



Economic Development Advisory Committee Meeting Minutes
Wednesday, February 3, 2010
2:00 p.m.
Committee Room, Town Hall

Members Present:

Manufacturing: F. Guzzo - Chair
Councillor A. Thompson
Councillor R. Whitehead
Peel Federation of Agriculture: P. Armstrong
Hills of Headwaters Tourism Association: J. Giancola
Member at Large: R. Murray
Member at Large: G. Schmalenberg
Service Sector, S. Desrocher

Members Absent

Mayor M. Morrison
Movement of Goods Industry: G. Ledson
Peel Federation of Agriculture: G. Downey
Chamber of Commerce: K. Darnley
Aggregate Industry: M. Miller

Town Staff:

Chief Administrator Officer: D. Barnes
Manager of Economic Development: N. Lingard
Committee Coordinator: C. Pillsworth
Manager of Engineering & Construction: D. Atkins

1. **CALL TO ORDER**

The meeting was called to order at 2:10 p.m.

2. **APPROVAL OF AGENDA**

Moved by: S. Desrocher

EDC-2010-001

That the agenda for the February 3, 2010 Economic Development Advisory Committee be approved.

Carried.

3. **DISCLOSURE OF PECUNIARY INTEREST** – None stated.

4. **RECEIPT OF MINUTES**

Moved by: P. Armstrong

EDC-2010-002

That the November 4, 2009 Economic Development Advisory Committee minutes, be received.

Carried.

5. **REGULAR BUSINESS**

A. Mary Hall Director of Planning and Development and Ron Kaufman, Director/Chief Financial Officer re: Caledon Community Based Strategic Plan Update.

M. Hall and R. Kaufman provided a presentation regarding the Caledon Community Based Strategic Plan and invited comments and suggestions from the Committee.

B. Norm Lingard, Manager of Economic Development and Cathy Perennec McLean, Manager Employment Services re: Business Case Outline for the Development of an Employer Training Needs Assessment.

N. Lingard provided the following information:

- Facilitate an integrated human resource planning activity involving businesses, community stakeholders/partners, training institutions and other levels of government in Caledon.
- The project will research and document factors that influence employer training and development, promotion and hiring decisions. Activities will include quantitative and qualitative research approaches to engage a minimum of 200 small to medium sized employers in Caledon to document formal and informal training and development needs, processes and capacity in the short to long term.
- Anticipated that this investment will provide the following economic and financial benefits to the community and region: 1) complete effectively for good jobs and increased employment opportunities to improve Caledon's live/work balance; 2) improve the Town's non-residential tax assessment base; 3) support appropriate and planed growth strategies; 4) generate more business and wealth, and, 5) create a diverse and sustainable economic base.
- Economic Development Advisory Committee will be established as a Steering Committee to advise Council on matters associated with the long term and sustainable economic prosperity of the Town of Caledon, the Economic Development Advisory Committee (CEDAC) will support the efforts of the Project Managers and Team, consultants, and local economic development agencies, with the creation of a multi-year plan for the Town of Caledon.
- Formal budget to be developed and finalized. Once budget has been finalized, submit business case to the Ministry of Training, College and Universities.

Moved by: Councillor Thompson

EDC-2010-003

That Town staff pursue the Development of an Employer Training Needs Assessment and report back to the Committee.

Carried.

C. Norm Lingard, Manager of Economic Development re: Research Innovation Commercialization Centre Update.

N. Lingard advised that the purpose of the report is to provide an overview of the Research Innovation Commercialization Centre (R.I.C. Centre):

- R.I.C. CENTRE was launched in June 2008 through a partnership with the University of Toronto Mississauga (UTM), Mississauga Board of Trade MBOT) and funding support from the Ministry of Research and Innovation (MRI).
- R.I.C. CENTRE provides clients with access to market research, science and lab services, business plan development, business mentoring to accelerate commercialization, networking and the Ontario Commercialization Network for funding and business opportunities. To date, the R.I.C. CENTRE has provided assistance to 50-60 emerging companies in the Region of Peel. With the Town of Caledon's support, Caledon-based companies will be directly assisted through their commercialization process.
- The R.I.C. CENTRE is interested in formalizing their relationship with the Town of Caledon through a Memorandum of Understanding in order to solidify their program funding with the Province of Ontario's Ministry of Research and Innovation.
- The Town of Caledon will be provided a seat on the Advisory Board and sub-committees.
- The R.I.C. CENTRE had requested \$10,000 funding for these services, but after further negotiation the Town of Caledon will provide \$5,000 for the funding.
- A Memorandum of Understanding was reviewed and approved with the recommendation that the Manager of Economic Development be authorized to sign the Memorandum of Understanding.

Moved by: Councillor Thompson

EDC-2010-004

That the Manager of Economic Development be authorized to sign the Memorandum of Understanding.

Carried.

Moved by: S. Desrocher

EDC-2010-005

That Garth Schmalenberg has been appointed to sit on the RIC Advisory Board.

Carried.

D. Coleraine Drive Reconstruction Update.

D. Atkins, Town of Caledon of Manager of Engineering and Construction provided a brief presentation on Coleraine Drive, Duffy's Lane and the Bolton Arterial Route Construction Projects.

E. Hills of Headwater Tourism Association Update.

J. Giancola provided an update on the Hills of Headwater Tourism Association. The Hills of Headwaters Tourism Association is moving to a tourism delivery model that will represent all tourism operators and businesses within the region instead of the membership based model.

6. **ADJOURNMENT**

The meeting adjourned at 4.15 p.m.

7. **NEXT SCHEDULED MEETING**

The next meeting will be held on May 26, 2010 at 2:00 p.m. in the Committee Room, Town Hall.