

Minutes of November 10, 2016
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Present: Mayor George Bridge, CAO/Clerk Bill White, Councillor Jean Anderson, Councillor Mary Lou Colwell, Councillor Ron Elliott, Economic Development Manager Belinda Wick-Graham, Economic Development Assistant Taylor Pridham, Treasurer Gordon Duff, Harold DeVries, Gerry Horst, Jonathan Zettler and Hope Reidt. Guest in attendance included Deputy Mayor Ron Faulkner.

Regrets were received from John Mock, Glen Hall, Kelly Schafer and Alison Armstrong.

Wick-Graham opened the meeting at 3:15 p.m.

The Committee reviewed the previous meeting minutes.

MOTION

**Moved by: Harold DeVries and Seconded by: Councillor Ron Elliott
THAT the Economic Development and Planning Committee approve the minutes of the October 13, 2016 meeting.**

CARRIED

Wick-Graham informed the Committee that John Mock would be stepping down as Chair of the Committee due to the time commitment of his new Home Hardware Appliance store. She informed the Committee that Glen Hall would be officially joining the EDPC as the commercial representative.

MOTION:

**Moved by: Jonathan Zettler and Seconded by: Harold DeVries
THAT the Economic Development and Planning Committee approves the appointment of Glen Hall to the Committee.**

CARRIED

MOTION:

**Moved by: Mayor George Bridge and Seconded by: Councillor Mary-Lou Colwell
THAT the Economic Development and Planning Committee approve the appointment of Jonathan Zettler as Chair of the Economic Development and Planning Committee.**

CARRIED

Downtown Revitalization Update

The Committees reviewed the Harriston, Clifford, and Palmerston Downtown Revitalization Committees' previous meeting minutes. Wick-Graham shared that the Palmerston Downtown Revitalization Committee had raised the issue of snow removal downtown in the winter season. CAO Bill white noted that he would bring the issue to Council to be further discussed. The minutes are attached as Schedule "A".

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Motion:

Moved by: Councillor Mary-Lou Colwell and Seconded by: Councillor Jean Anderson
THAT the Economic Development and Planning Committee approve the Clifford Downtown Revitalization Minutes from October 20, 2016, the Harriston Downtown Revitalization Committee Minutes from November 7, 2016, and the Palmerston Downtown Revitalization Committee Minutes from November 9, 2016.

CARRIED

The Committee reviewed the Structural Grant Agreement prepared by CAO Clerk Bill White. White reviewed the package and informed the Committee that the agreement would apply for donations over \$5000.00 and smaller signs/façade improvements under \$5,000.00 would not require the agreement. He also informed the Committee that the Town would receive remedies to get the money back if new owners attained possession of the building and tried to make changes. Councillor Mary-Lou Colwell raised the issue of giving money to a building owner and having them flip the building for profit. Harold DeVries pointed out that if the individual started it to turn it around and make a profit, they would deserve it because it would still be an improvement to the building for the community.

MOTION:

Moved by: Mayor George Bridge and Seconded by: Councillor Jean Anderson
That the Economic Development and Planning Committee move into a closed session at 3:54 pm to discuss a legal matter.

CARRIED

MOTION:

Moved by: Mayor George Bridge and Seconded by: Hope Reidt
That the Economic Development and Planning Committee move out of closed session 4:20 pm.

CARRIED

Employment Land Conversation

Wick-Graham informed the Committee that a developer in Palmerston wanted to convert the rear 2/3 of his property from Highway Commercial to Residential. The front 1/3 would be left in Highway Commercial designation and an OPA would be required. The Committee discussed the impacts and felt they were minimal but made the following recommendation.

RECOMMENDATION:

Moved by: Mayor George Bridge and Seconded by: Hope Reidt
THAT the Economic Development and Planning Committee recommend that the developer look into higher density conversion to allow mixed use development.

CARRIED

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Alumni Attraction/Entrepreneurship Bursary

Wick-Graham shared that the winner of the Town of Minto's \$500.00 bursary was Quinn Wilson. For 2017 she suggested that it would be nice to provide a small gift to acknowledge all Minto graduating students in an effort to show students that they are valuable to the community. Wick-Graham suggested asking the Minto Youth Action Council what they think students would appreciate. Councillor Jean Anderson suggested linking the bursary to LaunchIt and offering free sessions in the future if they "Come Home to Minto". The Committee agreed that it would be a potential idea for 2017 and decided to return to the subject at a later date with further ideas.

