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## **MINUTES: GEORGIAN TRAIL BOARD OF MANAGEMENT**

**March 30, 2016 – 1:00 p.m.  
Committee Room – The Blue Mountains**

### **A. Call to Order**

- Call to Order
- Declaration of Pecuniary Interest
- Previous Minutes – January 27, 2016

Moved by: Joe Halos                      Seconded by:                      Jaden Calvert

THAT the Georgian Trail Board of Management minutes of January 27, 2016 be accepted as printed or amended, CARRIED

### **B. Deputation**

N/A

### **C. Business Arising From the Minutes**

**C.1 Costs of Collingwood Rerouting** – Wendy does not have a cost estimate at this time.

**C.2 Georgian Trail Crossing West of Thornbury** – Shawn advised that Reg has a report to Committee of The Whole with respect to this matter.

### **D. New Business**

#### **D.1 2015 Financial Statements and Treasurer's Report.**

Moved by: Joe Halos                      Seconded by:                      Bob Gamble

THAT the Georgian Trail Board of Management accept the Financial Statements for 2015, CARRIED

Discussion followed with respect to insurance payment, invoice amount and if we actually required this insurance.

Moved by: Joe Halos                      Seconded by:                      Deb Doherty

THAT the Georgian Trail Board of Management authorize the payment of the insurance premium in the amount of \$2,099.52, CARRIED

#### **D.2 Presentation by Georgian Trail Service Review**

Jaden Calvert, Deb Doherty & Murray Knowles presented the presentation on the Georgian Trail Service Review.

**Structures, Roles & Responsibility of Town of Collingwood, Municipality of Meaford and The Blue Mountains are as follows:**

Jointly responsible for consistent Trail maintenance

Jointly responsible for annually reporting to Councils and Association

Responsible for creating adequate budgets for operational and capital expenditures

**Structures, Roles & Responsibility of Association are as follows:**

Remain key partner of Georgian Trail

Will liaise with Municipal Staff

Key partner for Bench Program, Capital Projects and other trail related projects

<b>BUDGET NUMBERS</b>	<b>2015</b>	<b>2016</b>
<b>MUNICIPAL CONTRIBUTIONS</b>		
Meaford 19.5%	\$11,173.50	\$11,719.00
Collingwood 40%	\$22,862.70	\$24,040.00
The Blue Mountains 40.5%	\$23,263.80	\$16,240.00
<b>TOTAL</b>	<b>\$57,300.00</b>	<b>\$51,999.00</b>
<b>COMBINED CAPITAL/OPERATIONS</b>		
Total Operations	\$47,200.00	\$40,099.00
Total Capital	\$57,000.00	\$163,333.00
<b>TOTAL</b>	<b>\$104,200.00</b>	<b>\$203,433.00</b>
<b>FUNDING SOURCES</b>		
Debt	0	0
Taxation	\$57,300.00	\$51,999.00
Cash/GIC's	\$45,400.00	\$151,433.00
Donations	\$1,500.00	0
<b>TOTAL</b>	<b>\$104,200.00</b>	<b>\$203,433.00</b>

After 2016 work is completed on Thornbury Trestle Bridge, approximately \$15,000 will remain in Cash/GIC's for Workman's Creek Bridge work in Meaford.

<b>OPERATIONS</b>	<b>2015</b>	<b>2016</b>
<b>ADMINISTRATION</b>		
Secretarial	\$400.00	\$400.00
Trail Inspections	\$4,500.00	\$4,500.00
Staff Time for Trail Board	\$3,150.00	\$3,150.00
<b>Sub Total</b>	<b>\$4,400.00</b>	<b>\$4,400.00</b>

Project Management	\$6,150.00	\$4,050.00
Trail Inspections	\$4,500.00	\$4,500.00
Staff Time for Trail Board	\$3,150.00	\$3,150.00
<b>Sub Total</b>	<b>\$13,800.00</b>	<b>\$11,700.00</b>
<b>ADMINISTRATION TOTAL</b>	<b>\$18,200.00</b>	<b>\$16,100.00</b>
<b>MAINTENANCE</b>		
Surface	\$9,000.00	\$7,000.00
Grass Cuttings (2 cuts per year)	\$5,000.00	\$5,000.00
Day Lighting & Tree Removal	\$4,000.00	\$4,000.00
Weed Control	\$6,000.00	\$6,000.00
Sign Replacement	\$5,000.00	\$2,000.00
<b>MAINTENANCE TOTAL</b>	<b>\$29,000.00</b>	<b>\$24,000.00</b>
<b>OPERATIONS TOTAL</b>	<b>\$47,200.00</b>	<b>\$40,100.00</b>

<b>2016 BUDGET PER KILOMETER OF TRAIL</b>	
Capital & Operating	\$51,999 ÷ 33 kms = \$1,575 per km
Operating	\$40,099 ÷ 33 kms = \$1,215 per km
Maintenance	\$24,000 ÷ 33 kms = \$727 per km
Administration	\$16,100 ÷ 33 kms = \$487 per km

Administration costs are made up of Insurance, Secretary, Maintenance Coordinator, Audit & Staff Time

