



2021 Annual Report



The Cowichan Trail Stewardship Society acknowledges that we are on the unceded territory of the Cowichan Nation

2021 Presidents Report

Tom Roozendaal, President

The CTSS continues to prove its relevance in the Cowichan Community. As the pandemic continued over the past year and its impact on our lives affected our spirit, outdoor recreation and community spaces became more important than ever.

As a group of dedicated volunteers the Board of Directors has done an excellent job of establishing the CTSS as a professional and quality organization. Not only overseeing the operations of trail networks on Mt. Tzouhalem, Maple Mountain and Mt. Prevost, but also making changes to governance. The board approved a new set of bylaws for the Society and set policies and procedures to guide human resources and the financial management of the organization.

Since inception of our contract with the Municipality of North Cowichan, there has been an investment of the following amounts into trail construction, which created new assets for the municipal balance sheet:

Double D	\$74,130
Phloem	\$65,832
Xylem	\$55,372

Our financial management is solid. Revenues have increased 30% over the last 3 years and we have increased our revenue from our own sources to 27% of total revenues. This is significant as we can spend our own source revenue entirely at our discretion. We prepare budgets and manage to spend all of our funding without incurring deficits. Two-thirds of our funding is directly spent on trail maintenance and construction. For financial security, our goal is to maintain three months of expenses in the bank. We have been successful with this goal.

CTSS was successful in acquiring a grant in the amount of \$14,042 from the Canada Summer Jobs Program. A crew of four youth was hired for approximately eight weeks. CTSS is grateful of the contribution and we are looking forward to hearing of the results of our 2022 application.

Our membership has grown to over 300 members and we currently have 24 Corporate members. These membership numbers begin to demonstrate the value this community places on the work of the CTSS. The goal for 2022 will be to increase this membership to 500 and establish a strong voice for advocating on behalf of the trail user community.

We said goodbye to our long time Trail Lead, Trevor Thew. During his time here at CTSS Trevor provided invaluable oversight and direction in maintaining our trails to the best quality possible. Trevor has moved on to a new and exciting career and we wish him the best.

Our Trail Crew member, Stephen Mohan stepped up to fill the position of Trail Lead. Stephen was instrumental in bringing back our volunteer programming after a long hiatus due to the pandemic. Stephen has since moved on and we look forward to seeing him on the trails enjoying his great work. Best of luck to Stephen.

Following the strategic planning session of October 2020, the board of directors focused their attention to goals identified as priorities for 2021, member insurance and branding. The CTSS has now added Accidental Death and Disability insurance for CTSS events. The Board reviewed the CTSS logo and examined if the visual still aligns with the overall goals of the organization. This process is not always an easy task to take on as a group but the Board has come together and decided on the logo as presented on our cover page to this annual report.

We are grateful of the support we receive from the business community when hosting our events. In kind contributions of prizes and swag are welcomed from our organizers and enjoyed by our participants. Local businesses are encouraged to participate as the CTSS works to create a connection to the potential economic activity of the sport tourism sector and the hiking and biking community. We encourage our membership to support the supporters of the CTSS.

It should never go without saying we are also grateful for the support and encouragement of the Municipality of North Cowichan in providing such access to our Municipal Forest Reserve. We acknowledge the partnership and funding for trail maintenance offered by the Municipality and we look forward to continuing our relationship in the years to come.

Ladysmith Chapter Report

At the December 8, 2021 Chapter meeting the directors of the Ladysmith chapter all resigned citing a frustration over the lack of land use agreements. Over the last four years the Ladysmith Chapter has not been able to secure an agreement with Mosaic and the Cowichan Valley Regional District. Until new directors are found the Ladysmith Chapter will be discontinued.

