

# VILLAGE OF EMPRESS

Title: Road Maintenance Policy

Policy Number:32-03

Effective Date: June 21, 2001

Revised Date: September 17, 2015

## Road Maintenance Policy

---

### Scope

These administrative procedures shall apply to all streets, roads, and avenues within the Village Boundaries. Where the word Roads is used it shall mean streets, roads, avenues and/or alleys.

### Responsibility

The Public Works Foreman or in his absence the Public Works II position is responsible for the maintenance of the Municipality's roads.

1. All roads must be maintained in a reasonable state of repair.
2. Hard surfaced roads will be patched and crack sealed annually as required. See schedule "C" for procedures to follow for crack sealing and pothole repair.
3. Weeds will be sprayed annually on roads and town property where necessary.
4. Gravel roads shall be graded when a grader is available.
5. Annual gravelling program will be carried out where necessary.
6. Winter grading will be done in accordance with the Snow Removal Policy #32-02
7. Paved streets shall be swept in the spring and again in the summer if required.
8. Paved streets will be inspected and major costs for repairs of roads submitted to the CAO for budget consideration. Any repairs falling in current budget will be completed in a timely manner. Inspection reports to be used by the Town Foreman are attached as schedule "A" and form part of this Policy
9. Culverts will be inspected once annually. Any major repairs will be submitted to the CAO for budget consideration. Inspection reports to be used by the Town Foreman are attached as schedule "B" and form part of this Policy.
10. Ditches and town properties will be mowed and/or trimmed by June 1, of each year, and maintained throughout the growing season as necessary.
11. List of private properties falling under unsightly properties shall be given to the office by June 7<sup>th</sup> of each year. Office will send out letters to have properties completed by June 30. Any properties not completed by June 30<sup>th</sup> will be mowed by village and documented on the appropriate work order form. Invoices will be sent out by office. Public Works will continue to monitor all properties throughout year, and submit unsightly properties to have letters sent on an ongoing basis.
12. Back alleys will be mowed by June 30<sup>th</sup> of every year and maintained as necessary.
13. The CAO is authorized to approve all routine maintenance operations and capital project expenses that have been approved in the budget.

Schedule "A"

INSPECTION REPORT OF ROADS IN THE VILLAGE OF EMPRESS FOR THE YEAR \_\_\_\_\_.

REPORT SUBMITTED \_\_\_\_\_  
DATE NAME

The following streets need maintenance:

SPRAY FOR WEEDS AND/OR CRACK SEAL

ROUGH PAVEMENT AND/OR POTHOLES

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ACTION TAKEN AND DATE:

Sprayed and/or crack sealed the following roads:

1. \_\_\_\_\_  
Address Date
2. \_\_\_\_\_  
Address Date
3. \_\_\_\_\_  
Address Date
4. \_\_\_\_\_  
Address Date

POTHOLES FILLED ON THE FOLLOWING ROADS

1. \_\_\_\_\_  
Address Date
2. \_\_\_\_\_  
Address Date
3. \_\_\_\_\_  
Address Date
4. \_\_\_\_\_  
Address Date
5. \_\_\_\_\_  
Address Date
6. \_\_\_\_\_  
Address Date

Schedule "B"

INSPECTION REPORT OF CULVERTS IN THE VILLAGE OF EMPRESS FOR THE YEAR \_\_\_\_\_.

REPORT SUBMITTED \_\_\_\_\_  
DATE NAME

The following culverts need maintenance:

1. \_\_\_\_\_  
Address Date

2. \_\_\_\_\_  
Address Date

3. \_\_\_\_\_  
Address Date

ACTION TAKEN AND DATE:

Mowed/Trimmed Around:

1. \_\_\_\_\_  
Address Date

2. \_\_\_\_\_  
Address Date

Cleaned:

1. \_\_\_\_\_  
Address Date

2. \_\_\_\_\_  
Address Date

Replaced:

1. \_\_\_\_\_  
Address Date

2. \_\_\_\_\_  
Address Date

## Schedule "C"

**Potholes:** Potholes will be routinely scheduled for repair by the Public Works foreman. Hazardous potholes (3" or deeper) reported to the Office by the RCMP or the public through work requests shall have immediate priority. These potholes will be filled with high performance cold mix if hot mix is not available.

The procedure for patching potholes on improved streets will be as follows:

1. Square the hole up using jackhammer with an asphalt spade or using an asphalt cutting saw.
2. Clean and dry the hole as much as possible.
3. Coat the edges with CSS-1 asphalt emulsion or equivalent when using hot mix asphalt.
4. Depth should be 5" or depth of existing asphalt, whichever is greater, not to exceed 1 foot in depth.
5. Use hot mix asphalt when available.
6. When hot mix is not available use high performance polymer cold mix. All potholes patched with high performance polymer cold mix on improved streets are to be documented.
7. Compact the asphalt with a roller or vibratory plate compactor. Wheel rolling is not acceptable when pothole patching permanent streets with hot mix. Wheel rolling is acceptable for cold mix when it is not practical to use a roller or compactor.

**Crack Sealing:** Crack sealing will be routinely scheduled on improved asphalt and concrete streets. Streets scheduled for routine crack sealing should be at least 5 years away from being overlaid or reconstructed. Streets should be scheduled for crack sealing only when it will effectively increase the life of a street. An annual crack sealing list will be produced using information generated by the Public Works Foeman. Final approval of the annual crack sealing program will be made by the CAO.

Procedure for crack sealing is as follows:

1. Material shall be equal or better than ASTM 1190 specifications. All material should be squeegeed.
2. Sealant must have a softening point of at least 180 degrees Fahrenheit.
3. Cracks must be clean and dry before applying sealer.
4. Sealed cracks should not deviate more than 1/4" above or below the street surface.
5. Keep traffic off the sealer until it does not track. Apply a soap/water solution on sealed area to help prevent tracking. When dirt and debris from crack cleaning might pose a hazard to traffic, the street should be swept after the sealant has set up and before the street is opened to traffic. A drying agent may be used to speed the hardening time in order to shorten the time that an area must be closed to traffic.
6. Sealant material damaged by repeated re-heating will not be used for crack sealing. Manufacturer's specifications must be followed to prevent heat damage to the sealant material.
7. Do not attempt to seal cracks that are less than 1/8" in width.