

The Rural Municipality of Dufferin
POLICY & PROCEDURES MANUAL

<i>Reference</i> Gravel Roads	<i>Classification</i> Policy
<i>Subject</i> Application	<i>Pages</i> 10
<i>Authority</i> Council	<i>Effective Date</i> June 16 th , 2020
<i>Approved</i> June 16 th , 2020 – Resolution #7	<i>Index</i>

June 16th, 2020 #7 PW. Gravel Roads Policy – Councillors Peckover/Dunn

Resolved that the Council of the Rural Municipality of Dufferin approve the amended Gravel Roads Policy as attached.

Motion Carried

Gravel Roads Policy

Maintenance Blading

The RM of Dufferin has approximately 372 miles of roads and 4 graders to complete the maintenance of the surface grade by blading; the graders accomplish the maintenance of the surface grader through a 2 week rotation of blading.

The RM of Dufferin dirt roads also require maintenance; the maintenance of the surface of the dirt roads is by blading on a regular rotation incorporated through # miles each gravel road rotation.

Blading of the Roads result in a smooth and passable surface, the shoulders of the roads are identified for removal by the Council and Operators and are incorporated into the rotation every 2 to 3 years or as needed and scheduled in conjunction with the maintenance gravelling.

Snow Plowing

The RM of Dufferin has approximately 372 miles of roads and 4 graders to complete the snow clearing of the roads; the graders accomplish the maintenance of the surface grader through a 4 day rotation in a one-time snow event for plowing and snow blowing. The priority sequence for the snow plowing is to optimize the efficiency of the routes to determine the fastest response, the school bus routes and major thoroughfares are given the priority for clearing, then the residential and farm yard access routes. The frequency of snow fall can create a longer timeline than a one-time snow fall event, when the snow fall is continuous or falls again before the end of the rotation the operators then return to the high priority roads for clearing.

The RM of Dufferin supports the need for emergency services as situations occur over and above all other snow clearing services.

The RM of Dufferin dirt roads may also require snow clearing; however these requests will be prioritized by the frequency of snow fall and the availability of snow plows or tractors.

Businesses and Residents within the RM of Dufferin may at times request snow clearing on their private property, these requests will only be considered after all other priorities have been met; the cost for this private service is detailed in the Municipal Private Works Policy.

Snow fences can be installed by residences around their yard sites to help hold the snow and stop the snow from building up along the roadways.

Maintenance Graveling

The RM of Dufferin has approximately 372 miles of roads to maintain with gravel, any dirt roads requiring gravel must be approved by council. Gravel amounts shall be allocated on a per gravelled mile basis in each Ward adjusting for high use roads. Road preparation will be completed by graders, and cats and scrapers where necessary, the graders will pull up the gravel down to the subgrade to correct the following; pull in sides of roads, potholes, washboard, windrows and sloping. Traffic Gravel at 160 yards per mile of gravel is the standard for the graveling after the road preparation is completed. All other methods of preparation and materials are at the discretion of council.

A tender process for establishing gravel haulers for each ward for each gravel season will be initiated with local firms;

1. The Council of the R.M. of Dufferin will award 2 haulers for each Ward for each year to ensure the most effective and efficient graveling for the RM of Dufferin. Any haulers not awarded a Ward will not haul for the RM in that year.
2. Equipment and Permits:
 - a. All trucks must be in first class condition

- b. Haulers must complete list of all trucks and trailers working for the year. (Please note: as of January 1, 2008 all trailers must be centre dump or clam shell type and be in first class condition);
 - i. Registered owners name;
 - ii. Truck & trailer license plate number
 - iii. Number of axles on trailer;
 - iv. Unit number, if applicable, and
3. All haulers are required to supply a letter of clearance from Workers Compensation Board of Manitoba and to keep it in good standing throughout the season.
4. All haulers are required to supply proof of liability insurance coverage at a minimum of \$2,000,000 General Liability coverage, with the RM of Dufferin listed as additionally insured.

Gravel Hauling will be calculated at the lesser rate of the ward rates for all boundary road miles between wards.

The RM of Dufferin requires that haulers must use one truck/operator for gravelling each mile or project site to avoid skipped spots or heavy application. The RM of Dufferin requires that truckers include gravelling the corners at either end of the miles as well as the road to ensure all intersections are maintained.

The RM of Dufferin requires that haulers use a direct route from the pit to the project site, with the least impact on roads. The RM of Dufferin requires that truckers are not to travel on the boundary ring road around the Town of Carman to limit the amount of dust. The RM of Dufferin requires that you travel a speed of no more than 70 kms/hr on municipal roads to limit the amount of dust.

The RM of Dufferin at its' discretion may at any time require random spot checks on loads of gravel to ensure quantities and quality.

