



**Community Development Advisory Committee Meeting
January 6, 2016 – 10:00 a.m.
Frontenac Room,
County of Frontenac, 2069 Battersea Road, Glenburnie, ON**

AGENDA

Page

1. **Call to Order**
2. **Adoption of the Agenda**
 - a) **That** the agenda for the January 6, 2016 meeting of the Community Development Advisory Committee be adopted.
3. **Disclosure of Pecuniary Interest and General Nature Thereof**
4. **Adoption of Minutes**
 - a) Minutes of Meeting held November 19, 2015
That the minutes of the Community Development Advisory Committee meeting held November 19, 2015 be adopted.
5. **Deputations and/or Presentations**
6. **Reports to the Community Development Advisory**
 - a) **2016-001**
Community Development Advisory Committee
Accessibility and Economic Development
- 9 - 15 b) **2016-002**
Community Development Advisory Committee - Update Report
7. **Communications**
8. **Other Business**
9. **Next Meeting**
10. **Adjournment**



**Minutes of the Community Development Advisory Committee Meeting
November 19, 2015**

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, November 19, 2015 at 10:00 AM

Present:

Robert Clinton
Barrie Gilbert
Betty Hunter
Tracy John
Wilma Kenny
Councillor John McDougall, Council Liaison
Councillor Ron Higgins

Regrets: Darwyn Sproule

Staff Present:

Kelly Pender, CAO
Joe Gallivan, Director of Planning & Economic Development
Anne Marie Young, Manager of Economic Development (Recording Secretary)

1. Call to Order

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

2. Adoption of the Agenda

Moved By: Dr. Barrie Gilbert
Seconded By: Ms. Tracy John

That the agenda for the November 19, 2015 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 October 5, 2015

Moved By: Mrs. Betty Hunter
Seconded By: Dr. Robert Clinton

That the minutes of the Community Development Advisory Committee meeting held October 5, 2015 be adopted.

CARRIED

5. Deputations and/or Presentations

a) Wayne Robinson and Marcel Giroux of W. A. Robinson addressed the Committee with respect to the K&P Trail, Tichborne to Sharbot Lake. Mr. Robinson gave a brief background to his long association with the community of Sharbot Lake both as a resident and businessman. He and Mr. Giroux are well known in the area and volunteered to speak to the 20 landowners of parcels of the K&P Trail. They have contacted each landowner and on a whole have had a good response. In some cases there are houses on the trail and rerouting around them looks very promising. Most people have concerns to liability and access across the trail to their land. Mr. Robinson feels every person will want some kind of consideration/compensation for the value of the trail they own. There has been some preliminary appraisal work done but more has to be done to determine fair market value to establish a figure that can be used for bargaining power. Expropriation is also an option if need be. Mr. Robinson identified three items that they require to assist in continuing the negotiations with the landowners. They will have to be appraisals, legal and engineering advice. The committee members suggested to continue working through Ms. Young and she was asked to contact the County's legal for a meeting to discuss further strategies to purchasing land for the trail. The Chair thanked Mr. Robinson and Mr. Giroux for the update and for the hundreds of hours they have volunteered to this project to date.

b) Ken Gilpin, Frontenac County Weed Inspector addressed the Committee with respect to noxious weeds. Mr. Gilpin explained the importance of putting a maintenance program in place for wild parsnip which was identified as a noxious weed at the beginning of 2015. He also suggested a public awareness campaign be put in place to help address the problem. Complaints from the agriculture community will have to be dealt with where county land (K&P Trail) is adjacent. Lanark County presently is conducting a study on different types of control for wild parsnip. Frontenac could glean some practices identified in the pending report.

Moved By: Councillor McDougall
Seconded By: Dr. Robert Clinton

That County Council instruct staff to take the noxious weed issue to the CAOs of the Townships for them to work on a County – wide strategic plan for maintenance of wild parsnip.

CARRIED

6. Briefings

None.

7. Reports to the Community Development Advisory

- a) **2015-120
Community Development Advisory Committee
Economic Development Report**

Anne Marie Young presented the economic development report.

She updated the committee on the County's application process for the Rural Economic Development funding. All four townships at this time have been invited to participate. The committee was asked to think of possible projects that could be included for consideration.

Follow-up material from the County's ISCP workshop was presented to the Committee for comments. After some discussion it was determined that more data needed to be inputted for a clearer picture of the missing gaps. Staff was asked to keep working on this project.

