

**MUNICIPALITY OF LOUISE**  
**POLICY & PROCEDURES MANUAL**

<i>Reference</i>	Public Works	<i>Classification</i>	Policy & Procedure
<i>Subject</i>	Maintenance – machinery roads	<i>Pages</i>	
<i>Authority</i>	Council	<i>Effective Date</i>	13 May 2020
<i>Approved</i>	Resolution 2020.05.10	<i>Index</i>	

**PURPOSE**

To outline the procedure for Maintenance of Machinery roads.

**DEFINITION**

It is the policy of the Municipality to ensure that the maintenance of machinery roads be carried out in the most professional and cost effective manner.

**PROCEDURE**

**Maintenance**

1. A Request for Machinery Road Maintenance (in writing) will be received at the Municipal Office. Administration will request Rural Public Works Foreman to review.
2. The Rural Public Works Foreman will contact the applicant and ask them to disc/harrow the machinery road in question and arrangements will be made for the Municipal grader to grade and level the road. This work will be carried out by public works staff within the cycle of their routine road maintenance program.
3. Unless exceptional circumstances exist, this grader work will be carried out only once at no cost to the applicant in a 12 month period. Should additional work be requested this will be on a cost recovery basis as per Municipal Service Fees By law.
4. If additional work is required then the Public Works Foreman and/or Works and Operations Committee shall consider patching the problem area if the budget provisions allow OR place the project on the map for consideration for the next season/budget year under Road Re-Construction.
5. If the municipal road allowance has been reduced in size by one or more landowners/renters, those benefiting from the extra acres may consider patching the problem at their own expense. Notification to the municipal office of the patching works to be undertaken would be welcomed.