

**TOWNSHIP OF RIDEAU LAKES
ECONOMIC DEVELOPMENT COMMITTEE**

Monday, March 11, 2019 - 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 – February 4, 2019**
- 5. Guest Speakers – none planned. (Discuss suggestions for upcoming speakers)**
- 6. Business Arising**
 - 6.1 Trails Strategy (deferred to April)
 - 6.2 Affordable Housing Scope (discussion)
 - 6.3 BR+E Update
 - 6.4 Business Recognition Breakfast Update
 - 6.5 Tourism Accommodation Summit Update
 - 6.6 Community Maps Update
- 7. New Business**
 - 7.1 Website update presentation (deferred to April)
 - 7.2 Visioning/ Rebranding/ Marketing Concept
 - 7.3 Cultural Asset Strategic Plan Scope (verbal report)
 - 7.4 Report back from OMAFRA Economic Development 101
- 8. Action Listing**
- 9. Closed Session**
- 10. Correspondence/Information**
- 11. Next Meeting Agenda Items**
- 12. Items for Ec Dev Meeting Brief**
- 13. Announcements**
- 14. Adjournment**

ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Monday, February 4, 2019

The Township of Rideau Lakes Economic Development Committee held a Meeting on Monday, February 4, 2019 at the Municipal Office in Chantry, Ontario.

CAO Mike Dwyer called the meeting to order at 9:01 a.m.

1. ROLL CALL

The following Committee members were in attendance: Mayor Arie Hoogenboom, Councillors Claire Gunnewiek, Bob Lavoie, Cathy Livingston and Marcia Maxwell; and Public Representative Sharen Symondson; and Staff Mike Dwyer, CAO and Meg McCallum, Development and Emergency Management Coordinator. Public Representative Jennifer Campbell was absent with prior notice.

2. ELECTION OF CHAIR FOR 2019 – 2020

Mike Dwyer called for nominations for the position of Chair. Cathy Livingston nominated Bob Lavoie, who accepted the nomination. He called for nominations a second time and Claire Gunnewiek nominated herself. He called a third time and declared the nominations closed. Committee members voted.

RECOMMENDATION #1

Moved By: Arie Hoogenboom

Seconded By: Marcia Maxwell

That Claire Gunnewiek be declared the Chairperson of the Economic Development Committee for a two-year term expiring at the end of 2020.

Carried.

3. ADOPTION OF THE AGENDA:

RECOMMENDATION #2

Moved By: Bob Lavoie

Seconded By: Arie Hoogenboom

That this Committee adopt the Agenda, as submitted.

Carried.

4. PROCEDURAL ITEMS

4.1. Voting Rights of public members.

RECOMMENDATION #3

Moved By: Arie Hoogenboom

Seconded By: Marcia Maxwell

That this Committee recommend to the Council of the Corporation of the Township of Rideau Lakes that the Terms of Reference for the Economic Development Committee (Schedule A of By-Law 2017-57) be amended as follows:

Under Administration, bullet two: Remove “non-voting” and “not”. Bullet three: Add “Appointment of At-Large members shall be for two years.

Further, that the appointment of current At-Large members be extended for two years until the end of December 2020.

And further, that Schedule B be updated with the current committee members noted, the two-year term from 2018 to 2020, and the removal of “non-voting”.

Carried.

4.2 New regular meeting date

RECOMMENDATION #4

Moved By: Cathy Livingston

Seconded By: Bob Lavoie

That the regular date and time of the Economic Development Committee be the second Monday of each month at 9:00 am.

Carried.

5. DECLARATION OF PECUNIARY INTEREST & GENERAL NATURE THEREOF:

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

6. ADOPTION OF THE MINUTES:

Minutes of the November 5, 2018 Economic Development Committee Meeting were distributed to the Committee. Chair Gunnewiek asked for any errors, omissions or questions. Two amendments were noted under item 7.1: “the Cataraqui Management Board” to be replaced with “the Cataraqui Trail Management Board” and “UCLG” be replaced with “Lanark County”.

RECOMMENDATION #5

Moved By: Marcia Maxwell

Seconded By: Cathy Livingston

That this Committee approve the Economic Development Committee Meeting Minutes of November 5, 2018 as amended.

Carried.

7. GUEST SPEAKER:

None.

8. BUSINESS ARISING:

8.1. BR+E UPDATE: Meg McCallum advised that over half of the surveys have been completed. The timeline is for all interviews to be completed by March, and a ½ day workshop to be held at the end of March for Rideau Lakes to review the preliminary results.

8.2. UPDATING AND CONFIRMING THE 2019 WORK PLAN

Committee members discussed the draft work plan and requested that action items referred to other departments be included in the monthly Action Listing. It was requested that a Council tour of the Gallagher property be added to the Action Listing.

