



PETAWAWA BUSINESS ADVISORY NETWORK (PBAN)

MINUTES September 10, 2019

Present: Val Hyska Portia Hoffman Strang
Barbara Bailey Theresa Sabourin
Ann McIntyre Cindy Sell

Regrets: Laura Hanek Danielle Brunette

Also Present: Christine Mitchell Mayor Bob Sweet
Sam Koshi

WELCOME AND INTRODUCTIONS

Mayor Sweet attended the meeting in order to thank the members present for their volunteerism and service on the Petawawa Business Advisory Network. Mayor Sweet who as ex-officio for all Committees of Council remained for the meeting.

The meeting was called to order at 9:10 a.m.

APPROVAL OF AGENDA

MOVED BY: **Ann McIntyre** SECONDED BY: **Theresa Sabourin**
That the agenda for the September 10, 2019 meeting of PBAN be approved with the addition of item #6, Business Accessibility information, as brought forward by Theresa.
CARRIED

DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

APPROVAL OF MINUTES

MOVED BY: **Barbara Bailey** SECONDED BY: **Ann McIntyre**
That the minutes of August 13, 2019 as provided, be approved. CARRIED

PRESENTATIONS (if any)

There were no presentations.

BUSINESS

1. Creation of a PBAN Work Plan

Christine indicated that she had begun to populate a work plan document for the PBAN to use in order to achieve some of the strategies identified in the Council approved 2018 Economic Action Strategy. Christine hopes to bring a working version of this item to the November meeting.

2. Workshop and Skills Development sessions

Christine indicated that some of the PBAN members had submitted suggestions on some business development sessions which could be useful for our local businesses. Suggestions included maximizing social media presence, Canada Labour Code Amendments with Bill C-63, finance and accounting.

There is an opportunity to work with industry partners such as the Renfrew County Community Futures Corporation and the Upper Ottawa Valley Chamber of Commerce amongst others, for the facilitation and supports to conduct these sessions. Members are encouraged to communicate with their business peers to bring back further information on possible workshop topics at a subsequent meeting. Planning a workshop session in March or April would be achievable and could be part of the PBAN Work Plan.

3. Business to Business Networking Events

Christine asked members of PBAN if traditional Business to Business Networking Events were something that they wished to see coordinated for the Petawawa business community. The subsequent discussion seemed to lean towards the benefits of this type of interaction as a means to get to know the community businesses better. The potential of creating and circulating a survey was suggested to obtain more input from the business community, specifically as it relates to willingness of business members to participate, best time to conduct these events and partnership opportunities. This item will be added to the PBAN Work Plan.

A discussion on a business directory arose. Christine indicated that work has already begun to develop an online business directory on the Petawawa website as well as to create a more accurate contact list in order to share opportunities with Petawawa businesses.

4. Operation Red Nose with the Rotary Club Petawawa

Val Hyska, as Rotarian lead on this project, provided a brief summary. Operation Red Nose is a nationally coordinated campaign conducted as a community service during the Christmas holiday season in order to ensure that people get home safely from holiday parties. Three (3) volunteers are sent out for each call, one to drive the client's vehicle and the other two to drive the client home. Petawawa Rotary is looking to conduct eight (8) evening sessions and two (2) afternoon sessions, if volunteers permit. Rotary is seeking businesses to volunteer three (3) individuals to participate in a session or facilitate an entire session service with fifteen participants (equivalent to five teams of three volunteers). Rotary Club will assume all the administration, training and coordination of each session. The OPP are conducting necessary background checks as their partnership in this program. NRTC Communications has come on board sponsoring the phone line; 506-NOSE (6673). A title sponsor is being sourced. Funds raised from clients using this service remain in the community and are donated to Rotary supported causes.

Mayor Sweet asked about the implications of this service on our taxi providers. The Operation Red Nose is a limited service, for a specified period of time and is available only to clients who require transportation for themselves and their vehicle to return home.

5. Santa Claus Parade – November 17, 2019

Christine informed the group that the Lion's Club was no longer able to conduct the Santa Claus Parade due to dwindling volunteers. Petawawa Community Services will now be the event facilitator. A discussion evolved about how to engage the business community in this event. Will be added to the Work Plan.

6. Business Accessibility

Theresa provided members of PBAN with an OBIAA booklet title "The Business of Accessibility" which was obtained during participation at the AMO Conference. The booklet contains useful information, guides, tips and resource tools on how businesses can attain the mandate of an accessible Ontario by 2025. It was suggested that this might also be a relevant workshop topic for future planning.

CORRESPONDENCE (if any)

There was no correspondence.

EVENTS

1. Chamber of Commerce – Mayor's Breakfast Series – September 17, 2019

This event is supported by the municipality as members of the Upper Ottawa Valley Chamber of Commerce. The event will be hosted in the Garden Centre of Hyska's Independent Grocer as a prelude to the Community Table concept development.

Tickets are through the Chamber of Commerce but open to the public. Tickets must be purchased in advance, \$10 includes breakfast. Event runs 8:00 am to 9:30 am.

2. NEW Petawawa Ramble and Pumpkin People Festival (October 19-20, 2019)

This is a business led initiative. The inaugural Petawawa Ramble is an opportunity to enjoy autumn splendor and to savour, sample and experience the bounty of our community offerings. Three family friendly events and the Pumpkin People Festival encompass the weekend activities. 41 business are currently participating with pumpkin people displays. Print map will be available October 1, 2019.

ROUND TABLE

Val requested if a logo and name tag could be made for the members of the PBAN to allow them to be clearly identifiable when attending business related events. Christine will action this request.

ADJOURNMENT

The next meeting will take place on Tuesday, October 8th at 9 am in the boardroom at the municipal office.

The meeting adjourned to the call of the Chair at 10:10 am.