



# CATARAQUI TRAIL MANAGEMENT BOARD

## MINUTES

**From the meeting held in the Boardroom at the Administration Office of the Cataraqui Region Conservation Authority at 7:10 pm on Thursday, March 26, 2015.**

**Members present:** Doug Good (Chair), Jim Hase (Vice-Chair), Graeme McDonald (Secretary), Bob Cavanagh (Treasurer), Jeremy Statham, Linda Carr, Allen Brown, Paul Rappell, Norm Ruttan, Pat McNamee, Jeff Holtz, Rich Ludlow, Doug Davison, Kent Mainse, Robert Charest, John McDougall, Dawn Quinn, Doug Weese and Don Coulter.

**CRCA Staff present:** Steve Knechtel (General Manager & Secretary/Treasurer) and Rob Gerritsen (Conservation Lands Coordinator).

**Visitors present:** Bill Lane (trail maintenance volunteer)

**Regrets:** Ross Sutherland

- 1. Meeting was called to order at 7:10 PM.**
- 2. Introduction of CTMB members, CRCA staff & visitor.**
- 3. Approval of agenda and declaration of conflict of interest.**

The following corrections were made to the agenda:

- Approval of Minutes from the CTMB Feb 26<sup>th</sup>, 2015 meeting. (Date correction)
- Next meeting 7PM, April 23, 2015 at CRCA offices...(Date correction)

The following additions were made to the agenda:

- Handling of correspondence regarding cycling. (Paul R)
- A float/display for community events. (Linda C)
- Recognition for Marty Burke. (Linda C)
- Google (street-view mapping) communications. (Allen B)

**Motion to approve the agenda as amended was made by Paul Rappell and seconded by Pat McNamee - Motion Carried**

There was no declaration of conflict of interest.

- 4. Confirming of minutes of the Feb 26, 2015 Management Board Meeting.**

Correction: cost of the trail information & brochure boxes is \$16, not \$40 as recorded in Minutes.

**Motion to approve Minutes as amended was made by Paul Rappell, seconded by Pat McNamee - Motion carried.**

- 6. Report of Committees**

**-Executive Committee** had not met.

**-Finance Committee.** Financial statements for Jan & Feb 2015 were presented by Bob Cavanagh. The main expenses incurred were property taxes. The \$3,000 outstanding amount owing from the previous year to South Frontenac Township was paid out in Jan. There were some CRCA staff costs included on the Feb statement which Steve Knechtel reported had been mistakenly charged to the account and would be corrected with the funds reallocated to the CTMB account.

**Acceptance of the financial report with the corrected expenses and balance was moved by Doug Weese and seconded by Doug Davison – Motion carried.**

**-Trail Development and Maintenance Committee (CTDC).** At a meeting of the CTDC earlier that evening, Pat McNamee was elected Chair and Don Coulter as Secretary. A recommendation was received from the CTDC based on the following motion they had passed earlier that day:

Moved at the CTMB meeting by Don Coulter, seconded by Allen Brown:

**“That the CRCA and CTMB pursue consultation with Rideau Lakes Township, Parks Canada and community members with regard to concerns about local impacts of the Chaffey’s Lock swing bridge construction project, as well as its potential impacts and implications to the Cataraqui Trail.”**

A lengthy discussion ensued regarding the safety, liability and logistical issues involved around the feasibility of personal vehicles on the trail bridge to bypass the lengthy detours prescribed by Parks Canada. **The motion was defeated by a majority of hands.** The consensus was that the CTMB should not permit the use of motorized vehicles on the bridge in keeping with the Management Plan for the property.

**Rob Gerritsen was requested to take the mutually held concerns of the CTMB and CRCA to the various parties involved** in the Chaffey’s Lock’s bridge re-construction project.. He was furthermore directed to take any and all appropriate matters to protect the trail and the bridge from unauthorized use for the duration of the project as well as to seek cost recovery for same.

