



**REGULAR MEETING OF COUNCIL**  
**Tuesday, September 8, 2020 @ 3:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

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1.	CALL TO ORDER	
2.	ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
	Council would like to acknowledge the Yuułu?if?ath First Nation, on whose traditional territories the District of Ucluelet operates.	
3.	NOTICE OF VIDEO RECORDING	
	Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube. Zoom is also being used to conduct this meeting. Zoom may store data on foreign servers.	
4.	ADDITIONS TO AGENDA	
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- 11.2 Councillor Lara Kemps  
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*Joseph Rotenberg, Manager of Corporate Services*  
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- 12.2 Application for a Mobile Vending Business License at 1708 Peninsula Road 161 - 176  
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13. LEGISLATION
- 13.1 Freedom of Information Bylaw Update 177 - 191  
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14. OTHER BUSINESS
15. QUESTION PERIOD
16. CLOSED SESSION
- 16.1 Procedural Motion to Move In-Camera  
*THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(c)(e)(i)(k) and 90(2)(b) of the Community Charter.*
17. ADJOURNMENT

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE MAIN HALL, 500 MATTERSON DRIVE**  
**Wednesday, August 12, 2020 at 5:30 PM**

Present:           **Chair:**           Mayor Noël  
                          **Council:**       Councillors Cole, Hoar, Kemps, and McEwen  
                          **Staff:**           Mark Boysen, Chief Administrative Officer  
                                  Bruce Greig, Manager of Community Planning  
                                  Abby Fortune, Manager of Recreation & Tourism  
                                  Joseph Rotenberg, Manager of Corporate Services  
                                  Nicole Morin, Corporate / Planning Clerk

Regrets:

**1. CALL TO ORDER**

The Special Council Meeting was called to order at 5:30 PM.

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułuʔiłʔatḥ First Nation, on whose traditional territories the District of Ucluelet operates.

**3. NOTICE OF VIDEO RECORDING**

Audience members, delegates and Public Hearing participants were advised that the proceeding was being video recorded and broadcast on YouTube. They were also advised that the meeting is being conducted via Zoom, which may store data on foreign servers.

**4. LATE ITEMS**

There were no late items.

**5. APPROVAL OF AGENDA**

**5.1 August 12, 2020 Special Council Meeting agenda.**

2020.036.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor Cole**

*THAT Council approve the August 12, 2020 Special Council Meeting agenda as presented.*

CARRIED.

**6. PUBLIC HEARING - DISTRICT OF UCLUELET ZONING AMENDMENT BYLAW NOS. 1262, 2020; 1263, 2020; and 1271, 2020**

The Mayor declared the public hearing for Bylaw No. 1262, 2020, Bylaw No. 1263, 2020 and Bylaw No. 1271, 2020 open.

**6.1. Notice of Public Hearings**

The Mayor explained that the Public Hearing Notice was published in accordance with the requirements of the *Local Government Act*.

## **6.2. Rules Governing the Public Hearing**

The Mayor outlined the rules that apply to public hearings as well as the procedure for public in-person and zoom participation in the hearing.

## **6.3. District of Ucluelet Zoning Amendment Bylaw No. 1262, 2020 (2088 Peninsula Road)**

### **6.3.1. Presentation of Bylaw No. 1262, 2020**

Bruce Greig, Manager of Community Planning presented the Bylaw No. 1262, 2020 and explained it in general terms. He noted that it relates to the property at 2088 Peninsula Road which is currently used for multi-family residential use despite being zoned for motel use.

### **6.3.2. Reports and Materials Related to Bylaw No. 1262, 2020**

### **6.3.3 Excerpts from Previous Council Meeting Minutes Related to Bylaw No. 1262, 2020**

### **6.3.4. Rezoning Applicant's Presentation for Bylaw No. 1262, 2020**

The Applicant did not speak at this public hearing.

### **6.3.5. Written Submissions from Members of the Public Regarding Bylaw No. 1262, 2020**

There were no unpublished written submissions from members of the public.

### **6.3.6. Public Representations for Bylaw No. 1262, 2020**

The Mayor called three times for members of the public to speak in-person and by zoom. No members of the public spoke.

## **6.4. District of Ucluelet Zoning Amendment Bylaw No. 1263, 2020 (799 Marine Drive)**

### **6.4.1. Presentation of District of Ucluelet Bylaw No. 1263, 2020**

Bruce Greig, Manager of Community Planning, provided an overview of Bylaw No. 1263, 2020 and explained it in general terms.

### **6.4.2. Reports and Materials Related to Bylaw No. 1263, 2020**

### **6.4.3. Excerpts from Previous Council Meeting Minutes Related to Bylaw No. 1263, 2020**

### **6.4.4. Rezoning Applicant's Presentation for Bylaw No. 1263, 2020**

The Applicant did not speak at this public hearing.

**6.4.5. Written Submissions from Members of the Public Regarding Bylaw No. 1263, 2020**

There were no unpublished written submissions from members of the public.

**6.4.6. Public Representations for Bylaw No. 1263, 2020**

The Mayor called three times for members of the public to speak in-person and by zoom. No members of the public spoke.

**6.5. District of Ucluelet Zoning Amendment Bylaw No. 1271, 2020 (2015 Bay Street)**

**6.5.1 Presentation of District of Ucluelet Bylaw No. 1271, 2020**

Bruce Greig, Manager of Community Planning, provided an overview of Bylaw No. 1271, 2020 and explained in general terms the purpose of the bylaw and the history of uses of property at 2015 Bay Street.

**6.5.2. Reports and Materials Related to Bylaw No. 1271, 2020**

**6.5.3. Excerpts from Previous Council Meeting Minutes Related to Bylaw No. 1271, 2020**

**6.5.4. Rezoning Applicant's Presentation for Bylaw No. 1271, 2020**

The Applicant did not speak at this public hearing.

**6.5.5. Written Submissions from Members of the Public Regarding Bylaw No. 1271, 2020**

There were no unpublished written submissions from members of the public.

**6.5.6. Public Representations for Bylaw No. 1271, 2020**

The Mayor called three times for members of the public to speak in-person or via Zoom. No members of the public spoke.

The Mayor closed the public hearing for District of Ucluelet Zoning Amendment Bylaw Nos. 1262, 2020, 1263, 2020 and 1271, 2020.

**7. LEGISLATION**

**7.1. District of Ucluelet Zoning Amendment Bylaw No. 1262, 2020 (2088 Peninsula Road) - 3rd Reading**

2020.037.SPECIAL It was moved by Councillor McEwen and seconded by Councillor Cole

**THAT** Council approve recommendation 1 of report item "District of Ucluelet Zoning Amendment Bylaw No. 1262, 2020 (2088 Peninsula Road) - 3rd Reading" which states:

1. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1262, 2020, be given third reading.

CARRIED.

**7.2. District of Ucluelet Zoning Amendment Bylaw No. 1263, 2020 (799 Marine Drive) - 3rd Reading**

2020.038.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
**THAT** Council approve recommendation 1 of report item "District of Ucluelet Zoning Amendment Bylaw No. 1263, 2020 (799 Marine Drive) - 3rd Reading" which states:

1. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1263, 2020, be given third reading.

CARRIED.

**7.3. District of Ucluelet Zoning Amendment Bylaw No. 1271, 2020 (2015 Bay Street) - 3rd Reading**

2020.039.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor Cole**  
**THAT** Council approve recommendation 1 of report item "District of Ucluelet Zoning Amendment Bylaw No. 1271, 2020 (2015 Bay Street) - 3rd Reading" which states:

1. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1271, 2020, be given third reading.

CARRIED.

**8. OTHER BUSINESS**

There was no other business.

**9. CLOSED SESSION**

*Procedural Motion to Move In-Camera:*

THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(c) and (e) of the *Community Charter*.

**9.1 Closed Council Meeting.**

2020.040.SPECIAL **It was moved by Mayor Noël and seconded by Councillor Kemps**  
**THAT** the meeting be closed to the public in order to address agenda items under Section 90(1)(c) and (e) of the *Community Charter*.

CARRIED.

2020.041.SPECIAL **It was moved by Mayor Noël and seconded by Councillor McEwen**  
**THAT** this meeting be recessed for five minutes.

CARRIED.

**10. ADJOURNMENT**

The Special Council Meeting was adjourned at 6:41 PM.

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Wednesday, August 12, 2020 at 5:30 pm in the Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO





**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE MAIN HALL, 500 MATTERSON DRIVE**  
**Thursday, August 13, 2020 at 5:30 PM**

Present:           **Chair:**           Mayor Noël  
                          **Council:**       Councillors Cole, Hoar, Kemps, and McEwen  
                          **Staff:**           Mark Boysen, Chief Administrative Officer  
                                  Bruce Greig, Manager of Community Planning  
                                  Abby Fortune, Manager of Recreation & Tourism  
                                  Joseph Rotenberg, Manager of Corporate Services  
                                  Nicole Morin, Corporate / Planning Clerk

Regrets:

**1. CALL TO ORDER**

The Special Council Meeting was called to order at 5:30 PM.

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułuʔiłʔatḥ First Nation, on whose traditional territories the District of Ucluelet operates.

**3. NOTICE OF VIDEO RECORDING**

Audience members, delegates and Public Hearing participants were advised that the proceeding was being video recorded and broadcast on YouTube. They were also advised that the meeting was being conducted via Zoom, which may store data on foreign servers.

**4. LATE ITEMS**

1.1. Addition to Agenda Item No. 6.3.5 "Written Submissions from Members of the Public Regarding Bylaw No. 1267, 2020 (796 Marine Drive)"

- Add the following correspondence after page 35  
                          2020-08-11 B Schramm Wild Pacific Trail Society - 796 Marine Drive

1.2. Addition to Agenda Item No. 6.4.5 "Written Submissions from members of the Public Regarding Bylaw No. 1244, 2019, Development Variance Permit DVP 19-02 & Temporary Use Permit TUP 19-01 (221 Minato Road)"

- Add the following correspondence after page 328  
                          2020-08-11 B Schramm Wild Pacific Trail Society - 221 Minato  
                          2020-08-12 Eeftink - 221 Minato  
                          2020-08-12 M Fortune - 221 Minato

**5. APPROVAL OF AGENDA**

### 5.1 August 13, 2020 Special Meeting Agenda

2020.042.SPECIAL **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve the August 13, 2020 Special Meeting Agenda as amended.*

CARRIED.

## 6. PUBLIC HEARING - DISTRICT OF UCLUELET ZONING AMENDMENT BYLAW NOS. 1267, 2020; 1244, 2019; & 1256, 2019 as well as TEMPORARY USE PERMIT TUP 19-01 & DEVELOPMENT VARIANCE PERMIT DVP 19-02

The Mayor declared the Public Hearing for District of Ucluelet Zoning Amendment Bylaw Nos. 1267, 2020, 1244, 2019 and 1256, 2019 open. He also noted that this hearing is an opportunity for Council to receive public input about Temporary Use Permit TUP 19-01 and Development Variance Permit DVP 19-02.

### 6.1. Notice of Public Hearing

The Mayor explained that the Public Hearing Notice was published in accordance with the requirements of the *Local Government Act*.

### 6.2. Rules Governing Public Hearings

The Mayor outlined the rules that apply to Public Hearings as well as the procedure for public in-person and zoom participation in the hearing.

### 6.3. District of Ucluelet Zoning Amendment Bylaw No. 1267, 2020 (796 Marine Drive)

#### 6.3.1. Presentation of Bylaw No. 1267, 2020 (796 Marine Drive)

Bruce Greig, Manager of Community Planning, presented the Bylaw and explained it in general terms.

#### 6.3.2. Reports and Materials Related to Bylaw No. 1267, 2020 (796 Marine Drive)

#### 6.3.3. Excerpts from Previous Council Meetings Minutes Related to Bylaw No. 1267, 2020 (796 Marine Drive)

#### 6.3.4. Rezoning Applicant's Presentation for Bylaw No. 1267, 2020 (796 Marine Drive)

The Applicant, Chelsea Ruben, addressed Council via Zoom. She noted that development proposes detached short-term rental suites so they are more private. She also noted that the proposed long-term rental unit will help to address the local housing shortage. Ms. Ruben explained that the applicants are willing to amend their development application to remove the access point to the Wild Pacific Trail.

**6.3.5. Written Submissions from Members of the Public Regarding Bylaw No. 1267, 2020 (796 Marine Drive)**

Joseph Rotenberg, Manager of Corporate Services, read "2020-08-11 B Schramm Wild Pacific Trail Society - 796 Marine Drive" into the record. This letter was also published in the Late Agenda for the August 13, 2020 meeting.

**6.3.6. Public Representations for Bylaw No. 1267, 2020 (796 Marine Drive)**

The Mayor called for a first time for members of the public to speak in-person or via Zoom.

Barbara Schramm, Wild Pacific Trail Society, spoke in person. Ms. Schramm acknowledged the Applicant's offer to remove the access point to the Wild Pacific Trail from the development application. She requested that Council indicate on the record that access points to the Wild Pacific Trail from private properties be prohibited.

Bruce Greig, Manager of Community Planning, explained that prior to the Zoning Amendment Bylaw being adopted a covenant will be registered on title which determines the characteristics of the development.

The Mayor called for a second and third time for members of the public to speak in person or via Zoom. No other members of the public spoke.

**6.4. District of Ucluelet Zoning Amendment Bylaw No. 1244, 2019, Development Variance Permit DVP 19-02 & Temporary Use Permit TUP 19-01 (221 Minato Road)**

**6.4.1. Presentation of Bylaw No. 1244, 2019, Development Variance Permit DVP 19-02 & Temporary Use Permit TUP 19-01 (221 Minato Road)**

Bruce Greig, Manager of Community Planning presented the Bylaw and explained it in general terms. He also presented Development Variance Permit 19-02 and Temporary Use Permit 19-01. Mr. Greig, reiterated that Mayor's statement that this hearing is an opportunity for Council to receive public input about the bylaw, the development variance permit and the temporary use permit.

**6.4.2. Reports and Materials Related to Bylaw No. 1244, 2019, Development Variance Permit DVP 19-02 & Temporary Use Permit TUP 19-01(221 Minato Road)**

**6.4.3. Excerpts from Previous Council Meeting Minutes Related to Bylaw No. 1244, 2019, Development Variance Permit DVP 19-02 &**

### **Temporary Use Permit TUP 19-01 (221 Minato Road)**

#### **6.4.4. Rezoning Applicant's Presentation for Bylaw No. 1244, 2019, Development Variance Permit DVP 19-02 & Temporary Use Permit TUP 19-01 (221 Minato Road)**

The Applicant did not speak at this public hearing.

#### **6.4.5. Written Submissions from Members of the Public Regarding Bylaw No. 1244, 2019, Development Variance Permit DVP 19-02 & Temporary Use Permit TUP 19-01 (221 Minato Road)**

Joseph Rotenberg, Manager of Corporate Services, read the following late written submissions into the record:

- 2020-08-22 B Schramm Wild Pacific Trail Society - 221 Minato
- 2020-08-12 Eeftink - 221 Minato
- 2020-08-12 M Fortune - 221

These written submissions were also published in the August 13, 2020 Special Council Meeting Late Agenda.

Councillor McEwen noted Mr. Rotenberg, misread the second to last point on Mr. Fortune's letter. Councillor McEwen clarified that the letter reads "We would hope that a dock or a marina (even small scale) be disallowed from the mud flat shoreline in Olsen Bay" not "...that a dock or marina (even small scale) be allowed...."

#### **6.4.6. Public Representations for Bylaw No. 1244, 2019, Development Variance Permit DVP 19-02 & Temporary Use Permit TUP 19-01 (221 Minato Road)**

The Mayor called for a first time for members of the public to speak in-person or via Zoom.

Barbara Schramm spoke in person on behalf of the Wild Pacific Trail. Ms. Schramm highlighted vulnerability of the shoreline echo system near the subject property. Ms. Schramm recommended that that protective mechanisms such as fences, barriers and signage, are in place before any occupancy (including the temporary use) is permitted. She also noted that any trail through the area should not be a dead end.

The Mayor called for a second and third time for members of the public to speak in person or via Zoom. No other members of the public spoke.

### **6.5. District of Ucluelet Zoning Amendment Bylaw No. 1256, 2019 (Campgrounds)**

#### **6.5.1. Presentation of Bylaw No. 1256, 2019 (Campgrounds)**

Bruce Greig, Manager of Community Planning, provided a overview of Bylaw No. 1256, 2019 and explained it in general terms.

- 6.5.2. Reports and Materials Related to Bylaw No. 1256, 2019 (Campgrounds) are Available Under Section 6.4.2. of this Agenda**
- 6.5.3. Excerpts from Previous Council Meeting Minutes Related to Bylaw No. 1256, 2019 (Campgrounds) are Available Under Section 6.4.3. of this Agenda**
- 6.5.4. Written Submissions from Members of the Public Regarding Bylaw No. 1256, 2019 (Campgrounds)**
- 6.5.5. Public Representations for Bylaw No. 1256, 2019 (Campgrounds)**

The Mayor called three times for members of the public to speak in-person and by zoom. No members of the public spoke.

The Mayor closed the public hearing for Bylaw Nos. 1267, 2020, 1244, 2019, and 1256, 2019 as well as the public input opportunity for Temporary Use Permit 19-01 and Development Variance Permit 19-02.

## 7. LEGISLATION

### 7.1. District of Ucluelet Zoning Amendment Bylaw No. 1267, 2020 (796 Marine Drive) - 3rd Reading

2020.043.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
*THAT Council approve recommendation 1 of report item "District of Ucluelet Zoning Amendment Bylaw No. 1267, 2020 (796 Marine Drive) - 3rd Reading" which states:*

1. ***THAT** District of Ucluelet Zoning Amendment Bylaw No. 1267, 2020, be given third reading.*

CARRIED.

### 7.2. District of Ucluelet Zoning Amendment Bylaw No. 1244, 2019 and District of Ucluelet Zoning Amendment Bylaw No. 1256, 2019 (Campgrounds) - 3rd Readings

Council discussed the concerns raised during the public hearing as well as the conditions that will have to be met before Bylaw No. 1244, 2019 is adopted.

Bruce Greig, Manager of Community Planning, explained some of the concerns will be addressed at the time of subdivision approval stage.

2020.044.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor McEwen**  
*THAT Council approve recommendation 1 of report item "District of Ucluelet Zoning Amendment Bylaw No. 1244, 2019 and District of Ucluelet Zoning*

*Amendment Bylaw No. 1256, 2019 (Campgrounds) - 3rd Readings" which states:*

1. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1244, 2019, be given third reading.

CARRIED.

2020.045.SPECIAL **It was moved by Councillor Kempes and seconded by Councillor McEwen**  
**THAT** Council approve recommendation 2 of report item "District of Ucluelet Zoning Amendment Bylaw No. 1244, 2019 and District of Ucluelet Zoning Amendment Bylaw No. 1256, 2019 (Campgrounds) - 3rd Readings" which states:

2. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1256, 2019, be given third reading.

CARRIED.

#### 8. OTHER BUSINESS

There was no other business.

#### 10. ADJOURNMENT

The meeting adjourned at 6:24 PM.

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Thursday, August 13, 2020 at 5:30 pm in the Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE MAIN HALL, 500 MATTERSON DRIVE**  
**Tuesday, August 18, 2020 at 5:00 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole (Attended Via Zoom), Hoar, Kemps, and McEwen  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Donna Monteith, Chief Financial Officer  
                          Bruce Greig, Manager of Community Planning  
                          John Towgood, Planner 1  
                          Abby Fortune, Manager of Recreation & Tourism  
                          Joseph Rotenberg, Manager of Corporate Services  
                          Nicole Morin, Corporate / Planning Clerk

Regrets:

**1. CALL TO ORDER**

The Regular Council meeting was called to order at 5:00 PM.

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułu?ił?ath First Nation, on whose traditional territories the District of Ucluelet operates.

**3. NOTICE OF VIDEO RECORDING**

Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube. Meeting participants and delegates were also advised that Zoom may store data on foreign servers.

**4. LATE ITEMS**

**4.1 District of Ucluelet Zoning Amendment Bylaw No. 1262, 2020 (2088 Peninsula Road) - Adoption**

*Joseph Rotenberg, Manager of Corporate Services*

- Add "District of Ucluelet Zoning Amendment Bylaw No. 1262, 2020 (2088 Peninsula Road) - Adoption" as Legislative Item 14.2.

**4.2 District of Ucluelet Zoning Amendment Bylaw No. 1263, 2020 (799 Marine Drive) - Adoption**

*Joseph Rotenberg, Manager of Corporate Services*

- Add "District of Ucluelet Zoning Amendment Bylaw No. 1263, 2020 (799 Marine Drive) - Adoption" as Legislative Item 14.3.

**4.3 District of Ucluelet Zoning Amendment Bylaw No. 1256, 2019 (Campgrounds) - Adoption**

**Joseph Rotenberg, Manager of Corporate Services**

- Add "District of Ucluelet Zoning Amendment Bylaw No. 1256, 2019 (Campgrounds) - Adoption" as Legislative Item 14.4.

**5. APPROVAL OF AGENDA**

**5.1 August 18, 2020 Regular Meeting Agenda.**

2020.153.REGULAR **It was moved by Councillor Kempes and seconded by Councillor McEwen**  
*THAT Council approve the August 18, 2020 Regular Meeting Agenda as amended.*

CARRIED.

**6. ADOPTION OF MINUTES**

**6.1 July 14, 2020 Regular Minutes**

Council noted the following errors or omissions:

- page 6 should read in-camera.
- page 5 says carried unanimous, Mr. Rotenberg, noted that this was an anomaly and will be removed.
- page 6 of minutes should read Gary not Jerry Marks.

2020.154.REGULAR **It was moved by Councillor Kempes and seconded by Councillor Cole**  
*THAT Council adopt the July 14, 2020 Regular Council Minutes as amended.*

CARRIED.

**6.2 July 14, 2020 Special Minutes**

2020.155.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council adopt the July 14, 2020 Regular Council Meeting minutes as presented.*

CARRIED.

**6.3 November 1, 2019 Committee of the Whole Minutes**

Council noted the following errors or omissions:

- page 14 should read Don Ferris and should read Bernie Hebert.

2020.156.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council adopt the November 1, 2019 Committee of the Whole Minutes as amended.*

CARRIED.

**6.4 June 16, 2020 Committee of the Whole Minutes**

Council noted the following errors or omissions:

- page 19 should read "Mandala" and "On this Spot a Historical Walking App".
- page 20 should read Beeley.



2020.157.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemps**  
***THAT*** Council adopt the June 16, 2020 Committee of the Whole Minutes as amended.

CARRIED.

**7. UNFINISHED BUSINESS**

There was no unfinished business.

**8. MAYOR'S ANNOUNCEMENTS**

Mayor Noël announced that the District of Ucluelet Flood Mapping Report is on display in the Ucluelet Community Centre Fitness Studio until September 10th and on Ucluelet.ca. The Mayor noted that this work was made possible thanks to a \$150,000 grant from the Provincial Community Emergency Preparedness Fund.

**9. PUBLIC INPUT, DELEGATIONS & PETITIONS**

9.1 Public Input

There was no public input.

**10. CORRESPONDENCE**

**10.1 Frank Jones Memorial Little League Park (Ucluelet Little League Park)**

***Roger Gudbranson***

**10.2 Request for Letter of Support for Ucluelet Canadian Rangers**

***Emily Coombs, Patrol Commander, Ucluelet Canadian Ranger Patrol***

2020.158.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

***THAT*** Council direct Staff to write a letter of support for the Ucluelet Canadian Rangers.

CARRIED.

**10.3 Strategy for Rural Development Through Health Care**

***Suzan Hewat, Mayor, Village of Kaslo***

2020.159.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**

***THAT*** Council direct Staff to write a letter of support for the motion outlined in Mayor Hewat's letter titled "Strategy for Rural Development Through Health Care."

CARRIED.

**10.4 Ban the Use of Rodenticides Please**

***Susan Lee, Resident***

Abby Fortune, Manager of Recreation and Tourism, clarified that the

District of Ucluelet does not use rodenticides.

## 11. INFORMATION ITEMS

### 11.1 Highway 4 Kennedy Hill Safety Improvements Traffic Interruptions Update

*Emil Anderson Construction (EAC) INC.*

## 12. COUNCIL COMMITTEE REPORTS

### 12.1 Councillor Marilyn McEwen

*Deputy Mayor January - March 2020*

- June 25: Barkley Community Forest AGM
- Will attend West Coast Multiplex Scramble on September 19, 2020

### 12.2 Councillor Lara Kemp

*Deputy Mayor April - June 2020*

- Announced that the Ucluelet Mountain Biking Association (UMBA) entered into a formal land use agreement with the Yuułu?i?ath Government (UFN) and will be supporting UFN's trail building project by hosting a BBQ in Hitatcu off of Wya Road on August 29 starting at 10 AM
- Consulting Hive has been launched with the support of the Rural Opportunities Fund. The Hive provides business supports

### 12.3 Councillor Jennifer Hoar

*Deputy Mayor July - September 2020*

- August 5: Wild Pacific Trail Society meeting
- Noted the importance of wearing masks in the Co-Op

### 12.4 Councillor Rachelle Cole

*Deputy Mayor October - December 2020*

- Coastal Family Resource Coalition meeting
- Will attend ACRD and West Coast Committee meetings

### 12.5 Mayor Mayco Noël

- Weekly regional calls
- Met with Minister Beare, Minister of Tourism, Arts and Culture, to discuss the challenges associated with West Coast tourism
- Minister Fraser will be in Ucluelet next week

### 13. REPORTS

#### 13.1 Ucluelet OCP - Indigenous Relations and Policy *Bruce Greig, Manager of Community Planning*

Mr. Greig presented this report. It presents policies that Staff plan to include in the upcoming draft OCP related to Indigenous relations. The policies fall under the general categories of education and communications, operations, and housing.

Councillor Cole left the meeting 5:24 PM due to technical difficulties and returned to the meeting at 5:27 PM.

Council discussed of the policies and noted that there are no desired changes to the proposed policies at this time.

2020.160.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve recommendation 1 and 2 of the report item "Ucluelet OCP - Indigenous Relations and Policy" which state:*

*THAT Council, with regard to the 2020 Official Community Plan (OCP) bylaw update:*

1. *receive this report for information; and,*
2. *provide direction to staff on any desired changes to the attached excerpts of the draft OCP regarding municipal policy, communications and relations with Indigenous communities and people, to guide refinement of the draft before the whole OCP bylaw is brought back for consideration at a future meeting of Council.*

CARRIED.

#### 13.2 Covenant Modification - 1079 Helen Road *John Towgood, Planner 1*

Mayor Noël recused himself at 5:31 due to a conflict of interest arising from his brother and sister-in-law's ownership of the subject property.

Councillor Hoar chaired the meeting in Mayor Noël's absence.

2020.161.REGULAR **It was moved by Councillor Kemps and seconded by Councillor McEwen**  
*THAT Council approve recommendation 1 of report item "Covenant Modification - 1079 Helen Road" which states:*

1. *THAT Council authorize the discharge the S.219 Restrictive Covenant EV152825 registered on Lot 1, DL 543, Native Island, Clayoquot District, Plan VIP76238 (1079 Helen Road) and replace it with a new S.219 covenant based on the March 3, 2020, Geotechnical Report by*

*Lewkowich Engineering and Associates Ltd.*

CARRIED.

**13.3 Development for 1078 Tyee Terrace**  
*John Towgood, Planner 1*

Mayor Noël returned to the meeting at 5:35 PM at the time that discussion regarding item 13.3. began.

Council discussed the proposal and in particular the height of the home. Staff noted that the proposed height complies with the Zoning Bylaw.

2020.162.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

***THAT*** Council approve recommendation 1 of report item "Development for 1078 Tyee Terrace" which states:

1. ***THAT*** Council issue Development Permit DP20-10 for the construction of a single resort condominium building and associated landscaping at 1078 Tyee Terrace.

CARRIED.

**13.4 Site Furnishings Purchase**  
*Abby Fortune, Manager of Recreation & Tourism*

Ms. Fortune, presented this report. Council discussed the possibility of purchasing from an Vancouver Island based company. Ms. Fortune explained that purchasing from the proposed company, which is located on the Lower Mainland, will result in visual continuity of the site furnishings.

2020.163.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

***THAT*** Council approve recommendation 1 of report item "Site Furnishings Purchase" which states:

1. ***THAT*** Council approve spending, up to \$55,000, from 2020 RMI additional funds for site furnishings.

CARRIED.

**13.5 Cheque Listing - July 2020**  
*Nicole Morin, Corporate / Planning Clerk*

Council discussed the garden at Ucluelet Secondary School which is currently closed. Staff noted that this garden is not a District asset.

**13.6 Resolution Tracking - July 2020**  
*Nicole Morin, Corporate / Planning Clerk*

Council requested updates on the property at 354 Forbes Road, the

rezoning associated with cannabis production on the property at 2100 Peninsula Road and the property at Lot 13, Marine Drive. Bruce Greig, Manager of Community Planning provided updates.

### 13.7 2019 Annual Report

**Mark Boysen, Chief Administrative Officer**

2020.164.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve recommendation 1 of report item "2019 Annual Report" which states:*

1. **THAT** Council adopt the District of Ucluelet 2019 Annual Report as attached.

CARRIED.

### 13.8 2019 Statement of Financial Information Report

**Donna Monteith, Chief Financial Officer**

2020.165.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve recommendation 1 of report item "2019 Statement of Financial Information Report" which states:*

1. **THAT** Council approve the District of Ucluelet 2019 Statement of Financial Information as attached.

CARRIED.

### 13.9 Permissive Tax Exemption Policy

**Donna Monteith, Chief Financial Officer**

2020.166.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Cole**  
*THAT Council approve recommendation 1 of report item "Permissive Tax Exemption Policy" which states:*

1. **THAT** Council approve the District of Ucluelet Permissive Tax Exemption policy as attached.

CARRIED.

## 14. LEGISLATION

### 14.1 Annual Tax Sale

**Donna Monteith, Chief Financial Officer**

Ms. Monteith noted that the District is required to hold a tax sale annual but Ministerial Order 159 allows Council to defer the 2020 tax sale by one year. Ms. Monteith noted that about 80% of 2020 taxes have been paid to date.

2020.167.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Cole**  
*THAT Council approve recommendation 1 of report item "Annual Tax Sale"*

which states:

1. **THAT** Council direct staff to hold the 2020 Annual Tax Sale on September 28, 2020.

CARRIED.

**14.2 District of Ucluelet Zoning Amendment Bylaw No. 1262, 2020 (2088 Peninsula Road) - Adoption**

**Joseph Rotenberg, Manager of Corporate Services**

2020.168.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Kemps**

**THAT** Council approve recommendation 1 of report item "District of Ucluelet Zoning Amendment Bylaw No. 1262, 2020 (2088 Peninsula Road) - Adoption" which states:

1. **THAT** the "District of Ucluelet Zoning Amendment Bylaw No. 1262, 2020" be adopted.

CARRIED.

**14.3 District of Ucluelet Zoning Amendment Bylaw No. 1263, 2020 (799 Marine Drive) - Adoption**

**Joseph Rotenberg, Manager of Corporate Services**

2020.169.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**

**THAT** Council approve recommendation 1 of report item "District of Ucluelet Zoning Amendment Bylaw No. 1263, 2020 (799 Marine Drive) - Adoption" which states:

1. **THAT** the "District of Ucluelet Zoning Amendment Bylaw No. 1263, 2020" be adopted.

CARRIED.

**14.4 District of Ucluelet Zoning Amendment Bylaw No. 1256, 2019 (Campgrounds) - Adoption**

**Joseph Rotenberg, Manager of Corporate Services**

2020.170.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Kemps**

**THAT** Council approve recommendation 1 of report item "District of Ucluelet Zoning Amendment Bylaw No. 1256, 2019 (Campgrounds) - Adoption" which states:

1. **THAT** the "District of Ucluelet Zoning Amendment Bylaw No. 1256, 2019" be adopted.

CARRIED.

**15. OTHER BUSINESS**

There was no other business.

**16. QUESTION PERIOD**

There were no questions.

**17. CLOSED SESSION**

**17.1 Procedural Motion to Move In-Camera**

***THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(e) and 90(2)(b) of the Community Charter.***

2020.171.REGULAR **It was moved by Mayor Noël and seconded by Councillor Hoar**

***THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(e) and 90(2)(b) of the Community Charter.***

CARRIED.

**18. ADJOURNMENT**

The Regular Council Meeting was adjourned at 7:28 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, August 18, 2020 at 5:00 pm in the Main Hall, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO







## DISTRICT OF UCLUELET

### Request to Appear as a Delegation

All delegations requesting permission to appear before Council are required to submit a written request or complete this form and submit all information or documentation by 11:00 a.m. the Wednesday preceding the subsequent Council meeting. Applicants should include the topic of discussion and outline the action they wish Council to undertake.

All correspondence submitted to the District of Ucluelet in response to this notice will form part of the public record and will be published in a meeting agenda. Delegations shall limit their presentation to ten minutes, except by prior arrangement or resolution of Council.

Please arrive 10 minutes early and be prepared for the Council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is important to address the chairperson as Your Worship or Mayor Noël.

The District Office will advise you of which Council meeting you will be scheduled for if you cannot be accommodated on your requested date. For more information contact the District Office at 250-726-7744 or email [info@ucluelet.ca](mailto:info@ucluelet.ca).

Requested Council Meeting Date: September 8th, 2020

Organization Name: Ucluelet Mountain Bike Association - UMBA

Name of person(s) to make presentation: Markus Rannala, James Inkster, Nick Holatko

Topic: Letter of Permission from Council for Barkley Community Forest

Purpose of Presentation:

Information only

Requesting a letter of support

Other (provide details below)

Please describe:

Written consent from council to the Barkley Community Forest, authorizing them to provide a land use agreement.  
Additionally, we would like written support from the District of Ucluelet for the Barkley Community Forest to release \$183,000 for the development of 'Year 1' phases 1 through 7 for Mountain Bike Trails in 2021, plus \$18,300 for trail maintenance.

Contact person (if different from above): \_\_\_\_\_

Telephone Number and Email: 250-266-9498

Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?

Handout(s)

PowerPoint Presentation

Note: Any presentations requiring a computer and projector/screen must be provided prior to your appearance date. The District cannot accommodate personal laptops.

## Barkley Community Forest Mountain Bike Trail Network Proposal



May 29, 2020

Prepared by *Ucluelet Mountain Bike Association*, Board of Directors:

- Markus Rannala, Executive Director
- Travis Wade, Secretary
- Louis Maddiford, Social Media/Industry Insider
- Nick Holatko, Treasurer
- James Inkster, Technical Director

## ***Acknowledgements***

The Ucluelet Mountain Bike Association gratefully acknowledges the support of the following partners in this plan:

IMBA Canada - International Mountain Biking Association of Canada  
UROC - United Riders of Cumberland  
SORCA - Squamish Off-Road Cycling Association  
BC Aboriginal Mountain Biking Project  
Barkley Community Forest  
District of Ucluelet  
Toquaht First Nations  
Ucluelet First Nations

For more information on this plan, please contact:

Markus Rannala  
manager@uclueletmountainbikeassociation.org

Executive Director, Ucluelet Mountain Biking Association



## Executive Summary

The growth of mountain biking in British Columbia over the last ten years has been exponential and has become a significant economic driver for dozens of communities, as evidenced by numerous impact studies. Within the Sea to Sky Corridor \$70.6 million of non-resident spending was directly attributed to mountain biking in 2016 alone<sup>1</sup>. There is broad recognition of the immense value of developing trail systems and an understanding of the importance of investing in necessary infrastructure to support increased visitation.

Access to trail networks encourages healthy active lifestyles amongst local residents as well as providing myriad opportunities for youth recreation programming and volunteer investment. Mountain biking has become so ubiquitous with lifestyle destinations that municipalities increasingly recognize it as a key component within their plans to attract vibrant new full-time residents.

Trail societies such as UMBA are being recognized for the significant role that they play in the sustainable management and profitability of sanctioned networks. The North Shore Mountain Bike Association currently receives \$100,000 annually from the District of North Vancouver for maintenance of trails on Mount Fromme, which equates to one quarter of their operating budget<sup>2</sup>.

The District of Ucluelet and Toquaht First Nation currently see practically no tourism revenue or recreational benefit from the Barkley Community Forest. Existing bike trails outside BCF support a foundation of local interest but there are no suitable trails for beginners in the area. The BCF has been identified as an ideal location to start building inclusive, user-friendly mountain bike trails which can bring profound benefit to the area. UMBA believes this is an ideal location not only due to its geographical suitability but also because the BCF mandate calls for a balance of timber harvesting with recreational activity and recreational infrastructure development.

Toquaht First Nations and Ucluelet First Nations are important allies in realizing the potential of mountain bike trail networks on the West Coast of Vancouver Island. The collaborative construction of trail systems represents an unprecedented opportunity to engage and explore mutually beneficial common ground between communities.

UMBA has developed three financial projections for capital investment and associated tourist revenue based on three different construction timelines. Regardless of which timeline is most agreeable to the interested parties, UMBA recommends that in year one a total of approximately \$183,000 be budgeted to complete the first 6 phases of the Barkley Community Forest Bike Park Master Plan and approximately \$18,300 be budgeted towards maintenance and continued improvement of the associated trails.

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<sup>1</sup> (2016 Sea to Sky Corridor Overall Economic Impact of Mountain Biking Study)

<sup>2</sup> "Study shows big growth in mountain biking on the North Shore" North Shore News , Aug 22 2018

### **Barkley Community Forest Mountain Bike Trail Network Proposal**

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>



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**Barkley Community Forest Mountain Bike Trail Network Proposal**

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

## Section 1: Mountain Biking in Ucluelet

### UMBA Introduction

Construction on the first mountain bike trail in Ucluelet began over twenty years ago, long before sanctioned networks and advocacy societies became widespread across BC. In a monumental undertaking, a dedicated crew built a trail running down the entire west face of Mount Ozzard, which for a time found heavy use. Unfortunately, the difficulty of this first trail prevented wide participation from the community. Over time the original builders moved on and without a society in place to maintain it, the trail gradually fell into disrepair. Fast-forward to 2020 and mountain biking has become ubiquitous with outdoor recreation across North America. New bicycle technology and -- more importantly -- new styles and standards of trail construction have transformed the sport from its more extreme roots into a truly inclusive activity. Therein lies the reason for the sport's massive growth in popularity and economic importance. These days it is just as common to see complete families out on the trails as it is to see dedicated athletes.

