

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Present: Councillor Ron Elliott, Councillor Mary Lou Colwell, Councillor Jean Anderson Business & Economic Manager Belinda Wick-Graham, Economic Development Assistant Taylor Pridham, Chair Jonathan Zettler, Harold DeVries, Gerry Horst, Kirk Brownell, Treasurer Gordon Duff and Glen Hall.
Guest in attendance was Carolyn O'Donnell, Community Engagement Specialist with the Workforce Planning Board of Waterloo, Wellington, Dufferin.
Regrets were received from Mayor George Bridge, CAO/Clerk Bill White, Hope Reidt, Kelly Schafer and Alison Armstrong.

Chair Zettler opened the meeting at 3:10 p.m.

Additions to the Agenda included an update on the Employer One Survey and PitchIt.

The Committee reviewed the previous meeting minutes. It was noted that Councillor Mary Lou Colwell was present at the February 16, 2017 meeting.

MOTION

Moved by: Councillor Mary Lou Colwell and Seconded by: Glen Hall

THAT the Economic Development and Planning Committee approve the minutes of the February 16, 2017 meeting.

CARRIED

Chair Zettler welcomed Carolyn O'Donnell from the Workforce Planning Board of Waterloo, Wellington, Dufferin (WPBWWD) to provide an overview of the 2016 Employer One Survey results. A copy of the overview is attached as Schedule "A". O'Donnell highlighted that 3% of Wellington County businesses participated but that the WPBWWD would like to grow that to 10% to be statistically valid. 571 businesses answered all the questions in the survey. Of particular interest is that over half of the businesses reported having difficulty hiring and over half said that they did not have enough applicants but many of them were not following creative hiring practices. Most depended on word of mouth and referrals. 76% of businesses are planning to hire in 2017.

O'Donnell reported that they are hoping to share tips with employers and use the data more effectively to assist businesses with items such as retention strategies. Wick-Graham suggested that LaunchIt could host a workshop titled: "Show Me the Workers" where this data could be shared with employers and organizations could be highlighted on a panel that could provide resources to assist employers with finding workers.

Wick-Graham provided an update on the recent Palmerston Industrial Park land sales which included sales to JP Horrigan Investment Inc.(Lot 1D), Shaun & Kierra Weale of Inland Insulation (Lot 7C) and Shrimp Canada (Lot 3). All are one acre parcels.

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Treasurer Duff reported that he made a presentation on April 4, 2017 to the Wellington County Municipal Economic Development Group in regards to the Vacancy Rebate Program changes and that he has a report going to the Town of Minto Council on April 18, 2017. Duff's goal is to have a resolution to Wellington County Council by May 25, 2017 to be able to hit the Ministry of Finance's July 1, 2017 deadline.

Wick-Graham reviewed the March 6, 2017 and April 3, 2017 Harriston Downtown Revitalization minutes attached as Schedule "B" and the April 5, 2017 Palmerston Downtown Revitalization minutes attached as Schedule "C".

Of particular interest in the minutes are the results of the 2016 business surveys, PitchIt finalists, and recommendations on several signage and façade grants.

MOTION

**Moved by: Councillor Ron Elliott and Seconded by: Councillor Mary Lou Colwell
THAT the Economic Development and Planning Committee approve the minutes and recommendations contained within the March 6, 2017 and April 3, 2017 Harriston Downtown Revitalization meeting, as well as the April 5, 2017 Palmerston Downtown Revitalization Committee meeting.**

CARRIED

Wick-Graham presented the new downtown investment folders. The Committee was impressed with the new folders and Wick-Graham encouraged members to take them and act as Ambassadors promoting the community to those who may be interested.

The Committee reviewed the Structural Grant Applications. The first grant was for the property at 212 Main St. Palmerston owned by 2444877 Ontario Inc – Gurmit Singh. The Structural Component Checklist for this property is attached as Schedule "D".

RECOMMENDATION

**Moved by: Councillor Ron Elliott and Seconded by: Glen Hall
THAT the Council of the Town of Minto approves Structural Grant P01 for the property located at 212 Main St. Palmerston for the amount of \$40,000.**
CARRIED

The second grant was for the property at 30 Elora St. S. Harriston which is owned by Maggie Coutts. The Structural Component Checklist for this property is attached as Schedule "E".

RECOMMENDATION

**Moved by Glen Hall and Seconded by: Harold DeVries
THAT the Council of the Town of Minto approves Structural Grant H03 for the property located at 30 Elora St. S. Harriston for the amount of \$6,800.**

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

CARRIED

The approval of the Structural Grants, as well as the Façade and Signage Grants contained within the Downtown Revitalization minutes will leave \$18,200 in the Community Improvement Grant Fund. The next intake of Structural Grants will take place August 31, 2017.

The Committee reviewed the 2016 – 2018 Business Retention & Expansion Action Plan which is attached as Schedule “F”.

Councillor Mary Lou Colwell informed the Committee that the Chamber of Commerce Achievement Awards will be taking place on April 27, 2017 at the Harriston Legion. The Summer BBQ will take place in August with date to be announced.

Wick-Graham provided an update on the Elevate Agriculture Project. The Committee had a great meeting with Christie Young from Farm Start and representatives from Centre Wellington. Wellington North and Mapleton were unable to attend but are interested in partnering on the project. FarmLink.Net is offering us the opportunity to have a regional profile on their website. This would highlight farms in our area that are Farm Opportunities, as well as allow us the opportunity to post about our resources that we can provide. The fee to do this is \$2,500/year. Minto has agreed to put \$1,000 towards the project with Centre Wellington, Mapleton and Wellington North each contributing \$500 for 2017. A meeting is being held in May to begin work with Christie Young on the development of our 5 year plan.

Wick-Graham invited Committee members to attend a special Joint Economic Development Meeting on May 17th at 5:30 pm at the Harriston-Minto Community Complex Auditorium. The meeting will feature special guest speaker Doug Griffiths who wrote the book “13 Ways to Kill Your Community”. Committee members were asked to RSVP to Wick-Graham by May 9th.

Roundtable

Treasurer Duff reported that there are two tax sales closing on April 27th. One is a residential home and the other is a lot.

Glen Hall reported that the Live2Lead Event will take place on October 6, 2017.

Harold DeVries reported that the deadline for Summer Company is approaching at the end of May. Starter Company + has also launched and is for anyone looking to start or grow a business. It is a 20 week program that provides training, coaching and mentorship. A \$5,000 grant is also available but is offered through a competition. There is an information night on April 25th about this program. DeVries also invited members to attend a Leadership Mastermind Breakfast at Cutton Fields on May 9th.

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Gerry Horst highlighted that the RED applications closed with 148 applications. The Premier's Award for Agri Food Innovation is due April 30, 2017.

