



# Grand Valley Trails Association Standing Rules

2010-2011 rev01, January 22, 2011

## Table of Contents

1. Introduction
2. General Administration
3. Financial
4. Risk Management
5. Membership
6. Volunteers
7. Trail Management
8. Landowner Relations
9. Education Program
10. Hiking Program
11. Social Program
12. Publications
13. Marketing
14. Fundraising, Grants, Donations
15. Government & Public Relations

**Appendix 1: Canada Revenue Agency (CRA) Policies  
regarding registered charities**

**Appendix 2: Ontario Travel Industry Act**

### Key:

(Ref: ) Indicates the AGM, or Board Meeting in which this item was voted.

u Denotes generally agreed or long-standing practice.

- Added/Changed since last revision

# 1. Introduction

The GVTA is a **non-profit** organization and also a **registered charity**.

The Board of Directors and its delegates need to be aware of the various laws, rules, and policies by which the organization is governed. They are listed below, in order of precedence:

- 1.1. **Laws of Canada, Ontario, and municipalities** – The GVTA may not undertake actions which are unlawful. In addition, the GVTA wishes to retain its charitable organization status, therefore we also must abide by the **Canada Revenue Agency (CRA) regulations governing eligibility for charitable status**. *All laws are freely available on government websites. In addition, certain relevant CRA policies are included as an appendix to the Standing Rules.*
- 1.2. **GVTA Letters Patent** – The provincial charter for the GVTA, registered in 1973 - this short document states the Objects of the GVTA, and some other very basic requirements – that the organization will be non-profit, that no director “shall directly or indirectly receive any profit from his position” and what to do with the association’s assets if it is dissolved. *Copies of the Letters Patent of the GVTA are provided in the Directors Manual. Copies are also available on request from the Secretary.*
- 1.3. **GVTA Bylaws** – must be approved by the Association’s membership at a general meeting. Thus, they tend to avoid details that might need to change frequently (for example, membership dues) and the bylaws themselves are changed seldom and with considerable organizational effort. *Copies of Bylaws of the GVTA are provided in the Directors Manual and can be downloaded from the GVTA website. Copies are also available on request from the Secretary.*
- 1.4. **GVTA Standing Rules** – These are the operating decisions and policies approved by the board or directors. The Standing Rules are where certain general policies set forth in the bylaws are fleshed out, and any policies not covered by the bylaws are stated. There are a few Standing Rules, such as membership dues, for which the Bylaws (see above) state that approval from the general membership is required (See bylaws, E, 13). Otherwise, GVTA standing rules may be changed at any time by a vote of the Board of Directors. For more information on making motions and voting, refer to Robert’s Rules of Order. *Copies of the GVTA Standing Rules are provided in the Directors Manual and updated from time to time. Copies are also available on request from the Secretary.*

“Standing Rules are any adopted main motions of an indefinitely continuing nature, other than bylaws or rules of order. Sometimes standing rules are known by the title of policies, procedures, or a similar term.” - from *Robert’s Rules of order: The Modern Edition (1989)*

- 1.5. **Hike Ontario Risk Management Manual**, November 2002. The GVTA has adopted this manual as its guide for risk management. *Copies of the Hike Ontario Risk Management Manual are provided in the Directors Manual or can be downloaded from the Hike Ontario website. Copies are also available on request from the Secretary.*

## 2. General Administration

### 2.1. Meetings of the Board of Directors

The – second Tuesday of each month except January and July. (Ref April 5, 2010 Board meeting.) The board meeting will be limited to two hours unless a majority of board members votes to extend the meeting. (Ref April 2006 board meeting).

### 2.2. Fiscal Year End of the Association

The Fiscal year end is March 31, with the AGM held in April.  
(Ref: Confirmed at May 13, 2003 board meeting.)

### 2.3. GVTA Phone Number:

A voice mailbox was set up in Spring 2004 so that non-members have a consistent telephone contact point. The Secretary checks the voice mailbox. Here is the message that callers hear:

“Greetings! You have reached the voice mailbox for the Grand Valley Trails Association. If you have a question about your membership or about map guides, you may call the Membership director, (name) at (519) \_\_\_\_\_.  
If you are already a member and need to contact a Board member, please refer to the latest edition of the newsletter for the appropriate phone number.  
Otherwise, please leave your full name, phone number with area code, and a brief message. A volunteer will contact you within 5 business days. “

(Ref April 13, 2004 Board Meeting.)

### 2.4. E-mail & Website

2.4.1. Golden Triangle (Execulink) requests charitable donation receipt for services.

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2.4.2. There will be a single contact on the Board of Directors to submit items to the Webmaster. The Secretary was appointed as the Webmaster’s contact. (Ref Dec 2003 Board Meeting. )

2.4.3. The GVTA, when partnering with business or other organizations, will exchange website links for purpose of promoting the GVTA. (Ref Nov 2006 Board Meeting)

2.4.4. The GVTA website will feature links to businesses owned by our landowners that are near our trail and of interest to hikers, as a courtesy to those people who allow us the use of their land. Each such link to be explicitly approved by the Board. (Ref June 2006 Board meeting)

### 2.5. Privacy Policy

**Privacy Policy for Hike Publication** (Ref May 2005 Board Meeting. Cross-reference to 12. Publications)

The GVTA recognizes that while it is important to promote and publicize GVTA activities, and provide hikers with a means to contact Hike Leaders, it is also important to respect

our volunteer Hike Leaders' privacy\*. The purpose of the following interim policy\*\* is to provide a single guideline for privacy in publicizing all GVTA hikes, with the option to allow selected hikes to be promoted to the general public.

