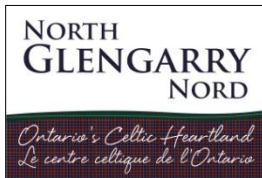


Community Development Committee

AGENDA

Wednesday, August 26, 2020 at 3:00 pm
Glengarry Sports Palace Community Hall (Upstairs)
170 MacDonald Blvd., Alexandria ON K0C 1A0

- 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 June 24, 2020
- 6) **BUSINESS ARISING FROM THE MINUTES**
- 7) **DELEGATIONS**
- 8) **AGENDA ITEMS**
 - a. Educational Reform / School Boundary Working Group – Update
 - b. Alexandria Lagoon Project)
 - i. Minutes from August 5, 2020 Meeting
 - ii. Update from Association of Municipalities of Ontario Update
 - iii. IHA Update
 - c. Development and Marketing Strategy by MDB Insight – Update
- 9) **PENDING BUSINESS**
- 10) **CORRESPONDENCE/INFORMATION ITEMS**
 - a. Key Information Report – Economic Development Update
- 11) **NEXT MEETING** September 30, 2020 at 3 pm at the Glengarry Sports Palace
- 12) **ADJOURNMENT**



Community Development Committee

MINUTES

Wednesday, June 24, 2020 at 3:00 pm
Zoom Teleconference

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

REGRETS: Sarah Huskinson, CAO

1) CALL TO ORDER

The meeting was called to order at 3:01 pm by Carma Williams.

2) DECLARATIONS OF PECUNIARY INTEREST

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

3) ADDITIONS, DELETIONS OR AMENDMENTS

None

4) ADOPTION OF THE AGENDA

Moved by: Michael Madden

Seconded by: Jeff Manley

THAT the agenda for the Community Development Committee for June 24, 2020 be adopted as presented.

Carried.

5) ADOPTION OF THE PREVIOUS MINUTES

Moved by: Dean MacGillivray

Seconded by: Rory Levert

THAT the minutes of the May 27, 2020 Community Development Committee meeting be accepted as presented.

Carried.

6) BUSINESS ARISING FROM THE MINUTES

There was no new business arising from the minutes.

7) DELEGATIONS

None

8) AGENDA ITEMS

a. Agricultural issues impacting local farmers and farmers Markets

Ms. Brenda Noble met with Ms. Gina Dragone and Ms. Eleanor McGrath at the Groovy Yurts to discuss sharing of contacts, and who could promote local produce. Conversations will continue to determine if it is feasible to move forward on this project given that the summer season is fast advancing.

b. Educational Reform / School Boundary Working Group – Update

The letter regarding the flexible school boundary was sent to 600 residents in the North Glengarry portion of the flexible school area on Monday, June 15, 2020.

c. Alexandria Lagoon Project – Update

Minutes from June 10, 2020 meeting were included in the agenda package for the members to review. Items that were discussed included timing, research and stakeholder contacts, establishing methods for lobbying, exploring funding options, ongoing communications with MPs and MPPs and creating a To Do list of items and their owners. A draft Fact Sheet was forwarded to the Chair for review and the Committee Members supplied further input.

d. Development and Marketing Plan Workshop conducted by MDB Insight

- i. Vacant Lands Documents forwarded to the Committee members and MDB Insight
- ii. Workshops will be reduced to one Workshop on Thursday, June 25th at 1 pm. Staff will contact the registrants to advise of the change.
- iii. An in person workshop will be held when permitted by Public Health (possibly late August or September).
- iv. The Survey Link went live on Friday and 105 responses have been received to date.
- v. One-on-one consultations will proceed over the next few weeks.
- vi. The MDB Insight team members conducted a workshop with the Committee Members.

- vii. Information was shared by Councillor Jeff Manley on the presentation by Explornet on the expansion of service coverage in North Glengarry.

9) PENDING BUSINESS

None

10) CORRESPONDENCE/INFORMATION ITEMS

- a. Key Information Report – Economic Development Update

The report was submitted for review by the Committee.