By 2017 interest and work on the Mount Ozzard trail started picking up again as dozens of Ucluelet citizens -- with experience riding trail networks in other towns -- began to volunteer their time. Upgrades to the existing trail made it more user-friendly and entirely new trails were created to more intermediate standards. With more intermediate terrain came more interest and enthusiasm from the community and things began to grow exponentially. As a conservative estimate, the Mount Ozzard trails have seen over 750 hours of volunteer labor in the last two years alone. In response to this upwelling of support, the *Ucluelet Mountain Bike Society* (UMBA) was incorporated in the spring of 2020 to provide a unified voice for those currently involved and to broaden participation through all of the local communities. Another primary driver in the founding of UMBA was the recognition that the existing trail system lies on Ucluelet First Nation treaty land and that further development should only proceed with their consultation and permission.

Taking the next step and building a beginner-oriented trail system within the *Barkley Community Forest* (BCF) represents an unprecedented opportunity for collaboration between the municipality of Ucluelet and Toquaht First Nation. Bringing together elements of community health, youth involvement, and tourism, it will provide a truly inclusive foundation on which further growth can flourish.

UMBA has determined that regardless of which financial projection is most favorable to the interested parties, it is recommended that in year one a total of approximately \$183,000 be budgeted to complete the first 6 phases of the Barkley Community Forest Master Plan and approximately \$18,300 to maintain these trails.





Volunteers clean and revitalize the original Mount Ozzard trail



An existing section of the Lower Mount Ozzard trail





## UMBA Mandate

1. To preserve and enhance the accessibility to trails in the Ucluelet area for the use and enjoyment of cyclists and other members of the community.
2. To maintain, repair, improve and construct trails in the Ucluelet area for the use and enjoyment of cyclists and other members of the community.
3. To protect and preserve the environment by maintaining, repairing, and improving trails in the Ucluelet area.
4. To protect and preserve forests in the region by maintaining, repairing, improving, and constructing trails in the Ucluelet area.
5. To build relationships that foster educational and recreational programming with surrounding communities and indigenous organizations.

## Barkley Community Forest Mandate

The Barkley Community Forest management plan was created in 2014 with a strong mandate to balance timber harvest with recreational activity and infrastructure development. Proper timber harvest management has ensured enormous economic profitability of this sector for the shareholders. At time of writing, sanctioned recreational activity within the BCF is non-existent.

Sections of the management plan pertaining to explicit support of recreation and recreational infrastructure development include:

### 6.5.2 Recreational Objectives

“Industrial activities will coexist and complement recreational opportunities within the community forest; opportunities for recreation will be maintained and enhanced; maintenance and establishment of new recreation sites is encouraged: and recreation access interests are incorporated into road maintenance plans.”

### 6.13.3 Strategies to meet objectives

“... (To) Incorporate tourism and recreation interests in access management plans. Incorporate tourism and recreation sector interests in forestry plans. (To) Support initiatives for the development and maintenance of trails and recreation sites.”

### 7.0 Provincial CFA Program Objectives and Management Strategies

“Financial profits from the community forest, if any, will be returned to the communities for community projects that are aligned with the BCF vision to provide forest-based opportunities and economic stability for the community, or that enhance public amenities and quality of life.”

## Common Goals

At time of writing there are no sanctioned trail-based recreational activities within the entire 6751 hectares of the Barkley Community Forest. UMBA would like to work with Barkley Community Forest, Toquaht First Nations, and the District of Ucluelet to develop, operate and maintain a mountain biking trail network for the access and benefit of all local community members. Doing so would fulfill the mandates of both UMBA and the BFC, providing a solid working model on which to base future recreation and tourism initiatives in the area.



## Section 2: The Role of Mountain Biking in Small Communities

### History & Evolution

Over the past 10 years, mountain biking has seen an explosion in growth throughout British Columbia. The new inclusivity of the sport has transformed it from a fringe activity into the recreational activity of choice in many towns, and a major economic driver. Today we're seeing more trails being built targeting the green (beginner) and blue (intermediate) riders, in a similar model to how ski resorts safely accommodate a wide range of athletic abilities. This evolution of trail design has provided a low risk platform for beginners and casual users alike to exercise outdoors, progress their skills and build healthy community relationships. Non-profit, volunteer-based organizations have taken a leading role in building, managing, and promoting trail networks across North America. Cultivating practical working relationships with municipalities, landowners, forestry companies and First Nations communities, non-profits operate to ensure that local community members are the primary beneficiaries.



Iconic 'flow' style trails like Meadow of The Grizzly in Squamish, BC are a far cry from the original extreme mountain bike descents.



New style of 'flow' trail appeals to all rider levels and provides a low consequence platform for rapid progression



### Barkley Community Forest Mountain Bike Trail Network Proposal

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

## Community Benefits

Throughout British Columbia, we have seen communities like Cumberland go from sleepy residential town to booming recreational destinations. Trail systems bring an increase in average exercise participation and a multitude of associated health benefits. They provide an outlet for volunteers and corporate investment in infrastructure.



Working together on Mount Ozzard



### Barkley Community Forest Mountain Bike Trail Network Proposal

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

## Economic Benefits

The economic benefits of sanctioned trail networks are profound and proven. The “*Sea to Sky Mountain Biking Economic Impact Study*” (Appendix A) calculated that \$16.9 million of non-resident spending was created by the North Vancouver, Squamish and Whistler bike trail networks within a single four month period during the summer of 2006. A follow-up study in 2016 found that in the intervening ten years this number had increased to \$70.6 million with \$35.9 million in wages generated and \$18.6 million in tax revenue.

With our uniquely mild year-round climate, Ucluelet is ideally positioned to expand its low and shoulder season revenues through the creation of a mountain bike network. As in all other communities that have taken this step, new retail, rental, guiding and accommodation opportunities are to be expected.

## Recreational Youth Programming

With the secondary schools located in Ucluelet and the steady migration of young families to the coast, there is a need to provide more youth programs to aid in their social, physical, and mental development. Mountain biking provides an ideal platform to bring kids together from all demographics, age groups, and ability levels. Youth programs within the mountain biking community tie together the joy of riding, the rewards of hard work helping build trails, the growth of fostering friendships by helping one another, and the potential for developing a competitive side to allow them to push themselves and learn what they’re capable of accomplishing.

## Involvement with First Nations

Toquaht First Nations and Ucluelet First Nations are our most important allies in successfully developing, operating and maintaining mountain biking trails on the West Coast of Vancouver Island. The collaborative construction of trail systems represents an unprecedented opportunity to engage and explore mutually beneficial common ground between communities.

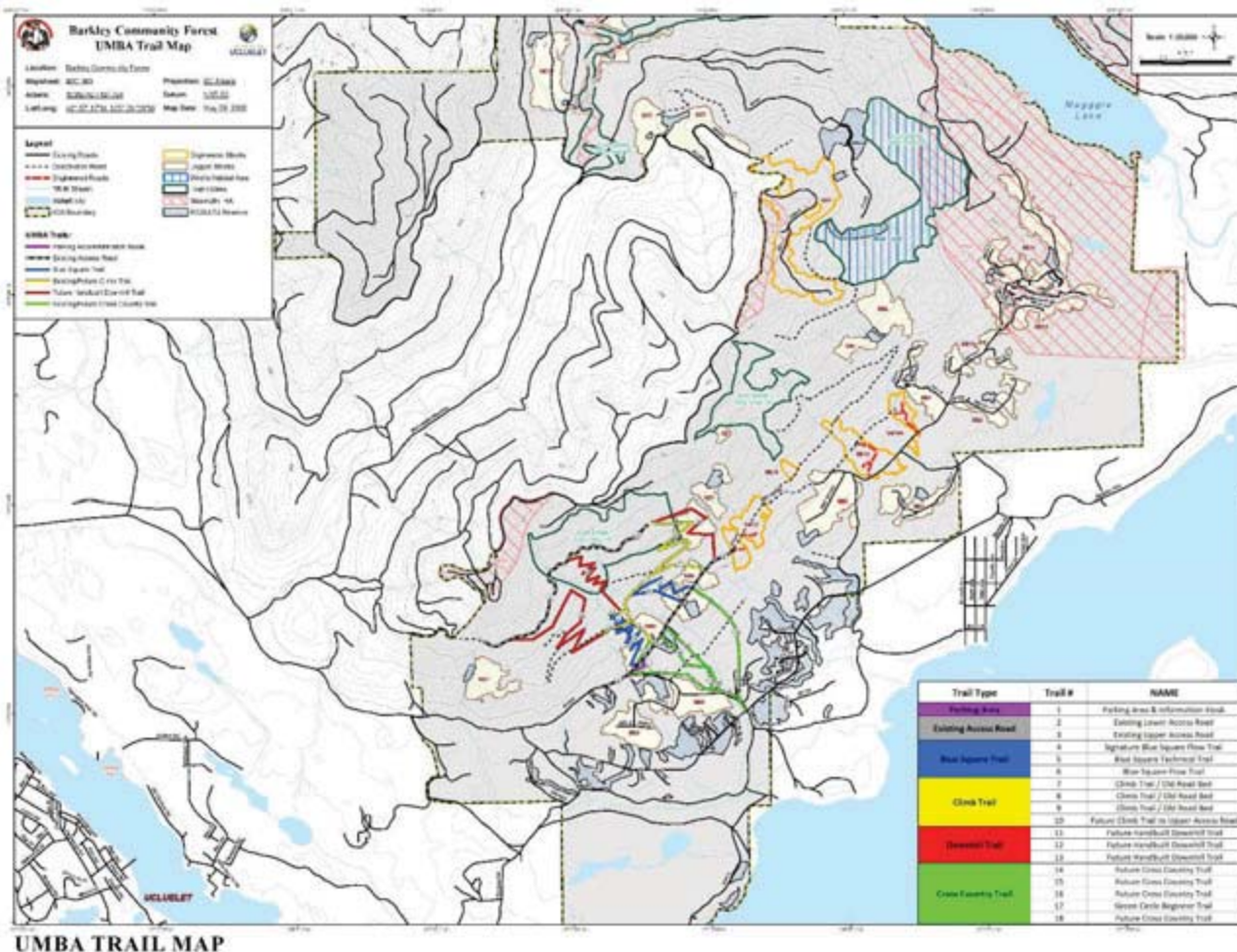
## Amenity Migration

With mountain biking firmly established as a recreation activity of choice amongst British Columbians, municipalities are recognizing the increasingly important role that trail systems play in attracting young, vibrant and productive members to their community.



### Section 3: Barkley Community Forest Trail Development Master Plan

[N.B. The contents of 'Section 3' are sourced from 'Ucluelet Community Forest Bike Park Masterplan' prepared by Golden Dirt Trails, as commissioned by the Barkley Community Forest.]



## Vision and Purpose

Our vision is to create a beautiful, fun, outdoor experience for the community of Ucluelet by building a sustainable mountain bike trail network. The purpose of these new trails is to provide outdoor recreational opportunities for both community members and visitors. The trails will serve youth, families, and individuals, providing appropriate challenges and skills progression for beginners through advanced riders. The network will complement the existing advanced trail, enabling a wider range of experiences for all skill levels. It diversifies the use of the Barkley Community Forest and supports the goals of the Forest Management Plan to support social and recreational activities within the managed area.

## Community Benefits

Ucluelet is a young, active community that values the outdoors. A new recreational trail network expands opportunities to experience nature and engage in outdoor recreation, benefitting the physical, social, mental, and financial wellness of the local community. Trails provide connection to the land and bring the community together.

Opportunities to enjoy the outdoors through mountain biking, hiking, and trail running support physical fitness and can help reduce the burden of disease such as lower risk of cardiovascular disease and diabetes. Outdoor community spaces serve to connect the community, either as a venue for recreational or competitive events or in caring for the shared resource through community trail maintenance days. Time in nature and building sport specific skills both enhance mental wellness. Together, each of these benefits strengthen the health of the local community.

The economic benefits of mountain biking to communities in British Columbia have been well-established through two economic impact studies conducted in 2006 and in 2016. In the Sea to Sky Corridor, visitor expenditures related to mountain biker tourism reached \$70.6 million in 2016, more than double values in 2006. Increased job opportunities related to mountain bike tourism would complement that already strong tourism industry in Ucluelet.



<https://www.mbta.ca/resources/research/>



**Barkley Community Forest Mountain Bike Trail Network Proposal**

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

Markus Rannala, James Inkster, Nick Holatko, Ucluelet Mountain Bike Asso...

## Ecological Information

The Barkley Community Forest is a mixed tree forest including fir, hemlock, and cedar. Ancient glaciers carved and shaped the region and the area selected for the trail network offers a variety of both steep and low-grade terrain. Multiple creeks cross the forest including several seasonal streams. The soil within the region also varies with some areas having a thin cover of organic soil over bedrock while other areas have deeper mineral soil. This is consistent in the variations seen in other coastal areas in BC and overall provides suitable terrain for trail construction.

Dense tree coverage poses a challenge to building in several of the proposed locations. The main signature trail runs through a cut-block which will increase the construction time required because of significant logging debris. Frequent undulations in the terrain also pose challenges in trail design and construction. The chosen trail corridor will work with these undulations to create a sustainable line that works with the natural flow of the terrain and disperses water from the trail to minimize erosion and protect the soil. Another obstacle in building the trail network is the high number of streams and areas with ephemeral water flow. Where possible, the trail corridor avoids these areas. Other low-lying or wet areas will use drainage pipes and bridges working with the natural flow of water to ensure a sustainable trail and minimal impact to the environment. Trail location is also selected based on presence of good soil. Geological evaluation by a colleague using ground survey images shows mineral soil depth to be sufficient for trail construction in most areas. Several areas where soil is shallow provide opportunity to expose the bedrock and incorporate the rock surface creating a unique and interesting trail experience.

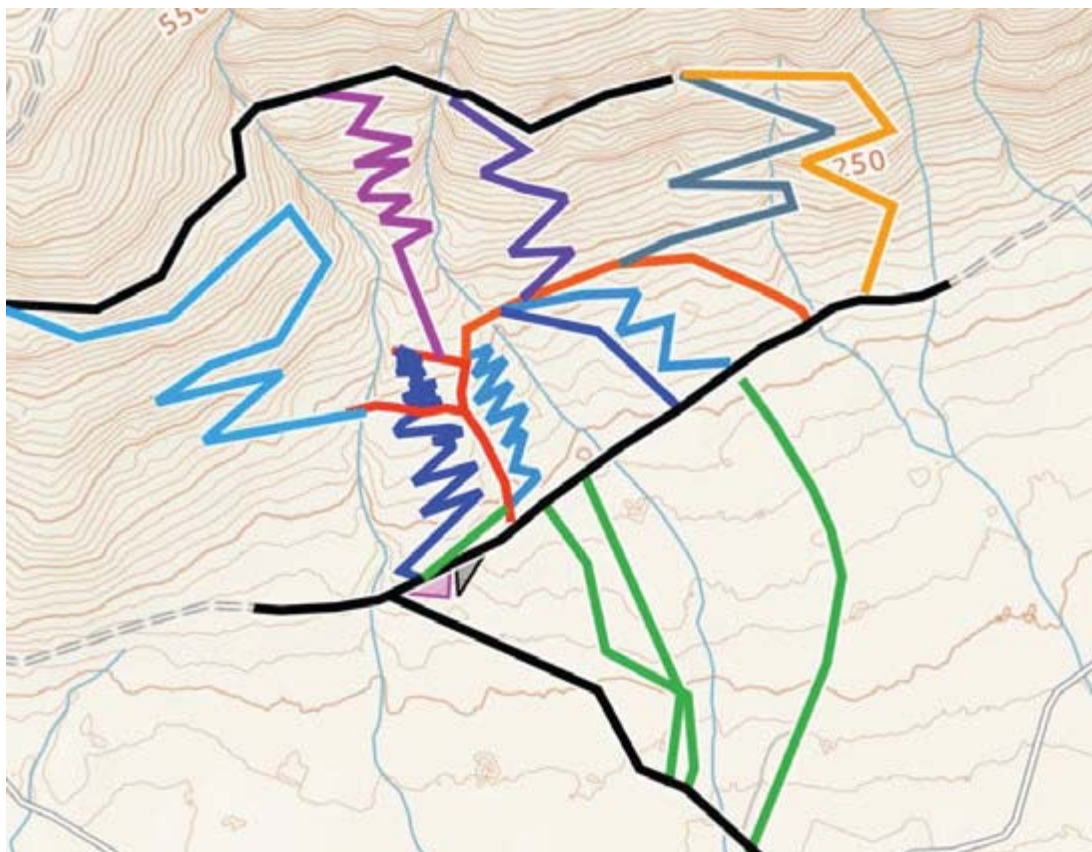


Logging debris in the cut-block increases trail construction time. Rocky glacial deposits pose challenges for trail construction. Dense forest with fern ground cover provides good soil for trail surfaces.



## Master Plan Map

Map A - Conceptual Layout



- Red** – Access Climbing Trails
- Black** – Existing Roads
- Green** - Cross Country Flow Trails
- Blue** – Flow Machine Built Trails
- Purple and Orange** – DH Hand Built trails
- Grey** – Expansion Climbing Trail
- Purple Triangle** – Parking and Kiosk
- Black Triangle** – Possible Skills Park



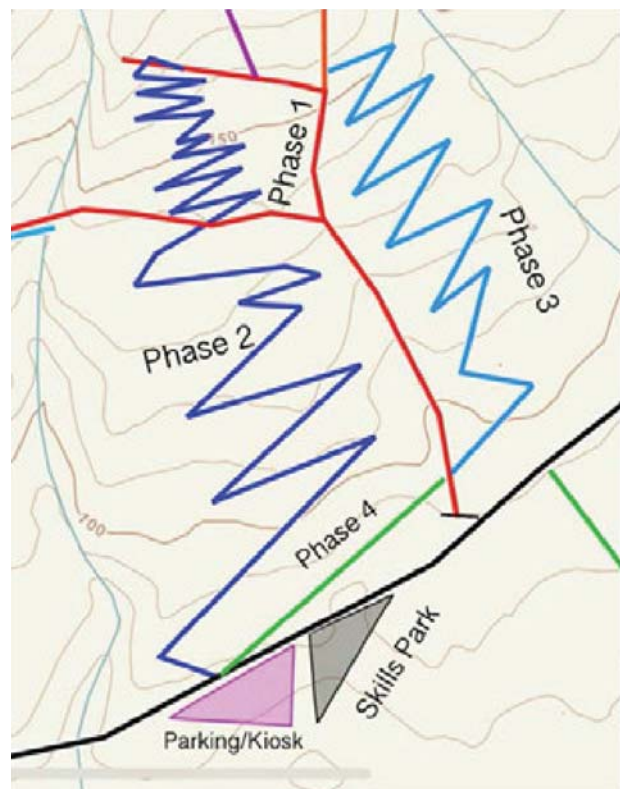
### Barkley Community Forest Mountain Bike Trail Network Proposal

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>



## Project Map by Phase

Map B



Map C



**Phase 1** - Re-establish 4 km of existing skid roads to sustainable standard

**Phase 2** - Construct a 2 km Blue Square flow trail

**Phase 3** - Construct a 1.2 km Blue Square flow trail **Phase 4** -

Construct a 1 km Green circle flow trail **Phase 5** - Construct 1.2

km Blue Square technical trail **Phase 6** - Construct 1.2 km Blue

Square flow trail **Phase 7** - Construct Parking area and Kiosk



## Trail Master Plan

This Master Plan focusses on Phases 1 to 6. It creates a base riding area that provides a foundation for future expansion of the trail network. Additional potential trails are included on Map A.

### *Phase 1 – Rebuilding Existing logging roads. Red Trails on map.*

The area has over 4 km of existing forest service roads that allow access to the proposed trail network. Presently the roads lack sufficient drainage and are over-grown and require upgrading to sustainable standards. Roads will be cleared and drainage added to create a sustainable access route. Several steep sections will be rerouted to reduce the grade and create a more enjoyable experience for trail users.

Estimated Cost: \$20,000

Estimated Time: 2 week

Required Labour: 2 excavators and 2 labourer



## Barkley Community Forest Mountain Bike Trail Network Proposal

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

*Phase 2 – Blue Square Flow downhill trail. Dark Blue on Map.*

This signature flow trail will be approximately a 2 km descent trail, providing fun for all ages and skill levels. It will have berms, rollers, jumps, and trail features that begin by rolling through the forest then opening into a cut-block with amazing views of the ocean.

Estimated Cost: \$40,000-\$50,000

Estimated Time: 3-4 weeks

Required Labour: 2 excavators, 2 operators, 2-3 labourers



*Phase 3 – Blue Square Flow with technical aspect. Light Blue on Map.*

This 1.2 km trail will feature singletrack that showcases the natural terrain. Narrow and twisty, it will have optional drops, jumps, and other technical features that will complement the experience of the flow trail.

Estimated Cost: \$30,000

Estimated Time: 2.5 weeks

Required Labour: 2 mini excavators and 2 labourers, 2 tracked dumpers



*Phase 4 – Green Circle Flow Trail. Green on Map.*

A green loop adjacent to the parking lot provides easy access for children and families and beginner riders. The trail will be overall smoother and wider and lower grade but incorporate natural features to provide opportunities for skill progression.

Estimated Cost: \$18,000

Estimated Time: 1.5 weeks

Required Labour:



### *Phase 5 – Construct 1.2 km Blue Square Technical*

This 1.2 km trail will provide a second blue technical trail experience for riders and provide additional variety within the network. Tight corners and natural features will provide the technical challenge. A machine will assist the hand builders creating a tighter trail.

Estimated Cost: \$25,000 Estimated

Time: 2.5 weeks

Required Labour: 1 minim excavator and operator, 3 labourers.



*Phase 6 – Construct 1.5 km Blue Square Flow*

This trail would be a pump track style trail with rollers, jumps and berms. It will have great view of the ocean as it starts on a plateau.

Estimated Cost: \$25,000 Estimated

Time: 2.5 weeks

Required Labour: 2 machine operators and 2 labourers to build this trail



*Parking Lot and Kiosk*

Map A provides the proposed location for a parking lot and staging area. Situated at the bottom of the hill, it provides central access to the trails. A kiosk with map, bike rack, and tool station can also be installed here.

Estimated Cost: \$15,000

Estimated Time: 1 week



**Barkley Community Forest Mountain Bike Trail Network Proposal**

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### *Bike Skills Park*

Next to the parking lot we have identified an area that could potentially serve as a Bike Skills Park. This area would be great for riders to practice skills before heading up to the trails. This skills park could include a pump track, progressive drops and jumps, and a balance zone.



### **Construction Budget**

Phase 1 - \$20,000.00 - 2 weeks to construct  
 Phase 2 - \$50,000.00 - 3.5 weeks to construct  
 Phase 3 - \$30,000.00 - 2.5 weeks to construct  
 Phase 4 - \$18,000.00 - 1.5 weeks to construct  
 Phase 5 - \$25,000.00 - 2.5 weeks to construct  
 Phase 6 - \$25,000.00 - 2.5 weeks to construct  
 Parking Lot + Kiosk - \$15,000.00 - 1 week to construct

-----  
 \$ 183,000.00

### **Future Expansion**

The long-term plan for the area allows for expansion of the network. This includes green cross country and flow trails beside and below the parking area on the lower part of the mountain. The upper mountain plan provides the potential to extend climbing access that connects to an existing forest service road. This opens more access for additional machine and hand constructed trails. (See Map)



### **Barkley Community Forest Mountain Bike Trail Network Proposal**

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## Closing Notes

I would like to thank the Toquat First Nations and the District of Ucluelet for bringing us into this beautiful area to do this master plan. I had a great week exploring and getting to know the surrounding area. We have been to many areas all over BC, but this has been one of the nicest areas we have been. I have included some of our photos of our journey.

Best Regards,  
 Patrick Podolski  
 Owner/Operator | Golden Dirt Trails



## Photo Credits

Mountain Biking BC • MTBwithkids.com • MTBproject.com • Flowmountainbike.com • Rei.com • Revelstoke Mountain Resort • Enduromtb.com • Golden Dirt Trails



**Barkley Community Forest Mountain Bike Trail Network Proposal**

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Markus Rannala, James Inkster, Nick Holatko, Ucluelet Mountain Bike Asso...

## Section 4: Trail Management

### Introduction

This trail management plan has been prepared by the Ucluelet Mountain Bike Association (UMBA) for the management of recreation trails in the Barkley Community Forest (BCF). This plan builds on established models in use with other trail associations across British Columbia. This plan is intended to serve as a model that UMBA will strive towards fully implementing over the coming years.

This plan intends to cover trail mapping and proposed trails in the Barkley Community Forest, as outlined in the 'Ucluelet Community Forest Bike Park Masterplan' presented by Golden Dirt Trails. UMBA will work with BCF and the District of Ucluelet to maintain an inventory, signage and communication, trail and feature assessments, trail maintenance, trail construction and record keeping. This plan is a key component of UMBA's future trail stewardship.

Many thanks to District of Ucluelet and Toquaht First Nation for their commitment to foster recreation within the Barkley Community Forest.

### Safety

#### Emergency Response Plan

##### *General Trail Use*

Self-extraction is primary goal in the event of an accident however trained emergency responders from BC Ambulance service will be relied upon in the event of any incident requiring higher level medical assistance or evacuation.

UMBA will prepare and update as necessary mapping that identifies trails, roads, gates, access routes, helicopter landing sites and key geographical features. Road and trail naming will be consistent between the landowners, maps provided to users, and maps provided to emergency responders to help ensure clear communication.

UMBA will provide periodically, or as circumstances require (e.g. following a significant change in emergency response access), the most current mapping, including the location of trails, roads and gates, to the Ucluelet Fire Department and West Coast Search and Rescue

UMBA will, in conjunction with the landowners and first responders, identify, map and maintain at least one helicopter landing areas within the trail network area.

Cellular phone service is available throughout most, but not all of the trail network and normal (911) emergency contact procedures are generally applicable.



### *UMBA Events*

UMBA group rides (Tuesday night rides through the bike shop, women's rides, kids club etc) may occur on any trail within the network and are subject to essentially the same risks as general trail use. For these reasons they will follow the same emergency response procedures shown above. These procedures will be reviewed with group ride leaders at the start of each year.

Races and trail maintenance days take place on pre-determined trails and more specific planning can be completed for these events. Event specific ERP's will be prepared as required.

### *Personal Protective Equipment*

All UMBA volunteers are encouraged to use personal protective equipment appropriate for the work being completed. UMBA contractors are required to have appropriate insurance, valid WorkSafe coverage, complete the necessary notifications and follow the appropriate safe work procedures.

### *Accident Reporting and Analysis*

All accidents and injuries made known to UMBA will be recorded, forwarded to UMBA insurance providers and the applicable landowner and kept on file. This information will be reviewed and analyzed to inform emergency response effectiveness, trail maintenance priorities and guidelines for future trail construction.

## Inventory and Mapping

### **Trail Inventory**

Trail width, tread surface, gradient and technical trail feature information is required to determine trail difficulty rating and maintenance priorities. This information will be collected in accordance with the procedures below for existing trails and new trails as they are constructed.

### **Trail Surface**

#### *Width*

Tread width will be measured approximately every 500m with a minimum of two measurements per trail or as required to determine an average tread width. Tread width is measured perpendicular to the trail from the edge of undisturbed natural vegetation.

#### *Tread Surface and Clearing Height*

Tread surface and clearing height will be assessed at each trail width measurement location and given an average overall assessment. In general, trails in Barkely Community Forest will be unsurfaced single-track trails with embedded objects over 10cm.

#### *Gradient*

Trail gradient will be measured approximately every 500m with a minimum of three measurements or as required to determine an average climbing and descending gradient. In addition, maximum climbing and/or descending gradients must be measured.



## Bridges and Technical Trail Features

The location of all bridges and technical trail features (TTF) will be mapped and assessed to facilitate trail difficulty rating, inspections, maintenance priority and record keeping.

In addition, the following information will be collected:

1. TTF Height.
2. TTF Width.
3. Presence of cross bracing and stringer support.
4. Description of construction material (e.g. cedar, bark stripped or present, dimension lumber, nails, lag bolts etc.).
5. Bridge rung spacing.
6. Bridge slope and condition of bridge surfacing.
7. Condition of fall zone.
8. Optional lines and condition if existing.

## Accuracy Standards

Recreational grade GPS units are suitable for collection of trails, bridge, technical trail features and drainage structure information. All GPS data collected must be able to be converted to an ESRI shape file format for integration into the mapping data base.

## Data Storage and Maintenance

All line and point data will be stored in a GPS database administered by UMBA.

## Communication

### Trail Difficulty Rating

Trail difficulty ratings of easiest (white circle), easy (green circle), more difficult (blue square), most difficult (black diamond) and expert unlimited (double black diamond) are based on the Whistler Trail Standards. See Appendix A for details.

## Signage

The trail kiosk will include a map of the entire Barkley Community Forest mountain biking trail network with information on:

1. Liability and risk;
2. Trail signage and trail difficulty rating system;
3. Right-of-way and yield practices;
4. Trail etiquette;
5. Trail closures;
6. Dogs, horses and motorized vehicles;
7. Forest fire danger and reporting;
8. Emergency contact information;
9. Landowners and the working forest; and,
10. Other information such as event notices as required.

Additional network signage at other key entrance points will be determined and coordinated as required by BCF and UMBA. Additional signage will be added if significant new access points to the trail network are developed and funding allows.



### Barkley Community Forest Mountain Bike Trail Network Proposal

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

This information will also be made available on the UMBA website and through the UMBA Facebook page when appropriate.

### *Trail Signage*

Signage will identify the trails as recreational trails and communicate trail difficulty and location. This may include trail head, trail junction and other directional signage. The style, design and construction of the trail signage will be described in the signage plan.

Any technical trail feature or element rated expert unlimited, other than those on an expert unlimited trail, will have a clearly defined and signed alternate route around where feasible. Signage at least 10m prior to the feature (or prior to the junction of the main trail and alternate route) will indicate the presence of an expert unlimited feature and provide direction to the alternate route when one exists.

Trail closures will be clearly marked with durable signage at each entrance point and noted on the network kiosk sign. Trails requiring permanent closure will be deactivated to prevent use, manage water and erosion concerns and to encourage revegetation.

### *Right-of-Way and Yield Practices*

Cyclists must be in control of their bikes at all times and be able to yield to other users. Runners and walkers must be aware of mountain bike traffic on all trails and be able and willing to yield to cyclists. Who actually yields is not exclusive to one user group or direction of travel. All users must strive to make each pass a safe and courteous one.

### *Etiquette and Best Practices*

#### **The Leave No Trace Principles**

- Plan ahead and prepare.
- Travel on durable surfaces.
- Dispose of waste properly.
- Leave what you find.
- Start no fires.
- Respect wildlife.
- Be considerate of other visitors.
- Leave nothing behind (trail trinkets, carving, graffiti, garbage etc)

### *Dogs*

Dogs are allowed on BCF Trails, but owners must ensure that they are under control and do not impede other trail users or disturb wildlife. Pack out what is packed in.

### *Horses*

Due to concerns regarding the safety of horseback riders and other non-motorized users as well as potential damage to trails and trail infrastructure that is not designed for horseback riding, horses are not permitted on the BCF Trails.

### *Motorized Use*

Motorized use is not permitted on BCF trails or access road



## New Trail Construction

New trail proposals have followed the process outlined below and are detailed in Appendix F.

### UMBA Submission

All new lines have been reviewed by UMBA for consistency with the Trail Development Plan and Volunteer New Trail Construction Policy as well as site level location considerations.

New trails have been:

- Walked thoroughly.
- Clearly flagged.
- GPS'd.
- Reviewed by UMBA

Discussions regarding best interests of the network architecture and trail enhancements will be encouraged.

The number of trails applied for in any given year will take into consideration maintenance inventory, funding for maintenance and the number of new trails under construction. Trail builds are considered complete once that line is completely rideable.

The builder who applied for the new line will be the owner of that project. Lines can be transferred to another builder provided construction starts and UMBA receives notice of the line transfer from the approved applicant.

### Landowner Approval

Following landowner approval, UMBA will commence construction or issue written confirmation of approval to volunteer builders. No new trail can be opened up at the start of at the finish until the entire interior of the trail is complete, the difficulty rating has been confirmed and trailhead signage installed.

Once complete, the new trail then falls into the UMBA maintenance program.

### Unauthorized Trail Work

UMBA will take proactive measures to inform all trail builders and potential trail builders of the new trail approval process. The design and building of new trails within the area covered by the land access agreement must enhance the benefits to users and the community. Where unauthorized trail work is made known to UMBA, the association will explain the approval process to the builders. Unauthorized trails may be submitted for land owner approval.



## Trail Maintenance Program

### Maintenance Standards

Trail maintenance will be completed to the same standard as new trail construction in order to ensure trails are safe and consistent with the assigned trail difficulty rating. Re-routing of trails may be used when required to correct unsafe or unsustainable trail locations or where a change in the trail difficulty rating is planned.

### Maintenance Priority

Trails, bridges and technical trail features will be considered for maintenance priority based on user safety, risk of environmental damage and trail user experience.

Low priority maintenance items are not causing environmental damage or impacting rider safety but will provide some improvement to user experience if completed. They will be addressed as time and resources allow but may not be completed before the next annual assessment.

Moderate priority maintenance items are likely to cause environmental damage or impact user safety if not addressed in future and/or will result in an improvement to user experience. They will be addressed as time and resources allow but may not be completed before the next annual assessment.

High priority maintenance items are causing environmental damage, posing some risk to user safety or will result in a significant improvement to user experience. They will be addressed as soon as possible within the annual maintenance cycle.

Extreme priority maintenance items pose an immediate risk to user safety. In these cases, trails will be closed until the problem has been addressed.

## Volunteer Trail Maintenance

### Trail Maintenance Committee

UMBA will host and administer a Trail Maintenance Committee (TMC) with a mandate to:

1. Assist in Trail network maintenance programs directed by the executive director.
2. Recommend trail maintenance priorities based on management plan criteria, personal experience, community feedback and information provided by the UMBA Executive Director.
3. Attend and assist on UMBA dig days and Volunteer dig days under the guidance of UMBA Executive Director.
4. Provide support with new line applications from builders.

The TMC will provide a mechanism for members of the riding community to provide input into the management of the Barkley Community Forest trail network, while drawing on the experience and knowledge of committee members who will stay informed of Barkley Community Forest trail management issues, public perspectives, land access requirements, and trail construction standards.





## Trail Builders Meetings

UMBA will host two meetings annually to bring together local volunteer trail builders, with the following goals:

- Provide updates on trail maintenance, construction, UMBA initiatives.
- Educate new builders on the New Trail Construction Policy.
- Review proposed new trails and the Trail Development Plan.
- Encourage builder collaboration.
- Communicate upcoming harvesting operation plans and industrial activity on behalf of the landowners.
- Communicate and confirm trail construction standards and identify timelines for progress and completion.
- Gather feedback and input for the next iteration of the UMBA Trail Management Plan.
- Support the continued efforts of local volunteer trail builders and maintainers
- Relate all new builds into the long-term goals of the network, developing a cohesive architecture of the trail system.

## Volunteers

UMBA would like to work toward the following volunteer protocol.

It is expected that volunteers will make a significant contribution to the maintenance and development of the Barkley Community Forest trail network. UMBA will encourage and support volunteer work within the framework of the access agreement and the development and management plans through the following mechanisms:

- New trail approval process.
- Trail construction workshops.
- Education through social media, UMBA web site and email communication.
- Trail ambassador program.
- Organized volunteer dig days.
- Pre-event trail grooming.

Volunteers will also be encouraged to share records of completed maintenance work with UMBA. The UMBA Trail Crew will be relied upon to support volunteer efforts and to complete the following work:

- Level 1 maintenance and assessment work.
- Level 2, and 3 maintenance and rebuild.
- Any work requiring a high degree of technical knowledge or experience.
- Tool maintenance and repairs



## UMBA Trail Assessment and Maintenance

### Level 1 Trail Maintenance and Assessment

Level 1 trail maintenance is basic maintenance as well as trail and feature assessment required.

#### *General*

- Check trail head and other signage if applicable (crossings, TTFs etc).
- Consider the trail character and to not change it.
- Consider the trail speed and do not change it.

#### *Interval*

- Level 1 Trail Maintenance will be completed on each trail in the network at least once every 18 months.

#### *Technical Trail Features*

- Complete basic TTF inspection, record issues and report if Level 2 work required.

#### *Trail Tread*

- Groom.
- Fix braking ruts.
- Remove pedal strike obstacles.

#### *Drainage*

- Drain and patch deep holes.
- Clear drain away points - wider than 1foot and dig to fall away point.
- Record major drainage issues and report for Level 2 work

#### *Trail Window*

- Open trail corridor sight lines.
- Ensure sight lines at trail crossings and mergers.
- Clear dangerous objects in likely fall zones.
- Clear hanging and low branches.
- Remove all branch stubs on facing trees and fallen trees using proper pruning techniques on live trees.

#### *Record Keeping*

- Crew member(s)
- Trail name.
- Date.
- Level 1 work completed.
- Level 2 work required



## Level 2 Trail Maintenance

### *General*

- Check trail head and other signage if applicable (crossings, TTFs etc).
- Ensure all issues identified during Level 1 assessment are addressed.
- Consider the trail character and to not change it.
- Consider the trail speed and do not change it.

### *Interval*

- Level 2 trail maintenance will be completed based on Level 1 reports and prioritization of resources.

### *Technical Trail Features*

- Complete TTF repairs identified during Level 1 assessment or as reported.

### *Trail Tread*

- Repair berms
- Complete minor re-routes.
- Improve flow.
- Repair jumps.

### *Drainage*

- Structure installation (bridge or culvert).
- Create new drainage channels.
- Armour or otherwise improve drainage.

### *Trail Window*

- Wind fall
- New growth Interference

### *Record Keeping*

- Crew member(s)
- Trail name.
- Date.
- Level 2 work completed including work hours.
- Level 3 work required



### Level 3 Trail Maintenance

#### *General*

- Check trail head and other signage if applicable (crossings, TTFs etc).
- Ensure all issues reported and/or identified during Level 1 and Level 2 assessments are addressed.

#### *Interval*

- Level 3 trail maintenance will be completed based on Level 1 reports and prioritization of resources.

#### *Technical Trail Features*

- Removal or replacement of TTF.
- Addition of TTF.

#### *Trail Tread*

- Total rebuilds
- Significant re-routes or realignments
- Change to the speed or character of the trail.

#### *Trail Window*

- Clearing of major wind fall leading to trail damage.
- Clearing of snags or other identified danger trees.
- Stump removal.

