



M i n u t e s
Of a Meeting of the Kenora Urban Trails Committee
Of the City of Kenora
Wednesday, February 3, 2016 at 8:00 a.m.
Operations Building Board Room

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**With** Ren Amell, Penny Beal, Barry Corbett, Dave Schwartz, Judy Underwood, Northwestern Health Unit, James Williams, Councillor Sharon Smith, Heather Gropp, Tourism Development Officer, Carson Milko, Parks Technician, Melissa Shaw, Planning Assistant

**Regrets** Steve Mastromatteo, Diane Pelletier, Kenora Urban Trails Chair, Kerri Holder, Administrative Assistant

**1. Call to Order**

Judy called the meeting to order at 8:07 a.m.

**2. Declaration of Pecuniary Interests**

There were none declared.

**3. Deliberations with Engineering Department**

- Paving contracts

Councillor Smith reported that the 2016 paving tender maps have not yet been produced. A meeting with Engineering will be organized once the list is created. Councillor Smith will organize the meeting between the Engineering Department and Trails representative, Dave Schwartz. Melissa will update Councillor Smith, if she hears of any updates.

**4. Adopt Minutes of Previous Meetings**

**Moved by Penny Beal, seconded by James Williams and CARRIED**

That the Minutes of the Kenora Urban Trails Committee meeting held on January 6, 2016 be confirmed as written and circulated.

**Discussion:** Judy established that anything outstanding has been forwarded to today's agenda.

## **5. Volunteer Hours Reporting**

Penny Beal asked the committee to continue providing volunteer hours. The reported hours form pertinent information when applying for funding; in-kind contributions go a long way.

## **6. AODA Terms for New Trails - Councilor Smith**

<https://www.ontario.ca/laws/regulation/110191#BK100>

Attached is the link to the integrated accessibility standard regulation under the AODA. Councilor Smith encouraged all members to read the regulation as it provided a wealth of information on the design of accessible paths, as well, exceptions to said design standards for newly developed paths.

The exceptions for paths where it is not practicable to comply with the requirements, because existing physical or site constraints, for example rock cuts, and shoreline proximity, were noted.

Penny asked if there was anything within the regulation on community gardens. Councilor Smith was not aware of any within this regulation.

Ren commented on the notice exemption for wilderness trails, however, looked for clarification on the definition of a wilderness trail. It was asked that the committee consider which trails these standards will have to be applied, and where might our existing trails be exempt.

Judy suggested the need to implement the review of this regulation as part of our trail development process.

The chair asked if there were any other questions or comments, there were none.

## **7. Promotional Items**

- GIS Trail Story Map- Melissa presented the Kenora Urban Trails Story Map as created by Ryan Van Belleghem and Madelaine Trudeau who were the two summer students within the Engineering and Risk Management Departments in 2015. The committee was thrilled with the integration of trail mapping online and discussion circulated about future opportunities, including the mapping of the Bike routes, and Vernon Nature Trails. Barry requested training to be able to upload winter photos.

The committee requested that the GIS Technician offer a training session for Trails Committee on the Arch GIS Collector App, so that committee members can continue to collect data and update the Trails Story Map with seasonal photos, historical and cultural data.

Melissa will follow up with the Engineering Department on training opportunities.

- Brochures – Bike Trails

It was discussed that the Bike routes be added to the Trails Story Map.

Heather suggested that the walking trail guide be considered as part of the 2015 Trail Wayfinding project that she is looking to undertake and when the trail guide is being re-done, there should also be a separate Bike Trails guide developed in conjunction with it. This item is going to be included in the 5 year plan.

There was also discussion about Trail Tours. Heather expressed interest in having Tourism Students trained to conduct guided trail tours this summer. This coincides with the cemetery tours. Heather and Carson will organize these initiative and report back.

Councillor Smith informed the committee about the bench policy. It was suggested that the bench policy should be added to the City website to promote bench installation among Trails network. It was identified that this is a potential opportunity for a donation box for trails development.

Councillor Smith informed the committee that the City has hired Kerri Holder as the new Communications Officer and is very excited to have her on board.

For the March meeting, Carson will bring the form and update the committee on the price of benches and options.

Dave proposed that the media recognized the Bench Policy as a news story and promotion piece on the policy.

- Trail Power Point-  
Deferred to next meeting.

