

# Economic Development Task Force Agenda

9:30 AM - Monday, May 27, 2024

Council Chambers

## 1. Call to Order

## 2. Traditional Land Acknowledgement

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.

## 3. Disclosure of Pecuniary Interest and General Nature Thereof

## 4. Economic Development Task Force Notes

- a) Notes of the April 15, 2024 EDTF Meeting as approved via email and were received for information at the April 26, 2024 Regular Meeting of Council. 3 - 8

[April 15, 2024 - Economic Development Task Force Minutes](#)

[April 15, 2024 - Economic Development Task Force - Minutes - Html](#)

## 5. Presentations

- a) Shari Pearce - Madoc Chamber of Commerce

## 6. Business Arising

- a) Fall Business Bus Tour – Vaillancourt, Hunter
- b) Welcome Package – Bonello
- c) Business Breakfast (Oct.) – Hunter, Huetl, Bonello
- d) Business Profiles – Lancaster, Thiel 9 - 11

- 1. What constitutes a Business to be a North Frontenac Business
- 2. Conflicts of Interest

[2023-2026 - Terms of Reference](#)

- e) SummerFest – Bonello, Hunter, Inglis
- f) WinterFest – Bonello, Hunter, Inglis
- g) Spring/Fall Foodilicious Event - Thiel, Huetl, Regent
- h) Mural Project 12 - 27

Locations: Buckshot Lake Boat Launch, Shabomeka Lake Boat Launch, Koch Kove Lane (Kashwakamak Lake) Boat Launch, South Bush Road

(Crotch Lake) Boat Launch and River Road Boat Launch. The EDTF will also consider putting one in the Norcan Lake area, should we have an artist submit from that area.

[Bailey, Leane and Brian - Application Mural](#)

[Garrett, Anne - Application Mural](#)

[Hawley, Penny - Application Mural](#)

[Bay, Roxane - Application Mural - RECEIVED LATE MAY 2, 2024](#)

[Ross, Michelle - Application Mural - RECEIVED LATE MAY 16, 2024](#)

- i) Information Booth Kiosk – Regent, Kecso, Thiel
- j) Identify barriers to housing development and potential solutions – Inglis, Lancaster, Regent

## **7. New Business**

## **8. Adjournment**

- a) Meeting adjourned at \_\_\_\_\_ a.m.



# Economic Development Task Force Minutes

9:30 AM - Monday, April 15, 2024  
Council Chambers

Notes of the Economic Development Task Force held on Monday, April 15, 2024 at 9:30 AM at the Council Chambers.

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

**Absent with Regret:** Betty Hunter

**Also Present:** Brooke Ross, Manager of Community Development, Dipl.M.A., Lori Newman, Office Support - All Departments, and Matt Walker, Economic Development and Emergency Information Officer

## 1. Call to Order

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

*The EDTF welcomed Richard Allen, Manager Of Economic Development from the County of Frontenac, who will be attending the EDTF meetings moving forward, when available.*

## 2. Disclosure of Pecuniary Interest and General Nature Thereof

a) *None.*

## 3. Economic Development Task Force Notes

a) *Notes of the March 18, 2024 EDTF Meeting as approved via email and were received for information at the April 5, 2024 Regular Meeting of Council.*

## 4. Business Arising

a) *Business Profiles – Lancaster, Thiel*

Derrick Lancaster completed four Business Profile's since the last EDTF meeting to have on hand before the busy summer season begins. One profile will be included in April, then rotate to Paul Thiel in May. Derricks profile on Lancaster's Resort will be in June to recognize inclusivity, during Pride Month.

b) *SummerFest – Bonello, Hunter, Inglis*

The Summer Event sub-committee reported that they are continuing to confirm and collect the Agreement Forms for 2024 Summer Fest. The sub-committee will continue to report back to the EDTF.

**c) *Spring/Fall Foodilicious Event - Thiel, Huetl, Regent, Walker***

The Spring/Fall Foodilicious sub-committee will set a date to meet and discuss the event and will report back to the EDTF. In 2024 there will not be a spring Foodilicious.

**d) *Mural Project - pick 5 new locations - deadline to submit Applications May 1st***

The MCD confirmed that the Art Mural Project advertisement for Round 9 has been posted on the Township Website, Social Media accounts and in the Frontenac News with a deadline to submit applications by May 1st.

