



**TRAILS ADVISORY COMMITTEE
AGENDA**

Date and Time Thursday, August 1, 2013, 10:00 am.

Place County of Frontenac Administrative Boardroom 2069 Battersea Road, Glenburnie

Members:

Denis Doyle, County Councillor
John Inglis, County Councillor
Gary Davison, County Councillor
Allan McPhail, CRCA Representative
Dieter Eberhardt, User Representative

Derrick Spafford, User Representative
Joan Hollywood, Adjacent Land Owner
Marc Moeys, Adjacent Land Owner
Janet Gutowski, Warden, Ex officio

Page

1. Call to order
2. Adoption of the agenda
3. Disclosure of pecuniary interest and general nature thereof
4. Deputations and/or presentations
5. Adoption of minutes
 - Minutes of Meeting held June 6, 2013
6. Briefings
 - **Ms. Kayla Blakely**, County of Frontenac Summer Student will provide the Trails Advisory Committee with a briefing on the Trails System in the County of Frontenac
7. Communications
8. Reports/Topics for Discussion
 - 2013-146
Trails Advisory Committee – 2013 Work Plan Update
9. Other business
10. Next meeting date
 - The next regular meeting of the Trails Advisory Committee is scheduled for Thursday, October 3, 2013 in the County Boardroom.
11. Adjournment

2-6

7-15

16-22



TRAILS ADVISORY COMMITTEE MINUTES
June 6, 2013

A meeting of the Trails Advisory Committee (TAC) was held in the Frontenac Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie ON Thursday, June 6, 2013 at 10:00 a.m.

In attendance:

- Allan McPhail, Chair
- Councillor Gary Davison
- Councillor Denis Doyle, Vice-Chair
- Joan Hollywood
- Councillor John Inglis
- Derrick Spafford

Regrets:

- Dieter Eberhardt
- Marc Moeys
- Warden Janet Gutowski

Staff:

- Anne Marie Young, Manager of Economic Sustainability
- Jannette Amini, Deputy Clerk, Recording Secretary
- Kieran Williams, Municipal Intern
- Alison Vandervelde, Communications Officer

1. Call to order

The Chair called the meeting to order and 10:04 a.m.

2. Adoption of the agenda

Moved By: Councillor Doyle
Seconded By: Councillor Davison

THAT the agenda for the June 6, 2013 Trails Advisory Committee be amended to include an update by Alison Vandervelde, Communications Officer regarding the Communications Plan and as amended approved.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

The Chair requested the Recording Secretary to make note in the minutes that no members of the committee declared any disclosures of pecuniary interest.

4. Deputations and/or presentations – Nil

5. Adoption of minutes

Minutes of Meeting held April 5, 2013

Moved By: Councillor Doyle

Seconded By: Ms. Hollywood

THAT the minutes of the Trails Advisory Committee meeting held April 5, 2013 be confirmed as amended.

CARRIED

6. Communications

i. Correspondence received from a member of the public regarding trail conditions and maintenance

Ms. Young noted this correspondence brings to her attention specific maintenance issues on the trails that need to be addressed. The correspondence identifies that portion of the trail near Scanlon Road south of the bridge. Staff are aware of this and acknowledge that it needs to be addressed.

Ms. Young also noted a telephone conversation from a member of the public who has identified access issues near Murton Road due to the installation of a culvert under the trail which he now believes has caused drainage issues to his property.

7. Reports/Topics for Discussion

2013-105

Trails Advisory Committee – 2013 Work Plan Update

Moved By: Councillor Inglis

Seconded By: Councillor Davison

THAT the Trails Advisory Committee receive this 2013 Work Plan Update report for information;

AND FURTHER THAT the Trails Advisory Committee recommend that County Council authorize staff to seek, on a short term interim basis, a contracted service for trails maintenance as required.

AND FURTHER THAT staff and Committee members be authorized to approach area Service Clubs, Trial Groups and adjacent property owners to monitor portions of the K&P Trail;

AND FURTHER THAT a Trails Maintenance budget be established by the County commencing in 2014.

CARRIED AS AMENDED
(See motion to amend below which was CARRIED)

Moved By: Councillor Inglis
Seconded By: Councillor Davison

AND FURTHER THAT the Trails Advisory Committee recommend that County Council authorize staff to seek, on a short term interim basis, a contracted service for trails maintenance as required.

AND FURTHER THAT staff and Committee members be authorized to approach area Service Clubs, Trial Groups and adjacent property owners to monitor portions of the K&P Trail;

AND FURTHER THAT a Trails Maintenance budget be established by the County commencing in 2014.

