



TREES AND TRAILS ADVISORY PANEL MEETING AGENDA
 Held on Thursday, August 17th at 1:00 PM
 at Town Hall – 30 King Street East (Council Chambers, Second Floor)

Video Conference Link: [Click Here](#)

1.	Call Meeting to Order
2.	Disclosure of Pecuniary Interest & General Nature Thereof
3.	Approval of Minutes (Adoption) – July 20 th , 2023
4.	Public Question/Comment (Only Addressing Reports on the Agenda)
5.	Disclosure of Additional Items
6.	Delegations – None
7.	Presentations by Staff (Others) – None
8.	Unfinished Business
	1. Trail Signage Update – Trail Markers & Lions Trail Signage (Doug/Gerry/Robert)
	2. Eligible Tree Planting Locations/Commemorative Trees (Doug)
	3. Naming Gananoque Trails (Councillor Osmond)
	4. Urban Tree By-law
	5. Invasive Species – Oak Wilt & Japanese Knotweed (Calder/Gerry)
9.	Correspondence – None
10.	New Business/Reports
11.	Discussion of Additional Items
12.	Next Regular Meeting – September 21, 2023 at 1:00 PM
13.	Questions from the Media
14.	Adjournment

The Town invites and encourages people with disabilities to attend and voice their comments in relation to accessibility related reports. For those who are unable to attend, the Town encourages the use of the Customer Feedback Form found on the Accessibility Page on the Town's website.

The Corporation of the Town of



REES AND TRAILS ADVISORY PANEL MINUTES

Thursday, July 20, 2023 at 1:00 PM

Council Chambers – Town Hall, 30 King Street East and Webex

Advisory Panel Members Present		Staff Present
Chair:	David Osmond, Councillor	David Armstrong, Public Works Manager
Members:	Terry Childs	Robert Kennedy, Facilities Superintendent
	Gerry Brown	Mitchell Kirkby, Urban Forestry Coordinator
	David Frid	Amanda Trafford, Business Coordinator
	Calder Schweitzer	Michelle Jones, Recording Secretary
	Therese Conway	
Regrets:	Doug Bickerton	

1.	Call Meeting to Order
	<ul style="list-style-type: none">Councillor David Osmond, Chair, called the meeting to order at 1:04 PM.
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None
3.	Adoption of Minutes – June 15, 2023
	<ul style="list-style-type: none">It was generally agreed that Item 11. c. of the June 15, 2023 Minutes be amended to reflect the Rotary Club for “their” work in developing the Hal McCarney Park.
	<p>TTAP – Motion #23-012 – Adoption of Minutes – June 15, 2023</p> <p>Moved by: David Frid Seconded by: Terry Childs</p> <p>BE IT RESOLVED THAT THE TREES & TRAILS ADVISORY PANEL ADOPTS THE MINUTES OF JUNE 15TH, 2023 MEETING.</p> <p style="text-align: right;">CARRIED – UNANIMOUS, as amended</p>
4.	Public Questions / Comments – None
5.	Disclosure of Additional Items
	1. Tree Canopy and Natural Vegetation Policy (Urban Tree By-law)
	2. Water – Stone Street Maintenance (grass area) Update
6.	Delegations – None
7.	Presentations by Staff (Others) – None

