

**Halifax North West Trails Association  
Annual General Meeting  
Thursday 19 May 2022**

**A G E N D A**

**Zoom link:** <https://smu-ca.zoom.us/j/84445038811>  
**Meeting Materials on Google Drive:** <https://drive.google.com/drive/folders/1fDY-JlVvBXmTf5GZ2Y4bwYaozSImeNY?usp=sharing>

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**Log -in and test Equipment 6:30 – 7:00**

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**Business Meeting 7:00 – 7:30**

1. Welcome, Call to Order
2. Acknowledgement of Mi'kma'ki territory
3. Approval of agenda
4. Minutes of previous AGM May 13, 2021
  - a. Changes and approval (vote required)
  - b. Business arising from minutes
5. Chair's Report (see attached) Jessica Boyd
6. Committee Reports for 2021-2022 (see attached)
  - a. Treasurer's Report (vote required) Frank Gibson
  - b. Maintenance Committee Report Frank Gibson
  - c. Events Committee Report Sharon Gibson
  - d. Communications Report Alyssa Doué
  - e. Membership Committee Report Jane McKay-Nesbitt
  - f. Trail Stewardship Program Report Spencer Doué
7. Nominating Committee Report for 2022-2023 (see attached)
  - a. Board of Directors (vote required)
  - b. Officers (vote required)
8. New Business
9. Adjournment

## **DRAFT Minutes of Business Meeting**

### **Item 1. Welcome, Call to Order**

#### **In Attendance:**

Michelle Labossiere	Jessica Boyd	Elaine Perrott
Tony Cranford	Sharon Gibson	Frank Gibson
Jane Mackay-Nesbitt	Alyssa Doue	Spencer Doue
Maureen Manuge	Kathryn Morse	Mike Basford
Keith Vaughan	Peter Renowden	Sandy Mattice
Chris Tabone	Katherine MacLellan	Kaylee Fox
Shirley McIntrye	Emma Martin	Iona Stoddard

### **Item 2. Acknowledgement of Mi'kma'ki territory**

We are treaty people, we would like to begin by acknowledging that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik People first signed with the British Crown in 1725

### **Item 3. Approval of agenda- None**

### **Item 4. Minutes of previous AGM May 13, 2021**

- a. Changes and approval (vote required)

#### **Motion to adopt minutes of 2021 AGM as presented:**

**Moved: Jessica Boyd**

**Seconded: Jane McKay-Nesbitt**

**Approved unanimously**

- b. Business arising from minutes - None

### **Item 5. Chair's Report**

**Jessica Boyd**

This is our third AGM to be held online, and I thank you all for coming and learning the new software so well.

**Board of Directors.** Your board of directors has worked hard for you this past year, with many new initiatives. We continue to hold our regular monthly meetings online. It is, as always, a pleasure to work with such dedicated and capable people.

Beside the board members you have many people who volunteer for the Association in many ways, I would like to thank Alex Wells and Louise Grinstead for taking photos of our events, and the many people who monitor the trails, fill the dog bag dispensers, and come out with strong arms and backs for maintenance events.

This year I am very sorry to say goodbye to two stalwart members of the board of directors: Sharon and Frank Gibson. Sharon and Frank have served on our board for the past 7 years, Frank

has been our Treasurer and Maintenance head while Sharon has taken the lead in organizing most of our events. They promise to not go too far away but will no longer be serving on the board. Over the years I have known them to be skilled, confident colleagues that we could all rely on to make good decisions for the betterment of the association. I will miss their contributions.

**Mission Statement.** Elaine Perrott took the lead to reinvigorate the association with a new mission statement that more closely reflects our values and focusses our activities to better serve our members and neighbours.

Halifax North West Trails Association is a volunteer-based not-for-profit association that serves all ages. We

- organize and deliver quality, safe outdoor trail experiences and events
- provide regular stewardship and maintenance of current trails
- advocate for construction of new and preservation of existing trails and greenspaces

**Our goal is to instill respect for the natural environment and encourage everyone to enjoy the benefits of being in nature.**

**Capital Projects:** We have learned that our large capital project to extend the Mainland North Trail to the Larry Uteck area is a high priority for HRM. They hope to have it constructed by 2027.

