



# Trailbuilders Policy



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## RECREATIONAL ACTIVITIES ON THE TRANS CANADA TRAIL

**Originally Approved: December 1999**

**Last Reviewed/Revised: February 2007**

### **Overview:**

There has always been a great deal of discussion regarding the types of recreational activities that are or should be endorsed by the Trans Canada Trail (TCT). With the dramatic growth of All Terrain Vehicles (i.e. ATV's) throughout the country, these discussions are ongoing.

The TCT continues to make every effort to develop policies that are flexible, respond to local considerations and, at the same time, reflect the varied geography of the land from coast to coast to coast. The ultimate objective is to have a national trail that winds its way through every province and territory linking hundreds of diverse communities along its route.

Recognizing that Trans Canada Trail does not own or operate any trails, it is therefore not in a position to "impose" its policies on trails anywhere in Canada. Nonetheless, we believe in the development and maintenance of a national trail that responds to the needs and wants of the trail-using public for a trail that:

- People, organizations and various levels of government are willing to support financially;
- Trail volunteers are prepared to donate their time to develop and maintain;
- Is safe and secure for trail users in the four seasons;
- Can be insured in an affordable and sustained way so as to protect all trail stakeholders (i.e. and owners, Trail operators, Trail partners, volunteers and Trans Canada Trail);
- Can be "inaugurated" by 2010 (see policy on Trail Development Phases p. 12-15.).

### **Need:**

Given the above, there is a need to develop a clear policy addressing the different types of recreational activities that are or are not endorsed by the Trans Canada Trail. It is important to note that Canada was and continues to be built on compromise and any national policy on Trail use must reflect the diverse topography of the land as well as the varied socio-demographic profiles of the communities through which it passes.

## **TRAIL USE CATEGORIES:**

The Trans Canada Trail has divided the various trail activities into three basic categories and has adopted a specific policy towards each of them. The three categories are:

- Preferred Activities
- Additional Non-Motorized Activities
- Additional Motorized Activities

The policies addressing each of the three categories are:

### ***Preferred Activities***

The Trans Canada Trail supports the development of recreational trail, which includes one or more of the following activities:

- Walking / hiking
- Cycling
- Horseback riding
- Cross country skiing
- Snowmobiling
- Canoeing

Regarding these six preferred activities, the Trans Canada Trail will:

- Actively promote the use of the preferred activities in all promotional material;
- Strive to accommodate, in the long term, more than one of the six preferred activities along the entire length of the Trans Canada Trail;
- Include all preferred activities in trail events and programs. Exceptions to this principle may occur when events are run in specific seasons that are not conducive to all activities.

### ***Additional Non-Motorized Activities***

Given the variety of trails that will comprise the Trans Canada Trail, it is recognized that other forms of recreational activities will occur on certain segments of the Trail under certain circumstances. These activities may include, but are non limited to:

- Roller blading / in-line skating
- Dog sledding (mushing) / kick sledding

The Trans Canada Trail and its Trail partners recognize the use of these activities on the Trail. To that end, we:

- Will promote the use of the additional non-motorized activities in some of its promotional material, as deemed appropriate;
- Will recognize the use of these activities on those trails that are designed to accommodate them but will not strive to accommodate them along the entire length of the Trail;
- May or may not include the additional non-motorized activities in trail events and programs, depending on the prevailing circumstances.

### *Additional Motorized Activities*

The TCT recognizes that in the rural areas of most provinces and territories, trail builders are faced with large land mass, sparse population and little to no infrastructure between developed trail sections. Within these rural areas of each province and territory, motorized activity in both the summer and winter months is already prevalent. In fact, it is largely the motorized trail groups that are building and using trails in these rural areas. The forms of motorized vehicle activities in the summer months include:

- All terrain vehicles (ATV's)
- Motorbikes
- Other types of motorized vehicles

The vision of the Trans Canada Trail since its inception in 1992 has been for non- motorized activity on the Trail during the summer months and it is felt that the vast majority of Canadians continue to support this vision.

The fact of the matter is, however, that the growth of motorized activity on recreational trails in rural areas has significantly outpaced the growth of non-motorized activity. The driving force of recreational trail development and use in rural areas is the motorized segment and this cannot be ignored by the Trans Canada Trail.

While the Trans Canada Trail does not prefer the use of motorized vehicles during the summer months, their reality must be recognized. To that end the TCT:

- Will not promote the use of motorized vehicles in the summer months in any of its promotional material;
- Will encourage its Trail builders throughout the country to route the Trans Canada Trail on those trails that are inclusive of preferred activities. It is understood, however, that in some rural areas of the country this will not be feasible or practical. Where re-routing the Trail to avoid motorized vehicle use in the summer months is not an alternative, the TCT and its partners will accommodate the route.
- Will require sections of Trail that permit motorized use in the summer months to secure general liability insurance adequate in scope and to a minimum limit of \$2,000,000. Such insurance must be endorsed to provide coverage for additional insured (including, but not limited to, the Trans Canada Trail, its officers, directors, agents, employees, volunteers). Refer to the Insurance Policy (p. 31-34) for detailed insurance requirements.
- If any trail organization or similar related group wishes to host an event or program it must be inclusive of one or more preferred activity.

## TRAIL ROUTING PRINCIPLES AND GUIDELINES

**Originally Approved: October 2003**

**Last Reviewed/Revised: October 2006**

### **Overview:**

Experience to date has indicated that the routing of the Trail through every province and territory presents many difficult challenges. The nature and type of challenges faced by trail builders varies by province and territory. The most prevalent are as follows:

- In certain provinces, the proposed route of the Trail will not be realized in the near future either because there is little or no community support or there are no resources in place to build and maintain the Trail.
- Identifying a route that accommodates all preferred land-based recreational activities on one trail is simply not possible. Some parts of the Canadian terrain are too rugged and the presence of horses and snowmobiles in and near urban centres is generally unacceptable. Many trails in Canada can accommodate at least two of the summer activities (hiking and cycling) and, where climate permits, one winter activity (cross-country skiing). Accommodating snowmobiles and particularly horses will be a difficult and on-going challenge for many years to come;
- In certain parts of the country, where there is no opportunity to accommodate more than one preferred land-based activity; such as, the Far North and the mountainous areas of western Canada, many trails can only accommodate one of the preferred recreational activities;
- In select areas of the country, off-road trail for any preferred activity may not be feasible;
- In some areas of the country, single preferred land-based trail activity (either on or off road) may not be feasible.

### **Need:**

It seems realistic to suggest that a national trail accommodating all preferred activities will take many years to realize and will most likely involve a Trans Canada Trail corridor in which one or more parallel trails are built to safely accommodate all preferred activities (where climate and geography permits). The width of the “corridor” may extend for many kilometres.

There is a need for a policy that establishes the routing principles and guidelines that will be employed by trail builders to ensure their efforts are focused and goal-oriented.

# TRAIL DEVELOPMENT GUIDELINES AND ROUTING DECISION HIERARCHY

The following are the guidelines we use to determine the routing of the Trans Canada Trail:

- The main route of the Trans Canada Trail, as depicted in our maps and in our various publications, is the official route of the Trail and not subject to modification without our consent. It is important to note that the official route was developed in conjunction with each province and territory;
- The main route of the Trans Canada Trail will be "inaugurated" on Canada Day 2010. This will be considered as Phase 1 of its development (See Phase Policy for definition, p.12-15);
- It is important to note that some sections of the Trail, which are currently part of the proposed main route, will not be realized within the Phase 1 timeframe. These sections of the proposed main route will be reviewed by the TCT and its partner trail organizations using the "route guidelines" outlined in this section. Those sections of the main route of the Trail, which cannot be realized by 2010, will be removed from the main route and considered Phase 2 or 3 development projects (See Phase Policy p.12-15);
- It must also be noted that the main route of the Trail through the Northwest Territories and Nunavut will be modified to reflect the input of the trail organizers in those areas;
- The key priority of the TCT between now and 2010 will be the completion of Phase 1.

Terms such as loop trail, dual trail, spur trail, feeder trail, connector trail, alternate trail, branch trails and "tapestry of trails" are not part of the official vernacular of the Trans Canada Trail. No such terms may be used in official references to any part of the Trans Canada Trail unless authorized by the TCT.

## Routing Decision Hierarchy

- 1. Land-based off-road: all preferred activities**
- 2. Land-based off-road: some preferred activities**
- 3. Land-based off-road: single preferred activities**
- 4. Land-based on-road: at least a single preferred activity**
- 5. Water Trail**
- 6. Temporary Road Links**



## TRAIL ROUTE: GUIDING PRINCIPLES

### Objectives

In order to fulfill its obligations to donors and members, the Trans Canada Trail will strive to attain the following three objectives:

1. To be “inaugurated” by the year 2010;
2. To provide the information that will assist travellers in finding and navigating their way along the route of the Trail (i.e. maps, guidebooks, trail signs, website);
3. To strive for excellence in the recreational experience on the Trans Canada Trail. It is understood that many sections of the Trail will be, by necessity, on “Temporary Road Links” (See Policy p.25-30 ) or shared with motorized activity in the summer months. These particular sections may not provide the optimal recreational experience for the Trail’s preferred activity users.

Note: All TCT travellers should inform themselves fully about the condition and nature of the Trans Canada Trail segment on which they wish to travel before starting out.

In conjunction with its Trail partners throughout the country, the Trans Canada Trail will use the following guiding principles to plan and develop the route of the Trail.

