

Kawartha Highlands Signature Site Park
Management Advisory Board Meeting
Monday, September 27, 2011

Approved Minutes of the Meeting of September 27, 2011

Present

Management Advisory Board

Kim Dunford / Chair
Ted Spence
Tom Cole

Wendy Sue Lyttle
Heather Brooks-Hill
Murray Kidd

Hazel Lambe

Ontario Parks

David Coulas – Superintendent
Kim Harris – GIS Database Technician
Travis Cameron – Park Biologist
Sheri Cruickshank – A/Senior Park Clerk
Tyler Speck – A/Operations Technician

Regrets

Julia Madden – Vice Chair, Management Advisory Board

Chair called the meeting to order at: 4:16 pm

Review and approval of meeting agenda.

Motion: To receive meeting agenda.

Moved: Heather Brooks-Hill

Seconded: Wendy Sue Lyttle

Motion carried:

Review of Meeting Summary (June 7, 2010).

Motion: To receive meeting summary as an accurate reflection of the meeting held on June 7, 2010.

Moved: Ted Spence

Seconded: Heather Brooks-Hill

Motion carried.

The committee agreed that future meetings include action items be identified in the meeting summary and addressed at future meetings as to the status of the action.

Declaration of any Conflict of Interest.

None declared.

Chair Update:

- The chair thanks those members of the Management Advisory Board who met with the Minister of Natural Resources at the Cavendish Ratepayers' Association meeting
- The Minister spoke very positively about the park, the Management Advisory Board members, and was very informed
- A note was sent to the Minister following the meeting

ACTION ITEM: A copy of the note will be sent by e-mail to the full Management Advisory Board members.

- The Chair indicated that the proposed recommendation to send a letter to the Minister introducing the Management Advisory Board members and to request a meeting was not sent due to the conclusion of redundancy following above mentioned meeting.

Motion: To receive the chair's update.

Moved: Heather Brooks-Hill

Seconded: Murray Kidd

Motion carried.

Superintendent Update:

- Thank you to the Management Advisory Board members for accommodating the change in meeting date to enable the introduction of the new assistant superintendent as well as the superintendent's replacement. Unfortunately the assistant superintendent was unable to attend due to a previously booked re-certification and sends his apologies and the superintendent's replacement has not been determined at the time of this meeting.
- He provided an explanation on the temporary assignment that he has accepted and will be away for 6 months and then returning to his role as Superintendent for the Park.
- He plans to attend the OFAH, Stakeholder Group (November 18 meeting). The sale of the Baldwin Bay Marina was discussed as a agenda item.
- Park Operations Technician is on an acting position with the reservation system in Peterborough returning October 10. Tyler Speck is backfilling in that position presently.
- Had two Summer Experience Program (student) positions this summer – one younger which we are able to keep for a couple of years
- Clerk position is still outstanding. We are not moving forward with a full-time clerk and plans are to run a competition to fill the position by this fall
- Accomplished the completion of the Bottle Lake parking lot
- Long Lake campsite closure was another accomplishment and was done with assistance from the cottagers
- Lands Management is working to realign renewals for Land Use Permits
- Biologist is working on the science piece and building and retaining partnerships on the science side
- Superintendent met with townships and cottage associations this summer. It is evident that people know the Park Management Plan is in place and are anxious to get the park operational
- Next year we will have two park warden positions starting with us. Their core work will be to educate the public and they will carrying authority to charge and seize
- Discussion around Baldwin Bay Marina (current owners want to retire) and the Cavendish Ratepayers' Association meeting held in August.
- The Minister's visit to our office was timely and we had a chance to talk about park, our Business Plan, and the commitments that need to be met. We talked about the Management Advisory Board (she may meet with the board later in the fall)
- Question from board member regarding composting toilets and if the public was respecting the facilities? The Operations Technician indicated there are no big issues so far and the small issue with lock at Long Lake location has been addressed.