1. All GVTA hikes will be published in the GVTA newsletter, "Trail Markings", which is mailed to GVTA members and "Friends of the Trail". A limited number of copies of "Trail Markings may also be distributed for promotional reasons. Hike descriptions will include all the contact information specified on the 'Hike Details Form'. Hike Leaders may also choose to provide e-mail addresses.
  2. Hike Leaders may specify on the GVTA "Hike Details Form" if they do **NOT** want a particular hike published:
    - q on the GVTA website
    - q in other media, for example newspapers, radio and television
  3. Hike descriptions published on the GVTA website will include all the same information as the GVTA newsletter, except that Hike Leaders' last names, phone numbers and e-mail addresses will be omitted. GVTA members may refer to their newsletter for contact information.
  4. "Featured Hikes", chosen by the Hike Coordinator or the Publicity Director as suitable for beginning hikers and to which general public will be invited:
    - q will be highlighted on the GVTA website,
    - q will be noted in the GVTA newsletter, and
    - q may be published in newspapers or other media (where contact and meeting information will be published exactly as submitted to the newsletter, omitting e-mail addresses and last names).
- Note: Only hikes that are not restricted under item 2 above may be chosen as "Featured Hikes".
5. No potluck hikes, or hikes that include activities at private homes, will be chosen as "Featured Hikes". Hike Leaders planning this type of event may also choose not to have their hike published on the GVTA website (see item 2, above).

\*Under Canada's "Personal Information Protection and Electronic Documents Act" (PIPEDA) an organization is required to have policies about how individuals' personal information is handled and disclosed. Under the Act, personal information includes name, home address and phone number. While non-profit organizations may or may not fall within the requirements of the Act, the Board of the GVTA believes that PIPEDA provides a good guideline for a privacy policy.

\*\* The GVTA plans to develop a full Privacy Policy during 2005.

**2.6 Authorized Activities** (Ref May 2006, Revised Feb 2007. Cross reference to section 9. Education Program, 10. Hiking Program, and 11. Social Program)

- 2.6.1 Authorized activities of the GVTA are those activities that (1) are consistent with the mandate of the GVTA as stated in its Objects, (2) meet recognized public safety standards established for the welfare of participants, and (3) are endorsed by the GVTA.
- 2.6.2 All GVTA activities are authorized by the Board of Directors and implemented through an appropriate director or director's designate.
- 2.6.3 Activities that are questionable with respect to danger to participants must be discussed with and endorsed by the GVTA's insurer prior to authorization by the Board.
- 2.6.4 Leaders of authorized activities must ensure that the following procedures are followed whenever applicable to the events that they lead:
- Laws relating to personal safety must be observed at all times.
  - A certificate of insurance from a transport company must be obtained and retained.
  - The risks of participation must be communicated to participants.
  - Waivers of liability must be signed by all participants.
  - Participants at different skill levels must have appropriate leadership.
  - First aid kits must be readily available at all times.
  - Local emergency procedures must be communicated to participants.
  - Local emergency procedures must be observed in the event of an accident.
  - Local emergency numbers must be communicated to participants.

**2.7 Authorized Extra-Cost Activities** (Ref Sept/08 board meeting)

- 2.7.1 **Laws and regulations:** When planning and publicizing activities where extra costs (over the GVTA membership dues) will be incurred by participants, organizers must take into account the following:
- **Canada Revenue Agency (CRA)** policies regarding registered charities and the operation of related and unrelated businesses.
  - **The Travel Industry Act, 2002** and Ontario Regulation 26/05. (The Ontario Travel Industry Act requires that travel retailers, travel wholesalers or anyone involved in these activities, such as tour operators, be registered by the Travel Industry Council of Ontario).
  - **GVTA Standing Rules**, "2.6 Authorized Activities" and "2.8 Publicizing Authorized Activities", with particular attention to insurance requirements.
- 2.7.2 **Volunteer Leaders:** The leader of GVTA-authorized activities must be a volunteer, and receive no financial benefit, direct or indirect, from the activity.
- 2.7.3 **Registration deadline and number of participants:** Activities should have a registration deadline and a pre-determined minimum and maximum number of participants.
- 2.7.4 **GVTA member reservations:** Organizers of GVTA Authorized Extra-Cost activities will reserve at least 25% of the positions until GVTA members receive the GVTA newsletter in which the event appears. (Based on Decision from March 1996 board meeting)

- 2.7.5 **Deposit, cancellation, and withdrawal:** Participants should be advised of any deposit, cancellation, withdrawal, and refund policy. The GVTA's policy\* is that all participants will make non-refundable, full payment in advance; that payment includes both regular and extraordinary fees; that the payments be assessed equitably to all adult participants. \*Ref March 1996 board meeting.
- 2.7.6 **Approval:** Approval for GVTA authorized activities involving group fees (see below) should be sought in writing from the GVTA Board of Directors in writing at least 45 days before publication deadline.
- 2.7.7 **Budget:** Where group fees are expected to exceed \$1,000, a budget for the activity should be submitted along with the approval request.

**Group fees** could include items such as facility rentals, bus or other transportation rentals, and blocks of accommodation reservations.

**Individual fees** could include items such as restaurant meals; conservation area entry fees; movie, concert or festival tickets; and accommodation fees paid directly to a third-party supplier.

## **2.8 Publicizing Authorized Activities** (Ref May 2006. Cross reference to section 10. Hiking Program, 12. Publications, 13. Marketing)

- 2.8.1 Authorized activities are promoted through the official publications of the GVTA and the public media, subject to GVTA policies, including its privacy policy.
- 2.8.2 Unauthorized activities may be advertised in the official publications of the GVTA as a courtesy to members and friends of the GVTA. However, such advertisements must carry a disclaimer indicating that the activities are not authorized activities of the GVTA.

## **2.9 Independent Outings** (ref Sept/08 board meeting)

- 2.9.1 "Independent Outings" refer to activities led by uncertified hike leaders **or unauthorized activities led by certified hike leaders.** (rev 2.6)
- 2.9.2 All activities led by uncertified leaders will be classified as independent outings.
- 2.9.3 When the GVTA publishes notices of Independent Outings related to hiking, the notices must be accompanied by the following disclaimer: "The Grand Valley Trails Association accepts no responsibility for independent outings, which appear solely for the convenience of members."
- 2.9.4 A notice will appear at the top of each page of the hiking schedule indicating that a maple leaf symbol (♣) denotes a certified hike leader and a diamond symbol (◆) denotes an Independent Outing.

