

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

### **Meeting Minutes – November 16, 2015**

The 5<sup>th</sup> meeting of the Advisory Committee on Industry, Economic Development and Tourism was called to order at 7:00 pm on November 16, 2015 in the Community Room, Rideau Community Health Services.

**Present:** Councillor Dave Snowdon, Councillor Anne Barr, Ian Donald, Yves Grandmaitre, Jane Graham (Chairperson), Nick Previsich (Secretary) **Observers:** Mayor David Nash, Councillor Steve Ireland

#### **Approval of Minutes**

Minutes of the October 19, 2015 meeting of the Advisory Committee were previously approved by e-mail after which they were forwarded to the CAO on October 29<sup>th</sup> for endorsement by Council at their next meeting.

#### **Declaration of pecuniary interest**

None declared

#### **Approval of Agenda**

The agenda was unanimously approved as distributed.

#### **Old Business:**

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

Mayor Nash and Councillor Barr indicated that a candidate had been selected and invited to be a member of the Advisory Committee.

##### **b. Council Request for Business Data**

This item was flagged in the October 19<sup>th</sup> minutes of the Advisory Committee but the minutes were received late by Council and therefore may not have been addressed. The minutes provided information on the data available from OMAFRA in response to Council's request for related information and the need for staff to contact Katie Nolan for access. Staff involvement will be addressed in the November 23rd Council meeting.

#### **New Business:**

##### **a. Strategic Plan**

The Chairperson explained the Advisory Committee's interest in the process for the development of the Strategic Plan and our wish not to "reinvent the wheel" given the ample number of studies that have been commissioned in the past. Discussion Points were distributed by Ian Donald concerning: the proposed Strategic Plan concept, service provider considerations, clarification on the project client and liaison, approval of the RFP/TOR, timelines and suggested modifications to the Table of Contents in SPDC's Draft RFP. The Discussion Points were intended to help Council make a decision about going out to tender for the development of the Strategic Plan (this would be a

competitive process) versus using local community stakeholders – including the Advisory Committee – to undertake the consultation and development of the Strategic Plan.

Councillor Barr noted that there will be a special portion of the next meeting of Council on November 23<sup>rd</sup> – to start at 6:00 PM – which will address the path forward to develop the Strategic Plan. A number of the Advisory Committee members noted that Staff should and will be considered as an important stakeholder group and have ample opportunity to help shape the Strategic Plan.

The Chairperson distributed a suggested list of community stakeholders to be consulted in finalizing the Draft RFP/TOR. It was acknowledged that the list is a starting point and will likely grow with further input from the rest of the Advisory Committee members and from Council. The issue of financial resources was briefly discussed and there was general agreement that, depending on whether Council selects an external contractor or community stakeholder to lead development of the Strategic Plan, varying levels of financial resources will be required in Fiscal 2016 to assist the development process.

#### **b. Communications with Council**

The Advisory Committee noted the need for more effective communications with Council in general and on the Strategic Plan in specific. Ian Donald noted that if the Advisory Committee does indeed take on the role of drafting the new Strategic Plan that it will have very little time to devote to other economic development issues.

#### **Other items**

Councillor Snowdon reiterated his suggestion - made at the last Advisory Committee meeting - that a small business roundtable event or Forum be organized inviting among others Valley Heartland, the County and OMAFRA. An open invitation should be extended to interested business and individuals in the Municipality. Late winter 2016 (before April) was identified as a likely date for such an event. It was agreed that staff would be invited to attend the next meeting of the Advisory Committee and that initial ideas from the Committee on the content and structure of the Forum would be forwarded to Staff in advance of that meeting.

#### **Future Actions**

Advisory Committee members were reminded again of the upcoming Leeds Grenville Economic Development Summit to take place on November 20<sup>th</sup> at the North Grenville Municipal Centre. Advance registration and payment (\$24) is required. The Chairperson and Mayor Nash both indicated their intention to attend. Information can be found at: <https://ecdevsummit2015.eventbrite.ca>

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

The next meeting is scheduled to take place on Monday, December 7, 2015 at 7:00 pm in Council Chambers.

**Adjournment** The meeting was adjourned at 9:00 pm by the Chairperson.