



## TRAIL DEVELOPMENT POLICY

<b>Policy Number:</b>	<b>2018-</b>
<b>Approved by:</b>	<b>Council</b>
<b>Effective date:</b>	<b>2018</b>
<b>Next review due:</b>	
<b>Department:</b>	<b>Parks &amp; Community Development/Legislative Services</b>

### **1. PURPOSE**

This document describes the City of Whitehorse's policy and procedure to authorize construction, rehabilitation and maintenance of trails on municipal and/or Crown lands within the City of Whitehorse boundary.

### **2. AUTHORITY**

Council Resolution #2018-xx-xx dated xxxxxx xx, 2018

### **3. POLICY STATEMENT**

The City of Whitehorse is committed to the development and support of trail construction, maintenance and rehabilitation that contribute to a diverse, accessible, sustainable and inclusive trail network. However, the City does not have the capacity to maintain and manage all trails that have been built or will be built within municipal boundaries.

Accordingly, the City of Whitehorse practice for accommodating trail building activity on municipal and/or Crown lands within its boundary is to enter into partnership agreements with local organizations and individuals (or groups of individuals). Local groups and organizations may be allowed to develop and maintain new and existing trails, whereas individuals (or groups of individuals) may be permitted to do 'one-off' maintenance projects on existing City trails only. The partnership agreements will contain terms that enable the City to achieve its objectives regarding public safety, user conflict avoidance, and environmental stewardship. Unless these objectives can be achieved, the City will not authorize trail construction, maintenance and rehabilitation on municipal and/or Crown lands within the City of Whitehorse boundary and trails known to have been constructed without authorization may be closed.

### **4. SCOPE**

This policy applies to Council, City Administration, trail users, Trail Stewards, and the general public.

### **5. EXCLUSIONS**

- (1) The Trail Development Policy specifically excludes the following:

- (a) Trail rehabilitation and maintenance activities on City trails by City staff. This is clearly outlined in the Trail Maintenance Policy 2016-04.
- (b) Trail rehabilitation and maintenance activities on City trails by Trail Stewards. This is clearly outlined in the Trail Maintenance Policy 2016-04.
- (2) Trail construction, maintenance and rehabilitation does not include:
  - (a) Basic travel through/across municipal and/or crown lands within the City of Whitehorse boundary, whether on a one-time basis or repetitive use of the same route;
  - (b) Route-finding or marking for that purpose, using ribbons, cairns or other directional indicators;
  - (c) Minor or incidental clearing of brush or downed trees on or off established trails;
  - (d) Emergency repairs to a trail to prevent imminent damage to the environment or the trail; and
  - (e) Emergency construction or maintenance of a trail when that is the only reasonable way of minimizing risk to personal safety.

## **6. DEFINITIONS**

“City trail” – Trails designated by Council and subsequently incorporated into the priority trail inventory in the Trail Maintenance Policy 2016-04.

“City trail network” – All trails designated by Council and subsequently incorporated into the priority trail inventory in the Trail Maintenance Policy 2016-04.

“Council” means the duly elected Council of the City of Whitehorse.

“established trail” – A trail that has been established by either adoption into the City network of trails or through a long-term Trail Partnership Agreement.

“IMBA Guidelines” – The International Mountain Biking Association Guidelines for trail building, as documented in the IMBA publication, “Trail Solutions: IMBA’s Guide to Building Sweet Single Track” or successor publications.  
See: <http://www.imba.com/catalog/book-trail-solutions>.

“Manager” – The Manager of Parks and Community Development for the City of Whitehorse or his/her approved designate.

“Neighbourhood Trails Task Force” – A group of the City of Whitehorse that is comprised of a Parks & Community Development Department and relevant stakeholders. A Task Force is convened on a short term, as needed basis to make recommendations on the achievement of the 2007 Trail Plan’s guiding principles at the neighbourhood level, with particular focus on trail locations, designations, types of use and trail etiquette.

“shared use (multi-use) trail” means a trail that accommodates more than one user group such as hikers and mountain bikers at one time.

“Technical Trail Features (TTFs)” – An obstacle on a mountain bike trail designed to add a degree of difficulty to a trail in order to challenge the skill of mountain bike trail users. Technical trail features can be either natural (e.g., rock face) or man-made (e.g., jump ramp). For the purposes of this policy, works constructed solely for the purpose of enhancing trail safety or access (e.g., a bridge across a stream or gully), or to protect the environment (e.g., an elevated pathway over a wetland) will not be considered technical trail features.