### 3. Financial

3.1. **Expenses** (Ref January 9, 2001 Board meeting, Revised April 2007, Revised June 2008)

3.1.1. Reimbursement of Directors

In accordance with GVTA Letters Patent, the GVTA may reimburse directors of the association for expenses incurred in attending directors' meetings and for other expenses incurred in carrying out their duties as directors.

3.1.2. Reimbursable Expenses

Reimbursable expenses include costs related to travel, conference fees, accommodation, meals, copying, phone calls, trail maintenance supplies, and similar duty-related items. Board pre-approved costs related to Hike Ontario or other board sanctioned conference fees, travel, accommodation and meals. Claims for travel mileage will be limited to **\$250.00** per claimant per year at a rate of \$0.30 per kilometer.

3.1.2a Procedure

All expense claims must be submitted on a GVTA expense form and the claims must be accompanied by original receipts. Claims are to be submitted to the treasurer quarterly within the GVTA's fiscal year.

3.1.3. Charitable Donation

In accordance with Canada Revenue Agency policy, GVTA directors (or board designates; See 1.3.4 below) who choose to receive a charitable donation receipt in lieu of cash reimbursement can do so by observing the following procedure: (1) The director submits a completed claim form to the GVTA treasurer in the prescribed manner. (2) The treasurer reimburses the director for the amount claimed. (3) The director makes a donation to the GVTA in an amount equal to or less than the amount claimed. (Note: For donor convenience, the donation can accompany the claim submission.) (4) The GVTA issues a charitable donation receipt to the director, in the director's name for the amount of the director's donation.

3.1.4. Board of Directors' Designates

Non-board members of the GVTA who may be designated from time to time by the board of directors to carry out specified duties will be reimbursed by the GVTA under the same terms as directors.

3.1.5. Annual review

This standing rule on expenses must be reviewed by the board of directors annually at its regular meeting in March.

*Cross references:*

*Section 11, Social Program, 11.2, Christmas Party Expenses.*

*Section 10, Hiking Program, First Aid and CPR expenses*

## 4. Risk Management

- 4.1. **Risk Management Manual.** The GVTA adopted Hike Ontario's **Risk Management Manual** as a guide for the Association's risk management. (Ref December 2007 board meeting).

*Cross references: 6. Volunteers 7. Trail Management 9. Education Program 10. Hiking Program*

## 5. Membership

- 5.1. **Membership Year:** the membership period will coincide with our fiscal year, April 1<sup>st</sup> to March 31<sup>st</sup> of each year. (Ref October 1979 Board Meeting.)
- 5.2. **Annual Membership Fee** in the GVTA is \$30.00 per household effective memberships expiring March 2006 (Ref November 2004 Board meeting).
- 5.3. **Life Membership:** The cost of a life membership will be ten times the annual membership subscription plus the cost of a guide book. (Ref June 1988 Board meeting)
- 5.4. **Membership Fees:** New memberships paid after Nov 1 would be applied to the next membership year. (Ref October 1978 Board Meeting.)
- 5.5. **Membership Incentive:** Each member who brings in three new members, and who identifies those three new memberships to the Membership Director, will receive the next year's membership free. This incentive is in effect until the 2011-2012 membership year. An appropriate notice will be placed in Trail Markings. (Ref December 2004, August 2006 Board Meeting).
- 5.6. **Membership List**  
The GVTA membership list is to be used only for GVTA activities and is not to be given or sold to any other individual or group. (Ref June 1977 Board Meeting).
- 5.7. **Dues Change Approval**  
Any change of membership dues, including allocation between the GVTA and any Grand Valley Trails Clubs, require approval by a general meeting of members. (Ref May 2007 Board Meeting and the GVTA bylaws version 4 Section E.)

*Cross-reference: See GVTA Bylaws version 4, section E: Membership and Dues.*

## 6. Volunteers

Subject: Volunteer Recognition	Policy Number: 6
Date:	Page Number:
Revision Date: September 23, 2008	
Revision Committee: Jan Hember and Theresa Munoz	
Approved by Board: October 7, 2008	

### 6. Volunteers

**Policy Statement:** The Grand Valley Trails Association would cease to exist without the contribution from its volunteers. The GVTA acknowledges the role of the volunteer in supporting the mission and vision of the association. GVTA members in leadership and senior roles appreciate the support from volunteers. Recognition in formal and informal ways of volunteers is an accepted practice of the GVTA and its Clubs. Since there is an understanding of a cost involved in supporting volunteer recognition, the board is responsible for allocating dollars to the program. Clubs are encouraged to recognize their volunteers.

#### 6.1.1. Newsletter Recognition

Board members and committee chairs are responsible for submitting names of volunteers to be recognized in each Newsletter. At least once a year, a newsletter article will be published recognizing:

- Hike leaders
- Trail maintenance
- Committee Chairs and committees
- Directors

#### 6.1.2. Yearly Newsletter Recognition

An attractively formatted recognition page will be placed in the Spring newsletter.

#### 6.1.3. Recognition on the trail

All hike leaders will be informed about recent GVTA trail maintenance and improvements, and are encouraged to announce these during hikes, along with expressions of appreciation to the volunteers.

#### 6.1.4. Volunteers of the Year

The award to be given to a volunteer in each of the 4 sections of the trail with the Board of Directors choosing from the 4 awards, the one candidate from the GVTA for nomination for the Hike Ontario Award.

The award will be based on activity in the prior calendar year ending December 31st.

A nomination form will be published twice a year in the Winter Newsletter and the Spring Newsletter so that members can nominate a deserving volunteer from each Club. The deadline for receiving nominations will be two weeks before the AGM.

A representative of the board will contact the nominee(s) to ask if they accept the nomination and the planned recognition. This will be done before any public announcement of the nomination. (Ref March 2006 Board Meeting.)

The recipients of the award will be decided by a vote (secret ballot) of the GVTA members at the **Annual General Meeting**. (Ref Feb 2006 Board Meeting.)

The award will be presented at the GVTA Annual General Meeting, The award will consist of a small gift appropriate to the GVT and a certificate or a letter of recognition from the GVTA President. The gift may be a one year membership in the Grand Valley Trails Association.

All nominees for the GVTA Volunteer of the Year Award will receive an official letter of recognition from a member of the GVTA Board.