CARRIED

Ms. Young provided an overview and highlights of the Work Plan update report.

Ms. Young advised that the next portion of the Trail would be from Verona to Tichborne. The Committee reiterated information identified last meeting that no Trans Canada Trail funding (at 50%) is available for trails that permit ATVs. This Committee needs to provide a recommendation on how to proceed with the trail as the cost will need to be borne by the County for those portions of the trail where ATVs are permitted. During the initial development of the trail, the Committee envisioned that management of the trail north of Verona would be aligned with the Eastern Trails Association who has its own funding stream which is why ATVs were to be permitted and this issue is something the County needs to keep in mind.

It was noted that currently the County is eligible for funding from Trans Canada Trails for trail development up to Craig Road. However the next portion of the trail from this point to Sharbot Lake allows ATVs. With respect to portions of the existing trail where ATVs are not permitted, the Committee discussed how best to keep them off the trail to ensure funding continues to flow, with one option being the installation of gates or signage could be erected that creates public awareness. Staff will report back at the next meeting for Committee direction on this matter.

The Committee also requested that staff report back at the next meeting on how to address how the trail will be crossing railway lines past Tichborne.

Maintenance of the Trail

It was agreed that any maintenance to the trails would be an on-demand contract and the committee discussed who might monitor the trails to make any maintenance requests. It was noted that many area trails are monitored on a volunteer basis by certain community groups and organizations and this Committee could encourage the formation of a community group that the County could help fund such as the creation of a K&P Trail organization. It was also noted that there might be some existing groups prepared to look after certain portions of the trail. The Committee discussed possible liability issues that could arise if volunteers were required to be trained on equipment and felt that the major issue is creating awareness that could be solved with signage at the road crossings that include contact information should users spot maintenance issues. The Committee also discussed the potential of an "Adopt a Trail" program; however until these issues are solved, vandalized signages will not be replaced.

The Committee was informed of the Old Canal on Wolfe Island which the Township is trying to open as a trail for small watercraft such as canoes and kayaks. The issues being faced are that previous governments had transferred the lands along the side of the canal back to adjacent property owners and it would be required to identify that users are not permitted on adjacent properties. This would be a great connection to the K&P Trail in Kingston and was part of the connection back in the day of Sir John A Macdonald who was involved with the K&P line. It was thought that this could be great project for the County's 150th anniversary as it was opened 150 years ago.

Ms. Young advised that the Mississippi Valley Conservation Authority has invited her to speak about what the County has done with its portion of the K&P trail.

North Frontenac Update

It was noted that currently there are just 3 existing hiking trails for the public in North Frontenac and Councillor Inglis is at a bit of a loss as to how it should proceed with new trail development. It is the Committees mandate to spend half of its effort on trails other than the K&P; however this is not happening. He suggested that a local community group would best promote trails; however such a group does not yet exist and he is hopeful that more unrestricted Federal Gas Tax dollars will be available for trails in the future. Linda's Loop is a trail on Crown Land that will fall within the new park and he assumes it will be unaffected by the park with respect to the Algonquin Land Claim.

For the next meeting staff will bring ideas for North Frontenac that can be used in the Trails Concept Plan. New infrastructure funding was announced at FCM that will be available later this year and it is suspected that this funding will be for shovel ready projects.

8. Other business

Communications Plan

Trails Advisory Committee Meeting Minutes
June 6, 2013

Received by County Council June 19, 2013

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Ms. Vandervelde provided an overview of the Executive Summary of the Communications Plan which is due as part of Accessibility requirements, a copy of which is available in the Clerk's Office. Members were asked to provide any feedback to Ms. Vandervelde on this Plan which will go to County Council once complete.

