



# SMITHS FALLS

RISE AT THE FALLS

## THE CORPORATION OF THE TOWN OF SMITHS FALLS COMMITTEE OF THE WHOLE MEETING MINUTES

Monday, September 11, 2023, 5:00 p.m.

Town Hall, Council Chambers, 77 Beckwith Street North, Smiths Falls

Chairperson: Councillor J Miller

Members Present: Mayor S Pankow, Councillors J Brennan, C McGuire, P McKenna, S Robinson, D Quinn, J Miller

Members Absent:

Staff Present: M Morris, Chief Administrative Officer, S Clark, Director of Community Services, J Crowder, Manager of Economic Development & Tourism, K Grenke, Senior Planner, K Costello, Clerk

### 1. LAND ACKNOWLEDGEMENT

On, September 11, 2023 we acknowledge that this sacred land on which Smiths Falls is now located has been a site of human activity for over 10,000 years and is rich in Indigenous history. This land is the ancestral and unceded territory of the Algonquin Anishinaabe Nation. We are grateful to the Algonquin ancestors who cared for the land and water in order that we might meet here today. We are also grateful to the Algonquin People for their contribution in the making of the Rideau Canal which runs thru Smiths Falls. We are mindful of broken covenants and the need to reconcile with all our relations. Together, may we care for this land and each other, drawing on the strength of our mutual history of nation building through peace and friendship being mindful of generations to come.

### 2. CALL TO ORDER

The Chair called the meeting to order at 5:01 PM

### 3. APPROVAL OF AGENDA

Moved by: S Robinson

Seconded by: D Quinn

THAT the September 11, 2023 Committee of the Whole Meeting Agenda be approved as circulated.

CARRIED

#### **4. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**

Once advised of the topic of discussion for the In Camera Item, J Miller declared a pecuniary interest, left the meeting room, and did not participate in the discussion.

#### **5. APPROVAL OF MINUTES**

Moved by: J Brennan

Seconded by: D Quinn

The Minutes of the August 28, 2023 Committee of the Whole Meeting be approved as circulated.

#### **6. DELEGATIONS**

Amber Coville, Business Development/Program Officer at Valley Heartland CFDC

TOPIC: What Valley Heartland does and how they support local businesses.

Information to be provided on the \$9.5 million Community Investment Fund and the free programs offered to local businesses.

*Presentation attached as Appendix A*

#### **7. CAO/DIRECTORS VERBAL REPORTS**

J Crowder, Manager of Economic Development & Tourism

Attended the Ontario East Municipal Conference in Ottawa. This year's conference touched on housing, park development, labour issues and more. More information can be found on the conference website.

Centre St. Request for Proposals closed on Friday, September 8<sup>th</sup>. Two proposals were received. Meeting this week to review submissions. Looking at a mid October commencement date.

The 2023 Rideau Artist of the Year Competition took place September 9<sup>th</sup> and 10<sup>th</sup>. Everyone invited back on Sunday, September 17 for the unveiling of the Rideau Artist of the Year Showcase and the announcing of the Youth and Intermediate category winners!

The Heritage House Museum is also hosting a Pizza Night fundraiser on September 22. Wood fired pizza available made by staff. Limited space so anyone interested is encouraged to contact the museum.

Heritage House Museum is hosting Fall Fest on Sunday, October 1 from 11am - 2pm for wagon rides, bouncy castles, outdoor games, a petting zoo, vendor market and some delicious fall treats. You can also pick up your pumpkin for the

Community Pumpkin Carving Contest. Pumpkins available at Fall Fest for the contest have been generously sponsored by Miller's Bay Farm.

R Chesebrough, Fire Chief

Completed Round One of funding for NG 911 (received over \$500,000). Finalizing application for Round 2 that is due by weeks end.

Radio dispatch project is ahead of schedule.

Received a large interest in dispatch services from other municipalities. Will bring forward to Council as appropriate.

K Grenke, Senior Planner

The Smiths Falls Municipal Heritage Committee has thrilled about the return of its annual Heritage Symposium on Monday October 23rd, 2023 at The Station Theatre (53 Victoria Avenue) from 9:00 AM - 3:00 PM. Focusing on expanding the local community's knowledge of heritage preservation and the importance of heritage protection. A press release will go out later this week.

M Morris, Chief Administrative Officer

M Morris advised that there will not be a Council meeting next week unless an urgent matter arises.