#### 6.1.5. Award of Merit

The intent of this award is to recognize GVTA volunteers who have made a very significant contribution to the Association over many years. The award originally named the President's Award and is designated as GVTA's highest award (started by Charles Whitlock).

The award will be based on activity in the current and preceding six calendar years.

Areas of service:

- Hike leader
- Board Member
- Trail Captain
- Trail Maintenance
- Exceptional circumstance
- Contributing to positive publicity of GVTA

The award is limited to maximum one person or couple per year, cumulative. That is, not necessarily awarded every year, but if skipped in one year, an additional person/couple could share the award in a later year. The purpose of limiting numbers is to keep the value and significance high and ensure that only really great achievement earns the award.

Written nominations will be brought forward by members of the Board and considered at the **November Board meeting**.

A representative of the board will contact the nominee(s) to ask if they accept the nomination and the planned recognition. This will be done before any public announcement of the nomination. (Ref March 2006 Board Meeting.)

Recipients will be formally approved by the Board, based on achievements documented prior to such approval.

The award will be presented at the GVTA Christmas Party (or similar time). The award will consist of a meaningful gift appropriate to the GVT and a certificate or a letter of recognition from the GVTA President.

The Secretary will maintain a list of the past recipients of the GVTA Award of Merit.

#### **6.1.6 Thank you Cards**

A thank you card mailed out to all volunteers in the month of April to coincide with the National Volunteer Recognition week. This will insure all volunteers are personally recognized. The Volunteer and Membership Director will compile a list of volunteers a minimum of three weeks prior to Volunteer Recognition week and prepare the cards for mailing.

Future consideration of milestone recognition for the number of years of volunteer service may be added once volunteer data collection and data entry into a volunteer database is improved.

#### **6.1.7 Youth Award and Young Adult Award**

The intent of the Youth Award is to encourage and to recognize the efforts of the younger volunteers.

To be given in 3 age categories 7 to 12, 13 to 17 and 18 to 24 in the four Club sections. A Letter of Commendation and/or a letter of confirming the volunteer hours for Ontario Secondary School Community will accompany the award.

The award will consist of a certificate suitable for framing and a small appropriate gift such as a whistle.

Board Members prior to the October Board meeting will ask for a list of all youth volunteers, choosing the candidates within a reasonable time to allow for the recipients of the award be notified and attend the Christmas Party where the award shall be formally given.

Youth Groups who volunteer on an occasional basis will receive letters of recognition.

#### **6.1.8 External Awards**

A number of external opportunities exist for formal recognition of volunteers. The Volunteer and Membership Director may submit names of qualifying volunteers to the Award Donor organization. An example of this would include the **Ontario Volunteer Service Awards** and **Kitchener's Salute to Seniors**. The Volunteer Recognition Committee shall strive for equal opportunities in all four Club sections when planning for external awards. The intent is to allow for more types of recognition without the annual commitment from the GVTA.

#### **6.2 Trail Maintenance Volunteers**

We accept volunteers under the age of 18 to help with trail maintenance only if their parents are GVTA members and the parents are willing to sign the waivers. (Ref Feb 7 2006 Board Meeting)

*Cross reference: See section 12 Publications for policy re "Distribution of Complimentary Guidebooks"*

## 7. Trail Management

### 7.1. Priorities of the Association

The first stated priority [of the GVTA] be the establishment and maintenance of trails. (Ref June 1976 Board Meeting; GVTA Letters Patent).

### 7.2. Purpose of the Trails

September 1972 - "The following issues were resolved:

#### **Who are the trails for?**

They are for the segment of the public which appreciates natural beauty and healthful exercise and will demonstrate a responsible attitude in use of the trails.

#### **What purpose are they to serve?**

To meet the need for a readily available form of non-organized, self propelled recreation. An increase in awareness of the natural beauty of this open space will help focus the attention of people to plan for the future.

#### **What uses are compatible?**

...Hiking and cross-country skiing (or showshoeing) . Hiking is the main activity that decides the main trail route. Some alternate routing may be necessary for cross-country skiers. Limited hiking should be planned for the spring thaw period.

**How do we avoid the possibility of over-use or damage?** ... by careful selection of the trail route, erosion can be minimal. By extending the trail to provide new areas to hike in, our members can be provided with exciting outdoor experiences to heighten their interest."

### 7.3. Adopt-A-Trail

**Expectations of Trail Captains** (URef March 1993 Letter from Tom East, Trail Maintenance Director, to prospective Trail Captain.)

- 7.3.1. Work through your entire section at least twice a year, and preferably more often.
- 7.3.2. Make sure the path is clear of obstruction to a width of 60 cm (or make a detour if unavoidable), trim back growth at shoulder height to a width of 1.5 m and to a height of 2.5 m if possible.
- 7.3.3. Make sure that the blazes are visible.
- 7.3.4. Check on the condition of structures such as boardwalks, bridges and stiles, and report if they need repair; we can arrange a work party including you.
- 7.3.5. Report on any new work that should be done, such as side logging or installing boardwalks.
- 7.3.6. You should receive instruction on blazing [from a trail maintenance director] who will give you a supply of paint and brushes.
- 7.3.7. Report on any contact with the owners of the land through which your part of the trail passes. We should let them know if we plan to do anything other than routine maintenance.
- 7.3.8. Take all precautions for safety.

#### 7.4. **Trail Divisions**

The trail is divided into 4 divisions:

- The **Towpath** division, in Haldimand County
- The **Carolinian Crest** division, in Brant County
- The **Black Walnut** division, in Waterloo Region
- The **Pinnacle** division, in Wellington County, Dufferin County, and Peel Region

There is a zone coordinator for each zone to be appointed by the Board. (Ref March, 1993 GVTA Board Meeting, Names Ref AGM 2004, changed to 4 divisions ref March 2005 Board meeting.)

#### 7.5. **Trail Rules**

##### 7.5.1. **Horses**

Horses – it is our policy not to allow or encourage horses on our trail because of the ruts they create in the wet areas, and the presence of stairs constitutes both a danger and a conflict of use.. (January 1974.)