9. Next meeting date

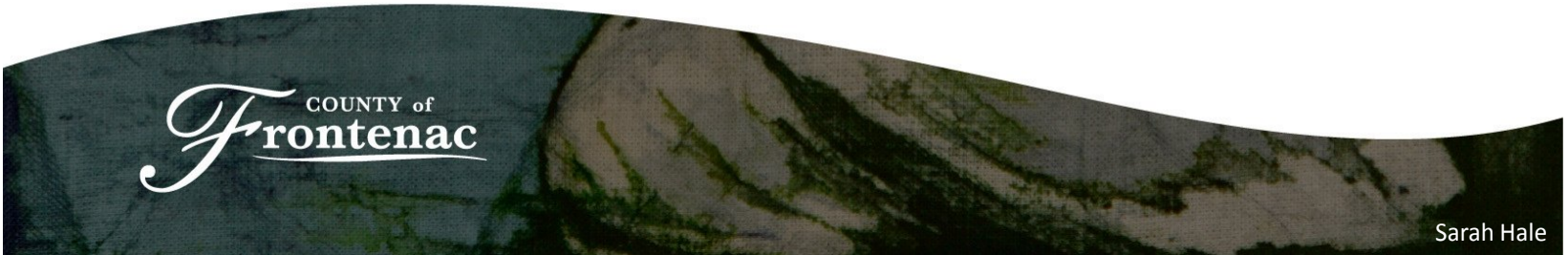
The next regular meeting of the Trails Advisory Committee is scheduled for Thursday, August 1, 2013 at 10:00 a.m. at the County Administration Building.

10. Adjournment

The meeting adjourned at 11:15 a.m.



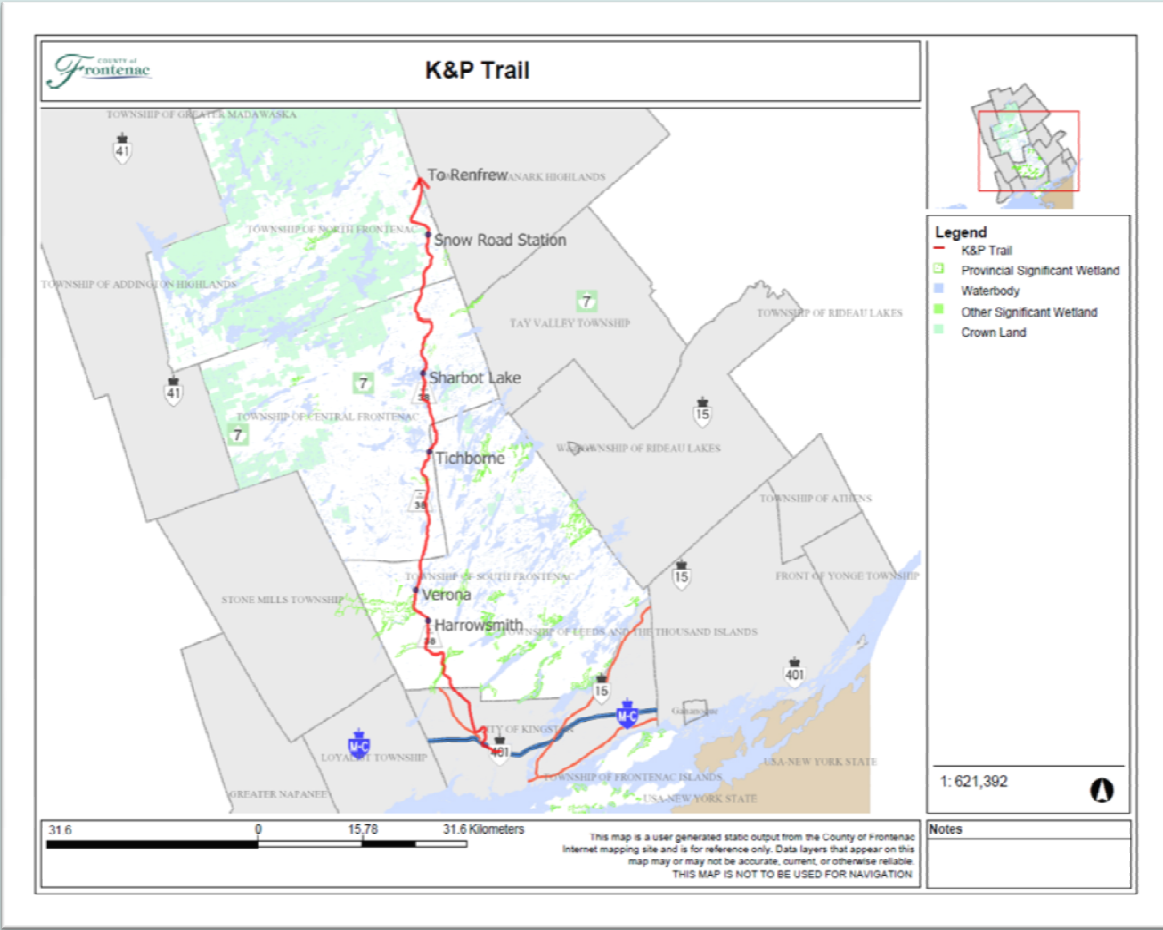
Trails within the County of Frontenac



The County of Frontenac has over 80 trails within its boundaries!