**8. COMMITTEE OF THE WHOLE CONSENT REPORTS:** None included.

**9. IN CAMERA/CLOSED SESSION**

**9.1 Personal Issues about Identifiable Individuals** (K Costello)

Moved by: J Brennan

Seconded by: D Quinn

THAT Council of the Corporation of the Town of Smiths Falls, as provided in Section 239 (2) (b) of the Municipal Act 2001, as amended move into a closed meeting at 5:34 p.m. to discuss Personal Issues about Identifiable Individuals as it relates to Committee Appointments.

Council members, Chief Administrative M Morris and Clerk K Costello moved into a closed session for the discussion.

Moved by: P McKenna

Seconded by: S Robinson

THAT Council revert back into open session at 5:36p.m.

Rise and Report: This item will be discussed as a Priority Item.

## **10. PRIORITY ISSUES/REPORT**

### **10.1 Section 357 Taxes Report 2023-104 (M Baumann)**

As per Section 357 of the Municipal Act, upon application to the Treasurer, a local municipality may cancel, reduce, or refund all or part of the taxes levied on land in the year in respect of which the application is made. Two applications have been received:

1. 18 William Street
2. 31 Thomas Street

The total reduction in municipal property taxes stemming from these changes is \$6,397.24 for 2022 and 2023. There are monies in the 2023 approved budget to accommodate these write-offs.

ACTION: Report received for information only.

### **10.2 Lease Agreement for Victoria Park Cantina Report 2023-98 (J Crowder)**

Staff have worked with Parks Canada to gain approval for the proposed seasonal self-contained mobile cantina to be operate within the Town's leased area in Victoria Park by the Chamber of Commerce. A Lease agreement has been drafted to set out terms related to the food service operations and to outline fees related to land lease and utility usage.

ACTION: Bylaw to come forward at this evening's meeting of Council.

### **10.3 Appointment of New Municipal Law Enforcement Officer Report 2023-105 (R Chesebrough)**

R Chesebrough updated Council on the recruitment of a second By-law Enforcement Officer and sought approval to bring forward a By-law to officially appoint Sierra Swindells as a By-law Enforcement Officer for the Town of Smiths Falls.

ACTION: Bylaw to come forward at this evening's meeting of Council.

### **10.4 Compensation Review Award of RFP Report 2023-107 (M Morris)**

M Morris offered that the purpose of the report was to provide Council with the results of the Request for Proposal for the Pay Equity Program and Compensation Review and to award the work to the highest scoring proponent. M Morris advised that tis review is for Non-Union positions only as the other negotiating groups review positions during negotiations. Staff recommend that Council award the RFP to Gallagher Benefit Services Group Inc. The fee proposal from Gallagher is \$29,965 exclusive of HST. An amount of \$40,000 has been included in the 2023 budget.

ACTION: Resolution to come forward at this evening's meeting of Council.

**10.5 Re-appointment of Source Water Protection Committee Member Report 2023-104 (M Morris)**

M Morris advised that it is being recommended that Council endorse the re-appointment of Diane Smithson to the Source Water Protection Committee as the municipal surface water member on behalf of the Town of Smiths Falls for the next 5-year term. Reviewed the report. Diane Smithson. Appointments to the Committee must be chosen from a list of names jointly submitted by the municipal councils within the group. The Surface Water group is comprised of Smiths Falls, the Town of Perth and the Town of Carleton Place (all of whom has confirmed support for D Smithson's re-appointment).

ACTION: Resolution to come forward at this evening's meeting of Council.

**10.6 Committee Appointments (K Costello)**

K Costello recommended to Council that the proposed appointees to the Downtown Business Association Board that were reported on at the August 28<sup>th</sup> Committee of the Whole as well as a new application from Sarah Patterson be formally appointed at Council.

ACTION: Resolution to come forward at this evening's meeting of Council.

**9. IN CAMERA/CLOSED SESSION (CONTINUED)**

**9.2 Section 239 (2) (k) of the Municipal Act 2001**

Moved by: S Robinson

Seconded by: C McGuire

THAT Council of the Corporation of the Town of Smiths Falls, as provided in Section 239 (2) (k) of the Municipal Act 2001, as amended move into a closed meeting at 5:50p.m. to discuss a position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Council members, Chief Administrative M Morris, K Grenke and Clerk K Costello moved into a closed session for the discussion.

Moved by: J Brennan

Seconded by: S Robinson

THAT Council revert back into open session at 6:42 p.m.

Rise and Report: For information only. Staff given direction.