The overall program coordinated by the municipal foreman based on the approval of haulers for each Ward. The gravel will be applied annually in the summer months in conjunction with grading and construction projects. Maintenance gravelling occurs on a 2-3 year schedule with exceptions made for higher or lower usage roads at the discretion of council.

The R.M. of Dufferin will have the right to engage or disengage the services of any gravel hauler who does not adhere to the gravel policy; the council at its discretion may award hauling to each ward in the best interest of the municipality as far as efficiency and economy.

The Shoulder Removal Process may be completed at the discretion of council and brought forward on the Ward Project lists each year prioritized with all projects, because this process requires additional equipment and machine time to complete over and above the regularly gravel maintenance program. The Excess Stockpiled Material that is created through the Shoulder Removal process will occur as follows;

1. The Rural Municipality of Dufferin will permit the excess stockpiled material to be used by the landowner and/or the applicant that has made their formal request in writing and has been reviewed and approved by council.
2. The excess material excavated during construction shall be stored no more than ¼ mile from the roadside shoulder and in a convenient location for the landowner and municipality. If the Municipality has approved the excess stockpiled material use by the landowner and/or the applicant, they must undertake to use/spread the material within the next calendar year, no later than October 31st. If the landowner and/or the applicant does not use/spread the excess stockpiled material by the deadline, the Municipality will undertake to spread the material as soon as practically possible. The Municipality reserves the right to deny any future requests of this nature if the requirements are not complied by.
3. These excess stockpiled materials must be located on private property more than 200 feet away from a municipal right-of-way. The excess stockpiled materials become the landowners, however the landowner and/or the applicant is not allowed to receive any remuneration for the excess stockpiled material that they have been granted the use of. If expressed in the approval of council, the municipality may claim a portion of the stockpiled materials for nearby projects.

Construction Graveling

Process for Requests for New or Improved Gravel Roads

1. Rate Payer requests must be made to the appropriate ward councillor
 - a. Ward 1 – Township 6-3 & 7-3
 - b. Ward 2 – Township 6-4 & 7-4
 - c. Ward 3 – Township 6-5
 - d. Ward 4 – Township 6-6 & 6-7
 - e. Ward 5 – Township 7-5 & East ½ of 7-6
 - f. Ward 6 – Township West ½ of 7-6 & 7-7
2. Councillor requests must be brought to the council meeting for approval and delegation to Municipal Foreman
3. Municipal Foreman delegates and completes the surveying and licensing and provincial approval if required;
 - a. Surveying – Municipal Surveying Equipment will be used to obtain all of the necessary information to complete the required roadway plans and drainage profiles to be submitted to Manitoba Water Stewardship
 - b. Manitoba Water Stewardship Licenses – Road building includes drainage work and therefore requires the approval of the appropriate Drainage Officer, and in part 5 of this policy, the license receives the approval of council.
 - c. Manitoba Infrastructure and Transportation Permits – Requests that connect to Provincial Trunk Highways 3, 13, 240, 245 305, and 338 may require the approval of the appropriate Department Manager.

4. Councillor ensures co-operation and agreement of the completion of work by all affected landowners, which includes any private land use as well as the end results.
 - a. If the rate payer requests to complete the work by working in the municipal ditches themselves or by hiring someone themselves, they are required to enter into a development agreement with the municipality and complete a drainage agreement for the drainage works that will occur.
5. The development agreement and the approved license and/or drainage agreement gets approved or denied by council
6. Municipal Foreman organizes locates and work to be completed in conjunction with the overall municipal project plans, or the ward councillor gives the consent to the landowner or developer to begin work. Any roads that the RM of Dufferin hires haulers to complete will be at the discretion of council.
7. For Road requests that include requests for additional culverts, please refer to the Approaches and Culvert Policy.
8. Roads built receive an application of gravel in the second season as a part of the overall plan to build and after that the road would fall into the overall gravel maintenance plan for the municipality, unless otherwise directed within a development agreements.
9. Municipal Road Improvement Programs approved by the RM of Dufferin Council and delegated to the Municipal Foremen may include any aggregate to be used in a Road Rehabilitation Project and is not to be mistaken for use in regular maintenance.

Private Application of Gravel on Right-of-Way

Process for Requests for the Private Application of Gravel on Right-of-Way to improve or maintain new or existing Gravel Roads.