- 5 Township Trails
- 3 County Trails
- 12 Conservation Authority Trails
- 22 Provincial Trails
- 3 Regional Trails
- 3 Sections of the Trans Canada Trail
- 36 Crown Land Trails





The K&P Trail

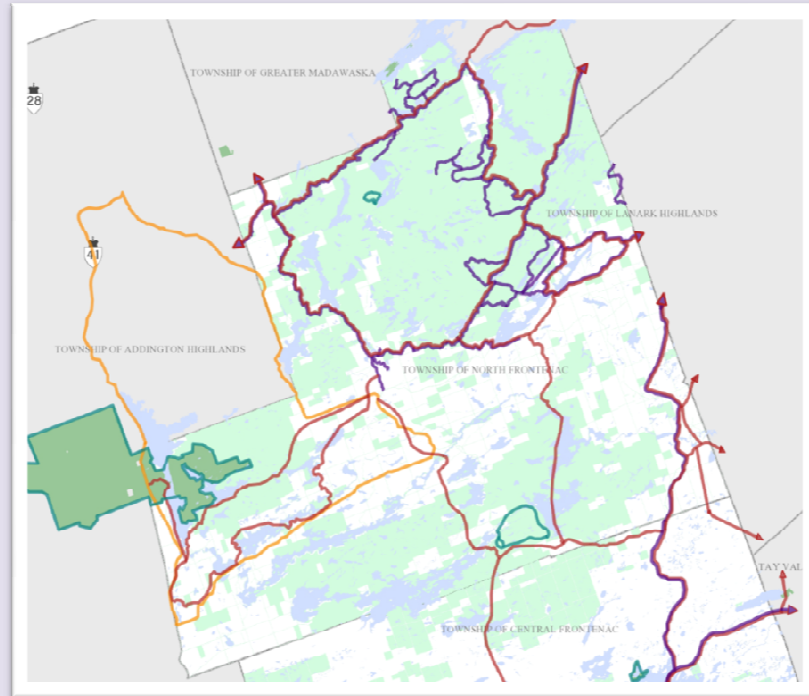
The Township of North Frontenac

35 Crown Land Trails

15 District 1 OFSC Trails

Over 500 km of Trail

Trail Connections to
Bancroft
Eganville
Renfrew
Calabogie
Smith Falls
Kingston



District 1 Snowmobiling Trails
Eastern Ontario Trails Alliance Multi-Use trails
County or Township Owned Trails
Conservation Authority, Provincial Park, Ministry of Natural Resources or North Frontenac Parklands Non-Motorized Trails



The Township of Central Frontenac

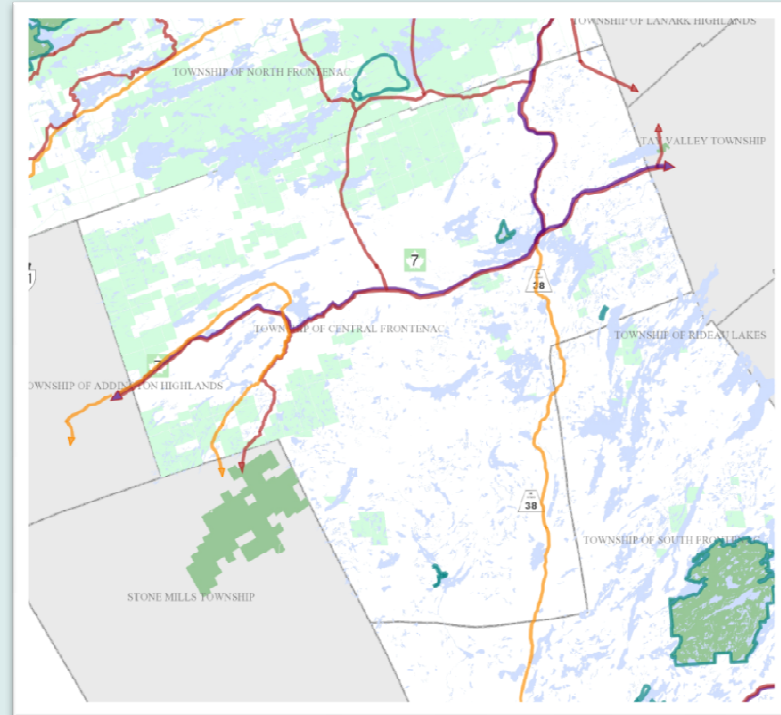
The Trans Canada Trail

Central Frontenac Trailway
Kaladar to Sharbot Lake

K&P Trail
Sharbot Lake to Harrowsmith

Approximately 8 Trails

Over 150 km of Trail



District 1 Snowmobiling Trails
Eastern Ontario Trails Alliance Multi-Use trails
County or Township Owned Trails
Conservation Authority, Provincial Park, Ministry of Natural
Resources or North Frontenac Parklands Non-Motorized Trails



