



Schedule H OPERATING PLAN

Attachment to the Agreement with **Bulkley Valley Cross Country Ski Club (BVCCSC)**
for Partnership Agreement No. **PA14DSS-04**

Bulkley Valley Nordic Centre, within REC 98586

Operating Plan, 2022-2026

March 27, 2022

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CLUB MANDATE / BACKGROUND

The Bulkley Valley Cross Country Ski Club (“BVCCSC” or “the club”) is a not-for-profit society established under the Society Act in 1984. The purpose of the society is to promote community participation in the healthy outdoors lifestyle of cross-country skiing in the Bulkley Valley by:

1. encouraging recreational cross-country skiing;
2. developing and maintaining the Nordic and biathlon facilities at the Bulkley Valley Nordic Centre;
3. offering and promoting cross-country skiing skill development programs for children, youths and adults;
4. offering and promoting athlete development programs for cross-country ski racing and biathlon; and
5. organizing and hosting cross-country ski and biathlon race events.

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The BVCCSC is not designated as a “member-funded society”, meaning that it can accept public and outside funds to help support operations.

BVCCSC, in partnership with Recreation Sites and Trails BC, operates the Bulkley Valley Nordic Centre, located within the Wetzin’kwa Community Forest, west of Smithers on the Hudson Bay Mountain Road. The Nordic Centre is within the traditional territory of the Cas Yex/Grizzly House within the Gitdumden (Wolf/Bear) Clan of the Wet'suwet'en Nation.

The Nordic Centre has 52 km of ski trails of which 5 km is lit and over 10 km is dog-friendly. (A map of trails to be groomed is available at <http://www.bvnordic.ca/trails-and-facilities/map/>.) The club owns a fleet of machines and several buildings located on a long-term licence of occupation at the Nordic Centre. Although owned by the club, these assets serve essential roles in providing a safe and enjoyable skiing experience for the public and club members. They are therefore included in this operating plan. The club offers skill development programs and events which are operated under the policies and standards of Cross Country BC and are not addressed in this operating plan.

TERM

This Operating Plan covers the five calendar years from 2022 to 2026. The club will review the plan annually and any necessary updates will be submitted prior to April 1 annually. The ski season is typically from November through early April. Maintenance and improvements occur at various times both in- and off-season.

KEY PERSONNEL

The club’s board of directors provides oversight and direction for the club’s programs. Each program has a responsible director, delegated decision-making and a program budget within the overall club budget. Directors and areas of responsibility change from time to time. Current directors and their areas of responsibility are available at <http://www.bvnordic.ca/about-our-club/executive/> Policies and procedures are available at <http://www.bvnordic.ca/about-our-club/club-handbook/>.

Directors with responsibilities under this Operating Plan include:

Position	Permanent Email	Current Director (2022)	Current Contact
Club President	chair@bvnordic.ca	vacant	ben.forsyth@bvnordic.ca 778-210-0696
Past President		Ben Forsyth	ben.forsyth@bvnordic.ca 778-210-0696
Director of Nordic Centre Operations	operations@bvnordic.ca	Steve Osborn	steve.osborn@bvnordic.ca 250-877-8595
Trails Coordinator	trails@bvnordic.ca	Kevin Kriese	kevin.kriese@bvnordic.ca 250-877-2144
Secretary	secretary@bvnordic.ca	Anne Harfenist	anne@bvnordic.ca

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PUBLIC INFORMATION

Public information on current trail and facility conditions and club programs and events can be found on the BVCCSC website: www.bvnordic.ca. Updates are also posted on the club Facebook page: <https://www.facebook.com/bvnordic/>.

We supply free maps in paper, online and georeferenced pdf formats. Trail map signs are at all major trail junctions.

The public is invited to submit questions and comments to specific directors or to a general address: feedback@bvnordic.ca.

SAFETY

Hazard Abatement:

BVCCSC will conduct a thorough inspection in the fall prior to the operating season. During the operating season, the trails are inspected regularly by the groomer operators. Hazards will be flagged or signed if the operator cannot deal with it immediately.

Hazards discovered by users can be communicated to any club official or sent to BVCCSC at the feedback email address shown on the website feedback@bvnordic.ca.