### Guiding Principles

#### *Community Support*

The essential ingredient of any trail is that it be embraced by the community it is intended to serve. Any proposed route of the Trans Canada Trail that cannot demonstrate broad-based community support must be re-considered.

#### *Sustainability*

A trail requires ongoing investment in the form of management, maintenance, patrolling, amenities, etc., to be provided by local communities. To sustain a trail over time, there must be a dedicated group in place that assumes this responsibility and is accountable to the community. Community support is the cornerstone to trail sustainability. The Trans Canada Trail is not responsible for any trail or trail use throughout and within Canada.

#### *Safety*

Traveller safety is of utmost importance on any trail. Routing decisions must be first and foremost predicated on the security of the users. The safety of any trail user is the direct responsibility of the owners of the land on which the trail is situated. The Trans Canada Trail is not, and cannot be, responsible for the safety of any user of trail identified as Trans Canada Trail.

### *Experiential*

The route of the Trail must strive to provide the traveller with typical Canadian experiences. The Trail should be viewed as a stage for a distinctive and memorable experience in history, culture, nature, geology, adventure, etc.. The Trail is more than just a path on the ground; it should connect and involve travellers in the wonders and activities of the area.

### *Travellers with Impairments*

Given the diverse and challenging topography over which the Trail will pass, it will not be possible to choose a route that will be wheel-chair accessible throughout. However, Trail planners are expected to make every effort to select sections that are wheel-chair accessible. Trail documentation should indicate which sections are suitable for travellers with impairments.

### *Time to Complete*

The Trans Canada Trail is striving to be inaugurated by 2010. Any proposed route that cannot be realistically completed by that date must be re-considered, even if it is officially registered, and other routing options must be identified.

## TRAIL DEVELOPMENT PHASES

**Originally Approved: October 2003**

**Last Reviewed/Revised: October 2005**

### **Overview:**

Building a national trail that will span over 18,000 kilometres of land route alone and linking some 800 communities is no small undertaking. When one considers the diverse nature of the country and its people and the fact that the Trail is being built primarily by volunteers, the challenges become even more daunting.

In addition to the inherent hurdles noted above, other challenges include the needs and wants of trail builders themselves. Some of these needs and wants are:

- Trail builders have expressed an interest in adding connector trails and alternate trail routes to the Trans Canada Trail i.e. recognize that the Trans Canada Trail concept, may evolve, in the future, into a Trail Network or System of Trails;
- In a number of provinces, the proposed route of the Trail bypasses certain areas of the province. For example, in Nova Scotia, the western part of the peninsula (i.e. Kings, Annapolis, Digby, Yarmouth, Queens and Shelburne Counties) is not on the route. In Quebec, regions on the north shore of the St. Lawrence River (e.g. Trois Rivières), are not on the main route and thus a significant portion of the population is not being served (horseback riding can only be accommodated on the north shore).

### **Need:**

Given the enormous scope and magnitude of the Trans Canada Trail, and our timelines, it is essential that we focus attention and energy on realizing and attaining definable goals until the end objective is fully realized: to have a Trail (or Trail corridor), which accommodates the preferred activities from coast to coast to coast (wherever geography and climate permit).

Therefore, a phased approach to building the Trans Canada Trail is required.

### **Trail Development Phases:**

The Trans Canada Trail will be developed in three distinct but related phases.

It is important to note that the Trans Canada Trail considers the three development phases as a general, decision-making framework and will review exceptional trail-building situations on a case-by-case basis.

The three development phases of the Trans Canada Trail are:

### *Phase 1*

The Trans Canada Trail will be "inaugurated" on Canada Day 2010.

- "Inaugurated" means that by 2010, the Trans Canada Trail will be one contiguous corridor that accommodates a minimum of one and, ideally, three of the preferred recreational activities. The preferred recreational activities must include walking and cycling in the summer months and, where climate permits, one preferred winter activity (i.e. either cross-country skiing or snowmobiling). In the Far North, these preferred uses will vary according to the terrain and distances. It should also be noted that water routes are central to the Trail in certain sections;
- It is understood that on certain segments of the Trail in some parts of the country, it will not be possible to safely accommodate more than one preferred recreational activity (e.g. Northern Ontario, rural areas of the prairies and Maritime Provinces). These Trail segments will be considered exceptional and will be dealt with in the following way:
  - o The provincial/territorial organization will develop and submit a report to the TCT explaining the particular nature of the trail segment in question and demonstrating that there are no shared-use options and that a single-use trail is unavoidable;
  - o If approved, the provincial/territorial organization may proceed to register the single-use trail segment. It will be eligible for the registration incentive, trail construction dollars and have access to all official Trans Canada Trail signage. It will be recognized in official Trail guidebooks and maps;
  - o The provincial/territorial organization may then proceed to identify a second trail segment within this corridor that accommodates the other preferred recreational activities that the first single-use trail did not. The result will be two single-use, parallel trails within the same corridor that accommodate walking and cycling. The second single-use trail may be officially registered and have access to official Trans Canada Trail signage. It will be recognized on all official Trail maps and guidebooks and may qualify for reasonable trail construction dollars. However, it will not qualify for the registration incentive and its length will not be included in the total length of the Trans Canada Trail.
- It is understood that "Temporary Road Links" are likely to comprise 20%-25% of the length of the Trail in Phase 1 and that partnerships with motorized user groups (in the summer months) will also occur in the rural areas where there are no viable alternatives. Converting these to off-road alternatives will be addressed in Phase 2 of the development process;
- Any province/territory that completes its Phase 1 objectives prior to the fall of 2010 may proceed to Phase 2. A full report must be submitted to the TCT demonstrating that the Phase 1 objectives have been met (i.e. objectives are considered to have been met when 95% of the Phase 1 Trail is operational and official Trans Canada Trail signage is posted);

- By the end of Phase 1, the TCT, in conjunction with the provincial/territorial organizations, will have researched and documented the Trail. Trail signage will be posted and maps and guidebooks will have been developed and published for trail users. A minimum of 95% of donor names will be posted in Trail Pavilions;
- During Phase 1, certain sections of the Trail, which are currently part of the proposed main route, will be reviewed using the “Trail Routing Principles and Guidelines Policy”. Those sections of the Trail that cannot be realized by 2010 will be considered Phase 2 or Phase 3 development projects.

## *Phase 2*

The Trans Canada Trail will be “complete” by the year 2015.

- Complete” means that a corridor capable of accommodating as many of the recreational activities as possible will be operational. It is important to note that in order to accommodate our preferred activities, the Trans Canada Trail will likely be a corridor comprising several Trails on which all the preferred activities are potentially possible;
- It is recognized that in some areas of the country, winter activities may not be possible (e.g. cross-country skiing in Vancouver or snowmobiling in Victoria). These exceptions will be dealt with on an ad hoc basis.
- Phase 2 will begin at the end of 2010 when the Trail is “inaugurated”. Some provinces/territories may begin Phase 2 sooner if they have completed Phase 1 prior to 2010.

Phase 2 development projects will include converting “temporary road links” to off-road alternatives, where feasible.

## *Phase 3*

Phase 3 will begin in 2015 or earlier depending on when Phase 2 is complete. Phase 3 development projects include:

- Adding routes to the Trail that were identified in Phase 1 but could not be realized by 2010;
- Adding routes to the Trail to serve those areas of a province/territory that could not be served in Phase 1.

It is important to note that no Trans Canada Trail funds will be diverted to Phase 3 projects until Phases 1 and 2 of the Trans Canada Trail are complete throughout Canada. Trail groups may begin work on Phase 3 projects before Phase 2 has been completed but they cannot be financially supported by the TCT.

The method for registering and providing funding for Phase 3 Trails will be determined at a later date to reflect the needs and circumstances.

Consideration may be given to including connector trails and alternate route trails at this time. Maintaining focus on completing the main route of the Trans Canada Trail must be the priority.

## TRAIL REGISTRATION

**Originally Approved: October 1997**

**Last Reviewed/Revised: September 2005**

### **Overview:**

There are a number of critical steps involved in planning and building a recreational trail (refer to the Trail Development Continuum attached). Arguably, the most important first step is to determine a route between the two points one is trying to link.

Once a viable route between two points has been identified, all of the other steps begin to fall into place:

- finding a group to manage the trail;
- acquiring land-owner permission to use the land
- determining the cost to build the trail
- soliciting the funds to build the trail;
- constructing the trail to operational standards;
- acquiring adequate liability insurance to protect all of the stakeholders (the Trans Canada Trail does not assume any responsibility for trail use. Trail use and safety are the sole responsibility of the trail user and the owner of that section of the trail.)

In many cases, determining a viable route for the Trail and acquiring land-owner permission to build the trail on that land is a time-consuming process that requires several field trips and a great deal of follow-up. Nonetheless, without a proposed route the entire trail development process is stalled.

Determining the route of the Trans Canada Trail within and between the 800 communities throughout the country has been a daunting challenge for trail builders since the inception of the TCT.

### **Need:**

Given the importance of determining and securing a route for the Trans Canada Trail, there is a need for a process by which trails or the land on which they will be built can be duly registered as part of the Trans Canada Trail.

An official Trail Registry will:

- Provide the TCT with key information on those trails that will be identified as part of the Trans Canada Trail (i.e. location, length, uses, natural and historic features, management contacts, etc.);
- Allow the TCT to determine what sections of Trail are operational and where there are gaps;

- Provide the TCT with the opportunity to review proposed sections of the Trail to ensure they conform to all of its policies before approving the registration;
- Provide an incentive and thereby motivate our partners to place a high priority on finalizing the route and registering the trails as they become a part of it.

