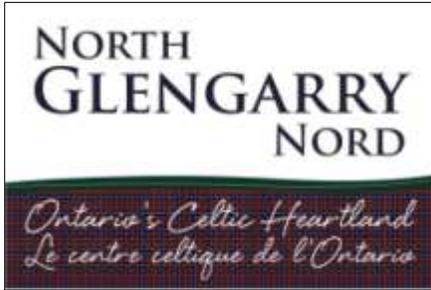


Community Development Committee

AGENDA

Wednesday, March 6, 2019 at 5:30 pm
Sandfield Centre, 102 Derby St West, Alexandria

- 1) **CALL TO ORDER**
 - a. Election of the Chair
 - b. Election of the Secretary
- 2) **DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
- 3) **ADDITIONS, DELETIONS OR AMENDEMENTS**
- 4) **ADOPTION OF THE AGENDA**
- 5) **ADOPTION OF PREVIOUS MINUTES**
- 6) **BUSINESS ARISING FROM THE MINUTES**
- 7) **DELEGATIONS**
- 8) **AGENDA ITEMS**
 - a. 2019 Meeting Calendar
 - b. Terms of Reference
- 9) **PENDING BUSINESS**
- 10) **CORRESPONDENCE/INFORMATION ITEMS**
 - a. Key Information Report - Economic Development Update
- 11) **NEXT MEETING – March 27, 2019**
- 12) **ADJOURNMENT**



Township of North Glengarry Community Development Committee

DRAFT Terms of Reference

BACKGROUND

The Community Development Committee is a new Committee of Council formed as of January 2019.

Its purpose is to identify, investigate, analyze and periodically report to Council on matters affecting or having the potential to affect the growth, prosperity, and economic well being of the community. In exercising its mandate pursuant to these Terms of Reference, the Committee shall be deemed to be an Advisory Committee to Council.

GOAL

To explore issues and concerns, and consult with community partners, to enhance, promote, and encourage community vitality and sustainability.

MANDATE

- 1) Undertake projects as assigned by Council;
- 2) Examine community issues that arise in North Glengarry and provide recommendations to Council;
- 3) Promote and support activities relating to school closures and boundaries, agricultural concerns, and economic development opportunities;
- 4) Develop initiatives that foster community and economic development;
- 5) Seek input from individuals and groups interested in community development issues and to encourage networking among them;
- 6) Participate in community planning initiatives in conjunction with municipal and regional authorities;
- 7) Attend meetings and other events to network with other community development groups;
- 8) Be cognizant of issues relating to economic development and its potential impact on the community and the environment.

The Committee will forward its recommendations to Council.

MEETINGS OF THE COMMITTEE

A yearly calendar of meetings will be adopted by the Committee. The Committee will meet regularly to discuss business and make recommendations to Council. Committee members are expected to attend meetings throughout the year according to attendance stipulations in the Township's Procedural By-law 03-2019.

STRUCTURE

Nominations for Community Representatives are reviewed by Council. Appointments to the Community Development Committee are at Council's sole discretion and for the term of Council, unless replaced sooner by Council.

Membership

According to the following excerpt from the Township of North Glengarry's Procedural By-law 03-2019:

"A Community Development Committee is hereby established and shall be composed of 3 members of Council and a minimum of 4 lay persons appointed by Council resolution for the term of Council."

Other individuals may be invited to participate from time to time based on knowledge or expertise in certain areas however these individuals are not considered to be "members" of the Committee.

From time to time as deemed necessary by the Committee, working groups may be formed to review specific matters and develop recommendations.

Vacancies shall be brought to the attention of Council, having appointed the individual responsible for the vacancy, and shall be filled as soon as possible with another suitable representative.

Township of North Glengarry staff shall provide support to the Committee as required however support staff are not members of the Committee.

Election of a Chair and Secretary

- 1) The Committee must elect a Chair at the first meeting. The Chair shall:
 - a) Schedule dates, times and location for meetings;
 - b) Ensure meeting are called and held in accordance with the Committee's mandate, terms of reference or by-laws;
 - c) Confirm an agenda for each meeting;
 - d) Officiate and conduct meetings;
 - e) Provide leadership & ensure that committee members are aware of their obligations and that the committee complies with its responsibilities;
 - f) Ensure that discussion on agenda items is on topic, productive and professional;
 - g) Chair in camera meetings as required.

