



M i n u t e s
Of a Meeting of the Kenora Urban Trails Committee
of the City of Kenora
Wednesday, December 7, 2016 at 8:00 a.m.
Operations Building Board Room

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**With** Barry Corbett, Dave Schwartz, Ren Amell, Logan Wright, Heather Gushulak, Judy Underwood, Northwestern Health Unit, Councillor Sharon Smith

**Guest** Erik Skiby

**Staff** Kelly Galbraith, Administrative Assistant, Carson Milko, Parks Technician

**Regrets** Diane Pelletier, Steve Mastromatteo, Josh Nelson, Tourism Development Officer, Kerri Holder, Communications Clerk, Melissa Shaw, Planning Assistant

**1. Call to Order**

Judy called meeting to order at 8:03 a.m.

**2. Welcome and Introductions**

Logan Wright, the new Kenora Urban Trails Committee member was introduced and welcomed to the meeting.

Guest, Erik Skiby was also introduced and welcomed to the meeting. He expressed his interest in joining the Kenora Urban Trails Committee and provided some information on his background and interest in trails.

**3. Declaration of Pecuniary Interests**

There were none declared.

#### 4. Confirmation of Previous Meeting Minutes

**Moved by Councillor Sharon Smith, seconded by Judy Underwood and CARRIED**

That the Minutes of the Kenora Urban Trails Committee meeting held on May 11, 2016 be confirmed as written and circulated.

#### Discussion:

Heather indicated that the May 11<sup>th</sup> minutes referred to her title as Ministry of Sport, Training and Tourism and clarified this should be Ministry of Tourism, Culture and Sport.

**Moved by Ren Amell, seconded by Councillor Smith and CARRIED**

That the Minutes of the Kenora Urban Trails Committee meeting held on November 2, 2016 be confirmed as written and circulated.

#### 5. Volunteer Hours

| Volunteer                        | Jan.1 | Feb.3 | Mar.2 | Apr.6 | May | Jun. | Jul. | Aug. | Sept. | Oct | Nov | Dec |
|----------------------------------|-------|-------|-------|-------|-----|------|------|------|-------|-----|-----|-----|
| Diane P.                         | 1.5   | -     | 1.5   | 1.5   | -   |      |      |      |       |     |     |     |
| Judy U.                          | 5.0   | 4.0   | 1.5   | 1.5   | 1.5 |      |      |      |       |     |     |     |
| Steve M.                         | -     | -     | -     | -     | -   |      |      |      |       |     |     |     |
| Barry C.                         | 1.5   | 1.5   | 1.5   | -     | -   |      |      |      |       |     |     |     |
| Ren A.                           | -     | 1.5   | 1.5   | -     | -   |      |      |      |       |     | 1.5 | 3   |
| James W.                         | -     | 1.5   | -     | 1.5   | 1.5 |      |      |      |       |     |     |     |
| Dave S.                          | 1.5   | 1.5   | -     | 1.5   | 1.5 |      |      |      |       |     |     |     |
| Sharon S.                        | 1.5   | 1.5   | 1.5   | 1.5   | 1.5 |      |      |      |       |     |     |     |
| Penny B.                         | 1.5   | 1.5   | 1.5   |       |     |      |      |      |       |     |     |     |
| <b>Staff</b>                     |       |       |       |       |     |      |      |      |       |     |     |     |
| Kerri H.                         | 1.5   | -     | 1.5   | 1.5   | 1.5 |      |      |      |       |     |     |     |
| Melissa S.                       | 1.5   | 1.5   | .5    | -     | 1.5 |      |      |      |       |     |     |     |
| Heather Gropp                    | 1     | 1.5   | -     | -     | 1.5 |      |      |      |       |     |     |     |
| Carson M.                        | 1.5   | 1.5   | 1.5   | 1.5   | 1.5 |      |      |      |       |     |     |     |
| Kathy M.                         |       |       |       | 1.5   | 1.5 |      |      |      |       |     |     |     |
| Friends of Trails/Bike Committee |       |       |       |       | 6   |      |      |      |       |     |     |     |
| Heather Gushulak                 | -     | -     | 1.5   | 1.5   | 1.5 |      |      |      |       |     |     |     |

## 6. Work Plan

There was a review of the current work plan. It was asked that Kelly re-circulate the work plan to the group.

