

BGTN

CONNECTING COMMUNITIES • BRUCE-GREY TRAILS NETWORK

Trail Building Tool Kit

LAST UPDATED JULY 2003



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Introduction

Welcome to the Bruce-Grey Trail Network's (BGTN) Trail Building Tool Kit. This resource is for anyone who is seeking information and resources on developing recreational trails. During the growth of the BGTN, many questions about trail issues arose that could not be answered by a mere 'click of a button.' In some cases it took days to find a key contact person or hours of web browsing to finally get the answers we were seeking. Noticing the need for a one-stop resource page for those interested in trails, we compiled all of our collected information and contact names onto this site to help you get a head start on trail building in your community.

One has to realize that each recreational trail built will be unique in its own way. Area topography and demographics will play a huge role in determining what kind of trail uses will be involved. As well, each trail committee will have distinct ideas and visions of the final trail plan. The BGTN Trail Building Tool Kit may be used **as a basic guideline only** to help your trail become a reality but keep in mind more specific details such as insurance, trail building, and community members involved will vary from area to area.

Like BGTN, the tool kit will be an ongoing project as new ideas and concepts continue to evolve. We therefore recommend checking the site periodically for updated resource information.



Table of Contents

2. ROLES, RESPONSIBILITIES, STRUCTURES AND RELATIONSHIPS	5
2.1 <i>Trail Managers</i>	5
2.1.1 Role of Trail Managers	5
2.1.2 Responsibilities of Trail Managers	5
2.2 <i>Trail Organizations</i>	5
2.2.1 Local Trail Organizations	5
2.2.2 Responsibilities	5
2.2.3 Tourism Affiliated Organizations	6
2.2.4 Responsibilities	6
2.2.5 County and Municipal Governments	6
2.2.6 Responsibilities	6
2.2.7 Conservation Authorities, Provincial and Federal Government and Land Managing Agencies	6
2.2.8 Responsibilities	7
2.2.9 Ontario Trails Council	7
2.2.10 Responsibilities	7
2.3 <i>Key Stakeholders</i>	7
2.3.1 Possible 'Stakeholders'	7
3. LANDOWNER RELATIONS	8
3.1 <i>Where to Start?</i>	8
3.2 <i>Keys to Successful Landowner Relations</i>	8
4. DEALING WITH RISK MANAGEMENT	10
4.1 <i>Key Elements of a Risk Management Plan</i>	10
4.2 <i>Sample Trail Inspection Report (shown on page 11)</i>	10
4.3 <i>Steps in the Risk Management Process</i>	10

...continued on next page



5. DESIGN STANDARDS	13
5.1 Trail Use	13
5.2 Trail Classification	13
5.3 Trail Format	13
5.4 Design Details	14
5.5 Trail Construction	14
5.5.1 Surface	14
5.5.2 Width	14
5.5.3 Grade	14
5.5.4 Height	14
5.6 Trail Development Strategy	15
5.6.1 Introduction	15
5.6.2 Standards	15
6. ENVIRONMENTAL CONSIDERATIONS	17
6.1 Environment and Trail Design	17
6.2 Environment and Construction/Maintenance	18
7. TRAIL FUNDING	19
7.1 Core Activities for BGTN	19
7.2 Core Activities for Local Trail Organizations and Regional Clubs	19
7.3 Table 1	20
7.4 Current Sources of Funding	21
7.5 Future Sources of Funding	21
7.6 Development Funding	21
7.7 Sponsorship & Fundraising	22
7.8 Municipal Support	22
7.9 Membership	22
7.10 Table 2	23
8. TRAIL INVENTORY	28
8.1 Inventory Tips	28
8.2 What to Look For	28
9. TRAIL ETIQUETTE	30
9.1 BGTN's Trail Etiquette Code	30
9.2 Etiquette Codes of Other Groups	30

...continued on next page



10. VOLUNTEERS	31
10.1 <i>Volunteer Trail Jobs</i>	31
10.2 <i>Where to Look for Volunteers</i>	31
10.3 <i>Dealing with Volunteers</i>	31
11. OTHER TRAIL RESOURCES	32
12. SOURCES	33
13. APPENDIX I: BGTN BACKGROUND	35
13.1 <i>The Bruce-Grey Trail Network's Roles and Responsibilities</i>	35
13.2 <i>The Bruce-Grey Trail Network's Structure</i>	36
13.3 <i>The Bruce-Grey Trail Network's Relationships</i>	36
14. APPENDIX II: OWEN SOUND TO MEAFORD TRAIL BROCHURE	38
15. APPENDIX III: TRAIL SIGNAGE RECOMMENDATIONS	41



Roles, Responsibilities, Structures and Relationships

2.1 TRAIL MANAGERS

2.1.1 Roles of Trail Managers

The person, agency or group which holds ownership of the land or is responsible for the land on which the trail lies is considered the trail manager. It may be a municipality, conservation authority, provincial or federal parks department, or local trail organization. Their roles in trail development are extremely important due to the involvement of liability and risk management policies, funding contributions, maintenance responsibilities etc.

2.1.2 Responsibilities of Trail Managers Include

- Consult with the trail community in the development of official plans, risk management, liability and other policies.
- Include insurance coverage for volunteer trail groups who may choose to assist with the maintenance of trails.
- Include the responsibility of trail maintenance in their operations; provide use of maintenance staff and equipment.
- Provide financial and in-kind assistance to trail development.
- Assist with enforcement responsibilities.

A local trail organization may also be a Trail Manager.

2.2 TRAIL ORGANIZATIONS

The type of trail organization needed to plan, develop and or manage a trail, or group of trails will be unique to the trail and the group's purpose with regard to the trail(s). A key consideration when a group of people are interested in trail development and management is to explore what is needed for their specific circumstances and to ensure that they take the time to make it very clear what the role of the organization is, its' specific activities or responsibilities, its structure and its and relationships with other organizations.

The following describes different types of trail organizations that could be established to plan, develop and or manage a trail or group of trails. The Bruce Grey Trail Network's role, responsibilities, structure and relationships are outlined in Appendix I as an illustration of one type of trail organization.

2.2.1 Local Trail Organizations

A local trail organization consists of a group of community members interested in maintaining/building trail(s) in their local community. The scope of the community could be specific to a Town or Township (e.g. the Brockton Trails Group; or it may encompass a number of towns or Townships (e.g. the Owen Sound to Meaford Trail Group). A local group can also represent one or more uses for a particular use on a particular trail.

2.2.2 Key Responsibilities of a Local Trail Group or Organization Could Include

- Focusing on the local community, identify trail interests and needs, and make recommendations for action to a trail landowner or management body (e.g Saugeen Rail Trail, Hanover Community Trails)



- Build local membership in the group
- Obtain broad community support.
- Plan, develop and maintain trails.
- Work with municipalities, adjacent landowners and others in trail development.
- Act as mentors for newly formed trail groups.

Other Key Organizations

There may be number of organizations that exist within a community that would be important for a trail management group or local trail organization to establish a relationship with. These key organizations include the following:

2.2.3 Tourism Affiliated Organizations

Trails bring to the community economic growth by attracting trail users from outlying areas. This in turn generates more business for the tourism industry along with other local businesses. Tourism plays a key role in helping to promote trails and trail use.

2.2.4 Responsibilities

- Make direct annual contributions
- Provide in-kind services
- Allocate staff time to work with trail groups
- Sponsor fundraising events
- Donate significant services and products for fundraising
- Provide cost reductions in their products and services to members of local trail groups.

2.2.5 County and Municipal Governments

These governments contribute to trail development by offering anything from technical support to financial contributions.

2.2.6 Responsibilities

- Secure abandoned rail corridors (for example, Bruce County Rail Trail) for trail and utility purposes
- Consult with the trail community in the development of Official Plan policies to designate trail corridors and encourage setbacks along rivers and valley lands for trails in new developments
- Include insurance coverage for volunteer trail groups
- Include trail maintenance as part of the road superintendents responsibilities for designated sections of County and municipal roads
- Review the need for appropriate on-road cycling facilities during highway development reviews
- Assist the trail organizations financially
- Provide the use of maintenance staff and equipment
- Provide technical assistance
- Include trail information in economic development initiatives
- Facilitate the development of trail use and linkages

2.2.7 Conservation Authorities, Provincial and Federal Government Land Managing Agencies such as National Parks or Parks Canada

Conservation Authorities and Provincial and Federal Parks may offer administration and financial support as well as suggest ideas in areas such as signage and environmental management.



2.2.8 Responsibilities

- Facilitate the development of trail linkages through appropriate conservation lands
- Provide trail staging areas on conservation lands
- Assist with enforcement responsibilities
- Assist with technical support
- Offer maintenance support
- Disseminate information on the work of trail groups and the trail organization
- Assist trail groups in developing interpretive signage, policies

2.2.9 Ontario Trails Council

The Ontario Trails Council is a volunteer based not for profit organization promoting the development, management and use of an integrated recreational trail network throughout Ontario

2.2.10 Responsibilities

- Consult with the trail organization and local trail groups on provincial or policy needs such as insurance and risk management
- Provide information on new trail initiatives, design, construction, risk management standards, funding programs etc.
- Promote trails and trail linkages within Ontario
- Promote safe and responsible use of trails

2.3 KEY STAKEHOLDERS

Stakeholders or key organizations may help with funding, promotions and administration needs or offer experience and cooperation within the trail organization. It would be ideal for each stakeholder to select one or two representatives to attend meetings and speak on behalf of their group.

2.3.1 Possible 'Stakeholders'

Public Health Units
Environmental/Nature Groups
Conservation Authorities
Ministry of Natural Resources
Federal and Provincial Parks
Municipal, County or City representatives/councilors
District Tourism and Recreation Offices
Existing local trail committees/groups
Community members with an interest in trail building, board of director experience
Community business or economic development corporations
Adjacent Landowners

Recommended Reading

Bruce Grey Trails Network Master Plan. Design Brief ESG International, 2000
Trail Builder's Companion. Alberta TrailNet, Alberta Trail Builders' Companion, 2000.

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Landowner Relations

People may be hesitant about having a trail developed on or next to their land. They may be concerned about the loss of privacy and the possibility of being held liable if an accident were to happen. It is important for any trail group to recognize these concerns and encourage open communication with adjacent landowners from the beginning of any trail planning activity to reduce conflicts and maintain a positive relationship.

3.1 WHERE TO START?

Once your trail committee is ready to approach landowners, it is a good idea to form a Landowner Relations Sub-Committee. This committee should consist of members who are keen on meeting with the public and willing to commit time to research background information.

Local municipal and city offices will be able to assist you in tracking down landowner names and updated lot and concession information. Be prepared by taking along a pencil, notepad, and change for photocopies. Give yourself lots of time to search among the ledgers and maps available as these items usually are not available for 'signing out' or borrowing. This is a good time to also introduce yourself to the recreation department or any councilors that may be interested in being a part of your trail organization.

Inform the landowners with a written letter, well in advance, explaining that a trail volunteer will be approaching them in the near future in regards to new trail development.

Prepare an information package for the landowners that include the Occupiers' Liability Act and Trespass Act, a map of the proposed route, and a list of benefits that the trail has to offer. Advise the landowner that the trail organization and trail users are working in cooperation to reduce hazards and liability adjacent to their land and a Risk Management Plan will be incorporated.

3.2 KEYS TO SUCCESSFUL LANDOWNER RELATIONS

- Select community trail member(s) to talk face-to-face with landowners in the proposed trail area.
- Hold public meetings and open discussions with all parties involved.
- Educate landowners and trail users by bringing in guest speakers.
- Produce management agreements between all parties involved.
- Host liability, risk management and mapping workshops for landowners and trail users to attend in order to discuss areas of concern, trouble spots, and exchange ideas.
- Encourage trail groups to share specific details with landowners so that they can get an idea of what to expect.
- Point out the benefits of trails and focus on the positive.
- Respect agricultural lands, cattle crossings, and towns.
- Recognize landowner involvement and in-kind contributions.
- Discuss liability, maintenance, privacy and recognition and remain honest when dealing with these 4 main areas.

