

	Trails Level of Service Policy
	Council Approved
	Community Services (CS) #7201
	Approved: March 7, 2023
	Last Revised: March 7, 2023
	Next Review Date: March 7, 2028

1. POLICY STATEMENT

- 1.1 The Town of Hinton strives to maximize the municipality's outdoor recreation opportunities by ensuring trails are maintained and traversable for the periods established in this service level.
- 1.2 Trails in Hinton are created in alignment with the criteria set out in the Town's *Landscaping Standards*, and *Parks, Open Spaces, and Trails Master Plan* and are maintained based on trail type in a cost-effective manner with consideration for safety, personnel, and environmental concerns.

2. PURPOSE

- 2.1 To identify authorized service levels for the operation of Town Trails.

3. SCOPE

- 3.1 This Policy applies to the trails outlined in Schedule A.
- 3.2 This Policy applies to the following trail types and current inventory in Hinton:

Trail Type	Length (m)	Area (m ²)
Paved	8,617	26,499
Gravel	19,568	32,134
Boardwalk	3,061	4,534
Natural	1,612	1,904
Bridges, Stairs, Viewpoints	291	635
Total as of January 2023	33,150	65,706

4. DEFINITIONS

- 4.1 **Boardwalk:** Pressure treated softwood decking supported by steel pilings (over water) or pressure treated sleepers (over saturated land); used only within environmentally sensitive areas that host wetlands, waterways, or periods of standing water.
- 4.2 **Gravel Trail:** Pathway composed of layers of compacted crushed gravel located in parks and open spaces; may serve as major trail connectors to other trail types and are constructed per [figure 10.18 \(pg.77\) of Hinton Landscaping Standards](#).
- 4.3 **Natural Trail:** Pathways of compacted natural surface that is generally free of rocks and roots, are often created within undeveloped greenspaces and natural areas, and are derived from pedestrian and cyclist compaction pressure.
- 4.4 **Paved Trail:** Asphalt pathway typically set back from roadways or created within parks; can include sidewalks for the purpose of connectivity and is constructed per [figure 10.17 \(pg.76\) of Hinton Landscaping Standards](#).

5. RESPONSIBILITIES

- 5.1 Council is responsible for:
 - 5.1.1 Approving this Policy and subsequent amendments necessary,
 - 5.1.2 Approving the budget and scope of trail related projects as part of the annual operating and capital budget process, or individual project approval submissions from Departments throughout the year,
 - 5.1.3 Periodically reviewing and amending the service level for trails in Hinton; and
 - 5.1.4 Authorizing permanent trail closures.
- 5.2 Administration is responsible for:
 - 5.2.1 Instituting procedures to ensure that Town trails are maintained to the level of service outlined in Section 7,
 - 5.2.2 Determining how to initiate and perform trail maintenance activities in accordance with the service levels outlined in Section 7,
 - 5.2.3 Allocating and scheduling municipal resources,
 - 5.2.4 Obtaining, allocating and scheduling third-party resources,
 - 5.2.5 Addressing public concerns and public safety issues,
 - 5.2.6 Managing the budget; and
 - 5.2.7 Recommending revisions of this Policy as required.

6. RELATED MATTERS & REFERENCES

- 6.1 *Parks, Open Spaces, and Trails Master Plan.*
- 6.2 *Minimum Development Landscaping Design and Servicing Standards.*
- 6.3 *Land Use Bylaw No. 1088.*

7. LEVEL OF SERVICE

7.1 Paved trails are created and maintained as follows:

- 7.1.1 Material: Asphalt, constructed per [figure 10.17 \(pg.76\) of Hinton Landscaping Standards.](#)
- 7.1.2 Locations: Typically set back from roadways or created as pathways within parks and can include sidewalks for the purpose of connectivity.
- 7.1.3 Signage: Wayfinding signage is not provided, trails are not officially named, interpretation is not offered. “You are here” signs with master trail maps are erected within the Interpretive Park.
- 7.1.4 Mapping: These trails are listed on official, publicly distributed Town of Hinton trail maps.
- 7.1.5 Accessibility: Approximately 75% accessible. Except in a few locations along Switzer Dr, Robb Road, and within the Interpretive Park, grades are safe for access with a wheelchair, or by young children on bikes, scooters etc.
- 7.1.6 Summer Maintenance: Sweeping 2x/season and as needed based on potential for public hazard, asphalt patching or overlay as needed based on potential for public hazard and further damage to the asset.
- 7.1.7 Winter Maintenance: Ploughing, de-icing, slip/fall prevention applied with arterial trails completed first. Frequency: Monday – Friday upon snowfall.
- 7.1.8 Growth Trigger: Public safety, environmental/condition change, increased need for accessibility where feasible, housing and park developments in vicinity.
- 7.1.9 Capital Replacement: Capital replacement of paved trails will be in accordance with the Asset Management Program and Reserve Policy when in force.

