

Halifax North West Trails Association
Annual General Meeting
Thursday May 28, 2026

Trinity Anglican Church, 321 Main Street, Halifax

A G E N D A

Doors Open	5:00	
Register; Meet & Greet; Displays	5:00 – 5:30	
Refreshments available	5:30	Provided by Costco Canada

Business Meeting **5:45 – 6:30**

1. Welcome, Call to Order
2. Acknowledgement of Mi'kma'ki territory
3. Approval of agenda
4. Minutes of previous AGM May 22, 2025 (see attached)
 - a. Changes and approval
 - b. Business arising from minutes (None)
5. Committee Reports for 2025-2026 (see attached)
 - a. Chair's Report Jessica Boyd
 - b. Treasurer's Report (Vote required) Jessica Boyd (interim Treasurer)
 - c. Maintenance Committee Report Tony Cranford
 - d. Membership Committee Report J. Boyd (interim Membership chair)
 - e. Trail Monitor Program Report Linda Adamson
 - f. Communications/Newsletter Joshua Cranford
6. Nominating Committee Report for 2026-2027 (see attached)
 - a. Board of Directors (vote required)
 - b. Board Officers (vote required)

Presentation **6:30 – 7:00**

Speakers – Tony Cranford (HNWTA Maintenance Lead)
– Josh Cranford (HNWTA Communications Lead and owner of
Pathfinder Trail Services)

Topic: How we built the new recreational trails in the Mainland Common Park

Adjournment **7:30**

Walk **7:40**

Join us for a short (1 km) walk on Mainland North Trail and Loop trail. (Flat, easy)

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Trinity Anglican Church, 321 Main Street, Halifax

MINUTES

Attendance:

Board Members Present:

Jessica Boyd	Chair
Jeffrey Roy	Recording Secretary
Linda Adamson	Corporate Secretary
Tony Cranford	Maintenance Lead
Josh Cranford	Communications
Elizabeth Eustaquio-Domondon	Member-at-large
Thomas Sheehan	Member-at-large
Carly Sorensen	Member-at-large

Board Member Regrets: None

Members Present:

Barb Bennett	Wendy McDonald
Kukua Bont-Plange	Shirley McIntyre
Carol Desoer	Susan McLean
Greg Galang	Audrey Peake
Kelly Greenwood	Muthu Selvam
Moonhei Gye	Janet Steele
Charles Lemieux	Sarabjeet Singh
Bob Manzer	Christopher Tabone

1. Welcome, Call to Order

The Chair, Jessica Boyd, called the meeting to order at 5:45
She thanked the Trinity Anglican Church, and Linda Adamson, and Elizabeth Eustaquio-Domondon for their organization of this event. She thanked Costco Canada for providing sand

2. Acknowledgement of Mi'kma'ki territory

We are treaty people, we would like to acknowledge 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 People first signed with the British Crown in 1725.

3. Approval of agenda

The agenda distributed prior to the meeting was reviewed.

The Chair requested friendly amendments to the agenda. None were received; therefore, the agenda stands as presented.

4. Approval of Previous AGM Minutes

The minutes of the previous AGM held on May 22, 2025, were presented in print copy to the members and online on the HNWTA website.

Motion to approve the minutes of the May 22, 2025, AGM

Moved by: Jeffrey Roy

Seconded by: Bob Manzer

Outcome: Carried

5a Chair's Report

Jessica Boyd

Chair, Jessica Boyd presented her report, which is attached to this document. In summary, she thanked the board members for their dedication and commitment to the HNWTA. She welcomed two new board members, Thomas Sheehan and Carly Sorensen and said goodbye to Jane Mackay Nesbitt, past membership chair.

Jessica thanked the work crews and trail monitors; all our funders and supporters.

Jessica also outlined some of our major project this past year: Construction of a new 500 m section of the Mainland Park Trail system, and printing of a new, updated trail map brochure.

