

# The Ottawa Valley Recreational Trail Management Plan

2018

LANARK  
COUNTY



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This Management Plan was written by the Ontario Trails Council, Quercwood Consulting and TREADscape and in partnership with Ontario's Highlands Tourism Organization and Renfrew County Community Futures Development Corporation



Quercwood Consulting



## **Definitions**

AODA – Accessibility for Ontarians with Disabilities Act

AT – Algonquin Trail

EOTA – Eastern Ontario Trails Alliance

ERS – Emergency Response Services

MNRF – Ministry of Natural Resources and Forestry

OFATV – Ontario Federation of All Terrain Vehicle Clubs

OFSC – Ontario Federation of Snowmobile Clubs

OMAFRA – Ontario Ministry of Agriculture, Food and Rural Affairs

OTC – Ontario Trails Council

OVRT – Ottawa Valley Recreational Trail

OVRTAC – Ottawa Valley Recreational Trail Advisory Committee

ROW – Right of Way (within the rail corridor)

**Municipality** – All reference to “municipality” within the Ottawa Valley Recreational Trail Management Plan refers to the three co-owners: County of Renfrew, County of Lanark, Township of Papineau-Cameron

**Partners/Co-owners** – Consists of the County of Renfrew, County of Lanark, Township of Papineau-Cameron

## **Abstract**

*The Ottawa Valley Recreational Trail (OVRT) is 296 kilometres in length and is a former CP rail corridor. The goal of this plan is to preserve the Ottawa Valley Recreational Trail as a destination trail for present and future generations to enjoy. Jointly purchased by the County of Renfrew, County of Lanark and the Township of Papineau-Cameron, the corridor will be developed as a full multi-use trail. This Management Plan is the guiding document for development, user groups, and maintenance standards for the corridor to ensure safety, user education and management are held to the highest standard.*



# 1.0 Introduction

## 1.1 Location

The Ottawa Valley Recreational Trail is approximately 296 km in length running from outside Mattawa to outside Smiths Falls. The former rail bed was part of a longer line from Ottawa to Sudbury. The corridor is 990.3 hectares, the width of the corridor varies from 27.4 m (90+/- feet) and has 37 bridges and underpasses. *Appendix A – Map of the Ottawa Valley Recreational Trail.*

## 1.2 Natural Features and Wildlife

The natural features found along the trail vary from traversing through vast wetlands to following the beautiful Ottawa River. The OVRT is a 296 km linear green space for deer, moose, bear, coyote to travel connecting wintering or breeding areas as well as provide hunting grounds for many birds including hawks and owls.

## 1.3 Historical Setting

In 1853, caught up in the excitement and foreseeing the benefits of a railway, the municipalities in the United Counties of Lanark and Renfrew secured land and agreed to underwrite the Brockville and Ottawa Railway Company (B&O) to the tune of £200,000.

The first phase of the railway started at Brockville and ran to Smiths Falls. It was to be continued to Arnprior and Pembroke, with several branch lines to Westport, Newboro, and Merrickville. Only a line to Perth was realized.

The inaugural run from Brockville to Smiths Falls began on a sub-zero February morning in 1859. Travelling at 15 mph, the wood-burning locomotive carrying two coaches filled with passengers took 2 ½ hours to reach Smiths Falls. The trip to Perth took another 7 hours because of a broken coupling and lack of water. Five years of construction took a heavy toll on the B&O and interest payments could not be met and refinancing had to be arranged.

The line was extended to Carleton Place in 1859 and reached the Ottawa River through Almonte, Arnprior, and Sand Point in 1864. B&O turned over the right to build from Arnprior to Pembroke to Canada Central Railway and the line was extended through Renfrew County in the 1870s. Both companies were united under Canadian Pacific Railway Company and linked with a transcontinental network in 1881.<sup>1</sup>

The counties were notified about Canadian Pacific's intent to discontinue and sell the Ottawa Valley Railway between Smiths Falls and Sudbury in January 2010. After CP diverted traffic off the line, short-line operator RailAmerica terminated its lease with CP. This launched a process under the *Canada Transportation Act* that provides stipulated time periods for various stakeholders to express interest in purchasing it.

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<sup>1</sup> <http://rmeo.org/history/>

The counties then lobbied MP's to keep the rail line as an operational line for economic development in the future. *Appendix B – Press Release - Renfrew County and Lanark County Lobby for Long Term Railway System.*

When an active rail line wasn't feasible the counties began conversations to keep the corridor intact and use as a full multi-use recreational trail. In 2011 the County of Renfrew, County of Lanark and the Township of Papineau Cameron engaged in discussions to acquire the discontinued rail corridor. The goal of the three municipalities was to acquire the corridor in one contiguous piece and to maintain and operate as a contiguous whole.

Antec Appraisal Group appraised the discontinued rail corridor at \$77,692,039 using an 'across the fence' method. The Partners paid (will pay) \$500,000 cash plus a tax receipt to the appraised value to acquire the corridor.

The corridor is to be purchased in three parcels starting with the most easterly section with the remainder leased until transfers are completed.<sup>2</sup> Each of the municipalities will acquire title to that part of the trail within their respective boundaries and be responsible for the construction, operation, use and management of that part acquired.

#### **1.4 Recreational Use of the Trail**

The Ottawa Valley Recreational Trail was once part of the prosperous railway line. As the corridor becomes developed, recreational use of the trail will attract residents and tourists in such activities as hiking, cycling, snowmobiling, ATVing and cross-country skiing. The former rail bed provides a solid base, ideal for recreational multi-use travel. Each section is owned and managed by each municipality and can be individually named (the County of Renfrew's section is now named Algonquin Trail) but the overall trail is named the Ottawa Valley Recreational Trail. *Appendix C – Press Release - County of Renfrew's Naming of the OVRT as Algonquin Trail.*

## **2.0 Development of the Management Plan**

This Management Plan has been developed in conjunction with the Ottawa Valley Recreational Trail Advisory Committee (OVRTAC), which is comprised of elected officials and staff from Renfrew County, Lanark County and the Township of Papineau-Cameron.

### **2.1 Purpose of the Management Plan**

The Ottawa Valley Recreational Trail Management Plan provides direction to achieve the goal and objectives of the Ottawa Valley Recreational Trail. It is suggested that the trail managers be responsible for upholding the guidelines identified in this Management Plan and endeavour to overseeing the management and maintenance of the trail in conjunction with this Management Plan.

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<sup>2</sup> <http://www.countyofrenfrew.on.ca/documents/development-property/OVRT-FactSheet.pdf>

## **2.2 Public Consultation**

The Ottawa Valley Recreational Trail Management Plan is the product of the extensive public consultation process including:

- Six public meetings in Renfrew County and four in Lanark County which provided a considerable number of public comments that have been built into this Management Plan.
- Stakeholder consultation.
- Council approval.

## **2.3 Statement of Issues**

The Ottawa Valley Recreational Trail Management Plan provides strategies to address the following key issues which were identified through public consultation and by the Ottawa Valley Recreational Trail Advisory Committee.

- Uses allowed along the full corridor.
- Uses allowed in urban versus rural corridor areas.
- Access and by-passes for urban and rural areas.
- Trail maintenance.
- Funding.
- Management relationships.

## **3.0 Goals and Objectives for the Ottawa Valley Recreational Trail**

### **3.1 Goal**

The Ottawa Valley Recreational Trail is, and will for the foreseeable future remain a trail; management of the continuous trail corridor will provide for, and encourage safe and responsible use for a variety of recreational purposes while ensuring the protection of the environment and historical values for future generations. This has been established by Renfrew County and Lanark County when their Councils passed resolutions respectively concerning the use of the trail (see *Appendix C* for details).

### **3.2 Broad Objectives**

The overall objectives of this Management Plan are to preserve the integrity of the trail and provide guidance for each Partner with trail maintenance, governance and development. Public consensus was very clear for preserving the trail as a trail and not for other access uses that would alter the trail experience. The Ottawa Valley Recreational Trail is an asset of municipal infrastructure and will remain in municipal hands.

## 4.0 Management of the Ottawa Valley Recreational Trail

### 4.1 Management Structure

Overall there is an overarching three party management structure with each of the three sections owned by a separate municipality, namely, each of Lanark County, Township of Papineau-Cameron and Renfrew County. Each municipality will maintain its own section of trail, based on their own capabilities and abilities within their geographic boundaries as set out in this Management Plan. It is suggested that the municipalities meet as the Ottawa Valley Recreational Trail Advisory Committee a minimum of twice a year to share information, resources and discuss other items important to the management and operation of the OVRT. *Appendix D - Co-Owners Agreement.*

### 4.2 Cost Sharing

As per the Co-owners Agreement, all maintenance and management costs are borne by the respective municipality. The co-owners may strive to work together to identify and submit in any joint funding opportunities. Municipalities may also peruse funding opportunities individually where appropriate. Each municipality has its own budget and budgetary planning and approval process to manage the OVRT in their ownership and the partners will provide an update to each other at regular scheduled meetings.

### 4.3 Maintenance Activities

Each municipality is responsible for all maintenance on their trail section. They may consider contracting trail maintenance to a third-party but would be responsible for the oversight and contract administration if this was to occur. The method for inspections (whether by contracted services, volunteers, user clubs or other) will be determined by the municipality for each section.

## 5.0 Trail Management

Each owner is responsible for all management and maintenance in their trail section, in accordance with the recommendations contained in this Management Plan and will provide updates to the other municipalities on a reporting and delivery schedule that remains the responsibility of each municipality according to its own delivery schedule. All users of the trail are expected to stay on the trail, follow posted signage including speed limits, user conduct and no trespass. **More specifically, each municipality retains the right to pass appropriate by-laws that regulate and govern the use of their section(s) of the trail. The municipalities may investigate recreational club development as a trail management aide.**

### 5.1 Code of Conduct

We ask that all trail users enjoy the trail while being respectful to other trail users, private landowners, and the environment. Please follow our Trail Use Code of Conduct while on the trail.

- Non-motorized users have the right-of-way at all times.
- Respect the privacy of people living along the trail.
- Respect neighbouring property by staying on the Ottawa Valley Recreational Trail. Do not make new trails or traverse on unmarked and unauthorized trails.
- Expect and respect other trail users, and obey trail signs.
- Stay to the right of trail and pass on the left.
- Alert slower moving users to your presence, slow down and proceed with caution as you pass them.
- Bike riders yield to both hikers and horseback riders; hikers yield to horseback riders; ATV/Snowmobile users yield to all.
- Obey all barricades and closures along the Ottawa Valley Recreational Trail.
- If you and/or your mode of transportation produces over 10 cm of track depth, do not use the Ottawa Valley Recreational Trail. This will occur most frequently in the Spring and Fall or after a heavy rain.
- Motorized vehicles (other than snowmobiles with a valid Ontario Federation of Snowmobile Clubs' [OFSC] permit) are prohibited in the winter season December 1 to March 31.
- Prohibited activities include camping or fires, hunting, or carrying firearms.
- Please keep pets on a leash at all times. Clean up after pets and horses.
- Do not block trail entrances or park on the trail at any time.
- Leave the trail cleaner than you found it—please carry out litter.
- Leave flowers, wood, rocks and plants behind in their rightful place for others to enjoy.
- Avoid tree damage. Do not break branches or strip bark off trees.
- Preserve the past—examine, but do not touch cultural or historical structures.
- Obey all Federal, Provincial and Municipal regulations pertaining to the operation of your mode of transportation (including, but not limited to, licencing, insurance, age limits and vehicle condition).

## **5.2 Authorized Trail Users**

Given the municipalities have distinct responsibility for managing their specific sections of the Ottawa Valley Recreational Trail, and while they come together through the Ottawa Valley Recreational Trail Advisory Committee, the Committee as a whole will review what is permitted if and when needed, and each may recommend specific uses for their specific section, both locally and to the OVRTAC.

### **5.2.1 Hiking/Walking**

The Ottawa Valley Recreational Trail will permit hiking along all sections. Hiking will be promoted and encouraged. Hikers will share the trail with other all-season users.

### **5.2.2 Cycling and Alternative Biking**

The Ottawa Valley Recreational Trail will permit cycling along all sections. Cycling will be promoted and encouraged. It is recommended the trail surface be upgraded where appropriate and as resources are available with aggregate that accommodates hybrid bikes for three seasons and permits fat biking in the winter months. Other cycling determinations will be made in accordance with other Ontario Ministry of Transportation Guidelines for other products, such as E-Bikes.

### **5.2.3 Cross Country Skiing**

The Ottawa Valley Recreational Trail will permit cross country skiing, dog-sledding and snowshoeing along all sections during the winter months. Skiers will share the trail with snowmobiles and other users. These activities will be promoted and encouraged.

### **5.2.4 ATV/ORV/Side-by-Sides**

The Ottawa Valley Recreational Trail will permit licenced and insured off-road vehicles along all sections unless indicated by signage with a clearly marked by-pass in place.

For the purposes of the definition of “off-road vehicle”, the Ontario Ministry of Transportation definition is as follows: Off-road vehicles (sometimes called ORVs) are any two- or three-wheeled motorized vehicles, as well as specific vehicles with four or more wheels as prescribed by regulation, intended for recreational use. Examples of off-road vehicles include all-terrain vehicles (ATVs), two-up ATVs, side-by-side ATVs, utility terrain vehicles (UTVs), amphibious ATVs, off-road motorcycles and dune buggies.

**Note:** Electric and motorized scooters (commonly known as go-peds) and pocket bikes (which are miniature motorcycles about two feet in height and with a speed of 70-80 kph) are not off-road vehicles and, as such, cannot be registered as off-road vehicles. These vehicles also do not comply with motorcycle standards and cannot be registered as motorcycles.<sup>3</sup>

The trail may be closed at certain times of the year to preserve the trail bed due to wet conditions (See Section 5.3).