- Question from a board member with regard to the status of Board member vacancies as well as attendance. We were advised that one member has resigned due to a change in work life and that candidates were being considered for the two other vacancies. We will probably see these filled soon as the Minister wants to fill these quickly.
- Question from a board member addressed what the Management Advisory Board's role is moving forward. It's September and the park opens in May so what does the Management Advisory Board do now? We were advised that the Board has been asked to identify their ideas and other priority pieces (reservation, advertising and marketing) and that it's a question that the Board and staff have to work towards together. Reservation rules need to be determined (i.e. length of time that one can camp on a site (23 days/site) and a 3 day mandatory stay to prevent booking site for the whole summer with intent to use only on a Saturday and Sunday). There is a need to look at the possibility of closing sites on lakes that are adjacent to access point so cannot take coolers, power boats, radios, etc.

ACTION ITEM: Management Advisory Board to identify ideas for their role and work with the staff toward fulfilling them. To be an agenda item at next meeting.

- Question from board member – Can we reactivate Subcommittees (i.e. Ecological Integrity Subcommittee)? Answer: This idea is supported by the superintendent because the value is tremendous

ACTION ITEM: Biologist to obtain some background information on the Ecological Integrity Subcommittee so he can present at the next meeting.

- Question from board member related to how we make the board more action oriented with tasks assigned? The chair sees the role in helping with operational needs (i.e. issues around boat permitting, assist to resolve it; issues around trails, assist to resolve it; allowable number of members per recreation camp; limits on visitors; number of allowable ATV permits per recreation camp etc. The superintendent indicated that the board is not operational and a large part of our work right now is operational. The Board can assist with decisions on how we will permit ATV's, the fee structure for ATV's, day use hunting, ideas for identifying guests. Also he see the Board working on Terms of Reference and suggestions for bringing recreation camp representatives together on an annual basis for ½ day meeting per year.

ACTION ITEM: Advisory board to do some research and come back with recommendations on how we could permit ATV's / what fees to charge for ATV permits.

ACTION ITEM: Advisory board would like a list to go out with the Agenda of what needs to be addressed and the direction needs to come from Ontario Parks.

- Question from board member dealt with if the Park was going to be generating enough revenue to support the protection? It was indicated that the park was not developed to generate revenue but that it does generate the opportunity to talk about potential revenue from a science perspective

Motion: To receive the superintendent's update.

Moved: Murray Kidd

Seconded: Heather Brooks-Hill

Motion carried.

Staff Update

- Roads and Trails Appeal – presentation of appeals GIS Database Technician and recommendations by Management Advisory Board
- NOTE: Management Advisory Board members declared a conflict of interest, on an individual basis, for those appeals in which they knew the appellant or where they knew details regarding the trail.
 1. **Motion:** To approve Trail Appeal # 1
Mover: Kim Dunford
Seconded: Heather Brooks-Hill
Motion carried.
 2. **Motion:** To approve Trail Appeal # 2
Moved: Wendy Sue Lyttle
Seconded: Murray Kidd
Motion carried.
 3. **Motion:** To approve Trail Appeal # 3
Moved: Murray Kidd
Seconded: Tom Cole
Motion carried.
 4. **Motion:** To approve Trail Appeal # 4
Moved: Tom Cole
Seconded: Wendy Sue Lyttle
Motion carried.
 5. **Motion:** To approve Trail Appeal # 5
Moved: Hazel Lambe
Seconded: Wendy Sue Lyttle
Motion carried.
 6. **Motion:** To approve Trail Appeal # 6
Moved: Murray Kidd
Seconded: Ted Spence
Motion carried.
 7. **Motion:** To approve Trail Appeal # 7
Moved: Wendy Sue Lyttle
Seconded: Tom Cole
Motion carried.
 8. **Motion:** To approve Trail Appeal # 8
Moved: Ted Spence
Seconded: Hazel Lambe
Motion carried.
 9. **Motion:** To approve Trail Appeal # 9
Moved: Hazel Lambe
Seconded: Wendy Sue Lyttle
Motion carried.
 10. **Motion:** To approve Trail Appeal # 10
Moved: Ted Spence
Seconded: Wendy Sue Lyttle
Motion carried.
 11. **Motion:** To approve Trail Appeal # 11 with a request to “re-map top location to bog”
Moved: Tom Cole
Seconded: Wendy Sue Lyttle
Motion carried.

ACTION ITEM: Updated mapping to be presented by the GIS Database Technician regarding Trail Appeal # 11 at the next Management Advisory Board meeting.

12. **Motion:** To defer Trail Appeal # 12
Moved: Ted Spence
Seconded: Tom Cole
Motion carried.

