

**TOWNSHIP OF RIDEAU LAKES
ECONOMIC DEVELOPMENT COMMITTEE
REGULAR MEETING**

Monday, September 4, 2018 - 9:00 a.m.

AGENDA

- 1. Roll Call**
- 2. Adoption of the Agenda**
- 3. Declaration of Pecuniary Interest and the General Nature Thereof**
- 4. Adoption of the Minutes – June 4, 2018**
- 5. Guest Speakers**
 - None
- 6. New Business**
 - 6.1** New Provincial Government – future direction (verbal update)
 - 6.2** Delta Foundry Street School –Affordable Seniors’ Housing Complex (inquiry)
 - 6.3** 2019 Workplan (discussion)
 - 6.4** Property Standards in villages and hamlets (inquiry)
- 7. Business Arising**
 - 7.1** Portland Streetscape – follow up from August 25 public meeting (verbal update)
 - 7.2** Delta Site Servicing, pop-up shops, development ready sites (verbal update)
 - 7.3** BR+E update (report attached)
- 8. Closed Session – Tentative**
- 9. Correspondence/Information**
 - 9.1** **Economic Development e-news** – Leeds & Grenville
 - 9.2** **Economic Development Summit 2018:** Friday, November 16, 2018, 9:00 am to 3:00 pm, Kemptville
- 10. Next Meeting Agenda Items**
- 11. Chair Comments**
- 12. Adjournment**

ECONOMIC DEVELOPMENT COMMITTEE REGULAR MEETING MINUTES
Monday, June 4, 2018

The Township of Rideau Lakes Economic Development Committee held a Regular Meeting on Monday, June 4, 2018 at the Municipal Office in Chantry, Ontario.

Chairperson Bob Lavoie called the meeting to order at 9:00 a.m.

The following committee members were in attendance: Chairperson Bob Lavoie, Mayor Ron Holman, Councillors Claire Gunnewiek, Arie Hoogenboom, Cathy Livingston; Public Representatives Sharen Symondson and Jennifer Campbell; and Staff Mike Dwyer, CAO and Brianne Harper, Receptionist.

ADOPTION OF THE AGENDA:

RECOMMENDATION #1

Moved By: Arie Hoogenboom

Seconded By: Cathy Livingston

That this Committee adopt the Agenda, as submitted.

Carried.

DECLARATION OF PECUNIARY INTEREST & GENERAL NATURE THEREOF:

Chairperson Lavoie asked if anyone had a pecuniary interest and the general nature thereof and none were declared.

ADOPTION OF THE MINUTES:

Minutes of the May 7, 2018 Economic Development Committee Meeting were distributed to the Committee. Chairperson Lavoie asked for any errors, omissions or questions.

The following recommendation was duly moved and seconded:

RECOMMENDATION #2

Moved By: Claire Gunnewiek

Seconded By: Arie Hoogenboom

That this committee approve the Economic Development Committee Meeting Minutes of May 7, 2018 as presented.

Carried.

GUEST SPEAKERS:

Alison Turtak, Director, Community and Social Services, United Counties of Leeds and Grenville, and Shannon Brown, Manager Children's Services, UCLG, were in attendance to make a presentation to the Committee regarding Child Care in Rideau Lakes.

Shannon Brown shared information on Leeds and Grenville's role in childcare, the types of childcare there are, the importance of childcare, the problems that are faced, subsidy fees and

information on how they are determined. To start up a childcare service is a very lengthy process that can take a year to a year and a half to complete.

RECOMMENDATION #3

Moved By: Cathy Livingston

Seconded By: Mayor Holman

That the Economic Development Committee expresses appreciation to Alison Turtak, Director, Community and Social Services, and Shannon Brown, Manager Children's Services, both from the United Counties of Leeds and Grenville, for their Presentation regarding Child Care in Rideau Lakes.

Carried.

The committee observed a 13-minute break from 10:17am – 10:30am.

NEW BUSINESS:

No new business.

BUSINESS ARISING:

PORTLAND STREETSCAPE RFP

Staff reported that JD Jewell is the firm that will be completing the project. They will begin inventory and then follow with the design process.

ELGIN MAIN STREET 'OPEN FOR BUSINESS' CAMPAIGN

Staff reported that 2 8'X8' signs were ordered and installed on support frameworks built by township staff. The signs are generic so that if needed they can be used again in the future. There has been positive feedback from the village.

COMMUNITY MAPS

Staff reported that Township and Community Maps were delivered to area businesses, lock stations and libraries. Local trails were added to the map and Morton and Jones Falls now have regional maps.

