

MUNICIPALITY OF BIFROST-RIVERTON

POLICY & PROCEDURES MANUAL Transportation Service - Graveling Program Policy

Reference/Title:	Transportation Service - Graveling Program
Policy Number:	2020-03
DATE ADOPTED:	July 8, 2020
ADOPTED BY:	Council Resolution
Pages:	2
Replaces:	New
Date of Revision/Review	2023

Background

The Municipality of Bifrost-Riverton is dedicated to ensuring a safe and sustainable gravel road infrastructure network. This Policy:

- Establishes procedures for the annual graveling program

Policy

The Municipality affirms the following procedures for the successful completion of their annual graveling program.

Procedures

- January – March:

The Council is responsible for establishing an annual budgetary amount to be allocated to the current year's graveling program. The Public Works Manager quantifies that budgetary amount to a volume of gravel. General practice in establishing volumes of gravel per Ward is done with the principal of equality.

- March – May

The Public Works Manager provides each Ward Councillor with a blank map of their applicable ward. Councillors are to gather feedback from constituents and complete and return their Map with recommendations on which roads receive which volume of gravel for the year.

The maps are to be returned once the frost has been released from the gravel roads (typically by the beginning of May).

The Municipality offers a dust control program with an annual deadline of April 30 but allow applications up until May long-weekend. The dust control maps are factored into the graveling program because gravel is applied to dust control areas first. There are two tenders for gravel hauling, the first being for dust control areas and then the second the main gravel haul for all other locations.

Annual road preparation will be completed by grader operators where necessary, that includes: pulling up the gravel down to the subgrade to correct the following: pull in sides of roads, potholes, washboard, windrows and sloping.

A resolution will then be passed by Council adopting the gravel maps as the annual gravelling program. These adopted gravel maps will be made available to the public on the municipal website and at the municipal office upon request. Councillors will receive a physical finalized gravel map for their specific ward as well.

- May – June

It is the responsibility of the Public Works Manager to initiate a formal tender process for gravel hauling, for more information on the Tendering and Procurement of the Municipality of Bifrost-Riverton please refer to the Purchasing and Procurement Policy. Council is responsible to review the tenders and pass a resolution to the successful bidders.

The Public Works Manager in consultation with the Grader operators who just completed the annual road preparation review the submitted maps and make a plan that forms the annual gravelling program.

The seasonal employee responsible for gravel checking is hired after May long weekend. He takes the maps and develops working maps for implementation with the contracted gravel haulers for both the dust control gravelling and the annual maintenance gravelling.

- June – Autumn

Implementation of the gravelling program occurs during this annual period.

Administration receives the gravel checkers reports and enters that data into annual logged maintained on Microsoft Excel. That data is then transposed into the Municipality's Asset Management System (Munisight) for future assessment and review.

Any extra gravel placement after the established gravelling program is at the discretion of the Public Works Manager. It is the intent to keep mud/earth roads as only mud/earth roads and not supply them with gravel. The Public Works Manager at his discretion can maintain an inventory of gravel in pits for future use.