



CATARAQUI TRAIL MANAGEMENT BOARD

MINUTES

From the meeting held at The L&A Ridge Runners Snowmobile Clubhouse in Yarker at 7:00 pm on Thursday, May 28th, 2015.

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

CRCA Staff present: Steve Knechtel, Rob Gerritsen and Jason Hynes.

Regrets: Tina-Marie Gourley

1. **Meeting was called to order at 7:15 PM.**
 2. **Introduction of CTMB members, CRCA staff & 1 visitor.**
 3. **Approval of agenda.**
Motion to approve the agenda as amended was made by Paul Rappell and seconded by Allen Brown - Motion Carried
 4. **There was no declaration of conflict of interest.**
 5. **Confirming of minutes of the April 23, 2015 Management Board Meeting.**
Motion to approve Minutes was moved by Doug Weese and seconded by Ross Sutherland - Motion carried.
 6. **Report of Committees**
 - Executive Committee** had not met.
 - Finance Committee.**
The financial statement for the month of April 2015 was presented by Bob Cavanagh which included expenses for Chaffey's Locks bridge project, some of which are yet to be reimbursed by Parks Canada. There was also a summary of donations made over the month by Rideau Lakes and Stone Mills Townships as well as some individual donations. **Motion to accept the Financial Report was moved by Bob Cavanagh and seconded by Allen Brown – Motion carried.**
 - Trail Development and Maintenance Committee (CTDC).**
Detailed minutes from the April 23rd meeting of the CTDC committee were distributed and briefly summarized by Pat McNamee. (Minutes are attached in email)
- Doug Good brought up the issue of the strangling vine which is particularly thick between HWY 15 and Marina Rd and wondered what the plan was for that as cutting it may just worsen the situation by spreading it. **Rob Gerritsen stated that the CRCA biologist is looking into the matter and will come back to the CTMB with recommendations.**

Don Coulter said there is an ongoing conversation regarding e-bikes between the committee and the CRCA with recommendations coming.

Motion to accept the committee report from Paul Rappell and seconded by Claire Gunnewiek. – Motion carried.

Continuing under the heading of Trail Maintenance and Development, Jason Hynes provided the following information: (in summary)

National Trails Coalition – trail improvements from Golf Club Rd in Rideau Lakes Twp. into the Town of Smiths Falls. CRCA staff and the Chair led a site-meeting on May 26th, relating to the issuance of a Request for Quotation on the project work; 3 potential bidders attended the meeting. Staff hopes to award the contract before the end of June.

Canada 150 Community Infrastructure Program – the project idea described to and endorsed by the CTMB last night would involve improvements between Portland-Camden Boundary Rd and the intersection with the K&P Trail on the west side of Harrowsmith. This project area is approximately 6Km. long and would include 3 road crossings; the estimated project cost was noted as \$90,000, which would require the CTMB to contribute 50% of the project costs (\$45,000.).

After Jason's presentation, Steve Knechtel pointed out that matching funds could come in part from Frontenac County as with the K&P Trail projects nearing completion, the County is looking for other trail projects to complete within their boundary. Doug G summarized potential funding sources to help with matching funds as being the L&A Snowmobile Club, Townships, the County, CRCA & CTMB.

Motion for approval to move ahead with the Canada 150th application was moved by Paul Rappell & seconded by Doug Weese.

-Membership, Marketing and Promotions Committee.

Paul R asked for volunteers for the Kingston Cyclefest coming up on June 14th at the K-Rock Centre from 11AM to 2PM. **Norm Ruttan and Linda Carr (begrudgingly) volunteered for the event.**

Jim H proposed a reprint of the Cat Trail brochures with some minor modifications. He asked for any suggestions for changes to be forwarded to him and had a quote for 2000 copies @ \$650.

Motion to proceed with the purchase of brochures as proposed by Kent Mainse and seconded by Allen Brown.

Jim also made a presentation on the status of donations to the trail thus far in 2015 stating that the CRCA sent him a list of all those people who have donated to the Cataraqui Trail up to Friday May 21, 2015, 35 donors have given \$2400 or \$69 per donor. The number of donors up to May is less than in previous years. The newsletter was sent out by post to 71 people on March 30 and 22 have sent back a donation - a response rate of 31%. In contrast the newsletter was emailed to 128 people but only 8 sent back a donation - a response rate of only 6%.

Jim asked how we can engage our online members donor more successfully. Bob C. stated that we need to ensure that emails going out to the membership need to contain a direct link to the donation portal on the Cat Trail website to make donating easy and just one click away. **Jim suggested we revisit the donations at the June meeting to get a better idea of where the numbers are at.**

Jim then continued proposing a reorder of Trail swag to be available for sale at the upcoming fundraiser at The Opinicon as our stocks are running low. He recommended we order the existing styles and designs in the following numbers: 24 T-shirts, 12 Sweatshirts, 15 Ballcaps from Villager Custom.

Motion for Jim to proceed with clothing orders as proposed made by Allen Brown and seconded by Graeme McDonald. Motion carried.

