

**Notes of the Inaugural Meeting of The Economic Development Task Force (EDTF) Held on Monday, January 16, 2023 at 9:00 AM at the Municipal Council Chambers.**

Present: Councillor John Inglis (Chair), Councillor Stephanie Regent, Councillor Roy Huetl, Paul Thiel, Cyndy Bonello, Betty Hunter, Brooke Hawley – Manager of Community Development (MCD), Matt Walker - Economic Development Officer (EDO) and Lori Newman (Secretary) .

Absent with Regrets: Dan Vaillancourt.

**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. Opening / Welcoming Remarks From The Chair:**

Councillor John Inglis (Chair) welcomed members to the Inaugural Meeting of the Economic Development Task Force (EDTF). The EDTF participated in an introductory discussion/briefing for the new members of Council.

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

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

**5. Business Arising:**

None

**6. Communications:**

**a. Mural located at Township Office**

The MCD advised the EDTF that the Mural that was previously located at the Township Office has been removed due to condition/weather damage and the location can be considered for a future mural.

## **7. New Business:**

### **a. 2023 Meeting Dates for Consideration.**

Members of the EDTF agreed that the meetings will continue to be held every third Monday at 9:00 a.m.; in the North Frontenac Council Chambers; with the exception of February as it falls on Family Day. February's meeting will be held on Tuesday, February 21<sup>st</sup>, 2023.

### **b. Request for Interested Individuals to potentially join EDTF**

As approved by Council, the EDTF has advertised for Individuals to potentially join the EDTF. Councillor Inglis (Chair) and the Manager of Community Development (MCD) will meet to review prospective members after the February 6<sup>th</sup> 2023 application deadline. The Chair will make recommendations to Council regarding potential new member(s) at the February 23, 2023 Council Meeting.

### **c. Review EDTF Terms of Reference and Update for 2022-2026**

- i. 2019 Current Terms of Reference**
- ii. 2023 – 2026 Draft Terms of Reference**

All present reviewed the Current and Draft Terms of Reference which were included with the Agenda package. The group discussed the Mission, Vision and Mandate and agreed to make amendments (Attachment #1). The MCD and EDO will add recommended changes to the 2023 - 2026 Terms of Reference then provide to Council for approval at the February 3, 2023 Council Meeting.

### **d. Economic Development Strategic Plan – 2022 Current**

Members of the EDTF reviewed the 2022 North Frontenac Economic Development Strategic Plan. The Task Force prioritized objectives and will further discuss Initiatives to work on throughout the next year at the next EDTF Meeting prior to making recommendations to Council.

The EDTF has requested that \$5,000 be included in the draft 2023 Budget for Councils consideration for a North Frontenac Summer Event.

### **e) Discussion on Potential New Project Ideas**

Members of the EDTF discussed potential new project ideas to consider and will continue this discussion at the next EDTF meeting when all members are present.

## **8. Adjournment:**

Meeting adjourned at 11:29 a.m.

### **Recommendations to Council**

**Be It Resolved That** Council receives for information the January 16, 2023 Notes of the Economic Development Task Force (EDTF).

**And That** Council approves the 2023-2026 EDTF Terms of Reference as recommended by the EDTF;

**And That** Council will consider the request for \$5,000 for a North Frontenac Summer Event during the 2023 draft Budget deliberations.

Received by Council on February 3, 2023.

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



## **Economic Development Task Force**

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

### **Terms of Reference January 2023 – October 2026**

**Mission:** To support economic and community vibrancy in North Frontenac.

**Vision:** A local community that encourages year-round sustainable economic activity and community building.

**Mandate:** To provide recommendations to, and carryout initiatives as directed by North Frontenac Council regarding economic and community 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. Alternate Chairperson (in the absence of the Chairperson) shall be Councillor Stephanie Regent.

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).

**Tasks and Milestones:**

1. Recommendation to Council of appointments for Public Representation. (December 16, 2022)
2. Initial Task Force meeting to discuss a Mission, Vision and Mandate for the Economic Development Task Force/Working Group and draft a 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. Annual review of these Terms of Reference and Strategic Plan by the Task Force

**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  
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.

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 Members are extended the same risk management principles as Members of Council/Committees and employees 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-law in regards to Task Forces.