

**PRINCE EDWARD ISLAND SNOWMOBILE ASSOCIATION**  
**Assistant Trail Warden Policy**

## **1.0 Introduction Purpose**

1.1 This policy describes the issues related to the Assistant Trail Warden program.

## **2.0 Authority**

- 2.1 This policy is authorized by the Board of Directors, Prince Edward Island Snowmobile Association, hereafter referred to as the Association.
- 2.2 Assistant trail wardens are authorized to aid and assist trail wardens in their duties. However assistant trail wardens do not receive delegated authority from the province of Prince Edward Island, and cannot enforce sections of the Off-Highway Vehicle Act.
- 2.2 Off-Highway Vehicle Act and Regulations are authorized by the Government of Prince Edward Island.
- 2.3 Authority for specific sections of the Off-Highway Vehicle Act and Regulations is delegated to the trail wardens by the Minister responsible for the Off-Highway Vehicle Act and Regulations.

## **3.0 Policy**

- 3.1 This policy has 2 objectives,
- a) To encourage snowmobilers to join the Trail Warden program; and
  - b) To assist current Trail Wardens in the Association's efforts to monitor and enforce those sections of the Off-Highway Vehicle Act and Regulations for which the responsible Minister for the Government of Prince Edward Island has delegated authority and responsibility to the Association.

#### **4.0 Program Structure**

- 4.1 This program is managed by a program coordinator who must be a Director of the Prince Edward Island Snowmobile Association.
- 4.2 The program coordinator will be selected by and approved by the Board of Directors of the Prince Edward Island Snowmobile Association.
- 4.3 The program coordinator will be responsible for the activities of trail wardens and assistant trail wardens on the snowmobile trail system on Prince Edward Island.
- 4.3 The program coordinator will report to the Board of Directors at the monthly, semi-annual, and the annual general meeting.
- 4.4 Assistant trail wardens must meet the qualifications set out below and must work with trail wardens at all times.
- 4.5 Assistant trail wardens have no delegated authority

#### **5.0 Qualifications**

- 5.1 Snowmobilers who want to join the trail warden program as an assistant trail warden must meet the following qualifications:
  - a) be 18 years of age or older;
  - b) pass an RCMP police check;
  - c) have a valid Prince Edward Island drivers license;
  - d) pass a drivers license review which will be conducted by the Prince Edward Island Department responsible for motor vehicle licences;

#### **6.0 Training**

- 6.1 Information assistant trail warden training will be provided by trail wardens and will take place during trail patrols and at trail checkpoint stops.
- 6.2 If accepted for formal trail warden training, this training will be provided as outlined in the trail warden policy.

## **7.0 Duties and Responsibilities**

- 7.1 To provide emergency assistance to any snowmobiler who requires or requests such assistance;
- 7.2 To undertake at least one trail patrol per week, snow conditions permitting, from December 1 each year to March 31 of the following year;
- 7.3 To complete a trail log report for each patrol completed, or to ensure their name is included on any trail report for which they participated.
- 7.4 To ensure they act in a responsible manner when snowmobiling and dealing with members of the public. This includes no drinking of alcoholic beverages during a trail patrol or while wearing their trail warden vest;

## **8.0 Benefits provided assistant trail wardens**

- 8.1 The Association will provide each assistant trail warden with the following:
  - a) one flashlight;
  - b) one reflective safety vest.
- 8.2 The Association will reimburse each assistant trail wardens for the following:
  - a) reimbursement of the trail permit fee;
  - b) fuel payment per patrol of \$20.00;
  - c) payment of \$50.00 towards cellular phone costs;
  - d) reimbursement to a maximum of \$100.00 for snowmobile accessories used to carry trail warden material, example: flashlights, vests, etc;
  - e) reimbursement to a maximum of \$25.00 for an emergency first aid kit.