AGENDA
LANARK COUNTY MUNICIPAL TRAILS CORPORATION BOARD OF DIRECTORS

Monday, November 18, 2013
8:30 a.m. to 10:00 a.m.
Lanark County Administration Building
Drummond/North Elmsley Boardroom

President, Les Humphreys, Chair

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1. CALL TO ORDER

2. DISCLOSURE OF PECUNIARY INTEREST

3. APPROVAL OF MINUTES

Suggested Motion:
***"THAT,** the minutes of the Lanark County Municipal Trails Corporation Board of Directors meeting held on October 21, 2013 be approved as circulated."*

4. ADDITIONS AND APPROVAL OF AGENDA

Suggested Motion:
***"THAT,** the agenda be adopted as presented."*

5. DELEGATIONS & PRESENTATIONS

6. COMMUNICATIONS

5 - 6 i) Carbine Trail

7 ii) Trailhead Amenities

Suggested Motion:
***"THAT**, the communications for the November Lanark County Municipal Trails Corporation Board of Directors be received as information only."*

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7. REPORTS

8 i) 2014 Budget Update
Secretary-Treasurer, Steve Allan

Suggested Motion:
***"THAT,** the 2014 Budget Update be received as information."*

ii) Trailhead Facilities Update
Secretary-Treasurer, Steve Allan

Suggested Motion:
***"THAT,** the Trailhead Facilities Update be received as information."*

9 - 10 iii) Eastern Ontario Trails Alliance (EOTA) Report (verbal)
Councillor Pat Dolan

a) October 17, 2013 Meeting Minutes

Suggested Motion:
***"THAT,** the Eastern Ontario Trails Alliance (EOTA) Report (verbal) be received as information."*

11 iv) Big Ben Memorial Trail Update
Vice President, Paul Frigon

Suggested Motion:
***"THAT**, the Big Ben Memorial Trail Report (verbal) be received for information."*

v) Policy and Trail Development Sub-Committee Update
Vice President, Paul Frigon

Suggested Motion:
***"THAT,** the Policy and Trail Development Sub-Committee Update be received as information."*

vi) County Council Operational Review of LCMTC
Secretary-Treasurer, Steve Allan

Suggested Motion:
***"THAT**, the County Council Operational Review of LCMTC be received as information."*

vii) K&P Advisory Sub-Committee Update
Public Member, Reid Kilburn

Suggested Motion:
"THAT, *the K&P Advisory Sub-Committee Update be received as information."*

viii) Gunn Creek Trail Update
Vice-President, Paul Frigon

Suggested Motion:
"THAT, *the Gunn Creek Trail Update be received as information."*

ix) *Update: Community Forest Working Group*
Secretary-Treasurer, Steve Allan

No Report.

x) Update: Tay River Pathway
Secretary-Treasurer, Steve Allan

No Report.

xi) Marketing and Fundraising Sub-Committee Update
President, Les Humphreys

No Report.

xii) CP Rail Abandonment Update
Secretary-Treasurer, Steve Allan

No Report.

8. NEW/OTHER BUSINESS

9. NEXT MEETING

10. ADJOURNMENT

Board Members:
Les Humphreys, Public, President
Paul Frigon, Public, Vice-President
Susan McLenaghan, Public Member
Lorne Hudson, Public Member
David Allcock, Public Member
Reid Kilburn, Public Member
Michelle Morgan, LGL District Health Unit
Steve Allan, Secretary-Treasurer
Councillor, Jerry Flynn, Municipal Representative
Councillor Beth Peterkin, Municipal Representative
Councillor Pat Dolan, County of Lanark
Councillor Brian Stewart, County of Lanark

Staff Members:
Erica Patterson, Council & Clerk Services Assistant

From: Marie White
Sent: November 1, 2013 3:50 PM
To: Jeff Mills
Cc: Vandenhoff; Diane Smithson; Howard Clifford; Cliff Bennett, MVFNaturalists; Stephen Allan; Susan Sentesy; Jeff Ward
Subject: RE: Carbine Trail

Snowmobiles will still be permitted, and any other group with permissions.