### **Registration Criteria:**

It is understood that in some cases, sections of Trail that are already built and operational will be submitted to the TCT for registration. In other cases, the Trail may not exist and only the land on which the Trail will be built will be submitted for registration.

In order for any section of Trail to qualify for registration (whether it is operational or not), it must:

- Be part of the Phase 1 route of the Trans Canada Trail;
- Be authorized, in writing, by the land owner and Trail operator;
- Be registered “in perpetuity” - to the extent feasible;
- Conform to all of the key policies that govern the Trans Canada Trail, which include, but are not limited to, the preferred Recreational Activities on the Trail / Trail Routing Principles and Guidelines, Trail Development Phases etc.).

Before a proposed Trail becomes operational, it must:

- Provide a certificate of insurance for General Liability. The certificate must include a statement that the Trans Canada Trail, its officers, directors, agents, volunteers and employees are added as additional insureds with respect to the operations of the Named Insured. For complete details and specific requirements, Refer to Insurance Policy p.31-34;
- Have directional and safety signage clearly posted at the appropriate locations on the Trail;

If the Trail does not yet exist, it must:

- Be an operational trail by the year 2010. In other words, a trail section may be registered prior to becoming an operational trail if it meets all of the registration criteria and will be operational by the year 2010.

### **Payment:**

The Trans Canada Trail Foundation will compensate Trail partners for each section of registered trail at the rate of \$50.00 per kilometre of trail. For example, the Caledon

Trailway is a 35 kilometre stretch of trail that will yield a payment of \$1,750.00 (35 x \$50.00) .Water routes will be funded at \$50.00 per kilometre for only those sections which require portaging.

### **Trail Registration: Important Notes**

- Only those Trails, which have been duly registered with the Trans Canada Trail will qualify for our Trail construction funding, our Trail signage, our Discovery panels, our Trail Pavilions, our Trail Head signs or benefit from any other programs provided by the Trans Canada Trail;
- The provincial/territorial Trail partners are the organizations, which recommend trails for Trans Canada Trail registration. It is, however, the purview of the Trans Canada Trail to accept or reject those recommendations according to its published policies. No Trail can be considered officially registered with the Trans Canada Trail unless or until the Trail proponent receives written notice to that effect directly from the TCT. The TCT will assign a unique registration number and a certificate to each section of Trail that is officially registered. This number should be retained by management for future reference;
- The TCT reserves the right to discontinue the registration of any trail section that does not continue to conform to our published policies.

### **Temporary Road Links:**

Based on experience, it will not be possible to link all sections of the Trans Canada Trail off-road. In order to provide trail planners with all of the tools they require to fulfill the Phase 1 objectives, a method and policy for “recording” temporary road links has been developed. *The policy for recording temporary road links is distinct from the Trail Registration process and can be found on p.27*

### **Trail Registration Process:**

The Trail Registration process is as follows:

1. The local trail authorities must fill out the official Trail Registration form (see following), providing all of the information requested;
2. The owner of the land on which the trail is located must provide written permission to use the land for the Trans Canada Trail. The landowner may be a level of government, a trail association, a private individual or a corporation;
3. If the Trail is operational, the trail authorities must provide a copy of their trail liability insurance certificate (see insurance policy p.31-34);
4. The completed Trail Registration Form together with the landowner's letter of consent and the insurance certificate must be submitted to the appropriate provincial/territorial trail organization;



5. The President of the local trail authority must sign the official Registration Form;
  
6. The provincial/territorial trail partners of the TCT will review the Trail Registration Form and if everything is in order, they will submit it to the Trans Canada Trail Foundation for official approval;
  
7. The Trans Canada Trail will review the submission and if it meets the criteria, a formal letter and certificate providing the official registration number will be sent directly to the trail authority, who applied for registration. The trail will then be considered “duly registered” and an official part of the Trans Canada Trail.

## TRANS CANADA TRAIL : REGISTRATION FORM

Registration Date: \_\_\_\_\_ Registered by: \_\_\_\_\_

Name of Trail: \_\_\_\_\_

Province/Territory: \_\_\_\_\_

Nearest City(s)/Community(s): \_\_\_\_\_

Access points: (list location(s) where people can access the Trail or provide map indicating these locations)

1

2

3

4

5

Has the landowner agreed to allow this land to be used as part of the Trans Canada Trail?

Yes / No

If Yes, please provide a letter from the landowner to that effect and attach it to this form.

N.B. – In order to register, the proponent must have written permission from the landowner to use the land as part of the Trans Canada Trail.

Is the Trail operational presently? \_\_\_\_\_ Yes / No \_\_\_\_\_ If No, When? \_\_\_\_\_

If Yes, is the Trail insured for general liability? \_\_\_\_\_ Yes / No \_\_\_\_\_

If Yes, please provide Certificate of Insurance and attach it to this form (please read note below)

N.B. – In order to be registered, all operational sections of the Trans Canada Trail must carry general liability insurance. The Certificate of Insurance must include a statement that the Trans Canada Trail, its officers, directors, agents, volunteers and employees are added as additional insureds with respect to the operations of the named insured. For complete details and specific requirements, please refer to the Trail Insurance Policy or visit [www.tctrail.ca/insurance.htm](http://www.tctrail.ca/insurance.htm).

Name of Trail Owner (if more than one, please write their information on a separate piece of paper):

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

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Tel: (       ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Name of Trail Operator/Manager or Group responsible for trail, promotion, information (if more than one group, please write their information on a separate piece of paper):

Name:

Address:

City:

Prov/Terr:      Postal Code:

Tel:      (      )

Fax :      (      )

E-Mail:

Website :

Trail web site address (if different from the one(s) listed above):

Trail Activities:      (Please indicate which activities are possible on your trail segment)

**PREFERRED ACTIVITIES:** The preferred activities of the Trans Canada Trail are: hiking, biking, cross-country skiing, horseback riding, snowmobiling and canoeing. Please indicate which of these preferred activities are allowed on this section of Trail:

Hiking/walking:

Cycling:      ROAD:

Horseback riding:

MOUNTAIN BIKING:

Cross-country skiing:

Snowmobiling:

Canoeing:

**ADDITIONAL ACTIVITIES:** The Trans Canada Trail recognizes that certain trails accommodate other activities in addition to the preferred uses listed above. In order to fully promote your trail and to better serve Trail users, the Trail Locator section of the Trans Canada Trail website will identify all activities allowed on each section of Trail. Please indicate which of these additional activities are allowed on or near your section of trail:

Climbing:

Roller/In-line skating:

Wheelchair accessible:

All-terrain vehicle accessible:

Snowshoeing:

Out-back skiing/snowboarding:

Mushing (dog sled):

Ice climbing:

Others (specify)

Trail Details

Total trail length: (km):

Trail classification: Urban(    ) rural developed(    ) rural undeveloped(    ) back-country(    )

Trail restrictions:      (ATV restrictions, pets, etc.)

Trail highlights: (will be used as a small introduction for this section of Trail on the Trans Canada Trail website – if you would like to submit a longer text, please feel free to do so on a separate piece of paper):

Historical/Natural/Cultural Features (A detailed explanation of points of interest along this particular section of Trans Canada Trail): (former rail corridor, historical route etc.)

Websites of places/activities “not to miss” along this section of Trail – a link to these websites will be added:

Hazards (wildlife, winds, sun exposure, poison ivy, slippery slopes, avalanches):

Signage (is the trail signed, if so, in what language?):

Maintenance (is the trail maintained? by whom?):

Seasons of Operation:

All seasons  Spring  Summer  Fall  Winter

Open year round :                      or Opening date:                      Closing date:

Fee/Permit/Registration (are there fees for admittance either for use of the Trail or to enter the park? how much?):

Trail Amenities (check those amenities available):

Telephone     Washrooms                       Water                       Canteen  
 Camping       Lighting                               Parking                       Other

Nearby Amenities (check those amenities available) :

- Restaurants                       Stores                       Gas Stations  
 Hotels                       Bed and Breakfasts                       Other

Are maps of the trail available (if so, provide them, as well as GPS readings):

To the best of my knowledge, the information contained in this Registration Application are true and accurate as of the registration date .