#### *Drainage*

Major structure installation (bridge or larger culvert)



## Bridges and Technical Trail Features

All bridges and technical features will be assessed based on the Whistler Trail Standards criteria and given a maintenance priority rating as per Level 1, 2 or 3 - (See appendix C)

Assessment will focus on:

1. Condition of stringer support and cross bracing
2. Condition of stringers
3. Condition of rungs
4. Condition of fasteners
5. Condition of surfacing where applicable
6. Condition of fall zone
7. Condition of optional line.

## Helicopter Landing Areas

Helicopter landing areas will be identified in collaboration with Search and Rescue and the local Fire chief. These will be constructed and assessed as part of Level 1 maintenance to ensure they are free of debris, trees and brush to allow for helicopter landing and shutdown.

## Tree Cutting

Trees are only to be cut or trimmed as required to ensure the safety of users of the trails unless otherwise approved by the landowners.

## Deactivation

Where permanent trail deactivation is required the following steps will be taken:

- The entrance and exit of the trail will be blocked with woody debris to the extent that it does not resemble a trail and cannot be ridden for at least 5m.
- All man-made technical trail features will be dismantled.
- All drainage structures will be removed, and cross ditches and/or water bars installed as required to avoid surface erosion and ensure natural drainage without ongoing maintenance.
- Any other steps necessary to address significant safety or environmental concerns.
- If deactivation is required due to unauthorized construction and notice to the builder may be left on site.

## Trail Maintenance Records

UMBA will keep an annual record of trail maintenance actions to all trails in the Barkley Community Forest trail network



## Section 5: Economics

### Building and Maintenance of Trail Network

UMBA has created three different ten-year financial models to show case how the trail network could be built and the projected costs for completion. All three of the projections are based off the Barkley Community Forests Master Plan, section three of the document and Trail Maps in Appendix D. The three models look at a ten-year projection with the end goal of building and maintaining a trail network with 25 trails.

A 25 trail network was chosen as a starting Trail Network goal based on quantitative data. Mountain Bikers during the course of a normal ride will ride: 15-20 km including climbing. The estimated 25 trail network which includes the 15 trails laid out in the Barkley Community Forest Master Plan and 10 additional trails at an average length of 2 km creates a trail network of 52.6 km. In the Sea To Sky Summit Impact Study it is estimated that Mountain Bike Tourists spend on Average 4.75 nights per trip. At the current estimated 52.6 km trail network the average rider could do a 20 km ride 2.63 times without riding the same trail twice.

#### **The Data:**

**Capital Construction:** Is a dollar amount based on a per kilometer rate that is estimated by the Golden Dirt Trail Master Plan and Industry Standards. Each style of trail has different rate.

Machine Built Climb Trail: \$25,000 per km

Machine Built Flow Trails = \$25,000 per km

Hand Built Down Hill Technical Trail = \$15,000 per km

Beginner Machine Built Flow Trails = \$20,000 per km

Forecasted Average Cost per Trail = \$20,000 km (For trails not on the Master Plan)

**Trail Maintenance Cost:** This is an annual maintenance cost that is estimated to equal 10% of total Capital Construction Cost of the Trail based on industry standards. Reference IMBA trail maintenance estimated cost.

**Total Number of Trails:** Total Complete Trails in Network



### Trail Development Projection 1

Year 1: First six phases of Master Plan to be built

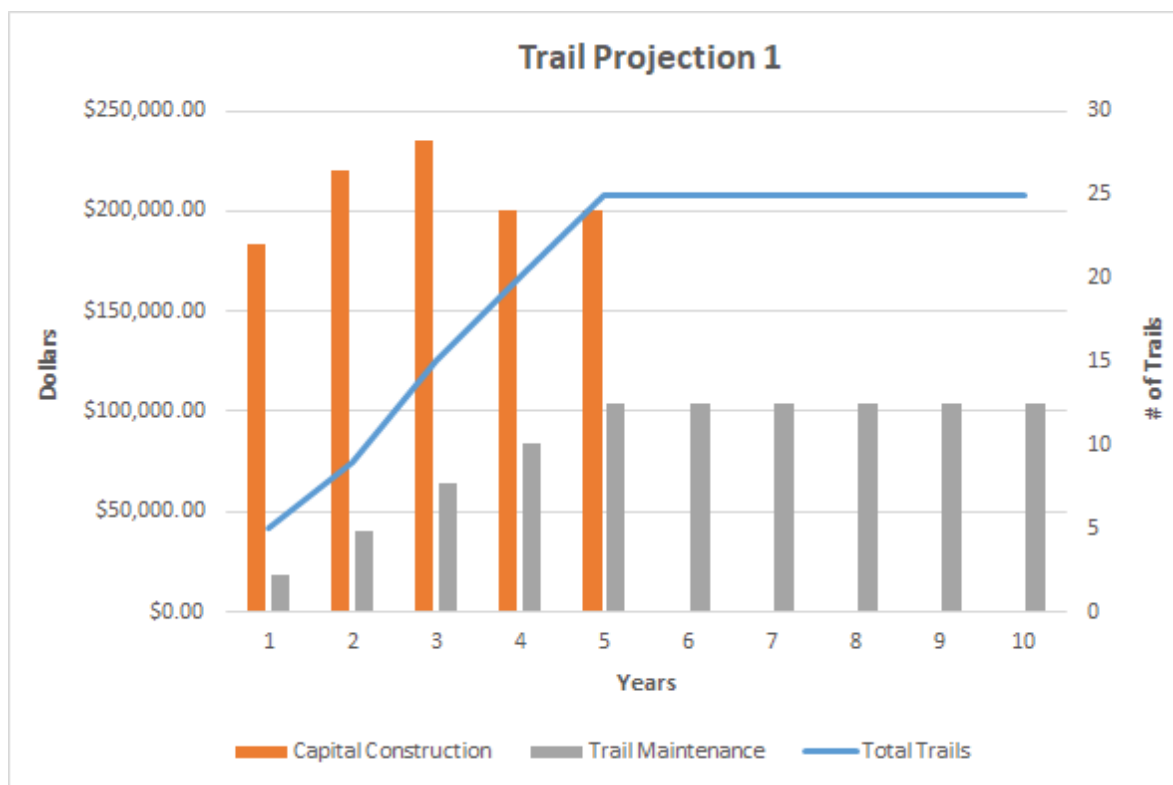
Year 2: Expansion climb trail and 3 more proposed trails to be built

Year 3: 6 more proposed trails to be built

Year 4: 5 more additional trails to be built (Not on the master plan)

Year 5: 5 more additional trails to be built (Not on the master plan)

The goal of 25 trails to be built is reached in year 5 of Trail Projection On. The next five years of the plan have no projected capital cost only annual maintenance cost.



## Trail Development Projection 2

Year 1: First six phases of Master Plan to be built

Year 2: Expansion climb trail and 3 more proposed trails to be built

Year 3: 3 more proposed trails to be built

Year 4: 3 more additional trails to be built (Proposed trails are completed)

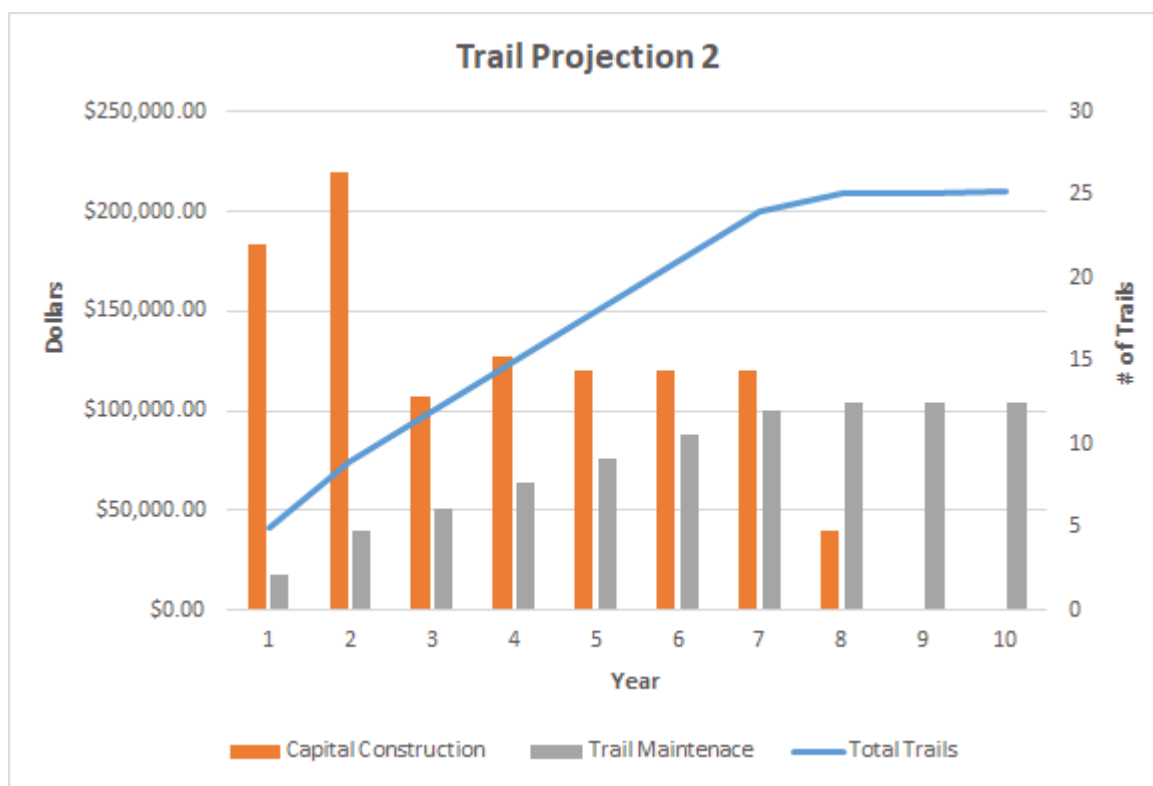
Year 5: 3 more additional trails to be built (Not on the master plan)

Year 6: 3 more additional trails to be built (Not on the master plan)

Year 7: 3 more additional trails to be built (Not on the master plan)

Year 8: 1 more additional trail to be built (Not on the master plan)

The goal of 25 trails to be built is reached in year 8 of Trail Projection Two. The last 2 years of the plan have no projected capital cost only annual maintenance cost.





### Trail Development Projection 3

Year 1: First six phases of Master Plan to be built

Year 2: Expansion climb trail and 2 more proposed trails to be built

Year 3: 3 more proposed trails to be built

Year 4: 2 more proposed trails to be built

Year 5: 2 more proposed trails to be built (Proposed trails are completed)

Year 6: 2 more additional trails to be built (Not on the master plan)

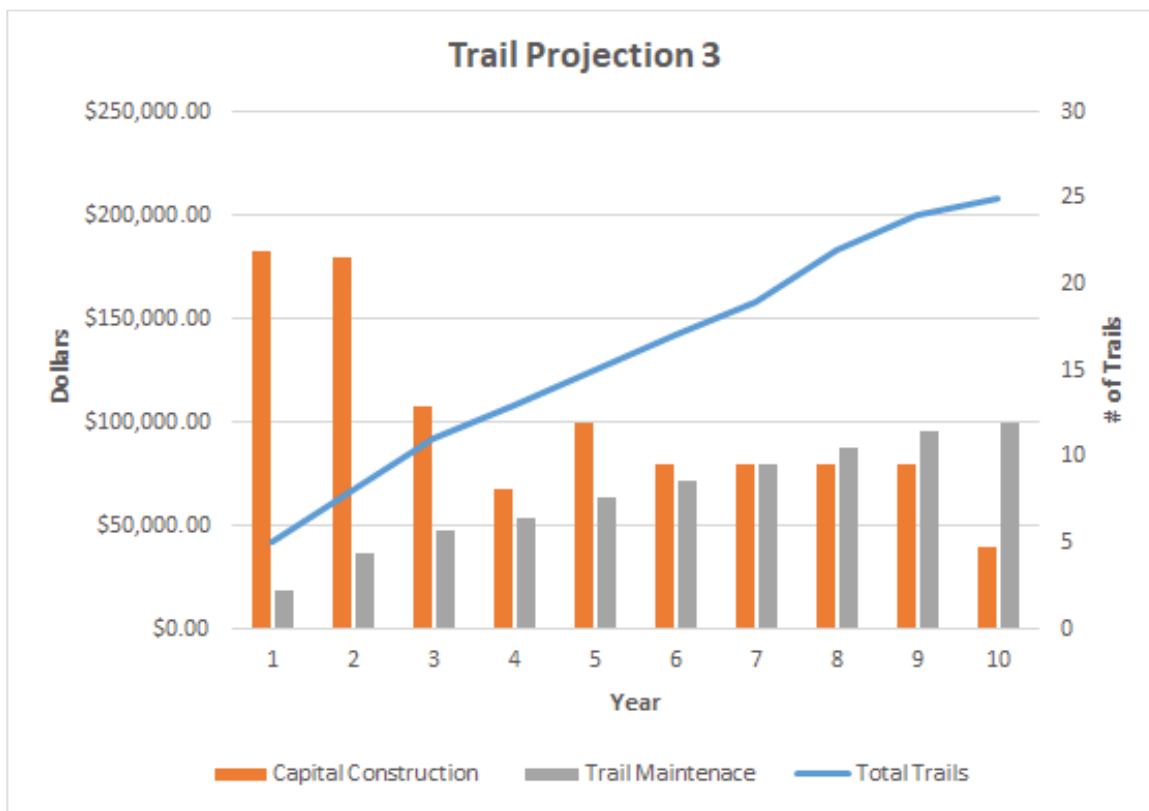
Year 7: 2 more additional trails to be built (Not on the master plan)

Year 8: 2 more additional trails to be built (Not on the master plan)

Year 9: 2 more additional trails to be built (Not on the master plan)

Year 10: 1 more additional trail to be built (Not on the master plan)

The goal of 25 trails to be built is reached in Year 10 of Trail Projection Three. There is capital cost and maintenance cost for all ten years of Trail Projection 3.



## Annual Tourist Spending

UMBA has projected that annual tourist spending per trail is \$120,000. This figure is derived from the *North Shore Mountain Biking Economic Impact Study* (Refer to appendix C) that was conducted in October of 2017. It was shown that in North Vancouver with a Trail Network of 100 trails, \$12,000,000 dollars of annual non-resident spending can be directly attributed to Mountain Bike tourism. UMBA has designed the three projections above to display annual tourist spending per dollar of trails built.

The Data:

**Annual Tourist Spending:** \$120,000 per trail times 25 trails

**Total Trail Expense:** Capital Construction Cost plus Annual Maintenance Cost

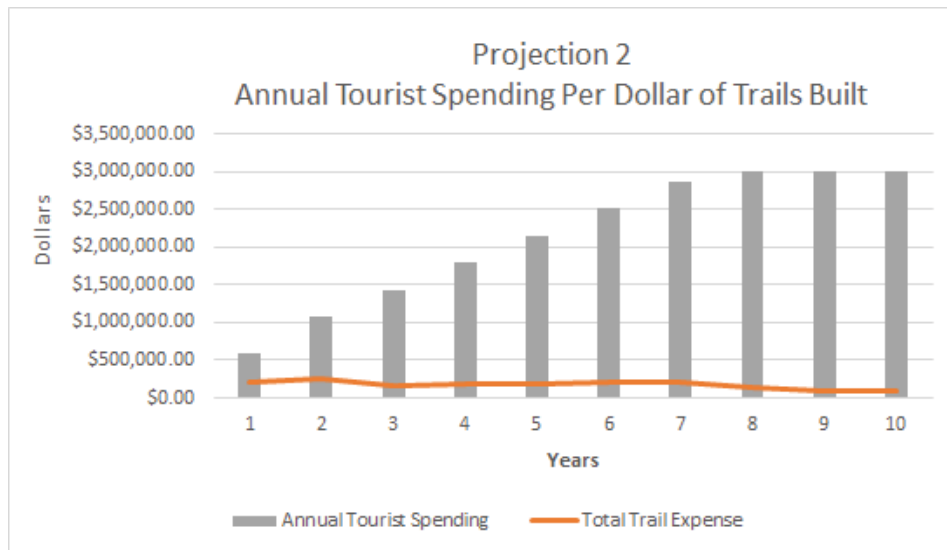
### Projection 1

In Projection 1 the end goal of a 25 trail network is reached in year five. Average annual tourist spending reaches \$3,000,000 in year five. Over ten years total average tourist spending is \$24,000,000 and total trail cost is \$1,867,000 for a ROI of 1285% to the local community.



**Projection 2**

In Projection 2 the end goal of a 25 trail network is reached in year eight. Average annual tourist spending reaches \$3,000,000 in year eight. Over ten year total average tourist spending is \$21,430,278.88 and total trail cost is \$1,786,250 for a ROI of 1200% to the local community.



**Projection 3**

In Projection 3 the end goal of a 25 trail network is reached in year ten. Average annual tourist spending reaches \$3,000,000 in year ten. Over ten years to average tourist spending is \$19,015,936.25 a total trail cost is \$1,652,250 for a ROI of 1151% to the local community.



## Summary

The three financial projections lay out a road map to increase annual non-resident spending in The District of Ucluelet and surrounding communities. Review of previously listed evidence based economic projections show that investment in a 25-trail mountain bike trail network will result in \$3,000,000 in annual non-resident spending. It is clear from the projections that there is a correlation between the speed at which the 25-trail mountain bike trail network is completed and the over all ROI for the community.

The three projections above look at how a fast delivery method for establishing a 25-trail network will yield a greater economic benefit, in a shorter time frame. The key component to identify is the yearly budget allowance for developing trails, as that will determine the speed at which the tourism will grow. Our findings show that the quicker trails are built, the more rapid tourism associated with mountain biking will increase.

UMBA has determined that regardless of which financial projection is most favorable to the interested parties, it is recommended that in year one a total of approximately \$183,000 be budgeted to complete the first 6 phases of the Barkley Community Forest Master Plan and approximately \$18,300 to maintain these trails.



## Section 6: Operational Concerns (BCF Focus)

This section address potential concerns raised through consultation with BCF management regarding industrial impact of the trail development master plan.

### **Parking Infrastructure**

It has been established that with no projected industrial activity in the immediate area, overflow parking along the access road is ample and of no operational concern.

### **Environmental impact**

UMBA advised that trail planning and construction to be in accordance to established standards. Refer to Section 7: Environmental Impact

### **Impact on Logging Operations**

No plans exist for logging the designated trail area in the foreseeable future. UMBA will act as intermediary between recreational users and BCF to relay information regarding industrial activity and road closures.

### **Required Maintenance**

UMBA has compiled a comprehensive management plan to address all aspects of required maintenance. Refer to Section 4: Trail Management Plan



## Section 7: Environmental Impact

### Recreational Trail Management

UMBA has reviewed the British Columbia Ministry of Forest Recreation Manual, Chapter 10 – Recreation Trail Management. This chapter and the sections outline the planning, construction, use and maintenance standards for trails in shared forest management areas. UMBA recognizes these concerns should be addressed in the bid and development process of establishing trails in the Barkley Community Forest.

Additional mountain biking organizations, municipal districts, and forestry operators have outlined trail management standards to be considered during the construction of hiking and mountain biking trails. For reference, District of Squamish Trail Standard, Whistler Trail Standards, and the British Columbia Ministry of Forest Recreation Manual. UMBA has added various reference materials to the below appendix.



## APPENDIX A: Sea to Sky Mountain Biking Economic Impact Study



**Barkley Community Forest Mountain Bike Trail Network Proposal**

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

Markus Rannala, James Inkster, Nick Holatko, Ucluelet Mountain Bike Asso...



# 2016 Sea to Sky Corridor Overall Economic Impact of Mountain Biking

Canadian Sport Tourism Alliance  
  
Alliance canadienne du tourisme sportif

 **steam pro**<sup>2.0</sup>  
real data • real time

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BRITISH PACIFIC PROPERTIES



# Background & Objectives

- Purpose: Determine the economic value of mountain biking resulting from visitor spending in 4 communities: North Shore, Squamish, Whistler, and Pemberton plus the Sea to Sky Corridor overall.
- Compare results to 2006 Economic Impact Study (North Shore, Squamish, Whistler). Note Pemberton was not included in the 2006 study.
- Economic modelling using the Canadian Sport Tourism Alliance's STEAM model (2006 and 2016). The 2006 data was revised to reflect the STEAM 2.0 model.
- Data gathered via in-person intercept surveys: 274 on the North Shore, 445 in Squamish, and 210 in Pemberton between June and Labour Day 2016. Data was collected by Tourism Whistler (2015 and 2016) and shared for the purposes of this study. Whistler spending data includes the Whistler Bike Park, Crankworx, and the cross-country trail network.
- 2016 rider volume estimates derived from Trailforks data. In 2006, rider volume estimates were developed from trail counter data. The 2006 volume estimates were revised to reflect the full year rather than the 17 weeks of the 2006 study.



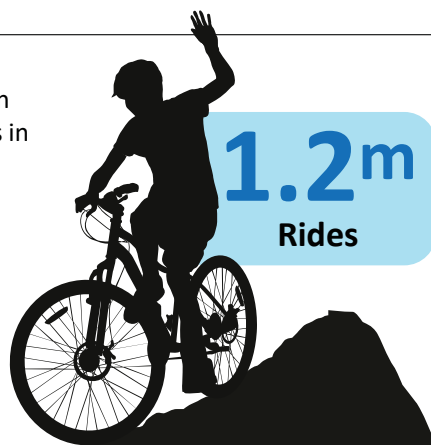
# What's changed in the Sea to Sky Corridor since 2006?

- Expanded trail networks
- Trail authorization process introduced in 2006
- More funding for trail development & marketing
- Growth in community mountain bike associations
- Promotion of mountain biking as a tourism product
- Development of a provincial mountain bike tourism strategy



## SEA TO SKY 2016 – OVERALL

Represents the total number of mountain bike rides by 398,000 non-resident riders in the Sea to Sky Corridor in 2016



Represents the total number of full-time equivalent jobs supported by the spending of non-resident mountain bikers in the Sea to Sky Corridor in 2016



**Visitor spending**

Represents the combined spending of non-resident mountain bikers in the Sea to Sky Corridor in 2016



**Wages**

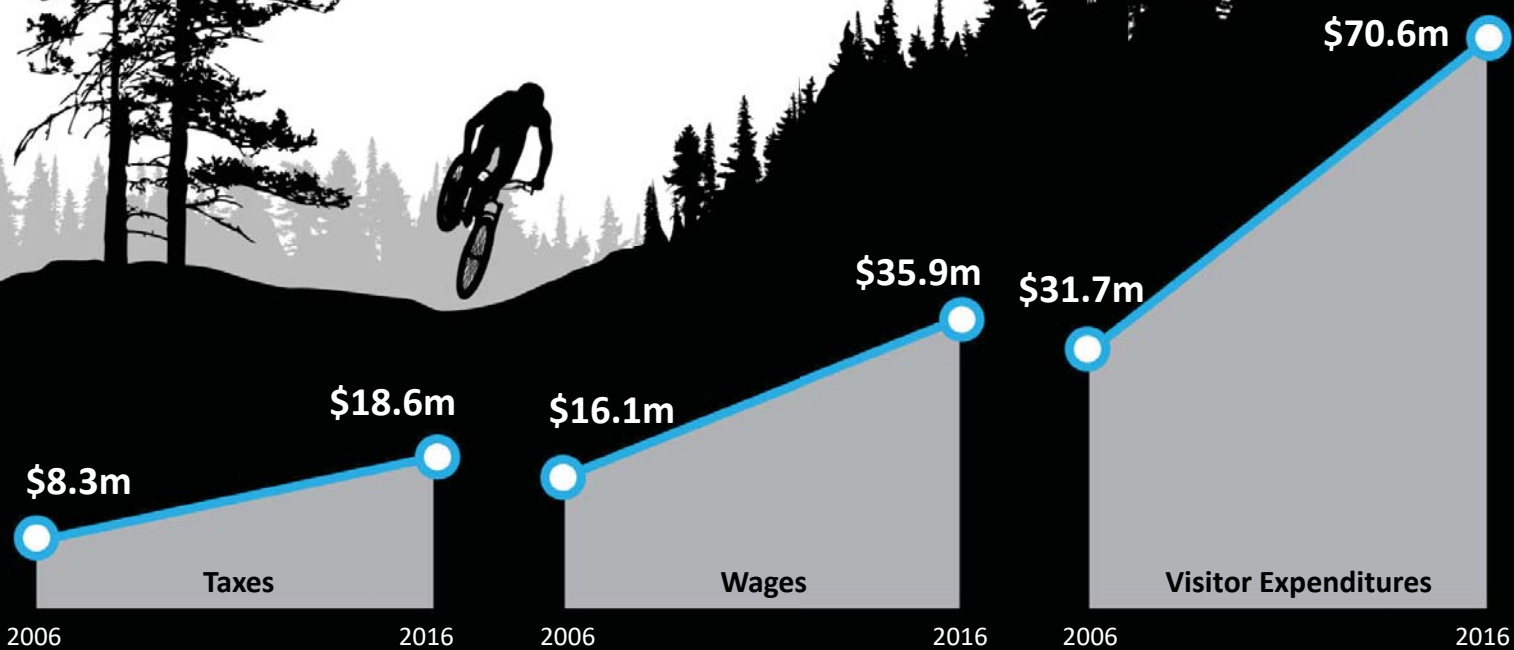
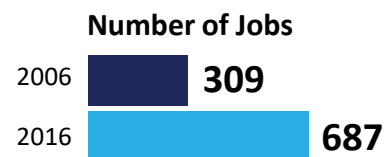
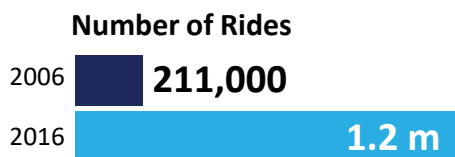
Represents the combined wages generated by the spending of non-resident mountain bikers in the Sea to Sky Corridor in 2016



**Taxes**

Represents the combined taxes generated by the spending of non-resident mountain bikers in the Sea to Sky Corridor in 2016

## COMPARING 2006\* TO 2016 – OVERALL



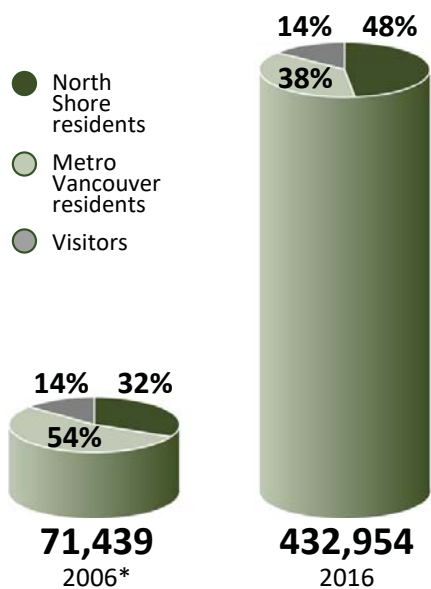
\*Note: Pemberton was not included in the 2006 study

## COMPARING 2006\* TO 2016 – NORTH SHORE

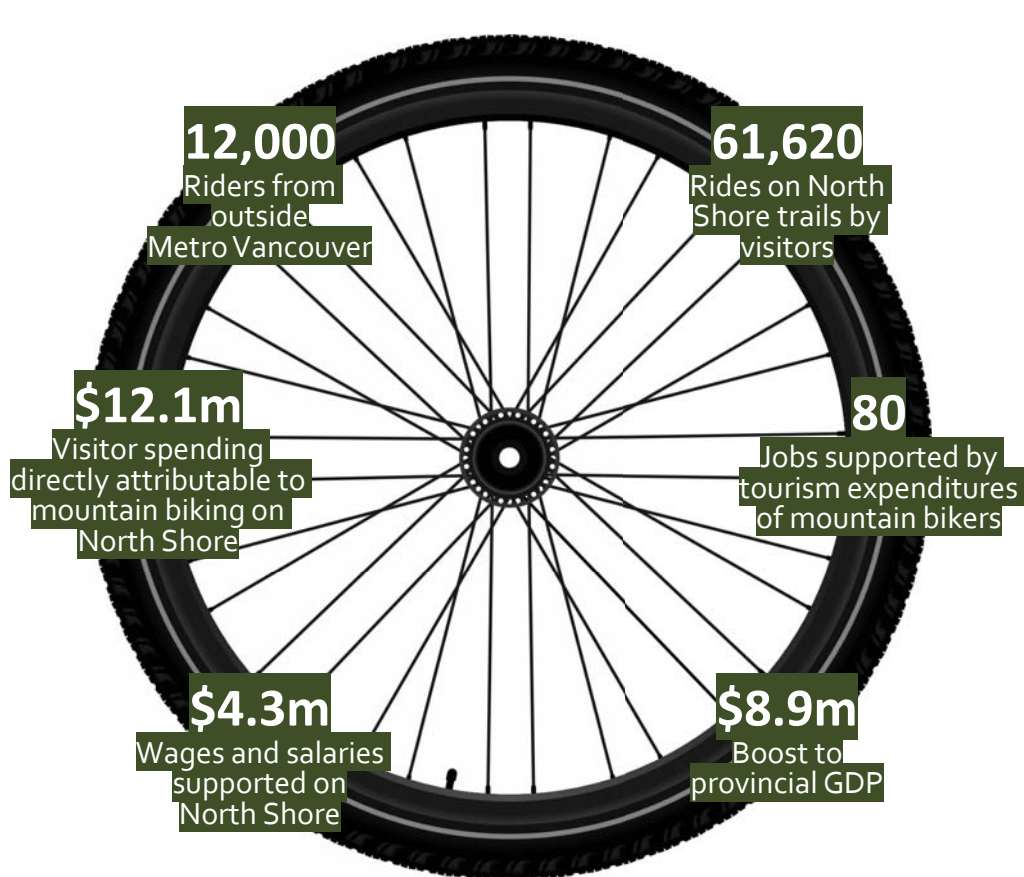
Spending by Metro Vancouver Residents\*\* and Visitors



Number of Rides per Year



By the Numbers: Mountain Biking on the North Shore (2016)

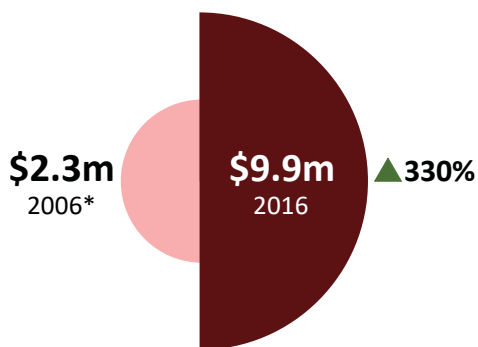


\*2006 figures adjusted to reflect full year estimates to compare to 2016 results

\*\* Metro Vancouver residents living in communities other than North and West Vancouver are considered day visitors

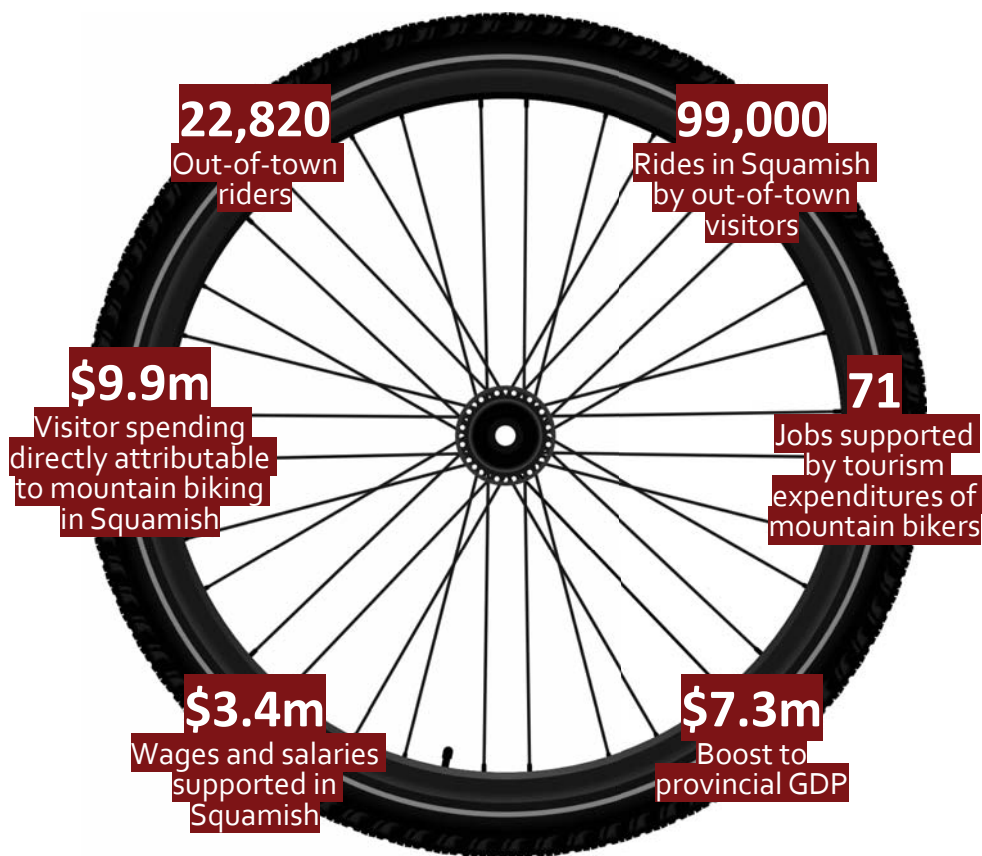
## COMPARING 2006\* TO 2016 – SQUAMISH

### Visitor Spending



	2006*	2016
Proportion Staying overnight	21%	44% (▲ 109%)
Average length of stay (nights)	3.2	5.8 (▲ 81%)
<b>Rider volume</b>		
■ Same day	6,404*	12,893 (▲ 101%)
■ Overnight	1,702*	9,927 (▲ 483%)

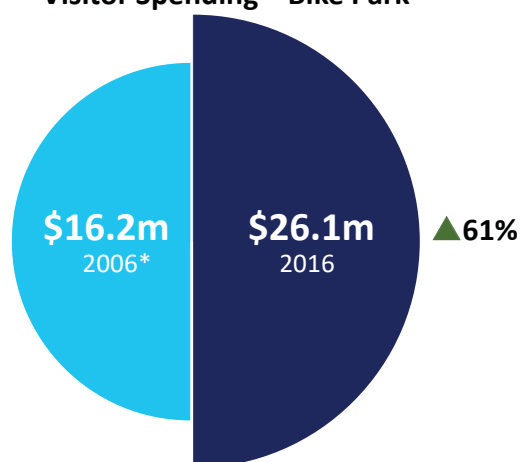
### By the Numbers: Mountain Biking in Squamish (2016)



\*2006 figures adjusted to reflect full year estimates to compare to 2016 results

## COMPARING 2006\* TO 2016 – WHISTLER

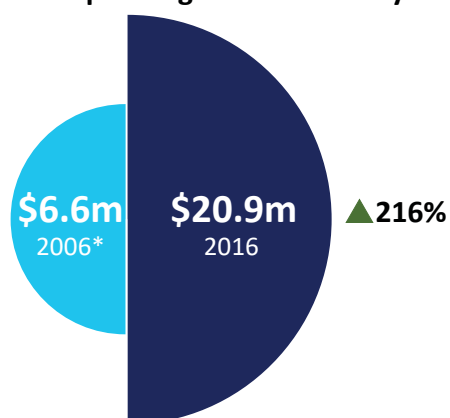
### Visitor Spending – Bike Park



### By the Numbers: Mountain Biking in Whistler (2015/16)

<b>102,500</b>	<b>533,000</b>	<b>\$46.6m</b>
Out-of-town mountain biking-related visits	Rides in Whistler (Bike Park and x-c trails)	Visitor spending directly attributable to mountain biking
<b>389</b>	<b>\$18.1m</b>	<b>\$39.3m</b>
Whistler jobs supported by mountain bike tourism and operational spending	Wages and salaries supported in Whistler	Boost to provincial GDP

### Visitor Spending – Cross Country Trails



### By the Numbers: Crankworx (2015)

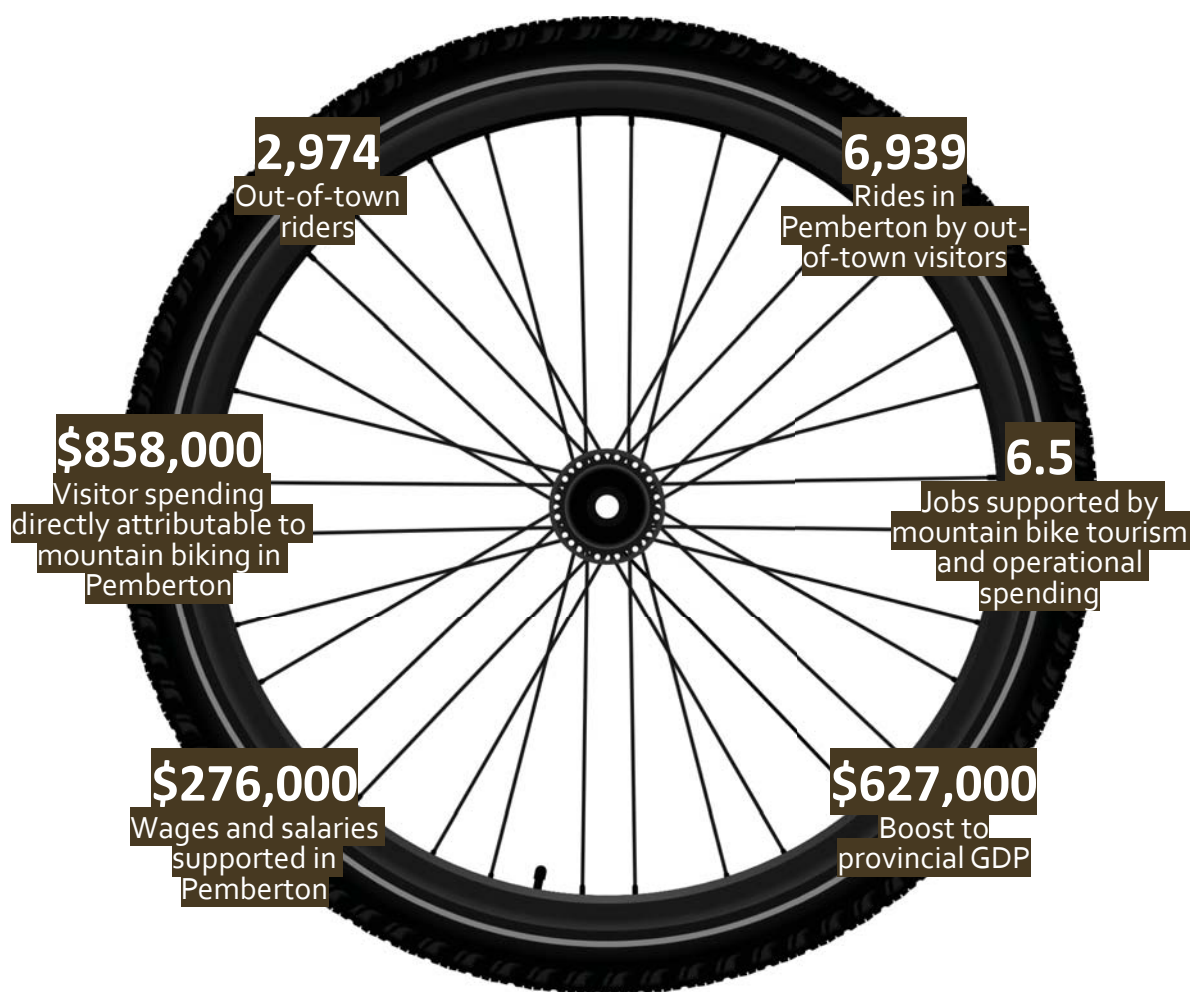
<b>130,000</b>	<b>287,000</b>	<b>\$14.1m</b>
Individuals exposed to Crankworx	Visitor days attributable to Crankworx	Visitor spending directly attributable to Crankworx
<b>126</b>	<b>\$6.3m</b>	<b>\$13.7m</b>
Whistler jobs supported by mountain bike tourism and operational spending	Wages and salaries supported in Whistler	Boost to provincial GDP

\*2006 figures adjusted to reflect full year estimates to compare to 2016 results



## 2016 – PEMBERTON

### By the Numbers: Mountain Biking in Pemberton (2016)



Pemberton was not included in the 2006 study

# Recommendations

## 1) Build capacity in Pemberton

Pemberton currently attracts a relatively small number of non-resident riders. Pemberton has a vibrant biking community with good infrastructure, a diverse selection of trails, and is located less than 30 minutes drive north from Whistler, one of the world's top mountain biking destinations. This proximity and the existence of high quality mountain bike experiences in Pemberton suggests that Pemberton has an excellent opportunity to attract more riders for both day visits and overnight stays.