Marie White
Lanark County Tourism
1-888-4-LANARK (1-888-452-6275)
99 Christie Lake Road, Perth, ON K7H 3C6 P (613) 267-4200 ext. 1530 F: (613) 267-2964 (
mariew@lanarkcounty.ca www.lanarkcountytourism.com

-----Original Message-----
From: Jeff Mills [mailto:jmills@themills.on.ca]
Sent: Friday, November 01, 2013 3:41 PM
To: Marie White
Cc: Vandenhoff; Diane Smithson; Howard Clifford; Cliff Bennett, MVFNaturalists; Stephen Allan; Susan Sentesy; Jeff Ward; Marie White
Subject: Re: Carbine Trail

Thank you Marie
This is a real shame as this trail has a history of being a multi-use trail used by Hikers, mountain bikers, ATVs and snowmobiles.
R

Sent from my iPhon

On 2013-11-01, at 2:57 PM, "Marie White" <mariew@lanarkcounty.ca> wrote:

> Dear Mary, Jeff, Diane, Cliff, Susan, Steve, Howard, and Jeff:
> Thank you for your patience in responding to this issue. In speaking with property owner Kevin Barr, we have come to the following arrangement:
>
> 1. That the Carbine Trail description will be removed from the Lanark County Tourism website.
> 2. That an email be sent to the following groups to inform them that the Carbine Trail is not to be promoted for public use.
> - Lanark County Municipal Trails Corporation
> - Town of Mississippi Mills
> - Lanark County Stewardship Council
> - Mississippi Valley Field Naturalists
> - Mississippi Valley Conservation Authority
>
> Please consider this email a request to remove any reference to the Carbine Trail from your materials and online resources.
> Thank you!
> Marie

> Marie White
> Lanark County Tourism
> 1-888-4-LANARK (1-888-452-6275)
> 99 Christie Lake Road, Perth, ON K7H 3C6 P (613) 267-4200 ext. 1530
> F: (613) 267-2964 (mariew@lanarkcounty.ca www.lanarkcountytourism.com
>
>
> -----Original Message-----
> From: Vandenhoff [mailto:vandenhoff@bell.net]
> Sent: Monday, October 21, 2013 4:45 PM
> To: Marie White
> Cc: 'Jeff Mills'; Diane Smithson; 'Howard Clifford'
> Subject: Carbine Trail
>
> Hi Marie
> As you will have noted from the message copied to you from Jeff Mills, we ran into some difficulties yesterday when using the Carbine Trail for an event called Go Nuts, partnered between the Mississippi Madawaska Land Trust and Mississippi Valley Conservation Authority. It involved cycling and walking from High Lonesome Nature Reserve, down the Carbine Trail and onwards to the Mill of Kintail. It was much enjoyed by the 90 participants.
> In the early stages of planning, we discussed contacting land owners but decided that since it is a trail promoted on the County website, it must therefore be a public trail.
> Nevertheless, one landowner took exception to the event and in fact blocked one runner from using the trail as it crossed his land. From reports I have heard (he talked with several of the participants) it was as much that we didn't ask as it was that he didn't want the traffic.
>
> It was rather embarrassing for us, especially considering these are our neighbours.
>
> As this trail comes out at our nature reserve, we would like to be clear regarding whether this is or not a public trail.
>
> Can you find out for us? As you will appreciate there could be significant tourism benefits from having the Carbine trail linking different public spots in the County.
>
> Your assistance would be greatly appreciated.
>
> Thanks
>
> Mary Vandenhoff
> MMLTC
>
>

From: Susan Mclenaghan [mailto:slm@storm.ca]
Sent: October 28, 2013 12:42 AM
To: Brian Stewart; David Allcock; Frigon, Paul; Jerry Flynn; Les Humphreys; Lorne Hudson; Michelle Morgan; Pat Dolan; Reid Kilburn; Stephen Allan
Subject: Trail Head Amenities

Good morning All,

You will recall during our discussion about trail head amenities at our last meeting I mentioned some documents having a bearing on the issue.