Kirk Brownell reported that he has been promoted to General Manager of Administration at TG Minto. The Committee congratulated Kirk on his promotion. TG Minto was also awarded the Global Advantage Award by the Local Immigration Partnership.

Taylor Pridham reported that the Youth Action Council (YAC) presented to Council on March 21st. The YAC also was meeting with Deputy Mayor Faulkner about trail development. On April 11, 2017 a Joint Meeting with the YACs in Mapleton and Wellington North was held where the youth prepared break-out sessions and questions for the Youth Connections event taking place on May 4, 2017.

Councillor Ron Elliott highlighted that he is on the OSUM Board and the Annual Conference is May 3-5 at Blue Mountain. Wick-Graham will be presenting on a panel with representatives from OMAFRA and CMHC.

MOTION

Moved by: Glen Hall and Seconded by: Councillor Jean Anderson

THAT the Economic Development and Planning Committee adjourn their meeting at 4:55 p.m.

CARRIED

Next Meeting: Thursday May 11, 2017 at 3:00 pm in the Town of Minto Council Chambers

Belinda Wick-Graham
Business & Economic Manager

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Schedule "A"
Employer One Community Report

**Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.**

**Schedule "B"
Harriston Downtown Revitalization Committee
March 6, 2017**

The Harriston Downtown Revitalization Committee held its regular meeting on Monday March 6th, 2017 at LaunchIt Minto. Committee members present for the meeting were Councillor David Turton, Ken Rogers, Tony Tsotros, Lisa Leslie, Randy Martin, Krista Fisk, John Mock, Raissa Rogers, and Cheryl Bell. Member of staff present was Business and Economic Development Manager Belinda Wick-Graham and Economic Development Assistant Taylor Pridham. Regrets were received from Geoff Gunson.

The Committee reviewed the previous meeting minutes from January 9th, 2017.

Councilor Turton updated the Committee about a Canada Packers Reunion Committee progress, saying that there are several people interested in joining. He added that there has not been a meeting scheduled yet, but he had discussed the possibility of a BBQ with the Kinsmen. Lisa shared that she and Terry Williamson were open to help with the planning of the event.

Wick-Graham updated the Committee on the progress with the vacancy rebates, sharing that the power for action would now be given to the upper tier (County of Wellington) to set a resolution. She added that the County would be able to set a base resolution and from there the municipality could decide on guidelines. Wick-Graham informed the Committee that the deadline for applications would take place in July and hopefully action would start to take place the following year.

Wick-Graham shared that an invoice of \$2500.00 had been given to the Kinsmen for Anderson's mural, and that they were a bit surprised at the cost. She shared that since the project took several years to be completed, things could have gotten lost in communication. Wick-Graham reported that the Kinsmen agreed to pay \$1000.00 towards the mural and she suggested transferring some of the leftover funds from the \$2500.00 grant for the Old Post project.

The Committee reviewed the 2016 Street Party Budget attached as Schedule "A".

The Committee reviewed the 2017 Street Party Budget attached as Schedule "B". Lisa suggested charging an admission fee of \$5.00 for the Street Dance and then give the proceeds to a group. Wick-Graham noted that advertising for the event would be free of cost through the Minto Community guide, posters, and the back page of the Rural Route. Raissa suggested using the free community event section in the Wellington Advertiser to promote the Street Party. Lisa suggested contacting the radio summer cruiser for more exposure the day of the event.

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

The Committee reviewed the proposed schedule of events for the 2017 Street Party attached as Schedule "C". Lisa added that the Kinsmen were interested in sponsoring music entertainment again during the day through the grant. Taylor informed the Committee that the Harriston Historical Society would be hosting another BBQ from 10:30am – 2:30 pm this year, along with a potential plaque presentation that she would follow-up on.

Wick-Graham informed the Committee that the Harriston Farmers' Market would likely not be running for the 2017, but that the Committee would be meeting on Tuesday March 14th to discuss the options. Wick-Graham also announced that Savour the Flavours would be changing this year to "Savour in the Street" at the Harriston Street Party. She noted that the Committee would be meeting on Tuesday March 14, 2017. Wick-Graham suggested that a youth dance could take place in between Savour in the Street and the Street Dance if the Youth Action Council would want, and that there would still be after-parties at Harry Stones and the Legion. Taylor informed the Committee that after several attempts since October, there was still no word about the Urban Slide. She said that she would still try contacting the organization again; however, she expressed that she was not confident it would happen in 2017.

Wick-Graham announced that Pitch It! had launched for the sixth year on March 1, 2017. She shared that there would be over \$15,000.00 in prizing and that all the information was on the website mintoed.com. Wick-Graham highlighted that new businesses would take a 9am-4pm class at Launch It and if they were already an existing business, they would take a 2 hour class.

Wick-Graham informed the Committee that the Mayor's breakfast would be taking place on Wednesday May 10, 2017 from 7:30 am – 9:00 am and that Somer would be distributing invitations and to RSVP to her.

In other business, Wick-Graham shared that at the last Cultural Roundtable meeting they discussed several ideas to get traffic to stop downtown. John Mock said that he could look into pricing for big chairs to put in front of the Old Post. He noted that he would look into getting Minto colours and engraving. Lisa noted that they could use leftover proceeds from the Street Party towards this project. Raissa suggested attempting to get in the Guinness World Book for records. John mock suggested connecting with the Historical society about Harriston Packers and scattering large Ice Cream Cones around the downtown and having people paint them. Wick-Graham shared that Orillia had done something similar with chairs and canoes, etc., where artists auctioned off their pieces afterwards. She said that she would contact Orillia to look into it further since she was already going to be contacting them on behalf of the Palmerston DRC. Lisa suggested contacting Chapman's ice cream with the history. Wick-Graham suggested contacting Mapleton Organic instead since they are a local connection. Raissa also suggested placing a Ford Mustang on a 10 foot pole to attract tourists.

Wick-Graham announced that the Minto Chamber Business Achievement Awards would be taking place on April 27, 2017 at the Harriston Legion. She encouraged the Committee to nominate businesses.

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Next Meeting will be:
Monday April 3, 2017
6:00 pm
LaunchIt Minto

Harriston Downtown Revitalization Committee
April 3, 2017

The Harriston Downtown Revitalization Committee held its regular meeting on Monday April 3rd, 2017 at LaunchIt Minto. Committee members present for the meeting were Councillor David Turton, Tony Tsotros, Lisa Leslie, Randy Martin, Krista Fisk, Ken Rogers, Raissa Rogers, and Cheryl Bell. Members of staff present were Business and Economic Development Manager Belinda Wick-Graham and Economic Development Assistant Taylor Pridham. Guests present were John and Avril McVicar. Regrets were received from John Mock.