What's needed...

- Build capacity of local trail organization/mountain bike club
- Adequate funding from local sources to support ongoing trail maintenance
- Focus on what makes Pemberton unique to provide a more diverse experience for visitors
- Increase awareness of Pemberton among visitors who have been to Whistler or those who may be planning to go to Whistler



# Recommendations

## 2) Understand visitor share of trail impacts

Visitors riding on local trails clearly has an impact which requires additional effort and expense from the local trail organization/mountain bike club to keep up with ongoing maintenance. In smaller communities, the number of visiting riders may drastically outnumber local riders, however, when the frequency of rides is factored, the overall number of rides by residents typically exceeds that of visitors.

What's needed...

- Local trail organizations/mountain bike clubs should have a good understanding of visitors' versus residents' impacts on trails
- Develop strategies to increase financial support for trails from visitors
- Work closely with the local tourism industry to find solutions which will increase visitation and improve experiences for both visiting and local riders



# Recommendations

## 3) Encourage more shoulder season visits

Tourism volume during the peak summer months is reaching capacity for some communities in the Sea to Sky Corridor. Mountain biking is a significant contributor to the overall volume of visitors, however, there are many other attractions and experiences that attract visitors to the region from late June to early September. Encouraging more shoulder season visits in Spring and Fall is one way to grow mountain bike tourism and help support local tourism services when they have extra capacity. Shoulder seasons typically offer cooler weather and moist trail conditions which are more comfortable for riding and help the trails stand up to greater use.

What's needed...

- Showcase early and late season riding in promotional content
- Work with local businesses and tourism services to create special Spring and Fall mountain biking packages



# Recommendations

## 4) Securing public funding for trail maintenance

In BC, there are sources of funding for building trails and promoting trails, however, there is little funding available to maintain trails. The results of the study show that there is considerable return on investment from mountain bike trails in the Sea to Sky Corridor. Several municipal governments in the region already provide annual funding to local mountain bike clubs for trail maintenance. In many cases, trails are located outside of municipal boundaries on provincial crown land. Lobbying all levels of government to support trail maintenance is critical to both the sustainability of the trail systems and to the overall positive experience of all trail users, both residents and visitors.

What's needed...

- Develop a business case for funding trail maintenance that is focused on Return on Investment (ROI)
- Create a communication strategy aimed at all levels of government to raise awareness about the need for trail maintenance



*“The growth in mountain biking in the Sea to Sky Corridor has been exponential, and has become a significant economic driver for our community as is evidenced by this study. With this growth comes a greater recognition of the efforts of the local trail building and biking community. There is broad recognition of the immense value of the trail system to Squamish, and an understanding of the importance of investing in the necessary infrastructure to support increased visitation and to ensure that we can fulfill on our brand promise long into the future.”*

-- Mayor Patricia Heintzman, District of Squamish



Access to full community reports:  
[www.mbta.ca/resources/research](http://www.mbta.ca/resources/research)



## APPENDIX B: Whistler Trail Standards



**Barkley Community Forest Mountain Bike Trail Network Proposal**

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

Markus Rannala, James Inkster, Nick Holatko, Ucluelet Mountain Bike Asso...





# WHISTLER

TRAIL STANDARDS

ENVIRONMENTAL AND TECHNICAL TRAIL FEATURES



4325 BLACKCOMB WAY, WHISTLER BC CANADA V0N 1B4  
TELEPHONE (604) 932-5535 FACSIMILE (604) 935-8109

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RESORT MUNICIPALITY OF WHISTLER | FIRST EDITION

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## AUTHOR'S NOTES

**A**s planners, we must not lose sight of the fact that guests are here to have a good time, avoid injury and not get lost.

The evolution of mountain bike trails, recreational equipment, and environmental issues require that this document be amendable.

Thanks to North Shore Mountain Bike Association (NSMBA) and the Whistler Off-Road Cycling Association (WORCA) for reviewing the document and providing feedback. Also thanks to Channa Pelpola, Ken Neave and Jim Richardson for their feedback and insight. Special thanks to Keith Bennett for his feedback, insight and proactive approach to mountain biking.

Cover photos were provided by Bonnie Makarewicz Photography and David Diplock, Director of the North Shore Mountain Bike Association. Trail Type drawings by Jensen Resort Planning.

Andrew DeBoer  
Whistler Cycling Committee  
Summer 2003



DAVID DIPLOCK PHOTO

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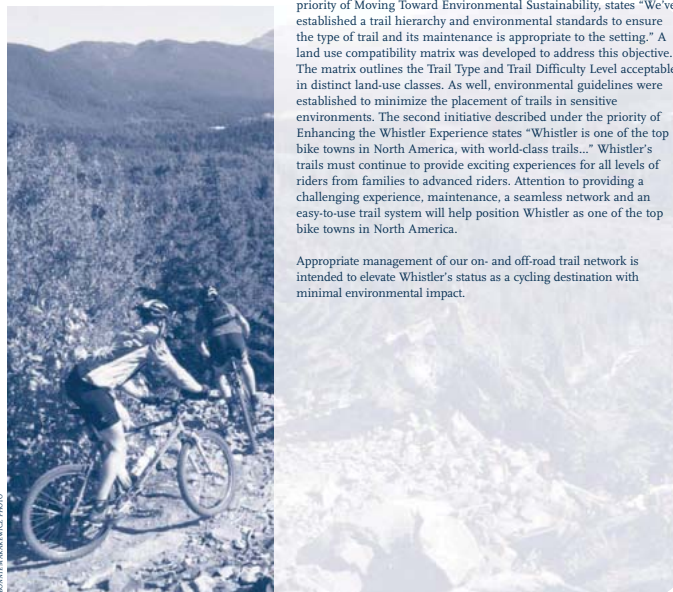
DAVID BURROCK PHOTO

## INTRODUCTION

Whistler, British Columbia has been recognized as a premier destination resort for mountain biking. For the most part, this can be credited to the Whistler Mountain Bike Park and a network of valley and off-road trails that provide a recreational and commuter experience for a wide range of residents and visitors. To sustain this experience, the Resort Municipality of Whistler (RMOW) proposes to review, sign, maintain and manage this network of trails throughout the Whistler Valley. This document is not a “how-to” on building or maintaining trails; rather it is the standard by which the trails will be managed within the Whistler Valley.

The Resort Municipality of Whistler’s Trail Standards, Environmental and Technical Trail Features was drafted in support of two initiatives identified by Volume One of Whistler 2002: Charting a Course for the Future. The first and foremost initiative described under the priority of Moving Toward Environmental Sustainability, states “We’ve established a trail hierarchy and environmental standards to ensure the type of trail and its maintenance is appropriate to the setting.” A land use compatibility matrix was developed to address this objective. The matrix outlines the Trail Type and Trail Difficulty Level acceptable in distinct land-use classes. As well, environmental guidelines were established to minimize the placement of trails in sensitive environments. The second initiative described under the priority of Enhancing the Whistler Experience states “Whistler is one of the top bike towns in North America, with world-class trails...” Whistler’s trails must continue to provide exciting experiences for all levels of riders from families to advanced riders. Attention to providing a challenging experience, maintenance, a seamless network and an easy-to-use trail system will help position Whistler as one of the top bike towns in North America.

Appropriate management of our on- and off-road trail network is intended to elevate Whistler’s status as a cycling destination with minimal environmental impact.



RONNIE MARBERG PHOTO

# TRAILS AND LAND USE

This section is a macroscopic view of the trails, the environment and where trails may be placed. This section outlines the levels of land protection, trail type descriptions and trail difficulty levels. These three classifications interact together as defined by a compatibility matrix.

## LAND USE DIRECTIONS

Whistler's environmental values and principles direct us to address land use as an important environmental consideration. Whistler's principle of an ecosystem-based approach advises us to mesh our human purposes with the larger patterns and flows of the natural world, and to study these to inform and guide our activities on the land.<sup>1</sup>

From the draft Whistler Environmental Strategy, six land use directions are defined for the Whistler Valley. Each land use direction has a different level of environmental protection. For the purpose of this document, the LRUP and PAN 3 are given the same level of conservation.

**DEVELOPED AREAS** – This land use designation includes industrial, commercial and residential areas.

**RECREATIONAL GREENWAYS** – An important means for creating linkages between the built and natural environments, and between the needs of human communities and natural ecological systems. Incorporating opportunities for both recreational activities and the maintenance of natural features and wildlife habitat. Recreational Greenways are a vital part of environmentally responsible land use planning.<sup>2</sup>

**LRUP** – The Local Resource Use Plan was developed in response to public concerns over logging effects on the visual quality of landscapes and the recreation uses of the land in and near the RMOW. It was a joint effort from the Ministry of Forests, Squamish Forest District, and the RMOW. The LRUP boundaries extend from Brandywine Falls in the south to Cougar Mountain in the north. LRUP land contains rare and unique species or unique habitat features not found in other ecosystems and are therefore important to protect.<sup>3</sup>



BONNIE MARRICCHIO PHOTO

<sup>1</sup>The Whistler Environmental Strategy, Discussion Paper, September 21, 1999, Executive Summary, Page 8.  
<sup>2</sup>Ibid., Section 6.0, Page 35.  
<sup>3</sup>Forest Recreation Plan, Whistler Local Resource Use Plan, June, 1995, Page 1  
<sup>4</sup>The Whistler Environmental Strategy, Section 4.0, Page 23.

**PAN PROTECTED AREA NETWORK** – Divided into the following three subcategories of protection.<sup>4</sup>

**PAN 3 – RESERVE LANDS** Large tracts of relatively natural land, which could be subject to recreational or other development provided an Environmental Impact Assessment is done. PAN 3 protection is generally used for second growth forests and other natural areas not include in PAN 1 and 2. In cases of development, key ecological components of reserve lands may be subject to PAN 1 or 2 protection after development. Most trail types are acceptable with the exception of paved Type 1 trails.

**PAN 2 – SPECIAL MANAGEMENT ZONES** Well protected and allow some low-impact human activities or development (creation of trails). Priorities for PAN 2 protection include significant streams and riparian areas, significant old growth forests and wildlife corridors. Only low impact trails such as Trail Type III, IV or V are acceptable to be built in PAN 2 areas.

**PAN 1 – KEY PROTECTED AREAS** Preserved to protect unique and sensitive ecosystems from any human development or use, with the possible exception in individual cases of very low-impact nature trails, boardwalks or wildlife viewing platforms for the specific purpose of habitat protection. Priorities for PAN 1 protection include streams, wetlands, riparian areas, old growth forests, key wildlife corridors and unique or threatened habitat types. No cycling trails are to be built in these areas.

## COMPATIBILITY MATRIX

The Whistler Valley effectively has five land use directions. These land use directions relate to the five trail types (reference to page 6-7) and the first four trail difficulty levels (reference to page 8-9) in the following compatibility matrix. The RMOW will construct new trails only in environments compatible with trails.

		LAND USE DIRECTION				
		Developed Areas	Greenways	PAN 3 include LRUP	PAN 2	PAN 1
<b>Mountain Bike TRAIL DIFFICULTY</b>		☺	☺	☺	☺	☺
<b>TRAIL TYPE</b>						
I	☑	☑	☑	☑	☑	☑
II	☑	☑	☑	☑	☑	☑
III	☑	☑	☑	☑	☑	☑
IV	☑	☑	☑	☑	☑	G G
V	☑	☑	☑	☑	☑	☑

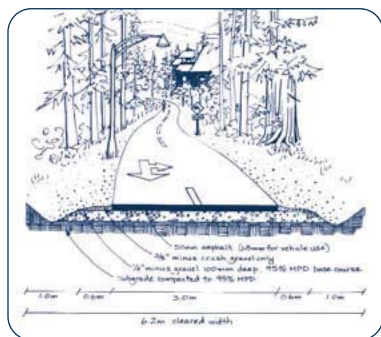
☑ = Compatible    ✕ = Incompatible    G = Grandfather Clause<sup>5</sup>

TABLE 1 COMPATIBILITY MATRIX

<sup>4</sup>The Whistler Environmental Strategy, Section 3.1, Page 29.  
<sup>5</sup>Only hiking trails, in individual cases, on very low-impact nature trails, boardwalks or wildlife platforms for the specific purpose of habitat protection are permitted to be constructed in PAN 1.  
Refer to page 18, this document

## TRAIL TYPES

Trail Types<sup>8</sup> are a description of non-motorized trail tread characteristics. Trail Type I has the highest amount of traffic and the most impact on the environment of the trail types. Conversely, Trail Type V has little traffic and the trail tread is minimal.



TRAIL TYPE I

### TYPE I

- plan as paved double-track trail for smooth, all weather use to provide access to village, parks and subdivisions
- use asphalt or chip-seal coat surfacing
- clear width to tread width plus 0.6 m gravel shoulder and adequate drainage on each side
- clear height to 3.0 m
- provide 2-3 m tread width
- provide illumination for night use if appropriate
- provide interpretive and directional signs, benches, viewing areas where appropriate



TRAIL TYPE II

### TYPE II

- plan as surfaced double-track or single-track trail
- machine built
- remove all embedded trail obstacles
- use crushed limestone with fines, well-compacted gravel, or existing old roadbeds
- clear width to 5.0 m for double-track and 1.6 m for single-track trails
- clear height to 2.4 m
- provide 2-3 m tread width for double-track trails, 1 m for single-track trails
- provide illumination for night use if appropriate

### TYPE III

- plan as unsurfaced single-track trail
- may be machine built
- clear width to 1.1-1.3 m
- clear height to 2.4 m
- provide 50-70 cm tread width on native soil



TRAIL TYPE III



TRAIL TYPE IV

### TYPE IV

- plan as unsurfaced single-track trail
- clear width to 1 m
- clear height to 2.4 m
- provide 30-50 cm width tread on native soil, sometimes rough terrain

### TYPE V

- plan as low-impact nature trail or lightly used wilderness trail
- no high impact users, such as motorized vehicles or horses
- clear height to 2.4 m
- provide 30-50 cm tread maximum, avoid tread grubbing, sections of very rough terrain
- in the case of low-impact nature trails use boardwalks to traverse sensitive areas




TRAIL TYPE V

<sup>8</sup> Sources for these classifications are: BC Parks; BC Forest Service and RMOW P4 Risk Management, Trail Classifications, Schedule C

## MOUNTAIN BIKE TRAIL DIFFICULTY LEVELS

The following identify all the levels of trail technical difficulty as they apply to mountain bikes, starting with easiest and moving up to expert unlimited. Included are general and detailed description of trails and Technical Trail Features (TTFs). This section quantifies what characteristics compose the trail difficulty for mountain bikes.



**NAME:** Easiest     **SYMBOL:** White circle

**GENERAL**


- Fairly flat, wide and paved. Suitable for all users.<sup>9</sup>

**DETAILED**

- Maximum grade: 10%
- Preferred average grade: no more than 5%
- Maintain a minimum 2.5 m curve radius
- Usually associated with Trail Type I

**EXPECTED TECHNICAL TRAIL FEATURES**

TTFs are not appropriate for this trail level.



**NAME:** Easy     **SYMBOL:** Green circle

**GENERAL**

- Gentle climbs and easily avoidable obstacles such as rocks, roots and potholes.<sup>9</sup>

**DETAILED**

- Maximum grade: 15%
- Maximum sustained climbing grade: 8%
- Curve radius: 2.4 m minimum
- Usually associated with Trail Type II or III

**EXPECTED TECHNICAL TRAIL FEATURES**


**GENERAL**

- Small roots & logs to cross
- Embedded rocks to avoid
- Wide bridges

**DETAILED**

- Embedded trail obstacles: up to 10 cm.
- Logs and roots perpendicular to direction of travel (±15°)
- Bridge minimum 90 cm wide, handrail required if height of bridge above surface exceeds 60 cm
- Rock face descents not to exceed 25%
- No drops
- No jumps

<sup>9</sup> Paul Kennett; Classic New Zealand Mountain Bike Rides: 1996  
<sup>8</sup> Paul Kennett  
<sup>7</sup> Paul Kennett



**NAME:** More Difficult     **SYMBOL:** Blue Square

**GENERAL**

- Challenging riding with steep slopes and/or obstacles, possibly on a narrow trail with poor traction. Requires riding experience.<sup>10</sup>

**DETAILED**

- Maximum climbing grade: 25%
- Maximum sustained climbing grade: 10%
- Maximum descent grade on non-rock surface: 35%
- Curve radius: 1.8 m minimum
- Usually associated with Trail Type III or IV


**EXPECTED TECHNICAL TRAIL FEATURES**

**GENERAL**

- TTF width to height ratio of 1:2
- Small bridges (flat, wide, low and rollable from section to section)
- Small rollable drops
- Small teeter-totters
- Small jumps
- Medium sized logs

**DETAILED**

- Embedded trail obstacles: up to 20 cm high
- Elevated bridges: less than 1.8 m (6') high above surface
  - Minimum width of flat decking is one-half the height above surface
  - For connected sections, the bisecting angle between each connected section must be large enough to allow the bicycle to complete transition without requiring any wheel lifting techniques
- Teeter-totter: maximum pivot height, less than 60 cm (2') high above the surface
  - Minimum width of flat decking is one-half the height above surface at pivot point
- Rock or ramp descents not to exceed 45%
- Drop-offs not exceeding 30 cm high with exit cleared of all obstacles
- Jumps
  - No jumps with consequences for lack of speed (for example, coffin jumps or gap jumps)
  - Table top jumps maximum height 60 cm (2')
  - Jumps maximum height 45 cm (18")



**NAME:** Most Difficult     **SYMBOL:** Black Diamond

**GENERAL**

- A mixture of long steep climbs, loose trail surfaces, numerous difficult obstacles to avoid or jump over, drop-offs and sharp corners. Some sections are definitely easier to walk.<sup>11</sup>

**DETAILED**

- Maximum climbing grade: 30%
- Maximum sustained climbing grade: 15%
- Usually associated with Trail Type III, IV or V

**EXPECTED TECHNICAL TRAIL FEATURES**


**GENERAL**

- TTF width to height ratio of 1:4
- Elevated bridges and teeter-totters with maximum deck height
  - Connected bridges
  - Mandatory air
  - Larger jumps
  - Steep descents with sharp transitions

**DETAILED**

- Elevated bridges: less than 3 m (10')<sup>12</sup> high above surface
  - Minimum width of flat decking is one-quarter the height above surface
- Teeter-totter: maximum pivot height less than 1.8 m (6') above surface
  - Minimum width of flat decking is one-quarter the height above surface at pivot point
- Mandatory air less than 1.0 m (3.3') vertical
- Rock or ramp descents not to exceed 120%
- Jumps
  - Table tops, no maximum height
  - No gap jumps or rhythm sections

<sup>10</sup> Paul Kennett  
<sup>11</sup> WCB requires "...that a fall protection system is used when work is being done at a place (a) from which a fall of 3m (10ft) or more may occur, or (b) where a fall from a lesser height involves an unusual risk of injury." Occupational Health & Safety Regulation Book 2, section 11.2, page 11-2



**NAME:** Expert Unlimited     **SYMBOL:** Double Black Diamond

**GENERAL**

- Exceptional bike control skills and balance essential to clear many challenging obstacles. High-risk level. Only a handful of riders will enjoy these rides.
- The RMOW recognizes Expert Unlimited as a difficulty level but due to the small size of the user group, the RMOW will not pursue ownership of these trails, however there may be some of these elements on a trail provided there is a clearly defined alternate route around.

**DETAILED**

- Similar to Most Difficult
- Usually associated with Trail Type III or IV

**EXPECTED TECHNICAL TRAIL FEATURES**

**GENERAL**

- Risk exceeds Most Difficult due to height, widths and exposure
- Fall zones may not meet fall zone standards
- The consequences of errors may be severe and rescue may be difficult

**DETAILED**

- Exceeding Most Difficult

## SUPPORTING GUIDELINES AND STANDARDS

This section is a microscopic view of trails. It contains guidelines and standards about the placement of trails, construction and strength of technical trail features and the signing of trails.

### ENVIRONMENTAL GUIDELINES

The benefits of a trail for recreational purposes must be balanced with the desire to protect the environment. All intrusions into the environment have some degree of impact. However, these impacts can be minimized to balance the objective of a recreational experience with minimal impact on the surrounding environment. Trails that adversely impact the environment will deteriorate in time, have a low aesthetic value and incur a high maintenance cost. Trail construction must strive for minimal impact on their surroundings and be designed with consideration for the specific environment and the intended use of the trails.<sup>44</sup>

#### TRAIL PLACEMENT GUIDELINES

- Trail placement should avoid hazard areas such as unstable slopes, soil prone to erosion, cliffs, embankments and undercut stream banks, etc.
- Avoid shallow rooted trees with high windthrow potential and snags.
- Avoid routes that impact on wildlife species.
- Avoid critical habitat of rare or fragile plant species. If there are fragile plant communities next to the trail, delineate the trail edges by using logs or rocks.
- Avoid sensitive or fragile archaeological or historic sites.
- Avoid building trails in community watersheds.
- Avoid trail routing that encourages users to take shortcuts where an easier route or interesting feature is visible. If an interesting feature exists, locate the trail to provide the desired access to the trail user. Use landforms or vegetation to block potential shortcut routes.
- Avoid routing a trail too close to another trail section to prevent trail proliferation or shortcuts between the two trails.
- Route trailbeds on bedrock or hard packed surfaces and avoid organic materials.
- Use placed stones in sensitive areas and steep descents to minimize trail erosion.

<sup>44</sup> Sources for these classifications are: Ministry of Forest, Recreation Trail Management; Access Near Aquatic Areas. A Guide to Sensitive Planning, Design and Management, Province of BC.



DAN DEBROCK PHOTO

### AQUATIC ENVIRONMENTS

- Trail construction of Trail Types III-V near an aquatic area within 30 m of streams and within management zones as per Forest Practice Codes must minimize vegetation removal and soil disturbance. Construction standards should be consistent with trail use, thereby minimizing trail width requirements.
- Structures in direct contact with water should be inert (for example, natural untreated cedar, precast concrete or steel) to avoid water quality impacts associated with chemical leaching from treated wood. Pile supported structures are preferred over slabs or floats for bridges requiring supports in contact with streams.
- Locate bridge crossings to minimize disturbance to streambeds and banks. Sections of the waterway that are straight and where banks are stable are preferred for crossing.
- Construct bridges across streams to top-of-the-bank. This minimizes erosion of stream banks and sedimentation of streams.

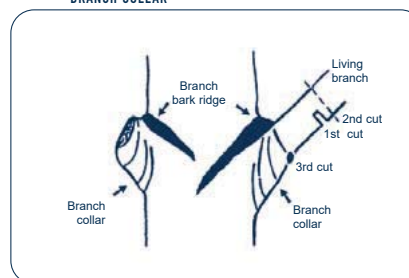
### GENERAL

- Avoid cutting down live trees.
- Tree branches must be cut at the collar, both longer or shorter are likely to cause infection to the tree (figure 1).<sup>45</sup>
- Cover exposed roots.
- If pretreated wood has been selected for structures being placed in the ground, the structure should be isolated in poly wrap below grade.

### USE OF MACHINERY

- Limited access trails that penetrate sensitive areas should be constructed manually with materials and equipment that can be easily transported by small work crews.
- If machinery is required, minimum standards as per Forest Practices

FIGURE 1 BRANCH BARK RIDGE AND BRANCH COLLAR



<sup>45</sup> "Pruning Basics and Tools" | <http://www.vt.edu/pubs/nursery/430-455/430-455.pdf> | (April 7, 2003)

Code should be adopted (i.e. no machinery within 5 m of any water-body.) Low impact construction techniques should be employed such as small underinflated, rubber tired vehicles, and construction pads, platforms or cranes. Prefabricated structures that can be manually assembled on site should be used, if possible.

## TTF CONSTRUCTION STANDARDS

Trails with constructed Technical Trail Features (TTF) must exceed a minimum standard to protect the trail user.

### SAFETY

TTFs must exceed the minimum strength and stability standard. Also, the finish must be such that if a rider were to fall, the structure or other protrusions would not increase the degree of the injury.

### STRENGTH AND STABILITY

Each span of the TTF must be capable of withstanding a centered vertical load of 225 kg (495 lb, 2 times heaviest rider/bike and gear). Every single rung should be capable of holding a rider/bike and gear's weight.

### TTF DESIGN PHILOSOPHY

- Gateways:
  - By placing a narrow section or difficult turn early while the TTF is still close to the ground (known as a gateway), inexperienced riders may dismount prior to the TTF getting too high above the ground where the rider is more likely to be injured should a fall occur. For example, place a 10 cm wide gateway 40 cm off the ground as a gateway to a 30 cm wide section 1.2 m off the ground.
- Make the highest difficulty section visible from the entry:
  - By placing the difficult section in view, the rider can make an informed decision before they may get into trouble with a TTF that may be beyond their ability.
  - Avoid wide, easy entrances leading to high, narrow exposed features

### TTF HEIGHT AND WIDTH

As outlined in the Technical Trail Difficulty section, maximum height and minimum width are dependent on the TTFs difficulty. As the height above the ground increases, the consequence of injury in the case of a fall increases.

Height is measured vertically to the lowest point within 1.0 m adjacent to TTF (figure 2). Tread width is the amount of flat tread (figure 3).

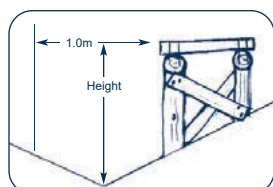
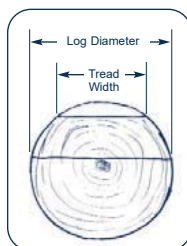


FIGURE 2 MEASUREMENT OF TTF HEIGHT

FIGURE 3 TREAD WIDTH MEASUREMENT



### CONSTRUCTION PRACTICES

Cross bracing of vertical members is required (figure 4). Also, TTFs should not be mounted to living trees for the following reasons:

- The tree will continue to grow, compromising the integrity of the TTF.
- The tree may sway due to wind, weakening the TTF.
- Nailing to live trees is harmful to the tree.

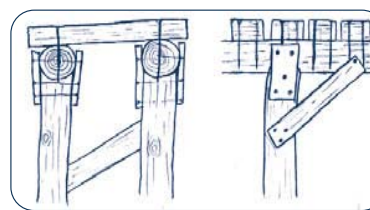


FIGURE 4 BRIDGE STRINGER SUPPORT AND CROSS BRACING

### CONNECTED MEMBERS

The methods for joining members in order of preference is: nuts and bolts, lag bolts, wood screws or ardux nails. Ensure two-thirds of nail or screw's length penetrates the stringer. Loading on a member should be done in such a way as not to rely exclusively on the shear strength of the joining method.

### BRIDGE RUNG SPACING

Deck rungs must be placed tightly so that children will not catch their feet between rungs, arms will not fit between rungs and all users including dogs will use bridges as opposed to walking adjacent to the bridge.

An appropriate spacing between rungs is 3 cm to promote drainage of water and mud. Overhang rungs past stringers by less than 5 cm (figure 5).

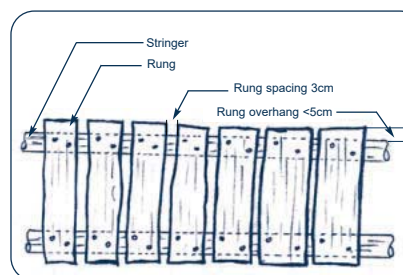


FIGURE 5 BRIDGE RUNG SPACING, RUNG OVERHANG

### BRIDGE SURFACING

It is recommended that wood surfaces with a slope exceeding 10°, with the exception of split wood having a rough surface finish, have an applied anti-slip surface. One recommended material is expanded diamond lath. Chicken wire and rolled roofing material, although popular, are not durable and roofing material traps moisture promoting premature rotting. Note: TTFs must be reinforced to withstand the additional loading of anti-slip surfaces against the direction of the braking forces.

### WOOD PREPARATION

Bark must be stripped off and wood in contact with the earth should be isolated to minimize rotting. For natural rot resistant wood, use cedar.



## FALL ZONE GUIDELINES

Riding a mountain bike on trails and technical trail features involves challenging oneself and with that challenge comes risk of injury. Challenges come from terrain that contains many natural and man made features. Risk is relative to riders skill level in relation to the difficulty of the trail.

### FALL ZONE

The fall zone is the area adjacent to the technical trail feature, bottom of descents and the outside of corners that the rider may deviate into. To help reduce the incidence and severity of injuries, fall zones should be reviewed for hazards. Hazard mitigation efforts can be limited to those items that can be reasonably expected to be reshaped or removed using hand tools while maintaining the natural characteristics of the terrain surrounding the trail.

### METHODS

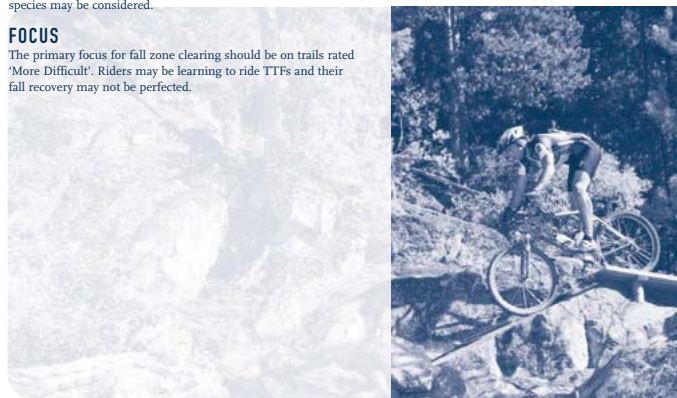
Methods to reduce risk in fall zones (1.5 m to each side of the trail) include but are not limited to:

- Cutting or digging out any sharp objects
- Trimming tree branches to branch shoulder (see figure 1)
- Covering of hazards is another option if material such as rotten logs, bark, mulch, dirt, etc. is available
  - Areas where falls are frequent may need periodic re-covering
- Dulling of sharp points or edges of exposed rocks

**NOTE** The fall zone need not be cleared of all foliage; the purpose of fall zone guidelines is to reduce the chance of injury should a fall occur. Replanting of the fall zone with a durable locally occurring species may be considered.

### FOCUS

The primary focus for fall zone clearing should be on trails rated 'More Difficult'. Riders may be learning to ride TTFs and their fall recovery may not be perfected.



## SIGN GUIDELINES

Signs are a necessary component of trail management. They provide the user with information that will allow them to make an informed and educated choice. The hierarchy of signs in Whistler will be comprised of three levels. The first is a Trail Network Sign kiosk that contains a map, general information about the area and safety suggestions. The second level is a Trailhead Sign that would contain information specific to the trail. Third, En Route Signs along the trail to promote confidence in the user that they are following the correct route and to be posted on features that are a higher difficult rating than the trail rating.

### TRAIL NETWORK SIGN

Located at a parking lot or similar entrance to a network of trails. Information for trail network signs may contain a combination of the following:

- Topographical map of area
- IMBA rules of the trail
- Safety
  1. Ride in 3's
  2. Carry a flashlight
  3. Carry a foil emergency blanket
  4. Let someone know your route, time of return and carry a two-way communication device.
  5. Wear a helmet
- Notes about keeping dogs out of fish bearing streams and educational components
- Information on who to contact with trail maintenance concerns or how to get involved
- Acceptable trail user groups
- Emergency contact phone numbers
- Description of cell phone coverage
- Background information on the surrounding area and trails
- Trail maps for distribution
- Bulletin board
- Reference to web or other resource

### TRAILHEAD SIGN

These signs are to be located at the entrance(s) of a particular trail to provide the user with the information necessary to make an informed and educated decision whether to proceed or not.

#### SUGGESTED INFORMATION

- Trail name
- Topographical map of trail
- Trail length
- Elevation gain and loss
- Use at own risk disclaimer

#### DETAILS

Sign size 140 mm X 370 mm. Selected to be mounted without overhang on 150 mm X 150 mm posts (figure 6).

#### OPTIONAL INFORMATION

- Trail difficulty rating and a written explanation of what the user may encounter on the trail
- Warning and quantity of higher difficulty TTFs if present
- Conditions subject to change
- Inspect TTFs prior to riding
- Time range to complete
- Trail profile
- Disclaimer – most trails will be a level or two harder to ride when slippery

### EN ROUTE SIGN

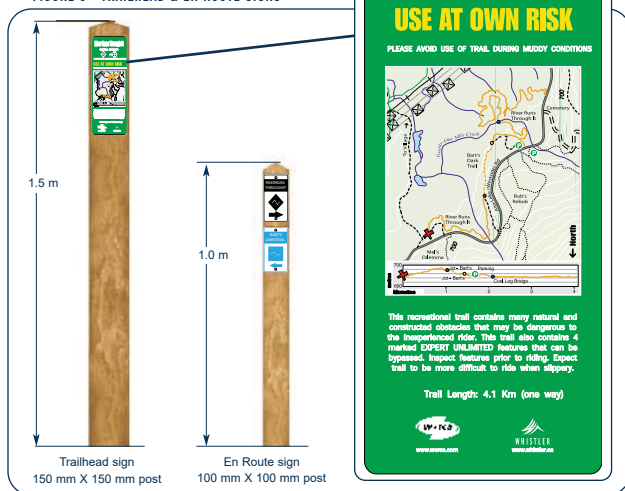
Located along the trail indicating to the user they are still on the desired trail and/or give warning of the higher difficulty of an upcoming TTF. En route signs express difficulty in three ways: shape of sign, color of sign and trail profile symbol on the sign. The signs are labeled with the trail name to distinguish between different trails.

- En route signs to be placed at junctions with alternate trails giving clear indication of each trails' direction. Use difficulty symbol and trail name with a reflective white border.
- For TTFs rated a higher difficulty than the trail rating, en route signs to be posted as warning. Use difficulty symbol and trail name with a reflective yellow border. If feature can not be safely walked, an easier signed bypass route must be provided (figure 6).
- If appropriate, signs may be placed at intervals to guide user.
- Consider reflective signs for night use.

### DETAILS

For en route signs marking higher difficulty features, it is important for the sign to be highly visible. Place sign approximately 1.0-1.5 m above tread.

FIGURE 6 TRAILHEAD & EN ROUTE SIGNS



## MANAGEMENT GUIDELINES

### CONSTRUCTION

For new trails, the RMOW will use an experienced trail builder for the trail alignment and follow the supporting guidelines and standards.

### TRAIL RATING

The trail and each feature along the trail is reviewed and measured to determine its difficulty. The details and difficulty level of each feature need to be recorded. The trail may be rated as low as the average feature difficulty or as high as the highest feature's difficulty, bearing in mind all features rated at a higher difficulty than the trail's rating must be individually signed. If the feature can not be safely walked, the feature must have an easier, signed bypass route. The trailhead sign must also inform the user that there are higher difficulty features.

## TRAIL MAINTENANCE

Trail maintenance is an integral part of managing trails. In general, high use trails and trails in environmentally sensitive areas require a greater level of maintenance and an expedited response to trail deterioration. Trails with man-made TTFs also require more frequent inspection.

### MAINTENANCE PRIORITIES

The RMOW will inspect municipal trails as follows:

- **HIGH PRIORITY TRAILS** will be inspected twice a year (April and July). These include all Type I trails, all trails in PAN 1 environments and trails with known constructed TTFs.
- **MEDIUM PRIORITY TRAILS** will be inspected in the spring of each year or prior to the start of the trail use season. These include all trails in PAN 2 and PAN 3 environments and all Type II trails.
- **LOW PRIORITY TRAILS** will be inspected in the spring of each year or prior to the start of the trail use season. These include all remaining mountain bike trails.

All inspections and maintenance must be documented.

### INSPECTION TO INCLUDE

- Review of the trail:
  - for safety;
  - to verify difficulty designation.
- Review of signs;
- for presence and condition.
- Review of constructed features;
- for structural integrity.

