



CATARAQUI TRAIL MANAGEMENT BOARD

MINUTES

Held at the CRCA Conference Room at 7:00 pm on Thursday February 26, 2015

Members present: Doug Good, Jim Hase, Graeme McDonald, Bob Cavanagh, Jeremy Statham, Linda Carr, Tina-Marie Gourley, Allen Brown, Paul Rappell, Pat McNamee, Jeff Holtz, Doug Davison, Kent Mainse, Robert Charest, John McDougall, Claire Gunnewiek, and Dawn Quinn.

Staff present: Steve Knechtel and Rob Gerritsen.

Regrets: Doug Weese and Don Coulter.

1. Meeting was called to order at 7PM.

Doug Good took the Chair.

2. Introduction of new and continuing CTMB members

All members and staff present introduced themselves and the CTMB positions for 2015 and 2016 were confirmed (save for a few positions). Allen Brown was announced as the new maintenance rep for part of Section 3 around Chaffey's Locks. A full CTMB & CRCA staff contact list was circulated to everyone present.

3. CTMB Elections

Steve Knechtel took over the meeting to conduct officer elections for the CTMB for 2015 and 2016.

The following positions were filled by acclamation:

Chair - Doug Good

Vice Chair - Jim Hase

Secretary - Graeme McDonald

Treasurer - Bob Cavanagh

Doug Good chaired for the remainder of the meeting.

4. Approval of agenda and declaration of conflict of interest.

There were no declarations of any conflict of interest.

Motion to approve the agenda was made by Paul Rappell and seconded by Pat MacNamee. Motion Carried

5. Confirming of minutes of the November 27, 2014 Management Meeting.

Jim Hase gave a review of the highlights of the minutes of the previous meeting from which the following business arose:

Pat McNamee asked how often trail bridges need to be inspected. Steve Knechtel responded that the CTMB is responsible for yearly and more frequently general inspections and municipalities are required to do complete engineering inspections every other year. The committee should therefore anticipate the expense of future engineering inspections* in the necessary locations on a regular and ongoing basis. Steve also pointed out that the onus for ensuring these inspections are being completed falls to the CTMB. The bridge at Chaffey's Locks is owned by CN but the CTMB is responsible for the inspections of this structure as well.

Motion to approve the minutes by Paul Rappell, seconded by Bob Cavanagh - Motion carried.

*Details and 2014 costs for inspections contained in minutes from Nov 27, 2014.

6. Report of Committees

-Executive Committee had not met.

-Finance Committee. The year-end statement of revenue & expenses for 2014 was distributed to the MB followed by a walk through by Bob Cavanaugh. A 2015 draft budget was also presented which had been previously approved in the fall of 2014 by the CTMB. Steve Knechtel raised the fact that an outstanding invoice

in the amount of \$3000 was still to come in for work completed in 2013 on Boyce's Bridge. The surplus showing for 2014 of \$1878.02 in the statement does not reflect this outstanding invoice.

-Trail Development and Maintenance Committee. Pat McNamee reported that 2014 had been a good safe year for trail conditions. Pat also made mention of a rock fall on the trail that S. Frontenac Township did a great job of removing. **Rob Gerritsen announced that the committee would be meeting on March 26 at 5 PM (prior to the CTMB meeting) to discuss business at hand and establish future meeting dates.**

-Membership, Marketing and Promotions Committee. Jim Hase announced that the newsletter would be put together once Krista returned to the office from a holiday the following week.

-Communications Committee. See below under #8.

Robert Gerritsen asked if there was an interest in a new member orientation session to provide more information about the trail and to discuss the relationship between the conservation Authority and the Management Board. A meeting for same will in likelihood take place on the 26th of March at 6:30 after the CTDC and prior to the CTMB that day to minimize travel for members. Both new and existing members were interested.

7. 2014 Trail Projects Still To Be Completed.

Steve Knechtel reported that the fencing projects at Chaffey's Locks and Rutledge Road still remain as priorities on the To Do list. As the National Trails Coalition grant in 2014 was less than anticipated, these were the two projects that stood out as most requiring safety work to be completed later this year.

With regards to safety work, Pat McNamee said that he witnessed kids cutting down the steep embankment at the east end of the Yarker bridge and wondered if that location shouldn't also be prioritized for safety fencing. It was determined this would be delegated to the Trail Development & Maintenance Committee for further discussion.

8. Website & Social Media

Bob Cavanagh gave a detailed tour and explanation of the new site he has been building with the assistance of Allen Brown. With Power Point slides and the test site, Bob highlighted the key areas that needed improvement on the old site, those being:

- Ability to highlight events, notices and trail cautions.
- Support for mobile devices
- Integration with Facebook and Twitter
- Accessible information right on the homepage (vs clicking through to find general info)
- CRCA staff comfort with site interface
- Site evolution

Fixes to these challenges that Bob presented on the new site include:

- Build new site on WordPress (same as the CRCA site) for CRCA staff to easily update
- Build it ourselves (vs a pro developer) so that we have the ability to do all upgrades and design renovations.
- Display Facebook & Twitter feeds on home page (to provide quick and regular updates for all site users)
- Keep current content and be able to add new to keep the site useful, relevant and fresh.

