

THIS AGREEMENT made this day of

B E T W E E N:

THE CORPORATION OF THE TOWN OF COLLINGWOOD

hereinafter called "Collingwood"
OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

hereinafter called "The Blue Mountains"
OF THE SECOND PART

- and -

THE CORPORATION OF THE MUNICIPALITY OF MEAFORD

hereinafter called "Meaford"
OF THE THIRD PART

WHEREAS the Parties jointly operate a bicycle path, cross country ski trail and recreational trail running from Collingwood to Meaford (herein defined as the "Trail").

AND WHEREAS the Parties by agreement dated February 13, 2003 and made pursuant to Section 207, Paragraph 58 of the Municipal Act, R.S.O. 1990 c.M.45 established a joint board of management known as the Georgian Trail Management Board (herein defined as the "Board") for the operation and management of the Trail and the term of this agreement has expired.

AND WHEREAS the Parties are permitted by Section 202 of the Act to enter into agreements to establish joint municipal service boards for the control and management of recreation services.

AND WHEREAS the Parties wish to enter into this Agreement to continue the Georgian Trail Management Board as a joint municipal service board under Section 202 of the Act and to set out the manner of operation of the Board for the control and management of the Trail.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and promises herein contained, the Parties hereto agree as follows:

ARTICLE 1 – DEFINITION AND GENERAL

1.0. Definitions

For the purpose of this agreement, including the recitals, the following words shall have the following definitions:

- a) “Act” means the *Municipal Act, 2001 .S.O. 2001, c.25*, as amended.
- b) “Association” means the Georgian Cycle & Ski Trail Association.
- c) “Association Representative” means an individual who is a director of the Association and who has been recommended by the Association to be a Director of the Board.
- d) “Board” means the Georgian Trail Management Board.
- e) “Council” means the municipal council of each of the Parties hereto.
- f) “Equipment” means all chattels to be used in operation of the Trail.
- g) “Municipal Representative” means an individual who is qualified to be elected as a member of Council, appointed by Council.
- h) “Participating Municipality” means each of Meaford, Collingwood and The Blue Mountains.
- i) “Parties” means Collingwood, The Blue Mountains and Meaford.
- j) “Personnel” means all persons acting as volunteers or who may be employed or under contract by the Board to assist in operation of the Trail.
- k) “Proportionate Interest” means a fraction, the numerator of which is the Total Current Value assessment of a Participating Municipality and the denominator of which is the total of the Total Current Value Assessment for all Participating Municipalities. The respective Total Current Value assessment for each Participating Municipality shall be taken from the Assessment Roll, said assessment compiled by the Ontario Property Assessment Corporation for taxation in the current budget year.
- l) “Proportionate Share” means, for each Participating Municipality, the amount obtained by multiplying the particular Participating Municipality’s Proportionate Interest for the

year in question by the annual operation budget for the Trail as established under Article 2.13(c) hereof.

- m) “Rerouting” means the relocation of any part of the Trail.
- n) “Trail” shall mean the bicycle path, cross country ski trail and recreational trail including municipal land adjacent to trail on 10 meters from trail centerline within owned by each municipality from the Town of Collingwood to the Municipality of Meaford as described in article 1.02.
- o) “Trail Portion” means that part of the Trail that lies wholly within a particular municipality.

All other capitalized terms shall have the meanings ascribed to them in this Agreement. Unless the context otherwise requires, in this Agreement words importing the singular include the plural and vice versa and words importing a gender include all genders.

1.02 Trail Description

Established in 1989, the Trail is designed to take advantage of the old railroad bed, bridging and, most importantly, the lateral and natural drainage systems. Some 80 to 85 percent of the Trail was built upon the old rail bed. In the 32 kms from Collingwood to Meaford Harbour the Trail crosses some 30 intersecting roads. To protect Trail users and to discourage unauthorized access, visual/physical barriers along with control and information signs have been installed. The Trail is to be managed consistently from end to end, as annual grading, weed control and minor repairs are necessary to maintain a quality wear surface and extend its life as the screenings tend to migrate into the base and shoulders.

1.03 Continuity Ownership

During the term of this agreement, no Party shall mortgage, charge, or otherwise undertake any act or enter into any agreement which shall encumber the title or put in risk the title to the portion of the Trail which lies within its municipal boundaries, save and except as for easements contemplated by Section 4.04.

