



## RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

<b>POLICY NAME:</b> Road Upgrading	<b>POLICY NUMBER:</b> TRA-09
<b>POLICY MANUAL SECTION:</b> Transportation Services	<b>RESOLUTION NUMBER:</b> 579-2019
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### ROAD UPGRADING POLICY

#### Purpose

The Rural Municipality of St. Andrews receives requests for roads to be upgraded. In some cases, the Municipality must determine how to prioritize these upgrades. The purpose of this policy is to establish criteria for municipal road upgrades with specific levels of priority.

#### Policy

The amount of upgrading to be done to municipal roads will be determined by the upgrade priority in relation to all other road repair and maintenance along with the budget and funds available in the Municipality in any given year.

Roads requested to be upgraded will be evaluated on the basis of the following criteria:

- a) The condition of the road structure, as determined by a visual inspection and structural inspection (test holes) by the Public Works Department or retained engineer;
- b) The condition of the drainage along the sides of the road;
- c) The Right of Way width and if the roadway can maintain a safe minimum width;
- d) The traffic volume over the road (as measured by traffic counts);
- e) The number of residential properties or population density along the road;
- f) The cost to upgrade the road. If a road will be particularly expensive to upgrade, it may be included in a given year or deferred to a subsequent year, based upon budget considerations.

Requests or concerns regarding the conditions of roads or need for upgrading shall be made through the Public Works Requests for Service/Complaints Policy (TRA-01).

If budget conditions permit, the Municipality may elect to retain the services of an engineer to assess the conditions of the roads in question. If this is the case, the decision regarding the priority of road upgrading will be based on the engineering report in conjunction with public works recommendation.

#### Procedure

- 1) When a request is received for a road to be upgraded, the Employee receiving the request shall document the request, indicate when the request was received, note the name and address of the person making the request, the name or description of the road in question

and list any comments the person making the request has concerning the condition of the road or the danger it may present.

- 2) Public Works shall maintain a Road Upgrading database of requests for road upgrades.
- 3) Public Works shall conduct an inspection of the road in question to determine its condition and what upgrades will be needed, including approximate costs. If the sub-base of the road is in question, the Public Works Department with approved budget may retain the services of an engineer to take core samples of the sub-base and prepare a report regarding the composition of the sub-base in order to determine whether a road reconstruction is necessary or not. The score assigned will be based on the following criteria:
  - a) Score = 5; Existing road is in very poor condition
  - b) Score = 4; Existing road is in poor condition
  - c) Score = 3; Existing road is in fair condition
  - d) Score = 2; Existing road is in good condition
  - e) Score = 1; Existing road is in very good condition
  - f) Score = 0; Existing road is in excellent condition
- 4) Public Works shall conduct a preliminary survey of the drainage ditches alongside the road to identify any potential drainage issues that may need to be addressed prior to potential road upgrades. Any drainage issues will need to be corrected prior to any road upgrade work. The score assigned will be based on the following criteria:
  - a) Score = 5; Existing drainage is in very poor condition
  - b) Score = 4; Existing drainage is in poor condition
  - c) Score = 3; Existing drainage is in fair condition
  - d) Score = 2; Existing drainage is in good condition
  - e) Score = 1; Existing drainage is in very good condition
  - f) Score = 0; Existing drainage is in excellent condition
- 5) Public Works shall conduct a preliminary survey of the Right of Way width to determine whether the roadway can maintain a safe minimum width if it were to be paved. The score assigned will be based on the following criteria:
  - a) Score = 1; Sufficient Right of Way
  - b) Score = 0; Insufficient Right of Way
- 6) Public Works shall conduct a traffic density count for the road. A road having the highest traffic density would be given the highest score. Average Daily Traffic (ADT) volumes to justify paving generally range from a low of 50 vehicles per day to 400 or 500 vehicles per day. The score assigned will be based on the following criteria:
  - a) Score = 5; for 400 + vehicles/day
  - b) Score = 4; for 300-400 vehicles/day
  - c) Score = 3; for 200-300 vehicles/day
  - d) Score = 2; for 100-200 vehicles/day
  - e) Score = 1; for 50-100 vehicles/day
  - f) Score = 0; for 0-50 vehicles/day

- 7) Public Works shall record the number of residential properties along each stretch of road. The segments of road with the highest number of residential properties will be given the highest score. The score assigned will be based on the following criteria:
  - a) Score = 5; for 40 or more residential properties
  - b) Score = 4; for 30-40 residential properties
  - c) Score = 3; for 20-30 residential properties
  - d) Score = 2; for 10-20 residential properties
  - e) Score = 1; for 1-10 residential properties
  - f) Score = 0; for 0 residential properties
- 8) The resultant multiplied score for all the criteria elements will be recorded in a database and will be used to prioritize and evaluate the various upgrade requests in the preparation of a recommendation report.
- 9) Public Works shall calculate a preliminary cost estimate for the road upgrade once:
  - a) the condition of the road is assessed and the scope of work is determined
  - b) the drainage alongside the road is assessed and the scope of work is determined
  - c) there is a sufficient ROW width to allow for a paved road
  - d) a traffic count along the section of road to be upgraded is conducted and a score is established
  - e) the number of residential properties along the section of road to be upgraded is determined and a score is established
- 10) The Transportation Services Committee shall meet with the Manager of Public Works in the 3<sup>rd</sup> quarter of every year to review the requests for road upgrade database and the report on any recommended road upgrades.
- 11) A Road Upgrading Report will be prepared and presented at the next month's Committee of the Whole meeting for council consideration to approve any recommended road upgrades to be included in the following years road renewal contract so that the detailed road design can be prepared for tender the following year.