

# POLICY MANUAL

for the

## RURAL INTEGRATED ROADS FOR GROWTH

## PROGRAM







# Policy Manual

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<b>Adopted:</b>	November 23, 2020
<b>Amended:</b>	February 2, 2021; April 22, 2021
<b>Section 0:</b>	Short Term Policy Amendments
<b>Policy 1:</b>	Temporary Program Measures

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## 1. Definitions for Temporary Program Measures:

Bridge and Large Diameter Culvert Initiative	A temporary funding stream that provides assistance to rural municipalities on the capital costs related to the construction of rural bridges and large diameter culverts. The words “Bridge and Large Diameter Culvert Initiative” shall be substituted for “Bridge and Large Diameter Culvert Program” for correct reading of documents throughout this policy manual.
Community Benefits	A measure implemented by the Province of Saskatchewan to encourage Consultants and Contractors that are performing work in Saskatchewan to use Saskatchewan-based labour. Work completed by out-of-province labour will be assessed penalties.
Investing in Canada Infrastructure Program (ICIP)	A federal grant program that is contributing to the funding of the Bridge and Large Diameter Culvert Initiative.
Road Stimulus Funding	A temporary initiative by the Province of Saskatchewan to provide increased funding for rural road projects.
Supplemental Assistance Program for Capped Bridge and Culvert Projects (SAP)	An initiative, which has been discontinued, from the former Municipal Roads for the Economy Program to help large projects access additional funding.

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## Temporary Program Measures

2. The Road Stimulus Funding shall be considered to have effect for the duration of the 2020-21 through 2022-23 Road Construction Programs.
3. The Bridge and Large Diameter Culvert Initiative shall be considered to have effect for the duration of the 2020-21 through 2023-24 program years and the Initiative shall be funded by a partnership with the Investing in Canada Infrastructure Program (ICIP).
4. The following policies shall be amended:
  - a) Section 3, Policy 4: Project Funding Allocation, Clause 3 shall be changed to read:
    - i A Road Authority shall not be allocated more than \$500,000 in a program year for any number of approved Road Construction Projects. There shall be no limit on the amount of funding a Road Authority can receive through the Bridge and Large Diameter Culvert Initiative;
  - b) Section 3, Policy 8: Project Timeline and Termination shall be amended;
    - i The project timeline requirements in the Clause 1, 3, 4, 5, 6, and 7 will be determined on a case-by-case basis and shall be communicated to successful project applicants.
  - c) Section 4, Policy 1: Project Eligibility, Clause 1.c) shall be changed to read:
    - i Have a Rural Road Classification of 3, 4, 5 or 6 or the roadway is designated as a Clearing the Path corridor; and
  - d) Section 5, Policy 1: Project Eligibility, Clause 1.c) shall be changed to read:
    - i Have a Rural Road Classification of 3, 4, 5 or 6 or the roadway is designated as a Clearing the Path corridor;
  - e) Section 7, Policy 2: Application for Grant Payment, Clause 4 shall be changed to read:
    - i For the Road Construction Program, SARM shall retain a ten percent (10%) holdback on each grant payment to be released upon SARM's receipt of a professional engineer's completion certificate;
    - ii For Bridge and Large Diameter Culvert Initiative, a five percent (5%) holdback on each grant payment shall be retained to be released upon receipt of a professional engineer's completion certificate and any other requirements of the Saskatchewan Ministry of Government Relations or Infrastructure Canada (INFC).

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## Temporary Program Measures

5. The following policies shall be suspended:
  - a) Section 3, Policy 1: Project Applications, Clause 1. d) shall be suspended;
    - i The rolling cap will not be assessed for the Road Stimulus Funding and for the Bridge and Large Diameter Culvert Initiative.
  - b) Section 3, Policy 1: Project Applications, Clause 4 shall be suspended;
    - i Bridge application questions shall request information to properly rank projects using the RIRG criteria and additional information as required by the Saskatchewan Ministry of Government Relations and Canada for the ICIP; and
  - c) Section 3, Policy 4: Project Funding Allocation, Clause 4 shall be suspended.
  
6. The following policies shall be added, effective prior to March 16, 2021:
  - a) Community Benefit requirements shall be included in all procurements for the Road Construction Program;
  - b) Community Benefit requirements are not required for procurements in the Bridge and Large Diameter Culvert Program; and
  - c) Community Benefit requirements are not required for procurements in the Bridge and Large Diameter Culvert Initiative.
  
7. The Program shall honor any existing commitments made through the Supplemental Assistance Program for Capped Bridge and Culvert Projects (SAP). Future SAP projects will not be accepted.

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# Policy Manual

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# Policy Manual

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**Adopted:** November 23, 2020  
**Amended:** January 25, 2021  
**Section 1:** Program Administration  
**Policy 1:** Definitions

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## 1. Administrative Definitions

Association of Professional Engineers & Geoscientists of Saskatchewan (APEGS)	The governing body of Professional Engineers and Geoscientists in Saskatchewan.
Bulk Haul Partnership Agreement (or Bulk Haul Agreement)	An agreement that allows the movement of freight at weights and/or dimensions exceeding those defined in provincial roadway system regulations.
Bridge and Large Diameter Culvert Program	The funding stream that provides funding assistance to Road Authorities on the capital costs related to the construction of rural bridges and large diameter culverts.
Bridge Technical Committee	A subcommittee made of members from SARM and MoH that provides recommendations to the PMB regarding technical aspects of bridge design, construction, and maintenance.
Clearing the Path (CTP)	The funding program that provides incremental maintenance for approved roadways that connect primary weight roadways.
Co-Chair	The PMB has two Chairs, a representative of MoH and a representative of SARM. The Co-Chairs have signing authority for the Program.

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## Definitions

Eligible Applicant	A Rural Municipality, Urban Municipality and/or First Nation that has jurisdiction of roadways.
Engineer (or Professional Engineer)	A member or licensee of APEGS representing the Road Authority's interests and who shall have the appropriate experience and permissions to consult related to the work that is being completed.
First Nation	A band as defined in the <i>Indian Act</i> .
Federal Gas Tax Fund	Is a permanent source of funding provided to provinces and territories, who in turn direct this funding to their municipalities to support local infrastructure priorities. Municipalities can pool, bank, and borrow against this funding, providing significant financial flexibility.
Municipal Bridge Inspection Program	A sub-component of the Program where a Consultant is commissioned to inspect bridges in Rural Municipalities each year.
Municipal Bridge Services (MBS)	Provides professional technical advice to SARM members, government, consultants, and contractors related to bridge and culvert issues.
Municipal Economic Enhancement Program (MEEP)	Is a grant-based program that distributes funding to individual municipalities on a per capita basis.
Municipal Revenue Sharing	Providing funding to each local municipality to support the delivery of community services.
Municipal Traffic Count Program (TCP)	A sub-component of the Program where a Consultant is commissioned to conduct traffic counts in Rural Municipalities each year.
New West Partnership Trade Agreement	Is an accord between the Governments of British Columbia, Alberta, Saskatchewan, and Manitoba that creates Canada's largest, barrier-free, interprovincial market.
Program Management Board (PMB)	The governing body of the Program.

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## Definitions

Program Managers	Responsible for the administrative and technical aspects of the Program and are the primary contacts for the Program.
Road Authority	A Rural Municipality responsible for rural roads, an Urban Municipality responsible for a Clearing the Path Corridor or First Nation responsible for a Clearing the Path Corridor.
Road Construction Program	Provides funding assistance for the construction and upgrading of rural roadways in Saskatchewan.
Road Maintenance Agreement	An agreement for road maintenance as defined in <i>The Municipalities Act</i> .
Road Technical Committee	A subcommittee made of members from SARM and MoH that provides recommendations to the PMB regarding technical aspects of road design, construction, and maintenance.
Rural Integrated Roads for Growth (the Program)	This Program.
Rural Municipality	An incorporated entity as defined in <i>The Municipalities Act</i> .
Saskatchewan Association of Rural Municipalities (SARM)	Represents Rural Municipalities to higher levels of government and provides leadership and administrative services to the Program.
Saskatchewan City	An incorporated entity as defined in <i>The Cities Act</i> .
Saskatchewan Ministry of Highways (MoH)	The provincial ministry that is responsible for highways in Saskatchewan and provides leadership and funding for the Program.
Transportation Partnership Agreement (TPA)	An agreement between a Road Authority and MoH, where MoH will compensate the Road Authority for the incremental maintenance of a roadway.
Urban Municipality	A City as defined in <i>The Cities Act</i> , and/or a Town, Village, or Resort Village as defined in <i>The Municipalities Act</i> .

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## Definitions

### 2. Program Definitions

Alternative Project (or Pre-Approved Project)	Are project that have been approved by MoH for funding in the event that excess uncommitted funds become available later in the program year.
Application for Grant Payment	The method for requesting payment on eligible costs from the Capital Funding Programs.
Assistance Rate (or Cost Share)	Is the percentage of assistance a project can receive on eligible costs.
Bridge	A structure, including supports, erected over a depression or an obstruction, such as a water course, highway, or railway, and having a track or passageway for carrying traffic or other moving loads and having an overall span of six metres or more, measured horizontally along the centreline between the inside faces of abutments.
Bridge Construction	An engineered removal of the existing bridge structure, culvert structure and/or low-level crossing and/or replacement with a new bridge structure on an existing or new road alignment.
Capital Funding Program	The general term referencing the Road Construction Program or the Bridge and Large Diameter Culvert Program.
Clearing the Path Corridor	The continuous roadway within one RM extending between the nearest intersection of the Corridor with a primary weight roadway or RM boundary and the nearest intersection of the Corridor with a primary weight roadway, RM boundary, or significant economic generator/area.
Culvert	A conduit to carry water, pedestrians, animals, or traffic through an embankment; and having spans up to twenty metres, measured horizontally at its widest point.
Culvert Installation	An engineered removal of an existing bridge structure, culvert structure and/or low-level crossing and/or replacement with a new culvert structure on an existing or new road alignment.

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## Definitions

Economic Generator	<p><u>Economic Generator</u> – a resource industry (forestry, gravel, oil and gas, etc.), grain terminal, intensive livestock operations (hog barns, chicken farms, etc.), value added processing facilities (refineries, etc.), recreation sites (golf courses, regional parks, etc.), or other businesses that result in significant economic activity.</p> <p><u>Large Economic Generator</u> – an economic generator of a scale that results in a significant impact on the provincial economy via interprovincial and/or international trade.</p> <p><u>Small Economic Generator</u> – an economic generator of a scale that results in an impact on the local economy via local and/or interprovincial trade.</p>
Financial Partnership	The partnership between the Road Authority and with an industry partner or other forms of government outside of the MoH.
Fiscal Year	A one-year period starting April 1 and ending March 31.
Funding Agreement	The agreement between the Road Authority and SARM for each project in the Capital Funding Programs.
Funding Cap	The limit on funding that can be provided to a Project or a Road Authority.
Funding Overallocation	The act of allocating funding to projects that exceed the available Program budget by the request of the Program Management.
Funding Pressure	The act of allocating funding to projects that exceed the available Program budget by the request of the MoH.
Grant Payment	The amount of funding paid to a Road Authority for their submitted eligible costs of a project.
Grid Road	A signed municipal road under the jurisdiction of a Rural Municipality. It is constructed to standards specified by the Department of Rural Development. The purpose of these roads is local service. They supplement the provincial highway system but provide a lower quality of service.

