

# The Corporation of the City of Kenora

## By-law Number 9 - 2015

### A By-law to Establish Terms of Reference for the Urban Recreational Trails Committee of Council

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Whereas the Council of the City of Kenora deems it necessary and expedient to establish Terms of Reference for the Kenora Urban Trails Committee;

Now Therefore the Council of the Corporation of the City of Kenora hereby enacts as follows:-

#### **Background:**

The Kenora Urban Recreational Trails Committee was originally formed through the Kenora Health Providers in October, 2005. This is a volunteer committee of interested citizens and staff of the City of Kenora which provides knowledge and advice to the Council of the City of Kenora regarding trail development, maintenance, promotion and signage.

Since October, 2005, the Kenora Urban Trails Committee has worked on the development, maintenance, promotion and signage of urban recreational trails which were originally identified in the 2003 Kenora Trail Study: *The Development of an Urban Trail Concept for the City of Kenora*. That Study identified existing trail networks within the City and recommended that the City further develop these trails.

The necessity for trail development in the community has been further identified by the City of Kenora through its Economic Development Plan (2009), the Tourism Strategy (2008), The Economic Recovery and Diversification Strategy (2008) the Kenora Community Strategy (April 2009) and the Waterfront Development Guidelines (2009), Beaches, Parks & Trails Development Report (Sept. 2010) and the City of Kenora Official Plan (2014).

These policy documents indicate the importance of trail development to the community and will be used to guide the work of the Committee.

#### **1.0 Purpose of the Committee:**

The purpose of the Kenora Urban Recreational Trails Committee is to develop, maintain, and promote Kenora's existing and proposed urban trails.

The Committee will direct its efforts by:

- Maintaining existing urban recreational trails to trails standard established by the Committee
- Identifying and developing potential new urban recreational trails in the community
- Promoting the Kenora urban recreational trails through signage, maps, brochures and other promotional tools with partners

The Committee will work collaboratively with the City of Kenora, the Lake of the Woods Economic Development Commission, Tourism Committee, Friends of Trails, and other key business and community stakeholders and members of the community.

## **2.0 Roles and Responsibilities of the Committee:**

2.1 To provide advice and recommendations with respect to the development of urban non-motorized recreational trails within the City of Kenora.

2.2 To work in collaborative partnership with the City of Kenora with respect to all matters concerning urban recreational trails.

2.3 To work in partnership with the Friends of the Trails to ensure that the urban recreational trails are maintained and to ensure their participation in decisions regarding the development of the Trails.

2.4 To seek out partnerships and funding opportunities for urban recreational trail development.

2.5 To ensure City of Kenora Official Urban Recreational Trails meet the criteria set forth to designate it as an Official City of Kenora Trail.

To become an official trail the following criteria must be met:

- The land is dedicated to trail use
- The trail is mapped
- The trail is signed
- The trail must be on municipal property or formal lease, joint use agreement or reciprocal agreements must be in place
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2.6 To promote the Urban Recreational Trail systems through a Trail Brochure or other media promotional campaigns.

2.7 To ensure uniform signage, which includes Gateway Signage, Way-Finding Signage, Directional Signage and Historical Signage is developed at all urban recreational trails.

## **3.0 Committee Membership:**

3.1 The Kenora Urban Recreational Trails Committee shall consist of a maximum of 1 members appointed by Council and shall include:

- One (1) member of Council
- One (1) representative from the Northwestern Health Unit
- One (1) representative from the Kenora Association for Community Living
- Five (5) Community members-at-large
- One (1) City Staff Person, overseeing Parks Operations (non voting member)

The Mayor of the City of Kenora is an ex-officio member and has full voting privileges. Other City of Kenora resource staff (Tourism Development Officer and Engineering Staff) may be requested to provide support for the Committee as required.

3.2 Members shall be appointed for a term concurrent with the term of Council. Upon expiry of a Member's term of appointment, the member may be re-appointed for an additional term by Council.

3.3 Community members-at-large will generally be residents or taxpayers in the City of Kenora.

3.4 A Chair will be elected by majority vote among the members at the first meeting of each calendar year.

#### **4.0 Meetings:**

4.1 Kenora Urban Recreational Trail Committee shall meet on a regularly scheduled date, to be determined by the Committee. All meetings of the Kenora Urban Recreational Trail Committee are open to the public.

4.2 Quorum for a meeting of the Kenora Urban Recreational Trail Committee will be when four voting members are present at the meeting.

4.3 All recommendations to Council by the Kenora Urban Recreational Trail Committee will be determined by a majority of the voting members present at the meeting.

4.4 The Kenora Urban Recreational Trail Committee shall establish "Friends of" each trail. "Friends of" shall include non-committee members.

#### **5.0 Declaration of Pecuniary Interest:**

5.1 Members of the Committee shall be governed by the applicable legislation pertaining to conflict of interest as it applies to Municipal governments in the Province of Ontario.

#### **6.0 Financing:**

6.1 Members of the Kenora Urban Recreational Trails Committee will receive no remuneration for their involvement in Kenora Urban Recreational Trails Committee activities.

6.2 Financial support for the Kenora Urban Recreational Trails Committee will be reviewed annually, as part of the City of Kenora operating budget process. Additional, special project funding requests may be submitted for consideration as part of the City of Kenora capital budget process.

#### **7.0 Communications & Reporting:**

7.1 The Kenora Urban Recreational Trails Committee is an Advisory Committee established by Council and will report directly to Council. Kenora Urban Recreational Trails Committee meeting minutes will be submitted to the Council of the City of Kenora.

7.2 The Kenora Urban Recreational Trails Committee will liaise with the Parks Department or designate on matters relating to trail development.

7.3 The Kenora Urban Recreational Trails Committee Chair or designate will be responsible for all formal communications about the work of the Committee.

**8.0 Staff Liason & Support Services:**

8.1 Administrative support may be provided by the City's Planning and Operations Department, which includes Parks, Roads, Planning and Engineering.

8.2 Further support may be provided by the Lake of the Woods Economic Development Commission and Tourism.

**9.0 Commencement**

That Bylaw Number 12-2010 be hereby repealed.

That this by-law shall take effect and come into force upon third and final reading.

**BY-LAW read a First and Second Time this 20<sup>th</sup> day of January, 2015.**

**BY-LAW read Third and Final Time this 20<sup>th</sup> day of January, 2015.**

**The Corporation of the City of Kenora:-**

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**David S. Canfield, Mayor**

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**Heather Kasprick, City Clerk**