The US Forest Service has developed a Trail Classification, Management and Design Model that other trail organizations are adapting for use in their own settings. Once developed it provides direction for a variety of issues, not the least being the issue of trail head amenities. To see how the District of Squamish in BC has done this go to:

District of Squamish Master Trails Plan

http://squamish.ca/assets/PDF/5.10.1TrailsMasterPlan.pdf

Starting on page 57 they chart their trail classification system. The classification determines various maintenance and design parameters. Note that on page 60 under "Designated Trail Parking Site Amenities" they deal with port-a-potties/toilets etc. They have made the decision to provide bathroom facilities on all their trail classifications except for Class #5 trails.

Note 1:
A classification system for LCMTC would look much different than the Squamish example – more like the one used by the US Forest Service:

- Trail Class 1: Minimal/Undeveloped Trail
- Trail Class 2: Simple/Minor Development Trail
- Trail Class 3: Developed/Improved Trail
- Trail Class 4: Highly Developed Trail
- Trail Class 5: Fully Developed Trail

Note 2:
One of the advantages of a classification system is that it allows differentiation in levels of design and maintenance. For instance a highly developed trail like the Tay River Pathway (Class 4 Trail) doesn't require bathroom facilities. Similarly, a Class 1 Trail may not need bathroom facilities, while a Class 3 Trail (the Baird Trail perhaps) may need bathroom facilities.

Similarly, a Class 3 Trail might require more frequent inspections and maintenance than a Class 1 Trail. A well thought out system will allow for the efficient and economical targeting of resources.

Susan McLenaghan

Lanark County Municipal Trails Corporation					
2014 Budget					
ITEM	**EXPENDITURE**	**ASSUMED GRANT REVENUE**	**COUNTY CONTRIBUTION**	**COMMENT**	**NET**
Insurance	$ 3,500			Intercity Insurance	$3,500
Promotion	$ 1,000				$1,000
Training/Conferences	$ 1,000			Includes Ontario Trails Council Membership	$1,000
Trail Development					
Baird Trail	$ 1,000				$1,000
Big Ben Memorial Trail	$ 2,000				$2,000
Gunn Creek Trail	$ 2,000	$ 1,000			$1,000
Tay River Pathway	$ -				$ -
Trans Canada Trail	$ -				$ -
Trail Maintenance					
Baird Trail	$ 1,100		$ 1,100	32 Man Hours (PW)	$ -
Tay River Pathway	$ 150		$ 150	4 Man Hours (PW)	$ -
County Contribution					
Audit Fees	$ 1,600		$ 1,600	County	$ -
Staff Wages & Benefits	$ 26,000		$ 26,000	County Depts	$ -
Volunteers Contribution	**$ 14,000**			700 hrs @ $20.00 per hr	
	$ 39,350	**$ 1,000**	**$ 28,850**		
				County 2013 Community Grant Request	**$9,500**

EASTERN ONTARIO TRAILS ALLIANCE
Thursday, October 17, 2013 at 10:00 a.m.
Minutes of Board Meeting

"DRAFT"

In Attendance: Cindy Cassidy-EOTA, Frank Mills-Hastings Highlands, Robert Sararas-Centre Hastings, Trail of Two Lakes, Tom Dewey-Central Frontenac, Dan McCaw-Hastings County, Joan Barton-Haliburton Highlands, Megan Abraham, Marmora & Lake, Andy Anderson-Addington Highlands, Meirion Jones, Municipality of Trent Hills, Kelly Way-EOTA

Absent: Jeremy Solmes-Stirling-Rawdon, Randy Caldwell-Carlow/Mayo, Corey Klatt-North Frontenac, Bill Blenkinsop-OFSC, Linda Bracken-Marmora and Lake, Phil Higgins-Havelock Belmont-Methuen, Pat Dolan-Lanark County, Peter Whitehead-Town of Bancroft, Rachelle Hardesty-LOLTA

Welcome and Introductions: Robert Sararas chaired the meeting in Linda's absence. Introductions were made around the table.