5b. Treasurer's Report (Vote required) Jessica Boyd (interim Treasurer)

Complete details of the Association's accounts are in the attached reports.
In summary for 2025-26 the total revenues were \$ 37,430.16; total expenses were \$ 34,453.17 leaving a year end balance of \$ 19,703.99.

Motion to approve the Treasurer's Report

Moved by: Jessica Boyd

Seconded by: Wendy McDonald

Outcome: Carried

5c Maintenance Report

Tony Cranford

See attached report

5d Membership Report

Jessica Boyd (Interim)

See attached report

Jessica again requested someone volunteer to take on the membership chair role. That person should be prepared to check emails at least weekly, report to the board at least monthly and to be very protective of member's personal information.

5e Trail Monitor Report

Linda Adamson

For details see attached report.

A lively discussion was held surrounding the issue of cigarette butts discarded near our benches. These butts are unsightly and a fire risk. Bob Manzer requested action on installing "No Smoking" signs. He said HRM should install these signs, which should include a statement about the HRM no smoking by-law.

Susan McLean suggested that a good way to advertise our Association and our work would be to install signs at every trailhead with a phrase like "This trail maintained by volunteers" and "Want to help?" With our name and contact information. Jessica mentioned that we are planning more signage for the Mainland Common Park trails, and these new promotional signs could be part of that.

5f Communications Report

Josh Cranford

For details see attached report.

There was a request from the floor to show new and existing members how to post on our Facebook page and group.

7 Nominating Committee Report

As detailed in the attached report, 5 returning and two new board members have been nominated to serve for the year 2026-2027. A call for nominations from the floor did not result in any candidates.

Motion to approve the Nominations for Board Directors

Moved by: Jessica Boyd

Seconded by: Susan McLean

Outcome: Carried

As detailed in the attached report, 3 returning board officers have been nominated to serve for the year 2026-2027.

Motion to approve the Nominations for Board Officers

Moved by: Jessica Boyd

Seconded by: Audrey Peake

Outcome: Carried

Other Business

Bob Manzer moved from the floor to thank the Board members for their work for the Association.

