

**Chatham-Kent Community Strategic Planning Committee (CSPC) Meeting
January 29, 2009 Minutes**

Present:	<p>CSPC Members: Brian Case, Leon Leclair, Marlee Robinson, Ron Dekker, Jim Lemak, Monica Bacic, Patricia Arango, Jamie McGrail, Launa McMahon-Deline,</p> <p>Staff Support: Deborah Furlan, Maggie Downey, Helen McLaren</p>	<p>Date: Thursday, Jan. 29, 09</p> <p>Location: Room 212 2nd Floor, Civic Centre, 7p.m.</p> <p>Next Meeting: Thursday, Feb. 26, 09</p>
Regrets:	Ken Tremblay, Bob Rankin, Pat Weaver, MaryLou McLeod, Gerry Wolting, Larry Najjar, Brian King, Anne Gilbert, Elinor Mifflin, Kim Cooper, Rob Browning	
Cc:	Mayor and Council, Meredith Cadotte, Ralph Pugliese, Bonnie Rotschenk, Maria Kernohan, Donna Jubenville, Dawna Urquhart, Jennifer Newton, Tammy Minshull-Cadotte, Janice Lally, Stuart Wood, Nick Brownlee, Monica Bacic	
Chairperson:	Brian Case	
Secretary:	Maggie Downey	
Agenda Item	Summary of Discussion	Action
A Welcome, Call to Order	<p>Notes from the Chair</p> <p>a) David Foot Event – Information presented will help the committee to review some of the directions so that the actions taken today will make a difference not only in the short term but also long term. The community needs to be more aware and quicker to respond to the shift in demographics. Mr Foot would be a good speaker to consider for the next or future World Town Planning Day event.</p> <p>b) Library of reading materials available at your disposal in Deb’s Office including a recent addition “Boom Bust & Echo: Profiting from the Demographic Shift in the 21st Century</p>	
B Review & Approve Minutes	<p>Moved by Jamie McGrail Seconded by Monica Bacic</p> <p>Motion: That the minutes of December 4, 2009 be approved. Motion carried</p>	
C.1 Items for Decision	<p>CSPC Annual Report 2008</p> <p>Moved by Monica Bacic Seconded by Marlee Robinson</p> <p>Motion: To approve the 2008 CSPC Annual Report with amendments. Motion carried</p> <p>Review of the annual report – minor changes to made, please forward any changes to Deborah before February 11th. Scheduled for March 2, 2009 Council meeting.</p>	

<p>C.2 Items for Decision</p>	<p>Youth Representation at the CSPC Meetings Discussion on the role of youth as a committee member. Will consider filling the next vacant position with a youth from the community.</p> <p>Until then, the Coordinator will contact the Chair of the YES (Youth Engagement Strategy) Committee to offer a meeting with the nomination committee (Leon, Ken and Deb) before the next CSPC meeting in February. The YES committee represents many of the youth service providers in CK and could be a liaison between the two committees and the youth.</p>	<p>Deborah</p>
<p>C.3 Items for Decision</p>	<p>Approval of the proposed changes to the Terms of Reference</p> <p>Moved by Jamie McGrail Seconded by Ron Dekker</p> <p>Motion: To accept the revised Terms of Reference (TOR)</p> <p>Minor changes were made to the TOR, Section 8 by adding Role of Chair, Role of Vice Chair and Role of Past Chair.</p>	
<p>D.1 Items for Discussion</p>	<p>Public Speakers Forum</p> <p>The Coordinator went through the Project Charter Template with the CSPC. Need to form a sub committee to complete the template and present back to the committee in February. Speakers Forum is a new initiative and a completed Project Charter will assist the committee with the next steps and direction.</p> <p>Jamie McGrail, Marlee Robinson and Monica Bacic will form the sub committee and meet to complete the Project Charter.</p>	<p>Jamie Marlee Monica</p>
<p>E. 1 Items for Discussion</p>	<p>Appointment Process</p> <p>A report to Council with a recommendation to fill the vacancy on committee is scheduled for Feb 9, 2009 closed session Council meeting.</p>	<p>Deborah</p>
<p>E. 2 Items for Discussion</p>	<p>Update on improvements being made to the corporate strategic planning processes</p> <p>The executive management team recently approved a project (which Deb Furlan is leading) to allow for Council review and input, regarding the health of Council's Strategic Directions and Goals. The 2 goals to be achieved by this project, are as follows:</p> <ul style="list-style-type: none"> • By May 2009, to successfully host and complete the second annual Corporate Strategic Review Session (first session held in October 2007); and, • To establish processes and roles to properly support on-going awareness of all components of the Corporate Strategic Plan. <p>The steering committee members guiding this project are as follows:</p> <ol style="list-style-type: none"> 1. Sponsor – CAO Rob Browning 2. Sponsor Rep – General Manager Corporate Services Gerry Wolting 	<p>Brian and Ken</p>