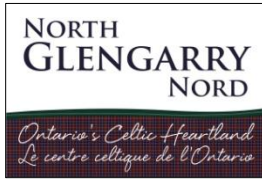
11) NEXT MEETING

The next Community Development Committee will take place on July 29, 2020 at 3 pm through ZOOM.

12) ADJOURNMENT

The meeting was adjourned at 5:31 pm by Michael Madden.

Carma Williams
Chair



Alexandria Lagoon Working Group

8 b i

MINUTES

August 5, 2020 at 3:00 pm
ZOOM Teleconference

PRESENT: Carma Williams, Chair
Brenda Noble, Councillor
David Filion, Community Representative
Dean MacGillivray, Community Representative
Rory Levert, Community Representative
Michael Madden, Community Representative
Sarah Huskinson, CAO
Anne Leduc, Director – Community Services / Recording Secretary

REGRETS: None

13) CALL TO ORDER

The meeting was called to order at 3:00 pm by Carma Williams.

14) DECLARATIONS OF PECUNIARY INTEREST

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

15) ADDITIONS, DELETIONS OR AMENDMENTS

Addition – 8 c) AMO Delegation

16) ADOPTION OF THE AGENDA

Moved by: David Filion

Seconded by: Brenda Noble

THAT the agenda for the Alexandria Lagoon Working Group for August 5, 2020 be adopted as amended.

Carried.

17) ADOPTION OF THE PREVIOUS MINUTES

Moved by: Brenda Noble

Seconded by: Michael Madden

THAT the minutes for the Alexandria Lagoon Working Group for July 2, 2020 be adopted as presented.

Carried

18) BUSINESS ARISING FROM THE MINUTES

None

19) DELEGATIONS

None

20) AGENDA ITEMS

a. Ongoing communications with MPs and MPPs

- Mrs. Carma Williams contacted MPP Amanda Simard who shared available provincial and federal infrastructure programming. Ms. Simard also shared information regarding the Russell wastewater private-public partnership which was communicated to Ms. Sarah Huskinson who will follow up with Russell’s CAO. There is a possibility that certain projects in development in the Township might have an interest in partnering with the municipality on the lagoon expansion. Staff will be exploring this avenue over the next while.
- MMP Jim McDonnell shared that he expects infrastructure programming will be rolled out for 2020 as it has in the past.

b. To Do Items and Ownership

To Do Items	Ownership	Timing
Alexandria Lagoon 2 pager Fact Sheet	Anne Leduc Working Group members	Will circulate new draft to Working Group members.
Start preparing briefing note to government representatives regarding Lagoon	Carma Williams Sarah Huskinson	After Fact Sheet is prepared
Stakeholder list	Anne Leduc Working Group members	Finalizing for next meeting.
Facebook page for Alexandria Lagoon	Township Staff	When appropriate.
Lobbying firm	Council & CAO	When appropriate to ensure Alexandria Lagoon gets top priority when funding becomes available. Lobbyist might fulfill traditional role of MPP in this instance.

- c. AMO Delegation – The Township has received confirmation that it will be meeting with the Ministry of Infrastructures’ Parliamentary Assistant on Monday, August 17th at 3 pm. Information will be shared regarding the lagoon’s status and that an expansion not only will benefit North Glengarry economically but it would have a positive impact on some projects in development and would save several ministries money in the long run.

21) PENDING BUSINESS

None

22) CORRESPONDENCE/INFORMATION ITEMS

None

23) NEXT MEETING

An update will be presented to the Community Development Committee and a further meeting will be called by the Chair.

24) ADJOURNMENT

The meeting was adjourned at 3:59 pm by David Filion.

Carma Williams
Chair



COMMUNITY DEVELOPMENT COMMITTEE

KEY INFORMATION REPORT

Report No: CD-2020-06

August 26, 2020

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

RE: Economic Development Update

The following is a summary of activities from June 15, 2020 onwards.

