



MUNICIPALITY OF GRASSLAND

POLICY No. PUBW - 01: GRAVEL ROADS MAINTENANCE POLICY

EFFECTIVE DATE: March 15, 2022

RESOLUTION# 2022-057

PURPOSE

The purpose of this policy is to outline the guidelines and procedures for the maintenance and improvements of the gravel roads in the Municipality.

BACKGROUND

The Municipality maintains 450 miles (990 km) of gravel roads and staff use 4 graders and other equipment to maintain, repair and upgrade gravel roads. The Municipal Transportation budget is 28% of the entire municipal budget and road maintenance and gravelling is a large portion of this budget. Regular maintenance of roads is crucial to ensure this municipal asset is kept in the best condition possible and to increase the longevity of our roads.

POLICY STATEMENT

The Gravel Roads Policy is to provide for guidelines and procedures for:

- Regular maintenance of the gravel roads, the application of new gravel to roads and road upgrades to be completed within the Municipality to ensure roads are maintained to the highest standard.

GUIDELINES AND PROCEDURES

1. Each year prior to budget deliberations (by mid December), the Foreman identifies priorities for road maintenance, an estimate of gravel needs and estimated costs for both maintenance and gravel for the upcoming year. These priorities and costs are included in the budget deliberations for the upcoming year.
2. The CAO prepares tenders for gravel and/or gravel crushing, gravel hauling, and any other materials required for the road maintenance and upgrade priorities as identified by the Foreman.

3. Tenders for gravel and/or gravel crushing, gravel hauling, and any other material priorities will be sent out in early January, and contracts are to be awarded by the end of February, with work to commence as soon as possible after road restrictions are lifted.
4. Once a tender has been accepted, companies must:
 - a. Supply proof that all trucks in the fleet are licensed with current safety certification.
 - b. Supply a list of the make and model of all trucks and trailers working for the year including registered owner name, license plate numbers, number of axles on trailer, and unit number (if applicable).
 - c. Supply a letter of clearance from Workers Compensation Board of Manitoba and to keep it in good standing throughout the season.
 - d. Supply proof of liability insurance coverage at a minimum of \$5,000,000 General Liability coverage with the Municipality of Grassland listed as additionally insured.
5. The Municipality requires that all haulers use a direct route from the pit to the project site, with the least impact on roads, and requires that haulers travel at a speed of no more than 80 km/hr or as posted on municipal roads to limit damage and dust. Haulers are to travel 60 km/hr when passing yard sites along the routes. Any violations may be subject to penalties or fines, or termination of contract.
6. The Municipality may at any time require random spot checks on loads of gravel to ensure quantities and quality.
7. Regular maintenance of roads is to be completed at the discretion and direction of the Foreman.
 - a. Regular maintenance includes blading to ensure a smooth and passable surface, fixing potholes, washboard, removing windrows, sloping and removing shoulders (every few years) on a regular rotation.
 - b. Public works staff complete an annual assessment of road conditions to determine priorities for new gravel to roads and road upgrades. The work is then completed based on these priorities and within the budget allocation.
8. Road gravelling starts every spring, with the target date as soon as Provincial Road Restrictions are lifted and may continue until no later than the end of July.