ACTION ITEM: More information to be presented by the GIS Database Technician regarding Trail Appeal # 12 at the next Management Advisory Board meeting.

13. **Motion:** To defer Trail Appeal # 13
Moved: Wendy Sue Lyttle
Seconded: Murray Kidd
Motion carried.

ACTION ITEM: Updated mapping to be presented by the GIS Database Technician regarding Trail Appeal # 13 at the next Management Advisory Board meeting.

14. **Motion:** To approve the northern 1/3 only with remapping completed and to decline the southern 2/3 of Trail Appeal # 14 (on the basis of terrain, accessibility not fitting criterion and geographic access)
Moved: Ted Spence
Seconded: Wendy Sue Lyttle
Motion carried.
15. **Motion:** To defer Trail Appeal # 15
Moved: Wendy Sue Lyttle
Seconded: Ted Spence
Motion carried.

ACTION ITEM: More information to be presented by the GIS Database Technician regarding Trail Appeal # 15 at the next Management Advisory Board meeting.

16. **Motion:** To approve part of the Trail Appeal # 16
Moved: Ted Spence
Seconded: Murray Kidd
Motion carried.

ACTION ITEM: More information to be presented by the GIS Database Technician regarding remaining portion of Trail Appeal # 16 at the next Management Advisory Board meeting.

17. **Motion:** To defer Trail Appeal # 17
Moved: Tom Cole
Seconded: Wendy Sue Lyttle
Motion carried.

ACTION ITEM: More information to be presented by the GIS Database Technician regarding Trail Appeal # 17 at the next Management Advisory Board meeting.

18. **Motion:** To defer Trail Appeal # 18
Moved: Ted Spence

Seconded: Wendy Sue Lyttle
Motion carried.

ACTION ITEM: More information to be presented by the GIS Database Technician regarding Trail Appeal # 18 at the next Management Advisory Board meeting specifically with regard to Management Plan and access to fishing using motorized vehicles.

- 19. **Motion:** To deny Trail Appeal # 19
Moved: Tom Cole
Seconded: Murray Kidd
Motion carried.
- 20. **Motion:** To deny Trail Appeal # 20
Moved: Murray Kidd
Seconded: Wendy Sue Lyttle
Motion carried.
- 21. **Motion:** To defer Trail Appeal # 21
Moved: Wendy Sue Lyttle
Seconded: Ted Spence
Motion carried.

ACTION ITEM: More information to be presented by the GIS Database Technician regarding Trail Appeal # 21 at the next Management Advisory Board meeting.

- 22. **Motion:** To approve Trail Appeal # 22
Moved: Murray Kidd
Seconded: Ted Spence
Motion carried.
- 23. No motion needed because the individual withdrew the appeal.
- 24. **Motion:** To approve Trail Appeal # 24
Moved: Tom Cole
Seconded: Wendy Sue Lyttle
Motion carried.
- 25. **Motion:** To approve Trail Appeal # 25
Moved: Wendy Sue Lyttle
Seconded: Murray Kidd
Motion carried.
- 26. **Motion:** To approve Trail Appeal # 26
Moved: Hazel Lambe
Seconded: Murray Kidd
Motion carried.
- 27. **Motion:** To approve Trail Appeal #27
Moved: Tom Cole
Seconded: Wendy Sue Lyttle
Motion carried.
- 28. **Motion:** To approve Trail Appeal # 28
Moved: Murray Kidd
Seconded: Wendy Sue Lyttle
Motion carried.

Round Table Updates:

- Article on capturing flying squirrels in Kawartha Highlands Signature Site Park was circulated
- A Board member complimented the park biologist appreciating the work being done for the ecological integrity with turtles
- Praise for water quality on the lake
- A compliment was received by board member and passed on indicating appreciation of the work done on Beaver Lake Road parking lot

New Business:

Action Items that came out of this topic:

- Request for discussion on the use of gates in the future – Timeline TBD
- Review Terms of Reference – needs to be handed out, reviewed and updated – request to include this for next meeting. To be an agenda item for November 29th meeting.
- November 29 = next meeting

Motion: To adjourn.

Moved: Tom Cole

Seconded: Wendy Sue Lyttle

Motion carried.

Adjourned: 8:40 pm