



**M i n u t e s**  
**Of a Meeting of the Kenora Urban Trails Committee**  
**Of the City of Kenora**  
**Wednesday, March 2, 2016 at 8:00 a.m.**  
**Operations Building Board Room**

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**With** Diane Pelletier, Kenora Urban Trails Chair, Ren Amell, Penny Beal, Barry Corbett, Judy Underwood, Northwestern Health Unit, Councillor Sharon Smith, Heather Gushulak, Ministry of Sport, Training, and Tourism

**Staff** Carson Milko, Parks Technician, Melissa Shaw, Planning Assistant, Kerri Holder, Administrative Assistant

**Regrets** Steve Mastromatteo, Dave Schwartz, James Williams, Heather Gropp, Tourism Development Officer

**1. Call to Order**

Diane called the meeting to order at 8:04 a.m.

**2. Declaration of Pecuniary Interests**

There were none declared.

**3. Confirm Minutes of Previous Meeting**

**Moved by J. Underwood, seconded by S. Smith and CARRIED**

That the Minutes of the Kenora Urban Trails Committee meeting held on February 3, 2016 be confirmed as written and circulated.

Melissa had another commitment and requested that the update on Canada Games be moved up in the agenda, and that Path of the Paddle and TransCanada Trail (TCT) be added. All agreed.

#### **4. Canada Games/Path of the Paddle/TCT Updates**

##### **Canada Games**

Melissa provided an update on the report to Council on the Northern Ontario Heritage Fund Corporation (NOHFC) grant application for all the improvements to the Rabbit Lake Trail and Kenora Rowing Club. She went on to say that the application was reworked to be submitted under the infrastructure stream as opposed to the individual events stream, which reduces the amount of City dollars required. The work on the trail is to create an emergency route and this has been indicated on all applications. As a result of reworking the application, we are seeking a \$235,000 NOHFC application amount, which reduces the request from Council at \$80,500. This is considerably less than the \$43,500 and \$125,000 amounts in the original ask, as indicated in the trail development and accessible paving part of the report to Council.

Additionally, FedNor has expressed they are also potentially interested in being a part of this project. Heather Gropp has requested that FedNor consider the following budget which would further reduce the City of Kenora contribution:

Costs:

|                                                       |           |
|-------------------------------------------------------|-----------|
| Course Development (including start and Finish Tower) | \$ 65,000 |
| Equipment                                             | \$110,000 |
| Athlete Transition area (development and paving)      | \$125,000 |
| Launch Docks                                          | \$160,000 |
| Site Improvements                                     | \$170,000 |
| Total project:                                        | \$630,000 |

Total Funding:

|                                        |           |       |
|----------------------------------------|-----------|-------|
| NOHFC                                  | \$235,000 | 37%   |
| Canada Summer Games (Rowing Club/City) | \$264,500 | 41.9% |
| FedNor                                 | \$130,500 | 20.7% |

Melissa shared the Canada Games Organizing Committee will be looking for volunteers as a subcommittee to work on the trails.

##### **TransCanada Trail and Great Lake of the Woods Trail**

Melissa reported on the TransCanada Trail (TCT) concept plan. The plan was supported by Council and the TCT committee will be meeting to review. An application has been put to the TCT for signage support and Heather Gropp has applied for other dollars for this project. Melissa will share the final document when it is available.

##### **Path of the Paddle**

Melissa provided the update on the Path of the Paddle initiative. The two trail heads (Anicinabe Park and Norman Park) were approved by Council and

the department is now working on an agreement with Path of the Paddle. It was asked what has to be done to make the trail head. Signage will be installed to identify the trail heads. There was a question about the Keewatin boat launch at the Winnipeg River trail head and it was noted that it is part of phase 2 of the plan.

Councillor Smith commended the work done on the applications and the amount of money received by the good work of Heather Gropp.

Councillor Smith inquired about how the Rabbit Lake trail extension will be done and suggested consulting with Kevin Robertson about accessible material for the trail. Melissa spoke about the task taken on last fall to GPS the trail and that Carson would continue to work on this project. It was suggested to look at engineering designs and materials to have the plan ready for the fall. Melissa suggested a subcommittee be formed to look further into this project. Diane asked the group to consider this and revisit the idea at the next meeting.

*Melissa left at 8:17 a.m.*

## **5. Promotional Items**

### **Trail Power Point**

It was indicated that this is not a priority item right now and will be brought back on another agenda at an appropriate time.

### **Bench Policy**

Carson shared information and costs on the bench policy as a follow up from the last meeting, with the intention of reviewing the policy to begin promoting it. A copy of the Bench Policy is attached. It was noted that there are some good times to roll this out in the coming year. Councillor Smith recommended that the Committee make a list of places that need benches installed to streamline any requests. All agreed there are some places where benches would not be suitable and it would be best for the Committee to discuss locations. Perhaps a list of options could be generated to suggest where benches could be located. It was recognized that emotions can be involved in this type of project, as most are dedicated to loved ones. It was noted that vandalism is the biggest challenge with the benches. There was discussion about adding tables to the policy or creating a new policy for tables. Ideas for the promotion of this program were shared, including a notice in the paper and a display at the Farmers' Market with a map of potential sites. Adding a layer to the GIS Trail story with the bench sites was also suggested as a future project.

