

The Rural Municipality of North Qu'Appelle No. 187

BYLAW NO. 2017-02

A Bylaw to establish a road maintenance policy 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

- 1.1. SIGN INSPECTIONS – Division Councillors are to ensure that signs are inspected twice per year. 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 Works Committee any signs that are missing, down or damaged and in need of repair or replacement.
- 1.2. SIGN PLAN – A sign plan will be prepared and maintained, showing the location of all signs that are the responsibility of the RM.
- 1.3. 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.
 - 1.3.1. Regulatory signs advise the driver of a regulation (stop, yield and speed limit signs). These signs NEED to be kept in good order at all times and shall be replaced or repaired within 48 hours of the RM becoming aware of the problem.
 - 1.3.2. Warning signs advise the driver of a hazard ahead (curve signs, tee signs, checkerboard sign). These signs need to be replaced or repaired promptly. Deficiencies need to be corrected within 72 hours of the RM becoming aware of the problem.
 - 1.3.3. Guide signs or information signs advise the driver of some information that might be of interest to him (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 would not normally be available.
- 1.4. 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 as stouter post there should be documentation of the problem showing that it has occurred several time in the recent past.

2. CULVERTS

- 2.1. CULVERT INSPECTIONS – Division Councillors are to ensure that culverts are inspected once per year. Culverts will be checked for debris in culvert, vegetation growing around the ends of the culvert, and any other kind of blockage that would affect the flow of water through the culvert. Culvert damage, and corrosion and erosion damage along the sides of the culvert are to be noted. All repair work will be prioritized by the Works Committee and completed as indicated from the inspections.
- 2.2. DRAINAGE PLAN – A drainage plan will be prepared and maintained, showing locations, size and length of all RM 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

- 3.1. 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.
- 3.2. The Division Councillors are to do a gravelling map, which is to be presented to the Administrator and Reeve for review, then to the Works Committee and Council 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

- 4.1. Work zone signing shall be used when building or rebuilding, surfacing or resurfacing and patching roads. Work zone signing and flag people shall be used when maintenance work (blading, mowing, gravelling, etc.) is being done in areas where visibility/sight distance is poor. (During winter operations when visibility is less than 200 m while at the shop, the equipment shall remain in the shop. If equipment is out on the road and visibility is less than 100 m, the operator is to pull off at the safest location and wait until visibility improves.)
- 4.2. Municipal equipment shall remain in the shop when the temperature is -30 C, unless there is an emergency situation such as a blocked road or medical issue. Then the equipment will be taken out to do the work required and returned to the shop as soon as possible.
- 4.3. 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.
- 4.4. Custom work is done only when time permits and the operator is in the area. The minimum charge shall be \$100.00 (one hundred dollars).

5. DOCUMENTATION OF MAINTENANCE ACTIVITIES POLICY

- 5.1. 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.
- 5.2. Graveling records will include roads graveled, date, rate of application, who applied gravel and supplier of gravel.
- 5.3. Maintenance records will include location of road, operator, date, type of work done and any unusual situations that are observed.

6. CHECKING ROADS

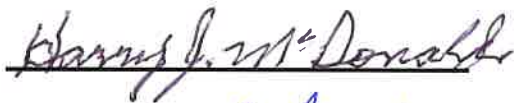
- 6.1. The Foreman, and in his absence the Division Councillor, is to contact the Administrator about any problems.
- 6.2. Each Councillor is responsible for checking roads in their division for any problems including blockage in between winter storms and reporting same to the Administrator.

7. ADDITIONAL INFORMATION


- 7.1. Councillors and Employees shall keep a diary or log of all RM related activities. Example: Someone contacts a Councillor/Employee with information about a road problem, then he/she should record the date, time, person calling and nature of problem.

8. EMERGENCY PREPAREDNESS

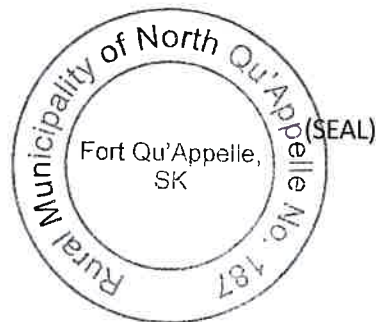
- 8.1. A list will be prepared of spare signs to be kept on-hand for emergency situations. Spring regulatory signs will be kept on-hand at all times. A replacement regulatory sign will be reordered as soon as the one in stock is used.
- 8.2. A set of barricades with the signs needed to close a road will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



REEVE



ADMINISTRATOR



Certified A True Copy of Bylaw 2017-02 passed by the Council of the Rural Municipality of North Qu'Appelle No. 187 on the 28th day of February, 2017.


M. Johnson, Administrator