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## Definitions

Incremental Maintenance	The difference between the level of maintenance required for a secondary weight road and the level of maintenance required for a primary weight road.
Independent Traffic Count	The systematic and methodical count of the number of vehicles passing a given point during a specific unit of time (usually a day) verified by an Engineer and commissioned by the Road Authority.
Low-Level Crossing	A structure or reinforced area of earth built at-grade or near-to-grade through a waterway such that the structure is only capable of carrying traffic or other moving loads during low-flow periods.
Maintenance and/or Repair	<p><u>Maintenance</u> – routine activities meant to prevent damage and prolong the life of the structure</p> <p><u>Repair</u> – activities that restore the functionality of damaged or non-functioning components.</p>
Network Impact	A project is considered to have a major impact on the local transportation network if the existing or theoretical closure of the roadway containing the project would result in a detour greater than or equal to 25.75 kilometres (16 miles).
Ontario Structures Inspection Manual (OSIM)	Standard for detailed visual inspection and condition rating of structure and their components. It provides a uniform inspection approach for all structures.
Overcommitment (or Overallocation)	A tool to ensure that the funding available in each program year is spent by the Program, where savings to the program are generally found each year.
Professional Service Agreement (PSA) Program Array	<p>The agreement between the Road Authority and their Engineer for the services provided by the Engineer.</p> <p>The document provided to the MoH that outlines the recommended budget of the Program and lists the capital projects recommended by the PMB to be approved for funding.</p>
Program Year	A two-year period starting April 1 and ending March 31.

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## Definitions

Project	The Road, Bridge, or Culvert project whose scope was determined by the Road Authority in their application.
Project Application	The application to the program from the Road Authority for the proposed project.
Project Rank	The sum of ranking points attributable to the project specifics.
Provincial Commitment	The yearly commitment from the MoH for the Program, typically announced during the Provincial Budget.
Public Procurement	The act of buying good or services in a public manner.
Redesignation	The process of terminating an incremental maintenance funding agreement for a CTP corridor.
Right-of-Way (or Road Allowance)	A general term denoting land, property or interest therein acquired for or devoted to a highway, road, street or lane.
Roadway	The part of a road, designed or intended for use by vehicular traffic. The roadway width normally lies between the regulatory established curb lines or the outer extremities of the shoulder.
Rural Road Classification (RRC)	The classification of roads in Saskatchewan which includes considerations for social, economic and connectivity factors.
Similar Projects	A project of similar scope and scale as the primary project and will be completed at the same time as the primary project.
Statutory Declaration (Stat. Dec.)	The document submitted by the Road Authority on a yearly basis verifying that the Road Authority has maintained their CTP Corridors to legal primary weights and the roadway surface to a good condition.
Traffic Count	The systematic and methodical count of the number of vehicles passing a given point during a specified unit of time (usually a day), verified by an Engineer and commissioned by the Municipal Traffic Count Program.

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## Definitions

**Uncommitted funds**                      The funding that has not been allocated to a budgetary line item or project, typically created by cancelled or underbudget projects.

**Written Notice**                              Written notification sent via email to the designated contact person.

### 3. Technical Definitions

**Average Daily Traffic (ADT)**                      The total volume of traffic during a given time period, in whole days, greater than one day and less than one year, divided by the number of days in that time period.

**Base and Subbase**                              Base – the layer or layers of specified or selected materials of a designed thickness placed on subbase or a subgrade to support a surface course.

Subbase – the layer or layers of specified or selected material placed on a subgrade to support the base.

**Base and Subbase Project**                      The shaping and compacting of the subgrade to the required grade, cross-section and density. It may include scarification to ensure adequate mixing and uniformity of the subgrade material within a specified zone.

**Bid Bond**    A guarantee of payment to the tender owner from a bidder in the event that the winning bid decides to not accept the contract award.

**Bridge File Number**                              The unique number assigned to each rural bridge in Saskatchewan, which is the reverse of the legal land location.

**Bridge condition**                              Fair – there is deterioration consistent with the half-life of the components.

Good – there is minor or negligible deterioration of the components.

Poor – there is major deterioration of components, with possible local failures.



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## Definitions

Bridge Design Criteria (BD100)	Provides MoH's exceptions to the Canadian Highway Bridge Design Code and provides the MoH's policies and practices regarding the design and detailing of bridges on the provincial highway network.
Canadian Highways Bridge Design Code (CSA-S6)	The design code that governs the design and construction of bridges that has been adopted for use in Saskatchewan.
Certificate of Recognition (COR)	Is an occupational health and safety accreditation program that verifies a fully implemented safety & health program which meets national standards.
Clay Cap	A layer of clay constructed on a prepared subgrade.
Clay Cap Project	The placement of a thick layer of clay material on the existing road surface. This work includes the removal and/or satisfactory placement of all materials necessary for stabilization of the road grade and improvement of general ride quality of the road.
Community Access Road	A road that provides access to a large group of people living in the same area.
Design	The process of planning, analysing, proportioning, drawing, and writing specifications for the construction of a roadway or structure by an Engineer.
Design – Bid – Build	A method of project delivery, where the owner hires a firm to carry out the design and separate firm to complete construction of the project.
Design – Build	A method of project delivery, where the owner hires a single firm to carry out both the design and construction of the project.
Earthwork and Grading Project	The excavation of soil materials, the salvage of select soil materials, the operation of borrow areas and the construction of embankments. The work includes the removal and/or satisfactory placement of all materials necessary for the construction and preparation of embankments, slopes, drainage works and connections to the required alignment, grade, and cross-sections.

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## Definitions

Granular Seal Coat	A thin asphalt surface treatment consisting of a sprayed liquid asphalt followed by an application of a layer of aggregate that is compacted on the road surface.
Granular Seal Coat Project	The placement of a liquid asphalt followed by an application of a layer of aggregate that is compacted onto the road surface.
Hydraulic Manual (HM)	Is a reference document for the hydraulic design of culverts in Saskatchewan. In meeting that requirement, it also contains guidance applicable to the hydraulic design of bridge and open channels.
Labour and Materials Bond	Guarantees that the bonded contractor will pay all claimants for goods and/or services supplied for the completion of the project.
Legal Land Location	The descriptive location of a roadway in Saskatchewan, locations are given to the North or East of sections.
Legal Primary Weight (or Primary Weight)	As defined by <i>The Vehicle Weight and Dimension Regulations, 2010</i> .
Performance Bond	Guarantees that the bonded contractor will perform its obligations under the contract in accordance with the contract's terms and conditions.
Self-Bidding (or Self-Tendering)	The act of a Road Authority bidding on their own proposed work as part of the open tendering process.
Short Span Modular Bridge Design Guidelines (BD200)	Covers the design and detailing a of short span modular bridge that utilizes the MoH's standard precast prestressed concrete box girder superstructure.
Soil Stabilization	A method of changing natural soils to meet an engineering purpose through the use of physical, chemical, or other methods.
Surfacing	A general term applied to all phases of constructing a pavement structure over a completed subgrade.

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## Definitions

Truck Average Daily Traffic  
(TADT)

The total volume of truck traffic during a given time period, in whole days, greater than one day and less than one year, divided by the number of days in that time period.

Weighted Truck Count  
(WTC)

A weighted average of truck counts that normalizes the effect produced by varying distances between consecutive traffic count location.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 1:</b>	Program Administration
<b>Policy 2:</b>	Program Management Board

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1. The PMB can consist of up to 8 voting members. SARM can appoint up to five (5) voting members and MoH can appoint up to three (3) voting members.
  - a) SARM can appoint as members of the PMB:
    - i Members of SARM's Board of Directors, and;
    - ii SARM's Executive Director.
  - b) MoH can appoint as members of the PMB:
    - iii The Executive Director of the Network Planning and Investment Branch;
    - iv The Director, Regional Planning and Development, and;
    - v Other MoH representatives.
  
2. The PMB shall appoint SARM's Executive Director and one (1) MoH voting member as the co-chairs of the PMB.
  
3. The PMB shall have the power and authority to:
  - a) Develop and adopt policy for the Program;
  - b) Develop and adopt criteria and definitions for eligible costs and eligible projects;
  - c) Design the Program to meet regional and provincial strategic objectives;
  - d) Develop and adopt the process for applications for funding;
  - e) Develop and adopt the process by which municipal projects identified as having "special provincial interest" can be funded through the Program;
  - f) Develop and adopt criteria for the evaluation of eligible projects by the PMB;
  - g) Review and evaluate the annual list of eligible projects;
  - h) Recommend the annual Program to MoH for approval; and
  - i) Exercise such other powers as are incidental to the foregoing or are necessary to attain the purpose of the Program.

4. The PMB may establish technical and policy sub-committees to assist in the performance of its duties and may retain the services of such employees of SARM or MoH or outside expertise as the PMB considers appropriate. The PMB has established the following sub-committees:
  - a) Road Technical Committee; and
  - b) Bridge Technical Committee.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 1:</b>	Program Administration
<b>Policy 3:</b>	PMB Meetings

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1. Meetings of the PMB shall be held a minimum of three (3) times per year, with further meetings scheduled as required. The required meetings shall be held:
  - a) In March or April, after the announcement of the provincial budget to:
    - i Approve the Program Array;
    - ii To develop the capacity building plan for the upcoming fiscal year;
  - b) In May to:
    - i Review program policy;
    - ii Approve changes for implementation for the next program year; and
  - c) In July, after the application intake to:
    - i Approve the proposed program for MoH consideration.
2. A quorum requires the attendance of at least three (3) members of whom at least one (1) must be a MoH voting member.
3. The Chair for each PMB meeting shall alternate, as suitable, between the Co-chairs.
4. The minutes for each PMB meeting shall be taken by the Director of Programs and Operations or alternate designated at the start of the meeting.
  - a) The minutes shall be distributed after the meeting and approved at the next meeting.
5. All decisions or actions of the PMB shall be made by a Motion.
  - a) All Motions shall require a Mover and a Secunder.
  - b) Where time is of the essence, decisions can be approved via email and then ratified by Motion at the next full PMB meeting.

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Program Management Board

6. The success of a Motion shall be by majority vote, a tied Motion shall be considered lost, as a tie is not a majority.



# Policy Manual

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<b>Adopted:</b>	November 23, 2020
<b>Amended:</b>	N/A
<b>Section 1:</b>	Program Administration
<b>Policy 4:</b>	Road Technical Committee

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1. The purpose of the Road Technical Committee is to provide the PMB with technical advice regarding the design, engineering, and construction of rural roadway projects.
2. The Road Technical Committee shall be comprised of:
  - a) Director, Designs Standards, MoH;
  - b) Senior Planner – Area Transportation Planning Committee Planner, MoH, and;
  - c) Infrastructure Committee Advisor & RIRG Manager, SARM.
3. The core responsibilities of the Road Technical Committee shall be:
  - a) To review special requests from Road Authorities related to proposed and approved projects and to provide recommendations to the PMB; and
  - b) To review road design requirements of the Program as directed by the PMB and to provide recommendations for amendments to Program policies.
4. The authority of the Committee will be to provide recommendations to the PMB.