“trail construction” – Trail building activities that involve:

- ground disturbance (i.e., grubbing or excavating soils or rocks along a linear route to establish a visible, long-lasting tread way);
- clearing or cutting vegetation (i.e., significant, continuous uprooting of shrubs or understory plants along a linear route, or cutting standing trees); or
- construction of structures, such as boardwalks, bridges, TTFs and other structures, of a long-term or permanent nature.

“Trail Partnership Agreement” – The form of authorization issued to eligible parties by the City to enable trail construction, rehabilitation and maintenance on municipal and/or Crown lands within the City of Whitehorse boundary. Trail partnership agreements may contain terms and conditions that are appropriate to individual situations for enabling the City to achieve public safety, user and impact management objectives.

“trail rehabilitation and maintenance” – Trail upkeep activities to enable/facilitate safe, enjoyable and impact-free trail use, such as grading and filling holes/ruts, armouring against erosion, improving drainage, removing hazardous roots or stones, trimming encroaching vegetation, and replacing deteriorated structures such as handrails, steps or bridging performed.

“Trail Steward” – means an organization or individual (Appendix C) that formally takes on responsibility for the care and maintenance of a particular City trail. A trail steward is generally a volunteer organization whose stewardship is authorized through a Memorandum of Understanding.

“Whistler Trail Standards” – The standards for mountain bike trail signage, fall zones, inspection and maintenance, and TTF design and construction that are specified in the most recent version of the publication developed by the Resort Municipality of Whistler titled, “Whistler Trail Standards: Environment and Technical Trail Features” or successor publications.

See: [http://www.mbta.ca/assets/pdfs/trail\\_standards\\_first\\_edition.pdf](http://www.mbta.ca/assets/pdfs/trail_standards_first_edition.pdf)

## **7. OBJECTIVES**

- (1) Recognize trail construction, maintenance and rehabilitation as legitimate activities within municipal boundaries, provided they are authorized and sustainable in the sense that they occur in suitable locations and do not result in unacceptable safety hazards, user conflicts, or negative environmental impacts.
- (2) Prevent a proliferation of uncoordinated and unplanned trail development.
- (3) Provide appropriate recreational trail use opportunities within municipal boundaries as a means of promoting healthy lifestyles and supporting local economic development.
- (4) Provide recreational opportunities on municipal and/or Crown lands within the City of Whitehorse boundary that accommodate demand for various types of trails, facilities and experiences, recognize user demand for new and varied types of trail experiences will continue to evolve over time.
- (5) Promote efficient land use within municipal boundaries for trail development by encouraging new trail authorizations to locate on/around existing, established recreation trail networks and infrastructure.
- (6) Manage safety hazards and risks associated with trail use, and associated legal liability for the City and other stakeholders.
- (7) Minimize potential conflicts on municipal and/or crown lands within the City of Whitehorse boundary between trail users, other approved resource users, and private property owners.
- (8) Minimize potential impacts of trail use activities on environmental and other sensitive values.
- (9) Foster cooperative partnerships with local interest groups as a means of meeting public demand for trail infrastructure and to address the issue of limited City resources to develop, maintain and manage trails in all locations where user demand exists.
- (10) Recognize a role for other partners/participants in responding to demand for trail experiences, including groups and/or organizations, other governments and the private sector.

## **8. TRAIL CONSTRUCTION, REHABILITATION AND MAINTENANCE**

- (1) Construction of trails on municipal and/or Crown lands within the City of Whitehorse boundary is not permitted unless authorized by Council.
- (2) Rehabilitation or maintenance of trails on municipal and/or Crown lands within the City of Whitehorse boundary is not permitted unless authorized by the Manager.
- (3) Applications to construct, rehabilitate or maintain trails on municipal and/or Crown lands within the City of Whitehorse boundary should be submitted to the Parks and Community Development office. Parks and Community Development staff will guide proponents through the authorization process. Applications should contain the information described in Part 11 of this policy.

