

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

**October 3, 2017**

**Town of Digby**

- Members Present:** Mayor Ben Cleveland (chair)  
Warden Jimmy MacAlpine (vice chair)  
Deputy Warden Linda Gregory
- Staff Present:** Terry Thibodeau, Municipality of Digby  
Linda Fraser, CAO, Municipality of Digby  
Tom Ossinger, CAO, Town of Digby  
Leslie Brinton, Executive Assistant, Town of Digby
- Regrets:** Councillor Danny Harvieux  
Dan Harvey, Business Support Consultant

**A. CALL TO ORDER**

The Chair called the meeting to order at 4:05 p.m.

**B. AGENDA**

**B.1 Additions/Deletions**

Delete from the Agenda Industrial Park Positioning Statement Status and Capital Improvements

**B.2 Approval**

**Motion:**

***Moved by Deputy Warden Gregory and seconded by Warden MacAlpine that the Agenda for October 2, 2017 be approved with two deletions E.1 Industrial Park Positioning Statement Status Report and E.2 Capital Improvements.***

**Motion Carried.**

**C. DELEGATIONS & PRESENTATIONS**

**C.1 Grant Thornton Financial Statements**

The audit for the Industrial Commission is now complete and the Financial Statements are here for review. The statements were presented by CAO Linda Fraser rather than have Grant Thornton come and present them as that as a huge cost from the prior year.

**Motion:**

***Moved by Warden MacAlpine and seconded by Deputy Warden Gregory that the Financial Statements for the Town and Municipality of Digby Industrial Commission for the year ended March 31, 2017 be approved as presented.***

**Motion Carried.**

**D. MINUTES OF THE PREVIOUS MEETING**

**D.1 June 6, 2017**

**Motion:**

***Moved by Warden MacAlpine and seconded by Deputy Warden Gregory that the Minutes of June 6, 2017 be approved as presented.***

**Motion Carried.**

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

**E.1 None.**

**F. NEW BUSINESS**

**F.1 Draft Invest here website**

The CAO for the Town of Digby noted that in looking further at the invest here portion of the website for the Municipality of Digby there is no quick reference to the DDA anywhere perhaps some clear map that would outline the location of the land for sale section might help people distinguish the difference. When Dan returns we will look at modifying this section a bit.

**F.2 Interest in Industrial Drive land**

After the signage when up there was a couple of calls into the Municipality with questions one was a local business man that was inquiring. The Commission would like to be updated when people are in contact with Dan or Terry on possible interest.

**F.3 EXP conceptual planning work**

EXP has done another drawing for the proposed work for the Industrial Park for discussion today. CAO Ossinger brought up concerns about the cul-de-sacs shown on the drawing this makes it difficult for snow clearing as well as delivery if we were to consider the Fig. 02 drawing with the driveway entrance moved to the approved driveway show in Fig. 05 the driveway in Fig. 05 was approved by TIR. Something else to consider will be the price of the lots if we are providing serviced lots as well as clearing the lots the cost per lot might not be adequate. Something that we should be considering is the selling price of a lot if we are clearing the lot and providing services to that lot we will need to sell lots for more that original thought.

**F.4 Raeberry Communication Retainer**

CAO Fraser discussed with the Commission the retainer we are currently paying to Raeberry. We don't seem to be using the company as much as first thought and perhaps we should sent notice to Raeberry and going forward pay for service as needed. This could result in saving for the Commission.

**Motion:**

***Moved by Warden MacAlpine and seconded by Deputy Warden Gregory that notice be sent to Raeberry Communication thanking him for all his work with the Industrial Commission however for the future we will be discontinuing the monthly retainer and move to a fee per service basis.***

**Motion Carried.**

**F.5 Cape Sharp update to Town Council**

Mayor Cleveland provided a brief overview of the presentation given to Town Council last night.

Warden MacAlpine would like to see a meeting between the Waterfront Development Corporation and the Mayor and Warden. The working tidal group needs to be meeting again. Mayor Cleveland will reach out to our MLA Gordon Wilson to revive this tidal working group.

**G. IN CAMERA**

**G.1 None.**

**H. DATE OF NEXT MEETING**

**H.1** The date of the November will be determined at a later time.

**I. ADJOURMENT**

**Motion:**

***Moved by Warden MacAlpine and seconded by Deputy Warden MacAlpine for a motion for adjournment at 4:55 P.M.***

**Motion Carried.**

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CHAIRPERSON

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SECRETARY