



Volunteer Trail Maintenance & Builder Support Policy

The volunteer maintenance and building carried out by Squamish's volunteer trail builders provide an invaluable service to the Squamish trail network. To foster and promote a culture of volunteer trail stewardship, this policy is intended to support individual not-for-profit volunteer trail builders committed to maintaining and building trails in Squamish. The following clarifies how SORCA can reimburse certain costs associated with trail maintenance and construction.

SORCA can also provide; insurance, long-term maintenance, letters of support for applications, or resources to submit applications on behalf of volunteer builders. All of these will be dealt with on a case-by-case basis.

Funds for this program are allocated on an annual basis and are limited at the discretion of the Board. This policy is to be reviewed annually. Volunteers must be SORCA members to be considered eligible.

Reimbursement for Maintenance and Construction Costs

SORCA may reimburse:

- *Up to \$5,000 total for a new trail build (see conditions below).*
- *Up to \$400 per volunteer per year for trail maintenance on existing trails (see conditions below)*

The following considerations apply to new builds

- *If the trail is on Crown land it must have a Section 57 permit issued by Rec Sites and Trails BC*
- *If the trail is within BC Parks' land then it must have written permission from BC Parks*
- *If the trail is on private land, then it must have written permission from the landowner, or, where SORCA has an agreement with a private landowner, you must have SORCA written approval from the President, Director of Trails, or Executive Director*
- *The trail must benefit the greater trail network in Squamish: bonus points for improving connectivity, providing a type of trail that is missing in the area, or building a trail on an exceptional piece of terrain. Trails over 1km are favoured*

- *The trail must be built sustainably: limiting water damage, erosion, maintenance requirements and environmental impact. Following the Whistler Trail building standards is the easiest way to do this.*
https://cyclingbc.net/wp-content/uploads/2014/10/trail_standards_first_edition.pdf
- *All trail types will be considered: Green, Blue, Black and Double Black are included. Inclusive trails are encouraged and if the build is Black or Double Black, steps must be taken to avoid unnecessary risk.*
- *The trail must allow use by other non-motorized trail users*

For maintenance and re-building of existing trails:

- *Upon being requested to re-build an existing trail, SORCA will take reasonable efforts to discuss work being proposed with the original trail builder and rationale for the re-build.*
- *Re-build may not deviate by more than 10m from the existing trail orientation.*
- *SORCA must approve any/ all re-routing proposed within the re-build*
- *SORCA will cover up to \$5,000 for the cost of a trail re-build (based on reimbursement policies below)*
- *Must comply with RSTBC trail standards*
<https://www.for.gov.bc.ca/hfp/publications/00201/chap10/chap10.htm#s10.5>

Reimbursements can cover:

- *Materials (i.e. lumber, nails, culverts). Receipts are required, and payment of any expenses incurred without pre-approval is subject to the Executive Director's discretion.*
- *Consumables (i.e. chainsaw chains, chainsaw fuel). Receipts are required, and payment of any expenses incurred without pre-approval is subject to the Executive Director's discretion.*
- *Tools (subject to pre-approval and receipts required) to a maximum of \$750. Chainsaws are available for new builds at the discretion of the Executive Director (Chainsaw operators course is a requirement). SORCA's tools are available upon prior approval and pending availability.*
 - *Tools and non-consumables covered under this policy cannot be resold and must be returned to SORCA should the builder cease trail building and maintenance activities, or should they no longer reside in or be doing trail work in Squamish.*
- *Travel to and from site: For new builds & maintenance that are not accessible via paved roads, a transportation subsidy in the amount of \$1.00 per dirt-road kilometre is available, up to a maximum of \$1,000 per year. Funds are subject to pre-approval, up to a maximum of \$2,000 over the course of the project if a multi-year build, and upon receipt of a signed statement from the volunteer attesting to the number of days spent working on the project, annually, or at the conclusion of the project. The volunteer is also*

welcome to borrow the SORCA trail crew eBikes (upon prior approval, and pending availability) to assist with the transportation needs of the project.

- Machine time/rental (subject to pre-approval); and
- Trail crew time (subject to pre-approval).

Reimbursements under this policy do not cover:

- Larger tools or capital purchases (e.g. bikes, dirtbikes, etc).
- Personal expenses incurred during the work (e.g. medical or paramedical treatment, food, etc.)

Conditions of Reimbursement

Recognition

SORCA retains the right to share information about our contribution to new trail builds via mediums including but not limited to social media, newsletters and trail signage.

SORCA requests that builders promoting trails funded through this policy recognize SORCA's contribution in their communications.

Code of Conduct

Builders receiving reimbursement must act in accordance with SORCA's Code of Ethical Conduct, including but not limited to:

- Appropriate conduct on roads and trails to and from trail work sites
- Adherence to all permits and trail building standards
- Treating all trail users with respect
- Refraining from any form of harassment or derogatory behaviour
- Using appropriate safety signage and safety gear at worksites
- Using non-derogatory trail naming conventions
- Not engaging in unethical or illegal practices
- Avoiding any interest or activity that is in conflict with SORCA

Compliance

SORCA must be present at a walkthrough of the trail midway through the build and before the trail opens to ensure compliance with Whistler Trail Building standards and to limit liability.

Application Process

To submit a new trail build for consideration, volunteers must send an email to info@sorca.ca containing the following:

- *a description of the project and how it meets the considerations*
- *the status of any permits*
- *a GPS file of the proposed trail*
- *details on their experience and ability/capacity to complete the build*

During a review process, the builder will walk trail or proposed line with SORCA's Lead Builder or a Director of the Board.

Receipts for tools and materials related to existing trail maintenance should be sent to info@sorca.ca with a description of the tool and its intended uses. Pre-approval must be sought from the Executive Director (also at info@sorca.ca) for those items outlined under 'Reimbursements can cover'.