



## **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.

### **Intent**

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 User groups**

### ***Permits***

Once your event has sought confirmation of feasibility of proposed dates and proposed trail usage, UROC will submit a letter of support to the landowners at which point the event organiser can then seek land access permits from applicable landowners and land managers.

All third-party operators and event organizers must contact the private landowners and/or the Village of Cumberland to attain these permits. Event organisers cannot market, sell or proceed with any event planning until permits are confirmed and issued. 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 with a coverage limit amount of \$5million Canadian dollars 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 commencing in the Cumberland trail network.

### ***Event & Participant code of conduct***

UROC expects all participants of events and activities to conduct themselves according to the UROC code of conduct, rules and regulations and to abide by trail etiquette recommendations to other trail users in the Cumberland Network.

### ***Sustainability***

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

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

The Cumberland trail network is managed by UROC, and the trails are maintained by a professional paid trail crew and many volunteers. It is required that third party users make a financial contribution to UROC for trail management and upkeep and the provision of legal access to the private lands and municipal parklands. The amount of contribution will depend on the type of activity. See below for more information.



## **Requirements for Third-Party Event & Race 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.

### ***Insurance***

All third-party operators and event organizers must have a commercial general liability (insurance) policy for their event or activity with a coverage limit amount of \$5million Canadian dollars 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 commencing in the Cumberland trail network.

### ***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.

### ***Event route***

Consultation with UROC and approval of the event route is required. All routes must include contingency routes in case of adverse weather, forestry operations, planned trail maintenance projects, sustainability factors and any other considerations at that time. The organizer will provide the route at least 12 weeks prior to the event start date. 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 well in advance of the event.

### ***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 to local community.

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

Courses can be marked/flagged a maximum of three days prior to the event. No permanent 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 2 days following the event.



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

It is customary and common practice for events to contribute to the 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 \$8 per participant per day in the network. 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.

### ***Insurance***

All third-party operators and event organizers must have a commercial general liability (insurance) policy for their event or activity with a coverage limit amount of \$5million Canadian dollars 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 commencing in the Cumberland 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.

### ***Third-Party Trail Use Financial Contributions***

Third-party operators leading group rides, coaching sessions, filming, paid media creation, or similar activities are expected to provide a fair donation or trail usage contribution.

For **filming, media, or commercial content creation**, UROC and the operator will determine an appropriate financial contribution prior to authorization, based on the projected trail use, duration, and frequency of activity.

For **group rides and coaching sessions**, a suggested contribution applies as follows:

United Riders of Cumberland



- **\$8 per participant, coaching staff, and support staff** for groups larger than 20 persons.
- **\$10 per participant, coaching staff, and support staff** for groups smaller than 20 persons.

These contributions support ongoing trail maintenance, stewardship, and network sustainability.

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

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

1. Send an initial inquiry email to the attention of the UROC Executive Director for requests for the proposed event/session and include the following information:
  - a. Proposed dates of the event/session or operations;
  - b. A summary and type of the event/session or operations;
  - c. Number of participants;
  - d. For events/sessions, provide proposed route map(s) or trails included;
  - 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. Provide proof of insurance.
5. UROC will then submit a letter of support to the landowners for the event or activity.
6. The organizer may be required to seek permits from applicable landowners and land managers.
7. Conduct event or operations in the trail network.
8. Make a trail use contribution on completion of the event or operations.
9. Forecast the next event or operations with UROC.

United Riders of Cumberland

Box 960 Cumberland, BC V0R 1S0; [weride@unitedridersofcumberland.com](mailto:weride@unitedridersofcumberland.com); [www.unitedridersofcumbeland.com](http://www.unitedridersofcumbeland.com)