



**Community Development Advisory Committee Meeting
May 10, 2018 – 10:30 a.m.
Bud Clayton Memorial Room,
2069 Battersea Road, Glenburnie, ON**

AGENDA

Page

1. Call to Order

2. Adoption of the Agenda

- a) **That** the agenda for the May 10, 2018 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 February 8, 2018
That the minutes of the Community Development Advisory Committee meeting held February 8, 2018 be adopted.

5. Deputations and/or Presentations

6. Reports to the Community Development Advisory

- a) **2018-070
Community Development Advisory Committee
Ferry by Foot 2018 Implementation Update Report**
This report is for information purposes only.

- b) **2018-071
Community Development Advisory Committee
Highway 7 Area Profile Signage**
This report is for information purposes only.

- c) **2018-072
Community Development Advisory Committee
Ignite Program Recap and Next Steps**
This report is for information purposes only.

- d) **2018-073
Community Development Advisory Committee**

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Motorized Vehicles on K&P Trail

Recommendation:

Be It Resolved That the Community Development Advisory Committee advise Council that motorized off-road vehicles not be permitted have access to the K&P Trail from Bellrock Road to Craig Road as per current policy,

And Further That ATV detour signage be established from the Trailhead location through the village of Verona along Road 38 to the K&P Trail intersection at Craig Road,

And Further That the County remain open to options for future access from the Verona Street portion of the K&P Trail to Road 38.

7. Communications

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- a) From Karen A. Fischer, OMAFRA advising of this years Teeny Tiny Summit

8. Other Business

9. Next Meeting

- a) The next meeting of the Community Development Advisory Committee is scheduled for Thursday, August 9, 2018 at 10:30 a.m. at the County Administrative Building.

10. Adjournment



**Minutes of the Community Development Advisory Committee Meeting
February 8, 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, February 8, 2018 at 10:00 AM

Present:

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

Regrets:

Tracy John

Staff Present:

Richard Allen, Manager of Economic Development
Kelly Pender, Chief Administrative Officer
Alison Vandervelde, Communications Officer
Jannette Amini, Manager of Legislative Services/Clerk (Recording Secretary)

1. Call to Order

Ms. Amini called the meeting to order at 10:33 a.m. and proceeded to the Election of Officers.

2. Election of Officers

a) Election of Chair

Moved By: Ms. Hunter
Seconded By: Mr. Gilbert

That Bob Clinton be elected Chair of the Community Development Advisory Committee for 2018.

Carried

Moved By: Councillor McDougall
Seconded By: Warden Higgins

THAT nominations for Chair be closed.

Carried

b) Election of Vice-Chair

Moved By: Warden Higgins
Seconded By: Mr. Gilbert

THAT Betty Hunter be elected Vice-Chair of the Community Development Advisory Committee for 2018.

Carried

Moved By: Warden Higgins
Seconded By: Councillor McDougall

THAT nominations for Vice-Chair be closed.

Carried

Mr. Clinton assumed the Chair.

3. Adoption of the Agenda

Moved By: Warden Higgins
Seconded By: Mr. Gilbert

That the agenda and addendum for the February 8, 2018 meeting of the Community Development Advisory Committee be adopted.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

Betty Hunter declared a pecuniary interest on item 7 c – Event Incentive Pilot Program Implementation report as she is part of the Backroads Studio Tour and could potentially apply for this grant.

5. Adoption of Minutes

a) Minutes of Meeting held December 14, 2017

Moved By: Councillor McDougall

Seconded By: Warden Higgins

That the minutes of the Community Development Advisory Committee meeting held December 14, 2017 be adopted.

Carried

6. Deputations and/or Presentations

- a) Mr. Jonas Bonnetta** addressed the Community Development Advisory Committee regarding his proposal for the County of Frontenac to create a Frontenac Arts Fund to help boost arts and culture in the Frontenacs, a copy of which was attached to the agenda. He noted numerous examples of artists that have visited his studio who have also had interactions with the community at large through local restaurants and how this contributes to the local economy.

He noted funding that he has received over the years from upper levels of government that has allowed him the time to create and write and how other municipalities such as Peterborough are starting to offer micro grants at the municipal level. He is suggesting that the grant have an intake of twice per year, during the spring and the fall and that successful artists could sit as jurists for future grants. A recipient would be required to report on the benefit of the grant and how that money was used, such as the number of songs written, or the number of hours of studio time that led to a successful recording.

Mr. Bonnetta stated that he is planning on starting a Frontenac Arts Council and is hoping that the County will partner with this as this is a necessity in starting an arts hub in the County.

Ms. Hunter noted the arts studios in North Frontenac and the various artists in the County. She cautioned that we not duplicate what is already being offered through the CFDC.

Regarding questions on how this would be phased in and submissions prioritized, Mr. Bonnetta visualizes a single intake form that would include the amount being requested, an overview of the proposal, and where the grant funding would be spent. He is suggesting a jury of a few artists, possibly a few CDAC members, with a one month intake time followed by an approval period. Artists would be given 6 months to a year to complete their final

report and any material publicized would be required to have the Frontenac logo on it, as this material has the potential to go around the world.

Councillor McDougall cautioned that as presented, this appears to be less encompassing and lacks a creative energy from the community. Mr. Bonnetta noted that an arts council needs to happen and an arts fund pulls people out of the woodwork. In addition, an arts council is able to apply for other funding and would stand a higher chance of receiving it than if he alone were to apply on behalf of the County. He noted arts councils in other municipalities that not only receive grants but also received discounts at local businesses.

Mr. Allen noted that this is a Community Development Advisory Committee and this is part of that larger community. The structure and function is what we are trying to figure out. He wants to ensure that what staff come up with is in line with the discussions taking place today. Staff will continue to work on the motion passed by council.

- b) **Mr. Wayne Conway**, The Verona Community Association addressed the Community Development Advisory Committee to present a statement regarding the development of the Verona Trail Head. He provided an overview of his submission which was distributed at the meeting, a copy of which is attached to the record in the Clerk's Office. He noted that his priority is the kiosk as he committed to the car dealership where it is currently located that the kiosk would be removed.

Councillor McDougall reminded Mr. Conway about the accessibility requirements of any features being placed on the site and it was questioned if there is any coordination taking place as it appears the VCA is acting on its own to add enhancements to the site. Mr. Allen noted that most enhancements have been suggested during the public meeting and the report later in the meeting recommends formalizing the coordination with the VCA.

7. Reports to the Community Development Advisory

- a) **2018-010
Community Development Advisory Committee
Arts Fund 2018 Budget Proposal**

This report is for information purposes only and feedback and input from the Committee was gathered during the deputation of Mr. Bonnetta.

**b) 2018-011
Community Development Advisory Committee
Verona Trailhead Design Concept**

Moved By: Warden Higgins
Seconded By: Ms. Vanderburgt

That staff proceed with detailed design work for the Verona Trailhead concept, incorporating feedback from the committee;

And Further That staff be directed to seek an agreement with the Verona Community Association to add amenities purchased by the VCA to the Verona Trailhead site and to assist with site maintenance;

And Further That staff be directed to further investigate a public art installation and community engagement process;

And Further That staff be directed to review options for permitted parking uses on the Verona Trailhead property;

And Further That any costs associated with the implement of the Verona Trail Head as noted in this report will be brought back to Council for approval prior to any development.

Carried as Amended

(See motion to Amend below which was Carried)

Motion to Amend

Moved By: Ms. Hunter
Seconded By: Warden Higgins

That the third clause be amended to delete the words "with Stefan Duerst, sculpture artist"

Carried

Mr. Allen provided an overview of the report and presented a draft drawing of the proposed parking lot. Mr. Pender noted that these are just preliminary drawings and discussion as this will be required to go to the Accessibility Advisory Committee and any designs will need to comply with the AODA. On a larger scale, this is the first of four trail heads, with the plan to have one in each township so what is set here is setting the groundwork for future sites.

Through the public consultation process, staff have heard loud and clear that there needs to be flexible parking for trucks and trailers. Preliminary discussions with the Township of South Frontenac Public Works also requires that sightlines need to be maintained and unobstructed. The design will be finalized over the next few weeks but changes will likely be required as the initial drawings were done based on the ground currently being snow covered. The recommended concept will be subject to review

from Public Works in South Frontenac and by the Accessibility Advisory Committee. Either option will provide the same number of parking spaces.

Ms. Hunter cautioned that the picnic area have one accessible picnic table, and feels that the format would need to be paved or parking will be all over the place.

After discussion of both options, Option 1 appeared to be the preferred option for the parking lot.

With respect to costs and where such costs will be allocated, Mr. Allen advised that staff have not yet allocated implementation dollars for this project but suspects a budget project submission will be included in the 2019 budget. That being said, the County does have a capital budget line and a trails maintenance budget line and any capital dollars will not come from the maintenance budget.

It was suggested that there could be a potential partnership with the Ministry of Natural Resources as they could have wildlife regulations posted on the kiosk.

Mr. Allen provided an overview of the public art installation discussions, noting that this attempts to link this trail head with Mr. Duerst's sculpture park. It was noted that there is no recognition of the uniqueness of Verona, and that the art should reflect the heritage of Verona.

It was questioned if there are other artisans in the area that might want to contribute. Staff will need to ensure that any procurement of art falls within the County's Procurement Policy but staff could pursue conversations with other artists.

**c) 2018-012
Community Development Advisory Committee
Event Incentive Pilot Program Implementation**

Moved By: Ms. Kenny

Seconded By: Mr. Gilbert

THAT the Council of the County of Frontenac approve the Event Incentive Pilot Program implementation Plan attached to this report as Appendix A.

Carried

Mr. Allen provided an overview of the report.

It was questioned how it will be determined who will be considered a tourist as many who reside outside of the community such as in Ottawa, own seasonal cottages in the Frontenacs and the Committee would want to ensure that these individuals are not counted when determining the number of those attracted to the event.

Warden Higgins exited the meeting at 12:30

**d) 2018-013
Community Development Advisory Committee
K&P Trail Construction Update Q4 2017**

This report is for information purposes only.

8. Communications

- a) Teeny Tiny Summit 2017 Summary of Content
- b) Ontario Revitalizing Main Streets, Helping Small Businesses Grow

9. Other Business



10. Next Meeting

The next meeting of the Community Development Advisory Committee is scheduled for Thursday, April 12, 2018 at 10:30 a.m. at the County Administrative Building.

11. Adjournment

Moved By: Mrs. Hunter
Seconded By: Mr. Gilbert

That the meeting hereby adjourn at 12:44 p.m.