The EDTF discussed 5 potential locations for the Mural Project. These locations include Buckshot Lake Boat Launch, Shabomeka Lake Boat Launch, Koch Kove Lane (Kashwakamak Lake) Boat Launch, South Bush Road (Crotch Lake) Boat Launch and River Road Boat Launch. The EDTF will consider putting one in the Norcan Lake area, should we have an artist submit from that area.

**e) *Information Booth Kiosk – Regent, Kecso, Thiel***

The MCD reminded the EDTF that the North Frontenac Information booth/kiosk working group is awaiting direction from the Public Works Manager regarding the sign by-law and will bring back to a future EDTF meeting for consideration before submitting for Council consideration.

**f) *Identify barriers to housing development and potential solutions – Inglis, Regent, Lancaster***

The working group for this project will arrange to meet in early May. Danielle Kecso also volunteered to be part of the group.

## **5. Communications**

**a) *2024 Community Profile - for information***

The EDTF reviewed the 2024 Community Profile. Great information provided.

**b) *2024 Visitor Guide - review for any comments/suggestions***

The EDTF reviewed the 2024 Visitor Guide. The EDO will make small minor edits and then send for printing.

## **6. New Business**

## **7. Adjournment**

a) **Meeting adjourned at 10:54 a.m.**

**Be It Resolved That** Council receives for information the April 15, 2024 Notes of the Economic Development Task Force (EDTF);

**And That** Council approves the installation of the murals as recommended by the EDTF at the following locations: Buckshot Lake Boat Launch, Shabomeka Lake Boat Launch, Koch Kove Lane (Kashwakamak Lake) Boat Launch, South Bush Road (Crotch Lake) Boat Launch and River Road Boat Launch. The EDTF will consider putting one in the Norcan Lake area, should an artist submit from that area.

Received by Council on April 26, 2024.

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Councillor Stephanie Regent, Chair  
North Frontenac EDTF



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Received by Council on April 26, 2024.

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Councillor Stephanie Regent, Chair  
North Frontenac EDTF



## 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

[As appointed by Council on March 15, 2024:](#)

Councillor [Stephanie Regent](#) shall be the Chairperson. Alternate Chairperson (in the absence of the Chairperson) shall be Councillor [John Inglis](#).

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 [Ross](#), Dipl.M.A., Manager of Community Development (MCD);

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Economic Development Task Force (EDTF)

Terms of Reference

January 2023 – October 2026

[Updated: December 18, 2023](#)

[Updated: March 18, 2024](#)

[Updated: May 27, 2024](#)

Page 1 of 3

- ~~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 #26-23. 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.



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)

## ART MURAL PROJECT – ARTIST APPLICATION

| Artist Information                                                                                                         |                                 |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Project Year: 2024                                                                                                         | Application Date: April 8, 2024 |
| Artist Name: Leane + Brian Bailey                                                                                          |                                 |
| Address: 12196 Sunday Lake Drive, Ompah, ON K0H 2J0                                                                        |                                 |
| Phone: 613-479-8047                                                                                                        | Email: Leaneb1@live.ca          |
| Social Media (optional): www.facebook.com/ArtByTheBaileys                                                                  |                                 |
| Have you submitted an application in a previous year?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                                 |
| If so, were you selected as a mural artist?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No           |                                 |
| Briefly describe your artistic experience:<br>(skip if you have previously commissioned a mural for the program)           |                                 |

| Proposed Mural Information                                  |                                                                                                                                                                                                 |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mural Art Form:                                             | <input checked="" type="checkbox"/> Painting <input type="checkbox"/> Mosaic <input type="checkbox"/> Woodworking<br><input type="checkbox"/> Photography <input type="checkbox"/> Other: _____ |
| Proposed Mural Name:                                        | To be determined                                                                                                                                                                                |
| Describe your proposed theme and/or inspiration:            |                                                                                                                                                                                                 |
| <p>A landscape theme to reflect the area with wildlife.</p> |                                                                                                                                                                                                 |

Mural Mockup/Concept

Landscape scene

- trees

- lake

Wildlife

- birds

- animals

Similar to our other murals.



