

Economic Development Task Force Agenda

10:00 AM - Monday, January 19, 2026

Council Chambers

[Zoom Registration Link](#)

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 December 15, 2025 EDTF Meeting as approved via email and were received for information at the January 16, 2026 Regular Meeting of Council. 3 - 14

[Economic Development Task Force - 15 Dec 2025 - Minutes - Pdf](#)

5. Presentations

- a) Sonya Bolton, Manager of Community Planning, Frontenac County re: Amendments to Township Community Improvement Plan 15 - 20
[CIP - Updated Components \(2026-01-06\)](#)
- b) Jim Knapp, Frontenac ATV Club

6. Business Arising

- a) Review 2026 Work Plan 21
[2026 EDTF Work Plan - updated January 19, 2026](#)
- b) Welcome Package – Bonello
- c) Business Dinner & Forum (April) – Vaillancourt, Huetl, Hunter
- d) Business Profiles –Thiel, Huetl
- e) National Tradesman Day Breakfast (Sept) – MCD
- f) Bi-annual Business Owners Workshop Meetings (June + November) – Bonello, Vaillancourt
- g) Attend Two (2) - Three (3) Tradeshow per year – Bonello, Thiel, Hunter
- h) SummerFest (July) – Bonello, Inglis, Vaillancourt, Hunter
- i) WinterFest (February 21, 2026) – Bonello, Inglis, Hunter

- j) Mural Project - MCD
- k) ATV Trails (including K&P Trail) Opportunities and Promotion – Huetl, Bonello
- l) Strengthen relationship with Frontenac County Economic Development Team – County Representatives
- m) Advertising Initiatives to improve visitors coming to North Frontenac

7. New Business

8. Adjournment

- a) Meeting adjourned at _____ a.m.



Economic Development Task Force Minutes

10:00 AM - Monday, December 15, 2025

Council Chambers

Present: Councillor John Inglis (Chair), Deputy Mayor Roy Huetl, Betty Hunter, Paul Thiel and Dan Vaillancourt

Absent with Regret:

Also Present: Brooke Ross, Dipl.M.A., Manager of Community Development (MCD); Richard Allen, Manager of Economic Development (County of Frontenac); and Lori Newman (Secretary)

1. Call to Order

The meeting was called to order by the Chair at 10:00 a.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 November 17 and 20, 2025 EDTF Meetings as approved via email and were received for information at the December 12, 2025 Regular Meeting of Council.

5. Business Arising

- a) Updated Terms of Reference

The EDTF reviewed the Terms of Reference to amend to reflect the current Procedural Policy and recommend sending to Council for consideration.

The EDTF discussed the possibility of a replacement member due to a current vacancy however decided to recommend continuing with the remaining members for the duration of the current Council term (2022–2026).

[2023-2026 - Terms of Reference - Updated December 15, 2025](#)

- b) Welcome Package – Bonello

No update at this time.

- c) Business Dinner & Forum (April) – Vaillancourt, Huetl

Betty Hunter volunteered to join the Business Dinner and Forum working group. Roy Heutl advised that the group will connect in January to begin planning this event.

d) Business Profiles –Thiel, Huetl

Paul Thiel completed the January 2026 Business Profile and will be working on the February Business Profile in the next few weeks. The EDTF discussed the perceived importance of this initiative and requested that the MCD retrieve the statistics from the facebook views in order to facilitate a further conversation at a future EDTF meeting. It was also agreed that the 2026 Economic Community Development Student could complete several Profiles during the summer months as the 2025 Student completed a few for the EDTF during their employment.

e) National Tradesman Day Breakfast (Sept) – MCD

The MCD reported that planning for this event won't begin until August 2026. The EDTF discussed potentially having the 2026 Breakfast event in Ward 1 since it has taken place in Ward 2 since it's inception in 2023.