##### 7.5.2. **Dogs**

Dogs must be leashed at all times. Dog owners must stoop-n-scoop, and be prepared to take dog waste home with them. The GVTA does not provide trash receptacles on the trail. (Ref Sept 2005 Board Meeting)

##### 7.5.3. **Bicycles**

Bicycles are prohibited unless posted otherwise or unless the GVT is shared with a community trail or road. (Ref Sept 2005 Board Meeting)

##### 7.5.4. **Motorized vehicles**

Motorized vehicles are prohibited unless posted otherwise. (Ref Sept 2005 Board Meeting)

##### 7.5.5. **Camping and campfires**

Camping and campfires are prohibited on or near the trail. If you wish to camp, please contact nearby campgrounds, conservation areas, and Provincial Parks. (Ref Sept 2005 Board Meeting)

#### 7.6. **Trail Maintenance Guidebook Standard**

The GVTA adopts the Bruce Trail Association's "Guide for Trail Workers" as the GVTA's standard trail maintenance guide book. (Ref April 2006 board meeting.)

#### 7.7. **Trail Hazard Signs**

The GVTA will post warning signs for any new or unusual trail hazard, until the hazard can be repaired. (Ref April 2006 board meeting.)

## 8. Landowner Relations

*Cross-reference to 4. Risk Management and 7. Trail Management*

- 8.1. **Landowner Relations Policy** - (URef GVTA minutes book, November 1995, June 1995, not voted. Revised to agree with new Trail divisions created March 2005. )

Our policy is to establish and maintain contact with landowners who allow our trail to pass over their properties. Our objective is to safeguard the trail and deal with any problems before they reach critical proportions. In this manner we hope to avoid losing any portions of our trail and be in a position to negotiate with landowners to develop new and improved portions of trail.

- 8.1.1. All landowners on the trail will receive complimentary membership and copies of all programs (newsletter). The board member in charge of membership will be responsible for developing a list of landowners for distribution of memberships and programs.
- 8.1.2. Starting December 1, 1995 landowners will receive a Seasons Greeting card and cover letter explaining what had happened in the past regarding communications with landowners and what will be happening in the future. Included with this letter will be a copy of "Protecting and enjoying our land, a guide to the rights and responsibilities of property occupiers and visitors" issued by the Ministry of the Attorney General for Ontario.
- 8.1.3. Landowners will be contacted at least once a year either by phone or in person depending on who will be doing the contact, landowners relations board member, trail maintenance section coordinator, or trail captain. The recommendation is that the contact be made in late spring or early fall to enable recruitment of volunteers to fix any problems that may have developed such as excessive garbage. Contact should be staggered such that some landowners are contacted in the spring and some in the fall so that volunteers are not overwhelmed at one time to fix problems.
- 8.1.4. All programs (newsletter) should include a boxed-in notice earmarked for landowners including phone numbers of designated members such as trail maintenance section coordinators to call collect (if need be) in case of problems arising on their land due to hikers. (See sample below)

**Landowners on the trail:** If problems occur on your land due to hikers, please do not hesitate to call one of the following people:  
Name, phone number for the trail Wellington County, Dufferin County, and Peel Region.  
Name, phone number for the trail in Waterloo County.  
Name, phone number for the trail in Brant County  
Name, phone number for the trail in Haldimand County.  
If long distance, please call collect. GVTA wants to correct any

- 8.2. **Landowner Visits:** "When making personal visits to landowners, two GVTA representatives should attend. " (Ref Sept 1998 Board meeting. )

8.3. **Additional Insured**

The GVTA will require a prior written agreement with any landowner, before adding that landowner to its liability insurance as an additional insured. (Ref April 2006 Board meeting.)

*Cross reference: See section 12 Publications for policy re “Distribution of Complimentary Guidebooks”*

## **9. Education Program**

*Cross-reference to Standing Rules 2., General Administration: GVTA Authorized Activities and Publicizing GVTA Authorized Activities and 4. Risk Management.*

*Potential topics:*

- GVTA Information nights*
- GVTA presentations to community groups*
- Trail Maintenance Training*
  - Trail Captain Training*
  - Chainsaw Operation*
  - Weed/brush cutter operation*
- Hike Leader Training*
- Safe Hiker / Introduction to Hiking*

## 10. Hiking Program

*Cross-reference to Standing Rules 2., General Administration: GVTA Authorized Activities, Publicizing GVTA Authorized Activities, Independent Outings, and 4. Risk Management Cross reference: See section 12 Publications for policy re "Distribution of Complimentary Guidebooks"*

### 10.1 Hike Leadership and Hikes

#### **All GVTA Hike Leaders:**

- 10.1.1. Must be a member in good standing with the Grand Valley Trails Association.
- 10.1.2. Are expected to practice the "Trail Users' Code" (ref. 6.7)
- 10.1.3. Must have all participants sign the "Waiver of Liability and Assumption of Risk" (more commonly known as the "Sign-in Sheet") for all events published by and/or affiliated with the Grand Valley Trails Association.
- 10.1.4. Sign-in Sheets must be mailed to the Hike Coordinator, quarterly, coinciding with the deadline for the newsletters.
- 10.1.5. If a hike(s) or event is a joint venture with another hiking club, a clear and legible photocopy of the Sign-in Sheet must be sent to the Hike Coordinator.
- 10.1.6. In the event of an accident or injury to any member in the group an "Incident Report" must be filled out and sent to the Hike Coordinator within 24 hours of the mishap.
- 10.1.7. The Hike Coordinator will retain the above documents for 3 years.
- 10.1.8. To help hikers decide what event is suitable for them, the rating system (ref. 6.6) will be used when planning hikes/events.