## **8. Work Plan**

- **Draft Annual Plan**  
After brief discussion, Judy suggested that she and Heather sit down to finalize the 5 year trails plan and bring it to the March meeting for committee approval.

Dave recommended a larger picture plan beyond the 5 year plan to include the old Fort William Trail concept. There is a need to ensure these larger projects do not get lost over time.

Melissa will forward out the Bill 73, Smart Growth for Our Communities Act, 2015 which stipulates that before a municipality adopts official plan policies, allowing it to pass by-laws it must have a parks plan that examines the need for parkland in the municipality. The newly revised Beaches Parks and Trails Concept Plan (2015) will dovetail with the need for a parks plan, and will be a living document which will allow us to capture our future planning objectives.

### **The Smart Growth for our Communities Act - Bill 73**

<http://www.mah.gov.on.ca/Page11014.aspx>

#### **Bike Trails**

Dave updated the committee on the status of the bike routes, indicating that they are completed; however there is future opportunity for infill on the shoulders and sign maintenance.

The recent changes to the greenbelt parking provisions and the reduced speed limit was restrictive planning to the option of bike routes and active transportation along that corridor.

#### **9. TNO Partnership Projects**

Heather indicated that she has informed the Tourism Northern Ontario Partnership Program coordinator of the Kenora Urban Trails Committee projects for consideration, when looking at larger regional trails strategy and priority projects.

#### **10. Risk Management**

Trail risk management, risk identification and risk mitigation should be at the forefront of future planning and design. A report was prepared by the 2015 Summer Students which outline some risks on the trails. Melissa will circulate that report for review.

Ren questioned the liability within our trail network, and who or how current risk is identified.

The request was made that City staff within Risk Management and Loss Prevention assist the Trails Committee with identifying risks, and reviewing our portfolio to come up with a plan for mitigation. For example: do we have proper signage indicating user risk?

Councilor Smith reported that the new Special Projects Officer, will be developing a risk management plan for the City, Trails will be part of that document.

It was requested by the committee members that a presentation be made by Bruce Graham on what risk management means. The invitation to Bruce will be made by Heather.

Questions were raised about the risk on our non-designated trails, Mount Evergreen and Tunnel Island, and where do they fall within liability coverage.

### **11. Canada Games Update**

Heather, Carson and Melissa had a meeting with NOHFC, Kenora Rowing Club Executive, and Host Society Canada Games for upgrades to the KRC Venue, Garrow Beach and Park upgrades, and extension of the Rabbit Lake Trail.

NOHFC is favorable to the project; however the trail extension shall be considered an Emergency Access Route for the start line. We have requested a large amount of monies for paving within the Garrow park area to ensure accessibility to the venue and existing Rotary Way Trail. A report has gone to Council for the February meeting. There will be more to report in March.

### **12. Communications/Announcements**

Chair asked if there were any additional announcement:

Dave Schwartz sent out communication to the committee about his attendance at Committee of the Whole on January 19<sup>th</sup>, 2016 with respect to the Official Plan Amendment for the old clarifier site development. His intentions were to put the potential for the development of trails on the forefront as outlined in the Official Plan, and in the minds of the developer.

On February 16<sup>th</sup>, 2016 at 7:00 p.m., the Planning Advisory Committee will consider an Application for Consent to create two new lots on the site locally known as the clarifier property.

Melissa will send out the Planning Advisory Committee Minutes from January 19<sup>th</sup>, 2016 which speaks to the conversation surrounding potential Trail development at the clarifier site.

### **Minutes - City of Kenora Planning Advisory Committee January 19<sup>th</sup>, 2016- 7:00 p.m.**

<http://sv-chmoss1.city.kenora.gov/Docs/Meeting%20Documents/2016/Kenora%20Planning%20Advisory%20Committee/Kenora%20Planning%20Advisory%20Committee%20Minutes%20-%20January%2019th%202016.pdf>

Councilor Smith indicated the budget deliberations will commence on February 16<sup>th</sup>, at 1:00 p.m. in Council Chambers.

Penny Beal resigned from the Trails Committee effective immediately. Judy and the entire committee expressed their thanks and gratitude for all of the contributions that Penny has made to date. Heather will follow up with Heather Kasprick regarding the resignation. There was discussion about inviting Penny back for the March meeting when Diane is present for a formal farewell.

### **13. Next Meeting Date**

- March 2, 2016

### **14. Adjournment**

The meeting was adjourned at 9:23 a.m.  
Moved by Penny Beal