The Township of South Frontenac

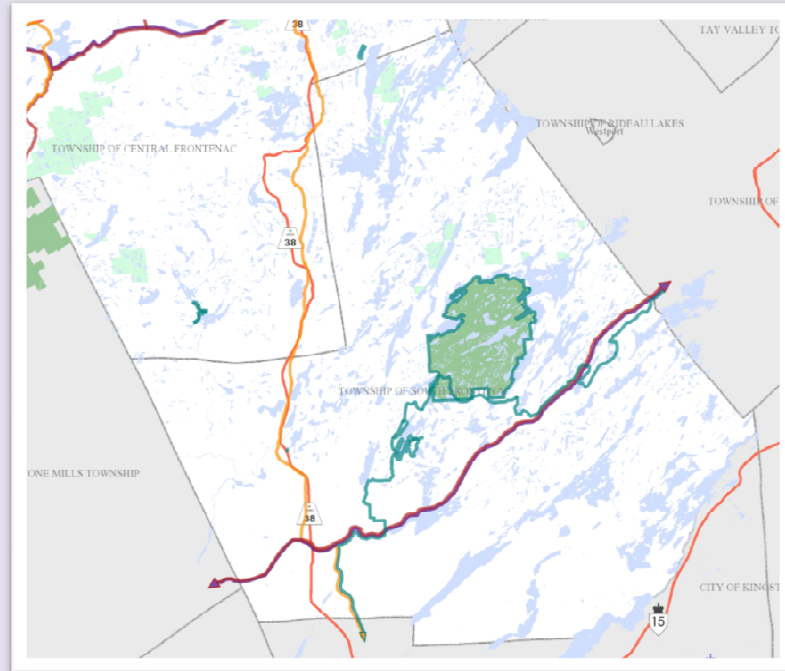
2 Trans Canada Trail Sections

3 Regional Trails

14 Provincial Park Trails

8 Conservation Area Trails

Connections to
Kingston
Ottawa
Smith Falls
Renfrew
Newburgh



District 1 Snowmobiling Trails
Eastern Ontario Trails Alliance Multi-Use trails
County or Township Owned Trails
Conservation Authority, Provincial Park, Ministry of Natural Resources or North Frontenac Parklands Non-Motorized Trails



