



Policy Title: Ditch Mowing

Policy Area: Transportation Services	Effective Date: April 14, 2021
Policy Section: Ditch Mowing	Updated: July 2, 2026
Supersedes Policy: 469/25 July 23, 2025, 519/23 September 27, 2023, 195/21 April 14, 2021, Policy 300-9 and Mowing Policy approved Aug 14, 2019 #348/19	Approved on: July 2, 2026 Resolution: 484/26 Next Review Date: This Policy will be reviewed every three (3) years or earlier, in the event of major changes to legislation or related policies and procedures, or if deemed necessary by the Chief Administrative Officer and/or Operations Director

Policy Statement:

The Rural Municipality of Britannia No. 502 will operate a mowing program to ensure municipal ditches are maintained.

Purpose:

- 1) To maintain municipal ditches in a structured format, ensuring that appropriate ditches within divisions have adequate maintenance, based on clear priorities and direction.
 - (1) Mowing allows delineation of the edge of the road and size and shape of the shoulder and ditch.
 - (2) Mowing also allows for better visibility of signage, to help prevent wildlife collisions, to reduce snow trapping and to control invasive plant spread.

Definitions:

CAO: Means the Chief Administrative Officer of the Rural Municipality of Britannia No. 502.

Council: Means council for the Rural Municipality of Britannia No. 502.

Municipal Ditch: Means the area of municipal right of way owned or managed by the R.M. of Britannia No. 502, starting from the edge of the travelled road surface to the edge of the adjacent property line (which may or may not have a fence line). The primary purpose of this land is for



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drainage, snow storage, information signage and for roadside infrastructure (telecommunications and gas utility corridor).

Operations Director: Means the Operations Director or designate of the Rural Municipality of Britannia No. 502.

Pass: Is based upon a 4.5 meter mower width

RM: Means the Rural Municipality of Britannia No. 502

Road Allowance: Means a road allowance as defined within *The Municipalities Act*.

Responsibilities:

The Chief Administrative Officer, in consultation with the Operations Director, is responsible for maintaining and updating this policy

The Operations Director is responsible for ensuring that the appropriate resources, both equipment and manpower, are available to meet the service levels. Resources may also include the contracting of some or all mowing services, and therefore the Operations Director will ensure that agreements are secured for this purpose. The Operations Director will also closely track any mulching works done in the current year to ensure that, if able, mowing of these mulched areas is completed as directed within the mowing policy.

The Operations Director is responsible for ensuring that the appropriate staff adheres to this policy.

The Operations Staff and/or any contractor hired under agreement are responsible to be aware of, and follow, the R.M. of Britannia No. 502 Ditch Mowing policy.

Policy:

1) General

- (1) All RM roads which require mowing are shown on a Master Mowing Map.
 - (a) The map shows mulching areas as well as one to three-plus-pass roads.
 - (i) All three-plus-pass roads are to be mowed to the fence line which may mean more than three passes in areas.



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2) Applications to Hay Certain Ditches

- (1) The RM allows for adjacent landowners or any other RM of Britannia landowner or occupant, to make application for the ability to hay certain ditches.
 - (a) Landowners have first right to mow ditches adjacent to their land.
 - (b) Any landowner or occupant who makes application and does not forage the hay from the ditch(es) they received approval for will not be permitted to submit an application the following year.
- (2) The Application to Hay Certain RM Ditches is attached to this policy as Attachment #2.
 - (a) The application is due to be submitted to the RM Office by June 15 of each calendar year.
- (3) Notwithstanding subsections (1) and (2), if the CAO, Operations Director, or Foreman determines that the first pass immediately adjacent to a roadway is required for operational or safety reasons, staff may be directed to proceed with mowing, regardless of whether an Application to Hay Certain RM Ditches (Attachment #2) has been submitted.

3) Safety

- (1) Notwithstanding any other section of this policy, if safety becomes an issue prior to June 15, the RM reserves the right to make one or more passes within any municipal ditch.
 - (a) The RM's mowing needs may vary from this schedule and Operations will take into account safety, construction and maintenance works when looking at performing mowing earlier than this date.
 - (b) The RM shall not pay compensation for any crops mowed within the municipal ditch.

4) Equipment

- (1) Operations will be utilizing two tractors with mowers and sidearms for the majority of the RM.
- (2) A zero-turn mower may be used to maintain smaller areas such as Hillmond, Greenstreet, lagoons, cemeteries, etc.

5) Scheduling

- (1) To ensure mowing can be completed in the calendar year, Operations undertakes to:
 - (a) Start mowing operations June 15 of each year, beginning with the residential subdivisions throughout the RM.
 - (b) All three-plus-pass roads shall be done every year.
 - (i) After the initial mowing on these roads is complete, and if vegetation growth creates a safety concern, another shoulder cut shall be done provided time, labour and budget permits.
 - (c) All roads should have a minimum of one cut each year.



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- (d) In odd calendar years, all roads shown on the Mowing Master Map (Attachment #2) south of Township Road 514 ("10 Mile Road") will be mowed to the adjacent property line or fence line (*).
- (e) In even calendar years, all roads shown on the Mowing Master Map north of Township Road 514 ("10 Mile Road") will be mowed to the adjacent property line or fence line (*).
- (f) Taking into consideration the mowing schedule as set out above, any roads which have low lying areas (wet/swampy) where equipment isn't able to mow during the regular season, will be reviewed in late fall;
 - (i) if conditions are such that mowing is required and equipment can safely and efficiently operate, these areas shall be done as time, weather conditions, and resources allows.

