



150TH ANNIVERSARY ADVISORY COMMITTEE AGENDA

Date and Time Wednesday, December 11, 2013 at 9:00 a.m.
Place The Frontenac Room, 2069 Battersea Road, Glenburnie

Members:

Gary Davison, County Councillor
Marcel Giroux, Community Member, Chair

Phil Leonard, Community Member
Jim VandenHoek, Community Member
Barbara Sproule, Community Member

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- 1. Call to order
2. Adoption of the agenda
3. Disclosure of pecuniary interest and general nature thereof
4. Adoption of minutes

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- Minutes of Meeting held October 20, 2013

THAT the minutes of the 150th Anniversary Planning Advisory Committee meeting held October 30, 2013 be approved as circulated.

- 5. Deputations and/or presentations
6. Briefings
Ms. VanBruinessen will provide the 150th Anniversary Planning Advisory Committee with a briefing on its 2014 proposed budget.

9-11

- 7. 150th Anniversary Advisory Committee (AAC) Work Plan
Report No. 2013-215
Frontenac County Advisory Committees – Mandatory Integrated Accessibility Standards Regulation Training

THAT the 150th Anniversary Planning Advisory Committee receive the Frontenac County

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7. 150th Anniversary Advisory Committee (AAC) Work Plan
Advisory Committees – Mandatory Integrated Accessibility Standards Regulation Training Report for information.
 - 150th Anniversary Planning Session

Mr. Rob Wood, 8020 Info Inc. will facilitate this session.

8. Other business

9. Next meeting date

10. Adjournment



**Minutes of the 150th Anniversary Planning Advisory Committee Meeting
October 30, 2013**

A meeting of the 150th Anniversary Planning Advisory Committee was held in the Frontenac Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, October 30, 2013 at 10:00 AM

In attendance:

- Marcel Giroux, Chair
- Councillor Gary Davison
- Barbara Sproule
- Warden Janet Gutowski, Ex-Officio

Via Teleconference:

- Jim Vanden Hoek

Regrets

- Phil Leonard

Staff:

- Elizabeth Savill, CAO/Clerk
- Jannette Amini, Deputy Clerk
- Kristin Mullin, Communications Officer
- Angelique Tamblyn, Executive Assistant
- Anne Marie Young, Manager of Economic Sustainability

1. Call to order

Mr. Giroux, Chair, called the meeting to order at 10:03 a.m.

2. Adoption of the agenda

Moved By: Councillor Davison

Seconded By: Ms. Sproule

THAT the agenda for the October 30th, 2013 150th Anniversary Planning Advisory Committee be adopted as circulated.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

The Chair instructed the recording secretary to record that, in accordance with the *Municipal Conflict of Interest Act*, no disclosures of pecuniary interest were declared.

4. Adoption of minutes

Moved By: Ms. Sproule
Seconded By: Warden Gutowski

THAT the minutes of the 150th Anniversary Planning Advisory Committee meeting held August 28, 2013 be approved as circulated.

CARRIED

5. Deputations and/or presentations – Nil

6. Communications

- i. Correspondence received from Steven Davidson, Deputy Minister, Ministry of Tourism, Culture and Sport, regarding the 2014 Premier's Awards for Excellence in the Arts

The Committee noted many possible candidates that would be worthy of this award and individual members will take this information to their respective communities for any individual recommendations.

7. 150th Anniversary Advisory Committee (AAC) Work Plan

**2013-194
2013 Work Plan Update**

Moved By: Councillor Davison
Seconded By: Mr. Sproule

RESOLVED THAT the 150th Anniversary Planning Advisory Committee accept this 2013 Work Plan Update report for information.

AND FURTHER THAT the Council of the County of Frontenac approved the 150th Anniversary Planning Advisory Committee 2014 Work Plan;

AND FURTHER THAT the proposed 2014 Draft 150th Anniversary Planning Advisory Committee budget be forwarded to staff for inclusion in the 2014 Budget presentation to County Council as amended to include a \$30,000 allocation to the appropriate Reserve Fund.

CARRIED

Suggestions in the survey by community members indicate that events should include the rail history of Frontenac County and Ms. Savill noted an old rail book titled "In Search of the K & P Trail" which the County has in its possession. This book could be sold at events or the publishers of the book could be invited to attend events.