The Active Transportation group of the HRM Transportation and Public Works department wonders if we are ready to have the MNT trail paved? Paving would improve accessibility (especially in winter) and reduce yearly maintenance costs. The AT group would like our opinion.

Mainland Commons Park recreational trails expansion. This project is currently stalled while we sort out some design details. If you would like to contribute we are in need of civil engineering or landscape design expertise.

**Funding:** This past year, 2021-2022, we applied for and received \$4050.00 in Trail Maintenance and Operational funding from HRM Parks and Recreation. We are very grateful for that support.

We also applied for and received \$750.00 from the NS Health Authority to purchase boot Ice Grippers. 30 pairs of these IceTrax are now on loan for anyone through the Keshen-Goodman Library.

We also applied for but were unsuccessful in several other grant competitions.

See the Treasurer's report below for all the details.

### **Other Activities:**

In other sad news we lost Bob McDonald this past November. Bob was one of the founding members of HNWTA and led the association as Chair for many years.

To memorialize Bob's, and his wife Wendy's contributions to the association we will be erecting a bench on the Belchers Marsh Trail.

We will also be installing a bench for our friend David Putnam, who passed away last April. Dave's bench will be in Hemlock Ravine Park.

Both benches will be provided through the Gift for Parks program of the HRM. If you would like to contribute to these memorial benches please donate through our website, using the NS Trails red donate button. Please indicate Halifax North West Trails in the Fund dropdown menu.

**Support for other organizations:** We continue to support two local green initiatives with advocacy efforts: Sandy Lake – Sackville River Regional Park Coalition and the Friends of Blue Mountain Birch Cove Lakes Society.

**Partners:** We thank the many other groups and institutions that work with us towards our goals including Hike NS, NS Trails Federation, NS Environmental Network, Ducks Unlimited Canada, Friends of Clayton Park, HRM Libraries, Canada Games Centre and ISANS.

### **Question to AGM Attendees:**

This question was presented to the attendees at the meeting, responses were collected using the Zoom polling function.

The Active Transportation (AT) group at HRM Transportation and Public Works and the Parks & Recreation Departments maintains the Mainland North Trail (MNT). The trail surface needs and receives regular maintenance because of washouts and it is plowed after every snowfall.

The AT group wonders if we would like to **pave the trail**.

Paving would improve accessibility and reduce yearly maintenance costs, but the crusher dust surface is more comfortable to run and walk on.

Indicate your preference on the poll.

Results: Pave 7/11                      Keep crusher dust 4/11

Note that this is not a binding poll. The HNWTA will reach out to all our members for their thoughts on this matter.

**Item 6. Committee Reports for 2021-2022**

**6a. Treasurer's Report**

**Frank Gibson**

<b>BANK BALANCE April 1, 2021</b>	\$ 27,951.76	
<b>INCOME:</b>		
Trail Metre Sales		
Membership in HNWTA	\$ 531.21	
Donations	\$ 243.00	
Maintenance - HRM	\$ 4,050.00	
Other Income	\$ 440.00	
Current Liabilities		
<b>TOTAL INCOME:</b>	\$ 5,264.21	
<b>EXPENDITURES:</b>		<b>HST</b>
Insurances:	\$ 774.52	
Office	\$ 167.30	\$ 21.82
Website	\$ 287.50	\$ 37.50
Membership (NSTF, RJSC, NSEN)	\$ 351.15	\$ 30.00
Maintenance Tools/supplies	\$ 285.45	\$ 37.23
Maintenance Materials	\$ 1,435.52	\$ 187.27
Maintenance Storage	\$ 2,366.54	\$ 307.64
Meetings/travel/tolls/workshops/events	\$ 300.15	\$ 42.88
Printing	-	
Miscellaneous		
<b>TOTAL EXPENDITURES</b>	\$ 5,968.13	\$ 664.34
<b>BANK BALANCE MARCH 31, 2022</b>	\$ 27,247.84	
<b>TOTAL HST</b>		\$ 664.34
<b>HST TO SEPT. 30</b>		\$ 429.89
<b>HST OCT.1 FF</b>		\$ 234.45

**Motion to adopt 2021-2022 Treasurer's report as presented**

**Moved: Frank Gibson**

**Seconded: Maureen Manuge**

**Approved unanimously**

## **6b Maintenance Committee Report 2021-2022**

**Frank Gibson**

More than fifty individuals participated in trail maintenance events over the course of the year, doing everything from brush cutting to minor bridge repairs.