Glen Tozer of Lynch Rutherford Tozer presented the financial statements for 2011 and 2012 for the board's approval. The statements were reviewed, questions were asked and answered. Glen will sit down with Kelly to set up a system of "silos" on Simply for easy tracking of expenditures on each project.
Glen reported that he and Cindy have a difference of opinion when it comes to Community Futures funding, but it does not affect the bottom line. Their conflict involves the agreement for $137,000. Cindy will gather all invoices that belong with that contract to show the board members at the next meeting.
Motion to accept 2011 Financial Statement made by Andy, seconded by Frank, carried.
Motion to accept 2012 Financial Statement made by Dan, seconded by Tom, carried.

Minutes: Joan asked why she was to send a description of proposed EOTA link to Highlands East to Carl Tinney. It is because he is Reeve of Faraday township and the trail would cross their property.
Motion to accept minutes as tabled made by Meirion, seconded Frank, carried.

Business Arising: Tom asked about the K&P trail. Cindy told him that we have applied for funding with District 1 of the OFSC.
Marc Moyes and Anne Marie Young will be coming to Tweed to discuss this trail. There are problems with ownership.
An updated agreement is needed between the CP and the Municipal owners. The original one was lost so it needs to be updated to spell out who is responsible for what e.g. bridges.
3.5 million designated for the Trans Canada Trail is just for filling in the gaps.

EOTA Board Meeting
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Financials: General ledger, trial balance and permit charts were handed out and reviewed. Permit sales are up from the same time last year.
Meirion will find out the status of the invoice sent to Trent Hills by EOTA for the Burnbrae Rd parking lot.
Tom said he could pick up permits at Nowell Motors in future if we needed him to.
Motion to approve all financials made by Frank, seconded Dan, carried.

Correspondence: Frank was asked what he thought of the route that Joan has suggested for the Highlands East/EOTA link. He will look into it. Cindy will approach Carl Tinney about trail cutting through Faraday.
County of Frontenac has received $228,000 in Trans Canada Trail funding.

Marketing/Tourism Initiative/Funding: EOTA has submitted a proposal to the Tourism Development Fund to hire a consultant to create a strategic business plan for further developing existing trail system, links to other areas or new trail. The proposal request is $55,000.00.
There is discussion of an annual license fee for ATVs of around $36.00.
The side by side and 2 up issue will be addressed in the Power Sport Group report that is being presented to the government. Cindy will send the report to the board when she has approval to do so.

Maintenance: The Trail of Two Lakes will be graded. Gilmour to Bancroft to Lower Turiff Road will also be graded. There will be $20,000 spent on grading in Hastings Highlands from the Y Road to Musclow Rd. $20,000 will be spent in Highlands East on gravel.

Other: Frank – There is a culvert that runs under Hwy 127 that needs replacing. The Ministry wants EOTA to pay for it. Frank will look into the situation and get back to Cindy.

Motion to adjourn made by Meirion.

Next meeting is Thursday, November 21, 2013.

From: Frigon, Paul [mailto:Paul.Frigon@aecom.com]
Sent: November 6, 2013 10:28 AM
To: Stephen Allan
Subject: LCMTC - BBMT

Hi Steve

A route has finally been determined for the BBMT between the Trailhead and Bottle Lake Road.

The proponent has been busy marking the trail but still has a bit to do after the hunting season has passed.

One of the major tasks will be to upgrade a wetland/watercourse crossing west of the Bottle Lake Road – it appears to be along an old access route for logging and has been topped with a beaver dam. I was thinking we might use some of the $$ allocated to BBMT this year and hire a backhoe/operator to cleanout the old beaver dam (100 feet +/-). We have an eye on someone that will do the work for $75/hour (operator and equipment).

Do you see any hurdles to having this sort of thing authorised by the Board for later in November?

Paul