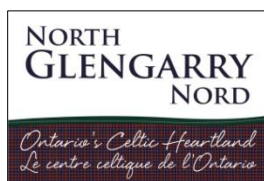


Community Development Committee

AGENDA

Wednesday, March 27, 2019 at 5:30 pm
Sandfield Centre, 102 Derby St West, Alexandria

- 1) **CALL TO ORDER**
- 2) **DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
- 3) **ADDITIONS, DELETIONS OR AMENDMENTS**
- 4) **ADOPTION OF THE AGENDA**
- 5) **ADOPTION OF PREVIOUS MINUTES**
 - a. Minutes for the March 6, 2019 meeting
- 6) **BUSINESS ARISING FROM THE MINUTES**
- 7) **DELEGATIONS**
 - a. Carilyne Hebert – Executive Director of the Social Council – FAAC, Community Kitchens, Vibrant Community Roundtable
 - b. Stephen Burgess – GDHS and development of Agriculture, Food Processing and Forestry Programs
- 8) **AGENDA ITEMS**
 - a. Review – Terms of Reference
 - b. Selection of members for Forestry Conservation Working Group
 - c. Discussion on goals for the Committee (summary provided)
 - d. Teeny Tiny Summit – Calabogie – April 4, 2019
- 9) **PENDING BUSINESS**
- 10) **CORRESPONDENCE/INFORMATION ITEMS**
 - a. Key Information Report – Economic Development Update
- 11) **NEXT MEETING – April 24, 2019**
- 12) **ADJOURNMENT**



Community Development Committee

MINUTES

Wednesday, March 6, 2019 at 5:30 pm

Sandfield Centre, 102 Derby St West, Alexandria

A meeting of the Community Development Committee was held on Wednesday, March 6, 2019, at 5:30 p.m. at the Sandfield Centre (102 Derby Street West, Alexandria).

PRESENT: Carma Williams, Chair
 Jeff Manley, Councillor
 Brenda Noble, Councillor
 Gina Dragone, Community Representative
 Rory Levert, Community Representative
 Dean MacGillivray, Community Representative
 Michael Madden, Community Representative
 Anne Leduc, Director – Community Services / Recording Secretary

REGRETS: David Filion, Community Representative
 Sarah Huskinson, CAO

13) CALL TO ORDER

The meeting was called to order at 5:35 pm

a. Election of the Chair

Moved by: Michael Madden

Seconded by: Brenda Noble

THAT Carma Williams be elected to the position of Chair of the Community Development Committee.

Carried.

b. Election of the Secretary

Moved by: Jeff Manley

Seconded by: Michael Madden

The Chair move and the Committee members agreed that the structure of the committee not include a Secretary. The Chair will verify the minutes of each meeting which will be recorded by Staff.

Carried.

14) DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no declarations of pecuniary interest by the members present.

15) ADDITIONS, DELETIONS OR AMENDMENTS

None

16) ADOPTION OF THE AGENDA

Moved by: Michael Madden

Seconded by: Jeff Manley

THAT the agenda for the Community Development Committee Meeting of March 6, 2019 be adopted as is.

Carried.

17) ADOPTION OF PREVIOUS MINUTES

None.

18) BUSINESS ARISING FROM THE MINUTES

None.

19) DELEGATIONS

None.

20) AGENDA ITEMS

a. 2019 Meeting Calendar

Moved by: Rory Levert

Seconded by: Michael Madden

THAT the 2019 Meeting Calendar be accepted as is and that the Community Development Committee Meetings start at 3 pm.

Carried.

b. Terms of Reference

An email from David Filion was shared by Jeff Manley with the Committee on creating a progressive committee with serious concerns to address. Thoughts were shared on population decline, school closures, business challenges and creating a wave of potential.

Moved by: Jeff Manley

Seconded by: Michael Madden

THAT the Terms of Reference for the Community Development Committee be prepared as directed by the Committee Members and circulated for review prior to the next Community Development Committee Meeting.

Carried.

21) PENDING BUSINESS

22) CORRESPONDENCE/INFORMATION ITEMS

a. Key Information Report – Economic Development Update

Moved by: Michael Madden

Seconded by: Dean MacGillivray

THAT the Community Development Committee accepts the Key Information Report regarding Economic Development Updates which was presented for information purposes only.

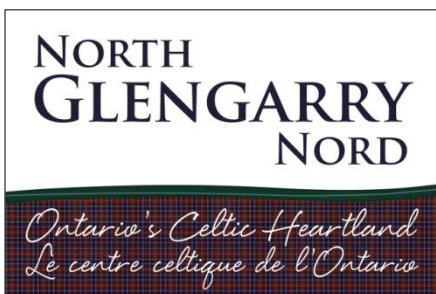
Carried.

23) NEXT MEETING – March 27, 2019 at 3 pm

24) ADJOURNMENT

The meeting was adjourned at 6:50 pm by Michael Madden.

Carma Williams
Chair



Township of North Glengarry

Community Development Committee

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 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) Investigate, promote and support challenges and opportunities in fields such as education, health care, agricultural and economic development;
- 4) Provide direction on the development of 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 as required;
- 8) Be cognizant of issues relating to economic development and its potential impact on the community and the environment and members will share that information to the Committee.

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 practicable 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

- 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) Ensure the meeting agenda and relevant documents are circulated to the members of the committee in advance of the meeting;
 - f) Ensure minutes are retained, included and reviewed at the next meeting;
 - g) Provide leadership & ensure that committee members are aware of their obligations and that the committee complies with its responsibilities;
 - h) Ensure that discussion on agenda items is on topic, productive and professional;
 - i) Chair in camera meetings as required.