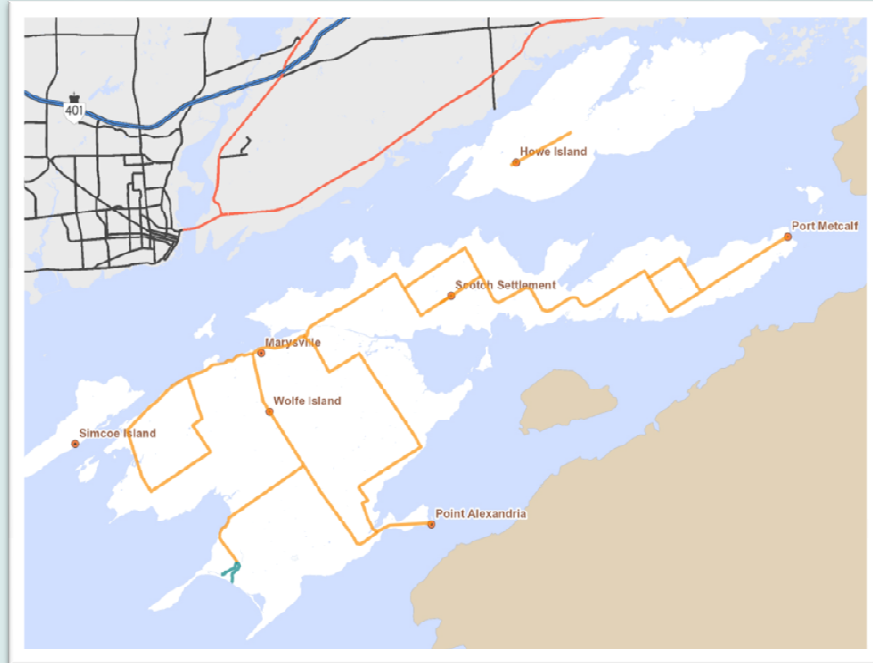
The Township of Frontenac Islands

3 On-Road Township Trails

2 Off-Road Trails

Over 100 km of Trail

Connections to
Big Sandy Bay Management Area
Wolfe Island Ferry



District 1 Snowmobiling Trails
Eastern Ontario Trails Alliance Multi-Use trails
County or Township Owned Trails
Conservation Authority, Provincial Park, Ministry of Natural
Resources or North Frontenac Parklands Non-Motorized Trails



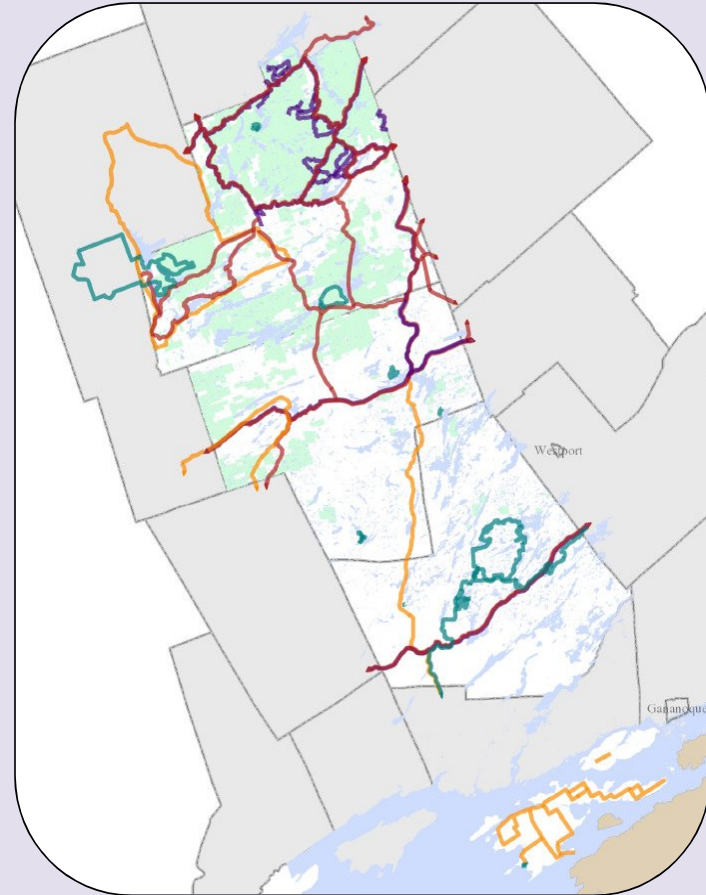
The Trail Network

K&P Trail Intersections South to North

- Rideau Trail
- Cataraqui Trail
- Trans Canada Trail
- District 1 Snowmobile Trails
 - Clarendon Station
 - Mississippi Station
 - Snow Road Station

Further connections include

- All four (4) Provincial Parks
- City of Kingston
- Lennox and Addington County
- Leeds and Grenville County
- Lanark County
- Renfrew County



Approximately 1000 km of Trail





Direction for the Future

1. Complete development of the K&P Trail
2. Promote trail development to expand network
3. Update guidelines to encourage sustainable trails
4. Advertise to attract new users
5. Promote restaurants, accommodations and other services for trail users

**Key components for
sustainability and economic
success**





Report 2013-146

TRAILS ADVISORY COMMITTEE REPORT

To: Chair and Members of the Trails Advisory Committee

From: Anne Marie Young
Manager of Economic Sustainability

Date prepared: July 23, 2013

Date of meeting: August 1, 2013

Re: Trails Advisory Committee – 2013 Work Plan Update

Committee Recommendation

THAT the Trails Advisory Committee receive this *2013 Work Plan Update* report for information;

AND FURTHER THAT the Trails Advisory Committee recommend that County Council accept the recommendations for the use of the Trans Canada Trail funding of \$228,000 as outlined in the Appendix A this update;

AND FINALLY THAT the Trails Advisory Committee recommend that Council of the County of Frontenac authorize staff and committee member Marc Moeys to meet with representatives of the Eastern Ontario Trails Alliance and other similar agencies to investigate maintenance and funding opportunities.