The Committee did roundtable introductions and reviewed the previous meeting minutes from March 6th, 2017.

Councillor Turton updated the Committee about Canada Packers Reunion Committee progress, saying that there are several people interested in joining. He added that there has not been a meeting scheduled yet, but he had discussed the possibility of a BBQ with the Kinsmen. Leslie shared that she and Terry Williamson were open to help with the planning of the event.

Wick-Graham updated the Committee on the progress with the vacancy rebates, sharing that the power for action would now be given to the upper tier (County of Wellington) to set a resolution. She added that the County would be able to set a base resolution and from there each municipality could decide on their own guidelines, which would then be included as attachments. Wick-Graham informed the Committee that the deadline for applications to the Minister would take place in July and hopefully action would start to take place the following year.

John McVicar informed the Committee of a project he was working on through Harriston Monuments. He shared that a scavenger hunt had taken place for several years in Cambridge and that he would like to see it take place in Harriston. McVicar reviewed the 2015 form and highlighted that advertising would be available at the bottom of the each form to raise funds for small charities. He shared that this year would be free for businesses to advertise in the forms. Eventually, he would like to see the History Hunt expand into all Minto cemeteries. Wick-Graham shared that if anyone was interested, they could contact her to receive John's contact information. The Committee also discussed the period of time in which the History Hunt would take place, sharing that it may be better to start a bit earlier in the summer and be completed as part of the Street Party on August 12.

Wick-Graham reported that they were still waiting to receive the Anderson Mural plaque proof and that she would like to extend an invitation to the Historical Society and the

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Kinsmen for a photo opp. The Committee decided that they would meet on May 2, 2017 at 6:45 pm.

Wick-Graham informed the Committee that the Harriston-Minto Ag Society had contacted her about closing the Main Street for a soap box derby during the fair, before the parade from 9:00 am – 11:00 am. She shared that they would like to have it closed from the lights down to the Old Post. The Committee was in favour of closing the street for this event during the proposed time.

Wick-Graham reported that nine entries were received for PitchIt and include:

- Shrimp Canada – new business (Palmerston)
- Ag. Business & Crop Inc. – expanding business (Palmerston)
- Jewelled Secrets – expanding business (Clifford)
- Incus Forge – new business (Minto Township)
- Harriston Preschool – new business (Harriston)
- Old to New Salon – new business (Harriston)
- Alpaca Time – expanding business (Minto Township)
- Minto Consignment – new business (Palmerston)
- Escape the Old Post – new business (Harriston)

Finalists will be announced on April 7th with final business plans due on May 26th.

The Committee reviewed the 2016 Harriston Downtown Business Survey. Wick-Graham reported that 26 surveys were received, which is consistent with previous years. A copy of the results is attached as Schedule “A”. Wick-Graham pointed out that an issue with handicap parking spaces in front of Harriston Convenience was being dealt with. She also informed the Committee that Heather Watterworth of Worth Communications would be putting together info graphics so that they could be presented at the Mayor’s Breakfast. Martin suggested that it would be a good idea to spread the word about stores’ sales so that all business can be aware and cross-promote.

Wick-Graham showed the Committee the new Downtown Investment Packages and explained that these will be used to attract new business, given to property owners to assist them in attracting new businesses, as well as to the real estate agents. The Committee was impressed with the new look.

Wick-Graham reviewed a signage grant application submitted by John Mock for the Harriston Home Hardware Appliance Centre. She reported that the signage qualifies for the maximum grant of \$1000 and that the signage aligned with what the Committee was looking for.

MOTION:

Moved by: Tony Tsostros and Seconded by: Randy Martin

THAT:

The Council of the Town of Minto approves the Signage Grant Application for Harriston Home Hardware’s Appliance Centre for the amount of \$1,000.

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Wick-Graham reviewed the Streets Alive information and brochures with the Committee to show where the idea of the Ice Cream Cone art came from. She said the Committee would need to find someone to make the Ice Cream Cones so that they could look into having a call-out for artists with designs. Wick-Graham noted that there was no budget for this initiative this year but they could start planning for 2018. Lisa Leslie questions whether or not MSW would be able to provide some advice on finding material. She also suggested keeping the art similar in size and continuity. Tony Tsotros suggested building them soon and having a call-out for artists in the summer so that they would have time to create them over the winter months and have them ready for the following summer. Wick-Graham and Taylor Pridham agreed to create a proposal for the next meeting,

Wick-Graham informed the Committee that Michael Hendrick would be moving forward with the concrete seating area in front of the Old Post. She then reviewed John Mock's email regarding the large Home Hardware chairs. She noted that they would cost approximately \$2299, weigh 675 pounds and that engraving would cost extra. Wick-Graham highlighted that the chairs were expensive and involved shutting down a line to build them, and therefore they might not even continue building them. Tsotros questioned if the height of the chairs would be a liability issue and whether or not they would have to approach Council about the issue. He suggested public art similar to Clifford's in the space instead. Lisa informed the Committee that the Kinsmen had already committed to pool improvements and that they would not have much budget left to contribute to this project. The Downtown Committee also only had \$1,000 remaining in their 2017 capital budget so the Committee decided to forgo the chairs.

In other business, Raïssa suggested looking into more options for youth in the community in attempts to lower some youth's destructive behavior in the downtown. Raïssa also noted that the Crown Theatre would be showing Passchendaele on April 19th at 7:00 pm in conjunction with the Harriston Legion for Canada Film Day. She also highlighted that they were 1 of 1700 venues playing a Canadian film that day across Canada. Wick-Graham also pointed out that WOWSA would be attending the Crown Theatre in June for a viewing of "One Red Lipstick".

Wick-Graham reminded everyone about the Mayor's Breakfast on May 5th at 7:30 am at Harry Stones and asked people to RSVP to Somer Gerber at info@minto-chamber.on.ca.

Next Meeting will be:
Monday May 1, 2017
6:00 pm
LaunchIt Minto

Taylor Pridham
Economic Development Assistant

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Schedule "A"

HARRISTON Business Survey

This survey compares results based on:

January 2016 – December 2016: 26 surveys

January 2015 – December 2015: 26 surveys

1. a. How many people are employed at your business?

Full Time: **112** **84**

Part Time: **71** **50**

b. Has this increased or decreased since 2015?

