

Economic Development Task Force Agenda

9:30 AM - Monday, March 18, 2024

Council Chambers

	Page
1. Call to Order	
a) Introduction of new Chair of the EDTF	
2. Disclosure of Pecuniary Interest and General Nature Thereof	
3. Economic Development Task Force Notes	
a) Notes of the February 20, 2024 EDTF Meeting as approved via email and were received for information at the March 15, 2024 Regular Meeting of Council. February 20, 2024 - EDTF Minutes	2 - 5
4. Business Arising	
a) Business Profiles (Huetl, Thiel)	
b) Summer Event – updates (Inglis, Hunter, Bonello)	
c) Economic Development Budget Economic Development Budget	6 - 11
d) Final - Township Strategic Plan 2024-2028 Strategic Plan	12 - 22
e) Terms of Reference Terms of Reference	23 - 25
f) 2023 EDTF Work Plan 2023 EDTF Work Plan	26
g) 2024 Draft EDTF Work Plan 2024 Draft EDTF Work Plan	27
h) Initiatives for Consideration Initiatives for Consideration	28
5. New Business	
6. Adjournment	
a) Meeting adjourned at _____ a.m.	



Economic Development Task Force Minutes

9:30 AM - Tuesday, February 20, 2024
Council Chambers

Notes of the Economic Development Task Force held on Tuesday, February 20, 2024 at 9:30 AM at the Council Chambers.

Present: Deputy Mayor John Inglis (Chair), Councillor Roy Huetl, Councillor Stephanie Regent, Betty Hunter, Cyndy Bonello, Danielle Kesco, Paul Thiel, Derrick Lancaster and Dan Vaillancourt

Absent with Regret: Matt Walker - Economic Development Officer (EDO)

Also Present: Brooke Ross, Manager of Community Development and Lori Newman, Recording Secretary

1. Call to Order

The meeting was called to order by the Chair at 9:30 a.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

None.

3. Economic Development Task Force Notes

- a) ***Notes of the EDTF December 18, 2023 Meeting as approved via email and were received for information at the January 12, 2024 Regular Meeting of Council.***

4. Business Arising

- a) ***Business Profiles (Councillor Huetl, Thiel)***

Councillor Roy Huetl completed the February Business Profile featuring “Ross Ranch & Contracting” and it will be included in the February 23, 2024 Council Agenda. The MCD will email this profile and all future profiles to the EDTF members moving forward for information purposes.

- b) ***Summer Fest - updates (Inglis, Hunter, Bonello)***

The Summer Event sub-committee reported that the planning for the 2024 Summer Fest is progressing well and included a report in the EDTF agenda to briefly outline the status of their headway with this project. They will be confirming and collecting the Agreement

Forms in the next few weeks. They are also working on coordinating students to assist. This will be a great opportunity for them to obtain volunteer hours. It was confirmed by the MCD that the Township Banner, cooler and volunteer vests will be available for use. The sub-committee will continue to report back to the EDTF.

c) 2024 Meeting Dates - update May Meeting

The MCD advised that the May EDTF meeting needs to be changed to Monday, May 27th as there is a conflict with a Personnel and Audit Committee (P&A) Meeting. The MCD also reminded the EDTF that the October meeting will be an evening meeting (6:00 p.m.) in order to attract business owners to attend the public meeting during Small Business Month. A revised 2024 Meeting Dates schedule was included in the EDTF agenda.

d) Municipal Campground

The EDTF discussed an email that was sent to Council members (and included in the EDTF agenda) regarding the proposed Municipally-owned campground in North Frontenac and the concerns and suggestions that were contained in the email.

The EDTF recommends to Council that Deputy Mayor John Inglis (Chair) respond to the e-mail.

The MCD will provide information regarding the Municipal Act and Community Improvement Plan.

5. Communications

a) Local Labour Market Planning Report 2023/24

The MCD included the Local Labour Market Planning Report 2023/24 in the EDTF agenda for information purposes. The EDTF advised this report has good information in it; however, would be nice to see more than 2 North Frontenac businesses being surveyed.

b) 2024 Winter Fest

The MCD included a poster for 2024 Winterfest to be held on Saturday February 24th at the Clar-Mill Hall 11:00 a.m. – 4:00 p.m. There will be a site meeting on February 21st to firm up the location plan for all of the activities and booths.