ARTICLE 2 – ESTABLISHMENT – OPERATION OF BOARD

2.01 Members

The Board is hereby established as a joint municipal services board under Section 202 of the Act and shall consist of eight voting members appointed as follows:

- a. Six Municipal Representatives consisting of two Municipal Representatives appointed by the Council of each Party.
- b. Two Association Representatives who have been referred by the Association and have been approved by the Councils of all three Parties.

The appointment of a Municipal Representative shall continue until the expiry of the term of the current municipal Council or until the Council of a Party advises the Board in writing that the Municipal Representative has been terminated.

The Association Representative shall continue until written notice has been received from either the Association or the Council of a Party advising the Board that the Association Representative no longer has the approval of the Association or the Council of a Party.

2.02 Advisors to the Board (do not have voting rights)

- a. One Trails Maintenance Inspector/Coordinator that is hired by the Board.
- b. One staff member from each municipality to provide technical support, assume operational responsibility and ensure compliance with approved trail standards.

The municipal staff shall be appointed by their respective CAO's and they will provide recommendations to the Board and their respective Councils.

2.03. Chair and Vice-Chair

At each annual meeting of the Board, the members shall elect a Chair and a Vice-Chair for a one year term from among them and the Chair or Vice-Chair so elected shall preside at all meetings of the Board.

2.04 Treasurer

At each annual meeting the Board shall elect a Board Member as Treasurer for a one year term may engage an assistant treasurer from outside the Board to assist the Board Member in their duties at such remuneration as the Board determines such person not to be a member of the Board. The Treasurer shall receive accounts and present same to the Board for approval. The Board shall seek input from Municipal Treasurers to ensure that all financial practices are in compliance with general accounting practices.

2.05 Secretary

At each annual meeting the Board shall elect a Board Member as Secretary for a one year term and may engage an assistant secretary from outside the Board to assist the Board Member in their duties at such remuneration as the Board determines such a person not to be a member of the Board. The Secretary so appointed shall ensure the recording of minutes and maintenance of records of all meetings of the Board and shall also give notices to the members required to be given hereunder.

2.06 Committees

The Board may appoint Board Members to committees from time to time to gather and review information and make recommendations to the Board. Municipal staff should be assigned to these committees to provide technical and operational input.

2.07 Meetings

The members of the Board shall hold an annual meeting in each year not later than the last day of February in every calendar year for the purpose of considering reports, approving financial statements and electing officers. Additionally, the members of the Board shall meet not fewer than two (2) other times per year to discuss such business as the Chair may determine. The Chair may also call such other special meetings as the Chair considers necessary to properly transact business of the Board.

2.08 Place of Meetings

The Place of Meetings shall be such a place as determined from time to time by the Chair.

2.09 Notice

Notice of the time and place of each meeting shall be given to each member not less than five (5) days before the day on which the meeting is to be held specifying the nature of business to be transacted at such meeting. Notice shall be given by email to the email address given by each Board Member in writing, and signed by him or her, to the Secretary of the Board. In the absence of an email address, the Secretary shall give notice to the Clerk at the municipal office of each party who shall be responsible to notify the Council Representatives. Other forms of notices to the Board Members shall be considered to be gratuitous and do not constitute valid notice.

2.10 Quorum

No meeting shall be valid unless a quorum of Board Members are present. A quorum shall consist of any five members of the Board whose membership on the Board remains valid as at the date of the meeting. If a quorum is not present within twenty (20) minutes of the time of commencement of the meeting, the meeting shall stand adjourned to be rescheduled at the call of the Chair and with appropriate notice given by the Secretary.

2.11 Votes

At all meetings of the Board, questions shall be decided by a majority vote other than the question of termination which shall be dealt with as provided in Section 4.07 hereof.

2.12 Contracts and Documents

Contracts, documents or instruments in writing shall be signed by any two of the Chair, Vice-Chair or Treasurer or any two persons specifically authorized by the Board to execute the document in question.

2.13 Banking

The Board shall have one bank account under the name of the Board. This account shall require the signature of any two of the Chair, Vice-Chair or Treasurer.

2.14 Accounting

To assist the Treasurer, the Board may request one of the Participating Municipalities to maintain the financial records of the Board. The annual statements shall be audited by a qualified municipal auditor in accordance with the accounting principles prescribed for Ontario municipalities by the Ministry of Municipal Affairs.