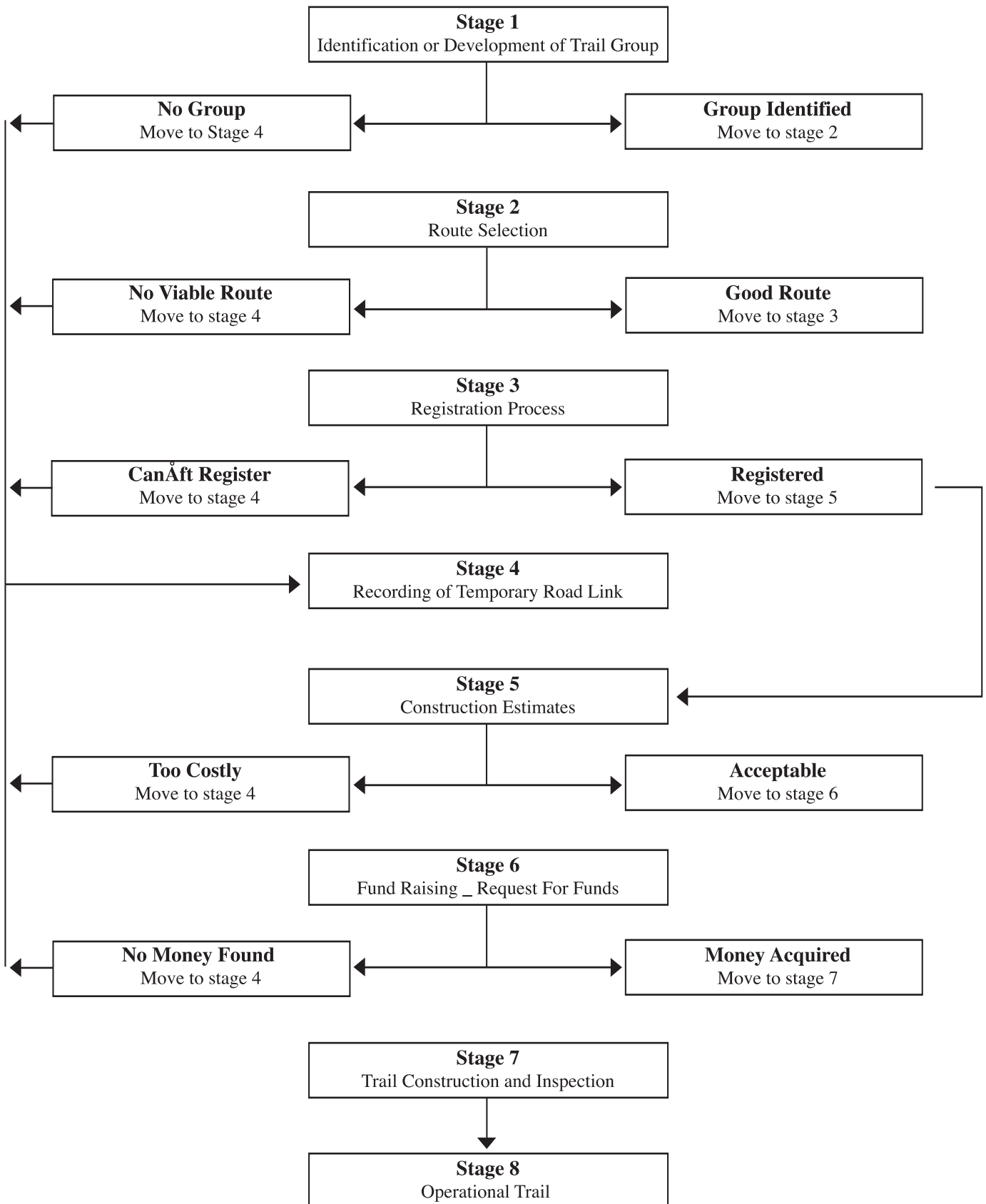
Name:

Signature:

Title:

Date:

## Trans Canada Trail: Development Continuum



## TEMPORARY ROAD LINKS

**Originally Approved: June 2003**

**Last Reviewed/Revised: September 2005**

### Overview:

The Trans Canada Trail will be a contiguous link, but the Trail organizations, which are planning and developing it, have no authority to expropriate land. These two constraints place a challenging burden on Trail development, as one unwilling landowner (private or public) can thwart the development of a significant Trail portion.

There are many situations throughout Canada where there are segments of Trans Canada Trail in two given communities but building an off-road Trail to link the two communities is difficult or economically impractical.

Such situations generally occur under one or more of the following scenarios:

1. There is a long distance between the two communities, characterized by sparse population and no organized trail group(s) to build, promote, use or maintain a trail;
2. The area between the two communities is characterized by particular trail-building obstacles, such as:
  - o private land holdings
  - o undeveloped public support
  - o rivers, causeways
  - o ecologically sensitive areas
  - o agricultural/farming activity
  - o difficult and/or dangerous terrain
3. The projected number of trail users is low, making the construction and ongoing maintenance of a recreational trail between the two communities impractical or economically unfeasible.

When one or more of the above conditions prevail, active roads and often highways become the only realistic link between the two communities.

The vision of the Trans Canada Trail was never to have roads and highways as part of the route. However, as development of the Trail moves forward and as every effort is being made to complete Phase 1 of the Trail by 2010, compromises will have to be made to reflect the reality of the challenges that Trail builders face. It is, of course, essential that these compromises not jeopardize the integrity of the Trans Canada Trail.

Certain roads and highways are already being used as links in the Trans Canada Trail. The Dempster Highway in the Yukon Territory is a case in point and the Alaska Highway in Northern British Columbia is another.

In the Prairie Provinces “in-use road allowances” are being used as the only practical means of linking Trail communities. Many areas in the Maritime Provinces will also require roads and highways to forge links between Trail systems.

### **Need:**

In order to reflect the reality of the Canadian landscape the Trans Canada Trail must officially provide Trail builders with the option of using roads and highways as part of the Trans Canada Trail, where no practical alternatives exist.

### **Policy:**

In the event that a road or a highway is judged to be the only practical link between two Trail systems, the road can either be registered as “official Trans Canada Trail” or recorded as a “temporary road link” depending on the particular circumstances. The classification will be governed by the following parameters:

#### **Official Trans Canada Trail**

As a general rule, the only types of roads that will be registered as “official Trans Canada Trail” are those that have a minimum of vehicular traffic and/or have shoulders that provide a safe venue for recreational use. Typical examples would be tertiary country roads and Prairie road allowances.

In order to be classified as “official Trans Canada Trail”, the proposed road route must be officially registered with the Trans Canada Trail according to the same guidelines and under the same conditions that govern the registration of any other trail (refer to Trail Registration Policy on p.16-24);

In essence, these Trails will be considered bona fide sections of the Trans Canada Trail and entitled to the same benefits and treatment as any other section of registered Trail.

#### **Temporary Road Link**

The types of “in-use road allowances” that will be classified as “temporary road links” are main highways and other roads that are not judged to be suitable for recreational use but are the only means of getting from one community Trail to another. More often than not, these links will be required where there is large land mass, sparse population and no organized trail group to plan, develop and maintain a trail. A typical example would be the Alaska Highway in Northern British Columbia.

“Temporary road links” do not necessarily provide travellers with the recreational experience they are seeking but it is important for them to know that these links are the only practical means of getting from one section of operational Trans Canada Trail to the next.



These “temporary road links” cannot be recognized as “official Trans Canada Trail” because the landowners are most likely to be federal or provincial authorities that will not grant permission to use the road for recreational use. Traveller safety and liability would be the primary reasons for why road authorities would not endorse the use of the road for recreation.

At this time, it is estimated that approximately 20%-25% of the total length of the Trans Canada Trail will be comprised of “temporary road links”. It is important that these links be identified and officially classified so that Trail travellers know, when planning their trips, where the gaps are.

### **Process for Recording a Temporary Road Link:**

In order for provincial/territorial trail groups to record and classify a road or highway as a “temporary road link” in the Trans Canada Trail, the following parameters apply:

- Trail groups will record the road by completing a “temporary road link” form, (see following document). This form will provide all relevant information on the road link in question e.g. length and location of road, description of road features, traffic volume, etc.. No landowner letter of support or insurance certificate letter is required as this is not being recognized as Trail but as a “temporary road link”. It is the only way to get from one section of Trail to another;
- The Trail group must demonstrate that there are no practical off-road alternatives that will be available for recreational use in the foreseeable future and that the road/highway is the only viable link;
- The “temporary road link” can remain temporary for an indefinite period of time. Trail groups will recognize that these “temporary road links” are gaps in the Trans Canada Trail and will continue to seek permanent off-road alternatives to these temporary links. Once a more suitable alternative is identified, the Trail route may be modified accordingly and the new route can be officially registered, if it conforms to Trail Registration criteria (see Trail Registration Policy p.16-24 ;)
- Trail groups will include the lengths of these “temporary road links” in their total Trail length. In British Columbia, for example, the total length of the Trans Canada Trail is 2,700 km of which the Alaska Highway (i.e. a “temporary road link”) is 1,100 km.

In essence, these roads/highways are temporary links in the Trans Canada Trail and will be recorded as such. Their importance lies in the fact that they help travelers get from one Trail segment to another until a trail is available.

## **Temporary Road Links: Important Notes**

It is important to note that because “temporary road links” are not bona fide sections of the Trans Canada Trail, they are not entitled to the same benefits and treatment as “official Trans Canada Trail”. As a result, the Foundation will not provide:

- Trans Canada Trail signage;
- The Trail registration incentive payment (i.e. \$50/km);
- Trail construction funds.

Although the Trans Canada Trail Foundation will indicate “temporary road links” on its maps and guidebooks, it will explain that these public roads are not suitable for recreational use and that because of safety and liability issues road authorities do not endorse recreational activity on them. Any traveler choosing to use a “temporary road link” for recreation does so at his/her own risk.

It should also be noted that the primary objective of Phase 2 Trail development will be to convert temporary road links to off-road alternatives (see Trail Development Phases Policy p.12-15)

**TRANS CANADA TRAIL: TEMPORARY ROAD LINK  
RECORDING FORM**

Recording Date: \_\_\_\_\_ Recorded by: \_\_\_\_\_

Province/Territory: \_\_\_\_\_

Name and Number of Road/Highway: \_\_\_\_\_

Cities/Communities linked by this road: \_\_\_\_\_

Length: \_\_\_\_\_ km Speed Limit: \_\_\_\_\_ Km/Hr.

Is road paved? Yes:  No:

Type of vehicular traffic (Check appropriate boxes):

Local traffic, mostly non-commercial vehicles

Mixed traffic, including large commercial vehicles

Number of vehicles per day on road : \_\_\_\_\_ /Day

Does this road have controlled access? (i.e. Do road authorities allow recreational activity on or adjacent to this road?):

Yes:  No:

Does road have a shoulder wide enough to accommodate recreational activity?

