



POLICY NO. 3200-005

First Enacted: March 29, 2005

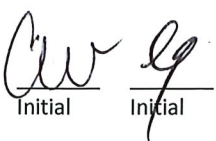
TITLE: ROAD MAINTENANCE – LEVEL OF SERVICE

PURPOSE:

The purpose of this policy is to clarify Westlock County's role in maintaining safe travel on County infrastructure by performing regular road maintenance and snow removal on rural roadways.

1.0 DEFINITIONS:

- 1.1 "Approach" means the thoroughfare commonly called an "approach" that connects a property, commonly referred to as a driveway or parking lot of a private property or the field entrance connecting to a rural road or highway.
- 1.2 "Arterial Road" means roads that deliver traffic from collector roads to numbered highways. Arterial roads commonly receive a higher volume of traffic compared to collector roads (highest traffic volumes to lowest traffic volumes: two and three-digit highways>>arterial roads>>collector roads>>local roads).
- 1.3 "CAO" means the chief administrative officer of Westlock County.
- 1.4 "Collector Road" means roads that deliver traffic from local roads to arterial roads. Collector roads commonly receive a lower volume of traffic compared to arterial roads (highest traffic volumes to lowest traffic volumes: two and three-digit highways>>arterial roads>>collector roads>>local roads).
- 1.5 "County" means the municipal corporation of Westlock County.
- 1.6 "Council" means the elected officials of Westlock County.
- 1.7 "Employee" means a current full-time, part-time, temporary, or contract employee of Westlock County.
- 1.8 "Equipment Operator" means a Westlock County employee or contract employee that operates County owned, leased, or rented equipment.
- 1.9 "General Manager of Infrastructure" means a person that coordinates, directs, plans, and oversees tasks, programs, and projects within the Transportation department of Westlock County.
- 1.10 "Grader" means the equipment used to perform regular road maintenance or snow removal to a rural road or highway.


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- 1.11 "Grader beat" means the portion of the County road network that a single motor grader operator is responsible for road grading or other maintenance as determined by the Transportation Supervisor.
- 1.12 "Grader Operator" means an employee of the County that operates a motor grader.
- 1.13 "Gravel Road" means a road with a graveled road surface.
- 1.14 "Ice-blading" means the removal or roughening of ice and packed snow on the road surface.
- 1.15 "Local Road" means a road that delivers traffic from local residences or businesses to a collector road (highest traffic volumes to lowest traffic volumes: two and three-digit highways>>arterial roads>>collector roads>>local roads).
- 1.16 "Project" means a task or program that is approved by Council in a public Council meeting and carried out by County employees or contractors.
- 1.17 "Road Maintenance" means road grading, shoulder pulling, snow removal, or back sloping to a road surface.
- 1.18 "Transportation Foreman" means a person who manages activities or people, especially workers.

2.0 GENERAL MANAGER OF INFRASTRUCTURE SERVICES RESPONSIBILITIES:

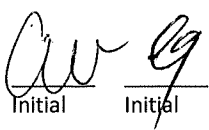
- 2.1 The General Manager of Infrastructure, or their designate is responsible for overseeing and inspecting the County road maintenance program, tasks, and other projects, advising on engineering matters, and reporting to Council on the progress of road maintenance or any changes to the programs, projects, or tasks.

3.0 TRANSPORTATION FOREMAN RESPONSIBILITIES:

- 3.1 The Transportation Foreman or their designate is responsible for directing the daily activities of equipment operators in their performance of road maintenance and snow removal.

4.0 ROAD SURFACE AND RIGHT-OF-WAY MAINTENANCE:

- 4.1 The County maintains the roadway right of ways to the following standards:
 - i. Ditch bottoms to grade points that promote drainage to original design to prevent flooding.
 - ii. Culverts maintained upon request (see Appendix D).
 - iii. Adequate signage as per Alberta Transportation standards.
 - iv. Vegetation management (brushing, mowing, shoulder rehabilitation [see Appendix C for example]).


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The County will make every reasonable effort to maintain gravel roads to these standards, recognizing that conditions such as weather, traffic, and emergencies may temporarily affect the ability to achieve these standards at all times.