Carried



Report 2018-070

Committee Information Report

To: Chair and Members of the Community Development Advisory Committee

From: Alison Vandervelde, Community Development Officer

Date of meeting: May 10, 2018

Re: **Community Development Advisory Committee – Ferry by Foot 2018 Implementation Update Report**

Recommendation

This report is for information only.

Background

The Community Development Advisory Committee received [Report 2017-151 Ferry by Foot 2018 Implementation](#) at its December 2017 meeting.

At its regular meeting on April 18, 2018 County Council received report [2018-055 Ferry by Foot: Big Sandy Bay Weekend Shuttle Service \(Pilot Program\)](#) and passed the following resolution:

Whereas County Staff are implementing a “Ferry by Foot” program to encourage visitors to Wolfe Island to experience the island through active transportation;

And Whereas this program has been developed as part of the “Advancing Economic Development in the Frontenacs through Collaboration” Rural Economic Development funding program (RED);

And Whereas RED does not fund transportation initiatives;

Be It Resolved That up to \$6,000 be allocated from Strategic Reserves to be used to match partnership funding from Regional Tourism Organization 9 (RTO 9) for a weekend shuttle service from Marysville to Big Sandy Bay in July and August of 2018;

And Further That the Warden and Clerk be authorized to complete necessary paperwork associated with RTO 9 funding.

On April 20, 2018 County staff was notified that our grant application to the Great Waterway (RTO 9) for two-thirds funding in support of the Big Sandy Bay Shuttle Bus project was successful. In addition, Tourism Kingston and the Kingston Accommodation Partners have each committed \$500.00 to the success of this project.

Comments

Since the December 2017 report, much action has been taken to advance the implementation plan. An update on each item follows here:

1. Develop a strong visual identity

The Ferry by Foot brand identity has been finalized and is being incorporated into all marketing efforts related to the program. See attached.

Task	Timeframe	Status
Finalize Ferry by Foot visual identity	Winter, 2018	Complete
Include Ferry by Foot visual identity in all marketing materials	2018	Ongoing

2. Build a comprehensive content marketing campaign

Staff have contracted professional bloggers to provide robust content that will be featured on www.VisitWolfeIsland.ca (a subset of pages on www.inFrontenac.ca). A dynamic social media campaign will drive visitors back to this content so they can be well prepared for their trip to Wolfe Island. Content will include:

1. How to walk or bike on the ferry
2. How to ride the shuttle to Big Sandy Bay
3. Top ten things to do in Marysville
4. Success Stories: features on many Wolfe Island tourism-related businesses

Task	Timeframe	
Develop ambassador story series	Winter 2018	Ongoing
Develop social media content calendar to maximize exposure of ambassador story series through 2018	Winter 2018	Complete

Engage social media influencer(s)	Winter 2018	Ongoing
Arrange professional photography of all Wolfe Island Frontenac Ambassadors	Early Spring, 2018	Not Started
Host social media influencer(s) familiarization tour	Spring 2018	Not Started
Launch content marketing/social media campaign	Spring 2018	Ongoing

3. Develop printed brochure and educate downtown Kingston staff

The Wolfe Island Visitor Guide is currently in draft form, and staff are gathering feedback from stakeholders. The goal is to have the guide ready for distribution in early June. Staff at the Kingston Visitor Information Centre are quite excited to have the guide for distribution and have requested 1,000 copies for the summer season. It will also be distributed to the Wolfe Island Visitor Information Centre, and businesses on Wolfe Island and in downtown Kingston.

Task	Timeframe	Status
Finalize messaging	Winter, 2018	Ongoing
Finalize printed brochure	Winter, 2018	Ongoing
Distribute in downtown Kingston and meet with front line staff to ensure they are ready to deliver information to visitors	Spring, 2018	Scheduled to begin soon

4. Train Township Visitor Information Centre staff

Frontenac Islands is hiring one staff person for the Visitor Information Centre, and they will start work in May. County staff will work closely with that person to ensure they are prepared to support the success of the Ferry by Foot programming.

Task	Timeframe	Status
Equip VIC staff with solid understanding of Island activities and businesses	Late Spring, 2018	Scheduled to begin soon
Train VIC staff to contribute to a dynamic social media presence across Wolfe Island / Township accounts	Late Spring, 2018	Scheduled to begin soon

5. Increase Wolfe Island’s cycle friendly reputation

Late in 2017, County staff purchased ten bike racks that are currently being stored in a Frontenac Islands Township public works garage. Several businesses have expressed interest in having a rack installed on their property, and a few location on public land have been identified as well. County staff will work with Township staff to determine the logistics of bike rack installation.

Task	Timeframe	Status
Install bike racks in Marysville	Late Spring, 2018	Not started
Explore logistics of signing cycling routes	Winter, 2018	Not started
Sign Wolfe Island cycling routes	Spring, 2018	Not started

6. Provide free public transportation to Big Sandy Bay

Having received confirmation of two-thirds funding from the RTO 9 and approval from County Council to allocate reserve funding to this program, County staff are working with Frontenac Islands Township staff and the transportation provider to confirm logistics for transportation. Staff are also working to inform the Marysville business community about the project and secure their participation in a coupon booklet for shuttle riders. Staff will work closely with the Big Sandy Bay Management Committee to ensure messaging about the shuttle bus aligns with the Management Area’s mandate.

Task	Timeframe	Status
Secure a transportation provider within available budget	Winter, 2018	Complete
Apply to RTO 9 for Partnership Funds	Winter, 2018	Complete
Work with Township staff to finalize logistics (schedule, pick up/drop off location, tracking/measurement, etc)	Winter, 2018	Ongoing
Begin awareness campaign, to continue through season	Spring, 2018	Scheduled to begin soon
Implement transportation service	Summer, 2018	Scheduled to start June 30
Report back to Township and CDAC on measurements	Fall, 2018	Not started

Sustainability Implications

The Ferry by Foot program is intended to relieve some of the vehicle demand on the Wolfe Island Ferry. This will improve access to the Island, create better informed visitors, and provide a boost to Marysville's economy. The plan addresses three of the expectations in the Frontenac Islands Township Letter of Support for the Frontenac RED grant application and it aligns strongly with the Frontenac Economic Development Charter and the Frontenac County Integrated Community Sustainability Plan.

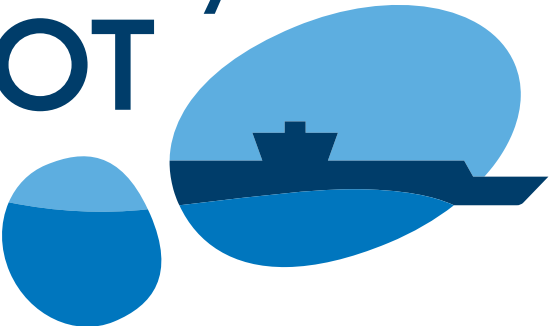
Financial Implications

As indicated to County Council, the Big Sandy Bay shuttle bus is a pilot project for 2018. Staff will report on the program's success in the fall of 2018, at which time consideration should be given to the financial implications of offering the shuttle again in 2019.

Organizations, Departments and Individuals Consulted and/or Affected

Wolfe Island business community
Ministry of Transportation
Frontenac Islands Township Staff
Ontario by Bike
RTO 9, The Great Waterway
Tourism Kingston
Kingston Accommodation Partners
Big Sandy Bay Management Committee

FERRY by FOOT





Report 2018-071

Committee Information Report

To: Chair and Members of the Community Development Advisory Committee

From: Alison Vandervelde, Community Development Officer

Date of meeting: May 10, 2018

Re: **Community Development Advisory Committee – Highway 7 Area Profile Signage**

Recommendation

This report is for information only.

Background

During March and June 2015's "Economic Development Days", it was identified that a strong brand is required to raise Frontenac's profile as a desirable region to live, visit and do business. That work, and the resulting application for funding emphasized the installation of signage throughout the region as an important medium for communicating the Frontenac brand to those unfamiliar with all our area has to offer.

Within the Regional Signage Strategy, Highway 7 signage has been identified as the top priority following Highway 401. The intention of these signs is not to drive people immediately to explore Frontenac, but rather to incite future visits by raising awareness of Frontenac's geographical location and regional identity.

Comments

Canadian Tourism-Oriented Directional Signing (TODS) Limited is responsible for the installation of all Highway 7 Area Profile signs. TODS obtains all required approvals and permits regarding location and design from the Ministry of Transportation (MTO), and manufactures and installs the signs.

Our TODS Account Executive has indicated that the following locations are as close to Frontenac's east and west borders as possible, and are most suitable for this purpose.

Westbound: 44.82038 - 76.61266 (Approximately 3.4km east of Mcquaid Road)

Eastbound: 44.67181 - 77.05962 (Approximately 4.8km west of Blueberry Road)

See attached map for plotted locations.

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

The total cost of installing two Highway 7 Area Profile signs for a period of five years breaks down as follows:

- One-time fee of \$1,600 per sign covers manufacturing and installation (also applies to design changes)
- One-time \$50 administration fee
- Annual fee of \$800 per sign, mandatory 5 years contract