() with the exception of current mulching works, which (if able) shall be mowed in the mowing season following the mulching works, after which these roads will fall into the regular mowing schedule.*

6) Attachments:

Attachment #1: **Master Mowing Map**

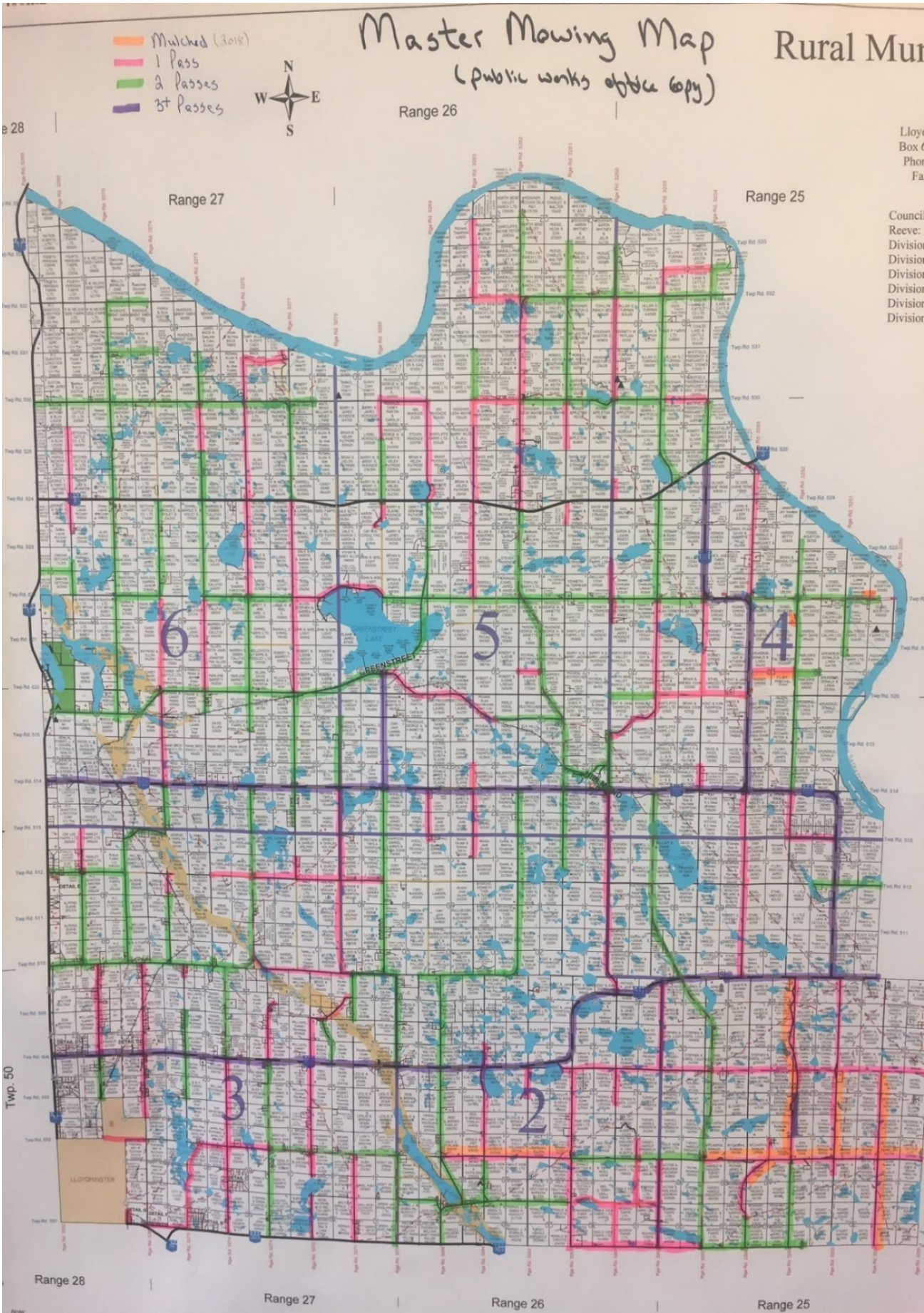
Attachment #2: **Applications to Hay Certain Ditches**



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Attachment #1

Master Mowing Map





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Attachment #2
Application to Hay Certain RM Ditches

Date	
Name	
Phone Number	
Address (Physical)	
Address (Mailing)	
Signature	

As per Policy TS-002 Forage Salvage:

- 1(1)(a) The adjacent landowner or lessee, in the case of rented land has the first option to salvage forage. Other landowners must contact the adjacent landowner to lessee to salvage forage on or before July 15 in each year.
- 1(1)(b) After July 15 in any year, any person may salvage forage without the permission of the adjacent landowner or lessee, provided the adjacent landowner has not begun salvage operations.
- 1(1)(c) All bales must be removed from the municipal bitches by August 8th. Failure to remove bales by this date may necessitate the RM to remove and dispose of the bales at their discretion with no compensation or reimbursement to the person who salvaged the forage. Bales removed shall become the property of the RM.
- 1(1)(d) If salvage operations are underway after August 8th, bales produced must immediately be removed, or be subject to removal by the RM, with no compensation reimbursement to the person who salvaged the forage.

Please refer to Policy TS-002 Forage Salvage in full for all applicable conditions for salvaging forage from a ditch or undeveloped road allowance within the RM.

Listing of Right of Ways to be Hayed

#	Location of Right of Way	Owner of Adjacent Land (yes or no)	Applicant intends to take shoulder cut (yes or no)
1			
2			
3			
4			
5			
6			

(applicant to complete location map on reverse)



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Map of Location(s) to be Hayed

Location #:

TWP Rd_____

RGE Rd_____

RGE Rd_____

RGE Rd_____

TWP Rd_____

Location #:

TWP Rd_____

RGE Rd_____

RGE Rd_____

RGE Rd_____

TWP Rd_____

For Office Use			
Date Received:		Received By (initials):	
Date Sent to Operations Director:			

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