There was a discussion about signage on the Rabbit Lake and Rotary Trails. Ren indicated the signage inventory had not been done in June but he provided a detailed inventory update for December. Ren remarked the inventory indicated that there are 20 directional signs for the Rabbit Lake Trail however he was only able to locate 6 along the trail. He also noted some of the signs are in need of cleaning due to the sap from the trees. The question of who is responsible for the cleanup was raised and it was seen as a great opportunity for the committee to take on this project in the spring. The placement of the current signage was discussed and it is felt by the group that the current placement of the signs is visible from the road but not the trails. There was a comment on how getting new signage in place in the spring should be the groups focus with the approach of the Canada Summer Games. Judy provided some background on the Canada Summer Games events and funding to the new committee member and guest. The group would like to meet with the City crews to give some input on the placement of signs and would like to see a process put in writing so it is known how these items will flow through the committee to the City. There was also a discussion on the gateway sign located in the small parking lot at Garrow Park and how it does not indicate the accessible entrance to the trail. Relocating the sign and possible locations were discussed. Ren will bring forward the recommendations to the committee at the next meeting.

Risk Assessment was discussed. Carson reassured the committee members the City is responsible for the liability and risk assessment on the trails. It was asked who at the City is responsible for this and if they could meet with the committee members to discuss any concerns.

Carson spoke on the bench policy and informed the group he hopes to have the policy updated before his resignation with the City of Kenora in January. The cost of the bench was discussed and it was noted a new cost-effective style of bench is now available. Carson indicated there are currently 6 different styles of benches in place on the Green Belt. Councillor Smith spoke on the importance of the look and consistency of the design. Granite benches were discussed as being a good option for trails however the group felt they are not suitable for the harbourfront. It was asked if the bench policy could permit which style of bench could be placed in certain locations. Carson will speak with Melissa on this and she will bring it forward to the next meeting.

**i) Bench Placement and Design**

**Moved by Ren Amell, seconded by Judy Underwood and CARRIED**

That the Kenora Urban Trails Committee recommends the granite benches be the benches placed along the trails.

**7. Tourism Northern Ontario & City of Kenora Trail Wayfinding Partnership**

The committee members requested Josh provide an update on funding for the Tourism Northern Ontario & City of Kenora Trail Wayfinding Partnership in his absence from the meeting. Kelly will follow up with Josh and provide the information back to the group via email.

**8. Great Lake of the Woods Trail/TransCanada Trail Update**

There were no updates at this time.

**9. Canada Games Update**

Kelly shared that the Canada Games merchandise is now on sale and available at City Hall, the Discovery Centre and the Rec Centre. It was asked if there is a link with the merchandise which can be shared with the group and posted on the City's website and social media. Kelly will look into this.

**10. Communications/Announcements**

- **National Post article discussion – Tristin Hopper: Take it from a cyclist, stop building me private roads that nobody else uses**

Councillor Smith shared the article Tristin Hopper: Take it from a cyclist, stop building me private roads that nobody else uses. There was a discussion on how Kenora does not have any dedicated bike routes and how this is a concern for the safety of cyclists. It was commented how cycling is not only recreational; it is a mode of transportation for many. The environmental aspect of cycling was also discussed. Councillor Smith shared that Adam Smith, Special Projects & Research Officer with the City of Kenora will be applying for a grant for a municipal energy plan and suggested it may be valuable for Adam to join a Trails meeting and present to the committee.

- **Healthy Meetings and Events Policy**

A copy of the City of Kenora's Healthy Meetings and Events Policy was circulated to the group. The policy encourages healthy meal options be made available when food is served at meetings and events as well as breaks for physical activity such as stretching be encouraged when sitting for long periods of time. Judy shared the Northwestern Health Unit developed a

similar policy and asked the group to standup and join her in a small stretching activity as the group had been sitting for over an hour during the meeting.

## **11. Roundtable**

Heather asked that developing a strategy for Trails Week be added to the January agenda. Trails week runs from May 29<sup>th</sup> to June 4<sup>th</sup>. Kelly will circulate the Action plan with the group.

Judy shared information on the Find a Trail – Ontario Trails Council. It was noted that Rat Portage Trail appears as Muskrat Trail on the Find a Trail – Ontario Trails Council’s website.

Carson provided an update on the work done on the Rabbit Lake trail. He informed the group work on overhanging branches, potholes and other safety concerns has been completed.

Barry informed the group the Vernon Trails is in need of some work after the heavy rainfall and weather related issues over the summer. Carson will work with Vernon Trails on the possibility of having some wood chips dropped onsite.

Erik thanked the committee members for having him at the meeting. He asked how the Kenora Urban Trails meetings are advertised. Kelly will follow up and see if we can have the meetings posted on the website and/or social media.

It was asked that an update on the Take A Hike campaign be provided at the next meeting.

## **12. Next meeting Thursday, January 12, 2017.**

## **13. Adjournment**

The meeting was adjourned at 9:32 a.m.