Hazard	Description	PA Requirement / Policy	Mitigation Strategies	Action Items
Danger Trees and Blowdown	Most beetle killed trees harvested in recent years. Dead trees at junctions have been cut. Still some dead trees along some trail sections. Blowdown (live and dead) occurs throughout the season.	See Schedule B of PA. Note: RSTBC Policy for danger tree management is an annual assessment of "stopping points" by a certified Danger Tree Assessor as coordinated by RSTBC.	*Provide chainsaw and PPE for groomer operators and mowers to cut blowdown as they groom. *Volunteers keen to help with bucking out blowdown must be assessed by BVCCSC as qualified as per Sch. B. *Annually, the club identifies areas for falling deadfall by wildfire crews	*Send request to RSTBC for annual assessment of stopping points for danger trees. *For standing danger trees, use certified faller or send request to RSTBC with map and kml locations.

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Hazard	Description	PA Requirement / Policy	Mitigation Strategies	Action Items
Crossings & Water	<p>Numerous culverts installed to improve drainage. Bridge crossing are, in general, solid and wide.</p> <p>Two bridges (log culverts) east of junction D on Pine Creek trail are near end-of-life.</p> <p>Pine Creek swamp crossing (jct E to F) was permanently closed in 2021 due to risk of open water or thin ice.</p> <p>The creek crossing on 5 km cut-off (jct C-G) has a risk of open water or thin ice.</p>	See Schedule F, Operational Standards, Cross Country Ski Trail	<p>*All crossings and culverts monitored regularly by the groomer operator and NC director.</p> <p>*Swamp bypass proposed for 2022.</p> <p>*Inspect bridges and culverts annually.</p>	<p>*If risk of open water or thin ice, trail sections will be signed as closed on both ends and noted on website.</p> <p>*Build swamp bypass trail to replace swamp crossing (2022)</p> <p>*Install culvert on 5 km cut-off (2022).</p> <p>Replace two bridges on Pine Creek trail (2022).</p> <p>*Plan to replace other bridges and culverts before end-of-life.</p>
Hudson Bay Mountain Road and parking lots	<p>Parking provided well off of HBM Road.</p> <p>Grooming machines cross HBM Road near the lower parking lot.</p> <p>A secondary crossing (West Connector) is used by skiers and grooming machines.</p>	MoTI Policy See Schedule F, section 4	<p>*Trail signage and grooming directs skiers to use the tunnel from/to the lower parking lot.</p> <p>*MoTI approved signs on HBM Rd to warn drivers of groomer crossings.</p> <p>*Lower parking lot was expanded and signed to increase capacity.</p>	<p>*BVCCSC will take down groomer warning signs at end of ski season and repave prior to ski season.</p> <p>*Plow parking lots regularly after snowfall</p>

Closures

Closures may occur due to a significant trail hazard or active logging on the trail system. Any planned closure will be advertised ahead of time on the website, on Facebook and in email announcements. Logging closures will also be posted on site in cooperation with Wetzinkwa Community Forest Corporation.

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Accident Management

Cross-country skiing is an inherently risky sport with potential for physical accidents and lost skiers. All skiers ski at their own risk – this is part of the purchase agreement for day or season passes. Signs are posted to that effect.

The club maintains safety equipment at the Nordic Centre for use by anyone in need. Club members are encouraged to become familiar with the equipment and emergency procedures so they will be able to self-rescue or assist others in an emergency. Detailed safety information is available on the Safety Information page of the BVCCSC website: <http://www.bvnordic.ca/trails-and-facilities/safety-information/>. An Emergency Action Plan, Search Procedures and Emergency Contact Numbers are posted near the telephone on the first floor of the lodge.

At the beginning of each ski season, emergency kits with first aid supplies and blankets are placed throughout the trail system in locations noted on the trail maps. The day lodge has a first aid room, an automated external defibrillator and an emergency phone.

An emergency snowmobile and rescue sleds are available to anyone competent to use the machine. Snowmobile helmets are stored in the furnace room.

The Biathlon Range Safety Plan is available on the Safety Information page of the BVCCSC website at: <http://www.bvnordic.ca/trails-and-facilities/safety-information/>

Maintenance

BVCCSC will follow the PA for trail and infrastructure maintenance and, specifically, Schedule F, Operational Standards.

BVCCSC understands that the requirements listed in the PA are in place to promote public and volunteer safety and must be followed in consideration of Liability. **If BVCCSC is struggling to meet these requirements, BVCCSC will ask RSTBC for help.**

BVCCSC understands that damaged or worn / unsightly infrastructure and signage can have an significant impact on how the site is respected and, therefore, will be reported to RSTBC if there is a need for fixing or replacement.

BVCCSC understands that significant snow load on kiosks, outhouses and other structures can result in the structure failing. BVCCSC will make sure to monitor snow load and remove snow as required.