Yes:  No:  On Some Parts Only:

If Yes, how wide is shoulder? \_\_\_\_\_ Metres

Is road shoulder paved? Yes:  No:

Is there recreational activity on this road? (whether or not road authorities allow it)

Yes:  No:

Is this road link the only practical connection between these communities?

Yes:  No:

If No, explain: \_\_\_\_\_

Name of road authority who owns/operates the road:

Address:

City:

Postal Code:

Tel: (      )

E-Mail:

Website:

Highlight any scenic/historical/natural/cultural features on or near road:

Basic Road Information:

Road Environment (wilderness, rural, suburban, urban):

Hazards (wildlife, winds, slippery, sharp turns, avalanches, sun):

Number of lanes

Signage (is the road signed?):

Seasons of operation (name them):

Tolls (are there any toll booths or fees to use the road? If so, how much?):

Amenities on or adjacent to road (check those amenities available):

Telephone  Washrooms  Water  Gas Stations

Camping  Restaurants  Stores  Hotels

Other

Complete and Mail, Fax or E-mail to:

Trans Canada Trail:

43 Westminster Ave. North,

Montreal West, QC H4X 1Y8

Tel: 1-800-465-3636 Fax: (514) 485-4541

E-mail: [info@tctrail.ca](mailto:info@tctrail.ca)

## TRAIL INSURANCE

**Originally Approved: February 2005**

**Last Reviewed/Revised: October 2005**

### **Overview:**

Gaining access to sustainable and affordable general liability insurance is an issue for all trail managers, owners and operators. Ensuring that adjacent landowners and volunteers are provided with adequate coverage is also a major pre-occupation for local trail organizations.

The Trans Canada Trail does not own or operate trails. The TCT, therefore, assumes no responsibility for any liability related to the use of trail on private or public land for which we have no responsibility or control. The TCT, therefore, will take all necessary and appropriate steps to protect itself, its directors, officers, agents sponsors, volunteers, employees and non-profit partners against liability claims.

In addition, the TCT has an operating policy that makes it mandatory for those sections of trail that are duly registered as part of the Trans Canada Trail to include the TCT (and its related staff and partners) as additional insureds with respect to the activities of the Named Insured and their trail.

In order to ensure that proper controls and monitoring are in place, a Certificate-tracking program will be required.

### **Policy:**

All operational trails duly registered as part of the Trans Canada Trail must:

- Carry General Liability Insurance in the amount of not less than \$2,000,000;
- Provide the Trans Canada Trail with a Certificate of Insurance for General Liability that states:
  - o the Trans Canada Trail, its affiliate provincial/territorial non-profit organizations, sponsors, members, officers, directors, agents, volunteers and employees are added as additional insureds with respect to the operations of the Named Insured;
  - o the policy be endorsed to provide a minimum of thirty (30) days prior written notice via registered mail to the Trans Canada Trail of any change by the Named Insured or by the Insurer, which involves coverage reduction or of any cancellation or non-renewal by either the Named Insured or the Insurer;
- Provide the Trans Canada Trail with a renewed Certificate of Insurance annually as proof that the policy of the Named Insured has been renewed and under the terms described above.

In order to comply with the above, the Trans Canada Trail requires trail operators/managers to contact their Insurance Brokers and have them complete the attached Certificate of Insurance.

*Having adequate General Liability Insurance as described above is a pre-condition for any trail becoming and being part of the Trans Canada Trail. The TCT reserves the right to de-register and remove Trans Canada Trail signage from any section of Trail that does not carry adequate General Liability Insurance and name the Trans Canada Trail as an additional insured as described above.*

**Directors and Officers Insurance:**

Although not a pre-condition to becoming duly registered as part of the Trans Canada Trail, it is recommended that all organizations involved in the collection and disbursements of money carry some form of Director's and Officer's Insurance.



## CERTIFICATE OF INSURANCE

*(Required to officially register as and remain a part of the Trans Canada Trail and to be completed by the Insurer or its authorized representative)*

Named Insured:

Address of Insured:

City

Province/Territory

Postal Code

Insurance Company:

Effective Date:

Expiry Date:

Policy Number:

Comprehensive General Liability

Policy includes all of the following extensions:

Limit of Liability per occurrence not less than \$2,000,000 / \$2,000,000 Aggregate or Occurrence

Broad form property damage

Bodily injury including participants \_ Limit per occurrence \$2,000,000

Cross liability / Severability of interest

Additional Insured with respect to liability arising out of the operations of the Named Insured are: TRANS CANADA TRAIL, its affiliated provincial/territorial non-profit organizations, corporate sponsors and assigns, members, officers, directors, agents, volunteers and employees.

This is to certify that the policy or Certificate (including endorsements) of insurance, as described above, has been issued by the insurer and/or undersigned to the Name Insured above and is in full force at this time. If cancelled or changed in any manner, for any reason, during the period of coverage as stated herein so as to affect this Certificate, thirty (30) days prior written notice will be given by this Insurance Company to Trans Canada Trail, 43 Westminster Avenue North, Montreal, QC H4X 1Y8

Dated this

day of

at

I certify that the Insurance is in effect as stated in this Certificate and that I have authorization to issue this Certificate for and on behalf of the Insurer(s)

By Authorized Representative:

(Signature of Broker, Agent or Authorized Representative)

Name of Broker:

Address of Broker:



## REQUESTING TRAIL-BUILDING FUNDS

**Originally Approved: Fall 2001**

**Last Reviewed/Revised: September 2005**

### **Overview:**

The Trans Canada Trail is a "confederation of existing trails" linked together by new construction to form one contiguous trail called the Trans Canada Trail. The TCT will not own or operate any trails.

The role of the Trans Canada Trail, as a registered charity, is to provide a portion of the funds required to build new trail links and upgrade or complete existing trails that will be on the main route of the Trans Canada Trail. We will be one of the sources of funds that trail builders can look to for some financial support. Those funds that we provide to trail builders must be leveraged by them to generate the total funds required to complete their trail-building projects.

Given the scope and magnitude of the Trans Canada Trail, there will be more demand for funds than we can raise. There is, therefore, a general set of guidelines that is used to determine the type of projects we will help fund as well as the level of funding we will provide for trail-building initiatives.

### **Need:**

The Trans Canada Trail must ensure that its funding is accessible to trail builders throughout the country. To that end, we require a funding policy, which clearly outlines the specifics of:

- Eligibility criteria for all aspects of construction;
- Process for requesting funds;
- Level of funding allowable for projects;
- Timing for submissions;
- Communication of funded projects to trail builders throughout the country.

### **Funding Eligibility**

Trails that are eligible for funding from the Trans Canada Trail must:

- Be officially registered with the Trans Canada Trail (see Trail Registration p.16-24). This implies that the trail proponent has general insurance liability as per the Insurance Policy p. 31-34
- Be on the Phase 1, main route of the Trans Canada Trail (see Trail Development Phases p.12-15);
- Have or plan to have Trans Canada Trail signage posted on the Trail. Please note that Trans Canada Trail signage should only be posted on operational trails that have regulatory signage already posted. See Trail Signage Policy p.43-47 ;

Shared-use trails that accommodate as many of the preferred recreational activities as possible will be given preference.

### **Activities/Projects Eligible For Construction Funding**

- Material Costs
- Labour Costs
- Equipment Rental
- Regulatory / safety signage
- Work on bridges (material, labour, equipment rental)

### **Activities/Projects Not Eligible For Construction Funding**

- Feasibility studies
- Engineering studies
- Economic impact studies
- Trail amenities such as rest stops (picnic tables, benches, waste receptacles etc.)
- Look-outs, gazebos
- Parking lots
- Administration (telephone, fax machines, photocopying, clerical etc.),
- Trail promotion (brochures, advertising, maps, press releases etc.)
- Interpretive signage
- Information kiosks / Trail head signage
- Contingencies
- Trail maintenance costs
- Licenses/Permits
- Taxes (provincial/federal)
- Personnel contracts for coordinators, administrators, PR people etc.

### **Request for Funds Process**

The process for requesting funds from the Trans Canada Trail is as follows:

- Trail-building groups wanting to draw funds from the Trans Canada Trail must develop a "request for funds" describing the nature of the work, the budgets and their sources of

funding (a suggested presentation format is found below). They submit their requests to their provincial/territorial trail organization for review;

- The provincial/territorial organizations receive and review all "requests for funds" in their jurisdiction and submit those they recommend directly to the Trail Planning and Development Committee, which is a Committee of the Board of Directors. The provincial/territorial organizations will also establish the priorities;
- The Trail Planning and Development Committee of the TCT's Board will review the "requests for funds" and recommend those that it feels meet the requirements. It is recognized that there may be more requests for funds than there are available funds and that decisions will be made based on priorities, value for the money, fair regional dispersion and quality of the requests. Members of the Trail Planning and Development Committee will include a number of Board Members as well as the President & CEO and the Treasurer;
- The money granted to those projects that are approved will be channeled through the provincial/territorial organizations. They will ensure that the work is done according to plan before issuing the full payment;

### **Flow of Funds for Approved Projects**

Once a project is approved, funds will flow through the provincial/territorial organizations to the project proponents in the following way:

- When the work begins, 50% of the funds will be provided immediately and the remaining 50% will be paid upon completion of the work. If a greater percentage of the approved funding is required up front or during the work, the TCT will be flexible;
- No funding will flow to the project proponent until all funding to complete the project has been secured and the work is ready to begin;
- The work on approved projects must begin within 6 months of the approval date. If not, the approval will be considered null and void. The project may be re-submitted for funding at a later date when funding from other sources is in place.
- Final payment on any major project will not be made until the provincial/territorial organization receives a letter from the project proponent indicating that the work is complete and the final payment is therefore requested. The letter must be accompanied by pictures of the work in progress and the completed work, either in digital format, slides or colour prints. To the extent possible, the provincial/territorial organization should inspect the work and submit their report to the TCT;
- The TCT expects each project proponent to organize a local media event to "showcase" the completed Trail work and recognize the contributions of those who made the project possible. This includes the volunteers, regional and federal politicians, local businesses, foundations, service clubs etc. This will also be an important component of the final payment.

