

# THE RURAL MUNICIPALITY OF ST. CLEMENTS

## POLICY MANUAL

Title	Hard-Surfaced Road Rehabilitation & Reconstruction Policy		
Section	Public Works Operation	Index	523
Date	September 24, 2024	Authority	2024-486

### 1. Purpose

The purpose of this policy is to establish guidelines for the maintenance and reconstruction of hard-surfaced roads within the Rural Municipality of St. Clements, ensuring the safety and convenience of residents and visitors while managing long-term costs effectively.

### 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
AADT	shall mean Annual Average Daily Traffic

### **3. Policy Statement**

The Rural Municipality of St. Clements is committed to maintaining/rehabilitation and reconstructing hard-surfaced roads in a timely and cost-effective manner to ensure the safety and convenience of all road users.

### **4. Scope**

This policy applies to all hard-surfaced roads within the jurisdiction of the Rural Municipality of St. Clements.

### **5. Responsibilities**

- i) The Public Works Department is responsible for:
  - a) Conducting regular inspections of hard-surfaced roads
  - b) Identifying roads requiring rehabilitation or reconstruction
  - c) Preparing cost estimates for road reconstruction projects
  - d) Implementing rehabilitation and reconstruction projects
- ii) The Chief Administrative Officer (CAO) is responsible for:
  - a) Overseeing the implementation of this policy
  - b) Reporting to Council on road maintenance and reconstruction needs
  - c) Recommending budget allocations for road projects
- iii) The Municipal Council is responsible for:
  - a) Reviewing and approving the road rehabilitation and reconstruction budget
  - b) Approving priorities for road reconstruction projects

### **6. Procedures**

- i) Road Inventory and Assessment
  - a) The Public Works Department shall maintain an up-to-date inventory of all hard-surfaced roads in the municipality.
  - b) Annual inspections of all hard-surfaced roads shall be conducted to assess their condition.
  - c) Roads shall be rated based on their condition, traffic volume, and strategic importance.
- ii) Rehabilitation and Reconstruction Planning
  - a) Based on the road assessments, the Public Works Department shall develop a prioritized list of roads requiring rehabilitation or reconstruction.

- b) Cost estimates for each identified project shall be prepared.
- c) A five-year road rehabilitation and reconstruction budget plan shall be developed and updated annually.

iii) Reporting and Approval

- a) The CAO shall present the five-year plan and associated cost estimates to Council annually.
- b) Council shall review and approve the plan, making adjustments as necessary based on budget constraints and strategic priorities.

iv) Implementation

- a) The Public Works Department shall implement approved rehabilitation and reconstruction projects according to the schedule outlined in the five-year plan.
- b) Regular progress reports shall be provided to the CAO and Council.

## **7. Funding**

The municipality shall allocate funds annually for road rehabilitation and reconstruction in its budget. A commitment to one (1) mill rate has been identified for commitment to maintaining existing hard surface roads to service standards identified by Public Works.

Additional funding sources, such as grants or low-interest loans, shall be explored to supplement the municipal budget for road projects.

## **8. Review and Amendment**

This policy shall be reviewed every three years or as needed to ensure its effectiveness and relevance.

Amendments to this policy may be proposed by the CAO, Public Works Department, or Council members and must be approved by Council resolution.

## **9. Effective Date**

This policy comes into effect on [Date] by resolution of the Rural Municipality of St. Clements Council.

# APPENDIX A

## Road Assessment Scoring Methodology

### 1. Purpose

This scoring methodology is designed to provide a standardized approach for assessing and prioritizing hard-surfaced roads within the Rural Municipality of St. Clements by the Public Works Department. It supports the Road Inventory and Assessment procedures outlined in the Hard-Surface Road Maintenance and Reconstruction Policy.

### 2. Scoring Categories

Roads will be evaluated based on three main categories:

1. Road Condition (50% of total score)
2. Traffic Volume (30% of total score)
3. Strategic Importance (20% of total score)

### 3. Scoring Criteria

#### I. Road Condition (0-50 points)

Criteria	Score Range	Description
Surface Cracking	0-15	15 (severe), 10 (moderate), 5 (minor), 0 (none)
Patching	0-10	10 (numerous large), 7 (several medium), 3 (few small), 0 (none)
Rutting	0-10	10 (severe), 7 (moderate), 3 (minor), 0 (none)
Potholes	0-5	5 (numerous large), 4 (several medium), 2 (few small), 0 (none)
Edge Deterioration	0-5	5 (severe), 4 (moderate), 2 (minor), 0 (none)
Drainage	0-5	5 (poor), 3 (fair), 0 (good)

## II. Traffic Volume (0-30 points)

Annual Average Daily Traffic (ADT)	Score
> 1000	30
750 - 1000	25
501 – 750	20
250 - 500	15
101 – 250	10
≤ 100	5

## III. 3.3 Strategic Importance (0-20 points)

Criteria	Score Range	Description
Connectivity	0-8	0 (local access only), 4 (connects minor roads), 8 (major arterial)
Emergency Routes	0-6	0 (not on route), 3 (alternate route), 6 (primary route)
Economic Impact	0-6	0 (minimal), 3 (moderate), 6 (significant)

## 4. Scoring Process

- i. Annual Inspection:
  - a) The Public Works Department shall conduct annual inspections of all hard-surfaced roads.
  - b) Each road segment (typically 1 km in length) shall be evaluated and scored according to the criteria above.
- ii. Scoring:
  - a) For each road segment, assign scores for each criterion within the three main categories.
  - b) Sum the scores within each category.
  - c) Calculate the total score by adding the three category scores.
- iii. Prioritization:
  - a) Public Works will rank road segments based on their total scores, with higher scores indicating higher priority for rehabilitation or reconstruction.
  - b) Group road segments into priority levels:

Critical (81-100 points): Immediate attention required

High (61-80 points): Plan for near-term rehabilitation or reconstruction

Moderate (41-60 points): Monitor closely and plan for medium-term rehabilitation or reconstruction.

Low (0-40 points): Routine maintenance only

## **5. Reporting**

- i. The Public Works Department shall prepare an annual report including:
  - a. A complete inventory of all hard-surfaced roads
  - b. Individual scores for each road segment
  - c. Prioritized list of road segments requiring maintenance or reconstruction
  - d. Estimated costs for recommended work on high-priority segments
- ii. This report shall be submitted to the CAO for review and presentation to Council as part of the five-year road maintenance and reconstruction plan.

## **6. Review and Adjustment**

- i. This scoring methodology shall be reviewed annually to ensure its effectiveness.
- ii. Adjustments to the scoring criteria or weightings may be proposed by the Public Works Department and must be approved by the CAO and Council.