Review Strategic plan – 2017 Priorities

Strategic Plan was included in email and was to be reviewed individually.

Chamber of Commerce Update

Councillor Mary-Lou Colwell invited the Committee to attend the Chamber of Commerce Holiday Social on Monday December 5th, 2016. Wick-Graham added that a dinner catered by T&M BBQ catering would take place in the Harriston Library basement with keynote speaker Michael Snyders February 6, 2017 for the Chamber AGM. She noted that it would be a good opportunity to recognize the Chamber businesses that opened in 2016.

LaunchIt Update

Wick-Graham informed the Committee that the Live2Lead viewings would be taking place in Mount Forest on November 15th and at the Norgan on November 22nd. She also noted that there would be an upcoming Board meeting to review the 2017 budget and that Jonathan Zettler would be helping lead the Ag Incubator projects. She also added that the Board would also be discussing the lease agreement.

Wick-Graham reported that there were 10 vendors renting space in LaunchIt for a Pop-Up Store from November 16th until December 10th, 2016. She also noted that Felix Weber was listed in the Globe and Mail's "Top 10 Businesses Doing Things Right".

AODA Training

Wick-Graham informed the Committee that mandatory training videos would be watched at the next meeting in January.

Other Business

Mayor George Bridge shared that MSW had been on CTV for their rural employment video.

Gordon Duff reported that the time period before a municipality can process a tax registration in order to proceed to a tax sale has been proposed to be reduced from three years to two years.

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Roundtable

Gerry Horst informed the Committee about the Municipal Economic Development Forum that was held in Caledon. Horst stated that the Ministry was very impressed with the County Showcase. The Ministry was also pleased to see the Northern Manufacturers tent at the IPM.

Adjournment at 5:00 pm

Next Meeting: Thursday January 12th, 2017 at 3:30 pm at Town of Minto Council Chambers

Taylor Pridham
Economic Development Assistant

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Schedule "A"

CLIFFORD DOWNTOWN REVITALIZATION COMMITTEE
Minutes of October 20, 2016

The Clifford Downtown Revitalization Committee held its regular meeting on Thursday October 20, 2016 at Chestnut & Oak's in Clifford. Committee members present for the meeting were Councillor Jean Anderson, Craig Thompson, Isabel Senek, Don Senek and Wendy Albrecht. Members of staff present at the meeting were Manager of Economic Development Belinda Wick-Graham and Economic Development Assistant Taylor Pridham. Regrets were received from Georgie Hutchison and Karen Dowler.

The Committee reviewed the previous meeting notes.

Wick-Graham informed the Committee that 16 Pure White LED Snowflakes were ordered and expected to come in by October 21, 2016.

In terms of the Capital Budget, Wick-Graham shared Georgie Hutchinson's email about the 2017 Homecoming and the Feed Mill wall. Don Senek noted that at the October 16th meeting with the Clifford Horticultural Society, it was decided that they would not do a mural on the wall but plants trees and various plants around it through the Beautification Committee. Wick-Graham informed the Committee that the Cultural Roundtable's Local Heritage Markers Program was in place and that there were grants to have plaques made. Pridham showed an example of the Old Post's plaque through the program. Wick-Graham noted that she would send Don further information about the program. Wendy Albrecht suggested that it would be beneficial to tie it into Canada's 150th next year.

Wick-Graham shared photos of the plans for the planters next summer for Canada's 150th. She noted that the Canada and Clifford Homecoming colours were all incorporated into the baskets across Minto.

Wick-Graham recapped the Summer Shopping Spree and shared that there were approximately 200 ballots collected. Taylor Pridham noted that the winners had all been contacted and would be picking up the prizes at the Town Office if they were not mailed out.

Wick-Graham provided the Committee with a 2018 Construction Updates. She shared that as the construction gets closer, it is crucial that businesses become engaged and aware. Wendy Albrecht reviewed the Big Dig in Harriston from 2015 and how businesses need to stay engaged and that communication will be key for the upcoming project. Craig Thompson raised the question of whether or not the construction would be done in one phase or in two. Wick-Graham said that she would follow up with Triton Engineering to find an answer. Craig Thompson also asked if the

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Town of Minto could compensate for utility bills during the time of the construction; however, Wick-Graham shared that the Town cannot rebate utilities as it is against the Municipal Act.

