



**Economic Development Task Force Agenda - Inaugural Meeting**  
**January 16, 2023 – 9:00 a.m.**  
**Municipal Office – Council Chambers**  
**6648 Road 506, Plevna**  
**[Zoom Meeting Participation](#)**

**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 October 17, 2022 EDTF Meeting as approved via email and were received for information at the November 21, 2022 Inaugural Meeting of Council.

**5. Business Arising**

None

**6. Communications**

- a. Mural located at Township Office

**7. New Business**

- a. 2023 Meeting Dates for Consideration.
- b. Request for Interested Individuals to potentially join EDTF
- c. Review EDTF Terms of Reference and Update for 2022-2026
  - i. 2019 Current Terms of Reference
  - ii. 2023 – 2026 Draft Terms of Reference
- d. Economic Development Strategic Plan – 2022 Current
- e. Discussion on Potential New Project Ideas

**8. Adjournment**

**Notes of the Economic Development Task Force (EDTF) Meeting Held on Monday, October 17, 2022 at 9:00 AM at the Municipal Council Chambers.**

Present: Councillor John Inglis (Chair), Councillor Fred Fowler, Paul Thiel, Cyndy Bonello, Betty Hunter (via phone), Brooke Hawley – Manager of Community Development (MCD), Matt Walker - Economic Development Officer (EDO).

Absent with Regrets: Dan Vaillancourt, Lori Newman (Secretary).

Guests: Paige Cousineau

**1. Call to Order:**

The meeting was called to order by the Chair at 9:00 a.m.

**2. Disclosures of Pecuniary Interest & General Nature Thereof:**

None.

**3. Delegations:**

None.

**4. Economic Development Task Force Notes:**

Notes of the September 19, 2022 EDTF Meeting as approved via email and were received for information at the October 14, 2022 Regular Meeting of Council.

**5. Business Arising:**

**a) Council Resolution - Community Improvement Plan (CIP); Dark Sky Preserve Branded Materials; and Community Profile – MCD**

The MCD advised that the Observatory Building was not considered by Council as our volunteer Astronomer previously advised that the Observatory was no longer available for donation.

The Dark Sky Preserve (DSP) logo recommended by the EDTF was approved by Council. EDO will work on some minor graphic design improvements. The \$500 to purchase ball caps with this logo will be considered during the 2023 budget deliberations.

Council discussed additional CIP funding and will consider CIP funding during the 2023 budget deliberations.

The new Community Profile was well received by Council. The EDO will post it to the website and circulate.

**b) 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.**

Paul Thiel completed the September Business Profile featuring By the Bay Cottages which was presented to Council at the October 14, 2022 Council Meeting. It was also added to the Township's Website and Social Media accounts. Due to the Municipal Election, there won't be a Business Profile completed, until after the inaugural Council Meeting to determine the EDTF status.

**c) Dark Star Preserve**

**i. General Update – Betty Hunter**

It was suggested that in the future there should be consideration around giving Gary Colwell some recognition (ie. honorary title, Frontenac news article etc.). The MCD mentioned that the Township hopes to continue with Volunteer dinners in 2023. Now that restrictions regarding the Pandemic have lessened, this may be a good opportunity to recognize Gary for his efforts.

In the future it would be beneficial to have a plan for events at the Star Gazing Pad. Do they stay Township-led or taken over by the Astronomy Club. Also in the future, the Astronomy club is considering holding events in the winter months. This will be discussed with the EDTF at a future meeting.

**ii. Star Gazing Festival - Councillor Inglis (Chair), Betty Hunter, Dan Vaillancourt and Cindy Bonello.**

The 2022 festival had a great turnout. It was suggested that potential planning begin early into the new year for the 2023 festival.

A debrief meeting of volunteers involved would be beneficial. The tentative dates for the 2023 event is September 15-17<sup>th</sup> for Council's consideration (when there's a new moon).

There was a free draw for Sky News Magazine Subscriptions and it was suggested that the names of the winners should be posted on the Dark Sky Facebook Page. Betty Hunter and Cyndy Bonello will look after this.

**d) 2022 Business Bus Tour – EDO Update**

The EDO advised that the business bus tour of the western part of the Township was well received. Approximately 25 attendees visited 9 local businesses and sampled food from two local providers.

