

Reference Manual

**Department of Transportation &
Infrastructure**

and

New Brunswick Municipalities

Prepared by:

**Department of Transportation
& Infrastructure**

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This manual is subject to the Highway Act.

The purpose of this manual is to assist and serve as a reference to municipal officials and Department of Transportation & Infrastructure staff regarding construction and maintenance of assets common to both parties including traffic, motor vehicle and administrative responsibilities.

This manual applies to the incorporated cities, towns and villages only. It does not apply to the incorporated rural communities.

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PART 1

1.1 DEFINITIONS

The following definitions are for use in conjunction with this manual only and are subject to all current design specifications and associated regulations.

Arterial Highway	A road intended to move a relatively large volume of traffic at medium to high speeds. These roads are classified by the Minister of Transportation & Infrastructure as arterial highways under Section 14 of the Highway Act which include all highways assigned a route number from 1 to 99 and all designated named highways classified as arterial highways. Arterial highways are used where traffic movements are the primary consideration and land access is secondary. They may be subject to control line and/or controlled access regulation.
Bridge	Structure used, or intended to be used, for the purpose of carrying traffic on a highway or street over or across a river, stream, ravine, railway, or other highway or street, and having a length between abutments of not less than three (3) metres. It includes the approaches thereto (up to a maximum of fifteen (15) metres) and overpasses and underpasses. In cases of multiple culverts, the waterway opening is larger than 7.3 m ² .
Bypass	Highway in a municipality where the administration and control are under the jurisdiction of the Minister. It is usually an arterial highway and includes adjacent ramps and is typically a controlled access highway.
Catch Basin	Device located along the length of a storm sewer system for the purpose of allowing surface water run-off to enter.
City	An entity which the Lieutenant-Governor in Council has incorporated as a city under the Municipalities Act.

Collector Highway	A road intended to collect traffic from local streets and land access roads. These roads are classified by the Minister of Transportation & Infrastructure as collector highways under Section 14 of the Highway Act and include all named highways and highways assigned a route number from 100-199. Collector highways are used where traffic movement and land access are approximately equal in importance and may be subject to control line and/or controlled access regulation.
Construction	Roadbed construction, highway resurfacing, curb and gutter, culverts and storm sewer installations on provincial and regional highways within municipalities which are funded by the Department of Transportation & Infrastructure under the capital program.
Controlled Access Highway	Controlled Access restricts and/or prohibits access to land, which includes any means intended for or capable of providing access to a highway, unless a permit is obtained from the Minister of Transportation & Infrastructure. Designation of a controlled access highway is pursuant to Sections 38 of the Highway Act and pertinent Regulations.
Control Line	A line offset from and normally, but not always, running parallel to the centerline of an arterial or collector highway. A control line shall not be more than 180 metres from the centre of the highway right-of-way. A control line creates a land use restriction pursuant to Section 65 of the Highway Act.
Culvert	Any drainage structure and/or part of a drainage system, not classified as a bridge, which provides an opening for the passage of water under a road or driveway and is less than three (3) metres in diameter or width with a waterway opening of 7.3 m ² or less.
Curbing	Includes a curbing of concrete or asphalt along a street, whether constructed in connection with, or apart from, the laying down of a sidewalk or pavement, or with or without a projection for the purposes of a gutter.
Department	The Department of Transportation & Infrastructure (DTI), Province of New Brunswick, unless otherwise noted.

Designated Highway	A road, street or highway within the boundaries of a municipality - classified as arterial, collector or local under Section 14; a highway under the administration and control of the N.B. Highway Corp. or a project company; a highway that is the subject of a usage agreement, a highway usage permit or a lease or license granted under subsection 5(2); a road or street accepted by the Minister under Section 35 Highway Act; and a road or street accepted by the Minister under the Community Planning Act. (Refer to Section 15 of the Highway Act.)
Ditch	Channel dug into the earth as a trough for drainage.
Drainage Offtake	An open or closed ditch used for the draining water away from the highway.
Dust Control	The application of dust suppressants (usually flake or liquid calcium chloride) for dust control on roads with no surface treatment. Dust suppressants are normally placed 75 metres on each side of the entrances to inhabited dwellings, places of business, halls, churches, cemeteries, curves, intersections and railway crossings as required.
Engineer	The District Transportation Engineer (DTE) or designate unless otherwise noted.
Extra Work	Extra work, requested in writing by the villages only, not included in normal winter and summer maintenance on an “Extra Work Order form”.
Extruded Signs	Signs fabricated with extruded aluminum panels and erected on aluminum posts.
Grading of Unpaved Roads	Grading and reshaping unpaved roads without addition of material.
Gutter	A narrow channel along the side of a road, street or highway to carry off water, possibly to a storm sewer. It is normally constructed in conjunction with a curb.
Highway	The entire right-of-way which is reserved for constructing and maintaining the roadway and its appurtenances designated by the Minister under Section 15 of the Highway Act.
Highway District	A portion of the Province established as a highway district under Section 14 of the Highway Act.

Highway Division	A portion of a highway district established as a highway division under Section 14 of the Highway Act.
<u>Kilometrage</u>	
<ul style="list-style-type: none"> • Kilometrage Report 	A report prepared by DTI for each incorporated municipality. It details the provincial and regional highway route numbers and names, municipal road and street names and lengths in kilometres. The number of lanes and the lane kilometres are detailed for the provincial and regional highways within the municipality.
<ul style="list-style-type: none"> • Kilometrage 	The total length of provincial highways, regional highways (including bridges) and municipal streets within a municipality irrespective of the number of lanes.
<ul style="list-style-type: none"> • Lane Kilometrage 	The total number of lane kilometres of provincial highways, regional highways (including bridges) and municipal streets in incorporated villages only. Lane kilometrage is calculated in accordance with Schedule A of the Municipal Agreement but does not include bypass highways or roads otherwise excluded by the agreement.
<ul style="list-style-type: none"> • Lane Kilometre 	Width is measured from curb to curb or from outside shoulder to outside shoulder for the normal width of the roadway including parallel parking areas, but does not include angle parking and right angle parking areas or sidewalks. DTI follow a table which sets out the number of lanes based on a section of traveled roadway estimated to be 3.5 m in width and 1.0 kilometre in length.
Labour	Includes supervision.
Lane	Represents the movement of a single lane of traffic on a portion of a travelled highway.
Load Limits	Weight restrictions on provincial highways and regional highways including bridges within all municipalities.
Local Authority	A municipality under the Municipalities Act.
Local By-Law	A by-law passed by a local authority.

Local Highway

A road assigned a route number greater than 199 and all named highways classified as A or B. Local highways are primarily intended to provide property access and may be subject to controlled access regulation. All highways classified by the Minister as local highway under Section 14 of the Highway Act.

Maintenance

- **Curb and Gutter Maintenance**

Repairing damaged or deteriorated sections of the curb and gutter.

- **Guide Rail Maintenance**

Repairing, replacing guide rails and posts, repairing and replacing associated delineator posts and reflectors.

- **Shoulder Maintenance**

Grading and reshaping unpaved shoulders without the addition of material.

- **Summer Maintenance
May 1 to November 30**

49.1(1) Highway Act

“summer maintenance” means:

- (a) pavement patching,*
- (b) curb and gutter maintenance,*
- (c) shoulder maintenance,*
- (d) replacement of culverts under a local highway,*
- (e) guide rail, guide posts, and delineator maintenance,*
- (f) grading,*
- (g) dust control on unpaved local highways, and*
- (h) such other activities as are specified by regulation.*

All other activities are excluded but may be included in extra work upon appropriate authorization. The above activities are to meet the standards outlined in the New Brunswick Highway Maintenance Management System Manual or other applicable standards.

- **Winter Maintenance
December 1 to April 30**

49.1(1) Highway Act

“winter maintenance” means

- (a) ploughing of snow from curb to curb, edge of pavement to edge of pavement or shoulder to shoulder as the case may be,*
- (b) salting, sanding, and scarifying,*
- (c) patching pot holes, and*
- (d) such other activities as specified by regulation. **

All other activities are excluded but may be included in

extra work upon appropriate authorization. The above activities are to meet the standards outlined in the New Brunswick Highway Maintenance Management System Manual or other applicable standards.

* for the normal width of the roadway including parallel parking areas but not including angle parking and right angle parking areas or sidewalks.

Minister	The Minister of Transportation & Infrastructure which includes anyone designated by him/her to act on his/her behalf.
Municipal Road	All roads, streets or lanes in a municipality intended for public use, excluding provincial highways and regional highways.
Municipality	A city, town or village incorporated under the Municipalities Act.
Municipal Map	Maps prepared by DTI depicting all provincial highways, regional highways and municipal roads and streets within each municipality.
Municipal Signing	Signing which is largely of municipal concern and includes parking control and pedestrian directions.
Pavement Patching	Spot patching paved roadway surfaces and paved shoulders with asphalt concrete.
Private lane	A private roadway that may in certain circumstances be included on the “Municipal Kilometrage Report” and “Municipal Map”. Title to the land is not held by the Crown or municipality. DTI is not responsible for maintenance or repairs to private lanes.
Provincial Highway	Roads, streets or highways designated by the Minister under Section 15 of the Highway Act, including certain highways within a municipality. These highways are funded by DTI at assigned rates for maintenance and as per the agreed formula for Capital Work.
Regional Highway	A provincial numbered and/or named highway, within a municipality considered to be serving more of a regional function as an integral link between arterial, collectors or other communities in the overall provincial network. Maintenance on regional highways is cost shared between the Department and the municipality. 49.1(2-5) Highway Act.

Right-of-Way	Those portions of land constructed and maintained as a highway that are under the administration and control of the Minister. Administration and control of right-of-way within most municipalities having been transferred to the municipality by Order-in-Council. Section 32(2) Highway Act
Road	Any place used for the passage of vehicles including bridges.
Storm Sewer System	A drainage system designed and intended to carry only rainfall, storm waters, surface runoff and drainage.
Street	Includes a public highway, street, lane, alley and the bridges thereon. Street is accepted, under conventional by-law language, as a municipal road.
Surface Treatment	Chip sealing of a roadway and includes: <ul style="list-style-type: none"> (1) double seal, (2) second seal, and (3) reseal
Through Highway	Any highway, or portion thereof, at the entrances to which stop signs or yield right-of-way signs are erected. By law, vehicular traffic from intersecting highways is required to stop or to yield the right-of-way before entering or crossing a through highway.
Town	Municipality which the Lieutenant-Governor in Council has incorporated as a Town under the Municipalities Act.
Village	Municipality which the Lieutenant-Governor in Council has incorporated as a Village under the Municipalities Act.