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**Terms**

This Application **does not** guarantee an opportunity to participate in North Frontenac's Art Mural Project. Upon receipt, your application will be reviewed and a Township representative will contact you should you be selected to participate. If you are selected to participate:

- The Township will provide you a cheque for \$100.00 CAD and a sheet of 96" x 48" plywood on which you will create a mural based on the mock-up/concept contained in this application.
- You will ensure that your mural will be created to reasonably withstand the elements of the outdoors and that you will be responsible for all on-going maintenance of the mural.
- All on-going maintenance of the mural while in the possession of the Township will be your responsibility.
- You will not hold the Township liable for any loss, destruction, or defacement of the mural while in the possession of the Township and/or on display by the Township.
- You authorize the Township to display the created mural on Township-owned property for a period of up to ten (10) years. At any point during this term, the Township may provide notice that your mural will no longer be included in the Art Mural Program. Upon receipt of notice, you must take repossession of your mural within 14 days or the mural will become the property of the Township.

Applicant Signature: L Bailey Bailey

Date: Apr 8/24

**Office Use Only**

Application Approved       Application Not Approved       Application Incomplete

Location Assignment:

Notes:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Personal information collected on this form is collected pursuant to the Municipal Act, 2001, s. 11(1), and will only be used for the purpose for which it is collected, and will not be distributed or used by the Township of North Frontenac for any other purpose. Questions about this collection may be directed to the Clerk/Planning Manager at 613-479-2231 or [clerkplanning@northfrontenac.ca](mailto:clerkplanning@northfrontenac.ca).*

## ART MURAL PROJECT – ARTIST APPLICATION

### Artist Information

Project Year: **2024**

Application Date: **April 13 / 2024**

Artist Name: **Anne Garrett**

Address: **2284 B River Road, Ompah**

Phone: **613 888 6850**

Email: **annemgarrett@gmail.com**

Social Media (optional):

Have you submitted an application in a previous year?:

Yes  No

If so, were you selected as a mural artist?:

Yes  No

Briefly describe your artistic experience:

(skip if you have previously commissioned a mural for the program)

### Proposed Mural Information

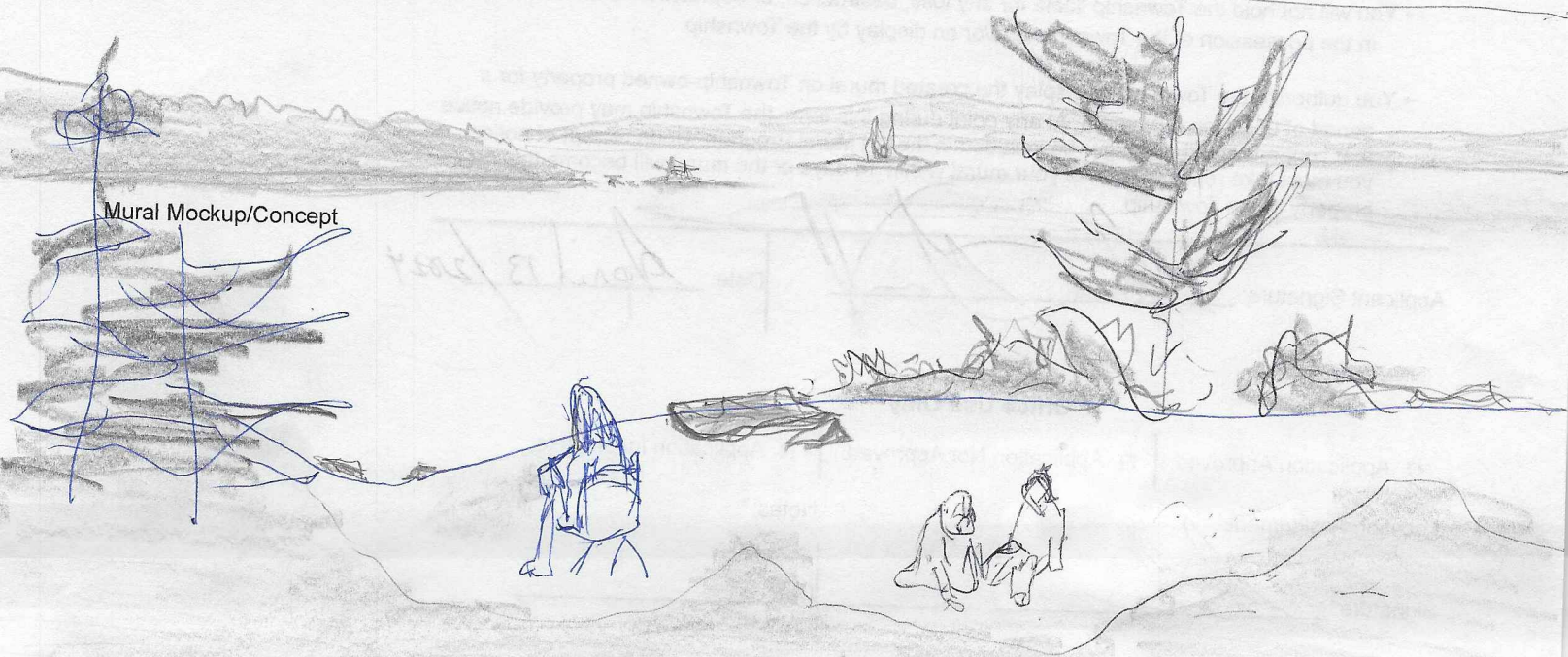
Mural Art Form:  Painting  Mosaic  Woodworking

