



**Economic Development Task Force
Meeting Agenda**

**Monday June 20, 2022 at 7:00 p.m. at the North Frontenac Municipal Complex
Council Chambers or Public may participate virtually by telephone**

Toll Free 1-866-797-9101; Conference ID 9863835

*1 Year Economic Development Task Force Strategic Plan with Objectives beginning in
April, 2022*

Objectives

- (1) Business Development and Tourism Expansion.
- (2) Identify and Implement Community Development Initiatives

Initiatives

1. Business Development and Tourism Expansion

- a. Complete a monthly Business Profile for existing Businesses for the Township's Website, Social Media Pages and Council Meeting Agendas.
- b. Plan a Bus Tour for Businesses to attend other Businesses throughout the Township.

2. Identify and Implement Community Development Initiatives

- a. Continue with Star Gazing Activities.
- b. Host a Star Gazing Event/Festival in North Frontenac Township.
- c. Facilitate new additions to the Mural Project.
- d. New Resident Welcome Package – Visits.

1. Call to Order

2. Disclosures of Pecuniary Interest & General Nature Thereof

3. Presentations

None

4. Economic Development Task Force Notes

- a) Notes of the May 16, 2022 EDTF Meeting as approved via email and were received for information at the June 17, 2022 Regular Meeting of Council.

5. Business Arising

- a) Complete a monthly Business Profile for existing Businesses for the Township's Website, Social Media and Council Meeting Agendas – Councillor Inglis (Chair) and Paul Thiel.
- b) Continue with Star Gazing Activities/Star Gazing Group and Update re: Potential Star Gazing Festival – Councillor Inglis (Chair), Betty Hunter, Dan Vaillancourt and Cindy Bonello.
- c) Star Gazing – discussion re: Events at the Pad (volunteers, overflow parking, helicopter arrival, incidents, etc.) and Usage of the Fred Lossing Telescope – MCD.
- d) Update re: Laser Pointers at Star Gazing Pad – EDO
- e) 2022 Business Bus Tour – EDO, Councillor Inglis (Chair) and Paul Thiel
- f) 2022 Mural Project – Confirm Locations
 - Ompah Waste Disposal Site
 - Crotch Lake Access Road
 - Malcolm Lake Boat Launch
 - Kashwakamak Waste Disposal Site
 - Clar Mill Fire Hall Entrance

6. Communications

7. New Business

- a) Ontario By-Bike - bicycle friendly businesses - MCD

8. Adjournment

Year	Month	Business Name	Author	
2020	July	Bishop Lake Outdoors	Paul Thiel	
	August	Gemmill Sand & Gravel	John Inglis	
	September	Trillium and Maple Woods Handywoman Services	Paul Thiel	
	October	Riverhill Farms and Fine Food Ltd.	John Inglis	
	November	Polished Spa Services	Paul Thiel	
	December	Back 40 Cheese	John Inglis	
	December	Mariclaro Designs	John Inglis	
2021	January	North of 7 Restaurant and Market	Paul Thiel	
	February	N/A	N/A	
	March	Pleasantview Lodge	John Inglis	
	April	N/A	N/A	
	May	AGR Suspensions Inc.	Paul Thiel	
	June	Steve Skinner Maple Syrup	John Inglis	
	July	Lookout Home Hardware	John Inglis	
	August	Tim's Autobody	Paul Thiel	
	September	N/A	N/A	
	October	Marble Lake Lodge	Paul Thiel	
	November	Tumblehome Lodge	John Inglis	
	December	The Tweet Boutique	Paul Thiel	
	2022	January	N/A	N/A
		February	Fernleigh Lodge	John Inglis
		March	Lothlorien Woodworking	Paul Thiel
April		Sherwood Park Campground	John Inglis	
May		Land O'Lakes Rescue Petting Farm	John Inglis	
June				
July				
August				
September				

Township of North Frontenac - Standard Operating Policy

Subject: Events at the Dark Sky Pad

Policy Number:
ED-0001

Page 1 of 2

Purpose

To establish policies and procedures for the holding of events at North Frontenac Dark Sky Pad (NFDSP) located at 5816 Road 506, Plevna ON.

Policy

This Policy shall be followed by all Employees, Volunteers and members of the Public attending the North Frontenac Dark Sky Pad.

Procedure

Event Leader

- One person shall be designated as the Event Leader by the MCD for each event and shall be the primary contact prior to and during the event;
- During the event, the Event Leader shall be responsible for adherence to all applicable policies, legislation, by-laws and regulations as well as overall safety of all event attendees.
- The Event Leader shall be in attendance for the duration of the event;
- The Event Leader shall provide to the MCD a list of all volunteers scheduled to attend the event;
- The Event Leader must have a working cell phone and be the contact point for the MCD during the event.
- The Event Leader is authorized to ask disruptive individuals to leave the property.

Volunteers

- All event volunteers shall adhere to the Volunteer Code of Conduct (Addendum 1)
- All event volunteers shall wear a Township-provided event vest that is clearly visible to visitors, Township staff and other volunteers.
- Prior to the start of the event, the Event Leader shall inform all volunteers of the location of the Fire Extinguisher and First Aid Kit.

