



Town of Sidney - Economic Advisory Committee

MINUTES

Thursday, October 31, 2019 – 10:30 am

Arbutus Room, Sidney Town Hall

Present: Mayor Cliff McNeil-Smith, Councillor Chad Rintoul, Councillor Peter Wainwright, Annilee Armstrong, Frank Austin, David Calveley, Barbara Cina, Alyssa Gerwing, Stasia Hartley, Rob Hunchak, Natalie King, Deanna Mathewson, Jennifer Michell, Denny Warner

Staff: Randy Humble (CAO), Andrew Hicik (CFO), Paula Kully (recording clerk)

Meeting began at 10:31 am

1. Welcome by Mayor

Mayor Cliff McNeil-Smith opened the meeting by thanking all the committee members for volunteering their time and expertise.

2. Committee Member Introductions

Round table introductions from all committee members, Council and staff present.

3. Overview of the EAC

- a. Primary objectives (as outlined in ToR)
 - The Mayor provided a brief overview of the primary objectives of the EAC as outlined in the Terms of Reference.
 - Information sharing amongst the various organizations represented will be a primary focus to begin with. The Sidney Events Advisory Group (SEAG) was noted as a successful model.
 - Council may refer items to the EAC through resolution.
 - The Mayor provided an overview of the economic development fund established by Council.
 - **Frank Austin requested a list of recommendations and actions of the former EDC.**
- b. Council's expectations: the Mayor advised that Council does not have any specific expectations at this time.

4. Meeting Procedures

- As a select committee, the EAC will follow the guidelines laid out in the Town's meeting procedures policy for committees.
- Minutes of Meetings will not be verbatim but rather, record decisions by resolution. They may also include a "Record of Decisions", which is a list of bullets of important discussion points as identified by the committee.

- Committee member reports should be submitted to the recording clerk prior to the meeting for inclusion in the final minutes.
- Overview of contacts with media by CAO: The recommendation is to have the Chair or Vice Chair refer media requests to the Town.
- Conflict of interest: It is recommend that if a member is not sure about a potential conflict of interest, they should come to the CAO or Council Liaison.

5. Draft Meeting Schedule

- Meeting schedule may change at the discretion of the Chair.
- The Council Liaison will Chair the next meeting until after the Chair is elected.

6. Election of Chair & Vice Chair

- Postponed until next meeting to give members an opportunity to consider and get to know each other better.

7. Roundtable Discussion – Information sharing among different business sectors and organizations

- Members provided a brief overview of their experience.

8. Adjournment at 11:49 am

Next meeting - November 22 at 10:30 am