Increased **7**

Decreased **1**

Remained the Same **16** N/A **2**

c. And by how many? Increased **27 **15** Decreased **1** **3****

2. What is your level of satisfaction with the business climate downtown?

Completely Satisfied **6** **9**

Somewhat Satisfied **17** **16**

Somewhat Dissatisfied **3** **1**

Very Dissatisfied **0** **1**

3. Has your business expanded this year (January 2016 – December 2016)?

Product Lines - YES **7** **8** NO **19** **18**

If yes by how many? **9** **11**

Square Footage - YES **4** **2** NO **22** **24**

If yes by how many? **16,500** **3,619**

4. Have you made any physical improvements to your property this year (January 2016 – December 2016)?

YES **8** **8**

NO **18** **18**

If Yes, what would be the approximate value of the improvement: **\$99,000.00** **\$82,800.00**

5. Please provide us with any additional comments or suggestions you may have:

- The downtown look good overall – with the new improvements
- A nice coffee shop would be a great addition
- We believe that in the new economy, social activities will attract people to towns/downtown; therefore, the socialization of downtowns will be increasingly important
- Parking space for disabled seems too many that directly hinders from customers to be in our store
- Good working relationship between the Town & businesses

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

- Yes, we are satisfied with the new roundabout & Highway #9, but we get quite a few complaints about the deep holes in the road of the 8th Line of Minto. We would greatly appreciate if it would be redone same as the 6th Line of Minto. (new pavement)
- I would like to see all applicable laws &/or bylaws including building codes enforced on all properties including empty properties within the Town of Minto.
- Some action needs to be taken re. Old Royal Bank building – eyesore detracts from rest of beautification projects completed downtown
- Could we go town-wide with sales so we all know who's doing what?
- My lease is up September 2017 & I will be closing
- Completely happy with location & surroundings

Schedule “C”
Palmerston Downtown Revitalization Committee
April 5, 2017

The Palmerston Downtown Revitalization Committee held its regular meeting on Wednesday April 5, 2017 at the C.N.R.A. Clubhouse in Palmerston. Committee members present for the meeting were Councillor Ron Elliott, Wayne Martin, Wayne Vanden Hazel, Terry Cormack, Barb Burrows and Bob McEachern. Member of staff present at the meeting was Business and Economic Development Manager Belinda Wick-Graham. Regrets were received from Paul Brown, Tricia and Scott Norman, Connie Robinson, Sherry-Lynn McRobb. Guests in attendance were Wayne Metzger, Bob Emmerson and Dave Wilson.

The Committee reviewed the previous meeting minutes.

The Committee discussed the need to replace the Christmas lights in the downtown core. Wayne Metzger highlighted that if we were to install lights on the decorative poles on Main St. we would need 12 lights and 13 would be needed on William St. for a total of 25. If we just went to Bell St. on William 8 lights would be needed, for a total of 20. The group decided that ideally in 2017 we would like to get 20 new lights. Metzger confirmed all lights have receptacles and we shouldn't have a problem with them going out. Metzger also confirmed that we have 13 existing 7 foot shooting stars should we want to use them still.

**Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.**

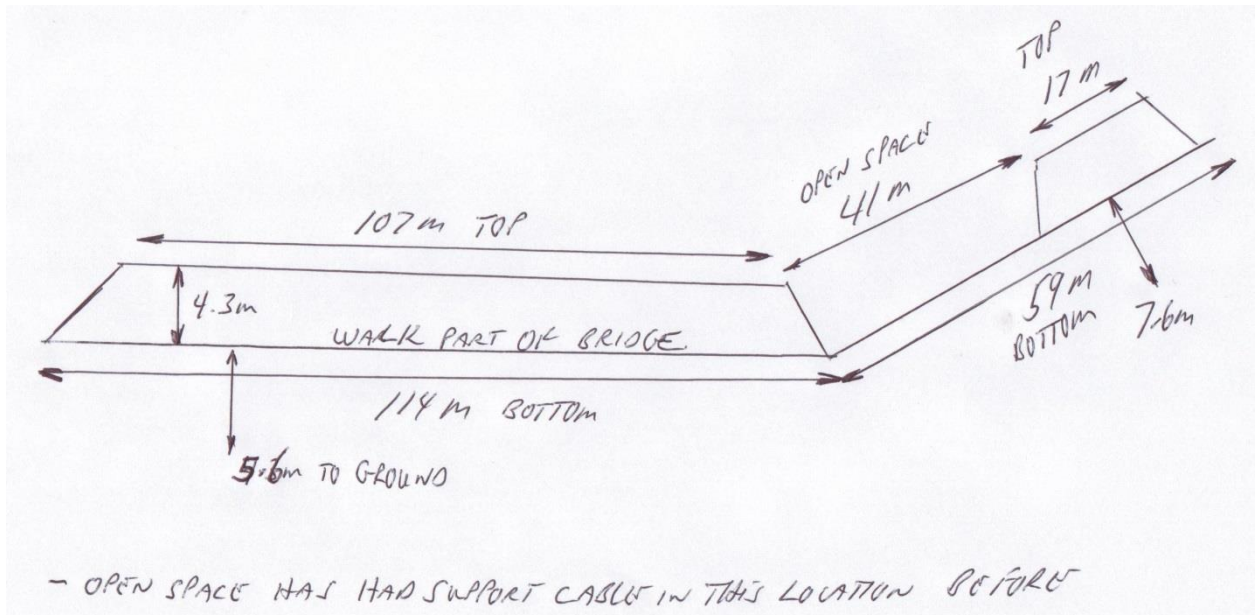


Wick-Graham reported the budget for this project is \$10,000. The Committee discussed various options and eventually decided to go with 7 ft. shooting stars so that they would match the Lions Park. Wick-Graham will confirm pricing for the stars and ensure they are aluminum construction with LED rope white light.

Wick-Graham welcomed Lions Dave Wilson and Bob Emmerson and highlighted that the Palmerston Downtown Revitalization Committee is interested in working with the Lions to Light up the Park. Wick-Graham posed a question on behalf of Paul Brown who had solicited an anonymous donation of \$2,000 several years ago when the DRC and Lions, through Marg Sorensen were looking at lighting the Park. The question was related to whether that \$2,000 was still able to be used for the Lighting of the Park. Lions Emmerson and Wilson confirmed that the money was not set aside for that particular use because at the time it was going to cost \$12,000 for a lit up train and the group didn't think that was the best use of funds, but that yes they would put the \$2,000 towards the project.

Wick-Graham explained that the DRC was interested in developing a 5 – 10 year lighting plan. The group suggested the first priority would be lighting the bridge with LED bright rope light. Metzger provided the measurements below of the bridge. And Terry Cormack offered to look into pricing. Another suggestion was a laser light display. Wilson and Emmerson were going to speak with the Lions Club to determine if they would be interested in partnering on the project moving forward and report back.

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.



