



**AGENDA**  
**COMMUNITY DEVELOPMENT COMMITTEE**

**Monday, February 3, 2020, 6:30 PM**  
**Corporation of The Township of Edwardsburgh Cardinal**  
**Council Chambers, Spencerville Ontario**

- 1. Call to Order – Chair, Tory Deschamps**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**
- 5. Delegations and Presentations**  
None.
- 6. Action/Information/Discussion Items**
  - a. Live: Land Use Planning
    1. Application for Severance (Twelve R Spencerville)
    2. Official Plan Update  
Notice of Decision
  - b. Work: Economic Development
    1. Business Retention & Expansion Report  
summary of TWPEC comments
    2. An Invitation to Attend  
BR&E Gathering led by Augusta's Economic Development Committee
    3. Business & Investment Assistant
    4. LG Approved Small Business & Trades Show
  - c. Play: Recreation
- 7. Inquiries/Notices of Motion**
- 8. Question Period**
- 9. Closed Session**  
None.
- 10. Adjournment**

**MINUTES  
COMMUNITY DEVELOPMENT COMMITTEE  
MONDAY, NOVEMBER 4, 2019  
6:30 PM  
SPENCERVILLE MUNICIPAL OFFICE**

**Present:** Deputy Mayor Deschamps, Chair  
Councillor Dillabough  
Mayor Sayeau, Ex Officio  
Conor Cleary  
Chris Ward

**Regrets:** Shannon Brown  
Cody Oatway  
Greg Modler

**Staff:** Dave Grant, CAO  
Debra McKinstry, Clerk  
Rebecca Williams, Deputy Clerk  
Wendy Van Keulen, Community Development Coordinator

1. Call to Order

Deputy Mayor Deschamps called the meeting to order at 6:30 pm.

2. Approval of Agenda

**Moved** by: C. Ward seconded by: P. Sayeau that the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof – None

4. Business Arising from Previous Community Development Minutes – None

5. Delegations & Presentations – None

6. Action and Information Items

**Live:** Land Use Planning

a) Application for Severance (Norton)

**Moved** by: P. Sayeau seconded by: S. Dillabough that Committee recommends that Council recommend in favour of severances B-89-19 and B-90-19 (Norton).  
Carried

b) Application for Severance (Chown)

Committee asked for clarification with respect to location of the lot to be severed and its proximity to the provincially significant woodlands on the adjacent property. Staff noted the location and approximate distance to the woodlands on the map included in the report. There was a brief discussion with respect to the lot frontage requirements and it was noted that a minor variance may be required to allow for a slight deficiency depending on the survey results.

**Moved** by: S. Dillabough seconded by: C. Ward that Committee recommends that Council recommend in favour of severance B-91-19 (Chown), with the following conditions:

1. That an Environmental Impact Assessment be completed, that demonstrates to the satisfaction of the Township, that there will be no negative impacts on the natural features or the ecological functions for the area;
2. That the severed and retained parcels have a lot frontage of 70m, or a Minor Variance be granted to allow for the deficiency.

Carried

c) Application for Severance (Lockwood)

**Moved** by: P. Sayeau seconded by: C. Ward that Committee recommends that Council recommend in favour of severance B-92-19 (Lockwood).

Carried

d) Counties Comments on Proposed Changes to PPS

Committee reviewed the UCLG comments on the proposed changes to the provincial policy statement (PPS). Members noted that municipalities have a difficult time abiding by all of the information within the PPS, however the proposed changes reflect that the provincial government is listening to feedback from the rural municipalities and counties.

There was a general discussion with respect to alternative technologies for private services and who needs to be more aware of the changes. Members commented on the report and enquired if the Township could submit comments to the Ministry. It was noted that the Township may endorse comments/statements made by others, however the Township does not have planning expertise to offer comments directly.

e) Official Plan Update

Committee was provided an update with respect to the newly included flood plain mapping (shown on Schedule B) from SNC. It was noted that the Township will be holding a public information session on November 13 at 3pm to provide information and address comments from the public with respect to the new mapping. It was noted that the November 13 session is not a mandatory public meeting under the Planning Act.

Members confirmed that previous to the acquisition of the floodplain mapping, property owners would need to hire a surveyor to determine the floodplain area before development could begin. There was a brief discussion with respect to recent spring flooding and if it was reflected on the new mapping. It was noted that the mapping cannot be based on a 2year anomaly, rather it is determined on historic data. Committee confirmed that once everything is approved then the mapping information will be translated and uploaded into the GIS system.

**Work:** Economic Development

f) Community Improvement Program Annual Report

Committee reviewed the report and noted that 3 businesses took advantage of the Township assistance in 2019. There was a general discussion with respect to the 3 outstanding projects which have not been submitted to the Township for payment. Committee requested staff to follow-up with the outstanding grant recipients to confirm if the project work was completed and if receipts will be submitted as proof for reimbursement.

Committee confirmed that unspent funds are WIP'd forward to the new year and council determines the split between Township projects and CIP projects.

g) Counties Report on Business Retention & Expansion (BR&E)

Committee received and reviewed the BR&E information from the UCLG project and noted that 16 businesses with the Township were included in the survey. Members noted that they await future details as to how the UCLG plans to implement the information and actions from the BR&E report.

