



Minutes of Community Development
Advisory Committee Meeting
March 18, 2019
6:30 PM
Town Hall (Council Chambers), Arnprior, ON

Present:

Chair, Lynn Grinstead
Citizen Member, Peter Anas
Citizen Member, Guy Bahm
Citizen Member, Neil Caldwell
Citizen Member, Seth Malina
Citizen Member, Dennis Turpin

Also Present:

Robin Paquette, Town Planner
Graeme Ivory, Manager of Recreation
Lindsay Wilson, MEDO
Maureen Spratt, Town Clerk

Absent: Vice-Chair, Tom Burnette

1. Call to Order

Chair Lynn Grinstead called the Community Development Advisory Committee Meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

The Town Clerk called the roll with all Members of the Community Development Advisory Committee being present with the exception of Vice Chair Tom Burnette.

3. Disclosures of Pecuniary Interest

None

4. Adoption of Agenda

Resolution No. CDC001-19

Moved by Dennis Turpin

Seconded by Neil Caldwell

BE IT RESOLVED THAT the agenda for the Community Development Advisory Committee Meeting dated Monday, March 18, 2019 be adopted.

Resolution CARRIED

5. Adoption of Minutes of Previous Meetings

Resolution No. CDC002-19

Moved by Neil Caldwell

Seconded by Dennis Turpin

THAT the Community Development Advisory Committee Minutes of June 18, 2018 be adopted.

Resolution CARRIED

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6. Presentations/ Delegations

Presentations

a) **Operations/Client Services - Recreation**

i) **Seniors Fair/Recreation Fair**, Manager of Recreation

The Manager of Recreation provided a PowerPoint Presentation on the Seniors Information Active Living Fair/Arnprior Life: Recreation & Culture Fair attached as Appendix A and forming part of these minutes. A question and answer period ensued as follows:

- What is the municipality hoping to learn from these events?
 - To advise the public of what is happening in the Town of Arnprior.
 - This type of event fulfills one of the mandates of the Greater Arnprior Seniors Council - to raise awareness and knowledge of existing available seniors events.
 - To see if there is support for subsequent Seniors Fair(s).
- How will the events be advertised?
 - Advertisements will be pushed through social media; posted advertisements will be placed in the local newspaper and published on the town's website.

ii) **Updated Municipal Grants Policy**, Manager of Recreation

The Manager of Recreation, provided a PowerPoint Presentation on the Updated Municipal Grants Policy, attached as Appendix B, and forming part of these minutes. question and answer period ensued as follows:

- What is the difference in the grant streams?
 - Support funding is a municipal grant to an eligible organization by way of a dollar amount.
 - In-Kind (Partnership) Support is a municipal grant to an eligible organization, of a program, activity, event or service that occurs over the course of a year or a specified timeframe.
 - In-Kind (Single) Support is a municipal grant to an eligible organization in support of a program, activity, event or service.
- Has there been any feedback on the forms?
 - No feedback has been received to date, however, the intention is to monitor the policy throughout the year to determine if it is fair, consistent, effective and meeting the needs of eligible organizations.

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Community Services Branch

i) **Community Services Branch Overview and 2019 Initiatives**, Town Planner

The Planner provided a PowerPoint Presentation on the Community Services Branch Overview and 2019 Initiatives attached as Appendix C and forming part of these minutes. The Planner proceeded to explain the functions undertaken by the Planner, Chief Building Official, Marketing and Economic Development Officer and the Museum Curator, as well as highlighting a number of initiatives including the following:

- Strategic Planning Workshop(s) are being held with the public, staff and council beginning April 16th to define and prioritize achievable goals and priorities for the period 2020 – 2023.
- The Airport lands are one of the biggest land holdings within Arnprior's boundaries therefore the municipality is undertaking an Airport Lands Special Study that will guide future land development in and around the airport.
- Waterfront Master Plan will provide Council with a concrete plan of what the municipality can accomplish over the next few years and where specific projects fall within the Long Range Capital Forecast.

ii) **Downtown Heritage Conservation District**, Planner

The Planner provided a PowerPoint Presentation on the Downtown Heritage Conservation District, attached as Appendix D and forming part of these minutes, highlighting that the CDAC Committee acts as the Municipal Heritage Committee. A question and answer period ensued as follows:

- Are there any properties with a historical designations
 - The Arnprior & District Museum, the house located at the corner of John and Ottawa Street (270 John Street North) and the John and Elgin Street portions of the downtown core were designated as a Heritage Conservation District in 2007.

iii) **Business and Investment Assistant**, Marketing and Economic Development Officer

The Marketing and Economic Development Officer provided a live demonstration of the Business and Investment Assistant which will assist entrepreneurs, businesses and investors to Learn, Analyze, Explore and Connect to valuable information on Arnprior's business climate, competitors and workforce. The MEDO explained the program is free to municipalities under 25,000 for the first year, moving forward there would be a fee of \$2500 which is comparable to the cost of printing brochures. Positive feedback on the Business and Investment Assistant was received by the committee.

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iv) **Community Improvement Plan**, Marketing and Economic Development Officer (MEDO)

The Marketing and Economic Development provided a PowerPoint Presentation on the Community Improvement Plan, attached as Appendix E and forming part of these minutes. The MEDO highlighted that the Community Development Advisory Committee is the review panel for CIP Applications.

A question and answer period ensued as follows:

- Has the municipality received any applications related to Brownfield Sites?
 - The municipality has a number of Brownfield sites, however, has not received any applications with respect to Brownfield Financial Tax Incentive Stream.
- What was the 2018 CIP Budget?
 - The total budget was \$15,000 and there was approximately \$5,000 left at year end. Six (6) applications were processed in 2018.
- What is the average grant that is given?
 - Past applications have never received 50% of the eligible grant, however, in the first few years of the program the entire budget was used.
 - Staff is in the process of reevaluating the financial incentive provided to ensure it is fair across the board.

7. Matters Tabled/Deferred/Unfinished Business

None

8. Staff Reports

None

9. New Business

None

10. Closed Session

None

11. Adjournment

Resolution No. CDC003-19

Moved by Guy Bahm

Seconded by Seth Malina

THAT this meeting of the Community Development Advisory Committee be adjourned at 7:50 PM.

Resolution CARRIED