

# The Rural Municipality of North Qu'Appelle No. 187

## Bylaw No. 04-02

A Bylaw to establish a road maintenance policy pursuant to Section 192 of the *Rural Municipality Act, 1989*, Duty of council to maintain roads, etc.

The Council of the Rural Municipality of North Qu'Appelle No. 187, incorporated in the Province of Saskatchewan, enacts as follows:

### 1. SIGNS

a) **SIGN INSPECTIONS** - Signs are to be inspected at least twice a year, by a qualified person and deficiencies rectified. The first inspection should be done in the spring, early March, while the ground is still frozen. New signs can then be ordered to be on hand for installation as soon as the ground thaws. The second inspection should be done immediately after Halloween. New signs can then be ordered and installed before the ground freezes. Each Councillor is also responsible for checking signs in his division and reporting to the Foreman any signs that are missing, down or damaged and in need of repair or replacement.

b) **SIGN PLAN** - A sign plan will be prepared and maintained, showing the location of all signs that are the responsibility of the R.M..

c) The Foreman is to be familiar with the three categories of traffic signs, regulatory, warning and guide signs and the situations in which they are used.

Regulatory signs advise the driver of a regulation (e.g. - stop, yield and speed limit signs). These signs need to be kept in good order at all times and should be replaced or repaired within 48 hours of the R.M. becoming aware of the problem.

Warning signs advise the drive of a hazard ahead (e.g. - curve signs, Tee signs, checkerboard). These signs should be replaced or repaired promptly, but are perhaps not as critical as the regulatory signs. Deficiencies should be corrected within 72 hours of the R.M. becoming aware of the problem.

Guide signs or information signs advise the driver of some information that might be of interest to him (e.g. - grid road signs, route direction signs). These are least critical in need of replacement or repair. It may be several weeks before problems with guide signs can be corrected as they are custom made and spare signs will not normally be available.

d) **VANDALISM AND SIGN POST SIZE** - If there is a problem with maintaining signs at a particular location due to continual vandalism, the size of the post will be increased to try to reduce the vandalism. However, before going to a stouter post there should be documentation of the problem showing that it has occurred several times in the recent past.

## 2. CULVERTS

a) **CULVERT INSPECTIONS** - Culverts will be inspected once a year and deficiencies rectified. Inspections will take place in late summer. Culverts will be checked for debris in culvert, vegetation growing around the ends of the culvert, any other kind of blockage that would affect the flow of water through the culvert, culvert damage, corrosion and erosion damage along the sides of the culvert. All repair work will be done as indicated from the inspection.

b) **DRAINAGE PLAN** - A drainage plan will be prepared and maintained, showing locations, size and length of all R.M. maintained culverts and other drainage features. Other features to be shown on the plan are the locations and sizes of bridges with date of construction, and drainage runs, creeks and rivers including flow information if available. Date and nature of any drainage works or drainage problems should be recorded.

## 3. GRAVELING POLICY

a) Traffic gravel will be used and maintained in a way that does not present a hazard to the road user. Generally no gravel particle should have a dimension greater than one inch in any direction.

b) The Foreman and Patrol Operator are to do a gravelling map, which is to be presented to Council for review before being given to the gravel haulers. Gravel haulers are required to coordinate gravelling with the Foreman so that the road can be bladed when required before gravel is applied.

## 4. ROAD MAINTENANCE POLICY

a) Work zone signing or flag people shall be used when building or rebuilding, surfacing or resurfacing and patching roads. Work zone signing or flag people should also be used when maintenance work (blading, mowing, gravelling, etc.) is being done in areas where visibility/sight distance is poor.

b) Municipal equipment shall remain in the shop when the temperature ~~or a combination of the temperature and the wind chill~~ is -30 C, unless there is an emergency situation such as a blocked road. Then the equipment will be taken out to do the work required and returned to the shop as soon as possible.

c) Roads not kept open in the winter can be opened to permit a farmer to haul grain. However, depending on the circumstances, the farmer may be billed for the work if the road needs to be opened more than once. All other requests to open a closed road must go through Council.

d) Custom work is done only when time permits and the operator is in the area. The minimum charge shall be 15 minutes.

5. **DOCUMENTATION OF MAINTENANCE ACTIVITIES POLICY**

- a) All maintenance activities will be documented. Sign and culvert inspections documentation will include date, location of sign/culvert, name of person who did the inspection, deficiency, and any action taken. Sign/culvert repair work will be documented in a similar way.
- b) Graveling records will include roads graveled, date, rate of application, who applied gravel and who supplied gravel.
- c) Maintenance records will include location of road, operator, date, type of work done and any unusual situations that are observed.

6. **CHECKING ROADS**

- a) The Foreman, and in his absence the Patrol Operator, is to contact the Reeve or Chairman of the Roads and Transportation Committee about any problems.
- b) Each Councillor is responsible for checking roads in his division for any problems including blockage in between winter storms and reporting same to the Foreman, and in his absence the Patrol Operator.
- c) **ADDITIONAL INFORMATION** - Councillors and Staff should keep a diary or log of all R.M. related activity. Example: someone contacts a Councillor/Staff person with information about a road problem, then he/she should record the date, time, person calling and nature of problem.

7. **EMERGENCY PREPAREDNESS**

- a) A list will be prepared of spare signs to be kept on-hand for emergency situations. Spare regulatory signs will be kept on hand at all times. A replacement regulatory sign will be reordered as soon as the one in stock is used.
- b) A set of barricades with the signs needed to close a road will be kept on hand for use in emergency situations.



*[Signature]*  
 \_\_\_\_\_  
 Reeve

*[Signature]*  
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 Administrator

Certified A True Copy of  
 Bylaw No. 04-02 passed by  
 the Council of the Rural  
 Municipality of North  
 Qu'Appelle No. 187 on the  
 26th day of April, 2004.

*[Signature]*  
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 Administrator