

**SOUTH ALMAGUIN HIGHLANDS ECONOMIC DEVELOPMENT COMMITTEE/
COMMUNITY DEVELOPMENT OFFICER COMMITTEE**

JOINT MEETING MINUTES - December 16, 2013

The second joint meeting of the South Almaguin Highlands Economic Development Committee (SAHED) and the Community Development Officer Committee (CDO) was held at the Burk's Falls Municipal Office on Monday December 16, 2013 at 6:00 p.m. The meeting was originally scheduled on December 9, 2013 but rescheduled due to road conditions.

In attendance: Ryerson Councilor Rosalind Hall, Burk's Falls Councilor Lewis Hodgson, Armour Councilor Rod Blakelock, Chair Anna Branch, Wendy Whitwell, David Gray, Willy Hollett, Tom Tota and Emilio Foffano.

The CDO report for December 9th, 2013 was reviewed.

Business Arising from Minutes and CDO report:

Strategic Plan: Community Development Officer David Gray gave a status update on the Strategic Plan. Deputy Clerk Melinda Torrance provided a final proof read on the plan and advised that certain changes to the plan could make it more accessible for the visually impaired when published online. Once the changes are complete, David Gray will have the master copy signed by Reeves of Burk's Falls, Armour and Ryerson and will be given to Andrew Farnsworth for the records of The Township of Ryerson. Copies will be provided to the Village of Burk's Falls and the Township of Armour for their records.

NCIR Project: David Gray gave a status update on the Northern Communities Investment Readiness (NCIR) project. The NECO Application was successful in the amount of \$2500.00. The letter of offer has been signed and copies sent to the NECO Office and to Northern Development Officer Carole Mantha to support the NCIR application. David reported the status of the request for proposal (RFP) was issued as of December 4th, 2013 with a deadline for submission of December 20, 2013. Wendy Whitwell, Clerk for The Township of Armour advised David of an error on the RFP and requested that an addendum be added to the RFP and posted online. Councilor Hall asked if there has been any interest shown. David and intent to submit. The committee will be meeting to review the applications on Monday, December 23, 2013 and provide their recommendations to council.

Joint Agreement: David Gray presented the revised joint operation and management agreement reflecting the changes that had been suggested during the Thursday meetings. Chair Anna Branch proposed that the Community Development Officer David Gray should act as facilitator and chair SAHED Committee meetings going forward. Councilor Hodgson proposed that there be a clause that allows the committee to select an alternative chair in the event of David's absence. David is to update the joint agreement with the proposed changes and submit to the three municipalities for council review.

Humaniqa: David reported potential for an opportunity to partner with the Central Almaguin Economic Development Association, the Labour Market Group and the Almaguin Business Community to obtain a 2 year membership to the services offered by Humaniqa as outlined in the CDO report and Humaniqa document. Chamber of Commerce Director Willy Hollett requested that David prepare a brief proposal to be reviewed by the Chamber of Commerce including costs. Councilor Hall suggested that Humaniqa be contacted in regards to Showcase Almaguin. Councilor Hodgson inquired about the possibility of gaining access to the site to review the contents. David Gray advised that Humaniqa is willing to make a presentation that involves a live demonstration. David is to contact Economic Development Office Laura

McNiece to express interest and discuss opportunities for a presentation from Humaniqa provided all parties are interested in moving forward.

Attractions Directory and Visitor Guide: David Gray discussed the upcoming Visitor Guide project. Councilor Hall suggested that David review the Manatoulin Magazine and report with a breakdown of the layout. Councilor Hodgson requested that David take several photographs of the magazine to send to the committee via email. David is to bring several examples of community publications to the January SAHED Committee-CDO meeting for review. Once a tentative layout has been decided on, funding will be pursued.

Other New Business: David Gray reported on behalf of Gray/Hall productions that the December Third Friday Coffee House generated \$500 in donations in support of the Burk's Falls Food Bank.

Next Meeting: January 13, 2013 at 6:00 pm in the Burk's Falls Town Office

Adjournment: Motion to adjourn from Councillor Hodgson, seconded by David Gray - **Carried**