Bralorne Adventure Lodge

Management Plan

Prepared for:
Squamish-Lillooet Regional District

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The Bralorne Adventure Lodge is situated within the unceded territory of the Xwísten and St'at'imc Nations. We respectfully acknowledge their stewardship of this land and the enduring relationship that exists between Indigenous peoples and their territories. We recognize the significance of the past, present, and future contributions of Indigenous peoples to the land and the community. As we enjoy the beauty of this area and engage in outdoor activities, we strive to be mindful of our impact on the environment and to honor the ongoing presence and contributions of the Xwísten and St'at'imc Nations.

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1 Context & Background

1.1 Project Context

The Bralorne Adventure Lodge has operated since 2015 as a year-round tourist accommodation and community hub for recreational users in the Upper Bridge River Valley. If rezoning and OCP amendment is adopted, the Lodge will expand accommodations on its property to include:

Conversion of Existing Dwelling: The principal residential building will be formally converted into a lodge/tourist accommodation with four guest rooms (up to 8 guests).

Guest Cabins: Six fully serviced cabins are proposed within a designated development area (reduced from eight, with two removed due to neighbour concerns).

Accessory Uses:
- Garage/Maintenance building including common washroom/shower facilities. Caretaker suite above a garage (for on-site management presence).
- Accessory amenity buildings (sauna, new gazebo, hot tub – as approved by Interior Health).

Revised Property Access: To comply with SLRD requests, one driveway entrance and the road adjacent to the baseball diamond will be decommissioned. Meaning that all vehicles will enter/exit the property from a single access point. This change will further provide privacy between the Bralorne Adventure Lodge and neighbouring properties.

Since the initial submission of the OCP amendment and rezoning applications, the proposal has been revised to reduce the number of cabins from eight to six. This change responds directly to SLRD and community concerns, and ensures a stronger buffer—through increased separation and landscaping—between the proposed tourist accommodation and neighbouring residential properties.

1.2 Purpose of the Management Plan

The purpose of this Management Plan is to outline the policies, procedures, and mitigation measures that Bralorne Adventure Lodge will implement to ensure:

- Full compliance with SLRD bylaws, zoning, and provincial regulations.
- Respect for neighbouring residents and the Bralorne community.
- Safety and security of guests, including awareness of flood and wildfire risks.
- Sustainable, year-round tourism operations that support community well-being

1.3 Guiding Principles and Regulatory Requirements

This Management Plan was developed in alignment with the following regulatory requirements and guiding principles:

- SLRD zoning and building bylaws, including: zoning (C7 – Tourist Commercial 7 Zone, if adopted), building bylaw, and business licence requirements. The development will adhere to:
    - Tourist Commercial zone conditions established through rezoning.
    - Adhere to all occupancy and building code limits established by permits.
    - Only approved No expansion of units, bedrooms, or amenities without prior approvals.
- Electoral Area A Noise Regulation Bylaw applies, which:
    - Establishes quiet hours.
    - Prohibits loud or unreasonable noise that disturbs neighbourhood peace.
    - Enforceable by complaint—bylaw officers can issue tickets if violations are verified.
- Fire Services Bylaw (applicable volunteer service area): compliance with fire safety inspections and fire bans.
- Meet provincial Short-Term Rental Accommodations Act (STRAA) registration and operational rules.
- Compliance with Public Health Regulations.
- Ensure the safety, comfort, and well-being of guests and neighbours.
- Uphold the Lodge's reputation as a trusted and responsible tourism operator.

2 Tourism Accommodation Business Plan

2.1 Mission & Objectives

Mission: The Bralorne Adventure Lodge will deliver a unique tourist accommodation in Bralorne that allows guests to retreat into nature, explore the rugged landscape, and experience sustainable business practices.

Objectives:
- Provide economic development opportunities for the local community.
- Operate in full compliance with all SLRD bylaws, including noise regulation, orderly conduct, and waste management.
- Implement sustainable business practices, including wildlife-proof waste systems and FireSmart strategies.
- Establish the Lodge as a sought-after retreat for outdoor adventure, wellness, and community-based tourism.

2.2 Target Clientele

Our guests are primarily individuals, families and small groups seeking short-term accommodation for:

- **Adventure tourism**, including backcountry skiing, snowmobiling, hiking, and mountain biking.
- **Rest and retreat** in a quiet, natural setting.
- **Wellness and reconnection** with nature, supported by therapeutic services.

Guest profiles will resemble those of boutique hotels or tourist lodges, with stays typically ranging from a weekend getaway to weeklong retreats.