Ms. Savill noted the suggestion made to her regarding opportunities for a 150th Anniversary quilt that could travel around the County. The Committee discussed who could possibly pick up this project and it was suggested that each community could produce it's own small quilt that would then form part of a larger County quilt. Warden Gutowski will provide the contact information of a quilter in Harrowsmith and work with staff to investigate the potential of developing a 150th Anniversary quilt and report back to the Committee on recommendations, including any budget requirements, at its next meeting.

Councillor Davison provided an overview of his Canada Day activities, including having displays at the Verona Lions Club Jamboree. Mr. Vanden Hoek provided an overview of the Wolfe Island Ploughing match which included 30 ploughers and 6 celebrities.

The Committee discussed upcoming opportunities in November/December including the Festival of Trees in Sharbot Lake where a 150th tree could be entered. This event will take place December 12th to 14th and Warden Gutowski could provide the contact information of the organizers to staff. The tree is purchased at Sharbot Lake and decorating takes place on the Wednesday evening with prizes awarded on the Thursday to kick off the event. Ms. Young will take this project on as well as open this up to other staff members at the County. There are sufficient funds in the 150th Anniversary Planning Advisory Committee budget to accommodate a cost of less than \$200. It was noted that there is a different theme each year for the event and the Chair will send a formal letter to the organizers to see if the theme for 2014 could be the 150th Anniversary. Warden Gutowski and Mr. Giroux will assist with this event and Warden Gutowski will send an email to the organizers indicating that the 150th Anniversary Planning Advisory Committee would like to participate in this event.

The Committee also discussed a float in the Santa Claus parade. It was also suggested that a float be developed that could be used for various parades throughout the year. Councillor Davison will take the lead on this project with assistance from Mr. Vanden Hoek and Ms. Young with a budget to be determined.

Mr. Vanden Hoek advised that he will contact Councillor Davison regarding the ploughing demonstration. He also spoke of the work done to date with respect to the 150th Passport and advised that he has not received a great response from merchants on this. He suggested there needs to be support for this in the business community. Warden Gutowski advised that there is enthusiasm in Central Frontenac and she could provide that contact information to Mr. Vanden Hoek. Staff will also forward information to Mr. Vanden Hoek on others that might champion this project.

The Committee discussed possible 150th Anniversary magnets that could be placed on vehicles as a means of advertisement. To this, staff noted the sign applicates (skins)

that are being considered for the signs along the K & P Trail that would have the 150th logo on them and this could also be purchased for application on a vehicle. Staff discussed the number of Santa Claus parades coming up including the Kingston parade scheduled for November 23rd and it was questioned if anyone could pick this event up. Participants could also go in period costume as there are a number of organizations in the area that provide period costumes. Councillor Davison committed to doing this parade as the County past Warden. There is no cost for dignitaries to enter this parade.

Warden Gustowski noted her attendance at a Grade 5 class during Local Government Week where 150th Anniversary stickers were provided to the students.

Ms. Young noted the current employment program she had investigated is for those currently on unemployment and it is a program that becomes very time consuming for the employer as well as difficult to monitor. Staff have been instructed to develop a terms of reference for a possible intern. Ms. Mullin noted the program currently available through St. Lawrence College that would provide a co-op student for a few days a week and this is currently being investigated by Human Resources.

Working Group Updates

Costume Ball

Mr. Giroux noted he currently has 2 people working with him on the costume ball, one regarding costumes and one regarding the music. He did note that this event was low on the list of responses from the survey; however it was felt that support for this event will grow. Mr. Giroux does have contacts in the community that are willing to assist him with the planning of this event, including obtaining period costumes. Formal letters from this Committee should be provided to those who have assisted in this event. Mr. Giroux will provide names to staff. Staff suggested that a Committee might be considered to start focusing on this event as Fort Henry and the Sir John A. Bicentennial Commission might be interested to partner. It was also suggested that the City of Kingston Cultural Services Department could be contacted. The Committee discussed a volunteer application being posted to the website with a list of volunteer opportunities for people to choose from.