Photography  Other: \_\_\_\_\_

Proposed Mural Name: **Afternoon Delight**

Describe your proposed theme and/or inspiration: **Enjoying one of our many campsites**

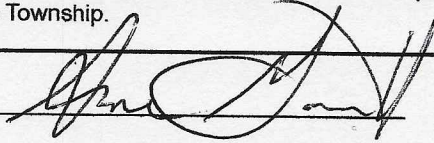
Mural Mockup/Concept



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- You will ensure that your mural will be created to reasonably withstand the elements of the outdoors and that you will be responsible for all on-going maintenance of the mural.
- All on-going maintenance of the mural while in the possession of the Township will be your responsibility.
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- You authorize the Township to display the created mural on Township-owned property for a period of up to ten (10) years. At any point during this term, the Township may provide notice that your mural will no longer be included in the Art Mural Program. Upon receipt of notice, you must take repossession of your mural within 14 days or the mural will become the property of the Township.

Applicant Signature:  Date: April 13 / 2024

**Office Use Only**

Application Approved |  Application Not Approved |  Application Incomplete

Location Assignment:

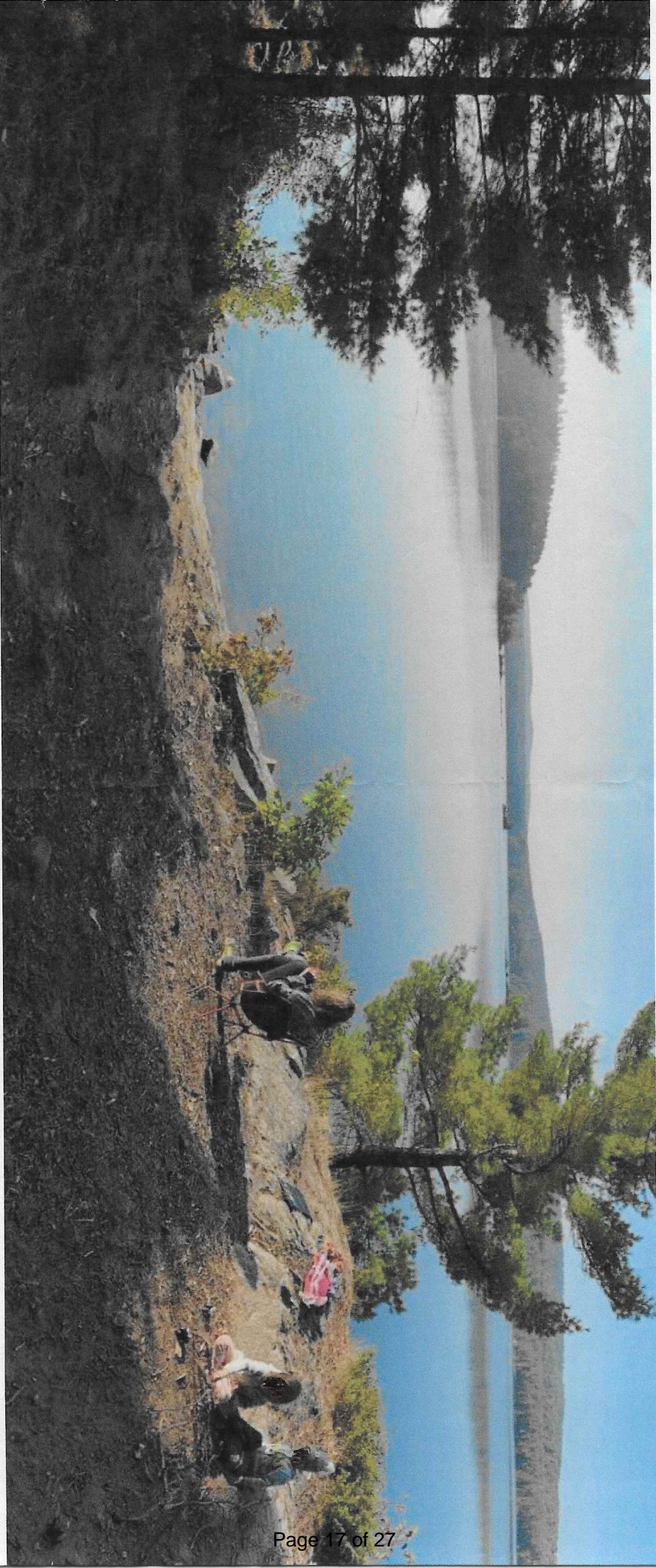
Notes:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Photo reference