6. New Business

a) TODDs - Scenic Route Signage - \$1630 Annual Fee (Signage 41/506 and 509/7)

The EDTF discussed the annual fee for the Scenic Route signage at Hwy 41/Road 506 and Road 509/Hwy 7 and agreed that the signs are essential for directing and attracting

people into the Township and would like to continue with this expense/investment. The MCD advised that the wooden signs on Road 506 and 509 have been taken down and are being refurbished by the manufacturer and will be re-installed in the Spring.

b) *Township Strategic Plan – to Council on February 23, 2024*

The MCD provided a copy of the Draft Township Of North Frontenac Strategic Plan for 2024 – 2028 that will be presented to Council on Friday, February 23, 2024.

Deputy Mayor Inglis advised that there were a lot of changes regarding Economic Development, that the Economic Development Officer position will not be renewed after July and that the funding for the Community Improvement Plan (CIP) was approved-in-principle at \$15,000.

c) *Potential EDTF Work Plan - Discussion*

The EDTF agreed to defer developing the EDTF Work Plan until the Township Strategic Plan has been approved. The MCD will work on a list of items that have been taking place by the current EDO and the EDTF can make some decisions on if they would like to include any of these initiatives in their workplan.

d) *Quinte Sportsman, Boat & RV Show - Township Booth with EDTF Volunteers*

The MCD advised that Township will be participating in the Quinte Sportsman, Boat & RV Show on March 8th, 9th and 10th with a Township Booth staffed by the MCD, EDO and EDTF Volunteers. The set up will take place on March 7th. The booth will be promoting North Frontenac as well as selling the Township and Parklands branded materials.

e) *2024 Solar Eclipse*

The MCD advised of an upcoming Solar eclipse on April 8, 2024 and requested volunteers to be at the North Frontenac Astronomy Park from 2:00 p.m. to 4:00 p.m. to assist with any public that visit the site to observe the eclipse. The members of the North Frontenac Amateur Astronomy Club will be viewing the eclipse from Kingston and are unavailable but recommend that the site is manned to educate the public as it is not safe to look directly at the Sun without specialized eye protection for solar viewing. Deputy Mayor John Inglis (Chair) volunteered however requested that at least one additional member volunteer also. The MCD will send an email to the EDTF members that includes additional information and criteria that needs to be met and interested individuals can respond to that email.

7. *Adjournment*

a) *Meeting adjourned at 10:20 a.m.*

NOTE : The next meeting of the EDTF will take place on Monday, March 18, 2024 at

9:30 a.m. at the Municipal Council Chambers located at 6648 Road 506, Plevna.

Recommendations to Council

Be It Resolved That Council receives for information the February 20, 2024 Notes of the Economic Development Task Force (EDTF);

And That Council approves Deputy Mayor Inglis responding to the e-mail from a local business regarding the Municipal Campground advising of the requirements of the Municipal Act and our Community Improvement Plan.

