

CANADIAN TRAILS FEDERATION BOARD OF DIRECTORS' MEETING

Conference Call, 1500 EDT, Thursday September 15, 2011

MINUTES

Appointed Directors participating in the call

John Cushing, Alberta TrailNet Society, President
Terry Norman, Nova Scotia Trails Federation, Past President
Patrick Connor, Ontario Trails Council, Vice President
Jeremy McCall, Outdoor Recreation Council of BC, Secretary - Treasurer
Pat Rediger, Saskatchewan Trails Association

Elected Directors participating in the call

Linda Strong-Watson, Alberta TrailNet Society
Jack de Wit, Equine Canada

Appointed Directors not on the call

Anne Morgan, Recreation & Parks Association of the Yukon
Sonia Vaillancourt, Conseil quebecois du loisir
Rick Noseworthy, Newfoundland T'Railway Council
Mike Mitchell, Northwest Territories Recreation & Parks Association
Poul Jorgensen, New Brunswick Trails Council Inc.
Brendon McGinn, Prince Edward Island Trails Inc.
T.B.A., Manitoba Recreational Trails Association

1 Call to Order

John called the meeting to order at 1502 with a quorum of seven directors.

2. Organization Business

2.1 Approval of the Agenda

Part 4 Budget was changed to Item 2.5. Parts 4 through 8 were renumbered.
Under Item 3.1 New Members: Items (c) and (d) for Manitoba and Nunavut respectively were added.

Under new Part 5: Items 5.1 Appointment of an Executive Committee and 5.2 NTC Board Meeting Minutes were added.

Motion: Moved/seconded (PC/LSW). That the Agenda be approved as amended.
Carried.

2.2 Approval of the Minutes of the July 13 conference call meeting

Motion. Moved & seconded (JM/JDW) that the minutes of the July 13 meeting be approved. No errors or omissions were noted. **Carried.**

2.3 Business arising from the minutes

a. Posting of minutes on the CTF website: Jeremy recommended that the minutes be posted after they have been approved. Linda suggested that discussion might be constrained. It was agreed that they should be carefully scrutinized and edited if necessary to remove any sensitive statements. Patrick said he supports transparency but suggested meeting notes in lieu of minutes. The proposal was supported by Jack. He said anything sensitive should be discussed *in camera* and that part of the meeting should not be referred to in the minutes.

Motion: Moved & seconded (JM/JDW). That the minutes of CTF Board meetings be posted on the CTF website after being approved at a subsequent Board meeting, beginning with the minutes of the September 15 meeting. **Carried**

2.4 Financial Report

The interim financial statement for the five months to August 31 (balance sheet and income statement) were distributed prior to the meeting. Jeremy responded to questions, pointing out that \$1,500 in outstanding dues were not set up as accounts receivable in the statements.

Motion: Moved & seconded (PC/TN) That the interim financial statements for the period ended August 3, 2011, be accepted. **Carried**

2.5 Budget for 2011 - 2012 fiscal year

A revised budget was distributed after the July Board meeting and again on September 13. Terry pointed out that there are only 12 Regular Members including Manitoba, reducing dues from that source by \$500. It was agreed that the travel budget should be reduced to maintain the breakeven position. John requested the addition of a note to describe the basis for the estimated conference call cost.

Motion: Moved & seconded (JDW/LSW) That the operating budget for the 2011 - 2012 fiscal year be approved as revised. **Carried**

Action item: Treasurer to revise Operating Budget.

Jack said he would need to leave before the end of the meeting so certain items were brought forward to be addressed while there was a quorum in place.

5.1 Appointment of an Executive Committee

Patrick recommended that an Executive Committee be appointed. Jeremy pointed out that Bylaw 57 provides for such an appointment to be made by the Board of Directors to exercise such powers as are authorized by the Board of Directors. He suggested that all the CTF's directors should be involved in the work of the organization so they retain their interest. Jack said it could be especially useful to deal with matters of urgency. John said any decisions made should be ratified by the Board of Directors at a subsequent meeting.

Motion: Moved & seconded (JM/PC) That the Board of Directors appoint an Executive Committee consisting of the President, Past President, Vice President and Secretary/Treasurer and that this Committee should draft a mandate for its powers to be submitted for approval by the Board of Directors. **Carried**

Action item: Executive Committee to draft mandate for approval by Board.

3 CTF Planning and Building Capacity

3.2 National Trails Roundtable Working Group

(b) NTC Financial request: John referred to Terry's July 13 e-mail with attachment which described the National Trails Coalition (NTC) proposal to engage the Pathway Group for a 7 month contract at \$3,000 per month (CTF share \$1,000 per month). Pathway would be required to secure meetings with key federal ministers, their staff and MPs to finalize the details of the four year \$10 million funding program outlined in the Conservative Party's election platform. Terry recommended that the CTF commitment be limited to \$3,000 overall (i.e. not \$7,000), to match a similar commitment by the Canadian Off Highway Vehicle Distributors Council, which represents the All Terrain Vehicle Council of Canada and the Motorcycle Council of Canada. He said the third member of the NTC,

the Canadian Council of Snowmobile Operators, will deal directly with Pathway rather than through the NTC.