ATVing will be promoted and encouraged through organized ATV clubs and associations, such as Renfrew County All-Terrain Vehicle Club (RCATV) or Ottawa Valley ATV Club. A Memorandum of Understanding will be signed with ATV groups in the area for social events and club use of the trail.

### **5.2.5 Snowmobiling**

The Ottawa Valley Recreational Trail will permit snowmobiles on all sections of trail identified as OFSC prescribed trails, December 1st to March 1st. A Memorandum of Understanding will be signed with the Snowmobile District and the owners for use of the trail. All sections that allow snowmobile passage will have a corresponding Land Use Agreement between the Club/OFSC and Land Owner on file and shared with the OVRT owners. Snowmobiles, may have exclusive

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<sup>3</sup> <http://www.mto.gov.on.ca/english/dandv/driver/handbook//section7.3.0.shtml>

motorized use of the trail, on sections that are OFSC prescribed trail. Snowmobile users will respect and share the trail with other winter users during this time. Snowmobiling will be promoted and encouraged in conjunction with the Ontario Federation of Snowmobile Clubs. Snowmobiles and snowmobiling will not take place on non-groomed, non-OFSC signed areas.

### **5.2.6 Equestrians**

Equestrian riding is permitted on all sections of the trail. Equestrian riding will be promoted and encouraged in conjunction with the provincial equestrian federations. Riders are required to remove all manure from the trail surface.

### **5.2.7 Other Users, Emergency Response**

As new modes of travel are developed, the municipalities may review the new use based on its fit with existing uses. Currently dirt bikes are not a permitted use on the trail. The review would be based on request: a) access by new user groups; b) received conflict reports from other authorized users; or c) upon anticipated demand for a new potential market/experience. Emergency Services (Police, Fire and Ambulance) will be allowed to access the trail ROW as required.

## **5.3 Trail Maintenance**

### **5.3.1 Trail Maintenance Objectives**

Trail maintenance objectives are to preserve the trail in a usable state for the permitted users to access the trail safely, enjoyably and sustainably.

- User Safety- any time user safety is in question, the trail may be closed until the required maintenance can be completed.
- Positive User Experience- trails that have a quality maintenance program help facilitate a positive user experience.
- Trail Sustainability- it is recommended that any trail maintenance shall be done in accordance with sustainable trail building practices resulting in lower overall costs and a reduced impact on the surrounding eco-system. Maintenance activities should be applied where required, and when necessary, as determined by each municipality.

### **5.3.2 Preventative Maintenance, Trail Inspections/Assessments and Maintenance Logs**

#### **5.3.2.1 Preventative Maintenance**

The most critical aspect of minimal maintenance trails is identifying any minor areas of concern before they become major or critical trail problems that could potentially lead to trail closures or user safety. The first and most important aspect of preventative maintenance is to ensure any repair is done sustainably when possible and feasible. It is recommended that a proper organizational hierarchy with one knowledgeable member for each municipality (i.e. Trail Maintenance Coordinator) is functionally the best way of making informed decisions and is usually the most effective maintenance model for recreational trails.

### **5.3.2.2 Inspections**

It is recommended that each municipality conduct regular documented trail inspections-undertaken by properly trained volunteers or paid personnel- to identify any minor trail concerns. Priority of the inspections should be placed on identifying any areas or potential areas of the trail that pose undue risk to the trail user. Any areas of concern are logged by undertaking a detailed assessment. Refer to *Appendix E - Sample Trail Inspection Form*.

### **5.3.2.3 Assessments**

It is recommended that trail assessments include detailed reports of any specific issues identified in the regular inspection. A good assessment form, when filled out properly, should identify the exact location, level of concern/risk, problem, proposed solution and completion date. This allows the municipalities to make an informed decision to mitigate the area of concern and initiate targeted trail maintenance. Refer to *Appendix F - Sample Trail Assessment Form*.

### **5.3.2.4 Maintenance Log**

It is recommended that, trail inspections and trail assessments, properly completed, should be collected and placed together to create a trail maintenance log. This log is very beneficial for showing due diligence for user safety, budgeting for future maintenance and identifying targeted trail builds for problem areas. In most cases the underwriter for the trail insurance will require this log and set stipulations pertaining to its review. At minimum, the municipality should review the trail maintenance log once per year.

## **5.3.3 Three Classifications of Trail Maintenance**

The need for trail maintenance typically falls under three different classifications: Infrastructure and User Group Needs, Environment/Nature and Tread Degradation.

The frequency and need for trail maintenance is heavily dependent on the user group and the acceptable level of risk that the municipality is willing to accept. Through public consultation, the Ottawa Valley Recreational Trail is to be considered as a four season multi-use trail catering to hikers and walkers, ATVers, equestrian riders, cyclists, snowshoers, snowmobilers, cross-country skiers and fat bike cyclists. Balancing these multi-use disciplines with the varying levels of maintenance required for each discipline will be a very challenging undertaking when considering the needs, wants and desires of each user group. Those conducting trail maintenance will need to take into consideration the user groups permitted on that section of trail and adjust their best practice specifications accordingly. For example, cyclists- regardless of mountain, hybrid or fat bike discipline- will require the most manicured tread surface whereas ATVers will require the maximum corridor width and equestrian riders will determine the maximum corridor height. As a result, to satisfy ATVers, equestrian riders and cyclists the minimum acceptable standard would need to be crushed aggregate/groomed snow with a corridor clearance of 4.2 metres (13.78 feet) high and 3 metres (9.84 feet) high.<sup>4</sup>

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<sup>4</sup> Trail Design Standards – University of Minnesota <http://woodlandstewardship.org>



### 5.3.3.1 Trail Maintenance for Infrastructure and User Group Needs

- a. Trail Corridor: It is recommended that a trail bed width of 3 metres (9.84 feet) be maintained and brush cut to an additional 0.6 metres (0.2 feet) on each side and approximately 4.2 metres (13.78 feet) overhead of the trail for the safety of all identified recreational users and maintenance. These recommendations maintain a 4.2 x 3 metres (13.78 x 9.84 feet) trail corridor. The trail experience is that of a trail. Careful planning should be taken to avoid turning the trail into a road corridor.
- b. Tread Surfacing: It is recommended that the Ottawa Valley Recreational Trail be graded as required. The most crucial time is after spring thaw to prepare the tread surface for summer use. The current tread surface is unsatisfactory and changes to accommodate all trail users must be made. The recommended trail surface retains the natural look of the trail as well as providing a desirable trail experience (i.e. "A" gravel - 5/8" crushed plus fine or crusher dust). In the event the trail needs to be graded or shaped it is recommended that the trail tread be out sloped and/or crowned at a 2-5% grade to promote proper drainage. The surface upgrading should occur as part of any capital improvements on the trail.
- c. Corridor Fencing: Fencing will be governed by the *Line Fences Act*. The *Line Fences Act* is a section of the *Municipal Act* which is the broad Ontario Legislation that governs municipalities and their operations. The *Line Fences Act* is referred to as *Line Fences Act*, R.S.O. 1990, c. L.17. According to the Act "An owner of land may construct and maintain a fence to mark the boundary between the owner's land and adjoining lands." R.S.O 1990, c. L.17, s. 3.

Further, the Act defines the nature of the type of fence "Where there is a by-law in force in the municipality under the *Municipal Act, 2001* or the *City of Toronto Act, 2006* prescribing the height and description of lawful fences or otherwise regulating the construction of fences, the description of the fence specified in the award shall conform to the by-law." R.S.O 1990, c. L.17, s. 8 (3); 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 30 (1).

There is a process for determining the placement of the fencing, that is established using Fence-Viewers,<sup>5</sup> who have a public process for arbitrating and determining the placement of fences, as requested, whose recommendations then are established by an order in council.

Further in the Act, Section 20 encumbers municipalities who have purchased railway lines responsible for "constructing, keeping up and repairing the fences that mark the lateral boundaries."

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<sup>5</sup> Municipal Act, Line Fences Act, R.S.O. 1990, c. L.17. s. 4, 5, 7, 8.1, 8.2, 8.3, 8.4.

A process for remediation of fencing will be developed by the OVRTAC to manage requests for fencing, and it may be that requests for fencing will have to be managed according to this process. All fencing requests will be managed by the municipality and reported to the OVRTAC maintenance process.

- d. Special Exemption for Rail Corridors: Although the *Line Fences Act* permits municipalities to determine through by-law the applicability of fencing in all cases, the *Municipal Act*, s. 98, specifically prohibits a by-law that sets out the same for railway lands.

The consequence of *Municipal Act*, s. 98 and Section 20 of the *Line Fences Act* is that “the municipality must absorb all costs related to maintaining existing fences that existed to protect property owners from active railways, and recent court rulings have interpreted the legislation to require new fences where none existed before”<sup>6</sup> for registered farm use/property owners.

In the event that the municipality needs to deal with fencing along the corridor it is recommended that it:

- 1) Establish an annual budget to provide for fencing based on financing the construction of a set distance of new fences.
- 2) Establish a process to receive and evaluate applications for fencing.
  - a) Establish criteria to assist with the review of individual applications.
  - b) These applications are reviewed by the municipality. The municipality has the following specific objectives:
    - i) To describe the standards for fences.
    - ii) To recommend the priorities for construction, upgrades, and repairs of fences.
    - iii) To set out the procedures and deadlines for a landowner to apply for a fence, and for approvals.
    - iv) To recommend a budget and the allocation of funding for fencing work.
    - v) To act as liaison between groups with an interest in fencing of the rail corridor.
    - vi) To consider exceptional circumstances and other matters that affect fencing of the rail corridor.
    - vii) To examine existing OMAFRA fencing for farms and farm properties for livestock and other crops as a guide for trail fencing, should trail fencing be required.

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<sup>6</sup> AMO Member News Alert, January 13, 2005

- c) Fences are awarded consistent with budget and ranked priority. Lower priority fences may be held over for review in subsequent years.
- d) Many policies may be developed to ensure consistency and fairness. These may include policies on Corridor Crossings, Livestock Crossing and New Fence Construction.<sup>7</sup>  
Standard fencing for cattle fence wording.
- e. Speed Limits: As a general rule, speed limits shall be 20 kph in urban areas and 50 kph in rural areas. These areas will be marked by speed limit signs.
- f. Right-of-way: The right-of-way at crossings will be determined on a case-by-case basis and signage erected as required.
- g. Gates, Barriers and Bollards: It is recommended that gates, bollards and barriers be placed on the trail to restrict, calm or guide vehicle access on or off the trail. The barriers would need to be removed prior to winter grooming and be returned to block the trail before any other three (3) season multi-use disciplines are permitted. If barriers are moved for any reason, they should be returned to their original location as soon as possible. Each municipality has the discretion of where barriers should be placed if it is determined they are required and if budget is available.
- h. Bridges and Underpasses: There are 37 bridges and underpasses along the Ottawa Valley Recreational Trail. To ensure the upkeep of these bridges and underpasses, a bridge inspection is recommended to be completed by a certified engineer every second year in conjunction with other township/municipal bridge studies. Any work recommended from the inspection should be written into the preventative maintenance work schedule and capital replacement plans. Repairs and refurbishment plans can be made and then implemented against the review to bring the bridges up to provincial standard as a priority for capital construction on the trail.
- i. Ditches and Culverts: In the event that trail maintenance is being completed, it is recommended that ditches and culverts be monitored and cleared of debris. Culverts are installed to accommodate the heaviest permitted use on the trail (e.g. emergency or maintenance equipment) when replacement is warranted. Culverts and ditches need immediate attention when flooding and washouts occur. In areas where the trail is covered by water, or may potentially be covered by water, drainage is improved. Ditches should be cleared of trees and other vegetation that may block drainage.
- j. Encroachment in the trail by adjacent landowners is not tolerated. All reports of encroachment will be followed up by each municipality.

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<sup>7</sup> Abandoned Rail Right of Ways and the Line Fences Act March 31, 2005 Report Prepared for the Minister of Municipal Affairs and Housing Wayne J. Caldwell, PhD, RPP, MCIP - Caldwell Consulting

### 5.3.3.2 Trail Maintenance Resulting from the Environment and Nature

In general, the OVRTAC will determine the frequency and method of trail inspection and a combination of volunteer and staff support may be used to complete inspections. In the case of use of volunteer, (or other staff with the certificate in this speciality), those volunteers would have been trained or certified against known and accepted trail inspection and maintenance practice. One such program is administered by the Ontario Trails Council through Algonquin College on-line learning, Trail Planning, Trail Stewardship or Trail Management, based upon the trail assessment form and principles in this report. Another is sustainable trail practice, a publication by the Government of Ontario "[Best Practices For Increasing Trail Usage by Hikers and Walkers.](#)"

It is recommended that, at minimum, monthly trail inspections should be completed to ensure successful preventative maintenance. In cases where winter activities require groomed trails, maintenance frequency may need to be adjusted based on traffic volumes.