2.3 Operating Season & Capacity

The Bralorne Adventure Lodge will be a year-round destination, with peak tourist seasons during:

- Winter: Snow sports (ski touring, snowmobiling, snowshoeing).
- Summer: Hiking, swimming, mountain biking.

The **maximum capacity** at Bralorne Adventure Lodge will be: **34 guests t**otal
- 10 guests in the main lodge.
- 6 guest cabins, accommodating 4 guests each.

2.4 Events & Programming

The Lodge will also serve as a venue for events, including:

- Wellness retreats.
- Family and group gatherings.
- Small weddings and private events (note: an on-site coordinator is required for all event bookings).
- Corporate or team-building workshops.

The Lodge will ensure adequate staffing and protocols are in place to allow for events, including permits and food and beverage services.

2.5 Amenities & Services

Host Services: On-site host to greet guests, orient them to the property, and provide local knowledge of trails and attractions.
Caretaker Services: On-site caretaker available to provide up to three meals per day, ensuring both comfort and convenience.
Wellness Services: Therapeutic offerings such as massage, yoga, and other professional wellness programs. To be offered in conjunction with licenced service providers.
Outdoor Amenities: Sauna, hot tub (with Interior Health permit), and gathering spaces for social or group activities.
Adventure guiding: Guiding services for snowmobiling and back country skiers. To be offered in conjunction with a licenced operators who hold Adventure Tourism tenure in the Bralorne area.

2.6 Sustainability & Compliance

Noise & Community Respect: Quiet hours (10 pm – 7 am) strictly enforced, with a 24/7 local contact.
Waste Management: Wildlife-proof containers, recycling, and composting programs.
Fire & Flood Safety: FireSmart measures, clear evacuation plans, and compliance with the flood construction covenant.
Local Employment: Preference for local hiring and contracts with Bralorne-area service providers.
Economic Development: The Lodge will be a hub for backcountry tourism, group gatherings, and retreat which will contribute to local businesses and services.

3 Construction Phasing

3.1 Construction Phasing

Phase 1: Lodge Retrofit (Caretaker Suite)

- Retrofitting of the existing main lodge to include a temporary caretaker suite in the existing laundry room.
- Caretaker will reside in this space during initial construction to provide on-site security, oversight, and guest support.

Phase 2: Cabin Construction

- Construction of six guest cabins, each designed to accommodate up to four guests.
- Cabins will be sited in compliance with zoning, riparian setbacks, and neighbour privacy considerations.
- Caretaker will remain in the temporary suite in the lodge during this phase.

Phase 3: Garage & Permanent Caretaker Suite

- Construction of a new garage building with a caretaker suite above, to serve as the caretaker's permanent residence.
- Upon completion, caretaker will relocate to this permanent suite, freeing the main lodge entirely for guest accommodation.

Final Program:

- Main Lodge (capacity: 10 guests).
- 6 Guest Cabins (capacity: 24 guests).
- Garage with Caretaker Suite (on-site staff housing).

3.2 Fire Protection & FireSmart Principles

Construction and landscaping will incorporate FireSmart BC principles to reduce wildfire risk, including:

- **Building Materials**: Use of non-combustible or fire-resistant siding, roofing, and decking where possible.
- **Defensible Space**: A 10-metre fuel-reduction zone around the lodge, cabins, and garage, maintained through removal of combustible vegetation and deadfall.
- **Vegetation Management**: Landscaping with fire-resistant species; regular pruning and thinning of coniferous trees near structures.
- **Infrastructure**: Clearly marked fire lanes and access routes for emergency vehicles.
- **Equipment**: Fire extinguishers, smoke alarms, and water hoses accessible at all buildings.
- **Guest Awareness**: Signage and orientation materials to inform guests of fire risks, bans, and evacuation procedures.

3.3 Solid Waste & Wildlife Attractant Management

The Bralorne Adventure Lodge is committed to a **"Pack It In, Pack It Out" policy**, reinforced through guest agreements and education.

Guest Communications:

- All guests must sign a **waste management agreement** prior to check-in.
- Guests are educated on the importance of waste management and the dangers of wildlife attractants in a backcountry setting.

On-Site Waste Collection:

- Central **animal-proof recycling and waste bins** located on site, including additional secured containers at the **food preparation gazebo/BBQ area**.
- Clear signage instructs guests on proper disposal procedures.

Caretaker Oversight:

- Daily inspection and maintenance of waste/recycling facilities by the on-site caretaker.
- Waste and recycling are transferred daily to a **small locked room** in the woodshed for secure overnight storage.

