

ROAD MAINTENANCE POLICY

POLICY PURPOSE

The purpose of this Policy is to make a clear statement of the intent of the Village of Pemberton (the “Village”) road maintenance operations and to establish the priorities within which limited resources will be applied.

POLICY

1.0 Application

This policy applies to roads within the jurisdiction of the Village of Pemberton.

2.0 Disclaimer

The Village reserves the right to deviate from this policy at any time due to weather conditions, budget limitations, manpower shortages, material shortages, equipment failure, MoTT or other Provincial and Federal restrictions, or any other unforeseen problem.

3.0 References

Village of Pemberton Boulevard Maintenance Bylaw No. 713, 2012

Village of Pemberton Building Bylaw No. 912, 2021

Village of Pemberton Snow & Ice Removal Policy – PW-004, 2022

4.0 Definitions

“**CAO**” means the Chief Administrative Officer of the Village;

“**CAO Bylaw**” means the *Chief Administrative Officer Bylaw No. 682, 2011*, as amended or re-enacted from time to time;

“**Council**” means the council of the Village of Pemberton;

“**Manager of Operations**” means the person duly appointed as such from time to time by the CAO in accordance with the CAO Bylaw and includes their designates;

“**Village**” means the Village of Pemberton;

“**MoTT**” means Ministry of Transportation and Transit;

“**Arterial Road**” means a road that operates with the primary function of carrying through traffic from one area to another with as little interference as possible from adjacent land uses;

“**Boulevard Maintenance Bylaw**” means the *Boulevard Maintenance Bylaw No. 713, 2012*, as amended from time to time.

“**Collector Road**” means a road that operates with the primary function of distributing traffic between arterial, collector and local roads within an area.

“Local Road” means a road that operates with the primary function of providing direct access to properties. Local roads normally connect to other local roads or to collector roads;

“FSR” means a road that operates with the primary function of providing direct access to Forest Services. Forest Service Roads may also connect to other local roads or to collector roads. FSR roads are maintained by the Ministry of Forests and are not maintained by the Village;

“Gravel Maintained Road” means a road that is an unpaved surface with gravel and operates with the primary function of providing direct access to properties and may connect to other FSRs, local roads or to collector roads. These roads will be plowed and regraded on an as required basis;

“Gravel Unmaintained Roads” means a road that is an unpaved surface with gravel and operates with the primary function of providing indirect access to properties and roads that are not critical to overall traffic flow within the Village. These roads will not be maintained, plowed nor regraded by the Village;

“EMS, Utility Access & Service Road” means a road that operates with the primary function of providing direct or indirect access to properties used as bypass roads and to the Village owned Infrastructure, respectively.

“Private Road” means a road or lane that is owned and controlled by a private entity and is not open to the public for use without permission. Private roads or lanes are not maintained or operated by the Village;

“Public Works” means the Operations Department of the Village of Pemberton.

“Strata Road” means a road or access route within the strata complex that is considered common property and is maintained by the strata corporation, not a public road. Strata Roads are not maintained or operated by the Village.


5.0 POLICY

5.1 Intent

The intent of road maintenance operations is to maintain Village owned streets and roads in a safe and passable condition. Road maintenance services are not intended to always eliminate all hazardous conditions on Village roads. They are intended to assist vehicles that are properly equipped and maintained for driving and operated using good driving practices as per relevant regulations.

5.2 Prioritization

The Village shall conduct operations based on budgetary and resource considerations and according to the following priorities:

| Priority | Description | Priority Classification |
|----------|------------------------------------|---|
| 1 | Arterial Road | Highest |
| 2 | Collector Road |  |
| 3 | Local Road | |
| 4 | EMS, Utility & Service Access Road | |
| 5 | Gravel Maintained Road | Lowest |

Prioritization is based on the type of rehabilitation needed, functional classification, daily traffic volumes, budget and resource considerations as well as reasonable projections of the future condition of the specific road.

5.3 Other Roads

Private and Strata roads are not owned or operated by the Village and therefore are not maintained by the Village Public Works crew.

FSR and MoTT roads, intersections and crosswalks are the responsibility of the provincial government and therefore are not maintained or operated by the Village Public Works crew.

6.0 SCOPE

The Village maintains all roads within its boundaries (see **Appendix A**) except those under the jurisdiction of the province (MoTT or Ministry of Forests), are managed by a strata corporation or are identified as privately held as set out in section 5.3 and **Appendices B and C**.

Appendix A identifies Village owned roads and their designation.