This sample brochure will be handed to the landowner when meeting with them face-to-face. **See Appendix II - The Owen Sound to Meaford Trail Brochure.**



Experience and research shows that the best strategy for dealing with landowners is:

- To **communicate** with them and **identify** their reasons for concern
- Ease their fears
- Make **compromises** to take steps that will prevent any negative impact
- Directly **involve** them in the overall trail development process¹

Contact the Ontario Trails Council for further information regarding insurance and liability matters.

Recommended Reading

Occupiers' Liability Act, R.S.O.1990, c.0.2. PDF document available at www.e-laws.gov.on.ca

Rails to Trails and Greenway Movements Manual. Dunbar, Irizawa, Thatcher, Chandler, Wiele

Trails Benefits, Issues and Solutions. John Marsh, Trails Study Unit. October 2002.

Trail Builder's Companion. Alberta Trailnet, Alberta Community Development. March 2001.

Trespass to Property Act, 1991, S.O, C.14. PDF document available at www.e-laws.gov.on.ca

Risk Management Manual. Hike Ontario, November 2002

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¹ *Rails to Trails and Greenways Movements Manual*. Dunbar, Irizawa, Thatcher, Chandler, Wiele.



Dealing with Risk Management

“Risk management is the process used to minimize the adverse effect of accidents”²

In an effort to reduce hazards on the trail, reduce lawsuits and claims, and to make trails as safe as possible for all involved, risk management procedures are practiced and should be considered a top priority by all trail organizations and managers. Risk management covers an extensive area including insurance, safety, education, and trail inspections. In Ontario, trail organizations/managers are faced with the possibility of potential lawsuits for personal injuries or damages that occur on the trail or lands adjacent to the trail. With a proper Risk Management Plan in place, a trail organization/manager can effectively create a safe trail environment by following and practicing modern trail designs and standards, installing proper signage, and regulating maintenance on the trails before any trail related injuries occur. Addressing these concerns from the beginning of trail development may also help to resolve conflicts with landowners.

4.1 KEY ELEMENTS OF A RISK MANAGEMENT PLAN

1. Development of a policy statement to deal with risk management
2. Trail built and maintained to a standard
3. Monitoring of trail conditions/ document and file
4. Trail repairs made promptly
5. Hazards marked, trail re-routed or closed
6. Training of staff, trail workers and other volunteers
7. Waivers of liability and acceptance of risk /signage
8. Accident and incident reports
9. Land use agreements with owners
10. Insurance

4.2 SAMPLE TRAIL INSPECTION REPORT

The sample report shown on page 11 was made by using the *Appalachian Mountain Club Volunteer Maintenance Work Trip Report* as a reference.³ Please refer to the Trespass to Property Act and Occupiers Liability Act as additional information.

4.3 STEPS IN THE RISK MANAGEMENT PROCESS⁴

Refer to the report by Ian Attridge, Barrister and Solicitor, *Risk Management for Trails* for more information on the Risk Management Process.

1. Risk Identification
2. Risk Evaluation
3. Risk Treatment Measures
4. Implementation

It is important to note that trail organizations and groups should work together with their insurance company to ensure adequate risk management procedures are in place before any development of trail occurs. Contact the Ontario Trails Council or your Regional Trail Association for more information regarding insurance and liability issues.



TRAIL INSPECTION REPORT

Date of Inspection _____ Time of Inspection _____

Trail Inspector Name(s) and Title _____

Trail or Trail Section _____

Trail Appearance

Note condition of trail. Is it adequate to trail standards? If no, explain.

Hazards

List hazards and potential hazards below. If repairable, note the time, location, what maintenance actions were taken to correct the problem(s).

If one or more of the hazards are not repairable, example missing sign, list below what materials, actions and size of work party needed for follow up maintenance.

Maintenance

List any basic maintenance work accomplished and at what section. Example, clearing brush, picking up litter.

Has any follow up maintenance/repairs from previous trail inspections been corrected? If yes, what was corrected and what actions were taken?

Are any other areas of concern observed? Example: Trespassing onto landowner property, trail section to be re-routed?

Additional Comments

Upon completion of Trail Inspection, please hand report in to the Trail Coordinator for review.

Source: Appalachian Mountain Club Volunteer Maintenance Work Trip Report



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4. RISK MANAGEMENT. LAST UPDATED JULY 2003, PAGE 11/52

Recommended Reading

Bruce Grey Trail Network Master Plan Design Brief. ESG International. 2000.

Design, Signage and Maintenance Guidelines, Waterfront Trail. Waterfront Regeneration Trust. 1997, PDF document available at www.waterfronttrail.org.

Guide for Trail Workers Third Edition, The Bruce Trail Association, 2001.

Insurance Review, Understanding and dealing with the challenges of insuring trails in Ontario. Doug Wyseman for the Ontario Trails Council.

Occupiers' Liability Act, R/S.O. 1990, c.0.2, PDF document available at www.e-laws.gov.on.ca.

Risk Management Manual, Hike Ontario. November 2002. PDF document available at www.hikeontario.com

Trail Building and Maintenance. Appalachian Mountain Club, 1981.

Trail Liability and Other Reforms in Ontario: A Discussion Paper. Ian Attridge for the Haliburton Highlands Stewardship Council. October 2002.

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² Doug Wyseman. Insurance Review, *Understanding and dealing with the challenges of insuring trails in Ontario*. Ontario Trails Council.

³ *Trail Building and Maintenance*. 1981. Appalachian Mountain Club and National Parks Service.

⁴ *Risk Management for Trails*. Ian Attridge, Barrister and Solicitor.



Design Standards

Design standards are made specifically for each type of trail classification and use. Depending on the area, trail standards may be designed to specifically fit the terrain, environmental conditions, and volume of trail users depending on the season. Here in the Bruce-Grey Region, the area is extremely diverse from flat to rugged shorelines, heavily forested areas, flat fields and rolling landscapes. In any case, safety must remain top priority in setting trail standards. Before design standards can be set, a trail use and classification system must be determined. The following is the example BGTN follows:⁵

5.1 TRAIL USE

- *Hiking/Walking*: terrain difficulty may range from low to extreme.
- *Cycling*: on-road, off-road, mountain biking
- *Skiing*: cross-country, wilderness
- *Equestrian*
- *Motorized Use* (ATV, snowmobile)
- *Dog-sled*

5.2 TRAIL CLASSIFICATION

- *Single Use*
Example: Bruce Trail. Used for hiking only, this trail is situated on private lands, public lands and rugged terrain.
- *Multi-Use (excluding motorized)*
Example: Meaford to Owen Sound Trail. This trail includes hiking, cycling, skiing and equestrian use. It will eventually connect to the already formed Georgian Trail that has previously excluded motorized use and will connect to the outskirts of a city area.
- *Multi-Use(including motorized)*
Example: Haliburton/Kawartha Trails. The rail trail runs through relatively flat and rural areas. Its width allows for motorized and non-motorized trail users to share the trail.

5.3 TRAIL FORMAT

- *Linear Trail*: a trail that starts at point A and ends at point B
- *Loop Trail*: runs in a circular pattern. Similar to the linear trail but without having to retrace steps to return to point A.
- *Stacked Loop*: starting from point A, the trail system offers several smaller trail loops to follow within the system. It may provide different level of difficulties, trail uses and distances.
- *Interpretive Trail*: typically for walking/hiking, the trail offers descriptive signage at points of interest along the route.
- *Separated Trail*: a trail with a wide enough width to provide two parallel trails. This is suitable for areas with high motorized and non-motorized use.
- *Trail Within Right-Of-Way*: a trail located adjacent to a road allowance
- *On-Road Trails*: a typical example would be a bike lane or paved shoulder.



5.4 DESIGN DETAILS

- *Staging Areas*: access points that may provide parking, facilities, signs
- *Trail Nodes and Junctions*: used along the trail route and may provide directional signs, scenic lookout, rest/picnic area
- *Roadway Crossings*: used by the trail users as the trail crosses a motor vehicle roadway. Warning/stop signs, barriers must be placed here to alert both the trail user and motorist.
- *Signage*: Trailhead, directional, rules and regulations, warning/hazard signs, interpretive signs and trail markers must all be incorporated. Please see Appendix III, the *BGTN Signage Recommendations Document* for more detail.

5.5 TRAIL CONSTRUCTION

5.5.1 Surface

Depending on the trail use and classification, one or several trail materials may be used for the trail surface. Typical trail surface materials:

- Stone dust
- Gravel
- Natural
- Mulch or wood chips
- Concrete
- Asphalt
- Wood (boardwalks, steps)

5.5.2 Width

Depending on trail situation and uses, the width of the trail will vary. A suitable width provides enough room to pass or pull over without risk, for clearer visibility, and helps to maintain vegetation/shrubs from growing onto the trail.

5.5.3 Grade

Setting a grade or slope standard for trail users helps prevent personal injury and damage to the trail surface. Grade will differ with each situation. The International Mountain Bicycling Association (IMBA) at www.imba.com/resources/trail_building/index has good grade information.

5.5.4 Height

The standard height for all trails is usually 8 to 10 feet. This ensures clear visibility on the trail and eliminates overhanging limbs that may cause a hazard. This is important for equestrians and cross-country skiing (min. 10 ft. needed).

Design Standards may be viewed at the following sites. They provide an excellent opportunity to view different design ideas and guidelines for each trail user group.

Standards for each user group - www.trentu.ca/academic/trailstudies/standards.html

Glossary of Terms - Click on the 'help button' under register your trail - www.trailpaq.ca



TRAIL BUILDING TOOLS

**Available on loan from the
Bruce Grey Trails Network.**

Contact the office at
519-364-1255 (x36) or email
info@brucegreytrails.com
for more information.



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5.6 TRAIL DEVELOPMENT STRATEGY

A trail development strategy is used to 'lay out' the trail before any kind of construction/maintenance and final design takes place. It can also be shown at public/council meetings where the trail organization may want to seek funding or help from other sources. Having a clear picture of what the proposed trail will look like helps set a budget for the project and develops a goal for the trail committee to reach.

Using the *Kincardine Trails Committee Trail Development Strategy* as an example, the following is a brief summary of what you may find in a typical non-motorized, multi-use strategy. Each category should have in-depth information including dimensions, length, width, and the make-up of material components. It is important to sit down with trail members to determine the use and budget before a trail strategy is developed, as no two strategies are alike, due to trail use and the topographical area of the proposed trail.

5.6.1 Introduction

Identifies informal and formal trails that currently exist in the proposed area.

Explains the purpose of a proposed trail. In this example the KTC's vision is "to promote trail development and use in Kincardine area for a variety of uses and through all seasons"⁶

5.6.2 Standards

· *Trail Standards*

Explanation of the trail uses whether it be a single use (hiking) or a multi-use including whether or not it will be wheel-chair/stroller accessible.

· *Trail Surface*

Explanation of what kind of surface material will be used for the trail bed including boardwalks and stairs.

· *Width*

Average width of the trail including areas where it is not possible to have more than a single lane due to the terrain and boardwalks.

· *Clearance*

Including overhead branches, grasses, and shrubs.

· *River Crossings*

Suggestions of what kind of river crossing to look at, where the materials can be purchased and the pros and cons of each.

· *Viewing/Resting Areas*

Depending on trail difficulty, provide rest areas at frequent intervals and at each intersection

· *Character*

Take into consideration natural surroundings, and environment, scenic viewpoints.

· *Signage*

Suggest what information will be included and where the Trail Head, Access Points, Warning / Hazard, Directional Signage will be located.

· *Trail Development*

Using colour-coded terms to identify each trail, identify positive opportunities of each trail and the obstacles, difficulties of each.

· *Capital Costs*

Budget for each trail including labour and materials. Also notes that volunteers could help in some areas to cut costs and that in some instances some of the cost could be covered under municipal responsibility.