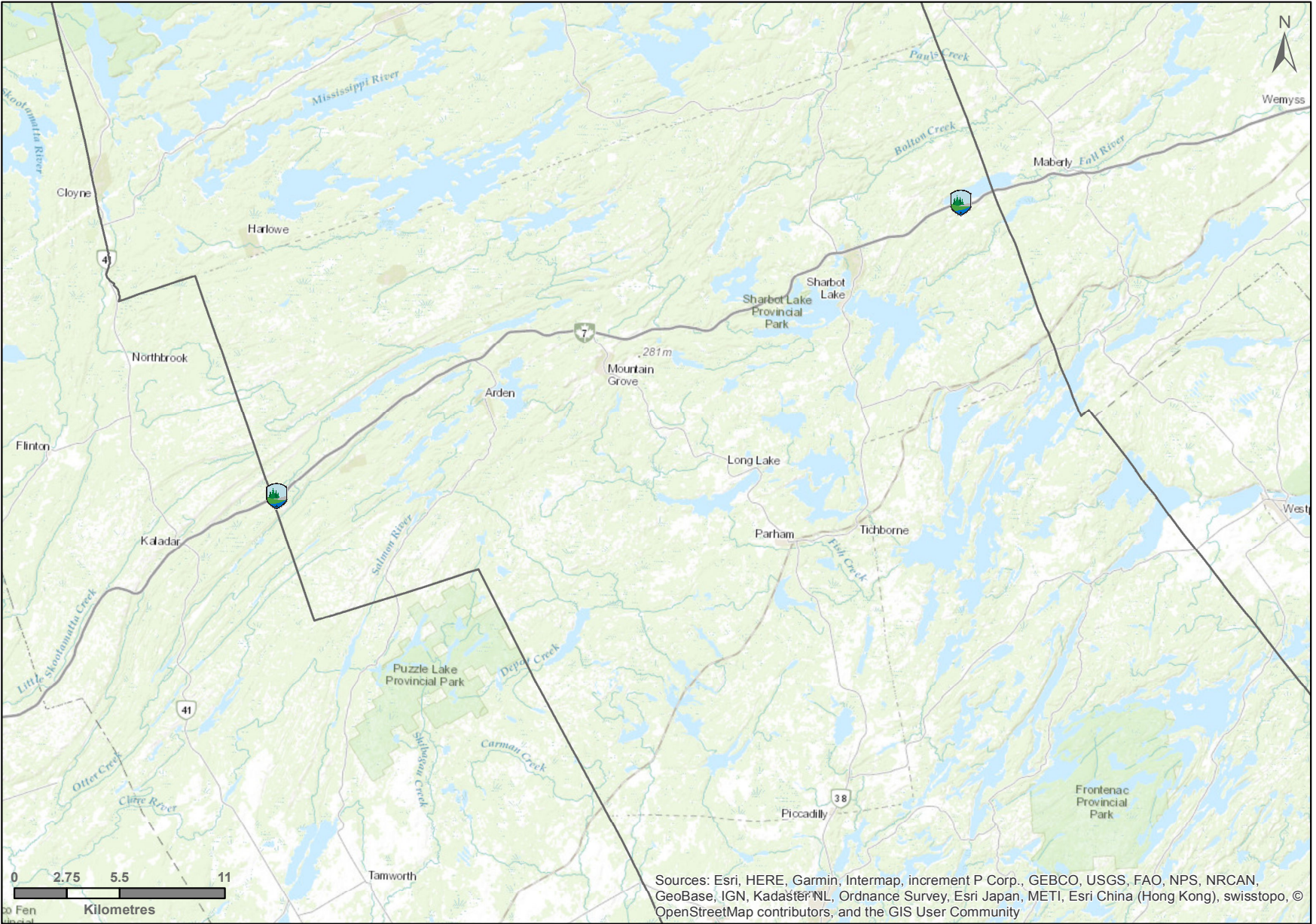
These funds have been budgeted for the purpose of Brand Recognition as part of the 2017 budget associated with the “Advancing Rural Economic Development through Collaboration” program supported by the Rural Economic Development (RED) program.

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
Frontenac Community Futures Development Corporation
Frontenac County Residents
Local Businesses



HIGHWAY 7 - AREA PROFILE SIGNAGE



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadašter NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

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Report 2018-072

Committee Information Report

To: Chair and Members of the Community Development Advisory Committee

From: Alison Vandervelde, Community Development Officer

Date of meeting: May 10, 2018

Re: **Community Development Advisory Committee – IGNITE Program Recap and Next Steps**

Recommendation

This report is for information only.

Background

Through the *Year One Program Survey*, ambassador networking events, and one-on-one conversations with Frontenac Ambassadors, staff have identified areas of significant interest to local businesses. One of those areas of interest is enhancing Frontenac’s reputation as a great destination for visitors. [Report 2017-125](#) informed CDAC that “Many businesses in Frontenac rely on visitors almost exclusively, which means their high-season revenue must be sufficient to support them through the off-season. For other businesses that serve a mixture of residents and visitors, the revenue generated by visitors is the income that allows them to re-invest in their business.”

With the closing of the Land O’ Lakes Tourist Association in late 2017, Frontenac County staff have been working to improve our relationship with Ontario’s Highlands Tourism Organization (OHTO) and RTO 9 (known as The Great Waterway). These two Regional Tourism Organizations (RTO) provide support through training, funding, marketing and product development to Frontenac and its neighbouring destinations.

The OHTO region encompasses the area from Haliburton Highlands to the Ottawa Valley including the Townships of Central and North Frontenac. OHTO offers marketing and product development support to tourism operators in this region, and always encourages them to focus on the emotional connection with guests through a visitor-centred, experience-based approach.

OHTO offers a program called IGNITE, a three-day immersive workshop for tourism operators to learn the principles of experiential tourism. Participants come away with new inspiration to align more closely with the motivations of their ideal customers and to collaborate fiercely with others operating in their community.

Frontenac County and Lennox & Addington County (L&A) partnered with OHTO to offer an IGNITE workshop for tourism operators in our region. 19 participants from Frontenac, L&A, and Tweed attended the program April 24 – 26, 2018.

Comment

During the three-day Frontenac-Lennox & Addington IGNITE program, participants were introduced to 12 different services providers who immersed program participants in unique, authentic experiences connected to the community.

In addition to this hands-on ‘doing’ of experiential tourism, the group regularly came together to discuss the successes and shortcomings of each experience, and the logistics of developing memorable, meaningful activities. One of the main observations was that often the things we need in order to offer a really remarkable experience are people who already in our communities, existing “infrastructure” (like a forest or community hall) and/or fairly low-cost material goods.

During the session, many operators reflected that they were inspired to re-examine what they have already in their business or community, to start thinking creatively about building new product offerings, and to begin collaborating in earnest with other local business owners and service providers.

The group also engaged in various discussions in regard to the identification of their ideal customers, marketing to those customers and establishing a price point that aligns with the value of the experience offered.

Frontenac staff plan to maintain the momentum generated by the IGNITE program by supporting the product development process for the operators who attended the session. They will also work with OHTO to develop tools to help other operators in our region understand the value of experiential tourism, and how they can begin introducing it in their businesses. The IGNITE program participants will continue their training with 4 follow-up conference calls on the following topics:

1. How are we evolving connections to people, places, and/or experiences to achieve our goals?
2. Developing a Visitor Experience Statement / Telling a story with great photos
3. Pricing Experiences: Setting the right price for the right customer – how much will our guests pay for our experiences?
4. What do we need for our toolkits? Identifying what we do best.

Sustainability Implications

The IGNITE program feeds into the long-term goal of enhancing the quality of the tourism products in Frontenac, which will, contribute to the region's reputations as a great place to visit.

Financial Implications

All program costs associated with the IGNITE program – aside from travel to and from Northern Edge Algonquin – were paid for by the Ontario Highland's Tourism Organization.

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
Frontenac Community Futures Development Corporation
Local Businesses
Frontenac County Residents



Report 2018-073

Committee Recommend Report

To: Chair and Members of the Community Development Advisory Committee

From: Richard Allen, Manager of Economic Development

Date of meeting: May 10, 2018

Re: **Community Development Advisory Committee – Motorized Vehicles on K&P Trail at Verona Trailhead**

Recommendation

Be It Resolved That the Community Development Advisory Committee advise Council that motorized off-road vehicles not be permitted have access to the K&P Trail from Bellrock Road to Craig Road as per current policy,

And Further That ATV detour signage be established from the Trailhead location through the village of Verona along Road 38 to the K&P Trail intersection at Craig Road,

And Further That the County remain open to options for future access from the Verona Street portion of the K&P Trail to Road 38.

Background

In 2016, Frontenac County Council provided direction to purchase and remediate the property at 6503 Road 38 (corner of Bellrock Road) for the purpose of developing a public trail access point. This property is located near the southern end of the village of Verona. The remediation is now complete and concept designs have been reviewed and approved. In the meantime, this site will be available for trail users to access the K&P Trail from Verona.

The section of K&P Trail that bypasses the Verona Trailhead was constructed in 2013 with support from a grant from the Trans Canada Trail organization for \$228,000, allowing for the development of the trail from Boyce Road in Hartington through to Craig Road in Verona. The trails concept plan for the K&P Trail supplied to Trans Canada Trail outlined the vision for this section of trail as a “greenway.” Greenways are trails developed exclusively for non-motorized use, with the exception of snowmobiles in the

winter. The concept describes the trail north of Craig Road as a “Yellow Trail,” for shared use between Active and Motorized users.

Frontenac County Council provided direction at their meeting on September 20, 2017 for staff to consult with the community about the possibility of allowing access for motorized vehicles to the K&P Trail from the Verona Trailhead location.

Trail access at Craig Road does not have space provided for the parking of cars, trucks or trailers, so it will be expected to see both active and non-motorized users making use of the Verona Trailhead to start their trip.

Gates are installed along the K&P Trail to prevent motorized vehicles from accessing the trail from Craig Road south to Orser Road. In some cases, especially close to Verona, these gates are damaged by persons seeking to access these portions of the trail by ATV or a similar motorized vehicle. Several gates are circumvented by trail traffic, where they enter the forest next to the gates and ride through underbrush to bypass the barrier, resulting in additional environmental damage. If gates are to remain closed, additional measures will need to be implemented to improve accessibility for active users and to close the trail to

Comments

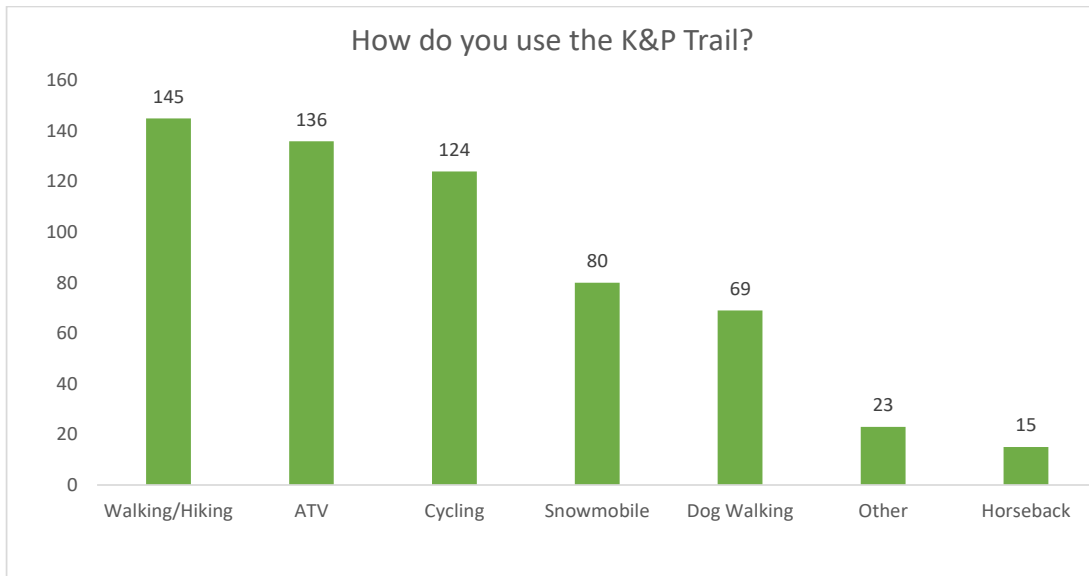
Public Engagement

On November 20, 2017 staff conducted an open house event in partnership with the Verona Community Association to solicit design suggestions for the Verona Trailhead as well as input in regard to the use of ATV's on the K&P Trail from Bellrock Road to Craig Road. In addition to the open house event, staff received input through survey that was open from November 1 to December 3, 2017.