Community Improvement Plan (CIP) and SDG Regional Incentives Plan (RIP)

- Continuing to work with the property owners of the CIP project at 88 St. Paul Street on the renderings and details of the public art component of their project, which involves the installation of multiple pieces of stained glass. Clarifying exactly what the stained glass will look like, so that it can be approved by the committee. Provided the property owner with a contact in Ottawa that specializes in stained glass, as well as local contacts with the Glengarry Artists' Collective. Also provided them with the contact information regarding a local contractor who works at extreme heights and who might be able to assist with the restoration of the bell tower at that property.
- Spoke with the manager of the White Rock Motel about the process to close their ongoing CIP project. Assisted them with the final paperwork and prepared a closing report. The CIP grant disbursement has since been authorized by the CAO and Community Services Director and the payment has been issued.
- Spoke with the photographer working with Fauxmagerie Zengarry on the public art component of their CIP project.
- Met with the owner of Significo to discuss a CIP project that would include the restoration of the front façade, in keeping with its historical origins as a fire department; and the incorporation of a historic mural on the North Façade, featuring the former fire station at that location. There are complications in executing this project due to the close proximity of high-tension electrical wires located within three-feet of the front façade. The property owner is investigating options.
- CIP signage inquiry from a local business looking to relocate to another venue in North Glengarry. Also spoke at length with this individual about venue options and other matters related to his business.

- Began the process of closing the CIP project at 20107 Kenyon Concession Road 4, in Alexandria. Assisted them with the final paperwork and prepared a closing report. The CIP grant disbursement has since been authorized by the CAO and Community Services Director and the payment has been issued.
- Spoke with representatives from The Alexandria Curling Club about the process of submitting receipts and closing their ongoing CIP project.
- Spoke with representatives from the Glengarry Pioneer Museum about the process of closing their CIP Project and began to receive documentation from them. Assisted them with the final paperwork and prepared a closing report. The CIP grant disbursement has since been authorized by the CAO and Community Services Director and the payment has been issued.
- Received a CIP information request from the owner of 72 Kenyon Street West, in Alexandria. This property was included on the Heritage Registry last year.
- Issued a Regional Incentives Program payment to the Glengarry Market, following the successful completion of their RIP project. Spoke with them about applying to the CIP program to enhance their signage. Also discussed a variety of grant and assistance programs to help the collective members.
- Issued a Regional Incentives Program payment to Stonehouse Vineyard following the completion of their Regional Incentives Project. Funds were transferred from SDG Counties and the EDO dropped off the completion cheque and letter.
- Dropped off the civic address sign at the CIP project at the Kilted Canuck in Maxville. Spoke to the owner about business challenges resulting from the pandemic.
- CIP information request from a residential property located at 20019 Kenyon Concession Road 4, in Alexandria. The property hosts a 100-year-old farm-house and the new property owners would like to investigate whether they qualify for the North Glengarry Heritage Registry; and potentially to the CIP program.
- CIP information from the Maison Shalom Church (which does not qualify for the CIP program).
- CIP Information request for a property located at 81 Centre Street, in Alexandria. Meeting with the property owner next week to discuss whether this property meets the criteria for the North Glengarry Heritage Registry; and potentially for the CIP program.
- Ordered new CIP signage to be displayed on the windows of ongoing projects.
- Took photos of Main Street Maxville, so that we can update the imagery in the CIP Official Plan, which is being updated this year.

Business Retention & Expansion

- Working with Genesis Industries on preparations for the arrival of a new industrial tenant. This included providing information on the CIP and RIP program, as well as other government resources available to this tenant, who is currently working with the building department.
- Reached out to industrial and commercial clients directly to share continuous updates on COVID-19 assistance programs being provided by the provincial and federal government, including the Canadian Emergency Response Benefit and the Emergency Wage Subsidy. These programs are updated almost daily by the province and are being added to the North Glengarry website.