f) Improvement of Township Community Improvement Plan – Inglis, Huetl, MCD

The MCD informed the EDTF that updates from the County Planning Staff regarding the Improvement of the Township Community Improvement Plan will be brought back to the January 19, 2026 EDTF meeting. The EDTF asked the MCD to look into obtaining testimonials from previous CIP recipients in the event that increased funding will be requested in the future. The MCD advised that this information would also be beneficial to include in the Annual Report that is presented to Council.

g) Bi-annual Business Owners Workshop Meetings – Bonello, Vaillancourt

Cyndy Bonello and Dan Vaillancourt advised the EDTF members that they are considering planning a workshop in June and another in November of 2026. The EDTF discussed possible themes/topics for the workshops and will complete further investigation regarding facilitators and cost projections prior to making recommendations to Council.

h) Attend Three (3) Tradeshows per year – Bonello, Thiel

The MCD confirmed that two 2026 Tradeshows have been booked: The Quinte Sportsman Show in Belleville (March 13-15, 2026) and the Outdoor and Adventure Travel Show in Ottawa (April 25 and 26, 2026). The MCD will advise when clarification/confirmation from Central Frontenac's Economic Development Committee has been received regarding the potential of partnering and sharing costs for these tradeshows.

i) SummerFest (July) – Bonello, Inglis, Vaillancourt

The SummerFest working group was asked to keep a detailed list of spending for the 2026 SummerFest so that Council can view the report at the 2027 Budget deliberations in the event that increased funding is requested in the future. The EDTF also discussed a potential entrance fee which would assist in offsetting the costs of this Summer Festival that continues to gain momentum each year. The working group will bring back some options to the next EDTF meeting for discussion prior to making recommendations to Council.

j) WinterFest (February) – Bonello, Inglis, Hunter

The WinterFest working group is currently organizing various vendors and activities for the February 21, 2026 Winter Festival to be held at the Clar-Mill Community Hall in Plevna. The EDTF discussed amending a section of the rules & regulations for the “North Frontenac’s Got Talent” portion of the Festival prior to advertising in the Frontenac News, the Township Website and Township Social Media.

k) Mural Project - MCD

The MCD will advertise for the 2026 Mural Project in early January to provide time during the winter months for artists to work on their murals as there has been some feedback that summer is a busier time and it becomes a challenge to complete the Murals in time for the unveiling in October. The EDTF discussed potential locations for the next round (Round 11) of the Mural Project ensuring that equal placement is considered throughout the township. The EDTF decided on the following five locations:

- Township Office - replacement
- Plevna Waste Site - replacement
- Dempsey Cemetery -new
- Mississagagon Lake Boat Launch - new
- Sand Lake Beach – addition to back of existing

l) ATV Trails (including K&P Trail) Opportunities and Promotion – Huetl, Bonello

Richard Allen, Manager of Economic Development, County Of Frontenac apologized on behalf of Jim Knapp from the Frontenac ATV Club who is unwell and unable to attend today's meeting to discuss ATV Trails (including K&P Trail) Opportunities and Promotion. Richard will invite Jim to a future EDTF meeting.

m) Strengthen relationship with Frontenac County Economic Development Team – County Representatives

Richard Allen advised that the new Economic Development position will soon be filled and the County Team will have three positions as of 2026. Richard added that there will continue to be a County Representative presence throughout the Townships and will coordinate, communicate and make strong efforts to attend the EDTF meetings and look for opportunities for partnerships. Councillor John Inglis (Chair) expressed appreciation for this on behalf of the EDTF and is very encouraged to have such a valuable

relationship with the County.

- n) Advertising Initiatives to improve visitors coming to North Frontenac

The MCD advised that some new Township marketing materials have been ordered in anticipation of the 2026 Tradeshows and will bring samples to the next EDTF meeting.

6. New Business

- a) Budget 2026

The MCD provided the EDTF with the 2026 EDTF Budget highlights and reminded the members to submit any mileage expenses before the end of the year.

7. Adjournment

- a) Meeting adjourned at 11:24 a.m.