Deputy Mayor John Inglis, Chair
Township of North Frontenac
Economic Development

Department-Object detail
Economic Development

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
30830 Canada Community Building Fund (County FGT)	-13,774		
CIP - Money received from County to be used for eligible projects		-13,775	
Total 30830 Canada Community Building Fund (County FGT)		-13,775	
31115 Electric Vehicle Charging Station Grants			
Charged for Change funded by Earth Day - 100% funding if approved			-104,326
Electric Vehicle ChargeOn Program - 90% funding if approved. \$28,000 from Infrastructure Sustainability Reserve Fund			-252,000
Total 31115 Electric Vehicle Charging Station Grants			-356,326
41250 Sale of Promotional Items	-9,368		
Branded Materials Program - Transfer into Reserve Fund		-10,000	-10,000
Total 41250 Sale of Promotional Items		-10,000	-10,000
41251 Scenic Route Sponsorship Signs	-360		
Sponsored Sign Fees			-500
Total 41251 Scenic Route Sponsorship Signs			-500
45000 Contributions from Reserves/Reserve Funds	-68,025		
Business initiatives - Improve communications, attract development, market our businesses, attend trade shows, signage for events, etc. per Res #82-20 @30,000 less funds used in 2021 & 2022 - funded from Contingency Reserve Fund		-19,414	
Business initiatives - Improve communications, attract development, market our businesses, attend trade shows, signage for events, etc. per Res #82-20 @30,000 less funds used in 2021 & 2022 & 2023 - funded from Contingency Reserve Fund			-18,050
Branded Materials Program - funded from Promotions/Marketing Reserve Fund		-10,000	-10,000
Community Improvement Plan(CIP) balance - actual to be transferred from Contingency Reserve Fund as unable to use FGT. County to provide matching dollars for a qualified FGT project. Once this amount is exhausted no further contribution from the County at this time.		-13,775	
Winter Festival per Res #320-22 from the Economic Development Reserve Fund		-1,500	
Community Improvement Plan (CIP) - committed in 2022 per Res #58-22. Transferred into Contingency Reserve Fund for payout in 2023		-13,000	
Visitor Guides per Res #320-22 from the Economic Development Reserve Fund		-500	
CIP dollar top - As Of January 1, 2023 \$6,000 not committed of previous allocated funds. Therefore, added \$24,000 to top up funds available for 2023 to \$30,000 per Res #58-22		-24,000	
Annual Summer Event (EDO initiative) - for Council's consideration per Res #62-23		-5,000	-6,000
CIP unspent and unallocated funds carried forward from 2023			-9,955

Department-Object detail
Economic Development

Run Date: 07/03/24 10:13 AM

	2023	2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Electric Vehicle ChargeOn Program - 90% funding if approved. \$28,000 from Infrastructure Sustainability Reserve Fund			-28,000
Total 45000 Contributions from Reserves/Reserve Funds		-87,189	-72,005
Total Revenues	-91,527	-110,964	-438,831
Expenses			
50100 Salaries	102,437		
Effective July 15, 2021 EDO position approved for a 3 year term (July 15, 2024) per Res #222-21		103,970	
EDO (until July 15, 2024) and MCD (45% Ec Dev)			70,000
Total 50100 Salaries		103,970	70,000
50105 Income Protection Year End Payout			
Income Protection		650	650
Total 50105 Income Protection Year End Payout		650	650
50108 Labour Charged Back to Other Depts.	360		
Star Gazing Pad - Parking Lot Snow Removal in-house by Public Works		500	500
Scenic Route Rest Stop in Ompah - Parking lot Snow Removal in-house by Public Works		1,000	1,000
Total 50108 Labour Charged Back to Other Depts.		1,500	1,500
50109 Casual Labour	10,405		
2 Students at the Libraries (Plevna & Cloyne)		16,190	
Total 50109 Casual Labour		16,190	
50110 Benefits - Canada Life	8,163		
Canada Life Benefits		8,100	9,100
Total 50110 Benefits - Canada Life		8,100	9,100
50120 Mileage	1,199		
Mileage			2,000
Task Force Member, MCD and EDO Mileage		3,000	
Total 50120 Mileage		3,000	2,000
50130 Benefits - E.H.T. (Ministry of Finance)	2,214		
EHT - Employer Expense			1,744
Students at the Libraries & Economic Development Officer		2,394	
Total 50130 Benefits - E.H.T. (Ministry of Finance)		2,394	1,744
50140 Benefits - W.S.I.B.	3,345		