**9.3 Section 239 (2) (c) of the Municipal Act 2001**

Moved by: S Robinson

Seconded by: C McGuire

THAT Council of the Corporation of the Town of Smiths Falls, as provided in Section 239 (2) (k) of the Municipal Act 2001, as amended move into a closed meeting at 6:45 p.m. to discuss a proposed or pending acquisition or disposition of land by the municipality or local board.

Council members, Chief Administrative M Morris, Clerk K Costello and S Clark moved into a closed session for the discussion.

*Once advised of the topic of discussion for the In Camera Item, J Miller declared a pecuniary interest, left the meeting room, and did not participate in the discussion.*

D Quinn assumed the Chair.

Moved by: J Brennan

Seconded by: C McGuire

THAT Council revert back into open session at 7:01 p.m.

Rise and Report: For information only. Staff given direction.

*J Miller re-assumed the Chair.*

## **11. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES**

None

## **12. INFORMATION LISTING/CORRESPONDENCE ITEMS**

12.1 Undated Email from the Ministry of Transportation, 2024/24 Connecting Links Program

ACTION: Director McMunn to bring forward a report to a future Committee of the Whole meeting.

12.2 August 22, 2023, Letter from the Ministry of Municipal Affairs & Housing, Building Faster Fund

ACTION: Information only at this time. More information forthcoming.

## **13. NOTICE OF MOTIONS**

None

## **14. ADJOURNMENT**

Moved by: C McGuire

Seconded by: S Robinson

THAT the Committee adjourn its proceedings at 7:04 p.m. and stand so adjourned until the next duly called Committee meeting.



# Community Futures Development Corporation

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Valley Heartland

# Fuelling Canada's rural entrepreneurial development

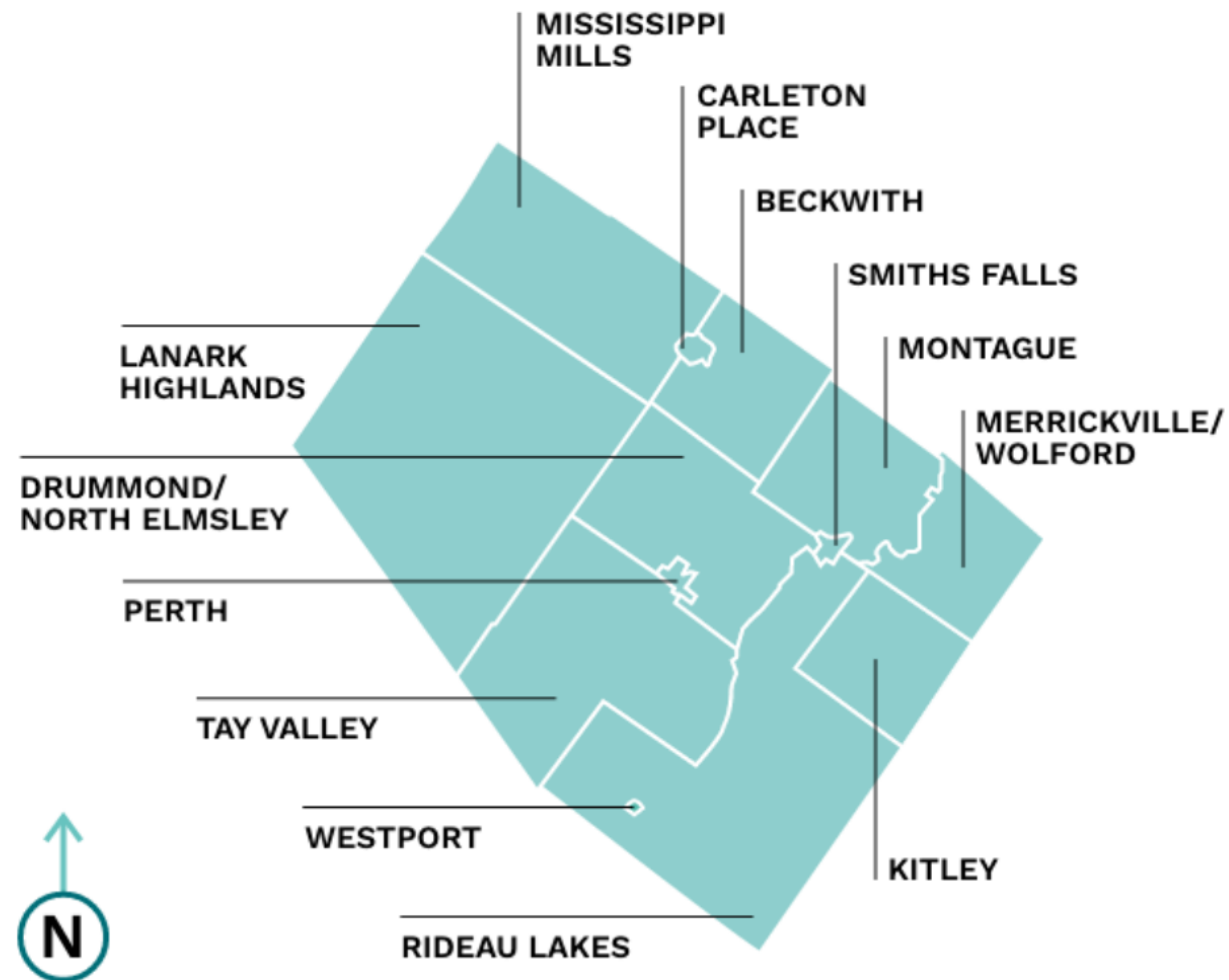
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Valley Heartland is part of an established network of 267 Community Futures offices across Canada.