Committee members are requested to forward agenda items to the Chair and copy the Recording Secretary on the information.

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

GOALS FOR THE COMMUNITY DEVELOPMENT COMMITTEE

Summary of comments

Communications

- Centralized database to disseminate information on community and service groups, volunteer opportunities, functions
- Volunteer database

Development

- Lagoon upgrade
- High-speed internet
- Strategic residential development on the fringe of Alexandria that would not require infrastructure (estate lots)
- Location for satellite government offices (Minister of Rural Affairs, agricultural based agencies)
- Lobby businesses to relocate to North Glengarry
- Address next steps for Agri-food and Agri-tourism
- Township has to be “open” for business (Do we have unnecessary road blocks in place that prevent progress? Is our staff friendly and helpful?)

Environment

- Develop a Forest Conservation Plan

Health & Education

- Maintain schools (viability of secondary schools)
- Protecting and strengthening Glengarry Memorial Hospital’s long-term viability

Population

- Increase population across all demographics (seniors, youth, adults, disabled individuals, etc.)
- Create a plan to address population growth (attraction of new residents – from West Island, East Ottawa, Amazon)



Get inspired and motivated

Economic development that works for small places

Hear about examples, relevant tools and success stories


Explore key issues in Teeny Tiny Places


Network, create and share ideas

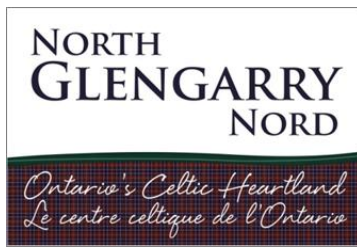
Locations

Calabogie	April 4, 2019
Black River-Matheson	April 8, 2019
Thorndale	April 10, 2019
Orono	April 11, 2019
Haliburton	June 7, 2019

More information at www.teenytinysummit.com

 @TeenyTinyPlaces.7

 @TeenyTinyPlaces



COMMUNITY DEVELOPMENT COMMITTEE

KEY INFORMATION REPORT

Report No: CD-2019-02

March 27, 2019

From: Tara Kirkpatrick, Economic Development & Communications Officer & Anne Leduc – Director of Community Services

RE: Economic Development Update

The following is a summary of activities from mid-February 2019 onwards.

Community Improvement Plan (CIP) and SDG Regional Incentives Plan

The Economic Development Officer is working with three clients on their CIP or Regional Incentives Application.

Business Retention & Expansion

- Assisted an individual seeking Industrial property in North Glengarry.
- Met with an individual seeking commercial property in Alexandria.
- Introduced the owners of newly opened La Belle Sorelle restaurant to the SDG Tourism Coordinator and helped coordinate a promotion campaign in Edible Ottawa. Continued to assist these new property owners with information on the CIP.
- Met with representatives from NHXT; MacDougal Electric, KMAC Electric, Manulife Securities, Butchers to go, Stonehouse Vineyard, St. Vincent de Paul Food Bank, Alexandria Curling Club.
- Informed not-for-profit groups on the SDG Tourism Grants.

Youth Retention

- Preparing to promote launch of Summer Company Program for North Glengarry in collaboration with Cornwall Business Enterprise Centre.

Workforce Development

- 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. Working with employers to provide subsidized job placements to these students.
- Preparing for April business visitations (mainly industrial clients) with partners from the United Counties of SDG and the Community Futures Development Corporation (CFDC). The focus of these visits will be on the newly launched Grants.
- Organized a HACCP Plan Workshop for small food producers, which will be held in North Glengarry on May 15, 2019. The event will be offered by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). HACCP is necessary for food processors who plan to sell their product in grocery stores.

Branding Initiatives

- 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 Agri-East Lowlands Committee meeting in Winchester and the Emergency Preparedness Committee.
- Assisted with the preparations for a Fall delegation to SDG by the Irish Trade Commission.
- Attended the Glengarry Artists' Collective "Show at Brent's Place". Prepared and shared a video of the event on social media.
- Helped to organize the Glengarry Kilt Skate. Took photos and videos of the event, which attracted more than 100,000 views on Facebook.
- Attended and took photos of the Glengarry Memorial Hospital Foundation Washer Tournament at the Tim Hortons Dome.
- Attended Community Economic Development 101 workshop hosted by the City of Cornwall and OMAFRA.

Communications

- Postings on Facebook – has reached over 2,500 Likes.
- Designed a variety of posters such as the strategic planning posters; posters for RARE; the Spring firefighter breakfast in Apple Hill; for job openings; and for Township events. In most instances, ads were created and shared with local newspapers on this topic.
- In the process of creating two new brochures: Updated the North Glengarry CIP brochure and designed a brochure for the Recreation and Community Services Department.

- Responded to various requests for information by media outlets by guiding them to the proper individual.
- Prepared several press releases including the funding for the Glengarry Trails, North Glengarry remains committed to improving rural education; Kasia Olszewska joins North Glengarry Building Department as new planner;
- Prepared a press release, ads, posters and social media campaign to accompany the launch of the North Glengarry Corporate Strategic Planning Survey.
- Posted a variety of Township jobs to the website and social media.
- Prepared the monthly ad “What’s New in North Glengarry,” which appeared in the Glengarry News.

Varia

- Assisted with the 2nd Annual Glengarry Kilt Skate, which is a collaboration between various community partners to celebrate community.
- Met with the group interested in rejuvenating the Alexandria Festival of Lights under a new name and leadership.

COMMENTS

This report is presented for information purposes only.