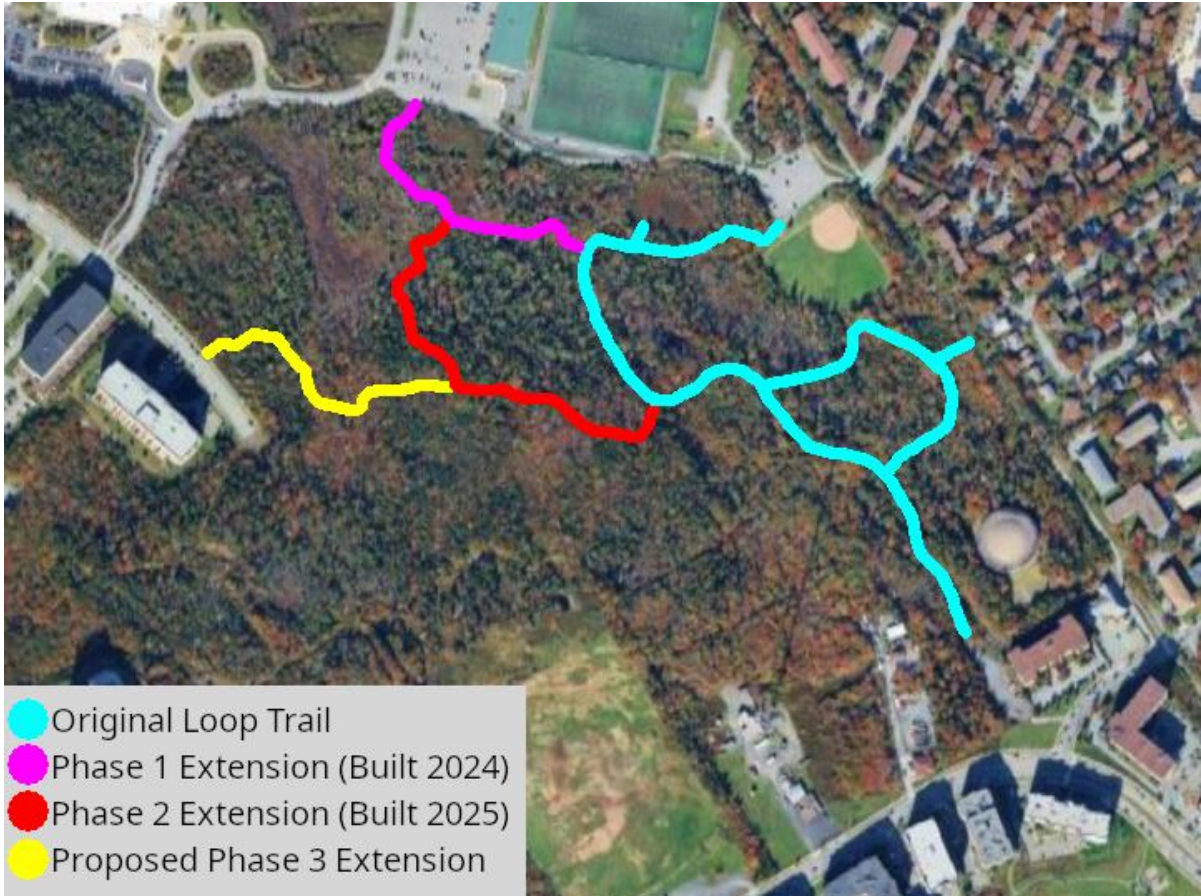
Moved by: Bob Manzer

Seconded by: Susan McLean

Outcome: Carried

The Business portion of the AGM was concluded at 6:35.

Presentation by Tony Cranford and Josh Cranford:
How we built the new recreational trails in the Mainland Common Park



Satellite image of Mainland Common Park showing existing and planned trails. Phase 3 will be constructed into the summer of 2026.

Meeting was adjourned at 7:15

Due to the late time and cool weather, the walk was cancelled.

**ATTACHED APPENDICES
REPORTS FROM COMMITTEES**

Item 5a Chair's Report

Jessica Boyd

Board of Directors:

- I wish to thank the members of your Board of Directors for their dedication and hard work. I am truly amazed at the effort these people put into making HNWTA a success.

Funding

- This past year, 2025-2026, we applied for, received, and spent \$5,000 in Recreational Trails Operations and Maintenance Grant from HRM Parks and Recreation. We have applied for \$5,000 again this spring for the upcoming 2026-2027 fiscal year. This funding pays for the bulk of the work we do, and we are grateful for HRM for trusting us with it. This year, and last year we successfully applied for \$1,000 HRM Education and Promotions grants. This money was used to pay for printing 1,500 copies of our new brochures. This past year we accessed \$ 31,451.93 of the \$50,000 Recreational Trail Capital Funding that was awarded in 2020-2021.

Projects:

- **Updated Brochure** We have completed our new brochure which is now available in the Keshen Goodman and Bedford libraries. Please take home a few to distribute to your friends.
- **New Trail Construction** This past January we celebrated the opening of the second phase of our recreational trail network in the Mainland Common Park.

The new trail is 500 m long interior loop with connections to both the new phase 1 trail and the existing wood chip surface trail. Construction was completed on time and on budget by Pathfinder Trail Services, owned by Josh Cranford.

The cost of materials (mostly gravel and other aggregate) and labour for this section was \$25,756.57. This cost is covered by our Recreational Trail Capital Funding Grant.

We are now planning phase 3 of this system. Phase 3 will include a new trailhead on Regency Park Drive and a 300 m crusher dust trail connecting to last summer's phase 2. A short wooden bridge crossing a small rivulet has already been built by Tony Cranford with materials supplied by HRM Parks and Recreation. Phase 3 will be completed by Pathfinder Trail Services by the end of August 2026.