The Committee reviewed the 2016 Downtown Business Survey. Wick-Graham reported that over 50 surveys were distributed with email and telephone calls made to follow up with businesses and still only 11 responded, which is consistent with previous years. She also noted that each year different businesses may respond to the survey which may impact year-over-year comparables. A copy of the results is attached as Schedule "A"

Wick-Graham reported that nine entries were received for PitchIt and include:

- Shrimp Canada – new business (Palmerston)
- Ag. Business & Crop Inc. – expanding business (Palmerston)
- Jewelled Secrets – expanding business (Clifford)
- Incus Forge – new business (Minto Township)
- Harriston Preschool – new business (Harriston)
- Old to New Salon – new business (Harriston)
- Alpaca Time – expanding business (Minto Township)
- Minto Consignment – new business (Palmerston)
- Escape the Old Post – new business (Harriston)

Finalists will be announced on April 7th with final business plans due on May 26th.

Wick-Graham reported that Sidewalk Sales would be promoted as part of the Handcar Races. The businesses would not have to pay for an advertising campaign as it would be promoted through the Handcar Races advertising. Businesses would be encouraged to participate and put tables out onto the street with balloons. It was suggested by the Norman's that perhaps if we look at having a Community Wide Yard Sale too it would draw people to the community for all activities, events should be planned downtown to draw people to the sales and possibly food trucks or encourage the restaurants to do coupons or specials.

The Committee reviewed two façade and signage applications. The first application was from Gurmit Singh for the property at 212 Main St. Wick-Graham explained that this is

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

a two façade building and qualifies for a maximum of \$3,000 per façade and a maximum of \$1,000 for signage. This is a \$38,000 façade improvement project and a signage project of \$10,240.

RECOMMENDATION:

Moved by: Bob McEachern and Seconded by: Terry Cormack

THAT:

The Council of the Town of Minto approves Façade Application P12 for the property located at 212 Main St. Palmerston for the amount of \$6,000.

CARRIED

RECOMMENDATION:

Moved by: Bob McEachern and Seconded by: Barb Burrows

THAT:

The Council of the Town of Minto approves Signage Application P13 for the property located at 212 Main St. Palmerston for the amount of \$1,000.

CARRIED



Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.



The Committee then discussed the property at 215 Norman St. owned by Sumeet Gill. Once again this property is a two façade building and qualifies for a maximum of \$3,000 per façade and a maximum of \$1,000 for signage. The façade project costs \$18,000 and the signage will be approximately \$4,000.

RECOMMENDATION:

Moved by: Barb Burrows and Seconded by: Ron Elliott

THAT:

The Council of the Town of Minto approves Façade Application P13 for the property located at 215 Norman St. Palmerston for the amount of \$6,000.

CARRIED

RECOMMENDATION:

Moved by: Wayne Vanden Hazel and Seconded by: Barb Burrows

THAT:

The Council of the Town of Minto approves Signage Application P14 for the property located at 215 Norman St. Palmerston for the amount of \$1,000.

CARRIED

**Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.**



Wick-Graham showed the Committee the new Downtown Investment Packages and explained that these will be used to attract new business, given to property owners to assist them in attracting new businesses as well as to the real estate agents. The Committee was impressed with the new look.

Wick-Graham reminded everyone about the Mayor's Breakfast on May 26th at 7:30 am at the Rural Spoon and asked people to register by April 28th to info@minto-chamber.on.ca.

Next Meeting
Wednesday May 10, 2017
6:30 pm
CNRA Clubhouse

Belinda Wick-Graham
Economic Development Manager

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Schedule "A"

PALMERSTON Business Survey

This survey compares results based on:

January 2016 – December 2016: 11 surveys

January 2015 – December 2015: 10 surveys

6. a. How many people are employed at your business?

Full Time: 23 29

Part Time: 33 4

- b. Has this increased or decreased since 2015?

Increased 11 4 Decreased 0 0 Remained the Same 8 6 N/A 1 0

- c. And by how many? Increased 13 ? Decreased 0 ?

7. What is your level of satisfaction with the business climate downtown?

Completely Satisfied 1 9

Somewhat Satisfied 2 15

Somewhat Dissatisfied 6 1

Very Dissatisfied 2 1

8. Has your business expanded this year (January 2016 – December 2016)?

Product Lines - YES 3 3 NO 8 7

If yes by how many? 9 4

Square Footage - YES 1 2 NO 10 8

If yes by how many? 600 sq ft 3000 sq ft

9. Have you made any physical improvements to your property this year (January 2016 – December 2016)?

YES 3 6

NO 8 5

If Yes, what would be the approximate value of the improvement:

\$14,400.00 \$42,000.00

10. Please provide us with any additional comments or suggestions you may have:

- Downtown appears to be being somewhat renovated? Apartments?

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

- Need some type of anchor in Palmerston – Costco/Zehrs/Walmart?
- Clean the Streets!
- Need more businesses and less out-of-town owners of building that seem to not change.
 - I.e. Corner of Main & William St.
- I can't think of any comments other than the obvious that some of the downtown buildings need to be fixed up and inviting looking. Seems like there's always projects going on but nothing ever getting finished.
- I know it is spring but a cleaning of the Main St would be nice. Maybe make it mandatory for businesses and owners to do so.
- It is sad to see such a pretty downtown core lack vibrant activity (such as full occupancy of store fronts).

Schedule "D"
Community Improvement Plan Structural Component Checklist

BUSINESS NAME: 2444877 Ontario Inc. Gurmit Singh
ADDRESS: 212 Main St. Palmerston

Under Section 4.0 of the Community Improvement Plan the Town could offer inside the urban areas for significant industrial, commercial, residential or institutional re-developments that accomplish more than one of the following (preference will be given to those that address multiple criteria):

- i) address structural and life safety issues to create usable and efficient floor space
- ii) improve property standards or preserve architectural significance
- iii) remediate a brownfield site, or improve the environment by planting trees, protecting habitat, or other methods to enhance the natural ecosystems,
- iv) upgrade public infrastructure such as sewer, water, storm, roadway, sidewalks
- v) preserve or enhance employment opportunities
- vi) create affordable housing in a range of occupancies
- vii) enhance fire protection such as sprinkler systems, fire separations and similar;
- viii) improve energy efficiency or reduce water and sewer needs
- ix) enhance urban design on and around the subject lands and adjacent public space as well as linkages to trails, parks, core areas and other focal points.