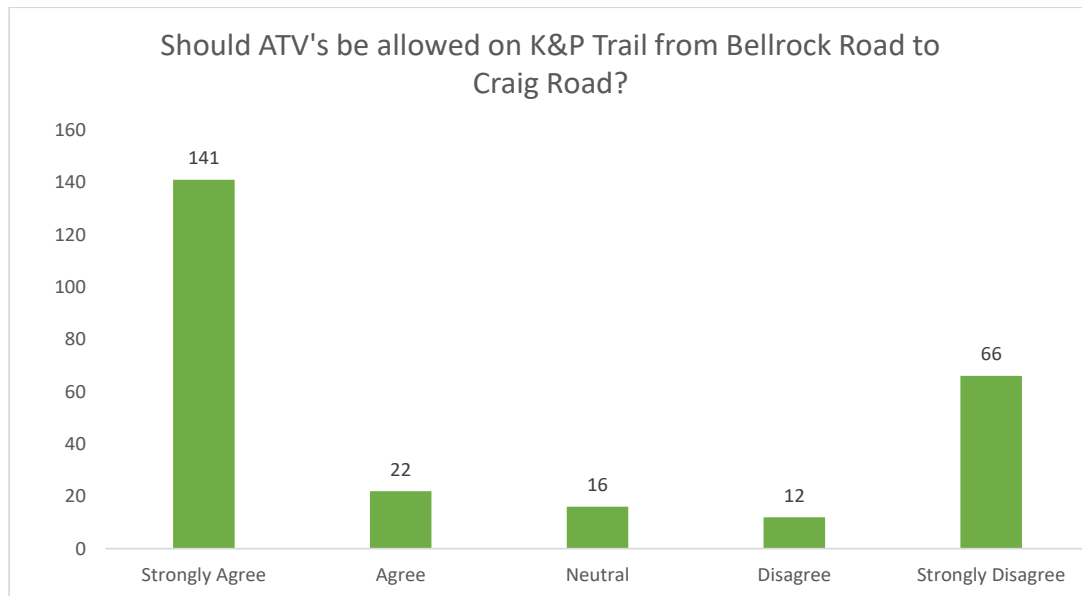
The open house was promoted with paid Facebook ads, a print ad (Frontenac News) and a billboard at the property. This event was co-hosted by Verona Community Association and was promoted by flyer to local businesses by the Eastern Ontario Trails Alliance.

Trailhead Survey Results

In addition to design considerations for the Trailhead, the survey asked how respondents made use of the K&P Trail and if ATV's should have access to the K&P Trail from Bellrock Road north to Craig Road. In terms of use, respondents were allowed to select multiple choices, and the most popular uses were identified as walking, ATV use and cycling.



In response to the question of whether ATV's should be permitted on the K&P Trail, many respondents indicated support for the initiative, citing reasons such as safety, economic development and convenience.



Safety

The most common supporting argument for allowing ATV use along the K&P Trail from Bellrock Road north was that it safer for motorized users, especially those who are uncomfortable travelling with larger traffic on Road 38.

Safety was also one of the main arguments against allowing motorized use on the trail. Respondents who were not in favour of the change voiced concerns about size of ATV vehicles and the speed at which they travel past other trail users. Respondents also noted is the portion of K&P Trail travels adjacent to Prince Charles Public School, and voiced concerns related to the safety of school children walking to school or groups of students who may be engaged in programming along the trail if they were to encounter motorized vehicles.

Several respondents who did not self-identify as ATV users suggested that a code of conduct be implemented ensuring that motorized users yield to trail uses that are more active in nature. As a result, staff have identified the development of a code of conduct as a possible project to be undertaken in 2019 or 2020.

Economic Development

Another supporting argument for allowing ATV use on the Trail north of Bellrock Road was to increase visitation to businesses in the village of Verona. Without safe and convenient access to the K&P Trail in the village, ATV clubs and other motorized users are likely to plan their trips from locations further north. This reduces the likelihood of these groups dining at restaurants or purchasing gas and other supplies in the village of Verona.

The contrary argument made by open house and survey participants suggests that if ATV users are travelling along the Verona Main street (Road 38) they are more likely to stop at the various shops and restaurants that are much more visible along this road, thus providing increased potential for business in the hamlet.

Trans Canada Trail / The Great Trail

Representatives from Trans Canada Trail, also known as The Great Trail, reviewed the comments associated with the survey responses and agreed that safety appears to be the largest concern for all trail users. Options for a motorized off-road vehicle bypass were suggested, however the due to the lakes surrounding Verona, it would be difficult to implement. Trans Canada Trail representatives made clear to County staff that their policy is to support and fund projects with "Greenway" focus. If the County were to change the use of this section of The Great Trail, a response from the Trans Canada Trail organization should be expected.

Verona Street Access to Road 38

This report recommends that Council remain open to any future opportunities to improve Trail access to Road 38 from Verona Street, through land acquisition, easement or other agreement.

This access would enable the potential option of providing ATV access along the K&P Trail from the Trailhead until the northern end of Verona Street. Much of this route is already utilized by motorized vehicles as a back road or street, and is paved with asphalt.

Benefits of this route include the reduction of conflict between Motorized Off-Road Vehicles and regular traffic on Road 38 for 1.5 km through the village, leaving only 1.5 km remaining on the main street to reach Craig Rd. This compromise solution would also ensure conflict associated with Prince Charles School is minimized. It is not recommended that the County pursue expropriation or negotiation, however that it remain open to future opportunities should they arise.

Conclusion

While there is considerable support to provide motorized access directly to the K&P Trail from the Verona Trailhead, this report recommends that Council take no action at this time due to considerations from the local community and agreements in place with Trans Canada Trail. Instead, staff seek direction to establish an ATV detour route from the Verona Trailhead to the trail access point at Craig Road by including it in County maps, and through the installation of ATV specific wayfinding signs through the village. It is also recommended that a compromise solution be pursued if the opportunity arises to create access from Verona Street portion of the K&P Trail to Road 38.

Sustainability Implications

The Frontenac County Integrated Community Sustainability Plan (ICSP) identifies recreation and leisure as a focus area. This is also reflected in the County Economic Development Charter as a key pillar and strength. As visitors seek adventures and recreational activities in Frontenac, a safe, enjoyable trail route should be established and in place to ensure the long term viability of this tourism industry.

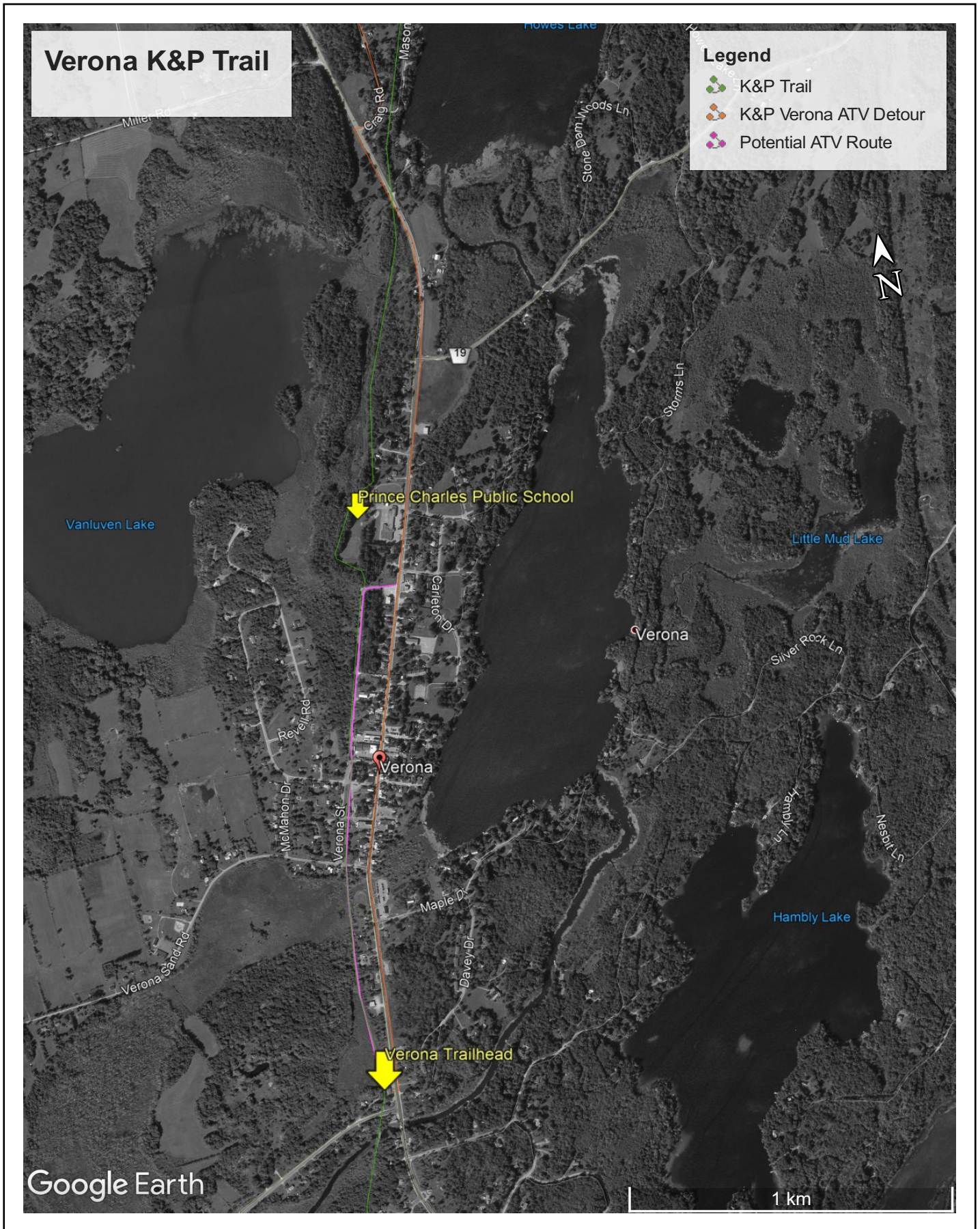
Financial Implications

Trans Canada Trail Organization provided \$228,000 in funding for trail development and bridges from Boyce Road in Hartington through Verona to Craig Road under the agreement that this portion of the K&P would remain a “Greenway.”