CORRESPONDENCE/INFORMATION:

The Committee discussed information received regarding The Rideau Lakes Libraries as Tourist Hubs, the article by CAO Mike Dwyer published in Municipal World magazine regarding alternative servicing options for small villages, and the grant to advance Regional Economic Strategy received by the Eastern Ontario Leadership Council.

The committee agreed that Mike Dwyer's article in Municipal World magazine was great and a positive way to get Rideau Lakes noticed.

The following recommendation was duly moved and seconded:

RECOMMENDATION #4

Moved By: Claire Gunnewiek
Seconded By: Arie Hoogenboom

That the Economic Development Committee acknowledge the Correspondence/Information items.

Carried.

GENERAL DISCUSSION OF NEXT MEETING AGENDA ITEMS:

The Committee asked that the following items be brought to the next meeting:

Action Listing, Promotion for Elgin Main Street, and an update on developments in the area (possibly in a closed session).

CHAIR COMMENTS:

Chair Bob Lavoie had no comments other than the presentation from Alison Turtak and Shannon Brown was fantastic.

ADJOURNMENT:

The Chair declared the Economic Development Committee Meeting adjourned at 10:57 a.m., until the next Regular Meeting.

Bob Lavoie
Chairperson

Michael Dwyer
Secretary

Report to: Economic Development Committee
Meeting Date: September 4, 2018
Report Title: Business Retention & Expansion Program Update

Department: Development Services
Author's Name: Malcolm Norwood
Position: Senior Planner



RECOMMENDATION:

For information purposes only.

CONTEXT:

The Township of Rideau Lakes through the Economic Development Committee, has partnered with the United Counties of Leeds and Grenville (UCLG) and OMAFRA to perform a Business Retention & Expansion program (BR+E). The program is an action-oriented approach to business and economic development as it provides opportunities to learn about issues and opportunities for local businesses through a direct and in-depth interview exercise. It also assists with prioritizing projects and efforts to support the local economy. The BR+E involves having trained volunteers visit businesses to conduct confidential interviews with the business' senior management or owners.

Updates

In May of 2018, the Township had recruited and trained several local volunteers to assist staff at the Township of Rideau Lakes and the UCLG to execute the business interviews which are intended to collect data for the BR+E program and to connect businesses with staff at the Township of Rideau Lakes and in the Economic Development office at the UCLG. Businesses within the Township of Rideau Lakes were formally requested to schedule and participate in interviews as of July 20, 2018. To date, Township of Rideau Lakes staff have conducted 2 business interviews. The delay in getting the notification out to the Township businesses is a result of UCLG staffing issues that they have experienced over the summer. The contract Business Retention Officer and the full-time Business Retention Officer, both of which were specifically hired to execute the BR+E program on behalf of UCLG, are no longer employed with the UCLG. Since receiving this news, Township staff have requested an amended BR+E project timeline from Ann Weir, the Economic Development Manager at the Counties. However, staff have been advised by Mrs. Weir that a revised timeline is not imminently forthcoming from the UCLG as these staffing issues have setback the project and they are still in midst of revising the project's timelines. Mrs. Weir did confirm, however, that one of the positions has been posted which the competition is scheduled to end on September 21, 2018.

FINANCIAL IMPLICATIONS:

No additional costs are expected.

ATTACHMENT:

1. Email to staff from Ann Weir, Economic Development Manager at the United Counties of Leeds and Grenville.




NAME: Malcolm Norwood

Position: Senior Planner

Aug. 29/2018

DATE



NAME: Michael Dwyer

Position: CAO

Aug 30 2018.

DATE

Malcolm Norwood

To: Weir, Ann
Subject: RE: BR+E

From: Weir, Ann [mailto:Ann.Weir@ucig.on.ca]
Sent: August-29-18 2:23 PM
To: Malcolm Norwood <mnorwood@twprideaulakes.on.ca>
Subject: RE: BR+E

Hi Malcolm,

On Friday I connected with OMAFRA rep and Monday with Counties CAO. At this point, I'm won't be able to provide you a revised timeline – I'll be working out budget and timelines for submission to each and then awaiting approvals for my recommendations. As mentioned previously Counties Economic Development remains committed to the completion of the BR+E project that includes the three municipal reports. Timelines will adjust and will be forthcoming I anticipate within the next few weeks.

In the meantime, Counties Economic Development has posted the Business Development Officer position with a closing date of September 21st. Anticipated start date based on posting, resume reviews, interviews and candidate notification timeframe would be mid-November.

Thanks,

Ann

Ann Weir
Economic Development Manager
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grows good business

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