Construction of phase 3 will use up the remainder of the original 2020 – 2021 \$50,000 Recreational Trails Capital grant. Your chair and maintenance lead will spend the summer preparing another grant application to secure sufficient funds to complete the envisioned project.

Collaboration with other organizations:

- We continue to support the Sandy Lake - Sackville River Coalition whose parkland is slated for a housing development. We also support the wonderful efforts of the Friends of BMBCL wilderness area in their goal to make this area an Urban National Park.
- 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.
- Many local politicians of all political parties and levels have helped with funding, information and influence. We thank you for your support.

Item 5b Treasurer's Report

Jessica Boyd (Interim Treasurer)

HNWTA Annual Statement of accounts 2025-2026

INCOME:	Amount	Details
Memberships	\$ 245.00	12 adult and family
Donations and other	\$ 897.91	
Maintenance Grant - HRM	\$ 4,825.32	Operations and Maintenance
Education & Promotions - HRM	\$ 1,000.00	Brochure printing
Rec Trail Capital Grant - HRM	\$ 30,451.93	Phase 1 and Phase 2 trail build
TOTAL INCOME	\$ 37,430.93	

EXPENDITURES:	Amount	Details
Insurances	\$ 813.00	
Memberships	\$ 306.15	NSTF, RJSC, NSEN, Hike NS
Training/Education	\$ 100.00	
Office Supplies	\$ 500.31	PO Box, printing, postage
Website	\$ 285.00	ImmediaC
Maintenance Storage	\$ 1,583.62	Metro Storage
Maintenance Supplies	\$ 1,295.27	Misc. for trail maintenance
Maintenance Equipment	\$ 34.18	Wheel assembly for barrow
Cleaning/Sanitary Supplies	\$ 1,217.23	Practica dog bags and dispensers
Materials for Rec Trail Phase 2	\$ 7,592.51	Rocks, aggregate
Contractor for Rec Trail Phase 2	\$ 18,000.00	Pathfinder Trail Services
Brochure Printing	\$ 2,000.00	1500 copies at KKP
Other:	\$ 725.90	AGM rental / snacks / Stripe fees
TOTAL EXPENDITURES	\$ 34,453.17	

SUMMARY

BANK BALANCE APRIL 1 2025	\$ 16,727.00
INCOME 2025-2026	\$ 37,430.93
EXPENDITURES 2025-2026	\$ 34,453.17
BANK BALANCE MARCH 31 2026	\$ 19,703.99

Notes: Your interim Treasurer is finding it difficult to balance these accounts and make them match the BMO bank account balance. Therefore, I have hired Roswell James of Roswell Bookkeeping to review the past 2 or 3 years of our accounts. Roswell can also help us apply to CRA for HST rebates, which can total 50% of what we have spent over the past 3 years (See table below.

Further to this, he could serve as our bookkeeper, working a few hours per month recording revenue and expenses as well as preparing grant reports. We would still need a Treasurer position, but the workload would be much less than it is now.

HST expenses

2023-2024	\$ 572.85
2024-2025	\$ 631.85
2025-2026	\$ 1,798.38
2026-2027	\$ 123.00
Total 2023- to date	\$ 3,126.08

Item 5c Maintenance Committee Report

Tony Cranford

About 1000 hours of maintenance volunteer work party hours were carried out on regular trails maintenance this past fiscal year. And another 800 hours were carried out by HNWTA volunteers on planning, supervising and administering the phase two new construction completion and planning the upcoming new phase 3 trail construction at the Mainland Common Loop park trails. This included writing the request for proposals documents, reviewing and selecting bids, ordering materials, overseeing and administering the work that was completed by contractor, inspecting work, and reporting to City and getting access to work area permissions from gov't departments. And meeting with and liaising with City Staff to finalize trail routes and communicating to receive advice from Staff .