8.	Unfinished Business
	<p data-bbox="277 186 1468 264">1. Trail Signage Update – Trail Markers & Lions Trail Signage (Gerry / Robert)</p> <ul data-bbox="342 264 1414 342" style="list-style-type: none"> • Robert Kennedy reported that the posts arrived yesterday, markers are in process, and staff have been out trimming trails.
	<p data-bbox="277 359 1468 417">2. Eligible Tree Planting Locations / Commemorative Trees (Doug)</p> <ul data-bbox="342 417 989 470" style="list-style-type: none"> • This item was deferred to the next meeting.
9.	Correspondence – None
10.	New Business / Reports
	<p data-bbox="277 583 1468 642">1. Naming Gananoque Trails</p> <ul data-bbox="342 642 1438 793" style="list-style-type: none"> • Councillor Osmond would like to see the trail system named after the Bickerton and Murray families in recognition of and in appreciation of the time and compassion the Bickertons and Murrays have provided to the trail system. A discussion was held. <p data-bbox="277 831 1036 867">TTAP-Motion #23-013 – Naming Gananoque Trails</p> <p data-bbox="277 867 1305 903">Moved by: David Frid Seconded by: Gerry Brown</p> <p data-bbox="277 903 1422 1047">BE IT RESOLVED THAT THE TREES AND TRAILS ADVISORY PANEL RECOMMENDS THAT THE TRAIL SYSTEM IN GANANOQUE BE NAMED THE GANANOQUE MURRAY / BICKERTON TRAIL IN APPRECIATION AND RECOGNITION, PENDING SUPPORT AND APPROVAL OF MR. BICKERTON.</p> <p data-bbox="1076 1085 1455 1121" style="text-align: right;">CARRIED – UNANIMOUS</p>
11.	Discussion of Additional Items (Round Table)
	<p data-bbox="277 1178 1468 1236">1. Tree Canopy and Natural Vegetation Policy – Urban Tree By-law</p> <ul data-bbox="342 1236 1455 1499" style="list-style-type: none"> • David Frid presented a draft Urban Tree Policy with an introduction (reasons behind it; goals and objectives; definitions; next steps; private trees vs municipal trees; permits; pruning/alterations; alternatives for tree removals). • Questions were asked and answered. Discussion was held regarding wording, definitions, significant trees, to be reviewed by Brenda, Manager of Planning & Development at 95% complete; to form a sub-committee to create a new policy for Council’s review and consideration.
	<p data-bbox="277 1537 1084 1572">TTAP-Motion #23-014 – Urban Forest Sub-Committee</p> <p data-bbox="277 1572 1299 1608">Moved by: David Frid Seconded by: Terry Childs</p> <p data-bbox="277 1608 1417 1719">BE IT RESOLVED THAT THE TREES AND TRAILS ADVISORY PANEL WILL FORM A SUB-COMMITTEE NAMED URBAN FOREST SUB-COMMITTEE AND WILL LEAVE THIS DRAFT POLICY AS A STANDING ITEM ON THE AGENDA;</p> <p data-bbox="277 1757 1427 1829">AND FURTHER, THAT CALDER SCHWEITZER, TERRY CHILDS, DAVID FRID, GERRY BROWN AND MITCHELL KIRBY SIT ON THIS COMMITTEE.</p> <p data-bbox="1076 1866 1455 1900" style="text-align: right;">CARRIED – UNANIMOUS</p>

	<p>2. Water – Stone Street Maintenance (grass area) Update</p>
	<ul style="list-style-type: none"> • David Armstrong reported that internal discussions have been ongoing regarding the easiest and most beneficial maintenance practices due to the steep incline, insurance, safety and aesthetics. A survey may be required. David advised that he is looking for ideas from this Committee prior to further discussions with the Inn. Further discussions to take place at a future meeting. • Further discussions – Calder Schweitzer advised the Committee of the awareness needed to the Oak Wilt (similar to the ash bore) that is expected to move north and could affect our oak trees. • Discussions were held regarding the Japanese Knot Weed and how it is such an invasive species and has been found on Church Street, Oak Alley (behind the post office), Mill Street and Bay Road. • Further discussions to be held at the next meeting. Gerry and Calder will bring further information to the next meeting regarding these two topics.
<p>12.</p>	<p>Next Meeting – Thursday, August 17, 2023 at 1:00 PM</p>
<p>13.</p>	<p>Questions from the Media – None</p>
<p>14.</p>	<p>Adjournment</p>
	<p>Moved by: David Frid Be it resolved that the Trees and Trails Advisory Panel adjourns this meeting at 2:00 PM.</p>
<p>_____</p> <p>David Osmond, Chair</p>	<p>_____</p> <p>Michelle Jones, Recording Secretary</p>

Naming of Corporate Assets

Policy
Procedure

Level	Date	Policy No.	Description
Council/ Administration	September 9, 2008		Naming of Corporate Assets Policy

POLICY STATEMENT:

To establish a Naming of Corporate Assets Policy for the Corporation of the Town of Gananoque.

