



The Corporation of the Township of Seguin

Business Committee Agenda

Thursday, October 1st, 2026 at 9:30 am

Township of Seguin Municipal Office and by Electronic Participation

1. Call to Order and Approval of the Agenda. ®
2. Declaration of Possible Pecuniary Interest.
3. Adoption of Minutes of the Regular Meeting of the Committee held September 3rd, 2026. (see attached) ®
4. Business Directory – Update.
5. Sign By-law – Update. ®
6. Mayor's Lunch – Update.
7. Explorers Edge – Update.
8. Financial – Update.
9. Terms of Reference – Review. (see attached) ®
10. Budget 2027 – Discussion. ®
11. 2026 Workplan - Review. (see attached)
12. Other Business.
13. Adjournment. ®



The Corporation of the Township of Seguin Business Committee

Draft Minutes of Thursday September 3rd, 2026

A meeting of the Township of Seguin Business Committee was held September 3rd, 2026 at the Township of Seguin Council Chambers and by Electronic Participation.

The following Members were present:

- Laurie McDonald, Acting Chair (Council Chambers)
- Michelle Berry (Council Chambers)
- Less Hess (Council Chambers)
- Mayor Ann MacDiarmid (Council Chambers)

Staff Present:

- Donna McLeod (Council Chambers)

Absent Members:

- Chris Ivanov
- Darrin O'Brien
- Councillor Ted Collins

Resolution No. 2026-021

Moved by: Michelle Berry

Seconded by: Ann MacDiarmid

"THAT we do now convene this Regular meeting of the Township of Seguin Business Committee at 9:33 am."

CARRIED

Approval of Agenda.

After the meeting was called to order, the Chair requested approval of the Agenda. The Agenda was approved as circulated.

Disclosure of Pecuniary Interest.

The Chair requested the disclosure of any possible pecuniary interests. None were declared.

Resolution No. 2026-022

Moved by: Less Hess

Seconded by: Ann MacDiarmid

“THAT the Township of Seguin Business Committee does hereby approve the Minutes of the Committee Meeting of August 6th, 2026 as circulated.”.

CARRIED

Sign By-law – Update.

Michelle Berry informed the Committee there is not much new information at this time.

Action Items:

- A working group will be determined this month.
- Michelle Berry will contact Tom MacLeod.

Mayor's Lunch & Golf – Update.

A discussion was held regarding the Mayor's Lunch & Golf. This event has been rescheduled to October 15th, 2026 with hosting just lunch. Location to be determined.

Action Items:

- Laurie McDonald will speak to Valerie Iancovich regarding promoting this event.
- Laurie McDonald and Michelle Berry will work on this event.

2026 Workplan – Review.

This item was reviewed.

Explorers Edge.

James Murphy would be happy to attend a future meeting.

Action Item:

Ann MacDiarmid will reach out to James Murphy.

Resolution No. 2026-023

Moved by: Michelle Berry

Seconded by: Les Hess

“THAT the Township of Seguin Business Committee does hereby adjourn at 10:42 am to meet again on October 1st, 2026 at 9:30 am or at the call of the Chair.”.

CARRIED

*Laurie McDonald,
Acting Chair*

*Donna McLeod,
Clerk's Department*

THE CORPORATION OF THE TOWNSHIP OF SEGUIN

BY-LAW NO. 2023-110

Being a By-law to Amend By-law No. 2023-054, Being a By-law to Establish the Township of Seguin Business Association and Adopt Terms of Reference for the Association.

WHEREAS, Section 10 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, in part provides that a single-tier municipality may pass by-laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS, on the 15th day of May, 2023 the Council of The Corporation of the Township of Seguin enacted By-law No. 2023-054, Being a By-law to Establish the Township of Seguin Business Association and Adopt Terms of Reference for the Association;

AND WHEREAS, Council deems it advisable to amend the Terms of Reference of the Association to increase the composition of the Association.

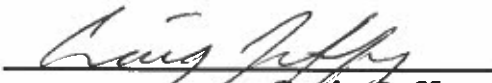
NOW THEREFORE the Council of The Corporation of the Township of Seguin hereby enacts as follows:

- 1. THAT** the Council of The Corporation of the Township of Seguin does hereby replace Schedule "A" Township of Seguin Business Association Terms of Reference of By-law No. 2023-054 with Schedule "A" attached to this By-law.

READ a FIRST, SECOND and THIRD TIME, PASSED and ENACTED this 2nd day of October, 2023.




Ann MacDiarmid,
Mayor


Craig Jeffery,
Clerk

Schedule "A" to By-law No. 2023-110

Township of Seguin Business Association Terms of Reference

AIM:

The Business Association members would be engaged in promoting the business interests of the Seguin Community. The Association would perform activities that include but not be limited to information gathering, research, advertising and promotion, setting associated standards and making recommendations to Council on such matters. Association spokespeople would work with Council and staff combining their voices under one banner in support of local companies, enabling connections and establishing a strong and unified presence and effectively protecting the economic shared interests of Seguin Township.

COMPOSITION:

The Association shall consist of up to nine (9) members of the community plus 2 appointed members of Council. The Members shall elect a Chair amongst themselves. Members are to be appointed by resolution of Council.

QUORUM AND VOTING:

Majority of Members constitute a quorum. All appointed Members of the Association shall have one vote.

TERM:

Members are appointed by Council for the term of Council. Members missing three consecutive meetings without notification may be removed from the Association. The Committee Chair shall notify Council in writing of the aforementioned absence of any Members of the Committee, including a recommendation from the Committee in the form of a resolution, that the Committee recommends the Member's appointment be revoked.

MEETING FREQUENCY:

Yearly meeting schedule will be established by the Association.

DUTIES AND RESPONSIBILITIES AND CHALLENGES AND INVITATION:

The Business Association will identify and endeavor to engage business sectors not presently represented on the Committee to ensure an adequate voice for all sectors.

The Business Association will identify the challenges/impediments faced by the various Township business sectors adversely impacting their business.

The Business Association will avail itself of information/data available from existing sources to facilitate a factual/comprehensive understanding of opportunities/needs and to ensure that there is no duplication of efforts.

The Business Association will work collaboratively with the Regional Economic Development officials.

The Business Association will develop a plan for embarking on the task of "promoting the business interests of the Seguin community."

REMUNERATION:

Association Members will receive honorariums as per Township Policy to a maximum of 12 meetings per year.

AUTHORITY:

The Association is a Committee of the Corporation of The Township of Seguin and has the authority to function within the parameters of their Terms of Reference.

2026 Business Committee Workplan DRAFT

Project	January - March	April - June	July - September	October-December
Business Directory	Vetting all input	Liaise with new website	Test operational efficiency	COMPLETE
Mayor's Lunch	October 15th, 2026	Speaker confirmed	Invitations out	COMPLETE & DEBRIEF
Housing Advocacy (Darrin)	Terms of Reference Developed	Subcommittee created	Key targets	Ongoing reporting
Develop 2026 workplan		Bring ideas to Committee	Finalize workplan & budget, submit to Council	APPROVAL in 2026 budget
Take Time to smell the roses				Everyone
Highlight Businesses on a regular basis				
Heritage Rewards				
Welcome Package				
Provide Township Staff who make decisions possible avenues to take off the list				
Tariffs Roundtable Discussion		April 3 rd , 2025 @ Canadore College 6pm		Ongoing
Budget			Discussion by September every year	Ongoing