Scholarship Project

Ms. Mullin advised, through discussions with the Limestone Scholarship program, that the County could utilize this scholarship program which would be set up as the County chooses and the interest earned from the fund would be used each year as a student scholarship. It was questioned if there would be an appetite from County Council to allocate \$25,000 for this project. There is the potential to generate funding from the various 150th events to be held and that revenue could be put towards this program or it could also be done through a donation program. It was noted that this needs to be a larger discussion as many County students do not attend the high schools located within the County and a criteria for nominations would need to be established. Warden Gutowski will work on some criteria and bring this to the next meeting.

Central Celebration

Councillor Davison overviewed his conversations regarding the site for the central celebration and any work that might be required at the site including the need for temporary fencing around the site. Staff will prepare a formal thank you letter to those assisting Councillor Davison in the site location work.

Legacy Projects

Ms. Young noted the funding opportunities through the Canada “Building Communities Through Arts and Heritage”. One component of the funding is that applicants can apply for up to \$200,000 in funding, with up to \$25,000 being allocated towards capital expenses providing that the capital gain is movable and could be used for other events. In addition, one may also apply for Legacy Project funding of 50% up to a maximum of \$500,000. The deadline for funding applications for 2015 is January 30th 2014. Staff suggested that a facilitator could come and assist the Committee to formulate what it would like to pursue as this application will require formal documentation to accompany it. Ms. Young will proceed with further investigating this funding opportunity

Moved by Councillor Davison
Seconded by Ms. Sproule

THAT Council of the County of Frontenac authorize staff to proceed with contracting services to develop the comprehensive plan and all necessary details to support a funding application in support of the 150th Anniversary to Building Communities Through Arts and Heritage which offers funding up to a maximum of \$700,000;

AND FURTHER THAT the costs for the contracting services not exceed \$5,000.

CARRIED

2014 Draft Work Plan

Moved by Ms. Sproule
Seconded by Councillor Davison

THAT the 2014 150th Anniversary Planning Advisory Committee budget be amended to include a \$30,000 allocation to the appropriate Reserve Fund.

CARRIED

**2013-196
Frontenac County Advisory Committees – Code of Conduct for
Members of County Council and Committees**

Moved By: Mr. Gutowski
Seconded By: Mr. Sproule

THAT the 150th Anniversary Planning Advisory Committee receive Report 2013-196, Frontenac County Advisory Committees – Code of Conduct for Members of County Council and Committees for information only.

CARRIED

8. Other business

9. Next meeting date

The next regular meeting of the 150th Anniversary Planning Advisory Committee is scheduled for Wednesday, December 11, 2013 at the County Administrative Building.

10. Adjournment

The meeting adjourned at 12:06 p.m.



Report 2013-215

COMMITTEE REPORT

To: Chair and Members of the Frontenac County Advisory Committees

From: Jannette Amini
Deputy Clerk

Date prepared: November 11, 2013

Date of meeting: Frontenac Accessibility Advisory Committee – November 18, 2013
Sustainability Advisory Committee – December 2, 2013
Trails Advisory Committee – December 5, 2013
Service Delivery and Organization Review Committee – December 9, 2013
150th Anniversary Planning Advisory Committee – December 11, 2013

Re: Frontenac County Advisory Committees – Mandatory Integrated Accessibility Standards Regulation Training

Recommendation

This Report is for information purposes only.

Background

In 2001 the Province of Ontario passed the *Ontarians with Disabilities Act* (ODA) in order to improve opportunities for persons with disabilities by identifying and removing barriers in order to allow full participation. To further remove barriers, in 2005 the Province passed the *Accessibility for Ontarians with Disabilities Act* (AODA) with the purpose of achieving a fully accessible Ontario by 2025.

The AODA identified five standards that were to be developed, those being:

- The Customer Service Standard
- The Information and Communications Standard (Provide information & communicate (websites, brochures, flyers, invoices, order forms))
- The Employment Standard (Recruit, Assessment, Selection and Retention)
- The Transportation Standard (Accessible Transit, including accessible buses, platforms, taxis and ferries)
- Design of Public Spaces Standard.
- The Built Environment - Physical and Architectural

Comment

The **Customer Service Standard**, which came into force in 2008, outlines how we interact with persons with disabilities and how we provide service. It requires that municipalities must have in place policies with respect to the Standard and that all staff be trained on the policy which identifies how accessible customer service will be provided to persons with disabilities which is consistent with the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) – and that considers the principles of dignity, independence, integration and equal opportunity.