- Responded to an information request from an industrial/commercial property owner who owns a property that has been vacant for a number of years. Discussed a number of options for either the lease or sale of this property.
- Continued to share business information related to the pandemic with the Alexandria and Maxville District Chambers of Commerce, so that it could be shared on their social media platforms. Worked with their members to answer questions regarding assistance programs and support.
- Continued tracking community events that will be cancelled or delayed this year as a result of the pandemic and working with those organizations on next steps.
- Responded to a high volume of calls and emails from businesses seeking government funding and loans needed to survive their temporary closure during the pandemic. Continuing to work with these companies on strategies to stay afloat.
- Continued working with KMAC Electric on the proposed expansion of their business, including assisting them with a Regional Incentives Program application and a CIP signage application. Arranged meetings with lending partners and other government services that might offer further assistance.
- Continued working with Wood Brothers Brewing on the proposed expansion of their brewery, including machinery and brew-pub enhancements.
- Continue to consult with the owner of The Quirky Carrot Restaurant, who sold her business in July. Met with the new business owner and discussed ways to assist her with her reopening, including sharing contacts for the EOHU, the Alexandria Chamber of Commerce and GIAG, among others. Also suggested they reach out to the Chief Building Official as soon as possible to discuss their proposal to increase their patio during COVID-19. Suggested they ask the building owner if they could extend their patio across neighbouring properties that he owns. Ensured they understood that the Chief Building Official would also need to authorize the patio extension.
- Was approached by a Main Street Business with concerns related to a neighbouring business. Referred the property owner back to the Chief Building Official for assistance.
- Assisted SDG Tourism with a minor issue related to a North Glengarry tourism business.
- Launched a “Bingo” promotion with both the Maxville and Alexandria Chambers of Commerce, which is intended to serve as a buy local campaign.
- Had a telephone meeting with the vice-president of the Alexandria Chamber of Commerce to discuss ideas for upcoming shop-local campaigns and ways to encourage businesses to join the Chamber.
- Had a telephone meeting with a representative from the MacEwen Agricentre to discuss various elements of a major expansion project. Discussed strategies related to grants, loans and employment. Followed up with emails to two government ministries and consulted with the CAO related to a question posed to MP Francis Drouin, regarding a rail spur line slated for potential closure. Also reached out to the Eastern Ontario Training Board to assist with a recruitment request for transport drivers.
- Assisted Alexandria Moulding with the promotion of their recruitment campaign to hire a variety of new staff. Connected their human resources rep with the Eastern Ontario Training Board and informed them of the EOTBs recent manufacturing course. The EOTB was able to send one candidate’s CV immediately and is expected to assist further.

- Spoke with representatives of the Glengarry Pioneer Museum about their intent to reopen in early July. Encouraged them to immediately contact the Eastern Ontario Health Unit to ensure their proposed protocols align with those of the EOHU. Connected the reps with SDG Tourism to help coordinate the promotion surrounding the reopening of this tourism asset and suggested they use this opportunity to create “exclusive tours” of the museum grounds and to market it as an opportunity to have exclusive access with some additional perks, including viewings of new exhibits. Also suggested they work with area restaurants to coordinate picnic lunches that could be picked up on the way to the museum and enjoyed in the peace of the open-air pavilion. The proposal is that only one family-group will be allowed on the grounds at the time, by reservation.
- Consulted with a representative from the Ministry of Economic Development on an application from a local business for the “Eastern Ontario Development Fund”. Provided them with information on how the proposed project would positively impact our local economy.
- Shared information regarding the “Francophone Ontario Grants Program” with local businesses and community groups. Fielded a number of information requests regarding this program and others.
- Continued to work with representatives from the Glengarry Pioneer Museum about their intent to reopen in early July. Reached out to SDG Tourism to inquire about a \$1,500 sponsorship that had originally been attributed to them for 2020. Verified that the funding was still available and that it could be used to support online virtual events. The Glengarry Pioneer Museum will follow up with SDG Tourism to attain the funds and coordinate their events.
- Spoke with representatives at Alexandria Camping Centre about how their business is doing.
- Spoke with the owner of the Bonnie Glen Pavilion about challenges he is facing as a result of the pandemic and coordinated with the CFDC to provide him assistance.
- Shared information related to the “Enabling Accessibility Fund” and fielded multiple requests from businesses and community groups related to this annual grant program.
- Spoke with a woman from Maxville who is interested in opening an at-home daycare facility and referred her back to the Chief Building Official to assist with licensing questions.
- Accompanied by the Municipal Planner, met with a couple interested in launching a new wedding venue on their existing estate. Provided the property owner with information related to the CIP, Regional Incentives Program and other tax incentives and grant programs he might be eligible for. Also discussed other local businesses that could serve as partner organizations to his enterprise. The proposed amendment to the zoning by-law, as related to this property, was reviewed by Council on July 27th. It has since been approved.
- Spoke with a local garage owner about his business and referred him to the municipal planner for assistance with his inquiry.
- Assisted the Maxville Farmers’ Market with an inquiry related to face masks.
- Contacted a client who is renting property from the municipality.
- At the request of the Alexandria Chamber of Commerce investigated an offer sent to them from a consultant offering to assist them with the Shop Here and Digital Main Street grant programs. Verified that the information provided by this consultant was false and advised them not to work with this individual. Provided both the Alexandria

