

R.M. OF WALLACE-WOODWORTH

TRANSPORTATION POLICY

DATE: November 10, 2015

TITLE :

Road Maintenance Policy

Amended by:

Resolution No. 15/650

Revision Date: November 2017

PAGE: 1

PURPOSE

The Rural Municipality of Wallace-Woodworth has adopted this policy to ensure that municipal gravel roads are maintained in a consistent manner, and to provide direction for those that operate municipal road maintenance.

DEFINITION OF TERMS

All-Season Roads Municipal gravel roads that intersect with a defined Haul Road or a Provincial roadway – *primary roads*.

Crown The highest point near the centre of road surface the purpose of which is to facilitate drainage off the road surface.

Grading The routine maintenance of a gravel road to keep the traveling surface relatively smooth and free of surface irregularities such as rutting, unraveling, washboard, potholes and loose gravel. The effectiveness of this treatment is dependent on weather conditions, moisture content of road, surface materials, traffic volume and traffic type.

Gravel A mix of stone, sand and fine-sized particles used as sub-base, base or surfacing on a road - *also known as aggregate*.

Haul Roads Municipal gravel roads that intersect with a Provincial roadway and used by heavy truck traffic for transporting goods and/or services – *as determined by Resolution of Council*.

Seasonal Roads All road allowances that have not been constructed as all-season roads, and will include road allowances that may be utilized as access to an agricultural property and/or oil well – *secondary roads, (or machinery roads)*.

Shaping To establish a slope from the centre of the road to the shoulder of the road. The reworking of the road surface from shoulder edge to shoulder edge to smooth out washboard, potholes and to provide a smooth traveling surface.

Subgrade The soil that is the base or foundation support material for a roadway or embankment.

R.M. OF WALLACE-WOODWORTH

TRANSPORTATION POLICY



TITLE :

Road Maintenance Policy

DATE: November 10, 2015

Amended by:

Resolution No. 15/650
Revision Date: November 2017

PAGE: 2

POLICY

The Road Maintenance Policy is to be cross referenced with the Custom Work Rates Policy, and all terms of the Custom Work Rates Policy shall also apply to the Road Maintenance Policy.

1. General

- 1.1 Municipal gravel roads to have a 3:4% grade – *where possible*.
- 1.2 Municipal gravel roads to have a 24 foot top width – *where conditions allow*.
- 1.3 Haul roads are to be identified by Resolution of Council.
- 1.4 Municipal gravel roads that are deemed to be Haul Roads to have up to a 30 foot top Width, *where possible*.
- 1.5 Municipal roads are to be graded on the following basis, and on a rotational schedule so as to provide equitable service to all areas of the Municipality:
 - Haul Roads (as determined by Council Resolution) - *once weekly*;
 - All-Season Roads – *once bi-weekly*; and
 - Seasonal Roads – *minimum of once annually*.
- 1.6 The Transportation Supervisor, or designate (*Lead Hand*), should be informed of any areas that require special attention.
- 1.7 Only operators hired by the Rural Municipality of Wallace-Woodworth are to operate the municipal grading/plowing equipment, unless otherwise authorized by Council.
- 1.8 Municipal roads and other tasks of responsibility (*including emergency situations*) shall in all cases take priority over any and all outside requests for the use of Municipal equipment, and/or custom work orders, unless otherwise authorized by Council.

2. Spring

- 2.1 Spring shaping shall be done no later than June 1st each year, *weather dependant*.

R.M. OF WALLACE-WOODWORTH

TRANSPORTATION POLICY



TITLE :

Road Maintenance Policy

DATE: November 10, 2015

Amended by:

Resolution No. 15/650

Revision Date: November 2017

PAGE: 3

- 2.2 Intersections shall also be shaped no later than June 1st each year, *weather dependant*.
- 2.3 Large stones (*larger than four inch in size*) that have been dislodged are to be removed from road way.
- 2.4 Shoulders should be pulled in to widen the road surface available for traffic.
- 2.5 Gravel pushed off during winter operations *may be* retrievable during shoulder recovery operations.
- 3. Summer**
- 3.1 Shoulders should be maintained all year long.
- 3.2 Gravel is to be feathered across the middle of the road during grading operations.
- 3.3 Small windrows of surplus material are not to be left at the shoulder edge.
- 3.4 Roads exceeding 24' width require a minimum of three passes, roads 24' wide, or less, require a minimum of two passes.
- 3.5 Large stones (*larger than four inch in size*) are to be removed from the road way.
- 3.6 When preparing roads for dust control, work is to be scheduled within one week of the expected dust control application.
- 3.7 Roads may be gravelled during Spring Road Restrictions.
- 3.8 Where feasible, aggregate should be applied to roads 2 to 3 days after a rain for better shaping.
- 4. Fall**
- 4.1 Grading must be continued right up to freeze up, to ensure the roadway is in the best condition possible for the winter.

R.M. OF WALLACE-WOODWORTH

TRANSPORTATION POLICY



TITLE :

Road Maintenance Policy

DATE: November 10, 2015

Amended by:

Resolution No. 15/650

Revision Date: November 2017

PAGE: 4

4.2 During winter preparation, every effort should be made for loose gravel to be feathered from the crown of the road to the shoulder of the road. Excess loose gravel may be stored at road edge and recovered during spring shoulder maintenance.

