board Room
Dec 7 th @ 6:00 pm	RCMP Joint Advisory	Gregory, Ross	Municipal Board Room
Dec 12 th @ 3:00 pm	Council Photo Shoot	All Council	Council Chambers
Dec 12 th @ 5:00 pm	COTW	All Council	Council Chambers
Dec 16 th @ 6:30	Christmas Party		Roof Hound
Dec 19 th	No Meeting		
Dec 26 th to Jan 2 nd	Office Closed		
Jan 3 rd	Office Re-opens		

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
- ✓ Reviewed Purchase & Sale Agreement with regard to the sale of land in the Industrial Park
- ✓ Carried out duties as an election auditor for the Town of Digby
- ✓ Prepared and posted a RFP for engineering services, closing on Dec 13th
- ✓ Developed a Council Orientation Binder
- ✓ With Councillor Ross attended the new councillor orientation in Truro, Nov 9th and 10th
- ✓ We continue to meet on a possible intermunicipal agreement for rural internet between the Municipalities of Clare, Digby, Annapolis County, Chester, Lunenburg, Queens. Also possible participation from Argyle and Yarmouth municipality
- ✓ 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, next meeting Dec 6th ;
- ✓ 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, and followed up on all action items.

Other meetings:

- ✓ Weymouth Doctor Recruiting Committee – Public Meeting Oct 18th
- ✓ Meeting with MP Colin Fraser on Phase 2 of completion of Highway 101 to Weymouth- Oct 13th
- ✓ Meeting with MP Colin Fraser and DDA on Tidal Energy- Oct 13th
- ✓ Jeff and I met with Tony Harvey from TIR regarding building permits along the new Highway 101 route

- ✓ Meetings (2) with Digby Board of Trade, Dan, Terry, Linda G, Ben C, on preparation for meeting with Korean Ambassador on Oct 26th

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/Oct/Nov 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/Oct/Nov 2016 – No update since last report

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	
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Environmental Development Services

50 kw Wind Turbine Budget \$ 500,000 Actual to Date \$ 360,828	Approved 2015-16 – Funds expensed 2016-17 Turbine to be delivered to Halifax by the end of October.
800 kw Wind Turbine Actual to Date \$ 602,265 Budget \$690,000	Approved 2015-16 – Funds expensed 2016-17
EV Car Fast Charging Station – Super Store Budget \$ 50,000 Actual \$	The charging station has been delivered. NSP requires an easement from Superstore which is currently with Superstore’s lawyers.

SPECIAL PROJECTS/INITIATIVES

Rural Internet Possible Intermunicipal Agreement

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.

Oct 2016 - Evan Nemeth and I attended a meeting at the Annapolis County office to further understand and discuss the proposal to enter into an Intermunicipal Agreement in order to be ready to submit an application to the Federal Government for funding for Rural Internet Infrastructure. The application process is expected to open in November. Other municipal units in attendance were the Region of Queens, Lunenburg, Chester, Clare, Anna County.

Oct/Nov 2016-

- **CAO's and staff from participating municipal units continue to meet to discuss an Intermunicipal Agreement and the hiring of a project/technical manager. Municipality of Lunenburg has agreed to be the administrator of this project.**

Rural Internet
Possible
Intermunicipal
Agreement

SPECIAL PROJECTS/INITIATIVES (Con't)

- Mayor Don Downe (at that time) and the CAO and Deputy CAO of Lunenburg met with Minister Mark Furey to discuss our project and to get updated on what the province is doing. The update from that meeting indicates there may be potential to partner with the province as they have already hired.
- We explained our group's progress in coming together, the emphasis the federal government has placed on southern Nova Scotia, and the importance of putting forward a high quality application by February. The provincial reps were aware of the February deadline and have also been working towards it. They also confirmed that the federal use of the term backbone corresponds with their use of the term middle-mile
- They confirmed that they have hired project management and to prepare a provincial strategy (which will include middle-mile/backbone design) and this will position an application to the federal program. They also explained that the province would not be an eligible applicant, and indicated they imagined either an ISP(Internet Service Provider) applying, or a joint municipal/ISP application.
- The Province is keen on the municipal group formalizing our partnership through an agreement and agreed that this would strengthen a grant application. They also agreed that if we hired project management services, we would be duplicating the work they are already doing, in preparation for the February deadline. They agreed that it would make sense for municipal units to continue to formalize our partnership and work with the province's project management team to prepare the best possible grant application.
- Further discussion and negotiation will be required on a couple of key points, e.g.: What organization(s) name goes on the application, does the province become a signatory to our MOU, how do we appropriately address issues such as open access, ownership of assets, and assurances of speed/performance. We expect that the province will be able to provide more clarity on these details in the next week as they complete their project start up meetings with the design team, but we were very encouraged by their willingness to partner with our group.
- Further good news is that one partner in their project management team is Eastern Ontario Regional Network, their website is <https://www.eorn.ca/en/About-EORN.asp>). The organization was created through municipal partnership, and they have been successful in leveraging funding and improving access to broadband in their region of Eastern Ontario. We expect to be able to learn from their experience.