# Policy Manual

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<b>Adopted:</b>	November 23, 2020
<b>Amended:</b>	N/A
<b>Section 1:</b>	Program Administration
<b>Policy 5:</b>	Bridge Technical Committee

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1. The purpose of the Bridge Technical Committee is to provide the PMB with technical advice regarding the design, engineering, and construction of rural bridge and culvert projects.
2. The Bridge Technical Committee shall be comprised of:
  - a) Executive Director or Director, Bridge Branch, MoH;
  - b) Director of Municipal Bridge Services, SARM, and;
  - c) Municipal Bridge Engineer, SARM.
3. The core responsibilities of the Bridge Technical Committee shall be:
  - a) To review special requests form Road Authorities related to proposed and approved projects and to provide recommendations to the PMB; and
  - b) To review bridge and culvert design requirements of the program as directed by the PMB and to provide recommendations for amendments to Program Policies.
4. The Scope of the Bridge Technical Committee shall be limited to the areas of design, engineering, and construction.
5. The authority of the Committee will be to provide recommendations to the PMB.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 1:</b>	Program Administration
<b>Policy 6:</b>	SharePoint

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1. A SharePoint site shall be maintained to provide access to Program documents.
2. The SharePoint shall be maintained by the:
  - a) Infrastructure Committee Advisor & RIRG Manager;
  - b) Director of Municipal Bridge Services; and
  - c) Municipal Bridge Project Manager.
3. The SharePoint site shall be set for “viewing only” for members of the PMB.
4. Access to the SharePoint shall be granted to @sarm.ca or @gov.sk.ca emails only. Access to the SharePoint shall not be granted to personal email addresses.
5. The PMB meeting documents shall be maintained on the SharePoint for a minimum of 1 year, after which the information shall be archived permanently on SARM's local server. Prior to the archiving of information, the Program Manager shall:
  - a) Provide notice to all PMB members, and;
  - b) Provide a digital copy of all archived information to MoH.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 1:</b>	Program Administration
<b>Policy 7:</b>	Program Updates

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1. Program Update documents shall be maintained and posted to the SharePoint on a monthly basis.
2. Financial Statements prepared by SARM's Finance department shall be posted to the SharePoint as they become available.
3. MoH may request quarterly program updates.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 1:</b>	Program Administration
<b>Policy 8:</b>	Communication

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1. Effective communication between SARM and MoH is critical for the effective administration of the Program. SARM and MoH shall:
  - a) provide adequate notice to the respondent organization to minimize pressure on the respondent to reply to requests in a short timeframe.
  - b) contribute adequate internal resources required to reply to requests in a timely manner.
  
2. The PMB shall:
  - a) Accept correspondence received:
    - ii In person, or;
    - iii Via mail, or;
    - iv Via email to [PMB@rirg.ca](mailto:PMB@rirg.ca) and;
  - b) Initiate or respond to correspondence via email from [PMB@rirg.ca](mailto:PMB@rirg.ca).
  
3. Any letter to be sent on behalf of the PMB shall be signed by a minimum of one (1) PMB Co-Chair.
  
4. The use of the [PMB@rirg.ca](mailto:PMB@rirg.ca) email shall be as directed by the PMB. All general Program administration communication shall come from the Program Managers [email@rirg.ca](mailto:email@rirg.ca) email.

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## Communication

5. The Program Managers shall:
  - a) Accept correspondence received:
    - v In person, or;
    - vi Via mail, or;
    - vii Via email, and;
  - b) Initiate or respond to correspondence via email from [email@rirg.ca](mailto:email@rirg.ca).
  
6. The following signature shall be used for letters or [PMB@rirg.ca](mailto:PMB@rirg.ca) emails.
  - a) From the PMB:

### **Program Management Board**

Phone: (306) 761-XXXX *(Individual chosen to accept responses)*

Fax: (306) 565-2141

E-mail: [PMB@rirg.ca](mailto:PMB@rirg.ca)



### **Rural Integrated Road for Growth Program**

2301 Windsor Park Road, Regina, SK | S4V 3A4

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Communication

7. The following signature shall be used by the Program Managers for [email@rirg.ca](mailto:email@rirg.ca) emails.
- a) From Program Managers:

**Program Manager Name**

Program Manager Title

Phone: (306) 761-37XX

Fax: (306) 565-2141

E-mail: [email@rirg.ca](mailto:email@rirg.ca)



**Rural Integrated Roads for Growth Program**

2301 Windsor Park Road, Regina, SK | S4V 3A4



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 1:</b>	Program Administration
<b>Policy 9:</b>	Signing Authority

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1. All agreements shall be in accordance with and governed by the laws in force of the Province of Saskatchewan.
2. Agreements with consultants or other service providers shall be approved by the PMB and shall be held between SARM and the consultants or service providers.
  - a) All agreements shall be signed by the consultant or service provider's representative and the Executive Director, SARM.
3. Agreements with Road Authorities for Clearing the Path Corridor funding shall be held between the Road Authority and SARM and shall be signed by Reeve or Mayor or Chief of the Road Authority, the Administrator of the Road Authority, and the Executive Director of SARM.
4. Agreements with municipalities for Project funding shall be held between the Road Authority and SARM and shall be signed by Reeve or Mayor or Chief of the Road Authority, the Administrator of the Road Authority, and the Executive Director of SARM.
5. Any modification to an agreement between a Road Authority and SARM shall be signed by Reeve or Mayor or Chief of the Road Authority, the Administrator of the Road Authority, and the Executive Director of SARM.

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## Signing Authority

6. Application for CTP incremental maintenance grant payment and Sign-off process:
  - a) The completed CTP Statutory Declaration shall be signed by the Reeve or Mayor or Chief of the Road Authority and the Administrator of the Road Authority;
  - b) The Statutory Declaration shall be reviewed for accuracy and eligibility of the claim by the Infrastructure Committee Advisor and RIRG Manager;
  - c) The Incremental Maintenance form shall be verified and recommended for payment by the Director of Programs and Operations;
  - d) The Incremental Maintenance form shall be reviewed for eligibility and amount of payment by the Director of Finance, SARM; and
  - e) The Grant Payment shall be approved and signed by the Executive Director, SARM.
  
7. Application for Grant Payment and Sign-off process:
  - a) The completed Application for Grant Payment form shall be signed by the Administrator of the Road Authority;
  - b) The Application for Grant Payment form shall be reviewed for accuracy and eligibility of the claim by the corresponding Program Manager;
  - c) The Grant Payment form shall be verified and recommended for payment by the Director of Programs and Operations, SARM or the Director of Municipal Bridge Services, SARM;
  - d) The Grant Payment form shall be reviewed for project eligibility and the amount of payment by the Director of Finance, SARM; and
  - e) The Grant Payment shall be approved and signed by the Executive Director, SARM.





# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	January 23, 2021; April 22, 2021
<b>Section 1:</b>	Program Administration
<b>Policy 10:</b>	Policy Review and Revision

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1. The PMB has the right to review, update, change, add, and/or delete any policy at any time. On a regular schedule, all the policies within the Program shall be reviewed by the PMB.
2. Policy updates, changes, additions, and deletions may be implemented at any time, however, policies relevant to capital project applications shall be implemented prior to the call for applications to the next Program Year.
3. If the MoH proposes changes to the status-quo budget, the following policies may be reviewed and amended prior to the announcement of the new Program:
  - a) Funding Cap;
  - b) Assistance rate; and
  - c) CTP incremental maintenance rates.
4. It shall be the responsibility of the Road Authority to ensure compliance with the current version of the Policy Manual. The current version of the Policy Manual shall be maintained on the Program's section of SARM's website (<https://sarm.ca/programs/rirg>).
  - a) The Road Design Requirements at the date of signature of engineer and RM on the Professional Service Agreement shall govern the design of the project, and;
  - b) Bridge Design Requirements, and Culvert Design Requirements at the date of signature of engineer and RM on the engineering declaration shall govern the design of the project.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 1:</b>	Program Administration
<b>Policy 11:</b>	Freedom of Information Requests

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1. The Program is not subject to *The Freedom of Information and Protection of Privacy Act* or *The Local Authority Freedom of Information and Protection of Privacy Act*. However, the Program may be named as a third party under *The Freedom of Information and Protection of Privacy Act* governing MoH.
2. All documents procured by the Program shall be treated as confidential, unless the information is being procured for the expressed purpose of release as with the following:
  - a) Project applications,
  - b) Municipal Traffic Count Program, and;
  - c) Municipal Bridge Inspection Program.
3. The PMB shall release information treated as confidential as appropriate from valid Freedom of Information and Protection of Privacy requests made to MoH.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 1:</b>	Program Administration
<b>Policy 12:</b>	Dispute Resolution

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1. All disputes arising out of CTP or capital project agreements shall be resolved in accordance with the following process:<sup>1</sup>
  - a) For road projects the dispute shall be referred to SARM's Infrastructure Committee Advisor & RIRG Manager and for bridge projects the dispute shall be referred to the SARM's Director of Municipal Bridge Services.
  - b) If SARM's Infrastructure Committee Advisor & RIRG Manager or Director of Municipal Bridge Services is unable to resolve the dispute, the Municipality may present their case to the Program Management Board, whose decision shall be final.
2. Unless otherwise agreed in writing the Road Authority shall continue to carry out its duties under their agreement during the dispute resolution proceeding

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<sup>1</sup> Dispute resolution process may not reflect process in all agreements.



# Policy Manual

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<b>Adopted:</b>	January 23, 2021
<b>Amended:</b>	N/A
<b>Section 1:</b>	Program Administration
<b>Policy 13:</b>	Compliance

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1. If a Road Authority is found to:
  - a) Have willfully made a false, erroneous, misleading, or unrealistic statement or representation affecting project or program administration,

or:

  - b) Be in contravention of any policy outlined herein, the PMB may decide that:
    - i The Road Authority be rejected from all future program years;
    - ii The Road Authority be rejected from a specified number of program years;
    - iii The Road Authority be requested to return all paid funding assistance for the project;
    - iv The Road Authority complete repairs, at their own expense, to meet compliance;
    - v The Road Authority be fully paid for compliant components and non-compliant components shall be considered non-eligible costs, or;
    - vi The Road Authority receive a penalty that the PMB considers just.



# Policy Manual

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<b>Adopted:</b>	April 22, 2021
<b>Amended:</b>	N/A
<b>Section 1:</b>	Program Administration
<b>Policy 14:</b>	Anti-Harassment

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1. SARM and MoH are committed to providing a harassment-free workplace, which is a safe and respectful work environment for all staff and board members. Workplace harassment will not be tolerated by SARM or MoH. SARM and MoH will take all reasonable steps to prevent harassment and to stop it if it occurs. All complaints of workplace harassment will be taken seriously.
2. The Program shall adopt SARM's Anti-Harassment Policy, attached in Appendix A.