The Integrated Accessibility Standards Regulation (IASR) became law in July 2011 and encompasses general requirements of the 4 Standards as follows:

- The Information and Communications Standard
- The Employment Standard
- The Transportation Standard
- Design of Public Spaces Standard.

It also requires that municipalities must have in place policies with respect to the Standard and that all employees and volunteers must be trained on the IASR and the Human Rights Code.

Council, at its regular meeting held September 18, 2013 approved the County of Frontenac's Integrated Accessibility Standards Regulation Policy which was a requirement under the new IASR. A copy of the IASR policy was presented to the Accessibility Advisory Committee at its meeting held September 9th prior to it being presented to Council.

Section 1.4 Training states:

All County of Frontenac employees, volunteers, persons who participate in developing the County's policies and third parties providing goods and services on the County's behalf shall be required to undergo training on the requirements of the *Accessibility for Ontarian with Disabilities Act, 2005* accessibility standards and on the Human Rights Code as it pertains to persons with disabilities. The training provided on these requirements shall be appropriate to the duties of the employee, volunteer or other persons. Training shall take place as soon as is practicable and upon completion, the County shall keep a record of the training provided on these requirements including the dates on which the training was provided and the number of individuals to whom it was provided.

Committee members will be provided with the "Understanding the Integrated Accessibility Standards Regulation" training booklet and will be required to acknowledge that they have read and understood the Integrated Accessibility Standards Regulation. A brief questionnaire has also been provided at the conclusion of the booklet to allow readers to test their knowledge and understanding of what they have learned.

Sustainability Implications

Creating barrier-free communities through accessibility planning will enhance the County's goal of sustainability in both the social and economic pillars of the County's sustainability plan. As stated in *Directions for Our Future*, social sustainability is based on equity, diversity, connectivity, democracy and a good quality of life. It further states that economic development takes health, community, education, and environmental and social objectives into account.

Financial Implications

There are no direct financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Frontenac Accessibility Advisory Committee
All County of Frontenac employees, volunteers and Members of County Council

Attachments

Appendix A – Understanding the Integrated Accessibility Standards Regulation



Frontenac 150th Anniversary Advisory Committee Planning Retreat

9am-4:30pm, Dec. 11, 2013 | Frontenac Room, County Office | Facilitator: Rob Wood, 8020Info

GOALS: This session aims to ...

- Confirm a **recommended plan** of priority goals, strategies & activities for the 2015 Sesquicentennial celebration of the County of Frontenac, including plans for:
 - development of a major event and several smaller events
 - partnership opportunities and recruitment of volunteers
 - community engagement and communications
- Review **implementation capabilities** & plan for a major **funding application** that is due by January 30th.

Agenda:

9:00am **Advisory Committee Business**

9:30am **Overview of the Planning Session**

9:35am *Lightning Round: Reactions to Advance Input* (see attached notes)

9:45am **Session #1 (Big Picture): Goals, Objectives & Desired Outcomes**

- *Confirming the expectations/deliverables and look of success:*
What should be accomplished, for whom, at what level of investment/cost/effort?
- *Setting Priorities & Confirming Approaches:*
What are the critical choices, issues, trends, constraints, risks and concerns that should be taken into account when developing strategy and setting priorities for 150th Celebration initiatives?
 - Positioning/branding the Frontenacs — Selection of events
 - Event & marketing communications — Engaging community/partners
 - Funding, volunteers & other resources — Clear authorities/accountability
- *Timelines and desired pacing of events through the year*

10:55am **Break**



11:10am **Session #2 (Initiatives): Proposed Programming, Events & Activities**

- **Central Celebration**
(exhibition, food, live music, heritage displays, children's activities)
- **Plowing Match**
- **Historic Artifacts Displays** (travelling museum, volunteer curator)
- **Passport Stamp Program** (involving businesses from all 4 townships)
- **Community Quilt** (created by volunteers in all four townships)
- **Legacy Projects** (one project for each township – trailhead parks?)
- **Scholarship program**
(gift/continuing program to recognize a County sec. school grad)
- **Documentation of working history**
(record individual/family stories; old photos)
- **Costume Ball** (featuring period costumes and classical music)

12:30pm Break for Lunch

1:05pm **Session #3 (Initiatives): Enhancing and Confirming the Plan**

- *Elaborate and confirm final proposed initiatives*
- Review the pros/cons of proposed initiatives & develop a better understanding of options/alternative approaches. Confirm recommended initiatives.
- Confirm the enabling strategies: funding, engagement and communications.
- Discussion of organizational capabilities required to achieve future goals.
- Structure for leadership, management, governance and accountabilities.
- Confirm recommended timelines for development and implementation
- Confirming the final plan of recommended 150th Anniversary initiatives.