SPECIAL PROJECTS/INITIATIVES (Con't)	
Citizen Engagement On-line Budget Tool	<p>Council Strategic Priority – Social/Community Goal: More effectively engage and communicate with the community</p> <p>ICSP Goal S-1.1 Improve communication between the Municipality and citizens and amongst citizens</p> <p>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>Mar 2016 – Engagement tool up and running. Deputy CAO to provide report to Council at next Budget meeting.</p> <p>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>May 2016 - No update</p> <p>June 2016- Final Report due this month</p> <p>July-Oct 2016 – Report to be discussed at a future meeting.</p>

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	November 9, 2016
SUBMITTED TO	Linda Fraser, CAO
CARBON COPIES	Pat Stevens, Executive Secretary
SUBMITTED BY	Jeff Sunderland, Deputy CAO

DEPARTMENT	ITEM	STATUS
Airport	Fuel	Increased fuel sales have meant additional service to the fuel systems.
Building Department		The department continues to be busy with training for staff and permits and inspections.
Heritage		Completed installation of new flag poles at municipal office. Working on site scoping for tidal sculpture.
Public Works		Preparing equipment for winter. Assisted with flag pole installation at office.
Solid Waste		A numbers of racoons have taken up residence in the transfer station, working on live trapping and relocating them.
Waste Water		Monitoring the system and working on a number of lateral connections.

Deputy CAO	DNR Property	Connected power to the buildings, preparing to do some minor yard clean-up.
	Election	Election duties are nearly complete and I will present a wrap up report to council in December.
	Human Resources	Working on succession planning within the organization.

Manager of Corporate Services Report

Submitted by: Cora Lee McBride

October 4, 2016 to November 9, 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. During the past month I have also been working with Procom to set up the loan portion of the program for the new PACE program. I have been in discussions with the Municipality of Lunenburg who is the only unit to date that has processed a loan application from beginning to end. The two of us have been brainstorming on how to do the accounting to simplify things.

Tax Sale:

The 2016 tax sale has been wrapped up as of October.

November 21 is the deadline for redemptions on the tender process. There are two left in this process that could potentially be redeemed. 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 88 (down 3 from last month) 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 lawyer is currently doing title searches for these properties. The final notice will be sent on November 16 giving tax payers 60 days to pay.

Administration Department:

The work load in the administration department has tapered out within the last month. October 31 was the deadline before interest was added to accounts. Now that we are into November, there has been a lot less traffic. Reminder notices are scheduled to be sent during the first week of December which will make it busier again.

Municipal Audit:

The Municipal audit has been wrapped up for 15/16. I have been working on beginning some of the spreadsheets that will be required for the 16/17 audit.

Conferences/Training/Meetings:

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

Pat and I attended the annual Association of Municipal Tax Collectors conference at the beginning of October. We had an update from Property Valuation Services. Mark Peck did a session as well.

I attended an AMA HR Training Committee Project Team meeting during the month of October. The courses that are being offered now are half done. We met with the instructors to see the progress and also started planning for Winter sessions.

DIGBY ANNAPOLIS REGIONAL AIRPORT/DISPATCH MONTHLY REPORT Oct 2016

Airport

Oct 12 saw 4 staff members form a team in the fall three week wellness challenge. Paulette team Captain, Cher, Peggy and I. We held a pot luck (healthy) on Oct 12.

Aircraft movements have remained strong over the Month of Oct.

Dispatch

Oct 14th was fire prevention week. Dispatch talked to most of the schools in Municipality of Digby area over the radio.