Early in the year several members took it upon themselves to clean up the Belchers Marsh trail when the larger community event was postponed due to Covid.

In September we were assisted by members of the Princess Louise Fusiliers, who helped us with the annual resurfacing of the wood chip trail on the Mainland Common Loop.

Other volunteers helped with repairs to the gravel surface of the Old Coach Road.

Smaller jobs involved repairing bridge rails, repairing, and painting benches, repairs to the kiosk at the Canada Games Centre.

The need for minor repairs is brought to the attention of the maintenance coordinator through the consistent monitoring of our trails by our many trail stewards.

We had a record year for the purchase and distribution of doggie bags. Six volunteers maintain nine doggie bag dispensers found on five local trails.

## **6c Events Report 2021-2022**

**Sharon Gibson**

Although we experienced a second year of reduced activity, one of the many benefits of being a trails organization is that most of our events and activities are held outside. We continue to find ways to get people outside, to enjoy the benefits of nature while having the companionship of others. All our events this year were held outside, and the theme this year could be called, walking the trails. Thanks to our volunteer walk leaders and NS Walks, the Clayton Park group met faithfully each week with a core group of walkers.

When the annual earth day clean up was postponed a few volunteers, took it upon themselves to clean up the trail at Belchers' Marsh. These caring folks didn't let a pandemic stand in the way.

In the spring we ran a scavenger hunt meant to encourage families to get out on the trails. Once entries were submitted, we had a draw for prizes and the youngest winner was a 5-year-old!

In early October we were very fortunate to have Jamie Simpson lead us on a Foraging Walk. Jamie Simpson who wrote the book "Eating Wild in Nova Scotia" shared some of his vast knowledge with a group from ISANS who are interested in nature-based activities. Some of these same participants attended our fourth annual Winter Tree for the Birds event in November. In this event we made simple bird feeders to hang on the trail and enjoyed a cup of hot chocolate on a sunny, cold day. We had a lot of help with the event this year. We partnered with CWF Wild Outside, a nature-based youth service group. The youth were enthusiastic, happy to help make the feeders, set up for the event and clean up after. We hope to see them again next year.

In December we were invited to bring this event to the Islamic Cultural centre, where many children and their parents made the simple bird feeders.

The snow stayed just long enough for us to lead a snowshoe walk around Belcher's marsh. We were joined on the walk by Brandon Young, a journalist with a local community newspaper the Clayton Park Wire. Brandon enjoyed the walk then shared his photos and wrote an article about the trail association for the newspaper.

Another new event for us this year was an evening guided full moon walk through Hemlock Ravine. In addition to the full moon, we saw the space station orbiting overhead.

## **6d Communications Committee Report**

**Alyssa Doué**

This year the communications committee consisted of Alyssa Doué, Alexx Wells, and Michelle Labossiere.

Newsletters were circulated each month with news about HNWTA, the neighbourhood, and interesting hiking and nature-related facts and stories. Michelle has now taken over the writing of the newsletters, and as always if you have questions/comments/story ideas, please send your thoughts to [hnwta.communications@gmail.com](mailto:hnwta.communications@gmail.com).

Our social media has been expertly curated by Alexx Wells, who has been posting about events and nature/trail-related information for over a year now. It is now more active than ever, thanks to the new and creative ideas from Alexx.

Alyssa has taken a support role within communications this year. With Michelle being trained on the Newsletter and email communications, Alyssa will continue to maintain the website and Eventbrite pages.

