



M i n u t e s
Of a Meeting of the Kenora Urban Trails Committee
of the City of Kenora
Tuesday, December 1, 2015 at 8:00 a.m.
Operations Building Board Room

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**With** Penny Beal, Barry Corbett, Diane Pelletier, Dave Schwartz, James Williams, Judy Underwood, Northwestern Health Unit, Councillor Sharon Smith, Melissa Shaw, Real Estate Officer, Heather Gropp, Tourism Development Officer, Kerri Holder, Administrative Assistant

**Regrets** Paloma Corrin

**1. Call to Order**

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

**2. Declaration of Pecuniary Interests**

There were none declared.

*Diane, Barry, Dave and James arrived at 8:05 a.m.*

**3. Adopt Minutes of Previous Meetings**

**Moved by S. Smith, seconded by P. Beal and CARRIED**

That the Minutes of the Kenora Urban Trails Committee meeting held on June 2, 2015 be confirmed as written and circulated.

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

That the Minutes of the Kenora Urban Trails Committee meeting held on September 15, 2015 be confirmed as written and circulated.

**Discussion:**

In follow up to the Five Year Plan format, Melissa spoke about preparing the five year plan into a written format to include in the new beaches, parks and

trails document being prepared by Scatliff Miller Murray Inc. It was noted that there is a trails section in the new document, however the Committee's strategic plan should be included also. Councillor Smith suggested that the trails section of the current Beaches Parks and Trails report be reviewed by the Committee and recommended changes be sent to Scatliff Miller Murray Inc. Melissa will send the group a link to the Beaches Parks and Trails report.

In reference to the MNR fire crew clean up opportunity, there was discussion about the time of year for the clean up to be done. Early spring and fall time were both suggested. It was noted that fall time may be ideal to avoid distributing nesting birds. There was a brief discussion on the liability of having MNR fire crew involved in the trail clean up.

Councillor Smith brought up the issue of risk management on the trails. She suggested the Committee conduct an inspection in the spring with Bruce Graham, Risk Management Loss Prevention Officer for the City of Kenora. There was mention to address hazardous trees as well and assess the need to post correct warning signs, such as high winds or use at own risk. It was suggested to add this to today's agenda for discussion.

Dave commented on the naming of Great Lake of the Woods Trail, as in earlier discussions it was decided to use the name Great Lake of the Woods Trails System. It was suggested to add to today's agenda, a motion to clarify the name and designate it as such.

Dave also mentioned the letter he prepared about trail implications with sale of land and the protection of future trails. The letter was sent to Council and Karen Brown requesting the City take some action to protect trails. A recommendation from the Committee to Council was suggested. Dave will send a copy of the letter to the group for their review.

**Moved by P. Beal, seconded by J. Williams and CARRIED**

That the Minutes of the Kenora Urban Trails Committee meeting held on October 20, 2015 be confirmed as written and circulated.

**Moved by P. Beal, seconded by B. Corbett and CARRIED**

That the Minutes of the Kenora Urban Trails Committee meeting held on November 3, 2015 be confirmed as written and circulated.

Various items mentioned in the discussion around meeting Minutes were agreed on as additions to today's agenda to discuss further.

*Diane took over the role as Chair.*

#### **4. Trail Development/Maintenance**

##### **Beaver Brae and TA Trail Maintenance (for use by 2017 Canada Games Athletes) and Rabbit Lake Trail Expansion Discussion**

**Moved by J. Underwood, seconded by B. Corbett and CARRIED**

To approve work on both trails (the extension of the Rotary Trail to the beach known as Houghton Beach and the tributary trails from Beaver Brae Secondary School and St. Thomas Aquinas High School to Rabbit Lake) and to direct City staff to seek funding for these improvements.

