



**SUSTAINABILITY ADVISORY COMMITTEE  
AGENDA**

**Date and Time** Monday, June 2, 2014 at 10:00 a.m.

**Place** County of Frontenac Administrative Boardroom 2069 Battersea Road, Glenburnie

**Members:**

Geoff Sandiford, Community Member  
John McDougall, County Councillor  
Denis Doyle, Deputy Warden  
Barrie Gilbert, Community Member

Don Ross, Community Member  
Tracy John, Community Member  
Bud Clayton, Warden, Ex-Officio

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1. Call to order
2. Election of Officers
  - Election of Chair
  - Election of Vice-Chair
3. Adoption of the agenda
4. Disclosure of pecuniary interest and general nature thereof
5. Adoption of minutes
  - Minutes of Meeting held April 7, 2014

3-7

**THAT** the minutes of the Sustainability Advisory Committee meeting held April 7, 2014 be adopted as circulated.

6. Deputations and/or presentations
7. Reports/Topics for Discussion
  - 2014-099  
2014 Work Plan Update

8-18

**THAT** the Sustainability Advisory Committee support staff to send an information report directly to County Council regarding the new format planned for Sustainable Actions 2014, as discussed at the June 2 SAC meeting.

8. Communications
9. Other business
10. Next meeting date

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10. Next meeting date

- The next regular meeting of the Sustainability Advisory Committee is scheduled for Tuesday, August 5, 2014 at 10:00 a.m. at the County Administrative Building.

11. Adjournment



**Minutes of the Sustainability Advisory Committee Meeting  
April 7, 2014**

A meeting of the Sustainability Advisory Committee (SAC) was held in the Frontenac Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Monday, April 7, 2014 at 10:00 a.m.

**In attendance:**

- Geoff Sandiford, Chair
- Deputy Warden Denis Doyle
- Councillor John McDougall
- Don Ross
- Barrie Gilbert
- Tracy John

**Staff:**

- Anne Marie Young, Manager of Economic Development
- Alison Vandervelde, Communications Officer (Recording Secretary)

**1. Call to order**

The meeting was called to order at 10:00 a.m. and proceeded to the election of the Chair.

**2. Election of Officers**

**a) Election of Chair**

Moved By: Deputy Warden Doyle  
Seconded By: Mr. Gilbert

THAT the nomination of the Chair be deferred to the October meeting of the Committee.

**CARRIED**

**b) Election of Vice-Chair**

Moved By: Mr. Gilbert

Seconded By: Deputy Warden Doyle

THAT Councillor John McDougall be nominated Vice-Chair of the Sustainability Advisory Committee until at least the October 2014 meeting when an election of the Vice-Chair will be held to coincide with the election of the Chair.

**CARRIED**

Moved By: Mr. Gilbert  
Seconded By: Mr. Ross

THAT nominations for Vice-Chair be closed.

**CARRIED**

**3. Adoption of the agenda**

Moved By: Mr. Ross  
Seconded By: Councillor McDougall

THAT the agenda for the April 7, 2014 Sustainability Advisory Committee meeting be adopted.

**CARRIED**

**4. Disclosure of pecuniary interest and general nature thereof**

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

**5. Adoption of minutes**

Moved By: Deputy Warden Doyle  
Seconded By: Mr. Ross

**THAT** the minutes of the Sustainability Advisory Committee meeting held December 2, 2013 be adopted as circulated.

**CARRIED**

**Speaker Series**

The committee discussed the list of topics included in the survey and noted that Community Development and could mean different things in different areas. Many of the topics supported through the survey can be combined into meetings that bring together multiple experts and draw larger crowds (i.e., a meeting focused on Infrastructure could deal with Healthy Homes, Septic System Alternatives, Solar Hot Water Heaters, etc.)

The committee directed staff to arrange for the Committee to present to all four Township Councils before June to get their input on topics that are relevant to their communities. Staff to email meeting dates to the committee and schedule presenters for each. Staff to work with the Chair to create a presentation. The committee will consider Township input and discuss next steps at the June 2 meeting.

**6. Deputations and/or presentations**

There were none.

**7. Communications**

- i. Correspondence received from EORN regarding it's Media Release - Eastern Ontario Wardens' Caucus boosts economic development through new fiber broadband connections at business parks

The Committee discussed the need to remain informed regarding advancements in broadband.

