

<b>POLICY PW 014</b>	<b>INSTALLATION OF ENGINE RETARDER BRAKE SIGNS STANDARDS &amp; PROCEDURES POLICY</b>
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<b>APPROVAL DATE AND MOTION:</b>	January 10, 2006 (2006-01-17)	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	General Manager- Public Works Operations	<b>APPENDICES:</b>	Schedule A Schedule B
<b>APPROVER:</b>	Council	<b>EFFECTIVE DATE:</b>	January 10, 2006 (2006-01-17)
<b>REVISION DATE(S)/ MOTION #</b>	April 23, 24 (2024-04-53)	<b>NEXT REVIEW DATE:</b>	May, 2029

## 1. DEFINITIONS

- 1.a. **Council** means the Council of the County of Vermilion River
- 1.b. **Chief Administrative Officer** or **CAO** means the Chief Administrative Officer of the County, or their designate.
- 1.c. **Landowner** means a person who is registered under the Land Titles Act as owner of the land.
- 1.d. **Highway** means any primary, secondary, or roadway owned and operated by the Ministry of Alberta Transportation and Economic Corridors.

## 2. POLICY

- 2.a. Install Engine Retarder Brake Signage as per request of **Landowner** to eliminate Engine Retarder Brake noise (also known as Jake Brakes).

### 3. OBJECTIVE

- 3.a. To provide the ability to a **Landowner** to request the installation of the signage to reduce traffic noise, while balancing the safety of heavy traffic within the area.

### 4. BACKGROUND

- 4.a. The policy was introduced to allow for **Landowners** to request the installation of Engine Retarder Brake Signage to lower noise levels around properties. It was also done to ensure that signage is not installed in areas where Engine Retarder Brakes are necessary to ensure traffic safety.

### 5. GUIDING PRINCIPLES

- 5.a. Once the **County of Vermilion River** receives a request from a **Landowner** to install Engine Retarder Brake Signs, the following guidelines will need to be followed:
  - 5.a.i. The **Landowner** must complete an application and make a prepayment.
  - 5.a.ii. The Public Works Department will then approve the location for safety concerns.
  - 5.a.iii. Once approved, the Public Works Department will proceed with installing the sign(s).
  - 5.a.iv. The **Landowner** will then be invoiced for the cost of the signs, posts, and the installation time.
  - 5.a.v. The **County of Vermilion River** will not be held responsible for any further maintenance of such signage.
  - 5.a.vi. Any Highway locations are required to be approved by the Ministry of Alberta Transportation and Economic Corridors.

## 6. ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE(S) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	General Manager- Public Works Operations
MONITORING REVIEWS AND REVISIONS	General Manager- Public Works Operations in conjunction with the Executive Assistant to CAO and Council
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer
INTERNAL STAKEHOLDERS	Administration, Council
EXTERNAL STAKEHOLDERS	Landowner, Public

## 7. EXCEPTIONS

- 7.a The **County of Vermilion River** may at its own discretion install the Engine Retarder signage based on the same criteria identified in the guiding principles in conjunction with being pro-active with neighborhoods or neighboring communities.

## 8. POLICY EVALUATION

- 8.a. The evaluation will include the following:
- 8.a.i. That the **County of Vermilion River** will engage in a Policy Evaluation every five years to monitor the effectiveness of the policy and review opportunities for improvement.
  - 8.a.ii. Needs assessment if required.
  - 8.a.iii. Process evaluation to measure whether the policy is meeting its intended objective.



- 8.a.iv. Outcome evaluation to determine whether the policy has met its objectives and whether additional opportunities for improvement in the policy can be identified.

**SCHEDULE 'A'**

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2024. Agreement No. : PW 014-\_\_\_\_\_  
Install Engine Retarder Brake Signage

BETWEEN:

**County of Vermilion River  
In The Province of Alberta  
(Hereinafter called "the Municipality")  
OF THE FIRST PART  
and**

\_\_\_\_\_(Name)

\_\_\_\_\_(Mailing Address)

\_\_\_\_\_(Rural Address)

\_\_\_\_\_(Legal Address)

\_\_\_\_\_(Phone)

**(Hereinafter called "the Client")  
OF THE SECOND PART**

Would Like \_\_\_\_\_ (number of signs to a maximum of two (2)) Engine Retarder Brake Sign per request/location

