

**Kawartha Highlands Signature Site Park
Management Advisory Board Meeting**
Monday March 29, 2004 – Peterborough

Meeting Summary – Approved

PRESENT:

Kim Dunford	Kathy Reid	Nancy Wilson (MNR)
Janice Griffith	Murray Kidd	Tom Simpson (MNR)
Dana Dvorak	Wendy Sue Lyttle	Pam Lawrence (MNR)
Tom Flynn	Don LaCombe	
Wally Hobbs	Lorne Sellick	

REGRETS:

John Marsh (in Chile)

GUESTS:

Dave Coulas (Kawartha Highlands Signature Site Park Superintendent)

Monique Rolf von den Baumen-Clarke (Bancroft District Manager)

John Immerseel (Southeast Parks Zone Manager)

Township of North Kawartha

Member of the Stakeholder Groups of the Kawartha Highlands

Meeting called to order at 5:10 pm.

Introduction of new Park Superintendent

- Introduction of the new Park Superintendent, David Coulas. David's former position was Project Lead/Park Superintendent of the Spanish River Valley Signature Site. He has held this position since November 2001. David holds a Forestry Technician Diploma and a Fish and Wildlife Diploma obtained from Sault College of Applied Arts and Technology.
- Positions held by David consist of the following:
 - Algonquin Provincial Park – Ontario Provincial Park Warden
 - Federal Fisheries Officer
 - Lake Superior Provincial Park – Park Operations Technician
 - Windy Lake, Fairbank Provincial Park – Assistant Park Superintendent
 - Ministry of Forests in Mackenzie, British Columbia, 1996 – District Compliance Coordinator
 - 1997 – Windy Lake – Park Superintendent
- Dave will begin his new duties as Park Superintendent on May 3, 2004 and is looking forward to working with the diversity of the group represented in the room.
- Dave welcomed on behalf of the Board.

Introduction of Guest Topic

Over a period of the last month or two, the Ministry of Natural Resources (MNR) has been receiving letters and telephone calls regarding concerns about communications and how the KHSS Park process is unfolding. The input that we have received indicates that the general public wants to be involved in this process. We need to be responsive to this and look at how we can most adequately address this concern.

MNR attended a meeting held by the Stakeholder Groups of the Kawartha Highlands (SGKH). This group's biggest concern was communication and a need for more openness throughout the process. MNR expressed that it was important for the Township of North Kawartha and the Stakeholder Groups of the Kawartha Highlands to speak for themselves, thus they were invited to speak directly to the Board regarding their concerns.

Reeve, Township of North Kawartha

- Concerns regarding the Management Advisory Board (MAB) current undertakings; if people don't hear about what is going on, they start to be concerned that secret processes are being undertaken.
- Representation issue – two members of North Kawartha Council on the Local Stakeholder Committee (LSC), no representation from Galway, Cavendish and Harvey Council. Reverse for Board representation. Representation needs to be balanced between townships.
- Board meetings should be open to the public.
- A number of operational concerns of the township were raised; for example, emergency response, waste management, etc.
- Township of North Kawartha holding an open house on May 29th and KHSSP is one of the topics being discussed.
- Thank you to MNR for the invitation. *(Full presentation was provided to all MAB members)*

Co-chair, Stakeholder Groups of the Kawartha Highlands

- SGKH would like to offer assistance to the MAB in any way that they can, i.e. use of Website, email distribution lists, cottage associations, townships, etc.
- Would be happy to assist in the establishment of a FRIENDS Group.
- Want to work openly and establish two-way communication.
- Asked that Board meetings be open to public.
- Summary of concerns were submitted by correspondence to MNR *(from SGKH dated March 16 & 17, 2004, copies provided at meeting)*

Guests were thanked for coming on behalf of the Board. A good communications plan needs to be established and this is what the MAB is currently working on. Open versus closed meetings will be discussed further. Board needs to follow MNR's policies and procedures as well.