Summary of Capital Costs - overall budget.

Summary of Municipal Improvements - budget costs of municipal responsibilities such as seating, sidewalk repairs.



- *Operational Maintenance*

Maintenance tasks - weekly to annual layout of duties including inspections and repairs

Maintenance Material - Estimated budget of materials.

- *Map showing trail layout*

With a professional detailed map, the final trail outcome is easily envisioned.⁷

Recommended Reading

Bruce Grey Trails Network Master Plan Design Brief. ESG International, 2000

Design, Signage and Maintenance Guidelines, Waterfront Trail. Waterfront Regeneration Trust. 1997, PDF document available at www.waterfronttrail.org

Guide for Trail Workers, Third Edition. The Bruce Trail Association, 2001

Haliburton Trails and Tours Network Draft Trail Development Template. ESG International

Rails to Trails and Greenways Movements Manual. Dunbar, Irizawa, Thatcher, Chandler, Weile.

Trail Builders' Companion. Alberta Trail Net, Alberta Community Development, March 2001

Trail Development Strategy for the Kincardine Trails Network. Northwood Associates Landscape Architects Ltd., November 2001

Trail Manual, Parks Canada. Minister of Supply and Services Canada, 1978

Trail Planning and Design Guidelines, A handbook for an Interregional Trail System in the Greater Toronto Area. Metropolitan Toronto and Region Conservation Authority

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⁵ *Bruce Grey Trails Network Master Plan Design Brief*. ESG International, 2000.

⁶ *Trail Development Strategy for the Kincardine Trails Network*. Northwood Associates Landscape Architects Ltd, November 2001.

⁷ *Trail Development Strategy for the Kincardine Trails Network*. Northwood Associates Landscape Architects Ltd, November 2001.



Environmental Considerations

It is extremely important to consider the environment when trail planning. Establishing proper design standards and regulations from the beginning of your project will assist in conserving natural vegetation and wildlife, prevent environmental hazards such as erosion and preserve the area for future generations to enjoy.

6.1 ENVIRONMENT AND TRAIL DESIGN

Design the trail to fit into the natural environment. In our area, for example, motorized trail use is limited or prohibited along the rugged Niagara Escarpment, not only for the obvious reason to reduce personal risk but also to protect the sensitive areas and rare plant species. The town of Kincardine has designed their boardwalk trail to run adjacent to the lakeshore. Native dune grasses and vegetation, which were previously damaged by excessive trampling, and wear and tear have been restored and are now thriving along the length of the boardwalk. In Hanover, the community trail volunteers built a foot-bridge crossing a major river. This serves to protect the sensitive riverbanks, meets safety standards and gives the trail user a chance to enjoy the natural surroundings without harming vegetation and wildlife.

Before designs are implemented, have a local biologist or naturalist visit the trail area to determine if human impact will cause stress or damage to wildlife and vegetation. Your local Conservation Authority or Ministry of Natural Resources office will be able to assist you by mapping out where environmentally sensitive areas, rare vegetation and breeding grounds are located. They can also offer insight and solutions on how to enhance the natural area and rehabilitate areas that have been previously damaged by human impact.

Consider placing viewing platforms in areas of special interest such as a scenic lookout or a bird-nesting site to eliminate 'wanderers' that may cause damage or disturb birds and wildlife.

Design standards such as proper width will prevent trail users from leaving the marked trail or walking along side of the trail where vegetation thrives. This is important in areas where there is expected to be a large number of users on a multi-use trail.

Using proper surface materials will prevent erosion and damage to the natural bed. For example, wood chips and boardwalks are ideal in wet or low-lying areas where a small amount of impact can have lasting damaging effects. Gravel type material is ideal for motorized use or areas with a high amount of trail traffic.

Use existing corridors and trails such as abandoned logging roads and abandoned rail lines to keep trail construction and noise minimal.

Provide designated rest stops or picnic areas to prevent users from drifting away from the designated trail.

Protect rare species by avoiding the rare species area altogether. If a re-routing option does not exist, post interpretive signs along the route explaining the rarity of the plant. Build handrails or define edges of trails to discourage trail users from leaving the trail.

As a trail organization/manager, promote good trail ethics at all times. Post trail etiquette signs where needed.



6.2 ENVIRONMENT AND CONSTRUCTION/MAINTENANCE

Use environmentally friendly paints when marking trees. There is paint available that is designed specifically for marking trees. *Never affix a sign to a live tree.*

Keep area as natural as possible, avoid cutting an excess amount of trees and avoid using heavy machinery for trail maintenance and clearing.

Monitor seasonal trail use, close trail during wet seasons or if trail is being exhausted by excessive use. Monitor environmental impacts while conducting a regular trail inspection.

Encourage and educate adjacent landowners and the community to monitor and self-police trails to protect the natural environment.

Recommended Reading

Design, Signage and Maintenance Guidelines ,Waterfront Trail. Waterfront Regeneration Trust, 1997. PDF document available www.waterfronttrail.org

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Trail Funding

This section is intended as a resource for both regional and local trail groups. It reviews sources of funding then provides a listing of specific organizations that provide funding that can be used for trail planning and development. It is premised on a division of labour between the regional Bruce Grey Trails Network and the local trail groups or regional membership-based clubs (eg. snowmobile or ATV clubs.) BGTN wants to complement and support, rather than compete with local trail-building activities and their sources of funds.

7.1 CORE ACTIVITIES FOR BGTN

Table I (page 20) outlines the current understanding of what local trail groups do and what BGTN's core activities are. The core activities of BGTN include:

- Facilitate and coordinate local groups to develop 5 priority connecting trails: Bruce County Rail Trail (CN Rail Line); Grey County CP Rail Line; Meaford to Owen Sound; Lake Huron Shoreline Trail; and Owen Sound to Tobermory
- Provide marketing and promotion of trails across Grey Bruce
- Promote sound trail management policies and practices
- Effectively communicate with Network partners (public and private sector) to promote recreational, health, economic and environmental benefits of trails
- Develop partnerships and membership to sustain regional trail activities

7.2 CORE ACTIVITIES FOR LOCAL TRAIL ORGANIZATIONS AND REGIONAL CLUBS

Most local trail organizations have formed to provide opportunities to enjoy trails within a community. Most trails are for non-motorized uses and provide a high quality experience. Regional clubs such as snowmobile and ATV clubs are affiliated with a provincial organization and operate over larger territories, mostly providing single use or compatible use trails for their sport.

- Provide local or community-based opportunities for recreational trail activities usually based on single use or compatible uses for high quality experience
- Promote local trails
- Provide insurance coverage for volunteers and trail users
- Develop partnerships, membership to sustain local trail organization and local trails
- Provide linkages to connecting trails



7.3 TABLE 1

	BRUCE-GREY TRAILS NETWORK	LOCAL TRAIL ORGANIZATION	POTENTIAL SOURCES OF FUNDNG
Organizational/ Legal Issues	<ul style="list-style-type: none"> • Incorporated non-for-profit charitable organization • Lead for regional trail development (5 priority connecting trails) • Regional promotion & marketing/communication • Promote sound policies 	<ul style="list-style-type: none"> • May be incorporated, municipal committee or organized group • Provide local recreational trails usually based on single use or compatible uses for high quality experience • Promote local trails • Provide insurance coverage for volunteers and trail users • Develop partnerships, membership to sustain local trail organization and local trails • Provide linkages to connecting trails 	<ul style="list-style-type: none"> • HRDC – Job Creation, Local Labour Market Partnerships • OMAF – RED Program • CARCIOMTR – Recreation Development Fund
Insurance	<ul style="list-style-type: none"> • Carries directors liability insurance and initially 3rd party liability insurance for BGTN volunteers working on trail • Will work with MC over time to obtain insurance as trail managers 	<ul style="list-style-type: none"> • Local groups have insurance coverage through municipality or OTC or provincial organization (eg. snowmobile clubs) or their own 	
Communication with Adjacent Landowners	<ul style="list-style-type: none"> • Establish Landowners' Committee to respond to corridor management issues, use, trail condition, weeds, etc. 	<ul style="list-style-type: none"> • Respond to local management issues, use, trail condition, weeds, etc. • Snowmobile club obtains permission for trails 	
Trail Planning Use	<ul style="list-style-type: none"> • Recommendations for use on connecting trails 	<ul style="list-style-type: none"> • Local uses set by local groups on their trails 	
Trail Design	<ul style="list-style-type: none"> • Recommend protocols for fencing, signage, bridges, trail bed, Trail nodes, etc. • Engage Landscape Architect for design detail as needed 	<ul style="list-style-type: none"> • Lead for developing & implementing protocols for trail bed, signage, staging areas, etc. on local trails • Implement design details for staging areas, etc. 	
Trail Development	<ul style="list-style-type: none"> • Facilitate and coordinate development of 5 priority connecting trails: Bruce County Rail Trail, Grey County CP Line, Meaford to Owen Sound, Lake Huron Shoreline, Owen Sound to Tobermory 	<ul style="list-style-type: none"> • Lead for undertaking trail work through local groups 	Capital funding from: <ul style="list-style-type: none"> • Service Clubs • Municipal Funding • In Kind Donations • Trillium Foundation

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7.3 TABLE 1 CONTINUED

	BRUCE-GREY TRAILS NETWORK	LOCAL TRAIL ORGANIZATION	POTENTIAL SOURCES OF FUNDING
Trail Maintenance	<ul style="list-style-type: none"> • Establish Risk Management Committee for all trails – develop policies 	<ul style="list-style-type: none"> • Maintain local trails • Implement Risk Management policies 	<ul style="list-style-type: none"> • Operating funding from annual budget
Revenue Generation/ Funding	<ul style="list-style-type: none"> • Core funding from senior level government, counties, membership, corporate support • Development funding for corridor proposals for connecting trails, bridges 	<ul style="list-style-type: none"> • Core funding from municipality, membership • Development funding from local businesses, in-kind donations, service groups for local initiatives 	
Promotion & Education	<ul style="list-style-type: none"> • Promotion of trails across Bruce & Grey • Provide workshops on trail issues 	<ul style="list-style-type: none"> • Local trail promotion • Interpretive programming 	<ul style="list-style-type: none"> • Health Unit • Service Clubs • Environmental Foundations

7.4 CURRENT SOURCES OF FUNDING

BGTN is entering Year II of a 2-year commitment by the Trillium Foundation to provide organizational support. Within the last year, BGTN has also finished up a Job Creation program with HRDC to provide a trails assistant. BGTN received \$17,000 in County and lower tier municipal funding, but this is likely to drop. BGTN has met several of its objectives in creating by-laws and governance policies, negotiated a Memorandum of Understanding with Bruce County for the development of a recreational trail corridor on the abandoned CN rail line. Reprinted and distributed a very successful guide to trails across Bruce & Grey Counties, established a trail of the week feature in local newspapers, and issued semi-annual newsletters and an annual report to keep all partners up to date on regional trail activities. See Table 2 on page 23.

7.5 FUTURE SOURCES OF FUNDING

BGTN has identified a priority to establish a business plan to sustain the network beyond September 2003. As an initial step, some consideration of potential funding sources was to be included in a backgrounder to the funding toolbox. These include: development funding from senior level government, possible corporate sponsors, and advocacy with local politicians to develop sustainable partnership, and development of a membership structure. At the same time, it is important to secure operational funding for another 2-year period. The planning process and determination of use on the Bruce County Rail Trail has taken much longer than anticipated, although BGTN now has a template and experience in assisting Grey County in the development of the CP Line.

