

## Community Development Committee

### AGENDA

Wednesday, May 26, 2021 at 3:00 pm

#### ZOOM LINK:

<https://us02web.zoom.us/j/87524456495?pwd=eEJnTTk2SSs4aU5MQ1hkSVJEWfFg5Zz09>

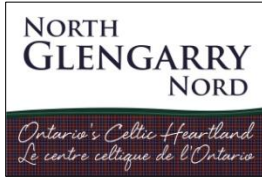
**Meeting ID:** 875 2445 6495 - **Passcode:** 052852

One tap mobile: +14388097799,,87524456495#,,,,,0#,,052852# Canada  
+15873281099,,87524456495#,,,,,0#,,052852# Canada

Dial by your location: +1 647 374 4685 Canada - Find your local number:  
<https://us02web.zoom.us/j/87524456495?pwd=eEJnTTk2SSs4aU5MQ1hkSVJEWfFg5Zz09>

- 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 April 28, 2021
- 6) **BUSINESS ARISING FROM THE MINUTES**
- 7) **DELEGATIONS**

None
- 8) **AGENDA ITEMS**
  - a. Educational Reform / School Boundary Working Group – Update
  - b. Alexandria Lagoon – Update
  - c. IHA Project – Update
  - d. Development and Marking Coordinator Update – Document attached
  - e. Economic Development Update – Document attached
- 9) **PENDING BUSINESS**
- 10) **CORRESPONDENCE/INFORMATION ITEMS**
- 11) **NEXT MEETING** – June 30, 2021 at 3 pm
- 12) **ADJOURNMENT**



## Community Development Committee

5a

### MINUTES

Wednesday, April 28, 2021 at 3:00 pm

Meeting through ZOOM

**PRESENT:** Carma Williams, Chair  
Michael Madden, Councillor  
Jeff Manley, Councillor  
Brenda Noble, Councillor  
David Filion, Community Representative  
Rory Levert, Community Representative  
Dean MacGillivray, Community Representative  
Sarah Huskinson, Chief Administrative Officer / Clerk  
Anne Leduc, Director – Community Services / Recording Secretary  
Natalie Charette, Economic Development and Communications Coordinator  
Darrell Cox, Development and Marketing Coordinator  
Gina Dragone, Interim Economic Development Officer

**REGRETS:** None

#### 1) CALL TO ORDER

The meeting was called to order at 3:02 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

8 d) ii Development Team Outline  
8 g) Agricultural Committee Discussion

#### 4) ADOPTION OF THE AGENDA

**Moved by: Michael Madden**

**Seconded by: Jeff Manley**

THAT the agenda for the Community Development Committee for April 28, 2021 be adopted as amended.

**Carried.**

#### 5) ADOPTION OF THE PREVIOUS MINUTES

**Moved by: David Filion**

**Seconded by: Rory Levert**

THAT the minutes of the March 24, 2021 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. Educational Reform / School Boundary Working Group**

A meeting of the SDG Rural Educational Reform Group was held on April 8, 2021. Membership includes MPP Jim McDonell, Jamie MacDonald (NG), David Filion (NG), Stephanie Jaworski (SG), Tim Mills (SG), Kirsten Gardner (SD), Tony Fraser (ND), and Consultant Monica Forensi. The group has to come up with actionable items to invoke in order to go to the Province to avoid a repeat of the situation that occurred in 2016. Mr. David Filion had the opportunity to discuss the background which led to the group being formed. The group may consider the three following points:

- 1) Criteria for new school closure guidelines
- 2) Transportation
- 3) Use of available open spaces in the community prior to sending a student to another community

The next meeting is scheduled for mid-May with a goal of gaining greater focus as MPP Jim McDonell is looking to bring forward information by mid-July.

**b. Alexandria Lagoon**

Council passed the resolution at the April 26<sup>th</sup> meeting to authorize staff to issue a Request for Proposal for consulting engineering services for contract administration and project management, and authorized staff to approve connections to the Alexandria wastewater collection system. Ms. Sarah Huskinson is reviewing the financials with the Treasury Department to ensure that fees collected for connections will be placed into reserves. A Master Servicing Plan is underway for Alexandria.

**c. IHA Project**

IHA will be contacted and informed that connections have been approved to the wastewater collection system. Their site plan is expected soon and the review will be assigned to JL Richards. The municipal property will be surveyed so that the municipality can retain the northern portion.

At this time, the Long Term Care home on the hospital property did not receive funding from the Ministry of Long Term Care.

