

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

**March 3, 2015  
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  
Tom, Ossinger, CAO, Town of Digby  
Leslie Young, Executive Assistant, Town of Digby  
Dan Harvey, Business Support Consultant  
Peter MacLellan, Raeberry Communications

**Regrets:**

**A. CALL TO ORDER**

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

**B. AGENDA**

**B.1 Additions/Deletions**

None.

**B.2 Approval**

**Motion:**

*Moved by Councillor Harvieux and seconded by Warden Gregory that the agenda of March 3, 2015 be approved.*

Motion Carried.

**C. MINUTES**

**C.1 Minutes February 5, 2015**

**Motion:**

*Moved by Warden Gregory and seconded by Councillor Harvieux that the minutes of February 5, 2015 be approved with the following correction to D.4 of the previous minutes it should be NSBI not NSPI.*

Motion Carried.

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

**D.1 NSCC Student**

Jarred Haight a NSCC marketing student who recently completed a work term with the Municipality of Digby he worked on preparing Digby specific marketing documents and they are a great starting point and could be utilized by the DDA if they wish. There is a GIS mapping component that if the DDA wishes Jarred could work on and there is funding to apply for from Student Cooperative Education Initiative as well as the website work may qualify for 50% matching dollars from NSERDT (CED Program) or ACOA funding. The commission discussed having Dan Harvey start the application process.

**Motion:**

***Moved by Warden Gregory and seconded by Deputy Warden MacAlpine that Dan Harvey will apply for the funding for the NSCC Student.***

**Motion Carried.**

**D.2 Cold Storage Facility Report**

Phase III report of the Cold Storage Feasibility Study is complete a consolidated report is being prepared and will be available late March to take to the Municipality of Digby Council meeting.

**D.3 Grant Thornton Financial Statements**

The financial statements received from Grant Thornton needed to be updated to also include the Industrial Commission when the statements were issued they were issued to the Digby Development Agency but should have also included the Industrial Commission.

**Motion:**

***Moved by Councillor Harvieux and seconded by Deputy Warden MacAlpine that the Grant Thornton Financial Statements be approved.***

**Motion Carried.**

**D.4 Open Hydro/Emera meeting**

The Harbour Port Authority will be meeting this week and we will know if they support the tidal development. If they feel this isn't part of their mandate we need the potential developers to know that we are still open for business and going forward and we will just have to change our focus of location.

**D.5 Peter Maclellan**

Discussion ensued with Peter as to utilize him in the best way we can. Peter is willing to reduce the billing to less of a retainer or go forward on a case by case basis whatever we decide but we need to decide. CAO Linda Fraser is finding it difficult to keep Peter busy but we may need him in the future as their will be a tidal release coming. Peter would like to stay active with the DDA-Industrial Commission. Peter will be in contact with Linda and Ben and will go forward from there.

**E. NEW BUSINESS**

**E.1 Port authority working group update**

Thursday March 6, 2015 will be a Port Authority meeting and then we have more information on the mandate of the Port Authority in regards to the Tidal Industry.

**E.2 MRC Funding Request**

Marine Renewable Canada are requesting funding of \$5000.00 for supply chain study. The Commission would like to have more information before making any funding commitments Terry will send out more information and we can add to the next meeting agenda.

**F. ADJOURNMENT**

**Motion**

**Call for adjournment by Warden Gregory and seconded by Councillor Harvieux at 5:23 PM**

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CHAIRPERSON

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SECRETARY