OBJECTIVE:

This policy is to encompass the naming of any corporate asset including parks, open spaces, facilities, streets and other municipal buildings of properties. The final decision for naming of corporate assets will rest with Town Council, including naming opportunities as a result of gifts and sponsorships. The naming of a particular corporate asset is important for public awareness, promotion and emergency access. Therefore, naming will be consistent with the Town of Gananoque's vision and will not contravene any policy of the Town nor reflect negatively on the Town's public image.

INTENT:

The intent of this policy is to:

- Continue the current traditional practice of naming municipal property, buildings and park elements after significant geographical, neighbourhood and historical elements;
- Recognize on an exception basis, significant contributions that organizations or individuals have made to the public life and the well-being of the people of the Town of Gananoque;
- Provide direction on the approval process to name, rename or dedicate municipal property, buildings or park elements.

SCOPE:

The Naming of Corporate Assets Policy is applicable to all departments of the Corporation of the Town of Gananoque.

POLICY STATEMENTS:

1. There are four main types of naming situations addressed by this policy:

- Opening of a new corporate asset or reopening of a corporate asset following refurbishment
 - Honouring individuals or groups
 - Recognizing international, national or provincial events/competitions
 - Providing recognition of gifts, sponsorships and joint ventures
2. The selection of a name will be based on a number of criteria including but not limited to:
- A longstanding local area identification with the residents
 - Understandable to the majority of citizens in Gananoque
 - Consistent with any other applicable policies and naming guidelines
 - Assists with emergency response situations by being consistent with street names and geographical locations and meeting the requirements of Gananoque Emergency Services
 - Consistent with sponsorship levels
3. Preference will be given to names that:
- Give a sense of place, continuity and belonging to reflect the geographic location, community, neighbourhood or street where the corporate asset is located and/or;
 - Recognize the historical significance of the area and/or;
 - Reflect unique characteristics of the site and/or;
 - Reflect the type of service offered and/or;
 - Are in keeping with a selected theme and/or;
 - Honour individuals, living or deceased, who have made a significant contribution to the community
4. Names will not be chosen that:
- Cause confusion due to duplication or names sounding similar to existing locations within Gananoque
 - Are the names of tobacco companies
 - Lend themselves to inappropriate short forms or modifications
 - Are discriminatory or derogatory considering race, gender, creed, political affiliation, or other similar factors

- Recognize the birth, marriage or anniversary of specific individuals (this can be done through individual dedications of benches and trees through Public Works, Culture and Recreation Department)
5. Names of persons, organizations, corporations, foundations or their families will be considered when they have made a significant contribution to the Town by:
 - Enhancing the quality of life and well-being of the Town
 - Contributing to the historical or cultural preservation of the Town
 - Contributing toward the acquisition, development or conveyance of land or building
 - Achieving excellence in their endeavours and representing Gananoque in a meritorious manner and/or;
 - Where there is a direct relationship or association that exists between former place of residence of the person or group and the asset to be named
 6. Naming in honour of elected or appointed public officials, Town administrative officials, staff, or any individual person shall occur posthumously (with a minimum time period of 5 years after their death)
 7. Where the name of an individual is recommended after an in camera discussion, consent shall be obtained from the individual or their next of kin prior to Council's public consideration.
 8. Where the naming opportunity is as a result of a sponsorship or gift the following factors must be considered:
 - The significance of the contribution made relative to the construction and operating costs of the item being named
 - The cost of establishing the naming option (e.g. cost of the signage to be paid by the applicant unless the Town has made the request for the name change)
 - Sunset clause associated with the length of time that the name will be used. Naming agreements may be renewed if the appropriate gift or sponsorship is received.
 9. Existing names will not be changed without consideration of the historical significance of the existing name, the impact on the individual or organization previously named, the cost and impact of changing existing signage, rebuilding community recognition and updating records (i.e. letterhead, databases, promotional materials) Each application will be considered on a case-by-case basis.

