

Draft Minutes: Community and Economic Development Advisory Committee –  
Monday, June 3, 2024



Corporation of The Municipality of North Grenville

Community and Economic Development Advisory Committee Meeting No. #6

Draft Minutes

**Monday, June 3, 2023, at 3:30 p.m.**

Held In-Person in Suite A

**Present**

Mayor Nancy Peckford (arrived 3:36 p.m.)

Deputy Mayor John Barclay

Co-Chair Councillor Deb Wilson

Co-Chair Cholly Boland

Member Tracy McDonald

Member Wayne Brown

Member Wendy Embleton

Member James McNeil

Member Shawn Carnegie

Member Andre Rancourt

Member Rick Tachuk

**Absent**

Member Greg Lane

**Guests**

Terri-Lyn McEvoy, North Grenville Chamber of Commerce

Ann Weir, United Counties of Leeds and Grenville

**Staff Present**

Hillary Geneau, Director of Corporate Services

Matt Gilmer, Manager of Economic Development and Tourism

Senterre McKenna, Committee Clerk

Chloe Preston, Municipal Clerk

Ashley Cuthbert, Acting Strategic Initiatives Coordinator

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**A. Open Meeting**

The meeting was called to order by Co-Chair Councilor Deb Wilson at 3:32 p.m.

**B. Land Acknowledgement**

Co-Chair Councilor Deb Wilson read the land acknowledgement.

**C. Approval of Agenda**

**CEDAC-2024-10**

Moved By Andre Rancourt

Seconded By John Barclay

That the meeting Agenda be approved as presented.

**CARRIED**

**D. Disclosure of Interest**

None.

**E. Approve Minutes of Previous Meetings**

**CEDAC-2024-11**

Moved By Wayne Brown

Seconded By Rick Tachuk

That the meeting minutes of May 6, 2024, be approved as presented.

**CARRIED**

**F. Delegations**

None.

**G. Decision Items**

None.

**H. Correspondence/Information Items/Reports**

**H.1. Committee Clerk and Committee Updates**

Municipal Clerk Chloe Preston introduced the Committee Clerk, Senterre McKenna, and the Committee did a round table of introductions. Advisory Committees will undergo a restructuring to ensure consistency across the Committees. This includes the hiring of a Committee Clerk to be the staff liaison for each Committee. The intent is to utilize staff time more effectively, while also accommodating the needs of the Committee. These changes will include members being required to confirm attendance for meetings and provide reports for each agenda item.

Deputy Mayor John Barclay asked if Committee Members are required to file agenda reports.

Municipal Clerk Chloe Preston advised Members should provide reports on topics they are looking to discuss in order to maintain transparency and accountability to the public when they review the posted agenda and minutes that follow. Agenda reports will also be key in ensuring staff time is utilized effectively. Committee reports by members are not required to be as in depth as staff reports, bullet point reports would be accepted. Members providing reports will ensure accountability and transparency. Code of Conduct training may be beneficial to the Committee, as the Committee is subject to the Code of Conduct By-Law, and the same Conflicts of Interest apply to the committees as they are an extension of Council and governed by the same rules.

Mayor Nancy Peckford noted advisory committees benefit from open conversations which spur discussion that may not have been laid out in high level reports prior to the meeting. This enhancement of Advisory Committees should not be a drastic change.

The Committee discussed the expectation of reports required of Members.

Municipal Clerk Chloe Preston advised the ideal model will have reports for each titled agenda item. These reports are not required to be in depth, but to provide a background to ensure transparency. This may streamline unnecessary committee meetings, ensuring the Committee is more efficient.

Wendy Embleton noted this will ensure the working groups are being held accountable and bringing items to the Committee. Alerting staff of topics, the Committee is looking to discuss will promote more high-level discussion.

The Committee discussed standing staff reports, whether bi-monthly or quarterly updates by alternating department staff may be more ideal. It is acknowledged that the committee members are volunteer, however the Municipality must remain strict in adhering to provisions and proper conduct.

## **I. Other Business**

### **I.1. Working Group Updates**

The Committee discussed the lead for each working group to provide standing reports prior to each meeting to update the Committee and relevant staff.

#### **I.3.1. Competitive Analysis**

Member Rick Tachuk advised the working group is compiling its preliminary assessment of the community, comparing North Grenville to local communities that face similar pressures. A preliminary report will be provided to the Committee in September.

#### **I.3.2. Workforce Challenges**

Member Tracy McDonald advised CSE Consulting is looking at dates for the fall job fair. CSE is also looking to hold HVAC and AZ training locally, as there is a need in this community and local rural communities. The Canada Ontario Job Grant was cut 12.7% for all offices which is impacting training opportunities.

#### **I.3.3. Serviceable Lands and Rural Development**

Co-Chair Deb Wilson advised there are no updates. There is a proposed date for the group to meet.

#### **I.3.4. Clean Tech Development Sustainability**

Member Wayne Brown advised there are opportunities through Area X.O and Invest Ottawa to collaborate with North Grenville to attract investors.

### **I.3. Economic Development related updates from Heritage, Arts and Culture**

Deputy Mayor John Barclay advised a consultant is conducting an adaptive reuse evaluation for the Oxford Mills Town Hall for alternate use.

#### **I.4. Community Updates from UCLG, NGCC, and BIA.**

Guest Ann Weir advised Pirate’s Cove Marina was featured in the United Counties of Leeds and Grenville business e-newsletter, and that the Counties have hired their Tourism Coordinator.

#### **I.5. Items for Next Meeting**

The Committee discussed changing the next meeting date to July 8<sup>th</sup>.

#### **CEDAC-2024-13**

Moved By                      Wayne Brown

Seconded By                 Rick Tachuk

That the Committee move their next meeting date to Monday, July 8<sup>th</sup>.

**CARRIED**

The Committee discussed the following items be added to future agendas:

- Official Plan delegation with newly acquired consultants
- Studio Ottawa delegation
- All-Chairs meeting update
- Formal discussion regarding the Mayor’s Op Ed in the Ottawa Citizen about encouraging work from home
- Kemptville Campus delegation
- NGtransit mid-year analysis delegation in October
- Council updates that specifically pertain to this Committee

#### **J. Public Questions**

None.

#### **K. Adjournment**

The meeting was adjourned at 5:23 p.m.