



**Aurora Economic Development Corporation
Board of Directors**

MINUTES

Date and Time: June 23rd, 2020 at noon to 1:30pm

Location: Zoom Online Meeting

Board Members: Tim Hammill (Chair), Marilee Harris (Vice Chair), Mayor Tom Mrakas, Councillor Sandra Humfryes, Vern Cunningham, Mae Khamissa, Steve Hinder, Richard Gong and Doug Nadorozny (non-voting)

Member(s) Absent: Craig Youdale

Other Attendees: Councillor, Wendy Gaertner, Councillor Rachel Gilliland; David Waters, *Director Planning & Development Services*; and Nick Kazakoff, *Economic Development Officer*

1. Call to Order & Disclosure of Conflict of Interest

The meeting was called to order at 12:05pm by Tim Hammill and quorum was met.

2. Approval of the Agenda

The Agenda for the meeting of the Aurora Economic Development Corporation Board of Directors held on Tuesday, June 23rd, 2020 was distributed for review.

Motion Moved by: Vern Cunningham

Seconded by: Steve Hinder

That the agenda be approved.
Carried.



3. Declarations of Conflict

No conflict of interest was declared.

4. Approval of Previous Minutes

The Board reviewed the minutes of the Board of Directors' meeting held on February 25th, 2020.

Motion Moved by: Mae Khamissa

Seconded by: Vern Cunningham

That the minutes from the February 25th, 2020 board meetings be approved.

Carried.

5. Regular Business

5.1 Board Composition – Special Resolution

Staff presented a Special Resolution directed by Council to amend the AEDC board composition to increase the number of local residents or business owners to nine seats and to decrease the number of Council representatives to two members as well as change the quorum requirement for only one Councillor to be present to have quorum.

Motion Moved by: Steve Hinder

Seconded by: Vern Cunningham

That the Special Resolution to By-Law No.1 be approved

Carried.

5.2 Recruitment of New Board Members

The Board discussed the two vacant director positions and the need to review the skills matrix to identify gaps in the Board. The Board will review and determine candidate criteria at the next meeting followed by the recruitment period and selection in late August and early September.



5.3 ABC Task Force Review and Discussion

The Chair provided a review of the Aurora Business Continuity Task Force which was initiated by the Mayor and the Aurora Chamber of Commerce early on in the COVID pandemic. The Task Force activities included conducting a business impact survey, Shop Aurora marketing campaign and creating reopening guidelines for businesses. The board discussed the potential need for a follow up business survey to gather more information.

5.4 Sub-Committee Reports

5.4.1 Downtown Business Mix Strategy

Steve Hinder informed the Board that discussions had been had with the downtown's major landlord in the winter and would like to have a follow up to see how things are going.

5.4.2 Target Sector Analysis

Marilee Harris informed the Board that the sub-committee met early on during the pandemic and decided to put the target sector analysis on hold due to COVID. Staff will be reporting on the estimates for developing the analysis internally, noting time required and costs for off setting labour required.

5.4.3 C-Suite

Mae Khamissa informed the Board that there was no further update from the C-Suite sub-committee.

5.5 Business Visitation Program and Patio Extension Update

Staff provided an update on the Town's Business Visitation Program which was launched in early June as well as the patio extension program which is providing support for restaurant and bars looking to temporarily extend their patios.



6. New Business

The Chair inquired about the hiring of the Manager, Policy Planning and Economic Development. David Waters informed the Board that the recruitment had paused due to COVID but has now resumed and three candidates have been identified and the Town is currently evaluating and will have a decision by end of the week.

Marilee Harris inquired about Town initiatives. The Mayor provided an update on Town initiatives including the potential for weekend road closures to support local business.

7. Next Meeting

The next meeting of the Aurora Economic Development Corporation Board of Directors will be held on Tuesday July 28th, 2020.

8. Closed Session

Meeting went into Closed Session at 1:00 pm.

9. Adjournment

The meeting was adjourned