

**ECONOMIC DEVELOPMENT COMMITTEE REGULAR MEETING MINUTES**  
**Monday, November 5, 2018**

The Township of Rideau Lakes Economic Development Committee held a Regular Meeting on Tuesday, November 5, 2018 at the Municipal Office in Chantry, Ontario.

Chair Bob Lavoie called the meeting to order at 9:01 a.m.

**1. ROLL CALL**

The following Committee members were in attendance: Chairperson Bob Lavoie, Mayor Ron Holman, Councillors Claire Gunnewiek, Arie Hoogenboom and Cathy Livingston; Public Representatives Jennifer Campbell and Sharen Symondson; and Staff Mike Dwyer, CAO and Meg McCallum, Development and Emergency Management Coordinator.

**2. ADOPTION OF THE AGENDA:**

**RECOMMENDATION #1**

Moved By: Claire Gunnewiek

Seconded By: Cathy Livingston

That this Committee adopt the Agenda, as submitted.

**Carried.**

**3. DECLARATION OF PECUNIARY INTEREST & GENERAL NATURE THEREOF:**

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

**4. ADOPTION OF THE MINUTES:**

Minutes of the October 1, 2018 Economic Development Committee Meeting were distributed to the Committee. Chair Lavoie asked for any errors, omissions or questions. An amendment was noted under item 7.2: "the Delta Foundry School Board" to be replaced with "the Upper Canada District School Board".

The following recommendation was duly moved and seconded:

**RECOMMENDATION #2**

Moved By: Arie Hoogenboom

Seconded By: Ron Holman

That this Committee approve the Economic Development Committee Meeting Minutes of October 1, 2018 as amended.

**Carried.**

**5. GUEST SPEAKER:**

None.

**6. BUSINESS ARISING:**

- 6.1. BR+E UPDATE:** Meg McCallum advised that Ann Weir, Manager of Economic Development for the United Counties of Leeds and Grenville (UCLG), had provided a written update to staff advising that she anticipates having a new Economic Development Officer in place by early December to restart the BR+E program. Meg noted that the original project workplan called for a preliminary findings report to be shared at the Economic Development Summit on November 16, 2018. Committee members expressed disappointment in the delay, noting that Rideau Lakes committed to this program two years ago and identified it as the top priority on the workplan at that time. They also expressed concern with the impact on the Township's relationship with businesses, given that the Township promoted this program and generated interest, but have not followed through yet with the interviews with businesses. Committee members suggested that Ann Weir be invited to attend a meeting of the MSC or Economic Development Committee early in the new year to provide an updated BR+E project workplan and a report on the work of the Rideau Heritage Route Tourism Association.

**RECOMMENDATION #3**

Moved By: Ron Holman

Seconded By: Cathy Livingston

That the Economic Development Committee acknowledge the update on the BR+E program.

Carried.

**7. NEW BUSINESS:**

**7.1. DRAFT WORK PLAN AND BUDGET**

Meg McCallum referred the Committee to the written report, included in the meeting package, and commented that this work plan is subject to revision by the incoming Council and Economic Development Committee. The draft budget will be further refined and will be included as part of the Township budget which will come forward in early 2019. She noted that the major new project anticipated for 2019 consists of three parts: a visioning session, followed by a rebranding exercise, followed by a marketing strategy. This project will be developed in greater detail in 2019, and Committee members noted that this will be needed before the budget is considered. Committee members raised questions about the Trails Strategy report anticipated in early 2019. CAO Mike Dwyer explained that this report will be based on work done by an intern. It should provide a starting point for Committee input into a more fulsome strategy. Committee members noted that there are changes afoot at different organizations that have trails as part of their mandates. The Cataraqui Management Board is disbanding, Lanark is updating regulations on the K&P Trail and UCLG is doing a lot of work on the section from Smiths Falls to Lanark. Committee members suggested staff obtain a copy of the Lanark Trail Strategy, and also commented that there should be an end to end strategy for the Cataraqui Trail to avoid contradicting regulations (like allowing ATVs on some but not all of the trail) and inconsistent maintenance and repair standards.

With regard to other elements of the workplan, there was discussion on how to ensure that items referred to other departments for follow up would go forward (for example, tiny homes and CIP expansion). It was requested that Brittany Mulhern provide a report on the timeline for implementing the CIP expansion. It was also suggested that while the CIP strategy rests with Development Services, the Economic Development Committee and staff have a role in assisting with site specific improvements and marketing.

There was some discussion on the business recognition event and tourism accommodation summit, including suggestions to consider charging an event fee to participants and seeking sponsorship for catering and other event costs.

After discussion, the following recommendation was duly moved and seconded:

**RECOMMENDATION #4**

Moved By: Ron Holman  
Seconded By: Claire Gunnewiek

That the Economic Development Committee approve the 2019 Economic Development Staff and Committee work plan, subject to review and updating by the new Committee.

Carried.

**7.2. DELTA WATERFRONT**

Cathy Livingston reported that the Delta Community Improvement Committee is seeking grants to fund the waterfront improvements after the preferred option developed by the landscape architect was selected at a community open house in September. She commented that the Cataraqui Region Conservation Authority (CRCA) has been consulted on the proposed plan and is supportive. CAO Mike Dwyer added that the Township has assisted with funding for Delta's website and branding, and that there is a strong hope that the investment in the public realm will lead to private investment in the commercial area. Cathy noted that donations are eligible for charitable receipts. Committee members suggested that there may be federal funding programs available.