We have decided that the communications committee will be combined with the Events committee and will be led by the Events Committee Coordinator, Michelle Labossiere. Most communication is event related, so we believe this transition makes sense. Any communication related projects (ie. Brochures, signs) will be led by an ad-hoc committee of interested volunteers and board members.

It's been another online year, but our communications committee has kept us informed and feeling closer to one another. With the recent increase in HNWTA Events, we've also been busy getting the word out about these great new events!

Thank you all for another great year!

## **6e Membership Committee –**

**Jane MacKay-Nesbitt**

**“Your membership matters! There is strength in numbers.”**

**Committee members:** Sharon Gibson, Alyssa Doue, Jessica Boyd, Jane McKay-Nesbitt (Chair)

**Membership numbers:** As of April 31, 2022, there are 155 paid up members and 9 memberships are up for renewal.

**Responsibilities of the membership committee include:**

- Keeping paper and online membership application forms
- Welcoming new members (email); sending new members a membership card and badge; enrolling new members in HNWTA newsletter; letting other Board members know about new members' volunteer interests; monitoring membership online fee payments
- Encouraging participants in HNWTA activities to join the HNWTA
- Managing the membership renewal process by sending reminder emails
- Keeping membership records up to date
- Participating in hosting volunteer appreciation events

**New membership category:** Families are now able to join the HNWTA for \$30 for 3 years and renew their membership for \$25 for three years. In 2021, 7 of the new or renewing memberships were family memberships.

**Online membership applications and payment system:** With very few exceptions, all membership applications are submitted and paid for online.

**Volunteer appreciation-** Increased Covid numbers meant that a Volunteer Appreciation event in early 2022 had to be postponed. We continue to appreciate the great work that so many of our members do and we continue to look for ways to communicate our appreciation to them.

**Thank you** to all those who assist in recruiting members and managing the membership process.

## 6f Trail Monitoring Program Report

Spencer Doué

The HNWTA Trail Monitoring program continued to run successfully in 2021 with 24 registered trail monitor volunteers and at least one active trail monitor per trail during spring/summer. We saw an 11% increase in the total volume of inspections completed versus 2020, and Trail Monitors continue to notify HRM 311 of issues requiring remediation (20 different instances were reported to HRM 311!).

Where I will be taking on the role of Treasurer from this point forward, I am pleased to announce that Linda Adamson will be taking on the role of Trail Monitor Coordinator and joining the Board of HNWTA. Linda has been a trail monitor on the Cabin Lake and Fleetview trails since the program started and has been instrumental in ensuring those trails are well looked after! I fully believe she will do a similarly excellent job in looking after the trail monitor program and I will help her with the transition into her new role.

The other big piece of news for the trail monitor program is that I have been working with a trail monitor (Chris Tabone) to change the way the trail monitor inspection report is set up. Chris very kindly volunteered his skills and knowledge with the Google suite of software to create a new inspection report and record summary spreadsheet. Changing to this new report from the existing one on our website will mean more automation (i.e. administrative time savings), similar features trail monitors are used to now, and new useful benefits (e.g. trail monitors will now receive a copy of their submitted report automatically).

With regards to 2021 statistics, a total of 121 inspections were completed which translates to approximately 66 total hours spent by trail monitors voluntarily inspecting trails! Note that this is



based on inspection reports submitted through our website – I believe there are more inspections being done but not reported through our website, so these numbers are likely to be higher still. Interestingly, across all trails an average of 33 trail users were counted – this represents a decline of -6% from 2020. For more information on statistics, please see Appendix 1.

Overall, the program continues to go well and there is active interest and involvement by community trail monitor volunteers. It is expected that this program will continue to be successful in its mission of keeping an eye on the trails and reporting issues to 311, as well as promoting HNWTA to the public.

