

Policy

Title: ROAD INSPECTION, MAINTENANCE AND REPAIRS
Policy Number: TR – 32 – 10
Effective Date: 2023-09-13
Resolution: 343-23
Department Responsible: Transportation Department
Supersedes Policy No: E10 – Amended
Next Review Date: 2026-09-13

POLICY STATEMENT:

To provide for the economic and timely maintenance and repair of all Municipal roads and all roadway related facilities including signs, culverts, guardrails, etc. and inspections of same considering factors such as budgets, equipment availability and manpower.

DEFINITIONS:

Industrial Roads are road systems within designated Industrial Parks.

Major Arterial Roads are key emergency and transportation routes that are critical to daily travel within the Municipal District of Lesser Slave River #124.

PRINCIPLE:

This policy establishes the timely inspection, maintenance and repairs on Municipal roads and all roadway related facilities including signs, culverts, guardrails, etc. This policy falls within the scope of the Transportation department and will be carried out by the Transportation Manager or designate.

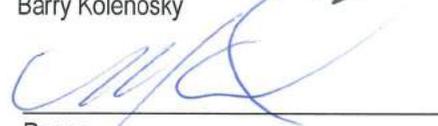
1. The M.D. will supply manpower and equipment, either contract or municipally owned to perform regular maintenance. The maintenance work schedule may be dictated by road type, traffic load and volumes and safety concerns.
2. All M.D. employees and contractors will, during the course of their maintenance duties, make note of any roadway deficiencies such as washouts, signs damaged, missing or broken, beaver dams, etc. This information will be recorded in asset essentials for remedial action.
3. The Transportation Manager will, by February 28th of each year, have prepared a regravelling program for the current year.
4. The M.D. will endeavor to complete its annual regravelling program prior to August 15th each year.
5. The Transportation Manager will, by April 30th of each year, prepare a dust control program using the guidelines set out in Policy E1.

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6. The M.D. will endeavor to complete its annual dust control program prior to June 30th each year.
7. The Transportation Manager will, prior to September 1st of each year, prepare a proposed plan for roadside brushing on M.D. roads. This plan will set forth a schedule of remedial action proposed to be taken in an attempt to clear as many of the M.D. roadside rights-of-way of brush as may be possible or practicable, given budgetary constraints or concerns.
8. The M.D. will endeavor, to the best of its ability and considering budget restraints, to mobilize forces to remove snow from M.D. roads immediately upon the stopping of a snowfall, or upon a sufficient accumulation that would present an unreasonable driving hazard as outlined under policy E15 Winter Road Maintenance.
9. The Transportation Manager will provide a written report at the end of each month showing the dates roads were inspected and deficiencies noted, and any actions taken to rectify problems in accordance with the *Municipal Government Act*, the authority for approving policy lies with Municipal District Council.


Chief Administrative Officer
Barry Kolenosky

09/29/2023
Date


Reeve
Murray Kerik

09/27/2023.
Date

SPECIAL NOTES/CROSS REFERENCE: E10 Road Inspection, Maintenance & Repairs Procedure
AMENDMENT DATE: September 13, 2026



Lesser Slave River

Procedure

PROCEDURE TITLE: **E10 - ROAD INSPECTION, MAINTNANCE & REPAIRS**

PROCEDURE NO.: **TR-32-10.01**

RESOLUTION: **344-23**

EFFECTIVE DATE: **2023-09-13**

DEPARTMENT RESPONSIBLE: **Transportation**

NEXT REVIEW DATE: **2026-09-13**

GENERAL GUIDELINES:

The purpose of this procedure is to provide a guideline to ensure that all municipal roadways and all roadway related facilities including signs, culverts, guardrails, etc. receive timely inspection, maintenance, and repairs.

DEFINITIONS:

Industrial Roads are road systems within designated Industrial Parks.

Major Arterial Roads are key emergency and transportation routes that are critical to daily travel within the Municipal District of Lesser Slave River #124.

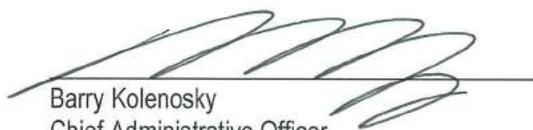
Municipality means the Municipality of Lesser Slave River #124

PROCEDURE:

1. The Transportation Foreman (or acting Transportation Foreman) will inspect all roads at least once quarterly. Industrial roads and Major Arterial roads are to be inspected once per month. The Transportation Foreman will, in conjunction with the maintenance staff, ensure that all roads have a basic inspection every month, noting gravel condition, signs, roadside brush, plugged culverts, etc.
2. The Transportation Manager will annually prepare a detailed report noting all road deficiencies and any remedial action taken.
3. Traffic control signs will be replaced within five working days of being reported missing subject to availability. In the case of signs missing that could cause a serious safety concern, the signs will be replaced as soon as possible, by a permanent or temporary measure, whichever is the most practical.
4. Ratepayer's who submit workorders will be contacted by the municipality within 4 business days of work order being received.

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Barry Kolenosky
Chief Administrative Officer

09/29/2023.
Date

SPECIAL NOTES/CROSS-REFERENCE: D15 Video Surveillance Policy

AMENDMENT DATE: 2026-09-13



Lesser Slave River