## TERMINOLOGY

- A-FRAME** – two ramps (approach and exit) placed together with no level section at the apex. Typically used to bridge deadfall across the trail.
- BERM** – built up bank on the outside of a corner to improve cornering.
- BOARDWALK** – a raised walkway made of boards; used to traverse sensitive areas; similar to bridge.
- BRIDGE** – a structure that is built above and across a river or other obstacle allowing passage across or over obstacle.
- DANGER** – likely to cause harm or result in injury.
- DROP-OFF** – a drop in the trail, possibly at the end of a log or off a rock; may require a technique depending on the vertical drop and/or the angle of descent.
- EN ROUTE** – on the way.
- EXPOSURE** – placing a rider in the position or location that an error in balance or maneuvering may result in an injury; for example, a narrow bridge above rocks would be exposure and the greater the elevation of the bridge above the rocks, the greater the level of exposure.
- FACE** – the steep exposed side of a rock.
- FALL-AWAY** – a drop-off which incorporates a turn in the trail.
- GAP JUMP** – two ramps placed back to back with a space between them, the rider must travel with enough velocity to cross the space and land on the second ramp.
- GATEWAY** – a qualifier placed before a trail or TTF; for example, a 2x4 placed before an elevated bridge or a difficult corner. If the rider can successfully negotiate the more difficult gateway, then they will likely be able to negotiate the TTF.
- GRANDFATHER CLAUSE** – provision exempting certain pre-existing trails from the requirements of a new regulation.
- JUMP** – a wedge shaped feature built with the intention of sending the rider airborne.
- LADDER** – a TTF with rungs attached to sides (stringers) made of metal, wood or rope, used for climbing up or down.
- LOGJAM** – a pile of logs placed near perpendicular to trail to make a ramp, usually placed in front of and behind deadfall to ease passage.
- MACHINE BUILT** – constructed with the use of an excavator.
- MANDATORY AIR** – a TTF requiring a wheelie drop or other advanced technique to exit due to a steep or undercut exit.
- MANUAL** – technique used to lift the front end of a bike up without the use of a pedal stroke; can be used off mandatory airs, etc.; generally requires more forward momentum than a wheelie drop.
- PAN** – Protected Area Network, sometimes known worldwide as greenways, environmental corridors, landscape linkages, wildlife corridors or riparian buffers.
- RAMP** – any inclined structure, typically used as an approach to or exit from a TTF. A ramp can also be a jump.
- RHYTHM SECTION** – series of gap jumps placed end to end. Most technical form of jumping due to skill, timing, technique and failure consequence.
- RIPARIAN ZONE/AREA** – land between the water and the high water mark on the riverbanks. Riparian areas typically exemplify a rich and diverse vegetative mosaic reflecting the influence of water.
- ROLLABLE** – a section that can be ridden without requiring higher-level rider skills; for example, an elevated bridge intersection/corner that can be ridden without having to hop and rotate.
- ROLL OVER** – usually a rock that gets steeper the farther the rider advances, to the point where stopping may not be an option and the rider must continue despite not being prepared for what's ahead.
- TABLETOP** – two jumps back to back with the void between the jumps filled with dirt, creating the tabletop.
- TEETER-TOTTER** – a TTF consisting of a long plank balanced on a central support for riders to cross over, providing an down motion as the rider passes over the pivot.
- TONGUE** – a steep ramp on the exit of a TTF, often as an easier alternative to mandatory air.
- TOP-OF-THE-BANK** – the highest elevation of land, which confines to their channel waters flowing in an intermittent or perennial stream or river.
- TREAD** – the traveled surface of the trail.
- TTF** – Technical Trail Feature – an obstacle on the trail requiring negotiation, the feature can be either man made or natural, such as an elevated bridge or a rock face respectively.
- WHEELIE DROP** – technique used to pedal off drops-off or logs with the back wheel landing before the front wheel.

### MAINTENANCE TRIGGERS

Triggers for trails requiring additional maintenance:

- TTFs deteriorating.
- Short-cutting of climbing turns and/or switchbacks.
- Trail drifting or sliding down the hill.
- Vegetation cover loss.
- Trail proliferation (widening or braiding).
- Trail incision and soil loss (ruts exceeding 15 cm depth).

### GRANDFATHER CLAUSE

In the case of valued existing trails in protected areas when trail deactivation is unlikely to succeed, trail management becomes the preferred option. When considering the Grandfather Clause as an option, evaluate the continuing cost of maintenance to manage the trail. A trail deactivation/closure may not be successful if the trail has been established, is well used, and no alternative route is proposed. The resulting damage may be worse than had the trail remained open and effectively managed.

### TRAIL DEACTIVATION

There may be a number of reasons for deactivating an existing trail.

When considering deactivation of a trail, take into account;

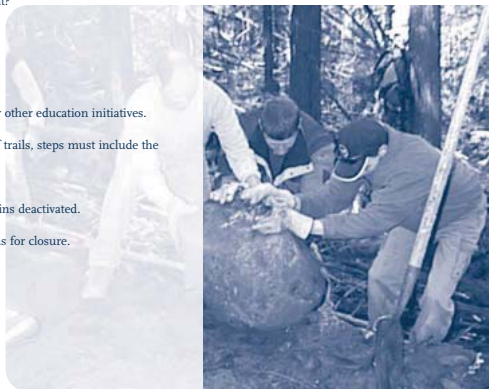
- Is the trail popular?
- Is the level of impact acceptable or can it be made acceptable by management?
- Can the trail or part of the trail be rerouted to improve the situation?
- Are there suitable alternatives for users if the trail was deactivated?
- Is the trail historically significant?

Alternates to trail deactivation:

- Management of trail use.
  - Temporary closures
  - Reroute sections of trail
  - Exclusion of damaging users
- Education of users with signs or other education initiatives.

When considering deactivation of trails, steps must include the following:

- Consult user groups.
- Public notice.
- Monitoring to ensure trail remains deactivated.
- And may include:
  - Signs informing users of reasons for closure.
  - Fences.



## APPENDIX C: 2017 North Shore Economic Impact Study



**Barkley Community Forest Mountain Bike Trail Network Proposal**

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

Markus Rannala, James Inkster, Nick Holatko, Ucluelet Mountain Bike Asso...



BRITISH PACIFIC PROPERTIES

# Mountain Biking Economic Impact Study – North Shore

October 2017

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## Summary: Mountain Biking on the North Shore 2016

Mountain biking is an important activity on the North Shore, with 22,000 riders taking 433,000 rides in 2016. While the majority of rides were made by North Shore or Metro Vancouver residents, 12,000 riders from outside Metro Vancouver travelled to ride the North Shore trails in 2016.



The spending of non-resident visitors to the North Shore who rode on the mountain bike trail system in 2016, along with the spending of the NSMBA totaled \$12.8 million, supporting \$19.5 million in economic activity in British Columbia including \$16.6 million of economic activity throughout the North Shore. These expenditures supported \$5.7 million in wages and salaries in the province through the support of 102 jobs, of which 80 jobs and \$4.3 million in wages and salaries were supported on the North Shore. The total net economic activity (GDP) generated by visitors to the North Shore trail system in 2016 was \$10.7 million for Canada as a whole; \$8.9 million for British Columbia and \$6.4 million on the North Shore.

Mountain biking on the North Shore trail system also supported tax revenues totaling \$3.7 million when considering Canada as a whole including federal government tax revenues of \$1.7 million and \$1.5 million in taxes accruing to the Province of British Columbia. Moreover, \$241,000 in municipal taxes were supported in the province, of which \$204,000 was on the North Shore.

### Mountain Biking on the North Shore 2016 by the Numbers

<b>11,992</b> riders from outside Metro Vancouver	<b>\$12.1</b> million in visitor spending directly attributable to mountain biking on the North Shore	<b>80</b> North Shore jobs supported by the tourism expenditures of mountain bikers	<b>66%</b> of out-of-town riders stayed overnight while riding the North Shore trails
<b>61,620</b> rides on North Shore trails made by visitors	<b>\$4.3</b> million of wages and salaries supported on the North Shore	<b>\$8.9</b> million boost to provincial GDP	<b>\$1.5</b> million in taxes supported in British Columbia

2

# Background

The Mountain Bike Tourism Association (MBTA), in partnership with the Canadian Sport Tourism Alliance (CSTA) surveyed mountain bikers to gather data to prepare an economic impact study of mountain biking in the Sea to Sky Corridor, including the communities of North Vancouver, Squamish, and Pemberton. The CSTA, working with Tourism Whistler and Whistler / Blackcomb, prepared studies of the Whistler trail system, the Whistler Bike Park and Crankworx in 2015.

Together, these studies provide an update to the 2006 economic impact of mountain biking in the Sea to Sky Corridor (the results for the entire Corridor are found in a separate report). Since 2006, mountain biking has experienced pronounced growth in the region. The 2016 research clearly demonstrates that the Sea to Sky Corridor is now a world-class mountain biking destination, attracting regional, national and international mountain bikers who travel to the region specifically for riding.

This document reports the findings from surveys conducted on the North Shore.


Surveys were collected at 4 locations (Fromme parking lot, Old Buck, Cypress base and Hyannis) from June 22 to September 3, 2016. Interviewing shifts were staggered and covered morning, mid-day, and early evening throughout the summer on both weekdays and weekends. A total of 274 surveys were conducted.



# Comparing 2016 to 2006

- When 2016 results are compared to the equivalent data from the 2006 study, significant increases are evident.

	2006*	2016
Rides per year		
North Shore Residents	23,113*	208,577
Metro Vancouver Residents	38,521*	162,753
Visitors	9,805*	61,624
Spending by Metro Vancouver residents and visitors	\$2.1M*	\$12.1M

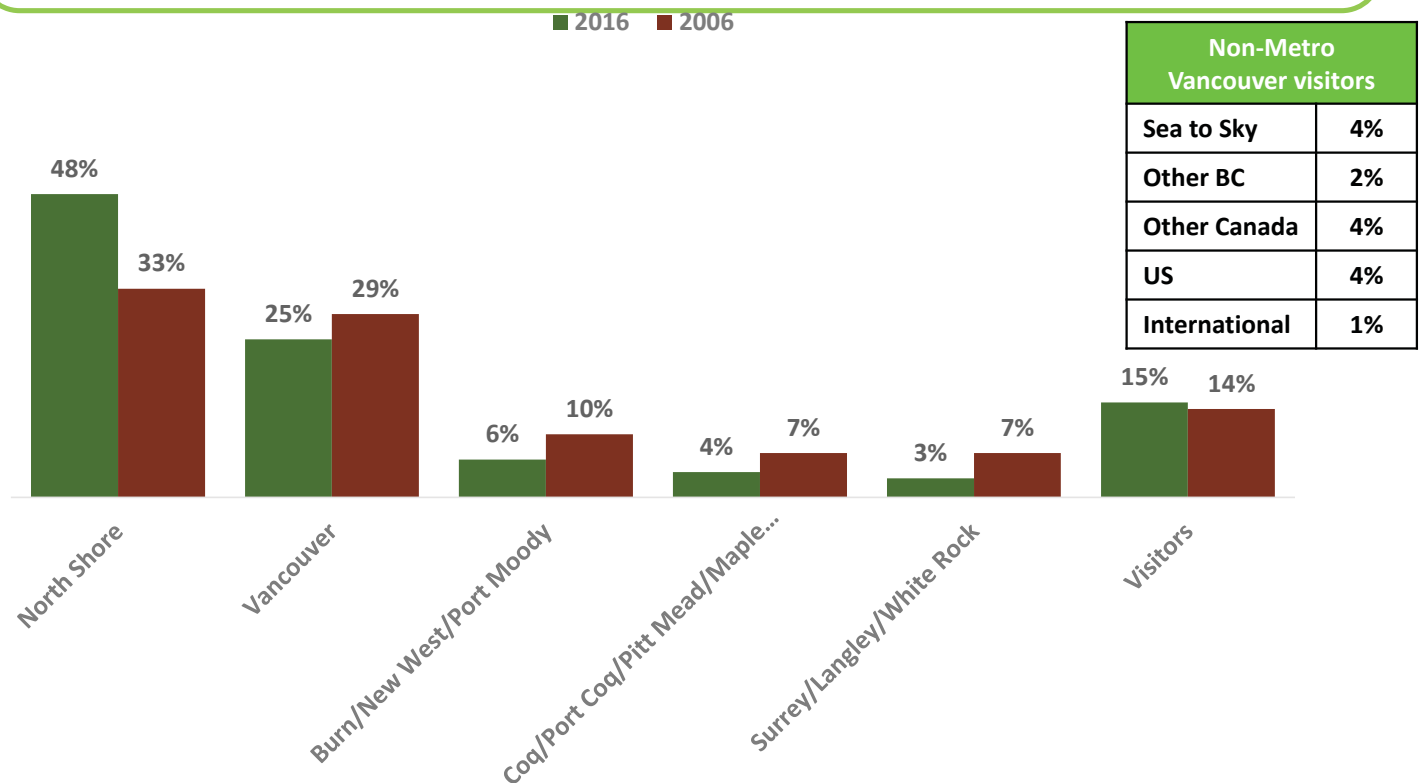


\*2006 figures adjusted to reflect full year estimates to compare to 2016 results



# Respondent Origin

- The largest trail user group remains North Shore residents, who comprised almost half of respondents in 2016 (up from 33% in 2006).
- A quarter reside in Vancouver (down from 29% in 2006), and another 13% live in Metro Vancouver suburbs. These riders are considered day visitors to the North Shore.
- Similar to 2006, just 15% of riders reside beyond Metro Vancouver and are true visitors.



Where is your primary place of residence?

# Non – BC Visitor Origin

- As noted on the previous slide, just 9% of North Shore riders reside outside BC.
- Sample sizes are very small, but results suggest Ontario and Colorado are the top visitor markets.

North America Origin	
Province (n=9)	Responses (#)
Alberta	3
Ontario	5
New Brunswick	1
State (n=11)	Responses (#)
Washington	2
Colorado	4
California	2
Oregon	2
Texas	1

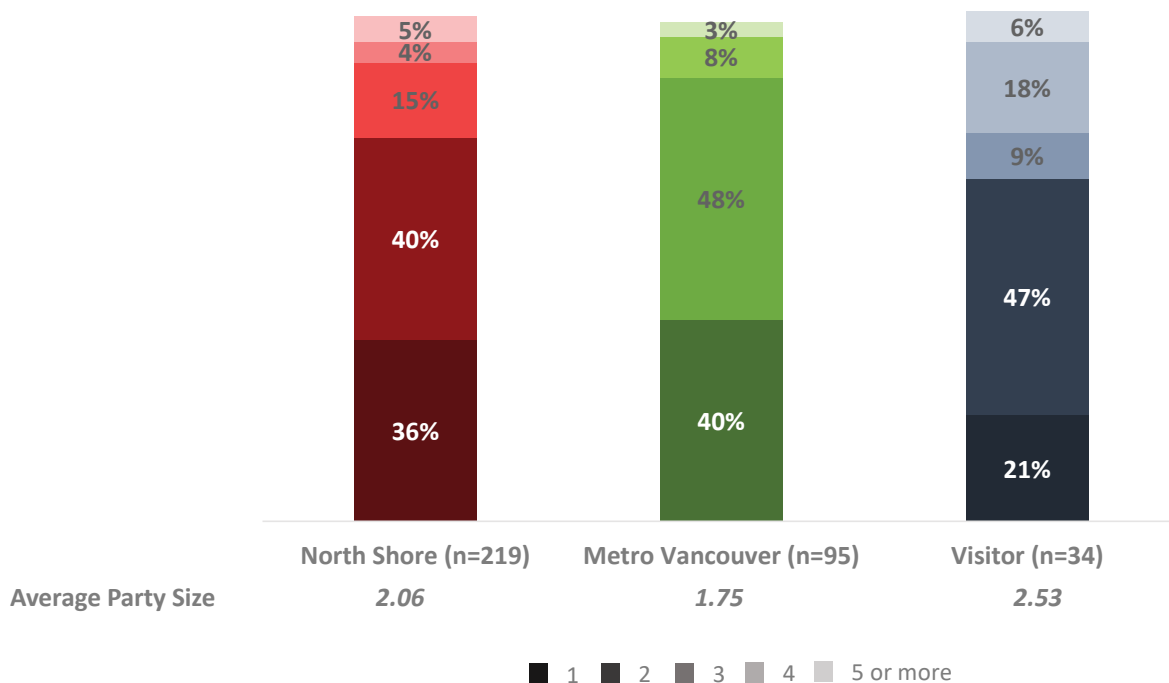
What province/state are you from?

International Origin	
Country (n=2)	Responses (#)
Brazil	1
Egypt	1

What country are you from?

# Riding Party Size

- Respondents were asked several questions about those they were riding with (referred to as Riding Party).
- Riding party sizes were notably smaller among North Shore and Metro Vancouver riders with 76% and 88% of riding parties comprised of 1 or 2 people.
- Visitors tend to be in larger groups (average party size is just under 3 riders).

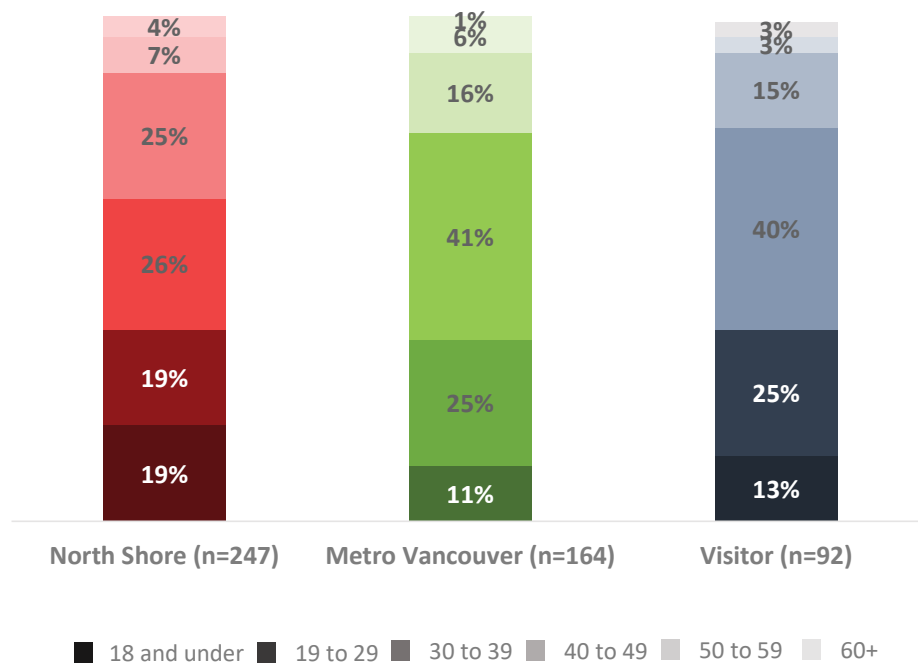


Excluding yourself, how many people are you riding with today?

7

# Riding Party Ages

- North Shore riding parties were diverse in terms of age, with roughly one-quarter being 30-39 and 40-49 years and almost as many being 19-29 years or under 18.
- Metro Vancouver and visiting riders were more likely to be 30-39 years followed by 20-29 years.

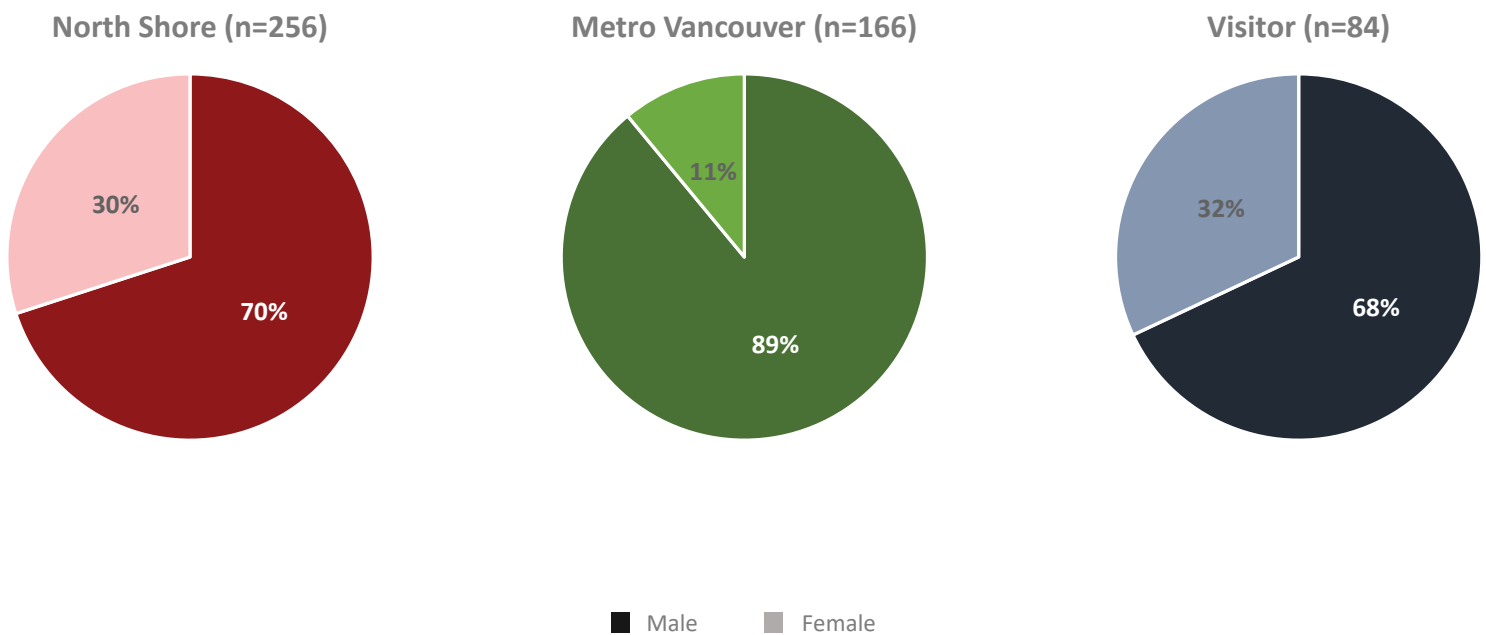


In your group, how many people are aged: (including the respondent)

8

# Riding Party Gender

- Results show that the majority of riders using the North Shore trail system are male, with an overall average of 76% male.

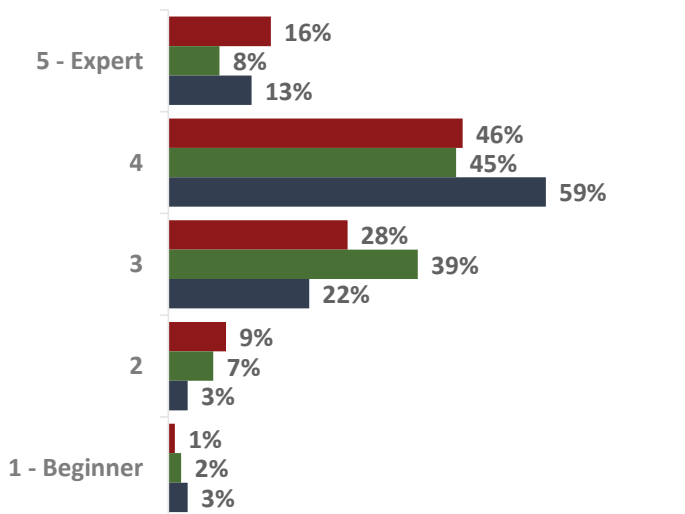


Gender distribution of party: (including the respondent)

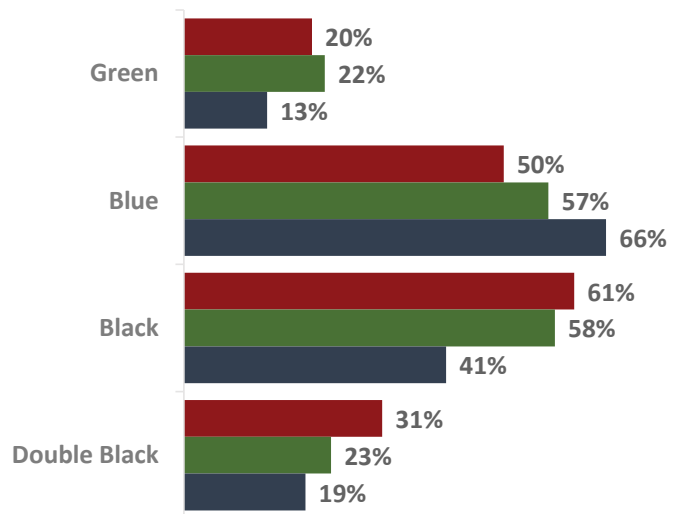
# Skill Level

- Riders were asked about the skill level of the riding group. The majority rates the riding party's skill level as advanced or expert.
- Not surprisingly, when riders were asked about the level that future trails should be, they primarily chose blue or black (note riders were allowed to make 2 selections). Note that visitors were most likely to suggest more blue trails.

Reported Skill Level



Future Trail Levels



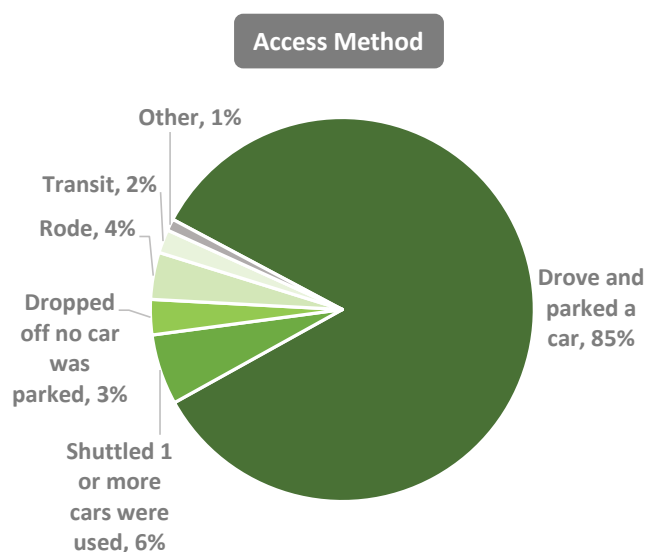
■ North Shore (n=123) ■ Metro Vancouver (n=92) ■ Visitor (n=32) ■ North Shore (n=123) ■ Metro Vancouver (n=92) ■ Visitor (n=32)

On a scale of 1 to 5 with 1 meaning beginner and 5 meaning expert, how would you rate the skill level of your group?

What level of difficulty should future trails be? (Select up to two)

# Trailhead Access

- Riders were asked how they got to the trailhead, with the vast majority using a car.
- Most vehicle users parked in a dedicated parking lot (rather than street parking).



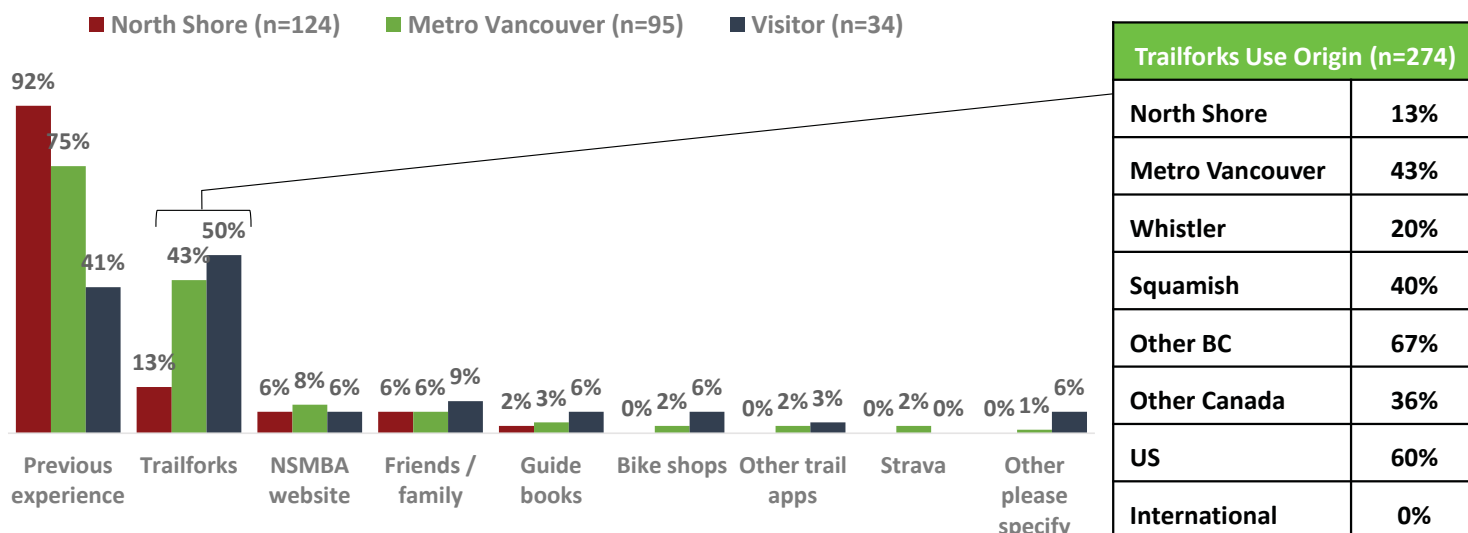
	Survey Location			
	Bottom of Fromme	Old Buck	Cypress base	Hyannis
Fromme parking lot	94%	10%	0%	0%
Old Buck parking lot	0%	73%	0%	2%
Side streets near Old Buck	0%	10%	0%	0%
Hyannis area	0%	0%	0%	95%
Bottom of Cypress	0%	0%	100%	0%
Mountain Highway or side streets eg Coleman DempseyBraemer	4%	2%	0%	0%
Mushroom parking lot	0%	2%	0%	0%
Top of Seymour	0%	2%	0%	0%
Deep Cove	0%	2%	0%	0%

How did you get to the trailhead today?

11

# Information Sources

- For North Shore and Metro Vancouver residents, previous experience was the most common source of information for riding on the North Shore. Nearly half of visiting riders also cited previous experience.
- Trailforks was used by 50% of visitors and was most heavily used by those residing in other parts of BC and in the US.



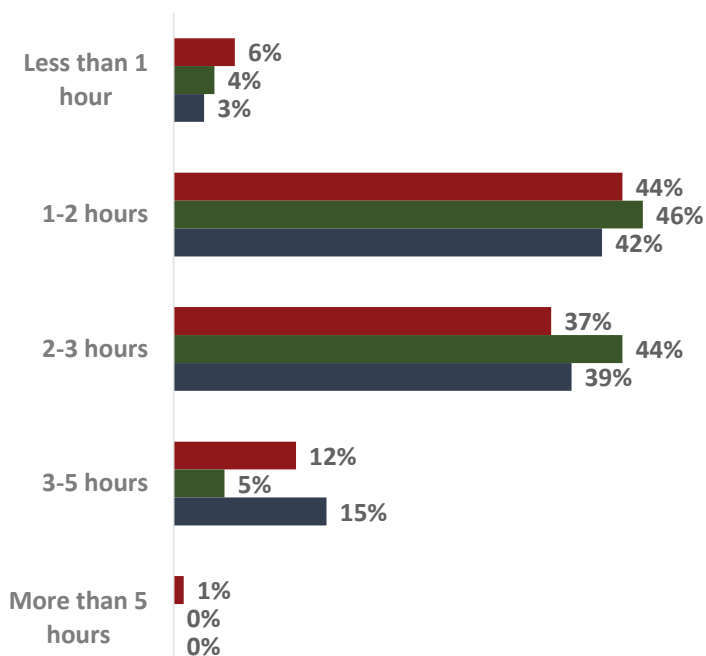
Which of the following information sources did you use to plan your ride today? (Select all that apply)



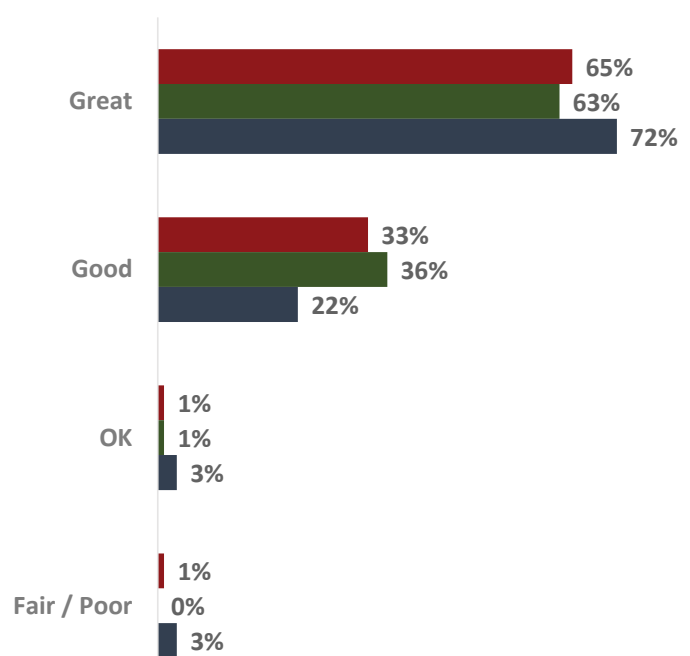
# Ride Length and Overall Experience

- Most North Shore rides are 1-3 hours in length.
- Almost all riders provided a positive assessment of their ride, with visitors most likely to indicate it was great.

Length of Ride



Ride Experience



■ North Shore (n=122) ■ Metro Vancouver (n=97) ■ Visitor (n=33)

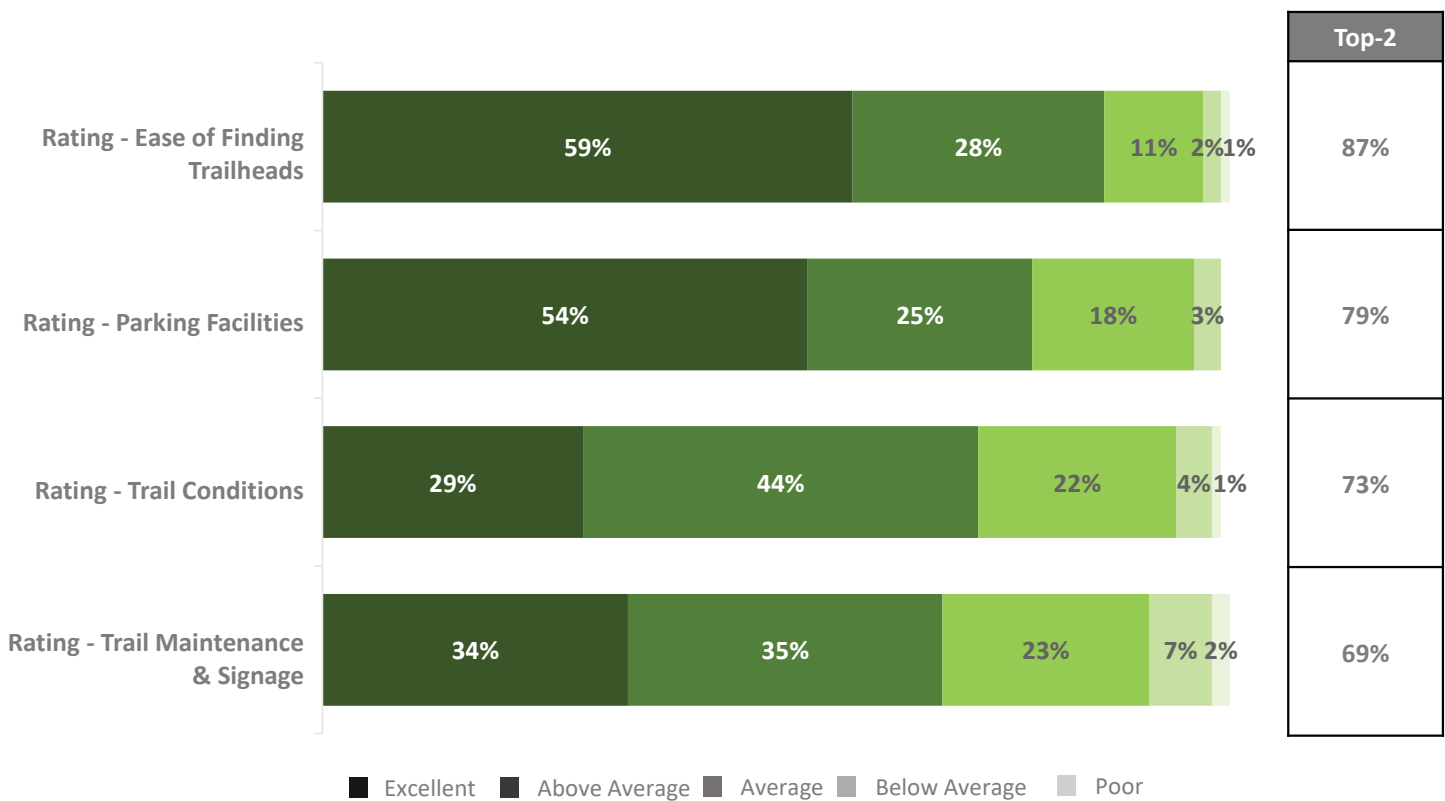
■ North Shore (n=122) ■ Metro Vancouver (n=97) ■ Visitor (n=33)

How long was your ride / are you planning to ride?

How would you rate your ride experience today?

# Satisfaction with Aspects of the Ride

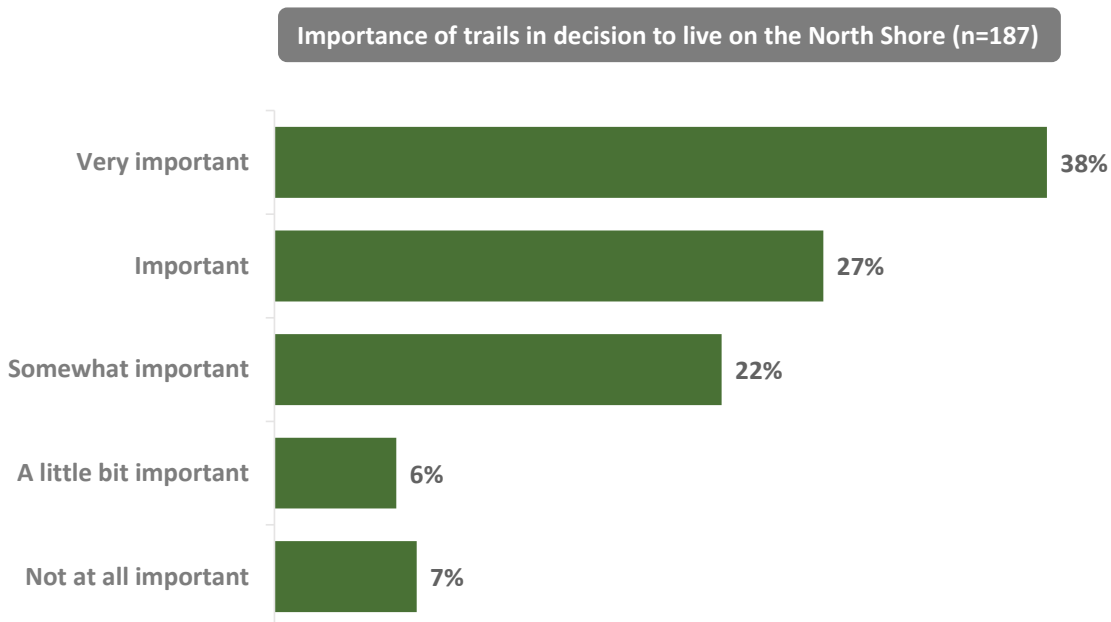
- Respondents were asked about specific aspects of their North Shore riding experience
- Generally, trail users are satisfied with all aspects of their ride. They indicate the greatest satisfaction with ease of finding trailheads and parking.