- (4) Authorization recommendations will be made by the Manager on the basis of various information sources, including some or all of the following:
- information submitted by the proponent in the application package;
  - land status reports;
  - relevant sections of land/resource management plans, including recreation management plans or strategies, if available;
  - environmental review;
  - referral comments;
  - site investigations;
  - consultation with stakeholders and the public; and
  - First Nations consultation

### **9. APPLICANT ELIGIBILITY**

- (1) Legally established groups and organizations are eligible to submit proposals for trail construction, rehabilitation or maintenance, including:
- Non-profit organizations established under the Society Act;
  - Local economic development organizations;
  - Other governments; and
  - Appropriate organizations, as determined by the Manager.
- (2) Individuals (or groups of individuals) are eligible to submit proposals only for short-term, 'one-off' trail maintenance or rehabilitation projects.

### **10. TYPE AND TERM OF APPROVAL**

- (1) Where approved by Council, recreation trail construction is authorized in two ways:
- (a) **City Trail Construction Agreement:** By entering into a Trail Partnership Agreement that explicitly authorizes construction of a proposed trail has been adopted into the official City trail network and managed by the City as per the Trail Maintenance Policy 2016-04.
- (b) **Long-term Trail Partnership Agreement:** By entering into a Trail Partnership Agreement that explicitly authorizes construction of a trail that will be managed by a group and/or organization under the supervision of the City.
- (2) Where approved by the Manager, trail rehabilitation and maintenance is authorized by a:
- (a) **One-off Maintenance Agreement:** By entering into a Trail Partnership Agreement that explicitly authorizes rehabilitation and maintenance of a City Trail.
- (3) A Long-term Trail Partnership Agreement entered into with a specified party will include conditions such as a schedule and/or approved operating or management plans upon completion of trail construction.
- (4) A One-off Maintenance Agreement will include commensurately simple conditions (e.g., sketch map and/or a few sentences describing the approved works.)

- (5) Trail Partnership Agreements may last for terms of up to 5 years, at the discretion of the Manager. The duration of Trail Partnership Agreements will be commensurate with the nature and scope of trail activities being contemplated. One-off Maintenance Agreements that authorize short-term, small-scale trail works will normally be issued for one year or less.
- (6) Trail Partnership Agreements may be renewed where agreed upon by both parties.
- (7) Trail Partnership Agreement documents will be individually customized to contain terms and conditions that are appropriate to the nature and scale of the trail construction, rehabilitation and maintenance activities being approved – see Part 7, Special Requirements.

### **11. Content of Applications**

- (1) Application for authorization to construct, rehabilitate or maintain a trail should be submitted to Parks and Community Development staff using the City's application form available at:  
<http://www.whitehorse.ca/departments/parks-and-community-development/trails>
- (2) Applications for straightforward, short-term or one-off trail works require inclusion of the following basic information:
  - Name, address and contact information of the applicant organization (or individuals);
  - Location of the proposed works, including a map showing the area of the proposed works, and names of existing trails, as appropriate;
  - General description of the proposed trail construction, rehabilitation or maintenance activities that will be undertaken; and
  - Timeframes when the work would occur.
- (3) Applications for long-term Trail Partnership Agreements, where an ongoing trail management role by the applicant is envisioned, should include the above information as well as:
  - demonstration of the capability, capacity and commitment of the organization to provide trail management and maintenance services over the longer-term;
  - ***proof of general liability insurance with the City as an additional insured;***
  - an indication of other recreational users and resource users of the trail area under application, and measures proposed for preventing or minimizing user and resource conflicts;
  - measures proposed for ensuring trails will be safe and durable; and
  - measures that will be employed to ensure trail work is environmentally sound.

## **12. APPROVAL PROCESS**

The process for dealing with applications under this policy will depend on whether the area under proposal is already part of the City's trail network, or the proposal is for new trails that are not apart into the City's trail network. Wherever possible, the City will encourage trail use on the City trail network and other established trails to prevent a proliferation of uncoordinated and unplanned trail development on municipal and/or Crown lands within the City of Whitehorse boundary.

### **12.1 Proposals Involving City Trails**

- (1) Subject to 13.1(3), proposals for trail maintenance or rehabilitation on City trails may be approved by the Manager provided that public safety, user conflicts, and environmental issues can be successfully managed.
- (2) Subject to 13.1(3), proposals to expand/diversify the City trail network by constructing new trails that inter-connect with the existing City trails may be approved by Council, provided that:
  - a. Public safety, user conflicts, and environmental issues can be successfully managed; and
  - b. The Manager is of the opinion that the City has the resource capacity to adequately manage the expanded trail system. If City management of the expanded trail system would not be possible within existing resource levels, the proposal will be entertained only if the proponent agrees to take on a long-term trail management role and the proponent can demonstrate the capacity to take on such a role.
- (3) Proposals to **construct TTFs at City trails** will only be considered if the proponent agrees to enter into a long-term Trail Partnership Agreement or otherwise approved by the Manager.
- (4) In reviewing and adjudicating proposals involving existing established trails, the Manager will consider the various measures identified in Appendix 1 for addressing safety, user conflicts, and environmental impact issues.
- (5) The Manager will present successful applications to Council for designation or approval.