The Chair may from time to time designate an alternate Chair to preside over the meeting.

- 2) The Committee must elect a Secretary at the first meeting. The Secretary shall:
 - a) Ensure the accurate recording of attendance and business conducted during the meetings;
 - b) Ensure minutes are retained, included and reviewed at the next meeting;
 - c) Circulate the proposed agenda items to the Chair;
 - d) Ensure the meeting agenda and relevant documents are circulated to the members of the committee in advance of the meeting.

QUORUM

A quorum of members must be present at all times to conduct the business of the Committee. A quorum shall be 50% + 1 members.

REMUNERATION

Committee members will receive \$60.00 for each meeting attended.

BUDGET

The Community Development Committee does not have a stand-alone General Ledger line in the Township's Budget but activities recommended by this Committee to Council may be funded through existing approved operating or capital funding, or through an extraordinary funding request to Council for a specific purpose.

Budgets are approved yearly at Council's discretion.

DECLARATION OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

All members of Council, local boards and committees have an obligation to act honestly and responsibly when making decisions or giving advice on Council, board or committee matters. This obligation includes the disclosure of pecuniary interest.

A pecuniary interest refers to a situation where a member has a direct or indirect conflict related to a matter under consideration. A full explanation of direct and indirect pecuniary interests can be found in the [Municipal Conflict of Interest Act](#).

The onus is on the member to determine whether they are affected by the pecuniary interest provisions. All members must submit their disclosures of pecuniary interest in writing to the Clerk immediately following the meeting during which they verbally disclose a pecuniary interest using the Disclosure of Pecuniary Interest Form, available online at <https://www.northglengarry.ca/en/town-hall/resources/Council-Agendas-Minutes/COUNCIL-Township-of-North-Glengarry-Pecuniary-Interest-Form.pdf> or in paper version (see Appendix A).

Appendix A



Township of North Glengarry

Council/Committee Member Declaration of Pecuniary Interest

Date _____

I _____ declare a pecuniary interest with Item (s) _____

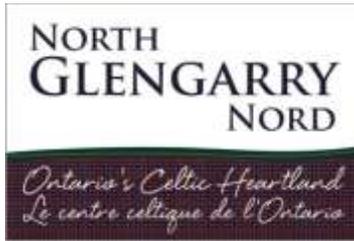
_____ on the _____

Council/ Committee Agenda for the following reason (s) _____

Signature _____

Municipal Conflict of Interest Act, S. 5.1 Written statement re disclosure

At a meeting at which a member discloses an interest under section 5, or as soon as possible afterward, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee, or local board, as the case be.



COMMUNITY DEVELOPMENT COMMITTEE

KEY INFORMATION REPORT

Report No: CD-2019-01

March 6, 2018

From: Anne Leduc – Director of Community Services

RE: Economic Development Update

The Township's Economic Activities are guided in large part by the Economic Development Committee (under the Community Improvement Plan Advisory Committee) and the Economic Development Strategy and Action Plan received by Council in December 2016.

The following is a summary of activities from November 2018 onwards.

Community Improvement Plan (CIP) and SDG Regional Incentives Plan

To date, the Township has received 33 applications from property owners (11 from Maxville, 17 from Alexandria, 4 from Glen Robertson and 1 from Greenfield) with a total of \$179,286 in grants and \$174,499 in loans allocated to the 26 successful applicants (9 from Maxville, 14 from Alexandria, 2 from Glen Robertson and 1 from Greenfield).

In 2018, the United Counties of Stormont, Dundas and Glengarry chose to add a Regional CIP component which could be accessed by all six municipalities.

North Glengarry had two successful applications during the first round – Stonehouse Vineyard and Michelle Dapratto & Serge Bellefeuille (17 Main Street North Alexandria). The EDO worked with six other potential applicants who chose not to apply at this time.

So far in 2019, the Economic Development and Communications Officer has met with six property owners who are preparing their intakes to apply to the Township's CIP and/or the Regional Incentives CIP.