On a scale of 1 to 5 with 1 meaning poor and 5 meaning excellent, please rate the following:

## Importance of Trails to North Shore Residents

- North Shore riders were asked about the importance of the trail system in their decision to live on the North Shore.
- Nearly two-thirds (65%) said the trails were an important factor in their decision to live on the North Shore.
- While the trails are important, the importance level was lower than observed in Squamish (82%).



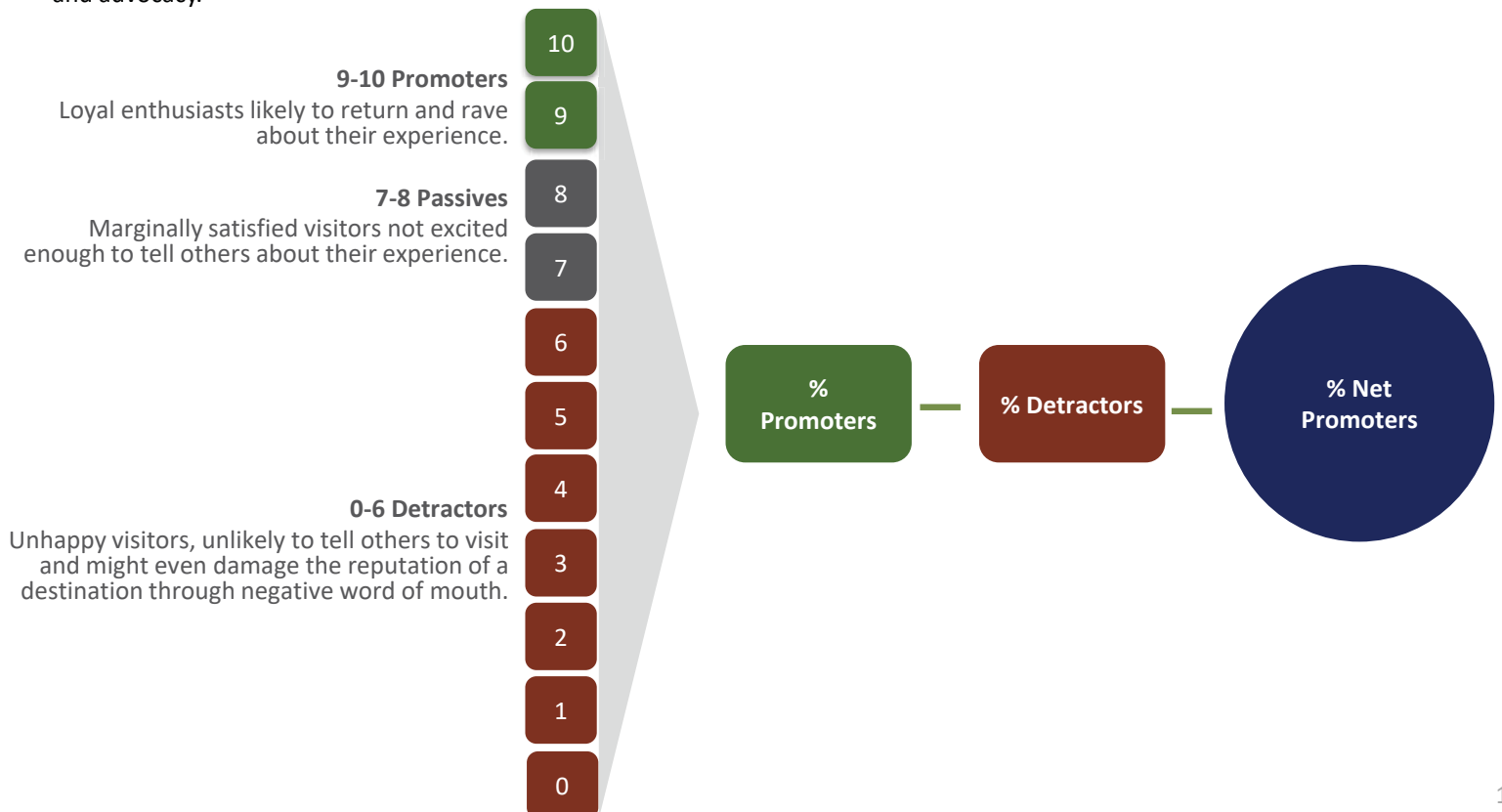
How important are/were the trails in your decision to live on the North Shore?

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# Net Promoter Score

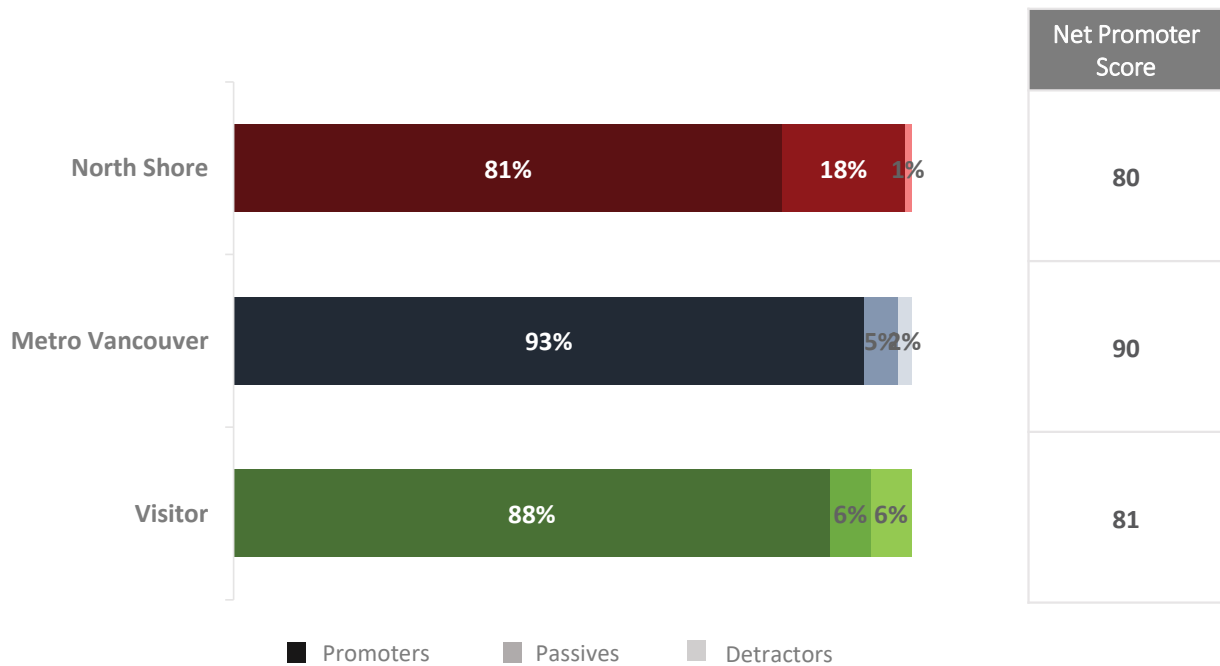
The Net Promoter Score (NPS) is a metric that helps organizations monitor the engagement of their customers. It reflects the likelihood that someone will recommend a product/company/place to friends, family or colleagues. In the context of the tourism industry, NPS is based on responses to the question, “How likely are you to recommend [destination] as a travel destination to a friend, family member or colleague?”

The intention to recommend a travel destination, reported by the NPS, is a proxy measure of overall satisfaction with the travel experience. Satisfaction with the travel experience and the intention to recommend greatly increase the likelihood of a return visit and advocacy.



# Net Promoter Score

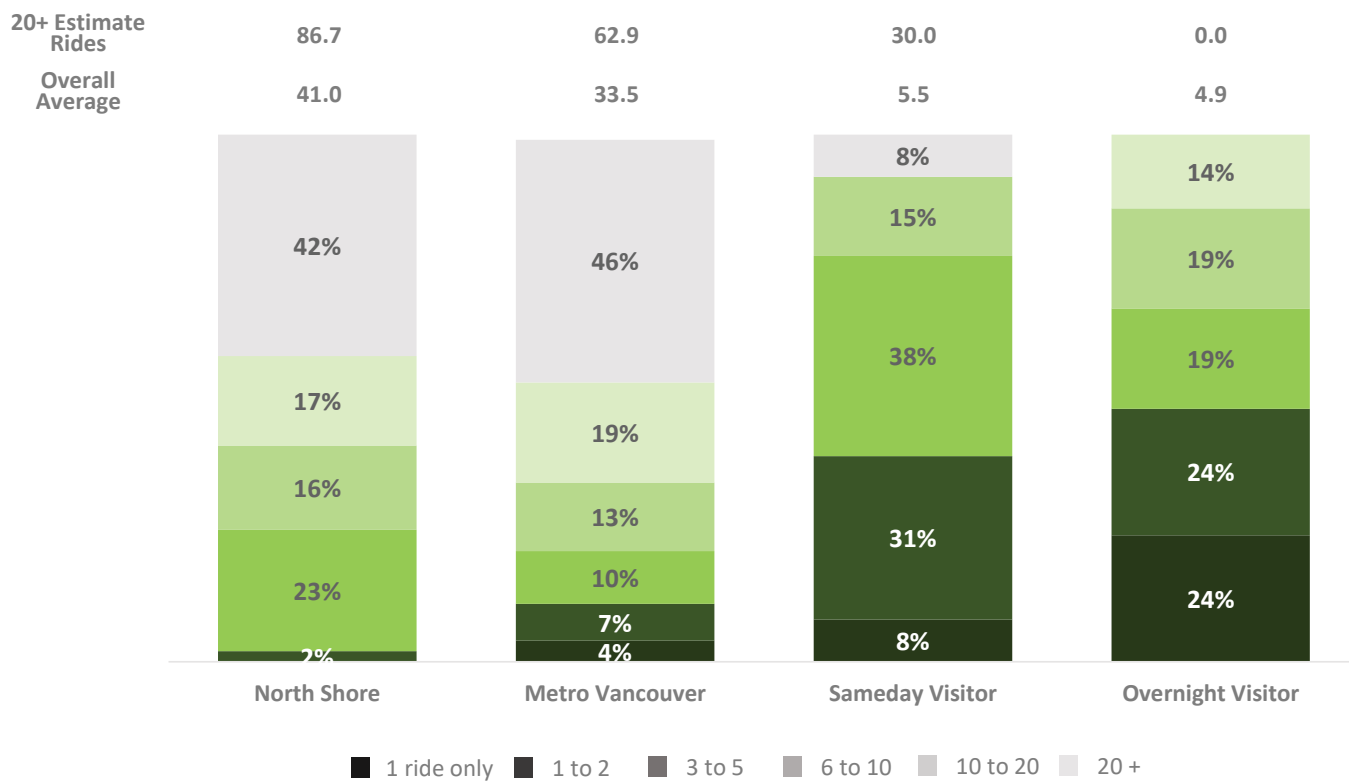
- Riders were asked how likely they were to recommend the North Shore as a riding destination using a scale of 0 meaning extremely unlikely and 10 meaning extremely likely.
- A Net Promoter Score (NPS) was calculated by subtracting the number of Detractors (rating 0-6) from the Promoters (rating 9-10).
- The Net Promoter Score provided by North Shore residents was +80 and +81 among visitors, rising to +90 for Metro Vancouver residents, meaning there is considerable potential for locals and visitors to be advocates for the North Shore trail system.



How likely are you to recommend the North Shore as a mountain biking destination to a friend, family member or colleague?

# North Shore Rides per Year

- Riders were asked about the number of times they rode the North Shore trails in the past year.
- A large number of North Shore and Metro Vancouver riders indicated that they rode North Shore trails 2-3 times per week all year. This resulted in an average frequency of 41 rides per year on North Shore trails among residents and 34 rides annually among Metro Vancouver residents.



Over the last 12 months, how many days did you ride in the following locations:

# Ride per Year – Other Sea to Sky

- Respondents were also asked to detail riding behaviour in other Sea to Sky communities.
- Regardless of residency, Squamish was the most popular Sea to Sky riding destination.

Rider Origin	North Shore				Metro Vancouver				Visitor			
Region	Whistler Bike Park	Whistler Trails	Squamish	Pemberton	Whistler Bike Park	Whistler Trails	Squamish	Pemberton	Whistler Bike Park	Whistler Trails	Squamish	Pemberton
None	49%	45%	23%	80%	48%	58%	32%	86%	65%	65%	50%	76%
1-2	22%	16%	20%	7%	22%	16%	20%	9%	12%	18%	21%	15%
3-5	15%	25%	28%	8%	19%	15%	15%	2%	3%	9%	15%	0%
6-10	5%	6%	16%	3%	6%	7%	12%	2%	6%	0%	3%	0%
10-20	7%	8%	10%	1%	5%	2%	15%	0%	12%	6%	0%	6%
More than 20	2%	1%	3%	0%	0%	1%	5%	0%	3%	3%	12%	3%

Over the last 12 months, did you ride in any of the following areas? (select all that apply)

# Rides in Other Destinations

- Riders were also asked what other destinations they rode in over the past 12 months.
- Other areas in the Vancouver Coast and Mountains were the most common followed by Vancouver Island and the US.

	Riding Destination								
	Other places in Vancouver Coast Mountains	Vancouver Island	Thompson Okanagan	Kootenay Rockies	Cariboo Chilcotin Coast	Northern BC	Other Canada	US	International
<b>North Shore</b>	54%	19%	16%	7%	4%	15%	10%	11%	4%
<b>Metro Vancouver</b>	55%	24%	27%	15%	7%	12%	2%	20%	6%
<b>Visitor</b>	26%	26%	15%	29%	9%	18%	15%	38%	15%
<b>Overall</b>	51%	22%	20%	13%	6%	14%	8%	18%	6%

Over the last 12 months, did you ride in any of the following areas? (select all that apply)



# Rider Volume Calculations

- A key calculation in the economic impact assessment is determining the number of rides that took place on the North Shore. The District of North Vancouver reported an average of 9,723 cars per month at the Fromme parking lot from September 2015 through to March 2016. Using Trailforks data, we calculated the number of rides on Mountain Highway over the same period and found that the September – March time period averaged 81% of the annual monthly average. As a result, the average monthly parking lot count was scaled up to 12,085 cars per month in 2016, for a grand total of 145,021 cars. The surveyors employed by the MBTA kept careful track of the different types of users that passed by them during their shifts and reported that mountain bikes represented 61% of overall volume, hikers were 25% and dog walkers / other users were 13% of trail users. Applying this same ratio to the parking lot counts suggest there were 88,860 cars at the Fromme parking lot. Multiplying the number of cars by the average riding party size of 1.9 people, and adjusting for the number of riders who accessed Fromme without a car (8%) and the number of riders who didn't park at the Fromme lot (4%) suggests there were 191,948 riders who rode Fromme in 2016.
- Again relying on Trailforks data, Fromme represented 44% of the North Shore riding area (Fromme, Cypress, Seymour, Lower Seymour Conservation Reserve), indicating a total of 432,955 rides in 2016.
- The overall volume of rides calculated using the parking lot count is consistent with the rider volume estimates developed for the other regions covered in this study (Squamish, Pemberton) when comparing the total number of rides reported on Trailforks for each region.
- The total number of rides was then split out based on rider origin.

	Origin (%)	Rides (#)
District of North Vancouver	22%	96,388
City of North Vancouver	20%	88,487
City of West Vancouver	5%	23,702
Vancouver	26%	110,609
Burnaby/New Westminster/Port Moody	6%	25,282
Coquitlam / Port Coquitlam / Pitt Meadows / Maple Ridge	4%	15,801
Surrey / Langley / White Rock	3%	11,061
Sea to Sky	4%	15,801
Other BC	2%	9,481
Other Canada	4%	17,381
US	4%	15,801
International	1%	3,160
<b>Total</b>	<b>100%</b>	<b>432,955</b>

# Rider Volume Calculations

- Based on the calculated rider volume, the table below shows the estimated number of rides in each of North Shore riding area.

Region	Trailforks 2016 Ridelogs	Share of Ridelogs	Number of Rides
Cypress	633	6.8%	29,491
Seymour	3644	39.2%	169,771
LSCR	896	9.6%	41,744
Fromme	4120	44.3%	191,948
<b>Total</b>	<b>9293</b>	<b>100.0%</b>	<b>432,954</b>

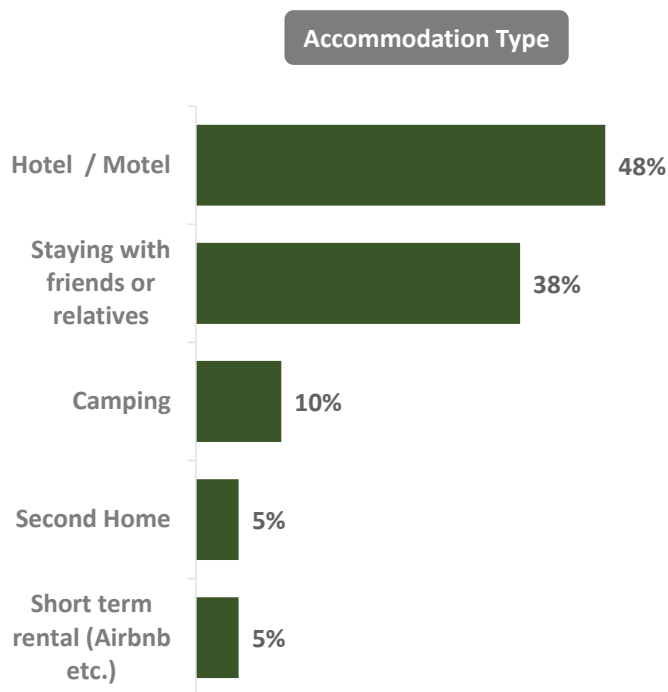
- The number of unique riders was calculated by dividing the total number of rides by the number of North Shore rides as reported to the surveyors. In total, there were an estimated 21,941 individuals who rode North Shore trails.
- For the purposes of calculating total spending on the North Shore, the number of rides is used for Metro Vancouver and sameday visitors, while the number of riders is used for overnight visitors.

	Rides	Rides p.p.	Riders
North Shore	208,577	41	5,093
Metro Vancouver	162,753	34	4,856
Non-GVRD Visitors	61,624	5.1	11,992
<b>Total</b>	<b>432,954</b>	<b>19.7</b>	<b>21,941</b>
<i>Non-GVRD Sameday Visitors</i>	<i>22,889</i>	<i>5.5</i>	<i>4,133</i>
<i>Non-GVRD Overnight Visitors</i>	<i>38,735</i>	<i>5.0</i>	<i>7,859</i>

Over the last 12 months, did you ride in any of the following areas? (select all that apply)

# Rider Origin and Accommodation Type

- Overnight visitors from outside of Metro Vancouver were asked about the kind of accommodation that they used while riding on the North Shore
- The survey found that almost half of riders stayed in commercial accommodation (48%) followed by staying with friends and relatives and camping.



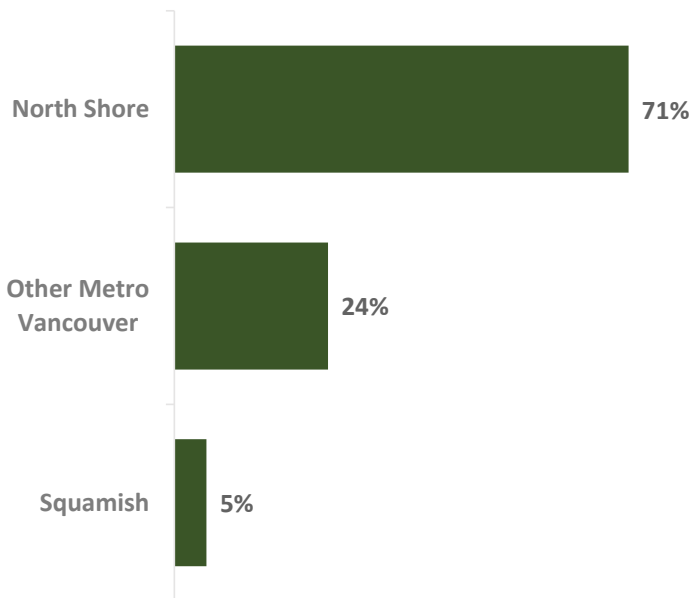
What kind of accommodation are you using on this trip?

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# Overnight Community and Length of Stay

- Overnight visitors were asked where they were staying. The majority (71%) stayed on the North Shore.
- While sample sizes are small, results suggest visitors who stay exclusively on the North Shore spend an average of 6.9 nights.
- Riders who spent part of their trip on the North Shore spent 5.1 nights in the region and an additional 5 nights elsewhere in BC.

Overnight Community



Length of Stay

Length of Stay while riding on the North Shore (n=19)		Share (%)
All nights in overnight community		63%
Nights		6.9
Trip includes nights in other parts of BC		37%
Nights on North Shore		5.1
Nights in other parts of BC		5.0
Nights outside of BC		2.0

Where are you staying overnight?

How many nights are you away from home on this trip?

# Visitor Spending – per person

- Non-resident riders were asked how much they spent on North Shore on this visit (North Shore residents were not asked about expenditures as their spending does not represent new money in the community, but Metro Vancouver residents are included). The average spend was \$70, with restaurants (\$20) and bike shops (\$15) accounting for the majority of spending.
- Overnight visitors reported the highest average expenditures (\$861), but results should be interpreted with caution as sample sizes are very small.

	Metro Vancouver <i>(spend per ride)</i>	Other Sameday Visitor* <i>(spend per ride)</i>	Overnight Visitor* <i>(spend per trip)</i>	Average
Accommodation	\$0.00	\$0.00	\$264.79	\$10.75
Restaurants	\$10.95	\$24.39	\$185.85	\$19.64
Other Food & Bev	\$1.29	\$3.11	\$92.33	\$5.20
Recreation & Entertainment	\$1.01	\$0.00	\$53.58	\$3.02
Bike Shops (Parts / Repairs / Bikes)	\$13.86	\$2.73	\$76.98	\$15.11
Other Shopping	\$1.32	\$7.72	\$33.99	\$3.41
Local Transportation	\$4.77	\$20.54	\$153.38	\$12.67
<b>Total excluding Transport</b>	<b>\$33.20</b>	<b>\$58.49</b>	<b>\$860.89</b>	<b>\$69.81</b>

Please include the best estimate of spending for all members of your party for the entire trip to the North Shore.

\* Small sample size

## Visitor Spending – aggregate

- The number of visits was calculated for each spending category, which was then multiplied by the spending per visit.
- In total, non-North Shore riders spent over \$13.5 million on the North Shore. While comprising a small proportion of trail users, overnight visitors account for approximately half of visitor spending.

	Metro Vancouver	Other Sameday Visitor	Overnight Visitor	Total
<i>Visits</i>	162,753	22,889	7,859	193,501
Accommodation	\$0	\$0	\$2,080,967	\$2,080,967
Restaurants	\$1,782,365	\$558,196	\$1,460,615	\$3,801,176
Other Food & Bev	\$209,380	\$71,199	\$725,601	\$1,006,179
Recreation & Entertainment	\$163,633	\$0	\$421,050	\$584,683
Bike Shops (Parts / Repairs / Bikes)	\$2,255,669	\$62,444	\$604,973	\$2,923,086
Other Shopping	\$215,538	\$176,678	\$267,149	\$659,365
Local Transportation	\$776,816	\$470,227	\$1,205,395	\$2,452,438
<b>Total excluding Transport</b>	<b>\$5,403,400</b>	<b>\$1,338,743</b>	<b>\$6,765,751</b>	<b>\$13,507,893</b>

## Visitor Spending – scaled by importance

- The final step was to calculate the importance of the North Shore trail system in the riders decision to travel to the North Shore using a scale of 1 (not at all important) to 10 (very important).
- The importance factor was then used to calculate the total spending on the North Shore that was directly attributable to the trails, which reached \$12.1 million in 2016.

	Metro Vancouver	Other Sameday Visitor	Overnight Visitor	Total
<i>Importance (1-10)</i>	9.85	9.58	8.11	8.95
Accommodation	\$0	\$0	\$1,687,896	\$1,687,896
Restaurants	\$1,755,360	\$534,938	\$1,184,721	\$3,475,019
Other Food & Bev	\$206,207	\$68,232	\$588,543	\$862,982
Recreation & Entertainment	\$161,153	\$0	\$341,518	\$502,672
Bike Shops (Parts / Repairs / Bikes)	\$2,221,492	\$59,842	\$490,701	\$2,772,034
Other Shopping	\$212,272	\$169,316	\$216,688	\$598,276
Local Transportation	\$765,046	\$450,634	\$977,710	\$2,193,389
<b>Total excluding Transport</b>	<b>\$5,321,530</b>	<b>\$1,282,962</b>	<b>\$5,487,776</b>	<b>\$12,092,267</b>

# Operational Spending

- The North Shore Mountain Bike Association (NSMBA) conducts most of the mountain biking trail maintenance on the North Shore, with an annual budget of approximately \$335,000. In addition, the District of North Vancouver spends an average of \$400,000 per year on trail related capital infrastructure projects.



TRAILS FOR ALL  
TRAILS FOREVER



# Economic Impact Results

The spending of non-resident visitors to the North Shore who rode on the mountain bike trail system in 2016, along with the spending of the NSMBA totaled \$12.8 million, supporting \$19.5 million in economic activity in British Columbia including \$16.6 million of economic activity throughout the North Shore. These expenditures supported \$5.7 million in wages and salaries in the province through the support of 102 jobs, of which 80 jobs and \$4.3 million in wages and salaries were supported on the North Shore.<sup>1</sup> The total net economic activity (GDP) generated by visitors to the North Shore trail system in 2016 was \$10.7 million for Canada as a whole; \$8.9 million for British Columbia and \$6.4 million on the North Shore.

Mountain biking on the North Shore trail system also supported tax revenues totaling \$3.7 million when considering Canada as a whole including federal government tax revenues of \$1.7 million and \$1.5 million in taxes accruing to the Province of British Columbia. Moreover, \$241,000 in municipal taxes were supported in the province, of which \$204,000 was on the North Shore.



	North Shore	British Columbia	Canada
Initial Expenditure	\$12,797,518	\$12,797,518	\$12,797,518
GDP	\$6,359,247	\$8,892,145	\$10,727,435
Wages & Salaries	\$4,284,749	\$5,740,216	\$6,732,825
Employment	79.8	101.9	126.1
Industry Output	\$16,621,926	\$19,489,512	\$23,449,730
Total Taxes	\$2,727,191	\$3,281,842	\$3,657,539
Federal	\$1,304,791	\$1,545,538	\$1,729,252
Provincial	\$1,218,119	\$1,495,434	\$1,606,413
Municipal	\$204,280	\$240,870	\$321,874

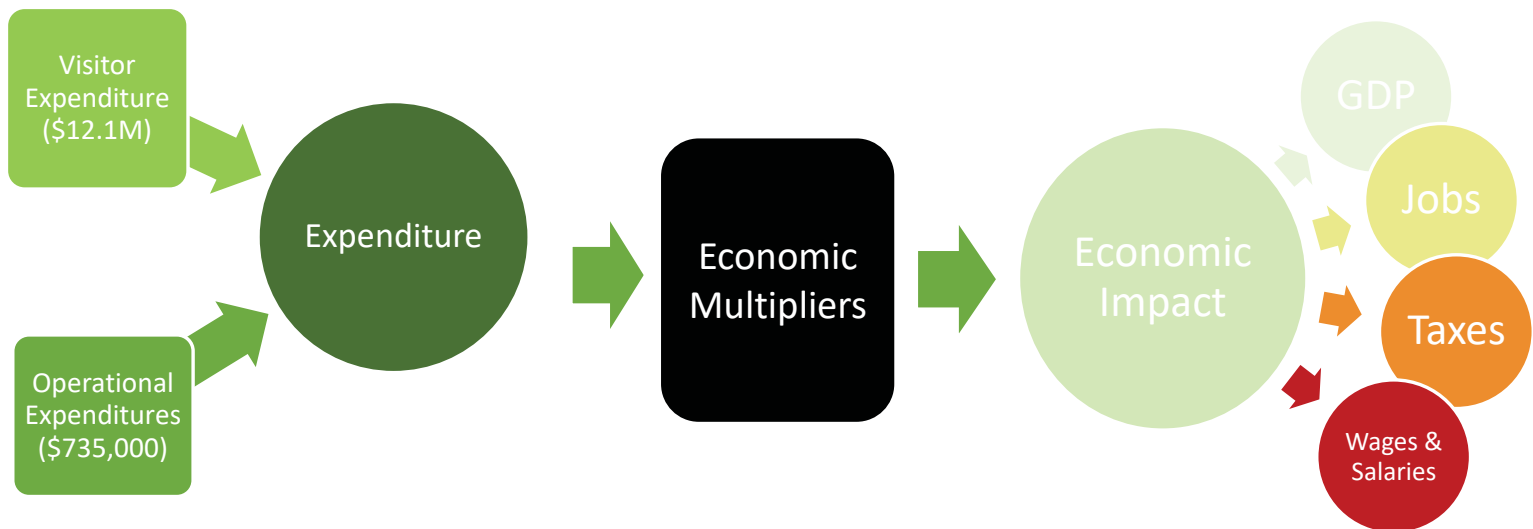
<sup>1</sup> Jobs reported in this study refer to the number of jobs, vs. full time equivalent (i.e.: two people working half time in a job that typically features half time employment would represent two jobs or one FTE). Additionally, the direct employment effects are generally extra shifts or overtime for existing workers rather than new employment.

## Economic Impact Results - Detailed

	North Shore	British Columbia	Canada
Initial Expenditure	\$12,797,518	\$12,797,518	\$12,797,518
<b>Gross Domestic Product</b>			
Direct Impact	\$3,745,741	\$4,542,755	\$4,542,755
Indirect Impact	\$1,391,991	\$2,243,742	\$3,273,868
Induced Impact	\$1,221,515	\$2,105,649	\$2,910,813
<b>Total Impact</b>	<b>\$6,359,247</b>	<b>\$8,892,145</b>	<b>\$10,727,435</b>
<b>Industry Output</b>			
Direct & Indirect	\$14,758,363	\$16,277,100	\$18,677,208
Induced Impact	\$1,863,563	\$3,212,412	\$4,772,522
<b>Total Impact</b>	<b>\$16,621,926</b>	<b>\$19,489,512</b>	<b>\$23,449,730</b>
<b>Wages &amp; Salaries</b>			
Direct Impact	\$2,925,927	\$3,414,578	\$3,414,578
Indirect Impact	\$896,105	\$1,438,541	\$2,013,326
Induced Impact	\$462,717	\$887,098	\$1,304,921
<b>Total Impact</b>	<b>\$4,284,749</b>	<b>\$5,740,216</b>	<b>\$6,732,825</b>
<b>Employment (Full-year jobs)</b>			
Direct Impact	59.0	67.2	73.6
Indirect Impact	12.9	21.6	32.1
Induced Impact	7.9	13.2	20.4
<b>Total Impact</b>	<b>79.8</b>	<b>101.9</b>	<b>126.1</b>
<b>Taxes (Total)</b>			
Federal	\$1,304,791	\$1,545,538	\$1,729,252
Provincial	\$1,218,119	\$1,495,434	\$1,606,413
Municipal	\$204,280	\$240,870	\$321,874
<b>Total</b>	<b>\$2,643,147</b>	<b>\$3,178,308</b>	<b>\$3,535,575</b>

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## How Economic Impact Modelling Works



# Expenditures

- Represents the combined spending of:
  - Visitors (Tourism)
  - Operations
  - Capital Construction
- Is the amount of money being spent in the community **BEFORE** the application of any economic multipliers



Gross  
Domestic  
Product

# Gross Domestic Product (GDP)

- Represents the total value of production of goods and services in the economy resulting from the initial expenditure under analysis
- This is a **NET** measure and represents the value of goods and services produced less the cost of inputs used. It also accounts for the value of any imports to the region under consideration
- The concept is well understood by most government stakeholders and economists

# Economic Activity

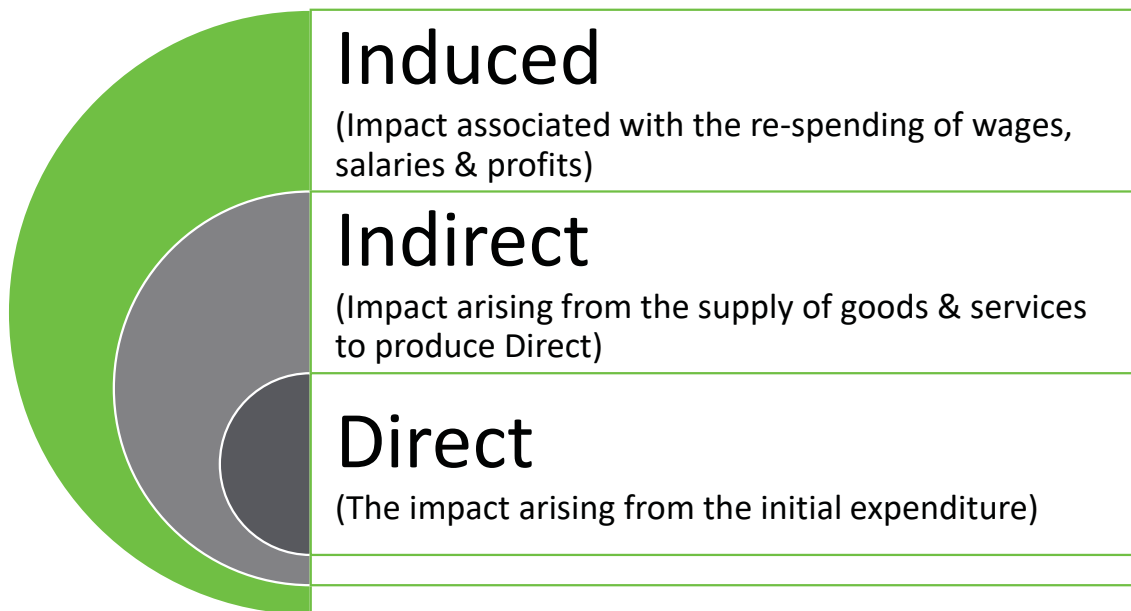


Economic  
Activity

This figure represent the direct, indirect and induced impacts on industry output generated by the initial tourism expenditure. It should be noted that the industry output measure represents the **sum** total of all economic activity that has taken place and consequently involve double counting on the part of the intermediate production phase.

Since the Gross Domestic Product (GDP) figure includes only the **net** total of all economic activity (i.e. considers only the value added), the industry output measure will always exceed or at least equal the value of GDP.

# Economics Background



## Appendix 1: Economic Impact Methodology STEAM<sup>2.0</sup>

### *Background*

Briefly, the purpose of STEAM 2.0 is to calculate both the provincial and regional economic impacts of sport and event-based tourism. The economic impacts are calculated on the basis of capital and operating expenditures on goods, services and employee salaries, and on the basis of tourist spending within a designated tourism sector. The elements used to measure the economic impacts are Gross Domestic Product (GDP), Employment, Taxes, Industry Output and Imports. STEAM measures the direct, indirect & induced effects for each of these elements.

In order to produce economic contribution assessments that are robust and reliable, we developed specific economic contribution models at the national, provincial and metropolitan levels that make use of the most current and most detailed input-output tables and multipliers available from Statistics Canada. The approach also leverages the credibility and robustness of sector specific tax data available from Statistics Canada's Government Revenues Attributable to Tourism (GRAT) report.

### *Technical Description of the Impact Methodology Used by STEAM<sup>2.0</sup>*

While the economic contribution analysis will be conducted primarily at the provincial level, developing highly disaggregated provincial economic models required first the construction of a highly disaggregated national economic contribution model. The reason for this was that detailed input-output tables from Statistics Canada are only publicly available at the national level.

For STEAM 2.0 and STEAM PRO 2.0, we pioneered a solution that leveraged the detail available on an industry basis from the national model using aggregate multipliers that are available for each province and territory.

While the set of multipliers that Statistics Canada produces do not provide insights into the economic contributions attributed to specific industries operating within the economy, they do represent a known aggregate level which the overall economy can be expected to benefit by. The key to our approach is the linkage between the industry level detail (provided by the model developed from the input-output tables) with the benchmarks provided by the various multipliers.



## Appendix 1: Economic Impact Methodology STEAM<sup>2.0</sup>

STEAM 2.0 and many other impact studies are based on input-output techniques. Input-output models involve the use of coefficients that are based on economic or business linkages. These linkages trace how tourist expenditures or business operations filter through the economy. In turn, the coefficients applied are then used to quantify how tourism-related activity in a particular region generates employment, taxes, income, etc. The input-output approach indicates not only the direct and indirect impact of tourism, but can also indicate the induced effect resulting from the re-spending of wages and salaries generated.

All impacts generated by the model are given at the direct impact stage (i.e. the "front line" businesses impacted by tourism expenditures), indirect impact stage (i.e. those industries which supply commodities and/or services to the "front line" businesses) and the induced impact stage (induced consumption attributable to the wages and salaries generated from both the direct and indirect impact).

The direct and indirect impact phase results are benchmarked with the corresponding direct and indirect multipliers from Statistics Canada at the national level, on an industry by industry basis.

We developed induced round effects that replicate the re-spending behavior of consumers (who benefited through wages either directly or indirectly by sport events) along income ranges. The re-spending profiles used account for different average wages that exist in specific industry sectors. Ultimately, the re-spending profiles permit the determination of distinct levels and composition of induced consumption depending upon the extent to which those industries are directly and indirectly affected by economic activity arising from hosting sports events and festivals.

After the level and composition of induced consumption is determined, the process involved treating the induced consumption spending in a separate analysis—much the same as the original sport event related expenditures were. Hence, these expenditures were simulated through the direct and indirect impact phase and treated as if they were initial expenditures.