The EDO suggests that two more tours (eastern and central) in the future would be beneficial for the Township. This will be discussed at a future EDTF Meeting and recommendations will be made for Council's consideration.

**6. Communications:**

**7. New Business:**

**8. Adjournment:**

Meeting adjourned at 10:00 a.m.

**This was the final meeting of the EDTF under its current mandate.**

**Recommendations to Council**

**Be It Resolved That** Council receives for information the October 17, 2022 Notes of the Economic Development Task Force (EDTF).

Received by Council on November 21, 2022.

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**Councillor John Inglis, Chair  
Township of North Frontenac  
Economic Development Task Force**

Brooke,

Kayla checked the mural over last weekend when she was home from college and unfortunately the damage is more severe than initially thought. We were hoping it would just need a coat or two of urethane to last the weather for a couple more years but there is more cracking and paint missing upon closer inspection. Unfortunately she no longer has access to the Art room at N.A.E.C to work on it OR the paints to even attempt to repaint portions of it. I apologize that I didn't notice the damage sooner so that we could have saved it.



## **Economic Development Task Force**

### **2023 Meeting Dates**

**Municipal Office – Council Chambers  
6648 Road 506, Plevna**

Monday January 16	9:00 a.m.
Tuesday February 21	9:00 a.m.
Monday March 20	9:00 a.m.
Monday April 17	9:00 a.m.
Monday May 15	9:00 a.m.
Monday June 19	9:00 a.m.
Monday July 17	9:00 a.m.
Monday August 21	9:00 a.m.
Monday September 18	9:00 a.m.
Monday October 16	9:00 a.m.
Monday November 20	9:00 a.m.
Monday December 18	9:00 a.m.



6648 Road 506, Plevna, Ontario K0H 2M0  
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352  
[www.northfrontenac.com](http://www.northfrontenac.com)

## **Economic Development Task Force (EDTF)**

### **Request for Interested Individuals**

The Township of North Frontenac is seeking interested dedicated and dynamic individuals to potentially join our Economic Development Task Force.

We are looking interested individuals who can bring some knowledge regarding Economic Development within the area. This is a volunteer position. Mileage will be paid to attend meetings. Meetings currently take place the third Monday of each month at 9:00 a.m. in the Council Chambers at the Municipal Office in Plevna.

This Task Force provides recommendations to Council for consideration regarding economic development initiatives that will benefit all within the Township.

If you are interested in potentially becoming a member of this Task Force please send a Letter of Interest by **Monday February 6, 2023 at 4:00 p.m.** outlining your interest and the knowledge you can bring to this group clearly marked "Confidential EDTF Member" to:

The Township of North Frontenac  
Attn: Brooke Hawley, Dipl.M.A., Manager of Community Development  
6648 Road 506, Plevna, ON K0H 2M0  
Phone (613) 479-2231 Ext. 233 Fax (613) 479-2352  
Email: [recreation@northfrontenac.ca](mailto:recreation@northfrontenac.ca)

# CURRENT 2019

## Economic Development Task Force

(Mandated by the Council of the Municipality of North Frontenac)

### Terms of Reference

**Mission:** To support the development of economic wealth within our community and to improve the economic wellbeing and quality of life for our community by creating and/or retaining jobs, businesses, supporting incomes and increasing the tax base.

**Vision:** To promote Economic Opportunities and help businesses in North Frontenac thrive on a year round basis.

**Mandate:** To provide recommendations to North Frontenac Council regarding Economic Development opportunities.

#### **Membership:**

As appointed by Council on December 3, 2018, the composition of the Task Force shall include:

Councillor John Inglis  
Councillor Fred Fowler

Councillor John Inglis shall be the Chairperson.

Also, as appointed by Council on January 14, 2019, the composition of the Task Force shall include members of the public as follows:

Tom Sheppard  
Betty Hunter  
Paul Thiel  
Debbie Emery  
Daniel Vaillancourt

and the following Staff:

Corey Klatt, Manager of Community Development (MCD); along with Lori Newman, Office Support All Departments, as the Recording Secretary as appointed by the Chief Administrative Officer (CAO).