PART 2 - GENERAL

2.1 Contacts with the Department of Transportation & Infrastructure

Routine contacts for maintenance, construction and traffic engineering activities should be made to the District Transportation Engineer within the district concerned, except where noted elsewhere in this manual. Refer to 8.7 of the appendix for a Provincial District Map showing the boundaries of each district. For detailed information regarding each District refer to the GNB website referenced in 8.7.

Contact with any Branch of the Department - should be addressed to the Director of the Branch, Department of Transportation & Infrastructure, P.O. Box 6000, Fredericton, N.B. E3B 5H1.

2.2 Construction

2.2.1 Cities and Towns

The Engineer is available for consultation on:

1. Department standards and specifications
2. Programs in which the Department may participate (subject to available funding)

2.2.2 Villages

The Engineer is available for consultation and assistance on:

1. Department standards and specifications
2. Programs in which the Department may participate (subject to available funding)
3. Preparation of cost estimates for work on village streets
4. Determination of the need for additional engineering assistance.

2.3 Designation of Provincial Highways in Municipalities

The Minister may designate roads as highways pursuant to Section 15 of the Highway Act. The primary consideration for designation is whether, in the Minister's opinion, the roadway is identified as a necessary link in the overall comprehensive provincial highway network. Any decision to designate a road as a highway is made at the discretion of the Minister of Transportation & Infrastructure. The official adoption of changes to the designated highway inventory within a municipality will be implemented following consultation with the municipality.

Section 15 of the Highway Act provide as follows:

15(1) The Minister may designate roads as highways by filing in the registry office of the county in which the roads lie

(a) a written description of the roads and maps showing the general location of the roads, or

(b) maps of the roads that have the coordinate survey system indicated on them.

15(2) Those roads that have been designated as highways in accordance with this section are highways for the purposes of this Act.

15(3) Where the Minister has designated roads as highways under this section, he shall publish in The Royal Gazette a notice that he has designated those roads as highways under this section.

15(4) The Minister may amend a designation made under subsection (1) to add or delete roads as designated highways, or for any other purpose, and in so amending the designation may

(a) add words to or delete words from the description,

(b) add words and symbols to and delete words and symbols from any map, and

(c) by appropriate words and symbols indicate that a road or portion thereof is or is not designated as a highway.

15(5) Where the Minister causes a highway or portion thereof to be discontinued under section 33, the designation under subsection (1) is deemed to be amended accordingly.

15(6) A highway designated under this section includes bridges and other structures incidental to the highway.

2.4 Advisory Services

Certain advisory services are available to incorporated municipalities from DTI. These services are detailed in the chapters of this guide.

2.5 Measurements

All measurements in this guide are metric unless otherwise noted.

PART 3 - ADMINISTRATIVE

3.1 Introduction

Sections 47 and 49 of the Highway Act provide as follows:

47(1) The Minister may construct, reconstruct, repair and maintain a highway that lies within a municipality including the storm drainage, catch basins, curbs and gutters associated with the highway, but shall not carry out or provide for:

- (a) street flushing or sweeping,*
- (b) cleaning or maintenance of catch basins, storm sewers or drainage ditches once constructed or reconstructed, or*
- (c) street lighting, traffic signals, sidewalks, boulevards or tree planting.*

47 (2) Subject to this Act, a municipality may carry out or provide for the services listed in paragraphs (1) (a), (b) and (c).

49(1) The Minister may enter into an agreement with a municipality

- (a) providing that winter and summer maintenance on a highway, except a local highway, within a municipality shall be*
 - (i) performed by the Minister, or*
 - (ii) performed by the municipality and paid for by the Minister in accordance with the regulation under subsection (2);*
- (b) providing that winter and summer maintenance on roads and streets within a village shall be*
 - (i) performed by the village or rural community, or*
 - (ii) performed by the Minister and paid for by the village or rural community in accordance with the regulation under subsection (2).*

49(2) The Lieutenant-Governor in Council may make regulations providing formulae for determining the rate of compensation to be paid under an agreement made pursuant to subsection (1) that provides for a payment for maintenance services.

49.1(2) The Minister may enter into an agreement with a municipality providing that either winter maintenance or summer maintenance, or both, on a local highway within the municipality shall be

(a) performed by either the Minister or the municipality, and

(b) paid for equally by the Minister and the municipality.

49.1(3) Where winter maintenance or summer maintenance is performed on a local highway but no agreement has been entered into under subsection (2), the cost of the maintenance services shall be paid for equally by the Minister and the municipality in accordance with this section.

49.1(4) The Minister shall

(a) determine the lane kilometrage of local highways within a municipality in respect of which the cost of maintenance services shall be paid for equally by the Minister and the municipality, and

(b) set the kilometrage rates to be paid by the Minister and a municipality under this section for winter maintenance and for summer maintenance on local highways within the municipality.

49.1(5) Where a conflict exists between this section and a provision of an agreement entered into by the Minister under this or any other Act in respect of summer maintenance or winter maintenance on local highways within a municipality, this section prevails.

49.1(6) The Lieutenant-Governor in Council may make regulations specifying activities for the purposes of paragraph (h) of the definition "summer maintenance" and paragraph (d) of the definition "winter maintenance".

49.1(7) Subject to subsections (1) to (6), all responsibility existing prior to the commencement of this section in relation to the maintenance of local highways within a municipality that was the responsibility of a municipality remains the responsibility of the municipality.

3.2 Transfer of Administration, Control and Ownership of Roads and Streets

Section 32 of the Highway Act provides as follows:

32(2) The Lieutenant-Governor in Council may declare by proclamation that any highway shall cease to be under the control of the Minister after a day named in the proclamation and such highway shall after such day be under the jurisdiction of the municipality in which it is situated.

32(3) The soil and freehold of every highway owned by Her Majesty to which a proclamation under subsection (2) relates shall be vested in that municipality named in the proclamation under subsection (2).

By various Orders-in-Council, administration, control and ownership of certain highways, streets and roads in municipalities were transferred to the municipalities. Bypasses were excluded from transfer in the Orders-in-Council. Orders-in-Council are filed with the Clerk of the Executive Council and Secretary to Cabinet at the Executive Council Office.

The provisions of the Highway Act apply to provincial highways and regional highways (designated highways) located within a municipality notwithstanding the Orders-in-Council mentioned above.

3.3 Municipal Agreement

3.3.1 Defined

The Municipal Agreement is an agreement between the Minister and a municipality outlining the terms and conditions under which the municipality will carry out winter and summer maintenance, as well as maintenance of applicable traffic control devices, on provincial highways and regional highways within the municipality.

3.3.2 Payment

Payment for the work by the Minister shall be on a lane kilometre basis and in accordance with the terms specified in the Computation of Payment Form in the Municipal Agreement.

Maintenance rate on provincial highways is 100% funded by the Department of Transportation & Infrastructure. Maintenance rate on regional highways is 50% funded by DTI. Capital costs will be as agreed to between DTI and the municipality. All municipal roads are 100% funded by the Municipality.

3.4 Contract Agreement (Villages Only)

3.4.1 Defined

The Contract Agreement is an agreement between the Minister and a Village outlining the terms and conditions upon which the Minister may carry out certain winter and summer maintenance on municipal streets within the village. If the village wishes to have extra work done it may make a request to the Minister to carry out the extra work. This extra work request must be initiated by means of a Municipal Extra Work Order Form. (Part 8 – Appendix)

3.4.2 Municipal Extra Work Order Form

A Municipal Extra Work Order Form is a form signed by the municipality requesting the Minister to carry out the extra work described on the form. The Minister will only carry out any extra work after the municipality formally agrees to the work with a formal Municipal Extra Work Order Form to follow.

3.4.3 Termination

Either the Minister or the municipality may terminate the Contract Agreement by giving Notice of Termination in writing to the other party not later than the first (1st) day of January. The agreement shall terminate on the thirty-first (31st) day of December of the year in which the notice of termination was given.

3.4.4 The Minister as a Contractor

When the Minister is hired as a contractor in a village, the relationship between the Minister and the village is similar to the relationship between a hired private contractor and the village. The Minister will give priority to provincial highways and regional highways over municipal roads.

3.5 Property Acquisition for Provincial and Regional Highways in Municipalities

3.5.1 Provincial Purposes

The Minister shall fund the purchase of any additional land required for provincial highway or regional highway purposes within a municipality.

3.5.2 Municipal Purposes

It is the municipality's responsibility to fund the purchase of additional land required for municipal purposes on a provincial highway or regional highway.

3.5.3 Offtakes

It is the municipality's responsibility to acquire all easements or land required for drainage offtakes on all roads, streets, provincial highways and regional highways within the municipality. (See also Section 4.6.1 - Drainage Offtakes)

PART 4 - MAINTENANCE

4.1 General

The Engineer will provide advice and assistance to the municipalities in regard to the following:

- a) Maintenance services available from the Department
- b) Budget preparation by the municipality for maintenance work
- c) Standards for maintenance work.

4.1.1 Municipalities along Route 2, 95 and 1

Route 2, between the Quebec border and Moncton, Route 95 and Route 1 (the “Highway”) is under the administration and control of the New Brunswick Highway Corporation (“NBHC”), which engaged operators to perform the operation, maintenance and rehabilitation work on the Highway. Under the terms of the operating agreements with the operators, there is a protocol for intersecting roads (the “Protocol”) that outlines the respective responsibilities of the operator and the appropriate municipality, in regard to intersecting roads which cross over or under the Highway. If municipalities wish to obtain a copy of the applicable Protocol for their area, or if they have any questions regarding the Protocol, they can contact the NBHC Section at 453-3939.