# Policy Manual

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# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 2:</b>	Clearing the Path
<b>Policy 1:</b>	Administration

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1. All Corridors shall meet the following requirements to be considered as an eligible roadway:
  - a) The proposed roadway shall be the responsibility of the applicant;
  - b) The proposed roadway shall be on a registered road alignment;
  - c) The proposed roadway shall carry primary weight traffic;
  - d) The proposed corridor shall connect one primary weight roadway to another primary weight roadway or shall connect one primary weight roadway to a significant economic generator or economic area;
  - e) The proposed roadway shall operate at primary weight a minimum of nine (9) months per year, and;
  - f) The proposed roadway shall meet the following:
    - i Connector corridors with a WTC of 10 or less trucks per day:
      - The entirety of the roadway, which may include the continuation of the corridor though multiple adjacent road authorities, shall not be within 16 km (10 miles) of an adjacent parallel primary weight roadway, and;
      - The proposed corridor shall be considered a strategic connection supporting the efficient movement of industry within the overall integrated roadway network by approval of the PMB by recommendation from the Road Technical Committee, or;
    - ii Standard corridors with a WTC greater than 10 trucks per day and less than or equal to 35 trucks per day:
      - The entirety of the roadway, which may include the continuation of the corridor though multiple adjacent road authorities, shall not be within 16 km (10 miles) of an adjacent parallel primary weight roadway, or;

- iii Premium corridors with a WTC greater than 35 trucks per day:
    - The entirety of the roadway, which may include the continuation of the corridor through multiple adjacent road authorities, shall not be within 4.8 km (3 miles) of an adjacent parallel primary weight roadway, or;
    - The roadway is located near a Saskatchewan City as defined by *The Cities Act*.
  - iv If a Strategic or Standard corridor connects to a Premium corridor, then the Premium corridor requirements shall apply to that strategic or standard corridor.
2. Corridors shall be flagged for review if a corridor's updated WTC is 10 trucks per day or less, including any corridors that have been approved by the PMB as a strategic connection.
3. The Road Authority shall maintain:
  - a) The roadway structure to support primary weight traffic;
  - b) The roadway surface to a serviceable condition, and;
  - c) Directional CTP signage to alert traffic at decision points.
4. MoH shall maintain:
  - a) Directional CTP signage to alert traffic at decision points.
5. Eligible applicants for the CTP program shall provide the following information on the application form:
  - a) Rural Municipality;
  - b) Resolution of Council to apply to the Program;
  - c) Legal land locations (given from the north or east of the sections);
  - d) Current condition of the roadway (can the road carry primary weights?);
  - e) Economic generators (with source and destination of the traffic), and;
  - f) Average daily traffic and Truck average daily traffic.
6. Agreements for CTP incremental maintenance shall be for one program year, but shall be renewed automatically for each subsequent program year.
7. The Road Authority shall not be prohibited from entering into other maintenance agreements for CTP roadways.
8. The Road Authority shall not require industry to hold permits to carry primary weight on CTP roadways.



9. CTP roadways may have a TPA.
  - a) Where a TPA allows a maximum of Secondary Weight traffic, the municipality shall allow primary weight truck traffic for that portion of roadway while still being subject to the TPA;
  - b) Where a TPA allows Primary Weight truck traffic, there will not be additional incremental maintenance payment for that portion of roadway, however, the roadway shall remain subject to the condition of the CTP agreement.
  
10. The Road Authority for each Corridor shall be paid incremental maintenance at the following rates:
  - a) Corridors with a WTC of zero (0) to thirty-five (35) shall be paid at \$1,000 per kilometre per year.
  - b) Corridors with a WTC of thirty-six (36) or greater shall be paid at \$1,200 per kilometre per year.
  
11. New CTP roadways shall have their incremental maintenance grant payments prorated from the month of signing the agreement to the start of the next fiscal year.
  
12. The PMB may request any CTP corridor be inspected to ensure that the roadways have been maintained for use by primary weight traffic and the Road Authority shall provide reasonable assistance to facilitate the inspection of work in progress or completed work.
  - a) SARM and MoH shall have free access to the site where work or services have been, are being, or are to be performed, and;
  - b) The Road Authority shall keep proper accounts and records related to the CTP roadways and such documents shall be available for inspection by SARM, who may make copies.
  
13. CTP Corridors that have not been adequately maintained by the Road Authority, as determined by the PMB, may have their incremental maintenance grant payment reduced by the number of months that the roadways were not maintained at primary weights or closed or the Corridor may be redesignated.
  
14. Information shall be accessible on SARM's website on the current allocation of funds for each CTP corridor in each municipality. The following information shall be present:
  - a) Legal land locations of each CTP Corridor;
  - b) Total length of each CTP Corridor;
  - c) The WTC of each CTP Corridor;
  - d) The corresponding incremental maintenance rate of each CTP Corridor, and;

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Administration

- e) The total incremental maintenance grant received by the Road Authority.
15. Each fiscal year the Road Authority shall submit a Statutory Declaration to SARM to receive the Road Authority's incremental maintenance grant;
- a) Statutory Declarations submitted in a fiscal year, after which the Statutory Declaration is for shall result in the incremental maintenance rate being reduced by 10% for that incremental maintenance grant.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 2:</b>	Clearing the Path
<b>Policy 2:</b>	Weighted Truck Count

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1. A Corridor may consist of multiple road segments; each with a unique length and TADT.
2. The length of a Corridor shall be the total sum of all road segment lengths within the Corridor.
3. The WTC shall be used to evaluate the Corridor for eligibility and incremental maintenance.
4. The WTC for each Corridor shall be calculated by summing the products of the TADT by the length of each road segment then dividing by the total length of the Corridor.
5. The WTC shall be rounded **up** to the nearest 1 truck per day. For example, 10.001 trucks per day shall be rounded up to 11 trucks per day.
6. MoH shall supply SARM with the most current TADT from the Municipal Traffic Count Program and length for each segment within all Corridors once per year.
  - a) If the use of an independent traffic count is approved, the WTC shall be calculated including the independent traffic count.
7. WTC for each corridor shall be updated on an annual basis, however, the results of a count may be lagged by 2 years due to the following:
  - a) Municipal Traffic Count Program conducted in fiscal year 1;
  - b) TADT received and WCT calculated in fiscal year 2, after the release of Provincial budget;
  - c) Updated CTP incremental maintenance using new WCT in fiscal year 3.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 2:</b>	Clearing the Path
<b>Policy 3:</b>	Corridor Redesignation

---

1. Clearing the Path corridors may be redesignated by the Road Authority by Resolution of Council or by the PMB by Motion.
2. The Road Authority shall provide SARM three (3) months written notice of the proposed redesignation of the corridor and the Road Authority shall receive prorated payment for the remaining months the corridor is active.
3. The PMB shall provide the Road Authority twelve (12) months written notice of the proposed redesignation of the corridor and the Road Authority shall receive prorated payment for the remaining months the corridor is active.
4. If notice for redesignation is given to a Road Authority by the PMB, the Road Authority may:
  - a) Operate and maintain the corridor for the twelve (12) month notice period;
    - i During the notice period the Road Authority may:
      - Inform industry of the pending redesignation of the corridor;
      - Plan for the re-direction of traffic from the roadway;
    - ii At the end of the notice period the Road Authority shall:
      - Notify SARM of the removal of the CTP directional signage.
      - Submit a Statutory Declaration for the incremental maintenance of the roadway during the notice period, and the Road Authority shall be paid for 12 months of incremental maintenance.

or:

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## Corridor Redesignation

- b) The Road Authority may immediately terminate the corridor by providing written notice to the PMB.
  - i The Road Authority shall:
    - Notify SARM of the removal of the CTP directional signage,
    - Submit a Statutory Declaration for the incremental maintenance of the roadway, and the Road Authority shall receive a pro-rated contribution based on the number of months the corridor was operated between the notice of Redesignation and written notice of termination from the Road Authority.
5. The Road Program Manager, as information becomes known, shall immediately provide written notice for redesignation to any Road Authority that has a corridor that no longer meets the eligibility requirements. Immediate notice shall be given when:
  - a) A provincial primary weight roadway 10 miles parallel to a standard corridor or 3 miles parallel to a premium corridor becomes operational;
  - b) The WTC of a standard corridor is reduced to 10 or less trucks per day;
  - c) The WTC of a premium corridor is reduced to 35 or less trucks per day and the corridor is within 10 miles parallel to a designated CTP corridor or provincial primary weight roadway;
  - d) The corridor is no longer continuous due to a restriction to below primary weights due to a road or bridge restriction or closure;
  - e) The Road Authority requests the redesignation of a corridor;
  - f) The corridor does not meet the CTP corridor requirements as defined in Policy 2.1;
  - g) The corridor provided continuity with a corridor that was redesignated in one of the above situations, or;
  - h) Any other reason determined by the PMB.
6. A Road Authority may retain a corridor that has been set for redesignation if the reason for the redesignation is repaired within the twelve (12) month redesignation period.
7. If the corridor is to be redesignated, then the Road Authority shall have the opportunity to appeal the decision to the PMB by the process in Section 2, Policy 4: Redesignation Appeal Process.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 2:</b>	Clearing the Path
<b>Policy 4:</b>	Redesignation Appeal Process

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1. The updated traffic counts from the Municipal Traffic Count Program can affect the calculated WTC for a corridor and change the category of the corridor (connector, standard or premium).
2. A corridors' category being reduced may result in the corridor having a lower incremental maintenance rate or no longer being eligible to a be a CTP corridor and require redesignation.
3. Subject to clauses 4, 5 and 6, the Program Manager will send written "Notice of Redesignation" to the Road Authority no later than March 31 including reasons for the redesignation. However, if the Program Manager sends notice of redesignation after March 31, the applicable deadlines shall be adjusted by the Program Manager to provide the Road Authority equivalent time to complete the appeal process.
4. A road authority may request the recalculation of a corridor's WTC by:
  - a) Providing written notice of the intent to appeal the change to the Program Manager within sixty (60) calendar days from the notice of that fiscal year's incremental maintenance rate;
  - b) Providing an independent traffic count to the Program Manager, meeting the requirements of the Independent Traffic Count Policy, by December 31 of the same year notice was given;
  - c) The Road Technical Committee shall review the corridor with the newly provided information and provide a recommendation to the PMB;
  - d) The PMB's decision shall be final, and;

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## Corridor Redesignation

- e) If the change is successfully appealed the Road Authority shall be paid a prorated incremental maintenance rate for that year.
5. The decision of the PMB to redesignate a corridor may be appealed by the Road Authority.
- a) Redesignation caused by the following conditions:
    - i A provincial primary weight roadway becomes operational within 10 miles parallel to a standard corridor or 3 miles parallel to a premium corridor;
    - ii The WTC of a standard corridor is reduced to 10 or less trucks per day, or;
    - iii The WTC of a premium corridor is reduced to 35 or less trucks per day and the corridor is within 10 miles parallel to a designated CTP corridor or provincial primary weight roadway;
  - b) May be appealed by:
    - i Providing written notice of the intent to appeal the decision to the Program Manager within sixty (60) calendar days from the notice of the redesignation;
    - ii Providing an independent traffic count to the Program Manager, meeting the requirements of the Independent Traffic Count Policy, by December 31 of the same year notice was given;
    - iii The Road Technical Committee shall review the corridor with the newly provided information and provide a recommendation to the PMB;
    - iv The PMB's decision shall be final, and;
    - v A successfully appealed corridor shall remain as an appropriately categorized corridor, however, the corridor will still be subject to possible future redesignation.
6. The decision of the PMB to redesignate a corridor may be appealed by the Road Authority.
- a) Redesignation caused by the following conditions:
    - i The corridor is no longer continuous due to a restriction to below primary weights due to a road or bridge restriction or closure;
    - ii The Road Authority requests the redesignation of a corridor;
    - iii The corridor does not meet the CTP corridor requirements as defined in Policy 2.1;
    - iv The corridor is no longer continuous due to a connecting corridor being redesignated, or;
    - v Any other reason determined by the PMB.
  - b) May be appealed by:
    - i Providing a written notice of the intent to appeal the decision to the Program Manager within sixty (60) calendar days from the notice of the redesignation;
    - ii Providing a written proposed resolution of the reason resulting in the redesignation and the expected timeline for completion;

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## Corridor Redesignation

- iii Possible resolutions that the Road Authority may pursue:
  - Proposed alternate route around the affected section of roadway or bridge/culvert;
  - Repair of the roadway or bridge/culvert to allow primary weight traffic;
  - Replacement of restricted bridge/culvert with new bridge or large diameter culvert, or;
  - An evaluation of the structure by an Engineer showing that the structure can support primary weight traffic;
- iv The Road Technical Committee shall review the corridor with the newly provided information and provide a recommendation to the PMB;
- v The PMB's decision shall be final, and;
- vi A successfully appealed corridor shall remain as an appropriately categorized corridor, however, the corridor will still be subject to possible future redesignation.