Robert Charest stated that South Front Cyclefest is ready to go for June 7th with 4 routes that include the Cat Trail. **Doug G is dropping off the display to Robert for them to use.** The day will include a skills course and a free BBQ.

Linda Carr reported that the Opinicon Fundraiser is ready to go and “strongly suggested” each CTMB member sell a minimum of 4 tickets. Each \$50 ticket will receive a \$21 tax receipt. Deadline to give numbers back to the CRCA is June 12th. **Everyone was also gently reminded by Linda to bring good items for the silent auction on the 19th.**

Veterans Ride was deferred to the June meeting.

Bike or Hike

Allen B said we need to see if Rideau Lakes Township can include the Bike or Hike in their Township Calendar to offer more visibility to the event. **Linda C to confirm.**

Skate The Lake will be putting on the BBQ and **Doug G will talk to Kudrinko’s.**

The silent auction will proceed and all CTMB participants are asked to solicit for contributions.

We need good cycling photos from the trail for the poster and advertising. **All CTMB members are asked to look for opportunities to get good cycling photos from the Cat Trail (and permission from those in the photos).**

The event is in The Rideau Trail & CRCA calendars.

Jim H had a worksheet to discuss duties to be delegated for Bike or Hike which was distributed with the agenda for the meeting.

**Please see last page of minutes for the Bike or Hike worksheet prepared by Jim.

Allen offered to work on the hall set up

Bob C offered to work on participant registration

The MMP committee will be meeting on Monday June 15th

***Minutes for that meeting are attached in the email.**

Steve K said that the TransCanada Trail commemorative bench and interpretive sign will be unveiled on Sunday July 5th at noon.

Steve also said that the Province and Ontario Trails Council are looking at a proposal to create new legislation for trails in Ontario with comments from stakeholders due by June 27th. Steve’s view is that proposed changes would be to tighten up the Trespass Act and reduce liability for trail owners. **The CRCA will have recommendations for the CTMB to form a response to the request for comments.**

Jason H said that trail passes are being given out for the trail maintenance volunteers.

-Communications

Website - Bob Cavanagh gave out the test site address (<http://test.cataraquitrail.ca>) and asked for feedback and comments from the CTMB.

7. Business Carried Forward From Previous Meetings

Google Streetview – There was no report at the meeting.

8. New Business

Commemorative items – Jason H stated that a policy was adopted by the CRCA Board in November of 2014 to implement a system to standardize all commemorative items to make them uniform with all signage and amenities. A handout was provided at the meeting showing the new bench design and two sign designs. These items, with more to come, will be made available to the CTMB to purchase and use along the trail for information, fundraising and commemorative purposes.

E-Bikes – Jason H stated that E-Bikes remain a prohibited vehicle on the trail and that the only permitted motorized vehicles of any kind are work/maintenance vehicles and emergency vehicles. **The CRCA is looking at the issue of E-Bikes and will come back to the CTMB with recommendations.**

Rob G said that annual passes are being offered to CTMB members in recognition of their time and efforts as volunteers with the CTMB. **Contact him directly for passes.**

9. Next Meeting

The next CTMB meeting is set for 7 PM at the Legion in Portland. We will be meeting at 5:30 at the Legion and then proceeding to the trail for a ribbon cutting ceremony and then back to the Legion for a light dinner before the meeting begins at 7PM.

Motion to adjourn by Allen Brown at 8:45 PM.

Graeme McDonald
CTMB Secretary

Tasks involved in Bike or Hike – August 29, 2105

Location: The Chaffeys Locks has been booked for the middle of the day on Saturday, August 29, 2015.

Event Format: Any changes to this event or is it going to be similar to previous years?

Lunch: When the event was last in Chaffeys Locks in 2012, Kudrinko's provided the food for lunch. Who knows Mr. Kudrinko or shops at his supermarket in Westport to ask him if he will provide the hamburgers, hotdog, buns, condiments and other food needed to feed an estimated 80 people?

Cooking Lunch: If we are having hamburger and hotdogs, who is to supply the barbeques and volunteers to cook? In 2012 volunteers from Skate the Lake in Portland did this.

Silent Auction: Are we to have one as I notice the June 19 fundraising dinner is having a silent auction?

Event Poster: Krista of the CRCA can make this up for early July. We need some photos of happy cyclists on the Cataraqi trail. The ones we have now are not genuine.

Publicity: a) The event has already been listed on the Rideau Trail and CRCA calendars. b) South Frontenac Rides and Kingston Velo club to promote this event? c) Promote on webpage and facebook and notify our donors on email of this event. d) CRCA to promote this event to their usual media connections. e.) Put up posters on communal bulletin boards, sports/cycle stores and along the trail. f) Invite your neighbours, friends and relatives.

Volunteers needed on August 29. Hall setup coordination – 2 people Register participants and take payments – 2 people Cook the Meal: 2 people? Greet participants at Perth Road: 1 person

Other things I have forgotten?

Jim Hase