



TREES AND TRAIL ADVISORY PANEL MINUTES

On February 24, 2017
 At Public Works Boardroom – 665 Charles St.

1	CALL MEETING TO ORDER	
	Chair Peter Murray chaired the meeting. The meeting was called to order at 9:05 AM	
	COMMITTEE MEMBERS PRESENT	STAFF PRESENT
CHAIR:	Peter Murray	Terry Gilmer, Manager of Parks & Recreation
MEMBER:	Angus Fergusson	
	Douglas Bickerton	
	John Cornish	
	Jim Garrah	
REGRETS:	Dwayne Fletcher	Paul McMunn, Manager of Public Works
GUESTS:	Carl Woodman	
2	DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF - NONE	
3	APPROVAL OF MINUTES (ADOPTION)	
	Moved by: Jim Garrah Seconded by: John Cornish	
	Be it resolved that the Trees and Trail Advisory Panel hereby adopt the minutes from their December 1, 2016 meeting.	
	CARRIED	
4	PUBLIC QUESTION/COMMENT - NONE	
5	UNFINISHED BUSINESS - NONE	
6	DISCLOSURE OF ADDITIONAL ITEMS	
7	DELEGATIONS/PRESENTATIONS - NONE	
8	CORRESPONDENCE - NONE	

9	<p>UPDATES ON TRAILS</p>
	<p><u>Draft 2016 Annual Report</u></p> <p>The Annual Report for the Committee to Council was approved as presented. It will be sent to the Town Clerk.</p>
	<p><u>Updated Terms of Reference</u></p> <p>Terms of Reference was reviewed. Concerns that the changing of the name of the appointed volunteers was changed to Trees & Trails Advisory Panel. It was felt that the word “Panel” replacing “Committee” may not be recognized by the Town’s insurer, which would leave the members vulnerable to legal action. The Chair will clarify this with Town staff. It was felt that the new format generally supported the Trees & Trails Advisory Panel vision of the Town taking on more responsibility for the trees and trails of the community.</p>
	<p><u>Compact Sustainability Plan</u></p> <p>The Compact Sustainability Plan for the Town Trails was reviewed and was approved for submission to the Town Council.</p> <p>Terry Gilmer, Parks and Recreation Manager advised the budget for Parks and Recreation of \$10,000 for trails work was approved. He offered some suggestions on how some of the trails work could be carried out this year. A review of the 2017 Trails Operating Plans indicated that co-operation with the Public Works will be required for chips and heavy equipment projects. Terry confirmed that a draft work order form would facilitate requests for work on the trail. We expect the operating procedures for trails will be similar to the past year.</p> <p>The 2017 Trails Project Proposals was reviewed and it was agreed that several members of the panel would sit down with the Director to discuss the 10 points presented, to finalize the action. It was noted that wood chips were desired for several locations, specifically the Nalon Rd, Hetu Subdivision, Riverside Loop, and that approval had been obtained from the developer to cross a building lot with up to 4 loads of chips while the ground was hard.</p>
	<p><u>Compact Urban Forest Management Plan</u></p> <p>The Compact Urban Forest Management Plan was reviewed. It is not finished, as the appendices are not yet completed. Suggestions were offered for amendments of the plan. As the Director of Public Works was unable to attend, there was limited discussion on the eleven 2017 Project Proposals submitted. The need to start soon on the location of 30 potential tree locations and details of proposed planting times was stated. A meeting with Director of PW will address the proposals in more detail. The fact that the committee had stated to Council that it could not recommend further tree planting until there was a guarantee that the Town had the facilities to water newly and recently planted trees. The fact was noted that the Town now has a functioning water tank for truck mounting.</p>
10	<p>UPDATE ON TREES</p>

11	DISCUSSION OF ADDITIONAL ITEMS	
12	NEXT MEETING	
	The Panel members agreed to meet monthly on the 4 th Thursday of each month, 9:00 AM at the Public Works Boardroom.	
13	ADJOURNMENT	
	Meeting adjourned at 11:00 AM.	
	Chair, Peter Murray	Secretary, Doug Bickerton