**d. School Community Project from Aura and Niko**

The project was prepared by two students in Grade 9 at Le Relais. The information was shared with staff with a request that it be shared upwards. This is a great example of student involvement in the community. Staff has been directed to compose a letter for the Chair's signature thanking the students for their work and their interest in seeing North Glengarry improve and continue to grow.

**e. Development and Marking Coordinator Update**

Mr. Darrell Cox discussed the various development projects both in Maxville and Alexandria and meetings that he has had since the last meeting as well as the positive feedback received from members of the community.

**i. Discussion on options to hold Maxville Development Town Hall**

The attempts at holding a Town Hall have been postponed due to COVID-19. Staff proposes that an information package be prepared and sent out to vacant land owners with direction to contact Darrell if they are interested in developing or selling their property. The package will be sent to the Committee members for their review prior to sending.

An in-person Town Hall will be held when COVID-19 allows us to do so and the information package will be a great.

**ii. Development Team Outline (document forwarded by email)**

Staff is proposing that a Development Team be composed as follows:

**Primary Group**

- CAO
- Community Development Committee (1 Community Representative)
- Director of Public Works
- Director of Building, By-law & Planning/CBO or Planner
- Economic Development Officer
- North Glengarry Fire Chief

**Secondary Group (As Required)**

- County Planner
- County Director of Transportation
- Raisin River or South Nation Conservation Authority Planner
- Drainage Superintendent
- Township Consulting Engineer
- Ministry of Environment

The Committee members have been requested to send in their names if they are interested in participating in the Primary Group as Community Representative.

Staff is also looking to gather names of individuals that would serve as Community Ambassadors for North Glengarry. The Committee members should forward names directly to Mr. Darrell Cox.

**f. Economic Development Update**

Ms. Gina Dragone spoke to the different CIP and Heritage Listing projects that are underway as well as the different business owners with which she has had interactions.

The Committee touched upon the need for a welcome package for newcomers. Mr. Michael Madden will forward an email to Ms. Natalie Charette that he received from a resident that is willing to help with this project.

Mrs. Carma Williams indicated that the Maxville & District Chamber of Commerce has been preparing newcomer packages that are left with the post office and inserted in the box of any new resident. This would be a good opportunity to standardize a package, possibly with the Alexandria & District Chamber of Commerce. An electronic version of the package should also be made available.

It was also brought forward that with the expected growth in the community that the Township's signage by-law needs to be addressed as a priority.

**g. Agricultural Advisory Committee**

Ms. Brenda Noble saw an opportunity for the municipality to create an Agricultural Advisory Committee. It was suggested that Ms. Noble speak to Mr. Duncan Ferguson, the President of the Glengarry Federation of Agriculture to see if there is a desire to formalize a relationship between the GFA and the municipality. Ms. Williams spoke to the Eastern Ontario Agri-Food Network that is a home for non-conventional farmers and food processors and the importance not to duplicate already existing entities. After discussion by the members, it was proposed that Ms. Noble explore similar Committee structures in the province, identify their mandates and bring back this information to the Committee for further review.

**9) PENDING BUSINESS**

None

**10) CORRESPONDENCE/INFORMATION ITEMS**

None

**11) NEXT MEETING May 26, 2021 at 3 pm by Zoom**

## **12) ADJOURNMENT**

The meeting was adjourned at 4:53 pm by Michael Madden.

---

**Carma Williams**  
**Chair**



## COMMUNITY DEVELOPMENT COMMITTEE

### KEY INFORMATION REPORT

Report No: CD-2021-04

May 26, 2021

From: Darrell Cox, Development and Marketing Coordinator

RE: Monthly Update to Community Development Committee

The following is a summary of activities from April 21<sup>st</sup>, 2021 onwards as they relate to the Development and Marketing Strategy's Critical Steps Table.

Critical Step		Activity
<b>1a</b>	<p><b>Confirm Interest of Maxville Landowners to Pursue Subdivision Development</b></p> <ul style="list-style-type: none"> <li>Conduct due diligence with all landowners in Maxville with "subdivision-ready" land; be clear on the Township's motivation and commitment; identify those to proceed with.</li> </ul>	<ul style="list-style-type: none"> <li>Maxville Town Hall postponed               <ul style="list-style-type: none"> <li>Developing information package to be sent to property owners</li> <li>Will include Step by Step Guides for the Subdivision and Consent (Severance) Processes and a Guide to the Zoning By-law Amendment Process</li> </ul> </li> </ul>
<b>1b</b>	<p><b>Country estate and infill properties in Alexandria, Maxville, and other areas in North Glengarry</b></p> <ul style="list-style-type: none"> <li>Reaching out to the owners of larger vacant rural properties to gauge their interest in subdivision development.</li> </ul>	<ul style="list-style-type: none"> <li>Inquiries from:               <ul style="list-style-type: none"> <li>Armin Nisticovic - development of vacant lot on Mechanic St. W</li> <li>Luc Corbeil - properties on Maxville Main and Marlborough</li> <li>Roxanne Lauzon - severance at 70 William St.</li> </ul> </li> <li>Ongoing discussions with:               <ul style="list-style-type: none"> <li>Ali Elsayeed - McDougald St. W</li> <li>Chris Raabe/Mike Sauve - McCormick Rd</li> <li>John Hope - MacDonald and McDougald W</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Clarify the inventory of sellable infill properties</li> </ul>	<ul style="list-style-type: none"> <li>Finalized vacant residential property maps for Alexandria and Maxville</li> </ul>
<b>1c</b>	<ul style="list-style-type: none"> <li>List properties on "real estate" portal (possibly at Township level if not yet possible at Counties level).</li> </ul>	<ul style="list-style-type: none"> <li>Real estate portal near complete on the SDG Counties website</li> </ul>