- a. Weather Patterns: Excessive dry or wet climatic conditions can leave the tread surface very vulnerable. Consider temporary closures if the user group would cause excessive degradation to the trail tread. If the desire to not close the trail exists, then areas prone to erosion during arid spells or flood events will need to be raised and hardened using sustainable trail building techniques. In such cases appropriate sized culverts should be installed to accommodate drainage.
- b. Catastrophic Weather Events: Flash weather events such as freezing rain, heavy rain, flooding, high winds and forest fire should be monitored closely. It is strongly recommended that effort should be made to perform a trail inspection as soon as possible to ensure user safety and identify any potential maintenance issues. Some of the more prevalent maintenance issues from catastrophic weather events are:
  - Trail Washouts: Trail washouts should be fixed as soon as possible (in all seasons) to ensure the integrity of the trail and the safety of trail users as well as to protect the fibre optic cable located in the trail bed.
  - Hazard Trees: It is recommended that hazards be regularly reported, and that in the event of a report, fallen trees and other similar obstacles blocking the trail tread be removed as soon as possible. Overhead hanging trees (widowers) will be taken down for safety reasons. Brush will not be allowed to be piled on the trail tread. Trees may be left in the corridor to decay naturally or may be chipped at the discretion of the municipality.
  - Flooding: Occasional flooding from catastrophic events will be monitored to ensure the trail tread is passable and safe for users. Most flood events with standing water will have negligible effect on the trail; however, moving water can often lead to significant erosion issues. It is recommended that a properly built trail using sustainable practices be enacted as these practices reduce the overall maintenance costs should this occur.

However, if the flooding becomes more prevalent on an annual basis, then water mitigation maintenance measures may be considered.

- c. Flora: This typically involves mitigating any new vegetation growth, fallen leaves, endangered species and invasive species. It is recommended that a trail assessment be written to identify any maintenance that needs to be undertaken so the Trail Maintenance Coordinator can initiate the proper response. New growth corridor clearing and thinning should be completed as required.
- d. Fauna: The Ottawa Valley Recreational Trail may encroach on the natural habitat that many species frequent. Fauna maintenance issues are normally mitigated on an as-is basis. This can include bears, deer, wolves, foxes, coyotes, migratory birds and beaver just to name a few. Maintenance concerns on an as-needed basis can include trail closures, trail kill removal, nuisance occurrence mitigation and monitoring programs to ensure proper trail remediation. Some of the more common fauna trail maintenance issues are:
  - Beavers: In the event that beavers pose a concern for the trail, in areas where beaver activity results in flooding of the trail, the municipality may consider the management of the beaver both on the trail and on nearby lands through a variety of options including but not limited to hiring a licensed trapper, installing beaver baffles, culvert cones, underwater pipes, etc.
  - Animal Passageway: Animals are likely to use the trail corridor as a daily linear passageway. This increases the likelihood of nuisance behavior and conflict. Areas that are determined to have a high frequency of interaction should be signed with “animal in area” or crossing warnings.
- e. Geomorphological Processes: These are natural processes which include, but are not limited to, frost heaving, sink holes, rock falls, landslides and slope slumping. Should a natural geomorphological event occur, it is important to close the trail immediately until it can be assessed by the Trail Maintenance Coordinator. Remediating the trail tread to pre-event condition is often beyond the scope of preventative and minor maintenance.

#### **5.3.3.3 Trail Maintenance Resulting from Tread Degradation**

One guarantee with any trail is that it requires tread maintenance. Tread degradation is normally the cause of the actual user group or failure to build the trail properly. The telltale signs of tread degradation are erosion and drainage issues directly where the desired line of the tread occurs. Even the most sustainably built trails suffer from the effects of boots, hoofs, and tires over time. The best and most cost-effective course of action is to know the signs of erosion or drainage problems and try to mitigate it with sustainable trail practices.

- a. Permitted User Group Degradation: For the Ottawa Valley Recreational Trail the most significant cause of user group degradation is caused by the ATV's. As a result, trail maintenance should be undertaken to mitigate the ATV's effects. The most common trail maintenance issue that is encountered is trail cupping in the tire tracks. Trail cupping has

the potential to accelerate erosion of the tread and lead to drainage issues. Proper maintenance prevents major trail remediation projects. Typically, the best way to mitigate trail cupping is to have the tread graded back to acceptable standards by ensuring the proper out slope or crown of 2-5%. In problem prone areas the municipality may consider a hardened tread surface such as recycled asphalt.

- b. **Prohibited Use Degradation:** Prohibited use is a major concern because the tread surface was not designed and built for the resulting impact. Should a prohibited occurrence be found, every effort should be made to thwart any further occurrence in the future through either enforcement or public awareness campaigns. Any trail maintenance issues arising from prohibited use should be made aware to the Trail Maintenance Coordinator so the proper course of action can be taken as soon as possible.
- c. **Insufficient Build Practices:** Insufficient trail building practices are identifiable in cases where a maintenance log shows reoccurring issues in the same area. Instead of small temporary band-aid fixes, the municipality may be identifying more long term sustainable solutions and remediation approaches.

### 5.3.4 Draft Recommended Basic Trail Maintenance Frequency Chart

	Weekly	Annually	As-Needed	Other
<b>Trail Inspections</b>			✓	
<b>Trail Assessments</b>			✓	
<b>Maintenance Log Review</b>		✓		

#### **Minimum Trail Maintenance Frequency**

##### **Infrastructure and User Group Maintenance**

	Weekly	Annually	As-Needed	Other
Trail Corridor				<b>Regularly</b>
Tread Surfacing		✓		
Corridor Fencing		✓		
Signage and Kiosks			✓	
Gates, Barriers and Bollards			✓	
Bridges and Underpasses				<b>2 Years</b>
Culverts and Ditches			✓	

##### **Environment and Nature Maintenance**

	Weekly	Annually	As-Needed	Other
Weather Patterns			✓	
Catastrophic Weather Events			✓	
Flora				<b>Regularly</b>
Fauna			✓	
Geomorphological Processes			✓	

### Tread Degradation Maintenance

	Weekly	Annually	As-Needed	Other
Permitted User Group			✓	
Prohibited Use			✓	
Insufficient Build Practices			✓	

### 5.3.5 Trail Maintenance Models - Volunteer, Contracted, Government and Hybrid Models

Trail Networks in Ontario are currently undertaking successful trail maintenance programs through four (4) different methods. Each method has its own strengths and weaknesses:

- a. **Volunteers:** Volunteers are a cost-effective method of undertaking trail maintenance but care and consideration should be placed on proper training. Organizations such as the Bruce Trail Conservancy have successful maintenance programs encompassing over 800 kilometres of trail. The challenge with volunteers is keeping them engaged and being aware of burnout. Volunteers can sometimes be unreliable and often can have high turnover rates.
- b. **Private Contractors:** Hiring a contractor that specializes in trail maintenance is highly desirable because it typically ensures a high standard of care when compared to volunteers. The downfall, however, can be finding the budget to pay for the contractor.
- c. **Government Agencies:** These organizations have the benefit of a tax base, or other revenue sources, to provide full- or part-time trail crews to undertake maintenance. Ontario Parks and Bruce County have successful trail crew programs that use a mix of tax base funds and grants to operate their trail crews. The benefit of an incorporated government agency (i.e. Discovery Routes Trail Organization or G2G Rail Trail) providing management support, is the ability to offer year to year cohesiveness if skilled staff can be retained.
- d. **Hybrid Models:** The hybrid approach blends together volunteers, private contractors and government agencies in a variety of roles. At bare minimum, the hybrid approach works by the government agencies employing a full-time trails manager who acts as the Trail Maintenance Coordinator. This paid position is responsible for organizing and training the volunteers or contractors to undertake trail maintenance. The benefit of this system is that it can expand and contract to meet the trail maintenance needs year over year.

Each municipality will determine the maintenance model that works for their section of trail.

### 5.3.6 Approvals and Permits for Trail Maintenance

Before any trail maintenance begins any plans should be overviewed by the municipality. Any work permits necessary by federal, provincial or municipal legislation must be adhered to. Some of the more common agencies for trail maintenance are the Ministry of Natural Resources and Forestry, local Conservation Authorities and Fisheries and Oceans Canada.

Permissions for grooming should be provided as determined by each municipality to the various clubs, and user groups, that the municipality interacts with. This is commonly done via a Memorandum of Understanding signed between the parties. These agreements can be incorporated into the Lease Agreement with these parties. Grooming practices should conform to the standards of trail width. Every club shall provide proof of insurance which names and indemnifies the OVRT and the municipality yearly before use is granted. All garbage along the Ottawa Valley Recreational Trail will be removed by the clubs after the grooming season has commenced. *Appendix G - Sample Grooming Agreement with Snowmobile Clubs.*

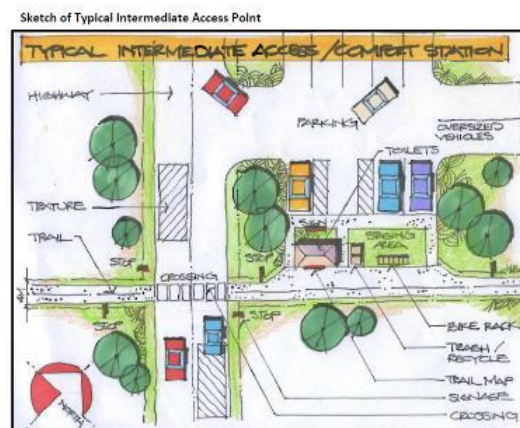
### 5.3.7 Accessibility

The trail design and function should conform to usability as per audit for accessibility as per the *Accessibility for Ontarians with Disabilities Act, 2005*; O. Reg. 191/11: Integrated Accessibility Standards.<sup>8</sup> According to statute, upgrades must be made for locations audited and recorded as AODA suitable (close to urban centres, available/developable parking/trail access etc.); and those sections of trail found by assessment deemed by audit and Ministry of Economic Development, Job Creation and Trade agreement to remain in a natural state. At this point, the OVRT is considered a largely wilderness trail, however due to its former use as a rail corridor the slope and grade allow for accessibility options. An assessment must be done on the trail to determine its availability for accessibility. See *Appendix H - Accessibility Standards for Trails* for full details.

### 5.3.8 Parking and Rest Stops

It is recommended that each municipality review the opportunity for trail access points along their section of trail. Amenities such as parking lots, composting toilets, bear proof garbage cans, trailhead signage, interpretive signage may be considered.

Locations of access points must be assessed on need and as resources are available. Locations are typically at road junctions, rail line sidings and at existing areas in towns. Rest stops may be created alongside the trail for trail users at vista points. Rest stops should be large enough to



<sup>8</sup> *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*



allow snowmobiles to pull off the groomed trail to increase trail safety as well as for all other users in all seasons.<sup>9</sup>

### **5.3.9 Motorized By-Passes for Communities**

Although the goal of the OVRT is to have a continuous trail corridor for all uses, each community can determine the motorized route for the trail either on the OVRT or by routing an alternative. The municipality will have final approval of any proposed by-passes. If a by-pass is required, each community is responsible for building, maintaining and providing clear, adequate signage for safe travel for all users. Each community who elects to have a by-pass must provide the route to the OVRT Advisory Committee so mapping can be kept up-to-date and the by-pass reflected on the website. If a by-pass fails to remain open for motorized use, then the OVRTAC will be informed, and in general, the OVRT will revert back to multi-use condition. All situations will be reported to the OVRTAC and each situation of closure and use will be reported and managed going forward for use.

## **5.4 Closure of the Trail**

The municipality has the right to close the trail at anytime for any reason they see fit. The following actions may be taken:

- Trail will be posted closed at all access points.
- Notice of closure will be posted on municipal websites, social media, etc.
- Notice will be submitted to local radio stations.
- If closed for extended period, notice to the local newspapers will be submitted.
- If any detour is available, it will be posted at the above locations with a map clearly indicating the alternative route.

## **5.5 User Education and Safety**

### **5.5.1 Objectives**

- To promote “no trace” use of the trail.
- To promote and encourage safe and responsible year-round use of the Ottawa Valley Recreational Trail for all trail users.
- To encourage consideration, cooperation and compromise among trail users.
- To encourage self-regulation among trail users.

#### **5.5.1.1 Ontario Federation of Snowmobile Clubs**

Local snowmobile clubs will continue to sell permits and self regulate members of their user group through the trail warden program according to the management policies to be implemented.

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<sup>9</sup> Kinghorn Rail-to-Trail Feasibility Study – Final Report March 31, 2011

#### **5.5.1.2 Individual Trail Users**

Individual trail users will be encouraged to report any incidents of inconsiderate use to the municipality and it will determine if any further action is required.

#### **5.5.1.3 Other Law Agencies**

The municipality should ensure there is a reporting system in place for any unlawful activity to be reported to the appropriate agency. Examples of these groups would include the Ontario Provincial Police, Ministry of Natural Resources and Forestry, Forest Conservation Officers, Municipal By-law Officers, Ministry of the Environment, Conservation and Parks and Fisheries and Oceans Canada Officers.

### **5.6 Motorized Vehicle Access**

#### **5.6.1 Objectives for Restricting Motorized Vehicle Access**

To support the policy of a ban on all non-recreational motorized vehicles (cars, trucks and vans) on the Ottawa Valley Recreational Trail, other than for trail maintenance. Ninety-degree crossings at recognized crossings by commercial or residential parties are permitted by special permit issued by the municipality. The municipality may restrict access for certain sections of trail. Consideration to allow cars, trucks, vans, etc. to access sections of private properties, camps, cottages will be at the discretion of the municipality.

#### **5.6.2 High Impact Trail Activity**

Motorized trail user activity on the Ottawa Valley Recreational Trail promotes an elevated level of wear and tear on the trail which requires an elevated level of maintenance. See Section 5.3.3.

#### **5.6.3 Implementation and Monitoring**

The municipalities will be responsible for developing, promoting and educating all enforcement and township officials on the rules of the trail regarding vehicle access and may partner with the Ontario Provincial Police's Snowmobile, ATV, Vessel Enforcement (SAVE) Team to conduct patrols and safety blitz's from time to time.

### **5.7 Commercial Uses**

Any commercial or residential crossing of the Ottawa Valley Recreational Trail requires a permit issued by the applicable municipality, which may include a registered right-of-way through a formal agreement.