# Policy Manual

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**Adopted:** April 1, 2020  
**Amended:** November 23, 2020  
**Section 3:** Capital Programs  
**Policy 1:** Project Applications

---

1. The application form shall include the following information to ensure that the Rural Municipalities are aware of the requirements of the upcoming program year:
  - a) Year of application;
  - b) Program Cap;
  - c) Project Assistance Rate;
  - d) Rolling Funding Cap;
  - e) Application Deadline;
  - f) Contact Information;
  - g) Project Design Requirements, and;
  - h) Any other changes due to review of policy.
  
2. Applications to the Road Program and Bridge and Large Diameter Culvert Program shall be valid for three (3) fiscal years including the original year of application.
  - a) All applicants shall have an opportunity to provide updates to their applications to the Program Managers, and;
  - b) All applicants with expiring applications shall be informed of the expiry of the applications at the call for new applications.

---

## Project Applications

3. The applicant for the Road Program shall be required to provide the following information on the application form:
  - a) Road Authority;
  - b) Resolution of Council to apply to the Program;
  - c) Project Type;
    - i Earthworks and Grading;
    - ii Clay Cap;
    - iii Granular Seal Coat, or;
    - iv Base and Subbase;
  - d) Legal land locations (given from the north or east of the sections);
  - e) Rural Road Classification of roadway that the project is located on;
  - f) Total length of proposed project;
  - g) Is the Project located on a Clearing the Path corridor;
  - h) Is the Project located on a roadway that is considered a First Nation Community Access Road;
    - i The applicant shall submit a letter of support from the First Nation stating that the project is on a Community Access Road;
  - i) Average daily traffic;
    - i Use traffic counts from the most recent Rural Municipal Traffic Count Program, or;
    - ii Use an independent traffic count commissioned by the Road Authority;
  - j) Truck average daily traffic;
    - i Use truck traffic counts from the most recent Rural Municipal Traffic Count Program, or;
    - ii Use an independent truck traffic count commissioned by the Road Authority;
  - k) Identify any financial partnerships;
    - i The applicant shall submit letters of support from the financial partner;
  - l) Identify any projects within your Municipality or your bordering Municipalities, with a similar scope, that would be completed at the same time;
  - m) Economic generators (with economic source and destination of traffic);
  - n) Estimated total project cost;
  - o) Attestation declaring that all information given is true.

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## Project Applications

4. The applications for the Bridge Program shall require the following information:
  - a) Road Authority;
  - b) Resolution of Council to apply to the Program;
  - c) Project Type;
    - i Bridge Construction, or;
    - ii Culvert Installation.
  - d) Legal land locations (given from the north or east of the sections);
  - e) Rural Road Classification of roadway that the project is located on;
  - f) Is the Project located on a Clearing the Path corridor;
  - g) Is the Project located on a roadway that is considered a First Nation Community Access Road;
    - i The applicant shall submit a letter of support from the First Nation stating that the project is on a Community Access Road;
  - h) Average daily traffic;
    - i Use traffic counts from the most recent Rural Municipal Traffic Count Program, or;
    - ii Use an independent traffic count commissioned by the Road Authority;
  - i) Truck average daily traffic;
    - i Use truck traffic counts from the most recent Rural Municipal Traffic Count Program, or;
    - ii Use an independent truck traffic count commissioned by the Road Authority;
  - j) Identify any financial partnerships;
    - i The applicant shall submit letters of support from the financial partner;
  - k) Identify any projects within your Municipality or your bordering Municipalities, with a similar scope, that would be completed at the same time;
  - l) Economic generators (with economic source and destination of traffic);
  - m) Structure Condition;
    - i The condition of a bridge will be determined by Municipal Bridge Services using the most currently available inspection information;
    - ii The condition of a culvert or other structure will be determined by Municipal Bridge Services using the most currently available inspection information provided by the Road Authority.
    - iii If inspection information is not available to MBS, then the structure will be rated as **Fair**;
  - n) Estimated total project cost; and
  - o) Attestation declaring that all information given is true.
  
5. An approved independent traffic count may be substituted for the Rural Municipal Traffic Count Program data.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020; April 22, 2021
<b>Section 3:</b>	Capital Programs
<b>Policy 2:</b>	Project Ranking

---

1. Using the information collected from the application package, all projects shall be ranked using the rating guide described in this Policy.
2. Projects shall receive points based on the best rural road classification within the project scope, where, projects shall receive the following:
  - a) Class 6 and 7 roadways shall receive 0 points;
  - b) Class 5 roadways shall receive 5 points, and;
  - c) Class 3 and 4 roadways shall receive 10 points.
3. Projects shall receive points for the Average Daily Traffic (ADT), where projects shall receive the following:
  - a) Roadways with 0 to 15 vehicles per day shall receive 0 points;
  - b) Roadways with 16 to 40 vehicles per day shall receive 2 points;
  - c) Roadways with 41 to 55 vehicles per day shall receive 5 points;
  - d) Roadways with 56 to 100 vehicles per day shall receive 7 points;
  - e) Roadways with 101 to 200 vehicles per day shall receive 10 points;
  - f) Roadways with 201 to 400 vehicles per day shall receive 12 points, or;
  - g) Roadways with greater than 400 vehicles per day shall receive 15 points;

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## Project Ranking

4. Projects shall receive points for Truck Average Daily Traffic (TADT), where projects shall receive the following:
  - a) Roadways with 0 to 10 vehicles per day shall receive 0 points;
  - b) Roadways with 11 to 20 vehicles per day shall receive 5 points;
  - c) Roadways with 21 to 30 vehicles per day shall receive 10 points;
  - d) Roadways with 31 to 40 vehicles per day shall receive 15 points;
  - e) Roadways with 41 to 50 vehicles per day shall receive 20 points, or;
  - f) Roadways with greater than 50 vehicles per day shall receive 25 points;
  
5. If the ADT or TADT are determined by an average the result shall be rounded **up** to the nearest 1 vehicle or truck per day. For example, 10.001 trucks per day shall be rounded up to 11 trucks per day.
  
6. Project shall receive points based on the use of the project by economic generators, where, projects shall receive the following:
  - a) Roadways that are not used by economic generators shall receive 0 points;
  - b) Roadways that are used by small economic generators shall receive 5 points, or;
  - c) Roadway that are used by large economic generators shall receive 10 points.

The determination of a small or large economic generator shall be at the discretion of the Program Managers.
  
7. Projects shall receive points if the project is located on a designated Clearing the Path Corridor, where projects shall receive the following:
  - a) Roadways not on a CTP corridor shall receive 0 points, or;
  - b) Roadways on a CTP corridor shall receive 10 points.
  
8. Projects shall receive points if the project is located on a roadway that is considered a First Nation Community Access Road, where projects shall receive the following:
  - a) Roadways not considered a First Nation Community Access Roadway shall receive 0 points, or;
  - b) First Nation Community Access Roadways shall receive 5 points.

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## Project Ranking

9. Projects shall receive points if the project is efficient with local and provincial tax dollars, where, projects shall receive the following:
- Projects that have no method of cost efficiency shall receive 0 points;
  - Projects that have 1 method of cost efficiency shall receive 3 points, or;
  - Projects that have 2 methods of cost efficiency shall receive 5 points.

Methods of cost efficiency shall be defined as:

- The Road Authority has a financial partnership; and
- The Road Authority shall complete a similar project.

10. Projects shall receive points if the project provides a significant impact on the local network, where, projects shall receive the following:

- Projects that have a Minor impact shall receive 0 points, or;
- Projects that have a Major impact shall receive 5 points.

11. Bridge or Large Diameter Culvert projects shall receive points subject to the current condition of the structure, where, projects shall receive the following:

- Structures in Good condition shall receive 0 points;
- Structures in Fair condition shall receive 5 points;
- Structures in Poor condition shall receive 10 points;
- Structures that have a weight restriction recommendation of legal secondary weights or the closure of one (1) lane to all traffic shall receive 15 points, or;
- Structures that have a weight restriction recommendation below legal secondary weights or are closed to all traffic shall receive 20 points.

- 12.If multiple projects have the same rank at the funding allocation cut-off in the Road Program, the projects will be prioritised in the following manner:
- a) The project that best matches the remaining funds, accounting for the funding cap. This can include restrictions to a project's funding allocation;
  - b) The project that best promotes construction efficiency within the program;
  - c) The project with the longest length (km) of upgraded road;
  - d) The project with the largest financial partnership;
  - e) The projects located on a First Nations Community Access Road;
  - f) The project with the highest combined ranking of ADT and TADT;
  - g) The project with the highest TADT value;
  - h) The project with the greatest Network Impact (longest detour length).
- 13.If multiple projects have the same rank at the funding allocation cut-off in the Bridge and Large Diameter Culvert Program, the projects will be prioritised in the following manner:
- a) The project that best matches the remaining funds, accounting for the funding cap. This can include restrictions to a project's funding allocation;
  - b) The project that best promotes construction efficiency within the program;
  - c) The project with the worst condition, in order, of:
    - i Closed to all traffic or restriction below legal secondary weights;
    - ii Single lane closed to all traffic or restriction to legal secondary weights;
    - iii Poor;
    - iv Fair; then
    - v Good;
  - d) The project with the largest financial partnership;
  - e) The projects located on a First Nations Community Access Road;
  - f) The project with the highest combined ranking of ADT and TADT;
  - g) The project with the highest TADT value;
  - h) The project with the greatest Network Impact (longest detour length).
- 14.Projects that receive funding after a tie break shall be subject to conditional approval if clause 12. b), 12. c) and/or 13. b) were used to break the tie.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 3:</b>	Capital Programs
<b>Policy 3:</b>	Special Provincial Interest Projects

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1. Proposed Special Provincial Interest Projects recommended by MoH may be approved for funding by the PMB.
  
2. Provincial Interest Projects should:
  - a) Be subject to the Program's eligibility requirement policy;
  - b) Be exempt from the Program's ranking policy and the project shall not be ranked;
  - c) Be subject to the Program's design requirements, and;
  - d) Be subject to the Program's assistance rate and funding cap policy.