Volunteer Safety

Volunteer safety is a priority for the club. The club will follow the safety-related requirements in the PA Schedule B including section 6 Certification, Training and Qualifications, Section 5 Record Keeping and Section 7 Accidents and Incidents.

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PRIORITIES

Partnership Agreement Deliverables, Annually

Timeline	Deliverable	Description	Responsible club official
Before Jan 15	Engagement Summary	Volunteer hours	Anne Harfenist, Club secretary
By Dec 15	Annual Report	list what completed	Anne Harfenist, Club secretary
After club fiscal year-end Jun 30	Revenue & Expense Report	See PA Schedules D and E	Anne Harfenist, Club secretary
By April 1	Operating Plan	Review annually and update if needed. Replace at end of term	Anne Harfenist, Club secretary Steve Osborn Director NC Operations

Annual Priorities / Maintenance

Timeline	Tasks	Description	Responsible club official
Oct-Novr	Start-up checklist	Seasonal start-up tasks https://bvnordic.ca/about-our-club/club-handbook/	Jan Wengelin, General Manager
Oct-Nov	Lodge supplies	Check and replenish 1 st aid supplies, AED pads, water testing, cleaning supplies	Jan Wengelin, General Manager
Late fall	Workbees	Firewood, lodge maintenance, hand brushing	Jan Wengelin, General Manager
November	Machine maintenance	Ongoing	Jan Wengelin, General Manager
Summer & fall	Trail mowing	All trails are mowed every one to two years depending on the level of brush.	Kevin Kriese, Trails Coordinator
November & April	Signage maintenance	End of season, remove groomer warning signs from HBM Road. Remove map signs from public logging roads. Cover other map to protect from fading. Move Kiosk to avoid vandalism. Pre-season, replace/uncover maps, move kiosk to lower parking, check all signage	Jan Wengelin, General Manager
November & April	Gates	Open and close gates and cables at beginning of season. Ensure gate signs are visible.	Kevin Kriese, Trail Coordinator

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Short-term Goals (authorizations in place or not required)

Timeline	Deliverable	Description	Authorization in place	Responsible club official
Spring-summer 2022	Tracksetter garage and machine sheds	Complete garage, construct attached storage shed, upgrade old sheds	Building permit, Lic of Occupation	Jan Wengelin, General Manager (Garage leads: Stephen Howard & Brant Dahlie)
Summer-fall 2022	Trail improvements	Replace Pine Cr bridges, improve drainage, surfaces, At least \$15,000 of club funding confirmed.	bridges WSA approved	Kevin Kriese, Trails Coordinator
Summer 2022	Update WCF MoU	Update MoU with Wetzin'kwa Community Forest	n/a	Steve Osborn, Director NC Operations
Completed early 2021	Groomer for quad	Purchase Tiddtech G2 groomer for quad	n/a	Kevin Kriese, Trails Coordinator
Completed summer 2021	Mower for quad	Improve ability to mow with volunteer operators who can safely operate a quad. Funding dependent;	n/a	Kevin Kriese, Trails Coordinator