Special Thanks to our Corporate Members:

Cowichan Cycles	Cycle Therapy	Experience Cycles
Cycle Electric	Denise Slade, RMT	Dirt Groms Biking Ltd.
Drillwell Enterprises	Fitness Experience	Hatton Insurance Agency Ltd.
Island Tractor & Supply Ltd.	Kaiser Real Estate	Lockhart Energy Ltd.
Matthuw Ronald-Jones Realty	Next Level Riding Ltd.	Pure Fitness
Nolan Riding	Stone Pacific Contracting Ltd.	The Cycling Co.
Vezina Training Camps	Western Forest Products – Cowichan Bay Sawmill	White Pacific Services
Tall Tree Central Builders Supply	Gravity MTB	One Yellow Tree

Thank you to our local business supporters:

Beyond the Usual * Coffee on the Moon * Duncan Cowichan Chamber of Commerce * Highway
Rentals * Maple Bay Marina



*October 2021 Poker Run
Fun*

Operational Highlights:

This was an interesting year for the CTSS as Trevor Thew, long time Trail Lead, decided it was time for him to move along. Trevor was overseer of our trail networks over six years and his term here is marked with many fantastic trails for both hikers and bikers. Trevor was replaced with Stephen Mohan who joined the organization in 2020 to be the crew supervisor of the youth employment program. Because of his outstanding work and leadership, we kept him on. The natural progression was to offer Stephen the Trail Lead position after Trevor left and we were excited he accepted. Since the end of the year Stephen has also moved on to other adventures. We wish both Stephen and Trevor happiness and success in their endeavours.

The CTSS continues to be the exclusive trail maintenance contractor for hiking and biking trails within the Municipal Forest Reserve on Maple Mountain, Mt. Tzouhalem and Mt. Prevost. The crew conducts annual and semi-annual inspections on sanctioned trails and trail features. With the addition of Mt. Prevost late fall of 2021 there is pressure on the crew ensure all is well within the expanse of the trail networks. As a member driven organization we rely on our members to report issues either directly to CTSS or through Trail Forks. Over the past year the crew has been able to respond to most instances within a week.



CTSS was able to complete the rebuild of Double D with the assistance of a four-person crew through the Canada Summer Jobs program and a Forestry Crew Work experience program hosted by Vancouver Island University. Enhancements and repairs were also made to trail features such as the bridge replacements on Awesome Trail and Chicken run.



Over the past year we were also excited to bring back club events and volunteer days. Over 30 participants turned out for our Poker Run in October and we were excited to see 20 people show up for the first volunteer day in October since the beginning of the pandemic.

As COVID restrictions began to relax and we made adjustments to our programs we were excited to embark upon a new volunteer program initiated by Trail Lead Stephen Mohan. The Ride Along Trail Stewards, or RATS as they were affectionately referred to, allowed a small number of independent volunteers to ride along with the Trail Lead and help out in accomplishing important trail maintenance tasks.

In November of 2021 the CTSS began to work with the Municipality of North Cowichan to sanction the trails of Mt. Prevost. The work followed upon spring consultation with the riders of Mt. Prevost and will continue in the spirit of collaboration. For the first Prevost volunteer day CTSS partnered with the Free Radicals and hosted 42 volunteers over two days. Mr. T was completed. CTSS will continue to push forward to complete an additional four trails over coming spring and summer work season.

2021 FINANCIALS

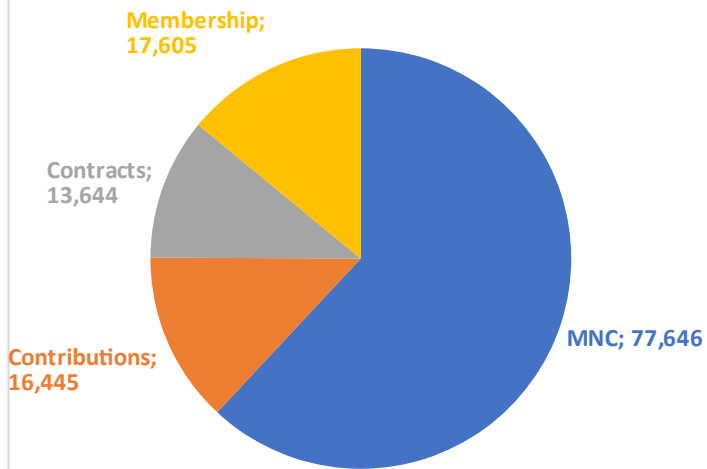
Balance Sheet

	2021	2020
Current Assets	49,721	46,314
Equipment	2,554	2,979
Current Liabilities	7,348	6,020
Net Assets	44,927	43,273

