



<b>Policy Number:</b>	<b>TRN28</b>
<b>Policy Title:</b>	<b>Road Maintenance</b>
Policy Category:	Transportation Services
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Rescinds Policy:	N/A
Responsible Department:	Department of Public Works

**PURPOSE**

The purpose of this policy is to ensure that maintenance of municipal roads is conducted in a manner which is cost-effective, and which meets the short-term and long-term road maintenance, repair and rehabilitation needs of the Municipal District of Fairview No. 136 (the “Municipality”). This policy will:

- Assign a level of service for the maintenance of each road class in the Municipality; and,
- Provide transparency and clarity to the public regarding the minimum standards that the Municipality will endeavour to meet regarding the maintenance of municipal gravel roads.

**SCOPE**

This policy applies to all developed gravel roads within the boundaries and jurisdiction of the Municipal District of Fairview No. 136

**DEFINITIONS**

*Council:* means the duly elected Council members of the Municipal District of Fairview No. 136.

*Municipality:* means the Municipal District of Fairview No. 136.

*Collector Road:* means a road within the “Collector Road” class as established in Policy TRN 27 – Road Classification.

*Residential Road:* means a road within the “Residential Road” class as established in Policy TRN 27 – Road Classification.

*Field Access Road:* means a road within the “Field Access Road” class as established in Policy TRN 27 – Road Classification.

*Recreational Road:* means a road within the “Recreational Road” class as established in Policy TRN 27 – Road Classification.

**POLICY**

**1.0 General**

1.1 The Municipality maintains approximately 885 kilometers of gravel roads, which are divided into four beats for the purpose of maintenance. Each beat is assigned a grader and skilled operator, responsible for maintaining roads within their designated beat to the minimum standard established by the Municipality.

**2.0 Maintenance Standards**

2.1 The Municipality endeavors to maintain gravel roads to a reasonably smooth, safe standard within the limitations imposed by factors including, but not limited to: the natural environment; weather conditions; availability of equipment and manpower; availability and quality of material; and, financial resources.

- 2.2 Roads will be graded in accordance with the general priority established in Policy TRN 27 – Road Classification, with higher priority roads receiving more maintenance than lower priority roads. The Municipality will make every reasonable effort to meet the following standard in terms of maintenance frequency:

Road Classification	Grading Frequency
Collector Roads	Once every two to four weeks (if required), with additional maintenance as needed
Residential Roads	Once every four to six weeks (if required), with additional maintenance as needed.
Field Access Roads	As needed, at the discretion of the Department of Public Works.
Recreational Roads	As needed, at the discretion of the Department of Public Works.

- 2.3 It is within the discretion of the Department of Public Works to establish a minimum standard that must be met in relation to road conditions necessitating maintenance. For the purposes of clarity, the Department of Public Works has the authority, without Council consultation, to determine whether a road, in any designated road class, requires maintenance.
- 2.4 The Department of Public Works will conduct inspections of all municipal roads, in all road classes, on a regular, planned basis. Such inspections will be conducted in a cost-effective and operationally efficient manner and will be focused on assessing road conditions to determine whether maintenance is required.
- 2.5 The following guidelines shall inform municipal gravel road maintenance, to the greatest extent that is reasonably possible:
- (a) Roads are to be cut and shaped to maintain a uniform crown of 3-5%. Crown is to be maintained through intersections and feathered back, as required.
  - (b) A sufficient number of passes will be made to ensure grading of the entire width of the road.
  - (c) Roads will be graded in a planned, orderly manner. Each section of road graded will not exceed 3.2 kilometers (2 miles) in length unless it is a through road with no yield or stop signs, which can be graded in sections not to exceed 9.6 kilometers (6 miles) in length.
  - (d) A windrow shall not be left on a roadway overnight, without the installation of barricades and/or posting of signage to ensure clear visibility of the hazard created. Further, extra care shall be taken to ensure that a windrow is not left in an intersection in such a manner that it poses a hazard to approaching motorists.
  - (e) Roads are to be cut and shaped to remove larger rocks, potholes, washboards and ruts. Blading will be conducted to keep shoulders free of grass and ridges and to maintain super elevations on curves.
  - (f) Grading of roads will be conducted when moisture conditions are deemed favourable by the Department of Public Works.
  - (g) Roads may be packed, as required, to maintain a firm surface.

### 3.0 Requests for Maintenance

- 3.1 Requests for road maintenance will be considered by the Department of Public Works on a case-by-case basis. It is within the authority and the discretion of the Department of Public Works to determine whether or not such a request will be approved, taking into consideration the following factors:
- (a) Condition of the road, having been determined by an inspection conducted following submission of the request;
  - (b) Classification of the road subject to the request;
  - (c) Cost of maintenance;
  - (d) Availability of gravel, if required;

- (e) Date of last maintenance;
- (f) Budgetary and operational constraints;
- (g) Availability of alternate routes.

**4.0 Maintenance of Private Driveways and Approaches**

4.1 The Municipality does not add material to approaches or otherwise maintain approaches or private driveways. However, reasonable efforts will be made, when practical, to ensure that approaches and private driveways are not gouged or damaged during road maintenance.

**FORMS AND REFERENCES**

- Policy TRN 27 – Road Classification

**DOCUMENT HISTORY**

<b>Action</b>	<b>Date</b>
Approved as TRN28 - Road Maintenance	November 28, 2023 (Motion No. 23-548)