Background

At the December 19, 2012 regular meeting of County Council, Council approved the Trails Advisory Committee Work Plan for 2013.

Goal/Vision

The vision of the County of Frontenac stated in *Directions for Our Future* is *Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places*. Within the context, the Vision shared in the Frontenac Trails Master Plan can be read:

Trails in the County of Frontenac promote sustainable and healthy communities by encouraging residents and visitors to get active while appreciating the natural beauty and rich heritage of Frontenac County.

Mandate

- To provide input and suggestions regarding the execution of *Implementation Plan for the Frontenac K&P Trail*.
- To provide input and suggestions regarding other trails initiatives throughout the County including the Townships of North, Central, South Frontenac and Frontenac Islands.
- To report periodically to County Council on progress on the committee's work.

Comment

Work Plan activities realized to date:

1. Provide input and suggestions to recognize and realize actions relative to the County of Frontenac Trails Master Plan.

Update 2013-06-06

- There is approximately 14 km of the Frontenac K&P Trail developed (Orser Road to Boyce Road); a maintenance plan is essential. The Frontenac Trails Master Plan identifies maintenance guidelines and a basic maintenance plan. Further Committee input is required to develop a maintenance plan.

Update 2013-08-01

- Summer student Kayla Blakely assisted in filling the four substantial ruts in the trail located both north and south of Millhaven Creek Bridge. She has also compiled a first draft of a maintenance plan for management to review before submitting to the committee.
- Mowing of the grass sides of the trail from Orser Road to Boyce Road was completed on July 20. Trimming around the signs still needs to be done.
- An email and a call were received from a concerned landowner about a beaver dam plugging a large culvert along the Frontenac K&P north of White Lake Road which caused very high water levels on St. Andrew's Lake. Staff inspected the area of concern to find the water level was approximately 3 feet higher on the east side of the culvert than that on the west. Quinte Region Conservation Authority was contacted for advice as to how much water should be released at once. They advised a gradual release. Staff then contacted the person who harvests beaver for the County in that area and he removed the debris. Staff returned to find the water has levelled equally on each side of the culvert but still remained high. The landowner was kept informed during the process.
- Beaver problems will continue to occur. Our beaver trapper advised that Central Frontenac uses the local trapping association (under contract) to respond to most beaver related issues. He suggested the County might look at a similar arrangement.

2. Target to fully open the Frontenac K&P section from Hartington to Craig Road in 2013.

Update 2013-04-05

- Meetings have been held with South Frontenac Township Public Works Manager and a working relationship is being established to ensure that the Township stays informed of the developments of the Frontenac K&P.
- Contact has been made with a landowner at Hartington to arrange a meeting to view and mark proposed crossings of the trail that he has identified as being in current use.
- A meeting was held with representatives of the Frontenac Farmer's Market (FFM), South Frontenac Township Public Works Manager and County staff to glean information for a request for a new site location for the market to open on Fridays. The trail south of Harrowsmith on the east side of Highway 38 is a location they that they have seen as desirable.

Update 2013-06-06

- A trail clean-up day was held in Verona on Saturday, April 27, 2013. Twenty-four people participated.
- Surveying has been arranged for a stretch of the Frontenac K&P Trail north of Boyce Road and also around the Prince Charles School yard.
- Eight beaver have been harvested under an agreement arranged with a local trapper in the Elbow Creek area in Central Frontenac.
- A Request for Proposals has been released for the design/build of the bridge at Hardwood Creek located at Bellrock Road and SF Road 38. Closing day for submissions is June 13, 2013.

Update 2013-08-01

- The successful proponent for the Hardwood Creek bridge is H.R. Doornekamp Construction Ltd. Its solution is to re-purpose a used bridge and will start within a couple of weeks. Letters to the adjacent landowners will go out the week of July 29 to give notice of the reconstruction of the bridge and the trail development.
- Staff recently travelled part of the trail to be developed with South Frontenac Township Public Works Manager. There are some very low spots and more work is required than first estimated during budget deliberations.
- Trans Canada Trail (TCT) has approved the County for an amount of \$228,000 which is \$153,000 more than original budget figure. Some costs in the 2013 Frontenac K&P development project that were originally deemed ineligible became available as eligible under the TCT guidelines and County staff was asked to redo the required Concept Plan/application to reflect the suggested changes. Attached as Appendix A is a breakdown of the additional activities included in the successful funding application.
- A recent meeting was held attended by staff from the County, CRCA and South Frontenac to address the Frontenac Farmers Market request to CRCA to set-up on Friday afternoons/evenings at the west side of Highway 38 at the proposed Harrowsmith Junction trailhead site. They wish to use the site for a short period of time this fall as a test run to see if the location offers a feasible solution. Logistics, parking and economic impact were discussed. Further information will be brought to the stakeholder's councils and boards in August and early September.
- Surveying the trail north of Boyce Road is a work-in-process.
- Staff is meeting with an adjacent landowner of Bellrock Road on July 30
- A meeting is to be held with Quinte Region Conservation Authority before the tender for the trail development (Boyce Road to Craig Road) is