RECOMMENDATION #6

Moved By: Cathy Livingston

Seconded By: Arie Hoogenboom

That the Economic Development Committee approve the 2019 Economic Development Staff and Committee work plan, and that items referred to other departments for action be added to the Action Listing.

Carried.

8.3. TOURISM ACCOMMODATION SUMMIT SCOPE

Meg McCallum reviewed the scope with the Committee. Committee members suggested that businesses from surrounding areas beyond Rideau Lakes be invited, that the event location be a neutral location rather than showcasing a tourism accommodation business and that a fee be charged.

RECOMMENDATION #7

Moved By: Bob Lavoie

Seconded By: Cathy Livingston

That the Economic Development Committee approve the Scope for the Tourism Accommodation Summit with the changes discussed: invite businesses in surrounding area, hold the event in a neutral location, charge a \$15 per person fee.

Carried.

8.4. BUSINESS RECOGNITION BREAKFAST SCOPE

Meg McCallum reviewed the scope with the Committee. Committee members supported the direction not to change the event, given it is still fairly new in its third year.

RECOMMENDATION #8

Moved By: Bob Lavoie

Seconded By: Marcia Maxwell

That the Economic Development Committee approve the Scope for the Business Recognition Breakfast.

Carried.

8.5. COMMUNITY MAP UPDATE SCOPE

Meg McCallum reviewed the scope with the Committee. Committee members supported the direction not to change the maps, given they are a fairly new product still gaining recognition. Committee members asked that the maps be circulated to all members of Council as well as Economic Development Committee members for feedback on updates to businesses and amenities.

RECOMMENDATION #9

Moved By: Marcia Maxwell
Seconded By: Cathy Livingston

That the Economic Development Committee approve the Scope of the 2019 Community Map Update.

Carried.

9. NEW BUSINESS:

9.1. TRAILS STRATEGY

Mike Dwyer noted that he had written the report based on background work done by a Planning Intern. He reviewed the section on Strategic Opportunities, noting that the motivation for creating these long-range goals is to leverage grants and fundraising opportunities and to encourage opportunities to connect and partner with property owners and stakeholders.

Committee members commented that this is a great start and that ward councillors would have particular insight into the trail opportunities in their communities. The Committee directed staff to circulate the report to all Council members for feedback and bring a revised draft to the March meeting.

RECOMMENDATION #10

Moved By: Arie Hoogenboom
Seconded By: Bob Lavoie

That the Economic Development Committee receive the Trails Strategy report and that a revised draft be presented at the March Economic Development Committee meeting.

Carried.

9.2. POP UP SHOP CONCEPT DISCUSSION

Meg McCallum led the Committee through a discussion about the goals of this project, which was identified in the previous term of Council. Although Committee members supported efforts to incubate small home-based businesses to the next level of opening their own retail space, they expressed concern that the reach of this project goes beyond the municipal role and resources available. Additionally, they noted that there have been no requests by local businesses for the Township to support them in this way.

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

RECOMMENDATION #11

Moved By: Arie Hoogenboom
Seconded By: Bob Lavoie

That the Economic Development Committee acknowledge the discussion on the Pop-Up Shop concept and agrees to put the concept on hold for 2019.

Carried.

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

The Committee reconvened at 10:49 am.

9.3. AFFORDABLE HOUSING FOR SENIORS CONCEPT

Meg McCallum led the Committee through a discussion to identify the goals for this long-term strategic project: To contribute to revitalization of villages and hamlets and support growth of local businesses by increasing the local customer base and key workers. To facilitate, encourage and support the development of a full range of housing options to meet the needs in Rideau Lakes by:

- Utilizing tools in the Official Plan and Zoning By-Law to remove barriers to missing housing options (such as smaller, centrally located, affordable rental options)
- Working with private developers, public housing, private non-profits and co-ops to develop housing, rather than having the Township develop housing.
- Encouraging a range of seniors living options including retirement homes and palliative care homes and hospices to keep seniors in the community and expand job opportunities in villages

It was agreed that this project is long-term and mostly outside of our control, but that having a strategic framework will position Township staff and Council to respond to opportunities that arise. It was noted that this strategy includes all demographics, not just seniors.

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

RECOMMENDATION #12

Moved By: Cathy Livingston

Seconded By: Marcia Maxwell

That the Economic Development Committee acknowledge the discussion on the Affordable Housing for Seniors concept.

Carried.

9.4. MHAC & COUNCIL RESOLUTION RE: CULTURAL ASSET STRATEGIC PLAN

Mike Dwyer advised that the direction from Council was to investigate grant opportunities to undertake this work, and that there may be funding available to hire a grad student. Committee members discussed the potential project cost and benefits, and proposed repurposing funds in the draft budget slated for visioning/ branding/ marketing to this project.

