



## **Minutes of the Community Development Advisory Committee Meeting August 9, 2018**

---

A meeting of the Community Development Advisory Committee was held in the Bud Clayton Memorial Room, County Administrative Office, 2069 Battersea Road, Glenburnie on Thursday, August 9, 2018 at 10:30 a.m.

### **Present:**

Robert Clinton, Chair  
Betty Hunter, Vice Chair  
Tracy John  
Ella Vanderburgt  
Councillor John McDougall, Council Liaison  
Warden Ron Higgins

### **Regrets:**

Barrie Gilbert  
Wilma Kenny

### **Staff Present:**

Richard Allen, Manager of Economic Development  
Alison Vandervelde, Community Development Officer  
Jannette Amini, Manager of Legislative Services/Clerk (Recording Secretary)

### **1. Call to Order**

The Chair called the meeting to order at 10:30 a.m.

### **2. Adoption of the Agenda**

Moved By: Councillor McDougall  
Seconded By: Warden Higgins

**That** the agenda for the August 9, 2018 meeting of the Community Development Advisory Committee be adopted.

**Carried**

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

There were none.

**4. Adoption of Minutes**

**a) Minutes of Meeting held May 10, 2018**

Moved By: Ms. Hunter  
Seconded By: Warden Higgins

**That** the minutes of the Community Development Advisory Committee meeting held May 10, 2018 be adopted.

**Carried**

**5. Deputations and/or Presentations**



**6. Reports to the Community Development Advisory**

**a) 2018-102  
Community Development Advisory Committee  
Regional Active Transportation Plan**

Mr. Allen provided an overview of the report which was for information purposes only. The final report will include potential partnerships, including ones with the Townships although it is suspected that pedestrian linkages within villages will be the focus of the Townships.

Mr. Allen reviewed the list of projects that were included when the grant application was submitted. Once the Plan is complete, these projects will be reviewed. The County has until 2020 to spend the allocated \$120,000 which provides 80% funding for projects. The Plan itself is an \$80,000 cost being funded 50% from reserves and 50% from the Ontario Municipal Commuter Cycling Program grant.

**b) 2018-103  
Community Development Advisory Committee  
K&P Trail Sign Maintenance Policy**

Moved By: Ms. Vanderburgt  
Seconded By: Ms. John

**Be It Resolved That** the Council of the County of Frontenac approve the K&P Trail Sign Maintenance policy attached to this report as Appendix A.

**Carried**

With respect to the cost of the signs, the County received a \$25,000 Trans Canada Trail grant with the remaining \$75,000 coming from RED funding for a total cost of \$100,000.

As noted in the report, replacement of individual signs lost due to damage or vandalism will be accounted for and budgeted through the County's K&P Trail annual operational budget as the cost of an individual sign would not meet the cost threshold to be considered a capital cost.

Regarding the extension of the K&P Trail into North Frontenac, Council will discuss the future of trail development – including potential funding sources – at its September meeting. In addition, any budgets moving forward will include an accessibility component and a report will be coming to County Council to discuss trail development moving forward.

**c) 2018-104  
Community Development Advisory Committee  
Ambassador Program Review & Annual Survey**

Ms. Vandervelde provided an overview of the report which was for information and solicited advice from the Committee on the draft questions for the Frontenac Ambassador Program Survey that will be open for feedback in September 2018.

Staff are working with Jeff Green on the Frontenac Visitor Guide, including seeking advertisements which will make the projects self-sufficient. This will not however be replacing the Recreation Guide.

With respect to the survey, it was suggested that a rating scale be added rather than expecting participants to respond in a creative writing style.

If members have any additional comments or suggestions regarding the survey, they may be forwarded to Ms. Vandervelde, who will, at the Committee's request, provide members with a draft survey once complete.

With respect to merchandise sales, it was noted that sales create a small amount of revenue that allows for cost recovery and to provide some promotional items.

If non ambassadors wish to receive the "made #inFrontenac" labels they can contact Ms. Vandervelde who will provide them as well as have a conversation about becoming a brand ambassador.

Comments were made with respect to an existing Cricket farm and the opportunity to approach the owners about expanding in Frontenac.

With respect to questions about outreach to companies to locate in Frontenac, Mr. Allen advised that staff are working on this and the new web portal is a good way to connect. Staff look for these types of opportunities at trade shows and conferences and he will be bringing forward a proposal to the next Council regarding succession planning in terms of business owners looking to retire.

**7. Communications**



**8. Other Business**

There was none.

**9. Next Meeting**

- a) The next regular meeting of the Community Development Advisory Committee is scheduled for Thursday, October 11, 2018 at 10:30 a.m. at the County Administrative Offices.

**10. Adjournment**

Moved By: Ms. Hunter  
Seconded By: Warden Higgins

**That** the meeting hereby adjourn at 11:34 a.m.

**Carried**