

**February 12, 2014**  
**Township of Machar Municipal Office**

**Present:** Sundridge – Elgin Schneider, Bill deVries  
Strong – Merlyn Snow  
South River – Jim Coleman, Jeff Dickerson  
Machar – Ron Bennison, Bill Russell  
Business Reps – Gary McLaren, Martha Jacobs  
MNDM – Carole Mantha  
FedNor – Ron Begin

**Absent:** Doug Maeck, John Newstead, Peter Kidd

**Delegates:** Cindy Collins – Settlement Counsellor, North Bay & District Multicultural Centre

**Staff Present:** Caitlin Haggart – Recording Secretary  
Laura McNeice – Economic Development Intern

The meeting was called to order at 9:00 a.m. by Chair Jim Coleman and the guests were welcomed.

**Resolution 2014-06**

**Moved by:** Bill Russell                      **Seconded by:** Merlyn Snow

Be it resolved that this committee does hereby approve the February 12, 2014 CAEDA agenda as amended, to include Closed Session – Section 239(2)(b). **Carried**

**Delegate:** Cindy Collins distributed cards and pamphlets (attached) that outline the services offered by the North Bay & District Multicultural Centre to the Parry Sound District. She shared that a majority of Canadian Immigrants are of the economic class (higher levels of education, must provide proof of English Language proficiency) and the rest are family class and refugees. The Centre in North Bay has served 550 newcomers from 79 countries, this year alone brought 380 new clients. Their volunteer translators can service 30 languages. Their program heavily depends on referrals from community agencies. Ms. Collins was thanked and left the meeting at 9:20a.m.

**General Discussion:**

NOHFC Update – Carole Mantha advised that Moe Dorie will be retiring on April 17, 2014.

FedNor Update – Ron Begin advised that the federal budget is still in the review stage. There will be a Target Manufacturing Initiative which can include equipment expansion, but the applicant must be established for three years before applying.

Business Rep Report: Gary McLaren provided a status report on the Tradeshow planning process to date. They have some options for family events and have pricing for curtains and electrical. Next steps include personal visits to businesses to encourage registration for a booth or conducting an open house. It was recommended that a social event be held for the participants on the Friday night, that a survey be conducted with the vendors after the Tradeshow is over, and that area MP and MPP be invited for an official opening.

Intern Report :

- Community Improvement Plans – The Rural Economic Development (RED) Program from MNDM was potential funding for up to 50% to hire a consultant and there is a potential 25% funding from NECO's

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Local Initiatives Contribution. There is no requirement for collaboration but the application receives a higher score. The committee would like to invite John Finley to an upcoming meeting to discuss this further.

- Cottage Life Show – Laura provided an update on items required for the show. Representatives attending will be Laura McNeice, Myrna & Elgin Schneider, and Jessica Busch & Chantal Perron MacIntosh from Women's Own Resource Centre.
- Career Fair at A.H.S.S. – a career show at the high school will be held Wednesday April 30<sup>th</sup> from 1pm-7pm for students and parents to see employment opportunities in the area. It will also be open to the public. Representatives from local businesses, the Military and Canadore College will be in attendance. Media coverage has been arranged.
- Humaniqua – the agreement was signed February 11<sup>th</sup>. Laura will advise when the service is active.
- Marketing Materials – a resolution was passed for materials. Laura advised that she received a quote from Sofa Communications to do another promotional video focusing on manufacturing/industry and career opportunities in Central Almaguin and surrounding area. A resolution was passed.
- Other items – CAEDA is partnering with Labour Market Group to hold quarterly power lunch meetings. CAEDA will have a booth at the Sunflower Festival on August 9<sup>th</sup>, 2014. The NCIR reports require a few minor revisions and then will be available online.

Fire Dept. Services: Twp of Joly – a meeting has been scheduled this evening (Feb 12<sup>th</sup>) to discuss this. CAEDA will await results of this meeting to discuss.

Strategic Plan Update – The Chair would like to schedule a special meeting to discuss this in more detail. Tentatively scheduled for Wednesday February 19<sup>th</sup> at 9:00am at the Township of Strong office.

Budget Sub-Committee – the Mayors or their delegate will arrange to meet to formulate the 2014, 2015 CAEDA budget and discuss cost sharing. Tentatively scheduled for Friday February 21<sup>st</sup> at 9:00am and the Township of Strong office.

#### **Resolution 2014-07**

**Moved by:** Ron Bennison      **Seconded by:** Bill deVries

Be it resolved that this committee does hereby authorize Laura McNeice to purchase Central Almaguin pens up to \$1000.00 + HST and up to \$2000.00 + HST for Central Almaguin notebooks.      **Carried**

#### **Resolution 2014-08**

**Moved by:** Merlyn Snow      **Seconded by:** Bill deVries

Be it resolved that this committee does hereby authorize Sofa Communication to proceed with a broadcast promotional video focusing on manufacturing and industrial businesses in the area, at a price of \$5000.00 + HST.      **Carried**

Gary McLaren left the meeting at 11:00a.m.

**Correspondence:** A letter from Township of Strong was read advising that effective July 2014, they will be charging CAEDA \$100.00/month office rent and \$250.00/month administration. This letter will be discussed further at the budget meeting.

#### **Adoption of Minutes:**

##### **Resolution 2014-09**

**Moved by:** Ron Bennison      **Seconded by:** Merlyn Snow

Be it resolved that this committee does hereby adopt the minutes of January 15, 2014, as amended.

**Carried**

**Approve CAEDA Expenses:**

Mileage and banked time was discussed.

**Resolution 2014-10**

**Moved by:** Bill deVries                      **Seconded by:** J.A.K. Dickerson

Be it resolved that this committee does hereby approve expenses between January 16, 2014 and February 12, 2014 in the amount of \$4534.10, and authorize the administrator to issue cheques for the same.

**Carried**

**New Business:**

The Terms of Reference has been amended, a resolution was passed.

**Resolution 2014-11**

**Moved by:** Elgin Schneider                      **Seconded by:** J.A.K. Dickerson

Be it resolved that this committee does hereby adopt the amended CAEDA Terms of Reference.

**Carried**

**Closed Session:**

**Resolution 2014-12**

**Moved by:** Ron Bennison                      **Seconded by:** J.A.K. Dickerson

Be it resolved that this committee does hereby move into closed session at 11:25a.m. under Subsection 239(2)(b) of the Municipal Act to consider a matter involving "personal matters about an identifiable individual, including municipal or local board employees." Re: staff overtime

**Carried**

The Committee resumed its regular meeting at 11:45a.m. The Chair reported that the committee did discuss the matters it was permitted to under the resolution authorizing the public exclusion. The following resolution was recommended:

**Resolution 2014-13**

**Moved by:** Ron Bennison                      **Seconded by:** Bill deVries

Be it resolved that this committee does hereby adopt the Township of Strong Employee policy for committee staff.

**Carried**

**Adjournment:**

**Resolution 2014-14**

**Moved by:** Elgin Schneider                      **Seconded by:** Bill Russell

Be it resolved that this committee does hereby adjourn at 11:45 a.m. until the next regular meeting on February 19, 2014 at 9:00am at the Township of Strong Municipal Office, or at the call of the chair.

**Carried**

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**Chair, Jim Coleman**

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**Recording Secretary, Caitlin Haggart**