##### **Discussion:**

Melissa explained the purpose for addressing trail maintenance in relation to the risks involved and accessibility during the Canada Games. She explained that the athletes will be using the trails to go between Rabbit Lake and their accommodations. It is expected spectators will access this area also. Recently Melissa along with some Committee members walked the Rabbit Lake Trail to look at the feasibility of an expansion. It was reported that there is tight space along the shoreline and elevation changes which would make extending and paving the trail both difficult and costly. It may not be necessary to pave the trails however clean up to minimize risks is needed. Requirements for accessibility and where people in wheel chairs would view the Games was mentioned. There was a question about the extent of vandalism on the trails. A walk in the spring was suggested to determine repairs and replacements needed, such as benches or solar lights. It was noted that the Canada Games Committee will be contributing to venue improvements and increasing spectators. This is an opportunity for the City to access matching funding for trail improvements that would otherwise not be available. Heather indicated she is planning to research funding programs in the coming weeks and then in spring make decisions on the priorities (trail development, signage, and trail guide/information for athletes) based on the dollars available.

#### **5. Great Lake of the Woods Trail**

##### **Designation/Registration Process**

Melissa provided an update on this process and confirmed the route that was decided on at the November 3<sup>rd</sup> meeting on the GIS mapping screen. She indicated that a support letter from the Committee may be needed to accompany the application.

A motion to declare the official name was brought forward.

**Moved by P. Beal, seconded by J. Underwood and CARRIED**

To name the trail as the Great Lake of the Woods Trail which will include existing named trails as loops off the Great Lake of the Woods Trail.

##### **Discussion:**

There was support for leaving off the word "system". There was a concern about the fit of a lengthy name on signs and other printed material. It was noted that when the trail was first discussed, the word "system" was included because there were so many off shoots; however, at the meeting on November 3<sup>rd</sup>, it was determined that the off shoots would be indicated as loops on the trail.

## **6. Administration**

### **Five Year Plan**

As discussed earlier in the meeting, the strategic plan would need to be formatted into a written document rather than the current spreadsheet format. Heather offered to rework the plan and bring back to the next meeting for feedback.

### **2015 Budget Deliberations**

#### **Moved by P. Beal, seconded by S. Smith and CARRIED**

To make a request to Council for \$2,500 to establish a risk management plan, to post preliminary signage, and for an additional amount to be determined for other signage.

#### **Discussion:**

Heather explained that this Committee does not have a designated budget and that the dollars have been assigned based on projects within the parks department budget. It was suggested that an ask of \$2,500 be put forward for some signage and to develop a risk management plan for next year. There was discussion about the opportunity for matching funding based on the contributions from the Canada Games Committee on improvements around Rabbit Lake. Melissa reported that Trans Canada Trail is providing estimated costs for signage. Capital and project funding was discussed and it was thought that those items should be planned for next year's budget. Councillor Smith suggested that paving projects should be shared with the engineering department to coordinate projects. It was further suggested that a meeting be set up for Melissa and Dave to meet with engineering on bike paths on paved shoulders. Judy shared information about a provincial physical activity fund that may provide opportunity to include trails also. Jennifer Findlay and Colleen Neil are working this application.

## **7. Connecting Link Program Application**

Heather spoke about this provincial program and will be submitting an application in reference to bike routes. Melissa added that this program may be better suited than the expression of interest submitted last year to the Ontario Municipal Cycling Infrastructure Program. The information gathered for that submission can be used in this application.

## **7.1 Risk Assessment**

**Moved by J. Underwood, seconded by J. Williams and CARRIED**

That Kenora Urban Trails Committee walk the trail systems with the City of Kenora's Risk Management Loss Prevention Officer in the spring to identify risks and look towards immediate action of those identified.

### **Discussion:**

There was an inquiry about researching existing tools/checklists to assist in a walkabout on risk assessment.

## **8. Next meeting**

- January 6, 2016 at 8:00 a.m.

There was discussion about the group's preference of meeting day and time going forward. There was support for early morning and it was suggested to try the first Wednesday of each month beginning in January. All were in favour.

## **9. Adjournment**

The meeting was adjourned at 9:13 a.m.