## **6.0 Signage**

The municipality will produce a Signage Plan for the trail. Signs should be consistent along the full length of the trail including the motorized by-passes and should incorporate the existing OFSC signage. All signs should be posted to inform and educate users what activities are allowed (posted as a multi-use trail), encouraged or prohibited. All trail signs (OFSC and OVRT) should be placed on posts, not trees or other structures along the trail.

As the OVRT project is being developed, these are the typical signs that are found along managed multi-use rail trail corridors. The signage plan will provide the guidelines for signage when being coordinated amongst the various trail users and partners.

Signage is part of the construction phase of the project. Signage is part of the risk management of the trail and should be treated as part of the trail infrastructure. Signage needs to be included in the capital replacement budget.

An inventory of signage will be kept for wayfinding signage as it is often taken as souvenirs. Wildlife also has been known to pull down signage and trail users use signage for target practice. Signage needs to be included as part of the trail inspection reports and replaced/reinstalled as soon as it is identified as being missing, faded or damaged. All signage should be placed on metal posts to reduce damage to trees and placed on the edge of the trail outside of the groomers path. Sightlines for signage need to be maintained and placement is important which requirements vary by users.

## **6.1 Trailhead Signs**

Trailhead signage should be located at access points for the trail along with other built infrastructure. Trailhead signage should include the following information: map of the trail showing the “You are Here” location, allowed uses on the trail, distance to the next access point with the time indicated to travel there by user. Other information such as history, management organization, logos of partners or funding agencies, Code of Conduct, website, QR codes linking to social media, links to other trail systems (visual of trail network in the region).

Signage/Trailheads should be placed to provide way finding and vital information for trail users and help aid with swift emergency response. Additionally, all recreational trail signs should be designed to include the words, “recreational trail” to ensure maximum protection for the managers under the *Occupiers Liability Act, 2016*. Effective trailhead signs include an overview of the trail, map, permitted uses, degree of difficulty, code of conduct, waiver of liability, civic address, emergency response contact information and a trail maintenance reporting hotline. Effective signage includes direction arrows, recommended speed limits, hazard identification, crossing notifications, stop sign ahead and stop signs. Any sign or trailhead that is/are damaged or missing should be replaced immediately.

## **6.2 Wayfinding Signage**

Wayfinding signage indicates the route of the trail and is meant to help direct the trail user as well as provide verification that they are still on the trail. Most wayfinding signage is the organizations logo, arrows or some other universal symbol. Most rail trails have wayfinding signage along the trail length at an interval of one sign every one kilometre alternating in either direction (one direction would be every 2 kms), and at any junction of trails or in locations where it maybe unclear as to which way the trail lies. Tied directly to branding, it is way to promote the trail and provide brand recognition opportunities.

### **6.3 Directional Signage**

Much like wayfinding signage, directional signage is for a) directing people to a trailhead from roads and b) directing trail users through a section of trail that may be confusing or closed.

Roadside directional signage is useful for new trail users coming through your community. Some municipalities/counties have fees and permits for erection of this signage. Ministry of Transportation also has permits and fees for this type of signage if placed alongside a highway.

Directional signage may be temporary if there is a trail closure, special event or some other reason trail users are diverted away from the main trail. Communities along the trail are considering bypassing some users of the trail around neighbourhoods or downtown cores, so directional signage will be very important in these situations to provide users with the correct route to follow and reduce issues of trespass.

### **6.4 Safety Signage**

Safety signage is a very important part of risk management for the trail. The OFSC has done extensive consultation with their legal department on this type of signage and what signage increases your liability and what mitigates it. They have signage guidelines for all their clubs.

Some trail organizations have included 911 signage on their trails. This is a big project and needs to be coordinated across the different counties if installed. Some trails have the geographical coordinates posted at roads and bridges to help geolocate trail users if help is required. Roads crossing the trail should be signed with the road name. “You are Here” signage also helps trail users identify their location if emergency services are required.

### **6.5 Interpretive Signage**

Interpretive signage is value added for the trail user. Flora, fauna, history, species at risk etc. are all typical interpretive signage material. Either found along the trail at points of interest, at the trailhead/access points, incorporated at rest stops, or bridges are the most common locations for interpretive signage.

Signage shall be bilingual due to the close proximity to Quebec and the prevalence of French spoken in the region.

Interpretive signage adds a lot to the experience of the trail and allows for unique partnerships to be developed between the trail group and the local museums, Historical Societies, Field Naturalists, Conservation groups, etc. which also opens up new sources of funding for trail and signage.

## **6.6 Other User Group's Signage**

The Ontario Federation of Snowmobile Clubs' signage has been well vetted through their legal department and is a good example to incorporate into the signage plan for the OVRT. Signage typically indicates road, rail and bridge crossings, steep grades (if bridge/trestle has been removed), speed limit signage (50 kph for snowmobiles) and weight restrictions on bridges.

The Ottawa Valley Recreational Trail Advisory Committee shall consult and collaborate with the various user groups on signage such as the OFSC as their insurance is strictly tied to the signage. If certain signage is not allowed, then they may not be able to operate on the trail.

## **6.7 Other Organization's Signage**

Many trails are included in routes of longer trail systems like The Great Trail or Great Lakes Waterfront Trail. Some trail users find their signage confusing on trails as they may not understand the stacking of trail designations. If wayfinding signage of different trail organizations is required, then they should be placed on the same post with the other trails indication at the top. All the trail systems should be included on the trailhead map at the trailhead and other promotional materials.

## **6.8 Funding Recognition Signage**

Most funding organizations require some inclusion of their logo or other mechanisms to recognize their contribution to a project. Most trail organizations include this on the trailhead sign, but it may be installed separately if added at a later time. Some donation walls are included at trailhead/access points to recognize private, government or foundation funding. Some organizations install temporary recognition signage which is left in place for roughly an operating season.

## **6.9 Services Signage**

Some trail organizations provide signage to direct trail users to services such as hotels, gas stations, restaurants or information centres. Some organizations charge an annual fee to the business for inclusion, others offer as part of their Economic Development/Tourism department.

## **6.10 Municipal Signage**

Many municipalities/counties have signage standards that must be adhered to such as style, colours, etc. If in place, this must be considered in the overall signage plan. Different segments of the trail may have different colour themes that are acceptable by the municipality/county but are in the same design theme to support the branding of the trail. Most likely would be around the directional signage on roads indicating trailhead/access locations.

## **7.0 Development Policies**

### **7.1 General**

Since the Ottawa Valley Recreational Trail is owned by Lanark County, Renfrew County and the Township of Papineau-Cameron, any proposals for development must be reviewed by the all of the municipalities. All proposals must fit within the goals and mandate of this Management Plan and the Official Plan of the municipalities before they are considered.

#### **7.1.1 Capital Replacement**

It is recommended that each municipality create a long-term Asset Management Plan for their segment of the OVRT.

#### **7.1.2 Services**

It is recommended that each municipality should review any proposals for use of the trail for utility corridors (i.e. natural gas, hydro).

#### **7.1.3 Access**

It is recommended that residential and commercial access requires an agreement with the respective municipality. Commercial operations may require a permit as determined by each municipality.

#### **7.1.4 Other**

- Hunting from and across the trail is strictly prohibited
- Animals must be on a leash always
- Fires – not allowed
- Camping – not allowed
- No dumping is allowed
- No trash or garbage are allowed
- No off-trail structures, be they permanent or unfixed are permitted
- No illegal farming, planting or other cultivation is permitted
- No new trail development (social trails) is permitted unless approved by the municipality
- No cutting or planting of trees is permitted without permission of the municipality

### **7.2 Future Non-Conforming Uses**

Future non-conforming uses of the trail will not be permitted under the terms of this Management Plan.

### **7.3 Trail Improvements/Amenities**

It is recommended that it be understood that the OVRT is open “as is” and that it may be upgraded over time as resources and funding become available. It is also recommended that

other amenities may be considered including benches, signage and possibly parking, at the discretion of the respective municipality.

### **7.3.1 Trail Links**

It is recommended that the municipalities encourage external trail links and spurs from the Ottawa Valley Recreational Trail if they enhance the trail experience and are not detrimental to the surrounding area. In the event that the trail is linked, it is recommended that linking trails be publicly accessible and fit into the scope of the Official Plans of the municipalities. *Appendix I - Links to Adjacent Trail Systems* shows the OVRT in-situ with other long-distance trail systems in Ontario.

### **7.3.2 Maps and Brochures**

The municipality may publish maps and brochures to raise awareness and promote the trail in conjunction with the trail networks in each jurisdiction.

### **7.3.3 Interpretive Programming and Services**

The municipality may wish to implement an interpretive program and other services it sees beneficial to the trail experience along the OVRT.

## **8.0 Economic Resource**

The Ottawa Valley Recreational Trail is an important economic driver in the area bringing in trail enthusiasts including snowmobilers, ATVers, hikers, cyclists and cross-country skiers.

### **8.1 Commercial Development**

Any application or request for commercial development along the trail will be reviewed by each municipality on a case by case basis.

### **8.2 Opportunities for Cost Recovery**

#### **8.2.1 Revenue Generation**

The municipality may consider all forms of revenue generation to assist with the ongoing cost of maintenance of the trail.

#### **8.2.2 Pass/Permit System**

The municipality may consider a user pay system for all users other than snowmobiles (which has their own trail pass system). Funds collected could help finance repair and upkeep of the trail surface and bridges. Models like the Trillium Trail Network<sup>10</sup> or OFATV/EOTA's<sup>11</sup> trail passes may be reviewed for applicability. In the event there is a pass/permit system on the trail, the OVRTAC may restrict use for permit/pass non-compliance.

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<sup>10</sup> <http://www.ontariotrails.on.ca/learn/friends-fund-trails/trillium-trail-network>

<sup>11</sup> <https://www.thetrail.ca/pass/trail-passes>

### **8.2.3 User Contribution**

All in-kind contributions to the trail should be tracked to show the investment made in the trail by all user groups and volunteers. If infrastructure requires replacement or remediation, then the user groups should be asked to assist with fund raising for the work.

### **8.2.4 Public Donations**

Tax receipts can be issued by each municipality for their respective area of the trail for donations towards the trail. The municipality should exercise this benefit with any fundraising activities for capital development and replacement.

### **8.2.5 Events**

It is recommended that, whenever possible, the municipality should be hosting events using the trail as the venue. This is a possible revenue source for trail maintenance as well as a mechanism to bring awareness to the trail through unconventional users. Events like Adventure Races, Poker Runs, Mountain Bike Races, etc. should all be considered.

## **8.3 Tourism Integration**

A Signature Trail Tourism Assessment may be completed along segments of the trail and the findings may be implemented. The community should be encouraged to conduct Signature Community Assessments to provide a blueprint for businesses to integrate themselves around the trail and serve trail users to create a trail tourism economy along the Ottawa Valley Recreational Trail. The municipality may support business integration along the trail.

## **9.0 Implementation Schedule**

It is recommended that each municipality determine a management process for its section of the OVRT for a fixed term. Additionally, it is also recommended that a long-term asset management plan is developed within this Management Plan to accommodate recognized trail users. A separate schedule for work priorities may be set every year and the process of management and maintenance of their segment of OVRT be determined.

## **10.0 Plan Amendment and Review**

The municipality is responsible for the review of this Management Plan every five-years to remain current with trail issues. The reviewed plan will be shared with the municipalities along the trail corridor. Management Plan amendments require the approval of the municipality.

## **11.0 Garrison Petawawa**

The County of Renfrew is in discussions with Garrison Petawawa to find an alternative route/by-pass through Garrison Petawawa lands. Refer to the Alternative Route Agreement for any requirements and locations of trail routing.