I attended the TMR 2 Interoperability forum on Oct 19th.

Respectfully Submitted,

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
October 2016

	Count	YTD
Call Type		
1 Mutual aid 9	11	105
2 Ambulance assist 13	7	96
3 MVC 3	5	63
4 Alarm 10	7	61
5 Grass/Bush/Forest 6	0	42
6 Chimney 2	2	25
7 Other 12	0	24
8 Structure 1	2	23
9 Vehicle fire 11	0	15
10 Electrical 4	0	8
11 Smoke no fire 7	0	8
12 HAZMAT 8	0	4
Total Call Type	34	474
Log Items		
1 Pager Message	30	282
2 Dog Call	17	258
3 10-7 (FD)	25	205
4 Special TEXT message	13	153
5 Sewer	2	19
6 Miscellaneous	7	15
7 Ferry Breakdown	4	12
8 Special Pager Check	2	9
9 Special Radio Check	0	3
10 Municipal Alarm	0	2
11 Gulls on Runway	0	2
Total Log Items	100	960

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	\$801.15	\$916.02	99	140
OCT	\$116.40	\$929.62	109	71
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.

DIGBY ANNAPOLIS REGIONAL AIRPORT



Activity Report Robert Hersey Sept 8 – Oct 6 2016

Made arrangements to purchase three gift certificates for the students who work on the new Elder Transcript website. Three gift certificates for dinner at Pasta Jax in Middleton have been commissioned as an honorarium for their work on the project.

Conducted research to find a portable microphone speaker unit for the walking tour segment in association with the Heritage Conference. Tried several options and was successful in obtaining a portable walking PA system used for voice impaired people.

Attending a Heritage Advisory Committee meeting to review an application to register Point Prim Lighthouse and a discussion regarding the 2016 Heritage Conference.

Started to develop additional webpages for the Building department. Development and planning documents and links to Chris Millier and current maps of zones and wellfield areas.

Attend a final 2016 Heritage Conference meeting in Kentville. Final duties for organize committee established.

Continued to develop the October issue of the coastline. Wrote articles and places submitted content into the publication document.

Attended the 2016 Heritage Conference. Assisted with logistical issues and worked the registration desk.

Created an E Coastline email group list document. There are currently 80 subscribers and growing.

Contacted St. Mary's Bay Academy to arrange a meeting to discuss the 2017 Flag Day ceremony at the school. Greg Kerr has agreed to be the guest speaker if needed.

Created the documents to file notice of recommendation to register Point Prim as a Municipal heritage Property at the registry of deeds office in Lawrencetown.

Activity Report Robert Hersey October 6 –November 10 2016

Conducted preparations for the Municipal Christmas dinner (potential location and site booking). Called ABCC * Fundy Restaurant and Roof Hound for available dates and costs.

Started preparations to install flag pole at the municipal office. Selected the pole positions and arranged administrative approval and contacted local contractors to submit estimates to install the bases for the poles.

Continued to collect subscribers for the E-Coastline. Compiled a mail out list and sent the October issue to 80 recipients.

Visited Point Prim as a potential location for the Fundy Tidal Sculpture. Took GPS co-ordinates and photographs of potential on-site locations.

Visited the Roof hound Pub to look at the facility as a potential location for the Municipal Christmas dinner. Took photo and discuss dinner details and pricing.

Attended the after conference meeting in Kentville to review the conference survey and discuss the good and bad parts of the conference.

Visited Bear River first Nation to talk to Dawn McEwen regarding the First Right of Refusal document status. Also discussed potential heritage projects that both the Band and the Municipality could potentially participate in. No projects at this time.

Created a Doers Dreamers ad copy for the 2017 issue. (used a photo from the Inspiring Content Project).

Attend a HAC meeting to review an application to register Boar's Head Lighthouse as a Municipal Heritage Property. The application was accepted and a recommendation to council was recorded.

Created documentation for the notice of recommendation for Boar's Head Lighthouse and forward the doc to TMC Lawyer to be file at the Registry of Deeds office.

Conduct website updates. Added documents and removed others. Made changes to various pages.

Attend an Electric City public meeting in Weymouth. The meeting reviewed the past developments and the partnership the group has with the Stehelin Family. Also discuss future plans for the site and interpretive center.