released to ensure its awareness and involvement if needed. The SF Manager of Public Works is reviewing the tender as well. Release is expected the second week of August with construction to be undertaken from late September to mid October.

3. Work with adjacent landowners and private property owners (in the areas of discontinuity). Develop a strategy to advance the continuity of the trail.
 - Frontenac K&P Implementation Plan - Phase 2

Update 2013-02-01

 - A draft document is underway and staff intends to have it ready for the committee to review at the meeting in April.

Update 2013-04-05

 - A draft document is still a work-in-process.

Update 2013-06-06

 - Met with a potential landowner of Central Frontenac with regard to a change in hydro pole adjacent to the trail on his property. A site visit was necessary to communicate with hydro that the locations for the poles are not going to interfere with the flow of the trail in the future.

Update 2013-08-01

 - The draft document Frontenac K&P Implementation Plan - Phase 2 has been worked on further by the summer student; costs have been estimated and all parcels of land identified. It is almost complete and will be sent to the committee to review before the next trails committee meeting.

4. Communicate with other trail organizations and invite them to committee meetings to share best practices and possible partnerships.

Update 2013-04-05

 - Jim Patterson, Trans Canada Trail Ontario - guest at the April meeting.

Update 2013-06-06

 - Attended the unveiling of signage and benches by Cataraqui Trail management Board on May 29.

Update 2013-08-01

 - Staff contacted Cindy Cassidy to set up a meeting to learn of how Eastern Ontario Trails Alliance (EOTA) works with other Counties, investigate ATV alliances, funding opportunities and maintenance issues. Marc Moeys has expressed an interest to attend as well. A recommendation to Council is needed from the committee to approach EOTA and other similar agencies.

5. Ensure that the committee's time is allocated evenly between the implementation of the Frontenac K&P and other initiatives that facilitate the development and/or marketing of other trail systems in the County.
 - Trails Concept Plan for the County of Frontenac

Update 2013-02-01

 - A draft Terms of Reference has been drawn up and has been submitted to the Trails Advisory Committee under a separate report

Update 2013-06-06

 - Information is being gathered and compiled on the research and past plans with regard to the old canal on Wolfe Island. It will be used to help determine the possibility of a future project and what it may entail.

Update 2013-08-01

- The summer student has compiled and mapped existing trails in the County. This is presented as a briefing in this agenda. This information will be used as a basis for a consultant to utilize in preparing the Trails Concept Plan. The committee is asked to review this information for any errors and/or omissions and to assist in identifying any potential routes that could be used for future loops and/or connections for inclusion in the Trails Concept Plan.

Financial Implication

Provisions for trail related expenses have been included in the 2013 budget.

Organizations, Departments and Individuals Consulted and/or Affected

Township of North Frontenac
Township of Central Frontenac
Township of South Frontenac
Township of Frontenac Islands
Trans Canada Trail
Frontenac Farmers Market
Cataraqui Region Conservation Authority
Quinte Region Conservation Authority

APPENDIX A

Frontenac K&P Trail Development Project 2013

Revenue	2013 Budget	Additional Funding	Total
Federal Gas Tax	\$275,000		\$275,000
TCT Trail funding	75,000	\$153,000	228,000
Total Revenue	\$350,000	\$153,000	\$503,000
Expenses			
Hardwood Creek Bridge Construction	\$150,000	\$17,000	\$167,000
Maintenance - Orser to Colebrook	5,000		5,000
Barriers & Bollards	70,000		70,000
Maintenance - Colebrook to Boyce Rd	5,000	5,000	10,000
Brushing & Resurfacing Boyce Rd to Bellrock Rd	100,000	93,000	193,000
Land Acquisition	20,000		20,000
K&P Implementation Plan – Phase 2 Signage		36,000	36,000
Opening event		2,000	2,000
Total Expenses	\$350,000	\$153,000	\$503,000