4.2 Winter and Summer Maintenance

4.2.1 All Municipalities

The Minister will pay for certain winter and summer maintenance on provincial highways at 100% and regional highways at 50% in accordance with the Municipal Agreement.

Maintenance work on provincial highways and regional highways will be carried out according to the Department’s standards and to the satisfaction of the Engineer.

4.2.2 Cities and Towns

Cities and towns are responsible for carrying out maintenance work on provincial highways and regional highways to the Department's standards and to the satisfaction of the Engineer.

4.2.3 Villages

Villages may maintain provincial highways, regional highways to the Department's standards and to the satisfaction of the Engineer and municipal streets in the municipality with their own resources or hire a private contractor to do the work. Where the Department is in agreement to do so, the village may hire the Department as a contractor.

4.3 Kilometrage

4.3.1 Determination of the Number of Lanes for Calculating Lane Kilometres

4.3.1.1 Provincial Highways and Regional Highways

The Minister shall, after consultation with the municipality, determine the width of a roadway necessary for provincial purposes on provincial highways and regional highways in the municipality. This width shall be used in calculating the number of lane kilometres. Width is measured from face of curb to face of curb or from outside shoulder to outside shoulder for the normal width of the roadway. Measured width includes parallel parking and bike lanes but does not include angle parking, right angle parking or sidewalks. Should a highway be reclassified, the width may be reduced depending on the use and circumstances surrounding the reclassification at that time.

4.3.1.2 Municipal Streets

On municipal streets the full width of roadway shall be used in calculating the number of lane kilometres. Width is measured from face of curb to face of curb or from outside shoulder to outside shoulder for the normal width of the roadway. Measured width includes parking lanes, bike lanes and any extra width of pavement for sidewalk purposes or walking corridors.

4.3.1.3 Number of Lanes – Method of Calculation

The number of lanes used for calculations is dependent on the measured roadway width in table 4.3.1.3 below.

Table 4.3.1.3 - Relation between roadway width and the number of lanes used for calculations.

Measured width of roadway (in m)	Number of lanes (used for calculations)
Less than 7.0 m wide	1
Between 7.0 m and 10.5 m wide	2
Between 10.5 m and 14.0 m wide	3
Between 14.0 m and 17.5 m wide	4
Between 17.5 m and 21.0 m wide	5
Between 21.0 m and 24.5 m wide	6
Between 24.5 m and 28.0 m wide	7
Between 28.0 m and 31.5 m wide	8

4.3.2 Annual Review of Official Municipal Kilometrage Reports and Municipal Maps

Annually and not later than the fifteenth (15th) day of September, the municipality must provide the Minister with details of increased or decreased kilometrage on municipal streets. Project Development and Asset Management Branch updates the kilometrage for each municipality based on the information provided by the municipality and data collected internally on provincial highways and regional highways. The reports are completed annually and are mailed no later than the first week of December.

Any changes in municipal kilometrage must be submitted to the Department's Project Development & Asset Management Branch by means of a subdivision plan signed by an officer of the municipality or, if no subdivision is involved, a revised municipal plan signed by an officer of the municipality.

Municipalities should address all correspondence relating to Official Municipal Kilometrage reports and municipal maps to the Project Development & Asset Management Branch.

4.3.3 Maintenance Charges per Lane Kilometre

Rates per lane kilometre in the Municipal Agreement for winter and summer maintenance work are established on a provincial basis by the Director of Financial & Administrative Services Branch and may be adjusted from year to year to reflect, as nearly as possible, the actual cost of the work on an average basis.

4.3.4 Kilometrage for Municipal Budget Unconditional Grant Support

Within municipalities, 100% of the kilometrage of municipal roads and streets, and 100% of the kilometrage of provincial highways and regional highways, except bypasses, is used by the Department of Environment & Local Government in the formula for calculating the municipal budget unconditional grant support.

4.4 Private Lanes in Municipalities

Private lanes in municipalities are not included in kilometrage reports for municipal budget unconditional grant support. Municipalities, however, may request that private lanes be included in the municipal kilometrage as part of the Maintenance Contract negotiated between the Engineer and the Municipality.

4.5 Subdivision Streets – Minimum Construction Standards

All new municipal subdivision streets should meet or exceed the Department’s minimum standards to be included in the kilometrage for municipal budget unconditional grant support from the Department of Environment & Local Government.

Copies of the “A Guide to the Minimum Standards for the Construction of Subdivision Roads & Streets” are available from the Department’s Director of Project Development and Asset Management Branch or at http://www2.gnb.ca/content/dam/gnb/Departments/trans/pdf/en/Publications/Minimum_Standards_for_the_Construction_of_Subdivision_Roads_and_Streets_May_2017.pdf

Section 31 of the Highway Act provide as follows:

31(1) Notwithstanding the Community Planning Act, the Minister with the approval of the Lieutenant-Governor in Council may establish the standards to be met in the construction of a road or street by a person who lays out and constructs a road or street in a village or rural community.

31(2) Where a village or rural community makes a subdivision by-law prescribing standards for the laying out of streets, the Minister may exempt the village or rural community from the application of the standards established under subsection (1).

31(3) Subject to subsection (2), a person who constructs or causes to be constructed a road or street contrary to the standards established in accordance with subsection (1) commits an offence.

4.6 Drainage

4.6.1 Offtakes

Construction and maintenance of drainage offtakes is a municipal responsibility on all roads and streets including provincial highways and regional highways. Provincial contracts for construction of storm sewer drainage systems on provincial highways and regional highways include the construction of drainage offtakes where it is necessary to discharge an outfall to an existing drainage course.

The acquisition of right-of-way for the construction of drainage offtakes on all roads and streets including provincial highways and regional highways is a municipal responsibility. (Refer to section 3.5 Property Acquisition for Provincial Highways and Regional Highways in Municipalities)

4.6.2 Ditches

The cleaning and maintenance of ditches on all roads, streets, provincial highways and regional highways in a municipality is a municipal responsibility.

4.6.3 Culverts and other Drainage Structures

Section 47(1) of the Highway Act provides as follows:

The Minister may construct, reconstruct, repair and maintain a highway that lies within a municipality including the storm drainage, catch basins, curbs and gutters associated with the highway, but shall not carry out or provide for

- (a) street flushing or sweeping*
- (b) cleaning or maintenance of catch basins, storm sewers or drainage ditches once constructed or reconstructed, or*
- (c) street lighting, traffic signals, sidewalks, boulevards or tree planting.*

The Minister may, at his/her discretion, construct or repair any culvert on a provincial or regional highway within a municipality.

The cleaning, thawing and maintenance of driveway culverts on all roads, streets, provincial highways and regional highways in a municipality is a municipal responsibility.

If the Department is providing maintenance services on behalf of the municipality, the cleaning, thawing and maintenance of culverts that cross the road on all roads, streets, provincial highways and regional highways in a municipality is a Department responsibility if the culvert is not connected to any underground drainage system. If a culvert underneath a road in a municipality is connected to an underground drainage

system on either side of the road, then the cleaning, thawing and maintenance of said culvert is a municipal responsibility.

If the Department is providing winter maintenance services on behalf of the municipality, the cleaning of blocked catch basin grates on the surface of all roads, streets, provincial highways and regional highways in a municipality is a Department responsibility. However, any blockage or drainage issues that occur below the surface of the catch basin grates are a municipal responsibility.

If the Department is providing maintenance services on behalf of the municipality, the Department is responsible for any signage required to warn the public of danger as a result of flooding, washouts etc. This responsibility is incurred regardless of whether the road is provincial, regional, or municipal. The costs incurred by the municipality and the Department to reinstate the roadway to its former condition would be decided on the basis of whether the road damaged is provincial, regional, or municipal.

4.7 Bridges

Section 51 of the Highway Act provides as follows:

51 Upon the request of any municipality the Minister may construct or repair any bridge within the limits of that municipality.

The Minister may, at his/her discretion, construct or repair any bridge on a provincial highway or regional highway within a municipality. Upon the request of a municipality the Minister may, at his/her discretion, construct or repair any bridge on a municipal street within the limits of that municipality. This does not include private lanes or private driveways.

Guide rail within 15 metres of the bridge end posts is considered to be part of the structure and thus the responsibility of the Department.

Snow removal and cleaning on sidewalks of bridges within a municipality is a municipal responsibility. Removing graffiti from all bridges within municipalities is a municipal responsibility.

Patching of potholes in asphalt-surfaced bridges is the responsibility of the municipality, as it is surface maintenance as part of the definition of summer maintenance. If holes are in concrete or concrete surfaces (surface or sidewalks) it would be part of the structural maintenance of the bridge and thus a Department responsibility.

Municipalities shall provide engineer approved drawings to the Department for review and approval prior to initiating the construction of new bridges. The Department will not assume the responsibility for the maintenance of bridges that are not pre-approved by the Department.

4.8 Utility Relocations

Municipalities should contact the Engineer concerning utility pole moves on provincial highways and regional highways.

Financial responsibility for utility moves on DTI right of way will be in accordance with the Tri-Agency Utilities Agreement amongst Bell Aliant, NB Power and the Department. Copies of this agreement are available from the Engineer.

The Tri-Agency Utilities Agreement applies to utilities replacement/relocation work resulting from activities financed by the Department on provincial and regional highways within municipalities. As per the Tri-Agency Utilities Agreement the utility parties must fill out a utility form.

Utility work resulting from municipal activities is not covered by this agreement. In the event that removal/replacement/relocation is not covered by the Agreement, financial responsibility for the related work shall be borne by the requesting authority.

Rogers Cable Communications Inc. has a Highway Usage and Occupancy Permit (HUOP). They must fill out a utility form which will be attached to the HUOP.

4.9 Railway Crossings

The Department is responsible for the maintenance of railway crossings on provincial highways and regional highways in municipalities with the following exceptions:

- a) NB Southern, or any other short line railway, are responsible for their maintenance within a 3.35 meters (11feet) corridor at the crossing.
- b) Federal rail lines (CN) maintenance responsibility is laid out in the Board Order, created when the crossing is installed.

The Department is responsible for keeping its right of way clear within the sight triangle at the crossings. The federal Railway Safety Act allows either the railway or the road authority to cut obstructions on private property.

