



## **MEETING OF THE CENTRAL PLANNING TABLE (CPT)**

Date: Thursday, December 7th, 2017

Time: 9:00 a.m. – 10:30 a.m.

Location: NSWPB Boardroom

### **MEETING MINUTES**

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**In Attendance:** Roger Shott – Thunder Bay District Municipal League; Crystal Olson – OCWI; Ellen MacKay – Lakehead University; Diane Atkinson – TBDSSAB; Elodie Grunerud - Association des francophones du Nord-Ouest de l'Ontario, LEPC; Uli Walther, Madge Richardson, Tracy Roblin, Linda Beresnevicius – LEPC.

**Via Teleconference:** Paula Haapanen - Réseau de soutien l'immigration francophone du Nord de l'Ontario; Sylvie Goulet – Greenstone Economic Development Corporation; Craig McIntosh – Ministry of Advanced Education and Skills.

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#### **1. Welcome and Introductions**

- M. Richardson welcomed and introduced meeting participants.

#### **2. Approval of Meeting Agenda for Thursday December 7<sup>th</sup>, 2017**

#### **3. Approval of Meeting Minutes for October 31<sup>st</sup>, 2017.**

- Approvals were deferred, as quorum was not reached.

#### **4. Governance**

##### **a) LEPC Terms of Reference**

- CPT members discussed the committee's decision-making process and the minimum number of meeting attendees required to achieve quorum.
- E. MacKay suggested that LEPC use Google Forms emails to elicit yes/no responses to time sensitive queries from absentees.
- The committee discussed the evolution of the CPT and the fact that its membership will change, based on members' changing interests, roles, responsibilities, and capacity.
- M. Richardson requested that committee members complete the LEPC's Subject Matter Working Group Expressions of Interest and provide the LEPC with their views concerning meeting attendance policies before the next CPT meeting in January 2018.
- U. Walther recommended that the LEPC institute an annual review process by which committee memberships and rules could be updated to reflect the evolving nature of each LEPC committee and working group. He requested that the LEPC provide committee members with CPT attendance figures for the past 12 months to help them determine what should constitute quorum moving forward.
- T. Roblin offered the opinion that broad representation, from as many organizations as possible, lent complexity to the LEPC.
- E. Grunerud highlighted the benefits of having dynamic committees, open to new members and ideas.

- D. Atkinson suggested that each Subject Matter Working Group Expression of Interest also identify a meeting alternate as a way of ensuring continued participation.

#### **b) Subject Matter Working Groups**

- M. Richardson stressed the importance of engagement and requested the committee's feedback concerning the proposed 2017-2018 LEPC Subject Matter Working Groups.
- Referring to page 11 of the LEPC's Terms of Reference, P. Haapanen requested that a formal statement be added to the Terms of Reference offering opportunities for individuals representing special interest/equity groups to share information and evaluate their effectiveness across Subject Matter Working Groups. P. Haapanen and E. Grunerud agreed to prepare a draft statement to address this issue.
- P. Haapanen and E. Grunerud highlighted the fact that it is not the amount of work but the nature of that work that determines the value of one's contribution to an equity group. E. Grunerud suggested that each equity group draft its own checklist of targets for 2017-2018.
- M. Richardson observed that although it is important to include equity representation in each Subject Matter Working Group, a single equity representative cannot adequately represent the whole group. She suggested that equity group members determine if and when they wish to meet, and that they schedule their meetings in the NSWPB Boardroom.
- D. Atkinson recommended that LEPC's Terms of Reference mandate that each Subject Matter Working Group include representation from each equity group, and that each Subject Matter Working Group also be required to evaluate its effectiveness in addressing equity concerns. E. Grunerud suggested that this might assist the LEPC identify future needs and determine future budgets, while improving its standing in the community.
- T. Roblin asked that representatives of equity groups review the LEPC's 2017-2018 Strategic Map and its deliverables, and speak with her about the details of these deliverables as a way of ensuring that equity concerns are appropriately addressed.

#### **5. New Business/Announcements:**

- M. Richardson presented the committee with an overview of LEPC's Labour Market Community Consultations, which began in November 2017 and will continue through January 2018. She requested that CPT members share any information they receive concerning upcoming Community Consultations with their community partners and networks.
- M. Richardson announced that MAESD has begun its third-party evaluation of the LEPCs, and that the LEPCs have been asked to provide the Ministry with contact information for all their stakeholders for this purpose.

#### **6. Next Meeting:** TBA

#### **7. Adjournment:** Motion to adjourn the meeting at 10:49 a.m.