NOTE : The next meeting of the EDTF will take place on Monday, January 19, 2026 at 10:00 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 December 15, 2025 Notes of the Economic Development Task Force (EDTF);

And That Council approves the EDTF updated Terms of Reference;

And That Council approves of the EDTF not advertising to fill the vacant position on the EDTF at this time.

Received by Council on January 16, 2026.

Councillor John Inglis, Chair Township
of 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:~~

~~As appointed by Council on July 10, 2025:~~

~~Councillor Stephanie Regent~~ Deputy Mayor Councillor John Inglis shall be the Chairperson. Alternate Chairperson (in the absence of the Chairperson) shall be Councillor Deputy Mayor Roy Huetl ~~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

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

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Update: December 1, 2025

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- Cyndy Bonello
- ~~Danielle Keese~~
- ~~Derriek Lancaster~~
- ~~Tammy Watson~~
- ~~Brandon Hartwig~~
- Betty Hunter

and the following Staff:

- 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

Time Frame and Meetings:

The Economic Development Task Force is constituted for approximately four years, commencing on November 21, 2022 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 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.

Procedural Matters

Open to the Public

All Task Force Meetings shall be open to the public. The Task Force is not permitted to have a Closed Session.

Economic Development Task Force (EDTF)
 Terms of Reference
 January 2023 – October 2026
 Updated: December 18, 2023
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Notice

The appointed Manager(s) shall post the date and time of the Task Force Meetings on the Website and the Municipal Office's Electronic Sign at least 48 hours in advance of the meeting.

Electronic Participation

Members may participate in Meetings electronically.

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 four (4) members, and the CAO or a 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.

Attendance

In order to ensure the efficient and effective operation of the Task Force it is important the Members who have volunteered to participate in the Task Force attend and participate in Meetings. A Council Member on the Task Force may confidentially report to Council any Task Force Member who refuses or neglects to attend Meetings without just cause. Council may remove that person from the Task Force and appoint another person in their place.

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/Manager shall make the requests.

Responsibilities of the Chair

The Chair is responsible for:

- a) Consulting with the appointed Manager(s) on items to be included in the Agenda;
- b) The preservation of good order and decorum throughout Task Force meetings so that business can be carried out efficiently and effectively;
- c) Providing leadership;

Economic Development Task Force (EDTF)

Terms of Reference

January 2023 – October 2026

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- d) Opening the Meeting by taking the Chair and calling the Members to order;
- e) Ensuring the decisions of the Task Force are in conformity with the laws and Bylaws governing the activities of the Township;
- f) Ordering any person or Member in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order the person or Member to vacate the Council Chamber/Meeting Room where such behaviour persists; and
- g) Never allowing anyone to publicly criticize identifiable individuals. It is the responsibility of the Chair to ensure that rules of etiquette are observed by those in attendance.

Absence of the Chair

In the absence of the Chair, the Secretary shall call the meeting to order. The Chair shall be chosen from the Council Members present and they shall preside over the meeting.

Voluntary Sector Member Conduct

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 matters;
- c) Respect the individual rights, values, beliefs and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status;
- d) refrain from making statements known to be false or with the intent to mislead the Task Force, Council or the public;
- e) Not use their position on the Task Force to benefit materially from the process or the outcomes;
- f) 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; and
- g) Respect Council and the Task Force's decision-making process even if they disagree.

If a Voluntary Sector Member is in contravention of the above Section, a Member of the Task Force may contact the CAO who will arrange to confidentially report to Council any Task Force Member who is in contravention of the Procedural Policy. Council may direct the Chair to remove that person from the Task Force and appoint another person in their place.

Economic Development Task Force (EDTF)

Terms of Reference

January 2023 – October 2026

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Agenda

The Manager(s) (or CAO in their absence) in consultation with the Chair, shall prepare an electronic Agenda and circulate to all Task Force Members at least five days prior to the Meeting. Additions to the Agenda by Members, individuals or groups will not be accepted by the Manager or Chair after 4:00 p.m. 10 calendar days preceding the Meeting. The business of each Meeting shall follow the order in which it stands on the Agenda unless the Task Force decides to amend the Agenda. Any indisposed matters will be placed on the Agenda for the next Meeting.