Municipalities are responsible for the maintenance of railway crossings on municipal streets.

For further information contact the Policy & Legislative Affairs Branch.

4.10 Bypass Interchanges on Provincial and Regional Highways

All bypass interchanges on provincial and regional highways including ramps, and the road way between the ramps that connect with municipal roads or streets are a provincial responsibility.

4.11 Bypass At Grade Intersections on Provincial and Regional Highways

All bypass at grade intersections on provincial and regional highways, including all intersection lighting (illumination and signalization), storm drainage installations and maintenance of ramps are a provincial responsibility.

All street lighting on municipal roads or streets that intersect with a bypass at grade intersection on provincial or regional highways is a municipal responsibility.

PART 5 - CONSTRUCTION

5.1 Introduction

The Construction Branch of the Department provides engineering, financial and administrative support services for all highway construction work carried out by the Department. The Engineer is responsible for all highway construction work within the district and all inquiries regarding construction programs should be directed to the Engineer.

5.2 Construction Programs

5.2.1 Provincial Highways and Regional Highways (All Municipalities)

5.2.1.1 Origin of the Program

A planned construction program for provincial highways and regional highways is desirable and necessary in order that both provincial and municipal needs are met. All municipalities are requested to prepare annually, in order of priority, a proposed construction program for provincial highways and regional highways in their municipality. In addition, the municipalities are requested to annually update their five (5) year program to improve provincial highways and regional highways. Both the program and the update shall be submitted to the Department's Director of Design.

After all proposals are received, the Department's Municipal Engineer will prepare a list of projects for review. As a result of this review, the Minister may allot funds to various projects specifying the route number or street name, the nature of the work and limits of work.

5.2.1.2 Terms and Conditions

The following terms and conditions apply to the projects that fall within any construction program for provincial highways and regional highways within municipalities:

1. The Department must approve all projects in writing before work is commenced.
2. After a project is approved in principle and before tenders are called by a municipality, the municipality shall submit a complete set of plans and specifications to the Department's Director of Design for approval, with a

copy to the Engineer. In every case the Department must be satisfied that the municipality can ensure that all work will meet or exceed the Department's standards.

3. The Crown Construction Contracts Act and its regulations must be followed by the municipality when tendering, awarding, and administering the contracts. The Department must approve the awarding of all contracts.

4. When a project includes municipal work, as well as work under the construction program, the Department will be financially responsible only for that portion of the work covered by the construction program. The Department will replace sidewalks only when it is necessary to do so for Department purposes.

5. When municipalities carry out or administer work all payments (i.e. progress claims) must be processed through the Engineer, unless otherwise directed by the Department.

6. The Department may, at its discretion, call tenders and administer a project on a provincial highway or regional highway.

5.2.2 Municipal Streets

5.2.2.1 Cities and Towns

Cities and towns are responsible for all construction work on municipal streets.

5.2.2.2 Villages

1. Villages are responsible for all construction work on municipal streets, however, they may contract some or all of the work to the Department at the discretion of the Engineer.

2. If the work is to be contracted to the Department, the Engineer will meet with a representative of the village to review the work. The village must then complete a Municipal Extra Work Order Form and a standard Application for Funds Form and deliver both forms to the Engineer.

5.2.2.3 Additional Village Considerations

1. Villages should make provision for the chip seal application of a second seal coat the year after a street is seal coated for the first time. This is an essential part of the two (2) seal construction process.

2. Chip seal coated roads or streets should be resealed in a timely fashion on the advice of the Engineer depending on type and volume of traffic.

3. The Department may do contract work for the villages dependent on the availability of Department forces.

There are private companies that are available to carry out chipseal work

5.3 Water and Sewerage Plans

The municipality must submit two (2) sets of plans and specifications for water distribution and domestic sewer systems on provincial highways and regional highways to the Engineer for approval prior to the commencement of any work.

5.4 Highway Usage Permit (HUP) - Highway Usage and Occupancy Permit (HUOP)

Pursuant to Section 44.1 of the Highway Act, written permission must be obtained from the Engineer prior to excavation under or across a provincial highway, regional highway or within right-of-way or easements on land owned by the Minister, or under the control and jurisdiction of the Minister outside of a municipality.

A Highway Usage Permit (HUP) and a Highway Usage and Occupancy Permit (HUOP) is a contract, agreement or other instrument issued by the Minister for the purpose of another party utilizing a portion of the right of way of a highway for a designated purpose. Prior to any work being carried out, the parties must obtain a HUP, unless the work is within a municipality. For further information contact the Department's Director of Property Services Branch.

Also refer to New Brunswick Regulation 2010-55 under the Highway Act for more details regarding Highway Usage.

PART 6 - TRAFFIC

6.1 Introduction

Pursuant to Section 115 of the Motor Vehicle Act the Minister of Transportation & Infrastructure shall adopt a manual and specifications for a uniform system of traffic control devices for use upon highways within the Province and shall provide the manual and specifications to local authorities for their use.

The Department is responsible, and has the right to control signing, marking, and lighting on all provincial highways and regional highways in order to maintain a safe and efficient highway network for the travelling public.

The Department's Operations Branch may provide general advice to municipalities, upon request, concerning signing, highway markings and lighting on municipal streets. For further information contact the Director of Operations. All maintenance work on traffic control devices on provincial highways and regional highways will be carried out according to the Department's standards and to the satisfaction of the Engineer.

6.2 Signing

6.2.1 Provincial Highways and Regional Highways

6.2.1.1 All Municipalities

The Department is financially responsible for the supply, erection, and maintenance of all signing on provincial highways and regional highways within a municipality, with respect to their function as a designated highway. Stop signs on municipal streets connecting with provincial highways and regional highways are the responsibility of the municipality.

The Department must approve all signs and their locations, with respect to the sign's function as part of a designated highway, prior to installation on a provincial highway or regional highway within a municipality.

6.2.1.2 Cities and Towns

All sign installations, except the Department's extruded signs, are approved by the Minister, and their maintenance on provincial highways and regional highways (except bypasses) within cities and towns, should be carried out by the city or town in cooperation with the Engineer.

The Department is not financially responsible for municipal signing and will not supply, erect, or maintain municipal signing on provincial highways and regional highways in cities and towns.

6.2.1.3 Villages

The Department will supply, erect and maintain all signing on provincial highways and regional highways within villages with respect to their function as a designated highway.

The Department is not financially responsible for municipal signing on provincial highways and regional highways. However, the Department may be contracted to supply, erect, and maintain municipal signing on provincial highways and regional highways in villages. Invoicing will be arranged with the Engineer.

6.2.2 Municipal Streets

6.2.2.1 All Municipalities

The Department is not responsible for signing on municipal streets.

Any proposed changes in traffic patterns on municipal streets must be discussed with and approved by the Department's Operations Branch prior to implementation if the changes affect traffic flow on provincial highways or regional highways.

6.2.2.2 Villages

The Department may be contracted to supply, erect, and maintain municipal signing on municipal streets in villages. Invoicing will be arranged with the Engineer.

6.3 Highway Markings

6.3.1 Provincial Highways and Regional Highways

6.3.1.1 All Municipalities

The Department is financially responsible for all approved markings on provincial highways and regional highways within municipalities except for crosswalks and parking spaces. The Department may restrict the use of, or remove crosswalks and parking spaces if it is determined that they cause a safety problem or interfere with traffic movements. The Department will consult with the Municipality before such removals are made.

All markings on provincial highways and regional highways shall meet the Department's warrants and specifications and conform to guidelines provided in the TAC Manual of Uniform Traffic Control Devices for Canada. Materials used in applying these markings must comply with the Department's specifications. Municipalities can contact the Department for these specifications.

Rates per lane kilometre in the Municipal Agreement for Highway Markings are established on a provincial basis by the Director of Financial & Administrative Services Branch and may be adjusted from year to year to reflect, as nearly as possible, the actual cost of the work on an average basis. Lane or edge lines to be applied by the municipality on provincial highways and regional highways, and not completed by June 30th of any year, may be applied by the Department at the Department's discretion.

6.3.1.2 Cities and Towns

Generally, all approved markings on provincial highways and regional highways in cities and towns shall be applied by the municipality and charged to the Department as per Schedule "F" (see Appendix 8.6).

Either the Department or the municipality pursuant to an agreement between the parties reached prior to April 1st of each year may apply lane lines and edge lines. Any line markings applied by the municipality, pursuant to an agreement, shall be charged to the Department as per Schedule "F" (see Appendix 8.6).

6.3.1.3 Villages

The Department will normally do all markings in villages for which the Department is responsible. Any exceptions will require mutual agreement prior to April 1st of the applicable year.

6.3.2 Municipal Streets

6.3.2.1 All Municipalities

The Department is not responsible for highway markings on municipal streets.

Proposed changes in traffic patterns on municipal streets must be discussed with and approved by the Department's Operations Branch, prior to implementation, if the changes affect traffic flow on provincial highways and regional highways.

6.4 Lighting

6.4.1 Provincial Highways and Regional Highways

6.4.1.1 All Municipalities

6.4.1.1.1 Provincial Bypass Highways

Lighting, signalization, and other electrical traffic control devices on bypass highways, including ramps, are the responsibility of the Department if the Department has determined that the traffic control devices are necessary for the safe movement of traffic.

6.4.1.1.2 Provincial Non-Bypass Highways and Regional Highways

Lighting, signalization, and other electrical traffic control devices on non-bypass highways and regional highways within a municipality are the financial responsibility of the municipality. Approval from the Department must be received prior to the installation of any such traffic control devices.

6.4.1.1.3 Bridges

Responsibility for lighting, signalization, and other electrical traffic control devices on bridges within municipalities has been established under a variety of agreements, including, but not limited to, the following scenarios:

- The municipality is responsible for a portion of the installation and for all maintenance and power consumption charges;
- The Department is responsible for the installation as well as all maintenance and power consumption charges;
- The Department is responsible for the installation and maintenance; the municipality is responsible for power consumption charges;

The Department is responsible for the lighting system in the bridge structure up to the anchor system; the municipality is responsible for all components of the lighting system above the anchor system and for all power consumption. The specific agreement for the responsibility of these electrical installations must be followed for the individual bridge in question.