**Play:** Recreation – None

7. Inquiries/Notices of Motion – None

8. Question Period

Questions/comments were raised with respect to the following:

- CIP grant advertisement
- How much is allocated each year per property

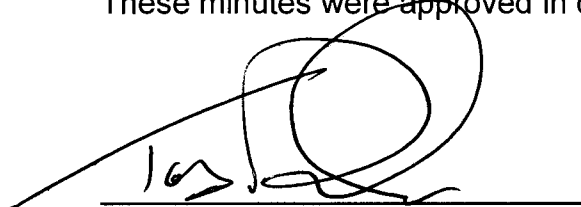
9. Closed Session – None

10. Adjournment


**Moved** by: S. Dillabough seconded by: C. Ward that Committee does now adjourn at 7:22 pm.

Carried

These minutes were approved in open Council this 25<sup>th</sup> day of November, 2019.



Chair



Deputy Clerk



## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Community Development

**Date:** February 3, 2020

**Department:** Planning

**Topic:** Severance B-6-20 (Twelve R Spencerville Inc.)

**Purpose:** To consider an application for severance.

**Background:** Zanderplan Inc, on behalf of owner Twelve R Spencerville Inc., has applied for a severance on approximately 9.2 acres of property at 6075 County Rd 44. The purpose of the severance is to create a new lot, with lands to be redeveloped.

The retained parcel is approximately 4.22 acres with 139.9m of frontage on County Rd 44. It is home to a dwelling unit and septic. The applicant has indicated that there is a plan to remove both, and for the lot to be redeveloped for residential use.

The severed parcel is approximately 4.98 acres with 117.4m of frontage on County Rd 44. It is home to a dwelling unit and detached garage. There is an existing septic across the proposed lot line. The applicant has indicated that there is a plan to remove and replace this septic unit. It is ideal for the septic system to be located entirely on the lot of the dwelling unit it services, making it simple for a homeowner to access it and perform future maintenance and repairs.

The property was home to a fuel oil distribution business from the late 1960s to early 1990s. Following the discovery of contaminated soil on site, a Petroleum Hydrocarbon Investigation and Remediation Options Analysis was completed by Geofirma Engineering Inc. in October, 2019 to determine the area impacted, the level of impact, and remedial options. The conclusions and recommendations from this investigation are attached to this report, and include the following:

*"Based on the site conditions, location of the contamination, and the concentrations in soil, no adverse impact to the current site use is anticipated. There is very little risk to human health or the environment by leaving the contaminated soil in place and contaminant concentrations will continue to decline naturally with time."*

It appears that the contaminated soil is all or mostly on the severed portion of this lot, and the Township is not aware of any immediate plans to build on this soil. Our Chief Building Official confirms that any necessary excavation of the contaminated soil could be dealt with at the

building permit stage. Staff do not have any concerns with the soil in regards to the proposed severance.

**Policy Implications:** The subject lands are designated Rural Settlement Area under the County Official Plan and Settlement Policy Area under the Township Official Plan. The zoning designation for this property is Rural (RU), with a portion of the property designated Environmental Protection – floodplain (EP-f).

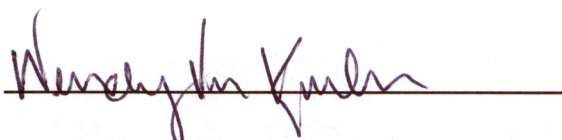
**Official Plan:** The proposed development conforms with the provisions in the Township's Official Plan. Council has set a target of 60% of new development to occur within the Settlement Policy Area designations, and the Official Plan encourages residential infill and redevelopment in this area.

**Zoning By-Law:** A portion of the severed lot, and a small portion of the retained lot is zoned Environmental Protection - floodplain (EP-f). There are no buildings on or planned for the EP-f areas of these lands, and the proposed severance meets the zone requirements for the EP-f zone. The remaining lands are zoned Rural (RU). The dwelling unit on the retained parcel does not conform to the required setbacks for this zone, however, the applicant has indicated plans to remove this building. Otherwise, both the retained and severed parcels conform to the zoning provisions for the RU zone.

**Financial Considerations:** The applicant has remitted the required fee for severance to the Municipality.

**Recommendation:** That Committee recommends that Council recommend in favor of severance B-6-20 (Twelve R Spencerville Inc.) with the following conditions:

1. That the septic system servicing the dwelling unit on the severed parcel be located entirely on the same lot as the dwelling unit.
2. That the dwelling unit located on the retained lands be removed, and the septic system be decommissioned.

A handwritten signature in dark ink, appearing to read "Wendy M. Funder", is written over a horizontal line.