7.2 Gravel trails are created and maintained as follows:

- 7.2.1 Material: Layers of compacted crushed gravel per [figure 10.18 \(pg.77\) of Hinton Landscaping Standards.](#)
- 7.2.2 Locations: Developed parks and open spaces and as major connectors to other trail types; located only on Town owned or leased land.

- 7.2.3 Signage: Wayfinding signage is not provided; 95% of gravel trails are not officially named or marked with interpretation.
 - 7.2.4 Mapping: These trails are listed on official, publicly distributed Town of Hinton trail maps.
 - 7.2.5 Accessibility: Approximately 35% accessible. Some gravel trails that were built prior to POST do not have adequate width for wheelchair accessibility and use of the trails can be further limited by slope grades that do not meet accessibility standards.
 - 7.2.6 Summer Maintenance: Gravel additions and trail repair occur through spring and early summer as needed based on the annual trail assessment and public reporting. Trail repairs periodically continue into the summer and fall months based on weather conditions. Emergent hazards are typically identified and addressed through public reporting.
 - 7.2.7 Winter Maintenance: Ice build-up and other hazards are addressed through public request.
 - 7.2.8 Growth Trigger: Connectivity needs, public safety, identified opportunity to upgrade a natural trail.
- 7.3 Boardwalk trails are created and maintained as follows:
- 7.3.1 Material: Steel piling (over water) or pressure treated sleeper (over saturated land) with a pressure treated soft wood decking.
 - 7.3.2 Locations: Only within environmentally sensitive areas that host wetlands, waterways, or periods of standing water.
 - 7.3.3 Signage: Interpretive signage is located only at the Beaver Boardwalk. Wayfinding signage is limited and directional signage is not provided at intersections.
 - 7.3.4 Mapping: These trails are listed on official, publicly distributed Town of Hinton trail maps.
 - 7.3.5 Accessibility: Accessible to a degree, but current slope grades and boardwalk widths do not meet accessibility standards.
 - 7.3.6 Summer Maintenance: Following the annual assessment or through public reporting, boardwalk decking repair, low impact piling alignment, and signage repair and replacement are undertaken. All maintenance activities depend upon and comply with Ministry of Environment and Protected Areas approval. Removal of debris or hazard mitigation are addressed through public request.
 - 7.3.7 Winter Maintenance: Informal snow removal by volunteer users (decking cannot support machinery). Ice build-up and other hazards are addressed through public request.
 - 7.3.8 Growth Trigger: Additional boardwalk may be created on sections of gravel trail if conditions deteriorate through saturation or if repeated wash-outs occur.

7.3.9 Capital Replacement: Capital replacement of boardwalk will be in accordance with the Asset Management Program and approved budget.

7.4 Natural trails are created and maintained as follows:

7.4.1 Material: Compacted natural surface generally free of large rocks and tree roots.

7.4.2 Locations: User-created within undeveloped green spaces and natural areas. Largely not maintained by the municipality.

7.4.3 Signage: Signage not provided. Natural trails within the Hinton Mountain Bike Park are signed and named, with adequate wayfinding signage to orient cyclists.

7.4.4 Mapping: Nature trails are not listed on official, publicly distributed Town of Hinton trail maps.

7.4.5 Accessibility: 0% accessible; natural trails often extend out from accessible spaces such as paved trails, walkways, and roads in adjacent neighbourhoods and parks.

7.4.6 Summer Maintenance: Hazard removal is only triggered by public request if the hazard is located on Town land.

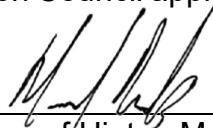
7.4.7 Winter Maintenance: Hazard removal only, triggered by public request if the hazard is located on Town land.

7.4.8 Growth Trigger: Trail connection opportunities indicated, or the site of draws such as lake, stream, and wood features, may warrant formalizing into new gravel, boardwalk, and paved trails to improve the trail network.


8. REVISION CONTROL

8.1 This Policy must be reviewed every five years to ensure continued alignment with related documents and municipal best practices.

8.2 Upon Council approval, all former versions of this Policy are hereby rescinded.



Town of Hinton Mayor



Chief Administrative Officer

Approval History (To be filled in by Legislative Clerk)	Inquiries/Contact Person
Approval Date: March 7, 2023	
Revision Date:	
Revision Date:	
Revision Date:	



CS-7201 SCHEDULE A