**8. Reports/Topics for Discussion**

- a) **2013-231  
Sustainability  
PAPER/CHEERIO Update**

Moved By: Mr. Ross  
Seconded By: Deputy Warden Doyle

**RESOLVED THAT** Council of the County of Frontenac accept the Sustainability - PAPER/CHEERIO Update report for information;

**AND FURTHER THAT** staff be directed to discontinue work on developing a business case for PAPER/CHEERIO projects until further information is available regarding PAPER programs in other Ontario municipalities and the Ontario government's proposed on-bill financing of energy efficiency improvements.

**LOST**

The committee discussed the benefits of focusing this program into something specific and realistic that can be managed and move forward now, rather than waiting for the Province.

Moved By: Councillor McDougall

Seconded By: Mr. Gilbert

**RESOLVED THAT** staff be directed to investigate the feasibility of a scoped PAPER/Cheerio pilot project for the County of Frontenac and report back to the SAC.

**CARRIED**

b) **2014-054**  
**2014 Work Plan Update**

This report is for information purposes only.

**Committee Mandate**

The draft Council Strategic Plan will be reviewed this month at Township meetings and a public meeting. The committee discussed its role to liaise with the community and foster grass-roots sustainability initiatives within the framework of the ICSP. The committee will revisit this discussion at its June 2, 2014 meeting when Council's Strategic Plan will be finalized.

**ICSP Breakfast**

The committee discussed charging a registration fee for the Breakfast and the possibility of asking people to attend "by donation" instead. The committee decided that there should be no charge for the breakfast.

**Community Partnerships**

The committee discussed the Community Partnerships and expressed concern that the agreements do not capture enough of the meaning of the partnership.

Mr. Ross commented that FABR is dealing with a similar issue right now and they have come to the conclusion that their partnerships are purely a commitment to aligned goals, it's almost more of a pledge. The Committee discussed researching other ICSP partnerships and adding some wording to the County's agreement regarding the meaning of the partnership.

The committee discussed a redesign of the Partnership Agreement and Ms. John offered to review and redesign the agreement. Staff will email the agreement to Ms. John.

The committee directed staff to email the committee members and all of Council asking for input on potential partnerships for presentation at the ICSP Breakfast.

**9. Other business**

There was none.

**10. Next meeting date**

The next regular meeting of the Sustainability Advisory Committee is scheduled for Monday, June 2, 2014 at 10:00 a.m. at the County Administrative Building.

**11. Adjournment**

Moved By: Deputy Warden Doyle  
Seconded By: Mr. Gilbert

THAT the meeting hereby adjourn at 11:53 a.m.

**CARRIED**



**Report 2014-099**

**SUSTAINABILITY ADVISORY COMMITTEE REPORT**

**To:** Chair and Members of the Sustainability Advisory Committee

**From:** Kelly Pender  
CAO

**Prepared by:** Anne Marie Young  
Manager of Economic Development

Alison Vandervelde  
Communications Officer

**Date prepared:** May 29, 2014

**Date of meeting:** June 2, 2014

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**Re:** **Sustainability – 2014 Work Plan Update**

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**Recommendation**

THAT the Sustainability Advisory Committee support staff to send an information report directly to County Council regarding the new format planned for *Sustainable Actions 2014, as discussed at the June 2 SAC meeting.*

**Comment**

*Directions for Our Future*, the County of Frontenac's Integrated Community Sustainability Plan (ICSP) was finalized in 2009. The Sustainability Advisory Committee was formed shortly thereafter with the following mandate:

- To provide input and suggestions regarding the implementation of *Directions for Our Future*, in particular to help meet the "Commitment Towards a Sustainable Future" and the "Community Input" elements
- To report periodically to County Council and to produce an annual work plan for adoption by Council County of Frontenac

**The 2014 Work Plan items follow here with updates as available.**

**1. Maintain expertise in sustainability to ensure valuable guidance can be offered for current and future municipal decision making (strategically support webinars, workshops and conferences).**

On Monday, June 23, 2014 the Rural Ontario Institute, in partnership with Ontario Healthy Communities Coalition, is hosting the Rural Transportation Forum to foster the sharing of knowledge of effective models and emerging innovation in rural regional transportation. Manager of Sustainable Planning, Joe Gallivan will attend the forum. Details are attached as Appendix A.