With trail gates left in place, County staff will need to increase the security of the trail and nearby vegetation through the installation of additional barriers and improvements to the existing gates.

Organizations, Departments and Individuals Consulted and/or Affected

Community Development Advisory Committee
Eastern Ontario Trails Alliance
Trans Canada Trail



***Trans Canada Trail
Concept Plan***

for

Trail Gap Construction

Frontenac K&P Trail

TCT Project 06-0175

June 2013

Prepared by:

Anne Marie Young
County Of Frontenac
613-548-9400 ext 330
ayoung@frontenacounty.ca

Prepared for:

Trans Canada Trail

Submit by email to:

project@tctrail.ca



***Trans Canada Trail
Sentier Transcanadien***



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Frontenac K&P Trail Concept Plan

1. EXECUTIVE SUMMARY

The 44.2 km portion of the K&P Trail (from Harrowsmith to Sharbot Lake) is a vital link to the Trans Canada Trail and was designated in 2010 as: Gap – Route Selected and Approved. The development of the portion of the trail has a projected total cost \$2,000,000.

The County of Frontenac (County), in conjunction with its Townships, initially became involved in trail related activities early on 2007. The County was able to acquire approximately a total of 45 km of the 53 km of the former K&P rail bed running through the townships of South and Central Frontenac. The County owns the K&P Trail from the Kingston /County border at Orser Road to Tichborne with one exception of a small (.0126 acre) parcel presently being negotiated near Hartington and the County also owns a few parcels north of Tichborne. There is discontinuity in ownership from this point north to Sharbot Lake and leasing and/or purchasing of land is necessary with some consideration to re-routing if necessary. There are four bridges to reconstruct. Major trailhead locations are planned for Harrowsmith and Sharbot Lake and a minor one at Verona.

Section	Length	Completed	TCT designated
Orser Rd to Cataraqui Trail	10.59 m 6.29 km	2010 – bridge 2012 - trail	no
Shared K&P/Cat trail	2.55 km	2012 (K&P)	Yes (under Cat trail)
From Cat Trail to Boyce Rd	3.99 km	2008 (test strip) 2013 (repair/main)	Yes - Greenway
Boyce Rd to Craig Road	7.67 km 10.95 m	2013 2013 – Hardwood Creek Bridge	Yes - Greenway
Craig Rd to Tichborne	19.85	2014/2015	Yes – Yellow trail
Tichborne to Sharbot lake	12.71	2016	Yes – Yellow trail

The section to be developed in 2013 is the “Greenway section” of the K&P Trail and includes a 10.95 m bridge and project management (\$167,000), 7.67 km of trail developed (\$200,000) and another 3.99 km of trail redeveloped/maintained (\$15,000). Other materials and costs in the development are gates and barriers (\$72,000), signage (\$22,000), land acquisition (\$15,000), and opening event costs (\$2,000). The total cost of the 2013 is projected at \$ 493,000. The County of Frontenac received confirmation that the 2013 greenway portion of the trail is eligible for funding from Trans Canada Trail and is requesting through this application the amount of \$228,000.

The Yellow Trail sections that are now allowing the use of ATVS is under review with the Count’s Trail Advisory Committee.

2. BACKGROUND

The development of a shared vision of trails in the County of Frontenac is an important step when entering into a new initiative. The early discussions necessary to establish the vision, when discussed in the context of the County, particularly users and adjacent property owners of the newly forming Frontenac K&P Trail, to offer suggestions, voice concerns and seek resolution of issues as they were raised. Leading from these extensive discussions, the elements of the Master Plan evolved.

The County of Frontenac, in conjunction with the four Townships, initially became involved in trail related activities early on 2007. The County was able to acquire a length of the former K&P rail bed running through the townships of South and Central Frontenac, significantly expanding on an acquisition project that had been originally planned by the Township of South Frontenac.

A County Trails Master Plan and a Frontenac K&P Trail Implementation Plan were both adopted by County Council in the fall of 2009.

In 2010 the County installed a bridge on Millhaven Creek and in 2012 developed an 8.8 km portion of trail from the County/Kingston border at Orser Rd to and including the joined K&P/Catarqui Trail portion to the point where they then divide which is near the hamlet of Harrowsmith.

3. PARTNER DESCRIPTION

N/A

4. DESCRIPTION OF TRAIL

4.1 Trail Experience

The Frontenac K&P Trail follows, as much as possible, the former K&P Railway Company line. The former rail corridor runs from Kingston to Sharbot Lake and further north into the County of Renfrew. Creating loops and linking to regional trail systems provides an opportunity trail for enthusiasts of every age and skill level to experience diverse natural and cultural landscapes 12 months of the year. The first portion of the Frontenac K&P Trail under development will run from the Kingston city limits at Orser Road ultimately to Sharbot Lake, a total distance of 53 kilometres of which 46.8. km is part of the Trans Canada Trail and of which 44.2 remains to be developed.

The right-of-way is 4.5 metres wide (on average) throughout most of its length; in some areas the width broadens considerably where there were stations, sidings, or junctions with other rail lines. Trailhead signs are located in Harrowsmith in conjunction with shred trail with the Catarqui Trail. Plans for other trailhead location are located in Verona and Sharbot Lake.

4.2 Cultural, Historical and Natural History

The railway was established in 1871 and has been non-operational for years and then acquired by Bell Canada in the late 1980s, not long after the tracks were lifted and the rails removed. Bell Canada purchased the land in order to expand its existing communications network in

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South-eastern Ontario. In 1990 the South-east Ontario Rails-to-Trails Association (SEORTA) was formed to promote the development of abandoned railway lines into recreational Trails. In 1998 SEORTA became the K&P Trail Group. The group initially lobbied the Cataraqui Region Conservation Authority (CRCA) to purchase the land but was unsuccessful as the CRCA cited a lack of funds for the development and maintenance of the property. The City of Kingston began negotiations with Bell Canada in 2002 to acquire the former K&P corridor within the city limits, and subsequently began construction on the Trail. In December 2007 the Kingston portion of the K&P Trail was officially opened to the public.

In 2008, the County of Frontenac acquired many of the remaining sections of the right-of-way owned by Bell Canada in order to develop these lands for a safe and accessible recreational Trail. This purchase provides the opportunity to link the Kingston portion of the K&P at Orser Road to Harrowsmith and then continue to Sharbot Lake. At Harrowsmith, the Trail will connect with the existing Cataraqui Trail, providing a much anticipated link into the Trans-Canada Trail Network.

Trails are hallmarks of livable communities and of cities that are built on a human scale. Nick-named by locals as the "Kick and Push", the K&P right-of-way will provide recreational alternatives to residents throughout the area and link into the Frontenac's existing Trails network.

4.3 Proposed Preferred Route

The Frontenac K&P Trail follows, as much as possible, the former K&P Railway Company line. The former rail corridor runs from Kingston to Sharbot Lake and further north into the County of Renfrew. Creating loops and linking to regional trail systems provides an opportunity trail for enthusiasts of every age and skill level to experience diverse natural and cultural landscapes 12 months of the year. The first portion of the Frontenac K&P Trail under development will run from the Kingston city limits at Orser Road, a total distance of 53 kilometres and ultimately to Sharbot Lake (See Appendix A - Map)

4.4 Identification of Trail Type & Category

The Frontenac K&P Trail will be a "Gravel Type" trail along its whole length. It will fall into 2 categories: a Greenway Trail from the joining of the Cataraqui Trail and to north of Verona at Craig Road – to be completed in 2013 for a total distance of 11.66 km

From Craig Road (again north of Verona) it will be a Yellow Trail until Sharbot Lake to be completed by 2017; however the use of ATV's is being reconsidered by the County's Trail Advisory Committee and the need to review this in Trails Master Plan.

4.5 Description of Trail Users

Preferred activities: walking/hiking, biking, horseback riding, cross-county skiing, snowmobiling: using all of the trail

Additional non-motorized could be: snowshoeing, dog-sledding

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Additional motorized activities: ATViing (Yellow section starts north of Verona not subject to this application)

4.6 Projected Use Intensity

Activity	High	Medium	Low	N/A
Walking/Hiking	x			
Biking	x			
Horseback Riding		x		
Cross-country Skiing		x		
Snowmobiling	x			
Canoeing/Kayaking				x
Snowshoeing			x	
Rollerblading				x
Other: ATViing		x		
Other: dog-sledding			x	
Other: snowshoeing			x	

5. COMMUNITY SUPPORT

Multiple public consultations were carried out regarding the proposed development of the Frontenac K&P Trail. Adjacent landowners were surveyed in September 2008 and information sessions were held on September 25, 2008 in Sharbot Lake and September 30, 2008 in Verona, where landowners were invited to comment on the project. Members of the Frontenac Trails Committee were present to answer questions.

Following the adjacent landowner consultations, two general public meetings were held: April 28, 2009 in Verona and April 30, 2009 in Sharbot Lake. A survey directed to the general public was also constructed and administered at the meetings. In order to provide an update on trail status to adjacent landowners, two meetings were held in September 2012; one in Verona and one in Sharbot Lake.

6. BENEFITS TO THE COMMUNITY

Trails become attractions that offer benefits that can be enjoyed by businesses, communities and residents alike. Trails also provide owners and operators in the tourism industry and other businesses an additional option to entice tourists and visitors to stay longer in the area. Economic uncertainty in recent times has been linked to the growing trend of individuals taking vacations closer to home and for shorter durations. Trails can be a main attraction for these local-looking vacationers. Communities and businesses along trails benefit from development, as travelers look to local businesses to purchase goods and services along the route. The

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Ontario Trails Council estimates that trails contribute at least \$2 billion yearly to the provincial economy. Research has also shown that trails increase property values by offering residents scenic views and on-hand recreational opportunities.