# Policy Manual

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<b>Adopted:</b>	November 23, 2020
<b>Amended:</b>	February 2, 2021; April 22, 2021
<b>Section 3:</b>	Capital Programs
<b>Policy 4:</b>	Project Funding Allocation

---

1. Approved projects shall receive 50% assistance on eligible costs, up to the approved grant allocation presented on the Program Array, there shall not be any grant overruns.
2. Approved projects shall not be allocated more than \$500,000 assistance. This includes projects that have joint ownership by more than one Road Authority.
3. A Road Authority shall not be allocated more than \$500,000 in a program year for any number of approved projects.
4. Road Authorities shall be eligible to receive a maximum of two of the largest funding caps available in a consecutive four-year period. The most recent program caps are:
  - a) 2020: \$500,000
  - b) 2021: \$500,000
  - c) 2022: \$500,000
  - d) 2023: \$500,000
5. The maximum approved grant allocation for a project shall be determined by:
  - a) Multiplying the estimated total project cost (submitted by the Road Authority on the project application form) by 50%;
  - b) The allocation shall not exceed the maximum assistance described in Clause 2;
  - c) The allocation shall subtract the allocation of any higher ranked projects from the same Road authority as described in Clause 3; and
  - d) The allocation shall be reduced by the value of the remaining room available after considering the rolling cap.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020, April 22, 2021
<b>Section 3:</b>	Capital Programs
<b>Policy 5:</b>	Program Array

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1. The Program Array shall include the budget allocations for:
  - a) Program Administration;
  - b) Clearing the Path Maintenance;
  - c) Road Program;
  - d) Bridge and Large Diameter Culvert Program;
  - e) Rural Municipal Traffic Count Program; and
  - f) Municipal Bridge Inspection Program;
2. The budget allotment for the Capital programs (Roads and Bridge and Large Diameter Culvert Programs) shall be determined by subtracting the proposed budgets for:
  - a) Administration;
  - b) Clearing the Path Incremental Maintenance;
  - c) Rural Municipal Traffic Count Program; and
  - d) Municipal Bridge Inspection Program,from the sum of the Provincial Commitment and the uncommitted funds.
3. The budget allotment for the Capital programs will be split between the Road Program and the Bridge and Large Diameter Culvert Program by decision of the PMB.
4. The list of proposed projects for each Capital program shall be made by selecting the projects in order from the Highest ranked, as determined in Policy 3.2, until the proposed estimated total commitment of projects meets the proposed budget allotment for each capital program.

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## Program Array

5. The Program Array shall include the sources of budget allocations:
  - a) MoH Commitment;
  - b) Uncommitted funds from prior program years;
  - c) Proposed overcommitment.
  
6. The Program Array shall include a summary of the recommended projects and recommended projects for pre-approval.
  - a) The project summary for Road Construction Projects shall include the following:
    - i The Road Authority where the project is located;
    - ii The local project name;
    - iii Legal land location(s);
    - iv Rural Road Classification;
    - v Length of Project;
    - vi The project type;
    - vii Estimated Project Cost;
    - viii Project funding allocation;
    - ix Average Daily Traffic Count;
    - x Truck Average Daily Traffic Count; and
    - xi The ranking points of the Project.
  - b) The project summary for Bridge and Large Diameter Culvert Projects shall include the following:
    - i The Road Authority where the project is located;
    - ii The local project name;
    - iii Bridge File Number;
    - iv Rural Road Classification;
    - v The project type;
    - vi Estimated Project Cost;
    - vii Project funding allocation;
    - viii Average Daily Traffic Count;
    - ix Truck Average Daily Traffic Count; and
    - x The ranking points of the Project.
  
7. The project array may be developed to include an overallocation approved by the SARM Board of Directors.
  
8. The Program Array can include projects for pre-approval that may be allocated funding after the overallocation has been recovered.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 3:</b>	Capital Programs
<b>Policy 6:</b>	Program Announcement

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1. Road Authorities shall receive a funding acceptance letter as official approval of their project in the Program. The acceptance letter shall outline all requirements for the project and the funding agreement shall be appended to the acceptance letter.
2. A public announcement of the Program shall be made to celebrate the successful funding of projects. The public announcement shall be made shortly after the approval of the Program and shall be presented by the Minister of MoH. Within two weeks of Approval, the MoH will inform SARM of their intentions regarding the public announcement. If MoH elects not to make the announcement, SARM will announce the Program.
3. The following information shall be released for each project:
  - a) The Road Authority;
  - b) Project type; and
  - c) Total funding contribution.



# Policy Manual

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**Adopted:** April 1, 2020  
**Amended:** November 23, 2020; April 22, 2021  
**Section 3:** Capital Programs  
**Policy 7:** Approved Projects

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1. The value of allocated grant funding shall not be increased.
2. Project funding approvals are specific to the approved location and shall not be transferred to or used at a location not described on the corresponding received application.
3. Project scope changes of approved projects shall be reviewed and approved of by the PMB.
  - a) Project length and cost reductions, shall continue to meet Program requirements, can be approved by the Program Manager.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 3:</b>	Capital Programs
<b>Policy 8:</b>	Project Timeline and Termination

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1. The Road Authority shall have two fiscal years to complete their approved project.
2. SARM may suspend or terminate any funding agreement with any Road Authority at any time for whatever reason by giving the Road Authority thirty (30) days written notice.
3. The Road Authority shall forfeit its funding approval due to:
  - a) The Road Authority failing to furnish the Funding agreement and other required documentation to SARM by 4:00 p.m. CST on June 30 in the fiscal year of funding approval.
4. The Road Authority shall be required to repay all contributions paid to the Road Authority as determined by SARM if the funding agreement is suspended or terminated due to:
  - a) The Road Authority failing to procure an Engineer and furnish the Professional Service Agreement to SARM by 4:00 p.m. CST on July 30 in the fiscal year of funding approval.
5. The Road Authority shall be required to repay a portion of all contributions paid to the Road Authority as determined by SARM if the funding agreement is suspended or terminated due to:
  - a) The Road Authority failing to procure and award the work by December 31 in the fiscal year of funding approval;
  - b) A certificate of non-compliance is issued, or;
  - c) The Road Authority is in breach of any of its obligations and the breach has not been remedied within thirty (30) days from the date notice was given.

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## Project Timeline and Termination

6. SARM shall not pay any claims for work completed after December 31 of the second fiscal year.
7. SARM shall not pay any claims submitted by the Road Authority on, or after March 1 of the second fiscal year.
8. If the funding agreement is suspended or terminated for any other reason not described above, then the Road Authority may be reimbursed for costs incurred to the date of the suspension or termination and any additional costs that are a consequence of the or termination of the funding agreement.
  - a) The Road Authority shall have ten (10) working day from the date of suspension or termination to provide SARM with costs for completed work at the time of termination and estimated costs out outstanding work caused by the termination.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 3:</b>	Capital Programs
<b>Policy 9:</b>	Alternate Projects

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1. The Road Construction Program and the Bridge & Large Diameter Culvert Program shall recommend alternate projects for pre-approval to be considered if funds become available.
2. The pre-approval for alternate projects shall be valid from their pre-approval to December 31 of the calendar year the projects were pre-approved.
3. Any funds made available after December 31 shall be reallocated to the following program year.
4. Prior to allocating any funds to alternate projects, the Program Managers shall:
  - a) Ensure the recovery of any overallocation within the Program;
  - b) Retain one (1) percent of the capital project budget as a contingency, then;
  - c) Allocate funds to pre-approved alternate project(s). This may include offering pre-approved projects a grant less than their eligible amount.
5. The reallocation of funds to alternate project(s) within one capital program shall be determined by the Program Managers and the reallocation of funds to alternate project(s) in other capital program shall be determined by the PMB.
6. If none of the pre-approved projects accept the funds offered to them, the Program Managers may offer the funds to projects in descending order of their ranking within their respective program. If a project is found in this manner, the project must receive approval from the MoH before being guaranteed that funding or being allowed to proceed.



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## Alternate Projects

7. Alternate projects shall have adjusted deadlines, as determined by the Program Managers, for:
  - a) Return of the funding agreement;
  - b) Engaging the Engineer;
  - c) Tender and award of construction.
  
8. Alternate projects shall not have adjusted deadlines for:
  - a) Work completion, and;
  - b) Submission of paperwork.

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# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 4:</b>	Road Program
<b>Policy 1:</b>	Project Eligibility

---

1. The proposed project roadway shall:
  - a) Be the responsibility of:
    - i A Rural Municipality, or;
    - ii An Urban Municipality or First Nation if the project is on a Clearing the Path Corridor;
  - b) Be located on a registered road alignment, and;
  - c) Have a Rural Road Classification of 3, 4, or 5 or the roadway is designated as a Clearing the Path corridor;
2. The proposed project cost shall be a minimum of \$100,000.
3. The proposed project shall:
  - a) be a Earthworks and Grading project;
  - b) be a Clay Cap project;
  - c) be a Granular Seal Coat project; or
  - d) be a Base and Subbase project.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020; January 25, 2021
<b>Section 4:</b>	Road Program
<b>Policy 2:</b>	Road Design Requirements

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1. All road projects shall be completed with an Engineer.
2. The standard for all services performed by the Engineer shall be the care, skill, and diligence ordinarily used by Engineers or consultants practicing under similar conditions at the same time and locality as the Project.
3. The design of the roadway shall meet the following requirements:
  - a) Minimum design speed of 90 km/h;
  - b) Minimum surface width of 8.6 m;
  - c) Minimum right-of-way of 42 m;
  - d) Minimum side slopes of 4:1;
  - e) Maximum gradient of 8%, and;
  - f) Maximum super elevation of 0.08 m/m.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020; April 22, 2021
<b>Section 5:</b>	Bridge and Large Diameter Culvert Program
<b>Policy 1:</b>	Project Eligibility

---

1. The proposed project roadway shall:
  - a) Be the responsibility of:
    - i A Rural Municipality, or;
    - ii An Urban Municipality or First Nation if the project is on a Clearing the Path Corridor;
  - b) Be located on a registered road alignment, and;
  - c) Have a Rural Road Classification of 3, 4, or 5 or the roadway is designated as a Clearing the Path corridor;
  
2. The existing structure shall:
  - a) be a bridge with a minimum length of 6.1 m (20 ft.);
  - b) be a culvert installation greater than or equal to the following:
    - i One 2400 mm (7.9 ft.) diameter culvert,
    - ii Two 1800 mm (5.9 ft.) diameter culverts,
    - iii Three 1525 mm (5.0 ft.) diameter culverts,
    - iv Four 1370 mm (4.5 ft.) diameter culverts,or;
  - c) be a crossing where the lesser of the estimated 1:25 year Instantaneous Peak Flow or the 1:50 year Peak Mean Daily Flow shall be a minimum of 11.3 m<sup>3</sup>/s.
  
3. The maintenance and/or repair of bridge or culvert structures shall not be eligible.

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## Project Eligibility

4. The scope of work for eligible projects shall be for the major capital improvement of the crossing. The following scopes of work shall be considered major capital improvements:
  - a) Bridge replacement;
  - b) Culvert replacement or;
  - c) Capital improvements as determined by the Bridge Technical Committee and approved by the PMB.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020; January 25, 2021; April 22, 2021
<b>Section 5:</b>	Bridge and Large Diameter Culvert Program
<b>Policy 2:</b>	Bridge Design Requirements

---

1. All bridge projects shall be completed with an Engineer.
2. The standard of care for all services performed by the Engineer shall be the care, skill, and diligence ordinarily used by Engineers or consultants practicing under similar conditions at the same time and locality as the Project.
3. All bridge projects shall be designed to one of the following guidelines or standards:
  - a) The design of the bridge shall meet the requirements of the MoH, Bridge Standards – Technical Standards Branch, Bridge Design Criteria, BD-100.
    - i The meaning of “Ministry” shall be interchangeable between the “Saskatchewan Association of Rural Municipalities.”
  - or:
  - b) The design of the bridge shall meet the requirements of the MoH, Short Span Modular Bridge Design Guidelines, BD-200.
    - i The meaning of “Ministry” shall be interchangeable between the “Saskatchewan Association of Rural Municipalities.”
    - ii BD-200, Clause 4.1 shall be changed to read: “The project shall meet the requirements of the Navigation Protection Program (NPP), refer to Transport Canada.”
    - iii BD-200, Clause 7.2 shall be changed to read: “The stream stage at the design flow shall be determined by analysis.”
    - iv BD-200, Clause 7.4.2 shall be changed to read: “For Provincial Roads, the design flow shall be the peak mean daily flow for the 1:50 year return.”