Department-Object detail
Economic Development

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Students at the Libraries & Economic Development Officer		3,622	
WSIB - Employer Expense			2,422
Total 50140 Benefits - W.S.I.B.		3,622	2,422
50150 Benefits-Rec Gen(CPP & EI)Employer's Share	6,688		
CPP & EI - Employer Expense			6,208
Students at the Libraries & Economic Development Officer		8,208	
Total 50150 Benefits-Rec Gen(CPP & EI)Employer's Share		8,208	6,208
50160 Benefits - OMERS	10,009		
OMERS		11,380	7,205
Total 50160 Benefits - OMERS		11,380	7,205
50175 Contracted Services	229		
Star Gazing Pad - Privy Pump Out (Bi-annually) (did not happen in 2022)		500	
Total 50175 Contracted Services		500	
50180 Conventions/Conferences	3,682		
MCD to attend 1 x Conference each			2,250
MCD/EDO to attend OEMC Conference		4,000	
Total 50180 Conventions/Conferences		4,000	2,250
50205 Other Materials (Includes Shop Supplies)	278		
General Items		200	200
Star Gazing Pad - Privy material and ice melt for SGP		300	300
Township branded clothing for MCD (attend tradeshow, public events, etc)			150
Township branded clothing for MCD and EDO (attend tradeshow, public events, etc)		300	
Total 50205 Other Materials (Includes Shop Supplies)		800	650
50211 4 Seasons Scenic Route Enhancements	611		
Miscellaneous		500	500
New Historical Scenic Route Signage		1,200	
Total 50211 4 Seasons Scenic Route Enhancements		1,700	500
50220 Utilities (Hydro)	880		
Star Gazing Pad / Scenic Route Rest Stop in Ompah		816	816
2023.01.25 12:42:00 PM Hydro annual increase		53	53
Total 50220 Utilities (Hydro)		869	869

Department-Object detail
Economic Development

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
50230 Building Maintenance			
General		500	500
Total 50230 Building Maintenance		500	500
50260 Advertising	1,119		
Includes advertising Economic Development Task Force activities; Star Gazing Pad; and promoting Township in general		2,500	2,500
Visitor Guides per Res #320-22 from the Economic Development Reserve Fund		500	1,000
Reprint Star Gazing Pad Brochures		800	
Total 50260 Advertising		3,800	3,500
50265 Promotions (Special Events)	19,129		
Special Events (other)			1,000
LOL Gardener's Club to supply and install planters at Barrie & Harlowe Community Halls @ \$100 (includes planter, flowers spring and fall)		200	
Promotional Materials to use for promoting the municipality.		2,000	2,500
Art Mural Project per EDTF		2,000	2,000
Annual Summer Event (EDO initiative) - for Council's consideration per Res #62-23		5,000	
Econ. Dev. Task Force Initiatives - lunches; events; guest speakers; etc. @ \$2,000 (Note: Per Res #65-16 a Task Force is allowed to spend up to a total of \$500 annually on initiatives not specifically identified/listed in the annual budget; other initiatives shall be approved by Council through the budget or require a Resolution).		2,000	2,000
Annual Summer Fest			6,000
Winter Festival - funded from Economic Development Reserve Fund per Res #320-22		1,500	
Branded Materials Promotion per Res #215-22 and #409-22 to be funded from the Promotions Marketing Reserve Fund		10,000	10,000
Annual Winter Fest			3,000
Total 50265 Promotions (Special Events)		22,700	26,500
50266 Business Promotions	1,432		
Business initiatives - Improve communications, attract development, market our businesses, attend trade shows, signage for events, etc. per Res #82-20 Balance for 2022- funded from Contingency Reserve Fund		11,914	
Business initiatives - Improve communications, attract development, market our businesses, attend trade shows, signage for events, etc. per Res #82-20 Balance for 2023- funded from Contingency Reserve Fund			17,050
Business owner meetings and recognition - included in business promotions funding Res #82-20		1,000	
Economic/Community Events - included in business promotions funding Res #82-20		3,000	
Bus Tour - included in business promotions funding Res #82-20		1,000	1,000