### **Item 7. Nominating Committee Report**

7a The following are presented as the slate of Board Candidates for 2022-2023

Linda Adamson  
Mike Basford  
Jessica Boyd  
Tony Crawford  
Alyssa Doué  
Spencer Doué  
Michelle Labossiere  
Jane MacKay-Nesbitt  
Elaine Perrott

### **Motion to adopt the 2022-2023 slate of Board Candidates**

**Moved: Jessica Boyd**

**Seconded: Shirley McIntyre**

**Approved unanimously**

7b The following are presented as Board Officers for 2022-2023:

Jessica Boyd – Chair  
Spencer Doué – Treasurer Secretary  
Elaine Perrott – Recording and Corporate Secretary

### **Motion to adopt the 2022-2023 Board Officers**

**Moved: Jessica Boyd**

**Seconded: Jane MacKay-Nesbitt**

**Approved unanimously**

**Item 8.** New business (None)

**Item 9.** Adjournment of business meeting at 7:30 by Jessica Boyd

## **7:30 8:00 Guest Presentation:**

### **Trail Wayfinding Through the Eyes of the Hiking Community**

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#### **By: Kaylee Fox**

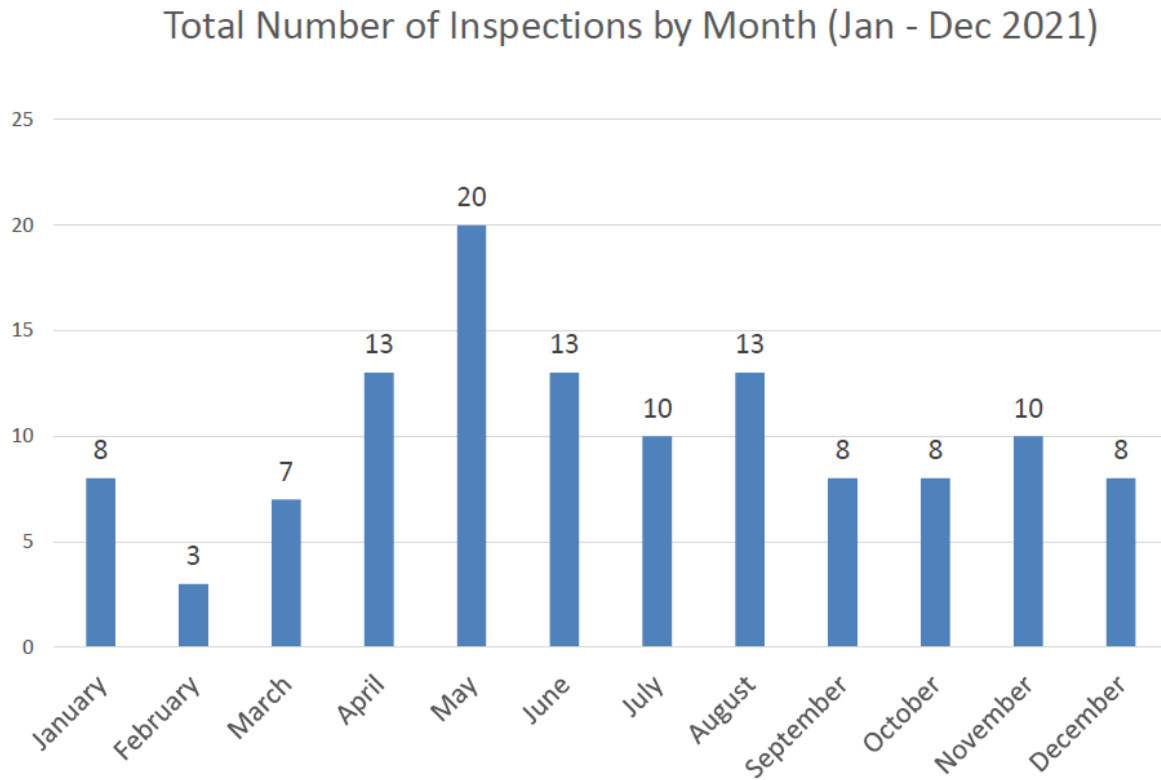
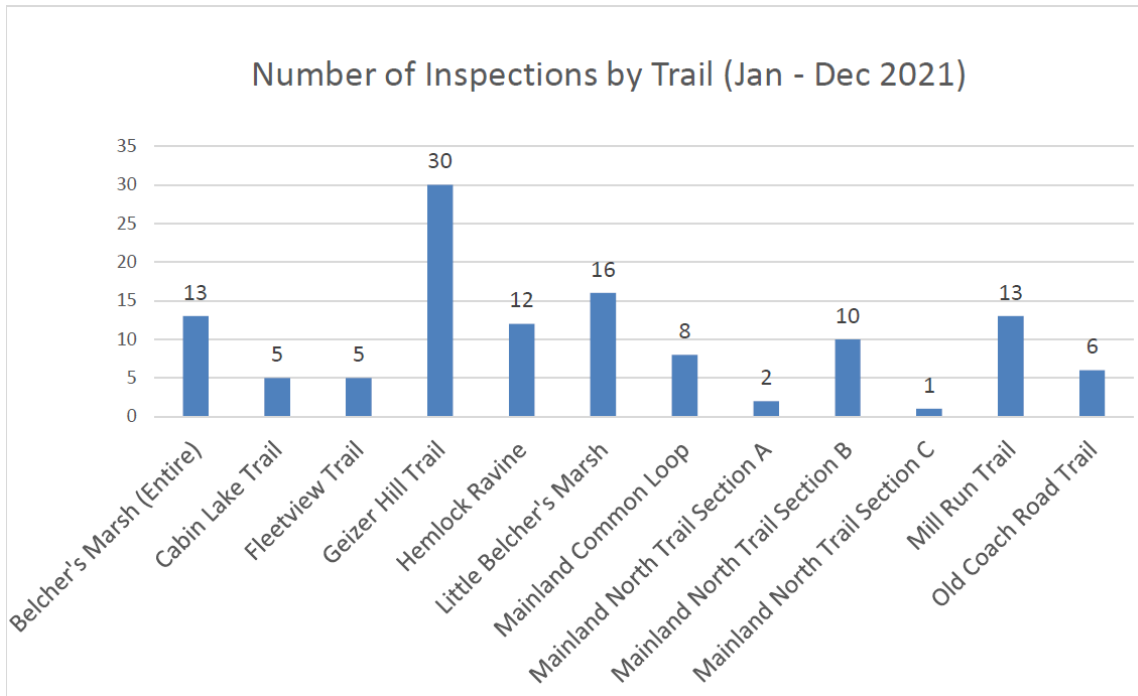
**Biography:** I am originally from Oshawa, Ontario. This May, I am graduating from the Community Design program at Dalhousie, with a specialized major in environmental planning. Over the past few years, I have learned about various technical and theoretical aspects of planning, along with the many social and environmental concerns that planning entails. In this last year of my degree, I completed a thesis on trail wayfinding, which encompassed multiple aspects such as community outreach, data collection from study hikes and surveys, and extensive data analysis and interpretation. Professionally speaking, I have had the opportunity to work as a planning assistant at a school board, a labourer for the HRM doing park maintenance, and, most recently, an intern for Hike Nova Scotia. In my spare time, I love to garden and tend to my house plants, as well as go on hikes when I can!