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## Bridge Design Requirements

- v BD-200, Clause 7.4.4 shall be changed to read: “Designs that result in a flow capacity that is lower than the flow capacity of the existing structure shall not be permitted.”
- vi BD-200, Clause 9.4 shall be superseded by Policy 5.2, Clause 4.
- vii BD-200, Clause 10.2 shall be changed to read: “Abutment backwalls and wingwalls shall be precast concrete or steel. Treated timber backwalls and wingwalls shall not be used.”

or:

- c) The design of the bridge shall meet the requirements of the Canadian Highway Bridge Design Code (CAN/CSA S6) and shall meet the following requirements:
    - i The Rural Municipality shall not be considered the Regulatory Authority, where, CAN/CSA S6 defines the Regulatory Authority as “the appropriate federal, provincial, or territorial Minister having governmental jurisdiction and control, his or her nominee, or the local authority to whom this authority is delegated.”
    - ii The Bridge design shall:
      - Not be for Temporary Structures, where, CAN/CSA S6 defines a temporary structure as “a structure with a design life less than five years”
      - Comply with Class A highway requirements.
      - Have a minimum design life of 75 years.
4. In addition to the design requirements set out in Section 5, Policy 2: Bridge Design Requirements, Clause 3, the width of the bridge shall be a minimum of 8.53 metres (28 ft.) wide.





# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020; January 25, 2021
<b>Section 5:</b>	Bridge and Large Diameter Culvert Program
<b>Policy 3:</b>	Culvert Design Requirements

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1. All culvert projects shall be completed with an Engineer.
2. The standard of care for all services performed by the Engineer shall be the care, skill, and diligence ordinarily used by Engineers or consultants practicing under similar conditions at the same time and locality as the Project.
3. All culvert projects shall be designed to meet the requirements of the MoH Hydraulic Manual (HM).
  - a) The meaning of “Ministry” shall be interchangeable between the “Saskatchewan Association of Rural Municipalities.”
  - b) Contrary to HM 701-00, where the design of the culvert project shall meet the requirements of the Canadian Highway Bridge Design Code (CAN/CSA S6) the design live load vehicle shall be as per CAN/CSA S6.
  - c) Where the design of the culvert project shall meet the requirements of the Canadian Highway Bridge Design Code (CAN/CSA S6), the design shall meet the following requirements:
    - i The Rural Municipality shall not be considered the Regulatory Authority, where, CAN/CSA S6 defines the Regulatory Authority as “the appropriate federal, provincial, or territorial Minister having governmental jurisdiction and control, his or her nominee, or the local authority to whom this authority is delegated.”

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## Culvert Design Requirements

- ii The Culvert design shall:
  - Not be for Temporary Structures, where, CAN/CSA S6 defines a temporary structure as “a structure with a design life less than five years”
  - Comply with Class A highway requirements.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020; February 2, 2021
<b>Section 5:</b>	Bridge and Large Diameter Culvert Program
<b>Policy 4:</b>	Bridge Project Delivery

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## 1. Projects Engaging MBS as their Engineer

- a) MBS shall be funded fully and paid directly by the Program as opposed to being an eligible expense paid for and submitted to the Program by the Municipality.
- b) MBS shall select Municipalities to offer their services to based on the available capacity of MBS and the scope of the available projects with the preference given to projects with the greatest cost to the Rural Municipality.
- c) Projects completed by MBS shall be built to meet the requirements of BD-200;
- d) Design – Bid – Build:
  - i Provide design services;
  - ii Development of the Design-Bid-Build package;
  - iii Post the Design-Bid-Build package on behalf of the RM;
  - iv Facilitate the RM in selecting the Builder;
  - v Project Management;
- e) Design – Build:
  - i Develop the Design-Build package;
  - ii Post the Design-Build Package on behalf of the RM;
  - iii Facilitate the RM selecting the Design-Builder;
  - iv Project Management;
- f) Contract administration and construction supervision will be completed by a Consulting Engineering Company selected by MBS.

2. Projects Engaging an Engineer Outside of SARM

- a) The Engineer shall be an eligible expense paid for and submitted to the Program by the Municipality.
- b) The RM shall submit the Professional Service Agreement for the Engineer;
- c) The RM and Engineer shall sign a declaration stating that the RM and Engineer will comply to the requirements of either:
  - i CAN/CSA S6 including the additional requirements;
  - ii Bridge Design Criteria, BD-100, or;
  - iii Short Span Modular Bridge Design Guidelines, BD-200;
- d) Design – Bid – Build:
  - i Two weeks prior to the posting of the tender, design documents shall be submitted to MBS, where the following may be checked for compliance by the Bridge Technical Committee:
    - Foundation Design, and;
    - Bridgerail Design;Notification will be provided of whether the design documents are forwarded to the Bridge Technical Committee for review.
  - ii One week prior to the posting of the tender, the tender documents shall be submitted for information.
- e) Design – Build:
  - i Two weeks prior to the posting of the tender, the tender documents shall be submitted for information.
  - ii When available, design documents shall be submitted to MBS, where the following may be checked for compliance by the Bridge Technical Committee:
    - Foundation Design, and;
    - Bridgerail Design;Notification will be provided of whether the design documents are forwarded to the Bridge Technical Committee for review.
  - iii The Engineer shall provide updates, as necessary, ensuring the project is being completed to the appropriate requirements;
- f) All finalized as-built plans, specifications, tender documents, construction documents and other required information shall be submitted prior to the release of the 10% holdback to the Municipality.



# Policy Manual

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**Adopted:** April 22, 2021  
**Amended:** N/A  
**Section 5:** Bridge and Large Diameter Culvert Program  
**Policy 5:** Culvert Project Delivery

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## 1. Projects Engaging a Consulting Engineer

- a) The Engineer shall be an eligible expense paid for and submitted to the Program by the Municipality.
- b) The RM shall submit the Professional Service Agreement for the Engineer;
- c) All finalized as-built plans, specifications, tender documents, construction documents and other required information shall be submitted prior to the release of the 10% holdback to the Municipality.



# Policy Manual

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# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020
<b>Section 6:</b>	Public Procurement
<b>Policy 1:</b>	Public Procurement

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1. The Road Authority shall publicly procure all aspects of the Project as per the requirements of the New West Partnership Trade Agreement. All procurement documents shall be prepared by the Road Authority and/or its Engineer.
2. The procurement process shall be fair and transparent to all bidders. Without limiting the generality of the foregoing, the procurement process shall exhibit the following principles:
  - a) Procurement packages shall be complete with reasonable estimations of all quantities and inclusion of all relevant specifications.
  - b) Procurement packages shall be available sufficiently in advance of the competition closing time to permit bidders adequate time to prepare the bid.
  - c) The procurement results shall be publicly released.
  - d) All bids for Contractor/Labour shall be accompanied by a minimum 5% bid bond or certified cheque. A minimum 50% performance bond and a minimum 50% labour and material payment bond are required upon award of the procurement.
3. A Municipality can bid on the Work for their Road Construction projects subject to the requirements of the Self-Bidding policy.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020; April 22, 2021
<b>Section 6:</b>	Public Procurement
<b>Policy 2:</b>	Self-Bidding

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1. For roadway projects the Road Authority shall be allowed to submit a bid on their proposed procurement for the work.
2. The Road Authority shall be required to complete prior to Self Bidding:
  - a) Submit a written request to SARM's Road Program Manager for approval to Self Bid.
  - b) The Road Authority and the Road Authority's Engineer shall submit a Self Bidding Declaration agreeing to additional Self Bidding requirements.
3. The Self Bidding Declaration shall include the following additional requirements:
  - a) The procurement shall be for the Contractor supply of all materials, labour, and equipment required for the project;
  - b) The competition shall be publicly posted on SaskTenders.
  - c) The consultant Engineer write or review the procurement package;
  - d) The procurement package shall **not** indicate the Road Authority's intent to bid;
  - e) When the Road Authority does **not** hold COR, the procurement package shall not require the bidders to hold COR;
  - f) The Road Authority shall submit the procurement package to SARM's Road Program Manager a minimum of one (1) week prior to the posting of the procurement package;
  - g) The Road Authority shall submit all addenda to SARM's Road Program Manager on the same day that any addenda are posted;
  - h) The Road Authority shall not post addenda within 24 hours of the scheduled closing of the competition;
  - i) The Road Authority shall submit a hardcopy, sealed, and labelled confidential of the Road Authority's bid submission to SARM's Road Program Manager to be received a minimum of 24 hours prior to the scheduled closing of the competition;



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## Self-Bidding

- j) The Road Authority shall submit their self-bid in the manner directed in the competition documents;
- k) The Road Authority shall not be required to obtain bid, performance, and material & labour bonds;
- l) The Road Authority shall not award the work to their own forces unless the Road Authority has submitted the lowest qualified bid as determined by standard industry practises and tender documents;
- m) The Road Authority shall submit the procurement results to SARM's Road Program Manager and ensure the results are received within 24 hours of the bid submission opening;
- n) If the Road Authority awards the work to their own forces the Road Authority shall not be eligible for claims for the work that exceeds the Road Authority's Bid Amount;
- o) The Road Authority shall be required to submit all finalized As-built Plans, Specifications, Competition Documents, Construction Documents and other information requested by SARM and shall be submitted prior to the release of the 10% holdback to the Municipality
- p) If the project is required to be retendered after the Road Authority has opened the bid submissions, the Road Authority shall not be permitted to submit a bid on the retendered work.

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# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020; April 22, 2021
<b>Section 7:</b>	Grants for Capital Projects
<b>Policy 1:</b>	Eligible Costs

---

1. Any eligible or ineligible project cost may be included within the scope of a project. However, only claims for eligible project costs shall be considered for grant funding.
  
2. The following shall be considered eligible project costs:
  - a) Legal land survey and registration;
  - b) Right of way purchase cost (maximum of 1.5 times assessment);
  - c) Environmental or heritage study cost;
  - d) Engineering Design services;
  - e) Cost of relocation of utilities;
  - f) Amounts paid to land owners to establish borrow pits;
  - g) Cost of water and hauling water;
  - h) Soil stabilizer;
  - i) Material costs such as gravel, piling, miscellaneous steel plate, bearings, precast concrete, bridge rail/barrier, culverts, timbers, hardware, and construction signs if not included in the contract bid items;
  - j) Inspection services during fabrication of components;
  - k) Construction Supervision and Contract Administration;
  - l) Contactor/Labour (All work, materials, and services required under the Contact);
  - m) Crop damage;
  - n) Seeding of right of way and borrow pits;
  - o) Fence replacement, and;
  - p) Saskatchewan Provincial Sales Tax (PST).

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## Eligible Costs

3. The following shall be considered ineligible project costs:
  - a) Supply, loading, hauling, unloading, placement or testing of asphalt or concrete surfacing;
  - b) Dust suppression;
  - c) Cost of procurement advertising outside of SaskTenders;
  - d) Canadian Goods and Services Tax (GST);
  - e) Legal fees, and;
  - f) RM administration costs.
  