Below are criteria the Town seeks to address when to evaluating structural grant applications. When marking for a project indicate with a number whether the work is:

Minor = 1

Moderate = 2

Major = 3

1. Building Structural integrity **Total 10**
Footing ____ Foundation ____ Floor joists 3 Ceiling joists ____ Rafters/trusses 3
Walls 1 Main beam(s) 3 Other _____

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

- 2. Life Safety/ emergency** **Total 0**
Exit signage ____ Emergency lighting ____ Fire/CO2 Alarms ____ Extinguishers ____
Firewall Separation ____ Fire Doors ____ Sprinkler ____ Simese connection ____
Other _____
- 3. Usable and efficient floor space** **Total 2**
Increase ceiling height 1 Architectural restoration/retention ____
Accessible washroom ____ **Main floor commercial 1** Upper floor residential ____
Increased density ____ Other _____
- 4. Brownfield Remediation** **Total 0**
Phase 1 ____ Phase 2 ____ Site Specific Risk Assessment ____ Record of Site
Condition ____
Monitoring program ____
Other _____
- 5. Improve Environment** **Total 0**
Landscape plan ____ Tree planting ____ Manage Stormwater ____ Add/Protect
Habitat ____
Windbreak ____ Buffer zone ____ Riverbank protection/enhancement ____
Species at risk ____ Other _____
- 6. Upgrade/Improve Public Infrastructure** **Total 0**
Sanitary sewer collection main ____ Water distribution main ____ Oversizing of
main ____
Roadway widening ____ Road Turning lane ____ Curb and gutter ____
Public Sidewalk ____ LED Street lighting On-site Stormwater retention ____
Other _____
- 7. Employment Opportunities** **Total 0**
Creates new direct jobs ____ Retains existing jobs ____ Addresses skill shortage ____
Construction/Spin-off jobs ____ Fills market demand ____
Other _____
- 8. Housing** **Total 0**
New affordable rental housing ____ Affordable condominium housing ____
Affordable freehold semi or townhouse ____ Housing for seniors ____
Special needs housing ____ Other _____
- 9. Energy Efficiency** **Total 1**
Increased insulation ____ Window/Door upgrade ____ Passive energy benefit ____
New Furnace/cooling technology 1 Low flow fixtures ____ Graywater recycling ____
Solar technology ____ Alternative energy ____ Rainwater harvesting ____
Energy efficient lighting ____ Other _____

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

10. Enhance Urban Design

Total 0

Professional Landscape plan ____ Native species ____ Boulevard tree planting ____
LED Street Lighting ____ Sidewalk/trail link ____ Contribution to parkland ____
Design consistency ____ Architectural Rehab ____ Compatible Façade design ____
Exterior Accessibility (ramps etc.) ____
Other _____

Total 1 through 10

Grand Total 13

The leverage ratio and the total score assist provide a numerical basis to help compare applications and establish funding amounts. Final decision rests with Town Council.

Calculate Leverage Ratio

Total Project Cost \$<a> \$<a>/	Total Funding Requested \$	Leverage Ratio
e.g. \$200,000	\$40,000	5:1
\$186,182.13	\$40,000	\$4.65: \$1

Notes:

- Initiated repairs on a derelict property.
- Project will create needed residential apartments in downtown core.
- Will create 3 commercial spaces as well as commercial office space.
- The building is not yet in a rentable condition
- Contractors and supplies have not been sourced locally.
- Owner applied for vacancy tax rebate in 2016.
- Work has progressed since the Fall 2016 application review.
- Very minor mechanical and electrical work has been completed.
- Structural framing has been completed.

Staff Recommendation:

Approval of \$40,000 through the Structural Improvement Fund.

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Schedule "E"
Community Improvement Plan Structural Component Checklist

BUSINESS NAME: Scoop It Bulk & Frozen Food
ADDRESS: 30 Elora St. S. Harriston

Under Section 4.0 of the Community Improvement Plan the Town could offer inside the urban areas for significant industrial, commercial, residential or institutional re-developments that accomplish more than one of the following (preference will be given to those that address multiple criteria):

- i) address structural and life safety issues to create usable and efficient floor space
- ii) improve property standards or preserve architectural significance
- iii) remediate a brownfield site, or improve the environment by planting trees, protecting habitat, or other methods to enhance the natural ecosystems,
- iv) upgrade public infrastructure such as sewer, water, storm, roadway, sidewalks
- v) preserve or enhance employment opportunities
- vi) create affordable housing in a range of occupancies
- vii) enhance fire protection such as sprinkler systems, fire separations and similar;
- viii) improve energy efficiency or reduce water and sewer needs
- ix) enhance urban design on and around the subject lands and adjacent public space as well as linkages to trails, parks, core areas and other focal points.

Below are criteria the Town seeks to address when to evaluating structural grant applications. When marking for a project indicate with a number whether the work is:

Minor = 1

Moderate = 2

Major = 3

1. Building Structural integrity

Total 3

Footing ____ Foundation **1** Floor joists ____ Ceiling joists ____ Rafters/trusses ____

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Walls 1Main beam(s)____ **Other: Roof Repair**

2. Life Safety/ emergency

Total 0

Exit signage____ Emergency lighting ____ Fire/CO2 Alarms ____

Extinguishers____

Firewall Separation____ Fire Doors ____ Sprinkler ____ Siamese connection

Other_____

3. Usable and efficient floor space

Total 0

Increase ceiling height ____ Architectural restoration/retention ____

Accessible washroom ____ Main floor commercial ____ Upper floor residential

____ Increased density ____ Other _____

4. Brownfield Remediation

Total 0

Phase 1 ____ Phase 2____ Site Specific Risk Assessment ____ Record of Site

Condition____

Monitoring program ____

Other_____

5. Improve Environment

Total 0

Landscape plan ____ Tree planting ____ Manage Stormwater ____ Add/Protect
Habitat ____

Windbreak ____ Buffer zone ____ Riverbank protection/enhancement ____

Species at risk ____ Other_____

6. Upgrade/Improve Public Infrastructure

Total 0

Sanitary sewer collection main ____ Water distribution main ____ Oversizing of
main ____

Roadway widening ____ Road Turning lane ____ Curb and gutter ____

Public Sidewalk ____ LED Street lighting On-site Storm water retention ____

Energy efficient lighting ____ Other_____

7. Employment Opportunities

Total 0

Creates new direct jobs ____ Retains existing jobs ____ Addresses skill shortage

Construction/Spin-off jobs ____ Fills market demand ____

Other_____

8. Housing

Total 0

New affordable rental housing ____ Affordable condominium housing ____

Affordable freehold semi or townhouse ____ Housing for seniors ____

Special needs housing ____ Other_____

9. Energy Efficiency

Total 1

Increased insulation ____ **Window/Door upgrade 1** Passive energy benefit ____

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

New Furnace/cooling technology ____ Low flow fixtures ____ Graywater recycling ____
Solar technology ____ Alternative energy ____ Rainwater harvesting ____
Other_____

10. Enhance Urban Design

Total 0

Professional Landscape plan ____ Native species _____ Boulevard tree planting

LED Street Lighting ____ Sidewalk/trail link ____ Contribution to parkland _____
Design consistency _____ Architectural rehab _____ Compatible Façade design ____
Exterior Accessibility (ramps etc.)
Other_____

Total 1 through 10
4

Grand Total

Calculate Leverage Ratio

Total Project Cost \$<a>	Total Funding Requested \$	Leverage Ratio
\$<a>/		
e.g. \$200,000	\$40,000	5:1
\$27,208.05	\$13,604.03	Leverage Ratio \$2: \$1

Notes:

- Scoop It is owned by Maggie Coutts. Last year Maggie invested in Minto by purchasing the building that she operates her business in.
- The residential apartment above her business was inhabitable when she purchased the building. These improvements will provide a home for one family, as well as help maintain the building over the long run.
- No quotes received from Minto contractors but contractors that did provide quotes were somewhat "local" – Clinton, Alma, St. Jacobs, Elora

Staff Recommendation:

Approval of \$6,800 through the Structural Improvement Fund.