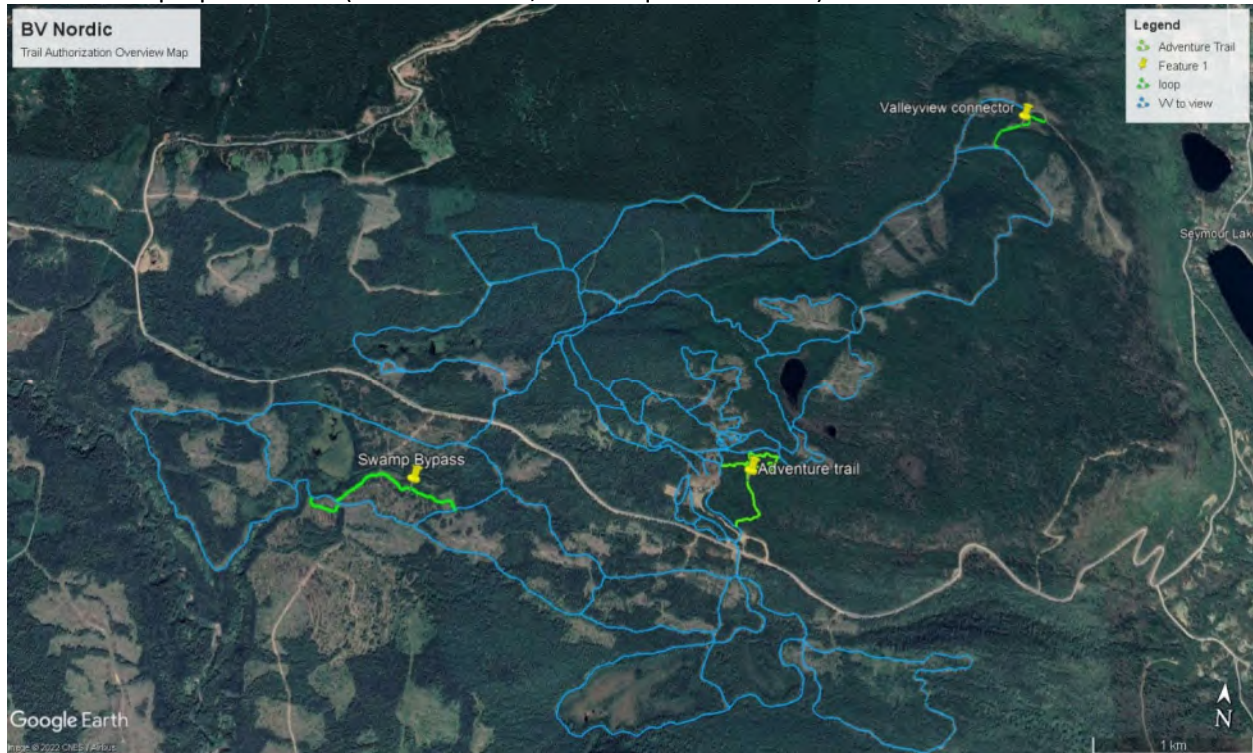
Project-based Goals (require authorization)

Timeline	Deliverable	Description	Authorization Needed	Responsible club official
summer-fall 2022	Swamp bypass	New trail to bypass swamp and replace 5 km cut-off (see map below) Dependent on funding and approval	Application made for s57. Consultation initiated WSA approved	Kevin Kriese, Trails Coordinator
Prior to 2025	Trail Improvements	Priority trail upgrades (Valleyview connector and Adventure trail, see map below) Dependent on funding and approvals	Application made for s57. Consultation initiated	Kevin Kriese, Trails Coordinator

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Overview of proposed trails (from March 13, 2022 request to RSTBC).



OPERATIONAL STANDARDS

The PA lists trail standards are listed in Schedule F. In addition, the club is continually improving operational procedures to provide safe and enjoyable ski experience. See our Operating Guidelines at <https://bvnordic.ca/about-our-club/club-handbook/>

Trails

- Existing trails have been cleared to at least five metre clearance.
- Trails are annually brushed and deadfall is removed from the trails during the summer months. Culverts are inspected during freshet and cleaned as necessary. Trails are inspected and cleared of any hazards at least weekly during the ski season.
- All trails are groomed for both skate and classic skiing with a Piston Bulley tracksetter or Ginzu groomer. Grooming is carried out when conditions warrant and after every major snowfall.

Facilities

Facility maintenance is carried out under the director of operations and major projects are subject to board approval.

A facility maintenance plan is carried out annually; it includes necessary inspections, repairs, upkeep and upgrades of the lodge and associated sewage and water systems, caretakers' house and associated systems, outbuildings, lighting systems, access roads, parking lots, gates, signage, communications systems, machinery and biathlon range.

The lodge kitchen and water supply is subject to annual inspections, permits and periodic water tests.

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Wood burning appliances were all installed according to manufacturers' instructions and all required clearances have been met. All are regularly inspected and cleaned. Firewood is collected in the summer and/or fall and stored under cover to ensure dry burning wood.

LONG-TERM PLANNING

The club regularly updates a Management Plan and makes it publicly available on the website. (Section B - Operations on the Bylaws, Policies & Plans page: <https://bvnordic.ca/about-our-club/club-handbook/>) The plan describes how we structure our various programs and sets out our priorities and strategies. The management plan is shared with RSTBC but it is not intended to be a document of the Partnership Agreement.