Created and letter of support in principal for the Electric City group as part of their funding application process.

Reviewed the Municipal Church grant project and made adjustments to the project ledger and filed future work notices received by participating church groups as requested by the municipality.

Visited Gulliver's Cove Centreville Sandy Cove and Whale Cove to determine potential locations for the Tidal Sculpture. Took GPS reading and pictures of each site. Made notes regarding the good and bad issues associated with each site.

Visited St. Mary's Bay Academy to discuss Flag Day ceremony with the Principal of the school. The ceremony will take place in the school gymnasium at 2:15. Students will be flag bearers and produce a video on being Canadian and the 150 year anniversary.

Made changes to the Municipal website. Update the council section of the site.

Made arrangements for new council photographs with Amirault Photography.

Contacted Gerry Scofield the new owner of the Almes House (Poor Farm Property. Discussed the installation of a memorial and marking the burial site on the property. Mr. Scofield was very supportive of the idea.

Contacted Greg Kerr to inquire if he would be available to be the Guest speaker for the 2017 Flag Day Ceremony. No response at this time.

Started preparations for the December issue of the Coastline. Established Article layout suggestions.

Assisted with public Works staff installing the new flag poles at the municipal Office.

Attend a DATA meeting to discuss the 2017 Slat Scape booth design.

Sent out public notices to the Tri County Vanguard to notify the public that Boar's Head has been recommended to be registered as a Municipal Heritage Property.

STAFF REPORT

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

For the period of: Oct 10 – Nov 10, 2016.

Tidal Development for Digby

- Cape Sharp successfully deploys its first turbine this week.
- Preparation have started for FUNDY FORUM; FUNDY HARVEST. The Fundy Forum concept covers the 5 main pillars of COVE: marine renewable energy, fishing, recreational (tourism, whale watching), R&D, transportation.
- Meeting with Korean Ambassador.
- Preparation for MRC Supply Chain Development Project organizing open houses in Yarmouth and Digby Counties to introduce supply chain component of tidal energy to local businesses.

Anaerobic Digester

- Production started in October. Ramping up from 100kw to 150kw and to 300kw.
- Creditors met to discuss Forbearance Agreement. Changes have been suggested final draft to be prepared by the BDC for final review.
- Information request Dept of Environment for information on the design specs for the 340 Feed Kitchen as a suitable disposal site for winter digestate.

Wind Development

- Scoping activity completed by NSP. Awaiting final design.
- Base poured
- PPA complete and accepted by NSP, Deposit sent
- Turbine has been ordered and is expect to arrive in Digby on Nov 14 2016
- Looking at placing the turbine under our general insurance coverage as opposed to taking on builders risk insurance is required.

Roadway Lighting

- 2 outages still awaiting repairs

Climate Change

- No new development

Digby Development Agency:

- Working with Dan Harvey on finding suitable investor to build and operate a land based marine facility in support of tidal development in the Bay of Fundy
- Including business and risk profile
- Energy Storage:
- See Community Energy Plan

PACE PROGRAM:

- Pace Program has been awarded the UNSM Climate Change Award

STAFF REPORT

- Program marketing in upcoming Coastline
- Newspaper ads and Facebook coverage

Energy Efficiency and Electric Vehicle Report:

- Level 3 EV Charge Station (fast charge EV station) for the Digby Superstore is confirmed.
- Installation delayed because of Superstore easement changes
- Awaiting final document.
- Costing for 2 additional units for Bear River and Weymouth

- **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 .
- Solar program details are available from Dept of Energy