### 10.2. Requirements for GVTA Certified Hike Leaders

- 10.2.1. Must be a member in good standing with the Grand Valley Trails Association. (ref June 2006 Board Meeting)
- 10.2.2. Must attend the one-day training workshop by the GVTA to learn the standards of hike leadership.
- 10.2.3. Be certified in Basic First Aid and CPR by either the Red Cross or St. John's Ambulance (Ref. 6.4).
- 10.2.4. Apprentice on 3 already-scheduled hikes by a Certified Hike Leader.
- 10.2.5. To complete the Hike Leadership Certification, the candidate must plan, publish and lead a hike for the GVTA with a Certified Hike Leader as end person/sweep.
- 10.2.6. Complete the above requirements within a period of one year. (ref June 2006 Board Meeting)
- 10.2.7. To remain certified by the GVTA, lead 3 hikes per year for the GVTA and maintain Basic First Aid and CPR certification.
- 10.2.8. To identify all certified hike leaders; a "maple leaf" symbol will be next to their names in all publications.
- 10.2.9. Only those hike leaders having completed a comparable Certification Program and can submit their qualifications in writing, along with the necessary documents, can be exempt from all or part of the GVTA Hike Leader Training Program. This includes being qualified to train apprentices.
- 10.2.10. Hike leaders who haven't taken the opportunity to become certified hike leaders are allowed to publish events in the Trail Markings newsletter. These events will be identified as "Independent Outings". (ref. 6.12)

- 10.3. **Hike Leader Training Fee:** A \$25 fee will be charged by the GVTA for the Hike Leader Training Workshop, refundable after completion of all certification requirements.

10.4. **First Aid and CPR expenses-** : GVTA Certified Hike Leaders in good standing will be reimbursed by the GVTA for the cost of first aid/CPR certification and re-certification required as part of their volunteering for the GVTA, if the cost is not covered by other sources such as the volunteer's workplace or another trail association. Hike leaders may apply for reimbursement by submitting a GVTA expense report with original receipt(s), photocopy of his/her first aid/CPR certificate, and documentation of current Certified Hike Leader status to the Treasurer. If there is sufficient interest from hike leaders, the GVTA may periodically arrange a group first aid/CPR course. This policy is retroactive to first aid/ CPR certificates dated since April 1, 2008. (Ref August 2008 board meeting).

10.5. **Hike Details Form:** is available when scheduling hikes for the newsletter.

10.6. **Hike Rating System** 

**10.6.1. Terrain**

**Level 1:** Well-defined trails, gentle inclines. Hiking boots not required, but trails may be wet. Suitable for beginners. Recommended for newcomers to club activities.

**Level 2:** Generally on trail. May be hilly, light bushwhacking, some rough spots or obstacles. Boots recommended.

**Level 3:** Rough terrain with one or more of the following: extensive bushwhacking, steep sections, long climbs and descents, beaver dams, rock scrambling or other obstacles. Boots are a must. Level 2 experience, and a high level of fitness essential. Long pants and sleeves recommended.

**10.6.2. The Speed**

**Leisurely:** Less than 2 km per hour (ref Dec 5/06 board meeting)

**Slow:** hiking 2-3 kms per hour

**Moderate:** hiking 3-4 kms per hour

**Fast:** hiking 5 or more kms per hour

**10.6.3. Skiing/Snowshoeing**

**Level 0:** Flat terrain, variable length

**Level 1:** Gentle hills, may be long distance (e.g. 15 kms)

**Level 2:** Variable terrain, some steep hills. Level 1 experience needed.

**Level 3:** Long, varied terrain may be off trails. Level 2: experience essential.

**10.6.4. Family Hikes** (ref Dec 5/06 board meeting)

[<http://www.mto.gov.on.ca/english/safety/carseat/choose.htm>]

- Level 1
- Leisurely Pace
- No Car Shuffles or Carpooling
- Loop Hikes Only
- Should be between ½ hour to 2 hours in length, depending on the age of the children
- Children must be led by a parent or guardian who supervises the child at all times
- Require that each child's name be written separately on the Waiver of Liability and Assumption of Risk/Sign-In Sheet. Emergency contact name and phone number must be included
- Indicate in the hike description whether the trails is stroller friendly or not

10.7. **Trail Users' Code** (ref Dec 5/06 board meeting)

Use the Trails at Your Own Risk!

The continued existence of the trail depends on the goodwill of the public-spirited landowners that have given their permission to the Association members to walk over their properties. This permission may be withdrawn at any time. Please respect the privacy and the rights of our landowners by doing the following:

- Ø Hike along marked trails only
- Ø Use stiles; do not climb fences
- Ø Leave the trail cleaner than you found it; carry out all litter
- Ø No camping or fires permitted
- Ø Leave flowers/plants for others to enjoy
- Ø Do not damage live trees or strip bark
- Ø Protect and do not disturb wildlife
- Ø Leave nothing but thanks and take nothing but photographs
- Ø Use trails at your own risk
- Ø Walk around the edge of fields
- Ø Keep dogs leashed
- Ø No motorized vehicles, bicycles or horses except where permitted by sign posting

**10.8. GVTA Badge and Section Chevrons**

10.8.1. **Eligibility:** Hikers must submit a log, listing dates, identifying location or kms (start/finish) for each hike. There is no time limit for earning the end-to-end badge or section chevrons. Eligibility for the section chevrons is retroactive.

**10.8.2. Cost**

- Chevrons: \$5.00 each
- End-to-End Badge: \$10 non-members, free to members

**10.9. Assembly Points**

The board decided that hikes are to have assembly points that are easy for people to find. Assembly points will be published in the hiking schedule. (Ref June, 1983 Board meeting.)

**10.10. Bell Canada Hike**

"... In subsequent years, the Grand Valley Trails Association proposes to hold a Bell Canada Hike on Easter weekend, the date and location on our trail to be decided upon for each year in recognition of Bell Canada's contribution to the development of trails in the Brantford area." (Ref October 1981 Board Meeting).

## 11. Social Program

*Cross-reference to Standing Rules 2., General Administration: GVTA Authorized Activities and Publicizing GVTA Authorized Activities and 4. Risk Management*

### 11.1 Standing events:

**AGM** – April ☐

**Ontario Hiking Month** – Hike and picnic or pot luck – First Sunday in October ☐

**Christmas party** – First Sunday in December ☐

### 11.2 **Christmas Party expenses.** The GVTA Christmas Party should financially break even. (Ref April 2008 Board Meeting)

### 11.3 **GVTA Memorial Policy: (Ref Sept 2004 Board Meeting)**

11.3.1 The GVTA Board of Directors will organize a special memorial event once a year when needed, inviting all members to celebrate the life of GVTA members who have died during the past year.