Trails that accommodate a number of recreational users and uses provide opportunities for healthy activities and healthy lifestyles. ACTIVE 2010: Ontario's Sport and Physical Activity Strategy, introduced in 2005, outlines the need for more affordable, accessible forms of recreation for Ontarians. The study cites the expressed concern of governments, citizens, and sport and physical activity stakeholders over the inadequate level of physical activity and sport participation, and the resulting impact on the health and quality of life of Ontarians. According to ACTIVE2010, 52 per cent of Ontarians are insufficiently active to benefit their health. In 2000, over one half of children aged 5 to 17 did not meet recommended levels of physical activity.¹ The annual economic burden of physical inactivity in Ontario is \$1.8 billion.²

ACTIVE2010 recommends that all adult Ontarians walk a minimum of 30 minutes daily or participate in some other equivalent activity. Trails support an active lifestyle that improves health. Physical activity helps prevent heart disease, diabetes, osteoporosis, obesity, colon cancer and depression.³

7. LAND PERMISSIONS

The County of Frontenac owns the rail-bed from Kingston /County border at Orser road to Tichborne with the exception of a .0126 acre piece (a road allowance across the trail) north of Boyce Road near Hartington. The County is currently in negotiation with the landowner and is presently investigating potential crossings before the agreement is finalized. This parcel of land is part of the 2013 development.

There are portions of the right of way between Tichborne and Sharbot Lake, which are missing, having been sold off many years ago by the Canadian Pacific Railway. The County of Frontenac will endeavour to keep the Trail continuous in order to make it more attractive to users and more identifiable as a linear Trail. Re-routing will take place only in places where the County does not own the property and an easement agreement cannot be established with the landowner.

8. LIABILITY INSURANCE

Liability insurance is in place for the Frontenac K&P Trail under the County's commercial general liability policy # CP99676. The Trails Canada trail is indicated as a third party in this policy. See Appendix D: Certificate of Insurance.

¹ Canadian Fitness and Lifestyle Research Institute, 2001: Physical Activity Monitor

² Dr. Peter Katzmarzyk, Queen's University, 2001: The Economic Cost Associated with Physical Inactivity and Obesity in Ontario

³ U.S. Department of Health and Human Services Centre for Disease Control and Prevention, National Centre for Chronic Disease Prevention and Health Promotion, 1996. Physical Activity and Health: A Report of the U.S. Surgeon General, Atlanta Georgia, U.S

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Ontario - Frontenac K&P Trail

ENVIRONMENTAL ASSESSMENT[Environmental Pre-Screening Report](#) - Appendix E.

Further, permits have been approved and obtained for the building of the bridge at Hardwood creek, Verona from the Quinte Conservation Authority.

9. INFRASTRUCTURE REQUIREMENTS

There are four bridge superstructures required to be reconstructed in the gap portion from Harrowsmith to Sharbot Lake. Trans Canada Trail funded the engineering and design costs for these bridges in 2011. Abutments for these superstructures exist but are in need of some repair as indicated in the 2010 Evaluation and Detailed Structural Assessment Report conducted by McIntosh Perry Consulting Engineers Ltd.

The 10.95 m span is included in the 2013 development of request to TCT for funding.

The lengths of the bridges are as indicated in the table below

Infrastructure Type	Length (if applicable)	GPS location (if possible)
Bridge – Hardwood Creek	10.95 m	Latitude: 44.47086 Longitude: 76.69654
Bridge – White Creek	4.90 m	Latitude: 44.54594 Longitude: 76.67809
Bridge – Elbow Creek	20 m	Latitude: 44.62965 Longitude: 76.67882
Bridge – Fish creek	4.88 m	Latitude: 44.64553 Longitude: 76.68803

10. WAYFINDING SIGNAGE REQUIREMENTS

Trail markers and way-finding signage will be provided along the new sections of Trans-Canada Trail. Once the project is underway, a request will be made for the number and size of signs required.

11. OPERATION & MAINTENANCE

The County of Frontenac is responsible for the operation and the maintenance of the Frontenac K&P Trail.

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Ontario - Frontenac K&P Trail

12. GRANT RECOGNITION AND TRAIL OPENING EVENT

The County of Frontenac will recognize Trans Canada Trail on trail signage, the County's monthly newsletter, social media, web-sites and on materials related to the official opening of each phase as developed. Trans Canada Trail representatives will be invited to attend and speak at the trail opening event and for photo opportunities.

13. PROJECT SCHEDULE

Project Milestone	Start Date	Completion Date	Estimated Required Cash Flow
Planning			
Phase: Boyce Road at Hartington to Craig Road north of Verona	Completed	Completed	n/a
Outstanding Approvals			
Required permits completed	April 1, 2013	April 15, 2013	n/a
Insurance certificate	April 1, 2013	April 15, 2013	n/a
Trail and Infrastructure Construction			
Bridge	July 15, 2013	October 31, 2013	50%
Brushing and dozing	Aug 15, 2013	August 30, 2013	25%
Gravel and Stonedust Topcoat	Aug 30, 2013	Sept 15, 2013	25%
Trail Signage			
Signage Installation	Sept 15, 2013	Sept 30, 2013	n/a
Trail Opening			
e.g. Trail Opening	Nov 1, 2013	Nov 1 2013	n/a
e.g. Trail Opening Event	Nov 1, 2013	Nov 1, 2013	n/a

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14. BUDGET

Total Cost of Project: 2013 phase - \$493,000

Requesting Funds from the TCT? Yes, \$228,000

The section to be developed in 2013 is the “Greenway section” of the K&P Trail and includes a 10.85 m bridge and project management (\$167,000), 7.67 km of trail developed (\$200,000) and another 3.99 km of trail redeveloped/maintained (\$15,000). Other materials and costs in the development are gates and barriers (\$72,000), signage (\$22,000), land acquisition (\$15,000), and opening event costs (\$2,000). The total cost of the 2013 is projected at \$ 493,000. The County of Frontenac received confirmation that the 2013 greenway portion of the trail is eligible for funding from Trans Canada Trail and is requesting through this application the amount of \$228,000.

Funding request for 2013

Projected Expenditures	Total Cost (Cash & In-kind)	Funded by Other Sources (County)	Requested from TCT
Trail Planning (funded up to 100%)			
Design Fees			
Permits			
Engineering			
Environmental assessments			
Travel			
Other (specify):			
Trail Planning Sub-total			
Trail Construction (funded up to 50%)			
Material	100000	50000	50000
Labour	100000	50000	50000
Equipment	70000	35000	35000
Regulatory/safety signage	1000	500	500
Signage posts and anchors	1000	500	500
Bridges & culverts			
Other (specify):Land Acquisition	15000	7500	7500
Trail Building Sub-total:	287,000	143,500	143,500
Trail Infrastructure (funded up to 50%)			

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Material			
Labour			
Equipment			
Bridges & culverts (Hardwood Creek bridge)	150,000	75,000	75,000
Regulatory/safety signage	1000	500	500
Signage posts and anchors	1000	500	500
Other (specify): Project Manager	15000	7500	7500
Trail Infrastructure Sub-total:	167,000	83,500	83,500
Project Administration Costs (funded up to 50%)			
Project Staff salaries			
Rental of space (short-term)			
Other (specify): Event opening	2000	1000	1000
Project Admin Costs Sub-total:	2000	1000	1000
Trail Maintenance Costs (not eligible for TCT funding)			
Seasonal	5000	5000	
Annual	10000	10000	
Long-term			
Other (specify):			
Trail Maintenance Sub-total:	15000	15000	
Trail Administration Costs (not eligible for TCT funding)			
Trail Administrator salaries			
Office expenses			
Rental of space (long-term)			
Other (specify): Info Signage	22000	22000	
Administration Sub-total:	22000	22000	
Total Projected Expenditures	493,000		
REVENUES	Confirmed or Applied for	In-Kind Contributions	Balance Required
Total Revenues	275,000		228,000

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June 19, 2013

Ontario - Frontenac K&P Trail

15. SUPPORT AND APPROVALS

County of Frontenac

This Concept Plan is supported by:

K.E. Savill
<Signature>

K.E. SAVILL
<Printed Name>

13.06.21
<Date>

This Concept Plan is supported by:
Trans Canada Trail Ontario

Melissa Pomeroy
<Signature>

Melissa Pomeroy
<Printed Name>

June 24, 2013
<Date>

This Concept Plan approved by:

National Director of Trail, Trans Canada Trail

<Signature>

<Printed Name>

<Date>

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June 19, 2013

16. APPENDICES

APPENDIX A MAP OF PROPOSED TRAIL ROUTE

**APPENDIX B LIST OF BOARD MEMBERS OF APPLYING TRAIL
GROUP OR ORGANIZATION, OR KEY STAFF
MEMBERS OF MUNICIPALITY**

Frontenac County Council

- Warden Janet Gutowski - Township of Central Frontenac
- Deputy Warden Bud Clayton - Township of North Frontenac
- County Councillor Denis Doyle - Township of Frontenac Islands
- County Councillor David Jones - Township of Frontenac Islands
- County Councillor Gary Davison - Township of South Frontenac
- County Councillor John McDougall - Township of South Frontenac
- County Councillor John Purdon - Township of Central Frontenac
- County Councillor John Inglis - Township of North Frontenac

Trails Advisory Committee:

- Allan McPhail, Chair
- Dennis Doyle, Vice- Chair
- John Inglis
- Joan Hollywood
- Marc Moyes,
- Deiter Eberhardt
- Derrick Spafford
- Gary Davison

Staff

- Elizabeth Savill, CAO
- Anne Marie Young, Manager of Economic Sustainability
- Kevin Farrell, GIS Specialist
- Alison Vandervelde, Communications Officer

