

## **Advisory Committee on Industry, Economic Development and Tourism**

Meeting Minutes – January 4, 2016

The 6<sup>th</sup> meeting of the Advisory Committee on Industry, Economic Development and Tourism was called to order at 7:00 pm on January 4, 2016 in Council Chambers.

**Present:** Councillor Dave Snowden, Councillor Anne Barr, Ian Donald, Yves Grandmaitre, Jane Graham (Chairperson), Nick Previsich (Secretary). **Absent:** Cheri Kemp-Long

### **Approval of Minutes**

Minutes of the November 16, 2015 meeting of the Advisory Committee were previously approved by e-mail after which they were forwarded to the CAO on November 18th for endorsement by Council at their next meeting on November 23<sup>rd</sup>. Due to a full agenda, staff/CAO scheduled the approval of the Advisory Committee minutes for discussion at the Council meeting on December 14<sup>th</sup>.

### **Declaration of pecuniary interest**

None declared

### **Approval of Agenda**

The agenda was unanimously approved as distributed with an addition to discuss issues related to improving reporting and communication between Council members and non-Council members on the Advisory Committee

### **Old Business:**

#### **a. Committee Member Replacement**

The Committee members welcomed Ms. Cheri Kemp-Long as the newest member of the Advisory Committee. She regretted that she could not attend in person for this meeting.

#### **b. Reporting and Communications**

With respect to better reporting, the Advisory Committee members noted some concern with the timeliness by which minutes are posted on the Municipality's web site and on the Notice Board in front of the Post Office. The Advisory Committee members felt that the timely posting of minutes is essential to transparency and communication with the general public. **While recognizing that staff illness and work load contribute to decisions on when minutes are posted, the Advisory Committee recommended that Council be apprised of this concern at the January 11<sup>th</sup> Council meeting and discuss how best to improve performance in this regard.**

With respect to improving communications, the Council members and non-Council members of the Advisory Committee acknowledged that better communication could have taken place during the deliberations of the Special Committee on the Strategic Planning process. All Advisory Committees

to Council could have been made aware of the agendas, dates of meetings and minutes derived from these meetings in order to facilitate their engagement. Councillor Barr noted that the Special Committee was not subject to the same requirements as are Advisory Committees but acknowledged that better communications practices could have been followed. One suggestion for the future was offered – Committees are permitted to post a newsletter or article on the Municipality’s web site without the requirement of first going to Council for approval. However, there would need to be some oversight and staff would be asked to scrutinize the suitability of the information before posting it on the web site.

**New Business:**

**a. & b. Discussion re Special Council Meeting of December 14, 2015 to Discuss the Strategic Plan**

Councillor Barr provided a brief summary of the deliberations made at the Special Council Meeting to discuss the path forward with the Strategic Planning process. The decision of Council was to create a new Committee that could be comprised of members of the Advisory Committees (including the ACIEDT), community members and would have to have staff buy-in. It was acknowledged that the timeframes discussed previously for the overall development of the Strategic Plan and the key milestones will likely be revised.

**Ian Donald offered to craft a “scoping proposal” that Councillors Barr and Snowdon would table at the next meeting of Council (January 11<sup>th</sup>) as a suggestion for the way forward.** He would use some of the previously developed materials including the RFP to develop the scoping proposal. Chairperson Graham noted that our Advisory Committee could also make suggestions to Council on the composition of the members to the new Strategic Planning Committee. She also indicated that solid direction is needed from Council on the membership of the new Committee, the Terms of Reference and dates for key meetings/deliverables. Councillor Barr informed the Advisory Committee that \$15,000 had been identified by Council as a budget line item for the development of the Strategic Plan.

**c. Economic Developers Council of Ontario**

The Advisory Committee was asked by Council to review a November 9, 2015 letter from the Economic Developers Council of Ontario (EDCO) inviting the Municipality to become a member in their organization. The letter was discussed and additional background information was provided by some of the Advisory Committee members on the cost of membership, benefits derived from being a member and the value of sending someone to the upcoming annual conference – to be held in Toronto on February 2 – 4, 2016. The Advisory Committee members noted that there is potential value in being a member of the EDCO but felt that it would not be prudent to become a member at this time. Following the development of the Strategic Plan the Advisory Committee could look again at possibility of becoming a member of the EDCO and would be better informed of the benefits to our community. **The Advisory Committee requested that this message be brought back to Council at the next meeting (January 11, 2015) and that staff prepare a reply letter from Mayor Nash back to the EDCO President declining the invitation to become a member at this time.**

### **Future Actions**

Three items have been identified for action above (bolded) and are summarized below:

- Councillors Barr and Snowdon to inform Council at their January 11<sup>th</sup> meeting of concerns related to the timely posting of all Council and Committee minutes;
- Advisory Committee member Ian Donald to provide a “scoping proposal” on the Strategic Plan process for Councillors Barr and Snowdon to table at the January 11<sup>th</sup> Council meeting;
- Councillors Barr and Snowdon are to inform Council at the January 11<sup>th</sup> meeting that the Advisory Committee has recommended that the Municipality not become a member of the EDCO at this time for the reasons stated above.

### **Agenda and Date for the Next Meeting**

The next meeting is scheduled to take place on Wednesday January 27, 2016 at 7:00 pm in Council Chambers.

**Adjournment** The meeting was adjourned at 8:45 pm by the Chairperson.