At the 2014 ICSP Breakfast, John Keith, Manager of Public Transportation Services shared the story of The Rural Overland Utility Transit. The Trout, as it is affectionately known, has evolved into a rural public transit system that is successfully meeting the needs of North Hastings' residents and businesses, helping to strengthen communities and allowing people to age in place.

**2. Enhance awareness of community sustainability and encourage the adoption of more sustainable choices through venues such as:**

**a. Community Sessions and Events**

Committee members have presented to the Township of Frontenac Islands and North Frontenac Township regarding the proposed Speaker Series. Committee members will provide verbal updates at the meeting.

The SAC is booked as a delegation on the June 24<sup>th</sup> South Frontenac Township Committee of the Whole meeting. Mr. Doyle, Mr. Sandiford, and Ms. John are confirmed to make that presentation. Central Frontenac Township can accommodate the committee's presentation at its June 10<sup>th</sup> meeting.

**b. Annual Breakfast**

The Annual ICSP Breakfast was held on May 22<sup>nd</sup>, 2014 at the Verona Lions Hall. Approximately 75 people attended the event. The results of the satisfaction survey are attached as Appendix B.

Through the survey, 19 people provided their contact information as wanting to stay informed regarding rural transportation in the Frontenacs. The SAC should note too that the County's Joint Accessibility Advisory Committee has been discussing accessible rural transportation at its recent meetings.

**c. Awards Events**

No updates.

**3. Liaise with other like-minded groups to gain insights and share expertise**

Committee members to provide verbal updates of their own activities since the last meeting, if any.

**4. Stimulate relationships and synergies with the Townships by presenting at Council meetings and through other meeting opportunities**

See Workplan Update Report item 2. a.

**5. Assist with the preparations for the Annual Workshop**

The Annual ICSP Workshop usually takes place in late September. The date of September 18<sup>th</sup> is suggested for the 2014 Workshop.

It has been suggested that the Workshop should take place in an alternate location. Circle Square Ranch is a potential venues.

A facilitator has been hired in the past to ensure the workshop is productive. This year, with staff completing all advance and follow-up work, a facilitator would be required only for minor preparation and services on the day of the workshop.

Attached as Appendix C is a Draft Agenda for the Workshop. As drafted, this agenda will ensure the workshop produces:

- 1) A list of priority opportunities categorized as:

**PURPLE:** Completely community driven

**RED:** Lead by the community, with influence from the County

**YELLOW:** Lead by the County, with influence from the community (Limit 5)

**BLUE:** Completely Council driven; projects are internal to the County

NOTE: The community priorities will all include a potential leader, next steps and a goal for accomplishment by the 2015 Workshop. The Sustainability Advisory Committee will focus on facilitating progress on these community priorities over the next year.

- 2) A long list of current sustainable actions happening in the County now.

**6. Contribute to the development and presentation of the 2014 Sustainable Actions report to Council.**

It is suggested that Sustainable Actions 2014 be formatted differently than in years past, and include two versions:

- 1) The complete document

This document would capture all the background information that provides context around the implementation of Directions for Our Future. The complete document would be posted online and a limited number (~20) would be printed.

- 2) The action booklet

This document would be an abbreviated version of the complete document. It would include only the most important information:

- Brief background information to provide context
- The priority opportunities as categorized at the workshop
- For the community priorities: next steps, potential leader and 1 year goal

- The Community Partnership Agreement

Physically, the action booklet would resemble the 2013 Report on Housing & Homelessness in the City of Kingston and County of Frontenac – fewer than 10 pages, printed in colour, using graphics to improve readability.

**7. Raise awareness and solicit contributions through Community Partnerships and Citizen Commitments.**

Five Community Partnership Agreements were presented at the 2014 Breakfast.

As discussed previously by the SAC and following the discussion by County Council, there are no formal criteria to evaluate or limit potential partners. Partnership is open to those organizations and businesses in Frontenac County and its immediate surrounding area that support the statements as listed on the Community Partnership Agreement.

The County will continue to publicly encourage those who are interested to become partners, as one element of raising awareness and engaging with citizens. Inquiries are welcome any time of the year, and partnerships will be formally presented at the two annual ICSP events: the spring breakfast and the fall workshop. Preceding each of these events, County Council will receive an information report regarding the upcoming presentation of Community Partnership Agreements. Regular dialogue with the Sustainability Advisory Committee will ensure the partnership program stays on track.