APPENDIX C LANDOWNER PERMISSIONS

See attached

APPENDIX D LIABILITY INSURANCE CERTIFICATE

See attached

APPENDIX E ENVIRONMENTAL ASSESSMENT

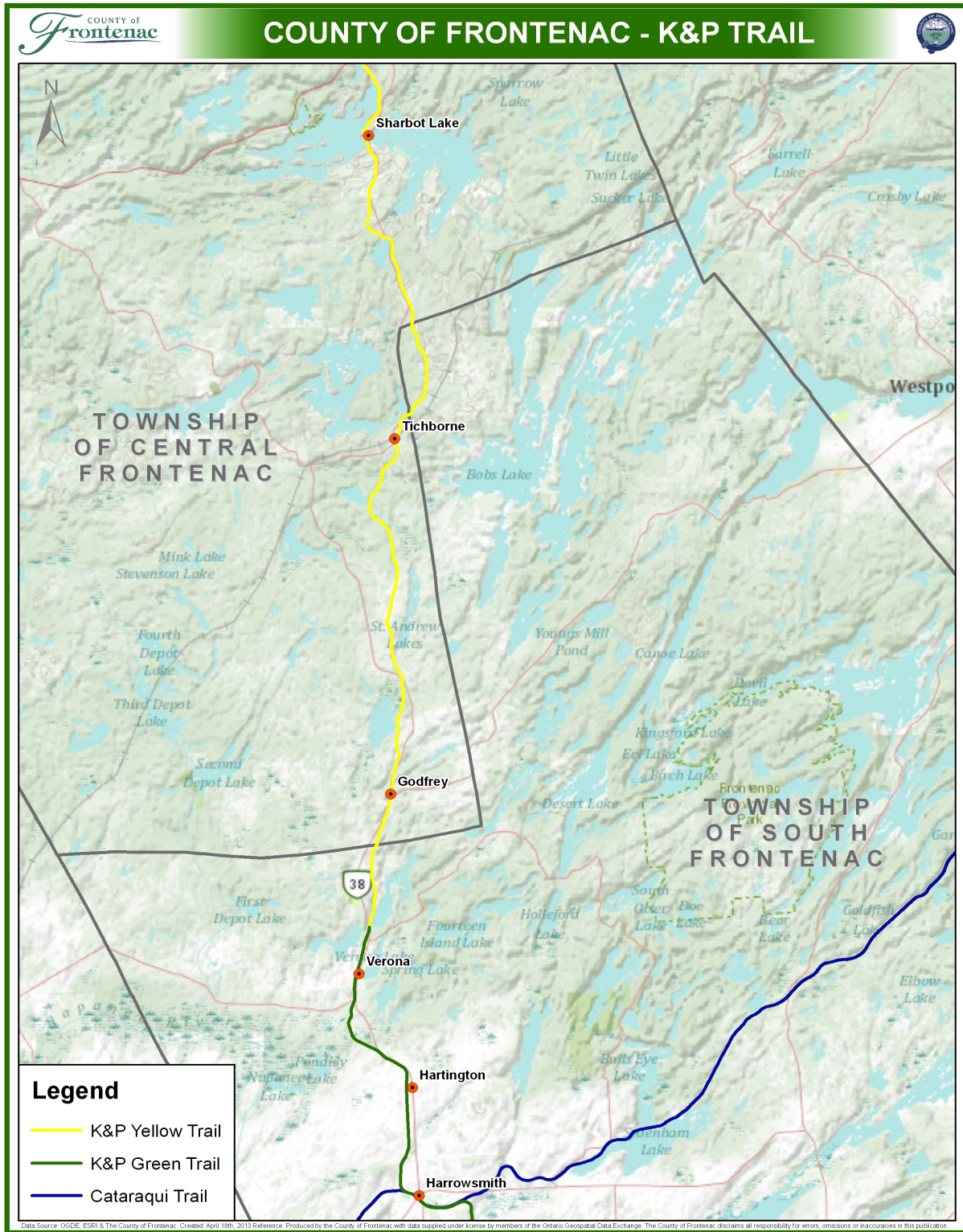
See attached Environmental Pre-Screening Report

APPENDIX F OPTIONAL SUPPORTING DOCUMENTS

Frontenac K&P Trail Implementation Plan

TCT trail code 06-0175

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June 19, 2013





75 Main Street North, Princeton, ON N0J 1V0

Phone: 800-265-4000 Fax: 519-458-4366

CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

INSURED'S FULL NAME AND MAILING ADDRESS COUNTY OF FRONTENAC 2069 BATTERSEA ROAD GLENBURNIE, ON K0H 1S0	BROKER'S FULL NAME AND MAILING ADDRESS Holway & Hutchinson Insurance Limited 515 Gardiners Road Kingston, ON K7M 3Y2
--	--

Supplementary Schedule

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE	EXPIRY DATE	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
MUNICIPAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE or <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYERS LIABILITY <input checked="" type="checkbox"/> PERSONAL INJURY <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> NON-OWNED AUTO <input type="checkbox"/> HIRED AUTOMOBILES <input checked="" type="checkbox"/> PROFESSIONAL / MALPRACTICE LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> ENVIRONMENTAL LIABILITY <input type="checkbox"/> CLAIMS MADE	Subscribing Companies as Identified in CP99676	January 1, 2013	January 1, 2014	BODILY INJURY & PROPERTY DAMAGE EACH OCCURRENCE	\$15,000,000
				GENERAL AGGREGATE	
				PRODUCTS-COMPLETED/OPERATIONS AGG	
				PERSONAL INJURY	INCL
				MEDICAL PAYMENTS (Any One Person)	
				TENANTS LEGAL LIABILITY	INCL
				NON-OWNED AUTO	
				PROFESSIONAL / MALPRACTICE LIABILITY	INCL
				OCCURRENCE	AGGREGATE
				LIMIT	AGGREGATE
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED	
				BODILY INJURY (Per Person)	
				BODILY INJURY (Per Accident)	
				PROPERTY DAMAGE	
				LIMIT	AGGREGATE
OTHER <input type="checkbox"/> CLAIMS MADE or <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				LIMIT	AGGREGATE
				LIMIT	DEDUCTIBLE
				OCCURRENCE	AGGREGATE
PROPERTY <input type="checkbox"/> PROPERTY "ALL RISKS" <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				Valuation	
				Deductibles ALL OTHER	
				EARTHQUAKE	FLOOD

ADDITIONAL INSURED NAME AND MAILING ADDRESS TRANS CANADA TRAIL	DESCRIPTION OF OPERATIONS / LOCATIONS / AUTOMOBILES / SPECIAL ITEMS WITH RESPECT TO THEIR AGREEMENT WITH THE NAMED INSURED FOR THE OPERATIONS OF THE FRONTENACE K & P TRAIL
--	---

Supplementary Schedule
 Fax Interest to Insured "With respect to Liability Only"

CERTIFICATE HOLDER - NAME AND MAILING ADDRESS TRANS CANADA TRAIL	CANCELLATION Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named on the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its brokers or representatives.
--	---

Fax Email

C. Smith

April 16, 2013



Trans Canada Trail
Sentier Transcanadien

Trans Canada Trail Environmental Pre-Screening Report

Project Name: Frontenac K&P Trail
Project Code:
Date: April 16, 2013
Applicant: County of Frontenac

Screening question	Response	Result
1. Does the project involve physical activities, such as trail construction, maintenance, bridge works, re-surfacing, buildings, signage, parking, or any other works that will alter surface vegetation, soils, or involve physical works in or around water?	X Yes <input type="checkbox"/> No	If No, then no EA is required. Submit this form to the TCT without going any further. If Yes, then go to 2.
2. An EA is required under <i>CEAA</i> if: a) a federal authority is the proponent of the project; b) a federal authority makes or authorizes payments or provides any other form of financial assistance; c) the project is carried out on federal land; or d) a federal authority issues a permit or licence or grants an approval. Does <i>CEAA</i> apply?	<input type="checkbox"/> Yes X No	If Yes, an EA must be carried out. Note that certain projects that fall under <i>CEAA</i> may be excluded. To see if the project is excluded, go to 3. If No, then <i>CEAA</i> may not apply. Go to 4 to see if other legislation is relevant.
3. If a project meets the requirements of an EA under <i>CEAA</i> , but falls within the <i>CEAA 2007</i> Exclusion List, then an EA may not be required. Is the project on the excluded list?	X Yes <input type="checkbox"/> No	If No, then <i>CEAA</i> applies and a federal EA must be carried out. If Yes, then a federal EA may not be required, however, under a range of different legislation an EA may be required. Go to 4 to see if other legislation requires an EA.
4. Does the project involve works that may occur in or near (within 30 m) of fish bearing waters or a waterbody that is connected to fish bearing waters?	X Yes <input type="checkbox"/> No	If Yes, then <i>CEAA</i> may be triggered under the Federal <i>Fisheries Act</i> - go to 5 to see if other legislation is relevant. If No, go to 5.
5. Does the project involve any works in or about a stream (includes wetland, lake, shoreline, bog, etc.)? This includes stream crossings, stream diversions, bank works and any works that involve altering vegetation or placing materials, such as rip rap or pilings, into or within 30 m of a stream.	X Yes <input type="checkbox"/> No	If Yes, then provincial / territorial regulations may also apply and provincial level EA and authorizations may be required - go to 6. If No, go to 7.

Screening question	Response	Result
6. Is the watercourse navigable by watercraft?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, then <i>CEAA</i> may be triggered under the <i>Navigable Waters Act</i> - go to 7 to see if other legislation is relevant. If No, go to 7.
7. Does the project location overlap with the identified habitat of any SARA, COSEWIC or listed species on federal land?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes, then a <i>Species at Risk Act</i> Permit or Agreement may need to be obtained and <i>CEAA</i> may be triggered - go to 8 to see if other legislation is relevant. If No, go to 8.
8. Does the project potentially affect other species of interest (or a specie's habitat) at a provincial / territorial level?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, then provincial / territorial regulations may also apply. Provincial or territorial level EA may need to be carried out and authorizations may need to be obtained from the appropriate agency - go to 9 to see if other legislation is relevant. If No, go to 9.
9. Does the project involve the removal of vegetation, including the cutting trees?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, then the <i>Migratory Birds Convention Act</i> and/or provincial or territorial regulations protecting nesting and/or migratory birds must be complied with - go to 10. If No, go to 10.
10. If you answered Yes to question 1, but have not triggered any other EA / permitting / reporting requirements from 2 to 9, then no other EA reporting to the TCT is required. Note that there may be other requirements under federal, provincial, territorial or local government legislation or policies for projects.		Submit this pre-screening report to the TCT.

Name of Signing Authority

Signature

Date Signed



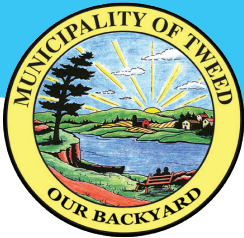
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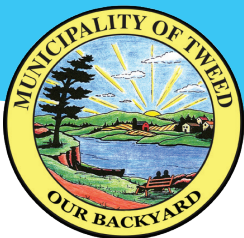
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Trudeau Park, Municipality of Tweed



IDEAS TO ACTION



TEENY TINY ★ SUMMIT ★ 2017



Rural Ontario is composed of diverse communities, with varying requirements to support community revitalization. While some places have strong drivers of economic growth, and organization and staff resources to support economic development, that is not the case for all communities. Where this local capacity is lacking, the community's ability to take advantage of opportunities can be constrained.

Economic development principles and best practices can be similar across diverse communities, however, some elements must be practiced differently in Teeny Tiny Places.

Several years ago, Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) staff with the Regional Economic Development Branch (REDB), began to notice there was very limited uptake and engagement with their economic development tools and resources among smaller municipal clients. It was noted that the lack of participation was largely among places that had several characteristics in common:

- Rural location
- Populations < 1000
- Stable or slightly declining populations
- No dominant drivers of economic growth
- No paid staff at lower tier level, dedicated to economic development
- Lack of water and wastewater servicing in village centres

REDB began examining the reasons for lack of participation and the potential means to address them, starting with a pilot workshop held in Tay Valley (Lanark County) in 2015. With a positive response and many ideas to take forward, the first full-fledged Teeny Tiny Summit was held in Seeley's Bay (Leeds and Grenville) in 2016, featuring author, former Alberta MLA and community developer Doug Griffiths.