	<ol style="list-style-type: none"> 3. Project Lead – Deb Furlan 4. Mayor – Randy Hope 5. External facilitator – Linda Tarrant 6. Project Management Office (PMO) – Roger Bruneel 7. Communications Officer – Brian Worrall <p>Ad-hoc Community Representation</p> <ol style="list-style-type: none"> 8. Brian Case (Chair CSPC) 9. Ken Tremblay (past-chair) <p>Brian and Ken will keep the committee advised as appropriate.</p>	
<p>E. 3 Items for Discussion</p>	<p>Staff Notes</p> <p>Community Partnership Fund Update - The Community Partnership Fund (CPF) was established by Council in 2000. It is a grant program which uses matching funding to promote community development projects within Chatham-Kent. The annual CPF program consists of two components – Mainstream and Festivals & Events.</p> <p>Since its inception in 2000 the CPF has leveraged \$1,660,992.20 in municipal investment into \$6,456,044.95 worth of community development projects, and has encouraged widespread civic engagement and community improvement.</p> <p>The 2009 CPF call received 95 applications, 62 under the Mainstream component and 33 under Festivals & Events. In total, those 95 applications sought \$489,917.26 in funding against gross project costs of \$1,737,521.27.</p>	
<p>F New Business/Non Agenda Business</p>	<p>Member Items</p> <ol style="list-style-type: none"> 1. CK Chamber is submitting a RFP to host an Ontario Chamber of Commerce Annual Conference in Chatham in 2012. Ron will ask if there is anything the CSPC can do to assist the Chamber. 2. Notice that a Chatham-Kent branch of the Architectural Conservancy of Ontario (ACO) has been formed. The inaugural meeting and first AGM will be held on Thursday February 5th at 7.00pm in the Agronomy Building of the Ridgetown Campus of University of Guelph. All are welcome to attend. 3. Our Past-Chair will be holding an exhibition at ARTspace on King Street, Chatham on Thursday 5th March beginning at 7.00pm 4. Andrew Coyne, National Editor of MacLean’s magazine, will be speaking at the London Convention Centre - 300 York Street, London on Tuesday, April 2/09 at 7pm lecture will start with wine and cheese reception to follow. Tickets are \$ 100.00 each. If anyone is interested in attending and purchasing tickets, please call Jamie McGrail @ 519-360-0078. 5. The Chatham Kent Community Foundation is hosting an environmental workshop at the Retro Suites Hotel in Chatham on Saturday Feb 28, 2009 from 10:30 to 2:30. CSPC members are invited re: interest in the environmental well-being of Chatham-Kent. Contact Deb Furlan for further details 	<p>Ron</p> <p>Marlee</p> <p>All</p> <p>Jamie</p> <p>Deb</p>

	<p>6. The Create C-K Kick-Off will take place on Thursday, February 18 at 4:00pm. The cost to participate is \$15, and the evening will take place from 4pm to 8pm. The Key Note Speaker is Steven Thorne. Participants will enjoy a light supper while being engaged in activities to further their knowledge about our cultural community and how they can create a better economic Chatham-Kent through Culture. All participants will be able to discover what a Community Action Team (CAT) is. Pre-registration is required and may be done on-line at www.cktickets.com, by phone 519.354.8338, or by registering at the Cultural Centre Box Office, 75 William Street North. The event will be held at the River Rock in downtown Chatham.</p>	<p>ALL</p>
<p>G Establish Action Items & Assignments</p>	<p>See notes throughout the minutes</p>	
<p>H Upcoming Meetings & Community Events</p>	<p>2009 CSPC Committee Meetings 6:30 pm – 8:30 pm, Room 212 – 2nd Floor Civic Centre</p> <ol style="list-style-type: none"> 1. Thursday, February, 26, 2009 2. Thursday, March, 26, 2009 3. Thursday, April, 23, 2009 4. Thursday, May, 28, 2009 5. Thursday, June, 25, 2009 6. Thursday, July, 23, 2009 7. Thursday, August, 27, 2009 8. Thursday, September, 24, 2009 9. Thursday, October, 22, 2009 10. Thursday, November, 26, 2009 	
<p>I Adjournment</p>	<p>9:15 pm</p>	