2.15 General Duties of Board

a. Trail Operation

The general duties of the Board shall be to govern the overall operation of the Trail. For this purpose, the Board shall have power to review and award tenders, purchase equipment and recruit personnel as approved in the Budget. Tenders or bids shall be requested for all capital or major maintenance expenditures in accordance with established purchasing policies of the respective municipality where the work is being completed or the municipality assigned responsibility for sourcing the work.

b. Trail Standards

The Georgian Trail shall be built and maintained in accordance with the approved trail standards as outlined in Appendix “A”. These trail standards should be reviewed by the Board annually and adjusted as required.

c. Policies

The Board shall establish policies governing the use and operation of the Trail. All policies passed by previous Boards remain in effect as summarized in the policy manual unless amended by the current Board.

d. Annual Budget

Each year during this Agreement prior to October 31st, the Board shall prepare:

i. An Operation Budget which shall include administrative costs, maintenance costs, an amount which will maintain maintenance reserve of 20% of the operational budget and a proposed 3 year forecast. Such budget shall be subject to the approval of the Council of each Participating Municipality and should said approval not be obtained, the budget shall be revised and once again submitted until approval of the Council of each Participating Municipality is received.

ii. Capital Forecast

A 5 year forecast for capital expenditures shall be prepared and submitted to the Participating Municipalities with the annual budget provided that a forecast is not binding upon any Council except that portion which has been adopted in a yearly Operational Budget approved in subsection (i).

iii. Reserve Accounts

a. Maintenance Reserves

Each year, as required, the Board shall include in the operational budget an amount to transfer to the Maintenance Reserve. The Maintenance Reserve will be held at a level equivalent to 20% of the Operational Budget excluding the Transfer to Maintenance Reserve, and should be reviewed annually. The Maintenance Reserve would be used only in circumstances where the operation of the trail has been severely affected by vandalism, accident or acts of God.

b. Capital Reserve

The Board shall establish a capital reserve fund for capital expenditures relating to the Trail. The purpose of the capital reserve fund is to accumulate funds over several years for the projects identified in the capital expenditures forecast under Article 2.13c(ii). Each Participating Municipality may determine on its own whether its share of the reserve funds will be held in a Board reserve account or in the Municipality's reserves. In either case, accumulated reserve funds must be available at times as determined by the Board.

Each year the amount to be added to the capital reserves must be approved by the Board and subject to the approval of the Council of each Participating

Municipality. In the event that a Council does not approve the amount to be added to the capital reserves, the Board will revise the capital budget and resubmit the capital budget for approval of the Council of each Participating Municipality.

iv. Over Expenditures

Should the Board determine that in any year there will be insufficient funds in the budget to cover all anticipated expenditures, it may submit a special assessment to the Council of each Participating Municipality for its approval and the payment of same shall require the approval of the Councils of all Participating Municipalities.

ARTICLE 3 – CONTRIBUTIONS

3.01 Annual Budgets

After determination of the annual budget for the Trail operation in each year the same shall be submitted to each Participating Municipality for approval. Each Participating Municipality shall pay its proportionate share of the said annual budget by the 30th of June of each year.

3.02 Special Assessments

After approval by the Councils of all Participating Municipalities, each Participating Municipality shall forthwith pay its proportionate share of the special assessment whether operational or capital.

3.03 Interest

Interest shall accrue and be payable by a Participating Municipality on the proportionate share of such Participating Municipality at the Bank of Canada prime rate in the event that same remains unpaid third (30) days after same shall be due.

ARTICLE 4 – GENERAL

4.01 Intended Uses

The Trail is intended for uses such as walking, cross-country skiing and cycling. Any proposal to amend intended uses will be brought before all the Councils for approval

4.02 Prohibited Uses

Motorized vehicles (other than for emergency purposes or Police) and hooved animals are prohibited from Trail use.

4.03 Insurance

The Board shall, at its expense, obtain and keep in force, during the term of this Agreement, Comprehensive General Liability Insurance, including the following:

- a. A limit of general liability of not less than \$5,000,000.00;
- b. Each of the three municipal Parties to this agreement shall be named as additional insured Parties including all Board members, Association Representatives and Personnel;
- c. The policy shall contain a provision for cross liability in respect of the named insured Parties;
- d. Completed operations coverage;
- e. That sixty days prior notice of any alteration, cancellation or lapse in policy shall be given in writing to all three municipal Parties to this agreement;
- f. Owners protective coverage

The Board shall provide certified copies of the said policy to each municipality and shall advise each municipality of any claims made, changes in the coverage and any notices received affecting the insurance coverage.