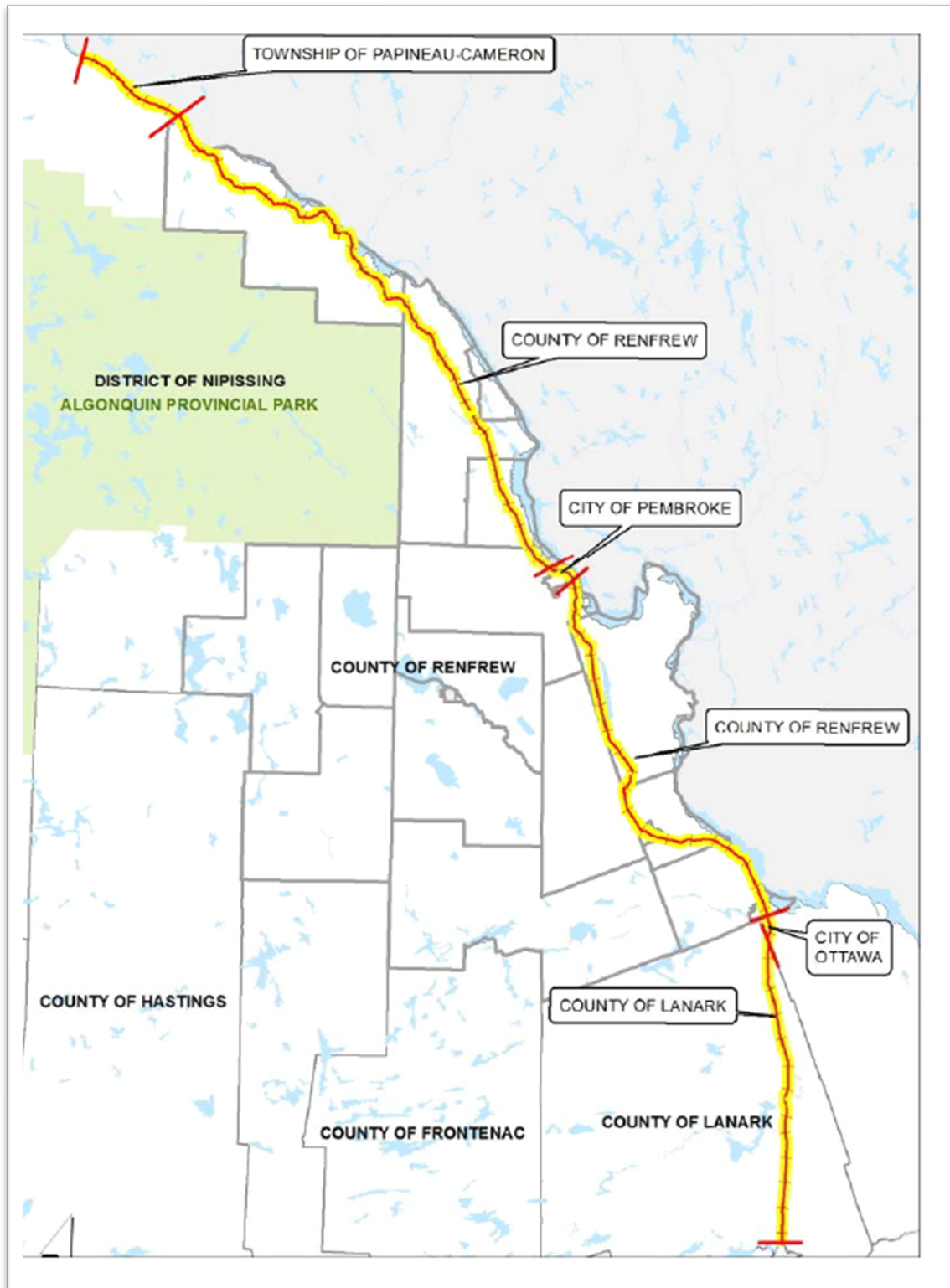


## **12.0 Algonquins of Ontario**

The Partners acknowledge the Algonquins of Ontario have a mutual interest in the Ottawa Valley Recreational Trail and identify the trail as a priority area for collaboration and activities. It is acknowledged that the trail is located on traditional territory of the First Nations. We would like to thank the Algonquin people and express our respect and support for their rich history.

The County of Renfrew has established a Memorandum of Understanding with the Algonquins of Pikwakanagan which was endorsed by the Renfrew County Council on May 25, 2016.

## APPENDIX A – Map of the Ottawa Valley Recreational Trail



## **APPENDIX B – Press Release – Renfrew County and Lanark County Lobby for Long Term Railway System**

**Pembroke, (ON):** Renfrew and Lanark counties jointly recently held a press conference on Parliament Hill to invite all stakeholders to the table to find a way to save the Ottawa Valley Railway and to urge the federal government to place a moratorium on rail line discontinuations. The counties announced a stakeholders meeting will be held early in the new year. They are inviting federal, provincial and municipal government representatives and hope to include private-sector participants as well.

“Part of the problem with this process is that with the municipal election in October, local councils are in transition and are not in a position yet to be able to make any decisions regarding the rail line,” said Greater Madawaska Reeve Peter Emon. Reeve Emon, and Town of Arnprior Reeve Walter Stack represented the County of Renfrew at the event. Reeve Stack went on to say, “we want to bring all the players – federal, provincial, municipal and private sector – to the table so that we can come up with a plan. The legislation does not provide adequate time for us to do so, and we’re calling on the federal government to stop the process. Once the track is gone, it’s gone forever. That is why all of us gathered on Parliament Hill to bring our concerns to the national stage. This goes beyond Renfrew and Lanark County. Our heritage and strength was built on the railways, and our economic future depends on the continued presence of a sustainable railway system, not just for Eastern Ontario, but all of Canada.”

The counties have been on alert since January, when stakeholders were notified about Canadian Pacific’s intent to discontinue and sell the Ottawa Valley Railway between Smiths Falls and Sudbury. After CP diverted traffic off the line, short-line operator RailAmerica terminated its lease with CP. This launched a process under the Canada Transportation Act that provides stipulated time periods for various stakeholders to express interest in purchasing it.

“Time is of the essence,” said Al Lunney, the retired Mississippi Mills Mayor who has been authorized to speak on Lanark County’s behalf on this issue. “We need to confirm everyone’s position and interest in maintaining this crucial infrastructure and find a way forward before Canadian Pacific ends the discontinuance process and dismantles the rails. It is unfathomable that in this day and age such expensive and vital infrastructure can be destroyed.”

Negotiations with the private sector ended in October, but no short-line operator was secured for the 104-mile segment of the line between Smiths Falls and CFB Petawawa. As part of the legislated process, the federal government had until Nov. 5 to make an offer and the Ontario government had until Dec. 6, but both declined. OC Transpo, the Transit Authority, has until Jan. 5. The municipal deadline is Feb. 4

Stakeholders and short-line operators have recommended to the federal government’s Rail Freight Service Review Panel that there should be a moratorium on discontinuing short-line railways, but this falls outside of the panel’s current mandate, which is to examine the relationship between short- and main-line operators. “We believe the panel’s mandate should

be expanded to include the issue of short-line abandonment,” said Lanark County CAO Peter Wagland.

“It’s imperative to note that although the municipalities see the railway as a vital economic development piece in our future sustainability, the property tax base simply cannot support the purchase of the line,” said Lanark County Warden John Fenik (Perth mayor).

The Ottawa Valley Railway, which is a natural extension of the Montreal-Ottawa network and provides access to eastern and western markets, is the last east-west alternative for cross-country trains to by-pass Toronto. Congestion in that city has been cited by various stakeholders as a concern for rail service. County officials note dismantling the line will result in lost economic development opportunities in terms of new and existing industry, transportation and tourism. There are environmental and infrastructure issues if more trucks are travelling on provincial and municipal roads. National security is a consideration, as CFB Petawawa has used the line to deploy equipment.

Citizens are urged to contact MPs and MPPs with the message to stop the process. More information and a list of contacts is available on the county website at [www.county.lanark.on.ca](http://www.county.lanark.on.ca).

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For more information, contact:

Al Lunney, Mississippi Mills Mayor (Retired), 613-324-2390  
Peter Emon, Greater Madawaska Reeve, 613-735-7288  
Peter Wagland, Lanark County CAO, 1-888-9-LANARK, ext. 1101  
Jim Hutton, Renfrew County CAO, 613-735-7288

## APPENDIX C – Press Release - County of Renfrew’s Naming of the OVRT as Algonquin Trail

07/05/17

**PEMBROKE, ON:** On June 28, 2017, County of Renfrew Council passed a motion recommending that the 219 km Algonquin Trail portion of the Ottawa Valley Recreation Trail (OVRT) be designated as multi-use, which includes all methods of self-propelled transportation, as well as horseback riding, snowmobiles, ATVs and side-by-sides as defined by the Off-Road Vehicles Act, O. Reg 316/03, s. 1, as amended. The motion includes a provision that the County would consider by-pass/twinning alternatives presented by local municipalities that are prepared to support and fund them. This motion follows the original intent of the use of the corridor and provides direction on the future use of the Algonquin Trail within the Management Plan.

Partnering with Lanark County and Papineau-Cameron Township, the 296 km OVRT corridor stretches from Smiths Falls to Mattawa. Renfrew County hosted six public open houses in the fall of 2016, many comments were received about motorized versus non-motorized use of the trail. With the passing of this motion the County of Renfrew joins its partner municipalities who have also declared their sections to be multi-use.

Branch trails or by-passes could be designed to encourage specific use (e.g. motorized) and would consequently enable some sections of the main trail to become non-motorized while still offering a continuous motorized trail. The trail corridor passes through 10 municipalities within the County and the City of Pembroke and will form the “spine” of a future County-wide trail network as contemplated in the County of Renfrew Trails Strategy.

Chair of the Algonquin Trail Advisory Managing Authority and the Development & Property Managing Authority, Councillor Bob Sweet states, *“The County Council resolution enables the County to move forward with the creation of a Management Plan and also allows the local municipalities to explore options for use in their jurisdiction.”*

Warden of the County of Renfrew, Jennifer Murphy expresses, *“This is a great milestone to see sections of the Algonquin Trail being open for the public to enjoy this fall.”*

The County of Renfrew, along with its Partners, has engaged the Ontario Trails Council (OTC) for the creation of a Management Plan for the entire trail. The OTC will be reviewing all public comments supplied through the open houses, emails and phone conversations. The completion date for the Management Plan is August 31, 2017.

The County of Renfrew will be working on a number of sections of the Algonquin Trail (Petawawa, Renfrew and Arnprior and with proceeds from the Zombie Run a portion of the trail in Pembroke) throughout the summer and fall to make the necessary improvements to start opening the trail to the public.

## APPENDIX D – Co-Owners Agreement

### CO-OWNERS AGREEMENT

THIS CO-OWNERS AGREEMENT dated the        day of                   , 2016 is made  
BETWEEN

**THE CORPORATION OF THE COUNTY OF RENFREW**

("Renfrew")

-and-

**THE CORPORATION OF THE COUNTY OF LANARK**

("Lanark")

-and-

**THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-  
CAMERON**

("Papineau")

WHEREAS Renfrew, Lanark and Papineau, collectively referred to as the "Co-Owners", have entered into an agreement with Canadian Pacific Railway Company ( the "CPR") for the acquisition of 184 miles (296 kilometres) of land formerly used as a rail line;

AND WHEREAS the Co-Owners intend to use the acquired rail line as a continuous recreational Trail; (the "Trail")

AND WHEREAS the Co-Owners have agreed that each Co-owner will acquire title to that part of the Trail that is within the boundary of their respective municipalities (with the exception of Lanark which also will own a small part of the Trail in the City of Ottawa and Renfrew which also will own a small part of the Trail in the City of Pembroke);

AND WHEREAS each Co-Owner will be fully responsible for the construction, operation, use and management of that part of the Trail that it has acquired;

AND WHEREAS the Co-Owners wish to enter into an agreement that respects their commitment to work together towards establishing a continuous recreational Trail for the use of the general public.

NOW THEREFORE in consideration of the mutual covenants set forth herein and the sum of \$1.00 paid by each party to each other and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each party, the parties hereto do hereby covenant and agree as follows.

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## ARTICLE I

### GUIDING PRINCIPALS

1.01 The Co-Owners acknowledge that they have entered into this Agreement for the purpose of establishing a framework in which to co-ordinate the operation, management, maintenance and use of the Trail. In this regard the Co-Owners commit to co-operate with each other guided by the principals of good faith, mutual respect, understanding and harmony.

## ARTICLE II

### USE

2.01 The Co-owners acknowledge that it is their intent to establish a Trail that will be maintained and operated as a contiguous whole for present and future generations. It is to be planned and operated with the expectation that it will promote recreation and tourism and stimulate economic development.

2.02 It is further acknowledged that the Co-Owners will consider and promote land uses on properties adjacent to the Trail that will foster and stimulate the local economy and be compatible with the proposed use of the Trail.

## ARTICLE III

### RELATIONSHIP BETWEEN CO-OWNERS

3.01 Each Co-owner acknowledges and agrees that it will be fully responsible for the operation, construction, maintenance and repair (including structures such as bridges and culverts) of that part of the Trail over which it has ownership.

3.02 Each Co-Owner expressly disclaims any intention to create a partnership or joint venture or to constitute the other Co-Owner as it's agent for any purpose.

3.03 Each owner agrees with each other Co-Owner to be responsible for its own costs, debts, liabilities, claims, damages, losses, obligations, duties, agreements and expenses arising from or incurred in connection with the use of the Trail on its lands.

3.04 Each Owner shall at all times indemnify and save harmless the other Co-Owner from any and all liabilities with respect to any actions, procedures, liability, claims, damages, costs and expenses arising from the construction, operation, management, maintenance and use of the part of the Trail that it owns as well as all structures thereon.

3.05 Each Owner agrees to act honestly and in good faith and in the best interests of all Co-Owners in the promotion and development of the Trail.

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3.06 Each Co-Owner agrees to exercise the degree of care, diligence and responsibility with respect to its management of the Trail that would be reasonably prudent and expected in this regard.

#### ARTICLE IV

##### CO-OWNERS COMMITTEE

4.01 It is the intent of the Co-Owners to establish a Co-Owners Committee to work together to the extent reasonably possible to achieve a consistent standard of construction, repair, maintenance and use along the Trail and to coordinate the use and operation of it.

4.02 In this regard, each Co-Owner shall appoint two (2) members to sit as members of the Co-Owners Committee. The Council of each Co-Owner shall determine whether the appointment shall be Council members or staff or persons selected from the general public who have a commitment to the operation of the Trail.

4.03 Members shall be appointed immediately upon this Agreement coming into effect.

4.04 Each Co-Owner may from time to time by notice to the other Co-Owners appoint an alternate for its members on the Committee

4.05 The Co-Owners Committee shall meet semi-annually, at a time and place to be determined, at the first meeting of the Co-Owners Committee. At such meeting a process shall be established for giving notice of future meetings and for establishing an agenda for these meetings.

4.06 The members of the Co-Owners Committee shall discuss the means to co-ordinate the construction, management, operation, and use of the Trail and shall consider matters such as joint marketing, signage and programming.

4.07 The members of the Co-Owners Committee shall make recommendations to their respective Councils with respect to matters discussed at the Co-Owners Committee but all decisions must be ratified by the Council of the Co-Owners.

4.08 The Co-Owners Committee shall insure that there is a written record of all meetings and matters discussed and that copies are sent to each member within 14 days following each meeting of the Committee.

4.09 Each Co-Owner agrees to discuss with the other Co-Owners at the Co-Owners Committee its plans for the use of the Trail and to provide an annual report on the activity and use of its component of the Trail, including its efforts in promoting and communicating its objectives and purpose.