7.6 DEVELOPMENT FUNDING

BGTN will seek another term of “development funding” in order to extend its work with the CN and CP rail lines and to assist in transition into a sustainable regional organization. As governments typically do not fund ongoing initiatives, it is necessary to be quite focused on how the next 2 years builds on and is different from the previous 2 years from a funder’s standpoint. A few options include:



- Working with CP line in Grey County
- Working with Regional Tourism Marketing Partners (RTMP) and tourist operators to maximize economic benefits from the trail
- Working with rural community to maximize potential educational/interpretive value and economic benefits to rural areas
- Developing a series of “toolkits” to assist all trail groups with best practices for trail construction, maintenance/patrolling, fundraising, risk management/insurance

7.7 SPONSORSHIP & FUNDRAISING

BGTN can identify national, regional and local businesses and organizations that would benefit from association with the regional trails and approach them for sponsorship. It is important to have a plan for what the sponsor is buying, or more importantly what BGTN has to sell. This could include sections of trail or parts of a bridge for the connecting trails, appearance on BGTN’s promotional material, or newsletters, endorsement of services by BGTN to its members. BGTN is a charitable organization and should have a clear understanding of what activities/donations it can issue tax receipts for. Establishment of an annual trail event that could be a fundraiser is a definite possibility, eg. A triathlon-like event that involves running, biking and canoeing could be partnered with outdoor adventure operators. Partnerships with other groups that could sponsor an event to raise money for connecting link trail development and maintenance eg. Cycling club, ATV, etc. It is important for BGTN to understand how local trail groups raise money and not to compete with these sources.

7.8 MUNICIPAL SUPPORT

Upper tier municipal governments and some lower tier municipalities have traditionally supported BGTN. BGTN takes the position that where an active local trail group exists, municipal support should be directed to the local group. If a local group doesn’t exist, BGTN may solicit a municipality for support of a connecting trail or the regional trails effort. County governments will be approached for some support to assist BGTN in establishing the 5 priority connecting trails and in expanding health, recreational and economic benefits of trails to the respective counties and their residents. BGTN could consider a fee for service approach in providing some of these services based on its experience and track record to date. An initial approach might be to partner with the counties in obtaining 2 years of development funding, with each county contributing to the project and receiving back some of the benefits, with an expectation to review the county support after the 2 year project and look at sustainable support as part of the business plan for BGTN.

7.9 MEMBERSHIP

Developing a membership structure is again a case of having something to sell. Most trail organizations base membership on support for a trail(s), ie. Funds are used to support trail construction, promotion and maintenance. This could be a “Friends of the Trail” membership, either as an individual or family. A second tier of membership could be businesses that benefit from and support trail development as “associate members.” Finally, local trail groups and organizations could be voting members, and would select representatives that might attend board meetings, and form the trails board. As the connecting links are established BGTN could implement a membership structure.

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7.10 TABLE 2: CURRENT SOURCES OF FUNDING

PROGRAM	DESCRIPTION	ELIGIBLE APPLICANTS	MAXIMUM \$\$ AMT	% MATCHING FUNDS	ELIGIBLE ACTIVITIES	CONTACT/TIMEFRAME
REGIONAL FUNDING SOURCES						
HRDC Job Creation Partnerships (JCP)	Provides work experience for EI recipients leading to on-going employment while meeting the needs of local communities.	Businesses, organizations, individuals, public health & educational institutions, municipal, provincial governments, band/tribal councils	JCP provides \$413/week for EI recipients and can provide overhead costs such as office overhead, materials, supplies, travel, insurance, leasing or purchasing of equipment	Partnerships are encouraged and contribution to the project either as cash or in-kind services by partners make a stronger application	Wide range of activities, which lead to a reduction in dependence on EI benefits for individuals and support community objectives. For example: organization, trail building, etc.	www.on.hrdc-drhc.gc.ca/english/offices/owensound/ Owen Sound Office 1-519-376-4280 Walkerton Office 1-519-881-0377 Continuous intake of proposals
Local Labour Market Partnerships	Enables applicants to improve capacity for dealing with human resource requirements.					
(OMAF) Rural Economic Development (RED) Initiative of OSTAR	Program addresses barriers to economic growth and ensures small towns and rural communities remain viable, healthy and vibrant places in which to live, work and invest by promoting a diversified business climate, creation and retention of jobs, contribution to economic development in rural Ontario and creation of partnerships.	Applicants must form partnerships among individuals, businesses, community organizations (including not-for-profit) and municipalities		50% to be provided by applicant – not including in-kind contributions		www.gov.on.ca/omafra/english/ostar/ Owen Sound Office 1-519-371-4717

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PROGRAM	DESCRIPTION	ELIGIBLE APPLICANTS	MAXIMUM \$\$ AMT	% MATCHING FUNDS	ELIGIBLE ACTIVITIES	CONTACT/TIMEFRAME
REGIONAL FUNDING SOURCES						
OMT & Recreation Development Fund	RDF will focus on initiatives which promote involvement in recreation, sport and physical activity of all Ontarians, support opportunities for sport and recreation safety initiatives at the community level and with provincial recreation organizations, encourage youth of all ages to be physically active to help reduce the incidence of child obesity and other health conditions associated with inactivity.	Municipalities (>10,000 pop. requires a community partner), First Nations, Aboriginal Friendship Centres, local service boards, municipal recreation committees, school boards, not-for-profit organizations (completed a full year of operation)		Up to 80% for municipalities with Pop. , 10,000, First Nations, Aboriginal Friendship Centres, local service boards, municipal recreation committees, school boards, not-for-profit organizations	4 categories of projects: • Recreation Participation Opportunities • Safety Opportunities • Locally Implemented Provincial Initiatives • Sector Wide Initiatives	Local Ministry Consultant Deadline: February 7, 2003
Ontario Trillium Foundation	Trillium's goal is to work with others to make strategic investments to build healthy, caring, and strong economic communities in Ontario by: creating economic opportunities; contributing to community vitality; increasing access; enhancing volunteers; fostering community harmony & safety; finding community solutions; making better use of community facilities or land; and increasing the effectiveness of organizations	Registered charities, incorporated not-for-profit organizations, unincorporated branches or chapters of charities or incorporated n-f-p, First Nation groups, Metis charter communities, collaboratives of organizations containing at least one eligible member	Single or multi-year grants up to \$75K/year for up to 5 years Grants up to \$75K for renovations/repairs and equipment purchases over 1 year	100% grant	Applications accepted in: • Arts & Culture • Environment • Sports & Recreation • Human & Social Services Community Programs (see * below)	www.trilliumfoundation 1-866-880-0770 Continuous intake Review process takes 3 months for requests <\$25K, 6 months for requests > \$25K

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PROGRAM	DESCRIPTION	ELIGIBLE APPLICANTS	MAXIMUM \$\$ AMT	% MATCHING FUNDS	ELIGIBLE ACTIVITIES	CONTACT/TIMEFRAME
REGIONAL FUNDING SOURCES						
Agriculture and Agri-food Canada Canadian Agricultural Rural Communities Initiative (CARCI)	CARCI's objective is to enhance the viability of agricultural rural communities, particularly those affected by changes in the agricultural sector. Projects will: increase the ability of regional rural organizations to develop responses to agricultural community issues; implement partnership projects which test local responses to agricultural community issues; provide assistance to conferences, workshops and seminars that identify rural needs, programs and services gaps, and ways to overcome the challenges facing agricultural communities; and undertake research on agricultural community issues.	Canadian individuals and organizations including rural groups, municipal governments, rural organizations, and educational institutions		50% of project costs from CARCI	<ul style="list-style-type: none"> • Rural Coordination Organizations: \$80,000 • Partnership Projects: \$60,000 • Workshops, Conferences and Seminars: \$20,000 • Research Related to Agricultural Rural Communities: \$50,000 	www.agr.gc.ca/carci/ Rural Coordination Organizations: December 31, 2002 Partnership Projects: End of each month. The last deadline date is January 31, 2003 Workshops, Conferences and Seminars: Up to January 31, 2003 Research Related to Agricultural Rural Communities: December 31, 2002
LOCAL TRAIL GROUPS						
TrailPAQ Community Fund	Provides financial assistance to community trail groups that: demonstrate collaborative efforts within the community; encourage non-motorized activities; and preserve or enhance the natural environment		\$10,000			www.trailpaq.ca/english/06_fund_e/06_fund_e.html

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PROGRAM	DESCRIPTION	ELIGIBLE APPLICANTS	MAXIMUM \$\$ AMT	% MATCHING FUNDS	ELIGIBLE ACTIVITIES	CONTACT/TIMEFRAME
LOCAL TRAIL GROUPS						
TD Friends of the Environment Foundation	Funds worthwhile community-based initiatives that make a positive difference to the Canadian Environment				Projects that: <ul style="list-style-type: none"> • Protect and preserve the Canadian environment • Assist young Canadians in understanding and participating in environmental activities in local communities 	www.td.com/fef/project.html Contact Regional Manager
Shell Environmental Fund	Provides financial support for grass-roots, action-oriented projects that improve and protect the Canadian Environment	Canadian residentService ClubCharitable or volunteer organizationEnvironmental groupYouth group	\$5,000		<ul style="list-style-type: none"> • Eg. Clean up a local stream, beach or park; Naturalize a site to enhance wildlife habitat; • Set-up up a community recycling program; • Implement an innovative environmental education program 	www.shell.ca/code/values/environment/sef

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PROGRAM	DESCRIPTION	ELIGIBLE APPLICANTS	MAXIMUM \$\$ AMT	% MATCHING FUNDS	ELIGIBLE ACTIVITIES	CONTACT/TIMEFRAME
LOCAL TRAIL GROUPS						
Molson Local Heroes	A neighbourhood-based program to repair, revamp or revitalize existing adult recreational facilities.	Any individual or group	Level 1: \$50 - \$1,000 Level 2: \$1001 - \$2,500 Level 3: \$2,501 - \$5,000	For Level 2 & 3 projects, Molson funds up to 1/3 of project cost.	Local projects that improve existing facilities for informal group recreation and physical fitness. Examples include building bridges to a hiking/walking trail.	1-800-MOLSON 1
OMNR Community Fisheries and Wildlife Involvement Program (CFWIP)	Projects that improve fish and wildlife and improve opportunities for outdoor recreation.	Individual or group			CFWIP projects must benefit the resource, involve the public and benefit the general public. Examples of projects include developing educational trails, building nesting platforms, stream bank fencing and stabilization.	www.mnr.gov.on.ca/fishing/cfwip.html Local MNR Office Continuous Intake

Trail Inventory

A trail inventory is the simplest approach to assessing a proposed trail route. It should be conducted in person after the trail route is mapped out and after permission to access the trail is granted from the trail organization/manager.

8.1 INVENTORY TIPS

- Study detailed maps before heading out on the trail; pinpoint existing features such as culverts or environmentally sensitive areas. Your regional trail group or municipality should be able to supply you with updated maps. Topographical maps are also sufficient.
- Ask a local landowner or community member who knows the area well to assist in the inventory. He/she may be able to point out hidden areas of interest or trouble spots.
- Take along copies of maps for each person participating in the inventory. Information can be added directly to the maps and a master copy can be made later that includes all gathered information.
- Divide the trail into sections so that the entire area is adequately covered.
- Take along a camera or video recorder to record any 'trouble spots' or areas of interest.
- Inventory the trail in the spring/fall or summer/winter if it is an all-season trail or during what will be considered the busiest seasons. For example, a trail may look dry and overgrown in the summer and wet and clear during the winter, resulting in two very different inventories.
- A GPS unit is great if available to record features.
- Along the way, record all ideas about how to improve areas so they can be discussed at a later date.

