I. Attendance

Councilor Jamieson, Chair
Mayor Eady
Reeve Emon
Clerk Bulmer
Deputy Clerk Charkavi
Economic Development Officer (EDO) Thomas

II. Declaration of Pecuniary Interest

None Declared.

III. Delegations/Deputations

IV. Confirmation of Meeting Notes

MOVED by, Reeve Emon, Seconded by Mayor Eady

THAT the minutes of Administration and Economic Development & Tourism Committee Meeting held May 21, 2019, be adopted as printed.

- CARRIED -

V. NEW AND UNFINISHED BUSINESS ARISING

ADMINISTRATION: AGENDA ITEMS

Crossing Guard at Raglan Street South/Veterans Memorial Drive

MOVED by, Reeve Emon, Seconded by Mayor Eady

THAT the agenda be amended to include Crossing Guard item.

- CARRIED -

Deputy Clerk Charkavi informed the group that concerns were raised about the number of Crossing Guards stationed at the Raglan Street South/Veterans Memorial Drive (known locally as “confusion corner”). As part of the downtown revitalization, the roads at the intersection were re-done and for safety/traffic flow efficiency the road lines were changed (shifting a turning lane one lane over from where it previously was). It has been suggested that an additional Crossing Guard should be
added to the area to elevate safety. After discussing the matter, the committee decided to leave the number originally budgeted for the intersection at 1 Crossing Guard. Additional measures to educate the public and students who walk to school and use the intersection and for students who walk to school.

Action: Deputy Clerk Charkavi to send a letter to the local OPP detachment to request spot checks of the intersection during the first week of school to ensure elevated safety and driver awareness. Additionally, Deputy Clerk Charkavi is instruction to bring the item up with the local Police Services Board to address the matter at their level in late August 2019 prior to the beginning school.

ECONOMIC DEVELOPMENT: AGENDA ITEMS

i) Correspondence – Re: Downtown Revitalization

Correspondence was received from a downtown business regarding promotion of downtown merchants. The correspondence was received by the committee as information.

ii) Forest Life Expo Recap

Reeve Emon provided an overview of the Forest Life event that was held June 14-16 at Ma-te-Way Activity Centre. Attendance was down slightly and can most likely be contributed to the adverse weather that took place over the entire weekend. The new educational component involving students from across Renfrew County went extremely well and will be planned for next year. It was also discussed that a “swag bag” offering should be developed for the 2020 event.

iii) Craft Beer Update

Glasses
Deputy Clerk Charkavi updated that committee on the status of the upcoming Craft Beer & Food Truck Festival (October 5). Glasses for the festival have been ordered with sponsorships from White Water Brewery, Rocky Mountain House, Renfrew Pizzeria. Mayor Eady suggested that the event let glass sponsors put promotional items in the glasses. Deputy Clerk Charkavi informed the group that for the 2019 event the portion of alcohol sales remitted from brewers to the Town had been raised to 25% (from 20% in 2018).

Action: Deputy Clerk Charkavi agreed to reach out to sponsors to see if there is interest in including promotional material in the glasses.

Sound
Securing sound services for the 2019 Craft Beer & Food Truck festival was discussed by the group. Deputy Clerk Charkavi stated that she has secured sound services for $400 which is a significantly lower price than originally anticipated (based on the 2018 event costs). After discussions on the matter, the committee stated that for future dealings with local service providers, if there is a
significantly lower cost estimate provided by an external provider that the cost is communicated with all to see if a local provider can match it.

iv) International Plowing Match (IPM) Bid Update

Reeve Emon provided an update as to the status of the IPM bid application. The bid is still in the process of being completed and more details will be available in September 2019.

v) Shared Services – Economic Development

Mayor Eady and Clerk Bulmer provided an overview regarding the shared services discussions that have been taking place with Town of Renfrew and neighbouring municipalities to identify efficiencies and partnership opportunities on a number of municipal services. Town of Renfrew has been asked to lead the Economic Development portion of discussions.

Action: Mayor Eady, Clerk Bulmer and EDO Thomas will set a meeting to discuss particulars regarding reaching out to partners, setting an agenda and determining a meeting date so that discussions can continue on this matter.

vi) Canada Flags Downtown

Clerk Bulmer addressed the committee stating that there are currently no provisions for placement of Canadian flags in downtown Renfrew. The Town has a number of flags in stock. Clerk Bulmer suggested that the flags can be used for stat holidays, events and visiting dignitaries. It is expected that the flags would fall under the responsibility of the Development & Works department.

Action: Committee directs Clerk Bulmer to speak with Development & Works staff to see if the installation and removal of flags can be fit into their work plan when required.

vii) Renfrew Entrance Sign (Highway 417)

Entrance signage for the Town of Renfrew was discussed and various strategies on how to upgrade current signs in preparation for the highway expansion.

viii) Traffic Count Request

EDO Thomas shared the results resulting from the traffic count request submitted by a potential investor along O’Brien road in Renfrew. The Town of Renfrew installed a radar traffic counter on July 17th and removed it on July 25th. Data was collected from 12:00am on July 18th to 11:59pm on July 24th of which the AADT was 12,270. The numbers were provided to the interested party and EDO Thomas will follow up on the matter in a few weeks.

Additionally, discussion surrounding strategies to utilize traffic counts as an economic development statistic (for events, festivals etc.) was had.
ix) Business Attraction Study
Mayor Eady stated to the committee that the Town should continue its proactive
efforts to attract investment into the Town. After discussion on strategies to build
off of the current community profile document it was decided that an updated
inventory of vacant lands and commercial properties should be compiled by the
EDO. In addition, to accompany the inventory, a number of “building packages”
should be compiled to effectively respond to inquiries for commercial spaces
within Town of Renfrew.

**ACTION:** That EDO Thomas work on compiling an inventory of vacant
commercial during Fall 2019.

VI. **LAND SALE/PROPERTY INFORMATION: AGENDA ITEMS**

i) General Update

Clerk Bulmer provided an overview of the current land items and their status and
expected next steps.

VII. **CLOSED SESSION**

IX. **Next Meeting**

Thursday July 4, 2019 at 8:00 a.m. Town Hall Board Room

X. **Adjournment**

Time of adjournment 11:15 a.m.