Critical Step		Activity
2	<p><b>Create Two Township Development Teams</b></p> <ul style="list-style-type: none"> <li>• One team will consist of technical experts who will support the landowner and land developer in understanding the opportunities and challenges of the site which leads to a clear understanding of the site’s development potential.</li> <li>• Another team will consist of community-minded ambassadors who will be available to answer questions from potential home buyers about aspects of living in North Glengarry.</li> </ul>	<ul style="list-style-type: none"> <li>• Development Advisory Team confirmed <ul style="list-style-type: none"> <li>○ Sarah Huskinson</li> <li>○ Matthew Roy</li> <li>○ Tara Clayton</li> <li>○ Anne Leduc</li> <li>○ Jacob Rheume</li> <li>○ Natalie Charette</li> <li>○ Gina Dragone</li> </ul> </li> <li>• Development Advisory Team meetings to be set up with Ali Elsayeed and Chris Raabe/Mike Sauve</li> <li>• Researched best practices for Community Ambassador Programs <ul style="list-style-type: none"> <li>○ Draft program to be submitted to Community Development Committee for discussion at June meeting</li> </ul> </li> </ul>
3	<p><b>Develop a Prospectus and Secure Land Developer for subdivision</b></p> <ul style="list-style-type: none"> <li>• Negotiate future activities and costs with landowner.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Develop prospectus.</li> </ul>	<ul style="list-style-type: none"> <li>• Retained graphic designer and finalizing draft for brochure to market vacant residential properties</li> <li>• Brochure will be downloadable from SDG Counties website</li> </ul>
	<ul style="list-style-type: none"> <li>• Create list of potential land developers, communicate with them, and secure land developer.</li> </ul>	<ul style="list-style-type: none"> <li>• Compiling list of realtors, residential developers, and engineering firms</li> </ul>
4	<p><b>Initiate the Development Process for subdivision</b></p> <ul style="list-style-type: none"> <li>• Support the completion of the Plan of Subdivision.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Leverage marketing / promotions / public relations campaigns for subdivision development.</li> </ul>	
5	<p><b>Reaching out to Home Buyers &amp; Real Estate Professionals for subdivision</b></p> <ul style="list-style-type: none"> <li>• Negotiation with land developer on who does what when it comes to marketing, promotion and public relations.</li> </ul>	

Other parallel activities
<ul style="list-style-type: none"> <li>• Prepared “Township of North Glengarry Open for Business” press release, highlighting the efforts the Township is taking to promote and encourage residential development</li> </ul>





## COMMUNITY DEVELOPMENT COMMITTEE

### KEY INFORMATION REPORT

Report No: CD-2021-05

May 26, 2021

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

RE: Economic Development Update to the Community Development Committee

---

The following is a summary of activities from April 28, 2021 onwards.

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

- Met with the owners of The Atlantic Pub and Eatery to discuss an additional CIP application, as well as the closing of their previous CIP (the signage they purchased for their building).
- Responded to an inquiry from a resident interested in receiving a heritage listing to apply for a CIP in the future. Sent information packages via email and followed up with a phone call.
- Sent an email to the Tax Collector requesting an updated balance for the current Active Loans on CIP's.
- Met with a resident at 18 Catherine Street E, Maxville to discuss their CIP application, took photos of the residence and answered questions.
- Followed up with a resident of Alexandria on whether their property would qualify for the CIP program. The property did not qualify, however other grant options were sent to the resident via email, with a follow up phone call. The grant information sent was Save ON Energy, Ontario Renovates Program and 211.
- Sent follow up emails to the list of current CIP's awaiting payment to see if any require an application for a six month extension on their project.