## **Longer Term Projects:**

Some trail construction projects have a longer time horizon associated with them, particularly when the cost is significant. A "request for funds" indicating that a given project will require a certain amount of funding but that the work will not begin for one or two years may be submitted by a building proponent. The provincial/territorial organizations and the TCT will review the project on that basis.

## **Timing of Requests**

The Foundation will review requests for funds four times per year.

- Local trail groups must submit their requests for funds to their provincial/territorial organizations by one of four dates: February 1st, May 1st, August 1st, and October 1st. The provincial/territorial groups will review the requests and submit those that they recommend to the TCT;
- We will receive "requests for funds" from the provincial/territorial organizations four times per year : March 1st, June 1st, September 1st and November 1st. Funding decisions will be made by the TCT within 30 days.

## **Funding Criteria**

All requests for funds will be judged on their own individual merit and importance to the Trans Canada Trail. The Trail Planning and Development Committee of the Board reviews all requests for funds and has ultimate decision-making authority on all contributions made by the TCT. The Committee uses six basic criteria to determine which and how many projects it will fund:

- The amount of liquid funds the TCT has at its disposal on the submission dates. It is important to note that some projects may be refused, not because the project is unacceptable but because there are insufficient funds available. Projects refused for this reason may be re-submitted at the next submission review date. Given the existence of federal funding, the TCT is not expected to have a shortage of construction funds in Phase 1 (i.e. to 2010);
- Quality and thoroughness of the request. A request that clearly outlines the work to be done, details all of the costs and sources of funding will be easier to approve than one that is vague and incomplete;
- Degree to which the building proponent will leverage the funds being asked of the Trans Canada Trail - the ideal ratio is 10:1;
- The number of preferred recreational uses the trail will accommodate. The more preferred uses it accommodates, the greater the chances for funding;
- Confidence. The TCT must be confident that all funding has been secured or will be in short order and that the project will move forward as submitted;
- Trans Canada Trail signage. Those trails that have prominently posted Trans Canada Trail signage on operational trails will be given a higher priority.

## **Level of Funding**

*The general funding guideline is as follows:*

The Trans Canada Trail provides "seed funding" for projects. As a general rule, the maximum contribution the TCT will make to trail-building projects is 10% of the total eligible project cost (including in-kind contributions). It should be noted that some projects may be funded up to the 20% level but that is rare. The ideal level is 10%. In other words, the TCT strives to have its funding leveraged at a 10:1 ratio;

## **Request for Funds: Suggested Format**

Project proponents are encouraged to structure their requests for funds to the TCT in whatever manner they choose. The type of information we will be looking for includes the following:

*Information on Building Proponent:*

- Who is the building proponent responsible for overseeing the work and funds being requested? Provide all coordinates: name, telephone and fax numbers, e-mail etc.
- Has the building proponent applied to us for funding before? Has the building proponent received funding from us before for this trail?

*Trail Description:*

- Location (include map and GPS readings, if available). It is important to include a map that puts the particular section of Trail in context. E.g. If the Trail section is in Sudbury, provide a map of the entire route through Sudbury and identify the particular section of Trail where construction will take place
- Trail name
- Length in kilometres
- Who owns the trail (if different from above)
- Who operates/manages the trail
- Names, addresses, telephone numbers and e-mail of trail operators (if different from above)
- Uses the trail accommodates
- Date when trail was registered / registration number
- Trail Type: existing Trail, former rail corridor, Crown Land, new Trail
- Seasons of Operation
- Trans Canada Trail signage (Does the trail have Trans Canada Trail signage?)
- Characteristics/attractions/historical and natural features

### *Scope of Work:*

- Description of the work to be done (list all aspects of the work in detail)
- Importance of the project to the trail
- Partners involved (local businesses, trail groups, service clubs)
- Detailed cost breakdown of the project

Provide a detailed breakdown of the total costs of the project. This is a very important part of the request and will be scrutinized carefully by the TCT. Please be explicit and feel free to add whatever costs you feel reflect the true value of the project. An example of a detailed Project Costing is attached (please review this example). Some of the key cost elements include:

- Material Costs
- Labour Costs
- Equipment Rental / Purchase
- Regulatory / safety signage

### *Sources of Funding*

The name of each partner and their contribution to the project should be presented .This is a vital part of the request and all of the information must be detailed. An example of a completed Sources of Funding chart is attached (please review this example). The key elements of this chart are:

- Name of partner
- Amount of funding per partner: Cash and/or in-kind support
- Confirmed funding: Is the funding confirmed or pending?

## St. John's Trail: Cost Analysis

Item Description	Dollar Cost	In-Kind Support	Total Cost
Blasting and rock removal	65,000		65,000
Retaining wall	24,500		24,500
Clearing/grubbing	15,000		15,000
Stripping of topsoil	7,500		7,500
Site grading/leveling/compaction	8,250		8,250
Granular path (granular base)	52,500		52,500
Asphalt (1 km only)	10,000		10,000
Culvert/drainage structure upgrades		4,000	4,000
Chain link fence		1,500	1,500
Landscape restoration of disturbed areas (seeding)		3,750	3,750
Hydraulic excavator crawler		4,800	4,800
Track type tractor with dozer		3,000	3,000
Motorgrader		1,750	1,750
Skilled labour <sup>2</sup>	26,250	26,250	52,500
General labour		12,500	12,500
Trailhead/Interpretive signs*	1,500		1,500
Regulatory signage	2,750		2,750
Benches/trash receptacles*	6,500		6,500
Lighting*	35,000		35,000
Look-out*		15,000	15,000
Engineering Design*	95,000		95,000
Project Coordinator*	30,000		30,000
Building permits/licenses*	2,500		2,500
Travel/telephone/gen. admin.*	7,200		7,200
Brochures/maps*	5,000		5,000
<b>Total:</b>	<b>394,450</b>	<b>72,550</b>	<b>467,000</b>
Contingency (10%)*	39,445	-----	39,445
GST (6%)*	23,667	-----	23,667
PST (7%)*	27,611	-----	27,611
<b>Grand Total:</b>	<b>485,173</b>	<b>72,550</b>	<b>557,723</b>

\* Denotes that these costs (\$288,423) are ineligible for funding from the Trans Canada Trail. In this sample, the total eligible costs are \$269,300 (i.e. \$557,723 - \$288,423).

<sup>2</sup> Donated skilled labour should be valued at market rates (e.g. if a welder donates his services, they would be valued at professional welder rates). Donated equipment or material should also be valued at fair market prices. Volunteer labour (i.e. general labour) to clear brush or do general work should be valued at \$10.00/hour.

# Sample

## Sources of Funding: St. John's Trail

Partners	Cash Support	Dollar Value of In-Kind Support*	Funding Secured (Y/N))
Mun. of St. John's	77,629		Yes
A.C.O.A.	244,558		Yes
Gov. of Nfld.	125,000		Yes
Rotary Club		60,050	Pending
Volunteers		12,500	Yes
Private Donations	15,000		Yes
Trans Canada Trail	22,986		Pending
<b>Total:</b>	<b>\$485,173</b>	<b>\$72,550</b>	

It is important to note that the total amount of Partner Contributions (Cash Support Dollar Value of In-Kind Support) in the above chart should equal the total cost of the project as per the detailed Cost Analysis (previous chart).



# TRANS CANADA TRAIL IDENTIFICATION SIGNAGE

**Originally Approved: Fall 1997**

**Last Reviewed/Revised: November 2005**

## Overview:

The most often heard comment from trail-users is “where is the Trail?” There are many tools that can be provided to help travelers with this issue but, clearly, the most effective is to have adequate trail signage posted directly on the Trans Canada Trail.

Posting Trail signage is a vital element of the Trans Canada Trail and, in consultation with its’ partners, we have developed a variety of differently-sized signs, which local trail builders can use to identify their trail as part of the Trans Canada Trail. The posting of Trans Canada Trail signage is the sole responsibility of our local trail partners and the owners of the land.

It is important to note that a great deal of consultation with trail builders throughout the country went into the development of the Trans Canada Trail identification signs. The TCT was strongly advised not to develop identification signage that could not be easily integrated into the existing signage programs that many provinces had already developed for their recreational trails. This became the overriding criteria used to develop the Trans Canada Trail Identification Signage program that was initiated and launched in 1997.

## Need:

- To develop a Trans Canada Trail Identification Signage program and policy that provides trail builders with:
- Trail identification signs that can be easily integrated into existing signage programs anywhere in the country;
- Easy access and delivery;
- Quality signage at no cost to trail builders;
- To have all operational sections of the Trail signed.

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<sup>3</sup> Trail Identification Signage is not to be confused with regulatory or safety signage (e.g. Stop signs, railway or road crossing signs, danger ahead signs, speed signs etc.). Trans Canada Trail identification signs are used *solely* to identify a specific section of Trail as part of the Trans Canada Trail.