Community Development Coordinator



# Baker Severance Sketch

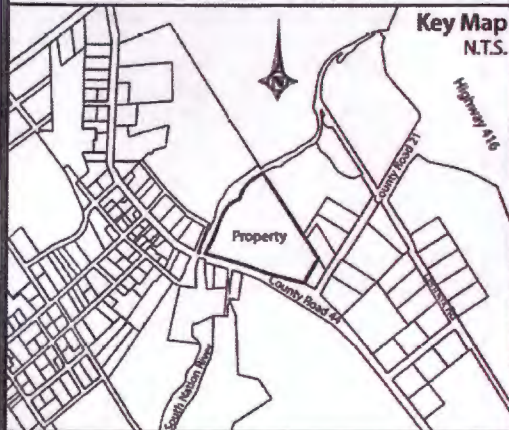
6075 County Road 44

Part Lot 25, Concession 6

Geographic Township of Edwardsburgh

Township of Edwardsburgh / Cardinal

UNITED COUNTIES LEEDS & GRENVILLE



## Legend

----- Regulated Area

— Hydro Lines

UP Utility Poles

severed

Retained

## Notes:

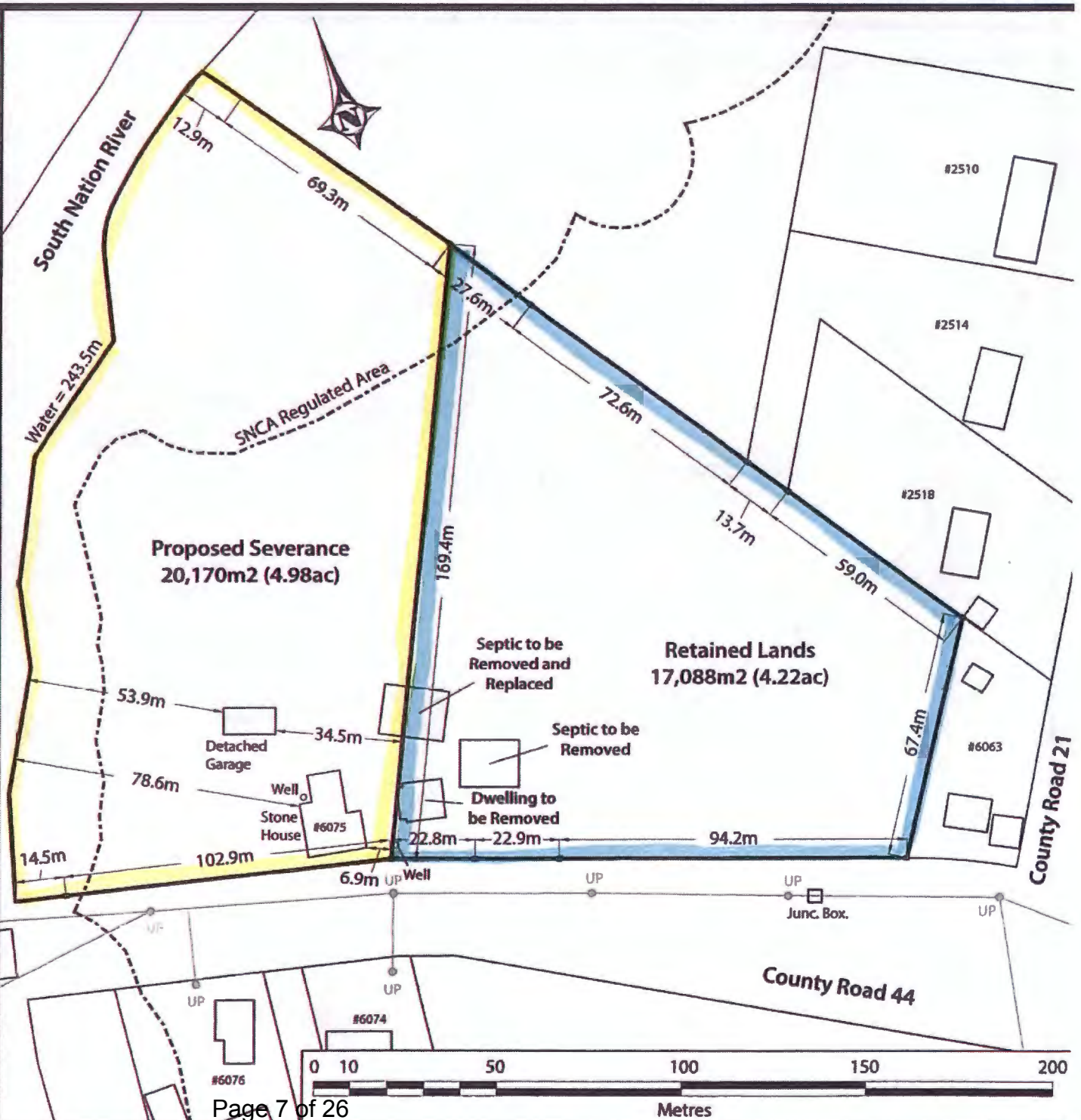
1. Location of the SNCA Regulated Area is approximate and derived from the SNCA Online GIS Mapping.
2. Location of hydro poles and overhead wires are approximate based on aerial photography.
3. Boundary and dimensions of the subject property derived from Plan 15R-11190 completed by Ron. M. Jason Surveying Ltd. in October of 2010.

Version Date: November 14, 2019

File No. 19-072

**ZanderPlan**


Your rural land planning experts







## LEGEND

 Approximate Site Boundary



**Figure A.1**  
**Site Location**

Scale 1:5,000  
0 25 50 100 150 200  
Meters



Coordinate System: NAD 1983 UTM Zone 18N  
Source: City of Ottawa geoOttawa 2007 air photo  
Service Layer Credits: Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

