

MUNICIPALITY OF OAKLAND-WAWANESA

POLICY & PROCEDURE MANUAL

Policy

TRANS010

Reference: Transportation	Classification: Policy
Subject: Summer Operations Policy	Pages: 1 of 4
Authority: Resolution of Council	Effective Date: June 25, 2019
Approved: June 25, 2019 Revised:	

TITLE: Summer Operations Policy

PURPOSE:

The purpose of this policy is to provide direction and set priorities for summer operations.

PREAMBLE:

The Municipality of Oakland-Wawanesa is committed to providing summer operations in the most cost and time efficient manner possible to ensure the safety and well-being of residents and staff while adhering to provincial legislation that governs the operation of equipment on public roads and safety and work alone regulations pertaining to staff. The standards outlined in the policy represent the minimum standards deemed appropriate.

DEFINITIONS

Developed roads are those that meet all attributes of the road definition, including improved, constructed, designed and open to public vehicular traffic

Emergency means action taken in response to a request from fire, medical or police personnel.

Public Work Manager's discretion means at the discretion of the Public Works Manager following necessary consultation with appropriate members of Council and staff and decisions made at the discretion of the Public Works Manager shall be supported by Council.

Regular Maintenance means action taken during normal business hours, Monday to Friday, 8:00 a.m. to 5:00 p.m., excluding holidays,

Road or roadway means the portion of a public road that is improved, constructed, designed or ordinarily used for public vehicular traffic.

Summer Operation Period means the period between April 2nd and Oct 14th.

Undeveloped roads are those that may be planned for future development, designated as road allowance, public lanes less than 49ft in width, public trails and other unimproved public roads.

Weed Inspector means a person appointed by council as the municipal weed inspector.

The following terms are intended to provide the Municipality with basic guidelines for maintenance on developed road allowances within the Municipality of Oakland-Wawanesa to standards able to safely transport today's vehicular passenger and truck traffic. The Municipality of Oakland-Wawanesa does not establish a maintenance standard for undeveloped roads.

The Municipality of Oakland-Wawanesa classified roads in accordance to service needs and priority. Three tiers of service will be established, designating roads based upon residency, use and road surface design. The follow three categories are to be used;

Level 1: High priority, receiving regular maintenance. These roads are associated with high use and heavy traffic

Level 2: Secondary priority, receiving periodic maintenance based upon need and request.

Level 3: Low maintenance roads.

SUMMER GRADING

Level 1 Roads: Level 1 roads will receive regular maintenance at least once every 7 business days. Maintenance intervals may vary based upon weather trends, heavy traffic and spring thaw. These roads would classify as an all-weather road.

Level 2 Roads: Level 2 roads will be graded once every 21 business days, one after spring thaw and one prior to winter. Additional blading may be warranted based upon summer conditions and traffic use. These would be all-weather roads but may not have favorable driving condition during poor weather conditions.

Level 3 Roads: Level 3 roads are minimal maintenance roads; these will be graded once every 25 business days. These are not deemed all weather roads.

Annually, Council will prepare a list of Level 3 roads scheduled for reshaping and rehabilitation with consultation from the Public Works Manager. Reshaping and rehabilitation will be charged to "Road Repairs Expenditures" and to a maximum annual allotment set by Council. Ratepayers requesting Level 3 roads to be rehabilitated shall do so in writing prior to November 30 to be considered during budget deliberations.

LEVEL OF SERVICE

Level 1 roads:

- Bunclody Road (Rd.114W from Rd.37N to Rd.42N)
- Carrol Road (Rd.41N from Rd.114W to Rd.103W)
- Dunrea Road/Tenterfield Road (Rd.98W from Rd.39N to Rd. 36N)
- Hayfield Road (Rd.46N from Rd.114W to Rd.110W)
- Methven Road (Rd.100W from Rd.48N to Rd.40N)
- Rounthwaite Road (Rd.103W from Rd.48N to Rd.40N)
- Tower Road (Rd.45N from Rd.110W to Rd.107W)
- Treesbank Road (Rd.43N from Rd.110W to Rd.96W)
- Turkey Ranch Road (Rd.44N from Rd.114W to Rd.106W)
- Wawanesa Bypass (Rd.41N from Rd.97W to Rd.99W and Rd.99W from Rd.41N to Rd.40N)

Level 2

- All developed roads that are not level 1 or level 3 roads

Level 3

- All undeveloped roads

Under normal circumstances, graders will maintain on average, eighteen to twenty-two miles of road per day.

There will be no custom or private work undertaken with municipal equipment.

WORK PRIORITIES

Equipment and manpower will be deployed as per the work priorities listed below:

1. Unexpected Road Repairs
2. Grading
3. Gravel reclaiming
4. Scheduled projects/repairs
5. Spraying
6. Mowing
7. Brush trimming

REPORTING

Reporting shall consist of providing weekly data reports to Council and maps outlining roads completed shall be provided to Council and uploaded onto social media sites weekly.

SUMMER MOWING

All Level 1 and Level 2 roads will be mowed twice per year. First pass of mowing will commence in June with the second pass to commence approximately September. Attempts will be made to mow level 3 roads during the 2nd pass depending on road conditions and workload.

ROADSIDE SPRAYING

The weed inspector will instruct the public works manager on what date spraying should commence and what chemicals/weeds to spray for, and provide a spraying map highlighting the spray locations. The public works manager will then make arrangements with the spraying contractor and oversee spraying operations.

HOURS OF OPERATION AND STAFFING LEVELS

For safety reasons, operators will be limited a maximum of 12 hours of service.

In adherence to work alone policies, no operator shall work alone.

USE OF EQUIPMENT OUTSIDE OF MUNICIPALITY

At the discretion of the Public Works Manager, municipal equipment may operate outside of the municipality in the case of an emergency.

TOWING

Municipal equipment shall not be used to tow any vehicle that is not owned by the municipality.

DISCLAIMER

This Policy is based on normal summer weather conditions, reliability and availability of resources both human and physical. The municipality does not guarantee a level of service under abnormal or extreme summer conditions nor in the event of a work stoppage. It is acknowledged that conditions may occur which temporarily prevent achieving levels assigned. In such cases, efforts will be made to keep roads open, consistent with available resources.