8.2 WHAT TO LOOK FOR

- Topography –Terrain, hills, flat, wetlands
- Natural features, scenic views - wetlands, rivers, cliffs, attractive areas
- Slope and embankments – grade percentage, potential hazards
- Natural buffer zones – shrubs, bush, inclines
- Roadway crossings and intersections – potential hazards, alternate routes to avoid these
- Private lane crossing - driveways
- Access crossings/cattle crossings – agricultural field and tractor crossings
- Creek and wetland crossings – bridges, culverts, low-lying areas
- Adjacent land uses -agricultural, residential, industrial, towns
- Location and condition of fences, bridges, culverts



- Condition of trail surface - stone dust, natural, gravel, asphalt
- Historical features-historical buildings, places of interest
- Vegetation and wildlife - native species, rare species, sightings
- Evidence of vandalism, garbage
- Environmental concerns, sensitive areas - wetlands, breeding grounds
- Possible trouble spots such as private lands, dangerous areas
- Potential economic opportunities (food, fuel, lodging)
- Potential linkages to towns, villages and other trails
- Potential staging areas and access points – area for parking, amenities

Recommended Reading

Bruce Grey Trails Network Master Plan Design Brief. ESG International, 2000

Trail Planning Manual-Trans Canada Trail. Saskatchewan Parks and Recreation Association, 1996.

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Trail Etiquette

9.1 BGTN'S TRAIL ETIQUETTE CODE

Promoting good behavior on the trail reminds users to respect one another and may also aid in the prevention of serious physical injury, damages and vandalism.

- Out of respect for all trail users, a trail etiquette sign should be posted at the beginning of or at each entrance of every trail. A simple sentence such as 'obey all trail signs' or 'use at own risk' can remind trail users to use common sense and warn of potential risks while out on the trail. See Appendix III, the *BGTN's Signage Recommendations / Trail Etiquette Sign*.
- Trail etiquette signs show that the trail organization/manager is serious about protecting trails, its surrounding environment and the personal safety of trail users.
- In situations where there is more than one trail use, it is recommended that the trail groups work together to identify and promote etiquette that will be beneficial to everyone.
- For liability reasons periodically check signs for damages and replace if needed when on trail inspection duty.

9.2 ETIQUETTE CODES OF OTHER GROUPS

Many trail organizations in Ontario have their own trail etiquette codes to follow. Click on the following sites to view:

- Ontario Trails Council, www.ontariotrails.on.ca, Trail Etiquette
- Ontario Federation of All Terrain Vehicles, www.ofatv.org, Environment and Trail Etiquette
- Ontario Trail Riders Association, www.csolve.net/~newdawn/otra.htm, The Trail Rider's Handbook
- Ontario Federation of Snowmobile Clubs, www.ofsc.on.ca/safety/SafeRidersClub.sp
- Hike Ontario, www.hikeontario.com, Trail User's Code

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Volunteers

Volunteer trail members are dedicated and hard working, and without them trails wouldn't exist. They are the soul of trails, putting in long hours of planning, fundraising and trail building, gaining in the end, not a pocket full of money, but a sense of accomplishment and self worth. Trail volunteers are trail enthusiasts with a variety of backgrounds and who want to develop a trail that can be enjoyed by themselves, their families and community. Self-satisfaction is all part of the fun while watching a trail develop from beginning to end.

10.1 VOLUNTEER TRAIL JOBS

- Leadership roles
- Trail builders
- Fundraising
- Administration
- Promotion and Marketing
- Map and Background research
- Sub-Committee organizers, such as risk management or landowner committees

10.2 WHERE TO LOOK FOR VOLUNTEERS

- Volunteer center
- Established trail groups
- Work place
- Schools
- Local businesses
- Local sporting clubs
- Local naturalist and interest groups
- Municipal council/recreation department

10.3 DEALING WITH VOLUNTEERS

- Educate and train trail members by hosting special seminars or workshops
- Identify trail members' skills and abilities; work with them in finding a task that they will feel comfortable pursuing.
- Identify what the committee needs to accomplish. Set specific goals and tasks for members to attain. Keep organized and set deadlines.
- Develop legal policies and procedures that cover insurance, trail workers rules and regulations, risk management procedures, an acknowledgement-of-risk form and a waiver-of-liability form.
- Keeps in mind that it is a volunteer position; don't overload trail members with work. Keep task fun and fulfilling for the person(s) involved.
- Recognize all work - big or small. Give a small gift or award of recognition when least expected.
- Be a positive leader. If problems arise deal with them promptly and discuss the issues face-to-face.

Recommended Reading

Guide for Trail Workers, Third edition. The Bruce Trail Association, 2000.

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Other Trail Resources

Alberta TrailNet

www.AlbertaTrailNet.com
11759 Groat Road
Edmonton, Alberta T5M 3K6
Tel: 1-877-987-2457
Fax: 780-422-2663

Bruce-Grey Trail Network

www.brucegreytrails.com
c/o Saugeen Conservation
RR 1, Hanover, Ontario N4N 3B8
Tel: 519-364-1255 x36
Fax: 519-364-6990
E-mail: info@brucegreytrail.com

Go for Green

www.goforgreen.ca
Provincial Representative, Bjorn Nielsen
Ministry of Citizenship, Culture and Recreation
Peterborough Office, 2nd Floor, South Tower
300 Water Street, Peterborough Ontario K9J 8M5
Tel: 705-755-2629
E-mail: bjorn.nielsen@mczcr.gov.on.ca

Hike Ontario

www.hikeontario.com
The Gate House, 13990 Dufferin Street North
King City, Ontario L7B 1B3
Tel: 905-833-1787 or 1-800-894-7249
Fax: 905-833-8379
E-mail: info@hikeontario.com

International Mountain Bicycling Association

www.imba.com
Box 7578, Boulder, CO 80306 USA
Tel: 1-888-422-4622
E-mail: info@imba.com

Lake Ontario Waterfront Trail

www.waterfronttrail.org
Waterfront Regeneration Trust
372 Richmond Street West, Suite 308

Toronto, Ontario M5V 1X6
Tel: 416-943-8080
E-mail: webmaster@wrtrust.com

Metro Toronto and Region Conservation Authority

www.trca.on.ca
5 Shoreham Drive
Downsview, Ontario M3N 1S4
E-mail: info@trca.on.ca

Ontario Trails Council

www.ontariotrails.on.ca
Box 190, 8 Garrett Street
Sharbot Lake, Ontario K0H 2P0
Tel: 1-877-ON-TRAIL
E-mail: admin@ontariotrails.on.ca

Parks Canada

www.parkscanada.gc.ca
National Office, 25 Eddy Street
Gatineau, Quebec KLA 0M5
Tel: 1-888-773-8888
E-mail: information@pc.gc.ca

The Bruce Trail Association

www.brucetrail.org
Rasberry House, Box 857, Hamilton, Ontario L8N 3N9
Tel: 1-800-665-4453
E-mail: info@brucetrail.org

Trans Canada Trail

Ontario Representative, Dan Andrews
40 Caroline Avenue, Ottawa, Ontario K1Y 0S7
Tel: 613-722-9145
E-mail: dan@tcctrail.ca

Trent Studies Unit

www.trentu.ca/academic/trailstudies
Trent University, Peterborough, Ontario K9J 7B8
Tel: 705-748-1011 x1419
Fax: 705-748-1205
E-mail: jmarsh@trentu.ca or amacpher@flemingc.on.ca



Sources

Building Better Trails. International Mountain Biking Association, 2001. Information available on site www.imba.com.

Bruce Grey Trail Network Master Plan Design Brief. Prepared by ESG International for the Bruce Grey Trails Network, 2000.

Design, Signage and Maintenance Guidelines, Waterfront Trail. Prepared by Victor Ford Associates Inc. for the Waterfront Regeneration Trust, 1997. PDF available www.waterfronttrail.org.

Haliburton Trails and Tours Network, Draft Trail Development Template. ESG International.

Guide for Trail Workers, Third Edition. The Bruce Trail Association, 2001. To purchase contact the Bruce Trail Association.

Occupiers' Liability Act, R.S.O. 1990, c.O.2. PDF available www.e-laws.gov.on.ca.

Insurance Review, Understanding and dealing with the challenges of insuring trails in Ontario. Prepared by Doug Wyseman for the Ontario Trails Council.

Rails to Greenways. Canadian Rails to Greenways Network and The Frost Centre for Canadian Heritage Development Studies, Trent University, July 1994.

Rails to Trails and Greenways Movements. Prepared by Naomi Irizawa, Peter Dunbar, Dainelle Chandler, Jay Thatcher, Kathy Wiele.

Risk Management for Trails. Ian Attridge, Barrister and Solicitor.

Risk Management Manual. Hike Ontario, November 2002. PDF available at www.hikeontario.org.

Survival Strategies, 2000 – Sustainability Initiative guide. B.C Healthy Communities Network.

Trail Benefits, Issues and solutions. A presentation by John Marsh, Trails Study Unit. San Juan Island, Washington, October 19, 2002.

Trail Builder's Companion. Alberta TrailNet, Alberta Community Development, March 2001. To purchase contact the Alberta Trail Network.

Trail Building and Maintenance. Appalachian Mountain Club and National Parks Service National Trails Program, 1981.

Trail Development Strategy for the Kincardine Trails Network. Northwood Associates Landscape Architects Ltd, November 2001.



Trail Liability and Other Reforms in Ontario: A Discussion Paper. Prepared by Ian Attridge for the Haliburton Highlands Stewardship Council, October 2002.

Trans Canada Trail: Trail Planning Manual. Saskatchewan Parks and Recreation Association Trail Council, 1996.

Trail Etiquette Booklet. Ontario Trails Council. To purchase contact the Ontario Trails Council.

Trail Manual, Parks Canada. Minister of Supply and Services Canada, 1978. PDF available at www.parkscanada.gc.ca.

Trail Planning and Design Guidelines. A handbook for an Interregional Trail System in the Greater Toronto Area. Metropolitan Toronto and Region Conservation Authority. To purchase contact the Metro Toronto Conservation Authority.

Trespass to Property Act, 1991, S.O. 1991, c.14. PDF available at www.e-laws.gov.on.ca.

Work Party Guidelines. Ontario Trails Council. Contact the Ontario Trails Council to purchase.



Appendix 1: The Bruce Grey Trail Network

BGTN acts as an umbrella organization assisting communities based in Bruce and Grey Counties by encouraging the development of new and existing trails and focusing on the connection of trails within the region and to links beyond. After forming in 1997, BGTN hired professional consultants to prepare a study focusing on the overall vision of a connected regional trail network. This extensive study became known as the BGTN Master Plan, and to date, BGTN follows the basic guidelines summarized in the study.

As recommended in the Master Plan, BGTN formally incorporated as a not-for-profit organization in the spring of 2001 and continues to follow the roles and responsibilities outlined. We are now in the process of registering for charitable status.

It has taken many dedicated volunteers, partnerships and representatives from area governments to make BGTN a successful trail network. The key to success has been that the volunteers and support groups involved have brought with them a variety of qualifications and skills to keep up with the demand of trail development and planning.

The following (marked with *) are key recommendations found in the *Bruce Grey Trails Network Master Plan*.¹

13.1 BGTN ROLES AND RESPONSIBILITIES

- Encourage the continuity of a trail network.
- Represent the interests of trail users and adjacent trail corridor landowners.
- Oversee the marketing and promotion of the integrated trails system.
- Assist in the formation of new trail groups.
- Promote the benefits of trails.
- Unify trail groups in Bruce and Grey Counties.
- Encourage the safe and responsible use of trails.
- Participate in fundraising.

***Responsibilities of BGTN and BGTN Board of Directors**

- Obtain/direct staff support.
- Report to councils on policy needs of local trail community.
- Represent Bruce/Grey on the Ontario Trails Council.
- Converse with councils, trail groups, tourism industry and government land managers.
- Raise local awareness of trails and the work of trail groups and encourage community involvement.
- Sponsor annual gatherings and celebrations of trails.
- Help resolve trail issues.
- Connect with the Grey Bruce Region, promoting trails and trails use.
- Give community trails a place to share ideas and gather information on trail building.
- Oversee/Implement Projects.
- Recommend ownership, management strategies and structures for the trail network in association with local trail organizations.
- Maximize opportunities for environmental awareness.
- Maximize opportunities for health, social and economic benefits.



13.2 BGTN STRUCTURE

The BGTN is an incorporated not for profit organization with a volunteer board of directors. The Board consists of 12 members representing a variety of backgrounds and partnerships. The chart below shows the layout of officers and general members. Tasks and projects are distributed to board committees, which are generally chaired by a Board member and consist of a small group of community members. Local trail organizations may also follow this example structure.

