

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

**September 9, 2015  
Municipality of Digby**

**Members Present:** Mayor Ben Cleveland (chair)  
Warden Linda Gregory  
Councillor Danny Harvieux

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

**Regrets:** Deputy Warden Jimmy MacAlpine (vice chair)  
Peter MacLellan, Raeberry Communications

**A. CALL TO ORDER**

The Chair called the meeting to order at 4:17 p.m.

**B. AGENDA**

**B.1 Additions/Deletions**

None.

**B.2 Approval**

**Motion:**

*Moved by Councillor Harvieux and seconded by Warden Gregory that the agenda of September 9, 2015 be approved as presented.*

**Motion Carried.**

**C. DELEGATIONS & PRESENTATIONS**

**C.1 Grant Thorton-Audited Financial Statement**

Gloria Banks from Grant Thorton reviewed the Financial Statements with the Commission the revenue for the year ended March 31, 2015 was \$67,096 the total expenses for the year ended March 31, 2015 was \$62,613 resulting in an annual surplus of \$4,483. The total accumulated surplus for the year ended March 31, 2015 was \$277,517. Gloria wanted to mention that the Commission should draft a budget and have it approved as part of the internal controls.

**Motion:**

*Moved by Warden Gregory and seconded by Councillor Harvieux that the Financial Statements for the Year ending March 31, 2015 be approved as presented.*

**Motion Carried.**

**D. MINUTES**

**D.1 Minutes of the previous meeting August 5, 2015**

**Motion:**

*Moved by Councillor Harvieux and seconded by Warden Gregory that the Minutes of August 5, 2015 be approved as presented.*

**Motion Carried.**

**E. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS**

**E.1 Intermunicipal Agreement**

The Intermunicipal Agreement had been distributed to the Commission this agreement has been reviewed by our lawyers. The Town of Digby Council and the Municipality of Digby Council have both approved the Intermunicipal Agreement.

**E.2 Survey Project**

The CAO and the Deputy CAO from the Municipality of Digby met with the surveyor Bill Ross and the recommendation that has come forward from that meeting is that we need to have some engineering work done prior to the survey so for now the survey project is on hold until some engineering work can be done a draft RFP for the engineering services needs to be done.

**Motion:**

*Moved by Councillor Harvieux and seconded by Warden Gregory that an RFP be drafted for the engineering work for the Industrial park.*

**Motion Carried.**

**E.3 Bradley Isles land purchase**

The Bradley Isles land purchase will be on hold for now. The engineering work that is required for the Industrial park needs to be done prior to surveying of the property before the land sale could happen.

**E.4 Conway Workshop Draft**

The Conway Workshop has reviewed their boundary lines and they are not in need of the land they originally requested from the Industrial Commission their land extends farther than originally thought.

**F. NEW BUSINESS**

**F.1 Provincial Tidal working group update**

The Mayor had asked MLA Gordon Wilson to attend today's meeting however Gordon was unable to attend. The Mayor feels that we need to keep moving tidal forward even though the Province is slow moving.

**F.2 Expression of Interest-Cold Storage Project**

Dan Harvey updated the Commission on the expression of interest for cold storage only one RFP was received. Dan will be meeting with Green Frog on Friday and he has drafted a memorandum of understanding for review with the Commission.

**F.3 Draft Memorandum of Understanding-Cold Storage Project**

The Commission reviewed the draft MOU and Dan Harvey will be meeting with Green Frog the only company that submitted expression of interest.

**F.4 Port Days Presentation**

Dan Harvey has been asked to speak at the Tidal Energy Session at the Pines Hotel as part of the Port Days. Dan forwarded to the Commission the slide presentation he has compiled and if anyone has anything to add or delete from the presentation just let Dan know.

**G. DATE OF NEXT MEETING**

**G.1** The date of the next meeting October 6<sup>h</sup>, 2015 at the Municipality of Digby office.

**F. ADJOURNMENT**

**Motion:**

**Moved by Warden Gregory and seconded by Councillor Harvieux motion for adjournment at 5:32 PM.**

**Motion Carried.**

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CHAIRPERSON

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SECRETARY