**Talk Description:** This talk will provide an overview of the development of my thesis on trail wayfinding and the findings that were discovered from this multi-method study. As well, it will touch upon the importance of community involvement in the process of trail wayfinding development and research studies such as the one I undertook.

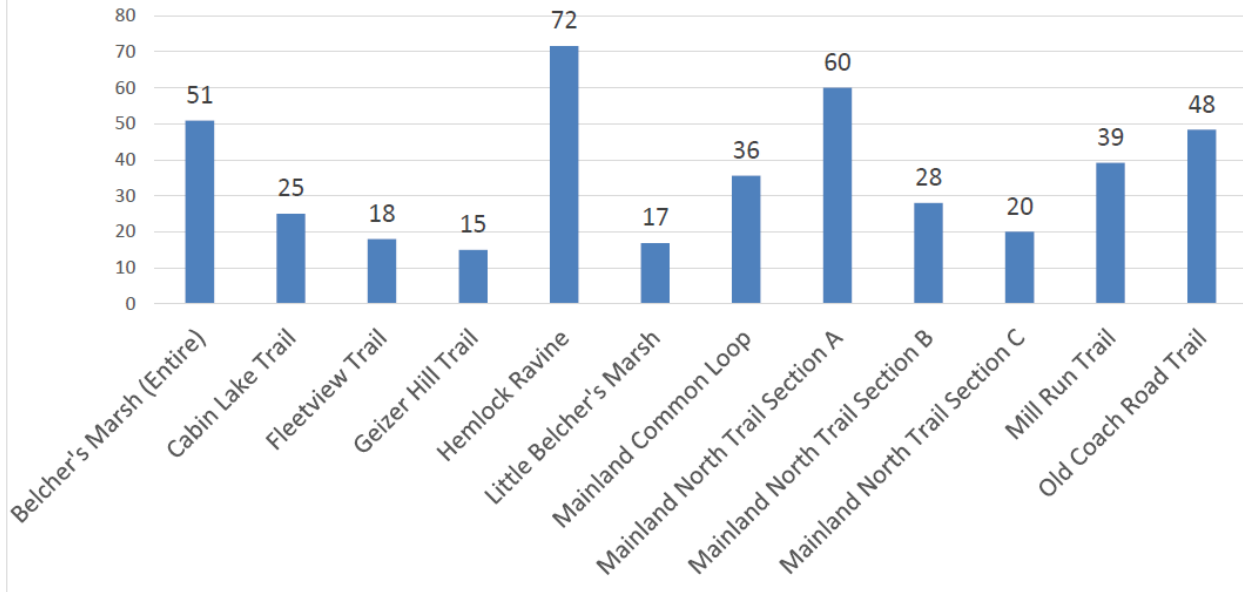
Kaylee's Power Point slide deck can be found on Google Drive at above coordinates:

