



Economic Development Task Force Minutes

10:00 AM - Monday, January 19, 2026
Council Chambers

Present: Councillor John Inglis (Chair); Deputy Mayor Roy Huetl; Cyndy Bonello; Paul Thiel; Dan Vaillancourt and Betty Hunter.

Absent with Regret:

Also Present: Brooke Ross, Dipl.M.A., Manager of Community Development (MCD); Richard Allen, Manager of Economic Development (County of Frontenac); Sonya Bolton, Manager of Community Planning (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 December 15, 2025 EDTF Meeting as approved via email and were received for information at the January 16, 2026 Regular Meeting of Council.

5. Presentations

- a) Sonya Bolton, Manager of Community Planning, Frontenac County re: Amendments to Township Community Improvement Plan

Sonya Bolton, Manager of Community Planning, Frontenac County presented an overview regarding potential amendments and improvements to the Township Community Improvement Plan and requested feedback from the EDTF prior to planning an informal public consultation and presenting to Council.

The EDTF did not have any further comments and advised Sonya to proceed with scheduling the Public Meeting, prior to this going to Council for future consideration.

[2026-01-19 EDTF - CIP Presentation](#)

- b) Jim Knapp, Frontenac ATV Club

Jim Knapp and Bill Hunt (President and Vice President of the Frontenac ATV Club)

provided the EDTF with a summary of their Mission and Vision of providing riding opportunities and establishing a consistent trail access model for recreational ATV riders across Ontario.

The EDTF and Frontenac ATV club members discussed potential points of interest and events that could be incorporated into new trail development and ride/route planning in North Frontenac in the future.

The Frontenac ATV Club, Richard Allen, Roy Heutl and Cyndy Bonello will continue discussions and efforts as this would be a beneficial collaboration for all involved and report back to the EDTF in the future.

6. Business Arising

a) Review 2026 Work Plan

The EDTF Members reviewed and approved the 2026 EDTF Workplan to be provided to Council for consideration (attached).

[2026 EDTF Work Plan - updated January 19, 2026 ACC](#)

b) Welcome Package – Bonello

Cyndy Bonello and the MCD will arrange to meet in the upcoming weeks to go through the Welcome Packages and ensure all content is up to date and put together a stock of packages so that the “Welcome Letters” can resume being mailed out.

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

The Business Dinner and Forum working group advised that this event will take place Friday, April 17, 2026 from 5:00 p.m. to 8:00 p.m. at the Clar-Mill Hall in Plevna. Betty Hunter will confirm the date, time and menu with the Caterer and advise the MCD when “Save The Dates” can be sent out to the Businesses. This event was previously approved by Council.

d) Business Profiles –Thiel

Paul Thiel completed the February 2026 Business Profile and will be working on the March Business Profile in the next few weeks. Roy Huetl requested to be removed from this initiative as his schedule is too busy to assist Paul. The MCD reminded the EDTF that the 2026 Summer Student position will be able to assist with completing the Business Profiles.

e) National Tradesman Day Breakfast (Sept) – MCD

The MCD advised the EDTF that planning for this event won’t begin until August 2026.

f) Bi-annual Business Owners Workshop Meetings (June + November) – Bonello, Vaillancourt

Cyndy Bonello and Dan Vaillancourt advised that the first Bi-annual Business Owners Workshop Meeting has been scheduled for Wednesday, June 10, 2026 from 7:00 p.m. to 9:00 p.m. at the Barrie Community Hall in Cloyne. Advertising will begin mid-April.

- g) Attend Two (2) - Three (3) Tradeshows per year – Bonello, Thiel, Hunter

The working group will be meeting with Central Frontenac's Economic Development Committee on January 22, 2026 to discuss Tradeshows: cost-sharing details, volunteer scheduling, etc. The group will bring back information/updates to the next EDTF meeting for discussion.

- h) SummerFest (July) – Bonello, Inglis, Vaillancourt, Hunter

No update at this time.

