



M i n u t e s
Of a Meeting of the Kenora Urban Trails Committee
of the City of Kenora
Wednesday, February 1, 2017 at 8:00 a.m.
Operations Building Board Room

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**With Chair** Diane Pelletier, Judy Underwood, Northwestern Health Unit, Councillor Sharon Smith, Erik Skiby, Logan Wright

**Staff** Melissa Shaw, Planning Assistant, Josh Nelson, Tourism Development Officer, Kelly Galbraith, Administrative Assistant

**Regrets** Ren Amell, Steve Mastromatteo, Barry Corbett, Dave Schwartz, Heather Gushulak

**1. Call to Order**

Diane called meeting to order at 8:05 a.m.

**2. Welcome and Introductions**

Erik Skiby, the new Kenora Urban Trails Committee member was introduced and welcomed to the meeting.

**3. Declaration of Pecuniary Interests**

There were none declared.

**4. Confirmation of Previous Meeting Minutes**

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

That the Minutes of the Kenora Urban Trails Committee meeting held on December 7, 2016 be confirmed as written and circulated.

## 5. Volunteer Hours

Kelly was asked to continue tracking the number of volunteer hours for each committee member. It was asked if non committee members such as friends of trails and cleanup of the trails by students can count towards volunteer hours. Student and Friends of Trails hours have been tracked in previous years and will continue to be tracked. It was said the Friends of Trails and Trails Captains information needs to be updated. Josh will reach out to Barb to see if she has the original documents.

| Volunteer                        | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| Diane P.                         |     | 1.5 |     |     |     |     |     |     |      |     |     |     |
| Judy U.                          |     | 1.5 |     |     |     |     |     |     |      |     |     |     |
| Steve M.                         |     |     |     |     |     |     |     |     |      |     |     |     |
| Barry C.                         |     |     |     |     |     |     |     |     |      |     |     |     |
| Ren A.                           |     |     |     |     |     |     |     |     |      |     |     |     |
| Logan W.                         |     | 1.5 |     |     |     |     |     |     |      |     |     |     |
| Dave S.                          |     |     |     |     |     |     |     |     |      |     |     |     |
| Sharon S.                        |     | 1.5 |     |     |     |     |     |     |      |     |     |     |
| Erik S.                          |     | 1.5 |     |     |     |     |     |     |      |     |     |     |
| <b>Staff</b>                     |     |     |     |     |     |     |     |     |      |     |     |     |
| Kelly G.                         |     | 1.5 |     |     |     |     |     |     |      |     |     |     |
| Melissa S.                       |     | 1.5 |     |     |     |     |     |     |      |     |     |     |
| Heather Gropp                    |     |     |     |     |     |     |     |     |      |     |     |     |
| Josh N.                          |     | 1.5 |     |     |     |     |     |     |      |     |     |     |
|                                  |     |     |     |     |     |     |     |     |      |     |     |     |
| Friends of Trails/Bike Committee |     |     |     |     |     |     |     |     |      |     |     |     |
| Heather Gushulak                 |     |     |     |     |     |     |     |     |      |     |     |     |

## 6. Work Plan

A work plan was circulated to the group. Judy commented there was a more recent Work Plan developed by herself and Heather Gushulak, than the one which was circulated. She will check her documents and send to Kelly to share with the group. There was a discussion on creating a sub-committee to develop the 2017 Work Plan. The group felt it would be good to have a new committee member on the sub-committee along with someone who has sat on the committee for some time. Logan volunteered to help create the new Work Plan with some assistance from Josh and Melissa. Kelly will send an email out to the members who were not in attendance at the meeting to see if they are interested in helping develop the new Work Plan. Judy

offered to support the sub-committee by providing notes she developed while doing an audit of the Kenora Urban Trails documents. The group hopes to see the new Work Plan developed for the April meeting.

### **7. Trails Week Strategy**

The Take A Hike campaign was discussed. There will be a similar campaign again this year which is scheduled for the fall. It was asked if last year's campaign was successful and Josh shared that it received great feedback from the local hotels. The Trail Guide was also said to be the most popular handout at hotels. There was a discussion about a local hotel which is being managed by KACL and is not part of the KHA (Kenora Hotel Association). The benefits of being a KHA member were discussed.