The club undertakes long-term planning for its trails network. The latest plan and any updates are posted on the website at <https://bvnordic.ca/trails-and-facilities/trail-plan/>

STAKEHOLDER OUTREACH

Coordination with Wetzin'kwa Community Forest

The BVCCSC has a Memorandum of Understanding Respecting Forest Harvesting Activities and Ski Club Operations within the Bulkley Valley Ski Club Operating Area (2009) with the Wetzin'kwa Community Forest Corporation (Section D - Agreements on the Bylaws, Policies & Plans page: <https://bvnordic.ca/about-our-club/club-handbook/>). The MOU details how the BVCCSC and Wetzin'kwa cooperate and collaborate on forest harvesting, protection, silviculture and the promotion of cross country skiing. Steve Osborn, director of Nordic Centre Operations (operations@bvnordic.ca) is BVCCSC's primary contact with Wetzin'kwa Community Forest. Steve will be assisted by Kevin Kriese for matters related to trail development. Brant Dahlie will continue to assist with club-Community Forest liaison by reviewing planned operations and ensuring that forest management activities within the area are implemented in a manner that is accommodating of both parties' interests.

First Nations

The Bulkley Valley Nordic Centre is within the traditional territory of the Cas Yex/Grizzly House within the Gitdumden (Wolf/Bear) Clan of the Wet'suwet'en Nation. BVCCSC relies on RSTBC for formal consultation related to Nordic Centre operations. BVCCSC has expressed interest in working with the Cas Yex house to ensure access to the trail system, to engage early regarding any new trail proposals, and to explore ways to incorporate Wet'suwet'en trail names and interpretive signs.

Trapper consultation:

There is an active trapline, owned by Bernard Baptiste. The club has communicated with Mr. Baptiste when we installed gates on the trails and provided him with a copy. He does not actively trap on our trails during the winter season. When we update our trail plan, we will communicate with Mr. Baptiste to ensure our trails do not interfere with his interests.

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MANAGEMENT OF RESOURCE VALUES

Water Sustainability Act (WSA):

The WSA is the authority for working in or around water. RSTBC asks that we review and understand the information found here: <https://portal.nrs.gov.bc.ca/web/client/-/change-approval-for-work-in-and-about-a-stream>

Environmental Goals and Strategies

The following is based on the club's [Management Plan](#) which has environmental goals and strategies which guide other club plans and priorities:

Take Care of the Environment

- Construct and maintain trails to maintain natural drainage patterns and avoid sedimentation of water sources

Strategies:

- All stream crossings are built to the same environmental standards as forest roads. Fish bearing streams are known from mapping made available by Wetzin'kwa Community Forest and open log culverts are used for crossing these.
- Annual inspection of trails is undertaken to ensure culverts are properly functioning.
- All trails are grass-seeded the year following construction to reduce potential for surface erosion.

- Reduce potential for a fuel spill from tracksetting

Strategies:

- A fuel tank was installed in 2018 with a proper fuel spill catch membrane underneath it. The Club maintains a supply of absorbent cloths on hand to catch minor spills if they occur.
- A new tracksetter garage will have a concrete foundation with an embedded drain system that collects and separates any contaminated melt-water.

Plan for a Changing Climate

Climate change in this area is expected to result in warmer winters and increased winter precipitation. Projections indicate significant variation from year to year including the possibility of more rain events in the fall, later onset of winter, and periodic fall droughts.

- Adapt trails to allow skiing on a shallower snowpack

Strategies:

- Improve the trail base to allow skiing on a shallow snowpack. This includes grading of trails, improving drainage and frequent mowing of early-season trails. At this point, approximately 25 km of trails meet a reliable early season standard. Proposed works will increase this with a goal of having over 40km of trails suitable for early season skiing.
- With Wetzin'kwa Community Forest, explore opportunities to expand trail system upward on the mountain as part of any planned logging in the area.

- Adapt grooming equipment and grooming protocols

Strategies:

- The club has upgraded grooming equipment to increase capability to trackset in low snow conditions.

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- Implement early season operating procedures, such as early track packing and low-snow tracksetting using roller and Ginzu groomer.
- Over time, reduce then eliminate the carbon footprint of our operations

Strategies:

- In the near term, reduce fuel consumption by adopting a “minimum tool” principle that prioritizes smaller, more fuel-efficient grooming equipment in snow conditions where a good quality skiing experience can still be achieved.
- Any additional equipment should increase our minimum tool capacity.
- Plan for eventual conversion or replacement of grooming equipment with electric or low carbon fuel.
- Trial use of electric-powered snowmobile to begin in 2022/23 season.
- Until feasible electric or low carbon alternatives become available, retain existing equipment to reduce the “embodied carbon” that comes from manufacturing new machines.