6.4.1.1.3.1

The installation of any lighting, signalization, or traffic control device, on bridges on provincially designated highways within a municipality, must receive prior approval of the Department.

6.4.1.1.3.2

Municipalities may contract with the Department for installation of all lighting, signalization, and all other electrical traffic control devices.

6.4.1.2 Villages

Villages may contract with the Department for the installation of lighting, signalization, or other approved traffic control devices.

6.4.1.2.1

The financial responsibility for the maintenance and power consumption rests with the municipality.

6.4.2 Municipal Streets

Municipalities are responsible for lighting, signalization and other electrical traffic control devices on municipal streets.

PART 7 - MOTOR VEHICLE

7.1 Introduction

The Motor Vehicle Branch of the Department of Justice & Public Safety has the responsibility of co-coordinating the establishment of traffic by-laws as authorized by various provisions under the Motor Vehicle Act.

7.2 Municipal Traffic By-laws

7.2.1 Application and Powers

A municipality may make by-laws in addition to but not in conflict with the Motor Vehicle Act for:

- (a)* Regulating the standing or parking of vehicles;
 - (a.01)* exempting any person or class of persons or any vehicle or class of vehicles from any by-law made under paragraph *(a)* and providing for permits to be issued to those persons exempted or for those vehicles exempted;
 - (a.1)* Establishing or regulating the use of locations reserved for parking for disabled persons;
- (b)* Regulating traffic by means of police officers or traffic-control signals;
 - (b.1)* Regulating the control of traffic and the use of highways by commercial vehicles;
- (c)* Regulating or prohibiting processions or assemblages on the highways;
- (d)* Designating particular highways as one-way highways and requiring that all vehicles thereon be moved in one specific direction;
- (e)* Regulating the speed of vehicles in public parks;
- (f)* Designating any highway or portion thereof as a through highway;
- (g)* Regulating the operation of bicycles and requiring the registration and licensing of same, including the requirement of a registration fee;
- (h)* Regulating or prohibiting the turning of vehicles or specified types of vehicles at intersections;
- (i)* Adopting such other traffic regulations as are deemed advisable and are approved by the Registrar.

Any by-law that duplicates or substantially duplicates the provisions of the Motor Vehicle Act and its regulations is invalid.

7.2.2 Provincial Highways or Regional Highways

No provision of a by-law of a municipality affecting the use of a provincial highway or regional highway is valid or effective until approved by the Lieutenant-Governor in Council.

7.3 Truck Routes

Designation of truck routes within a municipality is a municipal responsibility. Municipalities must not make any changes in the use of a provincial highway or regional highway within a municipality without the prior approval of the Minister. All provincial highways and regional highways within a municipality must be designated as truck routes unless otherwise approved in writing.

7.4 Weight Restrictions

Where in the opinion of the Department of Transportation & Infrastructure (DTI) the operation of a motor vehicle may cause damage to a provincial highway or regional highway in a municipality, DTI may impose weight restrictions with respect to such provincial highways or regional highways at such time and for such period as the Department considers necessary. A municipality may by by-law or resolution prohibit the operation of vehicles, or any class or classes of vehicles, to be operated on a provincial highway or regional highway or municipal street, whenever, by reason of climatic conditions, that provincial highway or regional highway or municipal street would, in the opinion of the municipality, be seriously damaged or destroyed except for such prohibitions or restrictions.

Where a municipality imposes restrictions as to the mass of vehicles to be operated on a provincial highway or regional highway within its limits, the mass permitted shall not be less than the mass permitted on the provincial highway or regional highway outside its limits by DTI under the authority of the Highway Act. The Minister may, upon request from the municipality, change the mass permitted on the provincial highway or regional highway located outside the municipality.

7.5 Departmental Assistance

In an effort to assist municipalities, the Department of Justice & Public Safety Motor Vehicle Branch will accept by-laws in draft form for review, before they have passed all three readings of the Council, in order that comments as to their validity can be made.

The Branch ultimately requires a signed original or certified copy of the by-law for Lieutenant-Governor in Council approval.

Correspondence should be addressed to the Registrar of Motor Vehicles, Department of Justice & Public Safety, P.O. Box 6000, Fredericton, N.B. E3B 5H1, or personal contact made through the Registrar of Motor Vehicles, telephone (506) 453-7445.

PART 8 - APPENDIX

8.1 Municipal Extra Work Order Form for Maintenance (Villages only)

The **Municipal Extra Work Order Form** is used by villages only (where the Department is the maintenance contractor) to request work to be done that is not included in the **Contract Agreement** for winter and summer highway maintenance. This form must be completed before work will commence.

Activities classed as maintenance extra work include driveway culverts, cleaning ditches and offtakes, catch basins and underground drainage, mowing grass, brush control and loading, hauling and disposing of snow from the side of the highway, street, intersection, and sidewalk.

The Municipal Extra Work Order Form is available from the Highway Supervisor.

Municipal Extra Work Order Form Procedure to follow for General Maintenance

1. Form is initiated and completed by the Village. The Village Clerk signs form and it is sent to the Engineer's Office or the Village contacts the District and the work order is completed by the District.
2. The Engineer then approves the extra work request if acceptable.
3. Upon completion of the work, the Highway Supervisor details the costs and then signs the form, or District clerical staff enters the costs from the OMS system.
4. Copies are then submitted to the Village Clerk for approval.
5. Copies are then returned to the District Office where a copy is sent to the Accounting Supervisor and a copy is filed at the District Office.
6. After the work is completed, the Highway Supervisor gets the Village to sign off and this is processed.

An example of a properly filled out Municipal Extra Work Order Form for Maintenance is shown on the following page of this appendix.

8.2 Municipal Extra Work Order Form for Construction (Villages only)

The **Municipal Extra Work Order Form** is used by villages (only) to request that the Department carry out certain capital construction works to be paid for by the village.

Activities classed as construction extra work include grading (reconstruction), padding, leveling, preparation and double seal, second seal and reseal, major culvert replacement or repair.

Municipal Extra Work Order Form Procedure to follow for Construction

1. Form is initiated and completed by the village.
2. The Village Clerk signs form and sends to the Engineer.
3. The Engineer approves the extra work request if acceptable and a copy is placed on file.
4. Authorization and Indexing Form is prepared from the approved Municipal Extra Work Order Form, a project number is assigned by Construction Branch and the project number and copy of forms are returned to the Engineer.
5. The original is sent to the Financial and Administrative Services Branch for collection later.

An example of a Municipal Extra Work Order Form for Construction is shown on the following page of this appendix.

**MUNICIPAL EXTRA WORK ORDER FORM
FOR THE MUNICIPALITY
DEPARTMENT OF TRANSPORTATION &
INFRASTRUCTURE**



**FORMULE DE COMMANDE DE TRAVAUX SUPPLÉMENTAIRES
POUR LA MUNICIPALITÉ
MINISTÈRE DES TRANSPORTS ET INFRASTRUCTURE**

Village of
Village de _____

Month of
Mois de _____ 20 _____

Order No
No. de Commande _____

Reseal
 Nouvell couche de
scellement

Second Seal
 Deuxième couche de scellement

District No
No de District _____ E.D. _____

Date of Request
Date de la demande _____

Double Seal
 Scellement doublé

Grading
 Terrassement

Other
 Autre

Project No.
No. d'ouvrage _____

Name of Road Nom du chemin	Location Endroit	Kms Km	Task code Code de la tâche	Type of Work Genre de travail	Estimated \$ Approximatif	Actual cost Coût réel
Remarks Remarques					HST	
					TOTAL	_____

The Municipality of
La municipalité de : _____

agrees to pay the New Brunswick DTI for the above noted work on an actual cost basis as determined by the DTI
accepte de payer Nouveau-Brunswick DTI pour les travaux susmentionnés d'après le coût réel déterminé par le DTI.

		Requested by Demandé par	Work Completed Travail exécuté
Highway Supervisor – Technician Surveillant de la voirie - Technicien	Approved District Transportation Engineer Approuvé par l'ingénieur régional des transports	Village Clerk Secrétaire municipale	Village Clerk Secrétaire municipale

4 copies: 1 – Municipality
Village

2 - Head Office Accounting
Bureau central compatibilité

3 - Highway Supervisor
Contremaître de la voirie

4 - District Engineer
Ingénieur régional

8.3 Municipal Kilometrage Report – Provincial and Regional Highways and Municipal Streets

This report originates with the Project Development & Asset Management Branch of the Department.

Procedure for Annual Revision of Provincial Highways, Regional Highways and Municipal Streets in Municipalities:

First Monday in AUGUST

A memo is sent from Project Development & Asset Management to the Municipality requesting information on new municipal streets, street closures, corrections or changes in designation. Memo details information required to update maps and records for the current year.

SEPTEMBER 15 Deadline for submission of information by the Municipalities; any changes received after this date will be completed the next year.

OCTOBER Municipal Kilometrage Reports and municipal maps are updated

Second Monday in NOVEMBER

Reports and maps are copied in preparation for mailing.

First Monday in DECEMBER

Grant Formula Summary for each municipality is forwarded to the Director of Community Finances of the Department of Environment & Local Government. The Grant Formula Summary details the total kilometrage in each municipality and is used as part of the formula to determine the Unconditional Grant for each municipality.

A copy of the municipal kilometrage report for each municipality is made available to the Department's Financial & Administrative Services Branch. Memo requests Engineer (after consultation with municipality) to complete maintenance responsibility form for each municipality. Maintenance responsibility form is to be signed by municipal official and Engineer. Completed forms are to be returned to Financial & Administrative Services Branch.

Second Monday in DECEMBER

Engineer is to submit completed maintenance responsibility forms and send to Director of Financial & Administrative Services Branch.

8.4 Maintenance Responsibility Form where the Department is the Maintenance Contractor (Contract Agreement, Villages Only)

This form originates with the Financial & Administrative Services Branch of the Department and is used when the Department provides part or all of the winter and/or summer maintenance services on municipal streets.