The regular maintenance including signs and metal dog bag dispenser installation at trailheads, signage reconfiguration at trailheads, repairing of wooden walkway structures by replacing deck planking and siderail components. Refurbished the HNWTA outdoor kiosk at Canada Games Centre parking lot by removing rust, painting the metal parts, and cleaning all the components, and installing new printed materials in the display cabinets. Other routine maintenance included picking up litter regularly from trailheads and trail areas, trimming and cutting shrubbery and vegetation, cutting tree limbs, placing gravel on trails surfaces, installing additional drainage piping under trail surfaces for water control, trenching to aid in rainwater control near trails, and installation of various signage. Repaired and reinstalled signs at Loop trail park area in Fairview and at all trailheads to Common loop park. Did some repair work at

Kearney Lake Dam trail to fix replace some wood railings.

There were 3 main large group events where many work party volunteer members took part. These included the Spring cleanup at Belchers Marsh, the Spring/early summer (June 14, 2025) wood chips spreading event at Mainland Common Loop trail which was occurred over 2 weekends and a Fall (October 18, 2025) class A gravel spreading event at Fairview end of Loop trail where much trimming of vegetation took place.

All of the \$3,000 the maintenance budget was spent mainly on pressure treated wood lumber, fasteners, paint, metal box dispensers, and dog waste bags. The trail monitors supported efforts effectively by reporting issues to 311 and filling up the dog bag dispensers with bags.

The biggest problem issues on the trails this past year revolved around folks having fires in the park and trail areas, graffiti occurring in parks trails with spray paint being applied on rock formation faces and dog and dog owner issues related to dogs not being under effective control and owners not using the dog waste bags to collect the dog feces. Volunteers went around removing dog feces from loop trail on occasions.

During past year more frequent visits from Compliance officers were requested but this only proved to be of limited short-term success. The problems described earlier are ongoing and recurring. Some dogs are still routinely off leash, and some dog owners are still not picking up after their dogs. Other recurring problems include the high degree of frequent heavy littering at our trailhead locations such as Thomas Raddall Drive and smoking at Greenpark Close trail entrance and other trail entrance areas. This smoking occurs predominantly at trail entrances near park benches. So, it is advised to NOT place benches at the entrances to trails. Best to put future benches at midpoint locations of trails to act as rest stops for walkers. Lack

of observance of the no smoking rules and other rules at trails and entrances is a general ongoing problem that shows no success in sight. Compliance resources visit our areas sporadically, but the overall effect is that most of the rules are flouted and enforcement is lax and penalty application almost non-existent. Between garbage proliferation and the ignoring of rules it makes for a less enjoyable experience on our trails. A lot of our members have ongoing frustration with this.

Most of the new construction budget was spent in 2025 building 500 metres of new trail. Pathfinder Services was chosen for phase two new trail construction and completed the work in Fall of 2025. We now have approximately \$19,000 grant amount remaining to cover the 2026 Phase 3 portion which will be another 300 metres of new trail. This part is now out to request bids from a few small local companies. This newest section will connect to Regency Park Drive.

The goal is to get the phase 3 new 300 metre trail section completed by Dec 31, 2026. It is anticipated the on-site work will commence in late May 2026. Other goals for the upcoming year will be to initiate grant writing application for future years funding of more trails. If we want to make a new trail section in 2027, we will have to start now to apply for funding grants from one or more levels of government.

Overall, trails within HNWTA domain are in good condition and safe condition. The support from and relations with HRM are very good. The usership of trails is very high. We mostly get much appreciation from citizens shown to us for the work we do as volunteers. The number of names on the Maintenance work party volunteer list is growing.

The most needing element Halifax North West Trails Association requires is for some of our members and volunteers to step forward to take on some of the Executive Board positions. For us to continue to function and carry out our short and longer term plans we need someone to volunteer to be Treasurer and someone else to be the Membership Coordinator. Our Chairperson is doing multiple tasks and functions in this organization and more people on the Board in these key roles is needed.

