

## **ECONOMIC DEVELOPMENT COMMITTEE REGULAR MEETING MINUTES**

**Monday, May 7, 2018**

The Township of Rideau Lakes Economic Development Committee held a Regular Meeting on Monday, May 7, 2018 at the Municipal Office in Chantry, Ontario.

Bob Lavoie called the meeting to order at 9:04 a.m.

The following Committee members were in attendance: Councillors Bob Lavoie, Claire Gunnewiek, Arie Hoogenboom, Cathy Livingston; Public Representative Sharen Symondson; and Staff Mike Dwyer, CAO; Malcolm Norwood, Senior Planner; and Brianne Harper, Receptionist.

Mayor Ron Holman and Jennifer Campbell were absent with prior notice.

### **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 April 3, 2018 Economic Development Committee Meeting were distributed to the Committee. Chairperson Lavoie asked for any errors, omissions or questions.

#### **RECOMMENDATION #2**

Moved By: Cathy Livingston

Seconded By: Arie Hoogenboom

That this Committee approve the Economic Development Committee Meeting Minutes of April 3, 2018, as presented.

**Carried:**

**ACTION LISTING:**

The Committee discussed the Action Listing items and their progress.

The Committee discussed Jubilee Block and it was suggested by Claire Gunnewiek that the Township of Rideau Lakes could possibly work with the future owners for septic systems.

Mike Dwyer discussed the website redevelopment project and that proposals for the source are being reviewed. The website, including an economic development section, is proposed to be complete early summer 2018.

**NEW BUSINESS:**

**ELGIN MAIN ST REDEVELOPMENT 'OPEN FOR BUSINESS' CAMPAIGN**

The Committee discussed options for an 'Open for Business' campaign and noted the Chamber and business group were asked for input. Direction was given to seek to post signs on Highway 15 and maintain a Facebook presence during construction.

**PORTLAND INFRASTRUCTURE AND STREETScape RFP**

The Committee discussed the budget and top-ranked proposals for the project. RFPs came in over budget and the top two firms were Greer Galloway and G.D. Jewell. All proposals were scored based on the firm offering the best value for dollar, proposed costs, hours committed, experience, and approach.

**RECOMMENDATION #3**

Moved By: Claire Gunnewiek  
Seconded By: Cathy Livingston

That this Committee authorize Staff to solicit updated responses from Greer Galloway and JD Jewell, seeking a refined work plan that is consistent with a \$75,000 budget;

AND FURTHER that following this process, Staff are further authorized to enter into a contract with the firm which provides the best value for dollar, while not unduly compromising the intent of the project, based on this updated response.

**Carried:**

**KEYS JOB CENTRE SUMMARY**

The Committee discussed KEYS Job Centre and its resources. Remarks were made that KEYS slowly continues to raise awareness of services offered locally.

**BUSINESS ARISING:**

**BUSINESS RECOGNITION PROGRAM SUMMARY**

The Committee discussed the 2018 wrap-up and details about the 2019 event. They agreed that Newboro would be an ideal location and that the event will remain in the spring.

**RECOMMENDATION #4**

Moved By: Claire Gunnewiek  
Seconded By: Arie Hoogenboom

That the Economic Development Committee acknowledges the Business Recognition Program update;

AND FURTHER that the scrolls for the nominees that did not attend the breakfast be delivered.

**Carried:**

**COMMUNITY MAPS**

Mike Dwyer shared an update on the 2019 maps. Morton and Jones Falls were added and the map will continue to be tear-away style with the main community on the back. They should be ready for distribution by the end of May.

**CHAFFY'S LOCK PARKING**

The Committee discussed Chaffey's Lock parking. Not many areas are municipally owned, therefore it is hard to add parking other than places that are too far a walking distance. The Committee agreed that The Township should be ready to consider an opportunity of an ideal site if any come up.

**RECOMMENDATION #5**

Moved By: Aire Hoogenboom  
Seconded By: Cathy Livingston

That the Committee acknowledge the Report regarding Chaffeys Lock Parking as provided by Alison Merkley, Administrative Assistant.

**Carried:**

**BUSINESS RETENTION & EXPANSION**

Malcolm Norwood reported that the survey is set and will be conducted in July and August. There will be Rideau Lakes Township-specific questions and sector-specific surveys. The survey will focus on two major sectors – Tourism and Agriculture. This will help with providing more detailed strategic plans for these two sectors. Volunteers are needed as there are 67 surveys;

and one staff and one volunteer are needed to conduct each survey. Councillors cannot do interviews. The County is seeking to have the project wrapped up by the November regional economic development meeting.

## **CORRESPONDENCE/INFORMATION**

### **TEENY TINY SUMMIT**

The Committee briefly went over the event and noted that they are good sessions with a lot of valuable information. One or two members from the Committee should attend.

### **LE BOAT UPDATE**

Mike Dwyer shared that The Township of Rideau Lakes will be involved in events, but not formally.

Bob Lavoie offered to help out if they need someone who speaks French.

### **BUSINESS OWNERSHIP SUCCESSION**

Bob Lavoie shared that most businesses were well prepared when the topic came up at a recent breakfast.

## **GENERAL DISCUSSION OF NEXT MEETING AGENDA ITEMS:**

The Committee will discuss further information on a licenced Daycare and that it be placed on the Action listing. Staff were also asked to coordinate a County presentation at the next meeting to help provide context as to how the Township can best play its role in facilitating Daycare opportunities.

## **CHAIR COMMENTS**

Chair Bob Lavoie, had no comments.

## **ADJOURNMENT**

The Chair declared the Economic Development Committee Meeting adjourned at 10:40 a.m. until the next Regular Meeting.

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Bob Lavoie  
Chairperson

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Michael Dwyer  
Secretary