Formally established in 1985, the Community Futures Program was implemented to support business development in rural and remote communities.



# Our Region



# Pillars of Business

As a central component of the Government of Canada's support for rural communities, Community Futures office receive Federal funding.

Valley Heartland's funding is provided by FedDev Ontario to support three pillars of business:

- » Business Loans
- » Business Services
- » Community Development Support



# What is a Community Investment Fund?

The investment fund is a uniquely Community Futures tool to stimulate economic development in rural communities, with a local boards of directors to support lending decisions at the community level.

- » Today we manage \$9.5 million.
- » Since inception \$33,129,962 in capital has been accessed by local businesses.
- » The investment fund provides repayable loans to small and medium-sized enterprises with less than 500 employees and annual sales revenue of less than \$20 million.



# Not A Traditional Lender

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## **Flexibility**

We are able to offer more customized lending solutions that take into account the unique needs of the borrower.

## **Community Focused**

We consider the experience and character of the borrower, as well as the potential for the business to create jobs and contribute to the local economy.

## **Relationship-based**

We spend time getting to know the entrepreneur and their business needs. We understand what goes into running a business, and behind all the numbers are hard-working entrepreneurs contributing to our community.



# Business Loans

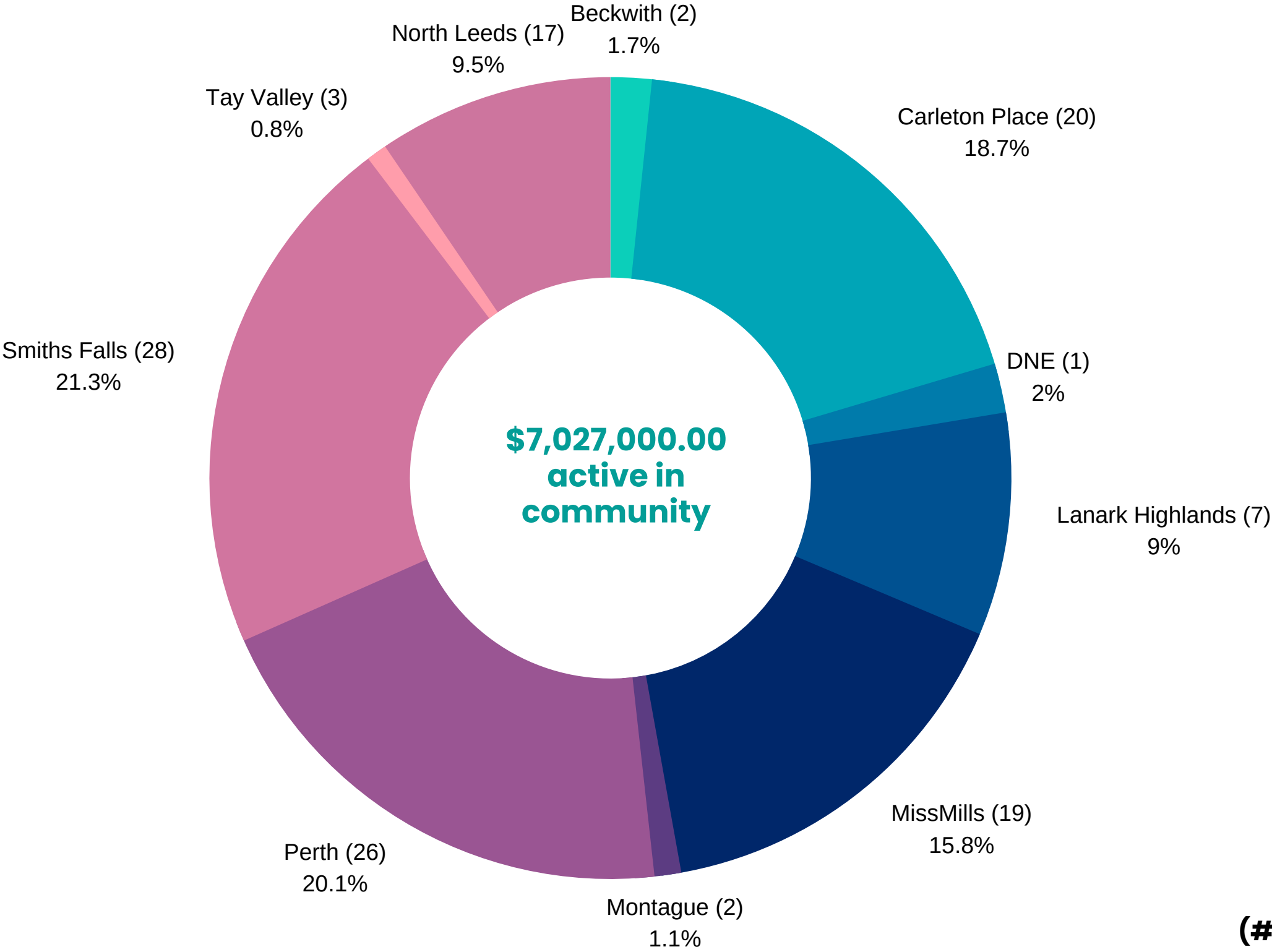
At Valley Heartland, we put local entrepreneurs first.

