



**Policy Review Committee Action Report  
for January 31<sup>st</sup>, 2012 to be held in the  
Council Chambers Immediately following Council**

**PRESENT:** Mayor LeBlanc, Deputy-Mayor Sonnenburg, Councillor Antonakos, Councillor Flynn, Councillor Probert, Councillor Black, Councillor Strike, Duncan Rogers, Clerk, Paul Knowles, Chief Administrative Officer

- 1) **DECLARATION OF PECUNIARY INTEREST** - now or anytime during the meeting
- 2) **REGISTRATION OF PUBLIC WISHING TO SPEAK** - with the secretary
- 3) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 4) **Communication 123093 is a closed meeting**
- 5) **If there is an addendum, in accordance with Section 15.2.4 (of Striking Report) does the committee wish to approve this addendum?**

**TO BE DISCUSSED**

123093      Received from Paul Knowles, Chief Administrative Officer  
                 Addressed to Policy Review Committee  
                 Date January 27<sup>th</sup>, 2012  
                 Topic Closed Meetings

**SUMMARY**

As authorized by the Municipal Act, Council should review selected items in closed session.

**STAFF RECOMMENDATION**

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda:

**AGENDA**

- 31-01-12-1      personal matters about an identifiable individual, including municipal or local board employees;
- 31-01-12-2      personal matters about an identifiable individual, including municipal or local board employees;
- 11-10-11-1      a proposed or pending acquisition or disposition of land by the municipality or local board;
- 17-01-12-2      litigation of potential litigation, including matters before administrative-tribunals, affecting the municipality or local board;
- 31-01-12-3      a proposed or pending acquisition or disposition of land by the municipality or local board;

**COMMITTEE DECISION**

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda:

**AGENDA**

- 31-01-12-1      personal matters about an identifiable individual, including municipal or local board employees;

**123093 Continued**

- 31-01-12-2 personal matters about an identifiable individual, including municipal or local board employees;
- 11-10-11-1 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 17-01-12-2 litigation of potential litigation, including matters before administrative-tribunals, affecting the municipality or local board;
- 31-01-12-3 a proposed or pending acquisition or disposition of land by the municipality or local board;

**REPORT TO COUNCIL**

**31-01-12-1 ECONOMIC DEVELOPMENT OFFICER**

**SUMMARY**

The 2012 budget includes hiring an Economic Development Officer. A proposed job description is attached.

**COMMENT**

The EDO could be classified as full time or contract. Contract positions are generally used for shorter term assignments associated with a specific project or with a definable end date. While they offer the advantage of a fixed end date for an obligation to the employee, contracts sometimes do not attract the best applicants.

There are some examples of an EDO (or other positions) reporting directing to a Committee, but this is not common - especially for a full time employee.

The EDO could be a contract position reporting directly to a committee that operates fairly independently of the Town organization or a full time employee reporting to the CAO with the function integrated into the municipal operations. The independent model would be similar to Quinte and would require strong leadership by the Committee.

**STAFF RECOMMENDATION**

THAT the EDO position be hired as a full time municipal position that reports to the CAO.

THAT the job description for the Economic Development Officer be reviewed at the Community Development Committee meeting on February 14<sup>th</sup>, 2012 and then finalized and that the hiring process be established later that evening at the February 14<sup>th</sup>, 2012 Policy Review Committee meeting so advertising for the position can proceed.

**COMMITTEE DIRECTION**

THAT the EDO position be hired as a full time municipal position that reports to the CAO.

THAT the job description for the Economic Development Officer be reviewed at the Community Development Committee meeting on February 14<sup>th</sup>, 2012 and then finalized and that the hiring process be established later that evening at the February 14<sup>th</sup>, 2012 Policy Review Committee meeting so advertising for the position can proceed.

- 31-01-12-2 THAT Council hereby instructs the Clerk to amend the Striking Committee Report to appoint Janet McGinnis, Debby Lytle, Les Gallant, Catharine Wylie, Jim Kowbel, Mayor LeBlanc, Councillor Black and Les Reynolds, Director of Protective Services be appointed to the Good Neighbours Great Neighbourhoods Committee.

**123093 Continued**

11-10-11-1 Bring forward

17-01-12-2 THAT Mr. Hunt be provided with the minutes for item 20-07-10-3 with confidential sections blacked out.

31-01-12-3 Bring forward