and Maxville Chambers of Commerce with the appropriate information related to these grant programs and also warned surrounding EDOs of this 'consultancy' offer so that they could regroup with their own local chambers.

- Accompanied by the Chief Building Official, met with an individual interested in investing in municipal property for manufacturing purposes.
- Continued to work on the new North Glengarry Business Directory.
- Spoke with a representative from the Ontario Ministry of Food, Agricultural and Rural Affairs about a North Glengarry business that is applying to the Eastern Ontario Development Fund to assist with a large expansion. Discussed tactics to support this client.
- Followed up on an information request from a prospective client interested in opening up a children's camp.
- Followed up with a number of businesses and community groups that applied to the "Enabling Accessibility Fund".
- Spoke with a resident who had questions about launching an Air B&B. Referred her to the municipal planner to discuss zoning requirements.
- Accompanied by the Chief Building Official, organized a meeting with a manufacturing client interested in purchasing property in North Glengarry.
- Shared numerous reports and calls to action with both the Alexandria and Maxville Chamber of Commerce, including a link to the Statistics Canada Survey on Business Conditions and the effect the pandemic has had on Canada's economy; information on the Tourism Economic Development Recovery Fund and the Regional Relief and Recovery Fund.
- Met with the owner of the Dragonfly Healing Arts Studio in Alexandria and discussed how she has pivoted her business goals to remain stable during the pandemic. Her gift shop has been transformed into a sewing studio where she is creating and selling custom masks. Discussed grant and loan options with the owner and encouraged her to apply to SHOP Here/ Digital Main Street Programs for a grant to upgrade her existing website and attract more users online. Also provided information related to the CFDC and the North Glengarry CIP program, which can help her to enhance her exterior signage.
- Spoke with representatives from the Dalkeith Historical Society about upcoming events and how they intend to move forward during the pandemic.
- Spoke with representatives at the Centre Lochiel Centre about their reopening in August and their ongoing fundraising initiatives. Their recent book sale raised about \$2,500 for the centre. In August they will be hosting weekly outdoor events. They plan to continue with their 2020 Community Grant event and are adjusting the conditions to comply with public health standards.
- Spoke with representatives from a local manufacturing facility about a proposed expansion that has just received internal authorization to proceed. Reached out to various government ministries regarding potential funding, including the Eastern Ontario Development Fund, the Forest Sector Investment and Innovation Program and the Investments in Forest Industry Transformation Program.
- Met with the owners of "Apple Hill Quilting" and "The Quilt Shoppe" to discuss their plans to sell their commercial location in Maxville and return to their home-based business operations in Apple Hill. Less than a week after listing their property, they have received multiple purchase offers.
- Shared information with the Alexandria and Maxville Chambers of Commerce regarding a number of grants and programs, including the new BMO grants for

women-owned businesses. I also sent information on this program directly to a number of our local women entrepreneurs. Other information that was shared included invitations to attend webinars related to changes to the Canada Emergency Wage Benefit Program and an information session on the Digital Transformation Program.