Procedure for filling out the Maintenance Responsibility form

December

1. Engineer receives the Municipal Kilometrage report and Municipal plan for each municipality from the Planning and Land Management Branch.
2. Engineer completes maintenance responsibility form using the information from the Municipal Kilometrage report and after consultation with the municipality.
3. Village official and Engineer then sign the maintenance responsibility.

By mid December

The Engineer submits the original completed maintenance responsibility form to Financial & Administrative Services Branch.

An example of a Maintenance Responsibility form is shown on the following page. In this example the Department maintains provincial highways and provides winter and summer maintenance services on all municipal streets for the village.

MUNICIPAL KILOMETRAGE
MAINTENANCE

DEPARTMENT OF TRANSPORTATION &
INFRASTRUCTURE



KILOMÉTRAGE MUNICIPAL
RESPONSABILITÉ DE

MINISTÈRE DES TRANSPORTS ET
INFRASTRUCTURE

Municipality
Municipalité Name of Municipality

Status
Statut Village, District Engineer
Ingénieur régional Engineer

County
Comté _____ Date Current date

Official For/Official pour _____ Year _____

MUNICIPAL STREETS NOT
MAINTAINED IN WINTER

LES RUES MUNICIPALES NE SONT
PAS ENTRETENUES PENDANT L'HIVER

Name of Street Nom de la rue	Length (km) Longueur (km)	Number of Lanes Nombre de voies	Lane Kilometres Kilomètres de voies
See attached information for Summer and winter			
Total kilometers of streets not maintained in winter / Kilomètres non entretenus pendant l'hiver			
Summer lane kilometers / Kilomètres de voies en été			
Winter Lane Kilometers / Kilomètres de voies l'hiver			

PROVINCIAL KILOMETRAGE KILOMÉTRAGE PROVINCIAL		REGIONAL KILOMETRAGE KILOMÉTRAGE REGIONAL		MUNICIPAL KILOMETRAGE KILOMÉTRAGE MUNICIPAL	
DTI to carry out MTI effectuée	Lane Kilométrage Kilométrage de voies	DTI to carry out MTI effectuée	Lane Kilométrage Kilométrage de voies	DTI T.I. to carry out MTI effectuée	Lane Kilométrage Kilométrage de voies
Summer Maintenance l'entretien d'été	<input checked="" type="checkbox"/> 138.914	Summer Maintenance l'entretien d'été	<input type="checkbox"/> _____	Summer Maintenance l'entretien d'été	<input checked="" type="checkbox"/> 92.856
Winter Maintenance l'entretien d'hiver	<input checked="" type="checkbox"/> 138.914	Winter Maintenance l'entretien d'hiver	<input type="checkbox"/> _____	Winter Maintenance l'entretien d'hiver	<input checked="" type="checkbox"/> 87.770
Municipality to carry out La municipalité effectuée	Lane Kilométrage Kilométrage de voies	Municipality to carry out La municipalité effectuée	Lane Kilométrage Kilométrage de voies	Municipality to carry out La municipalité effectuée	Lane Kilométrage Kilométrage de voies
Summer Maintenance l'entretien d'été	<input type="checkbox"/> _____	Summer Maintenance l'entretien d'été	<input type="checkbox"/> _____	Summer Maintenance l'entretien d'été	<input type="checkbox"/> _____
Winter Maintenance l'entretien d'hiver	<input type="checkbox"/> _____	Winter Maintenance l'entretien d'hiver	<input type="checkbox"/> _____	Winter Maintenance l'entretien d'hiver	<input type="checkbox"/> _____

D.T.I. District Engineer
Ingénieur régional du D.T.I.

Municipality
Municipalité

Copy - Municipality
Copie - Municipalité

Copy - District Engineer
Copie - Ingénieur régional

Original - Finance & Administration
Originale - Services des Finances et de l'administration

8.4.1 Computation of Payments where the Department is the Maintenance Contractor (Contract Agreement, Villages Only)

Finance & Administrative Services Branch prepares the computation of payments from the information included on the signed Maintenance Responsibility form (see section 8.4 of this appendix).

Computation of payments is made using the monthly rate per lane kilometre times six months of winter maintenance and six months of summer maintenance services. The monthly rates for winter and summer maintenance are set by the Department, and are adjusted from year to year to reflect, as nearly as possible on an average basis, the actual cost of the work.

If the village has requested the Department to carry out the services as the contractor and the services are subcontracted. The village will be responsible to pay the actual cost of the services.

The computation of payments shows the monthly charges to the municipality. The municipality then makes quarterly payments to the Department on February 15, May 15, August 15 and November 15 of each year.

An example of the computation of payments performed by the Finance & Administrative Services Branch showing how the quarterly payments are arrived at for the example in section 8.4 are shown on the following page of this Appendix. In this example, the Department provides winter and summer maintenance services for the municipality on provincial highways, regional highways and municipal streets.

**PAYABLE TO DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE/
SOMMES A PAYER AU MINISTERE DES TRANSPORTS ET INFRASTRUCTURE**
for work on/pour les travaux effectués sur
MUNICIPAL AND REGIONAL STREETS/LES MUNICIPALES ET REGIONALES

**COMPUTATION OF PAYMENTS - CALENDER YEAR 20__
CALCUL DES PAIEMENTS - ANNÉE CIVILE 20__**

MUNICIPALITY/MUNICIPALITÉ(VILLAGE/VILLAGE):- Name of Village
COUNTY OF/COMTÉ DE:- Name of County
DISTRICT/DISTRICT:- Number and Name of District

SUMMER LANE KILOMETRAGE/KILOMÈTRES DE VOIE EN ÉTÉ:- 92.856
WINTER LANE KILOMETRAGE/KILOMÈTRES DE VOIE EN HIVER:- 87.770

MONTH MOIS	LANE KM KM DE VOIE	RATE TAUX	WINTER MAINTENANCE ENTRETIEN EN HIVER	SUMMER MAINTENANCE ENTRETIEN EN ÉTÉ
JANUARY/JANVIER	87.770	\$	27,395.65	
FEBRUARY/FÉVRIER	87.770	\$	27,395.65	
MARCH/MARS	87.770	\$	27,395.65	
APRIL/AVRIL	87.770	\$	27,395.65	
MAY/MAI	92.856			\$ 7,313.34
JUNE/JUIN	92.856			\$ 7,313.34
JULY/JUILLET	92.856			\$ 7,313.34
AUGUST/AOÛT	92.856			\$ 7,313.34
SEPTEMBER/SEPTEMBRE	92.856			\$ 7,313.34
OCTOBER/OCTOBRE	92.856			\$ 7,313.34
NOVEMBER/NOVEMBRE	87.770	\$	27,395.65	
DECEMBER/DÉCEMBRE	87.770	\$	27,395.65	

TOTAL SUMMER MAINTENANCE/TOTAL POUR L'ENTRETIEN EN ÉTÉ \$ 43,880.03

TOTAL WINTER MAINTENANCE/TOTAL POUR L'ENTRETIEN EN HIVER \$ 164,373.90

TOTAL MAINTENANCE/TOTAL POUR L'ENTRETIEN:- \$ 208,253.93

FIRST PAYMENT/PREMIER PAIEMENT: \$ 82,186.95
SECOND PAYMENT/DEUXIÈME PAIEMENT: \$ 42,022.33
THIRD PAYMENT/TROISIÈME PAIEMENT: \$ 21,940.02
FOURTH PAYMENT/QUATRIÈME PAIEMENT: \$ 62,104.64

TOTAL PAYMENTS/TOTAL DES PAIEMENTS :- \$ 208,253.93

COMPTED/CALCULÉ M. L. L.

8.5 Maintenance Responsibility Form where the Municipality is the Maintenance Contractor (Municipal Agreement)

This form originates with the Financial & Administrative Services Branch of the Department and is used when cities and towns provide winter and summer maintenance services on provincial highways and regional highways in the municipality whereas villages may provide winter and/or summer maintenance services on provincial highways and regional highways in the municipality by mutual agreement.

Procedure for filling out the Maintenance Responsibility Form

December

Engineer receives two copies of the Municipal Kilometrage report and Municipal plan for each municipality from the Project Development & Asset Management Branch, and blank copies of the Maintenance Responsibility form, from the Financial & Administrative Services Branch.

Engineer completes maintenance responsibility form (3 copies) using the information from the Municipal Kilometrage report after consultation with the municipality.

Municipal official and Engineer then sign the maintenance responsibility form in triplicate.

By mid December

The Engineer submits the completed maintenance responsibility form and 3 copies to Financial & Administrative Services Branch.

An example of a properly filled out Maintenance Responsibility Form is shown on the following page of this appendix. In this example the municipality provides winter and summer maintenance services on some of the provincial highways and all the regional highways for the Department and the municipality also maintains the municipal streets. The Department typically provides winter and summer maintenance services on the bypass highways.