PROJECT No. 19-221-1

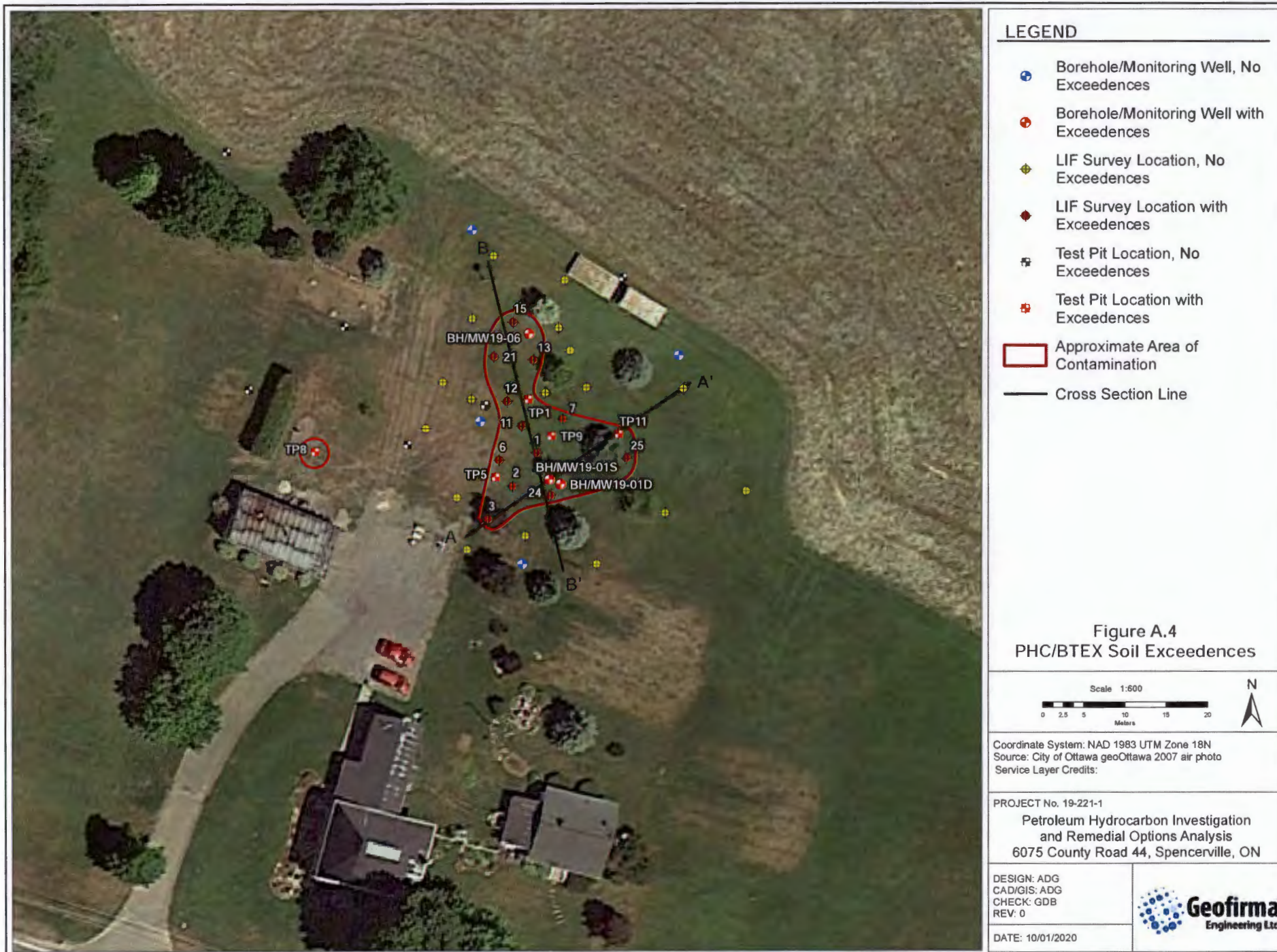
Petroleum Hydrocarbon Investigation  
and Remedial Options Analysis  
6075 County Road 44, Spencerville, ON

DESIGN: ADG  
CAD/GIS: ADG  
CHECK: GDB  
REV: 0

DATE: 07/01/2020









## 5 CONCLUSIONS AND RECOMMENDATIONS

Based on the soil and groundwater investigations for petroleum hydrocarbons at 6675 County Road 44, the following conclusions can be made:

- The generalized site stratigraphy consists of approximately 0.15 m of topsoil underlain by silty clay and till.
- The applicable generic site condition standards are MECP Table 2 standards for residential land use.
- The PHC contamination in soil appears to be limited to a relatively small area of approximately 250 m<sup>2</sup> at depths ranging from about 1.0 to 3.6 mBGS.
- The approximate volume of soil exceeding the generic Table 2 site condition standards is 375 m<sup>3</sup>.
- The highest concentrations in soil were observed around Test Pit 9 and BH/MW19-01S.
- Groundwater was encountered in the overburden at depths ranging from 1.66 to 3.76 mBGS. The interpreted groundwater flow direction is to the northeast.
- Six groundwater samples were analysed for PHC/BTEX; there were two exceedences of Table 2 Standards for ethylbenzene in groundwater at BH/MW19-01S and -01D. There were also low level detections of PHC F1 in the same groundwater samples however all other samples were below lab detection limits for both PHC and BTEX.
- The general lack of PHC/BTEX contamination in groundwater suggests that the residual contamination is bound within the soil matrix and very little migration of PHC contamination is expected.
- Based on the site conditions, location of the contamination, and the concentrations in soil, no adverse impact to the current site use is anticipated. There is very little risk to human health or the environment by leaving the contaminated soil in place and contaminant concentrations will continue to decline naturally with time.
- A review of remedial options was completed and due to the location of the contamination, primarily within the vadose zone above the water table, and the very tight soil conditions on site, in-situ remedial methods would not be cost effective for the site.
- Given the site conditions, the most cost effective option to address the PHC contamination is excavation and offsite disposal. The estimated cost to excavate and dispose of the contaminated soil offsite along with the associated confirmatory sampling and reporting is \$65,000 to \$80,000.

The preferred remedial approach is largely dependent on the potential future use of the property and more specifically the area where residual soil contamination remains on site. Although there is very little risk to human health or the environment by leaving the contaminated soil in place, a potential purchaser may be averse to leaving the contamination in place. There may be some limitations on future use of the area where contaminated soil remains, for example a risk assessment may restrict a building being constructed over the contaminated area.