APPLICATION REVIEW AND APPROVAL PROCESS:

1. Applicant(s) shall submit a written request for civic naming to the Town Clerk. The written request shall provide the following:
 - Background information concerning the rationale for consideration of the request;
 - Biographical information if named after an organization or individual; and
 - Documentation including letters from organizations and individuals providing substantial support for the request.
2. Each application for naming/renaming shall undergo a process which will:
 - Review the application for conformity with this policy
 - Circulate the application to the appropriate internal stakeholders for comment on the suitability of the application
 - Discuss in camera any naming in recognition of an individual prior to discussing it with the individual or next of kin
 - Consult with external stakeholders in the community to the level of support or identify possible objections to the requested civic naming
 - Determine whether or not a special event is planned to coincide with the formal naming

Town of Gananoque “Urban Tree By-Law”

Draft July 19th 2023

Authority of Issuance of By-Laws by the Town

- Standard by-law preamble -

By-Law Objectives

To protect and develop the tree canopy within the Town of Gananoque for the benefit of all by improving air quality, shade, water retention and purification, ecological habitat preservation, bio diversity and urban ascetic enhancement.

Definitions

- “DBH” - Diameter At Breast Height – std. for the defining of tree size - diameter measured at 4.5 (1.372 m) feet above ground

Municipal Trees

- | | | |
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| (1) | rees solely on or original to Town lands including parks boulevards and other Town properties. | T |
| (2) | he care and governance of the trees are the sole responsibility of the Town. | T |
| (3) | he planting and maintenance of trees are under the jurisdiction of the Town Council or designated employees and with guidance from the Trees and Trails Committee or any future advisory panel that is set up for this purpose. | T |

Private Property Trees

Definitions

- | | | |
|-----|--|---|
| (1) | | T |
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rees solely on private property(s) or boundary trees, partially on private property(s) with origins on private property.

- (2) "Significant Tree" - means a tree of 20 cm or larger in diameter at DBH
- (3) "Distinctive Tree" - means a healthy Tree that is considered by the Town to be of an uncommon species, or of size, or for other reasons, such as a notable heritage or gifted status - in the Town of Gananoque and environment, and is such recorded and noted by the Town.

Requirements

1. **"Significant Tree"** removal or alteration requires the completion of **"Significant Tree Removal or Alteration Application Form"** and if approved a **"Significant Tree Permit"** will be issued. Application to be submitted either by owner of property or certified tree service.

The application will include: reason(s) for removal or alterations, alternative options to removal, and replacement plantings or other compensatory enhancements to the Town's urban forest as required.

A professional report, such as by an arborist or building contractor, may be required in cases that it is apparent that a qualified assessment is required.

2. **"Distinctive Tree"** requires Town Council specific approval for any alteration, removal or relocation.

Application for:

"Permit for Removal or Alteration of Significant Tree"

- to be submitted by owner or professional tree service
- nominal fee for application process (possible no fee by-law introduction period to be considered)
- contact info of owner and tree service if applicable
- dates and times of potential inspection - if required
- location and description of tree - including photos, site plan or drawings
- reason for intended work
- description of intended work

- alternative options considered
- proposed replacement plantings - if required as appropriate to work proposed

Permitting

- application reviewed and assessed by Town
- further clarification or inspection as required
- issuance of permit or letter of denial with timeline for work and plantings
- follow-up inspection
- permit validity time frame

Emergency Work on Dangerous Tree

- in the case of a recognized immediate danger due to an unsafe tree or limb - all attempts to contact the Town must be made in a timely manner prior to mitigation work if at all possible

Enforcement

- By-Law officers to be notified of any failure of conditions noted by town
- citations and fines imposed after given time allotment
- appeals process defined with cost incurred if unsuccessful appeal
- arbitrator appointment process defined
- tax roll levy for unpaid fines and warning and/or prohibition of tree service company from work in Town for allotted time and fine