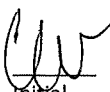
4.2 Grading Standards:

- i. The County will maintain gravel roads according to the following priorities:
 - a. arterial roads,
 - b. collector roads,
 - c. local roads,
 - d. hamlet roads,
 - e. roads to graveyards,
 - f. community all approaches and parking lots.
- ii. The County will endeavor to maintain gravel roads to the following standards:
 - a. crown of the road (cross slope, see Appendix A)(Cross sectional requirements, see Appendix B) maintained at two to five percent (2% to 5%),
 - b. vegetation on road shoulders removed,
 - c. existing width of roads maintained,
 - d. washboard removed,
 - e. potholes removed,
 - f. ridges along shoulders removed,
 - g. super elevations on curves maintained.
- iii. The County will make every reasonable effort to maintain gravel roads to these standards, recognizing that conditions such as weather, traffic, and emergencies may temporarily affect the ability to achieve these standards at all times. Each grader operator maintains roads to the above standard as they work their assigned beat on a daily basis.
- iv. County graders will make enough passes to grade the entire width of the road.

GENERAL GRADING GUIDELINES

Road Width	Number of Passes Recommended
9 meters or more	3 to 5 passes
6 to 8 meters	2 to 3 passes

- v. Grader operators will grade the road in sections. Each section of road graded shall not exceed two (2) miles in length.


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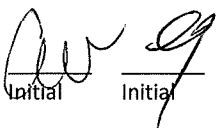
- vi. The County will attempt to grade arterial and collector roads at a minimum of three (3) times per month. Actual frequency will be dictated by weather, traffic volumes, and general road conditions.
 - vii. The County will attempt to grade local roads at a minimum of two (2) times per month. Actual frequency will be dictated by weather, traffic volumes, and general road conditions.
 - viii. The County will attempt to grade hamlet roads at a minimum of one (1) time per month. Actual frequency will be dictated by weather, traffic volumes, and general road conditions.
 - ix. The County will attempt to grade all other roads and community parking lots at a minimum of one (1) time every two (2) months or as needed. Actual frequency will be dictated by weather, traffic volumes, and general road conditions.
- 4.3 The County will coordinate an annual gravelling/rehabilitation program to ensure adequate road surface conditions are met. Roadways will be coordinated using the following considerations:
- i. excessive loss of surface gravel,
 - ii. exposed base or clay after blading,
 - iii. excessive rutting.
 - iv. Loss of roadway integrity, including due to trapped water, loss of crown, potholes, and washboard.
 - v. Volume of traffic.

5.0 PROGRAM APPROVAL:

- 5.1 Maintenance Projects and Programs can be proposed by:
- i. residents,
 - ii. businesses,
 - iii. Councillors,
 - iv. the General Manager of Infrastructure or their designate.
- 5.2 Council may direct the CAO or their designate to:
- i. assess a proposed maintenance project, and
 - ii. report back to Council with recommendations.

6.0 MAILBOXES ON ROAD ALLOWANCES:

- 6.1 See Westlock County Policy 3200-001 Rural Mailboxes on Road Allowances, including all amendments, or as per its replacement if rescinded.


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7.0 SNOW REMOVAL:

- 7.1 Snow conditions determine the type of equipment County employees use to clear snow off of roads. A snowplow truck with a sanding unit is typically used for paved surfaces and motor graders with snow wings and v-lows are typically used for gravel roads.
- 7.2 The County may use graders on both paved and graveled roads to wing the snow down the shoulder. Other types of equipment may be necessary depending on the volume of snow to be removed and the specific characteristics of certain locations in which equipment sometimes has to work.
- 7.3 The County should maintain a good relationship and a good line of communication with the RCMP to ensure both agencies release accurate and coordinated information to the public in a timely manner concerning road conditions. This is particularly important when road conditions have deteriorated below "good winter driving conditions."
- 7.4 Equipment operators shall mark hazards to equipment in their beat such as:
- utility access holes,
 - guardrail ends,
 - bridge abutments,
 - expansion joints,
 - other hazards to equipment as deemed necessary,
- So that equipment operators can clearly determine the position of those hazards when they are doing snow removal work.
- 7.5 The County snow removal standards outlined in this policy are based on an average winter snowstorm. An average winter snowstorm is defined as:
- snowfall ranges between three (3) and eight (8) centimeters,
 - the air temperature is lower than minus 10 degrees Celsius (-10°C),
 - the wind velocity is less than fifteen kilometers per hour (15km/hr).
- 7.6 If, in the opinion of the General Manager of Infrastructure or their designate,
- visibility has been reduced to the point that it would be too hazardous to continue snow removal work, or
 - any other significant hazard exists to equipment operators conducting snow removal operations,
- the CAO, General Manager of Infrastructure Services, or the Transportation Foreman may order equipment operators to move snowplows, motor graders and any other snow removal equipment off the roads to safe locations until the hazard subsides.
- 7.7 If the County pulls snow removal crews off the roads as per 7.6 above, the public shall be notified.
- 7.8 Occasionally severe storms may require the County to close roads. Under the authority of Part VI, subsection 3 of Bylaw No. 12-2012, the *Traffic Bylaw*, the following people have the authority to temporarily close a County road:


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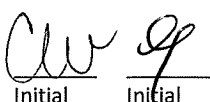
- i. the CAO or their designate,
 - ii. the General Manager of Infrastructure or their designate,
 - iii. a Peace Officer.
- 7.9 If the County closes a road as per 7.8 above, the County will notify the public.
- 7.10 Equipment operators should pull over equipment to the side of the road at least every one (1) kilometer, if required, to allow vehicle traffic to pass. This interval may have to be shortened when traffic is heavy or when rear visibility is obscured.
- 7.11 Equipment operators must adjust their speed according to snow, wind, and traffic conditions for the safety of themselves and surrounding traffic.