**Date of Decision:** January 23, 2020  
**Date of Notice:** January 23, 2020  
**Last Date of Appeal:** February 12, 2020

Counties File No.: LOPA-EC-18-01

Municipality: Township of Edwardsburgh Cardinal

Subject Lands: All lands within the Township of Edwardsburgh Cardinal

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**Notice of Decision**  
**With respect to an Official Plan**  
**Subsection 17(34) of the Planning Act**

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The United Counties of Leeds and Grenville made a decision on the date noted above to approve the **Official Plan of the Township of Edwardsburgh Cardinal**, as adopted by the Township of Edwardsburgh Cardinal by By-law No. 2019-81. This Plan repeals and replaces the previous Official Plan approved in 2011.

**Purpose and Effect of the Official Plan:**

The purpose of the Official Plan is to be a vision or guiding document that sets out goals, objectives and policies to manage growth and development and provide direction for the use of lands in the Township. The Official Plan of the Township of Edwardsburgh Cardinal is consistent with the 2014 Provincial Policy Statement, conforms to the United Counties of Leeds and Grenville Official Plan, incorporates new legislation and addresses matters of provincial interest.

**Effect of Written Submissions on the Decision:**

There were no written comments from the public received by the approval authority on this Official Plan. There were eight written public submissions and several agency submissions received by the Township throughout their process. These submissions were reviewed and resulted in some changes during the preparation of the Official Plan.

The public meeting minutes of September 5, 2019 note that nine residents asked the Township questions regarding such issues as how setbacks and areas mapped for mineral, aggregate and bedrock resources are determined; what uses are permitted as accessory agricultural uses; how the public good is defined; the process for licensing asphalt plants and aggregate resources; and the timing for the new Official Plan approval. No changes were made to the document as a result of this public meeting.

In the last couple of years, South Nation Conservation, in partnership with the Counties and affected local municipalities, undertook to update the floodplain mapping within their jurisdiction, along the St. Lawrence River. In order to incorporate this information into the Official Plan, the Township delayed the adoption of the Official Plan. Once the mapping and minor text adjustments

were incorporated, the Township held a further advertised public meeting on November 13, 2019 to consult with the public on the floodplain changes. No changes were made to the Plan as a result of this public meeting.

### **Who Can File An Appeal:**

Only individuals, corporations or public bodies may appeal a decision of the approval authority to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the plan or plan amendment was adopted, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Local Planning Appeal Tribunal, there are reasonable grounds to add the person or public body as a party.

### **When and How to File an Appeal:**

Any appeal of the decision to the Local Planning Appeal Tribunal must be received by the Manager of Planning Services of the United Counties of Leeds and Grenville no later than 20 days from the date of this notice, as shown as the last date of appeal.

The appeal must be sent to the Manager of Planning Services, United Counties of Leeds and Grenville, at the address shown below and it must:

1. set out the specific part of the proposed official plan to which the appeal applies;
2. set out the reasons for the appeal; and,
3. be accompanied by the fee charged under the *Local Planning Appeal Tribunal Act*, in the amount of \$300.00 payable by certified cheque to the Minister of Finance.

### **When the Decision is Final:**

The decision of the Corporation of the United Counties of Leeds and Grenville is final if a notice of appeal is not received on or before the last date for filing a notice of appeal.

**Other Related Applications:** None.

### **Additional Information:**

Additional information about the Official Plan is available for public inspection during regular office hours (8:00 am to 4:00 pm) at the Planning Services Department of the United Counties of Leeds and Grenville at the address noted below. Information is also available from the Township of Edwardsburgh Cardinal municipal office. Please contact Cherie Mills, Manager of Planning Services by phone at (613) 342-3840, extension 2419 or by email at [cherie.mills@uclg.on.ca](mailto:cherie.mills@uclg.on.ca), if you have any questions.



**Mailing Address for Filing a Notice of Appeal:**

United Counties of Leeds and Grenville

25 Central Avenue West, Suite 100

Brockville, Ontario K6V 4N6

Attention: Manager of Planning Services



## **DECISION**

### **WITH RESPECT TO THE OFFICIAL PLAN OF THE TOWNSHIP OF EDWARDSBURGH CARDINAL UNDER SECTION 17(34) OF THE PLANNING ACT**

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The Official Plan of the Township of Edwardsburgh Cardinal, as adopted by By-law No. 2019-81, is hereby approved by the United Counties of Leeds and Grenville under Section 17(34) of the Planning Act, as amended.

Dated at Brockville, Ontario this 23rd day of January 2020

  
\_\_\_\_\_  
Patrick Sayeau, Warden

  
\_\_\_\_\_  
Lesley Todd, Clerk

**Committee:** Community Development

**Date:** February 3, 2020

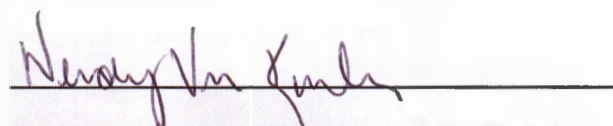
**Department:** Economic Development

**Topic:** Business Retention & Expansion Report, summary of TWPEC comments

**Background:**

In 2019, the Counties completed a Business Retention & Expansion project. Committee reviewed the report and draft action plan from this project at our November meeting. In December, the Counties shared with us a Summary of Qualitative Comments for the Township of Edwardsburgh Cardinal, from the 16 local businesses that participated in the interviews as part of this project.