To date, the County of Frontenac has presented 19 Community Partnership Agreements to businesses and organizations throughout the Frontenacs:

Southern Frontenac Community Services Corporation	2014
Northern Frontenac Community Services Corporation	2014
Hearthmakers Energy Cooperative	2014
National Farmers Union Local 316	2014
Mountain Grove Seed Company	2014
Sharbot Lake Farmers Market	2013
Frontenac Stewardship Foundation	2013
Land O Lakes Tourism Association	2013
Seed to Sausage	2013
W.A. Robinson Asset Management Ltd.	2013
Limestone District School Board	2013
Desert Lake Gardens	2013
Friends of Arden	2013
Limestone Organic Creamery	2013
Kingston Frontenac Lennox & Addington Public Health	2013
Kingston Frontenac Public Library	2012
Verona Lions Club	2012
Frontenac Arch Biosphere Network	2010
New Leaf Link	2011

**Smaller Scale Community-Led Initiatives Sustainability Initiatives**

Six applications have been received for the 2014 Smaller Scale Community-Led Initiatives Sustainability Initiatives program. Two have gone through the screening and evaluation and have been approved and the remaining applications are pending the completion of the approval process.

The Township of Frontenac Islands has been approved for the amount of \$15,000 for the refurbishing of the Tourist Information Centre in Marysville. All pillars of sustainability are addressed and once the project is completed six focus areas can be measured as follows:

Focus Area	Description	Measurement
Water	conservation	# of litres of water reduced
Energy	reduction of GHG	# of lbs of CO2/kwh
Infrastructure	using green solutions	# of solar lights, # of water saving toilets
Economic Development	retains the employment of students	# of FTE hours
Recreation and Leisure	better promotes recreational offerings of the Island (Big Sandy Bay, golf course)	# of inquiries (1 <sup>st</sup> year is a baseline; years after a comparison)
Capacity Building	collaborative project	# of partnerships

The Cataraqui Region Conservation Authority has been approved for the amount of \$11,000 to erect fencing on and beside an old railway bridge that passes over Rutledge Road between Sydenham and Harrowsmith and is located .25 km from the joined K&P and Cataraqui trails. All pillars of sustainability are addressed and once the project is completed six focus areas can be measured as follows:

Focus Area	Description	Measurement
Economic Development	Indirectly enhance tourism	# of users from 40 km and over distance
Energy	reduced GHG emissions	# of lbs of CO2/kwh
Transportation	encourages active transportation	# of users
Infrastructure	ensures a safer structure for public use Contribute to the Trail network (ICSP priority)	measured by zero accidents # of bridges maintained
Recreation and Leisure	Volunteers engaged in the project	# of volunteers
Capacity Building	collaborative project	# of partnerships

**Update on external communications Initiatives:**

Facebook

- 163 Likes
- Highest Total Reach: As high as 347 for one post during the last week of April

Twitter

- 688 Followers
- 314 Tweets (In total)

E-Newsletter

Date Sent	Name	Sent	Bounces	Opens	Clicks
5/28/2014	ICSP Breakfast Highlights	918	5.4% (50)	26.5% (230)	22.6% (52)
5/7/2014	May 2014	919	5.3% (49)	31.8% (277)	15.9% (44)
4/25/2014	2014 Annual ICSP Breakfast Invitation	916	6.1% (56)	31.6% (272)	9.9% (27)



Appendix A

## RURAL TRANSPORTATION FORUM - BROCKVILLE, ON

Rural Ontario Institute  
Monday, 23 June 2014 from 9:30 AM to 4:00 PM (EDT)  
Brockville, Ontario



Ticket Information				
TICKET TYPE	SALES END	PRICE	FEE	QUANTITY
RURAL TRANSPORTATION FORUM - BROCKVILLE	23 Jun 2014	\$40.00	\$0.00	1

[Order Now](#)

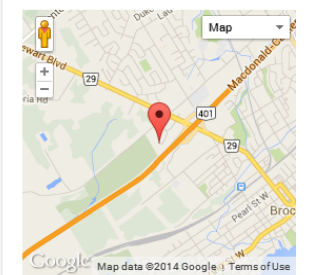
[Save This Event](#)

Who's Going

Connect to see which of your Facebook friends are going to RURAL TRANSPORTATION FORUM - BROCKVILLE, ON.