2:35pm Break



2:50pm **Session #4 (Implementation): Follow-up on Today's Work**

- *Plans for securing funding, resources and approvals:*
 - What approvals are (or may be) required?
 - Steps to engage/secure community partners and volunteer resources?
 - Request for support/resources from the County and/or townships?
 - Ideas/direction for the January 30th funding application to Canadian Heritage?
- *What further detail, research & follow-up is needed over the next month?*
 - In what areas, if any, will further research/information be required?
 - Are there any conditions/barriers to implementation to be addressed?
 - How best to pursue more detailed event planning and liaison with community groups?
 - Further development of a marketing/communications plan?

4:20pm **Wrap-up, Takeaways and Next Steps**

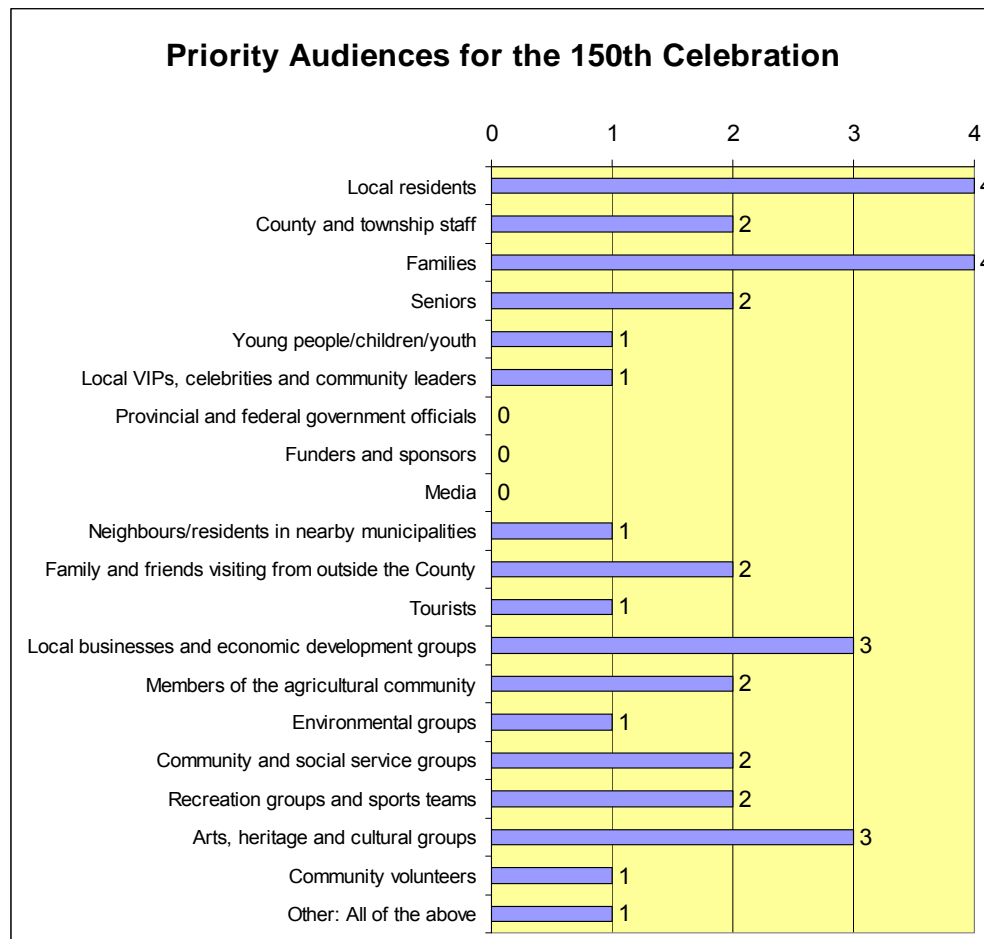
4:30pm *Adjournment*

Summary of Advance Input

Participants in the 150th Anniversary Advisory Committee Planning Retreat were invited to provide their advance input on some of the key questions (below) to be discussed at the workshop. A total of 4 responses were received between Nov. 28th and Dec. 9th, and have been compiled below, as received.