4.10 Each Co-Owner agrees to advise the other Co-Owners with respect to any proposed lease or alternate use of any component of the Trail and how such lease or alternate use conforms with the objective of ensuring a continuous operation of the whole of the Trail.

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4.11 Each Co-Owner agrees to operate and maintain the Trail in a manner which takes into account environmental regulations and to not permit or allow any use of the Trail which could have a detrimental environmental impact.

4.12 Each Co-Owner agrees to promptly notify the other Co-Owners of any material change in its construction, use, operation and management of the Trail.

#### ARTICLE V

#### TRANSFER OF INTEREST

5.01 No Co-Owner shall dispose of its interest in the Trail nor make any agreement or commitment to do so without first offering its interest to the other Co-Owners.

5.02 It is intended that the purchase price associated with such transfer would be based on the Monetary Consideration paid at the time of its acquisition from CPR, subject to indexing related to the cost of living.

5.03 Notwithstanding the foregoing, the Co-Owners acknowledge and agree that it is necessary to maintain a minimum width of 20 metres along the whole of the Trail to ensure its proper operation and use. However, there may be situations where the conveyance of land beyond the 20 metres to adjacent land owners would facilitate planning and development of the area. Each Co-Owner agrees to advise the other Co-Owners of its intent in that regard but the commitment in Section 5:01 herein only applies to the 20 metres necessary for the effective operation of the Trail.

#### ARTICLE VI

#### GENERAL

6.01 This Agreement shall come into force and effect as of the date set out above and shall continue in force until the earlier of :

- (a) The date that this agreement is terminated by written agreement of all of the Owners.
- (b) The date that no part or portion of the Trail is owned by the Co-Owners or no part of any portion of the Trail is subject to the terms and provisions of this Agreement
- (c) The date on which only one Co-Owner holds an interest in all of the Trail.


6.02 The parties agree that they will, from time to time at the reasonable request of any other Co-Owners, execute and deliver such documentation as may reasonably be required to accomplish the purposes of this Agreement.

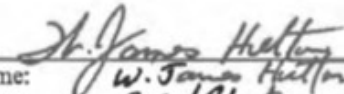
6.03 This Agreement may be executed in counterparts.

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IN WITNESS WHEREOF the Co-Owners have duly executed this Co-Owners agreement as of the date hereof.

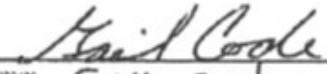
**THE CORPORATION OF THE COUNTY OF RENFREW**

  
Name: \_\_\_\_\_  
Title:

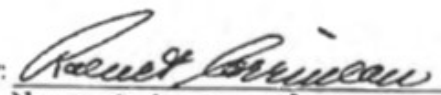
  
Name: W. James Hutton  
Title: CMO/Clerk  
We have authority to bind the Corporation


**THE CORPORATION OF THE COUNTY OF LANARK**

  
By: \_\_\_\_\_  
Name: KURT LERUES  
Title: CAO

  
By: \_\_\_\_\_  
Name: Gail Code  
Title: warden  
We have authority to bind the Corporation

**THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON**

  
By: \_\_\_\_\_  
Name: ROBERT CORRIVEAU  
Title: MAYOR

  
By: \_\_\_\_\_  
Name: JASON McMARTIN  
Title: CLERK/TREASURER  
We have authority to bind the Corporation

OTT01: 7463284: v1

# APPENDIX E – Sample Trail Inspection Form

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Trail Location From:

\_\_\_\_\_ To \_\_\_\_\_

- |  |   |   |
|--|---|---|
| 1. Trail surface in good repair?                             | Y | N |
| 2. Signs in good repair and visible?                         | Y | N |
| 3. Is the area clean and free of debris?                     | Y | N |
| 4. Culverts and/or drainage operational?                     | Y | N |
| 5. Trail free of obstructive trees and overhanging branches? | Y | N |
| 6. Evidence of prohibited use?                               | Y | N |
| 7. Barriers in place?  | Y | N |
| 8. Are you aware of any recent complaints?                   | Y | N |

ACTION REQUIRED

ACTION COMPLETED

DATE/SIGNATURE

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APPENDIX F – Sample Trail Assessment Form

ONTARIO TRAILS COUNCIL TRAILS RISK ASSESSMENT FORM						
Organization:		Date:		Assessor:		
General description of trail/feature/area assessed:				Specific Identifiers: (Trail reference names, distance, markers, etc.)		
Hazards and Risks to Staff/Volunteers and Clients/Users			Indices Matrix Risk Analysis			
Potential Injury, Illness or Death Due to:		Likelihood	Consequence	Exposure	=	Score
					=	
					=	
					=	
					=	
					=	
					=	
					=	
					=	
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					=	
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					=	
					=	
					=	
					=	
					=	

Risk Urgency Assessment

1-24		25-49		50-74		75-99		100-125
Low Risk		Moderate Risk		Substantial Risk		High Risk		Extreme Risk
(Routine attention required)		(Review control measures)		(Immediate correction required)		(Improve risk treatment measures immediately and consider discontinuing)		(Do not continue operation)

Prioritized Risks: (List risks that score 50 or more starting from most important)

1	6
2	7
3	8
4	9
5	10



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## **APPENDIX G – Sample Grooming Agreement with Snowmobile Clubs**

THIS AGREEMENT made as of the \_\_\_ day of \_\_\_\_\_.

### **BETWEEN:**

**THE MUNICIPAL CORPORATION OF THE COUNTY OF RENFREW**

**Hereinafter called the “County”**

OF THE FIRST PART

- and -

**Hereinafter called the “Licensee”**

OF THE SECOND PART

- and -

**Hereinafter called the “Co-Licensee”**

OF THE THIRD PART

**WHEREAS** the Licensee and Co-Licensee are and shall at all times remain members in good standing of the Ontario Federation of Snowmobile Clubs (OFSC);

**AND WHEREAS** the Licensee and Co-Licensee desire to obtain the permission of the County to use the licensed premises (as hereinafter defined) for recreational snowmobiling;

**AND WHEREAS** the County agrees to grant to the Licensee and Co-Licensee the permission to use, for recreational purposes, the licensed premises set out below, subject to the following terms and conditions:

**NOW THEREFORE** in consideration of the premises and the sum of ONE DOLLAR (\$1.00), now paid by the Licensee to the County, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. The County grants permission to the Licensee and Co-Licensee use of the lands for a term commencing on December 1, completing on May 1 annually (the “Term”) as set out in Section 11, below.
2. The Licensee and the Co-Licensee shall at all times remain members in good standing of

the OFSC and shall verify this upon request by the County with current OFSC membership cards. Failure to remain members in good standing of the OFSC shall render this agreement immediately null and void and the Licensee and Co-Licensee shall restore the lands to their previous condition.

3. The County hereby grants permission to the Licensee and Co-Licensee to use for recreational snowmobiling purposes only, the lands known as the Algonquin Trail in the Town/Township of \_\_\_\_\_ in the Province of Ontario, and shown in red on attached hereto as Schedule "A".
4. The Licensee and Co-Licensee agree to use and maintain the licensed premises at their sole risk and expense, all to the satisfaction of the County, and in compliance with all laws, by-laws, orders, rules and regulations of lawful authorities whether federal, provincial, municipal or otherwise; such maintenance to include, but not be limited to:
  - (a) the installation and maintenance of signs upon the licensed premises shall be in accordance with the OFSC Sign Guide, Trail Signage Guidelines, Version 9 – April 14, 2012 or current version, attached as Schedule "B". In addition the following signs are to be installed:
    - (i) Speed limit signs immediately downstream of all road crossings.
    - (ii) "Watch for and Yield to Pedestrians" signs immediately in advance of all sidewalks and pedestrian crossings.
    - (iii) Stop signs shall be installed in advance of all roadways, sidewalks, walkways and commercial accesses to the adjacent lands.
  - (b) the installation and maintenance of speed limit signs upon the licensed premises in accordance with the requirements of Section 14 of the *Motorized Snow Vehicles Act, R.S.O. 1990*, Chapter M.44 as amended and subject to the following:
    - (i) Where the posted speed limit in the Town/Township of \_\_\_\_\_ is 60 kilometres per hour or less, the posted speed limit on the licensed premises shall not exceed 20 kilometres per hour.

- (ii) Where the posted speed limit in the Town/Township of \_\_\_\_\_ is greater than 60 kilometres per hour, the posted speed limit on the licensed premises shall not exceed 50 kilometres per hour.
    - (iii) Speed limit signs shall be placed in accordance with Section 4(a)(i) of this agreement.
  - (c) the removal from the licensed premises of all garbage and debris left by snowmobile traffic use;
  - (d) the regular inspection of the licensed premises by sufficient patrols to ensure compliance with the obligations assumed hereunder;
  - (e) repair of infrastructure, including but not limited to road surface, sidewalks, curbs, street lights, traffic signals, that may be damaged as a result of the use of the licensed premises by the Licensee, Co-Licensee and their members above and beyond normal wear and tear caused by snowmobiles and groomer use;
  - (f) the Licensee and Co-Licensee shall have access to the designated lands prior to December 1 and after May 1 the winter months for the purpose of opening and closing, upgrading and maintaining the trail when there is no snow cover. Such access shall be subject to the prior consent of the Director of Development & Property of the County.
5. The Licensee and Co-Licensee agree that they shall at all times indemnify and save harmless the County, its employees, servants and agents, from any and all claims, direct or derivative, demands, actions, losses, suits, expenses and liability or other proceedings, cost or liabilities arising out of loss, damage or injury to any persons (including death) or to property attributable to or connected with the exercise of this License, (collectively the "Claims") by or on behalf of the Licensee and/or the Co-Licensee for liability arising from the grooming, maintenance and use of the snowmobile trail.
6. The Licensee and the Co-Licensee, their employees, servants, agents and members, hereby waive as against the County, its employees, servants and agents all claims of whatsoever nature or kind, where such Claims arise directly or indirectly out of or are attributable to the exercise by the Licensee, the Co-Licensee or others of the privileges herein granted, but only with respect to the negligence of the Licensee and Co-Licensee for those operations usual to a snowmobile trail.

The Licensee and Co-Licensee for and on behalf of their employees, servants, agents and members release and forever discharge the County, its employees, servants and agents, from any and all Claims, demands, actions, suits or other proceedings which the Licensee or the Co-Licensee may have which in any manner whatsoever arise out of the use of the licensed premises, including any claims or demands for loss of or damage to snowmobiles or other equipment brought upon the licensed premises or injuries to or death of persons on the licensed premises, pursuant to this License or otherwise from liability arising from the grooming, maintenance and use of the snowmobile trail but only with respect to the negligence of the Licensee and Co-Licensee for those operations usual to a snowmobile trail.

The Licensee and the Co-Licensee hereby agree to obtain and maintain in force during the continuance hereof, a policy of insurance containing terms and conditions satisfactory to the County, in which the County shall be named as an additional insured. The insurers will add the County as an additional insured but only with respect to liability arising from the operations of the named insured. Coverage will be extended to the licensed premises. The above policy will not provide any coverage for the willful misconduct and or negligence on the part of the County. To provide for public liability respecting the property of the County, including the licensed premises in the amount of FIVE MILLION DOLLARS (\$5,000,000) or such further or other amount as shall be deemed appropriate by the County from time to time during the currency hereof. Such policy of insurance shall contain the following provisions:

“Cross Liability

In the event of an employee, servant, agent or member of one of the insureds named herein is or may be liable, this policy shall apply to such insureds against whom the claim is made or may be made in the same manner as if separate policies had been issued to each insured named herein.

In the event of damage to property belonging to any one or more insureds for which another insured is or may be liable, this policy shall apply to such insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured” and shall additionally require the insurer to furnish the County with no less than thirty (30) days prior written notice of cancellation.



During the continuance hereof, the Licensee and Co-Licensee further agree to forward to the County the original certificate of insurance for the policy of such insurance and any renewals thereof by November 15<sup>th</sup> of each year. The Licensee and Co-Licensee also understand and agree that the placing of such insurance shall in no way relieve the Licensee or the Co-Licensee of the obligations assumed by the Licensee or Co-Licensee under the indemnity or other provisions of this License.

7. The Licensee and Co-Licensee hereby accept the licensed premises on an “as is where is” basis and hereby waives as against the County, all rights and resources of any nature whatsoever in respect of any defects therein. The County makes no representation or warranty with respect to the condition, nature, composition, or use (past, present or future) of the licensed premises.
  - (a) The Licensee and Co-Licensee agree that they shall immediately carry out all measures necessary to keep the licensed premises free and clear of all environmental contaminants or residue (hereinafter referred to as “environmental contamination”) resulting from the Licensee’s or Co-Licensee’s occupation or use of the licensed premises. The Licensee and Co-Licensee shall be solely responsible for the cost of all work carried out to correct any environmental contamination which occurs on the licensed premises, or which occurs on other lands as a result of the Licensee’s or Co-Licensee’s occupation or use of the licensed premises;
  - (b) The Licensee and Co-Licensee shall comply with the provisions of any federal, provincial or municipal environmental laws which during the continuance of this License shall become applicable to the licensed premises; and
  - (c) The responsibility of the Licensee and Co-Licensee to the County with respect to the environmental obligations contained herein shall continue to be enforceable by the County notwithstanding the termination or expiration of this License.