Appendix B identifies unmaintained roads within the Village boundaries.

Appendix C identifies FSR, MoTT, private and strata roads.

7.0 PROCEDURE

7.1 Boulevards

Refer to the Boulevard Maintenance Bylaw as amended from time to time.

7.2 Ditches:

All ditches are repaired or cleaned out if warranted or on an as needed basis.

7.3 Road Markings

Line painting on roads and crosswalks within the Village's jurisdiction, is carried out by Public Works on an as needed basis. Line painting can only occur during dry weather conditions.

7.4 Road Repairs

Village owned roads are maintained by the Village Public Works crew and repairs are made based on the priorities and criteria set out under section 5.1.

7.5 Sidewalks

All sidewalks are repaired on an as needed basis.

7.6 Signage

Village traffic control and advisory signs are maintained in good working order and repaired and replaced on an as needed basis. All signs under the jurisdiction of MoTT are the responsibility of the province or its contractor and will not be maintained by the Village.

7.7 Snow and Ice Removal

Refer to the Village of Pemberton Snow & Ice Removal Policy as amended from time to time.

7.8 Street Sweeping

Weather permitting, spring street sweeping may commence as early as late February, to clean up winter sand and dirt. Sweeping can only take place when the temperatures are consistently above zero. Some areas may require multiple passes by the sweeper to ensure all debris is cleared.

7.9 Reporting Problems on Village Owned Roads

- a) Members of the public and staff are encouraged to immediately report any observed defects in roads located in the Village of Pemberton to the Public Works Department through a Service Request either online, over the phone, or in person.
- b) Within 48 hours of receiving any report of observed defects, Public Works staff will attend the site of the reported defect and inspect the road to determine the repairs necessary to be undertaken in accordance with this policy;
- c) Within 24 Hrs hours of confirming there is an identified defect that requires repair, Public Works staff will mark or temporarily repair any identified defect that requires action;
- d) Road areas that have been identified and marked or temporarily repaired will be inspected once per week to ensure the defect continues to be minimized for motorists and pedestrians until permanent repairs can be completed;
- e) The Manager of Operations and/or his or her designate(s) will prioritize and schedule a permanent repair of an identified defect subject to budget and resource availability;

7.10 Reporting Problems on MoTT or FSR Roads

As identified on Schedule C, there are several roads connected to or form part of the Village road network that are the responsibility of MoTT or the Ministry of Forests.

All problems related to the MoTT or FSR roads reported to the Village will be reported to MoTT and the local MoTT contractor or the Ministry of Forests by Public Works within forty-eight (48) hours of the report being received. Those reporting an issue will also be encouraged to report the matter to the appropriate jurisdiction.

7.9 Right of Way Use Permit

Pursuant to Building Bylaw No. 912, 2021 utilization of a Village right of way requires a use permit as issued by either Development Services or Operations.

8.0 POLICY AMENDMENTS & DELEGATION OF AUTHORITY

Council is responsible for approving this policy.

Amendments to this policy will be made from time to time and communicated to users accordingly.

In accordance with the CAO Bylaw, the Chief Administrative Officer or their designate, is responsible for approving substantive, administrative or housekeeping amendments as recommended by Manager of Operations.

APPENDIX A VILLAGE ROADS WITH DESIGNATION

Priority One: Arterial Roads

There are no arterial roads within the Village's jurisdiction that are owned, operated or maintained by the Village.

Priority Two: Collector Roads

There are no collector roads within the Village's jurisdiction that are owned, operated or maintained by the Village.

Priority Three: Local Roads

The following roads are within the Village's jurisdiction and designated as local as set out in this policy:

| | |
|---|--|
| <p><u>Benchlands:</u></p> <ul style="list-style-type: none"> • Dogwood Street • Elmwood Drive • Fernwood Drive • Greenwood Street • Eagle Drive • Collins Road - west side of Pemberton Meadows Road <p><u>Downtown</u></p> <ul style="list-style-type: none"> • Cedar Drive • Cedar Lane • Camus Street • Frontier Street • Pioneer Street • Prospect Street south of Aster and north of Camus • Walnut Street • John Currie Lane – south of Birch • Joseph Despard Pemberton Lane – north of Birch • Aster St <p><u>Aspen Fields</u></p> <ul style="list-style-type: none"> • Aspen Boulevard • Alder Drive • Oak Street • Poplar Street • Willow Drive | <p><u>Gateway</u></p> <ul style="list-style-type: none"> • Arbutus Street • Crabapple Court • Cottonwood Street • Flint Street to Chelsea Place Strata Entrance • Park Street to Creekside Strata Entrance • Vine Road to The Peaks Entrance <p><u>The Glen</u></p> <ul style="list-style-type: none"> • Balsam Street • Harrow Road • Hemlock Street • Laburnum Street • Larch Street • Laurel Street • Laurel Street • Lupin Street • Olive Street <p><u>Airport</u></p> <ul style="list-style-type: none"> • Airport Road <p><u>Pemberton Plateau</u></p> <ul style="list-style-type: none"> • Pemberton Farm Road East (PFRE) • Pinewood Drive (PFRE to bottom of hill) • Sabre Way • Mackenzie Road (to Pebble Creek Drive) <p><u>Sunstone Ridge</u></p> <ul style="list-style-type: none"> • Sun God Mountain Way • Seven O'Clock Drive • Cerulean Drive • Tenquille Place • Sunstone Way • Merlot Peak Drive • Owl Lane |
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Priority Four: EMS, Utility & Service Access Road

The following roads are designated as EMS, Utility or Service Access Roads and are within the jurisdiction of the Village.

| Service Access Roads | Utility Access Road |
|---|--|
| <ul style="list-style-type: none">• Benchlands Reservoir Service Road• Hillside Reservoir Service Road | <ul style="list-style-type: none">• Airport East Taxiway Access Road• Other Airside Airport Roads |

Priority Five: Gravel Maintained Road

There are no gravel roads within the Village's jurisdiction maintained by the Village.

APPENDIX B

UNMAINTAINED ROADS WITHIN THE VILLAGE BOUNDARIES

Gravel Unmaintained Road

The road identified in red below is within the Village boundaries and provides access to lands beyond which are in the Squamish-Lillooet Regional District. This road is designated as a Gravel Unmaintained Road and the portion within the Village's jurisdiction is not maintained by the Village.

- Pemberton Farm Road East – to Property in the Squamish-Lillooet Regional District



APPENDIX C

FSR, MoTT, PRIVATE AND STRATA ROAD LISTING

Forest Service Road (FSR)

The FSR designated roads within the Village boundaries are maintained by the Ministry of Forest and not the Village of Pemberton.

- Mackenzie Basin Forest Service Road (beyond Pebble Creek Drive turnoff)
- Airport Road – end of paved road to Fire Service Base

Ministry of Transportation & Transit (MoTT):

MoTT is responsible for the operation and maintenance of Highway 99, the arterial and collector roads as well as the intersections and crosswalks associated with the roads as noted below and are not the responsibility of the Village.

- Highway 99 (Village Entrance south to Whistler) (Highway)
- Highway 99 (Village Entrance east to Mount Currie) (Arterial)
- Portage Road (Collector)
- Birch Street (Collector)
- Prospect Street between Birch & Camus (Collector)
- Pemberton Meadows Rd. (Collector)

Private Roads:

The private roads listed are designated as local and are not the responsibility of the Village to operate or maintain.

- Aspen Lane
- Mount Currie Mobile Home Park – internal roads
- Underhill Drive

Strata Roads

Strata roads are the responsibility of the individual strata corporations to operate and maintain.

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|---|---|
| Chelsea Place <ul style="list-style-type: none"> • Flint Street within Chelsea Place Strata Cottonwood Court <ul style="list-style-type: none"> • Internal roads Creekside Village <ul style="list-style-type: none"> • internal roads Elevate Townhomes <ul style="list-style-type: none"> • internal road Meadow Lane <ul style="list-style-type: none"> • internal road Monte Vale <ul style="list-style-type: none"> • internal roads Mountain Side <ul style="list-style-type: none"> • internal road Mountainview Townhomes <ul style="list-style-type: none"> • internal road and parking lot Pemberton Plateau <ul style="list-style-type: none"> • Pinewood Drive post box kiosk and beyond- Strata • Pinewood Place Pemberton Plateau Townhomes <ul style="list-style-type: none"> • internal road Pioneer Junction <ul style="list-style-type: none"> • internal roads | The Bluffs <ul style="list-style-type: none"> • Beechwood Street The Peaks <ul style="list-style-type: none"> • internal roads The Ridge <ul style="list-style-type: none"> • Pebble Creek Drive • White Cap Crescent • Sisqa Peak Drive • Sugarloaf Place • Goat Peak Lane • Wishbone Court Tiyata <ul style="list-style-type: none"> • Tiyata Boulevard • Phare Crescent Woodbridge <ul style="list-style-type: none"> • Internal road |
|---|---|