## **6. Work Plan**

### **Draft 5 Year Plan**

#### **Moved J. Underwood, seconded by R. Amell and Carried -**

That the Kenora Urban Trails Committee 5 Year Work Plan be approved as revised at the meeting.

#### **Discussion:**

Heather Gropp and Judy drafted the 5 year plan, which was circulated to the group prior to the meeting for comments. Judy reviewed the plan providing the thought process on each task and noted some changes, recurring items, and additions yet to be done.

Due to the resignation of Penny, a volunteer would be needed to draft the annual report of volunteer hours each year. It was decided that it be a standing agenda item and that staff keep track. It was suggested to develop a definition for trail captain in the terms of reference at next review. It was noted that the City does clean up on the Rat Portage trail however it was thought that Scott Green had been involved in past years. Carson to contact Scott on that.

There was discussion around the spring clean-up that the City held in the past also. Reviving this with some trail promotion was mentioned. Prioritizing trail maintenance should be done and the list compiled by the summer students was referenced. It was asked if the City had a plan to take care of the items on the list. Carson indicated he has reviewed and will be cleaning up hazard trees in the coming weeks with his staff. There was a brief discussion on being aware of cavity nesting birds and that cutting the trees earlier would be best. It was thought that the trees should be left where they are cut down to be more natural rather than hauling the wood or leaving piled up. Carson asked if the group would like to see woods chips spread on the unpaved trails or taken to the dump (Transfer Station). The group supported this use of the chips. It was also noted that wood chips are available at the Transfer Station for the public and perhaps some wood chips could be brought there for that purpose.

There was discussion about the Great Lake of the Woods Trail signage and the partnership with TransCanada Trail. The group would like a consistent standard for trails signs and some examples were mentioned. Councillor Smith requested that this is a priority and the Committee should work with TransCanada Trail group on the signs to ensure this Committee's standards are included. Sign pollution was mentioned. Carson will find out who the contact is for TransCanada Trail and bring information back to the Committee.

With risk assessment, a specific timeline was not assigned as it is an on-going task. All were asked to observe conditions while walking the trails and report any risks identified to Carson.

Under the spring trail clean-up task, it was thought that the trail clean-up schedule could be advertised to generate some volunteer help. Kerri will work on this with the trail captains on this.

On the report to Council, the options for presentation were discussed. A presentation on the work done, particularly the Rabbit Lake trail extension, was suggested. Members were asked to send pictures or videos to Carson which could be used in the presentation and for promotions afterwards.

Judy asked if professional development should be added to work plan for 2017 and beyond. Items have already been identified for 2016. All agree on the value of professional development and would like to see it added.

There was a question about Norman Park not listed for 2016. Judy mentioned that it is being addressed in the Beaches, Parks and Trails plan which is set to take action in 2017. There had been City staffing changes contributing to the delay. Councillor Smith would like more information as to why this has not moved ahead.

The signage inventory should be added as an annual task and this year the sign list should be updated. Ren will take this task on. It was noted that some signs have been lost in various places on Mink Bay trail and the names of those signs need to be checked on and added to the list. Carson will check the files to find the names and update the list for Ren.

Judy spoke about the sustainability of the five year plan and its fit with the long terms goals brought forward by Dave Schwartz. The plan includes a visioning exercise in 2020 and it was asked what the Committee's thoughts were on this. All agreed it was an excellent idea and that it should be scheduled to happen before the end of year five. Councillor Smith indicated that the Committee needs to be more active with new developments to capture the long term vision there. An annual meeting with the City Planning department was suggested. New developments could then be added to the meeting agenda to ensure trails aspect is considered, similar to including Canada Games currently.

Councillor Smith thanked both Judy and Heather Gropp for putting the plan together, noting their good work done on the plan.

## **7. Risk Management**

Councillor Smith provided an update on this project. Bruce Graham and Adam Smith, Special Projects and Research Officer, will be developing a City risk management plan. It was asked if risk training would be available for Committee members. Training should be included in a risk management plan. It was noted that this is a good fit with the professional developments task in the work plan. The trails toolkit was suggested as a resource for Bruce and Adam as there may be information that can be used. A flow chart on trails development was mentioned. A copy of the flow chart is attached to the Minutes for reference.

## **8. Communications/Announcements**

Councillor Smith noted that the entrance to Mink Bay trail had been plowed out this winter and when she inquired with the roads department to thank the operator, she was pleased to find out Carson had this done. Councillor Smith commended Carson for taking action on this and all the good work he has done this season.

Penny reflected on the first meeting of the trails committee in 2008, noting the first set of Minutes listed most of the members sitting around the table here this morning. Diane thanked Penny for her time and energy given to the Committee and being part of creating an accessible community for everyone. In closing, Diane extended an invitation for Penny to come back anytime and presented her with a small gift of thanks. Penny wished the Committee good luck going ahead.