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

RECOMMENDATION #13

Moved By: Arie Hoogenboom

Seconded By: Cathy Livingston

That the Economic Development Committee acknowledge the discussion on the Cultural Asset Strategic Plan and that the \$60,000 proposed budget for visioning, rebranding and marketing be reduced by \$20,000 and that \$20,000 be allocated toward hiring resources to develop a Cultural Asset Strategic Plan.

Carried.

9.5. MHAC & COUNCIL RESOLUTION RE: DETERIORATION OF HERITAGE STREETScape ON DRUMMOND STREET IN NEWBORO

Committee members discussed strategies to address the concerns raised by MHAC. There is no Community Improvement Program currently planned for Newboro and it would have to be prioritized by Council to be implemented. It was suggested that the Ward Councillor reach out to business owners to address concerns. If this is not successful, it was suggested that MHAC could create heritage displays for the vacant windows.

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

RECOMMENDATION #14

Moved By: Bob Lavoie

Seconded By: Arie Hoogenboom

That the Economic Development Committee acknowledge the discussion on the Newboro heritage commercial streetscape.

Carried.

9.6. UPDATE AND DISCUSSION RE: WESTPORT AND RIDEAU LAKES CHAMBER OF COMMERCE

Councillor Lavoie reported that the website from the Chamber now redirects to the websites of Westport and the Township of Rideau Lakes. He advised that the Village of Westport will be operating the Visitor Centre going forward.

10. ACTION LISTING

Meg McCallum presented an updated version of the Action Listing for information.

11. CORRESPONDENCE/INFORMATION:

A Request for Interest regarding a proposed Brockville and Westport Rail to Trail was received, following a report in a local paper. Mike Dwyer noted he has reached out to the author and will incorporate this proposal in the Trails Strategy.

RECOMMENDATION #15

Moved By: Bob Lavoie

Seconded By: Cathy Livingston

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

Carried

12. CLOSED SESSION

RECOMMENDATION #16

Moved By: Arie Hoogenboom

Seconded By: Cathy Livingston

That the Economic Development Committee move into Closed Session at 11:48 am to discuss matters as per Section 239(2)i of the Municipal Act.

Carried.

RECOMMENDATION #17

Moved By: Cathy Livingston

Seconded By: Bob Lavoie

That the Economic Development Committee reconvene the Regular Meeting at 12:03 pm.

Carried.

RECOMMENDATION #18

Moved By: Bob Lavoie

Seconded By: Cathy Livingston

That the Economic Development Committee approves and adopts the Minutes of the Closed Session of the Economic Development Committee held on November 5, 2018 and that the Economic Development Committee provide direction to staff and authorizes staff to follow through on matters as discussed in Closed Session as per Section 239(2) of the Municipal Act.

Carried.

13. NEXT MEETING DATE AND AGENDA ITEMS:

Dates and times are now confirmed. Meg McCallum will do a call for agenda items ahead of the next meeting.

14. ITEMS FOR EC DEV MEETING BRIEF:

The upcoming events will be the focus of the brief.

15. ADJOURNMENT:

The Chair declared the Economic Development Committee Meeting adjourned at 12:05 p.m., until the next Regular Meeting.

Claire Gunnewiek
Chairperson

Michael Dwyer
Secretary

ECONOMIC DEVELOPMENT COMMITTEE ACTION LISTING UPDATE March 11, 2019

PROJECT/ GOAL	DETAILS	ASSIGNED TO	STATUS
COMMUNITY HALLS	Grow interest in the public about renting a hall for events.	Leila Stafford	
DAYCARE SPACE FUNDING		Mike Dwyer	
CONNECTING WITH SMITHS FALLS	Staff to keep in touch regarding co	Mike Dwyer	Smiths Falls Ec Dev Staff assisting with judging for BRB. Tweed tour rescheduled to March 29
TINY HOMES	Explore the feasibility of permitting tiny homes with a focus on long term impacts and influences	Mike Dwyer	Referred to Development Services for consideration as part of Official Plan update.
BIKE RACKS	That bike racks at key municipal properties be budgeted for in 2019 and future years and that community committees be circulated as to locations.	Mike Dwyer	Referred to Public Works.
PROPERTY STANDARDS IN VILLAGES AND HAMLETS	MSC and staff to review the by-law.	Mike Dwyer	Referred to MSC
PORTLAND STREETScape	committee to provide input into the streetscape, in collaboration with Public Works.	Mike Dwyer	
COUNCIL TOUR OF GALLAGHER PROPERTY	Arrange for tour of property for all members of Council	Mike Dwyer	