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Schedule "F"
BR+E Action Plan 2016 – 2018

Opportunity	Action Plan for 2016 – 2018	By Who (Lead)
1 Marketing & Promotion of Minto	<ul style="list-style-type: none"> a) Continued Implementation of Alumni Attraction Program b) Community Open House/Familiarization Tours geared towards the residential audience c) Update Community Profile d) Continue to meet annually with MEDG & OMAFRA e) Promotion of Certified Site f) Development of an Artist Relocation Program – Promotion of Live/Work Space in the Downtown Core g) Business Familiarization Tours h) Promote available land through the real estate board i) Creation of a Marketing Plan and a partnership with residential developers to promote Minto and their developments j) Develop relationships with agencies/developers to offer affordable housing options. k) Implement signage plan 	Belinda Partners: County of Wellington Minto Chamber of Commerce LaunchIt Minto OMAFRA MEDG
2 Downtown Revitalization	<ul style="list-style-type: none"> a) Enforce stronger rules and regulations for downtown property owners to maintain their buildings and continue to pursue the changes to the Vacancy Rebate Program b) Develop a Retail Recruitment Strategy c) Continue to Support & Grow PitchIt Business Plan Competition. 	Belinda Partners: Building Dept. Recreation Dept. County of Wellington Wellington North Minto Chamber of Commerce LaunchIt Minto

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

	<ul style="list-style-type: none"> d) Increase promotion of the CIP incentives e) Continued staff support of Renew Northern Wellington f) Research buy-local programs to find new and innovative ways encourage residents to support local. g) Research innovative ways to utilize recreational facilities as a draw for the downtown cores. 	Downtown Revitalization Committees. BCGW SEDC
3 Support and Promotion of LaunchIt Minto & Business Services in the Area to Enhance the Entrepreneurial Ecosystem	<ul style="list-style-type: none"> a) Promote networking opportunities available through WOWSA b) Promote the Business Flight Program c) Increase awareness of the Business Centre of Guelph Wellington and Saugeen Economic Development Corp. d) Continue to deliver training and mentorship opportunities for area businesses. e) Investigate opportunity to partner and expand LaunchIt services to neighbouring communities 	Belinda Partners: County of Wellington Minto Chamber of Commerce LaunchIt Minto BCGW SEDC WOWSA Mapleton Wellington North Listowel COC
4 Workforce Development	<ul style="list-style-type: none"> a) Work with the County to attract new immigrants and retain University and College Graduates. b) Work with the County on researching a transportation system to service local employment needs (Rural Uber – e.g. Innisfil) c) Continue to promote liveandworkminto.com for employers to post local job listings and job seekers to access local opportunities d) Continued support for quality of place initiatives to attract “creative class” and newcomers. 	Belinda Partners: Waterloo, Wellington, Dufferin Workforce Planning Board County of Wellington Local Immigration Partnership Career Education Council Upper Grant District School Board Norwell D.S.S.
5 Development of Local Food Sector	<ul style="list-style-type: none"> a) Continue to support Taste Real Program and initiatives b) Continue to support the Minto Farmers’ Markets c) Investigate the development of an Agricultural Incubator/Community Kitchen d) Investigate ways to expand Savour the Flavours beyond a one-day event. 	Belinda Partners: County of Wellington Minto Chamber of Commerce OMAFRA Mapleton Wellington North Mapleton Farm Start
6 Youth Engagement & Retention	<ul style="list-style-type: none"> a) Continue to build a relationship with Norwell D.S.S. and connect with the students about programs such as LaunchIt & Summer Company b) Continued support for the Minto Youth Action Council c) Host a Youth Connections Event 	Belinda Partners: Norwell D.S.S. Youth Resiliency Coalition Minto Youth Action Council Workforce Planning Board Mapleton Wellington North
7 Communication	<ul style="list-style-type: none"> a) Continue to host the Mayor’s Breakfast Series 	Belinda Partners:

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

	b) Continue to produce a yearly communication booklet. c) Continue the monthly Corporate Call Program	County of Wellington Minto Chamber of Commerce
--	--	---

Minto Action Plans –Projected Timelines
Opportunity #1 Marketing & Promotion of Minto

Status & Projected Timelines	Date
<u>1a) Alumni Attraction Program</u> <ul style="list-style-type: none"> Development of Contact Database Development of Care Package Development & Roll Out of Social Media Media Buy Participation in Hosted Events 	Q3 2017 Q4 2017 Q1 2018 Q1 2018 Q2 2018
<u>1b) Community Open House/Familiarization Tours geared towards the residential audience</u> <ul style="list-style-type: none"> Open House & Fam Tours with specific focus on the Filipino community in partnership with TG Minto and Royal Terrace 	Q2 2017
<u>1c) Update Community Profile</u> <ul style="list-style-type: none"> Work with Watterworth Communication on the development of a new Community Profile 	Q3 2017
<u>1d) Continue to meet annually with MEDG & OMAFRA</u> <ul style="list-style-type: none"> Meet with MEDG contacts Meet with OMAFRA Investment Officers at EDCO 	Ongoing Q1 2018
<u>1e) Promotion of Certified Site</u> <ul style="list-style-type: none"> Develop Marketing Plan for Certified Site 	Q2 2017
<u>1f) Development of an Artist Relocation Program – Promotion of Live/Work Space in the Downtown Core</u> <ul style="list-style-type: none"> Complete the Residential Transition Zone Official Plan Amendment 	