4.04 Easements

The Parties recognize that development may occur along the Trail and that from time to time easements or rights-of-way may be required for servicing properties or allowing access in order to permit such development. The Parties agree that they shall grant such easements where

required provided that in doing so the easements do not impact unreasonably upon the purposes of the Trail. Specifically, the Parties agree that easements may be granted for the purposes set out in Schedule “A” hereof.

4.05 Rerouting & Road Crossings

In the event that any of the Participating Municipalities wishing to relocate or improve road crossings along its Trail Portion, such rerouting or road crossing works shall be permitted on such terms as the Board may determine, and as long as the purpose of the Trail is not unreasonably impaired.

The cost of the approved rerouting or road crossing works will be the sole responsibility of the Participating Municipality requesting the works. Written notice of the Board decision shall be forwarded to the three Municipal Councils. The Board decision will require final approval from the directly affected Municipal Council, and a report for information purposes will be submitted to each of the other municipalities.

4.06 Term

This Agreement shall be in effect for a term of 10 years commencing on the 1st day January of the year 2011 and continuing until the December 31st, 2021 or as otherwise terminated in accordance with this agreement.

4.07 Amendment of Agreement

This Agreement shall not be amended except by a written agreement executed by all of the Parties hereto. A proposal to amend this agreement shall not be considered until at least fourteen days after a summary and reasons for the amendment have been delivered or sent by email to all of the Parties to this agreement. A decision by the Board shall not be binding upon any Party but shall be received as evidence of the advice of the Board to the Parties.

4.08 Termination

This Agreement shall not be terminated except by an agreement in writing executed by any of the duly authorized signing officers of two of the Participating Municipalities and served on the third Participating Municipality by personal service or registered mail at the municipal offices

for that municipality. A Board resolution signed by two of the three municipal representatives shall not be binding upon any of the municipalities. In the event that an agreement is entered into, the termination shall not take in effect until one full year from the date of the Agreement unless all of the municipal Parties to this Agreement agree in writing to an earlier termination date. Termination of this Agreement shall constitute a release by the Board and each municipal boundary, including improvements made.

4.09 Approval

This Agreement requires the approval by By-Law of the Council of each Participating Municipality and each such Participating Municipality shall provide proof of passage of such By-Law to the other Participating Municipalities. The execution of this agreement by all of the Parties shall constitute the termination of all prior agreements respecting the management of the Trail and shall also constitute the adoption of the policies previously passed and remaining in place within a policy manual contemplated in Section 2.15(b) hereto.

4.10 Binding

This agreement shall be binding upon the Parties and their successors in law.

4.11 Indemnity

Each party shall indemnify and save harmless all Personnel and each Municipal Representative it appoints to the Board and all of the members shall jointly indemnify and save harmless the Association Representatives. Similarly, a Municipal Representative shall not look to any party except the party which appointed him or her.

IN WITNESS WHEREOF the parties have hereunder set their corporate seals attested by the hands of their duly authorized officers in that behalf.

THE CORPORATION OF THE TOWN OF COLLINGWOOD

Per:

Mayor

Clerk

THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

Per:

Mayor

Clerk

THE CORPORATION OF THE MUNICIPALITY OF MEAFORD

Per:

Mayor

Clerk

SCHEDULE “A”

Easements may be granted for the following purposes:

- a) Public Utilities
- b) Hydro
- c) Watermains
- d) Sewers
- e) Telephone & Communications
- f) Cable TV
- g) Natural Gas Line
- h) Ministry or Government of Canada or Ontario
- i) Conservation Authority
- j) Municipal Requirements
- k) Municipally approved Private Utilities
- l) Snow Making Lines
- m) New Road Crossings

Georgian Trail

Standards

2011

DRAFT

2011

Jointly approved by;
Municipality of Meaford,
Town of The Blue Mountains
Town of Collingwood

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Section A: Trail Development Standards

2.1 TRAILS

2.1.1 INTENDED USE

It is intended that the trail be barrier free (i.e wheelchair accessible).