<b>OPERATIONAL TRAIL COSTS PER MUNICIPALITY 2015</b>	
Collingwood	5.3 km ÷ \$16,240 = \$3,064.15 per km
Meaford	7.2 km ÷ \$7,819 = \$1,058.97 per km
The Blue Mountains	20.5 km ÷ \$16,240 = \$792.19 per km

<b>OPERATIONAL &amp; CAPITAL TRAIL COSTS PER MUNICIPALITY 2015</b>	
Collingwood	5.3 km ÷ \$24,040 = \$4,535.85 per km
Meaford	7.2 km ÷ \$11,719 = \$1,627.64 per km
The Blue Mountains	20.5 km ÷ \$24,340 = \$1,187.32 per km

<b>EXPENSE BREAKDOWN 2015</b>	
<b>Meaford</b>	
Budget Contribution	\$9,204
Actual Operating Expenses	\$6,356
Differences	\$2,848

<b>The Blue Mountains</b>	
Budget Contribution	\$19,116
Actual Operating Expenses	\$5,556
Differences	\$13,560
<b>Collingwood</b>	
Budget Contribution	\$18,880
Actual Operating Expenses	\$447
Differences	\$18,433

### **Georgian Trail Board Service Review Conclusions**

After some 25 years, the development of The Georgian Trail is complete, and the only on-going requirement is maintenance.

As such, the current organization and funding model of the Georgian Trail Board of Management has become inefficient, with avoidable administration costs absorbing a large portion of the annual budget and the formula for sharing of annual operating expenses becoming inequitable.

### **Georgian Trail Board Service Review Recommendations**

It is the recommendation of the Georgian Trail Service Review Committee that the Georgian Trail Board of Management be dissolved in favour of a formal Service Agreement between the municipalities of Collingwood, Meaford and Town of the Blue Mountains, and the Georgian Cycle and Ski Trail Association.

Highlights of the new Service Agreement:

Each municipality responsible for all operating and capital costs associated with their respective sections of the trail.

Common standard of maintenance to be adopted by each municipality, and no significant changes permitted without approval of all 3 municipalities – similar to the Bruce Trail model.

Remaining reserves from the Georgian Trail Board after the completion of the Trestle Bridge work to be turned over to Town of Meaford for repairs on the Workman Bridge.

Annual report to be issued once a year to all councils.

Georgian Cycle and Ski Association will maintain its role as promoter, benefactor and special projects coordinator (eg. benches).

### **Georgian Cycle & Ski Association Feedback**

No objections to the proposed changes.

Desire for a good mechanism to monitor performance.

Support for a strong and comprehensive agreement.

Desire to be a signing partner to the new agreement.

### **Potential Revised Mandate**

The Georgian Cycle and Ski Trail Association (GCSTA), a volunteer non-profit organization, was created with a mandate to:

Promote the use of the trail.

Communicate information and issues about the trail to users.

Ensure the views of the trail users are fairly represented (at the Georgian Trail Board of Management (GTBM)) **to the appropriate municipality.**

Continuously improve the attractiveness and safety of the trail by identifying beneficial projects.

Collect and manage (annual trail membership dues and) donations in order that the Association **can fulfill its mandate and** (is able to provide), where feasible, **provide** financial assistance to (the GTBM for trail maintenance and capital) **beneficial** projects.

Potential Revised Mandate – delete words in () and add words in **red**

The Board of Management discussed the following items with respect to the presentation:

- Questions how this will work between municipalities – Shawn advised that the three municipalities will continue to work together as all three see the Georgian Trail as an asset. A yearly report will be provided to each municipality by staff.
- Questions about the agreement – Shawn provided a draft of the agreement and will work on same for the next meeting. Murray Knowles expressed interest that the Association wish to be included as a party to the agreement.
- Questions about staff – Sharon advised that she is going to be finished anyway. Murray advised that he is okay with the way the Board is going. Murray also questioned if there was a need for an outsider to undertake a yearly inspection of the trail.
- Questions about the money transfer to Meaford – Deb Doherty advised that the balance of the money to be transferred to Meaford will be ear marked for the Workmen’s Creek project only.
- Questions about insurance & audit costs – Shawn advised these two items are huge costs to the Board of Management.

- Questions about budget – Shawn advised that each municipality will continue to have line items in their yearly budgets for the Georgian Trail with each municipality being responsible for costs within their municipality. Grass cutting and weed control will continue to be completed for the whole width of the Trail with costs being divided between the three municipalities.
- Where do we go from here – Staff were directed to revise the agreement for the next meeting for further discussion prior to any decisions being made. Municipality of Meaford, Town of Collingwood and the Association are all in favour of the direction the Board of Management is looking at going.

#### **E. Maintenance Coordinator's Report**

N/A

#### **F. Treasurer's Report**

N/A

#### **G. Correspondence**

N/A

#### **H. Other Business**

H.1 Trestle Bridge Tender – Shawn Everitt advised that the tender for this project is being released tomorrow.

#### **I. Next Meeting Date**

May 11, 2016 at 4:30 p.m. in the Committee Room, The Blue Mountains

#### **J. Adjournment**

Moved by: Bob Gamble                      Seconded by: Joe Halos

THAT the Georgian Trail Board of Management meeting adjourn, CARRIED