Once again, the magnitude of the results of the induced impact phase was benchmarked against the corresponding multipliers supplied by Statistics Canada. Again, this is done to ensure that, in aggregate, the estimates align with those from Statistics Canada but at the same time the analysis also provides an industry by industry breakdown.

Taxes and employment are two key impact measures that require data sources beyond those available in the input-output model.

## Appendix 1: Economic Impact Methodology STEAM<sup>2.0</sup>

### Taxes

Despite the fact that many of the sales tax ratios are available from the margins tables produced by Statistics Canada, additional work was required to adjust these rates based on possible changes in tax rates between 2010 (the year of the input-output tables) and 2012 (the year of the analysis). To extend the analysis to include the full range of taxes and fees impacted by sport events, we relied on statistics reported in Statistics Canada's Government Revenues Attributable to Tourism (GRAT) report. This report is particularly useful because it follows the concepts and definitions as identified in the Canadian Tourism Satellite Account (CTSA). As well, the scope of taxes covered by the GRAT is more comprehensive than what would be possible using only the input-output tables. In particular, the GRAT includes taxes on incomes (i.e., on employment earnings, corporate profits, net income of unincorporated business and government business enterprises), contributions to social insurance plans (i.e., premiums for Canada/Quebec Pension Plan, Employment Insurance and workers compensation), taxes on production and products (such as sales and property taxes), and from sales of government goods and services.

Aside from reporting on the tax collections directly attributable to tourism, the GRAT study also identifies the composition and level of taxes attributed to various industry segments of the economy. At the present time, the most recent GRAT report relates to the 2011 calendar year. The established rates calculated from GRAT were adjusted, where applicable, to reflect rate changes that occurred between 2011 and subsequent years.

To incorporate the findings from the GRAT study into our analysis, we estimated ratios that were based on the most current industry sector tax data along with the most current GDP estimates on an industry basis. The resulting tax coefficients were then used to determine tax calculations that would be based on GDP estimates stemming from the model on an industry by industry basis.

The categories of taxes that were benchmarked against the GRAT statistics include corporate taxes, contributions to social insurance plans and other taxes on production. Other taxes on production comprise property taxes, payroll taxes, capital taxes, permits and many other miscellaneous taxes covering federal, provincial and municipal levels of government. The contributions to social insurance plans include employment insurance, worker's compensation and the Canada and Quebec pension plans.

We also went outside of the figures reported in the GRAT report to assemble income tax coefficients. This was done to capture the detail that was already available from the input-output analysis and to better align with the granular demand associated with sporting event expenditures. The source used to assemble specific income tax rates, by income range, was the Canadian Tax Foundation's most recent Finances of the Nation report. This report provide insights on taxes on incomes (i.e., on employment earnings, corporate profits, net income of unincorporated business and government business enterprises) and contributions to social insurance plans (i.e., premiums for Canada/Quebec Pension Plan, Employment Insurance and workers compensation).

## Appendix 1: Economic Impact Methodology STEAM<sup>2.0</sup>

### *Employment*

Employment is a measure that is available, in aggregate form, from the multiplier tables produced by Statistics Canada. However, the employment multipliers relate to the year of the tables (2010) and not the year of the current analysis. To adjust for this difference, indices of average wage growth by industry were incorporated to reflect the period between 2010 and the year under analysis. Annual data from Statistics Canada's Labour Force survey were used on an industry basis to capture the change in average earnings.

Once again, in order to preserve the industry by industry detail available from the model, appropriate average wages were applied against industry labour income estimates to align with the employment multipliers from Statistics Canada. The one distinction being that the employment multipliers reflect the economy operating in 2010. Hence, adjustments on average wages were made to estimate what the employment multipliers would resemble had they been produced for subsequent years.

### *Regional (Sub-Provincial) Impact Methodology*

The method used to simulate intraprovincial commodity flows and ultimately regional impacts follows directly from regional economic principles. The principle is referred to as the "gravity model". Basically the "gravity model" states that the required commodity (& service) inputs will be "recruited" in a manner that takes into consideration economies of scale (i.e. production costs), transportation costs and the availability of specific industries. Economies of scale (i.e. lower production costs) are positively correlated with input demand while greater transportation costs are negatively correlated with input demand. Fulfilling that demand from other provincial regions is contingent on the fact that the specific industry does actually exist. An advantage of using the "gravity model" to simulate intraprovincial commodity flows is that as the industrial composition of the labour force changes, or as new industries appear for the first time in specific regions, the share of production between the various sub-provincial regions also changes.

By following this principle of the gravity model, all sub-provincial regions of a province are assigned a coefficient for their relative economies of scale in each industry (using the latest industry labour force measures) as well as a coefficient to represent the transportation cost involved to get each industry's output to the designated market. One variation on the "gravity model" principle involves the estimation of "relative trade distances" by incorporating different "weights" for different modes of transport. Once these coefficients are generated for all regions and over all industries, a measure of sensitivity (mostly relative to price, but in the case of service industries also to a "local preference criteria") is then applied to all commodities. Another variation on the strict "gravity model" approach is that the measure of sensitivity is adjusted by varying the distance exponent (which in the basic "gravity model" is 2) based on the commodity or service required. The variation in distance exponents revolve, principally, around two research hypotheses: (1) the greater the proportion of total shipments from the largest producer (or shipper), the lower the exponent, and (2) the greater the proportion of total flow which is local (intraregional), the higher the exponent.

## Appendix 2: Glossary of Terms Used by STEAM<sup>2.0</sup>

**Initial Expenditure** - This figure indicates the amount of initial expenditures or revenue used in the analysis. This heading indicates not only the total magnitude of the spending but also the region in which it was spent (thus establishing the "impact" region).

**Direct Impact** - Relates ONLY to the impact on "front-line" businesses. These are businesses that initially receive the operating revenue or tourist expenditures for the project under analysis. From a business perspective, this impact is limited only to that particular business or group of businesses involved. From a tourist spending perspective, this can include all businesses such as hotels, restaurants, retail stores, transportation carriers, attraction facilities and so forth.

**Indirect Impact** - Refers to the impacts resulting from all intermediate rounds of production in the supply of goods and services to industry sectors identified in the direct impact phase. An example of this would be the supply and production of bed sheets to a hotel.

**Induced Impact** - These impacts are generated as a result of spending by employees (in the form of consumer spending) and businesses (in the form of investment) that benefited either directly or indirectly from the initial expenditures under analysis. An example of induced consumer spending would be the impacts generated by hotel employees on typical consumer items such as groceries, shoes, cameras, etc. An example of induced business investment would be the impacts generated by the spending of retained earnings, attributable to the expenditures under analysis, on machinery and equipment.

**Gross Domestic Product (GDP)** - This figure represents the total value of production of goods and services in the economy resulting from the initial expenditure under analysis (valued at market prices).

- **NOTE:** The multiplier of Total/Initial, represents the total (direct, indirect and induced) impact on GDP for every dollar of direct GDP. This is a measure of the level of spin-off activity generated as a result of a particular project. For instance if this multiplier is 1.5 then this implies that for every dollar of GDP directly generated by "front-line" tourism businesses an additional \$0.50 of GDP is generated in spin-off activity (e.g. suppliers).
- The multiplier of total/\$ Expenditure, represent the total (direct, indirect and induced) impact on GDP for every dollar of expenditure (or revenue from a business perspective). This is a measure of how effective project related expenditures translate into GDP for the province (or region). Depending upon the level of expenditures, this multiplier ultimately determines the overall level of net economic activity associated with the project. To take an example, if this multiplier is 1.0, this means that for every dollar of expenditure, one dollar of total GDP is generated. The magnitude of this multiplier is influenced by the level of withdrawals, or imports, necessary to sustain both production and final demand requirements. The less capable a region or province is at fulfilling all necessary production and final demand requirements, all things being equal, the lower the eventual economic impact will be.

## Appendix 2: Glossary of Terms Used by STEAM<sup>2.0</sup>

**GDP (at factor cost)** - This figure represents the total value of production of goods and services produced by industries resulting from the factors of production. The distinction to GDP (at market prices) is that GDP (at factor cost) is less by the amount of indirect taxes plus subsidies.

**Wages & Salaries** - This figure represents the amount of wages and salaries generated by the initial expenditure. This information is broken down by the direct, indirect and induced impacts.

**Employment** - Depending upon the selection of employment units (person-years or equivalent full-year jobs) these figures represent the employment generated by the initial expenditure. These figures distinguish between the direct, indirect and induced impact. "Equivalent Full-Year Jobs", if selected, include both part-time and full-time work in ratios consistent with the specific industries.

- **NOTE:** The multiplier (B) is analogous to Multiplier (B) described earlier with the exception being that employment values are represented per \$1,000,000 of spending rather than per dollar of spending. This is done to alleviate the problem of comparing very small numbers that would be generated using the traditional notion of a multiplier (i.e. employment per dollar of initial expenditure).

**Industry Output** - These figures represent the direct & indirect and total impact (including induced impacts) on industry output generated by the initial tourism expenditure. It should be noted that the industry output measure represents the **sum** total of all economic activity that has taken place and consequently involve double counting on the part of the intermediate production phase. Since the Gross Domestic Product (GDP) figure includes only the **net** total of all economic activity (i.e. considers only the value added), the industry output measure will always exceed or at least equal the value of GDP.

**Taxes** - These figures represent the amount of taxes contributed to municipal, provincial and federal levels of government relating to the project under analysis. This information is broken down by the direct, indirect and induced impacts.

**Imports** - These figures indicate the direct, indirect and induced final demand and intermediate production requirements for imports both outside the province and internationally.

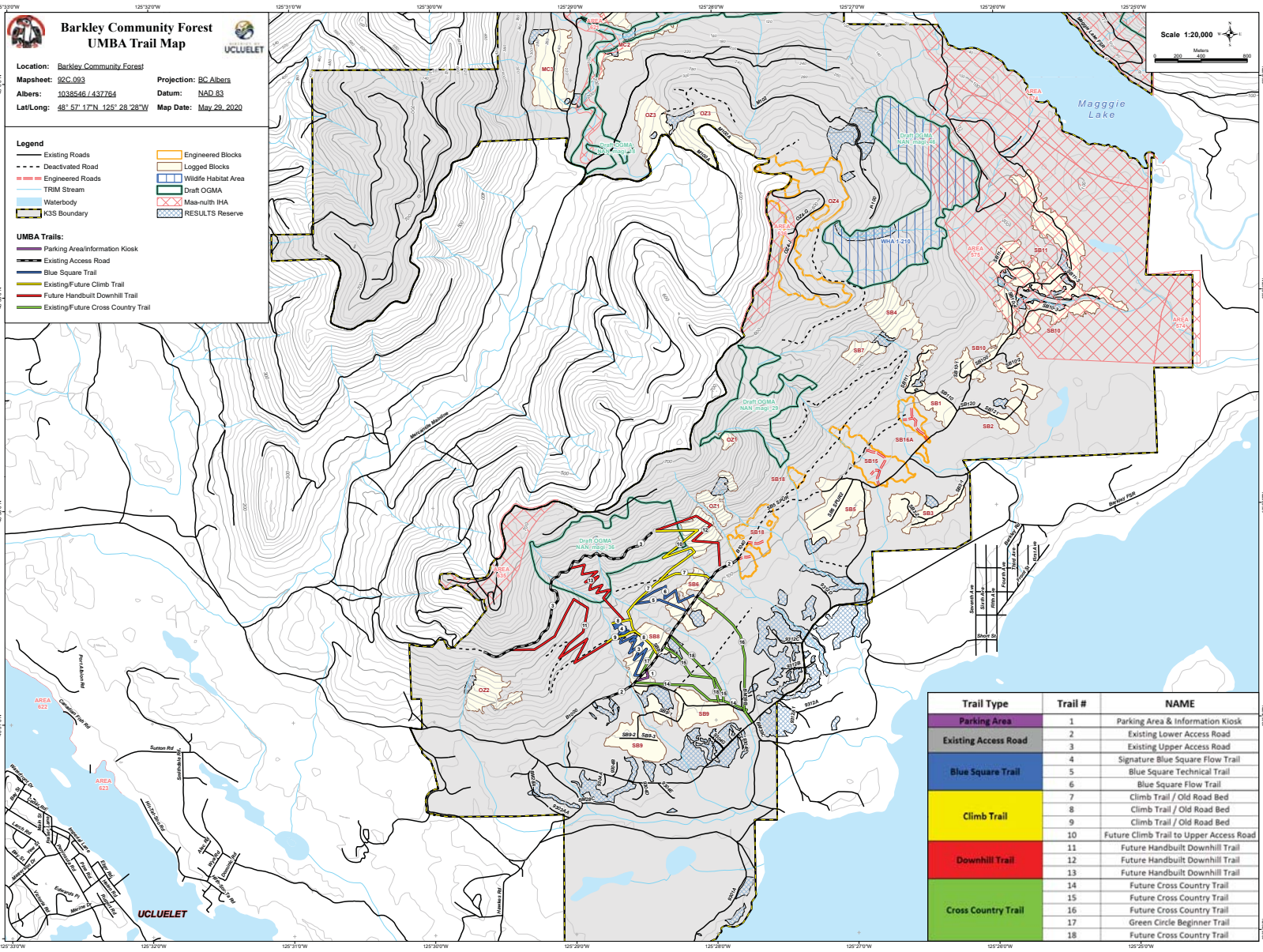
## APPENDIX D: Barkley Community Forest Trail Map



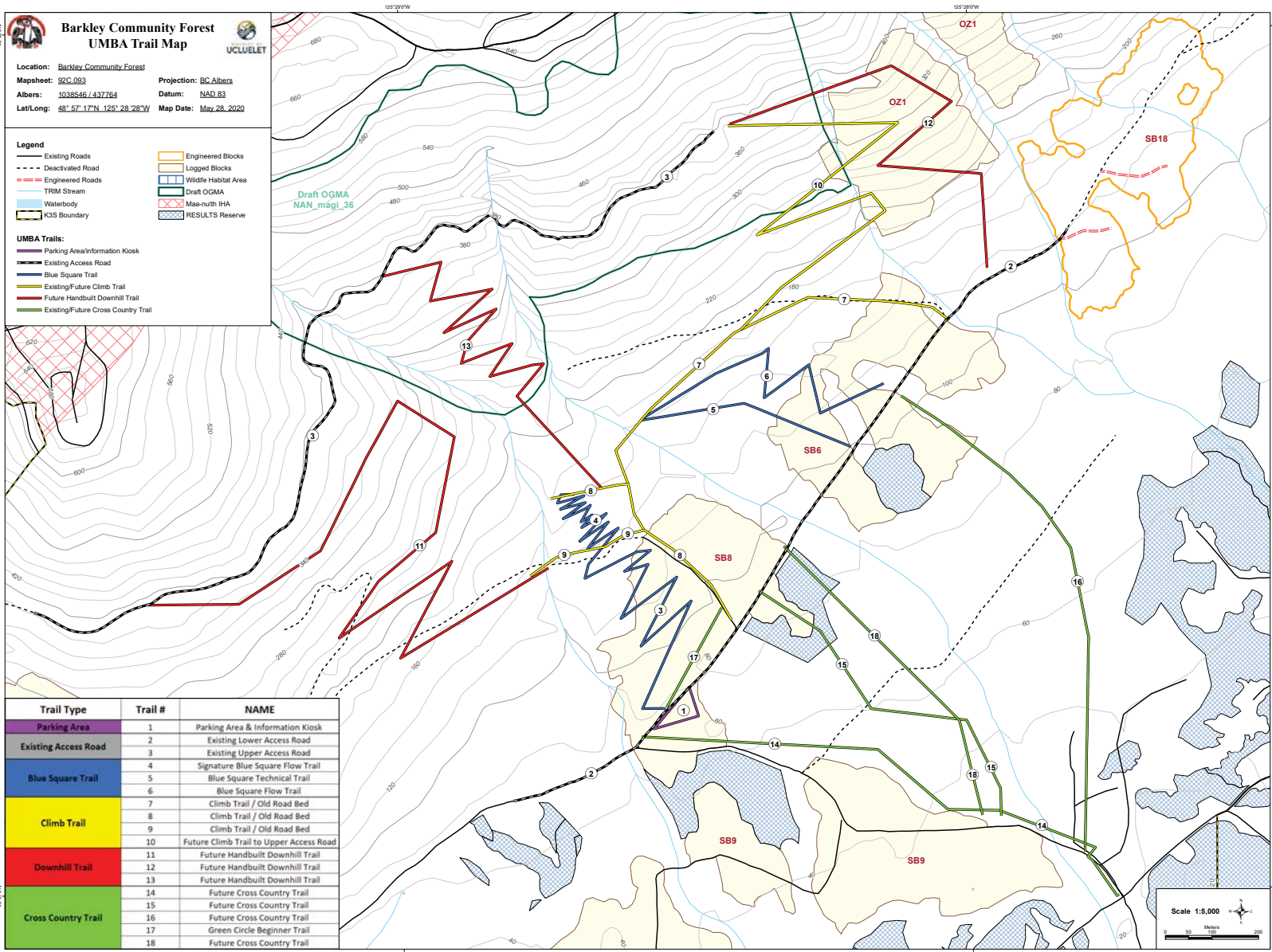
### **Barkley Community Forest Mountain Bike Trail Network Proposal**

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

Markus Rannala, James Inkster, Nick Holatko, Ucluelet Mountain Bike Asso...



**UMBA TRAIL MAP**



**UMBA TRAIL MAP**



## APPENDIX E: IMBA Trail Maintenance Cost Estimate



**Barkley Community Forest Mountain Bike Trail Network Proposal**

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

Markus Rannala, James Inkster, Nick Holatko, Ucluelet Mountain Bike Asso...

**RE: Average trail construction and maintenance cost**

May 29, 2020

Trail construction and maintenance planning relies greatly on estimates. Costs vary greatly from region to region and based on an organizations skill and capacity. With this in mind, we typically build contingencies into our estimates. We also categorize trails by type and difficulty for how much they can cost to build and maintain. Individual features, such as extensive wooden TTF's, benches, signage, etc. also factor into maintenance costs.

The following table represents a range of typical values for a number of different trail types. These estimates take into a consideration of a wide variety of terrain types, mobilization costs, and maintenance staff and volunteers. These also consider training, materials, inspection, assessment, and equipment costs for staff or volunteers. These are for natural surface trails *only* as costs greatly increase with imported materials.

Note that volunteer time is estimated at \$27/hour, based on a [Conference Board of Canada](#) report from 2018

<b>Trail Type</b>	<b>Construction cost / km</b>	<b>Maintenance cost / km</b>	<b>Maint. Hours / km</b>
Blue/Green flow trail	\$45k - \$85k	\$4.5k - \$8.5k	100 - 200
Black Technical trail	\$10k - \$35k	\$1.0k - \$3.5k	25 - 100
Black Jump Trail	\$50k - \$100k	\$5.0k - \$10.0k	100 - 500
Blue/Green climb trail	\$20k - \$40k	\$2.0k - \$4.0k	50 - 100
Blue/Green Technical trail	\$15k - \$40k	\$1.5k - \$4.0k	25 - 100

Sincerely,

A handwritten signature in black ink that reads "AJ Strawson".

AJ Strawson, Executive Director, IMBA Canada



## APPENDIX F: New Trail or Existing Trail Works Application



### **Barkley Community Forest Mountain Bike Trail Network Proposal**

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

Markus Rannala, James Inkster, Nick Holatko, Ucluelet Mountain Bike Asso...

This document sets out the PROCESS to get trail work approval. It is very important that no "significant trail work" takes place until express permission has been given in writing by UMBA after approval from the landowners.

## What is "significant trail work"?

Any building or construction of new trail.

For existing trail, re-routes, tree root or embedded rock removal, building jumps or structures, major drainage work, or any other trail alteration.

If you are using a chainsaw or axe, you are probably doing "significant trail work".

If you are moving a lot of dirt, you are probably doing "significant trail work".

Clearing deadfall on a non-existing trail *is* "significant trail work"

Clearing deadfall or other debris/obstacles, brushing or addressing minor drainage issues on existing trails is *not* "significant trail work".

## WHY?

- The trail network exists on privately owned land.
- Unauthorized trail work on that private land could jeopardize the Public Land Access agreement UMBA has attained with the Landowners.
- In the cases of illegal building and or injury. The builder could be held liable. It is possible the builder/s would be asked to pay for the restoration of the line.
- UMBA's stewardship of the trails and standing relationship with the landowners is crucial to the well-being and continuation of the land access agreement.
- Failure to follow these guidelines potentially jeopardizes access to the trail network for everyone.
- If you are aware of any unauthorized trail work, please inform UMBA.
- UMBA takes unauthorized trail work seriously. UMBA is obliged to decommission any unauthorized trail building and report circumstances to the landowners. The landowners may consider issuing fines or take legal action against the offenders.
- The access agreement is what allows us to have keys to the gate for building and maintenance.
- The trail network is becoming denser and there is a need to be strategic about new trail construction.
- Times are changing and more and new builders of varying levels of experience are moving to town and want to build trail (i.e. we need you to work with us, but, it's as much or more about the less experienced builders and those not in the know)

## STEP 1 - MAKE A TRAIL PLAN

Make a Trail plan.

We want to help you get your proposal approved!

Submit your trail plan it will be reviewed in due process.

## WHATS IN THE TRAIL PLAN?

In order to assess your proposed trail work, UMBA will want to know:

1. The location and route walked and planned thoroughly



**Barkley Community Forest Mountain Bike Trail Network Proposal**

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

2. Submit a GPS mapped line with control points (water, scenic, large trees, slope aspect, boulders ledges, existing rail, road, water crossings)
3. The proposed line should be flagged in and measured
4. Builder access routes identified
5. A trail designation or difficulty rating should be identified. (Be aware of higher linking in trails that may be of a different designation)
6. The style and character of trail.
  - E.g. do you plan to build jumps or structures?
    - Downhill dedicated or cross-country?
    - What equipment be required?
    - Any trail crossings, road crossings, trail mergers? – n.b. Discouraged.
7. What is the timeline of the project?
8. What resources will be required?

In making this plan, please DO NOT start any trail work. This should be a passive process where there are no modifications to any existing trail or proposed trail, to ground, forest and/or vegetation.

- If you've done something unauthorized, don't be scared to tell us.
- Reporting unauthorized work, and ceasing that work, will increase your chances of getting your proposal approved.

## STEP 2 - SUBMIT YOUR TRAIL PLAN to UMBA

Submit your plan to the UMBA ED by emailing [info@uclueletmountainbikeassociation](mailto:info@uclueletmountainbikeassociation)

We will consider/determine:

Does the proposed trail work fit within UMBA's overall trail network strategy?

Trail connectivity - will the proposed trail connect well to the existing trail network?

Trail network flow - will the proposed trail cause orientation confusion or does the trail proposal create a new loop enhancement?

Safety - does the proposal raise any safety concerns?

Are there any measures to alleviate the safety concerns?

Will machinery be required?

Which Landowner? Land boundaries will be determined - where the proposed trail work will take place.

*N.B. Having your proposed line placed on trailforks is not approval and doesn't cut it.*

If altering an existing trail, does the original trail builder agree with the proposed work?

The UMBA ED will walk the proposed line after submission to better understand the trail plan.

- The UMBA ED will either:
  - review the plan as submitted;
  - review the plan with amendments;
  - or, deny the proposed trail work (with explanation)

All PRIOR to being submitted to the Landowners for overall approval.

The UMBA ED will advise if the proposal will be submitted to landowners. If submitted, the UMBA ED will seek permission from the landowner(s) and provide information as to the proposed route, style of trail,



**Barkley Community Forest Mountain Bike Trail Network Proposal**

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

whether any special equipment will be used in construction of the trail, safety measures, how long the project is expected to take and any other information requested by the landowner.

STEP 3 - It is important that no trail work takes place during this time as the application and continued trail access may be jeopardized.

#### STEP 4 - FINAL APPROVAL / DENIAL

- If the landowner approves the work, UMBA will advise you in writing that you may proceed with your trail proposal (including any modifications required to your plan). The final approval will come only from the UMBA ED; no one else can give you final approval!

You will also be advised if your proposal has been denied and the reasons why



## APPENDIX G: Forest Fires



### **Barkley Community Forest Mountain Bike Trail Network Proposal**

Ucluelet Mountain Bike Association <http://www.uclueletmountainbikeassociation.org>

Markus Rannala, James Inkster, Nick Holatko, Ucluelet Mountain Bike Asso...

If a fire is discovered, IMMEDIATELY report any fire to the BC Wildfire Service at 1-800-663-5555 or by cell phone at \*5555.

#### **When a Fire Occurs:**

Stop operations and notify rest of the crew. Always ensure all people involved are safe and out of harms way. Report the fire and location immediately – follow instructions from Wildfire Service officials.

When reporting a fire, it is important to note these key elements if possible:

- Exact location and size of fire
- Colour density and volume of smoke
- Wind speed and direction
- Type of trees, ground vegetation, and how they are spaced
- Terrain in the area (slope, aspect)
- Any communities, buildings, powerlines at risk
- Access to the area

#### **Work modification or stoppage due to Wildfire Danger Ratings**

As per the BC Wildfire Regulations, there may be times when work plans may need to be modified or stopped due to Wildfire Danger ratings. Trail builder volunteers or Trail crew employees may not perform work tasks that are considered “high risk activities”, including mechanical brushing and using fire or spark producing tools.

High risk activities are restricted according to the following schedule and work plans need to be modified to obey the corresponding restrictions:





### Restrictions on High Risk Activities

<b>Column 1 Fire Danger Class (DGR)</b>	<b>Column 2 Restriction</b>	<b>Column 3 Duration</b>
III (moderate)	After 3 consecutive days of DGR III or greater, maintain a fire watcher after work for a minimum of one hour	Until after the fire danger class falls below DGR III
IV (high)	Maintain a fire watcher after work for a minimum of 2 hours	Until after the fire danger class falls below DGR III
	After 3 consecutive days of DGR IV, cease activity between 1 p.m. PDT (Pacific Daylight Saving Time) and sunset each day	Until after the fire danger class falls to DGR III for 2 consecutive days, or falls below DGR III
V (extreme)	Cease activity between 1 p.m. PDT (Pacific Daylight Saving Time) and sunset each day and maintain a fire watcher after work for a minimum of 2 hours	Until after the fire danger class falls below DGR IV for 2 or more consecutive days
	After 3 consecutive days of DGR V, cease activity all day	Until after the danger class falls below DGR V for 3 or more consecutive days, or falls below DGR IV





**From:** [Nicole Morin](#)  
**To:** [Nicole Morin](#)  
**Subject:** RE: Municipal Proclamation Request - Waste Reduction Week 2020  
**Date:** August 11, 2020 12:23:19 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**From:** Jessie Christophersen <[Jessie@rcbc.ca](mailto:Jessie@rcbc.ca)>  
**Sent:** August 11, 2020 10:35 AM  
**Subject:** Municipal Proclamation Request - Waste Reduction Week 2020

Good morning,

Proclaim Your Support for Waste Reduction Week in Canada!

Each year the [Recycling Council of British Columbia](#) (RCBC) organizes BC's involvement in observing this important week. We would like to ask all municipal councils in British Columbia to officially declare October 19<sup>th</sup> through 25<sup>th</sup>, 2020 as Waste Reduction Week in their respective communities.

[Waste Reduction Week in Canada](#) is intended to raise awareness about waste and its environmental and social impacts. The theme of Waste Reduction Week, "Too Good to Waste", is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

Please join RCBC in proclaiming October 19<sup>th</sup> through 25<sup>th</sup>, 2020 as National Waste Reduction Week in Canada and lending your support!

I have attached a sample Municipal Proclamation in PDF and in Publisher form for your convenience. Of course, you are free to use your own Proclamation format, too. Completed Proclamations can be emailed or mailed as per the contact information below. Thanks for your continued support of this important event!

Regards,  
Jessie

**Jessie Christophersen**  
**Information & Member Services Coordinator**  
Recycling Council of British Columbia  
#10 – 119 West Pender Street, Van., BC  
V6B 1S5  
**T:** (604) 683-6009 ext. 317  
**E:** [jessie@rcbc.ca](mailto:jessie@rcbc.ca)  
**W:** [www.rcbc.ca](http://www.rcbc.ca)

***Download the BC Recyclepedia app:***





WASTE  
REDUCTION  
WEEK  
IN CANADA

\_\_\_\_\_  
(Name of Municipality)

**hereby recognizes**

**Waste Reduction Week in Canada**  
**October 19-25, 2020**

As a municipality, we are committed to conserving resources, protecting the environment and educating the community.

We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability.

We have declared October 19-25, 2020, Waste Reduction Week in

\_\_\_\_\_  
Municipality

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Position



Please send this declaration to the Recycling Council of BC  
By fax at 604-683-7255 or by email at [wrw@rcbc.ca](mailto:wrw@rcbc.ca).  
We thank you again for your commitment to waste reduction.





## STAFF REPORT TO COUNCIL

Council Meeting: September 8, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

**FILE NO:** 8800-20 UEDC REPORTS

**SUBJECT:** UCLUELET ECONOMIC DEVELOPMENT CORPORATION

**REPORT NO:** 20-90

**ATTACHMENT(S):** NONE

### **RECOMMENDATION(S):**

1. **THAT** Council directs the District of Ucluelet's authorized signatories to execute the Shareholder's Resolution in lieu of the 2020 Annual General Meeting for the Ucluelet Economic Development Corporation.

### **PURPOSE:**

To obtain Council's authorization for execution of the Ucluelet Economic Development Corporation (the "UEDC") Annual Shareholder's Resolution which

- re-elects Councillor McEwen, Councillor Hoar, Councillor Cole, Councillor Kemps, and Mayor Noël as UEDC Directors;
- approves the UEDC's last financial statement;
- waives the appointment of an auditor for the UEDC;
- approves contracts, acts, proceedings, etc... made by the directors of the company in the previous corporate year; and
- deems the annual general meeting for the UEDC to have occurred on the date that the shareholder's resolution is signed.

### **BACKGROUND:**

Council received a report about the UEDC in February of 2020. That report noted the following:

*The UEDC was established in 2000 as a District-owned corporation to be used as a vehicle for economic development. The District is the sole UEDC shareholder. As an external corporation, it was able to enter into partnerships and joint ventures aimed at diversifying the economy after downturns in fishing and forestry in the 1990s.*

*In general, the expenses related to supporting economic development were modest over the last twenty years. Recent budget allocations have been made only to maintain the UEDC as a legal corporation. The average annual budgets for the corporation since 2000 have ranged from \$0-\$50,000, with the last 5 years set at an operating budget of \$2,500.*

*The UEDC currently holds less than \$5,000 in an account with CIBC. Staff are not aware of any other assets or any outstanding UEDC liabilities.*

At the meeting in February Council carried the following resolution:

1. **THAT** Council direct Staff to take the steps necessary to:
  - a. update the Directors of the Ucluelet Economic Development Corporation (UEDC) to Mayco Noël, Lara Kemps, Rachele Cole, Marilyn McEwen and Jennifer Hoar;
  - b. update the Officers of the UEDC to Mayco Noël and Marilyn McEwen; and,
  - c. file the 2019 UEDC annual report.

The directors and officers of the UEDC were updated and the annual report for 2019 was filed. Also, Council has already approved the 2019 financial statement for the company, since the UEDC's financial statements are embedded in the District of Ucluelet Annual audited financial statements.

The District received the 2020 Annual report package from the UEDC's lawyer on August 17, 2020. The 2020 Annual Report was due at the end of August.

**DISCUSSION:**

At this time staff recommend that the annual Shareholder's Resolution be signed. This will allow the directors of the UEDC to complete the company's annual filings.

At a future meeting staff will bring forward a report regarding options for the UEDC including its potential uses and the process associated with dissolving this corporation.

**FINANCIAL IMPLICATIONS:**

Nominal legal fees will be required to file the UEDC annual report and update the UEDC's Minute Book.

**OPTIONS REVIEW:**

1. **THAT** Council directs the District of Ucluelet's authorized signatories to execute the Shareholder's Resolution in lieu of the 2020 Annual General Meeting for the Ucluelet Economic Development Corporation.
2. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services





## STAFF REPORT TO COUNCIL

Council Meeting: September 8, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FOLIO No:** 061.102 **FILE No:** 4320-85

**SUBJECT:** APPLICATION FOR A MOBILE VENDING BUSINESS LICENSE AT  
1708 PENINSULA ROAD

**REPORT No:** 20- 93

**ATTACHMENT(S):** APPENDIX A – SUPPORT LETTER AND LANDSCAPE PLAN  
APPENDIX B – JULY 10, 2018 MOBILE VENDING REPORT AND DEVELOPMENT PERMIT

### RECOMMENDATION(S):

1. **THAT** Council approve the issuance of a business license to Brandon and April Thompson for Mobile Vending on Lot: 1, Plan: VIP5190, Clayoquot District (1708 Peninsula Road) to operate in a location previously approved for Mobile Vending on July 10, 2018 by Development Permit No. 3050-20-DP18-04.

### PURPOSE:

To provide Council with information on a mobile vending business license application for the property located at 1708 Peninsula Road (the “**Subject Property**”).



Figure 1 - Site Location

### BACKGROUND:

On July 10, 2018 Council approved a development permit and a mobile vending business license for a single mobile vending unit commonly known as Cheesus on the subject property. Cheesus has been operating intermittently since that time and the Cheesus owner has stated that they will suspend operation on October 1, 2020 until the subject property owner, the Army, Navy, and Air

Force (**ANAF**) applies for, and receives, Council approval for two mobile vendors on the subject property.

On July 3, 2020, Staff received an application for a new mobile vending business licence from Brandon and April Thompson, to occupy the current Cheesus location at the ANAF.



Figure 2 – Proposed Mobile Vending Unit

**DISCUSSION:**

This application represents what is essentially a replacement of the Cheesus mobile vending unit with the Salty Buns unit (**Figure 2**). Only one unit will be allowed on the subject property at a time. The ANAF has indicated that they will be applying for a new Development Permit (**DP**) for a second mobile vending unit at a later date.

The ANAF and the applicant have been made aware of outstanding requirements from the 2018 DP:

4. *This Permit authorizes the construction of the following improvements on the Lands:*
  - a. *One Food Trailer.*
  - b. *Electrical servicing of the above unit.*
  - c. *The landscape planters to the northeast of the food trailer.*

*These improvements apply only in the locations indicated, and otherwise in accordance with, the drawings attached to this Permit as Schedule A.*
5. *This permit is issued on the condition that the permit holder shall, within 18 months from the date of issuance, provide a more detailed site plan for landscape improvements in the general locations shown on Schedule B for review and approval by the District, and shall install the additional landscaping.*

In response the applicant has included a rough landscape plan that indicates the mobile vending unit's location, the landscaping, the garbage, and parking locations (**Figure 3**). This is a basic plan but adequate for the low impact nature of the proposal. The ANAF representative has signaled that they will be coming forward at some point this winter with an application to have two mobile vending units on the subject property. This Development Permit application will require a more robust landscape plan and consider elements like bathroom requirements, seating and parking.

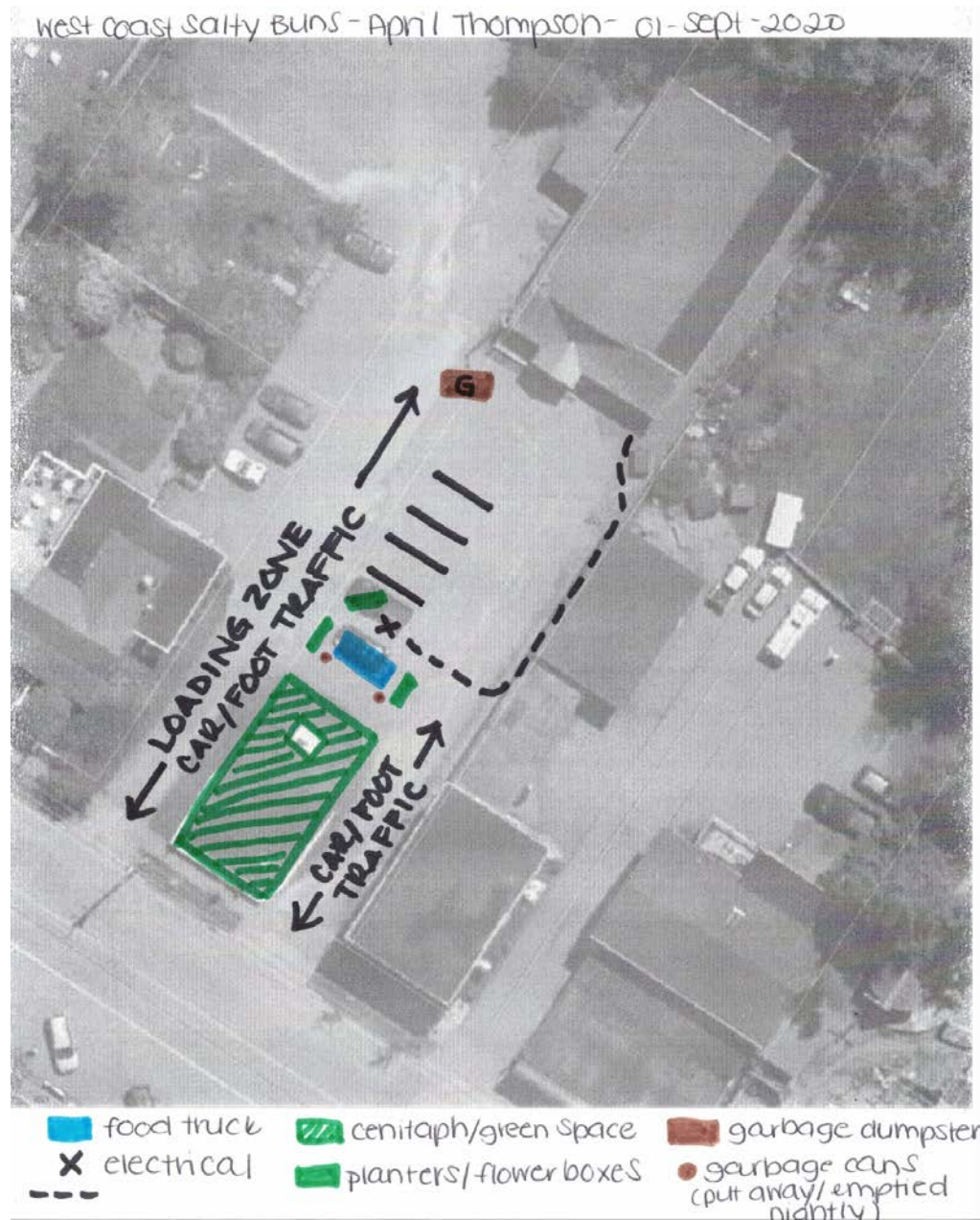


Figure 3 – Landscape Plan

If approved, the business license would permit Salty Buns to begin operating on the ANAF site. As the Cheesus business license is specific to the ANAF location, the operation of the Cheesus truck

would be suspended until the ANAF obtains approval to amend their existing DP for an additional food truck location on the ANAF property.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

A minor amount of Staff time will be required to complete this application if approved.

