The Ignace Citizen Advisory Committee

Meeting Minutes – 22 March 2021, 6:34 pm – 7:36 pm

Attendance – Jeff Lederer, Karen Greaves, Kelvin Davenport, Debbie Hart, Andrew Hewlett, Mayor Penny Lucas, Chantelle Gascon, Lynda Colby and Keith Roseborough.

Call to Order – 6:34 pm by Mayor Penny Lucas

Mayor Lucas welcomes everyone and discusses meeting etiquette – mute mics, no food etc.,

If you want to speak – turn video and voice on.

What is this committee all about – Refer to terms of reference.

* Make recommendations to council regarding matter of concern to the community of Ignace.
* Assessment/community engagement – budget

Membership count – quorum. Membership is made up of Karen, Andrew and Kelvin, Debbie and Penny with Jeff and Lynda as resources.

The original member expectation was 5-7. We will still be looking for one or two more members. The committee can make a recommendation to council regarding membership.

When council’s term is up then the committee will be disbanded and if they wish to remain on the committee, then they can re-apply.

Code of conduct and confidentiality needs to be completed by every member.

Penny went over the responsibilities of the committee from the terms of reference.

Volunteering/membership to speak on appointing chairperson.

Discussion – Kelvin advised that due to his work, he cannot be a spokesperson for the committee which ultimately a chairperson would have to do so by default, he could not accept that position title.

Andrew felt that due to inexperience he would not be a candidate, but the committee felt that this would be a great learning opportunity for Andrew with guidance from the rest of the committee.

Motion for Andrew to be the Chairperson – All in favour

Motion carried.

Voting members – community members, council member and mayor

Terms of reference are still a draft – wording can still be changed, look it over and discuss it

Discussion on the membership numbers – 5-7 members plus community members. Quorum needs to be 50 % + 1.

Change the terms of reference and make recommendation to council.

Reach out to the school – for student rep and maybe a health rep either MBCHC/EMS

Jeff to look into the student rep and Penny will look into the health care rep.

Kelvin – going back to the terms of reference – section 2.0 – take out the section (d) and make at the end of the document – a section said staff resources.

Kelvin got only one page of the terms of reference – to be sent on Tuesday – 23 March 2021

Karen talks about the committee independently sourcing – clarification needed as to what that means – does the committee actively source info, do they question people on the street?

The committee is like a vessel to the office in the spirit of transparency. This committee will be a conduit from the community to the office to the council.

The township is looking for input about the budget 2021. Survey is going out via Survey Monkey. Is there something we are missing? This is what the community is telling us.

Jeff will do a formal presentation at the next meeting. The committee will develop an engagement plan. What are we willing or not willing to engage the community with? There are specific things that we need engagement on with the community. What does the community need to know as there are issues with privacy or what is that they need to know and how do we get it out there; what is the best way to engage with them.

Where, when, how we will engage the community.

Kelvin – communications need to go from committee to council and vice versa. Bring community thoughts and ideas to council and bringing ideas from the council out to the community.

This is really a working group right now, we are not sure what this group is, but it is definitely needed. This is a community committee.

Setting some lines for the committees re: the budget – if it comes out in march then we discuss in January. This needs assessment will be going out this week. No time for input on this one.

Capital expenditures – projects that the community would like to be done this year.

Talked about members from other committees adding to our committee or inviting them to our meeting.

Minutes, agenda and package to be sent the Wednesday before the meeting.

Karen wants to know what Petrina’s job description is and is requesting changes to the Facebook account.

Agenda items to be forwarded to Petrina or Andrew. Presentation to the committee on how council works/operates.

ICAC meetings to be held the fourth Monday of the month and they will be monthly meetings.

Next meeting – 26 April 2021

Prepare guidebooks on Community Engagement. Jeff to do a presentation.

Meeting adjourned. 7:36 pm