Department-Object detail
Economic Development

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Annual Trade show - included in business promotions funding Res #82-20		2,500	
Total 50266 Business Promotions		19,414	18,050
50267 Community Improvement Plan	51,164		
County Dollars - final year		13,775	
Township dollars for CIP per Res #58-22, carried from 2022		13,000	
Township dollars for CIP, carried from 2023. \$8,333 approved not paid and \$1,621 not allocated			9,955
CIP dollar top - As Of January 1, 2023 \$6,000 not committed of previous allocated funds. Therefore, added \$24,000 to top up funds available for 2023 to \$30,000 per Res #58-22		24,000	
CIP top up 2024			13,380
Total 50267 Community Improvement Plan		50,775	23,335
50270 Telephone (Includes Fax)	238		
Cell phone for Economic Development Officer		350	350
Total 50270 Telephone (Includes Fax)		350	350
50290 Legal Services			
Legal		400	400
Total 50290 Legal Services		400	400
50300 Memberships	602		
Ontario East Economic Development Commission (OEEDC)		275	275
Economic Development Association of Canada - EDO		330	550
Economic Developers Council of Ontario - Township		337	
Total 50300 Memberships		942	825
50330 Insurance	202		
Star Gazing Pad / Scenic Route Rest Stop in Ompah		205	230
Total 50330 Insurance		205	230
50350 Training/Seminars	130		
EDTF, MCD or EDO to attend training applicable to small rural municipalities		800	600
Total 50350 Training/Seminars		800	600
55550 Safety Devices (Signs)	1,708		
Maintenance only (Hamlet and Entrance signs only)		2,000	2,000
Economic Development - general signs		300	300
TODS signage fees		1,630	1,630

Department-Object detail

Economic Development

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 55550 Safety Devices (Signs)		3,930	3,930
58000 Capital Expenditures			
Charged for Change funded by Earth Day - 100% funding if approved			104,326
Electric Vehicle ChargeOn Program - 90% funding if approved. \$28,000 from Infrastructure Sustainability Reserve Fund			280,000
Total 58000 Capital Expenditures			384,326
58500 Contributions to Reserves/Reserve Funds	33,729		
County CIP dollars transferred to FGT Reserve Fund for applicable projects		13,775	
Promotional items transfer to Promotion/Marketing Reserve Fund		10,000	10,000
Replenish Reserve Fund for 2024 Summer Event			6,000
Annual Reserve Contribution			2,500
Total 58500 Contributions to Reserves/Reserve Funds		23,775	18,500
Total Expenses	259,953	294,474	586,144
Net	168,426	183,510	147,313

Township of North Frontenac

STRATEGIC PLAN

2024-2028



Township of 
North Frontenac
Four Seasons, More Reasons 

A message from the Mayor:



THIS STRATEGIC PLAN STANDS AS THE fundamental roadmap for the Township of North Frontenac, outlining our strategic priorities and collective direction for the years 2024 through to 2028. It is structured to ensure that we continue to emphasize our commitment to sustainability, underscoring the importance of balancing environmental conservation with strategic growth initiatives that enhance our community's well-being and foster a high quality of life for residents.

We appreciate the invaluable contributions of over 200 residents, business proprietors, and invested stakeholders. Their thoughtful insights, conveyed through surveys, active participation in focus groups, attendance

at public meetings, and submitted documentation, were instrumental in creating this Plan. This collaborative effort has not only resulted in the identification of Strategic Priorities and Action Items but also new Vision and Mission Statements.

It is important to acknowledge that while we have delineated our Strategic Priorities for the upcoming five years, the realization of all objectives may extend beyond this defined planning period. Our commitment to these goals demonstrates their significance and recognizes our ongoing efforts to achieve them.

A handwritten signature in blue ink, which appears to read "Gerry Lichty".

GERRY LICHTY
MAYOR, TOWNSHIP OF NORTH FRONTENAC

A message from the Chief Administrative Officer (CAO):

WE ARE PLEASED TO PROVIDE the 2024–2028 Strategic Plan, a collaborative effort representing our dedication to serving the Township of North Frontenac.

This plan is our commitment as an inclusive, forward-thinking, and financially prudent local government. It symbolizes our dedication to service excellence and emphasizes our desire to build a community that resonates with pride for all.

We are devoted to exceptional governance and a commitment to our core values, serving as the guiding framework as we endeavor to enhance the lives of all residents. We are genuinely committed to ensuring that North Frontenac continues to thrive.