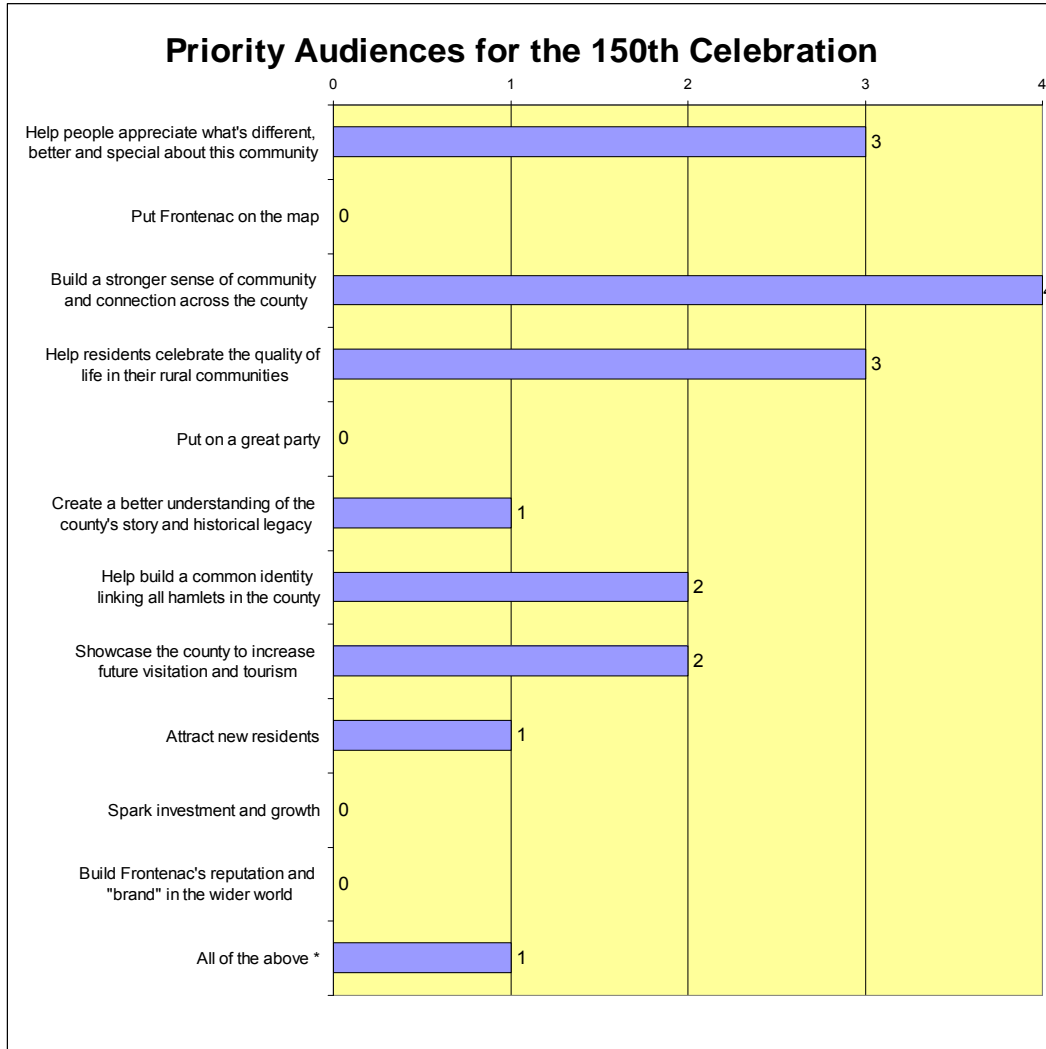
1. Priority Audiences:

Frontenac County's 150th anniversary celebration could focus on any number of different types of audiences. From your own point of view, which ones should be top priority audiences for anniversary planning? *n= 4 responses*



2. Defining Success:

If things go well during Frontenac County's 150th anniversary year, what impact would we aim to make with our celebration activities? *n= 4 responses*



* All of the above in a way. If we know our past, and that helps us realize our present identity, the future will bring better and stronger communities.