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

<ul style="list-style-type: none"> Develop Program Promotion of Program 	Q3 2017 Q4 2017 Q1 2018
<u>1g) Business Familiarization Tours</u>	
<ul style="list-style-type: none"> Investigate Options with the County and the Rural Employment Initiative Project 	Q3 2017
<u>1h) Promote Available Land through the Real Estate Board</u>	Q2 2017
<u>1i) Creation of a Marketing Plan and a partnership with residential developers to promote Minto and their developments</u>	
<ul style="list-style-type: none"> Host a meeting with developers to determine their upcoming projects, key markets 	Q4
<u>1j) Develop relationships with agencies/developers to offer affordable housing options</u>	Ongoing
<u>1k) Implement Signage Plan</u>	
Complete Service Club Signs in Harriston & Palmerston	Q3 2017

Opportunity #2 Downtown Revitalization

Status & Projected Timelines	Date
<u>2a) Enforce stronger rules and regulations for downtown property owners to maintain their buildings and continue to pursue the changes to the Vacancy Rebate Program</u>	
<ul style="list-style-type: none"> Working with the Building, By-Law and Fire Dept to actively inspect and issue orders where necessary. Creation of Resolution with proposed changes to the Vacancy Rebate Program 	Ongoing Q2
<u>2b) Develop a Retail Recruitment Strategy</u>	
<ul style="list-style-type: none"> Review updated statistics and develop a strategy for recruiting new businesses 	Q1 2018
<u>2c) Continue to Support & Grow PitchIt Business Plan Competition</u>	Ongoing
<u>2d)Increase promotion of the CIP Incentives</u>	
<ul style="list-style-type: none"> Creation of a brochure highlighting the incentives Photo opportunities and press releases issued when grants distributed Increased exposure on websites and social media channels 	Q3 2017 Q2 2017 Q2 2017 Ongoing
<u>2e) Continued staff support of Renew Northern Wellington</u>	
<u>2f) Research buy-local programs to find new and innovative ways encourage residents to support local</u>	Q3 2017
<u>2g) Research innovative ways to utilize recreational facilities as a draw for the downtown cores.</u>	
<ul style="list-style-type: none"> Meeting with Recreation Department to determine facilities uses and schedules 	Q3 2017 Q3 2017

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

<ul style="list-style-type: none"> Look into best practices in other communities 	
---	--

Opportunity #3 Support and Promotion of LaunchIt Minto & Business Services in the Area to Enhance the Entrepreneurial Ecosystem

Status & Projected Timelines	Date
<u>3a) Promote networking opportunities available through WOWSA</u> <ul style="list-style-type: none"> Continue to provide admin. support to WOWSA and promote the networking and education opportunities to the various networks 	Ongoing
<u>3b) Promote the LaunchIt Business Flight Program</u> <ul style="list-style-type: none"> Work with the LaunchIt Marketing Committee to help spread the word about the Business Flight Program 	Ongoing
<u>3c) Increase awareness of the Business Centre of Guelph Wellington and Saugeen Economic Development Corp.</u> <ul style="list-style-type: none"> Continue to partner with BCGW and SEDC where appropriate (i.e. promotion of Summer Company to Norwell) Invite BCGW & SEDC reps to attend Corporate Call Tours Continue to connect businesses through LaunchIt with BCGW & SEDC services. 	Ongoing
<u>3d) Continue to deliver training and mentorship opportunities for area businesses.</u>	Ongoing
<u>3e) Investigate opportunity to partner and expand LaunchIt services to neighbouring communities</u> <ul style="list-style-type: none"> Meeting with representatives from neighbouring communities about outreach services 	Q2 2017

Opportunity #4 Workforce Development

Status & Projected Timelines	Date
<u>4a) Work with the County to attract new immigrants and retain University and College Graduates.</u> <ul style="list-style-type: none"> Assist with the Municipal Immigration Programs: Supporting the Economic Integration of Immigrants and International Students in Rural Labour Markets Project. 	Q2 2017 – Q1 2019
<u>4b) Work with the County on researching a transportation system to service local employment needs (Rural Uber – e.g. Innisfil)</u> <ul style="list-style-type: none"> Determine if this is an option 	Q1 2018
<u>4c) Continue to promote liveandworkminto.com for employers to post local job listings and job seekers to access local opportunities</u> <ul style="list-style-type: none"> Focus promotion on local markets 	Ongoing
<u>4d) Continued support for quality of place initiatives to attract “creative class” and newcomers.</u>	Ongoing

Opportunity #5 Development of Local Food Sector

Status & Projected Timelines	Date
------------------------------	------

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

<u>5a) Continue to support Taste Real Programs & Initiatives</u> <ul style="list-style-type: none"> • Spring Rural Romp • Local Food Map – recruit participants 	Q2 2017 Q1 2017 Ongoing
<u>5b) Continue to support the Minto Farmers' Markets</u>	
<u>5c) Investigate the development of an Agricultural Incubator/Community Kitchen</u> <ul style="list-style-type: none"> • Pilot with FarmLink.Net for a Regional Profile • Creation of a 5 Year Plan with Farm Start • Apply for RED Funding • Participate in AMI, Farm Start & Greenbelt on the Multi-Stakeholder Agri-Food Initiative • Hosting Agri-Business Sessions at LaunchIt Minto 	Q2 2017 Q2 2017 Q3 2017 Q2 2017 Q4 2017 Q3 2017 Q3 2017
<u>5e) Investigate ways to expand Savour the Flavours beyond a one-day event.</u> <ul style="list-style-type: none"> • Savour in the Street – Harriston Street Party • Culture Crawl for Culture Days to feature Savour Participants 	

Opportunity #6 Youth Engagement & Retention

Status & Projected Timelines	Date
<u>6a) Continue to build a relationship with Norwell D.S.S. and connect with the students about programs such as LaunchIt & Summer Company</u> <ul style="list-style-type: none"> • Presentation to Norwell Students about LaunchIt Minto & Summer Company • Development of a Northern Wellington Youth Enterprise Initiative 	Q1 2017 & 2018 Q1 2018
<u>6b) Continued Support of the Minto Youth Action Council</u>	Ongoing
<u>6c) Host a Youth Connections Event</u> <ul style="list-style-type: none"> • 240 - Grade 10 students from Norwell & Wellington Heights to attend with the goal being the creation of an Action Plan for the Northern Wellington Youth Action Councils 	Q2 2017

Opportunity #7 Communication

Status & Projected Timelines	Date
<u>7a) Continue to host the Mayor's Breakfast Series</u> <ul style="list-style-type: none"> • Partner with the Minto Chamber of Commerce to host a "Mayor's Breakfast Series" this spring. 	Q2 2017 & 2018
<u>7b) Continue to produce a semi-annual communication booklet.</u> <ul style="list-style-type: none"> • Produce and distribute a booklet communicating our economic development projects and successes to Minto residents and businesses 	Q1 2018
<u>7d) Continue the monthly Corporate Call Program</u>	Ongoing

Minutes of April 13, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

--	--