AGM meeting adjourned by Spencer Doue at 8:08pm

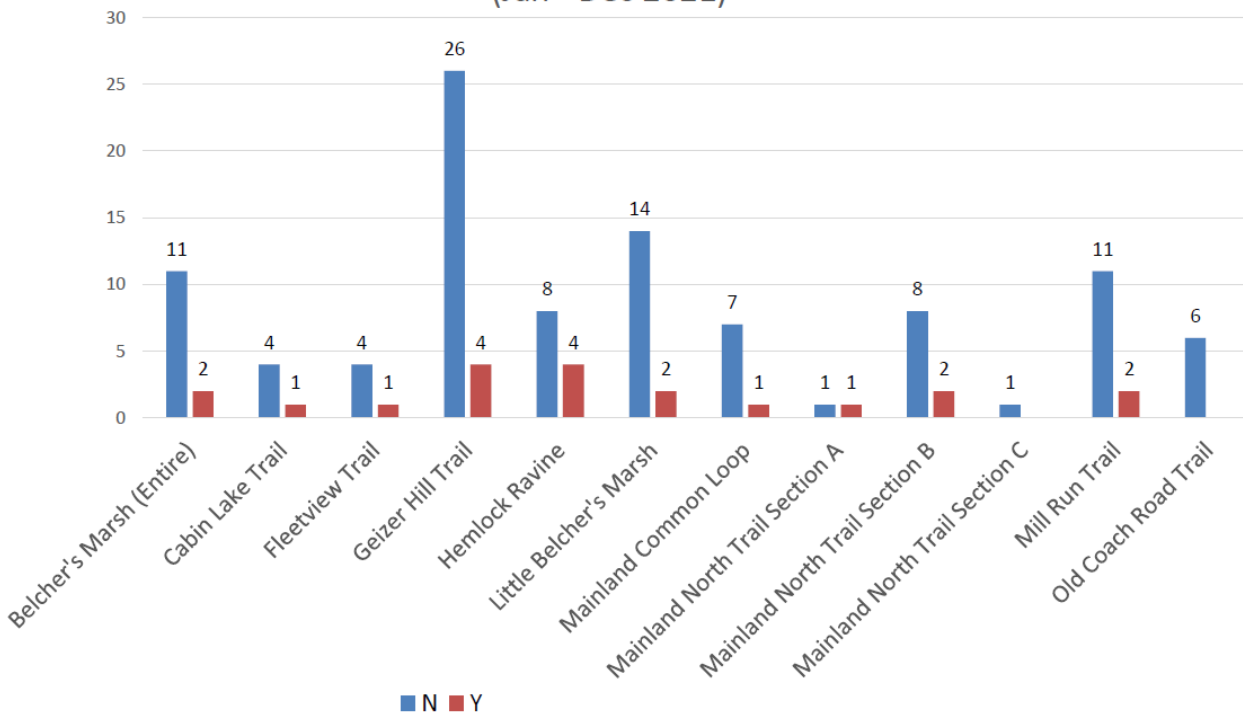
Appendix 1 Trail monitor inspections



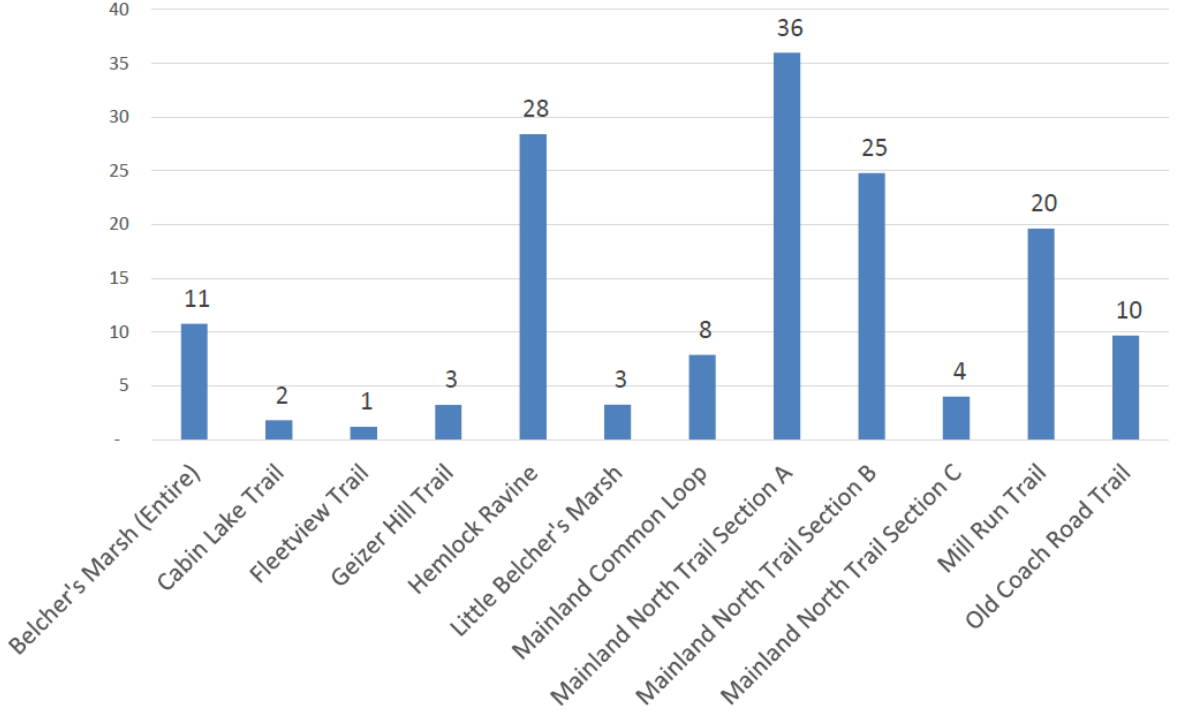
Average Inspection Duration by Trail in Minutes  
(Jan - Dec 2021)



HRM 311 Report Activity: Calls Made (Y) vs. No Calls Made (N)  
(Jan - Dec 2021)



Average Number of Trail Users Observed While Inspecting  
(Jan - Dec 2021)



Appendix 2 Potential new logo designs