### **12.2 Proposals for New Trails**

- (1) Proposals to develop new trails on municipal and/or Crown lands within the City of Whitehorse boundary that are not part of or integrated with an existing established trail system will be accepted for review only if:
  - a. An approved, integrated land-use plan exists which recommends the area for trail development/use; or
  - b. The proponent is representative of a multi-user, broad, community based trail organization and has support of the local trail community; and
  - c. The proponent is willing to take on a long-term trail management role and can demonstrate the capacity to take on such a role.

This applies to trails that have been built municipal and/or Crown lands within the City of Whitehorse boundary without prior authorization.

- (2) Where applications are accepted for review, the Manager will assess the suitability of the proposal on its merits. This will involve reference to information from:
  - a land status check;
  - environmental review including identification of potential permit requirements and proximities to sensitive areas (ESAs and water features);
  - referral to other interest groups;
  - review of existing land-use plans, as appropriate;
  - compliance with First Nations consultation requirements; and
  - reference to the considerations and impact mitigation strategies identified in Appendix 1.
- (3) Where significant environmental concerns and/or trail user conflict exist, the Manager may assemble a Neighbourhood Trails Task Force for additional consideration.
- (4) A public consultation may be initiated at any point in the approval process at the Manager's discretion.
- (5) The Manager will present successful applications to Council for approval.
- (6) If authorized by Council, the Manager will:
  - Enter into a Trail Partnership Agreement with the proponent containing terms of construction. Once a Trail Partnership Agreement is in place, the Manager will authorize construction of a new City trail; or
  - negotiate the terms of a long-term Trail Partnership Agreement with the proponent. The trail agreement will include appropriate provisions for addressing safety, conflict and impact issues (e.g., see Appendix 1), and any special requirements identified in Part 13 of this policy. Once a Trail Partnership Agreement is in place, the Manager will authorize construction of the new trail that will be maintained and managed by the proponent pursuant to the Trail Partnership Agreement and under the supervision of the City.
- (7) If not approved, the application will be disallowed, and the proponent will be notified of the decision. If an application that is disallowed involves trails that had been built without prior authorization, the Manager may order removal of the illegal trail facilities.

### **13. Special Requirements**

- (1) Issuance of a Trail Partnership Agreement does not extend a right of exclusive control, use or possession of the established trails. All trails established under



this policy will continue to be shared use (multi-use) trails that are open to all types of recreation, unless otherwise restricted or prohibited.

(2) Where TTFs ARE NOT proposed:

- These authorizations are subject to the requirement for the agreement holders to follow IMBA's trail building guidelines and any other requirements included in the Trail Partnership Agreement.

(3) Where TTFs ARE proposed, agreement holders will be required to meet the following provisions aimed at minimizing public safety and liability risks:

- Follow the IMBA Guidelines and the Whistler Trail Standards when planning, constructing, rehabilitating and maintaining trails. Note: consistent with Whistler Trail Standards, Expert Unlimited trails will not be authorized, however there may be some of these elements on a trail based on conditions specified by the City.
- Follow the City's procedures for managing and maintaining trails as specified in a Trail Partnership Agreement including initial and annual inspections of trails and TTF's as prescribed.
- Appoint a trail safety coordinator with specific responsibility to oversee and coordinate trail safety on behalf of the agreement holder.
- Repair or eliminate known safety hazards.
- Report annually in writing to the Manager on trail and TTF inspection activities and results, and any maintenance activities undertaken.

(4) Trail Agreements will contain an operating plan schedule that describes, in appropriate detail, the trail construction, rehabilitation or maintenance work that the agreement holder is authorized to conduct.

- In the case of simple, one-off, short-term trail works proposals, the operating plan should be commensurately simple (e.g., sketch map and/or a few sentences describing the approved works.)
- In the case of multi-year Trail Partnership Agreements, the agreement holder will be required to annually submit a proposed operating plan for approval by the Manager before the trail work may commence. Annual operating plans should contain a description of the location (map required at appropriate scale – e.g., 1:20 000), and the nature and timing of the proposed trail works. Operating plans should also identify measures that will be implemented for ensuring trail safety, preventing/minimizing conflicts with other trail and resource users, and preventing/minimizing environmental impacts.