11.3.2 The newsletter will have a short write up written by a friend or family member of the deceased GVTA member.

11.3.3 Because the GVTA does not own the Grand Valley Trail and because the trail is always changing, the GVTA is reluctant to take part in the placing of monuments on the trail.

11.3.4 Friends who would like to personally organize and lead a hike in honour of the deceased (separate to the GVTA memorial event) are most welcomed to do so.

## 12. Publications

- 12.1. **GVTA Logo:** A new logo for the GVTA was adopted at the April 3, 2007 meeting of the Board of Directors. The logo was designed by Copp Communications.



### COLOUR LOGO

#### PANTONE VERSION:

Black

Blue = Process Blue

Green = Pantone 583

#### CMYK VERSION

Black

Blue= Process Blue

Green= C35 / M9 / Y100 / K0

#### RGB VERSION

Black

Blue= R0 / G160 / B198

Green= R163 / G189 / B11



### BLACK & WHITE LOGO



### 2-COLOUR LOGO

- 12.2. **Newsletter Deadlines:** The newsletter “Trail Markings” is published quarterly as follows: (Ref Sept 14, 2004 Board meeting.)

<b>Deadline</b>	<b>Covers event s for the month of:</b>
August 10	September, October, November
November 10	December, January, February
February 10	March, April, May
May 10	June, July, August

- 12.3. **Special Announcements:** AGM should be included in the newsletter’s hike schedule. (Ref May 13, 2003 Board meeting.)

- 12.4. **Event Fees and Reservations (for example, ski trips):** “It is the policy of the Grand Valley Trails Association that all participants make non-refundable, full payment in advance; that payment includes both regular and extraordinary fees; that the payments be assessed equitably to all adult participants. Organizers of these outings will reserve at least half the positions until the event appears in the newsletter. A withdrawing participant is responsible for substitution. (Ref March, 1996 Board meeting.)

- 12.5. **Advertising rates** are designed to have advertisers pay for one whole year to cut down on paper work at both our end and theirs.– (as of the Spring 2005 newsletter)

Business Card	\$100/year (4 issues)	\$25 single issue
1/4 page	\$140/year (4 issues)	\$35 single issue
1/2 page	\$200/year (4 issues)	\$50 single issue
Full page	\$400/year (4 issues)	\$100 single issue
Hike related Classified Ads (members only)		\$10/ issue

- 12.6. **Use of the word “Recreation”**

The word “recreation “ be deleted from any publication because of the ambiguity of same (Ref June 1976 Board Meeting).

- 12.7. **Guide book price**

12.7.1. The 6<sup>th</sup> Edition price for members and retailers is \$25.00 and for non-members is \$30.

12.7.2. The 6<sup>th</sup> Edition of the GVTA Guidebook be sold with shipping charges added where applicable (Ref Nov 2005 Board Meeting). Shipping charges are \$8 per book (as of April 2006).

12.7.3. The 6<sup>th</sup> Edition of the GVTA Guidebook be sold to members and non-members at a markup on production cost (Ref Nov 2005 Board Meeting).

12.7.4. Guide Book vendors – it was agreed that merchants would be invoiced for the books at time of delivery, with mailing costs added. If there is reasonable doubt about the credibility of a retailer the books will be sent COD. (Ref Oct 1995 Board Meeting.)

12.7.5. The 6th Edition of the GVTA Guidebook be sold to stores, B&Bs, libraries etc at the members’ price (Ref Nov 2005 Board Meeting).

- 12.8. **Distribution of Complimentary Guidebooks** (Ref May 2006 Board Meeting)

12.8.1. **Certified Hike Leaders:** The GVTA will provide to all Certified Hike Leaders, who are members of the GVTA and have led 4 hikes in the year, a copy of the 6th edition GVTA Guidebook

- 12.8.2. **Board of Directors:** The GVTA will provide to the Board of Directors of the GVTA effective 2005, and the GVTA Renewal Coordinator, a copy of the 6th edition GVTA Guidebook.
  - 12.8.3. **Trail Captains:** The GVTA will provide to the Trail Captains a coloured copy of the 6th edition map and write up for the area they are working.
  - 12.8.4. **Landowners:** The GVTA will provide to the Landowners a coloured copy of the 6th edition map and write up for their area.
  - 12.8.5. **Construction Crew:** The GVTA will provide to members of the Construction Crew a copy of the 6th edition guidebook.
  - 12.8.6. **End-to-End Organizer:** The GVTA will provide to the Event Organizer of the annual bus-supported section End-to-end a coloured copy of the 6th edition maps and write ups for that section of the E2E.
- 12.9. **Photo Credits** (Ref Feb 2007 Board Meeting)  
Any photographs that are used for GVTA publicity, display purposes and/or in the newsletter will be accompanied by the name of the photographer who took them.

## 13. Marketing

*Cross-reference to Standing Rules 2., General Administration, Publicizing GVTA Authorized Activities.*

### 13.1 GVTA Marketing Photos (Ref June 2007)

#### 13.1.1 Purpose:

This policy is intended to guide the choice and handling of photos for GVTA publications and marketing, including, but not limited to:

- Website
- Brochure
- Guidebook
- Newsletter
- Displays

This policy does not apply to photos taken for:

- personal use.
- sharing by methods outside of the GVTA's area of responsibility.

#### 13.1.2 Categories of pictures:

The photos used in GVTA publications and marketing will be chosen with the following criteria in mind:

- Trail photos will be of the Grand Valley Trail, including the trail and nearby scenery.
- People hiking, snowshoeing, or skiing on the GVT.
- Trail Maintenance on the GVT.
- Other GVTA volunteer work.
- GVT Landowner relations and land acquisition-related photos.
- Photos should preferably not be posed.
- Artwork meeting these criteria will also be considered.

#### 13.1.3 Permission for photos:

In respect for the privacy of individuals who may appear in the photos,

- Written permission must be obtained from any recognizable subjects in photos.
- Written permission will be provided on the form described under "Submission of Photos" below.
- Photos of minors will be accepted only with written permission of parents.