Aimee Garrett





Township of  
**North Frontenac**



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**ART MURAL PROJECT – ARTIST APPLICATION**

| Artist Information                                                                                               |                                                                     |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Project Year: 2024                                                                                               | Application Date: April 1, 2024                                     |
| Artist Name: Penny Hawley                                                                                        |                                                                     |
| Address: 5589 Ardoch Rd Ardoch, ON                                                                               |                                                                     |
| Phone: 613-334-6284                                                                                              | Email: pennyhawley727@gmail.com                                     |
| Social Media (optional):                                                                                         |                                                                     |
| Have you submitted an application in a previous year?:                                                           | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| If so, were you selected as a mural artist?:                                                                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Briefly describe your artistic experience:<br>(skip if you have previously commissioned a mural for the program) |                                                                     |
|                                                                                                                  |                                                                     |

| Proposed Mural Information                                                                                                                                                                                                                  |                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mural Art Form:                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> Painting <input type="checkbox"/> Mosaic <input type="checkbox"/> Woodworking<br><input type="checkbox"/> Photography <input type="checkbox"/> Other: _____ |
| Proposed Mural Name:<br>Lily & Lotus                                                                                                                                                                                                        |                                                                                                                                                                                                 |
| Describe your proposed theme and/or inspiration:<br>If selected this mural would simply be what you would see while canoeing or kayaking on any of our Lakes, Rivers or Ponds - Lily pads floating on the water surface with lotus flowers. |                                                                                                                                                                                                 |
| Mural Mockup/Concept<br>I have attached a small painting that the mural would be similar to.                                                                                                                                                |                                                                                                                                                                                                 |



Township of  
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Applicant Signature: P. Hawley

Date: 4-1-24

**Office Use Only**

- Application Approved       Application Not Approved       Application Incomplete

Location Assignment:

Notes:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**RECEIVED**

MAY - 2 2024

Twp. of North Frontenac  
 Per.....

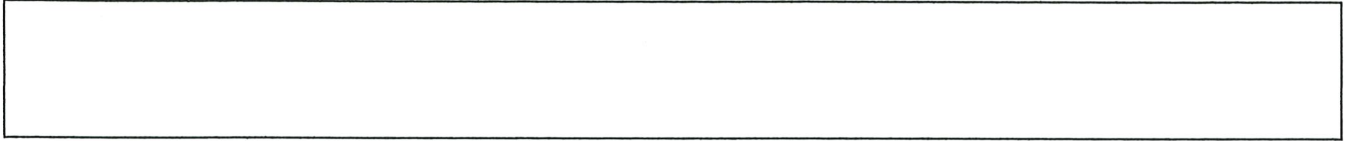
**ART MURAL PROJECT – ARTIST APPLICATION**

| Artist Information                                                                                                         |                                  |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Project Year: 2024                                                                                                         | Application Date: April 30, 2024 |
| Artist Name: Roxane Bay                                                                                                    |                                  |
| Address: 1049 Wilson Drive, Ompah ON K0H 2J0                                                                               |                                  |
| Phone: 647-760-0778                                                                                                        | Email: roxane.bay@gmail.com      |
| Social Media (optional):                                                                                                   |                                  |
| Have you submitted an application in a previous year?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                                  |
| If so, were you selected as a mural artist?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No           |                                  |
| Briefly describe your artistic experience:<br>(skip if you have previously commissioned a mural for the program)           |                                  |