#### **14. Authorization Decision Review**

(1) If an applicant is dissatisfied with a City decision on an authorization to construct, rehabilitate or maintain a trail or a Trail Partnership Agreement application, a review of the application may be requested. The general process is for the applicant to contact the Manager and try to address the issue informally.

### **15. Monitoring and Enforcing Trail Agreements**

- (1) The Manager will allocate available resources to monitor and inspect authorized trails and assess compliance with Trail Partnership Agreement terms and conditions, including the requirement to comply with the IMBA Guidelines and the Whistler Trail Standards. The Manager may retain independent technical expertise in mountain bike trail and TTF development to assess / audit compliance with the guidelines and standards.
- (2) If public safety, user or resource conflicts, environmental impact issues, or agreement compliance deficiencies are identified, the Manager will provide the agreement holder with verbal and written notice of the problem and a reasonable amount of time for the problem to be corrected. The Manager may independently take temporary action to correct an urgent public safety problem (e.g., close a trail section; repair or remove a structure).
- (3) Where disputes arise between City and an agreement holder over compliance questions, the City has the authority to vary or cancel trail agreements to address public safety, trail or resource user conflicts, or environmental impact issues.

### **16. Where Trail Agreements Are Not Possible**

- (1) Where the City becomes aware of the existence of unauthorized trails and there is not a local organization with the interest or capacity to assume an ongoing trail management role, the Manager will assess the trails from a public interest perspective. If the trails:
  - are in an appropriate location;
  - are popular with trail users;
  - do not contain TTFs;
  - do not otherwise pose public safety, user/resource conflicts, or environmental impact concerns; and
  - can be managed by the City within existing operations and maintenance budget and staff levels...

...Council may adopt the trails into the official City network and the trails will be managed by the City pursuant to the Trail Maintenance Policy 2016-04.

- (2) If the criteria in Part 16(1) above cannot be met, the City will take appropriate action, subject to the availability of resources, to address concerns. This action may include dismantling TTFs, environmental rehabilitation efforts, or posting an order prohibiting trail use.

### **17. Trail Planning**

- (1) Where trail user or resource conflict issues emerge on established trails, the Manager may initiate a trail planning process/strategy to work with local interests

and identify solutions to issues (e.g., voluntary agreements among users on ways to meet users' interests and minimize trail use conflicts).

- (2) The Manager will participate, to the extent possible, in inter-agency integrated land/resource planning initiatives to ensure that trail opportunities are considered in the planning process, and identify areas with trail potential/suitability.

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## **APPENDIX 1. TRAIL HAZARD, CONFLICT AND IMPACT REDUCTION STRATEGIES**

This appendix describes strategies for mitigating safety/ user conflicts, and impact issues that are potentially associated with trail development and use. Depending on the specifics of individual trail situations, these may be adopted as provisions in trail agreements, proposed as voluntary measures, or put into action by the City as part of general implementation of the City trails program.

### **A. REDUCING SAFETY HAZARDS**

When processing applications and implementing agreements for trail construction, rehabilitation and maintenance, the Manager will consider the following factors that can influence public safety risks:

- Whether the trail system involves TTFs, either man-made or natural;
- Whether the trails, facilities and features are developed and managed according to guidelines/standards;
- Steepness of trails;
- Speed at which trails are/will be used;
- Adequacy of visibility/sight lines along trails;
- Volume of use that the trails receive;
- Degree to which trails are accessible/proximate to settled areas, and therefore receive a high volume of use by a wide cross-section of users;
- User types and profiles (e.g., are users experienced/skilled, novice, knowledgeable about the area, a combination thereof);
- Potential for encounters for different types of trail users (e.g., mountain bikers, hikers, equestrians, dirt bikers, etc.);
- Potential for trail instability/deterioration and environmental damage (e.g., as a result of erosion);
- Whether or not the local organization has demonstrated capacity/interest in developing and managing safe trail systems; and
- Other factors that may influence hazard/safety levels, as identified by the Manager.

Strategies for managing public safety include:

Authorization of Appropriate Trails – Authorize trail works only if public safety (and other) issues can be sufficiently addressed.