Connect with Facebook

### When & Where



**Brockville Convention Centre**  
7829 Kent Blvd  
Brockville, Ontario K6V 6N7  
Canada

Monday, 23 June 2014 from 9:30 AM to 4:00 PM (EDT)

[Add to my calendar](#)

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Event Details

The Rural Ontario Institute, in partnership with Ontario Healthy Communities Coalition, is hosting a half day forum to foster the sharing of knowledge of effective models and emerging innovation in rural regional transportation.

**\*DRAFT AGENDA\***

**9:00-10:00AM REGISTERED PARTICIPANT CHECK-IN**  
Coffee/Tea/Juice Muffins on arrival

**10:00AM**

**Welcome & Agenda Setting**  
Norman Ragetlie, Director of Policy and Stakeholder Engagement, Rural Ontario Institute (5 min)

**Opening Remarks *Speaker TBC*** (5-10 min)

**Speed Networking** (10 min)

**Accelerating Rural Transportation Solutions: Case Studies Report** (45min)  
Lorna McCue and Lisa Tolentino with Ontario Healthy Communities Coalition report their case studies on effective rural regional transportation approaches in Ontario

Our mission is to develop leaders, initiate dialogue, support collaboration and promote action on issues and opportunities facing rural Ontario.

[Contact the Organizer](#)

- [View organizer profile](#)
- [facebook.com/ruralontarioinstitute](#)
- [ROInstitute](#)
- [3 upcoming events on Eventbrite](#)
- [8 past events on Eventbrite](#)



**11:00AM Refreshment Break (10minutes)**

**11:10AM**

**Table Group Discussions (60 min):**

Facilitated, small group discussions where participants will be able to share their observations and experiences regarding rural transportation initiatives with their peers

**12:10 PM LUNCH**

A buffet lunch will be provided onsite (included with registration)

**1:00 PM**

**Financial Feasibility Assessment for Cost-Shared Models – 3 Study Regions (45min)**

Dennis Kar, Dillon Consulting Limited, presents an in-depth study of current business models and financing sources for cost-shared rural transportation systems from Ontario

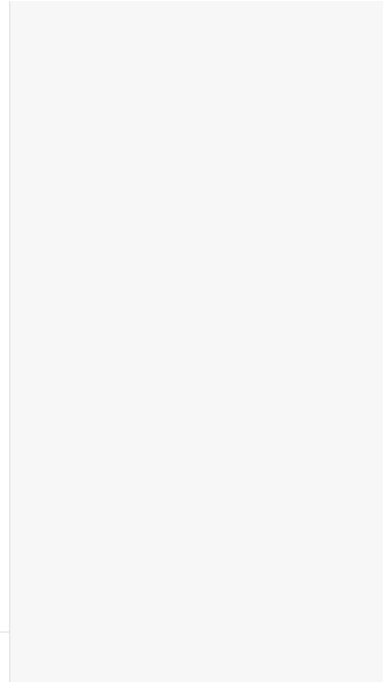
**Panel Discussion TBD**

Panelists take questions and discuss barriers and opportunities for innovative rural transportation solutions

**Closing Remarks (10min)**

Norm Ragetlie, Rural Ontario Institute

Have questions about RURAL TRANSPORTATION FORUM - BROCKVILLE, ON?  
[Contact Rural Ontario Institute](#)



Appendix B



**Satisfaction Survey: Results**

2014 Annual Integrated Community Sustainability Planning Breakfast

**1. Please rate the following aspects of the day.**

	Poor	Fair	Good	Very Good	Excellent
Location	0	1	2	15	18
Room	0	0	3	12	19
Food	0	1	1	8	24

**2. Please rate the following in terms of their importance or value to you.**

	Not at all	Somewhat	Extremely
Keynote Speaker John Keith	0	6	27
The Rural Transportation Discussion	2	9	21
Community Partnership Presentations	1	13	20
County Update (Solar Panels & GIS)	1	15	17
Community Updates	0	13	18

**3. Overall, how valuable is this event to you?**

Extremely Valuable	Somewhat Valuable	Not at all Valuable
24	11	0

**4. Please provide your contact information if you would like to stay informed regarding rural transportation:**

19 names

**5. Additional Comments:**

- Liked the table set up. Easy to see speaker.
- More time for the rural transportation update
- John Keith was a poor presenter – too long. Had good info, but buried it in a boring speech.
- Keynote topic was excellent! Really good to bring such rural examples in. However, may wish to ensure that presenters are more fluid/effective.

