

# SMOKY LAKE COUNTY



<b>Title: Roadway Inspections</b>	<b>Policy No.: A.01-02</b>
<b>Section: 14</b>	<b>Code: P-I</b>
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<b>Legislation Reference:</b>	Municipal Government Act, Sections 530 and 532
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<b>Purpose:</b>	To undertake a system of inspection of roadways within Smoky Lake County to maintain roads in order to keep them as safe as possible for the driving public, taking into consideration weather and traffic conditions.
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## Policy Statement and Guidelines:

### 1. OBJECTIVES:

- 1.1 The County is committed to maintaining every road subject to its control and management in a reasonable state of repair, having regard to the character of each road and the area of the municipality in which it is located.
- 1.2 County being the road authority is responsible to maintain the roadways does recognize the importance to provide within a logical, safety, fiscal capacity, and reasonable basis “to keep roads in a reasonable state of repair”.
- 1.3 Smoky Lake County will not appoint any official or adopt any specific program for the sole purpose of inspecting the condition of municipal roads because of budgetary reasons. However, Municipal staff and Council are expected to observe the condition of municipal roadways during traveling and report any hazardous conditions observed.
- 1.4 The County Council and staff may undertake at least one road tour annually. Additional road tours will be scheduled as circumstances warrant. During the said tour documentation of all sections will be recorded. These records will include date of the inspection and notes regarding any concerns.
- 1.5 Smoky Lake County has been working diligently to develop and implement additional policies and procedures to protect and enhance the County’s roadways.

### 2. DEFINITIONS:

- 2.1 **Roadway Inspection:** Investigation of developed and maintained by the County roadways to identify any safety or roadway structure concerns and to develop effective schedules for management activity.
- 2.2 **Road Maintenance:** Includes road grading, pot hole repair, dust control, sanding, brush control, snow plowing, grass cutting, culverts and sweeping to ensure the safety and usability of approximately 1400 kilometers of developed roads within the County.

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**Policy Statement and Guidelines:**

**3. GUIDELINES:**

Smoky Lake County Public Works will perform within the best of its abilities the following:

- 3.1 A drive-by Road Inspection will be conducted once per year to ensure the required level of service is maintained.
- 3.2 The Public Works Department will maintain a record, by grader division, of when the road inspections were carried out (*e.g. time sheets, grader division maps and digital records in accordance with GPS: Global Positioning System*). The Public Works Manager and Public Works Road Foreman will maintain a daily diary ***Schedule "A": Inspection Form*** noting date and location of inspections, which will include the nature and severity of defect and the recommended maintenance activity.
- 3.3 Any municipal individual inspecting roads shall document and report immediately any hazards found to the Public Works Manager for evaluation and corrective measures.
- 3.4 The Public Works Manager will undertake to ensure appropriate repairs as soon as practical. In the event that repairs cannot be made as soon as desired, the Public Works Manager will ensure adequate signs and/or barricades are in place to warn the traveling public and direct them safely around or through the hazard area until repairs can be made; if the severity rating is numerical 5.
- 3.5 The Chief Administrative Officer has the authority to stop any activity in a municipal roadway, which is in his opinion, dangerous to the traveling public or damaging to the municipal roadway. The Peace Officer's services can be utilized to enforce this provision.
- 3.6 Smoky Lake County encourages citizens to call-in and report any problems and will document such calls in accordance with ***Policy Statement No. 14-A.09: Public Works Complaint Process Policy.***

**4. INSPECTION CRITERIA: IDENTIFICATION STANDARDS**

The County implements the following inspection criteria to identify road quality and assessment to assure roads are maintained to reasonable state of repair.

<b>Structure:</b> Crown, Shoulders, Soft Spots, Gravel Conditions – e.g. <i>rough roads</i>
<b>Culvert:</b> Conditions
<b>Drainage:</b> Maintained, ditches clear of obstruction or erosion
<b>Right-of-Ways:</b> Clear of debris/vegetation – e.g. <i>trees, rocks, visibility.</i>
<b>Back Sloping:</b> In place
<b>Signs:</b> Visual, identifiable, and readable.
<b>Sidewalks:</b> Conditions, maintained
<b>Infrastructure:</b> Manholes, catch basins, hydrants, sewer lines
<b>Bridges:</b> deck, curb, rail, joints, caps, piling, columns, beams and end rolls

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Policy Statement and Guidelines:	
<p><b>5. INSPECTION SEVERITY RATING SYSTEM:</b></p> <p>A severity rating system has been developed to provide a weighted numerical system for prioritizing improvements and maintenance efforts for roadways.</p>	
SEVERITY RATING	RECOMMENDATION
1 - Low	No defects: no action required.
2 - Moderately Low	Very minor defect: action required within 6 years.
3 - Average	Minor defect: action required within 3 years.
4 - Moderately High	Minor to less severe defect: action required within 1 year.
5 - High	<p><u>Severe defect:</u> Road maintenance action required:</p> <ol style="list-style-type: none"> <li>1. Public Works Department will repair within a reasonable time period, subject to personnel available and material to correct the defect.</li> <li>2. Safety measurements will be undertaken to advise traveling public and direct them safely around or through the hazard area until repairs can be made.</li> </ol>

	Date	Resolution Number
Approved	August 16, 2007	# 531-07 - Page # 8410
Amended	February 20, 2014	# 249-14 - Page # 11076
Amended		
Amended		
Amended		





**Schedule "A"  
ROADWAY INSPECTION FORM**

Location of Roadway: _____	File No.: _____ <small>Year- Month-Number</small>
Date: _____	Time: _____
Date of Last Inspection: _____	Inspector: Name and Position: _____

Criteria Identification: Current Condition	Rating	Inspection Comments	Recommendation	Corrective Action	Action Completion Date
Road Structure					
Culverts					
Ditches and Drainage					
Right-of-Ways					
Back Sloping					
Signs					
Bridges					
Sidewalks					
Infrastructure: Manholes Hydrants Catch Basins Sewer lines					

Public Works Department: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