- b) **Joe Gallivan, Director of Planning and Economic Development will provide the Committee with an overview of Working Across Boundaries**

Mr. Gallivan presented a brief background of the work that the County has undertaken and developed in the last seven years. Our sustainability documents Directions for Our Future and the County's Official Plan being in the forefront. He introduced a book called "Working Across Boundaries" by Matthew J. McKinney and Shawn Johnson. The books presents an array of practical and tested strategies and techniques that can be employed across the range of land use, natural resource and environmental issues at scales ranging from metropolitan to mega-regional, including watersheds and ecosystems. There is an emphasis on building relationships, exchanging information and identifying common interests to build partnerships. Further he explained the common stages of collaboration as described in the book as diagnose, design, take action and evaluate; much like the process the County has taken for planning and

economic development. Copies of the book will be obtained for those members of the committee who request a copy.

8. Communications

None

9. Other Business

Mr. Pender brought up for discussion the best-practices of other neighboring communities in the field of economic development. It was decided that a working group would meet with staff of Lennox & Addington and Prince Edward County to glean information that could be useful for Frontenac. Ms. John volunteered to make arrangements for these meetings.

10. Next Meeting

The next meeting will be held Wednesday, January 6, 2016 at 10 a.m. at the County offices.

11. Adjournment

Moved By: Councillor Higgins

Seconded By: Dr. Barry Gilbert

That the meeting hereby adjourn at 1:34 pm.

CARRIED



Report 2016-001

Committee Report

To: Chair and Members of the Community Development Advisory Committee

From: Jannette Amini, Manager of Legislative Services/Clerk

Date of meeting: January 6, 2016

Re: Community Development Advisory Committee – Accessibility and Economic Development

Recommendation

This report is for information purposes only.

Background

The Accessibility Advisory Committee is mandated to assist County and Township Councils in the County of Frontenac in enabling persons with disabilities to have equal access to all opportunities within the County as well as work with Council and the community at large to identify and address the needs of persons with disabilities within the community.

At its meeting held November 16, 2015, the Accessibility Advisory Committee, noting the importance that the role accessibility plays in economic development, asked staff to seek input from the Community Development Advisory Committee on a number of key issues.

Comment

At the November 16th Frontenac Accessibility Advisory Committee meeting, it was noted that a lot of work is being done in accessibility in support Economic Development through tourism including its economic benefits. It was suggested that staff take this to the County's Community Development Advisory Committee given that accessibility is an economic development issue that has not yet been dealt with and the FAAC wanted to ensure that accessibility is part of the CDAC program. It was also suggested that this be included in Township Economic Development Committees.

The follow is a list of activities that the Frontenac Accessibility Advisory Committee considered at its November 16th meeting with respect to the development of an Accessibility Awareness Campaign:

1. Accessibility Awareness Week

Many organizations hold public awareness weeks to provide public education on the services which they provide. For example, each May, the Frontenac Paramedic Services holds "Paramedic Week" to recognize the work done by paramedics in our community. It includes a proclamation by County Council, booths and displays at the mall, educational handouts and swag bags for children. Although somewhat different

from promoting accessibility, the Committee could look at developing an accessibility awareness week that would include such activities as:

- Host a one Day Accessible workshop in each Township

Accessible Perspective – Beyond Barriers:

An event aimed at providing able-bodied persons/businesses a glimpse into some of the challenges faced by individuals with physical disabilities with the aim of increasing awareness surrounding barriers to accessibility. A portion of the County's Customer Service training includes the use of props that mirror visual and mobility disabilities, etc. which could be brought to the event. Costs associated with such an event would include hall rentals (if required), morning or afternoon snacks (as this would only need to be 3 hours maximum), and cost of materials.

- Accessibility Week Proclamation
To be done in the Spring either April or May

2. Accessibility Information Package

Develop a package that could be provided to businesses during site visits or new businesses coming to the County. This could include:

- How to develop an Accessible Customer Service Policy
- Information on the AODA
- Statistics on the spending power of persons with disabilities
- Sensitivity training

Once created, these information packages could be provided to existing and potential businesses through the County's Planning and Economic Development Department.

Costs associated with this activity would include the printing of materials and staff time.

3. Accessibility Promotional Material

The County of Frontenac currently has 5 roll up promotional banners that are used as marketing tools by County staff at events either hosted by or attended by the County. These banners reflect the beauty and vibrancy of the County and with the addition of an accessibility banner, this would not only show that Frontenac County is a vibrant place to live but an accessible place to live. The banner could highlight accessibility in the County as well as projects with success stories. The cost of this type of banner is estimated to be between \$1,000 and \$1,200.

4. Accessible Business Publication

The Committee discussed if there were any publications in the county that list businesses and if it identifies if the business is accessible as this could be included in any promotional material. It was noted that the Community Futures Development Corporation (CFDC) has business directory and that Ann Pritchard may be interested in looking at this as a tourism component.