Overflow Parking

- The Overflow Parking Area (OPA) shall consist of the grass area immediately south of the parking lot;

Issue Date
DRAFT

Approved By:
Cheryl Robson, CAO _____

Revision Date:

Approved By:

Township of North Frontenac - Standard Operating Policy

Subject: Events at the Dark Sky Pad

Policy Number:
ED-0001

Page 2 of 2

- The OPA shall only be used if the parking lot is full and the Event Leader determines that the grass area is dry enough to avoid vehicles getting stuck;
- Vehicles arriving shall use the easternmost designated laneway to access the OPA and the westernmost designated laneway (near the privies) to leave;
- A volunteer shall direct each vehicle to an appropriate overflow parking spot;
- Vehicles shall be parked so that each vehicle has free access to leave;
- No vehicle can be parked within 50 feet (15.24 meters) of any part of the paved helicopter pad.

Helicopter Arrival

- Upon being made aware that a helicopter is inbound for the Helicopter Pad, the Event Leader shall immediately;
 - Ensure the Helicopter Pad and a 50' radius of it is cleared of any items;
 - Have all volunteers and attendees move to and remain at the Stargazing Pad and Observatory area until given further instructions by emergency personnel.
 - Maintain a clear driving path for emergency vehicles to/from the arriving helicopter;
- The Event Leader shall follow any direction given to them by Emergency Services.

Incidents/Emergencies

- The Event Leader shall call the MCD for all non-emergency incidents including but not limited to an individual/group refusing to leave when asked to;
- Call 911 immediately for all emergencies.

Merchandise Sales

- Only individuals or entities authorized by the MCD are permitted to sell goods or services at the Dark Sky Pad during events.

Issue Date
Mar. 11, 2022

Approved By:
Cheryl Robson, CAO ____ _

Revision Date:

Approved By:

Township of North Frontenac - Standard Operating Policy

Subject: Volunteer Code of Conduct

Policy Number:
ED-0001

Addendum 1

Volunteer Code of Conduct

While volunteering at an event at the Dark Sky Pad, each Volunteer shall;

- Interact with other volunteers, Township Staff and members of the public in a professional, courteous, civil, dignified, respectful, fair and equitable manner;
- avoid all situations in which their personal interests' conflict or might seem to be in conflict with assigned duties at the event
- Not use their volunteer position to influence other volunteers or Township Staff.
- Not be under the influence of, or consume alcohol, cannabis or controlled substances at any time during events;
- Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious.
- Be alert to and immediately inform the Event Leader of any form of abuse directed at myself, other volunteers or attendees from any source.

Issue Date
DRAFT

Approved By:
Cheryl Robson, CAO ____ _

Revision Date:

Approved By:

Township of North Frontenac - Standard Operating Policy

Subject: Usage of the Fred Lossing Telescope

Policy Number:
ED-0003

Page 1 of 2

Purpose

To establish policies and procedures for the operation of the Fred Lossing Telescope (FLT) located at the North Frontenac Observatory at 5816 Road 506, Plevna ON.

Policy

This Policy shall be followed by all Employees, Volunteers and members of the Public utilizing the FLT.

Procedure

Operators

- Only Employees, Volunteers and RASC Ottawa members authorized by the Manager of Community Development (MCD) are permitted to operate the FLT (Authorized Operators);
- The MCD shall ensure that all authorized Employees, Volunteers and RASC Ottawa members operating the FLT have the training, skills and qualifications necessary to operate the equipment in accordance with the manufacturer's recommendations and that this shall be accomplished through full understanding and adherence to the terms of this SOP.

Usage

- One Authorized User shall be the operator of the telescope at any time.

Scheduling

- An Authorized User Coordinator shall be appointed by the MCD to be responsible for the scheduling of FLT use by Authorized Users and shall lend keys to unlock the FLT to Authorized Users when required.

Public Access

- When the FLT is in operation by an Authorized Operator, they shall make a reasonable effort to facilitate viewings by interested members of the public who are in attendance;

Issue Date DRAFT	Approved By: Cheryl Robson, CAO _____	Revision Date:	Approved By:
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Township of North Frontenac - Standard Operating Policy

Subject: Usage of the Fred Lossing Telescope
- Operator Agreement

Policy Number:
ED-0003

Addendum 1

I _____ have read and will comply with *ED-0003 Usage of the Fred Lossing Telescope*; and reaffirm that while located on the NFDSP property and operating the Fred Lossing Telescope (FLT), I:

- Have the training, skills and qualifications necessary to operate the FLT and will do so in accordance with the manufacturer's recommendations;
- Will not operate the FLT in unsuitable weather conditions;
- Will immediately inform the MCD of any operational defects of the FLT or any other potential safety hazards associated with its operation;
- Will coordinate with other Authorized Operators on site (if applicable);
- Agree to make a reasonable effort to facilitate viewings through the FLT by members of the Public;

Authorized Operator

Date

Authorization

_____ is authorized to use the Fred Lossing Telescope housed at the North Frontenac Observatory.

Manager of Community Development

Date

Issue Date
DRAFT

Approved By:
Cheryl Robson, CAO _____

Revision Date:

Approved By:

Leane Bailey
Re: Art Mural Project - Round 7 - North Frontenac Township
To Brooke Hawley
Cc John Inglis

Hi Brooke

John Inglis phoned this morning and asked us to do another mural to replace the one that was stolen from the Ompah Transfer Station. We will accept his offer and submit our names to you.