The response to that summit was overwhelming, with a sold out hall, waiting list, and some participants travelling from west of Toronto to attend. Three additional communities stepped forward and initiated their own Teeny Tiny Summits, in partnership with their local OMAFRA advisors, resulting in other offerings in Maynooth (Hastings), Neustadt (Grey) and Alvinston (Sarnia-Lambton). Moving forward, the 2017 series was initiated, with summits in Merrickville-Wolford (Leeds and Grenville), and Havelock-Belmont-Methuen (Peterborough). The 2017 series featured renowned Australian community development expert Peter Kenyon.

In total, over 600 people in rural Ontario have attended a Teeny Tiny Summit in the 15 months between the Seeley's Bay and Havelock events. Attendees are a mix of municipal councillors, staff, support organizations, and volunteers.

This strong and energetic response demonstrates that a lack of participation noted at the outset of this journey was not a result of lack of energy, enthusiasm, or interest. In contrast, it shows that Teeny Tiny Places are a wellspring of resources and engagement, when they identify a program that is relevant to their context.

Throughout this process, several key issues have emerged as critical to the success of community revitalization and thereby economic development in Teeny Tiny Places. These issues were the focus of the 2017 summits.

ONE SIZE

DOES NOT

FIT ALL

Strategic Planning Without Tears



Liz Huff used the example of “Seeley’s Bay Steps Up” to illustrate the importance of a comprehensive community revitalization plan, carried out in a way that is fun and well-paced for volunteers. She advocated for setting realistic and impactful goals while leveraging skills and expertise both in and outside of your community.

Small Village Water & Wastewater Servicing



Mike Dwyer (Merrickville) and Lynne MacLennan (Havelock) discussed how Teeny Tiny places face overwhelming challenges when trying to provide water and wastewater servicing. Creative policy solutions and the use of innovative technology were discussed as ways of opening key opportunities for village revitalization.

Municipal Volunteer Relationships



In Teeny Tiny Places, volunteers are an essential element of economic development. Using the Keene Pumpkin Festival as her example, Nikki Nelson explored how municipalities can collaborate with volunteers in ways that benefit the entire community.

Risk Management / Insurance for Community Groups



Insurance for community events or groups can often be expensive and challenging. Brian Grattan discussed several common types of insurance for community groups and organizations as well as potential measures that could be put into place to control or minimize the risk associated with an activity or event.

Big Data for Small Places



Bob Leitch (Merrickville) and Nelson Rogers (Havelock) spoke about common questions surrounding big data. What issues can be addressed with data and analytics? How can relevant data be found and how data can improve the understanding of community needs? When volunteer groups are able to deal with big data, their efforts are more effective.

Finding Your Story and Telling It



Teeny Tiny Places have so much to offer but often struggle to communicate their greatest assets and accomplishments. Using her example of the InFrontenac brand, Alison Vandervelde illustrated how Frontenac County use their brand to the fullest and promote their successes within the community and externally.



What we learned from each other

Groups began discussions by sharing recent successes and best practices before identifying requirements to achieve these past successes or overcome current challenges. Based on the ideas brought forward, groups were then challenged to create a list of actionable steps they could take towards achieving their goals within the following 6 months.

1.

Strategic Planning Without Tears

The ability to track a strategic plan's progress and identify measures of success was recognized as a requirement. Having a strong means of measurement provides accountability. Community and staff buy-in would also be required to support the process. Partnerships were mentioned as they can become a strong asset, allowing Teeny Tiny Places to draw from outside expertise. Partnerships identified included those both within and outside of a local municipality as well as provincial organizations like OMAFRA. Research within the community was also seen as a strong priority because it could provide a wealth of information concerning public opinion, assets, and resources. Champions are key. It is very important to consult and engage key people and organizations within the community as part of the process.

Within the next 6 months we can...

- Create a strategic plan; build in quick wins to keep engagement
- Foster strong relationships: peacemaking & bridge building
- Put measures in place to ensure continuity of the plan
- Utilize current resources to forward planning: e.g. Business Retention + Expansion (BR+E)
- Mobilize and acknowledge volunteers
- Celebrate successes
- Ensure accountability is made clear in strategic plan, make this information clear to staff and councillors.
- Monitor progress and detail specific and manageable performance measures.



2.

Small Village Water & Wastewater Servicing

Participants identified several common requirements for success. There was strong support for educating both the public and key decision-makers on water and wastewater servicing issues. The public is not always aware of the costs associated with well and septic systems (often considering them to be “free services”), and some of the technical challenges and maintenance costs of micro-treatment centres. It was agreed that it is essential that decision makers educate themselves on alternative servicing methods that may be available and appropriate to meet the servicing needs of various types of land uses (e.g. residential or commercial). A willingness to be open to new and different approaches is essential when municipalities agree to develop innovative solutions to meet their water and wastewater servicing needs.

Within the next 6 months we can

- Develop educational programming: possibly similar to Haliburton’s “Poop Talk” or “Septic Tack”
- Keep projects to scale and appropriate for Teeny Tiny Places
- Reach out to neighbouring municipalities to begin discussions
- Include engineering firms in public consultation process



3.

Municipal Volunteer Relationships

Working with volunteers can produce extremely innovative and creative solutions to some of the unique challenges found in Teeny Tiny Places. Increasing volunteer engagement would help to address issues of volunteer burnout, as well as provide a greater wealth of skills and knowledge to draw from. Participants acknowledged that volunteers require flexibility to be creative in how they approach projects, as well as clear and structured descriptions of their roles within events, organizations and committees. Volunteers need to be advised of “Red Tape” matters such as insurance, procurement policies, etc., and be assisted by municipal staff to address these issues as required.

Within the next 6 months we can...

- Cultivate an environment of cooperation, mutual respect, motivation and support between municipal staff, Council and community volunteers
- Volunteers should feel empowered by Council and municipal staff; and municipal staff need to act as positive leaders and motivators
- Include Council and staff representatives on volunteer committees
- Clarify where organizations / volunteers responsibilities stop, and the municipality’s role starts
- Ensure that volunteer committees and groups are following the municipal code of conduct in order to move forward in a positive manner
- Identify the most appropriate ways of communicating with volunteers, and be transparent with community volunteers, communicating on a pro-active, regular basis in a more structured manner
- Create a “Volunteer skills matrix” and learn to understand volunteer’s skill sets, which will help to find “good volunteer fits”
- Utilize student volunteer hours as the asset they are, and find ways to promote volunteerism directly to youth in schools
- Have municipal staff complete continuity planning so current and new staff know what volunteer projects are ongoing, and what organizations are actively working on
- Invest in volunteers and invite them to events/

summits/training sessions and pay for their attendance

- Host volunteer appreciation events that are meaningful, helping to ensure volunteer retention and assisting with volunteer recruitment.

4.

Risk Management / Insurance for Community Groups

Participants identified some key successes they had experienced. For some, making their volunteer group a Committee of Council has allowed them to be insured by the municipal policy, which has worked well in some cases. In Havelock, a risk management approach to a toboggan hill, developed in conjunction with the insurance company, allowed the community to continue to use this recreational resource while mitigating risk. An emerging theme was that successes were achieved when clear, ongoing communication with insurance providers and protective services were in place. To achieve further successes, participants suggested that more research would be helpful to understand what types of coverage might be available to community groups. Also, that national level insurance for some groups, such as Lion’s, may be available and should be explored.

Within the next 6 months we can...

- Assign one individual to research current options and restrictions
- Invite an insurance broker to speak with volunteer groups to better understand policy options and how to employ them
- Connect with groups running similar events to learn from their experiences
- Connect with emergency response services (Fire/Police) and invite them to inspect a site to identify risk factors



5. **Big Data for Small Places**

Communities have found some help using some of OMAFRA's primary and secondary data sources, such as downtown revitalization studies, or the Analyst or Newcomer and Youth Community Indicators tools. The discussion revealed three primary requirements to realize the full potential of data for Teeny Tiny Places. First and foremost there would need to be a well-established plan for the data, and clarity on what decisions are going to be made with this data, before it is collected. There would also need to be collection consistency so that a benchmark could be set. Finally, data should be reflective of the local perspective.

Within the next 6 months we can...

- Establish what decisions will be made from the data and set an achievable goal
- Research additional resources: Rural Ontario Institute, Ontario Non Profit Network, major newspaper chain's retail distribution maps, 2016 Census, etc.
- Begin building partnerships to share data and reduce duplication
- Create plans for communicating decisions based on data as well as general findings to stakeholders.

6. **Finding Your Story and Telling It**

Hashtags like #InFrontenac or #MyOttawa are proving to be popular on social media, as they are able to connect cities, towns and small communities. These examples are planned and strategic, so what do rural communities need in order to connect their residents like this? Discussions around this topic identified a need to capitalize on assets already within the community, rather than attempting to create something new. Success would also require full community engagement from a diverse range of residents. Some communities could capitalize on strong historical backgrounds and apply a modern approach to sharing that story. It is important to use data to help to target your outreach efforts. Branding and signage are important; you need to know who you are and others need to know where you and your assets are. However, it's critical to be authentic,

and not to "oversell" what your community can't deliver. It's important for communities to be ready to take advantage of opportunities as they present themselves.

Within the next 6 months we can...

- Identify all current assets/talents/skill sets (head, hands, heart) within the community. Be strategic and create a volunteer bank
- Utilize "new locals" as a form of promotion: why did they move and what do they like about this location? (Build a New Life in PEC; I left the City in Hastings County)
- Conduct market research: look at how other places are promoting their community. Do not focus on their story, but how they are telling it
- Develop a framework around community assets while utilizing community networks to promote it
- Focus promotions internally at first to spark greater engagement with those living and working in your community before expanding outwards. Create ambassadors.
- Social media training for teeny tiny communities
- Engage youth
- Encourage business owners to keep track of where customers are coming from to start collecting data for more targeted marketing
- Start-up a regional Teeny Tiny network to share ideas, information, successes, challenges and stories, and perhaps create actions that span boundaries.

The summit participants brought a wealth of experience and ideas to the discussion. Learning from one another, Teeny Tiny Places can achieve great things. Do you have a story to tell? A question to ask? Join the Teeny Tiny Places Community of Practice facebook page to join the conversation.

<https://www.facebook.com/groups/1960497100876609>