Recommendations to Council

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.

Recommendations to Council shall be in the form of a Presentation, Administrative Report or written clear recommendations (i.e. identifying options) in the conclusion of the Task Force Notes of the meeting, with supporting documentation. These recommendations, shall be presented as Motions to Council for consideration.

Notes of the Task Force

Task Force Notes shall be drafted by the Secretary and provided to the Task Force Members for approval in principle. Once approved in principle by the Task Force, the Notes will be provided to the Clerk for inclusion in the next Council Agenda for information purposes and consideration of the recommendations. Once the Notes of a Task Force meeting have been received by Council, they shall be posted by the Clerk on the Website.

Sub-Committees

The Task Force may establish a Sub-Committee to deal with a specific task/matter that is specific to a Task Force. Members of the Sub-Committee shall:

- a) Be appointed by the Task Force; and
- b) Make recommendations to the Task Force. Council or the Task Force may disband a Sub-Committee at any time when determined the Sub-Committee's mandate has been met; or the Sub-Committee is no longer required.

Expenses Incurred by Task Force Members

Economic Development Task Force (EDTF)

Terms of Reference

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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.

Indemnification of Voluntary Sector Members

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

Resignation or Removal of Members

If a Voluntary Sector Member resigns or is removed from the Task Force, Council may appoint a Member from the previous recruitment. The appropriate Manager will contact the selected former applicant(s) regarding their interest in serving on the Task Force and report back to Council in a Closed Session. Council may direct the appropriate Manager to advertise the vacancy of the positions and report back with the applications.

Disbandment

The Task Force shall disband in accordance with the Terms of Reference, unless otherwise approved by Council. Council may also disband the Task Force if in the opinion of Council, the Task Force is no longer required. Council shall pass a Resolution to disband a Task Force.

Accountability:

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

Conflict of Interest Guidelines:

Council Members are responsible for complying with the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 and the Code of Conduct for Council Members. Employees are responsible for complying with the Township's guidelines and policies on conflict of interest.

Note: This Terms of Reference is worded in accordance with the Township's Procedural By-law, as amended. 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

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Updated: May 27, 2024

Updated October 21, 2024

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Updated August 18, 2025

Update: December 19, 2025

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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~~

Economic Development Task Force (EDTF)

Terms of Reference

January 2023 – October 2026

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~~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

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Goals and Objectives (Revised/New)

| Goals | Objectives |
|--|--|
| <p>Improve the visual quality and identity of the community by enhancing streetscapes, buildings, and public spaces, and by increasing awareness and visibility of local businesses.</p> | <ul style="list-style-type: none"> • Encourage façade, signage, and property improvements that reflect the rural character of the township. • Support enhancements to streetscapes, gateways/entrances, and community focal areas that improve first impressions and reinforce local identity. • Promote coordinated branding and wayfinding initiatives to increase visibility and recognition of local businesses and destinations. |
| <p>Strengthen commercial vitality and long-term economic resilience by supporting local businesses, encouraging reinvestment, and fostering a diverse and sustainable rural economy.</p> | <ul style="list-style-type: none"> • Support the retention, expansion, and attraction of small and locally owned businesses that serve residents and visitors year-round. • Encourage reinvestment in underutilized or aging commercial, mixed-use, and agricultural-support buildings. • Promote flexible and adaptive use of buildings to support small businesses, value-added agriculture, and tourism. |
| <p>Advance social equity and inclusive community engagement by improving access to services, supporting barrier-free and inclusive development, and strengthening public communication and participation.</p> | <ul style="list-style-type: none"> • Improve accessibility and safety in public-facing buildings and spaces, including barrier-free entrances, washrooms, and pedestrian connections. • Support projects that increase access to essential goods, services, and community amenities for residents across the township. • Strengthen communication and outreach tools to ensure residents, businesses, and community groups are informed of improvement opportunities and able to participate. |
| <p>Promote energy efficiency and environmental sustainability by encouraging building upgrades, renewable energy integration, climate-resilient design, and practices that reduce environmental impacts while supporting rural economic development.</p> | <ul style="list-style-type: none"> • Encourage energy-efficient building retrofits and low-impact development practices that reduce operating costs and environmental impacts. • Support the use of renewable energy systems and climate-resilient design appropriate to rural buildings and sites. • Promote sustainable land and infrastructure practices that protect natural features, reduce resource consumption, and support long-term rural viability. |