**THE COUNTY, THE LICENSEE AND THE CO-LICENSEE MUTUALLY AGREE AS FOLLOWS:**

8. As a multi-use corridor subject to use by other members of the public, including, but not limited to, pedestrians, skiers, fat bikes and snow-shoers, the licensed premises are permitted for use by the Licensee and Co-Licensee, their servants, agents and members. Use by any motorized vehicle other than snowmobiles and trail groomers shall be prohibited unless permitted by the County. Prior to any individual's motorized use of the licensed premises as set out herein, said individual(s) shall obtain a permit from the Licensee or Co-Licensee which permit shall be executed by said individual and shall include a release and indemnity provision in favour of the County, its employees, servants and agents, containing the wording set out in Sections 5 and 6 hereof.
9. That no buildings, structures or facilities shall be placed upon the licensed premises without prior written approval of the County.
10. The Licensee and Co-Licensee shall not undertake any trail surface grooming, tree trimming or other alterations (except snow grooming) without the prior written consent of the County.
11. That this License shall take effect as and from the first day of December 2017, for a period of five (5) years, until the thirtieth day of April 2022. PROVIDED that if the Licensee or the Co-Licensee shall be in breach of any of the terms, covenants, provisos or conditions herein set forth, the County shall have the right to cancel this License forthwith. Notice hereunder to be delivered personally, sent by prepaid mail, or by facsimile transmission (if such electronic means of communication is designated hereunder).

to the Licensee:

to the Co-Licensee:

and to the County:

and shall be effective as the date of delivery in the case of personal delivery, two business days after mailing in the case of prepaid mail, and the date of confirmed transmission in the case of facsimile communications. Either party may from time to time give notice to the other of any change of address for the purpose of giving notice hereunder.

12. Neither this License nor any privileges arising hereunder shall be transferred or assigned by the Licensee or Co-Licensee without the prior written consent of the County.
13. Upon termination of this License in any manner, the Licensee and Co-Licensee shall forthwith at its risk and expense, remove any buildings, structures, facilities, including posted warning signs, garbage or debris from the licensed premises caused by their use and shall restore such licensed premises to a condition satisfactory to the County. Should the Licensee or Co-Licensee default in so doing, such work or removal and restoration may be performed by or on behalf of the County at the risk and expense of the Licensee and Co-Licensee.
14. Any of the parties to this agreement may terminate this License by providing sixty (60) days written notice of the termination to the other parties. Such notice shall be delivered to the addresses indicated in Section 11.
15. Upon termination of this License Agreement, the Licensee shall restore the Lands, including the placement of berms or other approved barriers at all road crossings, all to the satisfaction of the County.
16. For the purpose of clarity:
  - (a) it is the intention of this agreement and, in particular, Sections 5, 6 and 8 herein that no event which gives rise to a claim arising out of the matters referred to therein and arising out of the use of the licensed premises by either the licensee, co-licensee and members of either in the operation of a snowmobile or the performance of any of the activities of the licensee, co-licensee and their members shall give rise to a claim against the County which is not covered by the licensee's and/or co-licensee's insurance. Further in this regard, the County shall be released, indemnified and saved harmless from any and all such actions arising out of the matters referred to herein;

- (b) it is not the intention of this agreement that claims, demands, actions, losses, suites, expenses and liabilities or other proceedings, cost or liabilities arising out of loss, damage or injury to any persons (including death) or to property arising out of use of the licensed premises which has no relationship whatsoever to the licensee, co-licensee, their members or their activities be insured against by the licensee or co-licensee nor indemnified and held harmless by the licensee and/or co-licensee.

**IN WITNESSETH WHEREOF** the parties have executed these presents under the hands of their proper officers duly authorized for such purpose.

# APPENDIX H – Accessibility Standards for Trails




Accessibility for Ontarians with Disabilities Act (AODA):  
Understanding the Design of Public Spaces Standard (DOPS)  
For Recreational Trails and Beach Access Routes.  
February 21, 2017

1

### Agenda


1. Welcome & housekeeping
2. DOPS overview including:
  - I. Compliance timelines
  - II. Design specifications
  - III. Consultation requirements
3. Helpful resources
4. Q&A

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### Compliance with DOPS: Who and When

Organization Type	Compliance Date
Large public sector (50+ employees)	January 1, 2016
Small public sector (1-49 employees)	January 1, 2016
Large businesses and non-profit organizations (50+ employees)	January 1, 2017
Small businesses and non-profit organizations (1-49 employees)	January 1, 2018



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### Myth: Everyone has to renovate their building

- The AODA does not impact the physical construction of your building. You do not have to make building renovations.
- The construction of buildings is governed by the Ontario Building Code
- The Ontario Building Code was amended to enhance accessibility requirements. The effective date of the amendment was January 1, 2015.
- Ontario's Building Code is administered by the Ministry of Municipal Affairs: <http://www.mah.gov.on.ca/Page10546.aspx>



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### Accessibility Standard for the Design of Public Spaces

Areas covered

- Accessible parking
- Exterior paths of travel
- Service-related elements
- Outdoor public-use eating areas
- Maintenance
- Recreational trails and beach access routes
- Outdoor play spaces



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### Go-Forward Nature

- You **DO NOT** have to retrofit.
- DOPS applies to **new** public spaces or **redeveloped** to existing public spaces



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### Lease Holders

- Applies to the organization that has **authority or approval** to build or make planned significant alterations to the public space




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### What does Redevelopment Mean?

- Redevelopment means any significant planned changes to a public space.



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### Design of Public Spaces Consultation

- The regulation contains specific requirements for public consultation in the following areas:
  - Recreational trails – slope, need & location, location of rest, passing and viewing areas
  - Outdoor play spaces
  - Exterior paths – design and placement of rest areas
  - On- street parking – need, location and design of accessible on-street parking
- The regulation prescribes who you have to consult
  - People with disabilities
  - Accessibility Advisory Committee
  - The public

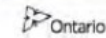
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### Design of Public Spaces Consultation

- The regulation does not prescribe how to do it, or at what point in the process
  - Allows organizations to use consultation processes they may already have in place
  - Allows consultations to be combined e.g., consultations on play spaces and recreational trails can be conducted at the same time
- The regulation doesn't prescribe how to document the process

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### Maintenance

- Document routine maintenance procedures for accessibility features, such as:
  - stairs
  - sidewalks
  - trails



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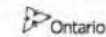


### Recreational trails

- Design of Public Spaces regulates recreational trails and beach access routes
- Public pedestrian trails intended for recreational and leisure purposes



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## Technical requirements for trails

- Have a minimum clear width of 1,000mm.
- Have a clear height that provides a minimum clearance of 2,100 mm above the trail.
- The entrance to a trail must provide a clear opening of between 850 mm and 1,000 mm whether the entrance includes a gate, bollard or other entrance design.
- The surface of the trail must be firm and stable.

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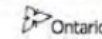
## Trail requirements continued

- The top of the edge protection must be at least 50 mm above the trail surface
- And, the edge protection must be designed so as not to impede in the drainage of the trail surface.



Edge protection does not need to be provided if the trail is not adjacent to water or a drop-off.

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## Trail requirements 3

- The length of the trail
- The type of surface which the trail is constructed.
- The average and minimum trail width
- The average and maximum running slope and cross slope
- The location of amenities.

Hollidge Tract Accessible Trail 16389 Hwy 48, Whitby/Cherry-Stratfordville	
<b>Accessibility Information</b>	
Trail Length 1.1 km (0.7 mi)	
Cumulative Gain 18m (61 ft)	
Elevation Change Less 6m (19 ft)	
	<b>Typical Grade is 2.3%</b> 37% of the trail is between 2% and 3% 34% (1346 ft) is between 4% and 5%
	<b>Typical Cross Slope is 1.8%</b> 22% of the trail is between 3% and 5% 5.5m (180 ft) is between 4% and 5%
	<b>Typical tread width is 180cm (24 in)</b> Tread width ranges from 182cm (69 in) to 305cm (144 in)
	<b>Trail Surface is Soil</b> 100% of the trail is firm or better 1 000m (3012 ft) of the trail is firm

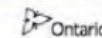
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## Trail Signage and media



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## Beach Access Routes

- For pedestrian use
- Provide access to public beaches from:
  - off-street parking facilities
  - recreational trails
  - exterior paths of travel
  - amenities
- Beach access routes can be permanent or temporary



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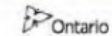


## Boardwalks

- Minimum clear width of **1,000 mm**
- A clear height with a clearance of **2,100 mm**
- The surface must be firm and stable
- Must not have any openings in the surface
- Have edge protection that is at least **50mm** in height.



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## Ramps

- Have a minimum clear width of **900 mm**
- Must have a clear height of at least **2,100 mm** above the ramp
- The surface must be firm and stable
- Must have a maximum running slope of no more than **1:10**
- Requires landings



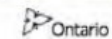
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## Exceptions: Design of Public Spaces Standard

- The Integrated Accessibility Standards Regulation includes a number of exceptions, including allowances for practicability.
- Other considerations could include minimizing impacts on wildlife, the environment and cultural heritage
- Organizations ultimately determine if their circumstances require an exception, but they must be able to prove that it was necessary or provide a rationale upon request
- The standard does not prescribe how to document the rationale


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## DOPS Resources




[GAATES Illustrated Technical Guide to the Accessibility Standard for the Design of Public Spaces](#)




[Design guidebook for the recreation and parks sector.](#)


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## DOPS: Policy Guidelines



Available [HERE](#)



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## Consultation Guides





Step by step guidance on:

- designing accessible public engagement processes
- organizing and running meetings of all sizes that are accessible to all participants

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## Contact Us

 [ontario.ca/accessibility](http://ontario.ca/accessibility)