The Trail coordinator is a paid staff member and works under the direction of the Board taking on the tasks of administration, bookkeeping, and promotions.

The following table illustrates a sample board structure.

OFFICER/MEMBER	REPRESENTATION (MAY VARY)
1 Chair	Public Health Unit and Local Trail Organization (Hanover Trail)
1 Vice Chair	Conservation Authorities
1 Past Chair/Secretary	Member at Large and Local Trail Organization (CP Line Rail Trail)
1 Treasurer	Local Trails and Bruce Trail Club
8 members	<ul style="list-style-type: none">• Local Trail Organizations (Owen Sound to Meaford Trail, Owen Sound Cycling Club, CN Line Rail Trail, ATV and Snowmobile Clubs)• Grey and Bruce County Council Members• City of Owen Sound• Tourism/Chamber/Business
12 TOTAL	

Sub-Committees

- Communication and Marketing
- Executive Committee
- Local trail development groups: Owen Sound to Meaford; CN Line Bruce County; CP Line in Grey County

13.3 BGTN RELATIONSHIPS

Through representation on the Board of Directors, membership on a BGTN sub-Committees or through regular communication links, the BGTN has established formal relationship with the following key organizations:

Tourism Affiliated Organizations

BGTN actively collaborates with the City of Owen Sound, the Bruce County and the Grey County tourism offices to promote trail use to produce maximum results. Members of those offices sit on the Communications and Marketing Committee of BGTN.



Public Health Unit

The impact of trails on healthy lifestyle and physical activity has been recognized by the Health Unit in Grey Bruce . A member of the Health Unit staff has been an active member of the BGTN Board and its sub-committee since the organization's inception.

County and Municipal Governments

The BGTN Board includes 3 representatives appointed by the three key municipalities: the County of Grey, the County of Bruce and the City of Owen Sound. Each of these municipalities are also actively involved in the trail development activities being facilitated by BGTN on land which they own: the CN line in Bruce County; the CP Line¹ in Grey County and the Owen Sound to Meaford Trail.

Conservation Authorities

The BGTN collaborates with both conservations within Grey and Bruce Counties. One Authority has a representative on the Board of Directors, the other offers low cost office space and organizational support to the BGTN.

****Ontario Trails Council***

The BGTN is a member of the Ontario Trails Council and purchases Directors and Officers Insurance and Third Party Liability insurance through the OTC group policy.

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¹ This land is being transferred from the Trans Canada Trail Organization to the County of Grey.



Appendix 2: Owen Sound to Meaford Trail Brochure

This 8.5 x 11" double-sided brochure is displayed on pages 39-40.





Connecting Our Communities

There is a missing link in the network of trails that have been developed throughout our region. It is the gap between Owen Sound and Meaford. There are no abandoned rail lines to follow and no predetermined route. This gives us the opportunity to build a path from scratch. One that shows the best vistas, tackles fewer obstacles and passes through the best of our beautiful countryside.

This is our chance to make a trail that others will want to walk, ride or ski. A trail we can be proud of. But we need help to make the trail come to life. We need your help to connect the dots between Owen Sound and Meaford with donations, land access and trail workers.



If you are interested in helping us connect our communities by joining our committee, working on trails, donating funds or granting land access; please contact the Bruce-Grey Trails Network at the address, email or telephone number below. They will connect you with our trail group and our vision of this worthy project.

The Owen Sound/Meaford Trail Committee



519-364-1255 (x36) • trails@bmtns.com
c/o Saugeen Conservation, R.R. #1, Hanover
Ontario, Canada N4N 3B8

Connecting Owen Sound & Meaford



Developing an all-season scenic trail
between Owen Sound and Meaford.

The Owen Sound/Meaford Trail Committee

Help us *Connect the Dots*



Breaking a New Trail

Starting from scratch with a new trail and a new concept. A varied, scenic, all-seasons trail utilizing unused road allowances and secured private lands. The trail will be a well maintained non-motorized path* with a smooth surface suitable for cycling, family walks, hiking, horseback riding, cross-country skiing and snowshoeing.



Future Connections

In the future, the trail will consist of intersecting/joining loops enabling users to trek sections of the trail utilizing a different return loop.

Rest areas will be placed approximately 10 kilometres apart. The trail will connect two vital destinations, as well as a vast network of other trails.



Getting Started

The first section will start near the soccer fields in Owen Sound and head northeast

passing open fields and sheltered woodland through to the Leith and Annan area.



*Except where established snowmobile trails exist.

Red trail on map is not exact route.

Appendix 3: Trail Signage Recommendations

This 11 page report (prepared in March 2003) follows on pages 42-52.



TABLE OF CONTENTS

Bruce-Grey Trails Network	Page 1
Introduction to <i>Trail Signage - Recommendations for Trail Managers</i>	
Trail Manager's Etiquette	Page 2
Risk Management	
Trail Signage Recommendations	
1. Identifying trails as part of the Bruce-Grey Trails Network	
2. Trail Head Signs	
3. Trail Etiquette Signs	
4. Location Maps	
5. Directional Trail Markers.....	Page 3
- Recommended Trail Marker Paint Colours	
- Contacts for Tree Marking Paint	
6. Trail Use Signs	
Figure 1- <i>Information Kiosk and Trail Head Sign</i>	Page 4
Figure 2 - <i>Trail Etiquette Sign</i>	Page 5
Figure 3 - <i>Location Map Example</i>	Page 6
Figure 4 - <i>Showing Location Map at Intersection</i>	Page 7
Figure 5 - <i>Directional Trail Marker Template</i>	Page 8
Figure 6 - <i>Trail Use Sign Examples</i>	Page 9
Appendix I - <i>Partial Listing of Locally Used Sign Companies</i>	Page 10

Trail Signage
Recommendations for Trail Managers

prepared for

Bruce-Grey Trails Network

by

<i>Elizabeth Graveley</i>	Bruce-Grey Trails Network
<i>Nancy White</i>	Grey Sauble Conservation Authority
<i>Shannon Wood</i>	Saugeen Conservation
<i>Ken Goldsmith</i>	Bruce County
<i>Frank Beirnes</i>	Grey County
<i>Graphics Prepared by Catherine Bould</i>	

Bruce-Grey Trails Network

Trail organizations, users and interested individuals, along with representatives from local, provincial and federal government agencies, came together in 1997 to form the Bruce-Grey Trails Network (BGTN). In May 2001, BGTN was incorporated as a non-profit organization advocating for trails and their development in Bruce and Grey Counties.

The Mission Statement of Bruce-Grey Trails Network is to plan, advocate, educate, promote and partner in the development of a regional trail system in Bruce and Grey Counties, with links to the Trillium Trail Network.

BGTN's slogan is "connecting communities". This is being achieved by implementing the Master Plan, which was created through much research and public input and presented as a finished document in June 2000. BGTN is currently facilitating the development of trails between Owen Sound and Meaford; along the former C.N. / C.P. Rail corridors; along the Lake Huron shoreline; and on the Bruce Peninsula. As well, BGTN facilitates activities with other local trail groups, promotes trail activities and workshops and develops policies for good trail design and relationships.



Master Plan

According to the BGTN Master Plan, consistency in trail signage is an integral component to the success of trail development in the region. Please refer to BGTN's Master Plan for additional information.

Advantages for using the document, *Trail Signage - Recommendations for Trail Managers*, are:

- consistency for the user
- visual appeal
- marketing
- purchasing (economies of scale)
- interpretation

Introduction to Trail Signage - Recommendations for Trail Managers

In February 2002, BGTN hosted a sign workshop for trail managers / property owners. Nineteen people attended the workshop with representatives from Grey County, Bruce County, ATV clubs, Bruce Trail Association, Saugeen Conservation, Grey Sauble Conservation Authority, City of Owen Sound, Georgian Bluff's Trail and Paisley Trail.

As a result of this workshop, a trail signage committee was struck, consisting of representatives from Grey Sauble Conservation Authority, Saugeen Conservation, Bruce County, Grey County and BGTN.

Trail sign usage varies across Grey and Bruce Counties. Every trail organization / manager has a 'unique' way of signing their trails. This is done in part for identity, but also due to lack of a coordinated approach to sign usage for trails in the area. The ultimate goal of the BGTN, with this document, is to establish consistent sign usage across the region of Bruce and Grey Counties. With that in mind, the following recommendations are proposed only as a guide for trail organizations / managers. We have tried to provide as much information as possible to be of assistance for new trail groups, but also to be a guide for established trails when signs need to be upgraded or replaced.

These recommendations can be used in part or in whole, depending on the development of a particular trail. It is hoped that all trail groups will work toward adopting the trail signage recommendations.



Winter activities!

Trail Manager's Etiquette

Trail Managers, whether individuals, groups of people or organizations, are integral to developing and maintaining safe and durable trails. Following are recommendations and information to assist trail managers with establishing and maintaining their trails.

Recommendations & Information:

- *use posts, not trees, for mounting all signs other than painted blazes*
- *use vandal-proof materials where possible*
- *all signs should be mounted no less than 1.5 metres (5 feet) above ground level*
- *ensure all signs are in plain view*
- *ensure signs are well secured*
- *regularly monitor signs and posts for damage and repairs, at least once annually, preferably more often*

Risk Management

Risk Management is every trail manager's concern. It is quite possibly the most important responsibility of any trail manager / group. *Liability insurance for trails is difficult to obtain. Trail managers need to be fully aware of what risk management entails and may need to seek legal council.*

Recommendations & Information:

- *trail signage is only one consideration of risk management*
- *property location 911 Emergency Numbers (when available) should be posted on your information kiosks and on all location maps - #'s can be requested by your municipality*
- *cautionary signs should be placed where required (i.e. Steep Hills, Rough Areas, Trails Closed, etc.)*
- *ensure numbered location maps are installed at all trail junctions / intersections*
- *posting a trail etiquette sign on all your trails will help put responsibility back in the hands of the trail users*

Trail Signage Recommendations

1. Identifying Trails as Part of the Bruce-Grey Trails Network (BGTN) (Figure 1 & 4)

In order to identify trails in Grey and Bruce Counties as part of the Bruce-Grey Trails Network, BGTN has produced identifier signs. These signs are available to any trail group/manager for installation along their trail systems. The BGTN identifier sign includes its logo, the slogan "Connecting Communities" and Web site address.

Recommendations & Information:

- *a maximum of 10, pre-drilled, identifier signs are available, free of charge, by contacting BGTN*
- *these signs can be mounted on information kiosks at trail heads, at other entrances and at all junctions throughout the trail system.*
- *size of the sign is 10cm x 10cm (4" x 4") on thick (.090) poly material that is highly vandal-proof*

2. Trail Head Signs (Figure 1)

As trail managers, you know where your trail entrances are, however, other trail users may not find them so easily.

Recommendations & Information:

- *trail entrances or start of trails should be clearly marked, at the parking lot or parking area, to eliminate frustration and confusion for trail users, i.e. use 'Trail Starts Here' or 'Trail Entrance' signs*
- *all signs should be mounted on posts, not trees*

3. Trail Etiquette Signs (Figure 2)

Etiquette signs give conduct guidelines for all users of the trails. Generic etiquette signs are available from the BGTN.

Recommendations & Information:

- *one pre-drilled, etiquette sign is available to all trail groups, free of charge*
- *additional etiquette signs are available for a small fee by contacting the BGTN*
- *these signs should be posted at all trail entrances*
- *all signs should be mounted on posts, not trees*

4. Location Maps (Figures 3 & 4)

Location maps are a very important aspect of responsible trail management. Numbered location maps show trail users where they are positioned on the trail system. Without these maps, trail users, especially those unfamiliar with the trail system, are in danger of getting lost or hiking longer than they had intended.