8.0 SNOW REMOVAL PRIORITIES AND STANDARDS:

- 8.1 The County will conduct snow removal work according to the following priority sequence:
- i. arterial roads (within 1-3 business days),
 - ii. aerodrome runways, taxiways, pads (1-3 business days)
 - iii. firehall/Emergency Services pads (1-3 business days)
 - iv. collector roads (within 3-6 business days),
 - v. local roads (within 5-7 business days),
 - vi. hamlet roads (within 5-7 business days),
 - vii. rural residential driveways with snowplow flags (within 5-10 business days).
 - viii. roads to graveyards (within 7-10 business days),
 - ix. community hall approaches and parking lots, upon request (within 10-14 business days).
- 8.2 Equipment operators will make a sufficient number of passes to remove snow from the entire width of the road.

GENERAL SNOW REMOVAL PRIORITY GUIDELINES

Priority	Type of road	Estimated time frame
1.	arterial roads	within 1-3 business days
2.	aerodrome runways, taxiways, pads	within 1-3 business days
3.	firehalls/Emergency Services pads	Within 1-3 business days
4.	collector roads	within 3-6 business days
5.	local roads	within 5-7 business days
6.	hamlet roads	within 5-7 business days
7.	rural residential driveways with snowplow flags	Within 5-10 business days
8.	roads to graveyards	within 7-10 business days
9.	community hall approaches & parking lots, upon request	within 10-14 business days


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9.0 SNOW REMOVAL FROM PAVED SURFACES:

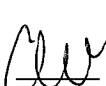
- 9.1 "Good winter driving conditions" exist on paved roads when ice and snow have been removed from the road surface and excessive loose snow has been removed from the shoulders and centerline of the road. Sections of ice and packed snow are acceptable and can be expected within the driving lanes between wheel paths as well as on the centerline.
- 9.2 Given the wide variation in storms, the County may meet, exceed, or find the standard described in 9.1 above unattainable.

10.0 RECORDS RETENTION:

- 10.1 All records regarding this policy will be kept as per Westlock County Bylaw 63-2025 Records and Information Management Bylaw, including all amendments or as per its replacement if rescinded.

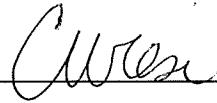
11.0 REVIEW OF POLICY:

- 11.1 This policy will be reviewed on an annual basis by the CAO or their designate and determine if changes are required and make recommendations to Council for said changes.


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12.0 END OF POLICY



Reeve



Chief Administrative Officer

Feb 24 / 2026

Date Signed

POLICY HISTORY:

First Enacted: March 29, 2005, Motion #123/2005

Reviewed and Amended: August 11, 2020, Motion #262/2020

Reviewed: March 23, 2023

Reviewed and Amended: April 25, 2023

Reviewed: June 13, 2024

Reviewed and Amended: February 24, 2026

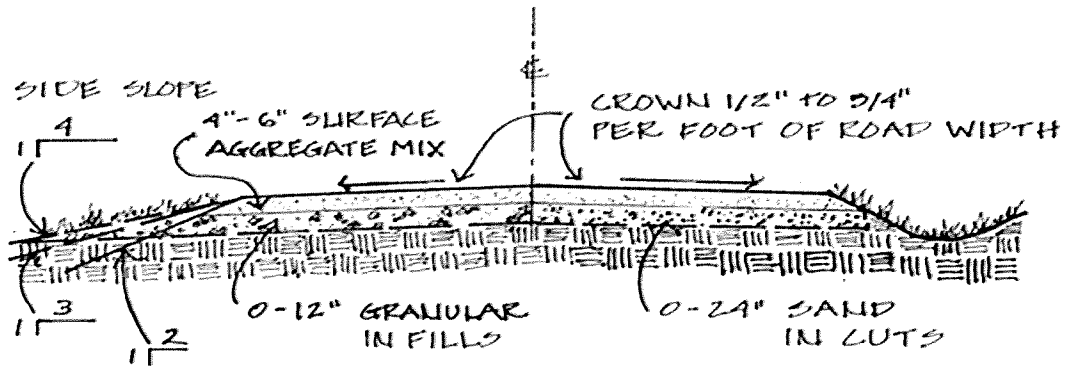

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Appendix A

General Road Surface Principles

- ☒ Preserve and maintain a proper road crown for good drainage (free water cannot be allowed to stand in ruts or potholes or it will soak into the surface.)
- ☒ Keep the road surface tight and impervious.
- ☒ Perform regular drainage maintenance and grading.