*Penny left the meeting at 9:26 a.m.*

Councillor Smith spoke about a session she attended at ORGA/ROMA conference on how communities can enhance bike access to trails and roads as well as improve safety. The session highlighted programs in the Town of Blue Mountains and City of Waterloo. It was mentioned that Dave Schwartz may be interested in viewing the presentation. There was discussion about two local bike events (Ride Don't Hide – Bell's mental health fundraising event and Share the Road Ride) which may provide the opportunity to share information.

## **9. Next Meeting Date**

- Wednesday April 6, 2016

## **10. Adjournment**

The meeting was adjourned at 9:34 a.m.

## Bench Policy



| Section             | Date                  | By-Law Number | Page          | Of |
|---------------------|-----------------------|---------------|---------------|----|
| Recreation Services | August 13, 2013       | 80-2013       | 1             | 4  |
| Subsection          | Repeals By-Law Number |               | Policy Number |    |
| Parks               | 18-2013               |               | RS-2-1        |    |

### 1.0 Purpose

- 1.1 This policy provides guidelines and direction for receiving, installing and maintaining donated Benches in the City of Kenora's municipal properties.

### 2.0 Policy

- 2.1 The City of Kenora accepts donations of Benches subject to the policy and the procedures contained within.

Donations of Benches are accepted provided that:

- The municipal property in question has space for a bench as determined by the Parks Department;
- Payment in full of the installation fee (\$300.00) is received with the application form;
- If applicable: The wording on the bench or on the plaque conforms to the guidelines set out in this document;
- No advertising or business promotion will be placed on the donated benches.

### 3.0 Procedures

- 3.1 A Bench Application Form must be filled out and sent to the Parks Supervisor for approval. The applicant's request will be assessed by the Parks Supervisor based on location, operational requirements and suitability. Site location will be based on sensitivity to view lines, health and safety and environmentally sensitive areas, while also providing seating in a location used for recreation and leisure.

The application form shall include the following:

- Contact Information
- Preferred location of bench (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice)
- Name of Person being commemorated (if applicable)

## Bench Policy

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|---------------|------|----|
| RS-2-1        | 2    | 4  |

- Bench Design Preference
- Cheque made out to the City of Kenora for \$300.00 for bench installment to accompany application form.

3.2. The City of Kenora reserves the right to refuse any application it deems unsuitable.

3.3 The donation of a Bench in no way constitutes ownership of the bench by the donor, nor the land upon which it is situated, or the surrounding lands. The Municipality retains the right to use the lands adjacent to these donated benches as it deems appropriate, up to and including the moving of the donated bench to another location. Every attempt will be made to ensure the benches are re-located as close to the original position as is feasible.

### 4.0 Costs

4.1 The applicant is responsible for all costs associated with the design, construction and installation of the bench.

4.2 Bench installation charge by the City of Kenora is \$300.00. This charge covers site preparation, concrete base preparation and placement on site.

### 5.0 Maintenance & Term of Bench

5.1 The bench will remain on Municipal property for a minimum of ten (10) years or as long as the bench is in good repair. The City of Kenora is not responsible for replacement of damaged or stolen benches.

5.2 The City of Kenora is responsible for graffiti removal and general maintenance.

### 6.0 Design

6.1 Two designs are available to choose from (cost responsibility of applicant):

- 1) Granite Bench - Existing bench designs are preferable, but not a requirement.



## Bench Policy

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|---------------|------|----|
| RS-2-1        | 3    | 4  |



2) Nu Bench – Landscape Forms with shortened ends – Ipe wood seat and back with galvanized steel base.



### 7.0 Inscription/Plaque (if applicable)

7.1 Inscription on granite bench will be sand-blasted into granite and inscription on wooden bench will be a brass plaque. Cost responsibility of applicant. Inscription can state either: "Donated by...." or "In Loving Memory of..." or other inscription request can be submitted for approval by the Parks Supervisor – eight (8) word maximum. No pictures will be allowed on either style of bench.

1) Granite Bench - placed on the front side of the seat.

2) Plaque – 3" x 8" brass and shall be centered on the top board on the front of the bench. Purchase of plaque and installation on bench responsibility of applicant. The City does not guarantee plaque longevity.

## Bench Installation Policy Application Form

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|---------------|------|----|
| RS-2-1        | 4    | 4  |

### Contact Information:

Applicant's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

### Bench Information:

Type of Bench: (please check appropriate box)

Granite Bench:

NU Bench (Wood/Galvanized Steel):

Preferred location for bench placement:

Choice #1: \_\_\_\_\_

Choice #2: \_\_\_\_\_

Choice #3: \_\_\_\_\_

Inscription Request: (Maximum eight (8) words) (*see Bench policy Section 7.0*)

\_\_\_\_\_

I, the undersigned, hereby consent to this application. I declare by signing this document that I have read and understand the City of Kenora Bench Policy and agree to comply with this policy.

Applicant Signature:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature – Applicant

Approval Signature:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature – Parks Supervisor

**Bench applications must be sent to 60 14<sup>th</sup> Street North, Kenora, Ontario. P9N 4M9 . Attention: Parks Supervisor**

Schedule "A"  
TRAIL DEVELOPMENT TOOLKIT  
FLOW CHART  
(Refer to Pages 5 - 7)