 Toll-Free: 1-866-515-2025  
 TTY: 416-325-3408 / 1-800-268-7095

 @ONAccessibility

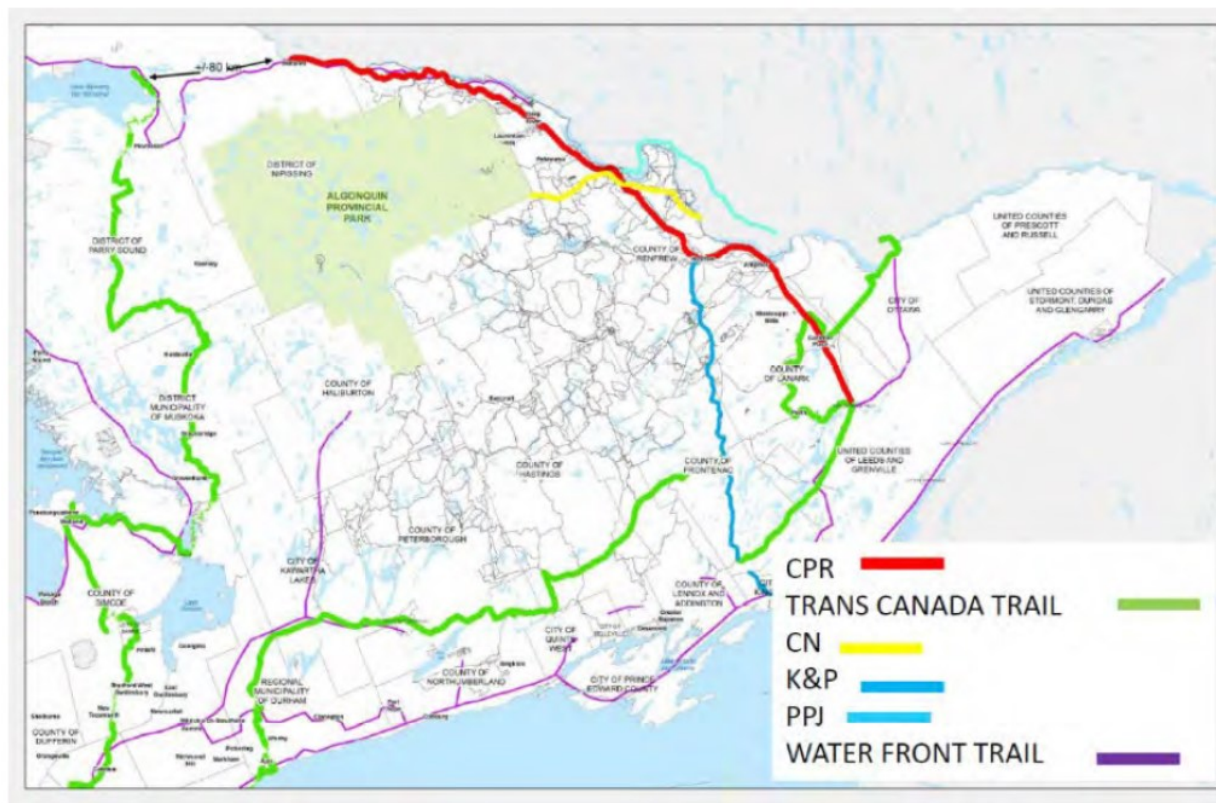
 Facebook.com/AccessON

 AccessOntario

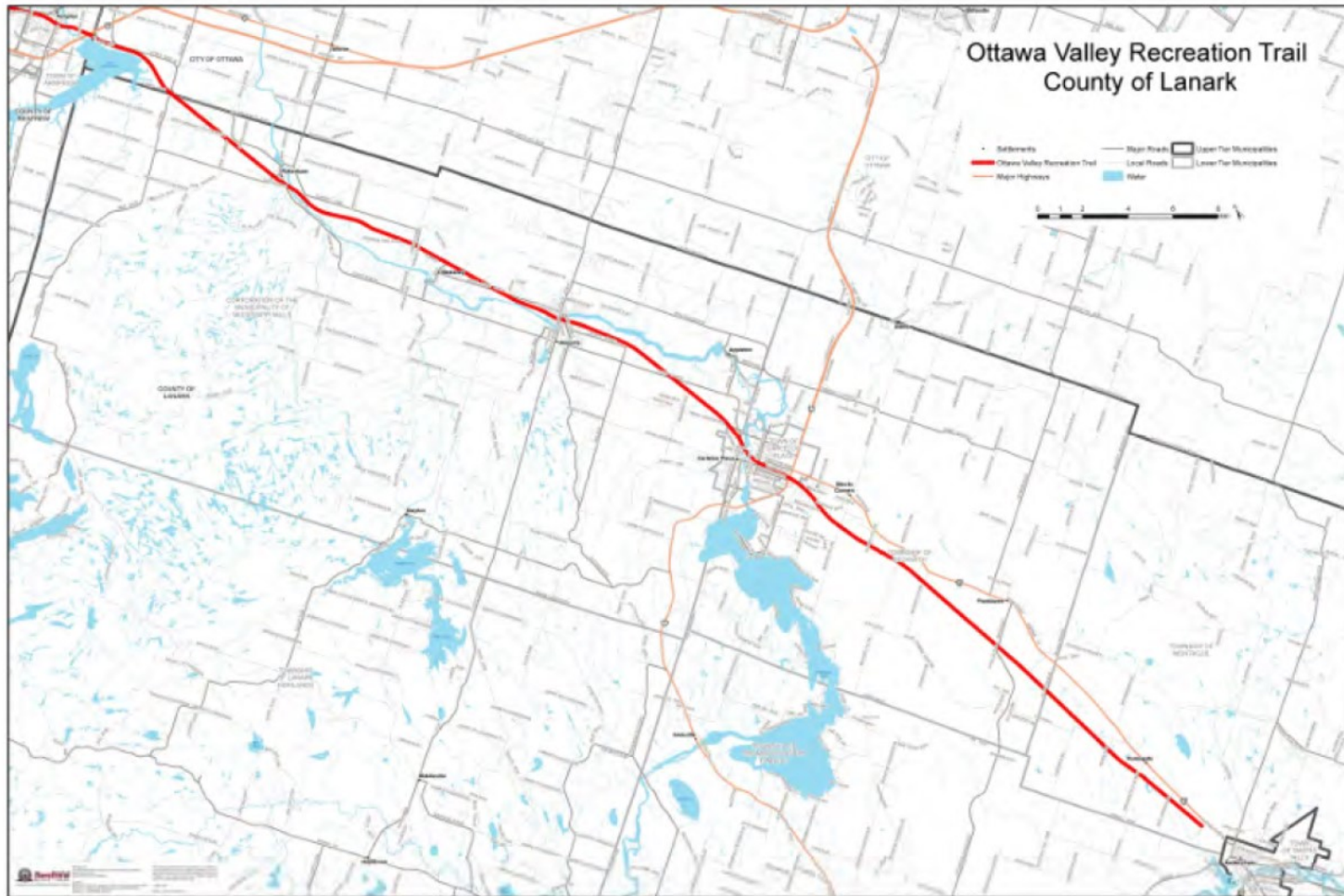
 [accessibility@ontario.ca](mailto:accessibility@ontario.ca)

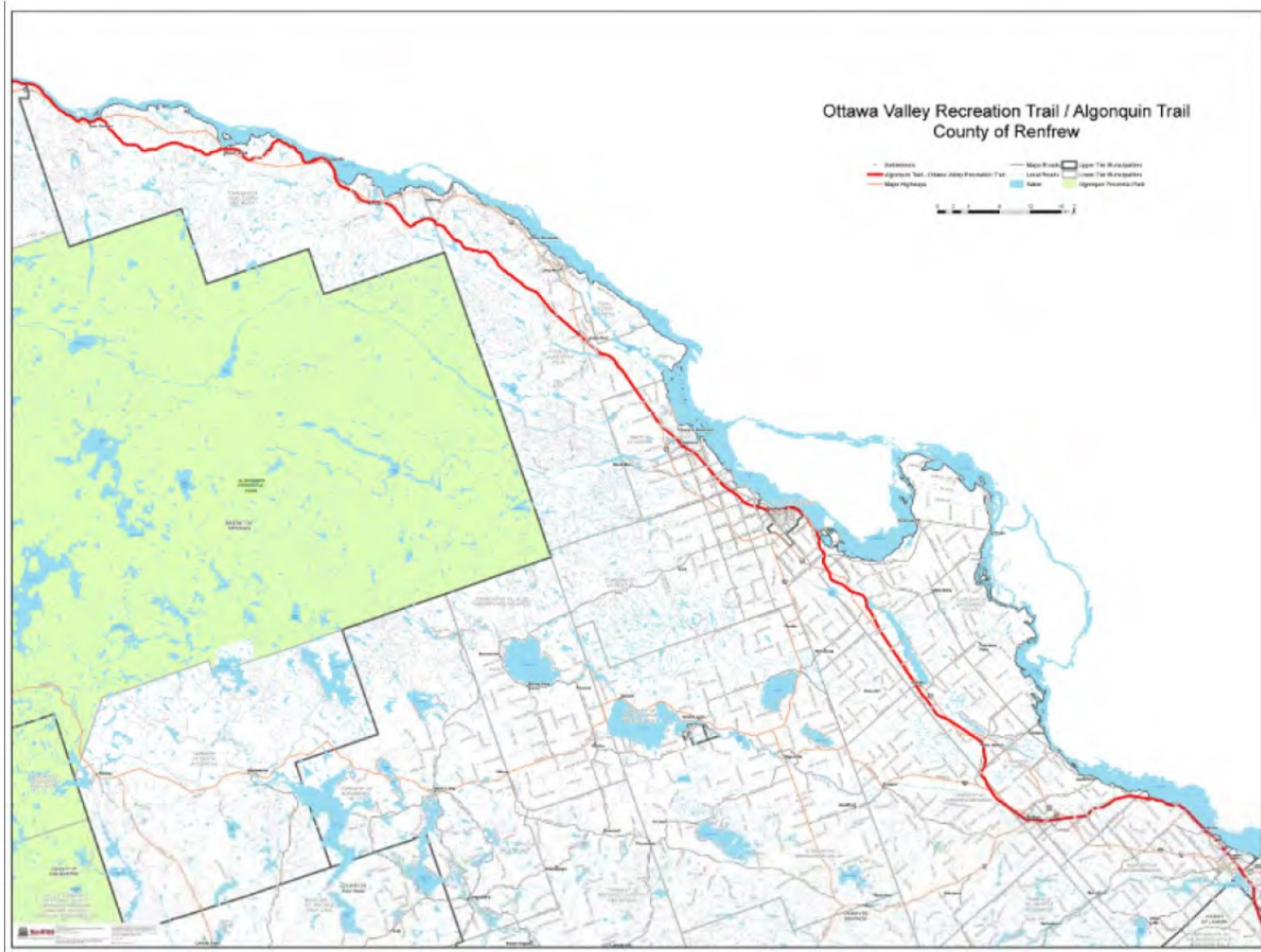
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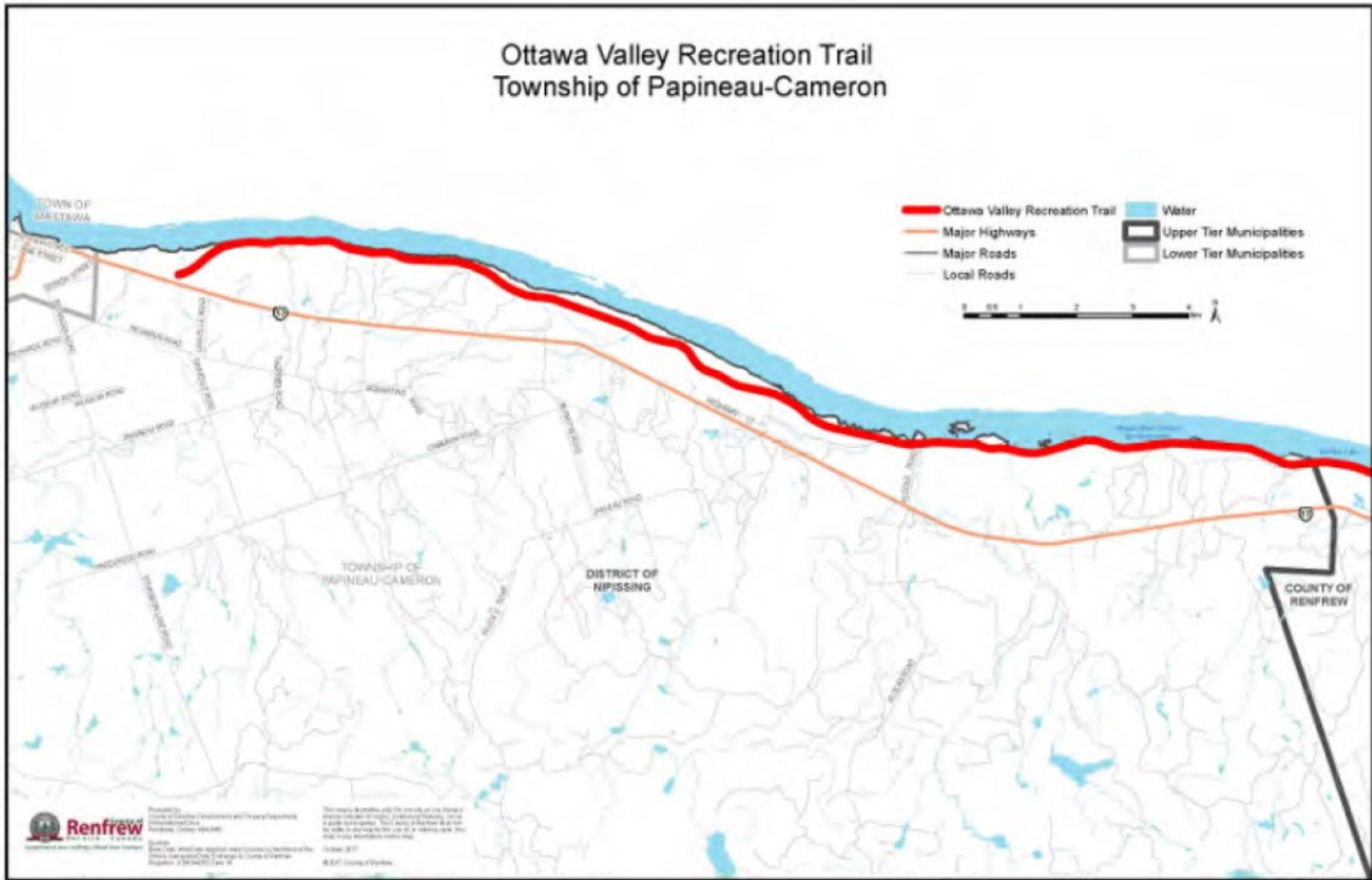
## APPENDIX I – Links to Adjacent Trail Systems



## APPENDIX J – Detailed Maps of the Corridor







## APPENDIX K – Per Metre and Hourly Estimates for Trail Construction and Trail Maintenance

Trail Services	Rates Per Hour
Consulting	\$55.00-\$110.00
Designing	\$55.00-\$110.00
Building/Construction	\$75.00-\$145.00
Maintenance	\$55.00-\$145.00

### Medium to Large Remediation

Trail Construction Phases/Tasks	Typical Timeline (days/km)	Typical Level of Effort (hours/km)
Preconstruction Meetings/Mobilization	1-4 days	10-40 worker hours
Final Pin Flag Alignment	2-4 days/km	40 worker hours
Rough-in Trail Corridor	2-4 days/km	40 worker hours
Rough-in Trail Tread		
- Easy Conditions	4 days/km	40 worker hours
- Typical Conditions	6 days/km	60 worker hours
- Hard Conditions	10 days/km	100 worker hours
Transportation of Material (if req'd)		
- Easy Conditions	12 days/km	120 worker hours
- Typical Conditions	18 days/km	180 worker hours
- Hard Conditions	30 days/km	300 worker hours
Finish Trail Corridor	2 days/km	20 worker hours
Finish Trail Tread	4 days/km	40 worker hours
Post Construction Meeting/Sign-off	1 day/km	10 worker hours

### Maintenance Based on Tread Condition and Complexity

Trail Maintenance Services	\$/m	100m	Ceiling Rate/100m
<b>Side Hill/Bench Cut by Hand with In-situ Material (1 metre wide)</b>			
Easy Conditions	\$14.50	100	\$1,450.00
Typical Conditions	\$17.00	100	\$1,700.00
Hard Conditions	\$30.00	100	\$3,000.00
<b>Side Hill/Bench Cut by Machine with In-situ Material (1 metre wide)</b>			
Easy Conditions	\$14.50	100	\$1,450.00
Typical Conditions	\$17.00	100	\$1,700.00

<b>Trail Maintenance Services</b>	<b>\$/m</b>	<b>100m</b>	<b>Ceiling Rate/100m</b>
Hard Conditions	\$30.00	100	\$3,000.00
<b>Trail Maintenance on Flat Ground by Machine (2-3 metres wide with In-situ Material)</b>			
Easy Conditions	\$21.50	100	\$2,100.00
Typical Conditions	\$25.00	100	\$2,500.00
Hard Conditions	\$45.00	100	\$4,500.00
<b>Trail Maintenance on Flat Ground by Machine with Off-site Material (2-3 metres wide 3/8" minus crusher fines surface raised tread)</b>			
Easy Conditions	\$40.00	100	\$4,000.00
Typical Conditions	\$46.00	100	\$4,600.00
Hard Conditions	\$60.00	100	\$6,000.00
<b>Bridge Maintenance Services (x3 for 3 metres wide)</b>	<b>\$/m</b>		<b>Ceiling Rate/6m</b>
1 metre wide with railings	\$550.00		\$3,300.00
Accessible 1 metre wide	\$230.00		\$4,500.00

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<sup>12</sup> Trail Design Standards – University of Minnesota <http://woodlandstewardship.org>