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
Anne Marie Young, Manager of Economic Development



Report 2016-002

Committee Report

To: Chair and Members of the Community Development Advisory Committee

From: Anne Marie Young, Manager of Economic Development

Date of meeting: January 6, 2016

Re: Community Development Advisory Committee – Economic Development Report

Recommendation

This report is for information purposes only.

Background

At its July 2015 regular meeting County Council approved the Terms of Reference for the Community Development Advisory Committee (CDAC) as follows:

Mandate

Set priorities for sustainability in the Frontenacs, implementing the visions outlined in Directions for Our Future, the Economic Development Charter & Implementation Plan, and the Trails Master Plan.

Key Activities

- Create short-term project teams for focused development within priorities
- Evaluate project team recommendations through a sustainability lens
- Proactively advise and inform Council to ensure decisions account for regional and long-term implications
- Improve community engagement in the activities that will lead to a sustainable future for the Frontenacs

Comment

The following information on current activities with regard to economic development, sustainability and trail development is offered to the committee members for perusal:

Economic Development

Rural Economic Development (RED) - At the committee's last meeting it was reported that County staff would be writing and submitting an application for RED funding. All four townships have passed resolutions to participate in the application. Ms. Young has attended meetings of South Frontenac Committee of the Whole, the Central Frontenac Economic Development Advisory Committee and the North Frontenac Economic Development Task Force to give further information and to receive feedback and direction as to the project of choice for each township. The application is to be submitted for the first RED deadline of January 15, 2016.

Other Funding Opportunities – Where do we look? Who does the looking? Who rallies the participants? Who writes the application? All these questions and more come to mind when funding opportunities come along. A check list has been developed to help us identify if a project is ready for the application process. We have completed a check list for the RED application to use as an example. (See attached Appendix A)

In addition the County has purchased a membership to a web portal by G52 Municipal that contains a listing of all provincial and federal grants available. The membership includes access codes for all four townships as well as the County.

Best Practices of our neighbouring municipalities – Dr. Clinton and Anne Marie Young attended an Economic Development Summit hosted by Leeds and Grenville in November. (See attached Appendix B)

Tracy John is organizing a meeting for a small group of committee members to visit Lennox and Addington in January.

Dr. Clinton, Sue Clinton, Helen Parfitt and Anne Marie Young were given a tour of the Two Rivers Food Hub in Smith Falls, Ontario on November 26, 2015.

Action for CDAC: Review and comment on the funding check list and web-portal. Attend and report on best practices of other municipalities.

Directions for Our Future – the County's Integrated Community Sustainability Plan.

Each year the County hosts a - what has become to be known - as our Sustainability Breakfast. It is usually held in May each year and is open to the public. Last year's breakfast was a big success having over 70 people in attendance. Staff has started to contemplate time, place and theme for 2016.

Action for CDAC: Assist in planning of the 2016 Sustainability Breakfast.

K&P Trail Development

The gates for the south part of the K&P were opened on December 1st, 2015 in the anticipation of the snow to come. The snow did not come however and left more time for beavers to be active. Beaver dams have been removed at Millhaven Bridge and at 2 locations in Central Frontenac. Some minor erosion repair has also been completed.

Wayne Robinson, Marcel Giroux and Anne Marie Young are to meet with County legal at the end of January 2016.

Action for CDAC: Advise and inform Council of the land acquisition process for the development of the K&P Trail. Make suggestions for on-going maintenance of the K&P.

Sustainability Implications

In all that we do in the name of economic development in the Frontenacs, we will live by a set of principles that balance the economy, environment, social, and cultural interest of our communities.

Financial Implications

There is an allotment in the 2016 budget for the K&P Trail development, activities for monitoring Directions for Our Future, and the implementation plan for economic development.

Organizations, Departments and Individuals Consulted and/or Affected

Members of Community Development Advisory Committee
County Council & staff
Township of Frontenac Islands
Township of South Frontenac
Township of Central Frontenac
Township of North Frontenac
Central Frontenac Economic Development Advisory Committee
North Frontenac Economic Development Task Force
Frontenac Community Futures Development Corporation
Residents of the County of Frontenac

