

RURAL ROAD MAINTENANCE PROGRAM GUIDELINES

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OVERVIEW OF RURAL ROAD MAINTENANCE PROGRAM (RRMP):

Under the *Highways Act*, the Minister of Highways and Public Works has a duty to maintain the Highways (roads) identified in Schedule # 1 of the Regulations. There are additional public roads throughout Yukon, where government funded maintenance does not exist. This policy sets forth the requirements for obtaining maintenance of public roads not listed on Schedule # 1.

Given the high cost of road maintenance, government must carefully consider whether maintenance of a particular road serves the public good and is consistent with other roads being maintained. Consideration is given to road uses, locations, variable traffic densities, road standards and unique residential or recreational requirements.

POLICY GOALS AND OBJECTIVES:

This object of this policy is set out guidelines for when government funded maintenance will occur on public roads. It describes the application process, the assessment process, the construction standards required and the criteria used to determine if a road qualifies for maintenance. This policy also describes the level of service that can be expected by the public once road maintenance commences.

The Yukon Government is committed to:

1. Providing maintenance when funding has been appropriated, to public rural roads in a fair and cost effective manner;
2. Ensuring an equal opportunity is provided to all Yukon residents seeking government funded road maintenance;
3. Ensuring that maintenance of any one rural road is not subsidized to the extent that it is unfair to other property owners throughout Yukon.
4. Providing road maintenance service where appropriate and feasible under a Third Party Equipment Rental Agreement for rural property owners otherwise not eligible for fully funded government maintenance service. This service is paid for by the property owner and is only undertaken when it is safe to do so, the equipment is available and no private Contractors are available.

DEFINITIONS:

Property Owner: Any person who possesses titled land, leased land, land under a satisfactory Agreement for Sale, land under Federal or Territorial Government land reserve or land set aside.

Road User: Property owners, licensed or registered commercial users (including, but not limited to, trappers, outfitters, woodcutters, tour companies) and registered institutions (including, but not limited to, schools, churches, fire halls, and community hall).

Public Road: A road which is always available to the public, is within a surveyed right-of-way and is located on public land, or if not, is formally recognized as a highway (public road). The road must be connected to an existing road that is maintained by Government of Yukon.

PROGRAM REQUIREMENTS:

The RRMP is an application driven program. An application must be received by a member of the public before any consideration is given to the maintenance of a road not currently in the inventory.

Roads maintained by Government of Yukon must meet a minimum standard so they are safe for all users. Roads must be of sufficient width to allow for the safe passage of all traffic such as cars, trucks, emergency vehicles (RCMP, ambulances, and fire trucks), fuel oil and water delivery vehicles and in many cases, school buses. In addition, road maintenance equipment must be able to operate safely and efficiently while providing for road user safety.

There are three components to a RRMP application which will be assessed to determine whether maintenance can be undertaken.

1. Application Requirements;
2. Road Standards and Specifications;
3. User Density.

When the above three components have been met, and funding has been appropriated, Government of Yukon will undertake maintenance of the road.

Upon receipt of an application, officials of the Department of Highways and Public Works will contact the spokesperson and/ or other representatives to determine the following:

1. Location and land status of the road;
2. Existing Construction standard;
3. Requested length of road to be maintained;
4. History of and issues with the road;
5. Use of the road based upon:
 - Number of permanent residences along the road;
 - Number of permanent residents (i.e. vehicles) using the road;
 - Number of school aged children;
 - Commercial use; or
 - Recreational /cottage/institutional use.

Application received by September 1st of the year will be evaluated in the current year. Application received after September 1st will not be reviewed until the following year when a thorough evaluation can be done.

ROAD STANDARDS AND SPECIFICATIONS:

The following standards are the minimum requirements in order for a road to be added to the list of roads eligible for government funded maintenance.

Right-of-Way:

1. Brush is cleared back a minimum of 4.0 m from the shoulder of the road on both sides. On sharp corners, brushing may be extended beyond 4.0 meters for increased visibility and safety;
2. Grubbing (removal of stumps and roots) a minimum of 2.0 m from the shoulder of the road;
3. No building, fence or other structure may be within 4.0 m of the shoulder of the road;
4. Utility pole offsets shall meet the criteria in the current *Government of Yukon Utility Line Policy*.