Business Retention & Expansion

Meetings are conducted in person and occasionally by phone with North Glengarry businesses. At times, the Economic Development & Communications Officer will be accompanied by individuals from the Ministry of Economic Development, Job Creation and Trade, OMAFRA, the Community Futures and Development Corporation (CFDC),

the Glengarry Inter Agency Group (GIAG), the Eastern Ontario Training Board (EOTB), or the SDG Counties' Economic Development Officer.

- Assisted the owner of Happy Feet with an application for a Federal grant program to expand her business. Referred owner to GIAG and the Cornwall Business and Enterprise Centre for further assistance.
- Met with a potential agricultural business owner.
- Assisted with a press conference at Delagra Farms in Dalkeith, relating to funding they received from the Eastern Ontario Development Fund (EODP) to assist with the purchase of new pelletizing equipment for the hop yards.
- Met with an individual seeking commercial property in Alexandria.
- Fielded multiple inquiries from people interested in opening restaurants, one of which resulted in the opening of La Belle Sorelle in Alexandria in January. Information was shared on the CIP program and the owners were introduced to the SDG Tourism Coordinator who is helping to promote their launch.
- Assisted the Glengarry County Archives with information relating to grant programs, particularly the SDG Regional Incentives Program.
- Continued to meet with potential investors interested in opportunities in Maxville.
- Liased with the EOHU representative to put in place the framework for the Community Kitchens pilot program that will take place at the Glengarry Sports Palace in Alexandria and the Maxville & District Sports Palace.

Youth Retention

- Participated in Innovation Creativity Entrepreneurship (ICE) Program with students from Le Relais, Conseil scolaire de district Catholique de l'Est Ontarien program.
- Consultations with partners (Eastern Ontario Training Board (EOTB), St-Lawrence College, Glengarry Inter-Agency Group (GIAG)) on strategies to retain youth.
- Preparing to promote launch of Summer Company Program for North Glengarry in collaboration with Cornwall Business Enterprise Centre.
- Met with members of the Glengarry Country 4H Club to discuss a new food literacy program.

Workforce Development

- Busing of employees from Akwesasne to KP Windows.
- Job Fair in Montreal to attract newcomers to North Glengarry.
- GIAG Job Fair in the fall of 2018 at Island Park in response to North Glengarry businesses identifying 40+ vacant positions.
- Working on a program with partners (EOTB, St-Lawrence College, GIAG) to encourage individuals that are under or unemployed to access the workplace.
- Working on the development of an accreditation program for individuals that have work experience.
- Participated in the establishment of the Emergent Jobs Institute at the Cornwall Innovation Centre to offer free education and work placements in hard to fill employment sectors.

- Met with Jamie Tyrell, of the Community Futures Development Corporation to discuss a pilot project on the creation of “co-working stations/ hot desks” in SDG.
- Met with the Director of Cornwall & SDG Social Housing to discuss anti-poverty initiatives and ways to access additional labour.

Branding Initiatives

- Branding signage at Island Park, Dalkeith Community Hall, Glen Robertson Community Centre and Dunvegan Community Park are in production.
- Coordinated a variety of regional tourism ads that promote the Ontario Celtic Heartland banner. These ads represent a joint branding campaign shared between the Township of North Glengarry and the Township of South Glengarry.

Conferences and Networking Applications

- Participated in various Economic Development workshops and forums such as the Stormont, Dundas & Glengarry Economic Development Working Group, the Economic Development Summit in Kemptville, the Agri-East Lowlands Committee meeting in Winchester.
- Attended Hazard Analysis Critical Control Point (HACCP) training offered by OMAFRA, in Kemptville.
- Attended the Emergency Information Officer training – Attended “Crisis Communications, Lessons learned from the Ottawa-Gatineau Tornadoes”, offered at the University of Ottawa.
- Attended a variety of committee meetings for the 2019 Glengarry Earth Day event. Assisted the committee with logistics and contacts.
- Participated in the planning committee meeting regarding the Irish Trade Delegation Tour of SDG that will take place in the Fall of 2019.
- Participated in the Kilt Skate planning committee meeting.
- Attended the launch of the Ontario Emergent Jobs Institute at the Cornwall Innovation Centre. Consulted in the preparations for this project and referred businesses to participate in the job placements resulting from this program.
- Met with representative from the United Counties of SDG and South Glengarry Township to discuss shared projects in tourism and economic development.
- Attended the 9e Forum Regional du Réseau de soutien à l’immigration Francophone (Francophone immigration conference), in Cornwall.