This summary is attached for Committee review. A copy of the Counties' full BR&E report can be found online at <https://invest.leedsgrenville.com/>.



**Community Development Coordinator**



United Counties of Leeds and Grenville

Economic Development

32 Wall Street, Suite 300

Brockville, ON K6V 4R9

T 613-342-3840

800-770-2170

TTY 800-539-8685

F 613-342-3298

[www.investleedsgrenville.com](http://www.investleedsgrenville.com)

[www.discoverleedsgrenville.com](http://www.discoverleedsgrenville.com)

December 19, 2019

Mayor Pat Sayeau  
Township of Edwardsburgh Cardinal  
18 Centre Street, P.O. Box 129  
Spencerville, Ontario K0E 1X0

Dear Mayor Sayeau:

**RE: Business Retention and Expansion (BR+E) –Township of Edwardsburgh Cardinal  
Summary of Qualitative Comments**

As you are aware, the United Counties of Leeds and Grenville completed the counties-wide BR+E project in October of this year. The entire BR+E Report and Appendices is available on the [Counties website](#).

During the survey, specific community questions were asked pertaining to doing business in the municipality within which the business was located. Sixteen business in the Township were interviewed as part of the project. Although these qualitative comments were included in the counties-wide Report, they were not attributed to the municipality within which the businesses were located.

As part of our follow-up to the Counties BR+E Report, a summary of the qualitative comments has been prepared for each municipality. The attached summary includes the comments made by the 16 businesses in response to the community questions. Hopefully, you will find these comments helpful in terms of being aware of the pros and cons of doing business in the Township of Edwardsburgh Cardinal as stated by the businesses that were interviewed.

If you have any questions regarding the feedback received from your businesses, please contact Jim Hutton.

Sincerely,

Ann Weir  
Economic Development Manager  
(613)342-3840 Ext 5365  
[Ann.weir@uclg.on.ca](mailto:Ann.weir@uclg.on.ca)

Jim Hutton  
Business Development Officer  
(613)342-3840 Ext 5361  
[jim.hutton@uclg.on.ca](mailto:jim.hutton@uclg.on.ca)

Cc. Dave Grant, CAO

where lifestyle  
grows good business  
synonyme de **qualité de vie**  
et de **réussite en affaires**



**BR+ E in Leeds Grenville**

The United Counties of Leeds and Grenville completed its first ever Business Retention and Expansion (BR+E) Report in October of 2019. During the project, staff and volunteers met with 300 businesses throughout the Counties and obtained a wealth of data about doing business in Leeds Grenville. The data that was collected from the businesses is included in a Report and Appendices that was presented to Counties Council on October 24, 2019 and is available on the Counties website -

[www.investleedsgrenville.com/bre](http://www.investleedsgrenville.com/bre).

During the survey, specific community questions were also asked pertaining to doing business in the municipality within which the business was located. Sixteen businesses in Edwardsburgh Cardinal were surveyed and the summary of the qualitative comments that were made by businesses in the Township of Edwardsburgh Cardinal are outlined below.

**BR+ E Qualitative Comments – Edwardsburgh Cardinal**

BC2.a). In the past 3 years has your attitude about doing business in this community changed?

Yes, more positive.

- More sales
- More businesses moving in which leads to larger customer base
- Township and Counties supporting business
- Making more business connections

Yes, more negative.

- More expensive taxes and fees
- Rural location and low population

FP16. Could the community potentially provide some assistance to support your expansion plans?

Yes.

- Assistance finding workforce
- Promote organic farms
- Market and promote micro brewing and tourism



CD2. What are the community's top three **advantages** as a place to do business?

- Location – 416/401, USA, Port (x8)
- Lower taxes (x3)
- Close to major cities (x3)
- Access to acreage and land (x2)
- Friendly community (x2)
- Government support of local food industry and businesses (x2)
- Municipal services (garbage, recreation, etc) (x2)
- Growing community
- Rural remoteness
- Low crime rate
- Close to Ingredion
- Low cost of living
- Good roads
- Quality of life
- Employee loyalty
- Cluster of businesses and industry
- Being on County Road 2
- Lower wages

CD3. What are the community's top three **disadvantages** as a place to do business?

- Availability of labour and skilled trades (x6)
- Low population (x3)
- Internet services – speed and access (x3)
- Lack of natural gas
- Lack of amenities; no bank (x2)
- Lack of local businesses
- Dated infrastructure
- School closure
- Taxes are high
- 401 traffic volumes are too high for existing lanes
- Economic status of residents
- No doctor
- Cell service
- Limited post-secondary education locally
- Landfill
- Cost of electricity; no grocery store; commercial building availability

CD4. In terms of overall impact on this community as a place to do business what is the most significant change you would like to see in the next five years?

- Access to natural gas (x3)
- Improved internet access (x3)
- Cohesive Township and County services
- Develop rural lands – more subdivisions and severances
- More industry
- Improve roads
- Better training for truck drivers, more financial support for mechanics and drivers to join trucking industry
- Population growth
- More families in Cardinal
- Refresh local housing
- Maintain Highway 416
- Focus on quality of life, rather than large scale growth
- Reduce red tape, lower electricity costs, support local craft industry; promote buy local.

CD6. Do you have any other comments?