We firmly believe that through collaboration and unity, we can achieve our shared goals to sustain North Frontenac as an extraordinary place to live, work and play.



A handwritten signature in blue ink that reads "Corey Klatt".

COREY KLATT
CHIEF ADMINISTRATIVE OFFICER (CAO)
TOWNSHIP OF NORTH FRONTENAC

VISION, MISSION AND CORE VALUES

VISION

*Empowering our community,
protecting our environment.*

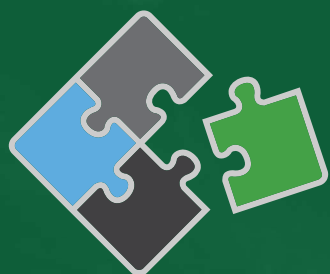
MISSION

*Committed to our community's well-being by delivering
efficient, sustainable, and inclusive services that enrich
lives while protecting the environment.*

VALUES

- ⇒ *Progressive*
- ⇒ *Inclusive*
- ⇒ *Transparent*
- ⇒ *Accountable*
- ⇒ *Sustainable*

OUR STRATEGIC PRIORITIES



To achieve our Vision and our Mission, we have identified these four strategic priorities for the Township of North Frontenac:

VIBRANT AND INCLUSIVE COMMUNITY

ECONOMIC PROSPERITY

SUSTAINABLE CORE SERVICES

ENVIRONMENTAL STEWARDSHIP

VIBRANT AND INCLUSIVE COMMUNITY

STRATEGIC ACTION

DESIRED OUTCOMES

Promote a healthy lifestyle

- ⇒ Increased community engagement
- ⇒ Increased 4-season tourism/recreational opportunities
- ⇒ Continued provision of safe, efficient and enhanced recreational facilities, trails and parks

Provide support to community partners for healthcare, senior and youth services

- ⇒ Increased numbers of doctors, nurse practitioners and other health care professionals
- ⇒ Affordable accommodations (including opportunities for seniors)
- ⇒ Increased collaboration with community service agencies

Support Inclusivity

- ⇒ Raised awareness of income and lifestyle disparities throughout the Township
- ⇒ Enhanced support for community organizations and agencies that provide assistance to the least advantaged members of our community
- ⇒ Continued support for local schools



ECONOMIC PROSPERITY

STRATEGIC ACTION

DESIRED OUTCOMES

Enhance and support the local economy

- ⇒ Increased number of business startups and expansions
- ⇒ Stable funding provided for Economic Development
- ⇒ Enhancement of the Community Improvement Plan (CIP)
- ⇒ Continued support for the Economic Development Task Force (EDTF)
- ⇒ Sufficient staff and resources to support economic development

Prepare for potential development opportunities

- ⇒ Implementation of development policies that encourage the provision of a wide range of housing options, amenities and services within a convenient distance
- ⇒ Increased Tourism
- ⇒ Promotion of a range of housing options to provide affordable housing including Public-Private Partnerships (PPPs)

Identify opportunities for efficiencies

- ⇒ Additional cost-saving partnerships and/or shared services for efficiencies

SUSTAINABLE CORE SERVICES

STRATEGIC ACTION

DESIRED OUTCOMES

Continue to invest in municipal infrastructure

- => Enhanced standards for roads and other core and non-core infrastructure
- => Long-term plans for municipal buildings relative to safety, functionality and affordability
- => Integration of the Asset Management Plan into Township capital and operational planning

Enhance Township Services

- => Enhancement of Township roads, parking areas and boat launches
- => Improved governance and use of community halls
- => Streamlined access to Township services through new technologies
- => Asset Management Plan embedded in Township operations

SUSTAINABLE CORE SERVICES

(CONTINUED)

STRATEGIC ACTION

DESIRED OUTCOMES

Be prepared for “shovel-ready” projects when funding becomes available

- ⇒ Establishment of protocols for regular contact with provincial and federal authorities for early notice of potential programs
- ⇒ Pre-planning in all departments for shovel-ready opportunities