Don Senek reported that the New Years Eve Dance for the 2017 Clifford Homecoming would be held in the Clifford Community Centre. Tickets would be selling for \$20 with a hot lunch included, with a DJ present playing music through the decades leading from older to newer. Don Senek also suggested having a silent auction take place as a fundraiser, along with having a banner across the street in Clifford. Wick-Graham informed Don Senek that he would need a bucket truck and would need to apply to council to place a banner across the street. She also stated that the Homecoming Committee may have to pay for the truck's services. Wick-Graham notified the Committee that art shows are permitted; however juried art shows are not. Don Senek also reported that there were approximately 30 committees in place for the Homecoming and that there has been good attendance at the meetings.

Craig Thompson raised concern over employees parking on the street and limiting access to customers wishing to park by the store. Wick-Graham suggested that Craig take a picture and send it along to Terry Kuipers. The Committee also raised concern over a rusty sign by the lights that was an eye-sore. Wick-Graham said that she would notify Public Works to have the sign removed. Wick-Graham mentioned that a First Impressions Community Exchange (FICE) offered by OMAFRA could be something to look into doing in order to address things in the downtown. She also said that she would find the FICE that was done several years ago and would bring it to the next meeting.

In terms of business recruitment to the Committee, Wick-Graham notified the Committee that she had reached out to all businesses. She also encouraged Committee members to reach out to other businesses to become more engaged in the Committee, especially with the construction approaching.

In other business, Don Senek questioned whether or not the Clifford Homecoming Committee could apply for the Cultural Roundtable's Cultural Enhancement grant. Wick-Graham informed him that the grant was for re-occurring events only and that the Clifford Homecoming Committee would not qualify. She informed the Committee that she would send the grant information to all members for further information.

Don Senek reported that Cathi's Place would be closing and Leonard Underwood would be taking over the Pizza business. He said that Leonard had been working with the landlord to open it within the next two weeks and that with the help of his son, Josh, Leonard was planning on having delivery and online orders. Wick-Graham shared that she would send the façade grant information to

Craig Thompson shared that the lot beside his business was empty and that he would like to see some community involvement with it. He suggested a potential

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Farmers' or Artisan market. Wick-Graham said that in order for either to happen, there would need to be community involvement in the pursuit of getting one up and running. Taylor Pridham said that she would share the idea with various Pop-Up Store artisan vendors in both the Harriston and Palmerston stores in November.

NEXT MEETING:

Thursday, December 8th, 2016
12:00 pm
Gamma Jo's

Taylor Pridham
Economic Development Assistant

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HARRISTON DOWNTOWN REVITALIZATION COMMITTEE

November 7, 2016

The Harriston Downtown Revitalization Committee held its regular meeting on Monday November 7th, 2016 at LaunchIt Minto. Committee members present for the meeting were Councillor David Turton, Cheryl Bell, Ken Rogers, Tony Tsotros, Lisa Leslie John Mock, Krista Fisk, and Geoff Gunson. Member of staff present was Business and Economic Development Manager Belinda Wick-Graham. Regrets were received from Randy Martin. Guest in attendance was Mark Leslie from the Harriston Kinsmen.

The Committee reviewed the previous meeting minutes from October 3, 2016.

Wick-Graham welcomed Mark Leslie to the meeting. The Committee discussed plans for the 2017 Street Party and Dance. The date selected was August 12, 2017. Leslie Motors will host the Car Show again. Taylor has contacted the Urban Slide and they have noted the request and will follow up in 2017. There is no cost for the Urban Slide but they take all the revenue generated. The Committee was asked to brainstorm ideas for the event and bring them back to the January meeting.

The Committee discussed the possibility of a Homecoming event related to Canada Packers. The plant closed in 1992 so 2017 would mark the 25th Anniversary. 2018 is the 140th Anniversary of Harriston. Due to the many events planned for 2017 the Committee decided to have the Homecoming for Canada Packers as part of 2018 Street Party. Councillor Turton has been speaking to people about this opportunity and will try and pull together a committee.