Appendix A

County of Frontenac

Check List for Grant Submission

Name of Project: RED Grant - Frontenac Economic Development (January 2016)

v.1.1.1 - 04 Dec 15



FACTOR	Yes	No	N/A
✓ Does your municipality have a strategic plan?	<input checked="" type="checkbox"/>		
○ Does your strategic plan support your project?	<input checked="" type="checkbox"/>		
✓ Does your project align with your Official Plan (and where applicable – your Zoning By-law)?	<input checked="" type="checkbox"/>		
✓ Have you completed all necessary background reports?	<input checked="" type="checkbox"/>		
○ Were the reports favourable?	<input checked="" type="checkbox"/>		
✓ Have you fully considered all environmental impacts of your project?	<input checked="" type="checkbox"/>		
○ Where applicable, have you completed necessary environmental evaluations/assessments?			n/a
○ Are there environmental benefits to your project?	<input checked="" type="checkbox"/>		
✓ Are you prepared to finance your share of the project?	<input checked="" type="checkbox"/>		
○ Are you prepared to finance a larger share of the project if the funding formula is less than you anticipated?		<input checked="" type="checkbox"/>	
✓ Does the project result in a new or altered governance model?			n/a
○ Is the new governance model in place?			n/a
○ Are the implications of the new governance model understood by the community?			n/a
○ Are the implications of the new governance model understood by your partners?			n/a
✓ Have you looked at industry best practices for your project?	<input checked="" type="checkbox"/>		
○ Does your project reflect industry best practices?	<input checked="" type="checkbox"/>		
✓ Have you examined a wide range of grant options for a best fit?	<input checked="" type="checkbox"/>		
✓ Have you engaged the community in your project?	<input checked="" type="checkbox"/>		
○ Was the engagement broadly based in your community?	<input checked="" type="checkbox"/>		
○ Was the community supportive of your project?	<input checked="" type="checkbox"/>		
✓ Does your project have any public sector/not-for-profit partners?	<input checked="" type="checkbox"/>		
○ Will they be supporting you financially, or substantially with in-kind support?	<input checked="" type="checkbox"/>		
✓ Does your project have cross jurisdictional impact?	<input checked="" type="checkbox"/>		
○ Have you consulted with other municipalities?	<input checked="" type="checkbox"/>		
○ Do they support the project?	<input checked="" type="checkbox"/>		
○ Are they partners in the project?	<input checked="" type="checkbox"/>		
✓ Does your project have any private sector partners?		<input checked="" type="checkbox"/>	
○ Will they be supporting you financially, or substantially with in-kind support?			n/a
✓ Have you engaged in discussions with your M.P. and/or M.P.P. about the benefits of the project?		<input checked="" type="checkbox"/>	
○ Were they supportive?			n/a

Appendix A

✓ Does your project align with the priorities of the Federal/Provincial government?	<input checked="" type="checkbox"/>		
○ Have you reviewed your project with staff from the funding agency?	<input checked="" type="checkbox"/>		
○ Were they supportive of your application?	<input checked="" type="checkbox"/>		
✓ Have you determined how you will define success?	<input checked="" type="checkbox"/>		
○ Are your success factors clear and measurable?	<input checked="" type="checkbox"/>		
✓ Do you have a communications plan in place for the project?	<input checked="" type="checkbox"/>		
○ Do you have an “elevator pitch” for your project that succinctly states the purpose and outcome for your project?	<input checked="" type="checkbox"/>		
○ Have you clearly communicated your “pitch” to your stakeholders?	<input checked="" type="checkbox"/>		
○ Have you clearly communicated your “pitch” to the funding agency?	<input checked="" type="checkbox"/>		
✓ Do you have a capital asset plan that supports the project as being a high priority for the community?	<input checked="" type="checkbox"/>		
○ Does the capital asset plan support your project as being a high priority for your community?	<input checked="" type="checkbox"/>		
✓ Is your Council aware of the ongoing costs to maintain the project?	<input checked="" type="checkbox"/>		
○ Have they committed to the necessary funding?	<input checked="" type="checkbox"/>		
✓ Do you have a sustainability plan that demonstrates your commitment to the environment, economy, social and cultural issues?	<input checked="" type="checkbox"/>		
○ Does the sustainability plan support your project?	<input checked="" type="checkbox"/>		
✓ Do you have “green” procurement policies, including such items as the total cost of ownership and greenhouse gas emissions?		<input checked="" type="checkbox"/>	
○ Do you have a track record of “green” procurement?			
✓ Do you have the staff resources (or contract resources) to ensure that the project is implemented on time and on budget?	<input checked="" type="checkbox"/>		
○ Do you have a track record with funding agencies of being able to complete similar scale projects on-time and on budget?	<input checked="" type="checkbox"/>		
✓ Is your grant application clear, concise and demonstrates the above?			
✓ Do you have financial systems/policies in place to ensure that the necessary financial reporting is completed?	<input checked="" type="checkbox"/>		
✓ Do you have the staff (or contract resources) in place to complete all the necessary financial reports?	<input checked="" type="checkbox"/>		
✓ If your project is audited, do you have the staff (or contract resources) in place to ensure audit compliance?	<input checked="" type="checkbox"/>		