John also referred to the motion which had been proposed by e-mail and which was approved by a majority of directors. Three directors did not vote. He said that the e-mail motion should be ratified during this meeting.

Motion: Moved/seconded (JDW/TN). That the CTF pay \$500 per month to the NTC for six months as its share of the cost of a contract with Pathway Group to obtain meetings with federal ministers, MPs and staff to finalize the details of a four year federal funding program for trails.

Discussion: Jeremy said the ORC Board of Directors agreed that traditional NGO ways to lobby federal politicians should be used before spending the CTF's limited funds on professional lobbyists. John said New Brunswick had voted against the e-mail motion. Yukon did not vote. Jack said it would be an investment in the future. Jeremy noted that the funding would come from CTF members' equity as the item is not included in the Operating Budget.

Motion carried. Six in favour. One opposed.

5 Other Business

5.2 NTC Board Meeting Minutes

Jeremy proposed that as one of the three members of the NTC the CTF is entitled to receive the Board's meeting minutes. Jack said he was also in favour of this. John said there should be that type of transparency. Pat said the minutes would confirm contributions made by the CTF directors. Terry said there had been a very large number of NTC Board meetings when the federal trail funding program was being implemented and that those minutes were very detailed. Jack suggested that CTF write a formal request to the NTC to request the minutes.

Action item: John to write to NTC to request that CTF receive the NTC Board meeting minutes once they have been approved.

(Jack left the meeting at this point)

3 CTF Planning and Building Capacity(continued)

3.2 National Trails Roundtable Working Group

(a) National Trails Survey: Jeremy reported that he delayed contacting the Working Group until the French translation of the Summary Report has been prepared. Jane Murphy has replaced Tim Hoskins for Trans Canada Trail and she is organizing the translation so he is waiting to hear from her. He has also asked Curt Schroeder to reorganize the National Trails Survey material (i.e. News Release, Backgrounder with links to the Summary Report and the Survey itself on Survey Monkey) so that all the material is available in a logical sequence. That work is in progress. Jeremy will then e-mail the Working Group to suggest a deadline date for the Survey and get feedback, and also ask everyone to have a concerted effort to get more responses. Terry reported that the French version of the Survey itself is available.

Terry provided details of the Survey responses to date: Total 240 responses to date, including 200 from individuals and 40 from organizations. Provincial and Territorial numbers were: BC 139, Alberta 40, Nova Scotia 28, New Brunswick 11, Ontario 10, others 5 or less. The main Primary Trail User responses were: ATV 59, Walking/Hiking 50; Mixed Use General 26, Mixed Use Non-Motorized 20, Mixed Use Motorized 10, Equestrian 18, Snowmobiling 16, with the remaining Primary Users 7 or less. Only 2

responses came from Quebec, because the French translation has not been posted. No responses from Manitoba or Prince Edward Island.

Patrick said he was perplexed at the low Ontario number and had tried several ways to get the message out. Jeremy said that the Primary Trail User numbers were useful because they will assist in targeting user groups for the final phase of the Survey. Jeremy said he would contact the Working Group within a few days whether or not the French translation of the Summary Report was ready. John recommended that all those who attended the Banff workshop be contacted. All agreed that a more balanced national response to the Survey is necessary if it is to have credibility.

3.1 New Members

(a) Membership invitation letter - Draft 2: John said a new draft was prepared based on input received. He suggested that the Membership Subcommittee review the draft and finalize it.

Action item: Membership sub-committee (John, Patrick, Linda, Jeremy) to review Draft 2 of the membership the invitation letter and finalize it as soon as possible.

(b) Membership Policy: John noted that Patrick had drafted a Policy document. John, Linda and Terry have commented on it. Jeremy noted that Patrick advised that he would prepare a fresh draft for comment and he would comment at that time. Patrick reported that he had prepared a Power Point presentation about the CTF and sent it to the ATV Quads Council of Canada for consideration at their annual meeting in Vancouver on September 16.

(c) Manitoba: The Manitoba Recreation Trails Association has not appointed a director and has not paid the dues for 2011 - 2012.

Action item: John agreed to call Ruth Marr to discuss these items.

(d) Nunavut: Jeremy suggested that Nunavut Parks & Special Places, part of its Department of the Environment, be invited to become a Corporate Member of the CTF if they do not wish to become a Regular member.

Action item: John agreed to call Cameron deLong to discuss.

3.3 CTF Website

Jeremy reported on a conversation with Curt Schroeder just prior to the meeting. Curt apologized for not making requested changes to the website. He has been exceptionally busy for several weeks. He has now been asked to make changes to the National Trails Survey information as quickly as possible and to make other changes (as requested by Jeremy in an earlier e-mail) when he has time.

6.0 Schedule of conference calls & meetings for 2011/2012

Conference calls: **Wednesday Nov. 16, Thursday Jan. 12, Thursday Mar. 8**

Annual General Meeting: To be scheduled next time for April or May

7.0 Adjournment

The meeting was adjourned at 1647 EDT

Approved
Nov. 16/11
jm