Tri Party approved uses include the following:

Walking/hiking

Cross-country skiing

Bicycling

Snowshoeing

Trail Management is planned to be under the control of the Georgian Trail Board of Management.

2.1.2. SURFACING

It would be desirable for the surface to be 50mm (2") hard packed limestone screenings (stone dust) over up to 125mm (5") compacted granular base over the existing leveled-off rail bed.

The amount of granular base will vary depending on the condition of the existing rail bed at the time of initial trail construction.

Some urban sections of the trail may be upgraded from time to time to a hard, smooth surface such as asphalt or recycled material.

2.1.3. WIDTH

Average width of the trail will be 4m (13'): enough width for several people to comfortably pass each other whether on foot, in a wheelchair, riding a bicycle, cross-country skiing, or snowshoeing.

Trail to be 5 to 5.5m wide where it passes through urban areas. (signs should be posted in these areas indicating a reduced speed for cyclists).

Trail shoulder area where grade at side of trail begins to slope down will be approximately 0.6m (2') wide.

2.1.4. CLEARANCE

3.5 m (11.5') is preferred average vertical clearance for full width of trail to allow for emergency vehicle access.

Note that the width of trail clearing in areas of evergreen trees and underbrush growth should be increased to reduce the need for constant trimming of encroaching branches and to increase visibility and perceived safety for the trail user.

Dense vegetation, tall weeds and grasses should be cut back approximately 1 m (3') on either side of the trail.

2.1.5. ACCESS BARRIERS

Barriers will be placed at entrance points to the trail.

Typically Boulders will be used for physical barriers at access points, these barriers will be placed in a manner that allows the access of service and emergency vehicles.

2.1.6. ROAD CROSSINGS

Trail should cross all main roads at or close to right angles if allowed by trail property boundaries.

Appropriately sized culverts should be installed or existing culverts extended to provide for trail re-alignment at road crossings while accommodating roadside drainage.

There should be signage and road markings to warn vehicles of trail crossing ahead.

Signage to warn trail users of road crossing ahead should also be placed 10 Meters distance from crossing.

2.1.7. DRAINAGE COURSE CROSSING AND RESIDENTIAL ACCESS POINTS

All access points to the trail require approval from the Board

Crossings require a minimum of 36" width and clear zones on each side of access points by 24".

Steep slopes must be avoided for entrance or access to and from private property.

Bridge design will refer approvals based on the Bruce Trail Association Guide for Trail Workers – Third Edition as an approved Standard.

Encroachment permits are required when using Ministry of Transportation Lands.

2.2 VIEWING/RESTING AREAS

2.2.1 INCIDENCE

Provide rest areas adjacent to the trail, where appropriate.

Create viewpoints in appropriate locations where there are interesting views or at points of interest (historical significance) such as former railway depot in Craighleith, views or Escarpment and Georgian Bay.

Rest areas should be compatible with surrounding environment.

Rest areas will use consistent approved benches.

2.3. SIGNAGE

2.3.1 CONSISTENT WITH REGIONAL TRAILS

All trail signage should comply with approved signage details. All signs will include the logo of each municipality.

2.3.2. TRAIL HEAD / KIOSK

Sections of the Georgian Trail may include a Trail Head / Kiosk. These features may include:
Clearly identify Georgian Trail name and specific section.

Simple map of trail showing – adjacent communities, neighbourhoods, landmarks/attractions related to the trail; - distances and approximate walking times for each section of the trail; - trail access points; - parking locations.

Small map of linking trail networks.

Trail regulations – communicated in a positive manner (i.e. outline allowed use rather than prohibited use), trail etiquette;

Interpretive information – some highlights or features to watch for on the trail; - interesting points of natural or cultural history relevant to the area, historic photographs or railway, stations, origin of place and names;

911 emergency number location and Global Positioning System coordinates for trail head.

2.3.3. ACCESS POINTS

Clearly identify the Georgian Trail Network;

Communicate trail etiquette;

911 emergency number location and Global Positioning System coordinates for trail head.

2.3.4. EMERGENCY NUMBERING

Clearly identify trail access points on municipal, county and Kings roads and roadways in accordance with the Grey County 911 policy.

2.3.5. DECISION POINTS

Directional signage relating to the landmarks, and other places identified on the Trail Head and Access Point maps (e.g. “To the Silver Creek Trail” – “To the Beaver River Trail”).