**Proposed location for Engine Retarder Sign Placement**

1. \_\_\_\_\_
2. \_\_\_\_\_

\*\*\*The request to have Engine Retarder Brake Sign installed must be approved by the County of Vermilion River in its sole discretion\*\*\*

WHEREAS the Municipality has a policy for the Installation of Engine Retarder Brake Sign(s) for the residents of the Municipality; and

WHEREAS The Client is a landowner of the Municipality and desires the installation of Engine Retarder Brake Sign(s) by the Municipality; NOW THEREFORE the Municipality and the Client agree as follows:

1. The Landowner must fill out this application and make a prepayment.
2. The Municipality will approve the location of the Engine Retarder Sign(s) for safety concerns.
3. Once the location for the Engine Retarder Brake Sign(s) has been approved by the Municipality, Public Works Department will install the sign(s).
4. The Municipality will supply the Engine Brake Retarder Sign(s), post(s), and labor to install the sign(s). This cost in its entirety will be invoiced to the Landowner.
5. The Municipality will not be held responsible for any further maintenance of the Engine Retarder sign after installation.
6. Any requests for installation of Engine Retarder Brake Signs on a Highway in Alberta must go to the Ministry of Alberta Transportation and Economic Corridors for approval or the Ministry of Highways for requests for installation of Engine Retarder Brake Signs on a Highway in Saskatchewan for approval.

**SCHEDULE 'A'**

7. The Client agrees to pay for this service entirely to the Municipality. The cost will be for the direct costs of the signs, posts, and installation expenses incurred by the County. \*\*\*GST WILL BE ADDED TO ALL AMOUNTS\*\*\*
8. Engine Retarder Brake Sign installation shall be performed based on the availability of equipment, supplies and personnel; however, every reasonable effort shall be made by the Municipality to ensure the work is completed in a timely and cost-efficient manner.
9. It is understood by both parties to this agreement that no inspection or sign installation will be made until payment is received as identified above.
10. It is acknowledged by both parties that the total payment made by the Client, as required in this agreement, will cover the full cost of the service and that the Municipality will not cover any cost for this request.
11. The Client agrees to indemnify and same harmless the Municipality, in respect to any claims or demands which may, at any time, be brought against the Municipality or any employee of the Municipality by the Client as a result of the Municipality installing the Engine Retarder Brake Sign(s) in accordance with this agreement.

The landowner acknowledges that the installation of the Engine Retarder Brake Sign(s) provided under this agreement is a service to their property and as such any amount not paid within the terms of this agreement may be added to the property and collected in the same manner of taxes as per Section 553 of the Municipal Government Act.

IN WITNESS WHEREOF THE PARTIES hereunto affix their signatures on the date and year first written above.

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PROPERTY OWNER

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WITNESS

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COUNTY OF VERMILION RIVER

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WITNESS

**SCHEDULE 'B'**
**Agreement No.:** PW 014- \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

**Landowner Name:** \_\_\_\_\_

**Rural Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Legal Land Location:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Road Location for Sign 1:** \_\_\_\_\_

**Road Location for Sign 2:** \_\_\_\_\_

**CHECKLIST - PART 1 INSPECTION**
☐ **Inspection Completed**
**Date:** \_\_\_\_\_

**By Whom (staff):** \_\_\_\_\_

**Location for Engine Retarder Brake Sign**
☐ **Sign 1 Location:** \_\_\_\_\_

☐ **Sign 2 Location:** \_\_\_\_\_

☐ **Not Approved (see comments below)**


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**CHECKLIST - PART 2 SIGN QUOTE**
**Date:** \_\_\_\_\_

**By Whom (Staff):** \_\_\_\_\_

Description	Quantity	Cost/Each	Subtotal
Jake Brake Sign			
Post			
Materials			
Labour			
Equipment			

**Total \$** \_\_\_\_\_  
**(plus, GST)**





SCHEDULE 'B'

Date Landowner Notified: \_\_\_\_\_

☐ Quote Accepted

☐ Quote Rejected

Invoice Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

CHECKLIST - PART 3 FIRST CALL

☐ First Call Completed

Date: \_\_\_\_\_

By Whom (Staff): \_\_\_\_\_

☐ Attached

CHECKLIST - PART 4 SIGN INSTALLATION

Date of Installation: \_\_\_\_\_

By Whom (Staff): \_\_\_\_\_

CHECKLIST - PART 5 COMMENTS

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