3. Planning Choices and Priorities:

What **fundamental issues, choices or priorities** – the "forks in the road" ahead – do you see as being critical to developing a strong anniversary program to achieve those desired outcomes? *n= 4 responses*

- Solid planning.
 - Time management.
 - Getting the right volunteers doing the right tasks.
 - Delegating funding.
- Celebration needs to be inclusive of several geographic parts of the county.
 - There should be some element(s) of the celebration that has lasting value.
 - Attention must be paid to ensure souvenirs or items purchased are sourced locally.
 - The celebration should be culturally inclusive and accessible to all examples: first nations, people with disabilities.
- By June 2014, we must have all major decisions confirmed.
 - 1) List of all groups to which we wish to appeal, asking them to include 150th An. colouring to their event. Therefore have material to help them along.
 - 2) List of all persons we wish to invite, with invitations sent then.
- Event plan
 - Funding
 - Dedicated team of volunteers
 - Community buy-in

4. Risk Assessment:

Are there any **particular risks** that are of concern and should be taken into account when planning the 150th anniversary celebrations?

n= 4 responses

- Crowd control depending on whether the event is indoor or outdoor, numbers attending and size of venue; Environmental pollution risks such as noise from loud music; equipment risks; Falling from height such as from a podium/stage; security; details of public safety; employee safety; health and welfare; environmental safety; fire safety; food safety (where food is stored, prepared, served, sold or consumed); safeguarding children and vulnerable persons and first aid.
- Weather ...always a risk .. we can't put all of our eggs in one basket for events – example, don't plan all events outdoors in the open air.
Competing activities -- be sensitive to other events, activities which may be taking place.
- 1) Assuming we have lots of time.
2) Budgeting
- Careful planning and consideration must be taken to ensure all townships are equally involved in the celebrations.



5. Most Appealing Aspect:

Of all the ideas and proposals that have come forward to help Frontenac County celebrate its 150th anniversary, which **particular event or initiative do you find most appealing** and exciting?

n= 4 responses

- Despite the risks....The Big Event Day!
- Legacy projects promoting the K&P trail which links the majority of the county.
- To me, it's the concept of asking existing groups to include History – 150 years of it where possible, in their annual events. This will involve thousands of people in hundreds of events throughout the whole year. The main events are great and necessary but actually involve a few dozen people and only a few days. However, those events will be splashier and, of course, more noticed.
- Central celebration that includes local food vendors and musical talent and celebration. Not sure if the Grand Ball will really draw any participation.

6. Other Comments

Any other feedback, ideas or additional points you might like to add for our anniversary planning discussions on Dec. 11th?

n= 4 responses

- We will need a co-ordinator.
We will need tons of volunteers.
We will need a co-ordinator... oh, I said that already.
- Not keen on the idea of a big "to do" in South Frontenac... unless the people in that area step up I don't think we can pull it off.
- We may need more meetings before the end of June.
- Who is going to do all of the work organizing the event or series of events?

Reference Material for the Discussion:

Thinking Tools (from Think Better by Tim Hurson):

POWER Exercise for Forging Solutions:

- P Positives:** What's good about the idea? Why might it succeed?
- O Objections:** What are the idea's flaws? Why might it fail?
- W What Else?** What else might be in the idea that hasn't been articulated yet?
- E Enhancements:** How might the positives be made even stronger?
- R Remedies:** How might the objections be overcome?

EFFECT Exercise for Aligning Resources:

- E Energy:** What levels/types of energy will you need to complete each step?
- F Funds:** What financial resources will you need to complete each step?
- F Free Time:** How much time (which is neither renewable nor elastic) will you need to complete each action step?
- E Expertise:** What type or levels of knowledge will you need to complete each action step? What do you need to know? What skills do you need?
- C Conditions:** What conditions must be met if you are to complete each step?
- T Things:** What material resources or equipment will you need for each step?

Step-By-Step Method for Aligning Resources

- List the action steps required to complete implementation of the plan or solution and put the steps in order.
- Identify the people who may help you and those who may be obstacles. Find ways to create alliances and defuse concerns.
- Ensure that each action step has someone accountable for its completion.
- Identify additional action steps needed to acquire the resources for each step and assign accountabilities as appropriate.
- Identify and record observable outcomes for each step.