Bob and Allen answered a number of questions with regards to the new site and were both commended for the time they have put in to developing the new site.

There was also a discussion surrounding questions asked by the public through various social media and email. Several CRCA staff and MB members are possibly involved with this. Initially, a FAQ page on the web site for some items could take care of same. A communications protocol as to who does what needs to be put in place and staff will look into this and report. This stems from a question of plowing snow at key entry locations.

8. Fundraising.

Doug Good asked the MB to spend some time considering new ideas for fundraising. While we put a lot of effort in the Bike or Hike event each year, it is not yielding enough to begin to cover the work that remains to be done on The Trail along with the ongoing maintenance required. While we can choose to continue with the Bike or Hike event or not, the fact remains that we need to try something new.

Linda Carr mentioned that The Opinicon Hotel was now under new ownership and suggested a fundraising dinner there as a possible idea. **Linda was asked by The Chair to follow up** on that and come back to the MB with their answer. Tina-Marie Gourley presented the MB with a Veterans Ride on horseback happening this year and wondered if they might use the CT to go through this region and whether we might be able to partner with them on that leg of their ride for our own fundraising. It was also confirmed that we have been approached for permission to use the trail for the “Spring Fling 10K Run” on April 19th to support the Perth & Smiths Falls District Hospital.

With regards to fundraising and potential municipal partnerships for trail work, Doug Davison asked where things are at with extending the trail through to Napanee. Jeff Holtz responded that Doug Weese is pushing for it and is in contact with the Napanee council members. Jeff also added that it was his understanding that the Deputy Mayor is interested in seeing this happen.

9. 2015 Work Projects

A) Town of Smiths Falls and Rideau Lakes Township. Steve Knechtel reported that due to less than anticipated funding from the National Trails Coalition, we would likely not be able allocate money from that grant outside of the bridge work noted above in Section 7. We will be continuing to work together with the Public Works Departments from the Townships to do resurfacing work on that east end of the trail this year as well as trailhead development. Rideau Lakes has committed their assistance and we are waiting to confirm what the Town of Smiths Falls will commit.

B) South Frontenac. The Township has provided work and material for culverts in the past several years and we are hoping they will be able to commit to resurfacing later this year. The Norway Road area is targeted for various improvements.

C) Other Work. Doug Good presented a proto-type for a display box designed to contain trail brochures and the newsletter along the trail at a cost of approx \$40 per box. It was suggested by Rob Gerritsen that we order an additional 4 boxes on top of the 4 already acquired to cover the 6 Kiosk locations and two other well travelled crossroads along the trail. Rob then submitted a proposal for 50 adhesive (3.5”x3”) logos to affix to the boxes and for use in other locations at a cost of \$107 + HST. **Motion to proceed with the purchase of the 50 sticker logos by Pat McNamee, seconded by Paul Rappell – Motion Carried.**

Duck boxes were also raised for discussion and Steve Knechtel pointed out that while Ducks Unlimited would support this, almost none of the trail land is appropriate marshland for this and that to get the boxes in suitable habitat would mean going off trail onto privately owned land.

10. Master Plan.

The Master Plan for The Cataraqui Trail requires updating and is available to CTMB members that do not already have it on CD or, if necessary, can be made available in printed format (127 page document). A report by Jason Hynes, Lands Planner for the Authority outlined the next steps and time-frame involved. **A revised plan for review will come back to the CTMB in May or June.**

11. Other Business

Allen Brown raised the idea of putting trail cameras at points of interest along the trail to be used for monitoring trail use and human or animal traffic. It was acknowledged that the need for visible signs stating the use of trail

cameras would need to be evaluated if this was to happen, but that this might discourage illegal trail use and help us get a better handle on where our high traffic areas are and what the use is. **Rob Gerritsen said he would check into the legality of this proposal.**

Pat McNamee said he has been approached by the Rideau Ridge Runners to erect an outhouse along the trail at Forfar. **The Chair directed Pat to have the snowmobile club make a request in writing to the CTMB.**

Robert Charest said that he has been asked to assist South Frontenac in establishing a bike route in the township and that the Cataraqi Trail could potentially serve as part of this route.

Jeff Holz announced a poker run put on by the L&A Ridge Runners on Saturday, Feb 28th from 8AM to 3PM with a breakfast open to all.

The Chair requested that everyone keep their eyes open for funding opportunities through grants and fundraising ideas.

12. Next CTMB meeting set for March 26th at 7PM in the CRCA boardroom.

Meeting adjourned at 9PM.

Minutes prepared by Graeme McDonald
March 5th, 2015