- Spoke to Digital Main Street about hosting an exclusive webinar with our local Chambers and ways we can better promote their free service, which is subsidized by private and public parties, including a \$57M investment by the government.
- Spoke with the owners of Butchers to Go regarding the ongoing expansion of their business and the launch of their new gym. Construction is expected to be completed in early September. As part of the expansion, they will be hiring 7 or 8 new employees for the grocery store and between 4 and 6 employees for the new gym, located on the second floor. To facilitate recruitment, I reached out to the Eastern Ontario Training Board to see if they have any suitable candidates from their recent “Grocery Store Training” session. Connected representatives from the EOTB directly with the business owner and also contacted GIAG for their support with this business. Also provided the client with information regarding the wage subsidy programs and recommended he reach out to GIAG for further information. Further recommended that the client ask his accountant if his expenditures qualify for the Regional Opportunities Investment Tax Credit.
- Met with the owners of Stonehouse Vineyard to discuss a number of grant and loan programs. Discussed their intention to build a windbreak of maple trees along County Road 21 and suggested they contact the United Counties of SDG regarding the Counties pilot project to replant trees as windbreaks; also sent the clients information on the Canadian Agricultural Partnership funding grants which has a component related to tree planting. This grant program has closed for this year, but is expected to reopen next year. Congratulated the vineyard owners on the successful completion of their Regional Incentives project and gave them their grant cheque.
- Met with a property owner interested in expanding two sites he currently owns. One would be for the development of agri-tourism, while the other property would be potentially developed for commercial and light industrial use. Coordinating with the municipal planner to investigate options.
- Continued to work with a client interested in a location for light industry.
- Spoke with the Dalkeith Historical Society about their intention to create a “Victory Garden” and the various grant programs they might qualify for.
- Met with the owner of a commercial plaza who is interested in transforming his site. The business owners were provided information on a variety of grant programs including the CIP, RIP, BMO Grant for Women Entrepreneurs; Regional Opportunities Investment Tax Credit, Enabling Accessibility Fund, Francophone Community Grants Fund.
- Met with a local pharmacist regarding an employment shortage. Reached out to the Eastern Ontario Training Board to notify them of this shortage and to see if they might be able to assist.
- Spoke with a new start up company from Ottawa that is interested in relocating to Alexandria to produce disposal masks. Provided them with information on the region and some possible locations for their business.
- Arranged a phone meeting with a large industrial client to discuss strategies to grow his business and programs and organizations that could help. Set up a meeting for

this industrial property owner with an industrial client seeking to relocate his business to the area. The two are now discussing potential lease arrangements.

- Shared a variety of news items with the Alexandria and Maxville District Chambers of Commerce, including information related to the new “Rebuild, Reopen, Revive Initiative” which provides grants of up to \$5,000 to help women entrepreneurs reopen their businesses during the pandemic. Research is indicating that women-owned businesses are faring worse than their male counterparts during the pandemic.
- Provided the new Manager at GIAG with a list of North Glengarry’s largest employers, so that they might be included in an upcoming, virtual, job fair being hosted in October with 40 Eastern Ontario employers.

Youth Retention

- Consultations with partners (Eastern Ontario Training Board (EOTB), St-Lawrence College, Glengarry Inter-Agency Group (GIAG) on strategies to retain youth.

Branding Initiatives

- Plans for the “2020 Glengarry Routes Heritage Walking Tour and Musical Expedition through North Glengarry” have now been cancelled for 2020. The Glengarry Pioneer Museum’s annual “Battle of Glengarry, War of 1812 Event”, which was being organized in conjunction with the Glengarry Routes Tour and Glengarry Artists’ Collective Art Show and Musical Event in Mill Square, have also been cancelled. The shared activity is expected to return in 2021.