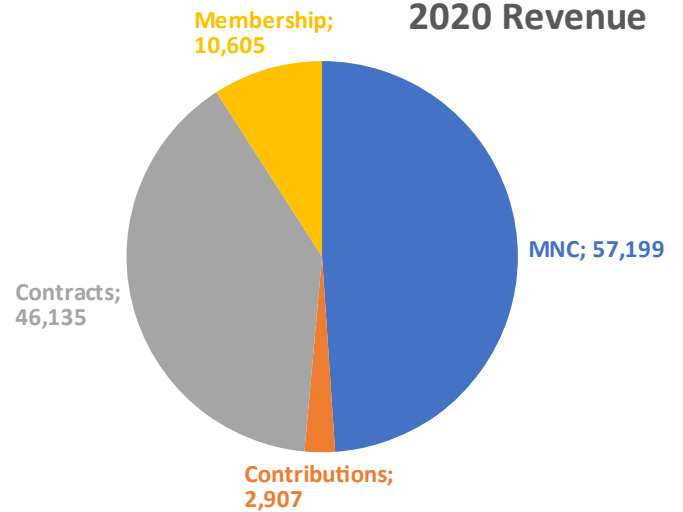
Income Statement

Revenues	125,340	116,847
Expenses	123,686	114,623
Revenue Over Expenses	1,654	2,223

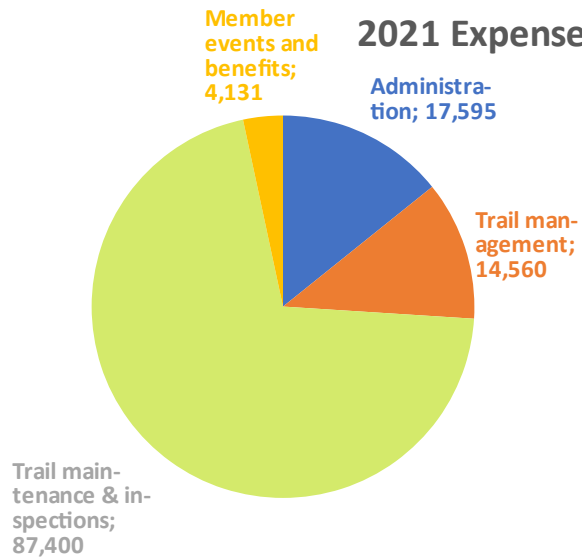
2021 Revenue



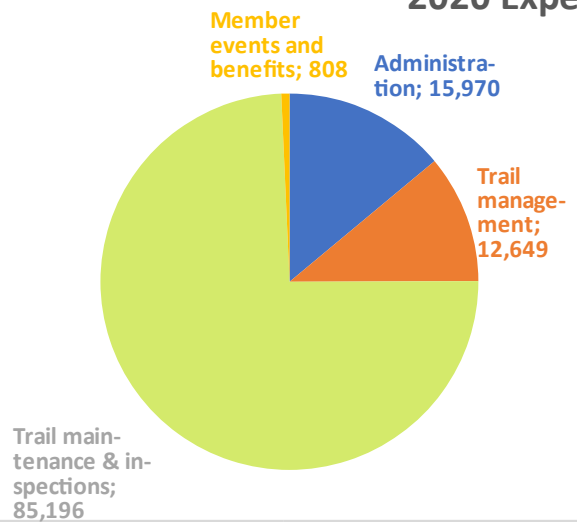
2020 Revenue



2021 Expenses



2020 Expenses



**Cowichan Trail Stewardship Society
ANNUAL GENERAL MEETING AGENDA**

Date: April 13, 2022

Location: Red Arrow Brewing Company

Standing Items:

SB1 – Approval of Agenda – Membership

SB2 – Approval of Minutes (2021 AGM) – Membership

SB3 – President's Report – Tom Roozendaal

SB5 – Municipality of North Cowichan Report – Shaun Mason

SB7 – Year-end financial update – Rick Martinson

SB8 – Ratification of CTSS Board members – Membership

One Year Term

Dan Berrard

Chris Istace

Kelly Dougan

Mark Wallace

Pete Stevenson

Ryan Jordan

Two Year Term

Mike Evans

Rick Martinson

Dan Johnson

McKay Vezina

Matt Grossnickle

Michele Carr

SB9 – Election of Officers - Board

SB10 – Questions from the membership – Membership

SB11 – Motion to Adjourn – Membership





Cowichan Trail Stewardship Society AGM MEETING MINUTES

Date: Apr. 28, 2021

Location: Zoom virtual meeting (6:00pm)

Call to Order: 6:02pm by Matt Grossnickle

Present: Matt Grossnickle, Kelly Dougan, Rick Martinson, Dan Berard, Tom Roozendaal, Chris Istace, Pete Stevenson, Mark Wallace and Ryan Jordan (Directors); Tara Pollock (Ladysmith Chapter Director); Trevor Thew (Trail Lead); Vicki Holman (Executive Director)
31 individuals present

Minutes Recorded by: Kelly Dougan

Agenda

- SB1 – Approval of Agenda – Membership
- SB2 – Approval of Minutes (2019 AGM) – Membership
- SB3 – President's Report – Matt Grossnickle
- SB4 – CTSS Ladysmith Chapter Report – Tara Pollock
- SB5 – Municipality of North Cowichan Report – Don Stewart
- SB6 – Membership and social media – Vicki Holman and Tom Roozendaal
- SB7 – Year-end financial update – Rick Martinson
- SB8 – Ratification of new CTSS Board members – Membership
- SB9 – Special Resolution: Adoption of New Bylaws – Membership
- SB10 – Questions from the membership – Membership
- SB11 – Motion to Adjourn – Membership

SB1 - Adoption of the agenda for 2021. Ratified by voting members of the CTSS

SB2 - Approval of the minutes for 2019. Ratified by voting members of the CTSS

SB3 - President's Report (see attached) – Matt Grossnickle

Matt thanked those in attendance for coming and thanked the current Board for their dedication to furthering the efforts of the CTSS this year. It's been a remarkable year what with the COVID pandemic. Huge increase in trail usership which is both exciting and challenging. Highlights of this year: Vicki Holman was hired as Executive Director; hosted a strategic planning session; completed a tremendous amount of trail maintenance including a Double D rebuild and the building of many revived structures. Upcoming things to look forward to: Adoption of Mt Prevost; local races; BCBR event in the fall and an event with Specialized and Experience Cycling.

We currently manage 88km of multi-use trails and with this comes challenges related to rising usership. For the coming year, we will continue to fulfill our duties as outlined in our Maintenance Agreement for all trails on Maple Mountain and Mount

Tzouhalem with MNC. Additionally, we will be further focusing on our goals in our strategic plan, and intend to grow our membership.
Ratified by voting members of the CTSS

SB4 - Ladysmith CTSS Chapter – Tara Pollock

Have been involved in augmenting Brown Drive Park, including trails and a skills area. With a grant from the Town of Ladysmith, sponsored an adult and youth trail building course put on by FVMBA. Liaised with various stakeholders in Ladysmith to promote local trail development. Have produced numerous reports for the Town in regards to watershed challenges and maintenance issues of Stocking Lake and Hart Lake trails. The land-use agreement with Mosaic has been put on hold which has stalled further trail development in the area. Thanked the volunteers in Ladysmith and the CTSS as a whole.

SB5 – Municipality of North Cowichan Report – Don Stewart, Director of Parks and Recreation (Municipality of North Cowichan staff)

MNC is proud of the relationship with CTSS and the work that CTSS has been doing. Received provincial grant funding to sanction and upgrade trails on Mt Prevost, including putting in trail signage and a trail kiosk. Local builders will be included in these plans. Kingsview and Nevilane new parking lot planned, including a washroom and kiosk. Trails here will link to Kaspa parking lot as well as the start of Muni Trail. The Nevilane parking lot will be doubled in size and a washroom will be installed. Kaspa parking lot washroom will be upgraded in the next 6-8 weeks. Highway and road signage prepped for Maple Mt trailhead which will act as a pilot. Echo Heights Park will be getting trail signage. Federal grant application submitted worth \$1 million to build a multi-modal trail from Crofton to Maple Bay (should hear outcome later this year). A further grant to build a climbing trail on Prevost has also been applied for (should hear the outcome of this later this year).