**FINANCIAL IMPACTS:**

There are no other direct financial impacts from this application.

**POLICY OR LEGISLATIVE IMPACTS:**

There are no direct policy or legislative impacts other than those addressed in this report.

**SUMMARY:**

This application is representing a replacement of an existing mobile vending unit on the subject property and as stated in the July 10, 2018 report, represents a needed infill of commercial density on one of our main commercial areas.

**OPTIONS REVIEW:**

Alternatively, Council could consider the following:

2. Defer consideration pending receipt of further information to be identified.
3. Refuse this application.

**Respectfully submitted:**      John Towgood, Planner 1  
Bruce Greig, Manager of Planning  
Mark Boysen, Chief Administrative Officer

Appendix A

**Army, Navy & Veterans in Canada Unit 293**  
**1708 Peninsula Rd.**  
**Ucluelet, B.C**  
**V0R3A0**

To Ucluelet City Council & Mayor,

As you may be aware the Army & Navy Unit 293 has been trying to diversify our revenue streams. We a previously had one food vendor ( Zane's Cheesus Truck) that was successful and we found there is room to expand and allow more vendors in the area.

This letter is to notify that we are in communication with a new food vendor ( West Coast Salty Buns) and have approved them to park at our location, pending District approval.

We feel that by providing food vending in the middle of town it will supplement the already existing food businesses and provide more options for locals and tourists alike.

We strive to have a good working relationship with council and the town in general, so let us know if there is anything we can do to improve.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Bronwyn Kelleher ( Vice President)  
Kasia Kromka ( Unit Secretary)

West Coast Salty Buns - April Thompson - 01-Sept-2020



food truck

cenitaph/green space

garbage dumpster

electrical

planters/flower boxes

garbage cans

Application for a Mobile Vending Business License at 1708 Peninsula Road. (put away/emptied nightly)

## Appendix B

**STAFF REPORT TO COUNCIL**

Council Meeting: July 10, 2018

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1**FOLIO NO:** 061.102 **FILE NO:** 3060.20 - DP18-04

4320-85

**SUBJECT:** APPLICATION FOR A DEVELOPMENT PERMIT FOR A MOBILE VENDING UNIT AT 1708 PENINSULA ROAD**REPORT NO:** 18-XX**ATTACHMENT(S):** APPENDIX A - APPLICATION  
APPENDIX B - DP18-04**RECOMMENDATION(S):**

1. **THAT** Council approve Development Permit DP18-04 and the issuance of a Business license for Mobile Vending for Lot: 1, Plan: VIP5190, Clayoquot District (1708 Peninsula Road).

**PURPOSE:**

To provide Council with information on a proposed mobile vending business license and associated development permit application for the property located at 1708 Peninsula Road (the "Subject Property").

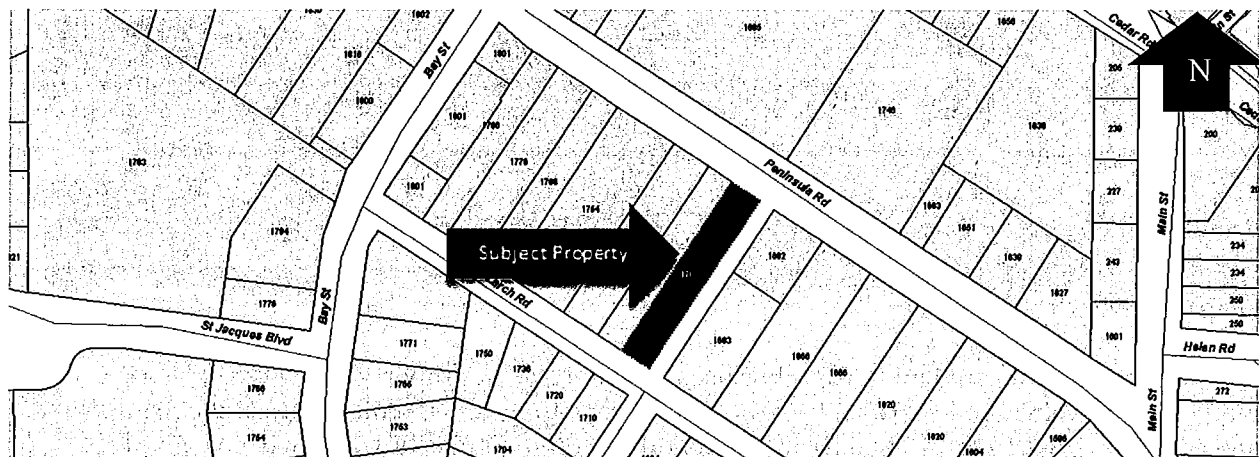


Figure 1 - Site Location

**BACKGROUND:**

An application has been received to locate a mobile vending trailer on the subject property. *Ucluelet's Business Regulation and Licensing Bylaw No. 922* requires all mobile vendor licenses to be approved by Council prior to issuance.

The subject property falls within the Official Community Plan (OCP), Village Square Development Permit Area, DPA No.1 and as the addition of a Mobile Vendor substantially changes the form and character of a site a development permit is required.

**DISCUSSION:**

Mobile vending provides an opportunity to infill under developed commercial lots along Peninsula Road and Main Street with the CS-1 Zone – Village Square Commercial and CS-2 Zone – Service Commercial zoning designation. The applicant is proposing to locate a food trailer (**Figure 2**) that will specialize in Cheese sandwiches.



Figure 2 – Food Trailer Image

The Trailer will be located mid property close to the northwest property line (**Figure 3**) with modest landscaping on the road side of the trailer. That applicant and managers of the Army, Navy and Air Force (**ANAF**) property have stated that the addition of this business will give ANAF a much-needed infusion of cash that it can put toward eventual landscape improvements (**Figure 4**). Staff have suggested that the access route along the northwest property line be removed with a more focused access off the lane between the ANAF and the Hartwood Kitchen. The reduction of access off Peninsula Road is an important element to improving the pedestrian environment of this commercial area. The applicant and the managers of ANAF are receptive of this improvement and will consider the change as funds become available.





Figure 3 – Proposed location

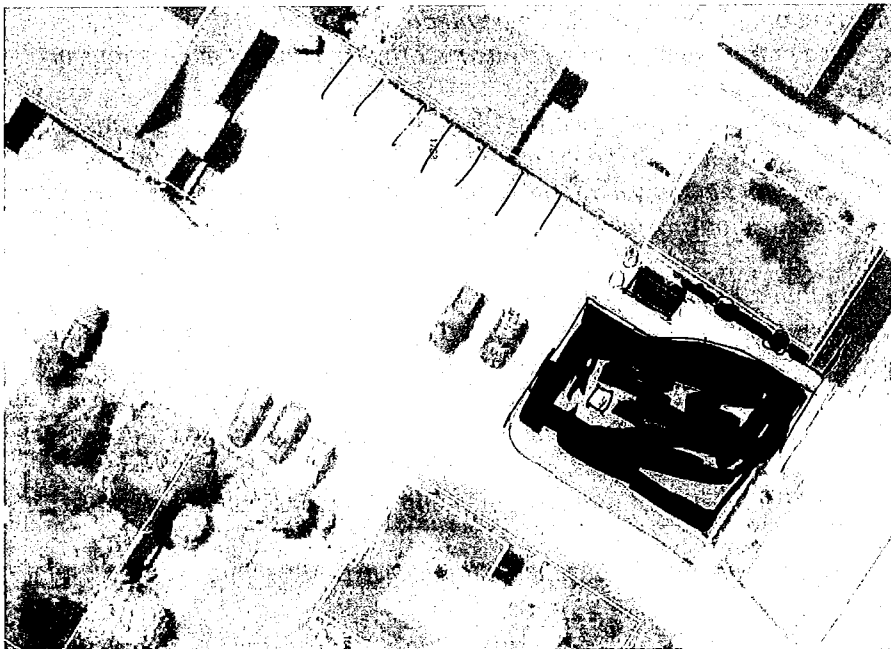


Figure 4 – Possible future landscaping

Mobile vending is regulated by the business bylaw, the zoning Bylaw and the form and character consider through the Official Community Plan's (OCP) development permit process.

**BUSINESS BYLAW:**

*Ucluelet's Business Regulation and Licensing Bylaw No. 922 addresses Mobile vending as follows:*

**16.1. Mobile Vendors**

- a) All applicants for a Mobile Vendor license shall require Council approval prior to the issuance of a business license.*
- b) The license inspector shall not issue a business license to a Mobile Vendor until the applicant has provided a copy of an insurance policy in the amount of two million dollars (\$2,000,000.00) for personal injury, death and property damages, as well as, if applicable, vehicle insurance. The liability insurance must contain a clause indemnifying the District of Ucluelet from liability in the event of injury or damage to any persons or property as a result of any activity of the business, including fees for solicitors and other professionals. The liability insurance must also contain a clause that the insurance cannot be terminated without a thirty-day notification of such to the District of Ucluelet.*
- c) Mobile Vendor businesses must meet all Provincial food handling requirements, provide proof to the License Inspector of such approval and shall be in possession of a valid permit issued by the Provincial Authority having jurisdiction.*
- d) Every vehicle used in the operation of a mobile vendor business shall be in good mechanical condition and shall have a dust-tight, well-lighted sanitary interior from which the business is to be carried out.*
- e) On Peninsula Road and Main Street only "off-street" vending will be permitted.*
- f) At no time will it be permitted for a mobile vending unit to obstruct the free flow of pedestrians or vehicular traffic within the District of Ucluelet.*
- g) Mobile Vendors must obtain and have in their possession at all times a letter of written permission from the private land owner/ permitting the business on the landowner's property.*
- h) No form of voice amplifying device shall be allowed on the mobile vending unit. All soliciting must be done at a level speaking voice with no shouting or other form of loud noise intended to attract the attention of the public.*
- i) The only goods to be sold from a mobile vendor are food and non-alcoholic beverages.*
- j) The operator of a Mobile Vending unit is responsible for the clean up of all litter generated within 10 meters of their location and shall be responsible for providing waste receptacles and removal of all collected garbage from such locations.*
- k) A maximum of one (1) additional employee will be permitted to assist the operator of a mobile vending unit at any time.*
- l) Mobile vending will be permitted seven (7) days a week commencing at 7:00a.m. and must cease on or before 10:00 p.m. of each day.*
- m) Every business license granted shall be deemed to be a personal license to the mobile vendor and non transferable to another person.*

The applicant will be required to follow these regulations if this application is approved.

**ZONING:**

The subject site falls within the CS-2 Zone – Service Commercial which allows for the proposed Mobile Vending use under section CS-2.1.2:

**CS-2.1.2** *For Peninsula Road and Main Street, and for properties fronting either, Mobile Vending is also a principal permitted use.*

With Mobile Vending being defined as follows in the District's Current Zoning Bylaw:

***"Mobile Vending"*** means the provision of merchandise, services, or food, while temporarily stationary but primarily on foot, bicycle, vehicle or any other means of transportation or with any type of mobile receptacle, including but not limited to carts, tables, and wagons, other than a delivery vehicle owned and operated by a licensed retailer or wholesaler within the District, and specifically excluding hawkers, hucksters and peddlers;

The Mobile Vending use does not require parking under the Zoning Bylaw but the ANAF has parking that is underutilized during the allowable hours that mobile vending can operate. The Mobile Vending use does not require washroom facilities for the public or staff under either the Zoning bylaw or the Business Bylaw as the intent of Mobile Vending is to be mobile with the food service as takeout only. The manager of the ANAF has stated that the applicant will have full staff access to their washrooms.

**OCP:**

The subject property falls within the Official Community Plan (OCP) Village Square Development Permit Area (DPA No.1). The objectives that justify this designation include assisting in the revitalization of the Village Square and enhancing and creating form and character that befits the community's core area. The Development Permit Area guidelines are intended to create a high quality and unified character that celebrates the community's history, culture, and natural landscape. A key strategy of the OCP is to create a vibrant and mixed-use Village Square by concentrating new retail, service and office development in the area, complemented by specific residential uses.

At this time the applicant is only proposing minor site improvements. The form and character of the development mainly applies to the trailer and its location. The draft Development Permit DP18-04 includes a condition that additional landscaping be completed within 18 months, allowing time for the applicant and landowner to assess the cash flow from the new mobile business and develop their site plans in more detail.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

A minor amount of Staff time will be required to complete this application if approved.

**FINANCIAL IMPACTS:**

There are no other direct financial impacts from this application.

**POLICY OR LEGISLATIVE IMPACTS:**

There are no direct policy or legislative impacts other than those addressed in this report.

**SUMMARY:**

This application proposes to develop an unresolved and underutilize part of the subject property. The OCP encourages both the infill and the increase of commercial density and the proposed is a temporary step in that direction. Mobile Vending is a growing trend in BC and is a disired dining option for both residents and tourist.

**OPTIONS REVIEW:**

1. That Council approve Development Permit DP18-04 and the issuance of a Business license for Mobile Vending for Lot: 1, Plan: VIP5190, Clayoquot District (1708 Peninsula Road).  
**(Recommended)**
2. Defer consideration pending receipt of further information to be identified.
3. Refuse this application.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Planning  
Mark Boysen, Chief Administrative Officer



DISTRICT OF  
**UCLUELET**

## DEVELOPMENT PERMIT DP18-04

Pursuant to Part 14, Division 7 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Permit is issued to:

ZANE NILSON AND THE ARMY, NAVY & VETERANS IN CANADA UNIT 293  
1708 PENINSULA ROAD, UCLUELET, BC, CA, V0R 3A0

2. This Development Permit applies to and only to those lands within the District of Ucluelet described below and all buildings, structures, and other development thereon:

Lot: 1, Plan: VIP5190, Clayoquot District (1708 Peninsula Road).

3. This Development Permit is issued subject to compliance with all of the bylaws of the District of Ucluelet.

4. This Permit authorizes the construction of the following improvements on the Lands:

- a. One Food Trailer.
- b. Electrical servicing of the above unit.
- c. The landscape planters to the northeast of the food trailer.

These improvements apply only in the locations indicated, and otherwise in accordance with, the drawings attached to this Permit as **Schedule A**.

5. This permit is issued on the condition that the permit holder shall, within 18 months from the date of issuance, provide a more detailed site plan for landscape improvements in the general locations shown on **Schedule B** for review and approval by the District, and shall install the additional landscaping.
6. The work authorized by this Permit may only be carried out:
- a. in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013.
  - b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.
7. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
8. This Permit is NOT a Building Permit.
9. **Schedules "A" and "B"** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.



**AUTHORIZING RESOLUTION** passed by the Municipal Council on the 10<sup>th</sup> day of July, 2018.

**ISSUED** the 10<sup>th</sup> day of July, 2018.

A handwritten signature in black ink, appearing to be "B Greig", written over a horizontal line.

Bruce Greig - Manager of Community Planning

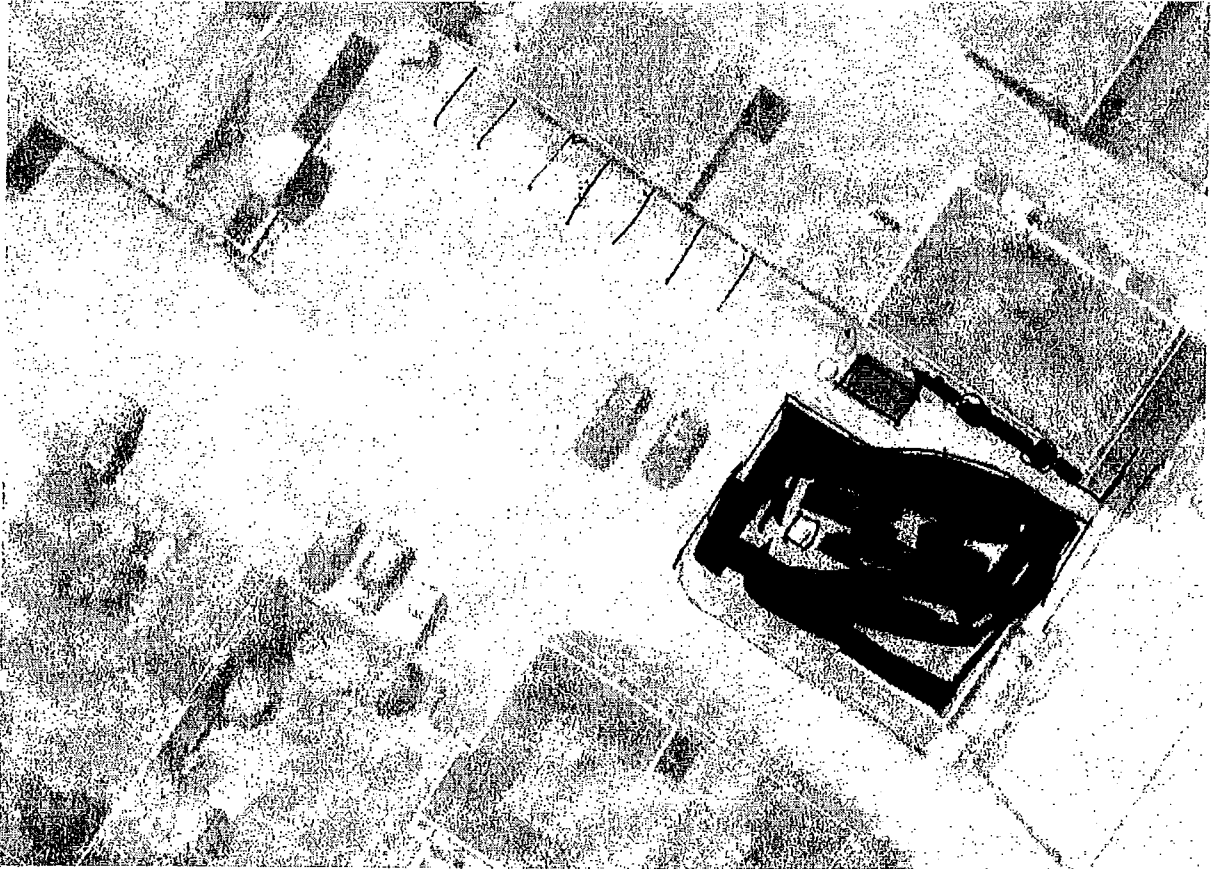


## Schedule A





## Schedule B







## STAFF REPORT TO COUNCIL

Council Meeting: September 8, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

**FILE NO:** 3900-25 BYLAW 1279

**SUBJECT:** FREEDOM OF INFORMATION BYLAW UPDATE

**REPORT NO:** 20-92

**ATTACHMENT(S):** APPENDIX A - BYLAW NO. 1279, 2020  
APPENDIX B – BY-LAW NO. 647, 1994

### **RECOMMENDATION(S):**

1. **THAT** Council give first, second and third reading to District of Ucluelet Council Freedom of Information and Protection Bylaw No. 1279, 2020.

### **PURPOSE:**

The purpose of this report is to introduce the draft District of Ucluelet Council Freedom of Information and Protection Bylaw No. 1279, 2020 (the “Proposed Bylaw”) for consideration.

### **BACKGROUND:**

The *Freedom of Information and Protection of Privacy Act* (the “Act”) provides a vehicle for accessing District controlled documents and a means of addressing personal privacy issues.

Section 77 of the “Act” requires public bodies like the District of Ucluelet to designate “a person or group of persons to be the head of the local public body for the purpose of the Act.” That section of the Act also permits the public body to set fees, for preparing and providing records.

The Proposed Bylaw presents three changes:

1. Switching the Freedom of Information and Privacy Head from Council to the Manager of Corporate Services;
2. Removing reference to the Freedom of Information Coordinator and stipulating that the Head may delegate their duties to another person in writing; and,
3. Stipulating the fees associated with accessing records are determined by a Schedule to the Act rather than by the Bylaw.

### **The Head and Coordinator**

District of Ucluelet By-Law No. 647, 1994 (the “Current Bylaw”) designates Council as the “Head” of the local body for the purpose of the Act. The Head is responsible for interpreting and administering the Act. This includes but is not limited to deciding whether to provide access to documents, providing documents and responding to requests to correct personal information.

The Current Bylaw also delegates a comprehensive set of powers to the Clerk Administrator as the freedom of information coordinator. The responsibilities delegated to the Clerk Administrator/coordinator give that person carte blanche to respond to freedom of information requests except where “., in the opinion of the Clerk Administrator, the Head has the discretion under the Act to determine whether a record shall be released or withheld from disclosure;”

Effectively the bylaw delegates all authority to respond and administer information requests to the Clerk Administrator (a position that no longer exists) except for circumstances where the Clerk Administrator is of the “opinion” that Council has discretion under the Act and therefore the authority to make a judgement calls about a freedom of information request.

The Local Government Act “Freedom of Information and Protection of Privacy Act Toolkit for Local Governments” explains that it is a best practice to designate a position (like the Manager of Corporate Services) as the Head rather than a group (like Council). The Toolkit recommends this approach for the following reasons:

- A group would require a meeting in order to make decisions as the Head and Freedom of Information requests are time sensitive;
- Meetings require administrative support;
- Issues may arise regarding closing the meeting to the public to consider requests; and,
- The group may not have the necessary familiarity with the Act and therefore would require training to administer the Act.

The Proposed Bylaw designates the Manager of Corporate Services as the Head and authorizes the head to delegate their responsibilities to another person in writing. This designation conforms with the best practice outlined above and gives the Head increased flexibility regarding to whom they delegate.

The Manager of Corporate Services is an appropriate Head because that position is responsible for records management, information technology and required to be familiar with the Act.

### Fees

Section 75 of the Act regulates the levying of fees associated with requesting documents. The Current Bylaw enumerates these fees. The Proposed Bylaw instead incorporates by reference the maximum fees established by the Regulation to the Act.

### **TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

If the recommendation is adopted, nominal elected official time will be required to consider adopting the Proposed Bylaw at a future meeting and nominal staff time will be required to bring it back for adoption.

### **FINANCIAL IMPACTS:**

There are no financial impacts associated with the recommended motions.

### **POLICY OR LEGISLATIVE IMPACTS:**

If adopted, the Proposed Bylaw will satisfy section 77 of the Act and give the designated position the authority to administer the Act without seeking the Council approval.

**OPTIONS REVIEW:**

1. **THAT** Council give first, second and third reading to District of Ucluelet Council Freedom of Information and Protection Bylaw No. 1279, 2020. **(Recommended)**
2. **THAT** Council provide alternative direction to Staff.

**RESPECTFULLY SUBMITTED:** Joseph Rotenberg, Manager of Corporate Services

## Appendix A

**DISTRICT OF UCLUELET****Bylaw No. 1279, 2020**

A Bylaw for the administration of the Freedom of Information and Protection of Privacy Act.

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**WHEREAS** the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165 as amended, requires that a municipality to designate the Head and set any fees for services;

**NOW THEREFORE** the Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

**CITATION**

1. This Bylaw may be cited for all purposes as the "District of Ucluelet Freedom of Information Bylaw No. 1279, 2020".

**DEFINITIONS**

2. (1) The definitions contained in Part I of the Act shall apply to this Bylaw.
  - (2) In this Bylaw:
    - “**Act**” means the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165, as amended.
    - “**Head**” means the person designated under section 3(1) of this Bylaw as the Head;
    - “**Municipality**” means the District of Ucluelet; and
    - “**Request**” means a request under Section 5 of the Act.

**DESIGNATION OF THE HEAD**

3. (1) The Manager of Corporate Services is designated as the Head for the purposes of the Act;
- (2) The Head is authorized to delegate to any person any duty, power or function of the Head, except that the delegation:
  - (a) must be in writing;
  - (b) may be subject to conditions or restrictions as the Head consider appropriate; and
  - (c) must comply with Section 66 of the Act.
- (3) For the purposes of the Act, the Head shall act in their respective capacities for all

District of Ucluelet bodies, including but not limited to:

- (a) committees;
- (b) commissions;
- (c) a parcel tax review panel;
- (d) a board of variance; and
- (e) an advisory body.

#### **FEES**

4. Subject to section 75 of the Act, an applicant making a Request shall pay to the Municipality the fees set out in Schedule 1 of the *Freedom of Information and Protection of Privacy Act Regulations* as amended from time to time, for the following services:
- (a) locating, retrieving and producing a record;
  - (b) preparing a record for disclosure;
  - (c) shipping and handling a record; and
  - (d) providing a copy of a record.

#### **SEVERABILITY**

5. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph subparagraph, clause or phrase.

#### **REPEALS**

6. The District of Ucluelet Freedom of Information By-Law No. 647, 1994 is hereby repealed.

**READ A FIRST TIME** this \*\*\* day of \*\*\*\*\*, \*\*\*\*\*.

**READ A SECOND TIME** this \*\*\* day of \*\*\*\*\*, \*\*\*\*\*.

**READ A THIRD TIME** this \*\*\* day of \*\*\*\*\*, \*\*\*\*\*.

**ADOPTED** this \*\*\* day of \*\*\*\*\*, \*\*\*\*\*.

**CERTIFIED A TRUE AND CORRECT COPY** of "District of Ucluelet Freedom of Information Bylaw No. 1279, 2020".

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Mayco Noël  
Mayor

---

Mark Boysen  
Corporate Officer

**THE CORPORATE SEAL** of the  
District of Ucluelet was hereto  
affixed in the presence of:

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Mark Boysen  
Corporate Officer

## Appendix B

**THE CORPORATION OF THE VILLAGE OF UCLUELET****By-Law No. 647, 1994****A by-law for the Administration of the *Freedom of Information and Protection of Privacy Act*.**

**WHEREAS** under Section 76.1 of the *Freedom of Information and Protection of Privacy Act*, the Village:

1. must designate a person or group of persons as the Head of the Village for the purposes of the *Freedom of Information and Protection of Privacy Act*; and
2. may authorize any person to perform any duty or exercise any function under the *Freedom of Information and Protection of Privacy Act* of the person or group of persons designated as the Head of the Village; and
3. may set any fees the Village requires to be paid under Section 75 of the *Freedom of Information and Protection of Privacy Act*.

**NOW THEREFORE** the Council of the Village of Ucluelet in open meeting assembled enacts as follows:

**1. DEFINITIONS AND INTERPRETATION**

- 1.1 The definitions contained in Schedule 1 of the Act shall apply to this by-law except where the context requires otherwise.
- 1.2 In this by-law:

"Act" means the *Freedom of Information and Protection of Privacy Act*, S.B.C. 1992, c.61.

"Village" means the Corporation of the Village of Ucluelet.

"Clerk Administrator" means the person designated by the Council as the Clerk Administrator for the Village of Ucluelet in the absence of the Clerk Administrator, the Deputy Clerk/Treasurer.

"Commercial Applicant" means a person who makes a request for access to a record to obtain information for use in conjunction with a trade, business, profession or other venture for profit.

"Co-ordinator" means the person appointed by the Council as the Freedom of Information Co-ordinator.

"Council" means the Council of the Village of Ucluelet.

"Head" means the person or group of persons designated as the Head of the Village under Section 2 of this by-law.

**2. HEAD**

The Council is designated as the Head for the purposes of the *Freedom of Information and Protection of Privacy Act*.

**3. CO-ORDINATOR**

The Council hereby appoints the Clerk Administrator as the Co-ordinator and authorizes the Clerk Administrator to perform the following duties or exercise the following functions of the Head under the Act:

**3.1 Responding to Requests**

1. The duty to create a record from a machine readable record in the custody or under the control of the Village using its normal computer hardware and software and technical expertise if creating the record would not unreasonably interfere with the operation of the Village;
2. The power to respond to a request except where, in the opinion of the Clerk Administrator, the Head has the discretion under the Act to determine whether a record shall be released or withheld from disclosure;
3. The power to respond to a request after the Head has made a decision regarding the disclosure or non-disclosure of a record;
4. The power to refuse in a response to confirm or deny the existence of:
  - a) a record containing information described in Section 15 of the Act (information harmful to law enforcement); or
  - b) a record containing personal information of a third party if disclosure of the existence of the information would be an unreasonable invasion of that party's personal privacy.
5. The duty to:
  - a) provide an applicant with a copy of a record or part of a record with a response where the record can reasonably be reproduced; or
  - b) to give reasons for the delay in providing the record.



### 3.2 Extension of Time

1. The power to extend the time for responding to a request for up to 30 days.
2. The power to apply to the Commissioner for a longer time period for response to a request where:
  - a) the applicant does not give enough detail to enable the Village to identify a requested record;
  - b) a large number of records is requested or must be researched and meeting the time limit would unreasonably interfere with the operations of the Village;
  - c) more time is needed to consult with a third party or other public body before the Village can decide whether or not to give the applicant access to a requested record; or
  - d) a third party asks for a review under Section 52(2) or 62(2) of the Act.
3. The power to tell the applicant the reason for an extension, when a response can be expected and that the applicant may complain about the extension under Section 42(2)(b) or 60(1)(a) of the Act where the time for a response to a request has been extended under Section 10(1) of the Act.

### 3.3 Transfer Request

1. The power to transfer a request and, if necessary, the record to another public body if:
  - a) the record was produced by or for the other public body;
  - b) the other public body was the first to obtain the record; or
  - c) the record is in the custody or under the control of the other public body.
2. The power to notify the applicant of the transfer.

### 3.4 Information to be Released Within 60 Days

The power to notify an applicant of the publication or release of information that the Head has refused to disclose under Section 20(1)(b) of the Act that, within 60 days after the applicant's request is received, is to be published or released to the public.

### 3.5 Business Interests

1. The power to refuse to disclose to an applicant information:
  - a) that would reveal:
    - (i) trade secrets of a third party; or
    - (ii) commercial, financial, labour relations, scientific or technical information of a third party.
  - b) that is supplied, implicitly or explicitly, in confidence; and
  - c) the disclosure of which could reasonably be expected to:
    - (i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party;
    - (ii) result in similar information no longer being supplied to the public body when it is in the public interest that similar information continue to be supplied;
    - (iii) result in undue financial loss or gain to any person or organization; or
    - (iv) reveal information supplied to, or the report of, an arbitrator, mediator, labour relations officer or other person or body appointed to resolve or inquire into a labour dispute.
2. The duty to refuse to disclose to an applicant information that was collected on a tax return or gathered for the purpose of determining tax liability or collecting a tax.
3. The duty set out in paragraphs (1) and (2) is subject to Section 21(3) of the Act which provides that the duty to refuse disclosure does not apply if a third party consents to the disclosure or the information is in a record that is in the custody or control of the British Columbia Archives and Records Service or the archives of a public body and that has been in existence for 50 or more years.

### 3.6 Notification

1. The power to notify a third party that the Village intends to give access to a record that the Clerk Administrator has reason to believe contains information that might be excepted from disclosure under Section 21

(information harmful to business interests of a third party) or Section 22 (information harmful to personal privacy) of the Act.

2. The power to give a notice under Section 23(1.2) of the Act where the Clerk Administrator does not intend to give access to a record that contains information excepted from disclosure under Section 21 (information harmful to business interests of a third party) or Section 22 (information harmful to personal privacy) of the Act.
3. The power to give written notice of the decision whether or not to give access to a record that the Clerk Administrator has reason to believe contains information that might be excepted from disclosure under Sections 21 or 22 of the Act to the applicant and third party.

### 3.7 Public Interest

1. The power to, without delay, disclose to the public, to an affected group of people or to an applicant, information:
  - a) about a risk of significant harm to the environment or to the health or safety of the public or a group of people; or
  - b) the disclosure of which is, for any other reason, clearly in the public interest.

### 3.8 Information Protection

1. The power to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.
2. The duty to refuse to disclose information to an applicant if the disclosure is prohibited or restricted by or under another Act.

### 3.9 Commissioner's Order

The power to comply with an order of the Commissioner.

### 3.10 Fees

The power to require an applicant making a request to pay to the Village the fees set out in Schedule "A" of this by-law for the purpose of:

- a) locating, retrieving and producing the record;
- b) preparing the record for disclosure;

- c) shipping and handling the record;
- d) providing a copy of the record.

4. **PUBLIC RECORDS AVAILABLE WITHOUT REQUEST FOR ACCESS**

The categories of records that are in the custody or under the control of the public body and that are available to the public on demand without a request for access under the Act are set out in Schedule "B" of this by-law.

5. **ADMINISTRATIVE PROVISIONS**

- 1. This by-law may be cited for all purposes as "Village of Ucluelet Freedom of Information By-Law No. 647, 1994"
- 2. This by-law shall come into effect upon proclamation of the *Freedom of Information and Protection of Privacy Act*, S.B.C. 1993, c.46 coming into effect and from the date of its registration with the Inspector of Municipalities, whichever is later.

**READ A FIRST TIME** this 8th day of **September, 1994.**

**READ A SECOND TIME** this 8th day of **September, 1994.**

**READ A THIRD TIME** this 8th day of **September, 1994.**

**RECONSIDERED** and **FINALLY ADOPTED** this 29th day of **September, 1994.**

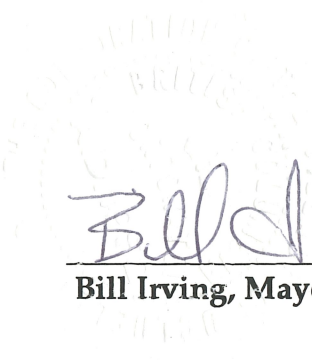
**CERTIFIED A TRUE AND CORRECT COPY** of the "Village of Ucluelet Freedom of Information By-Law No. 647, 1994"

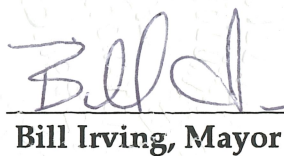


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**Wallace Mah, B.Sc., P.Admin.**  
**Clerk Administrator**

**THE CORPORATE SEAL** of the **Village of Ucluelet** was hereto affixed in the presence of:



  
Bill Irving, Mayor

  
Wallace Mah, B.Sc., P.Admin.  
Clerk Administrator

*A true copy of By-Law No. 647  
registered in the office of the Inspector  
of Municipalities this 5<sup>th</sup> day of  
December 19 94 .*

  
Deputy Inspector of Municipalities

**SCHEDULE "A"**  
By-Law No. 647, 1994

1. For applicants other than commercial applicants:
- |    |   |   |
|----|---|---|
| a) | for locating and retrieving a record  | \$7.50 per 1/4 hour after the first 3 hours   |
| b) | for producing a record manually   | \$7.50 per 1/4 hour   |
| c) | for producing a record from a machine readable record                                     | \$16.50 per minute for cost of use of central mainframe processor and all locally attached devices plus \$7.50 per 1/4 hour for developing a computer program to produce the record |
| d) | for preparing a record for disclosure and handling a record                               | \$7.50 per 1/4 hour   |
| e) | for shipping copies   | actual costs of shipping method chosen by applicant   |
| f) | for copying records   |   |
|    | (i) photocopies & computer printouts  | \$0.25 per page (8.5" x 11", 8.5" x 14")  |
|    | (ii) floppy disks   | \$0.50 per page (11" x 17")   |
|    | (iii) computer tapes  | \$10.00 per disk  |
|    | (iv) microfiche   | \$40.00 per tape, up to 2400 feet   |
|    | (v) 16mm microfilm duplication  | \$10.00 per fiche   |
|    | (vi) 35mm microfilm duplication   | \$25.00 per roll  |
|    | (vii) microfilm to paper duplication  | \$40.00 per roll  |
|    | (viii) photographs (colour/blk & white)   | \$0.50 per page   |
|    |   | \$5.00 to produce a negative  |
|    |   | \$12.00 each for 16" x 20"  |
|    |   | \$9.00 each for 11" x 14"   |
|    |   | \$4.00 each for 8" x 10"  |
|    |   | \$3.00 each for 5" x 7"   |
|    | (ix) photographic print of textual, graphic or cartographic record (8"x10" black & white) | \$12.50 each  |
|    | (x) hard copy laser print, B/W, 300 dots/inch   | \$0.25 each   |
|    | (xi) hard copy laser print, B/W, 1200 dots/inch   | \$0.40 each   |
|    | (xii) hard copy laser print, colour   | \$1.65 each   |
|    | (xiii) photomechanical reproduction of 105mm cartographic record/plan                     | \$3.00 each   |
|    | (xiv) slide duplication   | \$0.95 each   |
|    | (xv) plans  | \$1.00 per square metre   |
|    | (xvi) audio cassette duplication  | 1/4 hour of recording, \$11.00 per 60 minute cassette plus \$7.00 per 1/4 hour of recording; \$20.00 per 120 minute cassette plus \$7.00 per 1/4 hour of recording                  |
|    | (xvii) video cassette (1/4" or 8mm) duplication   | \$11.00 per 60 minute cassette plus \$7.00 per 1/4 hour of recording; \$20.00 per 120 minute cassette plus \$7.00 per 1/4 hour of recording   |
|    | (xviii) video cassette (1/2") duplication   | \$15.00 per cassette plus \$11.00 per 1/4 hour of recording   |
|    | (xix) video cassette (1/4") duplication   | \$40.00 per cassette plus \$11.00 per 1/4 hour of recording   |
2. For commercial applicants:
- |                                   |  |
|-----------------------------------|--|
| For each service listed in Item 1 | The actual cost of providing that service. |
|-----------------------------------|--|

Schedule "A" of By-law No. 647, 1994

  
Clerk Administrator

**SCHEDULE "B"**  
By-law No. 647, 1994

RECORDS AVAILABLE TO THE PUBLIC ON DEMAND WITHOUT A REQUEST FOR ACCESS

1. By-laws
2. Resolutions of the Village adopted at a meeting from which the public was not excluded.
3. Copies of minutes of meetings of the Village from which the public was not excluded.
4. Copies of building permits.
5. Copies of Development Permits.
6. Copies of Development Variance Permits.
7. Copies of decisions of the Board of Variance
8. Copies of minutes of meetings of committees and commissions of the village from which the public was not excluded.
9. Copies of studies and reports which have been authorized by the Village for public release.
10. Copies of policy manuals available to the public under Section 70 of the Act.
11. Copies of applications for rezoning, development permits and development variance permits and information supplied in support of such applications.

Schedule "B" of By-law No. 647, 1994

  
Clerk Administrator