## **Available Trans Canada Trail Identification Signage:**

The signage program provides a number of Trans Canada Trail identification signs and Directional Arrows to trail builders and planners. The identification signs are available in different dimensions and in two (2) different materials but the design element is common to all: each sign has the Trans Canada Trail logo printed on a white background. The Directional Arrows are all printed with a green arrow on a white background.

In specific terms, the signage offering is as follows:

Dimension	Material
3 x 3	Decal (self-adhesive)
4 x 4	Aluminum-backed
6 x 6	Aluminum-backed
12 x 12	Aluminum-backed

In addition to the above identification signs, the TCT is providing three (3) sizes of Directional Arrows. The three sizes of Directional Arrows are proportionately designed to accompany the 4", 6" and 12" identification signs. The Arrows are also aluminum-backed.

## **Pre-Requisites for Acquiring Trail Identification Signage:**

It is important to note that Trans Canada Trail Identification signage can only be posted on sections of the Trans Canada Trail that:

- Are operational and have been duly registered with the Trans Canada Trail (see Trail Registration Policy p.16-24)
- Have regulatory and safety signage posted on them;
- Carry General Liability Insurance and have named the Trans Canada Trail and its partners as additional insureds on their policy (see policy on Insurance on p.31-34)

## **Important Note:**

Compliance with signage and all insurance requirements are mandatory.

In the event that a Trail proponent chooses to print Trans Canada Trail identification on their own signage rather than use the signs provided by the TCT, this will be acceptable under the following condition:

*The Trans Canada Trail logo, text and colours must not be altered in any way or form without the expressed written consent of the Trans Canada Trail.*

### **Process for Acquiring Trail Identification Signage:**

Trans Canada Trail identification signs and Directional Arrows are available to trail builders free of charge. The process for acquiring them is as follows:

- The local trail group or the provincial/territorial Trail partner begins by completing the Trail Identification Signage Request form (attached);
- The Signage Request form should then be sent to the provincial/territorial Trail partner for review;
- If everything is in order (i.e. as per the prerequisites listed above and insurance requirements), the Trail partner will send the Signage Request to the Trans Canada Trail for processing and delivery.

## TRAIL SIGNAGE: REQUEST FORM

**Provincial / Territorial Trail Organization:**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province/Territory:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ - \_\_\_\_\_ **Fax:** \_\_\_\_\_ - \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name of Trail on which Signage will be posted:** \_\_\_\_\_

**Location of Trail:** \_\_\_\_\_

**Length:** \_\_\_\_\_

**Trail Registration Number** \_\_\_\_\_

**Does the Trail have regulatory and safety signage clearly posted on it? (Y/N)**

**Is the Trail insured for general liability? (Y/N)**

If Yes, please provide Certificate of Insurance and attach it to this form. If you have already sent a valid copy of the Certificate of Insurance to the Foundation within the last 12 months, simply check Yes here( )

N.B. \_ In order to sign an operational trail with Trans Canada Trail identification signage, the trail must carry general liability insurance. The Certificate of Insurance must include a statement that the Trans Canada Trail, its officers, directors, agents, volunteers and employees are added as additional insureds with respect to the operations of the named insured. For complete details and specific requirements, please refer to the Trail Insurance Policy or visit [www.tctrail.ca/insurance.htm](http://www.tctrail.ca/insurance.htm).

**AVAILABLE SIGNAGE:**

<b>Signage Type</b>	<b>Size</b>	<b>Quantity Required</b>
Trail Decal	3 x3	
Aluminum Trail Sign	4x 4	
Directional Arrow	4 long	
Aluminum Trail Sign	6x 6	
Directional Arrow	6 long	
Aluminum Trail Sign	12 x 12	
Directional Arrow	12 long	
<b>Total:</b>		

N.B. No payment for the signage or directional arrows is required. Shipping Instructions : (To be completed only if shipping address is different from above). Please ship the above signage to the following coordinates.

**Organization Name:**

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Prov/Terr.:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ - \_\_\_\_\_ **Fax:** \_\_\_\_\_ - \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

**Special Instructions:**

\_\_\_\_\_

Please send this completed Request Form to your Provincial/Territorial Trans Canada Trail representative. For a complete listing of these representatives, please visit our website at [www.tctrail.ca/province.htm](http://www.tctrail.ca/province.htm)

## PAVILIONS AND PANELS

**Originally Approved: January 1999**

**Last Reviewed/Revised: November 2005**

### Overview:

The Trans Canada Trail offers Trail building communities a total of 4 structures in which to inscribe the names and messages of donors and supporters. The structures are:

#### Structures

	Structure	Number of Panels	Approximate Cost*
1.	Trail Pavilion	54	\$55,000
2.	Trail Marker	18	30,000
3.	Bantam Marker	6	16,000
4.	Trail Flash	4	10,000

\* These costs do not include the cost of the panels (see the chart below for these costs). It should also be noted that there can be dramatic differences in the costs of building a structure from one area to another. The above costs are national averages and should be used as a general guideline only.

Up until 2004, the TCT installed panels made of Corian (i.e. a type of acrylic). After that time, the panels have been made of phenolic resin supplied by Folia Inc<sup>4</sup>. All panels measure 30 x 21. Names and messages are printed on the panels. The types of panels that presently exist are:

#### Panels

	Panel Type	Number of Inscriptions	Approximate Cost
1.	Name Panel	544	\$500.
2.	Message Panel	up to 45	500.
3.	Honour Panel	6	500.
4.	Kilometre Club	4	500.
5.	Signature Panel	---	500.
6.	Recognition Panel	varies	500.

<sup>4</sup> Given the recent changeover from corian to phenolic resin panels, the structures have a mixture of both panel types within. Judgmentally, the mix of panel types does not negatively affect the aesthetics of the structure.

**Need:**

There is a need to develop a policy that sets specific guidelines for the following:

- Displaying names and messages in a consistent manner so as to maintain the integrity of the Trail's public image throughout Canada;
- Posting donor names and messages within a reasonable time frame;
- Determining the types of information that can be displayed in Trail structures and by whom;
- A decision framework for determining the location of Trail structures;
- Management of the structure (ownership, maintenance etc.)

**Displaying Names/Messages:**

- All panels within any of the four official Trail structures will be designed, produced and paid for by the Trans Canada Trail (see point 3 below for exceptions). No panel will be displayed in any official Trail structure that has not been designed and produced by the Trans Canada Trail, unless it has been approved in writing by the TCT;
- The TCT will provide one full panel to the host community in the Trail Pavilion and Trail Marker structures to promote their organization and to recognize their volunteers and/or key supporters. In the other two structure types (i.e. Bantam Marker and Trail Flash), one half (1/2) of a panel will be provided to the host group for recognition purposes. The TCT will produce and pay for the panel (or half panel);
- In the event that a trail-building community has paid (the full amount or a part thereof) to construct an official Trail structure (e.g. Dartmouth, Brantford, Waterloo, Elliot Lake, Magnetawan, Edam, Meota, Bromont), a certain number of the panels within the structure may be designed and produced by the hosting community. These panels will be paid for by the hosting group;
- All Trans Canada Trail panels must be displayed within one of the four official Trail structures. No panels will be mounted in any other type of structure or facility without the expressed written consent of the TCT. The Trans Canada Trail will consider unique and special circumstances (e.g. Winnipeg) upon application.

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<sup>5</sup> The specific number of panels that any host community controls will vary by structure based on the particular situation and negotiations directly between the community and the TCT.

## **Posting Donor Names/Messages:**

- Every effort will be made to post donor names and messages within existing Trail structures within 18 months of receiving the donation. Names in more geographically-remote structures may take 24 months to post;
- By the end of calendar year 2006, the TCT will strive to have 90% of donor names and messages posted and from that point forward, 95% will be posted;
- In order to meet the above objectives, combination panels containing names, messages, Honour Panel and Kilometre Club inscriptions will be assembled to ensure that full panels are posted within the above timeframe;
- Names will always be displayed in alphabetical order on panels with family name first for easy reference.

## **Types of Information Displayed:**

- The primary reason for Trail structures is to provide permanent recognition for donors and corporate sponsors. To that end, the bulk of the panels in all structures will be used to provide this recognition and these panels will always be given priority over other panels (i.e. over map panels);
- In addition to the above-mentioned recognition, the Trans Canada Trail will retain four (4) full panels in the larger Trail structures (i.e. Trail Pavilion and Trail Marker) to do the following:
  - o Signature panel. This panel will have a graphic map of Canada and explanations on what the Trail is, how to contact the TCT and how to donate. Every Trail structure must display this signature panel;
  - o Map panels. A total of three (3) map panels will be developed by the TCT to provide travellers with a detailed route of where the Trail goes for the next 100-200 km. In essence, the maps will provide the route to the next Trail structure or Trail Head sign. In those Trail structures that already have a large number of donor panels, the Foundation will not add map panels.
- In the smaller Trail structures (i.e. Bantam Marker and Trail Flash), the Trans Canada Trail will retain one panel as the Signature panel;
- As stated earlier, the host community will retain one full panel in the larger structures and one-half panel in the smaller structures for local recognition. In those cases where the host community paid to construct the Trail structure, the number of panels they control will vary according to the negotiated arrangement they have with the TCT;
- The allocation of panels and their general content is summarized in the following chart:



## Number of Panels and Content per Structure

	Trail Pavilion	Trail Marker	Bantam Marker	Trail Flash
<b>Total Panels</b>	<b>54</b>	<b>18</b>	<b>6</b>	<b>4</b>
<b>Foundation:</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>1</b>
Signature	1	1	1	1
Maps	3	3	--	--
<b>Local Recognition (i.e. Host Community)</b>	<b>1</b>	<b>1</b>	<b>1/2</b>	<b>1/2</b>
<b>Name/Message/ Honour/K-Club Panels</b>	<b>49</b>	<b>13</b>	<b>4 1/2</b>	<b>2 1/2</b>

N.B. When new Trail structures are initially constructed, there are often not many donor names to inscribe. In those structures, the TCT may choose to post temporary panels on the walls to encourage potential donors to contribute.