Conferences, Training and Networking

- Participated in various Economic Development workshops and forums such as the Stormont, Dundas & Glengarry Economic Development Working Group, the SDG Communications Group and the North Glengarry Emergency Preparedness Group.
- Participated in bi-weekly EDO meetings with the Counties to discuss new and changing programs to assist businesses and community groups facing hardships as a result of the pandemic and to share strategies.
- Participated in tele-townhall meetings with various ministries, including the Ministry of Tourism and the Ministry of Economic Development.
- Continue to speak regularly with our representative at the Ministry of Economic Development and to provide daily updates to our website on the programs available to support our businesses and residents.
- Participated in a webinar with the Council of Canadians related to changes to the Canada Emergency Wage Subsidy.
- Attended the virtual edition of OMAFRA’s Teeny Tiny Summit, titled “Moving to action quickly”. The seminar focused on successful strategies deployed by municipal and county offices in response to the COVID-19 outbreak and its impact on local communities and economies.

- Participated in a BDC webinar that discussed ways in which technology can be used to help businesses be more profitable during the pandemic.
- Attended a zoom meeting with the SDG Tourism Cycling Ambassadors to provide them with information relating to the heritage and tourism locations in North Glengarry.
- Completed cybersecurity training on ransomware and catch phrases, as required by the IT Department.

Communications

- Prepared a press release, poster and social media campaign to announce North Glengarry's participation in "Farm 9.1.1., The Emily Project", which aims to ensure that farm property's and rural lands have civic address signs. This release included general information on civic address sign requirements. As part of the campaign, I arranged a photo op with the Mayor, Fire Chief, OPP and a local farmer. The photo was socially distanced and appeared in the press release with a montage of photos featuring our Councillors showing their support of the program. I also made arrangements for the press release, once approved, to appear on the Project Emily website.
- Prepared the press release: "North Glengarry joins Digital Main Street's ShopHERE powered by Google to Support Local Businesses". This program provides free websites to small businesses to help them be more competitive in the current climate.
- Prepared a press release on the Draft Clear Cutting By-Law, to accompany the documents prepared by the Municipal Planner.
- Took photos of the Maxville Booster Station and shot a video with the Environmental Services Manager explaining what the new booster station does. This public information piece is being put on hold this week, due to a boil water advisory. It may be prepared for potential release next week, with added emphasis on the steps taken to assure water quality.
- Created a poster for release on Facebook related to a boil water advisory for Maxville.
- Drafted a speech for the mayor, addressing the graduating classes of 2020. Filmed the mayor reading this speech and edited it for release to social media.
- Drafted a speech for the mayor, asking for the public's assistance participating in the upcoming Development and Marketing Strategy Workshops. Filmed the mayor reading this speech and edited it for release to social media.
- Created a draft document related to the boil water advisory for Maxville.
- Assisted with the creation of a number of speeches, letters and other associated documents related to the boil water advisory in Maxville.
- Created a video of the mayor's speech, in French, to the Graduating Classes of 2020.
- Created a burn ban poster for the Fire Department, to have ready in case conditions demand the quick release of such an announcement.
- Designed an ad for the Draft Clear Cutting By-Law and had it approved and sent to the Glengarry News for next week's issue.
- Designed a Council ad to run in the Glengarry News next week wishing residents a Happy Canada Day.

