

# THE RURAL MUNICIPALITY OF ST. CLEMENTS

## POLICY MANUAL

Title	Gravel Road Maintenance Policy		
Section	Public Works Operation	Index	522
Date	September 24, 2024	Authority	2024-485

### 1. Purpose

The purpose of this policy is to establish guidelines for the efficient management and maintenance of existing gravel roads within the Rural Municipality (RM) of St. Clements. This policy aims to enhance road safety, accessibility, and overall quality by addressing the wear and tear caused by traffic, weather, and other factors.

### 2. Definitions

Administration	shall mean a person responsible for the performance or management of administrative business operations.
CAO	shall mean Chief Administrative Officer
Hard-surfaced roads	Roads with a paved surface, including but not limited to asphalt and concrete.
Reconstruction	The process of rebuilding a road, including its base and surface layers.
Council	shall mean the duly elected Council of the Rural Municipality of St. Clements
Manager of Public Works	shall mean an individual appointed in that position
Designate	shall mean any person appointed to a specified position
Gravel Road	A road surfaced with gravel or other loose material.
Asphalt Road	A road surfaced with asphalt material.
RM or Municipality	shall mean the Rural Municipality of St. Clements

### **3. Policy Objectives**

By adopting this policy, the RM of St. Clements commits to maintaining a high standard of gravel road quality, ensuring safe and accessible travel for all residents and visitors.

- To maintain and improve the condition of gravel roads.
- To ensure safe and accessible travel for all road users.
- To establish a systematic approach to gravel road maintenance.

### **4. Policy Statement**

#### **A. Road Surface Maintenance**

##### **1.1 Grading**

- Regular grading will be conducted to maintain a smooth and consistent road surface.
- Grading should maintain a crown with a 4% crossfall to facilitate proper drainage.
- Grading will be scheduled based on road condition, traffic volume, and weather conditions.

##### **1.2 Surface Drainage**

- Proper drainage will be maintained to prevent standing water on the road surface.
- Surface drainage corrections will be scheduled with routine grading operations.

#### **B. Dust Control**

##### **1.1 Application of Dust Palliatives**

- Dust palliatives such as calcium chloride will be applied to reduce dust and improve road safety.
- Dust palliative application will be conducted on gravel roads as per the Dust Control Policy.

#### **C. Material Application**

##### **1.1 Gravel and Crushed Stone**

- A gravel application will be applied based on assessment by Public Works and the gravel program for gravel roads as part of the yearly budget process.
- Additional applications of gravel or crushed stone will be made as needed to maintain road quality.

## **D. Subgrade Repair and Stabilization**

### **1.1 Identification and Repair**

- Roads with soft spots or frost boils will be identified and repaired promptly.
- Unstable material will be excavated and replaced with granular base material.
- Proper drainage will be ensured to prevent recurrence of issues.
- Roads may need more work like rehabilitation which involves regrading sub-base material, mulching, reclaiming graveling, adding base material and a road stabilization product.

## **E. Drainage Management**

### **1.1 Ditch Maintenance**

- Roadside ditches will be maintained to ensure proper flow of water away from the road.
- Ditch drainage improvements will be scheduled based on road condition assessments and prior to major resurfacing projects.

## **5. Policy Procedures**

### **A. Grading**

- Scarify the surface to the necessary depth and width to remove potholes, rutting or washboard.
- Spread material uniformly across the traveling surface.
- Maintain a crowned roadway surface with a 4% crossfall.
- Ensure all material is distributed uniformly, avoiding small windrows at the shoulder edge.
- Schedule grading operations when weather conditions permit.

### **B. Dust Control**

- Apply dust palliatives when weather conditions permit.
- Conduct application as per the Dust Control Policy.

### **C. Material Application**

- Apply based on assessment by Public Works and the gravel program as part of the yearly budget process.
- Schedule additional applications based on road condition assessments.

### **D. Subgrade Repair and Stabilization**

- Excavate unstable areas as necessary to be determined by Public Works.

- Replace with granular base materials.
- Schedule repairs as soon as issues are identified by Public Works.

#### **E. Drainage Management**

- Conduct surveys to ensure proper drainage is achievable.
- Design grades and clean out ditches using excavators and trucks.
- Schedule ditch drainage improvements as weather conditions permit.

### **6. Responsibilities**

- The Public Works Department will be responsible for the implementation and enforcement of this policy.
- Regular inspections and assessments will be conducted to ensure compliance with policy guidelines.

### **7. Policy Review and Amendments**

- This policy will be reviewed annually and amended as necessary to address changing conditions and improve road maintenance practices.