



# Economic Development Task Force Minutes

6:00 PM - Monday, October 21, 2024  
Council Chambers

---

Notes of the Economic Development Task Force held on Monday, October 21, 2024 at 6:00 PM at the Council Chambers.

**Present:** Councillor Stephanie Regent (Chair); Deputy Mayor John Inglis; Councillor Roy Huetl; Betty Hunter; Cyndy Bonello; Danielle Kesco; and Paul Thiel

**Absent with Regret:** Dan Vaillancourt

**Also Present:** Brooke Ross, Dipl.M.A., Manager of Community Development (MCD); and Lori Newman (Secretary)

## 1. Call to Order

The meeting was called to order by the Chair at 6:00 p.m.

## 2. Traditional Land Acknowledgement

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

None.

## 4. Economic Development Task Force Notes

- a) *Notes of the September 23, 2024 EDTF Meeting as approved via email and were received for information at the October 4, 2024 Regular Meeting of Council.*

## 5. Business Arising

a) ***Draft 2025 Work Plan***

The EDTF approved the draft 2025 Work Plan for Councils consideration.

[2025 EDTF Work Plan](#)

b) ***Draft 2025 Budget***

The EDTF approved the proposed Budget to Council for consideration as listed below.

The EDTF would like Council approval to start spending the WinterFest dollars, as need to confirm vendors, etc.

Per Resolution #195-24: "**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Proposed Potential Municipal Campground - Update"; **And That** Council directs the MCD to bring back estimated pricing for Council to consider regarding hiring a consultant to complete a Business Plan for a Municipal Campground during 2025 Budget Deliberations."

The EDTF would like to propose to Council not to include a potential Municipal Campground in the 2025 Budget, due to other priorities. This project will be held onto for consideration at a future time.

The MCD and Deputy Mayor John Inglis will work on an Administrative Report regarding a staffing proposal for the 2025 Budget Meeting, for Councils consideration.

	2024	2025
Summer Fest	\$6,000	\$10,000
Winter Fest	\$3,000	\$3,000
Advertising	\$2,500	\$2,500
Mural Project	\$2,000	\$2,000
CIP (Top-up)	\$15,000	\$30,000
Bus Tour	\$1,000	\$0
Trade Show	\$1,000	\$1,000
TODs Signage	\$1,630	\$1,630
EDTF Initiatives	\$2,000	\$2,000
Municipal Campground		\$0
Summer Student		\$19,575
Business Dinner		\$1,500

**c) Updated Terms of Reference**

Received for Information.

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

**d) Fall Business Bus Tour – Vaillancourt, Hunter**

Due to not being successful (lack of interest) in 2024, the EDTF is recommending not proceeding with this in 2025.

**e) Welcome Package – Bonello**

No update at this time.

**f) Business Breakfast (October 2024) – Hunter, Huetl, Bonello**

The EDTF agreed was a great initiative; however, they would like to propose to Council

that this be changed to a Business Dinner & Forum for 2025 to build on this successful event.

**g) *Business Profiles –Thiel***

No update at this time.

**h) *Economic Development Week BBQ (May)***

The EDTF would not like to proceed with this event throughout the future.

**i) *SummerFest – Bonello, Hunter, Inglis***

No update at this time.

**j) *WinterFest – Bonello, Hunter, Inglis***

The working group has been meeting regarding WinterFest planned for February 22, 2025.

**k) *Spring/Fall Foodilicious Event - Thiel, Regent, Kecso***

No update at this time.

**l) *Mural Project***

No update at this time.

**m) *NF Commercial Signage – Regent, Kecso, Thiel***

The EDTF received for information the proposal provided by the Working Group. The EDTF would like the Working Group to include staff implications prior to providing to Council for consideration; therefore, this will come back to the next EDTF meeting for further discussion.

**n) *Tradeshow – Bonello, Thiel***

EDTF members Bonello and Thiel volunteered to plan for the 2025 Trade Show.

The registration has opened up for the March 2025 Tradeshow and the EDTF would like approval to proceed with the registration prior to the 2025 Budget consideration.

**o) *Identify barriers to housing development and potential solutions – Inglis, Regent, Kecso***

No updates at this time.

## **6. New Business**

a) **Banner & Display**

The MCD will bring back more proposals for the EDTF to consider at the next EDTF meeting.

b) **EDTF Member Recruitment - deadline October 24**

Councillor Regent updated the EDTF that as previously approved by Council the deadline for EDTF recruitment is October 24. The recommendation for members will then go to Council and the EDTF will be provided an update after a decision has been made at Council.

## 7. Adjournment

a) **Meeting adjourned at 7:54 p.m.**

**NOTE : The next meeting of the EDTF will take place on Monday, November 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 October 21, 2024 Notes of the Economic Development Task Force (EDTF);

**And That** Council approves the EDTF's 2025 Work Plan;

**And That** Council approves the EDTF's updated Terms of Reference;

**And That** Council approves in advance of the 2025 Budget the EDTF spending \$3,000 for the 2025 WinterFest so that the EDTF can work at getting the event organized;

**And That** Council approves in advance of the 2025 Budget the EDTF registering for the March 2025 Tradeshow at a cost of \$791;

**And That** Council defers the Municipal Campground proposal for 2025 Budget (per Resolution #195-24), until a later date, due to other priorities.

Received by Council on November 22, 2024.

---

Councillor Stephanie Regent, Chair  
Township of North Frontenac EDTF



## Economic Development Task Force

### 2025 Work Plan

#### Objectives

1. Increased number of business startups and expansions
2. Increased Tourism
3. 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. Welcome Package – Bonello
- b. Business Dinner & Forum (Jan/Feb) – Vaillancourt, Regent
- c. Business Profiles –Thiel
- d. National Tradesman Day Breakfast (Sept) – MCD

##### 2. Increased Tourism

- a. SummerFest (July 19, 2025) – Bonello, Inglis
- b. WinterFest (February 22, 2025) – Bonello, Inglis
- c. Spring/Fall Foodilicious Event - Thiel, Regent, Kecso
- d. Mural Project - MCD
- e. NF Commercial Signage – Regent, Kecso, Thiel
- f. Tradeshow – Bonello, Thiel

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

- a. Identify barriers to housing development and potential solutions – Inglis, Regent, Kecso



## 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
- ~~Derriek Lancaster~~

and the following Staff:

---

Economic Development Task Force (EDTF)

Terms of Reference

January 2023 – October 2026

Updated: December 18, 2023

Updated: March 18, 2024

Updated: May 27, 2024

Updated October 21, 2024

Page 6 of 9

Page 1 of 4

- Brooke Ross, 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 #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.

---

Economic Development Task Force (EDTF)

Terms of Reference

January 2023 – October 2026

Updated: December 18, 2023

Updated: March 18, 2024

Updated: May 27, 2024

Updated October 21, 2024

Page 9 of 9

Page 4 of 4