

The Corporation of the Town of



TREES AND TRAIL ADVISORY PANEL MINUTES

On January 11, 2018

At Town Hall Boardroom – 30 King St. E.

1	CALL MEETING TO ORDER	
	Chair Peter Murray chaired the meeting. The meeting was called to order at 09:30 AM	
	COMMITTEE MEMBERS PRESENT	STAFF PRESENT
CHAIR:	Peter Murray	Terry Gilmer, Manager of Parks and Recreation
MEMBER:	Jim Garrah	
	Douglas Bickerton	
	Angus Fergusson	
	Carl Woodman	
2	DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF - NONE	
3	APPROVAL OF MINUTES	
	Motion No. 2018-01 Moved by: Jim Garrah Seconded by: Carl Woodman Be it resolved that the Trees and Trail Advisory Panel hereby adopt the minutes from their October 12, 2017 meeting.	
	CARRIED	
4	PUBLIC QUESTION/COMMENT - NONE	
5	UNFINISHED BUSINESS - NONE	
6	DISCLOSURE OF ADDITIONAL ITEMS – NONE	
7	DELEGATIONS/PRESENTATIONS	
	Pam Staples – Re: Mr. John Cornish	
	Pam Staples admired John Cornish and would like something done to remember him. Her idea was to add a wood carving of an owl on the trail system. She is going to get a price and timeline to create the item and provide the information to the committee. The committee loved the idea and needs to select a location.	

8	CORRESPONDENCE - NONE
9	REPORTS/NEW BUSINESS
	<p>A: <i>Review of (draft) brief report for 2017 activities as presented by the Chairman. Concise and to the point ; any omissions? Main item is the status of our Compact Management Plans for the Urban Forest and the Gan Trails, presented to Council in the spring of 2017. Terry and Paul. Discussion on possible improvements in our operating format. eg. Time, dates, location of meetings, the whole works.</i></p> <ul style="list-style-type: none"> • Terry will work with Paul on a report to take back to Council. It will include a timeframe for implementation and costs associated with approval of the committees report. <p>B: <i>Discussion on “draft” activities plan for 2018, to cover the following items:</i></p> <p>TREES</p> <p><i>(a) Planting plans for 2018. Number of trees, time of planting, species, post planting maintenance, use of tree gators? In house or contractor planting.</i></p> <ul style="list-style-type: none"> • Terry is going to check with Paul on the budget for 2018 tree planting. • It was discussed that the Town should look at getting a tree inspection done for 2018 and adding the trees to our GIS mapping system if possible. Terry will look into both items. • Doug and Mike will grab the Serviceberry tree from Montreal – this was scheduled for planting in 2017. <p><i>(b) Maintenance for 2017 plantings. Water. Mulch?</i></p> <ul style="list-style-type: none"> • Town staff will add mulch in the spring and keep an eye on them should they require water. <p><i>(c) Pruning and trimming plans for 2018. Use of in house or contractor.</i></p> <ul style="list-style-type: none"> • Peter and Doug will identify trees. Once the Town has an idea of the workload, they will determine to outsource or not. <p><i>(d) EAB TreeAzin treatment for 2018. Who? \$ Available?</i></p> <ul style="list-style-type: none"> • An RFQ was sent out and results will be discussed at the next committee meeting. <p><i>(e) Arborist training course for town employee? Terry</i></p> <ul style="list-style-type: none"> • Doug and Peter will host a course in the spring and train employees. They will send materials to Terry and give him a few dates to work with. <p>TRAILS:</p> <p><i>(a) Maintenance program for 2018. What and who?</i></p> <ul style="list-style-type: none"> • Town staff will maintain the same responsibilities as 2017 in regards to trail maintenance. • A more detailed plan will be developed in the coming months. <p><i>(b) New brochure with upgraded trail markers for location identification. New markers? Directional? Doug and Carl.</i></p> <ul style="list-style-type: none"> • Ongoing. <p><i>(c) Narrows Loop bench and table. Fix or abandon? Other location facilities such as benches, walkways, chip distribution?</i></p> <ul style="list-style-type: none"> • Staff will work towards providing natural benches that are carved from large trees, and are not as easy to throw into the water. • No metal fixture replacements will be added.

	<ul style="list-style-type: none"> The Town will look to rent a mini-loader to assist with the distribution of chips in the spring and fall. <p><i>(d) Any promotional activities for trails. Use of OTC facilities?</i></p> <ul style="list-style-type: none"> Staff will look for a volunteer or co-op student that's good with video that can help promote the trail system. <p><i>(e) Webinair in December...on liability.</i></p> <ul style="list-style-type: none"> Based on information collected through the webinar, the committee would like to improve the signage on the trail system at the entrance. Terry is going to do some more research and bring something to the next meeting. <p>New Business - None</p>
10	DISCUSSION OF COMBINED/ADDITIONAL ITEMS - NONE
11	NEXT MEETING
	The Panel members agreed to meet monthly on the 4 th Thursday of each month. The next meeting will be held February 23, 2018, 9:00AM at the Emergency Management building.
12	ADJOURNMENT
	Meeting adjourned at 11:00 AM.
Chair, Peter Murray	Secretary, Rick Dunn