The trail gates are to be closed on April 11<sup>th</sup>, officially bringing the snowmobile season to a close. Staff would upon confirmation of intent from the two snowmobile clubs involved in this activity prepare and issue a public service announcement. **Don Coulter said he has a copy of the agreements for trail use with both of the snowmobile clubs and will forward those electronically to the CTMB.**

#### **-Membership, Marketing and Promotions Committee.**

Kingston Family Cycling Festival (June 14) - Paul Rappell stated that this is something we were at last year and recommends we participate again this year. **Paul will contact Josee Gunville to see if she can attend on behalf of the CTMB.**

Opinicon Fundraising Dinner (June 19) - The date is confirmed and **Linda is continuing to put details together with the chef and new owners.**

Bike & Hike (Aug. 29) – The hall is booked for the event. The call was put out for a new Chair for the event’s organizing committee so far comprised of Allen Brown and Jeremy Statham. Jeremy stated he would serve on the committee again to help where he could in advance but might well be away camping that weekend. **This sub committee requires a Chair and more volunteers.**

Sydenham Canada Day (July 1) – Jim Hase said we’ve been asked if we want to be in Sydenham to publicize the trail to the public on Canada Day. After some discussion, it was agreed that the trail has sufficient visibility going through a well travelled area of town with the large sign and trail map visible.

Spring Fling Running Thing (April 19) – Dawn reported that this event is confirmed and that they are planning to use the trail. Steve said that we have received the official request for trail use and we are just waiting on the insurance paperwork from the organizers.

Sydenham Lakeside Run (July 12) – Jim reported that there is, as of yet, no official request from the organizers from the event but that they are usually late to the table and he still expects we’ll receive the request last minute.

Sydenham Fall Trail Run (Oct 25?) – We have not received the official request along with the confirmed date. In years past we received a donation from the event, but this did not happen last year. Jim said the event is confirmed to run this year again and that it has always been well organized.

Veterans’ Ride (Aug 21-26?) – Doug Good reported that he has been told the riders plan to arrive in Kingston on Aug 23<sup>rd</sup>, leaving the next day (24<sup>th</sup>) potentially for Harrowsmith and then on towards Smiths Falls arriving on Aug 26<sup>th</sup>. We have provided them with a map of the trail for their consideration and await confirmation of their plans.

Rideau Paddlefest (?) – This was brought up as a potential opportunity for increasing trail visibility. Doug Good said he feels the Paddlefest has nothing to do with trail use and recommended we not invest the time.

Smiths Falls Home & Living Expo (May 2-3) – **Dawn said that she will be taking Cat Trail brochures and a display if we can provide one to her. Rob G said he would bring the sidewalk (sandwich boards) displays to the April CTMB meeting** for Dawn to take with her for better visibility at the Expo.

The Chair then discussed the idea of having the May & June meetings at Cat Trail locations in conjunction with possible trail tours and events. One such event might be to have a ribbon cutting ceremony for the May meeting on the trail around Portland with OMYA Inc who donated 600 tonnes of crushed marble and Terry French Construction, the company that spread the material and did the resurfacing. This would be an opportunity to have an event with our supporters and the media and to do some promoting of the Cat Trail.

South Frontenac Rides (June 7) - John MacDougall announced that S.Front Township is putting together a cycling event and may request to incorporate the Cat Trail into part of the route. He also suggested this would be an opportunity to promote the trail and set up a display with brochures.

**-Communications Committee.** Jim Hase had draft versions of the Spring 2015 Cat Trail Newsletter for review and announced that he would like to go to print the following day with the mail-out happening the following week. The mail-out would include the 250-300 donors from the past few years, about half of which would be by email and half by post. The Chair expressed the CTMB's thanks to Jim, Jeremy and Krista for putting the newsletter together.

#### 7. CTMB Committees Membership

Rob G did a run through of the committees and the members serving on them:

-Executive: Doug Good, Jim Hase, Graeme McDonald and, Bob Cavanagh (4)

-Finance: Bob Cavanagh (1)

-CTDC: Pat McNamee, Don Coulter, Doug Good, Allen Brown, Jim Hase, Doug Weese and Dieter Eberhardt (7)

-Membership, Marketing & Promotions: Paul Rappell, Norm Ruttan, Jim Hase, John MacDougall, Linda Carr, Graeme McDonald and Doug Good (7)

-Communications: Allen Brown, Bob Cavanagh and Graeme McDonald (3)

**Moved by Kent Mainse and seconded by Jeremy Statham to ratify the committees and their members – Motion passed.**

**Rob G pointed out the need to have someone join Bob on finance to assist him if required and also to have someone up to speed on the books as a backup.**

#### 8. Discussion of 2015 Fundraisers

Linda C suggested a Cat Trail presence at the Big Rideau Lake Associations 100<sup>th</sup> Anniversary event on Aug 8<sup>th</sup>, Elgin Days on the 2<sup>nd</sup> weekend in July and the Rideau Ferry Regatta on Aug. 15<sup>th</sup>. With the amount of events currently planned and these being later in the summer, the Chair asked that we discuss these at a future meeting.