#### 13.1.4 Submission of photos:

- Digital photos will be submitted on CD (to avoid bandwidth problems).
- Photos must be accompanied by a form which states for each photo name of photographer, name of subjects, date of photo, where the photo was taken (map number and km if possible), and provides permission from the subjects. Notes about special occasions or hike series should also be included. The blank form is available as a download from the GVTA website.

#### 13.1.5 Approval of photos:

A GVTA volunteer will be recruited and appointed to approve marketing photos based on this policy.

### 13.1.6 Technical specifications for photos

#### **Website, E-mail Bulletins:**

- full colour & jpeg format (.jpg file extension, default for digital cameras)
- 1600 pixels x 1200 pixels at 180 dpi (**preferred**); 640 pixels x 480 pixels at 72 dpi (**minimum**)

#### **Printed Promotions (Brochures, Posters):**

**TBD**

#### **Printed Newsletters:**

**TBD**

## **14. Fundraising, Donations, and Grants**

**14.1 – - Publication of donor names** – Donor names will be published each quarter in Trail Markings.

## **15. Government & Public Relations-**

### **15.1. Controversial issues**

It was decided that the association would refrain from speaking out in public on issues that are controversial, since we deal with many private landowners and could offend someone very easily. If as a concerned hiker you wish to speak out on an issue, do so on the basis of a private citizen. If you are uncertain of who to contact with your problem, write to the association's secretary. (November 1972 board meeting).

**APPENDIX 1:**

**CANADA REVENUE AGENCY (CRA) GUIDES AND  
POLICY STATEMENTS  
REGARDING REGISTERED CHARITIES**

Details of the following are available on the CRA's website.

1. Basic guidelines for maintaining charitable registration checklist
2. Engaging in allowable activities
3. Keeping adequate books and records
4. Issuing complete and accurate donation receipts
5. Meeting the annual spending requirement (disbursement quota)
6. Filing the annual T3010 information return
7. Maintaining the charity's status as a legal entity
8. Changing the charity's mode of operation or legal structure
9. Policy Statement: What is a Related Business?

## APPENDIX 2:

### **Ontario Travel Industry Act - Travel Industry Council of Ontario - TICO**

**Act:** Travel Industry Act, 2002

**Regulation:** Ontario Regulation 26/05

#### **To Whom Does This Apply?**

Travel retailers, travel wholesalers involved in the sale or resale of travel services provided by another person.

#### **Eligible Area**

Province of Ontario

#### **Eligible Activities**

Travel retailing, wholesaling and/or the sale and resale of travel services provided by another person.

#### **Summary**

The Ontario [Travel Industry Act, 2002](#) requires that travel retailers, travel wholesalers involved in the sale or resale of travel services provided by another person, be registered by the Travel Industry Council of Ontario. Registrants are required to maintain certain minimum standards and consumers may be protected by an industry-financed compensation fund and may be eligible for reimbursement in the event that they do not receive the travel services for which they have paid.

All registrants are required to comply with the [Travel Industry Act, 2002](#) and to contribute an amount based on their sales, twice yearly, to the industry-financed Compensation Fund.

Some of the conditions of registration under the [Travel Industry Act, 2002](#) include:

- maintaining a business premises in Ontario;
- maintaining a bank account in Ontario;
- maintaining a trust account in Ontario that is designated as a "Travel Industry Act Trust Account";
- submitting proof of having a minimum working capital, the amount of which is determined by the sales generated the previous year;
- providing a security deposit of \$10,000 for new registrants;
- having a supervisor/manager with sufficient travel industry experience as determined by the Registrar; and
- payment of the new business application fee of \$2,375 (payable to the Travel Industry Council of Ontario).

## EXEMPTIONS TO THE ONTARIO TRAVEL INDUSTRY ACT

### Quoted From:

[The Travel Industry Act, 2002 and Ontario Regulation 26/05: What the New Rules Mean to You](#) under “**Exemptions**”:

### **8. Religious Organizations, Amateur Sports Teams or Unincorporated Associations.**

Example: Church group bus trip to Martyr’s Shrine.

This exemption only covers provision of **overland** travel services if all of the following conditions are satisfied:

- Travel services are provided only to members of the organization, team or association.
- The group exists primarily for educational, cultural, religious or athletic purposes and the travel services are provided for those purposes.
- Any funds received for the travel services must be deposited into a trust account and only disbursed to pay suppliers of the travel services or a travel agent.
- The organization, team or association, its members and employees receive no direct or indirect gain or profit from the provision of the travel services other than participating in the travel services.
- The travel services do not include a destination located more than 2,000 kilometres from the departure point.
- The vehicle that is used for transportation must remain at the destination to ensure that return transportation is available.

TICO interprets **overland** travel services to mean travel by, on or across land. It does not include travel by air or by sea.

### **9. Not-for-profit corporations without share capital operating as clubs.**

This exemption applies only to **overland** travel services provided the following conditions are satisfied:

- The travel services are provided only to members of the club.
- The corporation exists primarily for educational, cultural, religious or athletic purposes and the travel services are provided for those purposes.
- Any funds received for the travel services must be deposited into a trust account and only disbursed to pay suppliers of the travel services or a travel agent.
- The corporation, its members, officers, directors and employees receive no direct or indirect gain or profit from the provision of the travel services other than participating in the travel services.
- The travel services do not include a destination located more than 2,000 kilometres from the departure point.
- The vehicle that is used for transportation must remain at the destination to ensure that return transportation is available.

TICO interprets **overland** travel services to mean travel by, on or across land. It does not include travel by air or by sea.

[Updated GVTA / September 13, 2008]

## **RESOURCES:**

### **BADGES:**

Creative Embroidery  
Natalya Novikova,  
330 Queenston Road,  
Hamilton, ON  
L8K 1H6  
Tel: 905-312-8227  
Fax: 905-312-0120  
[creaem@allstream.net](mailto:creaem@allstream.net)

### **PRINTING:**

Minuteman Press, Kitchener

### **SIGNS:**