Wick-Graham reported that the Light up the Town is set to go for November 15th at 7:00 pm. Volunteers are needed for November 12th at 8:00 am to meet at the Fire Hall to assist lighting the trees. The Old Post bell is set to ring for the first time at 7:00 pm on the 15th, at which time the trees would be lit. Activities then continue at the Library and include: cookies and hot chocolate, pictures with Santa, acoustic music by the fireplace, make-and-take crafts and stories. The Library will be open until 9:00 pm as will the Arts Gallery and Archives.

Wick-Graham reported that 20 businesses are participating in the Harriston Ladies Night event on November 16th. The Pop-Up Store in LaunchIt will kick-off at Ladies Night and features 10 local businesses.

The Committee e-voted on a mural option for Anderson's wall and decided on the option below. Wick-Graham will have Innovative Print proceed and aim for installation by November 15, 2016. The Historical Society is working on image descriptions for a sign to accompany the mural.

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Wick-Graham highlighted that a 2-hour parking by-law now exists on Arthur from Elora to Thomas and Elora to Queen as well as on Elora from Arthur to Young. The by-law will be enforced on a complaint basis.

The Committee discussed 2017 capital plans and would like to continue work on the public space in front of The Old Post until completed. John Mock and Wick-Graham are looking into pricing for benches and chairs and will bring back to January meeting. Lighting Mill St. Park was also discussed and decided that will be an option once it is further developed landscape wise.

2017 Committee meetings will continue to be held the first Monday of the month at 6:00 pm. All members were asked to confirm their participation on the Committee in 2017 by Friday November 11, 2016.

Under other business the Committee expressed concerns with people speeding downtown. The Committee would like to have the Council of the Town of Minto request the County of Wellington look into this issue and possibility of reducing speed limit.

The Committee also discussed having a Halloween event in 2017. It was suggested that businesses be encouraged to offer Trick-or-Treating on October 28th, 2017 (last Saturday in October) from 11:00 am – 2:00 pm.

Next Meeting will be:
Monday January 2, 2017
6:00 pm
LaunchIt Minto

Belinda Wick-Graham
Manager of Economic Development

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PALMERSTON DOWNTOWN REVITALIZATION COMMITTEE

NOVEMBER 9, 2016

The Palmerston Downtown Revitalization Committee held its regular meeting on Wednesday November 9, 2016 at the C.N.R.A. in Palmerston. Committee members present for the meeting were Councillor Ron Elliott, Wayne Martin, Wayne Vanden Hazel, JoAnne Caughill, Susan Forbes, Paul Brown, Barb Burrows, Kash Ramshamdami Connie Robinson, Sherry-Lynn McRobb, Amy Habermehl and Angie Christensen. Members of staff present at the meeting were Business and Economic Development Manager Belinda Wick-Graham. Regrets were received from Jurgen Stemmer and Shawn Lawler. Guest in attendance was By-Law Enforcement Officer Cam Forbes.

The Committee reviewed the previous meeting minutes.

Wick-Graham welcomed Forbes to the meeting. At the previous meeting a lot of discussion surrounded parking. Wick-Graham highlighted the following:

- Lines will be painted on the parking spots on Main St. in the spring.
- Public Parking signs have been installed for the Public Parking lots.
- Reserved signs will be going up for the permit parking spots along Craig Financial.
- 2 hour Parking By-Law has come into effect for Main St. from Norman St. to Henry St. and for William St from Main St. to Bell St.
- Investigating long term options for public parking
- Parking spaces on Jane St. will be marked when the construction project is completed.

Wick-Graham will be drafting letters to the downtown businesses notifying them of the 2 hour parking by-law and encouraging employees to park in public parking lots or on side streets. Robinson requested a loading zone sign on Jane St. Wick-Graham will check into the reasoning why this wasn't possible. Burrows requested cross walk marks across Main from James St.

Forbes explained the 2 hour parking by-law complaint process. If people notice someone is parked for a long time they can call Forbes and let him know the details about the car and license plate number. He will then mark the car and come back two hours later. If car is still there a ticket will be issued.

Forbes also highlighted the permit parking spots. Some property owners have spots "reserved" for them but if they do not require them and have not paid and other people require them then they are given to the new individual inquiring.