Communications

- Postings on Facebook – has reached over 2,400 Likes.
- Designed a variety of posters such as for Remembrance Day, Alexandria Tree Lighting, Parking Restrictions, R.A.R.E. Dual Stream, R.A.R.E. Household Hazardous Waste Day, Leaf Collection, Council Inauguration, Glengarry Earth Day, and By-law Dog License Renewal. In some instances ads were created and shared with local newspapers on this topic.
- Ordered promotional items for Public Works.
- Assisted with media during the Maxville Water Tower raising, Council Elections, Council Inauguration, Water Main breach, Lagoon repairs, and Sewer Lining Project in Alexandria.

- Responded to various requests for information by media outlets by guiding them to the proper individual.
- Prepared several press releases including “North Glengarry remains committed to improving rural education.”
- Prepared the monthly ad “What’s New in North Glengarry,” which appeared in the Glengarry News.
- Notified non-for-profit groups, including the Glengarry Pioneer Museum and the Glengarry Highland Games Committee about the deadline for the Celebrate Ontario Grants.

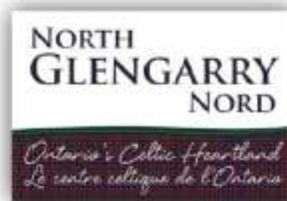
Varia

- Coordinated with the Alexandria Air Cadets for the distribution of hot chocolate and during the Santa Claus Parade fireworks at Island Park. The cadets handed out free hot chocolate, sponsored by the municipality. This helped draw positive visibility to this group.
- Assisted with the 2nd Annual Glengarry Kilt Skate, which is a collaboration between various community partners to celebrate community.
- Prepared the municipal float for the Dalkeith Winter Carnival Parade, the Maxville Christmas Parade and the Alexandria Christmas Parade.
- Photographed all three events and posted to social media.

COMMENTS

This report is presented for information purposes only.

Appendix A



Pre-Season Ice Rental Requests – Glengarry Sports Palace – 2019

Participants are invited to submit, in writing, their Pre-Season Ice Rental Requests for ice rentals **starting no earlier than August 18, 2019.** Please list any hall or boardroom requirements, so that specific dates can be coordinated with your ice rental requests.

All requests for **pre-season** ice must be received by The Township of North Glengarry Recreation Department on or before **Friday June 7, 2019 at 4:00 p.m.** Any requests received after this date will be considered after all on-time submissions. The Township of North Glengarry reserves the rights to negotiate times with all user-groups once the Ice Rental Request have been received due to priority programming within the municipality.

PLEASE NOTE:

- ✓ Payments can be made by cash OR cheque.
- ✓ A 50% deposit is required on acceptance of Pre-Season ice rental dates.
- ✓ The 50% balance is due within 15 days of invoicing.

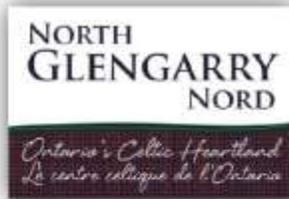
Ensure that all forms (2019 Pre-Season Ice Rental Request Forms, Ice Rental Contract and / or Hall Rental Contract) are fully completed, signed, and return. Endorsement indicates that the signing authority has read and understood the enclosed policies. It further indicates that the individual understands that they are responsible for forwarding a copy of the policy to their registrants, managers, coaches, visiting teams and affiliates. Please refer to policies regarding ensuing actions if a breach has occurred.

All Pre-Season 2019 contracts must be signed before the Pre-Season begins.

Pre-Season 2019 contract fees will be based on the 2019 fees according to the User Fees and Charges By-Law.