### Positioning of Panels:

- The signature panel must always be positioned in the following way according to the Trail structure:
  - **Trail Pavilion:** On the wall directly facing the entrance of the Pavilion. Top row centre.
  - **Trail Marker:** On the front wall facing. Top row centre.
  - **Bantam Marker:** On the front wall facing. Top.
  - **Trail Flash:** On the front wall facing. Top.
- The host community's recognition panel (or half panel) must always be positioned directly below the signature panel;
- The three map panels will always be positioned in the following way:
  - **Trail Pavilion:** Outer wall.
  - **Trail Marker:** Back wall.

## **Location of Trail Structures:**

- The location, number and types of structures which are or will be built have been determined by the TCT, in consultation with the provincial/territorial Trail partners. In essence, the primary selection criteria used to determine these locations were as follows:
  - o Number of names and messages available for display in any given area of the province/territory;
  - o Potential for visibility and trail traffic in the host community;
  - o Ability/intent of the host communities to maintain a Trail structure;
  - o Trail development strategies of the provincial/territorial Trail partners.
  
- The attached table indicates that there will be a total of 101 Trail structures built throughout the country by 2010. No other locations will be considered unless there are dramatic changes in the geographic dispersion of donor names and messages. It is important to note that in order to post names in a timely fashion, Trail structures must be located in areas where there is sufficient donor potential. Keeping Trail structures updated is a significant management challenge that must be responsibly controlled;
  
- In some major populated areas (i.e. Toronto, Montreal, Ottawa, Calgary), it is likely that two structures will be required at some point to accommodate all of the inscriptions. In a number of those areas, a second structure on the same site may provide the most significant impact. In other cases, a second structure at another site may be the best option. This will be determined by management in conjunction with local groups on an ad hoc basis;
  
- The capital city of every Province must construct at least one Trail Pavilion (i.e. 54 panels). The only exceptions to this policy are the cities of Charlottetown, Whitehorse, Yellowknife and Iqaluit where smaller structures are adequate.

## **Management/ Maintenance:**

- The Trans Canada Trail will provide detailed design and engineering specifications for all Trail structures. To maintain a consistent, high quality standard throughout the country, no changes of any nature to these specifications will be made without the expressed written consent of the Trans Canada Trail;
  
- All structures become the property of and will be maintained by the host community or local group, which builds them. A sample letter of agreement to this effect follows;
  
- The Trans Canada Trail will pay for the repairs of all structural damage caused either by natural forces or vandalism;

- In the event that vandalism to any particular Trail structure is recurring, the TCT expects the host community to take whatever action is required to prevent future vandalism as they would take to protect any other public structure;
- The Trans Canada Trail reserves the right to remove any Trail structure from any host community that is not maintaining the structure according to the spirit and intent of the above;
- The TCT will continue to add new panels to the structures as names and messages become available. No inscriptions or panels may be added to any Trail structure by any other party without the permission of the TCT.
- The Trans Canada Trail will keep records of the names and messages on every panel in every structure throughout the country in a professionally-managed database.

Date

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

Dear XXXX:

This is to confirm the Trans Canada Trail's intention to build a XXStructureXX in XXCityXX. Pending your approval to proceed, our intention is to have the XXStructureXX operational by XXdateXX.

The TCT will engage the services of a contractor in your region and ensure that the XXStructureXX is built according to the building specifications provided to and approved by XXCityXX. The TCT encourages your staff to play an active role in all planning meetings with the contractor.

The Trans Canada Trail will assume all costs involved in the construction of the XXStructureXX. Following the completion of the XXStructureXX, our preference is to have the XXCityXX assume ownership and responsibility for basic maintenance (i.e. cleaning and surveillance as per other public structures).

The TCT will assume complete responsibility for the costs of repairing structural damage to the XXStructureXX and will, from time to time, return to the site to add additional name and message panels to the XXStrucutreXX. This will be coordinated with your staff and the TCT will be responsible for all additional panel costs.

In the event of vandalism, the TCT will initially assume the costs of replacing damaged panels or cleaning graffiti. However, the TCT expects XXCityXX to patrol the site as it would for any other public structure with the intention of capturing and persecuting vandals.

Our signatures below will constitute our mutual agreement to the above.

Person

Title:

Date:

Person

Title:

Date:

Saint-Hyacinthe, le 16 février 2005

Monsieur Jean-Paul Forand

Maire

Municipalité du Canton de Shefford

Monsieur le Maire,

La présente confirme que le sentier Transcanadien a l'intention de construire un pavillon du sentier Transcanadien près du Relais des Cheminots dans la municipalité du Canton de Shefford.

Le sentier Transcanadien engagera une firme de construction de la région et prendra les dispositions voulues afin que le pavillon soit construit selon les règlements et les normes en vigueur sur le territoire de la municipalité du Canton de Shefford. Le sentier Transcanadien souhaite que le personnel de la municipalité joue un rôle actif dans la planification des travaux en collaboration avec la firme qui sera retenue.

Le sentier Transcanadien défraiera les coûts de construction du pavillon et fournira à la firme retenue les plans et devis requis. Le sentier Transcanadien souhaite vivement que, suite à sa construction, le pavillon devienne la propriété de la municipalité du Canton de Shefford. La municipalité assumera l'entretien de base, le nettoyage du site et la surveillance des lieux comme elle le fait pour tout autre propriété publique.

Le sentier Transcanadien assumera l'entière responsabilité pour les coûts initiaux de réparation de la structure du pavillon et procédera, quand le nombre de mètres vendu le justifiera, à l'ajout de panneaux de noms de donateurs dans le pavillon. Ces ajouts seront coordonnés et réalisés par le personnel du sentier Transcanadien.

Il est entendu qu'aucune autre inscription ne pourra être ajoutée sur ou dans le pavillon sans une autorisation écrite du sentier Transcanadien.

En cas de vandalisme, le sentier Transcanadien assumera, au départ, les coûts de remplacement des panneaux de noms de donateurs qui seront endommagés ou vandalisés. Cependant, le sentier Transcanadien s'attend à ce que la municipalité du Canton de Shefford assure une surveillance du site comme elle le fait pour l'ensemble de ses propriétés, avec l'intention d'identifier et de poursuivre les coupables.

Nous espérons que cette convention sera acceptable pour la municipalité du Canton de Shefford.

Le sentier Transcanadien vous remercie de devenir l'une des municipalités hôtes d'un pavillon du sentier Transcanadien.

Recevez, Monsieur Forand, l'expression de nos plus distingués sentiments.

Signée à : \_\_\_\_\_

Signée à : \_\_\_\_\_

Le : \_\_\_\_\_

Le : \_\_\_\_\_

## TRANS CANADA TRAIL MAPS

**Originally Approved: May 2004**

**Last Reviewed/Revised: November 2005**

### **Overview:**

As the Trans Canada Trail evolves over its three development phases, a number of routes will be added and some will be removed or re-classified. The issue of what should be represented on the official maps produced by the Trans Canada Trail will become a greater concern for the TCT and its provincial/territorial partners.

### **Need:**

The TCT must be clear and consistent in all of the maps included in its promotional material. Such material includes, but is not limited to: information brochures, folders, magazine ads, direct mail pieces, tabloids, coffee table books and the website.

A policy is required to ensure consistency and fairness in the area of mapping that applies to all areas of the country.

### **Policy:**

Only the Phase 1 route map (see Trail Phase Policy p.12-15) will be included in all promotional material until Phase 1 is judged to be complete (i.e. 2010 or when Phase 1 is 95% complete, whichever comes sooner). The maps will clearly indicate that this is the Phase 1 route.

Although some sections of Trail have already been designated as Phase 2 and 3 development initiatives, they will not be depicted on any official maps produced by the TCT. In order to maintain a uniquely dedicated focus on Phase 1, the Trail Planning and Development Committee will not be formally reviewing any Phase 2 or 3 development routes until Phase 1 is judged to be complete.

The Trail website will clearly explain that Phase 1 will be followed by two other development phases without providing any specific details.

### **Rationale:**

The entire focus of the Trans Canada Trail and its trail-building partners between now and 2010 must be on Phase 1 development.

In order to include Phase 2 and/or Phase 3 proposed route maps on material produced and publicly distributed by the TCT, the routes would have to be sufficiently researched and documented by trail builders and formally approved by the TCT. Given that Phases 2 and 3 are likely to be implemented between 2010 and 2020,

it would be premature and unnecessary for the TCT and its Trail partners to divert any attention to these development phases in the immediate future.

Attempting to include the Phase 1 route and Phase 2 and 3 proposed routes all on one map would be confusing and overbearing to the general public. It is also important to note that in the limited space available for a map in promotional material, it would be graphically difficult to depict maps with all three Phases.

The use of the Trail website to provide information on future development plans is an appropriate means of promoting the larger vision.