Grant Programs (Revised/New)

1. Façade and Property Improvement Grant
 - a. Building façades, exterior repairs, and finishes, including cladding materials, windows, doors, roof shingles/metal sheeting, architectural details and painting
 - b. Signage, lighting, awnings, and storefront improvements
 - c. Landscaping, patios, fencing, and entrance or streetscape elements
2. Building Renovation and Construction Grant
 - a. Interior renovations tied to business start-up, expansion, or modernization
 - b. Building code, fire, or health and safety upgrades
 - c. Conversion of underutilized space to commercial, mixed-use, or employment uses
 - d. Additions to existing commercial buildings and new structures on commercial properties
 - e. New buildings for accommodation on a property that is zoned for Recreational Commercial uses and permits Tourist Establishments
 - f. Installation of a septic/wastewater treatment system for the purposes of (1) expanding or creating a commercial business, or (2) for Recreational Commercial operations, bringing an existing system into compliance with current legislation
3. Accessibility and Community Inclusion Grant
 - a. Barrier-free entrances, ramps, doorways, and automatic doors
 - b. Accessible washrooms and interior circulation
 - c. Exterior lighting and safety improvements, such as levelling or repairing pathways and other exterior surfaces
 - d. Wayfinding and accessibility signage, including pavement markings for accessible parking spaces
4. Energy Efficiency and Environmental Sustainability Grant
 - a. Insulation, windows, doors, and air sealing
 - b. High-efficiency heating, cooling, and ventilation systems
 - c. Renewable energy installations (e.g., solar PV)
 - d. Water conservation, stormwater management, and low-impact design/landscaping
5. Planning and Building Administrative Grant
 - a. Planning application fees
 - b. Building and demolition permit fees
 - c. Fees for the services of a qualified professional to prepare drawings, studies, or reports to support a planning or building permit application

A. General Eligibility Criteria (All CIP Grant Programs)

Grants shall be limited to one per property per year, subject to a maximum lifetime funding amount per applicant of [to be determined]. For the purposes of this Plan, related or affiliated entities and adjacent properties operating as a single business shall be considered a single applicant.

Eligible properties

- Located within the boundaries of the Township of North Frontenac
- Zoned to permit the existing or proposed use
- Lawfully existing buildings (or structures eligible under the specific program)

Eligible applicants

- Property owners
- Tenants with written owner authorization
- Non-profit or community organizations occupying eligible buildings

Project requirements

- All required planning approvals and permits obtained prior to construction
- Project costs incurred **after** grant approval
- Compliance with all applicable municipal by-laws and provincial legislation
- No outstanding municipal taxes, fees, or property standards orders at time of approval and payment
- Project must align with at least one CIP goal

Ineligible projects and costs

- Routine maintenance or cosmetic work not visible or impactful
- Projects started prior to written CIP approval
- Home-based businesses/home occupations
- Residential-only uses (unless part of a mixed-use or program-specific exception)
- Pre-application consultation and review fees required by the municipality or commenting agencies
- Legal fees, land acquisition costs, or development charges
- Costs associated with appeals, enforcement actions, or non-compliance
- Studies or drawings not required by the municipality or another agency

B. Program-Specific Eligibility

1. Façade and Property Improvement Grant

- Improvements must be visible from a public street or space
- Design must reflect rural character and surrounding context
- Signage must comply with municipal sign by-law

2. Building Renovation and Construction Grant

- Project must support an active commercial use, mixed-use, or employment use
- Interior improvements must be directly tied to business operation or reuse
- Temporary or seasonal uses may be eligible if contributing to local economy