Management Agreements – Enter into long-term trail agreements with qualified organizations to ensure appropriate trail development and upkeep.

Enforce Guidelines and Standards – Require conformance with the IMBA Guidelines and Whistler Trail Standards.

Remove Hazards – Close/dismantle all or a portion of a trail or TTF. Mitigate a Hazard – Modify a trail or TTF to remedy a hazard situation.

User Education – Promote user education/awareness of risk levels and safe riding techniques (e.g., through communication materials, safety workshops, etc.).

User Skills – Enhance user skill levels/abilities (e.g., through skills camps).

Trail Builder Education – Educate trail building volunteers on skills and techniques for building safe and sustainable trails.

## **B. REDUCING RECREATIONAL AND RESOURCE USE CONFLICTS**

Options for addressing conflict between recreational users, and conflict with other resource users, are listed below in the general order of preference for implementation. (Note: For more information, see the IMBA document *The Minimum Tool Rule: A Hierarchy of Options for Managing Trail User Conflicts*, available at [www.imba.com/resources/bike\\_management/hierarchy.html](http://www.imba.com/resources/bike_management/hierarchy.html)).

Post Signs – For example, advising caution; reminders of trail ethics/conduct; urging cyclists to stay on routes, slow down, limit party size, consider other users; identifying any local trail ‘rules’ that may be in effect; etc. Self-Monitoring – Encourage cyclists to patrol their own ranks in a positive way.

Education – Work with local clubs, special interest groups and others to educate users about low impact and responsible trail use, riding etiquette (codes of conduct/ethics), and consideration for other users.

Develop posters, brochures, and logos or trademarks as a reminder/symbol of considerate trail use.

Educate local groups and/or organizations about proper procedures/standards for designing and building sustainable trails.

Relationship Building – Encourage positive interaction among different trail users (e.g., joint trail maintenance projects, forming trail advisory committees).

Training – Develop and implement training programs on low impact trail use to be presented by clubs, organizations, bike shops, etc.

Trail Design – On new trails or trails that can be modified, include design features that restrict speed and enhance sight distance, and build wide or pull-out sections to facilitate safe passing (see Whistler and IMBA design standards/guidelines).

Barriers to Speed Control – Subject to safety considerations, leave or install barriers in the trail to control speed (e.g., rocks, roots, bumps, tight curves, down trees, speed barriers, water bars).

Requested Walking Zone – Signs that request or require cyclists to walk their bikes in certain areas where speed, recklessness or congestion are potential problems.

One-way Only – Designate direction of travel on trails with heavy use, to avoid the potential for collisions.

Post Speed Limits – Set maximum allowable or recommended speeds for users.

Encourage voluntary compliance in positive enforcement. Encourage speeds that allow a user to stop in less than half the distance they can see.

Patrols – Use trained volunteer groups to patrol trails and talk with cyclists to dispense advice, and monitor compliance with trail rules and codes of conduct.

Separate Sections – Construct separate routes for mountain bike use where there is the greatest congestion (e.g., at trailheads).

Zoning – Close certain areas to mountain biking (or other recreation uses) and encourage that use on other areas. This method depends on having other areas available and useable.

The City may also facilitate local management planning processes that bring together the affected interests to cooperatively identify solutions for addressing user conflicts (and possibly other) issues. The planning processes may identify any of the above, or other, solutions for addressing conflict and impact issues.

### **C. REDUCING IMPACTS ON ENVIRONMENTAL AND RESOURCE VALUES**

To address potential issues of trail development and use impacts on environmental and other resource values, the City will apply the following strategies, as appropriate, to individual situations and as resources permit:

**Proactive Planning** – Ensure that areas appropriate and suitable for trail development/use are identified through management planning processes that consider sensitive environmental and other resource values (e.g., wetlands, unstable soils, valuable habitats, cultural/heritage values).

**Environmental Design** – As part of the trail authorization process, encourage mountain bike clubs to work with land managers in a process to identify/map sensitive values, and design and construct trails accordingly. Apply the IMBA guidelines and Whistler standards for environmental design (e.g., stream crossings, drainage, habitat considerations, appropriate trail widths, environmentally sensitive construction materials and best practices).

**Monitoring and Impact Mitigation** – Monitor environmental impacts from trail development and use (e.g., erosion, water quality, vegetation disturbance, wildlife disturbance), and mitigate problems as they arise. Mitigation may involve the need to permanently or temporarily close or relocate a trail or trail segment (e.g., during wet periods, during wildlife breeding periods), rehabilitate an area, re-design a trail segment or feature, educate users, etc.