| Proposed Mural Information                                                                                                                                                                               |                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mural Art Form:                                                                                                                                                                                          | <input checked="" type="checkbox"/> Painting <input type="checkbox"/> Mosaic <input type="checkbox"/> Woodworking<br><input type="checkbox"/> Photography <input type="checkbox"/> Other: _____ |
| Proposed Mural Name: Frontenac Trilliums                                                                                                                                                                 |                                                                                                                                                                                                 |
| Describe your proposed theme and/or inspiration:                                                                                                                                                         |                                                                                                                                                                                                 |
| <p>Spring Trillium display on a forest floor illustration. Acrylic paint.</p> <p>Photo used in Mural Mockup/Concept as inspiration only!</p> <p>Trilliums would be more prominent in the foreground.</p> |                                                                                                                                                                                                 |



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Mural Mockup/Concept





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)

### Terms

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- The Township will provide you a cheque for \$100.00 CAD and a sheet of 96" x 48" plywood on which you will create a mural based on the mock-up/concept contained in this application.
- You will ensure that your mural will be created to reasonably withstand the elements of the outdoors and that you will be responsible for all on-going maintenance of the mural.
- All on-going maintenance of the mural while in the possession of the Township will be your responsibility.
- You will not hold the Township liable for any loss, destruction, or defacement of the mural while in the possession of the Township and/or on display by the Township.
- You authorize the Township to display the created mural on Township-owned property for a period of up to ten (10) years. At any point during this term, the Township may provide notice that your mural will no longer be included in the Art Mural Program. Upon receipt of notice, you must take repossession of your mural within 14 days or the mural will become the property of the Township.

Applicant Signature: Rafane Bay

Date: April 30, 2024

### Office Use Only

Application Approved       Application Not Approved       Application Incomplete

Location Assignment:

Notes:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Personal information collected on this form is collected pursuant to the Municipal Act, 2001, s. 11(1), and will only be used for the purpose for which it is collected, and will not be distributed or used by the Township of North Frontenac for any other purpose. Questions about this collection may be directed to the Clerk/Planning Manager at 613-479-2231 or [clerkplanning@northfrontenac.ca](mailto:clerkplanning@northfrontenac.ca).*



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## ART MURAL PROJECT – ARTIST APPLICATION

| Artist Information                                                                                                                                   |                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Project Year: 2024                                                                                                                                   | Application Date: May 16/24 |
| Artist Name: Michelle Ross Original Photography                                                                                                      |                             |
| Address: 8090 Hwy 509 Plevna ON K0H 2M0                                                                                                              |                             |
| Phone: 613-318-4039                                                                                                                                  | Email: rossgm820@gmail.com  |
| Social Media (optional): <a href="https://www.facebook.com/originalphotographybymichelle">https://www.facebook.com/originalphotographybymichelle</a> |                             |
| Have you submitted an application in a previous year?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                           |                             |
| If so, were you selected as a mural artist?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                     |                             |
| Briefly describe your artistic experience:<br>(skip if you have previously commissioned a mural for the program)                                     |                             |
|                                                                                                                                                      |                             |

| Proposed Mural Information                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mural Art Form: <input type="checkbox"/> Painting <input type="checkbox"/> Mosaic <input type="checkbox"/> Woodworking<br><input checked="" type="checkbox"/> Photography <input type="checkbox"/> Other: _____ |
| Proposed Mural Name: Aurora Borealis Dancing Above North Frontenac                                                                                                                                              |
| Describe your proposed theme and/or inspiration:                                                                                                                                                                |
| I never thought that I would be able to photograph the Aurora Borealis, right here in North Frontenac. I was such an amazing experience and I would like to share some of the images with everyone.             |
|                                                                                                                                                                                                                 |

Mural Mockup/Concept

This is just an idea, the mural might look slightly different.





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Applicant Signature: Michelle Ross

Date: May 16, 2024

**Office Use Only**

Application Approved     
  Application Not Approved     
  Application Incomplete

Location Assignment:

Notes:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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