Sincerely,

Leane and Brian Bailey
Art By The Baileys

Sent from my Bell Samsung device over Canada's largest network.

From: Brooke Hawley <Recreation@northfrontenac.ca>
Sent: Wednesday, May 18, 2022 8:56:37 AM
To: Brooke Hawley <Recreation@northfrontenac.ca>
Subject: Art Mural Project - Round 7 - North Frontenac Township

Good morning - The Township of North Frontenac invites local artists to make application to paint a mural for public display (Round 7). The murals are 96" wide and 48" high, painted on plywood supplied by the Township. Successful applicants will be given \$100 toward materials costs. These 5 murals will be installed by Township staff in early October 2022, as part of a program to beautify our area and promote local artists. We currently have several murals in place throughout the Township which are thoroughly enjoyed by residents and visitors.

Please submit completed proposals to me prior to June 14, 2022 at 4:00 pm.

If you are interested in an information package, please contact me as soon as possible.

Please share this with anyone you feel might be interested.

Thank you, have a great day!

Brooke Hawley, Dipl.M.A.
Manager of Community Development
Township of North Frontenac
6648 Road 506, Plevna, ON, K0H 2M0
1-800-234-3953 or 613-479-2231 Ext. 233
recreation@northfrontenac.ca

Dallas Evans
Mural Project Proposal Submission
To Brooke Hawley



Hi Brooke,

Here is my art mural project proposal submission. I chose to paint the Derecho storm of 2022. The biggest storm to hit our community in years. This storm devastated our area. I believe my painting will serve as a reminder of the strength and resilience of our community. I would really appreciate being considered for an art mural.

Thank you Brooke,

Thank you,
Dallas Evans

Dallas Daisy Evans

Penny Hawley
Re: Mural Project Information Package 2022 Round 7
To Brooke Hawley



Brooke

Thank you for sending me the information on the Art Mural Project.

I did a small painting a few years ago, I always thought would look awesome on one of the Township murals, let's just say it's been in the back of my mind since the last murals were done.

I have attached an image of my original painting.

My parents moved to Ardoch in the mid 90's, I would come to visit monthly. Spending alot of my time connecting with nature canoeing/kayaking on the Mississippi River. In 2014 I moved to North Frontenac and still love connecting with nature. When covid hit in 2020 I started a Facebook group called "Paddling thru Life". I post nature pictures that I have taken with positive sayings or quotes on them. I soon realized that I really enjoyed doing this, and I still post on it daily. That's a little about me.

I would love this opportunity.

Penny Hawley

On Wed., May 18, 2022, 1:34 p.m. Brooke Hawley, <Recreation@northfrontenac.ca> wrote:

Good afternoon Penny – thank you for calling the office for the information package. Please see attached and if you have any further questions, please don't hesitate to call me. Thanks for considering painting a mural 😊

Have a great day!

Brooke Hawley, Dipl.M.A.

Manager of Community Development

Township of North Frontenac

6648 Road 506, Plevna, ON, K0H 2M0
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recreation@northfrontenac.ca

Diane Hering
Art Mural Project
To Brooke Hawley

Hi Brooke Hawley

Please consider my proposal for the Art Mural Project.

Below is one of the paintings I did for a friends birthday gift. I am considering reproducing this image onto the 4x8 sheet the town will be providing.

I decided on this particular image because since we have moved up to Cloyne permanently, over 2 years now but cottaged here for over 50 years, we have seen 11 moose in this area. One particular time this past winter the moose came right out onto the snowmobile trail running along side my husbands sled. He could have reached out and touched its underbelly. We both stopped our sleds while the moose ran further down the trail and stopped. We continued watching it until it ran off into the bush. What an amazing creature. I'd love to share this image with our community and visitors to the area.

Regards
Diane Hering



Michelle Ross
Mural Project
To Brooke Hawley

Hello Brooke,

I would love to be part of the mural project again.

My mural will be featuring one or more photographs of our beautiful area.

Thank you for considering me for this project.

Michelle Ross

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Michelle

Brooke Hawley
Fw: Ontario By Bike
To Brooke Hawley

This is to register the Township Office as bicycle friendly and updates on the Ontario map so bicyclers know they can stop here during office hours to fill up their water bottles, get information about the surrounding area, etc. It is free to register and we would receive a window sticker to post at the door to let bicyclers know they can come in. Also, we would receive a Welcome package with cycling recourses for our area which I think would be beneficial as we try to promote more cycling.

I also think it would be beneficial to send to our businesses as well as many of them have accommodations, food, etc. that are bicycle friendly.

<https://www.ontariobybike.ca/industry/how-to-add-your-business/>

Thank you, have a great day!

Brooke Hawley, Dipl.M.A.

Manager of Community Development

Township of North Frontenac

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