Item 5d Membership Committee

Jessica Boyd (Interim)

There has not been a membership chair for the last 8 months. Despite actively recruiting, we have not been able to find anyone willing to serve in this important capacity.

Responsibilities of the membership chair include:

- Keeping paper and online membership application forms
- Keeping membership records up to date
- 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
- Soliciting new members in person and via email

With few exceptions, all payment and deposit transactions are automatically dealt with through Stripe.

No one has monitored membership@halifaxnorthwesttrails.ca since Jane resigned 8 months ago. No one has sent welcome emails, membership cards, or reminders to members to renew their membership.

We cannot continue this way; our members deserve better treatment. Can someone pick up this task, or should we cancel our paid membership program?

Last year 12 new and renewal memberships were sold which earned us \$245.00

HNWTA Membership sales for 2025-2026

Membership Type	Number	Cost per membership	Total	Stripe Fees
Individual Adult New	5	\$ 20	\$ 100	\$ 4.40
Individual Adult Renewal	4	\$ 15	\$ 60	\$ 2.96
Family New	2	\$ 30	\$ 60	\$ 2.34
Family Renewal	1	\$ 25	\$ 25	\$ 1.03
Totals	12		\$ 245	\$ 10.73

Respectfully submitted:
Jessica Boyd interim membership chair

Item 5e Trail Monitor Annual Report

Linda Adamson: Coordinator.

1. Currently we have 14 trail monitors inspecting 14 trails and 7 monitors filling our 12 doggie poop bag dispensing boxes.
2. During the fiscal year, there were 3 newly trained trail monitors and 7 monitors who retired.
3. There was a total of 156 inspections completed which generated 12 reported incidents to Halifax 311 service. Common reported incidents were:

- Trees down
- Garbage bins overflowing or new ones needed
- Litter including cigarette butts
- Request for No Smoking signs
- Trail erosion
- Benches needing repair due to rot of some boards
- Need for doggie bag boxes to be filled
- Icy trails
- Need for repair of bridge deck – Geizer Hill Trail

4. HRM has been asked by several monitors to post No Smoking signs on all our trails. The summer of 2025 was so dry that all trails were closed to the public until the fire risk was reduced. Smoking on trails is a real fire risk. Our concerns have been registered with HRM through 311. They have yet to respond.

5. There were many lovely comments from our monitors about the good condition the trails were in and the joy they felt when they did their inspections seeing birds, trees and wildlife.

I want to thank all the trail monitors for the excellent job they have done over the past year. It is because of their volunteering/commitment that our trails remain clean, walkable, safe and accessible for citizens of all ages and abilities. Well done all.

The following Table shows some important metrics from trail monitor reports for the past three years.

Year	Total Inspections	Volunteer Time (hours)	Trail users seen	311 Contacts
2023	144	84.1	1,996	43
2024	128	76.7	1,491	31
2025	156	99.1	1,657	12
Total	428	259.9	5,144	86

Item 5f Communications Report –

Joshua Cranford

The HNWTA has a monthly newsletter which provides a summary of work done the previous month as well as giving the time and date of upcoming events. We also engage with followers on Facebook, Instagram, and BlueSky. We have 375 subscribers to our newsletter.

Item 6a Nominations for Board of Directors

The following are presented as the Slate of Board Candidates for 2026-2027.

- Linda Adamson
- Jessica Boyd
- Tony Cranford
- Joshua Cranford
- Jeffrey Roy
- Thomas Sheehan
- Carly Sorensen

Item 6b Appointment of Officers

The following are recommended as the Slate of Board Officers for 2026-2027

- | | |
|--|---|
| <ul style="list-style-type: none"> • Linda Adamson • Jessica Boyd • Jeffrey Roy | <ul style="list-style-type: none"> Corporate Secretary Chair and Interim Treasurer Recording Secretary |
|--|---|

Minutes Submitted by:

Jeffrey Roy, Recording Secretary _____ Date _____

Jessica Boyd, Board Chair _____ Date _____