**User Education** – Work with local clubs and other interests to educate users on ways to minimize environmental impacts (e.g., stay on the trail, 'riding' vs. 'sliding'), and prevent the spread of noxious weeds. Use signage as appropriate.

## APPENDIX 2. TRAIL PROPOSAL FORM

	<b>Parks and Community Development, City of Whitehorse</b>	<b>Proposal Form for Trails within City of Whitehorse</b>
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<b>For Office Use Only</b>	
Date Received:	Received By:

All applications must include a completed application form, and for proposals involving previously 'un-managed' trails or new trails, the application must also include a general location map and submission of digital geo-spatial information. **Incomplete applications will not be considered.**

<b>Part 1. Name and Contact Information</b>	
<b>Name, Organization or Society:</b>  <b>Mailing Address:</b>	<b>Contact Name for Organization or Society:</b>  <b>Contact Numbers:</b>  Phone: Daytime Phone: Email Address:

<b>Part 2. General Description</b>
<b>Purpose of proposed trail:</b>



<b>Brief description of proposed trail or any work planned:</b>
<b>Location of proposed trail:</b>
<p><b>This proposal is for</b> (please select one):</p> <p> <input type="checkbox"/> Trail Rehabilitation/Maintenance      <input type="checkbox"/> Major Trail Reroute (&gt;50m)  <input type="checkbox"/> Minor Trail Reroute (&lt;50m)      <input type="checkbox"/> New Trail         </p>
<p><b>Proposed work will take place on</b> (please select one):</p> <p> <input type="checkbox"/> City Trail      <input type="checkbox"/> Neither  <input type="checkbox"/> Other Established/Managed Trail         </p>

<b>Part 3. Detailed Trail Description</b>	
<b>Trail Details</b> (please answer the following):	
Proposed work start dates (dd/mm/yyyy):	
Proposed work completion dates(dd/mm/yyyy):	
Approximate trail length (m):	
Approximate trail corridor width (m):	
Approximate trail tread width (m):	
Approximate trail grade (%):	
Trail difficulty level (based on Whistler Trail Standards and IMBA guidelines):	

**Trail Construction Methods** (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Hand built               | <input type="checkbox"/> Culverts                          |
| <input type="checkbox"/> Machine built            | <input type="checkbox"/> Wooden structures                 |
| <input type="checkbox"/> Full bench cut           | <input type="checkbox"/> Rock armouring                    |
| <input type="checkbox"/> Half bench cut           | <input type="checkbox"/> Water crossings                   |
| <input type="checkbox"/> Raised tread             | <input type="checkbox"/> Hazard tree removal               |
| <input type="checkbox"/> Organic/duff singletrack | <input type="checkbox"/> Large tree root removal           |
| <input type="checkbox"/> Burrow pits              | <input type="checkbox"/> Optional ride arounds             |
| <input type="checkbox"/> Bermed corners           | <input type="checkbox"/> Technical trail features          |
| <input type="checkbox"/> Switchbacks              | <input type="checkbox"/> Optional technical trail features |
| <input type="checkbox"/> Climbing turns           | <input type="checkbox"/> Filters at trail entrance         |
| <input type="checkbox"/> French drains            |  |

**Describe the anticipated or proposed trail uses:**

- |   |   |
|---|---|
| <input type="checkbox"/> Hiking               | <input type="checkbox"/> Dirt bikes (motorized) |
| <input type="checkbox"/> Mountain biking      | <input type="checkbox"/> ATVs                   |
| <input type="checkbox"/> Cross country skiing | <input type="checkbox"/> Snowmobiles            |
| <input type="checkbox"/> Horseback riding     | <input type="checkbox"/> Other (specify) _____  |

**Are you aware of any potential land conflicts or constraints, including overlap with private property, easements, protected areas or environmentally sensitive areas?**

- Yes  No Describe:

**Describe any significant water features including creeks, streams, rivers or wetlands the proposed trail cross or potentially impact, and how you plan to protect these areas:**

**Identify any construction or maintenance guidelines or standards that will be followed when conducting works, any infrastructure that will be required, or signage to be installed:**

**Digital geo-spatial information provided with application:**

Format:  gpx file  shape file  kml file

(\*must be based on field collected GPS data)

File name(s):