MUNICIPAL KILOMETRAGE
MAINTENANCE

DEPARTMENT OF TRANSPORTATION &
INFRASTRUCTURE



KILOMÉTRAGE MUNICIPAL
RESPONSABILITÉ DE

MINISTÈRE DES TRANSPORTS ET
INFRASTRUCTURE

Municipality
Municipalité Name of Municipality

Status
Statut Village, Town, City District Engineer
Ingénieur régional Name of Engineer

County
Comté Name of County Date Current date

Official For/Official pour Current Year

MUNICIPAL STREETS NOT
MAINTAINED IN WINTER

LES RUES MUNICIPALES NE SONT
PAS ENTRETENUES PENDANT L'HIVER

Name of Street Nom de la rue	Length (km) Longueur (km)	Number of Lanes Nombre de voies	Lane Kilometres Kilomètres de voies
Total kilometers of streets not maintained in winter / Kilomètres non entretenus pendant l'hiver			
Summer lane kilometers / Kilomètres de voies en été			
Winter Lane Kilometers / Kilomètres de voies l'hiver			

PROVINCIAL KILOMETRAGE
KILOMÉTRAGE PROVINCIAL

REGIONAL KILOMETRAGE
KILOMÉTRAGE REGIONAL

MUNICIPAL KILOMETRAGE
KILOMÉTRAGE MUNICIPAL

DTI to carry out MTI effectuée	Lane Kilométrage Kilométrage de voies	DTI to carry out MTI effectuée	Lane Kilométrage Kilométrage de voies	DTI to carry out MTI effectuée	Lane Kilométrage Kilométrage de voies
Summer Maintenance l'entretien d'été	<input checked="" type="checkbox"/> 37.211	Summer Maintenance l'entretien d'été	<input type="checkbox"/> _____	Summer Maintenance l'entretien d'été	<input type="checkbox"/> _____
Winter Maintenance l'entretien d'hiver	<input checked="" type="checkbox"/> 37.211	Winter Maintenance l'entretien d'hiver	<input type="checkbox"/> _____	Winter Maintenance l'entretien d'hiver	<input type="checkbox"/> _____
Municipality to carry out La municipalité effectuée	Lane Kilométrage Kilométrage de voies	Municipality to carry out La municipalité effectuée	Lane Kilométrage Kilométrage de voies	Municipality to carry out La municipalité effectuée	Lane Kilométrage Kilométrage de voies
Summer Maintenance l'entretien d'été	<input checked="" type="checkbox"/> 16.850	Summer Maintenance l'entretien d'été	<input checked="" type="checkbox"/> 5.646	Summer Maintenance l'entretien d'été	<input checked="" type="checkbox"/> 40.164
Winter Maintenance l'entretien d'hiver	<input checked="" type="checkbox"/> 16.850	Winter Maintenance l'entretien d'hiver	<input checked="" type="checkbox"/> 5.646	Winter Maintenance l'entretien d'hiver	<input checked="" type="checkbox"/> 40.164

DTI District Engineer
Ingénieur régional du MTI

Municipality
Municipalité

Copy - Municipality
Copie - Municipalité

Copy - District Engineer
Copie - Ingénieur régional

Original - Finance & Administration
Originale - Services des Finances et de l'administration

8.5.1 Computation of Payments where the Municipality is the Maintenance Contractor (Municipal Agreement)

Financial & Administrative Services Branch prepares the computation of payments from the information included on the signed Maintenance Responsibility form (see section 8.6 of this appendix).

Computation of payments is determined using the monthly rate per lane kilometre for winter and/or summer maintenance services. The monthly rates for winter and summer maintenance are set by the Department, and are adjusted from year to year to reflect, as nearly as possible on an average basis, the actual cost of the work.

The computation of payments shows the monthly charges to the municipality. The municipality then makes quarterly payments to the Department on February 15, May 15, August 15 and November 15 of each year.

An example of the computation of payments as determined by the Financial & Administrative Services Branch showing how the quarterly payments are arrived at for the example in section 8.6 are shown on the following page of this Appendix. In this example the municipality provides winter and summer maintenance services for the Department on some of the provincial highways and all the regional highways. The municipality also maintains the municipal streets.

PAYABLE TO MUNICIPALITY/SOMMES A PAYER A LA MUNICIPALITE
for work on/pour les travaux effectués sur
PROVINCIAL STREETS/LES RUES PROVINCIALES

COMPUTATION OF PAYMENTS - CALENDAR YEAR 20__
CALCUL DES PAIEMENTS - ANNÉE CIVILE 20__

MUNICIPALITY/MUNICIPALITÉ(TOWN/VILLE):- **NAME OF MUNICIPALITY**
COUNTY OF/COMTÉ DE:- **NAME OF COUNTY**
DISTRICT/DISTRICT:- **NAME OF DISTRICT**

SUMMER LANE KILOMETRAGE/KILOMÈTRES DE VOIE EN ÉTÉ:- 16.850
WINTER LANE KILOMETRAGE/KILOMÈTRES DE VOIE EN HIVER:- 16.850

LANE KILOMETRAGE RATE/TAUX PAR KILOMÈTRE DE VOIE:-

SUMMER/ÉTÉ:- \$ 78.76
WINTER(JAN,FEB,MAR)/HIVER(JANV.,FEVR.,MARS):- \$ 312.13
WINTER(APR,NOV,DEC)/HIVER(AVR.,NOV.,DEC):- \$ 312.13

MONTH MOIS	LANE KM KM DE VOIE	RATE TAUX	WINTER MAINTENANCE ENTRETIEN EN HIVER	SUMMER MAINTENANCE ENTRETIEN EN ÉTÉ
JANUARY/JANVIER	16.850	\$ 312.13	\$ 5,259.39	
FEBRUARY/FÉVRIER	16.850	\$ 312.13	\$ 5,259.39	
MARCH/MARS	16.850	\$ 312.13	\$ 5,259.39	
APRIL/AVRIL	16.850	\$ 312.13	\$ 5,259.39	
MAY/MAI	16.850	\$ 78.76		\$ 1,327.11
JUNE/JUIN	16.850	\$ 78.76		\$ 1,327.11
JULY/JUILLET	16.850	\$ 78.76		\$ 1,327.11
AUGUST/AOÛT	16.850	\$ 78.76		\$ 1,327.11
SEPTEMBER/SEPTEMBRE	16.850	\$ 78.76		\$ 1,327.11
OCTOBER/OCTOBRE	16.850	\$ 78.76		\$ 1,327.11
NOVEMBER/NOVEMBRE	16.850	\$ 312.13	\$ 5,259.39	
DECEMBER/DÉCEMBRE	16.850	\$ 312.13	\$ 5,259.39	
TOTAL SUMMER MAINTENANCE/TOTAL POUR L'ENTRETIEN EN ÉTÉ:-			\$ 7,962.64	
TOTAL WINTER MAINTENANCE/TOTAL POUR L'ENTRETIEN EN HIVER :-			\$ 31,556.34	
TOTAL MAINTENANCE/TOTAL POUR L'ENTRETIEN:-			\$ 39,518.98	
FIRST PAYMENT/PREMIER PAIEMENT:			\$ 15,778.17	
SECOND PAYMENT/DEUXIÈME PAIEMENT:			\$ 7,913.60	
THIRD PAYMENT/TROISIÈME PAIEMENT:			\$ 3,981.32	
FOURTH PAYMENT/QUATRIÈME PAIEMENT:			\$ 11,845.89	
TOTAL PAYMENTS/TOTAL DES PAIEMENTS :-			\$ 39,518.98	
COMPUTED BY/CALCULÉ PAR:-	M. L. L.			
DATED/DATE:-	CURRENT DATE			

PAYABLE TO MUNICIPALITY/SOMMES A PAYER A LA MUNICIPALITE
for work on/pour les travaux effectués sur
REGIONAL STREETS/LES RUES REGIONALES

COMPUTATION OF PAYMENTS - CALENDER YEAR 20__
CALCUL DES PAIEMENTS - ANNÉE CIVILE 20__

MUNICIPALITY/MUNICIPALITÉ(TOWN/VILLE):- **NAME OF MUNICIPALITY**
COUNTY OF/COMTÉ DE:- **NAME OF COUNTY**
DISTRICT/DISTRICT:- **NAME OF DISTRICT**

SUMMER LANE KILOMETRAGE/KILOMÈTRES DE VOIE EN ÉTÉ:- 5.646
WINTER LANE KILOMETRAGE/KILOMÈTRES DE VOIE EN HIVER:- 5.646

LANE KILOMETRAGE RATE/TAUX PAR KILOMÈTRE DE VOIE:-

SUMMER/ÉTÉ:- \$ 78.76
WINTER(JAN,FEB,MAR)/HIVER(JANV.,FEVR.,MARS):- \$ 312.13
WINTER(APR,NOV,DEC)/HIVER(AVR.,NOV.,DEC):- \$ 312.13

MONTH MOIS	LANE KM KM DE VOIE	RATE TAUX	WINTER MAINTENANCE ENTRETIEN EN HIVER	SUMMER MAINTENANCE ENTRETIEN EN ÉTÉ
JANUARY/JANVIER	5.646	\$ 156.07	\$ 881.14	
FEBRUARY/FÉVRIER	5.646	\$ 156.07	\$ 881.14	
MARCH/MARS	5.646	\$ 156.07	\$ 881.14	
APRIL/AVRIL	5.646	\$ 156.07	\$ 881.14	
MAY/MAI	5.646	\$ 39.38		\$ 222.34
JUNE/JUIN	5.646	\$ 39.38		\$ 222.34
JULY/JUILLET	5.646	\$ 39.38		\$ 222.34
AUGUST/AOÛT	5.646	\$ 39.38		\$ 222.34
SEPTEMBER/SEPTEMBRE	5.646	\$ 39.38		\$ 222.34
OCTOBER/OCTOBRE	5.646	\$ 39.38		\$ 222.34
NOVEMBER/NOVEMBRE	5.646	\$ 156.07	\$ 881.14	
DECEMBER/DÉCEMBRE	5.646	\$ 156.07	\$ 881.14	
TOTAL SUMMER MAINTENANCE/TOTAL POUR L'ENTRETIEN EN ÉTÉ:-			\$ 1,334.04	
TOTAL WINTER MAINTENANCE/TOTAL POUR L'ENTRETIEN EN HIVER :-			\$ 5,286.86	
TOTAL MAINTENANCE/TOTAL POUR L'ENTRETIEN:-			\$ 6,620.89	
* RATE=50% OF LANE KILOMETRAGE RATE/*TAUX=50% DU TAUX PAR KILOMETRE DE VOIE				
FIRST PAYMENT/PREMIER PAIEMENT:			\$ 2,643.43	
SECOND PAYMENT/DEUXIÈME PAIEMENT:			\$ 1,325.82	
THIRD PAYMENT/TROISIÈME PAIEMENT:			\$ 667.02	
FOURTH PAYMENT/QUATRIÈME PAIEMENT:			\$ 1,984.63	
TOTAL PAYMENTS/TOTAL DES PAIEMENTS :-			\$ 6,620.89	
COMPUTED BY/CALCULÉ PAR:- M. L. L.				
DATED/DATE:- CURRENT DATE 9:10:00 AM				

PAYABLE TO MUNICIPALITY/SOMMES A PAYER A LA MUNICIPALITE
for work on/pour les travaux effectués sur
PROVINCIAL AND REGIONAL STREETS/LES RUES PROVINCIALES ET RÉGIONALES