It was noted that the Board's Newsletter, which was sent out in Jan. 2004, was designed to inform the public of what the MAB was currently working on - apparently people haven't read it. The MAB is trying to establish communication plans now – communication and transparency is a priority. The Board is not in the Management Planning process at this point, when they are opportunities for open meetings will be part of the process.

MOTION: That the Board receive the presentations of delegations.

Mover: Kathy Reid

Secunder: Wendy Lyttle

MOTION: To amend previous motion to: “The Board receive the presentations of delegations with a view to responding to questions, concerns and offers of assistance.”

Mover: Kathy Reid

Secunder: Wendy Lyttle

Carried.

Open Meeting Discussion:

There was much discussion between members regarding this topic which covered the range of pros and cons. This had already been discussed at one of the first meetings where it was agreed that the Board working meetings would not be open to the public – the reason was to ensure that open and frank discussions could take place and not be misinterpreted and so that the Board could make the most of the time spent at meetings. MNR just wished to ensure that the decision to hold closed meetings was a choice of the Board and that members did not feel that they were directed to have closed meetings. MNR will support the Board’s decision on this. There was significant concern raised regarding the way that the two speakers were brought to the meeting without the prior knowledge of members. **ACTION: Board to determine policy on how they will entertain delegation requests in the future.**

There was not sufficient support from MAB members to reverse the previous decision regarding closed board meetings. In the future, the Board could consider having a special meeting where delegations could come to speak and MAB to listen, but this will require further discussion when developing the delegation policy. MAB will embrace open meetings when there is concrete information available for the public to review (open house format).

The two items to take from both presentations are that communications are extremely important in ensuring transparency of process (MAB agrees and is working to define this) and that there is a desire to assist MAB in undertakings. There are obvious operational concerns regarding this upcoming summer season that need attention sooner than later.

Review and Approval of Meeting Summary (February 23, 2004)

Summary was reviewed by group and two changes were identified for the draft. The park planner’s course was scheduled for 2005. Incorporate the “further definition of “roads and trails” in the meeting summary.

MOTION: To approve the Meeting Summary as accurate reflection of February 23rd meeting with changes incorporated.

Mover: Murray

Secunder: Wally

Carried.

Review of Action Items from February 23rd meeting

- **Chair to call and set up a meeting for the Board to meet with the Minister.**
- **MNR to provide a simple timeline graphic depiction of how we anticipate things unfolding so MAB has greater clarity of the processes underway.**
- **All members to review the Terms of Reference section (B1-B6) of the Park Management Planning Manual. *This topic was postponed to a future meeting date.***
- **Member of the Board will put Communication Strategy thoughts down on paper and send to MNR for distribution by e-mail. Project staff will prepare a chart for Board members to start to fill in some messages that are apparent from your unique perspectives for the next meeting.**
- **MNR to prepare a draft response for the letters received for review by the Board**
- **MNR to copy handout “Research Strategy/Agenda” to share with members at next meeting.**
- **Board request of definition of a “road” and “trail”.**

MNR Updates:

- **Masters Student’s Poster Assignment** - Identifying and Assessing Public/Citizen Participation as a Planning Method – Case Study: KHSS – Guelph University . MNR brought as an item of interest for the Board to review.
- **Regulation Process:** Comment period has ended, all members were provided with copies of original submissions by mail. MNR has summarized these comments and would like to have Board comments regarding these recommended changes.

MNR met with the **Kawartha Nishnawbe on March 9th** and provided an overview of what has happened in the past 3 years, what was currently happening and what will happen in the future regarding management planning. No specific comments regarding the regulation process that we are currently in, but were very interested in participating with the management planning process in some capacity. They are pleased with the protected area decision which means no further disposition or development of Crown land and the prevention of industrial activities.

MNR is still trying to contact **Curve Lake First Nation** to set up a meeting time with them. Important to work with aboriginal communities to ensure their perspective is included in future plans.