Recommendations & Information:

- *location maps should be produced on 3M outdoor vinyl, mounted behind plexiglass, with a wood or metal frame, on 4 x 4 posts*
- *each trail junction / intersection should be assigned a number and these numbers should be incorporated in the location maps*

3. Trail Etiquette Signs (Figure 2)

Etiquette signs give conduct guidelines for all users of the trails. Generic etiquette signs are available from the BGTN.

Recommendations & Information:

- *one pre-drilled, etiquette sign is available to all trail groups, free of charge*
- *additional etiquette signs are available for a small fee by contacting the BGTN*
- *these signs should be posted at all trail entrances*



Location Map

- *all signs should be mounted on posts, not trees*

4. Location Maps (Figures 3 & 4)

Location maps are a very important aspect of responsible trail management. Numbered location maps show trail users where they are positioned on the trail system. Without these maps, trail users, especially those unfamiliar with the trail system, are in danger of getting lost or hiking longer than they had intended.

Recommendations & Information:

- *location maps should be produced on 3M outdoor vinyl, mounted behind plexiglass, with a wood or metal frame, on 4 x 4 posts*
- *each trail junction / intersection should be assigned a number and these numbers should be incorporated in the location maps*
- *place numbered location maps at corresponding junctions / intersections*
- *location maps should include the distance of each*

section of trail

- *location maps should include 'You are Here' symbols*
- *location maps should indicate the difficulty of the trail by colour (see #5 - Directional Trail Markers)*
- *property location 911 emergency numbers should be noted on location maps*

5. Directional Trail Markers (Figure 5)

Directional trail markers can provide two messages, one being the direction of the trail, the second being the difficulty of the trail. Included in this document is a template for a directional arrow which can be used to make a stencil.

Recommendations & Information:

- *two flexible plastic stencils are available, free of charge,*

Local contacts for obtaining tree marking paint:

Grey Sauble Conservation Authority, Owen Sound
519-376-3076 ext. 231 or 232

Saugeen Conservation, Hanover
519-364-1255 ext. 33 or 31

Lands & Forest Consulting, Desboro
519-794-9992

Canadian Forestry Equipment, Mississauga
1-800-387-4940

6. Permitted Trail Use Signs (Figure 6 & Appendix I)

Currently, almost every trail in Grey and Bruce Counties indicate permitted and non-permitted trail uses differently. In most cases it is simpler to indicate what is *Permitted* (i.e. walking v/s horseback riding). This also provides a positive message. There may, however, be instances where it is advisable to indicate major concerns as *Non-Permitted* uses (i.e. No 4-Wheel Trucks Allowed). **A caution to trail managers... difficulties with liability issues could occur if you list only *Non-Permitted* uses and someone undertakes an activity not listed.**

Recommendations & Information:

- *Figure 6 provides samples of trail use symbols*
- *signs can be purchased as needed from supplied list of Suppliers - see Appendix I*
- *15cmx15cm (6"x6") international symbol signs are recommended*
 - Green = Permitted*
 - Red circle with slash = Non-Permitted*
- *install on posts, not trees*

Figure 1

Identifying Trails as Part of the Bruce-Grey Trails Network

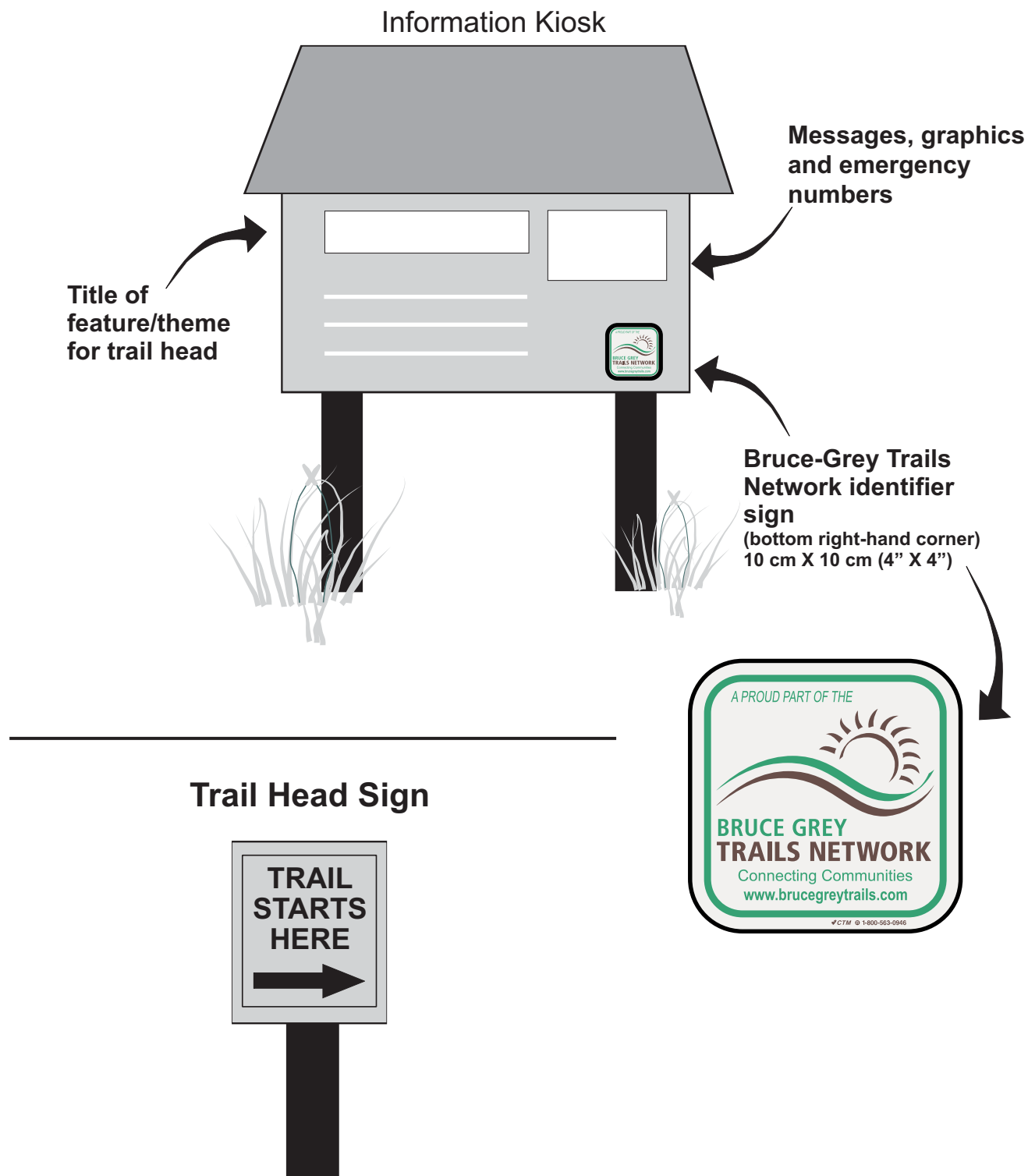


Figure 2



Figure 3

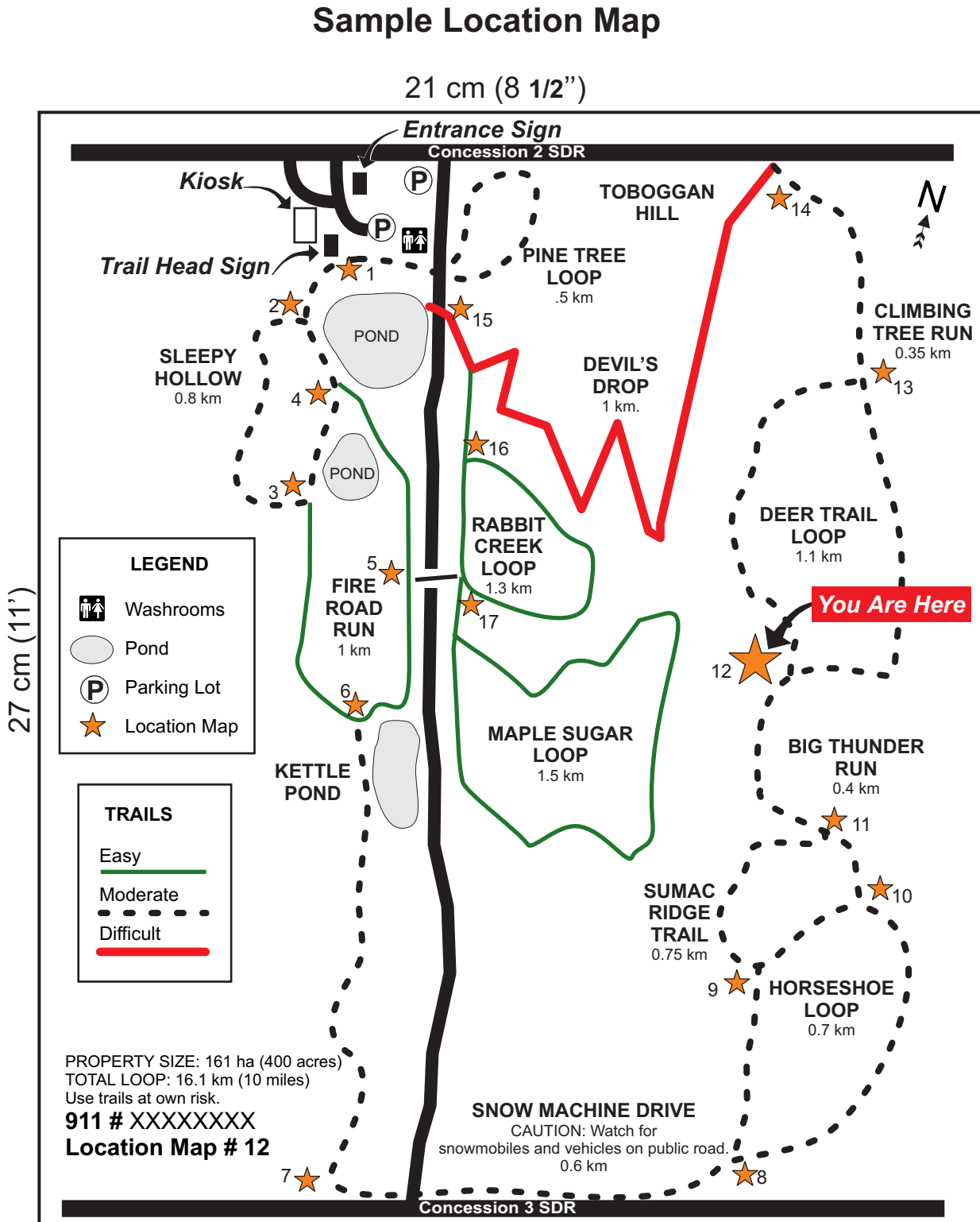
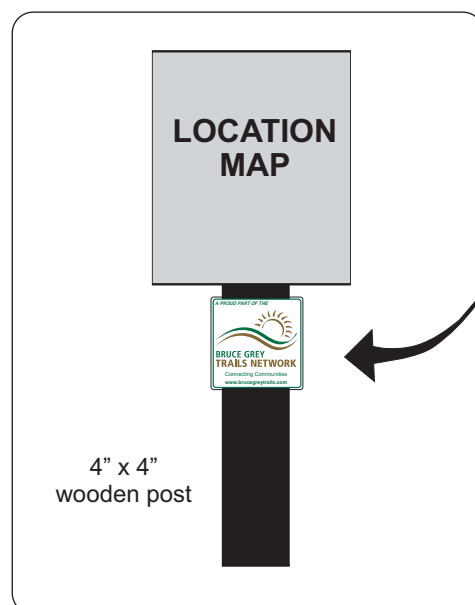
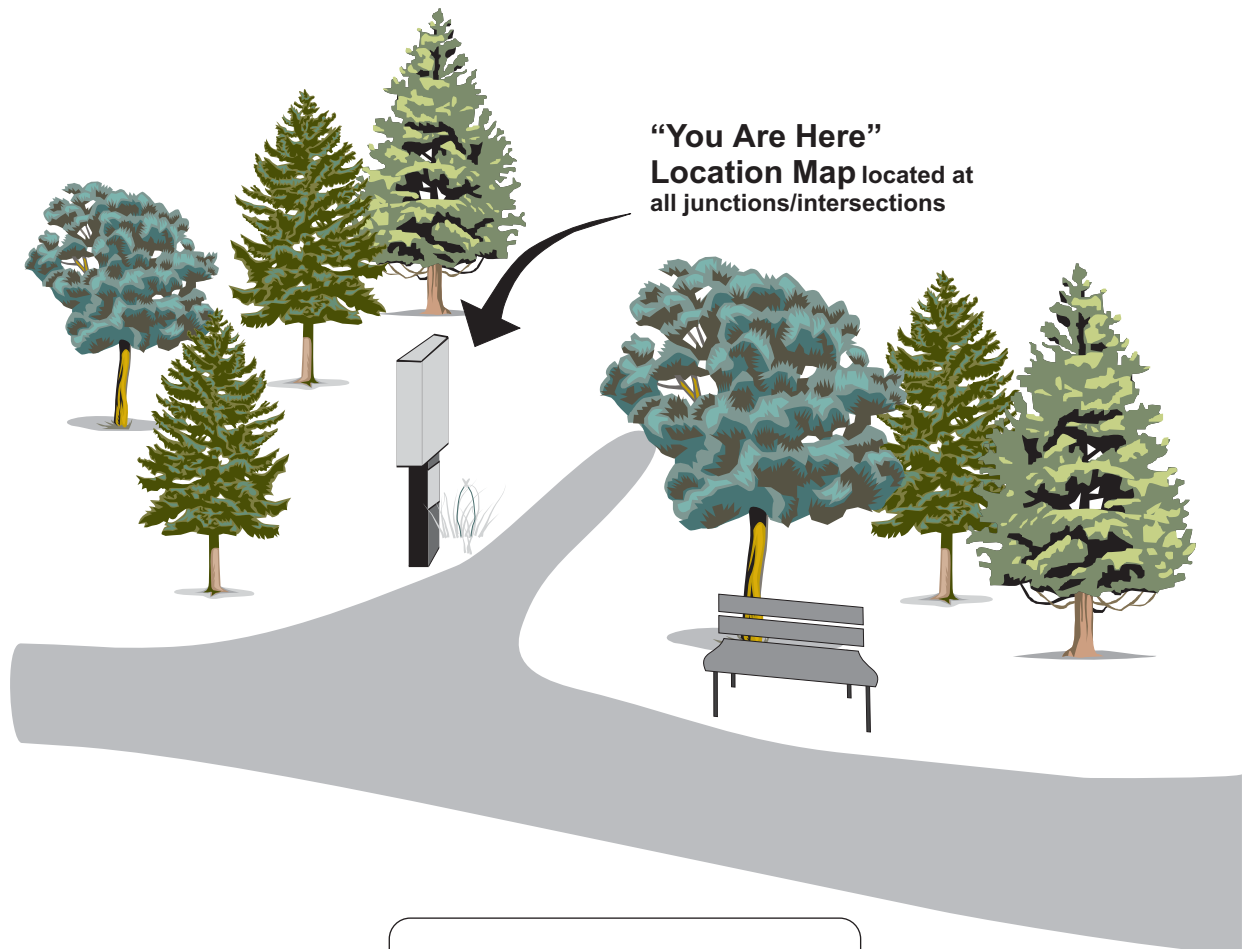