Our investment funds are exclusively available to Lanark County + North Leeds entrepreneurs, and all decisions are made locally.

- » Up to \$300,000
- » Base rate of prime plus 2% (fixed)
- » No prepayment penalties



# Business Loans



**(#) Number of Loans**  
**% of active portfolio**

# Business Services

Our staff can support businesses with:

- » developing strategies for growth
- » business plan writing and review
- » market and industry research
- » troubleshooting specific challenges

We also make referrals to other local organizations and to provincial or federal advisors when specialized expertise is needed.



# Business Services

On average, each year our staff:

- » Respond to 714 general inquiries
- » Lead 245 business advisory meetings
- » Host 6 workshops or training events



# The Innovation Centre

The Valley Heartland Innovation Centre (VHIC) provides a one-stop-shop for accessing capital, advice, training, and a supportive environment for unconventional and actionable Economic Development projects.

Our Facility includes:

- » A 1,400 sqft Training Room ideal for small conferences, training, webinars, and team-building events. The room features the latest plug-and-play technology.
- » The Digital Media Lab, a photo/video editing and podcast studio with the latest technology and software.
- » Turnkey rental offices, fully furnished with 32 video conferencing screens, phones, a filing cabinet, and sit/stand ergonomic desks for tenant well-being.



# Community Development Support

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Community Development projects typically:

- » develop strategies or
- » implement local solutions

to enhance or improve community development factors that have a significant impact on economic development outcomes



# Lanark County Economic Development

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- » Through a Service Agreement, Valley Heartland provides regional economic development strategies and programming within Lanark County.
- » This includes:
  - Serving as the initial point of contact for investors and developers interested in the county.
  - Providing assistance for site selection and relocation.
  - Facilitating Regional Economic Development Alliance meetings.
  - Conducting ongoing Economic Development Planning and BR+E activities.
  - Maintaining the new EcDev Website, business event calendar, available land and building directory, and content updates.





**LANARK COUNTY**  
ECONOMIC DEVELOPMENT

About  
Lanark County

Economy +  
Entrepreneurship

Sites +  
Buildings

Business  
Support

Economic  
Development

# Tap Into Lanark County

Linked by countryside and waterways, Lanark County is a scenic destination, offering an abundance of ecological features, world-class amenities, and experiences to discover. Combined with its diverse job opportunities and variety of recreational activities, as well as its commitment to innovation, Lanark County is very much 'open for business'.

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[investlanarkcounty.ca](https://investlanarkcounty.ca)



# A message from our Chair

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"The impact of Valley Heartland is clear and compelling.

Through localized efforts, we, like other Community Futures offices across the nation, support rural businesses like no other organization with advisory, programming, and flexible lending backed by a local volunteer board and staff."

Rob Dyke, Chair





Valley Heartland  
**CFDC**



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