WREN

- LAT meeting with WREN

Other –

- 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

Municipality = Municipality

PERMIT APPLICATIONS

For Period: October 01 2016 To October 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-B2016-130	30248843	217 Highway 1	6	Construction	Apartments	Apartment Building	926.00	300,000.00
DM-B2016-131	30149066	319 Highway 101	0	Repair	Single Detached Dwelling	Residential - Above Ground Fl	45.00	10,000.00
DM-B2016-134	30175723	3283 Highway 217	0	Repair	Single Detached Dwelling	Residential - Above Ground Fl	40.36	7,800.00
DM-B2016-135	30172795	1303 Highway 217	0	Repair	Single Detached Dwelling	Residential - Above Ground Fl	33.78	4,390.00
DM-B2016-136	30156392	48 Porters Rd	1	Construction	Single Detached Dwelling	Residential - Above Ground Fl	126.40	120,000.00
DM-B2016-137	30151591	Jordantown Cross Rd	0	Relocate	Garage/Carport/Shed	Shed	20.00	1,200.00
DM-B2016-138	30276729	7977 No 217 Hwy	0	Construction	Garage/Carport/Shed	Garage	34.00	4,000.00
DM-B2016-139	30168744	9980 Highway 217	0	Relocate	Garage/Carport/Shed	Shed	20.00	3,000.00
DM-B2016-133	30199640	102 Culloden Wharf Bra	0	Renovate	Single Detached Dwelling	Residential - Above Ground Fl	235.00	105,000.00
DM-B2016-140	30155071	110 Roys Lan	0	Repair	Single Detached Dwelling	Deck	39.00	7,000.00
DM-B2016-141	30249791	275 Sissiboo Rd	0	Relocate	Single Detached Dwelling	Moble/Mini Homes	29.00	2,000.00
DM-B2016-142	30163018	6479 Highway 217	0	Renovate	Garage/Carport/Shed	Accessory Uses - Garage	33.00	4,000.00
DM-B2016-143	30153787	877 Bloomfield Rd	0	Construction	Single Detached Dwelling	Deck	29.00	2,000.00
DM-B2016-144	30194187	12589 Highway 217	0	Repair	Single Detached Dwelling	Residential - Above Ground Fl	27.00	1,000.00
DM-B2016-147	30165963	179 Trout Cove Rd	0	Renovate	Single Detached Dwelling	Residential - Above Ground Fl	29.00	2,000.00
DM-B2016-148	30244123	Pleasant St	0	Construction	Commercial	Shed	26.15	2,000.00
DM-B2016-149	30248025	6 Beachcomber Lan	0	Addition	Single Detached Dwelling	Cottage	41.60	8,000.00
Total	17		7				1,734.29	583,390.00

D I S T R I C T S

<i>Building Type</i>	1	2	3	4	5	Total
Apartments	1	0	0	0	0	1
Commercial	1	0	0	0	0	1
Garage/Carport/Shed	1	0	3	0	0	4
Single Detached	1	4	3	2	1	11
Total	4	4	6	2	1	17

Summary of Estimated Value by District

1	311,200.00
2	139,000.00
3	119,000.00
4	12,190.00
5	2,000.00
Total	583,390.00

Summary of Estimated Value by Building Type

Apartments	300,000.00
Commercial	2,000.00
Garage/Carport/Shed	12,200.00
Single Detached Dwelling	269,190.00
Total	583,390.00

Municipality = Town of Digby

PERMIT APPLICATIONS

For Period: October 01 2016 To October 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-B2016-034	30225627	132 Victoria St	0	Repair	Apartments	Apartment Building	165.00	70,000.00
DB-B2016-035	30227466	54 First Ave	0	Addition	Single Detached Dwelling	Residential - Above Ground Fl	29.20	12,000.00
DB-B2016-036	30232656	47 Water St	0	New Use	Single Detached Dwelling	Residential - Above Ground Fl	27.00	1,000.00
DB-B2016-037	30232342	110 Water St	0	Renovate	Commercial	Residential - Above Ground Fl	27.00	1,000.00
DB-B2016-038	30225577	88 Victoria St	0	Renovate	Single Detached Dwelling	Residential - Above Ground Fl	27.00	1,200.00
DB-B2016-039	30230171	19 Mount St	0	Repair	Apartments	Deck	29.65	2,320.00
DB-B2016-040	30226609	84 Mount St	4	Construction	Commercial	Residential - Above Ground Fl	552.00	260,000.00
DB-B2016-041	30327753	103 Second Ave	1	Construction	Single Detached Dwelling	Single Detached Dwelling	179.60	125,000.00
Total	8		5				1,036.45	472,520.00

D I S T R I C T S

<i>Building Type</i>		Total
Apartments	2	2
Commercial	2	2
Single Detached	4	4
Total	8	8

Summary of Estimated Value by District

	472,520.00
Total	472,520.00

Summary of Estimated Value by Building Type

Apartments	72,320.00
Commercial	261,000.00
Single Detached Dwelling	139,200.00
Total	472,520.00