



## Minutes

### Of a Meeting of the Kenora Urban Trails Committee of the City of Kenora

Wednesday, April 10, 2019 at 4:00 p.m.

Kenora Recreation Centre, Second Floor Meeting Room

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**With** Judy Underwood, Diane Pelletier, Ren Amell, Tanis McIntosh, Lorelie Van Belleghem, Darlene MacGillivray, Councillor Sharon Smith, Barry Corbett

**Staff** Josh Nelson - Tourism Development Officer, Kelly Galbraith – Deputy Clerk/Customer Services Division Lead, Kylie Hissa - Planning Assistant

**Regrets** Karen Pries

#### 1. Call to Order

The meeting was called to order at 4:05 pm.

#### 2. Declaration of Pecuniary Interests

There were none declared.

#### 3. Liability & Risk Management Discussion with guests Hilary Smith, Risk Management and Loss Prevention Advisor & Bruce Graham, Human Resource Strategist

Bruce and Hilary were welcomed by the group. It was shared that they were invited to the meeting to discuss risk and liability on the Kenora Urban Recreational Trails and to help identify any limitations the committee may have when putting a call out for volunteers or working on the trails themselves.

Bruce shared that the Director of Risk Management from the Frank Cowan Company (the City's insurer) was recently in Kenora and him and Hilary had the opportunity to discuss trails with her. At this time there are currently no

standards for trails however, because the trails are on municipal property the City is responsible for the duty of care. Insurance coverage for committee members and volunteers was discussed. Bruce requested that any time the committee members are organizing a clean-up day scheduled with a school or organization that the City be made aware and a list of volunteers be provided.

Risks such as rocks or downed branches are not seen as a big liability as the trails are deemed nature trails however, if there are damaged structures such as bridges or guard rails this is an issue. It was asked if risk and liability change during the winter months. There was a discussion on posting signs to indicate the trails are on maintained during March to November.

Signage on the trails was discussed further. It was noted that emergency contact information should be posted at the beginning of each trail as well as indication points along the trail of where you are located in the event you require emergency services. Best practice is to have signage at beginning of trails with a map indicating slope and difficulty of the trail.

A concern was brought forward about the road access to Tunnel Island. It was identified there is a need for a sign indicating to traffic that vehicles will be turning. Bruce will bring this forward to the Engineering department for evaluation. Enforcement and signage on Tunnel Island was also discussed by the group.

It was asked if bike lanes/trails/paths, etc. is something the City and committee will be pursuing. Bruce and Hillary informed the group this is not something the City will be pursuing at this time due to the required infrastructure and maintenance.

The group thanked Bruce and Hilary for attending the meeting.

*Bruce, Hilary, Josh, Kylie and Tanis left the meeting at 4:50pm.*

#### **4. Confirmation of Previous Meeting Minutes**

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

That the Minutes of the March 20, 2019 Kenora Urban Trails Committee meeting held on be confirmed as written and circulated.

#### **5. Friends of Trails Brochure Update**

The revised brochure was circulated to the group for their review. Some further wordsmithing items were brought forward. The document was approved with the suggested amendments. Judy will circulate the revised copy. The committee members were encouraged to take an active role and approach directors and principals at schools to reach out to their staff and

students to engage in Friend of Trails. It was asked if anyone was is interested in taking this on and Judy agreed to meet with the principals.

## **6. Water Filling Station Discussion**

**Moved by Judy Underwood, seconded by Darlene MacGillivray and CARRIED**

That the Kenora Urban Recreational Trails Committee will pursue the Community Foundation funding for the purchase and installation of two water filling stations along the Rabbit Lake Trail (Garrow Park) and TransCanada Trail (Norman Park).

### **Discussion:**

Judy shared information on water filling stations and the costs associated with the equipment. The group was asked if this is something they would be interested in taking on as a project. Funding for the project was discussed and it was noted the Community Foundation grant application deadline is May 1, 2019. The initial costs of the equipment would be covered by the grant funding and the committee would need to put in a request for the City to maintain the seasonal operation of the stations after installation. Two possible locations were identified including Norman Park and Garrow Park.

## **7. Smoke/Vape Free Trails By-Law Amendment**

In the interest of time this item was tabled.

## **8. Volunteer Hours**

| Volunteer        | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| Barry            |     |     | 1   | 1.5 |     |     |     |     |      |     |     |     |
| Councillor Smith |     |     | 1   | 1.5 |     |     |     |     |      |     |     |     |
| Darlene          |     | 1   | 1   | 1.5 |     |     |     |     |      |     |     |     |
| Diane            |     | 1   | 1   | 1.5 |     |     |     |     |      |     |     |     |
| Judy             |     |     | 1   | 4.5 |     |     |     |     |      |     |     |     |
| Karen            |     | 1   |     |     |     |     |     |     |      |     |     |     |
| Lorelie          |     | 1   | 1   | 1.5 |     |     |     |     |      |     |     |     |
| Ren              |     | 1   | 1   | 1.5 |     |     |     |     |      |     |     |     |
| Tanis            |     | 1   |     | 1.5 |     |     |     |     |      |     |     |     |
| Staff            |     |     |     |     |     |     |     |     |      |     |     |     |
| Josh             |     | 1   | 1   | 1.5 |     |     |     |     |      |     |     |     |
| Kelly            |     | 1   | 1   | 1.5 |     |     |     |     |      |     |     |     |
| Kylie            |     |     |     | 1.5 |     |     |     |     |      |     |     |     |

**10. Next meeting - Wednesday, May 8, 2019 at 4:00 p.m.**

\*For those who wish to take part, a walk along the Laurensen Creek Trail will follow the meeting.

**11. Adjournment**

The meeting was adjourned at 5:30 p.m.