



## **THIRD PARTY USE POLICY**

### **Background and Context**

The Cumberland trail network is largely situated on private forest lands owned by Timberwest Forestry Company and Comox Timber Ltd., with some trails situated on public lands owned by the Village of Cumberland. The United Riders of Cumberland (UROC) is a non-profit society that manages and maintains the trail network. While most of the trails have been built over many years by volunteer trail builders, access to the lands and the responsibility for the trails has been formalized through a management framework that includes a MOU with the Village of Cumberland and the private landowners, and license (access) agreements with the private landowners. These license agreements also transfer the liability of the Cumberland trail network to UROC.

In accordance with the management framework and license agreements, 3rd party event organizers and commercial operators must work with UROC and seek support prior to hosting events and/or operating on the trails, and before permits can be issued by the landowners or the Village of Cumberland.

### **Purpose**

As UROC holds the responsibility for managing and maintaining the trails within the network and assumes liability for access and use of the trails, the organization needs a process for engaging with 3rd party event organizers and commercial operators wanting to use the trails. There is also a cost to preparing and maintaining trails with these activities over and above regular (i.e. member or public) trail use.

This document is intended to provide guidance and expectations for organizations interested in holding events, and/or organizations conducting commercial (i.e. fee for service) guiding, coaching, leading group rides, filming, or paid media creation ("third party use") in the Cumberland trail network. All contributions received under this policy are invested back into the trail management and maintenance program.

### **Requirements for all Third-Party Use in the Trail Network**

#### ***Permits***

All third-party operators and event organizers must contact the private landowners and/or the Village of Cumberland regarding any permit requirements that they need to conduct their event or activity on the trails within the network. Please use the following contacts for permit information/application:



- For Timberwest lands, contact Mosaic Forest Management: <https://www.mosaicforests.com/access#recreationalaccess>
- For Comox Timber lands, contact Manulife Investment Management: [doxland@manulife.com](mailto:doxland@manulife.com)
- For Village lands, contact the Village of Cumberland: <https://cumberland.ca/community-event-application/>

### ***Insurance***

All third-party operators and event organizers must have a commercial general liability (insurance) policy for their event or activity including a coverage limit amount required by UROC and naming the 'United Riders of Cumberland' as an additional insured. Proof of insurance in the form of a Certificate of Insurance must be provided to UROC prior to any operations proceeding in the Cumberland trail network.

### ***Participant code of conduct***

UROC expects all participants of events and activities to conduct themselves according to the UROC code of conduct and to always show respect to other trail users and respect to the environment.

### ***Sustainability***

UROC encourages all third-party organizations to consider the ecological footprint of their activity, and to take all necessary steps to reduce it

### ***Trail uses financial contribution***

The Cumberland trail network is managed by UROC, and the trails are maintained through the hard work of a professional paid trail crew and many volunteers. In recognition of our efforts to manage and maintain the trails and to provide access to the network, it is expected that third party users make financial contributions to UROC. The amount of contribution will depend on the type of activity. See below for more information.

## **Requirements for Third-Party Event Organizers**

This section of the policy is aimed at organizers planning one-day or multi-day events such as bike races, running races etc., within the trail network.

### ***Event route***

Consultation and approval of the event route will include considerations of adverse weather, timing of the event, planned trail maintenance projects, sustainability factors and all other considerations. The organizer will provide the route at least 12 weeks prior to the event to provide enough time to approve the route. UROC will work collaboratively with the event organizer to ensure the approved route is prepared to the same high standard all trail users can expect throughout the managed network. Event organizers should report any trail safety concerns or significant issues.

United Riders of Cumberland

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### ***Event notices***

Will be posted at least one week prior to the event and meet the following criteria

1. The notices will have the event name and organizer name and contact details; Type of Event; Date(s); including set-up and teardown Trails in Use; and route map including start/finish and staging areas
2. The notices will be posted at the main entrances to the trail network including BMX Bridge Kiosk, 2<sup>nd</sup> street Bridge Kiosk, Yellow Gate Kiosk, Chinatown entrance
3. Event notices will also be provided to UROC in digital format for sharing on social media channels.

### ***Race route marking/flagging***

Courses can be marked/flagged a maximum of one week prior to the event. No permanent or semi-permanent (e.g., paint or flour) materials are to be used for course marking. Nailing and screwing course markings into live trees is prohibited. All course marking material should be removed by the event organisers and must be removed within 3 days following the event.

### ***Permits***

Once a letter of support from UROC confirming dates and the proposed usage has been submitted to the landowners the event organizer can then seek land access permits from applicable landowners and land managers.

### ***Access Gates/Vehicle access***

Gate keys can be issued with prior arrangement from the landowners for the proposed event following acquisition of an access permit from the landowner(s) and proof of insurance provided to UROC. Forestry road and vehicle use is subject to the *safe road use* procedures available during key sign out or by request from UROC.

### ***Trail use financial contribution***

It is customary and common practice for events to contribute to the immense amount of work that goes into ensuring a well-managed trail network. In recognition of the costs and time associated to manage and maintain the trails and to provide access to the network, it is expected that 3rd party events will contribute financially to UROC. The minimum contribution for an event will be \$6 per participant per day in the network. The exact amount will be determined negotiated with UROC based on but not limited to the following variables: type of event, scope and size, timing of the event (season), number of event participants, etc. UROC recommends that event organizers build this cost into event registration fees as a contribution towards ongoing trail management and maintenance.

## **Requirements for Third-Party Operators**



This section of the policy is aimed at 3rd party operators leading group rides, coaching sessions, filming, or paid media creation, within the trail network.

### ***Access Gates/Vehicle access***

Attaining the use of access keys or gaining and vehicular access is not permitted for third party operators leading group rides, coaching sessions, filming, or paid media creation users.

### ***Trail uses financial contribution***

Third party operators leading group rides, coaching sessions, filming or paid media creation and other similar operations are expected to contribute an annual fee or trail usage contribution. UROC and the operator will agree on a financial contribution that will align with projected trail user numbers and frequency prior to authorized use of the network.

## **Process for 3rd party event organizers and 3rd party operators**

**To engage with UROC regarding third-part use, please use the following process:**

1. By December 1, send an initial inquiry email to the attention of the UROC Executive Director for requests for the following calendar year and include the following information:
  - a. Proposed dates of the event or operations;
  - b. A summary and type of the event or operations;
  - c. Number of participants;
  - d. For events, provide proposed route map(s);
  - e. For operators, provide a proposed usage zone or area.
2. UROC will either support or not support the request based on date conflicts, or any other reason that UROC will provide the organizer/operator.
3. If UROC supports the event or activity, all organizers will complete the 3rd Party use form online agreeing to the terms of the Third-Party Use policy and trail use contributions.
4. UROC will then submit a letter of support to the landowners for the event or activity.
5. The organizer must then seek any required permits from applicable landowners and land managers.
6. Conduct event or operations in the trail network.
7. Make a trail use contribution on completion of the event or operations.
8. Forecast the next event or operations with UROC.

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