Optimize waste management practices through diversion, recycling and repurposing

- ⇒ Reduced use of landfill
- ⇒ Increased volume of recyclables
- ⇒ Enhancement of repurposing programs

Establish the Township as an employer of choice

- ⇒ Organizational review and compensation review completed every five years
- ⇒ Enhanced training opportunities for all staff and members of the Fire Department

ENVIRONMENTAL STEWARDSHIP

STRATEGIC ACTION

DESIRED OUTCOMES

Establish an environmental task force comprised of councillors, staff and community stakeholders to develop and promote programs to protect the environment

- ⇒ Development of policies and programs to protect the environment
- ⇒ Development of an action plan to manage/mitigate climate change impacts

Communicate directly with the province whenever available and keep lines of communication open at all times

- ⇒ Follow-up with contacts throughout the year
- ⇒ Collaboration with municipal organizations and other municipalities to advocate for desired change
- ⇒ Regular communication with provincial authorities
- ⇒ Collaboration with County staff to modernize the process for calculation of lake capacity

HOW WE WILL IMPLEMENT THIS PLAN

This Strategic Plan is a living document and will provide a framework for decision-making.

It will be integrated into all Township activities and revisited regularly through the development of annual operational plans that will identify projects and initiatives align with and support the Strategic Plan.

North Frontenac's senior management team will be responsible for developing the operational plan each year. The operational plan will be brought to Council for approval at budget time and will form the basis for regular reports to Council, and the public, on the progress that is being achieved.

CONTACT US

Phone: 613-479-2231

E-mail: info@northfrontenac.ca

Township of North Frontenac
6648 Road 506, Plevna ON K0H 2M0
www.northfrontenac.com





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
- **Derrick Lancaster**

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).

Economic Development Task Force (EDTF)

Terms of Reference

January 2023 – October 2026

Updated: December 18, 2023

Page 1 of 3

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.



Economic Development Task Force

2023 Work Plan

Objectives

- 1. To maintain and strengthen North Frontenac as a Tourist Destination**
- 2. Business Development, Retention and Expansion**
- 3. Identify and Implement Community Development Initiatives**

Initiatives

- 1. To maintain and strengthen North Frontenac as a Tourist Destination**
 - Research feasibility of a Municipal Campground;
 - Continue with the Mural Project and facilitate new additions;
 - Creation of a North Frontenac information booth/kiosk.
- 2. Business Development, Retention and Expansion**
 - Complete a monthly Business Profile for existing businesses for the Township's Website, Social Media Pages and Council Meeting Agendas;
 - Continue with annual bus tour for businesses to attend other businesses throughout the Township;
 - ~~Research feasibility of a small-scale commercial office space with a focus on attracting health care and other professionals.~~
- 3. Identify and Implement Community Development Initiatives**
 - Plan and host a summer event.



Economic Development Task Force

2024 Work Plan

DRAFT

Objectives

1. Increased number of business startups and expansions
2. Enhancement of the Community Improvement Plan (CIP)
3. Increased Tourism
4. Promotion of a range of housing options to provide affordable housing including Public-Private Partnerships (PPEs)

Initiatives

- 1. Increased number of business startups and expansions**
 - a.

- 2. Enhancement of the Community Improvement Plan (CIP)**
 - a.

- 3. Increased Tourism**
 - a.

- 4. Promotion of a range of housing options to provide affordable housing including Public-Private Partnerships (PPEs)**
 - a.

EDO – Initiatives for Consideration

	MCD	EDTF	Discontinue
National Tradesperson Breakfast (Sept)			
Fall Foodilicious			
Business Bus Tour (Sept)			
Scenic Route & Historic Loop Sponsorship Program			
Winterfest (February)			
Summer Fest (July)			
Economic Development Week BBQ (May)			
Business Workshops/Meetings/Information Sessions			
Tradeshows			
Welcome Package			
Community Profile (Updates)	X	X	
Branded Materials Program	X		
Community Improvement Plan (CIP)	X		
Business Meetings (pro-active > on request)	X		
Local Government Week (Oct)	X		
NF Visitor Guide (Updates)	X	X	