Question about maintenance on Mt Richards: trails are currently unsanctioned but will hopefully be sanctioned in 2022 and will not be maintained until then.

Question about signage on Mt Tzouhalem in regards to mixed use versus biking only: summer students start on Monday (two trail students) and will be tackling this item.

Question about Prevost climbing trail and Bings Creek trail: Bings Creek trail will not be part of sanctioning process as the start is on private property (this is being negotiated); new climbing trail will be off Mt Prevost road and will be two way use for hikers and uphill only for bikers.

Question about Nevilane trail as the beginning is apparently on private property: MNC is aware of this and working on it.

SB6 – Membership and social media– Vicki Holman and Tom Roozendaal

Vicki discussed the importance of membership – this year we offer youth, adult, family (new this year) and corporate memberships. These fees allow us to advocate for the use of public lands and ensure trails will always exist. We have 190 members; 15 of these are corporate members. Goal to have 300 members by end of 2021.

Tomorrow video will be launched by Eric Ferris of One Yellow Tree Productions to highlight local trails with a link to becoming a member of CTSS.

Social media team – Vicki manages newsletter and website trail crew often posting trail updates, Chris Istace keeps TrailForks up to date and Tom Roozendaal admin's the Pi'Paam page which is not a CTSS page. Reminder to use the trail reporting feature on TrailForks and to be respectful when responding to posts!

SB7 – Year-end Financial Update (see attached) – Rick Martinson

Healthy financial position currently. Had a healthy surplus as of December 2020.

Ran a surplus of \$2600 in 2020; revenue was up \$20 000 over the year (MNC budget went up 30% last year and has increased again for 2021). Expenses were focused on trail maintenance (approx.. \$80 000).

Ratified by voting members of the CTSS

SB8 - Ratification of new CTSS Board members – Membership

Voting in of Proposed 2021 Directors: Matt Grossnickle, Kelly Dougan, Rick Martinson, Dan Berard, Tom Roozendaal, Chris Istace, Pete Stevenson, Mark Wallace, Ryan Jordan, Michele Carr, McKay Vezina and Dan Johnson (Directors); Tara Pollock (Ladysmith Chapter Representative)

Ratified by voting members of the CTSS from the audience.

SB9 - Special Resolution: Adoption of New Bylaws – Membership

See attached

Ratified by voting members of the CTSS from the audience.

SB10 - Questions from the membership – Membership

Director Chris thanked the trail crew and our Executive Director for their work this past year. Also thanked those involved in work on legacy feature rebuilds and liaising with original builders. Also thanked MNC staff and praised their positive relationship with the CTSS.

Member of the public asked about E road on Tzouhalem and if it would be sanctioned. Answer: not right away but likely in future.

Director Dan asked about membership plan. Answer: membership drives (based on other organizations) and more events will be the focus as well as races, etc.

Member of the public asked about TrailForks Trail Karma and revenue from this. Answer: generally \$300 per year though this year has likely been more though Treasurer will have to look into specific amount for this past year. Local trail organization gets 100% of funds from Trail Karma.

Member of the public would like to see a skills park locally. Answer: this is in Parks and Trails Master Plan (location is upper slope of Kingsview development which will coincide with an additional parking lot).

Member of the public asked about future access from Providence Farm. Answer: MNC has a Maintenance Agreement with Providence Farm for upper slopes of Tzouhalem. Providence Farm has concerns about accessing trails from their land. MNC will continue to work on this.

Member of the public asked about the small section on Tzouhalem that is fenced off and wondered why. Answer: bypass trail has been built around and trail functions as an out and back in to the ecological reserve to avoid the thru trail.

Member of the public asked about Ladysmith trails and clarification on hiking only trails versus mixed use.

Inland Trail and Viewpoint trail signage on Tzouhalem will be put in in July to help people navigate to the Cross. High speed signage at other locations will be put in soon.

SB11 - Meeting Adjourned: 6:58pm by Matt Grossnickle