After discussion, the following recommendation was duly moved and seconded:

**RECOMMENDATION #5**

Moved By: Arie Hoogenboom  
Seconded By: Cathy Livingston

That the Economic Development Committee acknowledge the discussion on the Delta Waterfront.

Carried.

**7.3. RIDEAU LAKES HERITAGE SYMPOSIUM: DELTA**

Cathy Livingston reported that the Rideau Heritage Network will launch a new annual event in 2019: the Rideau Lakes Heritage Symposium. It will take place in a different community each year, beginning with Delta on April 26, 2019. It will be a full day event focusing on the history of the host location. The Network is partnering with the Municipal Heritage Advisory Committee. More details to come.

Committee members asked what the planned date for the Business Recognition Event was. Unfortunately, the tentative date was also the 26<sup>th</sup>, along with a proposal to combine it with the tourism accommodation summit. The Committee noted that they had discussed combining it with a larger event last year and decided against it in order to encourage attendance by as many businesses as possible. Suggestions for dates were discussed, with April 5 and May 3 being flagged as possibilities.

After discussion, the following recommendation was duly moved and seconded:

**RECOMMENDATION #6**

Moved By: Claire Gunnewiek

Seconded By: Ron Holman

That the Economic Development Committee acknowledge the discussion on the Rideau Lakes Heritage Symposium in Delta on April 26.

Carried.

**7.4. 2019 BUSINESS RECOGNITION EVENT AND TOURISM ACCOMMODATION SUMMIT**

With the decision to keep the business recognition event separate from the tourism accommodation summit, the discussion focused on the summit. Meg led the Committee through an exercise to identify the project goals: to foster the capacity and resilience of tourism accommodation providers and create a positive connection with the municipality by:

- Creating connections and networking opportunities between businesses of different size, type and location
- Providing targeted education beyond offerings currently available
- Assisting in issue identification and brainstorming strategies (ie seasonal staffing, succession planning, extending the season, water quality, attracting new audiences)
- Providing opportunity to explore creation of a network for tourism accommodation businesses
- Providing opportunity for clusters to connect (by village, by lake)
- Providing an opportunity beyond what businesses would be able to do on their own/ with existing networks
- Potentially, providing an opportunity for a follow up event in the fall.

The Committee discussed potential event partners and sponsors and gave suggestions for possible speakers.

After discussion, the following recommendation was duly moved and seconded:

**RECOMMENDATION #7**

Moved By: Cathy Livingston

Seconded By: Ron Holman

That the Economic Development Committee acknowledge the discussion on the concept for the 2019 Business Recognition Event and Tourism Accommodation Summit.

Carried.

**8. ACTION LISTING**

Meg McCallum presented an updated version of the Action Listing update. She noted that as many of the items have moved onto the work plan or been referred to other departments, they will be removed from the Action Listing going forward. Mike Dwyer added that the goal is that the work of the committee be guided by the work plan, (projects identified as priorities and funded) and that the Action Listing be used to track emerging opportunities and good ideas that have not been prioritized or assigned resources. Committee members reviewed the listing and commented that the affordable housing topic is one that should move up the priority list. It was suggested that a needs assessment be undertaken to identify needs particular to rental stock, assisted living, accessible and affordable housing.

Committee members noted a few ward action items for immediate follow up and staff provided responses.

After discussion, the following recommendation was duly moved and seconded:

**RECOMMENDATION #8**

Moved By: Cathy Livingston

Seconded By: Ron Holman

That the Economic Development Committee acknowledge the discussion on Action Listing items.

Carried.

At 10:40 am, the Committee paused for a 10 minute break.

The Committee reconvened at 10:55 am.

**9. CLOSED SESSION**

**RECOMMENDATION #9**

Moved By: Claire Gunnewiek

Seconded By: Arie Hoogenboom

That the Economic Development Committee move into Closed Session at 10:55 am to discuss a matter identifying individuals.

Carried.

**RECOMMENDATION #10**

Moved By: Arie Hoogenboom

Seconded By: Ron Holman

That the Economic Development Committee reconvene the Regular Meeting at 11:40 am.

Carried.

**RECOMMENDATION #11**

Moved By: Claire Gunnewiek

Seconded By: Arie Hoogenboom

That the Economic Development Committee recommends that staff follow through on matters as discussed in Closed Session.

Carried.

**10. CORRESPONDENCE/INFORMATION:**

There was no correspondence.

**11. NEXT MEETING DATE AND AGENDA ITEMS:**

The December meeting is canceled. The newly appointed Economic Development Committee will meet in January at the call of the Chair.

**RECOMMENDATION #12**

Moved By: Cathy Livingston

Seconded By: Ron Holman

That the Economic Development Committee acknowledge the discussion of upcoming meeting date and agenda items.

Carried.

**12. ITEMS FOR EC DEV MEETING BRIEF:**

Committee members noted: Delta Waterfront and Rideau Lakes Heritage Symposium on April 26 as items to be included in the next meeting brief.

**RECOMMENDATION #13**

Moved By: Ron Holman

Seconded By: Arie Hoogenboom

That the Economic Development Committee confirm the following items for inclusion in the Economic Development Meeting Brief: Delta Waterfront and Heritage Symposium on April 26.

Carried.

**13. ADJOURNMENT:**

The Chair declared the Economic Development Committee Meeting adjourned at 11:43 a.m., until the next Regular Meeting.

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Bob Lavoie  
Chairperson

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Michael Dwyer  
Secretary