Off-Site Disposal:

- Once per week, the caretaker delivers all waste and recycling to the **Waste Transfer Station in Gold Bridge**, open **10:00 am to 4:00 pm, Sunday/Monday/Thursday**.

4 Management Strategies

4.1 Guest Management

Reservations & Check-In

- Confirm all bookings through approved booking platforms or direct reservation system.
- Provide guests with house rules at time of booking and upon arrival.
- Designate check-in hours and check-out times.

House Rules (to be posted in all units)

- **Noise**: Quiet hours are **10:00 pm – 7:00 am**. Parties and amplified music prohibited. Operating motor vehicles (snowmobiles, dirt bikes) prohibited during these hours.
- **Occupancy**: Maximum occupancy per unit is defined by licence and must be enforced.
- **Parking**: Guests must park only in designated areas.
- **Garbage & Recycling**: Waste must be sorted and placed in secure containers.
- **Neighbour Respect**: guests receive Good Neighbour Guidelines with their reservations and are posted in each guest cabin/room.

Guest Conduct

- Any guest who breaches rules (e.g., excessive noise, damage, unsafe conduct) may be asked to vacate immediately.
- Repeated incidents must be reported to management and logged in the Incident Report System.
- Repeat offenders may be banned from future bookings.

Neighbour & Community Relations

- Maintain a **24/7 contact person** (phone number provided to SLRD, neighbours, and on all postings).
- Respond to complaints within 60 minutes.
- Share seasonal updates/newsletters with neighbours about operations, special events, and lodge improvements.
- Maintain a Good Neighbour Agreement and ensure all staff/guests adhere to it.

4.2 Health & Safety

Building Safety

- Annual fire safety inspection; maintain fire extinguishers, smoke/CO detectors, and emergency lighting.
- Post emergency exit maps in all guest rooms.
- Designate an emergency muster point.
- Ensure water, septic, and heating systems meet SLRD and provincial standards.

Emergency Procedures

- Medical Emergency: Contact 911, then notify manager. First-aid kits must be stocked and accessible.
- Fire: Evacuate guests immediately; contact Fire Department; log incident.
- Wildfire Preparedness:
    - Property maintained under FireSmart BC standards (specifically landscaping, fuel reduction)
    - No outdoor burning or campfires permitted during fire bans.
    - Post or include in guest orientation package a webpage or phone number where guests can get updates on wildfires in the area.

Staff Responsibilities

- Complete annual training on noise enforcement, guest relations, provincial health and safety compliance, and emergency response.
- Maintain logs of guest complaints, incidents, and resolutions.
- Ensure compliance checklists (licensing, cleaning, safety) are completed weekly and/or monthly as required. Management reviews compliance.
- Report all incidents of non-compliance to management immediately.

Environmental Stewardship

- Minimize waste through recycling, composting, and guest education. Waste must be secured in wildlife-proof containers.
- Use energy-efficient appliances and lighting.
- Encourage guests to respect backcountry access rules (trail etiquette, wildlife safety, leave-no-trace).

Enforcement & Penalties

- Document all complaints and lodge responses.
- Escalate unresolved guest issues to SLRD Bylaw Enforcement if required.
- Repeat non-compliance (e.g., excessive noise, illegal occupancy) may result in licence suspension or fines up to $3,000/day.
- Lodge staff must proactively enforce rules to protect licence and community reputation.

4.3 Continuous Improvement

- Annual review of operations with updates to this Management Plan.
- Seasonal newsletters to neighbours with Lodge updates.
- Engagement with SLRD staff and Interior Health to remain proactive in compliance.

5 Communication Strategies

5.1 Guest Communication

Objective: Ensure guests are aware of rules, safety procedures, and expectations.
Methods

- Pre-Arrival
  - Email booking confirmations include Good Neighbour Guidelines, quiet hours, parking instructions, and emergency contact details.
  - Digital waiver form where guests acknowledge house rules before check-in.
- On Arrival
  - Provide a Welcome Flyer in each unit outlining:
    - Quiet hours (10:00 pm – 7:00 am).
    - Emergency muster points and evacuation routes.
    - Wildlife safety and waste disposal.
  - Front desk or caretaker personally reinforces rules at check-in.
- During Stay
  - Visible signage (Good Neighbour Agreement, FireSmart reminders).
  - Text alerts or notice board for wildfire bans or emergency updates.

Monitoring

- Guest Compliance Logs: Incidents (noise, waste, safety) recorded and reviewed monthly.
- Surveys: Optional guest survey at check-out asking about noise, safety, and comfort.