COMPUTATION OF PAYMENTS - CALENDER YEAR 20__
CALCUL DES PAIEMENTS - ANNÉE CIVILE 20__

MUNICIPALITY/MUNICIPALITÉ(TOWN/VILLE):- **NAME OF MUNICIPALITY**
COUNTY OF/COMTÉ DE:- **NAME OF COUNTY**
DISTRICT/DISTRICT:- **NAME OF DISTRICT**

SUMMER LANE KILOMETRAGE/KILOMÈTRES DE VOIE EN ÉTÉ:- 22.496
WINTER LANE KILOMETRAGE/KILOMÈTRES DE VOIE EN HIVER:- 22.496



MONTH MOIS	LANE KM KM DE VOIE	RATE TAUX	WINTER MAINTENANCE ENTRETIEN EN HIVER	SUMMER MAINTENANCE ENTRETIEN EN ÉTÉ
JANUARY/JANVIER	22.496		\$ 6,140.53	
FEBRUARY/FÉVRIER	22.496		\$ 6,140.53	
MARCH/MARS	22.496		\$ 6,140.53	
APRIL/AVRIL	22.496		\$ 6,140.53	
MAY/MAI	22.496			\$ 1,549.45
JUNE/JUIN	22.496			\$ 1,549.45
JULY/JUILLET	22.496			\$ 1,549.45
AUGUST/AOÛT	22.496			\$ 1,549.45
SEPTEMBER/SEPTEMBRE	22.496			\$ 1,549.45
OCTOBER/OCTOBRE	22.496			\$ 1,549.45
NOVEMBER/NOVEMBRE	22.496		\$ 6,140.53	
DECEMBER/DÉCEMBRE	22.496		\$ 6,140.53	
TOTAL SUMMER MAINTENANCE/TOTAL POUR L'ENTRETIEN EN ÉTÉ:-			\$ 9,296.67	
TOTAL WINTER MAINTENANCE/TOTAL POUR L'ENTRETIEN EN HIVER :-			\$ 36,843.20	
TOTAL MAINTENANCE/TOTAL POUR L'ENTRETIEN:-			\$ 46,139.87	
FIRST PAYMENT/PREMIER PAIEMENT:			\$ 18,421.60	
SECOND PAYMENT/DEUXIÈME PAIEMENT:			\$ 9,239.42	
THIRD PAYMENT/TROISIÈME PAIEMENT:			\$ 4,648.34	
FOURTH PAYMENT/QUATRIÈME PAIEMENT:			\$ 13,830.51	
TOTAL PAYMENTS/TOTAL DES PAIEMENTS :-			\$ 46,139.87	
COMPUTED BY/CALCULÉ PAR:-	M. L. L.			
DATED/DATE:-	CURRENT DATE			

8.6 Invoices for Highway Markings (Form 40-9111)

This form is to be used by municipalities for reimbursement for pavement markings installed (per Department specifications) on designated highways within the municipality by municipal forces or a contractor hired by the municipality.

A separate form must be completed for each route or street.

Markings should be invoiced as soon as possible after they have been completed.

The Unit Price must be the appropriate unit price for the year as stated in Schedule “F” which is sent to the municipality each year.

The quantity for crosshatched islands is the total area in square metres of the crosshatched area, which is usually surrounded by a solid painted line.

Forms are available from the Engineer. An example of a properly filled out invoice for highway markings is shown on the following page.

INVOICE

HIGHWAY MARKING
DEPARTMENT OF TRANSPORTATION &
INFRASTRUCTURE



20__-20__

FACTURE

MARQUES DE SIGNALISATION
ROUTIÈRE
MINISTÈRE DES TRANSPORTS ET
INFRASTRUCTURE

Item Description Description de l'article	Unit Price Prix unitaire	Quantity Quantité	Total Cost Coût total
YELLOW LINES / BANDES JAUNES :			
Single Broken / Unique Discontinue	\$ 110/ km		
Single Solid / Unique continue	\$ 220/km		
Combination / Bandes doubles parallèles	\$ 285/km		
Double Solid / Deux bandes parallèles continues	\$ 380/km		
WHITE LINES/BANDES BLANCHES:			
Single Broken /Unique Discontinue 4"	\$113/km		
Single Broken / Unique Discontinue 8"	\$ 195/km		
Single Solid / Unique Continue 4"	\$ 215 /km		
Single Solid / Unique Continue 8"	\$ 370 /km		
ARROWS / FLÉCHES:			
Straight / Droite	each \$ 17. chacune		
Curved / Courbée	each \$ 17. chacune		
Combination / à pointes multiples	each \$ 22. chacune		
CROSS-HATCHED ISLANDS / ÎLOTS MARQUÉS DE HACHURES:	Sq. metre \$ 0.75 mètre carré		
STOPLINES / LIGNES D'ARRÊT :			
One per approach Une par approche	each \$ 27.chacune		
Two or more per approach Deux ou plus par approche	each \$ 22.chacune		
			Total

The markings invoiced above are all of those completed as per Department of Transportation & Infrastructure Specifications on the designated street known as:

Les marques indiquées sur la factures ci-dessus sont celles achevées conformément aux spécifications du ministère des Transports et Infrastructure sur la rue designee sous le nom de :

Route Number
Numéro de route : _____

or Street Name
ou nom de rue : _____

In the Municipality of
dans la municipalité de : _____

Date markings completed
Date d'achèvement du marquage : _____ 20__

Date of this Invoice
Date de la facturation : _____ 20__

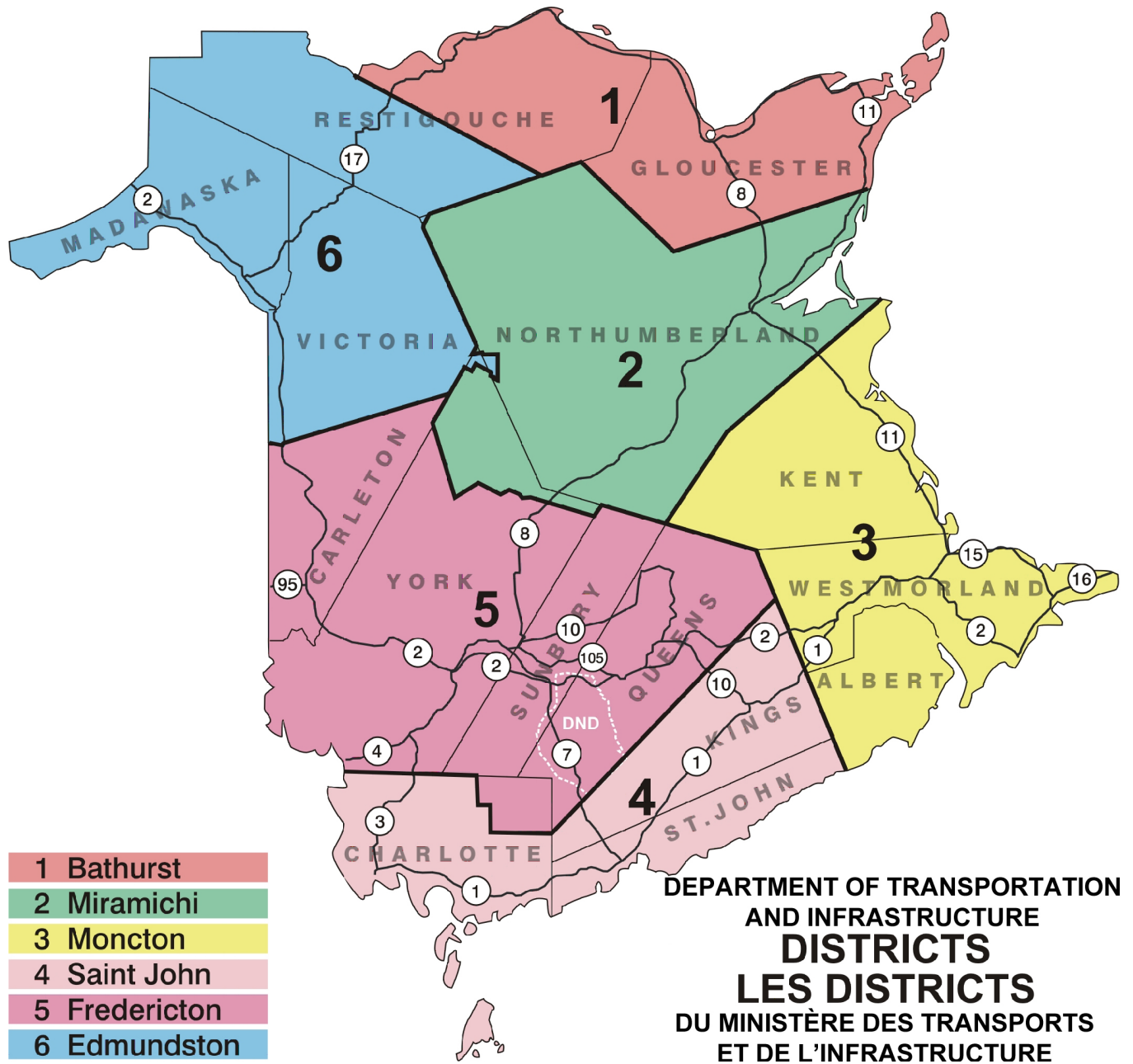
Please complete one of these forms for each designated street on which the municipality has placed pavement markings. The total amount should then be invoiced on standard municipal letterhead or invoice. Please mail the forms and invoice to:

Prière de remplir une de ces formules pour chaque rue désignée sur laquelle la municipalité a peint des marques sur la chaussée. Le montant total doit alors être inscrit sur une lettre à en-tête ou une facture standard de la municipalité. Prière de poster les formules et la facture à l'adresse suivante :

Traffic Operations Engineer
Department of Transportation & Infrastructure
P.O. Box 6000, Fredericton, NB E3B 5H1

L'ingenieur de operations de la circulation
Ministère des Transports et Infrastructure
C.P. 6000 Fredericton (N.-B.) E3B 5H1

8.7 Department of Transportation & Infrastructure Districts



For additional information regarding each District view our website at:
http://www2.gnb.ca/content/gnb/en/departments/dti/district_offices.html