All signage will be consistent throughout the entire trail.

2.3.6. TRAIL DISTANCE MARKERS

Consistent markers showing distance (in kilometers) from start of trail for emergency (911) location and identification.

East Edge of Meaford and West Edge of Collingwood should be designated Start and Finish.

2.3.7. CROSSING SIGNS

Clearly identifying impending road crossings and authorized laneways, service roads, etc. along the trail.

2.3.8. INTERPRETIVE SIGNAGE

The Board may wish to consider the cultural, natural, industrial significance as themes of interpretive signs.

All signs will be consistent size, material, colours and font.

All signs will include the logos of each of the three municipal partners.

SECTION B: TRAIL MAINTENANCE

3.1 MAINTENANCE TASKS

3.1.1. EVERY SECOND YEAR

Top up of surfacing where needed.

3.1.2. ANNUAL

Spring clean-up and removal of debris from culverts and ditches;
Removal of winter accumulation of garbage;
Inspection and re-establishment of day- lighting at all intersections;
Pruning back heavy growth at trail edges.

3.1.3. SEMI-ANNUAL

Trail grooming: grading/leveling of surfaces where required;
Noxious weed control (or as required by recommendation of staff)

3.1.4. MONTHLY

Complete and retain a trail inspection report during of active trail use.
Inspection of signage, benches, and other trail amenities;
Trail-side maintenance;
Repair damage to trails and trail verges from heavy use and/or cycling.
Clean up and remove any garbage along trails.

3.1.5. AS –REQUIRED

Repair or replace damaged signs, barriers, structures and other trail amenities;
Remove any fallen trees from across trails and removal of any potentially dangers.

3.2 TRAIL RESURFACING

3.2.1 TRAIL RESURFACING

Prior to any resurfacing project, users will be notified a minimum of three weeks before works commence. Consistent signage and advertising on Municipal Websites, appropriate newspapers, as well trail signage will be placed. Closure of trail sections during resurfacing will be required.

Prior to any trail resurfacing project, all organic matter must be removed to a minimum depth of 38mm to ensure that growth of vegetation does not occur prematurely after resurfacing.

Resurfacing will be limited to a maximum of 76mm of limestone screening. Immediately after application of screenings compaction is required, compaction to a finished resurfaced depth of a minimum of 63.5mm.

Grading of edges must be feathered to ensure no drop off areas exist.

All resurfacing works will be scheduled by specific municipal specific staff; all works will require sign off for completion and approval of payment based on satisfactory work.

3.2.2. Ditching and Drainage Works

Prior to project development, discussions and site visit with appropriate drainage staff is required to ensure appropriate planning of works, as well as all required permits are in place. Prior to any ditching project, users will be notified a minimum of three weeks before works commence. Consistent signage and advertising on Municipal Websites, appropriate newspapers, as well trail signage will be placed. Closure of trail sections during ditching will be required.

Drainage Courses/ditches will be maintained free of obstructions and debris. Proactive annual removal of established vegetation will be part of work plan and schedule early spring and late fall periods.

3.2.4 Maintenance of Travelled Portion of Trail

The Trail requires maintenance that includes cutting back of trees, shrubs, brush, and vegetation to maintain a minimum of 3 meter obstruction free pathway.

Ongoing clearing and stumping of travel portions as well as ditches will be consistent throughout the entire length of the trail.

3.2.3. Maintenance of Trail canopy

Ongoing pruning of Trail canopy will be part of the typical ongoing inspection. The standard of a 12' obstruction free canopy will be the objective.

Prior to any major pruning project, users will be notified a minimum of three weeks before works commence. Consistent signage and advertising on Municipal Websites, appropriate newspapers, as well trail signage will be placed. Closure of trail sections during major pruning will be required.

SECTION C:

Trail Repair and Hazard Markings

Trail repairs are to be made promptly and hazards are to be marked by Staff. Photo documentation and mapping of required repair areas will be attached to inspection Report.

The best efforts of having staff respond within 1 business day from time of report of required repair or maintenance is desired. Inspection of reported issue is mandatory, marking or sectioning off the area may be needed. If repair or maintenance is required, works should be completed as soon as possible with documentation of work performed as well as mapping of area repaired to log a potential problem area.

The following is the Trail Inspection Report to help ensure that the developed trail is repaired and hazards are marked in an efficient manner.

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