- Washrooms are needed downtown
- Always give local companies a chance to bid on projects
- Focus on roads, paved shoulders on county roads
- Keep recreation facilities
- Utilize rail for transportation;
- Keep local schools, be proactive

# **An Invitation to Attend**

## **Business Retention + Expansion Findings on Workforce Counties Economic Development Strategic Areas of Focus**

**Friday, February 21, 2020 --- 8:30 a.m. to 11:30  
MERC Hall, Maitland, Ontario**

**8:30 - 9:00 a.m. Refreshments & Networking  
9:00 a.m. Program Starts**

**WHO SHOULD ATTEND:** All South Grenville Leaders and  
all interested business people who would like to develop  
their workforce in South Grenville

**WHY SHOULD YOU ATTEND :** As a leader or a business person  
in the South Grenville community, this information  
sharing session will help you better understand  
the programs and services that are available

**PRESENTERS :** We have assembled a variety of presenters  
who will speak about programs, funding and services to  
assist business owners in South Grenville

**Facilitated by the Township of Augusta Economic Development  
Committee in cooperation with the United Counties Economic  
Development Office**

**This workshop is FREE- please call 613-925-4231 to reserve your spot**

**Committee:** Community Development

**Date:** February 3, 2020

**Department:** Economic Development

**Topic:** Business & Investment Assistant

**Background:**

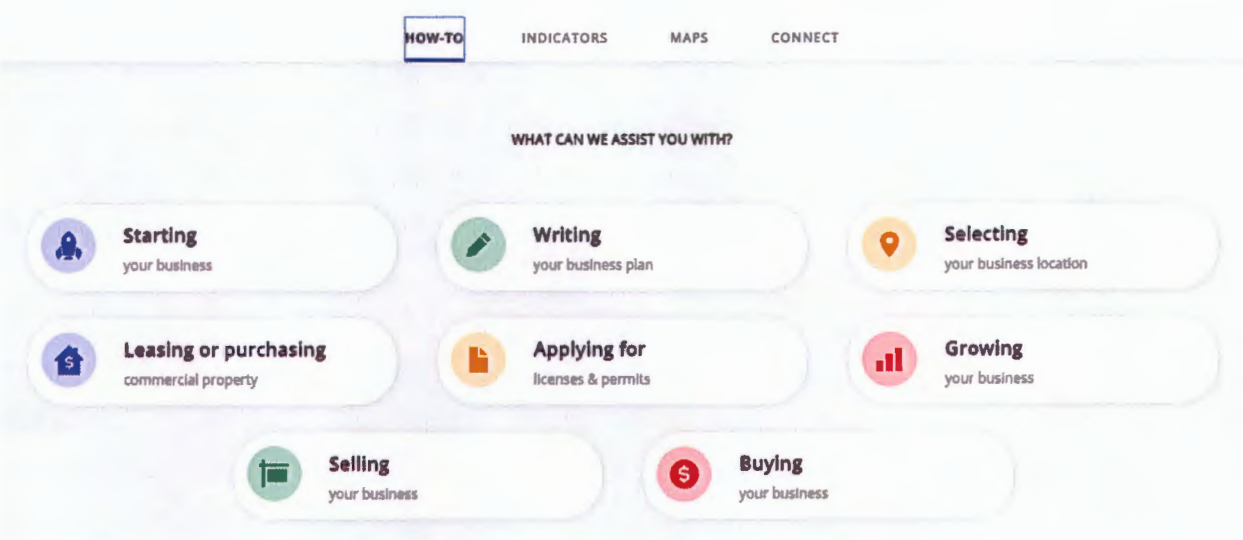
In partnership with Localintel, we have recently launched a Business & Investment Assistant on [twpec.ca](http://twpec.ca).

For small businesses and start-ups, gaining access to market research can be a barrier to future growth. The interactive online assistant displays essential market intelligence for entrepreneurs and existing businesses, helping them to ask the right questions, analyze data correctly and make better business decisions. The site is primarily intended for small to medium sized businesses who previously did not have the resources or experience to do their own market and location research, though businesses of all types and sizes will find it useful. Entrepreneurs can now discover their industry's prime customers, learn how to research their competition, identify key transportation and environment considerations, uncover future business opportunities and more.

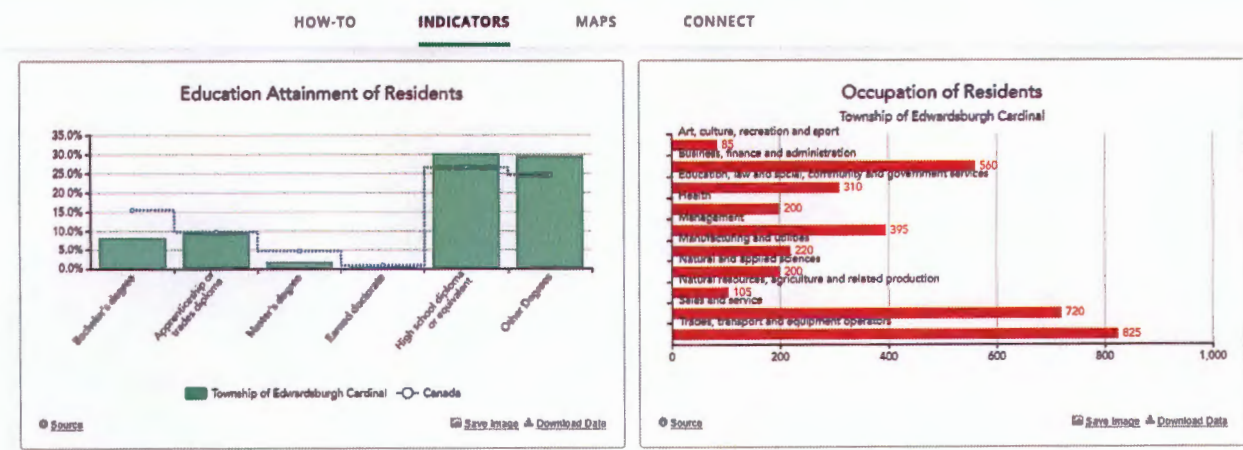
The Assistant can be found on our website at [twpec.ca](http://twpec.ca). Here, users will find 4 tools with helpful information and guidance.