- Created a brochure for the Building, By-Law and Planning Department related to the civic address requirements.
- Filmed, prepared and released a Canada Day video message featuring the Mayor.
- Drafted a speech for the mayor related to Pride Month, then filmed the mayor reading the speech and prepared it for release to social media. The link was also shared with Diversity Cornwall, who had originally requested the messaging.
- Created a press release and poster related to the fire ban, as well as a separate ad for the Glengarry News.
- Edited a webinar video related to the “Zoning By-Law and Official Plan Designation Video” and posted it to the North Glengarry YouTube Channel so that it could be linked to our website.
- Prepared a poster related to the reopening of Town Hall.
- Prepared a 1/16 page ad for the Glengarry News promoting the August 1, Household Hazardous Waste Day event.
- Responded to a request for comment from the Glengarry News related to the ownership of a dam on the Delisle River. This request was forwarded to the public works department and CAO to first determine who owns the dam. By the time this was established, we had missed the press deadline. The Public Works Director is aware of the request and has now ascertained that we do own this asset. He is following up on the complaint, as recounted in the Glengarry News.
- Booked a quarter-page ad in the Glengarry News for its Highland Games promotions. This year will serve as a piece on the history of the games. The ad is being split with the Township of South Glengarry and was approved by the CAO.
- Picked up the new North Glengarry branded portfolios to be used for new
- resident packages, CIP information, funding requests, etc., as well as the new Remembrance Day banners that were ordered earlier this year.
- At the CAOs request, created a template for a new Council Newsletter and created a draft version for July. The goal is to produce this newsletter on a monthly basis. Content will be largely pulled from Council minutes. This document is still pending CAO authorization to distribute.
- Created a poster for the Fire Department on July 17 advising residents that the fire ban remained in effect. Created a follow-up poster on Monday when the fire ban was lifted. Updated social media and the website to reflect these changes.
- Organized a photo op. with the mayor and prepared a press release and related video related to a recent donation of a bench and mini picnic table to be used at Island Park.
- Prepared a poster for the Building, By-Law and Planning department related to dog license renewals.
- Updated the Glengarry Highland Games section of the municipal website to reflect the 2020 cancellation and their new 2021 date. With CAO permission, promoted the Glengarry Highland Games bid to beat the World Fling Record.
- Working in conjunction with the Public Works Director and Councillor Manley, prepared and filmed short videos related to road construction on Concession Road 6 and on Old Military Road. Prepared these videos for release on the Township’s social media channels.
- Prepared a poster related to the Low Water Level 2 status advisory sent to the Township by the Raisin Region Conservation Authority.

- Prepared a poster related to “Wear Tartan Day” in support of the Glengarry Highland Games. Took photos of staff supporting this initiative.
- Prepared a press release advising residents that batteries and small electronics can now be dropped off at R.A.R.E. for safe recycling.
- Prepared a press release relating to construction on County Road 43, in Alexandria.
- Helped to prepare and stylize a report on the Alexandria Lagoon System, to be presented by the CAO at the AMO Conference.
- Prepared a recruitment campaign for the Fire Department, which included four posters, an ad for the Glengarry News and a press release. The draft documents are being reviewed by the Fire Chief prior to final approval by the CAO.
- Responded to an information request from a resident in Glen Robertson regarding the Ontario Renovates Program, which opened its intake period on August 10th.
- Responded to an information request from a local business owner interested in acquiring a lottery license for an upcoming promotion. Coordinated with reception to make sure the client received the information they required.
- Prepared a poster announcing the reopening of the Tim Hortons’ Dome.
- Responded to a request for comment from the Glengarry News related to Mill Pond. The response was drafted by Anne Leduc and approved by the CAO.

Varia

- Spoke with representatives from the Alexandria Legion regarding a new resident in need of support from the Legion. This resident is a young combat veteran.
- Received an information request from a resident in Maxville seeking a company to decommission her well. Consulted with the Chief Building Official and relayed the information back to the resident.
- Listened in on the residents’ virtual workshop related to the North Glengarry Development and Strategy Workshops.
- Spoke with Bernard McDonnell at St. Finnan’s Cathedral about an initiative to have the Cathedral re-named as a “Basilica”, this would make the property a “holy site” and would significantly impact its visitation numbers. Connected Bernard with SDG Tourism to discuss ways to market the Cathedrals concerts and events.
- Reviewed the new North Glengarry Cannabis By-Law.
- Responded to two information requests from residents interested in the North Glengarry Commemorative Tree Program.
- Assisted SDG Tourism with a direct mailing campaign targeting all of SDG’s residents.
- Spoke with the consultants at MDB Insight regarding some questions they had relating to the North Glengarry Development and Marketing Strategy.
- Assisted with the municipalities annual audit by pulling a number of CIP files and preparing the documents for the auditor.
- Responded to an information request from a resident in Dalkeith who is interested in the North Glengarry Commemorative Tree Program.

COMMENTS

This report is presented for information purposes only.