#### 9. Other Business

The Chair expressed the need for more volunteers from the CTMB and general public to help with fundraisers and community events, noting in particular the Bike or Hike event slated for August 29<sup>th</sup>. Jeremy S said that from his experience over the last couple of years, donors were quite happy to donate to the Bike or Hike event silent auction and that the requests have received a good response from many of the businesses he has approached. He also confirmed that the bake sale has been more trouble and work than it was worth and will not be part of the event moving forward.

There is still an inventory of Cat Trail clothing that can be purchased by supporters and also can be used as items for the Bike or Hike silent auction.

Linda C announced that Mr. Marty Burke who had helped with taking photos of the Cat Trail had passed away this past week and wondered about some form of recognition or thank you from the CTMB. Robert Charest was close friends with Marty and said that his obit would be running online at The Ottawa Citizen site and that tributes and letters of condolence could be posted there. **It was suggested that The Chair write a letter on behalf of the CTMB expressing our condolences and thanks to the family for the support to the trail over the years.**

Paul R said that he is on occasion receiving emails (via the CRCA) from cyclists with questions regarding the trail. He will be answering those emails and cc'ing Rob G and The Chair. Paul suggested having a list of amenities at the various trailheads provided on a FAQ portion of the website as well as signage at intersections with direction and distance to amenities.

Discussion ensued regarding having businesses make donations to the CTMB to have a sign put on the trail and be included on the website (marker on interactive trail map). **This was delegated to the MMP Committee to investigate further and make recommendations to the CTMB.**

Allen B said he will be contacting a pilot who will be flying the length of the Cat Trail to provide us with aerial photos.

Allen also stated that he has continued to liaise with Google about doing the "streetview" mapping of the trail. This will be done free of charge and the entire length of the trail will be photo-mapped on a day with favourable weather conditions. Discussion on the best time of year for this was determined to be Sept-Oct.. Having sought out and secured this great opportunity for the CTMB, Allen will now be turning over the paperwork for review and contract execution to Steve K.

**Motion to proceed with Google "streetview" mapping was made by Pat M and seconded by Kent M – Motion carried.**

Linda C asked about the CTMB developing a travelling display that could easily be taken from event to event to provide visibility for the Cat Trail and information for communities and potential trail users. **The Chair referred this to the MMP Committee to investigate and make recommendations to the CTMB.**

Rob G spoke to the benefits of having a CTMB representative attend the Trailhead Ontario Conference (June 6-10) at McMaster University in Hamilton. There was considerable back and forth on the pros and cons of this and trail conferences in general. The possibility was raised of having a CRCA staff member attend and possibly split the fee between CRCA and CTMB. The registration fee goes from \$325 to \$450 after March 30<sup>th</sup>, prior to our next CTMB meeting. **The Chair asked Steve K to get more information and to contact him prior to March 30<sup>th</sup> to discuss if and how this might happen.**

Rob G handed out flyers for Karla Maki-Esdon's retirement party (former Communications coordinator for the CRCA) which she has chosen to have as a fundraiser event for the CRCA Environmental Education School Programs. It is a Motown dance party on Saturday, May 2<sup>nd</sup> at Zorba's – 1474 Bath Rd. Doors open at 7Pm with a live band starting at 7:30PM. Tickets are available for \$20 in advance from the CRCA or \$25 at the door.

Regarding the question posed by a user on Facebook regarding snow plowing at trail parking locations, Doug D said that, time permitting, Stone Mills Township has been plowing out at the kiosk and parking location in Camden East this past winter and will be continuing to do so. He also mentioned the neighbours that are cutting grass along the trail at the Camden East intersection and it was agreed that those hours contributed by trail neighbours should be collected and included in our overall volunteer hours for the Cat Trail.

**Next CTMB meeting set for April 23rd at 7PM in the CRCA boardroom.**

**Motion to Adjourn by Paul Rappell.**

Meeting adjourned at 9PM.