

**TOWN AND MUNICIPALITY OF DIGBY
INDUSTRIAL COMMISSION
(DIGBY DEVELOPMENT AGENCY)**

December 9, 2014

Municipality of Digby

Members Present: Mayor Ben Cleveland (chair)
Deputy Warden Jimmy MacAlpine (vice chair)
Councillor Danny Harvieux
Warden Linda Gregory

Staff Present: Terry Thibodeau, Municipality of Digby
Linda Fraser, CAO, Municipality of Digby
Dan Harvey, Business Support Consultant
Tom, Ossinger, CAO, Town of Digby
Leslie Young, Executive Assistant, Town of Digby

A. CALL TO ORDER

The Chair called the meeting to order at 4:15 pm.

B. AGENDA

B.1 Additions/Deletions

One Addition under new business E.5 NSPI

B.2 Approval

Motion:

Moved by Warden Linda Gregory and seconded by Councillor Danny Harvieux that the agenda of December 9, 2014 be approved with one addition under new business E.5 NSPI.

Motion Carried.

C. MINUTES

C.1 Minutes November 19, 2014

Motion:

Moved by Deputy Warden Jimmy MacAlpine and seconded by Councillor Danny Harvieux that the minutes of November 19, 2014 be approved as presented.

Motion Carried.

D. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

The Commission asked if a letter has been drafted and sent to those contacts that were made at the recent Tidal/Renewable Energy Conference. Terry has not yet done this.

E. NEW BUSINESS

E.1 NSCC STUDENT

A marketing student has been made available to the DDA through the NSCC however if we wish to accept this student they will require guidance from a director. CAO Linda Fraser suggested that the student could work on preparing a package for things like Physician recruitment. This student is available at no cost to the Town or the Municipality. Dan Harvey has offered to be the person who will be the director for the student.

Motion:

Moved by Warden Linda Gregory and seconded by Deputy Warden Jimmy MacAlpine that the NSCC Student Placement be approved and placed under Dan Harvey as preceptor.

Motion Carried.

E.2 PORT/STRATEGIC PLANNING

The Digby Harbour Port Authority will be having a meeting on December 18th and after that meeting we can meet with them and see what the Port Authority involvement in Tidal Development would be. Open Hydro is waiting to hear what the next step should be and Terry is waiting to get back to them so after the meeting of the Port Authority Terry can reply to Open Hydro. Deputy Warden Jimmy MacAlpine would like to see us send a letter the Minister for Transport Canada on the potential development for Site 1 and Site 2.

Motion:

Moved by Deputy Warden Jimmy MacAlpine and seconded by Warden Linda Gregory that a letter be drafted and sent to Minister of Transport Canada for Site 1 and Site 2 potential infrastructure development along with a copy of the case study already prepared.

Motion Carried.

E.3 GRANT THORTON FINANCIAL STATEMENTS

Included in the package was a copy of the Financial Statements of the Digby Development Agency Linda Fraser gave a brief overview of the Statements. CAO Tom Ossinger noted that the Statements should be in the Industrial Commission name with the Digby Development Agency noted there as well. CAO Linda Fraser will contact Grant Thornton to have the statements changed.

E.4 HUGH BRAY-TIDAL INFRASTRUCTURE

Terry Thibodeau has been in contact with Hugh Bray from MHPM Project Management Company. They have done some work for the Town in previous years. Deputy Warden Jimmy MacAlpine feels that at this point it maybe a bit too early to discuss the possibility of hiring a project manager if we do reach that point we will have to put out a RFP for that service.

E.5 NSPI

Dan Harvey has been in touch with 2 new NSPI people in the area. Dan will be inviting them to the area to have a look around and update them on the future of the Digby area in Tidal Development. Dan will put together a road show with these new NSPI employees and get back to the Commission on a date and time.

F. ADJOURNMENT

Motion

**Call for adjournment by Warden Linda Gregory and seconded by Councillor Danny Harvieux at
5:01 PM**

CHAIRPERSON

SECRETARY