

**MINUTES**  
**COMMUNITY DEVELOPMENT COMMITTEE**

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

PRESENT: Deputy Mayor Tory Deschamps  
Councillor Stephen Dillabough  
Mayor Pat Sayeau  
Shannon Brown  
Conor Cleary  
Chris Ward

Greg Modler  
Cody Oatway

Wendy VanKeulen  
Rebecca Williams, Deputy Clerk

**1. Call to Order – Chair, Tory Deschamps**

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

**2. Approval of Agenda**

**Moved by:** C.Ward

**Seconded by:** S.Brown

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 Committee Minutes (if any)**

Members confirmed that staff have sent follow-up letters to outstanding CIP grant recipients. Members inquired about how the Township is making businesses aware of the available CIP grant. It was noted that the Township advertises the CIP grant through the Township's website, brochures, staff site visits and phone calls to local businesses. There was a brief discussion with respect to expanding the advertising via social media and how the comments and feedback may be managed by staff. There was consensus from Committee to request that staff advertise the CIP grants through the Township social media account.

Members noted that the Committee should discuss possible next steps from the Recreation Roundtable forum. Committee requested that the item be discussed at the March meeting and that the minutes from the Recreation Roundtable be included.

**5. Delegations and Presentations**

None.

**6. Action/Information/Discussion Items**

a. Live: Land Use Planning

1. Application for Severance (Twelve R Spencerville)

Committee reviewed the report and inquired about possible future site development. It was noted that the owner has applied for the severance and may further discuss possible development options only if the severance is approved through the UCLG. There was a general discussion with respect to if the septic will be decommissioned or removed from the property. Members requested that the staff recommendation to decommission the septic system be changed to "remove septic system". It was noted that the minimum requirements would be to decommission the septic system, however the application indicates that current owner intends to remove the septic. Members commented that a portion of the severed land falls within the SNCA regulated area.

Members inquired about how long the owner has to remove the dwelling unit and if there is a mechanism in place for the Township to be aware of when the removal is completed. It was noted that once the severance is approved, the owner has 1 year to meet all conditions of the severance, but may enter into an agreement with the Township in order to remove this condition before the dwelling is removed. Members confirmed that removal/demolition of a dwelling would require a permit being issued by the Chief Building Official, which would also result in additional Township oversight to ensure the work is completed.

There was a general discussion with respect to rural severance requirements, specifically in regards to limitations to the number of lots that can be created. It was noted that a plan of subdivision could potentially be created to allow for additional building lots.

**Moved by:** C.Cleary

**Seconded by:** Councillor Dillabough

That Committee recommends that Council recommend in favour 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 removed.

Carried

2. Official Plan Update

Members thanked the Committee and staff for their feedback and efforts in preparing the Official Plan. Members confirmed that the Official Plan document is available on the Township website.

b. Work: Economic Development

1. Business Retention & Expansion Report

Committee reviewed the report and brainstormed what they may be able to do to further promote the BR&E project and the Township. The following comments and suggestions were brought forward:

- Increase services to promote the area and attract residents to live, work and play in the Township;
- Promote the Township through the attractive residential options and continuing commercial/industrial development which may increase the availability of skilled tradepersons;
- The EOWC is currently working with EORN to expand broadband services;
- Continuously advocating the Provincial government and gas companies to expand the natural gas lines to more of the Township;
- Briefly discussed the Provincial governments policies and plans with respect to the removal of Benson Public school and how that placed the Village of Cardinal at a disadvantage.

2. An Invitation to Attend

Committee suggested that the invitation be emailed to all small and medium sized businesses within the Township. It was noted that staff would circulate the invitation via email contacts and through the Township's social media.

3. Business & Investment Assistant

Committee reviewed the report and inquired about what is included with the free trial. It was noted that Localintel has provided the Township with a 1 year free trial, which includes an interactive online assistant to display market intelligence for future and existing businesses. It was noted that the annual cost would be \$2,100 per year if Council decides that the Township should continue using the Business & Investment Assistant.

Members discussed if it would be beneficial for the Community Development Coordinator to have a booth at the upcoming BR&E meeting in Augusta. Members confirmed that the Leeds Grenville Small Business Enterprise Centre has been made aware of the link available on the Township website.

Committee commented on the idea of potentially expanding the business and investment assistant link to encompass the live, work and play aspects. There was a general discussion with respect to if the link could be developed into a user friendly mobile app. It was noted that maintaining and updating the website link is a more cost effective approach, while developing an app could cost tens of thousands of dollars. Members discussed the general setup of the website link, noting that the current scope is more geared towards small businesses, how areas could potentially focus more on providing public services from the Township and to address specific questions and concerns from the public.

#### 4. LG Approved Small Business & Trades Show

Committee confirmed that a signup sheet is available for Members interested in assisting with the trade show event. There was a general discussion with respect to how the Township could highlight the Mayor's recent presentation regarding the Ontario Job Site Challenge. It was noted that Township staff has prepared a detailed brochure that would be available to the public at the Township office and at the trade show event. Members suggested that the trade show booth include information about the Port of Johnstown.

Members inquired if the Township had any demographic statistics to determine who attends the trade show events. It was noted that the Township does not have demographic information of that nature. Members suggested that the following areas may be addressed and discussed with attendees at the trade show: Township recreation/play, highlight advantages to living and working the Township, and comment on how the Township is working to address disadvantages that were identified within the BR&E report. There was consensus from Committee that a discussion item be included in the March meeting to further develop speaking points for the trade show.

c. Play: Recreation

## **7. Inquiries/Notices of Motion**

Mr. Cleary provided a handout to Committee with respect to a 2015 petition requesting that consideration be given to revert the UCLG geared-to-income apartment building known as the Maples back to a seniors only housing complex. Committee was provided a detailed background summary explaining the following: how the petition was initiated, changes to social housing throughout the UCLG, downloading of social housing portfolio from the Provincial government to the UCLG, previously defeated County Council motions to revert the building back to a seniors only building, issues and concerns with tenants, how persons are eligible to be on the wait list for social housing, and who residents can contact to raise their concerns with respect to developing additional affordable housing in the area.

Ms. Brown suggested that the Township should increase the mobilization of information to the public, such as creating more social media posts about services the Township is providing to the public and local businesses.

Ms. Brown requested that Committee review the Procedural Bylaw, specifically with respect to changing when Committee would receive their agenda packages, from 3 days to 3 full business days. It was noted that it would be difficult to provide the agenda package within the 3 business days due to report preparation time frames, when information from the public and Committee/Council is received, and limitations to staff composition. It was noted that the Procedural Bylaw is reviewed and updated with Committee of the Whole and Council, however the Community Development Committee may make a motion for Council to consider. Committee requested that the Procedural Bylaw, specifically with respect to changing when Committee receives the agenda be discussed at the March meeting.

Ms. Brown inquired when the Committee would receive the final Service Delivery Report. It was noted that the final report will be coming forward at the February Council meeting. It was noted that the draft report was presented at a special Committee of the Whole meeting on January 6 and can be distributed to Members via email.

## **8. Question Period**

The following questions/comments were raised:

- Recent Ontario Job Site Challenge presentation at the Town of Prescott

## **9. Closed Session**

None.

## **10. Adjournment**

**Moved by:** Councillor Dillabough  
**Seconded by:** C.Ward

That Committee does now adjourn at 8:07 p.m.

Carried

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Chair

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Deputy Clerk