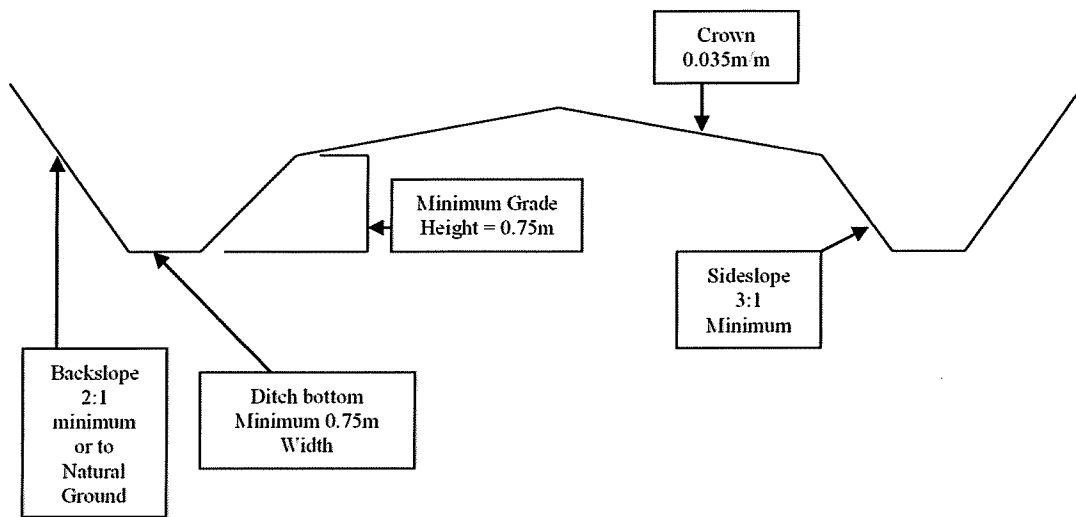


Road Crown & Profile

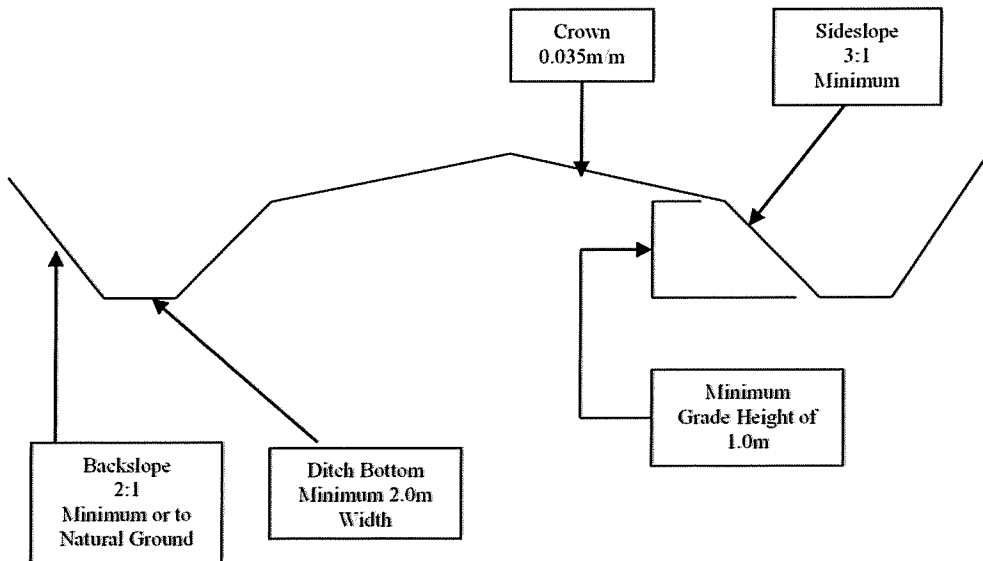
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Appendix B



For 20m Right of Way & 6m Finished Gravel Road Surface



For 30m Right of Way & 8m Finished Gravel Road Surface

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Appendix C
"Shoulder Rehabilitation Example"



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Appendix D

"Maintained Culvert vs. Obscured Culvert Example"



Clean culvert



Culvert blocked by grass/debris

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