



**ECONOMIC DEVELOPMENT COMMITTEE  
MINUTES**

**September 17, 2012 –10:00 AM  
Council Chamber, Municipality of West Perth**

**Members Present:** Councillor Robert Wilhelm, Councillor Vince Judge,  
Councillor Walter McKenzie, Councillor Bob McMillan and Warden Ian Forrest

**Staff Present:** Bill Arthur, Chief Administrative Officer, Kristin Sainsbury,  
Economic Development Coordinator, Jordan Hypes, BR & E  
Coordinator and Pauline Walkom, Recorder/Administrative  
Support Clerk

ABSENT: None

**1. CALL TO ORDER**

Chairperson Robert Wilhelm called the meeting to order at 10:00 AM and verified quorum was present.

Carried

**2. ADOPTION OF AGENDA**

Moved by: Councillor Walter McKenzie

Seconded by: Warden Ian Forrest

THAT the Agenda for September 17, 2012 be approved as amended;

Carried

**3. DECLARATIONS OF PECUNIARY INTEREST** and general nature thereof  
No Disclosures stated.

**4. ADOPTION OF PREVIOUS MINUTES**

Moved by: Councillor Vince Judge

Seconded by: Councillor Bob McMillan

THAT the minutes of the August 14, 2012 Economic Development Committee meeting minutes be approved;

**5. DELEGATIONS - NONE**

**6. REPORTS**

**6.1** BR& E Findings – Kristin Sainsbury, Economic Development Coordinator &  
Jordan Hypes, BR & E Coordinator

A copy of the presentation was distributed to Committee members.

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Jordan Hypes, BR & E Coordinator gave a presentation on the project overview and included Key Findings for various sectors. Action items were outlined.

Motion by Warden Ian Forrest

Seconded by Councillor Walter McKenzie

THAT report prepared by Jordan Hypes, dated September 10, 2012 regarding the Agriculture and Food Business Retention and Expansion project update, be received;

Carried

BR & E Coordinator will be contacting each lower tier municipality.

Warden Ian Forrest suggested that discussion be held with County Clerk regarding inclusion of material for Municipal Day.

**6.2 Economic Development Coordinator Monthly Report**

Kristin Sainsbury, Economic Development Coordinator advised that City of Stratford statistics are included in the Unemployment rate update. (Item 5.8)

Moved by Councillor Vince Judge

Seconded by Warden Bob McMillan

THAT the staff report prepared by Kristin Sainsbury, dated September 10, 2012 regarding Economic Development activities and update be received.

Carried.

**6.3 County Boundary Signage Report**

Kristin Sainsbury, Economic Development Coordinator reviewed the County Boundary Signage report. No banners can be placed below the signs.

Motion by Bob McMillan

Seconded by Vince Judge

THAT the report dated September 10, 2012, prepared by the Economic Development Coordinator regarding County Boundary Signage, be received and staff be directed to bring a report back on costs for proposed signs;

Carried.

Recess at 11:05 AM

Meeting reconvened at 11:10

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6.4 Preliminary Budget Report – Economic Development

The proposed budget information was emailed separately. The following information was distributed at meeting:

- 1) Economic Development Committee Report – Dated Sept 14, 2012 – Titled: Proposed Economic Development Budget 2013
- 2) Table 1 – Strategic Plan Action Items and Projected Budget
- 3) Table 2 – Yearly Budget Breakdown
- 4) 2012 Operating Budget

The grant for Perth County Visitors Association is currently separately from Economic Development Budget.

It was requested that Cathy Bieman, General Manager, Perth County Visitors Association (delegation) be asked to bring the business plan and budget to the next Perth County Economic Development Committee meeting.

It was requested that preliminary budget be discussed at next meeting. (Strategic Plan Action Items and Projected Budget – Table 1)

Table 1 – Strategic Plan Actions Items and Projected Budget will be forwarded to all Council Members for visioning session on September 20, 2012.

Motion by Councillor Vince Judge

Seconded by Warden Ian Forrest

THAT report prepared by Kristin Sainsbury, dated September 14, 2012 regarding the 2013 Economic Development Budget be received;

AND that it be deferred to the next regular meeting;

Carried

7. **Correspondence –**

Moved by Warden Ian Forrest

Seconded by Councillor Walter McKenzie

THAT the minutes of West Perth Economic Development Committee meeting dated August 18, 2012; and

THAT the draft minutes of Township of Perth South Economic Development Committee dated August 28, 2012 be received;

Carried

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8. **Other Business – None**
9. **CLOSED MEETING – NO CLOSED MEETING**
10. **REPORTING OUT FROM CLOSED MEETING - NONE**
13. **NEXT MEETING:** October 9, 2012 at 10:00 AM at Municipality of South at 10:00 A.M.
14. **ADJOURNMENT**  
Motion by Warden Ian Forrest  
Seconded by Councillor Vince Judge  
THAT the meeting adjourn at 11:55 A.M.;

Carried.

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Councillor Robert Wilhelm, Chair

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Pauline Walkom, Administrative Support  
Clerk/Recorder

NOTE: Due to a conflict, the next meeting has been moved to Monday, October 15<sup>th</sup> at 1:00 PM.

**Please note the change in the date and time.**