5. Winter

5.1 Municipal roads must always have FIRST priority.

5.2 The Municipality may deem it necessary to establish snow traps on private property where private property owners have entered into a written agreement for the same.

5.3 Snow removal will be completed in a cost effective manner.

5.4 Seasonal roads shall not be snowplowed, unless otherwise authorized by Council.

5.5 Winter Snow Removal Priority Schedule

Haul Roads Cleanup to be completed as per agreement – by *Resolution of Council*.

All Season Roads Cleanup to be completed approximately 48 hours following end of snowfall.

Local Roads & Laneways Cleanup to be completed approximately 96 hours following end of snowfall. This also includes the rural recycling and dumpster sites in Ward One.

6.0 Private Laneways and/or All Requests for Custom Work

- a) Where available, all requests for custom work should be referred first to local private contractors.
- b) Municipal roads will always have first priority, and requests for custom work will only be completed when operators have time to do so, *within regular operating hours*.
- c) All requests for snow removal or grading on private laneways shall be processed through the municipal offices and forwarded to the transportation office. Those requesting custom work, must provide adequate notice in order for the operators to arrange time to fulfill the request, *within regular operating hours*.

R.M. OF WALLACE-WOODWORTH

TRANSPORTATION POLICY



TITLE :

Road Maintenance Policy

DATE: November 10, 2015

Amended by:

Resolution No. 15/650

Revision Date: November 2017

PAGE: 5

d) Private laneways, including any obstructions, are to be clearly marked. Damages to Municipal property incurred while clearing snow or grading on private property may be charged to the property owner, *at Council's discretion*.

e) Snow removal or grading services on private laneways (*residences only*) will only be provided to property owners and/or residents that have signed a *Custom Works Request Release* for plowing or grading, as attached in *Schedule "B" of the Custom Work Rates Policy*, and only when our equipment can physically provide the service.

f) Snow removal may be completed on private laneways with the expense to be incurred by the Municipality in the case where a Medical Exemption is provided to Council – *as per Resolution of Council*. The Custom Work Request Release form must be provided to the Municipality annually, although in the case where the medical condition is not expected to improve, a Medical Exemption is not required as evidence on an annual basis.

g) Upon request, one annual complementary plowing and/or grading of a private laneway will be honoured for all ratepayers, with subsequent plowings and/or gradings to have Municipal custom rates apply as indicated within the *Municipality's Custom Work Rates Policy – Schedule "A"*. All requests for the same shall be processed through the Municipal offices consistent with Section 5.4 (c) - *above*.

h) Upon public request, one complementary plowing of a Municipal Road Allowance to access feed, grain, livestock, etc. will be honoured by the Municipality. Subsequent plowing will have Municipal rates applied as indicated within the *Municipality's Custom Work Rates Policy – Schedule "A"*. As per *Section 6.0* of this policy, Municipal roads will always have first priority, and requests for plowing of Road Allowances will only be completed when operators have time to do so, *within regular operating hours*.

i) Complimentary snow plowings, cannot be exchanged for requests for snow ridging, *unless by Resolution of Council*.

7.0 Boundary Roads

Boundary roads shall be maintained as per Boundary Road Agreements in effect, from time to time.

R.M. OF WALLACE-WOODWORTH

TRANSPORTATION POLICY



TITLE :

Road Maintenance Policy

DATE: November 10, 2015

Amended by:

Resolution No. 15/650

Revision Date: November 2017

PAGE: 6

8.0 LUD Kenton

- 8.1 The Municipal office/firehall building are to be given first priority in Ward 1, following a snowfall.
- 8.2 As time permits and/or workloads allow, the tractor will follow close behind the snowplow, clearing driveways.

9.0 LUD Elkhorn

- 9.1 PR 256 and Richhill Avenue are the Department of Highway's responsibility and will be done according to their policy.
- 9.2 All other streets will be done as required – property owners are not to clear driveways until streets are plowed by Municipal/LUD operators, or private contractors, or until such time as the storm is over, to avoid a second blockage.
- 9.3 No lanes will be routinely plowed by the Municipal/LUD operators except for essential service lanes – ie. Canada Post, Fire Hall, Ambulance, etc. Any others done will be at the property owner's expense.
- 9.4 Clearing of driveways and/or private property as well as the hauling away of snow off of private property will be at the expense of the business or property owner.
- 9.5 Emergency route provisions are in place for both "Fire and Ambulance" emergency services.
- 9.6 No business or resident may push snow across "roads or streets" and pile on vacant or ditch property with the permission of the property owner. This is to prevent issues with spring runoff and spring cleanup.
- 9.7 No snow may be piled in such a manner as to create a vision problem at intersections.
- 9.8 Any resident or business that piles snow on Municipal property or vacant lots is responsible to clean up rocks and other debris in the spring.
- 9.9 Municipal/LUD equipment, contractors, and private volunteers are authorized to complete snow removal on the LUD of Elkhorn streets, as required.