



GRAVEL ROAD MAINTENANCE POLICY	
Policy Number:	OP17
Administered By:	Director of Operations
Approved By:	Chief Administrative Officer
Effective Date:	March 1, 2023

Purpose:

This policy shall be used to define the Town’s roles and responsibilities for the maintenance and upkeep of gravel roads within the Town.

Scope:

The Town recognizes the importance of maintaining gravel roads within Town limits to ensure they are safe for vehicle use.

Responsibilities:

The Public Works Foreman is responsible to ensure regular maintenance of gravel roads as stated in this policy and all applicable Engineering Standards.

Definitions:

Blading: refers to the redistribution of surface materials over the road surface uses a mechanical grader, this helps to remove potholes, washboards, and ruts.

Grading: means using a motor grader to restore the driving surface and drainage attributes to roads, this will help provide a reasonably smooth and safe road condition.

Crown: refers to the slope of the road to allow for proper drainage.

Policy:

The Town maintains its gravel roads based on traffic volumes and condition assessments. Higher volume roads are maintained with greater frequency than lower volume roads.

When requests for improved maintenance exceed the road classification or level of service and regularly scheduled maintenance, the Town may consider a cost share or user pay arrangement on a case-by-case basis.

Procedure:

- Inspections – gravel roads shall be inspected monthly (or as required) in order to maintain them to a safe and reasonable standard and prioritize maintenance.
- The Town will ensure an acceptable safe level of service through regular road maintenance including, road blading/grading, gravel replenishment, road re-shaping, and ditch maintenance.
- The Town will ensure all gravel roads have a safe level of service with uniform road crown, and proper drainage. The Town will confirm gravel roads are free and clear of all large rocks that may appear after blading.

- Gravel replenishment – the Town will establish a priority list to re-gravel roads based on condition assessments and historical maintenance requirements. The priority list will be determined at the beginning of each year and implemented as time and conditions permit.

Further Information:

For further information regarding this Policy, please contact the department identified in the title bar under Administered By.

A handwritten signature in blue ink, appearing to be 'A. J. Smith', written over a horizontal line.

CAO – Town of Fort Macleod