Wick-Graham reviewed the Palmerston Merchants' Christmas Open House with the Committee. 12 locations are participating this year. "Blessings to You" was missed on the passport but is participating and will be included in the remainder of the advertising. There are 11 businesses participating in the Pop Up Store that will be held in the former Black's Financial building and Tiny Tots existing building. Three living windows are booked with the help of the Palmerston Agricultural Society, Minto Dance Academy and Mothers and Babies at Tiny Tots. Wick-Graham requested ideas for music performers.

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The Traffic Study related to the corner of Main St. and William St. was to go to the November 15, 2016 Council meeting but the review by the Town Traffic Engineer has not yet been completed. The DRC will be provided a copy of the Engineer's report once completed.

Wick-Graham reported that the first Handcar Races meeting held in October seemed to generate a lot of interest from various groups. Those interested can attend the next meeting on November 28, 2016 at the CNRA Clubhouse at 7:00 pm.

The Committee discussed 2017 capital project plans. The Committee would like to ask the Palmerston Lions Club to create a Lighting Plan for "Light Up the Park" and to present it to the Committee. The plan could then be tied to budget and sponsorship. Wick-Graham will follow up with Dave Wilson and Bob Emmerson.

Wick-Graham highlighted a new event that is being planned to kick-off Canada's 150th Anniversary. On December 31, 2016 from 5:00 pm – 8:00 pm at the Palmerston Arena "Minto Celebrates Canada's 150th" – Fire & Ice Family New Year's Event will be held. The event will include fire artists, ice sculptures, custom fire pits, s'more stations, "Frozen" characters, music, food, sled dogs, cool ice canvas, and will end with a fireworks display.

2017 meetings will continue to be the first Wednesday of the month at 6:30 pm. If there is a meeting that requires no discussion and only updates, an email update will be sent in place of a meeting. Members were asked to confirm their desire to continue to sit on the Committee in 2017.

Paul Brown asked how many times of year the street is swept. Following the meeting Wick-Graham confirmed that the street is swept twice a year in spring and fall by contractors and the Town of Minto sweeps the street when required (i.e. Remembrance Day). Concerns were raised about the time of day the street sweeping takes place. The Committee would like to see if completed early in the morning. Currently, by the time the street is being swept cars are parked downtown and the sweeper goes around, leaving the impression the streets have not been cleaned.

Paul Brown provided a history of the snow bank removal discussion. In the spring of 2015 Brown had a petition from downtown Palmerston businesses that were not happy with the snow bank removal service. Council reviewed the snow removal policy in 2015 for 2016 budget deliberations. It costs approximately \$5,500 when the banks are removed across Minto. Council at the time decided not to change the policy. Brown said that if this is not an issue for the other businesses he would stop bringing the issue up. The other businesses at the meeting agreed they had concerns about the height of the snow banks in the downtown and the danger it poses to shoppers (especially seniors visiting the Doctor's Office, Pharmacy and now the Total Home Health Care business). The Committee asked how often the snow banks were removed last winter, as well how long the current tendered contract lasts for. Councillor Ron Elliott highlighted that this issue has been raised at Economic Development and at Council. He suggested that a delegation attend a Council meeting in the near future as the first budget meeting is December 1st. The Committee discussed what an appropriate height would be to have the snow banks removed at and decided 18 inches. The Committee will look for support from the Minto Chamber of Commerce on this issue and will shoot for attending the December 6th Council meeting as a delegation.

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Paul Brown encouraged Palmerston Merchants to become more involved in the Minto Chamber of Commerce. Currently only Brown and Cormack represent Palmerston on the Board. He also encouraged members to attend the Chamber Christmas Social on December 5th at 6:00 pm at Harry Stones.

Amy Habermehl highlighted that Grant's Service Centre would once again be doing the Gifts for Kids Program and that anyone interested in sponsoring a family could get in touch with her. Last year they were able to support 15 families in northern Wellington.

Councillor Elliott highlighted that the Christmas Barn Dance at the Norgan would be taking place December 1st.

Wick-Graham thanked Committee members for their involvement this year and adjourned the meeting at 8:15 pm

Next Meeting

Wednesday January 9, 2017

6:30 pm

CNRA Clubhouse

Belinda Wick-Graham
Business & Economic Manager