#### **Tasks and Milestones:**

1. Recommendation to Council of appointments for Public Representation. (January 14, 2019)
2. Initial Task Force meeting to discuss a Vision and Mandate for the Economic Development Task Force/Working Group and a draft Terms of Reference for Council consideration. (Meeting was at the call of the Chair and held on January 16, 2019 at 7:00 pm at the Township of North Frontenac Municipal Complex Council Chambers, in Plevna.)

# CURRENT 2019

3. Task Force/Working Group to continue with regular meetings for the four year Term of this Council, with the option of continuing meetings at the discretion of Council.

## **Accountability:**

Council members and Township employees (if seconded) are accountable for their participation on the Economic Development Task Force through the normal reporting structure to Council.

For the voluntary sector participants, accountability is not defined through a formal reporting structure. The voluntary sector members will be accountable in a broad sense for responding to the views and reflecting the values and priorities of the sector. They should be accountable for their accessibility and responsiveness, and to each other, as members of a team, for participating, collaborating and doing their best to advance the joint process in good faith. As senior persons with wide experience in the sector, they will apply their best judgment on behalf of the sector and of the Township.

## **Conflict of Interest Guidelines:**

Councillors and employees (if seconded) are responsible for complying with the Township's guidelines and policies on conflict of interest, outside activities, gifts and hospitality.

The Voluntary Sector Members shall:

- a. Be accountable for their accessibility and responsiveness, and to each other, as Members of a team, for participating, collaborating and doing their best to advance the joint process in good faith.
- b. act with honesty, integrity and openness in advancing the joint process.
- c. not use their position on the Task Force to benefit materially from the process or the outcomes.
- d. not be eligible on an individual basis for contracts or other paid work commissioned by the Task Force or Council, unless the Procurement By-law requirements are met.

## **Time Frame and Meetings:**

The Economic Development Task Force is constituted for approximately four years, commencing on January 16, 2019 and ending October 31, 2022 with the option of continuing meetings at the discretion of Council. Ongoing reports and recommendations will be provided to Council throughout the four year term of Council. The Task Force will meet once a month or at a frequency to be determined by the Chair, using face-to-face meetings, conference calls and/or electronic correspondence.

## **Operating Principles for Task Force Meetings:**

- a. Quorum

# CURRENT 2019

Although Task Force membership is non-substituted, Council agrees that it is not necessary to establish the number of Members necessary for a Quorum; however, at least one (1) Member of Council and the CAO or Manager shall be present and careful consideration will be taken to ensure good representation from the voluntary sector when discussions on key issues take place or recommendations are formulated.

b. Reaching Agreement

Task Force Members will seek to reach consensus wherever possible. If for whatever reason, consensus cannot be achieved, the Task Force Members may agree to a recommendation, through another process, such as voting or permitting dissenting reports.

c. Expert Members and Invited Guests

The Task Force may require experts, academics or other government/voluntary sector Representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject, of the sector or as part of another existing Committee or Task Force of Council. Such invitations shall be agreed to in advance by the Task Force and the Chair or CAO shall make the requests.

Community Policing Advisory Committee (CPAC) Task Force Ontario Provincial Police (OPP) members may be permitted to participate electronically or by teleconference in a meeting.

d. Expenses Incurred by Task Force Members

Task Force Members' travel expenses to attend Task Force meetings and related business will be reimbursed by the Township. The Task Force Members shall be paid mileage expenses at the per kilometer rate as determined by Council.

e. Indemnification of Voluntary Sector Members

Voluntary sector Representatives serving as Members of the Task Force are extended the same risk management principles as Members of Council/Committees and Employee(s) when it comes to matters of liability and insurance; and would therefore be considered "volunteers" under this policy.

**Note:** This Terms of Reference is worded in accordance with the Township's current Procedural By-law #40-18. The Chair will advise the Task Force of any amendments made by Council to the Township's Procedural By-laws in regards to Task Forces.

# DRAFT 2023 - 2026



## Economic Development Task Force

(Mandated by the Council of the Municipality of North Frontenac)

### Terms of Reference January 2023 – October 2026

**Mission:** To support the development of economic wealth within our community and to improve the economic wellbeing and quality of life for our community by creating and/or retaining jobs, businesses, supporting incomes and increasing the tax base.