- Spoke on the phone to the owner of Alexandria Stationery about their CIP Application, walked them through the process and answered questions, will be doing an onsite visit later in the week to gain a better understanding of their proposed project.

### **Business Retention & Expansion**

- Provided the Maxville and Alexandria Chambers of Commerce with information related to numerous programs related to COVID-19 business supports.
- Spoke on the phone with a Beaver Tail Wagon business owner who is hoping to sell their food in Maxville for the May long weekend and referred them to the Maxville and District Chamber of Commerce when asked if the Township would be able to promote their business on the social media pages.
- Attended a Zoom meeting with the Chief Building Manager, the Director of Community Services, and a local business owner to discuss their options on expanding within the industrial park, moving their business from main street. The business owner was to meet with their board to come up with a plan that can be reviewed.
- Consulted with a local business owner who is in the process of converting a former school into a residential apartment complex. Connected with Tara Kirkpatrick as she had handled their file beforehand and requested her input as to what grants may become available to them. Followed up with the business owners in an email.

### **Youth Retention**

- Connected with the EOTB and booked a Zoom meeting with them to find out more about the programs they are currently running and what they have coming up, the meeting is scheduled for later in the week.

### **Branding Initiatives**

- At the request of the CAO the EDO began Twitter and Instagram pages, in the coming weeks posts will be made encouraging the public to follow the various pages, and to help create a more impactful and positive brand on social media. Instagram will be used to promote the open spaces and the beauty of North Glengarry, encouraging tourism and growth. Twitter will be used to promote businesses, news stories coming out of the area, and showcase the improvements and work being done around the Municipality.

### **Conferences, Training and Networking**

- Attended OMAFRA Agriculture Economic Development Training Part 1 over Zoom.
- Attended the Virtual Business Support Town Hall with MPP Jim McDonnell and Minister Leslie MacLeod.

- Attended and participated in the Ontario East Economic Development Quarterly Meeting over Zoom.
- Participated in AMTCO Workshop” Issue and Crisis Communication
- Went on a roads/facilities tour with Anne Leduc in Alexandria, Maxville, Dalkeith, and Glen Robertson.
- Took a tour of the water facilities with Dean McDonald which included the water treatment plant, Alexandria Lagoon, Alexandria water tower.
- Participated in the Round Table with Farmers Markets in SDG and surroundings to discuss 2021 challenges and opportunities through Teams.
- Participated in a Teams meeting with the Director of Public Works, Tara Clayton to discuss tree cutting question posed by the Glengarry News. Also discussed how we can use our social medial platforms to promote the upcoming Public Works Week.
- Attended the ONIP Regional Immigration Pilot Session through Teams.
- Connected by phone with Bernie McDonell (from St Finnan’s Basilica) to speak about the possibility of religious tourism coming to North Glengarry based on information provided on tourism to other Basilica’s in North America. Spoke with Mr. McDonell about grants that could be available for accessibility upgrades to the Basilica for 2022. Will reconnect with Mr. McDonell in the fall.
- Reached out to the Alexandria and District Chamber of Commerce, the Maxville and District Chamber of Commerce, and Municipal Partners asking for information on New Residence Packages they may have. Will connect further with the Township of South Dundas who has a welcome package for new residents.

## **Communications**

- At the request of the CAO, created Twitter and Instagram accounts for the Township of North Glengarry. Posted the Deputy Chief Building Official position on Twitter and used both Instagram and Twitter to promote Public Works Week.
- Took photos of Island Park, and various locations throughout North Glengarry for social media content (Dominionville, Maxville, St Elmo and Apple Hill).
- Issued the Lagoon Press Release to media outlets.
- Forwarded the Open for Business Press Release to media outlets, and answered a question posed by the Glengarry News regarding the Development Advisory Committee and how it was created.

- Responded to Richard Mahoney of the Glengarry News' question about tree damage complaints that the newspaper had received. The answer was provided by Tara Clayton, Director of Public Works, after EDO reached out for assistance.
- Met with Gina (interim EDO) over Zoom to go over pending files on CIP's and handover notes.
- Put together the May Newsletter for the Township of North Glengarry's website.
- Shared information on the Ontario Tourism and Travel Small Business Support Grant and Ontario Continues to Expand Access to Rapid Testing for Workplaces with both the Alexandria and District Chamber of Commerce and Maxville and District Chamber of Commerce.

### **Varia**

- Read through current Township Emergency Plan
- Forwarded information from a business looking to build in Maxville to the Chief Building Manager.
- Read through the CIP and all current CIP files, Blue Plaque Program and files, as well as Heritage Listing Program and other files.

### **COMMENTS**

This report is presented for information purposes only.