**Maps & Photos Included:**

- General Location Map (1:20,000)
- Photographs

#### **Part 4. Additional Information**

**Describe any discussions or communications with potentially impacted stakeholders, interest holders or First Nations regarding this proposal:**

**Does your organization have Directors and Officers and Comprehensive General Liability insurance:**

Yes  No

**Describe your or your organization's capacity and commitment for ongoing maintenance of the proposed trail, should it be approved:**

### Part 5. Technical Trail Features

Use this section to identify each proposed technical trail feature and describe. Use the terminology found in the Whistler Trail Standards glossary to identify each type of TTF proposed. Each TTF is to correspond to a waypoint with a label ie. TTF002 on the map / GPS data.

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*(attach additional pages as necessary, including any letters of support from stakeholders, summaries of correspondence, etc)*

Applicant Signature	
Printed Name of Applicant	Date

**PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS**

**Parks and Community Development  
City of Whitehorse**

**Phone**

(867) 668-8325

**Email**

[trails@whitehorse.ca](mailto:trails@whitehorse.ca)

**Website**

<http://www.whitehorse.ca/departments/parks-and-community-development/trails>

## **APPENDIX 3. TRAIL STEWARDS**

Klondike Snowmobile Association

Contagious Mountain Bike Club

DRAFT

**APPENDIX 4. TRAIL DEVELOPMENT PROCESS**

DRAFT



# Trail Development Process

## SCOPING

**SCREENING**  
Meet with Parks Staff to discuss:  
applicant eligibility/capacity;  
trail location;  
trail characteristics;  
trail use;  
relation to City Plans; and  
potential adverse impacts.

**PROJECT PROPOSAL**  
Submit application.

## PLANNING & EVALUATION

**SITE VISIT**

**ENVIRONMENTAL REVIEW**  
Identify: permit requirements; and  
proximity to sensitive areas.

**TRAIL USE**  
Determine if anticipated or proposed trail use is acceptable at proposed location.

**TRAIL DESIGN & CONSTRUCTION**  
IMBA Guidelines ; and/or  
Whistler Trail Standards.

**ASSEMBLE NEIGHBOURHOOD TASK FORCE**  
Where significant environmental concerns and/or trail user conflict exist, the Manager may assemble a trails Neighbourhood Trails Task Force for additional consideration.

**PUBLIC CONSULTATION**  
A public consultation may be initiated at any point in the approval process at the Manager's discretion.

## OUTCOMES

**TERM AND TYPE OF APPROVAL**

**MANAGER APPROVAL**

**COUNCIL DESIGNATION OR APPROVAL**

**ONE-OFF MAINTENANCE AGREEMENT**  
By entering into a One-off Maintenance Agreement that explicitly authorizes maintenance or rehabilitation of a City trail.

**CITY TRAIL CONSTRUCTION AGREEMENT**  
By entering into a Trail Partnership Agreement that explicitly authorizes construction of a trail or proposed trail has been adopted into the official City trail network and managed by the City.

**LONG-TERM TRAIL PARTNERSHIP AGREEMENT**  
By entering into a Trail Partnership Agreement that explicitly authorizes construction, maintenance or rehabilitation, of a trail that will be managed by a group or organization under the supervision of the City.

**ONE-OFF MAINTENANCE AGREEMENT TERMS:**  
Terms of construction.  
Construction plan:  
simple sketch;  
description of work; and  
timeline for proposed work.

**CITY TRAIL CONSTRUCTION AGREEMENT TERMS:**  
Terms of construction.  
Construction plan:  
maps;  
sketches/diagrams;  
description of work; and  
timeline for proposed work.

**LONG-TERM TRAIL PARTNERSHIP AGREEMENT TERMS:**  
Up to 5 years  
Terms of trail management and construction:  
general liability insurance;  
maintenance activities; and  
reporting.  
Annual operating plan:  
key personnel and roles;  
safety plan; and  
planned services/maintenance.  
Construction plan:  
maps;  
sketches/diagrams;  
description of work; and  
timeline for proposed work.

**CITY TRAIL DEVELOPMENT**  
Development of trail resources adopted into the City Trail network. Managed per 2007 Trail Plan and City Trail Maintenance Policy 2016-04

**GROUP/ORGANIZATION TRAIL DEVELOPMENT**  
Development of trail resources that a group or organization are responsible for managing and maintaining under the supervision of the City. Terms of management will be outlined in a trail partnership agreement.