Figure 4

Location Map at Junction

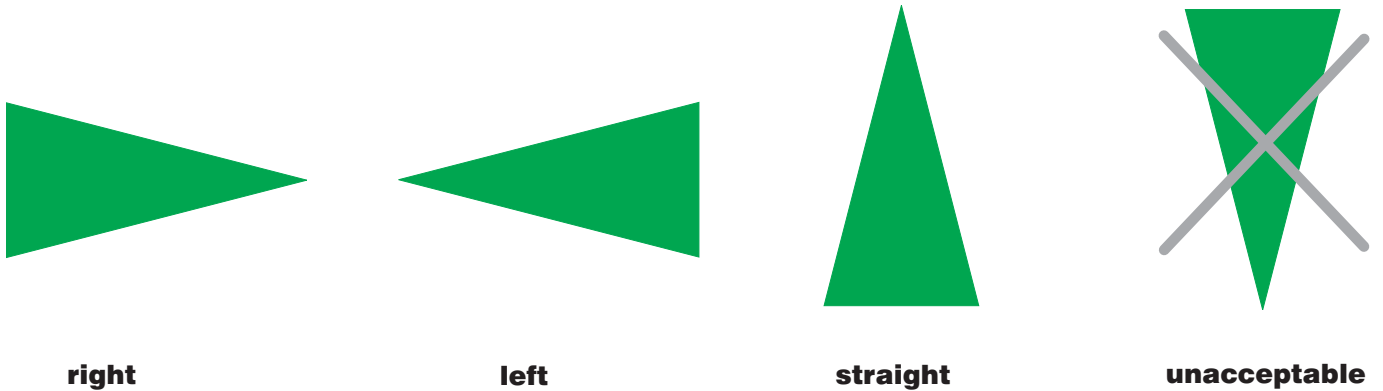


Bruce-Grey Trails Network
Identifier Sign

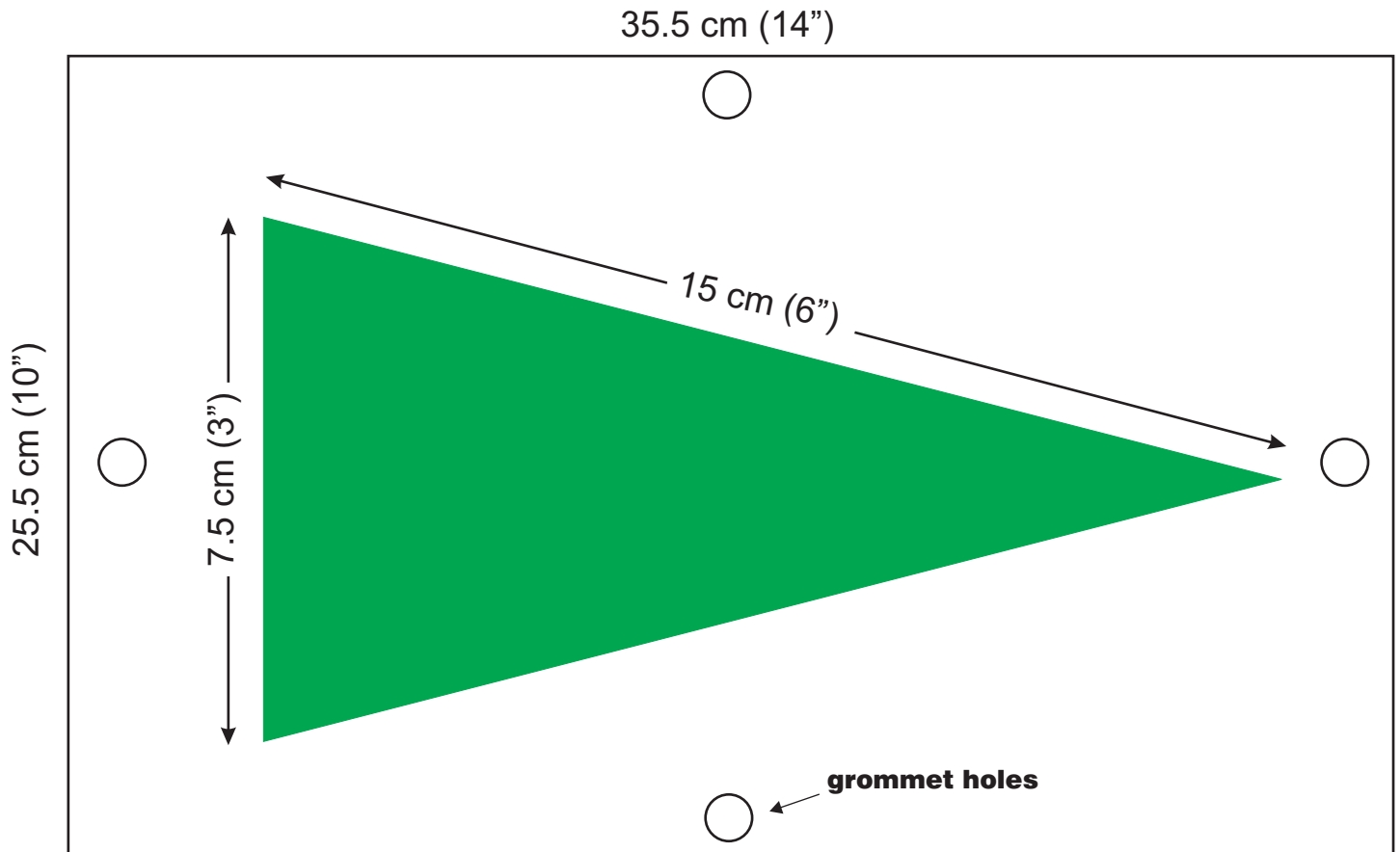
Figure 5

Directional Trail Markers

Placement of Markers



Directional Trail Marker Template



**Stencils can be secured by bungee cords or 1" cup hooks through grommet holes.
If change in trail direction occurs, use gray paint to fully cover existing arrow.**

Figure 6

Trail Use Sign Examples

Permitted
15cm x 15cm (6"x6")



Non-Permitted
15cm x 15cm (6"x6")



Considerations for outdoor sign materials:

- fade resistant
- scratch resistant
- fire resistant
- flexible (won't crack if bent, will recover its shape after bending)
- withstands extreme cold and heat (weather temperatures)
- spray paint and markers wipe or wash off easily
- pricing

Research appropriate materials for your needs, weighing durability versus price.

Appendix I

Partial Listing of Locally Used Sign Companies (as of 2003)

Austin Graphics
1198 2nd Avenue East, Owen Sound
1-800-265-6964
E-mail: austingraphics@bmts.com

Canadian Trail Markers
110 Centennial Road, Shelburne
1-800-563-0946
[Www.mccarthysigns.com](http://www.mccarthysigns.com)

Concept Signs & Marketing
R.R. #1, Owen Sound
1-800-361-0107
[Www.conceptsigns.com](http://www.conceptsigns.com)

Cool Signs
303 Princess Street, Shallow Lake
(519) 935-2146

Cox Signs
5 Industrial Road, Walkerton
519-881-1304
www.coxsigns.com

Fenton T. N. Signs
R.R. #1, Hepworth
(519) 935-2676

G. W. Signs
70 Grosvenor Street North, Southampton
(519) 797-5164

Grey County Sign Shop
R.R. #1, Clarksburg
519-599-3501
E-mail: gnicholson@greycounty.on.ca

Hooper Signs
240 Main Street S, Mount Forest
519-265-3881
E-mail: hooper@wcl.on.ca

Miller Photoplaques
Highway 6, Williamsford
519-794-4629
www.bmts.com/~plaques
www.plaques.ca/tols/components.html

Rutherford Signs
130 12th Street East, Owen Sound
519-376-5718
E-mail: signs@log.on.ca

Skyway Printing
624 12th Avenue, Hanover
519-364-4829
www.skyprinting.com

Southwestern Signs
9 Queen Street, Elmwood
519-363-3817
www.southwesternprocess.com

Tanner Signs
R.R. #3, Durham
519-369-3862
E-mail: tannsigns@on.aibn.com

Trim-Line Owen Sound
560 20th Street West, Owen Sound
(519) 376-6961

Vinyl By Design (VBD) Signs
647 Peirson Street, Port Elgin
(519) 832-3143

Vital Signs & Graphics
614 Barnes Street, Port Elgin
(519) 389-5209

Wildwood Signs
R.R. #1, Elmwood
519-364-1503
www.bmts.com/~drussell/wildwoodsigns/