5.2 Neighbour & Community Communication

Objective: Build trust and show responsiveness to local concerns.
Methods

- Proactive Updates
  - Seasonal newsletters to neighbours: upcoming busy weekends, wildfire precautions, infrastructure improvements.
  - Post management plan and Good Neighbour Agreement on a public website or community board.
- Complaint Response
  - Maintain a 24/7 local contact number. Calls logged with time, issue, and resolution.
  - Commit to responding within 30 minutes.
  - Follow-up email or call within 24 hours to confirm resolution with complainant.
- Relationship Building
  - Host an annual open house or community BBQ for neighbours to tour the lodge, meet staff,

and discuss concerns.
    - Quarterly check-ins with the local community association, if one exists.

Monitoring

- Complaint Log Review: Monthly review by management of all neighbour complaints and responses.
- Neighbour Feedback Loop: Short annual survey or informal meetings to track improvements.

5.3 Internal Staff Communication

Objective: Ensure all staff know responsibilities and act consistently.

Methods

- Training
    - Annual refresher training on noise bylaw enforcement, flood and wildfire protocols, and guest relations.
    - New hires complete orientation module with checklist.
- Ongoing Updates
    - Weekly team meetings to review guest issues and upcoming community events.
    - Digital incident reporting system accessible by all staff.

Monitoring

- Manager Review: Weekly review of compliance checklist and incident reports.
- Performance Measures: Staff evaluated partly on responsiveness to guest/neighbour concerns.

Appendices

Appendix A: Sample House Rules Sign

Welcome to Bralorne Adventure Lodge!

House Rules:

Quiet Hours: 10:00pm - 7:00am

No parties or amplified music. Operating motor vehicles (snowmobiles, dirt bikes) prohibited during Quiet Hours.

Max Occupancy: As listed per unit licence

Parking: Use designated Spaces only

Waste: Sort into recylcing & garbage in secure bins

Respect our neighbours and community

Thank you for being a responsible guest!

Appendix B: Good Neighbour Agreement

The Bralorne Adventure Lodge ("the Lodge") is committed to being a responsible member of the Bralorne community. This Good Neighbour Agreement outlines the principles, responsibilities, and practices we commit to in order to maintain positive relationships with neighbouring residents, businesses, and the wider community.

1. Guiding Principles

- Operate the Lodge in a manner that is respectful, transparent, and compliant with all regulations.
- Minimize disruption to neighbours through proactive management of noise, parking, and guest behaviour.
- Maintain open lines of communication with residents and respond promptly to concerns.

2. Lodge Commitments

As operators of the Bralorne Adventure Lodge, we commit to:

- Enforcing quiet hours from 10:00 pm – 7:00 am.
- Prohibiting parties, events, or amplified music at the Lodge.
- Providing a 24/7 local contact who can respond within 30 minutes to complaints.
- Ensuring parking is contained to designated areas only.
- Managing garbage and recycling responsibly to avoid wildlife attractants.
- Educating all guests about local community values, trails, and environmental stewardship.
- Maintaining proper business licensing, STR registration, and zoning compliance.
- Engaging with neighbours regularly for feedback and continuous improvement.

3. Community Collaboration

- Provide seasonal updates/newsletters to neighbours regarding Lodge operations.
- Invite feedback through direct communication or community meetings.
- Participate in community initiatives and contribute positively to the Bralorne economy and culture.

4. Complaint Response Protocol

- A dedicated 24/7 phone number will be provided to neighbours.
- All complaints will be logged, investigated, and resolved promptly.
- Serious or repeat issues will be escalated to SLRD Bylaw Enforcement if necessary.
- Annual summaries of complaints and actions taken will be shared with neighbours upon request.

5. Agreement & Accountability

By adopting this Good Neighbour Agreement, the Bralorne Adventure Lodge commits to responsible operations that support both the success of the Lodge and the well-being of the Bralorne community.

Signed,

_____

Owner/Operator, Bralorne Adventure Lodge

Date: _____

Appendix C: Incident Report Form & Weekly Compliance Checklist

Incident Report Form

Date & Time of Incident: _____

Guest(s) Involved: _____

Nature of Incident (noise, damage, safety, etc.):

_____

_____

_____

Details:

_____

_____

_____

Action Taken:

_____

_____

_____

Staff Signature: _____

Weekly Compliance Checklist

- ☐ Fire extinguishers and smoke/CO detectors checked
- ☐ First aid kits fully stocked
- ☐ Emergency exit maps posted
- ☐ Business licence and STR registration current
- ☐ Noise complaints log reviewed
- ☐ Waste and recycling systems functioning
- ☐ House Rules signage posted in all units
- ☐ Neighbour/guest feedback reviewed