

**Economic Development and Business Committee  
Meeting Minutes  
Monday, September 24<sup>th</sup>, 2018 at 6:30 p.m.  
Township of Selwyn  
Council Chambers**

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Present: Diana Carter, Style Boutique  
Dave Cavanagh, Homestead Creative Solutions (arrived 7:25pm)  
Rick Hickson, R&J Machine  
Fred Koster, Bridgenorth Business Association  
Erin McLean, McLean Berry Farms  
Andy Mitchell, Political Consultant  
Sherry Senis, Deputy Mayor for Selwyn Township  
Mary Smith, Mayor for Selwyn Township

Regrets: Terry McCullough, Savage Arms

Staff: Angela Chittick, Manager of Community & Corporate Services  
Mallory Graham, Peterborough Economic Development  
Meaghan Larocque, Administrative Assistant  
Kari Partridge, Economic Development Coordinator

Chair, Andy Mitchell called the meeting to order at 6:30 PM.

**Declaration of Pecuniary Interest**

None.

**1. Deputations and/or Invited Persons**

Heather Sadler, Project Lead for the Township of Otonabee-South Monaghan's Agriculture Diversification Study presented to the EDBC on the project, its goals and results thus far.

The intent of the study is to review ways to support and promote on farm diversification opportunities (e.g. B&Bs, event venues, storage, art studios, etc.)

Heather noted that the on-farm diversified uses are normally restricted to 2% of the farm property or a hectare.

**2. Minutes**

The minutes of August 27, 2018 were reviewed for information purposes.

Moved by: Rick Hickson; Seconded by: Erin McLean.

That the EDBC minutes of August 27, 2018 be received for information.

Carried.

### 3. Question Period

None.

### 4. Correspondence for Discussion and/or Decision

#### Information Items

Andy went over the items included in the package for information.

- **PKED Update**

Mallory Graham provided members with the PKED update

- September 26<sup>th</sup> - New Venture Session in Buckhorn (30 registrants). These sessions will now be run in each of the Townships.
- October 16<sup>th</sup> - Rural Business Summit at Baxter Creek Golf Club and October 17<sup>th</sup> - Rural Business Summit at Burleigh Falls Inn. These summits will focus on how to market your rural business and succession planning. Registration is available through Eventbrite or the PKED website.
- Focus groups for the 'Community in Transitions' program are completed, except for First Nation focus groups which will involve in-depth interviews.
- PKED is introducing a series of recurring Business Fundamentals workshops on topics such as marketing, business planning and sales; and profitable operations. Registration is available on the PKED website.

Mary asked if there was a way to target those businesses who indicated they did not have a business plan through the BR+E process so that they receive information regarding the Business Fundamentals workshops.

Kari Partridge brought forward that we can target those businesses directly through email correspondence. We will also include the information in the Selwyn eNewsletter and through our social media platforms.

Mallory brought forward that each of the Business Fundamentals workshops has a specific topic and can be chosen individually by a business based on their needs.

Rick Hickson asked whether there was a way for PKED and the Kawartha Chamber of Commerce to work together to provide workshops regarding cannabis in the workplace to businesses in the area. The workshop would include information on how to govern the upcoming cannabis crisis, how to determine whether an individual is being influenced by cannabis, specific policies to enact, etc.

Mallory brought forward that she collects information from small businesses to determine what they want to learn and what kind of training is required. PKED then looks to bring in professionals on those specific topics based on the needs and demands from local small businesses. She will bring this forward as a topic of interest to local businesses.

- **Ontario Federation of Agriculture Resource**  
Andy brought forward that this resource touches on the issues that Heather raised in her presentation on the Township of Otonabee-South Monaghan's Agriculture Diversification Study.

## 5. Reports

### a) **Committee Discussion – New & Closing Businesses**

Kari provided an update on new and changing businesses in Selwyn Township. New businesses include:

- Kari met with the new owners of Debbie's Restaurant and provided information on the financial incentive programs as part of the Community Improvement Plan (CIP);
  - Kawartha Monuments has opened at 2520 Chemong Road;
  - Peterborough Garage Doors & Windows has opened at 2520 Chemong Road;
  - Strexer Harrop & Associates will be opening a new location at 819 Ward Street, Bridgenorth;
  - Spotlight is opening a new professional administrative office and dwelling unit at 3001 Buckhorn Road;
  - Peterborough Academy of Circus Arts has opened at 1625 Chemong Road;
  - Chef Brian Henry is opening 'Angle Iron Kitchens,' a new retail location at 15 Charlotte Street in Lakefield;
  - Kingdon Timber Mart will be expanding to the corner of Buckhorn Road and 8<sup>th</sup> Line.
  - Chemong Home Hardware is working on an expansion specifically catered to cabinet manufacturing.
- **Businesses that are closing include:**
    - Mom's Closet in Lakefield;
    - The Vape Shop in Bridgenorth;

- Kawartha Bakery at the corner of Buckhorn Road and 8<sup>th</sup> Line is closing. The owners are retiring in October and looking to sell the property.

**b) FICE Program Update**

Kari provided an update on the First Impressions Community Exchange (FICE). The volunteer site visitors will be travelling to the match community of Beaverton on Thursday, October 4<sup>th</sup>.

**c) Local Food Campaign Update**

Kari provided an update on the Local Food Campaign. The campaign has been well received with Facebook ads reaching over 5,200 people thus far, with the most popular demographic being 45-65 years of age. Full page colour advertisements have also been placed in the Lakefield Herald, which will run bi-weekly.

**6. Other, New and Unfinished Business**

**a) Community Presentations**

- **October 1<sup>st</sup> at 6:00pm – B.E.L. Rotary**

Sherry will accompany Kari to the community presentation at the B.E.L. Rotary Club's October meeting.

**b) Committee Terms of Reference – Review and Discuss at the October Meeting**

Andy brought forward that current EDBC members should review the Committee's Terms of Reference and determine whether any changes should be made so that they can be brought forward for Council's consideration. He also suggests that the majority of the October EDBC meeting be used to go over the recommended changes to the current Terms of Reference.

Angela brought forward that the current Terms of Reference states that the term of Committee members is two years with the ability after those two years to continue on as a member of the Committee. Of particular interest would be whether the EDBC's term should be changed to 4 years, similar to other Committees of Council.

Sherry brought forward that EDBC members should put thought into how to deal with continued absences moving forward. When EDBC members are continuously absent from meetings, a seat is taken from someone who would be interested in serving on the Committee.

Angela brought forward an example under the *Municipal Act*, which states that if a Council member is absent from 3 consecutive meetings without being authorized by resolution of Council their seat can become vacant.

**c) Invitation for Guests to be Completed**

- **Sir Sanford Fleming's Skilled Trades Centre & Applied Projects Program (Maxine Mann)**
- **Development Proposals – Trent University**

**7. Adjournment and Next Meeting**

Dave requests that the date of the October EDBC meeting be changed to accommodate for the Ontario Cattleman's Association meeting he is attending that day prior to the EDBC meeting.

- The October EDBC meeting will be held on **Tuesday, October 23<sup>rd</sup>, 2018** at **6:00 p.m.** in the downstairs meeting room at the Township of Selwyn Municipal office.

Moved by: Sherry Senis; Second by: Fred Koster.  
That the meeting of September 24, 2018 be adjourned.

Carried.

The Committee meeting adjourned at 7:40 p.m.