

**May 4, 2017**  
**MEETING OF THE PORT COLBORNE ECONOMIC DEVELOPMENT**  
**ADVISORY COMMITTEE**

Minutes of the seventh regular meeting of the Committee Members of the Port Colborne Economic Development Advisory Committee, held in the Third Floor Committee Room 3, City Hall, 66 Charlotte Street, Port Colborne May 4, 2017, 6:00 pm.

The following Committee Members were in attendance:

Committee Members: Gary Bruno, Fred Davies, Betty Konc, Jeni LaMarre, Kate Ostryhon-Lumsden, David Semely, Jordan Sherlock

Councillors: Mayor John Maloney, Councillor John Mayne

Regrets: Len Stolk, Councillor Dave Elliott, Dee Tilbrook

Absent: Matthew Cherevaty

Staff: Dan Aquilina, Karen Walsh

**1. CALLED TO ORDER: 6:06 pm**

**2. CONFIRMATION OF AGENDA:**

Updated agenda.

Moved by: Gary Bruno  
Seconded by: Kate Ostryhon-Lumsden

CARRIED

**3. CONFIRMATION OF MINUTES:**

a. Monday October 17th, 2016

Moved by: Dave Semely  
Seconded by: Jeni LaMarre

CARRIED

**4. BUSINESS ARISING FROM MINUTES:**

a. Motion to approve report to council.

Moved by: Dave Semely  
Seconded by: Jeni LaMarre

CARRIED

- b. Terms of Reference for the Tourism Marketing Advisory Committee to be sent to EDAC committee members.

## 5. Delegations:

Jim Hupponen, Manager of Engineering provided an overview of East Side Employment Lands project – work that has been completed to date and next steps. (presentation attached)

## 6. BUSINESS

### a. Chair's Update:

- i. Chair attended the council budget meeting for presentation to do an Economic Development Strategic Plan.
- ii. Chair attended Monday, May 1<sup>st</sup> special meeting of council for the Downtown Community Improvement Plan.
- iii. Quorum – Do we need to change the structure on the committee? And/or if you do not make so many meetings you are off.

### **Motion**

To request amendment to the bylaw for councilors to be ex-officio.

Moved by: Dave Semely  
Seconded by: Katie Ostryhon-Lumsden

DENIED

### **Motion**

Committee recommend to council to facilitate quorum one member of council and one ex-officio plus the mayor to meet quorum. Designated one councilor at each meeting.

Moved by: Gary Bruno  
Seconded by: Jeni LaMarre

CARRIED

### b. Staff Update:

- i. Niagara Region is doing Niagara Employment Inventory for 2017, starts week of May 8 and will be coming to Port Colborne in August.

- ii. Updating City's marketing material, including community profile, with data coming in from 2016 census.
- iii. The Chief Administrative Officer, Mayor and Economic Development Officer are restarting a formal corporate call program with a goal to visit two or three of the City's manufacturers and other major employers each month.
- iv. The Economic Development Division has started its own twitter account (@portcecddev) to share pertinent news about developments in the City, vial statistics on the local economy's health and department achievements;
- v. Investment opportunities are low right now, but there are a handful of local business contemplating expansions that the City is working with.

**Motion**

Contact clerk for confidential agreement for the Economic Development Advisory Committee members to sign.

Moved by: Betty Konc  
 Seconded by: David Semely

**CARRIED**

- vi. Chief Administrative Officer is doing an organization review. An RFP has been issued and three people have submitted a proposal.

**c. Economic Development Strategic Planning Process**

In the 2017 Budget, City Council earmarked \$25,000 for an economic development strategy. Staff has approached Niagara Region for additional funding. The Region has agreed to \$2,500. Staff has submitted an application to the Ontario Ministry of Agriculture, Food and Rural Affairs' Rural Economic Development (RED) program.

Staff will assembly a steering committee for the project and writing the RFP. The composition of the steering committee has not yet been determined, but will include the City's Chief Administrative Officer, Director of Planning and Development, Manager of Special Projects and Corporate Strategic Initiatives and Economic Development Officer. Representatives from Niagara Region's Economic Development Department and the Ontario Ministry of Economic Development and Growth will also be invited to join.

**Motion**

David Semely appointed on the steering committee for the RFP Economic Development Strategic Plan.

Moved by: Gary Bruno  
Seconded by: Kate Ostryhon-Lumsden

CARRIED

**Motion**

Should a member miss three consecutive meetings, the member would be consider resign from the committee.

Moved by: David Semely  
Seconded by: Betty Konc

CARRIED

**4. NEW BUSINESS**

Sub-committees:

Tourism – Gary Bruno  
Residential  
Industrial  
Commercial/Retail  
Marketing

**6. INFORMATION/CORRESPONDENCE**

None

**7. ADJOURNMENT:**

Moved by: Dave Semely  
Seconded by: Gary Bruno

Resolved that we do now adjourn.  
CARRIED

Time of adjournment 8:12 pm

**Next meetings** – Monday, May 29<sup>th</sup> at 6 pm  
Tuesday, June 13<sup>th</sup> at 6 pm  
Tuesday, June 27<sup>th</sup> at 6 pm