

**Project Deliverables as outlined in Section 2.0 of the Contract signed May, 2018:**

Successes

- A. Identify and create a database of user groups;
  - I. COMPLETE
    - i. Google Sheet of users, stakeholders, their affiliations and their contact information
- B. Build a communication forum and/or best practices for communication between user groups;
  - I. A Slack account was started for KORTS and members of the Trail Alliance to engage in ongoing conversations around the Trails Masterplan development. It offers the ability to capture information better and more consistently. It is expected that whomever will do the Masterplan consultation will have a forum with which to engage and track information from stakeholders.
  - II. Trail Alliance meetings and other Stakeholder meetings have been held throughout this contract and should continue as conversations evolve with CBT and the Local Government to determine funding and scope of the Masterplan.
  - III. Several emails and face to face meetings occurred between the Trail Coordinator and various user groups and stakeholders:
    - i. Local government: CAO, Mayor, RDCK Director, RDCK Park Planner
    - ii. Provincial government: Justin Dexter and Travis Mitchell, RSTBC
    - iii. Commercial Operators that use local trails: Mountain Trek, Shred Central
    - iv. Societies/user groups: Rail Trail Society, Horse Riding Club, Dirt Bikers, iDIDaRide
    - v. Kaslo Chamber
- C. Coordinate with the greater community to help to facilitate acceptable trail development;
  - I. COMPLETE:
    - i. Recognize and recommend the Trail Alliance engage with (hire, submit RFP) for a Trail Designer/Developer - a firm that is recognized for trail planning and development in addition to appropriate stakeholder consultation. Planned trails with an appropriate development phasing/staging allows for constant review of KORTS and the Alliance's capacity to maintain trail and other assets.
    - ii. Connected the summer trail crew with a professional builder that was hosting a trail building and development workshop in Nakusp (IMBA Canada);
    - iii. Attended IMBA Canada BC Council meeting in Whistler, BC to network and connect with the broader trail community; allows for support from other communities.
    - iv. Attended a CBT Trails symposium; connected with the regional trail user groups to learn of issues and solutions in their communities (and how we can do our best to prevent them here).
- D. Liaise with event organizers, local and provincial governments during this term;
  - I. COMPLETE:
    - i. I have helped to transfer/continue planned meetings with KORTS and the Trail Alliance; eg. November 19<sup>th</sup>, 2018 North Kootenay Lake Shared Services Committee meeting with RDCK staff, elected officials and

- Village of Kaslo staff and elected officials.
  - ii. Meeting with CBT rep for North Kootenay Lake region
  - iii. Supported iDIDaRide during their application for their annual fundraising event; consulted with them on their priorities for 2018's event as well as future events
- E. Identify funding sources (existing and future);
  - I. COMPLETE:
    - i. Secured a commitment from RDCK for \$30,00 Trail Infrastructure;
    - ii. Have engaged with LG and Chamber to identify the need to recognize trails as significant economic drivers as well as resident attraction; there is significant potential in the Kaslo area for superior trail development
    - iii. Have engaged with and started a positive conversation with Columbia Basin Trust for funding support for a Trail Masterplan. There is forward momentum and financial support is likely with continuing conversation on identifying KORTS/The Trail Alliance's goals and projected outcomes of the project.
    - iv. Provided information and application for the ICI Grant for additional infrastructure development.
- F. Develop GIS database of existing trails with defining attributes such as maintenance priorities, trail types, etc.;
  - I. COMPLETE:
    - i. In addition, have been updating Trailforks' data to be more accurate; created administrative accounts for select Trail Alliance/KORTS Directors.
    - ii. Have developed an ArcGIS Online map for stakeholder continuing conversation and planning around trails, proposed cutblocks, wildfire treatment/prescriptions, etc. NOT FOR PUBLIC CONSULTATION/USE as it contains trails that should not be publicized.
- G. Through consultation with the community, user groups and local and provincial government, begin to develop a GIS database of potential future trail development;
  - I. COMPLETE - see ArcGIS online map and PDF map
- H. Develop trail signage plan standards;
  - I. COMPLETE - Draft plan submitted to the Trail Alliance Committee on October 23, 2018
- I. Research and provide guidance on the budget and timeframe for a Trails Masterplan;
  - I. COMPLETE - See Action Plan
- J. Liaise with Trail Crew Supervisor for 2018 trail work
  - I. COMPLETE - several emails, face to face meetings and phone calls throughout the season.

### Successes & Lessons Learned

The North Kootenay Lake Trail Coordinator position grew out of the realization that there were multiple trail users and administrative groups that were seeking to develop and maintain trails in the surrounding area of Kaslo and Electoral Area D. Development was happening without appropriate consultation amongst the different user groups, woodlot operators, private property owners, etc. Kaslo and area is in the relatively early stages of trail development. Although there are dedicated trail builders that have been building and maintaining trail for years, it has been only a select few. So due to its relative "infancy" in development, we - as trail enthusiasts - recognize the ability to develop right without causing significant conflict or environmental or social degradation.

Like other communities, KORTS and the Trail Alliance recognized that one point of contact to engage with various user groups and local/provincial government as well as funding providers was going to help to bring knowledge and awareness to everyone.

During my position as coordinator, I was able to meet and discuss/promote trail development, use and impacts to all the users and stakeholders (listed above). It took many conversations and engagement (reiterations) to begin for others to recognize the role of a coordinator and now, toward the end of this contract, I have effectively secured funding with local government for more development and potentially providing support (dollar and/or professional) for a Trail Masterplan. I sincerely believe that consistent meetings and messages helped to establish a relationship of trust that the trail community wants to develop sustainably. In addition, many funding providers prefer to maintain contact with one person as opposed to a handful of people who might also be competing with each other for funds.

Two other major successes of this position was the creation of a Sign Plan and the field data collection and consolidation of the trail inventory as well as the other trail assets like culverts, bridges and signs. I collected documents, created maps and other information and have organized it on a Google Drive account. Much of the information that has been gathered will support a consultant or other team for a Trail Masterplan.

### **Lesson #1 - Communication!**

What I believe was difficult with this position is that many didn't fully understand the role of the coordinator, mainly because it was new. Regardless of how much I reached out to the community and the Board (KORTS and the Trail Alliance), I also needed them to reach out to me. I believe that if this position is going to exist again, there will be more of an understanding of the role of the Coordinator, however, consistency is key to this.

KORTS and the Trail Alliance group are hard-working, driven individuals. They were not always inclusive with the Coordinator in their conversations, thoughts and plans. I believe it comes down to the fact that the Board is used to being a "working board"; trusting consultants/employees can be a hard leap for working boards. I believe that over time and perhaps with better communication and identifying each person's roles and responsibilities from the start - this could be different.

I often sought advice throughout my role from other Trail organizations/societies as well as another colleague in a Trail Coordinator position. For the next position, I would encourage the Board to connect with these societies as well - to learn how they can develop the most effective Board-Coordinator relationship.

I tried to engage the Board and other users through a project management application called Slack. I felt it would be better than facebook and email as I was trying to encourage more frequent communication where everyone could be involved as well as the ability to track conversations and ideas. I learned that most did not want to use "another social media application." As much as I tried to streamline trail conversations into one place - it didn't prove to be an effective tool.

### **Lesson #2 - Data Collection and integration**

I spent over 100 hours of my own time (in addition to close to 80 hours of subcontractor time) prepping for and collecting field data for the trails inventory as well as the post field collection editing. Too much time was spent in post-collection editing; if I had spent more

time on pre-field collection (developing the Avenza schema, empty ArcGIS database, etc.), I could have saved time during the post-field editing.