- i) WinterFest (February 21, 2026) – Bonello, Inglis, Hunter

The WinterFest working group will hold a meeting this week to discuss details regarding the vendors and activities for the Winter Festival to be held February 21, 2026 at the Clar-Mill Community Hall in Plevna.

- j) Mural Project - MCD

The MCD confirmed that the advertising for the 2026 Mural Project is underway and the deadline for applications is March 2, 2026.

[2026 Art Mural Poster ACC](#)

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

The MCD circulated the new Township marketing materials that were ordered in anticipation of the 2026 Tradeshows as well as to share with area businesses. These new brochures and tent cards have a QR code that takes the user to the Recreation and Leisure page of the Township Website.

7. New Business

8. Adjournment

- a) Meeting adjourned at 11:46 a.m.

NOTE : The next meeting of the EDTF will take place on Tuesday, February 17, 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 January 19, 2026 Notes of the Economic Development Task Force (EDTF);

And That Council approves the EDTF 2026 Work Plan.

Received by Council on February 6, 2026.

Councillor John Inglis, Chair



Community Improvement Plan

Economic Development Task Force – January 19, 2026

1

Overview

- Purpose: Present key components of the CIP to the EDTF for feedback, prior to public consultation
- Components (revised and new)
 - Goals and objectives
 - Grant programs
 - Eligibility criteria
 - Scoring matrix

2

Goals & Objectives (1)

Goal

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.

Objectives

- 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.

3

Goals & Objectives (2)

Goal

Strengthen commercial vitality and long-term economic resilience by supporting local businesses, encouraging reinvestment, and fostering a diverse and sustainable rural economy.

Objectives

- 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.

4

Goals & Objectives (3)

Goal

Advance social equity and inclusive community engagement by improving access to services, supporting barrier-free and inclusive development, and strengthening public communication and participation.

Objectives

- 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.

5

Goals & Objectives (4)

Goal

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.

Objectives

- 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.

6

Grant Programs

Existing

1. Façade Improvement Program
2. Accessibility Enhancements
3. Commercial Space Funding
4. Municipal Fees Grant Program

Proposed

1. Façade & Property Improvement
2. Building Renovation & Construction
3. Accessibility & Community Inclusion
4. Energy Efficiency & Environmental Sustainability
5. Planning & Building Administrative Grant

7

Eligibility Criteria

New!

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.

8

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)

9

Eligible Applicants

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

10

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

11

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

12

Eligibility – Façade & Property Improvement

- 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

13

Eligibility – Building Renovation & Construction

- 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

14

Eligibility – Accessibility and Community Inclusion

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

15

Eligibility – Energy Efficiency & Environmental Sustainability

- 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)

16

Eligibility – 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

17

Scoring Matrix

- 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.

18

Scoring Matrix (continued)

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)

19

Scoring Matrix (continued)

1. Alignment with CIP goals (maximum 30 points)
2. Community benefit and visibility (maximum 25 points)
3. Economic impact (maximum 20 points)
4. Environmental and energy performance (maximum 15 points)
5. Project readiness and feasibility (maximum 10 points)

20

Scoring Matrix (continued)

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

1. Are 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

Minimum passing score:
60 points

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
- 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) Tradeshows – 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

2026 ART MURAL PROJECT

LOOKING FOR ARTISTS AND ARTISANS

**Feature your work in a
public space**

**Since
2017**

North Frontenac's Mural Project partners with local artists to create murals which are placed in public spaces throughout the municipality.

Open to painters, photographers and other visual artists and artists who's work can be presented as a mural.

2026 Locations:

-  Plevna Waste Site
-  Municipal Office
-  Sand Lake Beach
-  Dempsey Cemetery
-  Mississagagon Lake Boat Launch

Successful applicants receive:



One (1) sheet of 96" x 48" MDO plywood.



\$100 towards the cost of materials.



Free installation.



Certificate of Recognition.

For information
package please
contact

613-479-2231

recreation@northfrontenac.ca

Applications must be received prior to 4:00 PM on March 2, 2026