4. Any work completed prior to the approval of the project shall be considered ineligible work. Any costs associated with unauthorized work shall not be paid by the Program.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020; April 22, 2021
<b>Section 7:</b>	Grants for Capital Projects
<b>Policy 2:</b>	Application for Grant Payment

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1. Each Road Authority shall submit a completed application for grant payment form to claim eligible project costs.
2. The Road Authority shall include the invoices of the eligible costs that are being claimed.
3. SARM shall pay a Road Authority up to their maximum grant as defined in the Agreement between the Road Authority and SARM.
4. SARM shall retain ten percent (10%) holdback on each grant payment to be released upon SARM's receipt of a professional engineer's completion certificate.
5. Stacking of provincial or federal funding programs with the Program shall not be permitted, except for funds received from the Municipal Revenue Sharing Program, the Federal Gas Tax Fund (GTF), or the Municipal Economic Enhancement Program (MEEP). Total assistance received by a project shall not exceed the approved Program funding amount for the project.
6. Where a Road Authority is receiving funding from other provincial or federal agencies, the amount of funding provided by the Program shall be reduced by the amount received from the other agencies. For example: if a project is approved for \$500,000 from the Program and the Road Authority receives \$250,000 from a federal agency for the project, then the Program would provide a maximum of \$250,000 for the project.

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# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020; February 2, 2021
<b>Section 8:</b>	Information Collection
<b>Policy 1:</b>	Municipal Traffic Count Program

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1. The TCP shall be completed on a cycle ranging from 3 to 5 years.
2. MoH shall determine the standards and specifications for traffic count collection for the TCP.
3. Road Authorities can request accommodations to TCP methodology, but cannot opt out of the TCP.
4. The selection of the consultant to complete the traffic counts shall be done by request for proposal and shall be completed by the MoH's traffic engineer.
5. A traffic count map shall be provided to each RM by the MoH that incorporates the latest traffic count information.
6. Municipalities may appeal the results of TCP.
  - a) The municipality shall submit a commissioned independent traffic count that is completed with the same methodology as the TCP.



# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020; February 2, 2021
<b>Section 8:</b>	Information Collection
<b>Policy 2:</b>	Independent Traffic Counts

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1. A Road Authority may request that the ADT and TADT obtained through an independent traffic count replace the values obtained through the TCP.
2. The Road Authority shall not be reimbursed in any way for the cost of independent traffic counts.
3. The independent traffic count shall be overseen by an Engineer.
4. The independent traffic count shall use the same methodology as the TCP.
5. Road Authorities shall submit the following information to SARM for review and approval:
  - a) The methodology for conducting the traffic count;
  - b) The raw traffic count data, and;
  - c) The recommendation from the Engineer overseeing the independent traffic count.
6. Final approval for the use of independent traffic count data within the Program will be provided from the Manager of Traffic Services, MoH.
7. Approved independent traffic count data shall be added to the Municipal Traffic Count Database.





# Policy Manual

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<b>Adopted:</b>	April 1, 2020
<b>Amended:</b>	November 23, 2020; February 2, 2021
<b>Section 8:</b>	Information Collection
<b>Policy 3:</b>	Municipal Bridge Inspection Program

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1. The MBIP shall be completed on a 3-year cycle. All rural municipal bridge structures located on a registered road alignment and meeting the eligibility requirements described in Section 5, Policy 1, Clause 2 shall be inspected.
2. MoH shall determine the standards and specifications for bridge inspection for the TCP.
3. The Inspections shall be completed by qualified bridge inspectors to the Saskatchewan Modified Ontario Structures Inspection Manual (OSIM).
4. Road Authorities can request accommodations to MBIP methodology, but cannot opt out of the MBIP.
5. The selection of the consultant to complete the inspections shall be done by a Request for Proposal.
6. If the Consultant finds a bridge with severe structural or safety deficiencies, the Consultant shall provide Municipal Bridge Services with a Structural Deficiency Advisory (SDA) as soon as possible after the inspection. The SDA shall provide a description and pictures of the deficiency and recommended immediate action.

7. The Consultant shall provide each RM with the following:
  - a) A summary letter;
  - b) Inspection field notes;
  - c) Inspection pictures;
  - d) Summary of inspection, and;
  - e) Channel profile from the left and right side of the bridge.



# Policy Manual

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<b>Adopted:</b>	February 2, 2021
<b>Amended:</b>	N/A
<b>Section 8:</b>	Information Collection
<b>Policy 4:</b>	Independent Bridge Inspections

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1. A Road Authority may request that the data obtained through an independent bridge inspection replace that obtained through the MBIP.
2. The Road Authority shall not be reimbursed in any way for the cost of independent bridge inspections.
3. The independent bridge inspection shall be overseen by an Engineer.
4. The independent bridge inspection shall use the same methodology as the MBIP.
5. Road Authorities shall submit the following information to SARM for review and approval:
  - a) The methodology for conducting the bridge inspection;
  - b) The raw bridge inspection data, and;
  - c) The recommendation from the Engineer overseeing the independent bridge inspection.
6. Final approval for the use of independent bridge inspection data within the Program will be provided from the Bridge Technical Committee.
7. Approved independent bridge inspection data shall be added to the Municipal Bridge Database.



# Policy Manual

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# Policy Manual

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## Appendix A



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**Document:** 2.1.13

**Topic:** Anti-Harassment Policy

**Category:** Human Resources

**Authority:** Executive Director

**Effective Date:** October 1, 2015

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SARM is committed to providing a safe and respectful work environment for all staff, board members, and clients. No one has to put up with harassment at SARM, for any reason, at any time, and no one has the right to harass anyone else, at work, or in any situation related to work. This policy is one step in ensuring that our workplace is a respectful work place.

### **Harassment**

Harassment of any type will not be tolerated at SARM. Under no circumstances will a legitimate complaint be dismissed or downplayed, nor will you have to deal with it on your own.

Harassment is any inappropriate conduct, comment, display, action, or gesture by a person that:

- Is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry, or place of origin; or
- Is conducted repeatedly, or is a single serious occurrence that adversely affects the worker's psychological or physical well-being, and that a reasonable person knows it would cause a worker to be humiliated or intimidated (sometimes called personal harassment).

Sexual harassment may include:

- A direct or implied threat of reprisal for refusing to comply with a sexually orientated request;
- Unwelcome remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, sex, or sexual orientation;
- Displaying pornographic or sexually explicit pictures or materials;

- Unwelcome physical contact;
- Unwelcome invitations or requests, direct or indirect, to engage in behaviour of a sexual nature; or
- Refusing to work with or have contact with workers because of their sex, gender, or sexual orientation.

Some examples of harassment which will not be tolerated at SARM are:

- Verbal or physical abuse;
- Displaying offensive pictures or objects;
- Intimidating a person or invading a person's personal privacy;
- Threats;
- Derogatory remarks regarding religious beliefs, colour, marital status, place of origin mental or physical disabilities, ancestry, family status, or gender;
- Inappropriate jokes or remarks which cause embarrassment or discomfort;
- Innuendo or taunts about any employee's appearance;
- Leaving negative comments on a website, guestbook, blog, in public discussion areas, etc. about another SARM staff, stakeholders, board or members; or
- Pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. The behaviour need not be intentional in order to be considered sexual harassment.

Harassment is not normal management or supervisory actions and/or discussions even if those interactions can be difficult or causes a person to feel uncomfortable. Those actions must be carried out in a reasonable respectful manner and not be abusive. Work place harassment does not include matters or circumstances that are unrelated to SARM's work, such as co-worker social gatherings.

### **SARM's Responsibilities**

SARM is committed to and responsible for:

- Keeping this policy up to date and ensuring staff and board members are aware of, and understand, the policy;

- Implementing this policy to prevent and deal with harassment;
- Creating a work place that promotes a respectful work place and does not expose people to harassment; and
- Acting on all complaints to ensure they are resolved quickly, confidentially, and fairly.

### **Board, Executive Director and Department Head Responsibilities**

The Board, the Executive Director, and Department Head is responsible for:

- Fostering a respectful and safe working environment, free of harassment;
- Setting an example for appropriate workplace behaviour;
- Sharing the respectful workplace policy with stakeholders; and
- Dealing with situations of harassment immediately upon becoming aware of them, whether or not there has been a complaint.

### **Employees' Responsibilities**

All employees have the responsibility to:

- Treat all people (employees, customer, stakeholders, vendors, etc.) with respect;
- Speak up if they or someone else is being harassed;
- Remind other staff and share with stakeholders this anti-harassment policy;
- Report harassment to the appropriate person; and
- Respect the confidentiality and privacy of anyone involved in a harassment complaint.

### **Stakeholders**

SARM's goal is to ensure that stakeholders, such as members, vendors, etc. are made aware of, and understand, SARM's respectful work place policy.



### **Dealing with Harassment Situations**

- If you are subjected to harassment, or if you believe that you have witnessed another person being harassed, you must promptly, clearly, and firmly tell the harasser to stop their behaviour.
- If you are unsure if you have been subject to harassment or want council on how to tell the alleged harasser to stop, you may seek council from your Department Head or the Executive Director.
- If the above steps cannot be done, or are unsuccessful, report the alleged harassment to your Department Head or the Executive Director.
- When a complaint is received, the Executive Director will work with the complainant to resolve the matter satisfactorily. In cases where the complainant and/or organization do not need determination of guilt, apology, or discipline, a discussion between the Executive Director, complainant, and/or alleged harasser that is effective in getting the unwanted behaviour or situation to stop may be all that is required. Since no formal investigation is required, no formal records of the complaint will be retained.
- Failing resolution in the above step, the alleged harasser will be notified of the complaint and the information concerning the complaint, and an immediate confidential investigation will be initiated. This investigation may be done internally or by an independent third party. Throughout the investigation, all statements and reports will be as detailed as possible. This report will be confidential.
- Following the conclusion of the investigation, the Executive Director will inform the complainant and the alleged harasser of the results of the investigation.

If the alleged harasser is the Executive Director, the complainant may contact the Director of Programs and Operations or the SARM President.

### **Resolution and Corrective Action**

Where harassment has been substantiated, the Executive Director will take appropriate corrective action to resolve the complaint. Where harassment has not been substantiated, no action will be taken against an employee who has made a complaint in good faith or the alleged harasser. Anyone who retaliates in any way against a person who has been involved in a harassment complaint will be subject to discipline.

Remedies for a person who has been harassed will be determined depending on the nature and severity of the harassment.

Corrective action for harassers may include, depending on the nature and severity of the harassment; a written reprimand; a suspension, with or without pay; a demotion; dismissal, or other appropriate action. Harassers may also be obliged to attend an anti-harassment training session. Each person that has found to have harassed another will have the record of findings and resulting consequences specific to them filed in their personal file.

**Confidentiality**

SARM will not disclose the identity of the complainant, alleged harasser, or the circumstances of the complaint, except as necessary to investigate the complaint or to take disciplinary action, or as required by law. SARM encourages employees and Board members to respect confidentiality in the same way.

**Disclaimer:** This policy has been developed in good faith. The policy does not supersede legislation or suspend statutory rights. SARM has the right to update, change, add and/or delete this policy. It is the employees' responsibility to be aware of the policies and SARM's responsibility to make the policies accessible for staff and administer them accordingly.