1. The “How-to” tool will help users discover useful business advice on topics like starting a business or writing a business plan, finding a location or applying for licenses and permits.



2. The “Indicators” tool will help you get to know the local business climate, providing statistics on our local economy, residents, households and workforce.





3. The “Maps” tool will help you analyze the size and location of the local workforce by relevant sector; view the average household income in the area; map businesses by industry; and help you find your target age demographic.



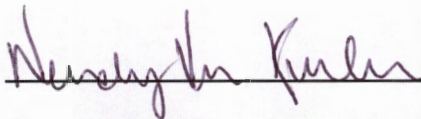
4. The “Connect” tool will provide contacts for local business and investment agencies.

The screenshot displays the 'Connect' tool interface. At the top, there are navigation tabs: HOW-TO, INDICATORS, MAPS, and CONNECT (selected). Below the tabs, there are four categories: VIEW ALL, BUSINESS ASSISTANCE, REGULATIONS, LICENSES & PERMITS, and OTHER. The main area shows a grid of contact information for various local business and investment agencies.

Agency	Contact Name	Email	Phone	Website
UNITED COUNTIES OF LEEDS AND GRENVILLE Economic Development	Ann Weir	<a href="mailto:ann.weir@ucig.on.ca">ann.weir@ucig.on.ca</a>	1-800-770-2170	<a href="#">Visit Website</a>
GRENVILLE CFDC Community Futures	Heather Lawless	<a href="mailto:hlawless@grenvillecfdc.com">hlawless@grenvillecfdc.com</a>	613-925-4275	<a href="#">Visit Website</a>
SOUTH GRENVILLE CHAMBER OF COMMERCE	Secretary	<a href="mailto:secretary@southgrenvillachamber.ca">secretary@southgrenvillachamber.ca</a>	613-213-1043	<a href="#">Visit Website</a>
LEEDS & GRENVILLE SMALL BUSINESS ENTERPRISE CENTRE	Jeanette Johnston	<a href="mailto:jeanette@lsbec.com">jeanette@lsbec.com</a>	613-342-8772	<a href="#">Visit Website</a>
TOWNSHIP OF EDWARDSBURGH CARDINAL Building Department	CEO	<a href="mailto:ceo@twpec.ca">ceo@twpec.ca</a>	613-658-3055 x110	<a href="#">Visit Website</a>
TOWNSHIP OF EDWARDSBURGH CARDINAL Planning	Wendy Van Keulen	<a href="mailto:wvankeulen@twpec.ca">wvankeulen@twpec.ca</a>	613-658-3055 x101	<a href="#">Visit Website</a>
ST. LAWRENCE CORRIDOR Economic Development Commission	Info	<a href="mailto:info@slcedc.com">info@slcedc.com</a>	613-499-9292	<a href="#">Visit Website</a>

We are proud to be home to so many small businesses, and that they have found success in TWPEC. It's important that we continue to find ways to support our entrepreneurs, and remove barriers for anyone wishing to join us. Edwardsburgh Cardinal is home to 168 businesses. Our region has an unemployment rate of 4.8%, which is lower than the country's average of 5.8%. The top Industries of Employment for our residents are Construction, Manufacturing, Retail and Health Care. This information is collected by Stats Canada, but is easy to access and understand on the new Business & Investment Assistant.

The Assistant is created and maintained by a Calgary-based technology firm, Localintel. In 2020, Staff will be analyzing the success and utilization of the Assistant tools.

A handwritten signature in purple ink, reading "Nancy M. Kurler", is positioned above a solid horizontal line.

**Community Development Coordinator**

**TOWNSHIP OF EDWARDSBURGH CARDINAL  
DISCUSSION ITEM**

**Committee:** Community Development

**Date:** February 3, 2020

**Department:** Community Development

**Topic:** LG Approved Small Business & Trades Show

**Background:**

The LG Approved Small Business & Trades Show is all about supporting the growth of small businesses and trades in Leeds and Grenville. As a Committee and as a Township, this show gives us the opportunity to meet with our local entrepreneurs to better understand how we can support them. The show also provides a unique opportunity to meet with residents to share how we are making a difference in the community and hear ideas about how we can do better.



In 2019, CDC attended the trade show and connected with TWPEC residents. We displayed a giant map, township logo, Industrial park banner, and drone footage of our beautiful township. We gave away township pins, and shared a community information guide, facility rental information page, summer camp teaser, and library events flyer.

This year, TWPEC has reserved the same booth at the trade show with the intent, once again, to connect with our local businesses and residents. Much of the marketing materials can be reused, except where the information is out of date. Staff are prepared to make necessary updates and adjustments, and welcome feedback from the Committee in regards to the message that we share during this event. Branded t-shirts have been ordered at the Committee's request, that can be worn during the event.



**For committee discussion, please consider:**

- Were there any components of the 2019 booth that were not useful?
- Are there additional elements you would like to see in 2020?
- What do you feel residents would want to learn more about?
- Are Committee members able and willing to volunteer some time at the booth to meet with attendees? (please indicate your commitment on the sign in sheet)



  
Community Development Coordinator