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To: Mayor and Members of Council
From: Andrew Allison, CAO
Date: January 18, 2021
Re: Economic Development Liaison Role

At its meeting on January 4, 2021, the General Government Committee passed Resolution (#GG-437-20) which included, in part:

That a Member of Council be appointed as a Liaison for Economic Development, to be Council's representative on the Clarington Board of Trade, to report to Council;

That the Economic Development Liaison be considered at the January 25, 2021 General Government Committee meeting;

I am writing this memo to seek clarification on the Resolution so that staff can implement Council's direction.

Status: What would the Liaison's "representative" role be on CBOT?

Under our current arrangement with the Clarington Board of Trade and Office of Economic Development (CBOT), the Municipality is, and has historically been, extended a voluntary invitation to Board meetings. All relevant Board documents are shared with a Municipal staff member, but staff have no ability to vote or any formal standing. This role has typically been held by the CAO, but Carlos Salazar, Manager of Community Planning, is currently occupying that position. Is it the intention that the Council Liaison take over this role or that the Council Liaison also be invited to meetings? Alternatively, is it the desire of Council to have a Councillor added as a voting Board member, as is the case currently with the Visual Arts Centre?

Adding a Councillor as a voting member to CBOT's Board would require changes to its existing by-laws and policies. Article V (5.6) of its By-law states that "[a] director will be deemed to have resigned immediately upon the occurrence of one of the following events: (f) is elected into public office." Consistent with its by-law, CBOT's Board Recruitment Policy under Section 2 (ii) states that "no member of Council or the Mayor of the Municipality of Clarington or a spouse, child, parent, brother or sister related to a member of Council or the Mayor of the Municipality of Clarington shall be eligible for election or appointment to the Board."

If Council is interested in pursuing either of the two options described above, staff should be directed to make a request to the CBOT Board of Directors.

Reporting: What is the process by which the Liaison for Economic Development will “report to Council”?

Sections 7 and 9 of the current agreement between CBOT and the Municipality state the following in terms of reporting:

7. CBOT shall report and update Council no less than 4 times a year pertaining to all its economic development activities.
9. On or before March 31 in each year of the Term, CBOT shall provide Council with a report showing how it has performed in relation to the performance measures and targets.

As Council is aware, these updates are sometimes provided in writing and sometimes in person. Written reports are included under Correspondence in GGC agendas. Verbal reports are presented through delegations. The last written [update](#) was included in the November 30, 2020 GGC agenda and a representative from CBOT will be appearing virtually at the January 25 GGC meeting.

There is currently no mechanism or obvious spot for a Member of Council to “report to Council”. This was not contemplated, or required, in the current [Procedural By-law](#). In order to achieve this reporting requirement, staff respectfully ask that Council provide direction on the following five options:

1. If Council wishes the Liaison to report as part of the quarterly report delegation from CBOT, the Liaison could be listed under the delegation portion of the agenda. This would require no change to the Procedural By-law.
2. Assuming that the reporting is to be done within a Committee meeting (which is advisable since it provides the most open and transparent way to report items), as opposed to Council, then it could be done during the “Presentation” section of the agenda. This would not require any change to the Procedural By-law.
3. If Council wishes, the section called “Staff Reports” could be changed in the Procedural By-law to be “Reports”. This would require a change to the Procedural By-law.
4. Council could add a new section called “Reports from Members of Council” following the “Staff Reports” section. This would require a change to the Procedural By-law.
5. Should Council wish to have the reporting go directly to Council, it could be done under “Committee Reports”. It could also be listed under the “Other Business” section of the Council agenda – although this is not recommended as it is not as obvious. Neither of these changes would require any changes to the Procedural By-law.

If Council is making a procedural change to include reports coming from a Liaison for Economic Development, other Council appointees could be treated similarly (for example, Council appointees to the Library Board, Visual Arts Centre or Hall Boards).

No matter where the report lies, staff recommend that the Liaison advise the Clerk's Division, prior to noon on the Wednesday prior to the meeting, even if it is a verbal report, so that it can be listed on the agenda and that the report be dealt with through a resolution, even if it is to "receive the verbal report for information".

Request

If Council could provide clarification on these matters, it would greatly assist staff in our efforts to carry out Council's wishes.



Andy Allison
CAO