Once all the public and aboriginal comments have been considered, any final boundary adjustments will be completed by the Surveyor General. A notification is provided to the forest company to provide the final boundary which will be removed from their area of harvesting. A regulations package is prepared and a number of approval levels are required.

- **Senior Operations Technician interviews** are being held on April 7th.
- **Land Use Atlas now Live** – Included in the information packages provided today is a copy of the policy direction for the Kawartha Highlands Signature Site Park. These charts were updated to include direction from the new legislation and the Charter and provide the source direction of policies for the area. This may be very valuable for the MAB to refer to when questions arise. Also, you can refer others to this website link: www.crownlanduseatlas.mnr.gov.on.ca
- **Roads and trails:** New map of roads and trails. Trail mapping is coming to a temporary end due to conditions – we are between snowmobile and ATV conditions. In March we lost snow in the south end of the Park while the north was still quite good and this is the area

where mapping was focussed. Some problems with GPS units still exist. One has been returned to the company for repair. Hope to map more trails before leafout occurs as it is unknown whether the GPS units will pickup satellite signals once that occurs.

- **Kiosks:** Stalled at the last minute due to suggested changes prior to receiving parks approval. One of the changes is safety related in the design – roof braces may be too low. We were not able to make changes before the budget year end, but money will be available to complete these in new fiscal year (which begins April 1). **Board members expressed concern about whether the Kiosks would be able to be built and installed prior to the summer season (July & August) to ensure this avenue for stewardship messages.** This is still possible, new senior technician will have this task.

Management Advisory Board – Communications Plan

The Board worked to identify communication messages that should be undertaken to deal with the immediate tourist season and what the best vehicles would be for each message. Matrix was sketched out and messages were prioritized.

ACTION: MNR will ensure this work is compiled on the matrix table and flush out the wording a bit more. MNR to e-mail the chart to members to review.

Communication vehicles were discussed and included (but were not limited to) the following:

Visitor Card – Q & A

- Address visitor expectations (common questions to be addressed). Start of visitor arrivals.

MAB Newsletter – June 2004

- Bulk mailing or delivery to major stakeholders, i.e. municipalities, cottager associations, etc.

MAB Website

This is possible and would mean more timely posting of meeting summaries and other information the Board would like to get out. Discussion regarding website designers.

For distribution of electronic communications, it was felt that the Board should consider using distribution lists that are being offered or determining if access to other lists is possible.

Need to have this completed soon.

Signage/Kiosks

- Perfect for messaging on stewardship, ethics, respecting private property.
- Maps showing campsite locations, private property, access & parking

Parks Tabloid

- Each member received a copy of the Frontenac PP tabloid. All operating parks produce this document yearly and this is paid for through advertising. Discussion led to the conclusion that perhaps it might be perceived as advertising if undertaken this year. Some of the messages could be used in other communication vehicles. Perhaps this could be looked at again for next year. See if it would be desirable and useful at that point.

Other Business/Questions:

Campsite Reservations

- Can the Board do something as far as campsite reservation system in the interim? Raise this as a question. How to administer, how to enforce? Caution was indicated, as the Board needs to make sure that the Management Planning has been well thought out before this is implemented. Do not want to rush into this issue.

Interim Management Statement

- The development of an interim management statement for the area was raised with Ontario Parks . This could be started immediately and operational issues are things that the Superintendent can begin to discuss with the municipalities. The Superintendent will begin working on emergency response, fire, medical, policing, etc.
- Reminder that one of the main purposes of the Charter was to: “provide interim direction for the management of the recommended park until such time as the area can be protected under legislation and a management plan approved.”

Next Meeting

Next Meeting: Monday May 3, 2004

Time: 4:00 – 9:00

Location: Best Western Otonabee Inn, Peterborough

MOTION: To adjourn meeting at 9:21 p.m.

Mover: Kathy Reid

Seconder: Wendy Lyttle

Carried.