Return forms by: 1) Scanning and emailing to recreation@northglengarry.ca
2) Mail or drop off to:

Township of North Glengarry
Recreation & Community Services Department
90 Main St. S, P.O. Box 700
Alexandria, Ontario, K0C 2A0
Attention: Community Services Department



**Recreation & Community Services Department
Pre-Season Ice Request Form**

(Dates – August 18th to September 13th, 2019 – Glengarry Sports Palace Alexandria)

Name of group or organization: _____

Contact person & position*: _____

*Please note that this person will be the only agent authorized to request changes to contracts and to book additional ice.

Mailing address:

Street Number and Name: _____ **Unit Number:** _____

Hamlet/Town/City: _____ **Province:** _____ **Postal:** _____

Home phone: _____ **Cell phone:** _____

Email: _____

REQUEST IS FOR: Glengarry Sports Palace, Alexandria

FACILITY: ICE HALL KITCHEN BOARDROOM OTHER _____

Day of the Week: _____ **Time:** _____

Start Date: _____ **End Date:** _____

Exclusion Dates: _____

REQUEST IS FOR: Glengarry Sports Palace, Alexandria

FACILITY: ICE HALL KITCHEN BOARDROOM OTHER _____

Day of the Week: _____ **Time:** _____

Start Date: _____ **End Date:** _____

Exclusion Dates: _____

Appendix B

2019 SPRING BREAK ACTIVITIES ACTIVITÉS SEMAINE DE RELÂCHE

NORTH
GLENGARRY
NORD

*Ontario's Celtic Heartland
Le centre celtique de l'Ontario*

GLENGARRY SPORTS PALACE

March 11, 13, 14 & 17 mars

Free Skating / Patinage libre

3 pm – 5 pm

March 14 mars

Parents, Tots & Seniors / Parents, enfants et aînés

10 am – 12 pm

March 15 mars

Free Skating / Patinage libre

1 pm – 3 pm

Youth Shinny*

3 pm – 4 pm

Cost/Frais: \$5

TIM HORTONS DOME

March 11, 12, 14, & 15 mars

Parents & Youth Free Play Time†/ Jeux libres Parents et jeunes‡

10 am - 12 pm (noon)

* Parents must supervise their youth

† les parents doivent superviser leurs jeunes

March 13 mars

Parents & Tots / Parents et petits

10 am – 12 pm (noon)

MAXVILLE SPORTS COMPLEX

March 11, 13, 14 & 16 mars

Free Skating / Patinage Libre

3:30 pm – 5 pm

March 13 mars

Parents, Tots & Seniors / Parents, enfants et aînés

1 pm – 2:30 pm

March 15 mars

Free Skating / Patinage Libre

2 pm – 4 pm

Youth Shinny*

4 pm – 5 pm - Cost/Frais: \$5

* (helmet, stick & gloves required /
Gants, baton et casque obligatoires)



Tim Hortons Dome – 202 St. George St. W, Alexandria, ON K0C 1A0
Glengarry Sports Palace – 170 MacDonald Blvd, Alexandria, ON K0C 1A0
Maxville Sports Complex – 25 Fair St., Maxville, ON K0C 1T0

For more information please call 613.525-3600 or email recreation@northglengarry.ca

Appendix C

SUMMER CAMP 2019 CAMP D'ÉTÉ



NORTH
GLENGARRY
NORD

*Ontario's Celtic Heartland
Le centre celtique de l'Ontario*

Registration Open Now

For children ages 4 to 13 years old

Dates: July 2 - August 23, 2019

Cost* per week:

1st Child – \$135

2nd Child – \$95

3rd Child and more – \$85

* Subsidies may be available for qualified families.

Inscrivez-vous maintenant

Pour les jeunes âgés de 4 à 13 ans

Dates: 2 juillet au 23 août, 2019

Coût* par semaine:

1^e enfant – 135\$

2^e enfant – 95\$

3^e enfant et plus – 85\$

* Possibilité de subventions pour les familles qualifiées.



Bilingual Qualified Staff

** Please note that space is limited.

Personnel Qualifié Bilingue

** Veuillez noter que les places sont limitées.

Parc Island Park – Gary Shepherd Hall – 102 Derby St. W, Alexandria, ON K0C1A0

Tel: 613-525-3600 – Email/Courriel: recreation@northglengarry.ca