**Vision:** To promote Economic Opportunities and help businesses in North Frontenac thrive on a year round basis.

**Mandate:** To provide recommendations to North Frontenac Council regarding Economic Development opportunities.

#### **Membership:**

As appointed by Council on November 21, 2022, the composition of the Task Force shall include:

- Councillor John Inglis
- Councillor Roy Huetl
- Councillor Stephanie Regent

Councillor John Inglis shall be the Chairperson.

Also, as appointed by Council on December 16, 2022, the composition of the Task Force shall include members of the public as follows:

- Betty Hunter
- Paul Thiel
- Daniel Vaillancourt
- Cyndy Bonello

and the following Staff:

- Brooke Hawley, Dipl.M.A., Manager of Community Development (MCD);
- Matt Walker, Economic Development Officer (EDO); and
- Lori Newman, Office Support All Departments, as the Recording Secretary as appointed by the Chief Administrative Officer (CAO).

# DRAFT 2023 - 2026

## **Tasks and Milestones:**

1. Recommendation to Council of appointments for Public Representation. (December 16, 2022)
2. Initial Task Force meeting to discuss a Vision and Mandate for the Economic Development Task Force/Working Group and a draft Terms of Reference for Council consideration. (Meeting was at the call of the Chair and held on January 16, 2023 at 9:00 a.m. at the Township of North Frontenac Municipal Office Council Chambers, in Plevna.)
3. Task Force to continue with regular meetings for the four year Term of this Council, with the option of continuing meetings at the discretion of Council.

## **Accountability:**

Council members and Township employees (if seconded) are accountable for their participation on the Economic Development Task Force through the normal reporting structure to Council.

## **Conflict of Interest Guidelines:**

Councillors and employees (if seconded) are responsible for complying with the Township's guidelines and policies on conflict of interest, outside activities, gifts and hospitality.

The Voluntary Sector Members shall:

- a. Be accountable for their accessibility and responsiveness, and to each other, as Members of a team, for participating, collaborating and doing their best to advance the joint process in good faith.
- b. act with honesty, integrity and openness in advancing the joint process.
- c. not use their position on the Task Force to benefit materially from the process or the outcomes.
- d. not be eligible on an individual basis for contracts or other paid work commissioned by the Task Force or Council, unless the Procurement By-law requirements are met.

## **Time Frame and Meetings:**

The Economic Development Task Force is constituted for approximately four years, commencing on January 16, 2023 and ending October 31, 2026 with the option of continuing meetings at the discretion of Council. Ongoing reports and recommendations will be provided to Council throughout the four year term of Council. The Task Force will meet once a month or at a frequency to be determined by the Chair, using face-to-face meetings, conference calls and/or electronic correspondence.

## **Operating Principles for Task Force Meetings:**

- a. Quorum  
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# DRAFT 2023 - 2026

Quorum; however, at least one (1) Member of Council and the CAO or Manager shall be present and careful consideration will be taken to ensure good representation from the voluntary sector when discussions on key issues take place or recommendations are formulated.

b. Reaching Agreement

Task Force Members will seek to reach consensus wherever possible. If for whatever reason, consensus cannot be achieved, the Task Force Members may agree to a recommendation, through another process, such as voting or permitting dissenting reports.

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The Task Force may require experts, academics or other government/voluntary sector Representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject, of the sector or as part of another existing Committee or Task Force of Council. Such invitations shall be agreed to in advance by the Task Force and the Chair or CAO shall make the requests.

d. Expenses Incurred by Task Force Members

Task Force Members' travel expenses to attend Task Force meetings and related business will be reimbursed by the Township. The Task Force Members shall be paid mileage expenses at the per kilometer rate as determined by Council.

e. Indemnification of Voluntary Sector Members

Voluntary sector Representatives serving as Members of the Task Force are extended the same risk management principles as Members of Council/Committees and Employee(s) when it comes to matters of liability and insurance; and would therefore be considered "volunteers" under this policy.

**Note:** This Terms of Reference is worded in accordance with the Township's current Procedural By-law #56-20. The Chair will advise the Task Force of any amendments made by Council to the Township's Procedural By-laws in regards to Task Forces.



## **Economic Development Task Force**

### **Strategic Plan**

*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.