**COUNTY OF FRONTENAC**

2069 Batterssea Road, Glenburnie, Ontario, Canada K0H 1S0 t. 613.548.9400 f. 613.548.8460 www.frontenacounty.ca

- Great to hear what's going on in the community. Really pleased with the food (it's something I'm passionate about); so glad to see Mill St Catering and local food. Great job, overall.
- Great to see all the things happening in the county. Very well attended. Venue was great.
- I think for transportation that we need to consider many residents live outside of towns, that we would require a slightly different model than the one presented. Also, for green energy – if the power is being sent back to the hydro infrastructure then how is it contributing to our own sustainability, within the township.
- Thank You!
- The “rural transportation discussion” didn't really happen. Same format and timing is very good.
- Rural transportation: If medical appointments (in Kingston) were on a designated day (or days) it may help to make a rural transportation system (bus) more efficient. Patients could request their appointments be made on a Tues or Thurs etc (or have Doctors aware that rural people who need transportation be given an appointment on a designated day).
- Cordless microphone is excellent for audience participation but a “necktie” mic would be best for podium speakers.
- Start breakfast sooner
- While Verona facility is good I would like to see it held in other communities in the future.
- Really well organized event.
- Very good use of time. Event was well organized. Thank you.
- Need a county-wide promo of local food to locals like One Cam Mother launched in the Bellrock area (Stone Mills). Use the RR tracks for a passenger car.



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## COUNTY OF FRONTENAC

2069 Battersea Road, Glenburnie, Ontario, Canada K0H 1S0 t. 613.548.9400 f. 613.548.8460 [www.frontenacounty.ca](http://www.frontenacounty.ca)

Appendix C

2014 ICSP Workshop Draft Agenda



9:00 Registration Begins

9:15 Welcome

Reminder of the Pillars of Sustainability & Completed Projects

9:30 Session #1: Small Groups

1. Discuss ongoing sustainable actions happening in the County of Frontenac.
2. Individuals fill in cards with details regarding ongoing sustainable actions. To encourage people to share all the ongoing actions they can possibly think of, a prize of some kind is given to the table that fills out the most cards.

*Outcomes: A long list of current sustainable actions is generated; participants learn about things happening in their communities; attendees start thinking in terms of local sustainability*

10:00 Report Back

The table with the most filled-in cards presents its list. The prize is awarded to that table.

10:15 Break

10:30 Community Partnership Presentations

10:45 Session #2: Small Groups

1. List the top 10 priorities for sustainability in the Frontenacs. Don't get bogged down in the details – just rank, in order of priority, the top ten things that need to happen within the next year or so to ensure we stay on track toward a sustainable future for the Frontenacs.

*Outcomes: Assuming there are 7 or 8 groups in the room, and some overlap occurs, a combined list of 50-60 opportunities for sustainability emerges.*

11:45 Report Back

All groups present their lists of 10 priorities (written on poster boards). Some discussion should be allowed as commonalities begin to emerge.

12:15 Lunch

1:00 Session #3: Large Group

1. Categorize the opportunities as follows:

PURPLE Opportunities	RED Opportunities	YELLOW Opportunities	BLUE Opportunities
Completely community driven	Lead by the community, with influence from the County	Lead by the County, with influence from the community	Completely Council driven; projects are internal to the County
Example: Lake Plans, Festivals, etc.	Example: SSCSI, Local Food Initiatives, etc.	Example: CIPs, Trails, 150 <sup>th</sup> Anniversary, etc.	Example: Asset Management Plan, etc.
		LIMIT: 5	It is assumed very few will be suggested

To be facilitated/encouraged by the SAC

To be presented for Council's consideration

2. For the red and purple opportunities: identify a potential leader, next steps and a goal to be achieved within a year.

*Outcomes: A short list of priorities for County Council's focus is generated; priorities are assigned tangible next steps; the SAC's 2015 workplan begins to take shape*

2:00 Wrap up and next steps