3. Accessibility & Community Inclusion Grant

- Improvements must exceed minimum code requirements where feasible
- Priority for buildings that provide essential or frequently used services
- Public access required

4. Energy Efficiency & Environmental Sustainability Grant

- Improvements must demonstrate energy or environmental performance benefits
- Renewable energy systems must comply with provincial and utility requirements
- Energy audit or technical documentation may be required
- Improvements for stormwater management must deal with run-off on the subject property, with no negative impact to adjacent properties, roads or natural heritage features (e.g., wetlands, lakes)

5. Planning and Building Administrative Grant

- Application fees for zoning by-law amendment, minor variance, site plan control, or consents/severances
- Building permit, demolition permit, and occupancy permit fees
- Architectural, structural, mechanical, or electrical drawings required for permit issuance
- Surveys, grading plans, and servicing plans
- Environmental, traffic, stormwater, accessibility, energy, or other technical studies required by the municipality or an approval authority

C. Scoring Matrix (Total: 100 Points)

This matrix applies to all CIP grant programs, with weighting that reflects Township priorities. Council or staff may set a minimum approval threshold (e.g., 60 points). The final scoring matrix will be determined and approved by Council. The review and scoring of individual applications will be delegated to Township staff, with an information report provided to Council.

1. Alignment with CIP Goals (maximum 30 points)

Addresses one CIP goal (10 points)

Addresses two CIP goals (20 points)

Addresses three or more CIP goals (30 points)

2. Community Benefit & Visibility (maximum 25 points)

Highly visible improvement or public-facing benefit (10 points)

Improves access to services, safety, or inclusivity (10 points)

Contributes to community identity or sense of place (5 points)

3. Economic Impact (maximum 20 points)

Supports local business retention or expansion (10 points)

Creates or sustains employment or services (5 points)

Encourages reinvestment in underutilized buildings (5 points)

4. Environmental & Energy Performance (maximum 15 points)

Demonstrates measurable energy or resource efficiency gains (10 points)

Incorporates climate-resilient or low-impact practices (5 points)

(Note: For non-energy programs, points may be awarded where sustainability is integrated into the project.)

5. Project Readiness & Feasibility (maximum 10 points)

Clear scope, budget, and timeline (5 points)

Required approvals identified or secured (5 points)

D. Priority Scoring (Optional Tie-Breakers)

Where applications score similarly, additional priority may be given to projects that:

1. Are located in a designated hamlet, main street, or strategic area
2. Leverage other funding sources
3. Involve heritage or long-term community assets
4. Are first-time CIP applicants

E. Administrative Notes

- **Minimum passing score:** 60/100
- **Program stacking:** Allowed, subject to an overall per-property cap
- **Budgetary discretion:** Final approval subject to budget availability



Economic Development Task Force

2026 Work Plan

Objectives

1. Increased number of business startups and expansions
2. Increased Tourism

Initiatives

1. Increased number of business startups and expansions

- a. Welcome Package – Bonello
- b. Business Dinner & Forum (April) – Vaillancourt, Huetl, Hunter
- c. Business Profiles –Thiel, Huetl
- d. National Tradesman Day Breakfast (Sept) – MCD
- e. Improvement of Township Community Improvement Plan – Inglis, Huetl, MCD
- f. Bi-annual Business Owners Workshop Meetings – Bonello, Vaillancourt

2. Increased Tourism

- a. Attend Two (2) - Three (3) Tradeshows per year – Bonello, Thiel, Hunter
- b. SummerFest (July) – Bonello, Inglis, Vaillancourt, Hunter
- c. WinterFest (February) – Bonello, Inglis, Hunter
- d. Mural Project - MCD
- e. ATV Trails (including K&P Trail) Opportunities and Promotion – Huetl, Bonello
- f. Strengthen relationship with Frontenac County Economic Development Team – County Representatives
- g. Advertising Initiatives to improve visitors coming to North Frontenac