Road Structure:

1. The road is in an acceptable state of maintenance prior to acceptance;
2. Surface width of 8.0 meters;
3. Road must have an appropriate horizontal and vertical alignment;
4. Surfaced with crushed aggregate (<75mm in size);
5. The road sub-structure consists of granular material and is capable of supporting the intended traffic in all conditions;
6. Maximum grade of 10%;
7. Surface shall be crowned to provide positive drainage;
8. Permanent erosion control measures are in place;
9. Drainage ditches and culverts shall be installed where required;
10. Culverts shall be properly sized, properly installed and free from debris and silt build-up;
11. A "cul-de-sac" turnaround, having a minimum radius of 18 meters, is located at the end of the maintained portion of road and reserved for the use of maintenance equipment. (i.e.: no parking of vehicles permitted within cul-de-sac).

Each road where maintenance has been requested will be reviewed to see if there are any circumstances that may require a higher standard, or in rare cases, a lower standard, than above. Rural roads not meeting the minimum standards may be maintained under exceptional circumstances if it serves the interests of Yukon Government.

The applicant shall be solely responsible for applying to the Department of Education if school bus services is required/ requested for the road. The school bus standard and application can be found at http://www.hpw.gov.yk.ca/pdf/rrmp_school_bus_protocol.pdf.

USER DENSITY REQUIREMENTS:

Option # 1 - Road User Density Calculation:

The following criteria will be used to determine if a road qualifies for government funded maintenance. A road having an average of two permanent residences per kilometer, or less, will not be considered for maintenance. The following calculations will not be used in this situation.

Requirements	Calculation
Permanent	5 point for each permanent residence along the road.
Population	1 point for each multiple of 10 (or less) adult residents living along the road on a permanent basis, and 1 point for each multiple of five (5) (or less) school aged child living along the road on a permanent basis.
Commercial or Industrial	2 points for each licensed commercial/ institutional long term active user of the road.
Recreational	1 point for each multiple of two (2) cottages located along the road.
Note: Only one residence or cottage per property will be used in the calculations. If a residence is used for more than one purpose (i.e. commercial/ recreational), it can only be counted for one use.	

To calculate the User Density value for any road, total the number of points as per the above table and divide that number by ten (10).

Density Example:

4 permanent residences	4 residences x 5 points per residence	20 points
8 adults (multiple of 10)	1 point for 10 or less adult permanent residents	1
6 school children (multiples of 5)	1 point for multiples of 5 or less school children	2
1 commercial wood cutter	2 points for each commercial/ industrial road user	2
2 cottages (multiple of 2)	1 point for each 2 cottages	1
	Total	26 points

User Density value is $26 \div 10 = 2.6$

Once a User Density value has been calculated, that figure will equate to the actual length of road, measured in kilometers, which qualifies for maintenance. If the road in question is longer than the User Density calculation, the road does not qualify for maintenance. If factors exist where the calculated length ends at a location where an equipment turnaround could be built on public land and it makes sense to do so based on where the occupied properties are located, Yukon Government may consider this.

Where a road is predominantly used only in the summer, meets minimum standards and is eligible under the density criteria described above, maintenance will be providing for the summer only. Rental cabins or multiple houses on a single property, nor the residents of those dwellings, will be considered in the road user density calculation.

Option # 2: Other Roads:

If the road in question has relatively few permanent residences but substantial recreational, institutional, industrial or commercial use, the Department may complete an analysis of the traffic use on the road. The analysis may include the use of traffic counters to determine the average daily traffic for the road. All businesses located along the road must provide proof of a current business license, those roads used predominately for a single business will not qualify.

MAINTENANCE SERVICE LEVEL:

The level of maintenance provided for rural roads will vary depending upon a number of factors. Rural road maintenance will be undertaken after high priority and/or high use highways, airstrips and secondary roads have been maintained. Maintenance of some rural roads may require different equipment than is used on higher standard roads (i.e. graders vs. plow trucks) and therefore special trips may be necessary.

APPLICATION PROCESS:

Applicants can apply directly to Yukon Government through several avenues:

Online: http://www.gov.yk.ca/forms/forms/6000/yg6118_e.pdf

In Person at: Transportation Maintenance Branch
9029 Quartz Road, Building 275
Whitehorse, Yukon
Y1A 4P9

By Email: roadprograms@gov.yk.ca

APPROVAL PROCESS:

Maintenance on a rural road is not automatic even if a road has been developed to a “maintainable” standard. Maintenance will only be considered upon application by residents or users of the road.

Applications must be submitted to the Department of Highways and Public Works by a spokesperson representing at least 75% of the users and/or property owners of the road. The spokesperson must own a seasonal or permanent residence located along the road in question.