FUNDRAISING

Trail fees

The Club collects trail use fees (season passes and day tickets) in accordance with the PA and the October 11, 2018 determination of fees by Recreation Sites and Trails BC which set the following maximum rates:

	Season Pass (max fee)	2 Week Christmas Pass	Day Pass
Adult (19+)	\$140	\$75	\$15
Youth (9-18)	\$45	n/a	\$10
Child (8 and under)	Free	n/a	free
Family (immediate family and students to 24 yrs)	n/a	n/a	\$30

Notes:

- Season pass is available to club members. Anyone can become a member by registering and paying a membership fee. The membership fee includes fees determined by Cross Country BC and is outside the control of the club.
- The club may offer discounts on season passes to encourage early registrations or other purposes.
- The club may offer discounts on day passes for large groups, schools, etc.
- Season pass is only available through online registration and is subject to online processing fees which are outside the control of the club.

The club maintains financial records in a way that ensures trail use fees are only applied to the cost of operating the Nordic Centre. In years where there is an operational surplus, it is added to specific capital projects or to a contingency reserve fund which is used for major repairs and upgrades of Nordic Centre assets.

Surplus from Club Programs

From time to time, the club may allocate surpluses from other club programs (events, memberships, skill development) to support the Nordic Centre’s capital projects or contingency reserve.

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Grants

The club regularly applies for grants to support Nordic Centre's capital projects which have been identified as priorities in our Management Plan. In recent years we have received grants for the Nordic Centre from Wetzin'kwa Community Forest, Northern Development Initiative Trust, Gaming, Rural Dividend, Gas Tax Fund (RDBN).

Sponsorship

Sponsorships from local businesses will be encouraged within the term of this operating plan.

Member Fundraisers

Our 2021-2022 fundraiser was extremely successful. It raised \$15,100 for bridge replacements on the Pine Creek trail. A previous member fundraiser paid for our tracked quad (\$22,000) and also contributed to our tracksetter garage project. Future fundraisers will provide opportunities for members to continue support for the Nordic Centre. Member fundraising is now managed through Nordiq Canada, which is a registered charity. This allows the member to direct funding to the club, and receive a tax receipt.

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APPENDIX - Updates to Partnership Agreement

The following information provides updates or clarification that is consistent with the intent of Partnership Agreement No. PA14DSS-04 and with associated approvals.

Agreement Holder Representative

Currently (2022) the position of president of the Bulkley Vally Cross Country Ski Club is vacant. Ben Forsyth, past president, has agreed to act as president when needed:

Ben Forsyth

Ben.Forsyth@bvnordic.ca

Schedule A – Agreement Area

The agreement area has been modified since 2014 with trail approvals and RSTBC's revised recreation site boundary (proposed as of 2021). The current trail network of groomed trails is indicated on the map posted at <https://bvnordic.ca/trails-and-facilities/map/>. At the end of this appendix is a map of the Nordic Centre's trail network. Kml files are available on request.

Schedule B - Services

Section 4 Services, Under the heading Public Services/Outreach, "monitor visitor use" is assumed to refer to "skier use" as we do not monitor all visitors. Also, while we do track day ticket sales, and season pass sales, we can only estimate number of skier visits from season pass holders.

Under the heading Public Services, "monitor snow depth and conditions" is assumed to refer to general monitoring for the purposes of grooming trails and not to the avalanche related snow monitoring listed in item 8 of section 6. Certification, Training and Qualifications.

Schedule D - User Fees

Current approved fees and other funding information are set out in the Fundraising section of this Operating Plan.

Schedule F – Operational Standards

The Standards and other sections of the operational plan clarify or enhance the provisions in Schedule F.

Updated Provincial policies are at <https://www2.gov.bc.ca/gov/content/sports-culture/recreation/camping-hiking/sites-trails/program/maintenance-development>

Schedule G - Structures:

Regarding the structures owned by the Province, the club maintains the lower parking lot outhouse and the Biathlon range outhouse during ski season as needed. The Goldeneye Lake outhouse is not used or maintained by the club. Our understanding is that it was intended for use of hikers on Goldeneye Lake Nature Trails.

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Regarding the structures owned by the agreement holder:

- All of the club-owned structures are located on licences of occupation
- Item 6 Biathlon hut has an associated shed 12'x16' and a biathlon range facility with targets.
- Item 7 refers to 4 outhouses at the staging area. Actually, the lodge has 2 indoor toilet rooms and 2 nearby outhouses
- Item 9 Concrete Underpass is owned by the Province (MOTI). The club contributed to its installation and maintains it during the ski season.

Schedule H – Operating Plan

The content of schedule H is outdated (e.g. outdated emergency contact numbers) and should therefore be totally replaced by this Operating Plan.

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