### **8. Great Lake of the Woods Trail/Trans Canada Trail Update**

Melissa informed the group the final report to TCT (Trans Canada Trails) has been signed off. To date, approximately \$2,500 of the funds from the Trans Canada Trails and City of Kenora collaboration has been spent, with approximately \$7500.00 remaining to spend. The remaining funds were to be used for an information Kiosk along the Green Belt however time constraints for the build were a factor. The funds will now be used for Path of the Paddle trailheads at Anicinabe Park, the Discovery Centre and the Keewatin Boat Launch. Melissa also informed the group that a TCT unveil celebration will need to be held before June 30<sup>th</sup>, 2017. It was commented this would be a good time to showcase the Trail Guide and brochure. The idea of creating a sub-committee to help organize and host the event was shared. Kelly will reach out to the committee members for volunteers.

### **9. Canada Games Update**

Josh and Melissa provided an update on the Canada Summer Games. They both sit on the organizing committee and are involved with organizing venues and the athlete village. The City component includes entertainment and necessities such as laundry facilities, convenience stores, etc. The Garrow Park and Kenora Rowing Club paving was completed in 2016. There is a tender for landscaping provisions for the steep hill north of the Tennis Courts at Garrow Park. The work will need to be completed by July 15<sup>th</sup>. This area will act as secondary seating and include a viewing deck with accessible seating. A \$50,000 grant was received from the Enabling Accessibility Committee. It was commented this is a good opportunity and best practice to look at the work through a public health lens. City of Kenora collaborations with organizations such as KACL and Firefly were discussed.

## **10. Communications/Announcements**

### **TNO (Tourism Northern Ontario) and City of Kenora Trail Wayfinding Partnership**

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

That the design of new signage should be consistent with the existing trail signage; and further

That the remaining funds are designated for new signage.

#### **Discussion:**

Josh informed the group \$8,000 of the TNO (Tourism Northern Ontario) and City of Kenora Trail Wayfinding Partnership has been spent on TODS (Tourism Ontario Directional Signage) and 25,000 copies of the Trail Guide. It was asked if there were any changes to the Trail Guide and that Josh provide a copy of the proof to the committee members before printing.

There is still \$12,000 remaining. The deadline to use the funds is March 2017. Josh recommended the remaining funds be used towards replacing the Rabbit Lake trailhead to show the fully accessible loop as well as additional signage at Garrow Park, directional signage for Vernon Trails and possible directional signage for Tunnel Island. He explained quotes for the signage would be attained from 3 different sources and that the signage would consume the \$12,000. He informed the group he will need to ask Council for budget to complete the installation of the signage. It was commented that in the past high school students may have helped with the installation.

There was discussion on signage placement for Tunnel Island and it was commented the sign will need to be on a City right of way. There was a suggestion that Josh should contact Councillor McMillan who is on the Common Grounds Committee to discuss the signage and location before placing an order for the sign and that the sign should include an Ojibway language component.

The look of the signage was discussed. It was asked if they will have any pictures or illustrations and if the signs would have the same format as the existing signage. The group felt the consistency of the signage is important.

#### **City of Kenora Parks Technician Hired**

Melissa shared that Dwayne German has been hired as the new Parks Technician. Kelly will invite Dwayne to attend the March meeting.

## **6. Next meeting - Wednesday March 1, 2017 at 8:00am**

### **Discussion:**

The meeting date and time was discussed amongst the group as the meeting attendance has been down. The early morning time was thought to be a contributing factor to the low attendance. The group felt changing the date and time to the first Monday of the month at 4:00pm may be more suitable. Kelly will send an email to the committee members to see if this causes any scheduling conflicts. The March meeting is to be held on the regular date and time.

Melissa will extend an invite to the March meeting to Jeff Hawley of the Operations Department, to discuss the 2017 paving projects. The committee hopes to provide some input and share ideas.

## **7. Adjournment**

The meeting was adjourned at 9:15 a.m.