

# Council Policy

Policy Number: PLY\_SER\_Trail\_Maintenance\_2016

## Trail Maintenance Policy

Date Approved by Council: December 13, 2016 County Commissioner:

1. **Purpose**

To establish the minimum service levels for maintenance on Sturgeon County owned trails including those with both asphalt and aggregate surfaces to ensure that they remain accessible, safe for use by the public, and in good repair to maximize their useful lifespan.

2. **Revision History**

<i>Approval Date</i>	<i>Revision Number</i>	<i>Modification</i>
<i>December 13, 2016</i>	<i>1.0</i>	<i>New Document</i>

3. **Persons/Areas Affected**

Sturgeon County Agriculture Services

4. **Policy Statement**

Sturgeon County is committed to ensuring that summer service levels for maintenance are met on all Sturgeon County owned trails. There are currently no winter service levels for maintenance established.

5. **Definitions**

*Above-ground Garbage Receptacle* – a garbage containment system with all components above ground, resulting in limited capacity for refuse.

*In-ground Garbage Receptacle*- a garbage containment system that has components which extend below ground to expand its capacity for refuse.

*Major Inspection*- a documented inspection performed once per year during the month of May which assesses trail conditions, immediate hazards, and identifies any requirement for maintenance works; these inspections are more detailed than Minor Inspections.

*Minor Inspection*- a documented inspection performed biweekly which assesses the general condition of a trail and identifies immediate hazards that require action.

*Obstacle*- any physical object or condition that prevents trail users from being able to cross or access a section of trail without undue risk.

*Summer* - May 1<sup>st</sup> to September 30<sup>th</sup>

*Winter*- October 1<sup>st</sup> to April 30<sup>th</sup>

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## 6. Responsibilities

Administration will coordinate all maintenance activities as outlined within this policy.

## 7. Procedures

### Service Levels

During the Summer period (May 1- September 30) of each year, the following activities will be completed:

#### Weekly Activities:

- Above-ground garbage receptacles are emptied;

#### Bi-Weekly Activities:

- Minor inspections are performed;
- Trail signage is inspected and repaired or replaced as required; and
- Dog Waste Bag Dispensers are inspected and refilled.

#### Annual Activities:

- A Major Inspection is completed;
- Mechanical sweeping is completed;
- In-ground garbage receptacles are emptied; may occur more frequently depending on refuse levels;
- Aggregate trails are graded;
- Herbicide application to control vegetation is performed on aggregate trails; and
- Mowing to a width of 10 feet on each side of all trails where conditions allow, is performed a minimum of four times per year.

#### Biannual Activities:

- Crack-filling on asphalt trails.

#### Activities to be performed as required:

- Required asphalt surface repairs are prioritized and completed as budget allows; and
- Tree and obstacle removal is performed, as required.

During the Winter Period (October 1- April 30) of each year, the following activities will be completed:

- No maintenance will be conducted;
- No inspections will be conducted; and
- Signage at trail entrances will be maintained advising users that no maintenance or inspection activities are conducted during this time-period.

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- The final Minor Inspection performed in September will be used to ensure that all required signage is in place prior to the start of the winter period.

If trail conditions or obstacles pose undue risk to users, and immediate completion of the required corrective action is not feasible, signage and barricades will be utilized to close the affected portion of the trail until all necessary corrective actions can be completed.

8. Cross Reference

- Trail Signage Administrative Procedure
- Trail and Playground Inspection Administrative Procedure