SCORE	40	4	7
PCT "YES"	90.9%		

Appendix B

Attendance of External Event Report



Event Name:	North Grenville Economic Development Summit
Event Date:	November 20, 2015 8:30 a.m. to 3 p.m.
Event Location:	Kemptville, Ontario
Name of County Representatives in Attendance:	Anne Marie Young, Manager of Economic Development Bob Clinton, CDAC member
Benefit to the County: (Use this space to briefly describe the event and explain the ways in which the County benefits from having a presence there)	<p>This event was attended to examine best practices of our neighbouring Counties in economic development. Various speakers presented. Bolded text indicates area we might be interested in pursuing.</p> <ul style="list-style-type: none"> • Investing and Leveraging our Assets – Darlene Upton, Parks Canada <ul style="list-style-type: none"> ○ Monies made locally stays locally ○ Looking for partnerships ○ Tourists look for must-visit locations ○ Entrepreneurial opportunity to supply all that is needs to camp by private company – potential application to Frontenac and other parks. ○ Peak use of Canal July- August u9 13.4% moorings up 12% ○ >50% of visitors to canal >45 years of age ○ Red chair branding initiative ○ Model after Scottish Canal system. “Renaissance Canals” ○ New tourism product development – oTENTiks, ParkBus, equipped campsites, learn to camp programs ○ More visitor experiences – voyageur canoeing, paddle docks, attracting canal cruises ○ Ontario Ministry of Tourism funding: Celebrate Ontario, Tourism Development Fund for new products. • Attracting investment to the Rideau Canal- Debbie Jewel & Noreen Cartwright, Ontario Ministry of Tourism, Culture & Sport <ul style="list-style-type: none"> ○ French company, TUI le Boat, courted by the Ministry for renting boat for the Canal. ○ Bikes on all boats to explore areas around canals – land experience very important ○ Promote areas with 1. Garden Tour and 2. Taste tours. • Leeds Grenville Regional Ec Dev Update – Anne Weir, Ec Dev Manager <ul style="list-style-type: none"> ○ Promoting high quality lifestyle ○ Commitment, resources, skills ○ Property listings ○ Lead generation and attraction: i.e. Two Rivers Food Hub ○ Website, Profiles for County and Townships have a landing page ○ Many publications

Appendix B

	<ul style="list-style-type: none"> • Nourishing Entrepreneur Growth – featured 4 local businesses in food – Bushgarden Farms, Mrs. McGarrigle’s Fine Food Shop, Merrickville, Wendy’s Country & Mobile Market, Kudrinko’s (Westport grocery) <ul style="list-style-type: none"> ○ Shopping food local is a trend ○ Build a resilient food industry ○ Have to diversify to climate ○ Young people & young families are looking sustainable food system ○ This area will be a food basket for North America due to climate change instead of us being the middle of nowhere, we are actually the “Centre of Everywhere” ○ Social opportunities need for Food & Drink ○ Mentorship required ○ Mini food hubs (Two River Food Hub) – cold storage, commercial kitchen, cooking classes; Infrastructure needed ○ Young people and families concerned with food quality and food security. ○ Concerns with trends in deterioration of health of children ○ People want to know source of food supply, preferably local and ethical. ○ Foreigners finding eastern Ontario attractive and are moving here. ○ Uses organization called Localize ○ Need to be exporters as well ○ Lack of meat processing facilities. <p>Biggest trends: 1. Global warming making Eastern Ontario future source of food 2. Consumers are more enlightened and engaged.</p> <ul style="list-style-type: none"> • Bill Thake Memorial Economic Development Award <ul style="list-style-type: none"> ○ Award to businesses – This is something to think about for Frontenac? • 3D Printing & its Future – an unbelievable technology but are we ready? • Industry Game Changers – Local to Leeds and Grenville – the big projects: <ul style="list-style-type: none"> ○ 1000 Casino; Scheurman Vineyard + Winery , Westport; Tallman Group; Aquatarium
Attachments:	
Follow-Up	<ul style="list-style-type: none"> • Site visit to Two Rivers Food Hub Web-based portal already in the plan
Other:	<p><u>Actions</u></p> <ul style="list-style-type: none"> • Profiles on individual communities (Tiny Towns) • Build a Food Hub • Investigate oTENTiks • Stick to our plan! • Business awards?