

PRINCE EDWARD ISLAND SNOWMOBILE ASSOCIATION
Trail Groomer Maintenance Policy

1.0 Introduction

1.1 This policy describes trail groomer maintenance and reporting requirements.

2.0 Authority

2.1 This policy is authorized by Board of Directors, Prince Edward Island Snowmobile Association, hereafter referred to as the Association.

3.0 Policy

3.1 Trail Groomer Management

Trail groomers operate from December 1 of each year to March 31 of the following year, snow and trail conditions permitting.

Trail groomers are located in 3 trail grooming districts on PEI, known as Western, Central and Eastern. Each trail grooming district, and trail groomer in that district, is the responsibility of the Grooming District Director (GDD) who is assigned to a district by the PEISA President with the approval of the Board.

3.2 Trail Groomer Activity Report

Grooming District Directors (Western, Central, and Eastern) must report groomer activity each month via the monthly Board meeting and must report groomer activity for the past 6 months to members via the Semi-Annual Meeting (SAM) and Annual General Meeting (AGM). In their absence the Grooming Directors must provide their report to the Administrator for presentation at said meetings.

Grooming District Directors must keep a written record of trail groomer activity. An example of the trail groomer activity form is provided below.

3.3 Authorized Expenditures

The responsible GDD may purchase or order the necessary parts and hire or engage the necessary labour to maintain and make repair to the trail groomers as part of a regular maintenance schedule or to respond to emergency repair needs as they arise, subject to his or her authorized expenditure approval level

Grooming District Directors are authorized an expenditure up to \$1,000.00 per incident or repair.

For amounts above \$1,000.00 the GDD must have, at a minimum, the approval of the Board of Directors, or of the President acting on behalf of the Board. For amounts above \$1,000.00 a motion of approval for the expenditure must be presented and approved at the next monthly Board meeting.

The Board reserves the right, by approval of a motion, to change the authorized expenditure level of the GDD's at any time.