1. Rate Payer requests must be made to the appropriate ward councillor
 - a. Ward 1 – Township 6-3 & 7-3
 - b. Ward 2 – Township 6-4 & 7-4
 - c. Ward 3 – Township 6-5
 - d. Ward 4 – Township 6-6 & 6-7
 - e. Ward 5 – Township 7-5 & East ½ of 7-6
 - f. Ward 6 – Township West ½ of 7-6 & 7-7
2. If the rate payer requests to complete the work by working in the municipal right-of-way themselves or by hiring someone themselves, they are required to enter into a Private Application of Gravel on Right-of-Way Agreement with the municipality.
3. The Rural Municipality of Dufferin will permit the work once the applicant has reviewed the Private Application of Gravel on Right-of-Way to improve or maintain new or existing Gravel Roads and returned a signed copy to our office, confirming the acceptance of the following conditions:

- a. THAT these routes be maintained by the Rural Municipality of Dufferin by the standard cycle of gravelling; which includes gravelling the corners at either end of the miles as well as the road to ensure all intersections are maintained, the gravel will be applied annually in the summer months in conjunction with grading and construction projects and any exceptions made for higher or lower usage roads at the discretion of council.
- b. THAT traffic gravel application at 160 yards per mile of gravel is the standard for the gravelling after the road preparation is completed, all other quantities and materials are at the discretion of council. The first application may be made in June and the second application may be made upon clearance from the municipality to proceed.
- c. THAT gravelling occurs upon clearance of the Rural Municipality of Dufferin to facilitate any magnesium chloride dust control that may occur.
- d. THAT the applicant shall be held liable for any damage, injury, or destruction resulting from the negligence of their staff and/or agents and maintain ongoing \$5 million liability insurance coverage for the duration of the work, and if requested shall provide evidence.
- e. THAT all applicants are required to use a direct route from the pit to the project site, with the least impact on roads.
- f. THAT all applicants are not to travel on the boundary ring road around the Town of Carman to limit the amount of dust.
- g. THAT all applicants travel a speed of no more than 70 kms/hr on municipal roads to limit the amount of dust.
- h. THAT The RM of Dufferin at its' discretion may at any time require random spot checks on loads of gravel to ensure quantities and quality.
- i. THAT This agreement is subject to any restrictions and/or regulations imposed by any other Government body (i.e. Manitoba Environment, DFO) and does not relieve the applicant from having to comply with the requirements.
- j. THAT If remedial works are required to be done by the RM of Dufferin to rectify a right-of-way that does not meet the standards of the Gravel Roads Blading and Snow Clearing Policy, the costs of such works will be the responsibility of the landowner.

Local Improvements

RM Roads in developed areas will be paid for by the developer or landowners; the process will be approved by council or may require a local improvement levy. Once the work is completed the road would fall under the regular maintenance of the municipality.

RURAL MUNICIPALITY OF DUFFERIN
Schedule "A" for the Application for Excess Stockpiled Material Agreement
Revised DATE, YEAR

The Rural Municipality of Dufferin will permit the excess stockpiled material to be used by the landowner and/or the applicant that has made their formal request in writing and has been reviewed and approved by council.

The excess material excavated during construction shall be stored directly adjacent to the maintained drain. If the Municipality has approved the excess stockpiled material use by the landowner and/or the applicant, they must undertake to use/spread the material within the next calendar year, no later than October 31st. If the landowner and/or the applicant does not use/spread the excess stockpiled material by the deadline, the Municipality will undertake to spread the material as soon as practically possible. The Municipality reserves the right to deny any future requests of this nature if the requirements are not complied by.

The landowner and/or the applicant is not allowed to receive any remuneration for the excess stockpiled material that they have been granted the use of.

Thank you for your cooperation in this matter. Use of the excess stockpiled material must not commence until the applicant and/or the landowner has received a signed copy back from the Rural Municipality of Dufferin.

ACKNOWLEDGEMENT:

I, _____ of _____
Agree to comply with the conditions and recommendations outlined in this letter.

IN WITNESS WHEREOF the parties hereto agree to the above conditions.

Signatures:

Date: _____

Landowner(required signature)

Witness

Applicant(only if different
from the landowner)

Witness

APPROVAL:

Sharla Murray, Chief Administrative Officer

RURAL MUNICIPALITY OF DUFFERIN
Schedule "B" for the Private Application of Gravel on Right-of-Way
Revised DATE, YEAR

The Rural Municipality of Dufferin will permit the work once the applicant has reviewed the Private Application of Gravel on Right-of-Way to improve or maintain new or existing Gravel Roads and returned a signed copy to our office, confirming the acceptance of the following conditions:

LOCATION: _____
Yards of Gravel Per Mile: _____

NOW THEREFORE BE IT ENACTED AND AGREED AS FOLLOWS:

- a. THAT these routes be maintained by the Rural Municipality of Dufferin by the standard cycle of gravelling; which includes gravelling the corners at either end of the miles as well as the road to ensure all intersections are maintained, the gravel will be applied annually in the summer months in conjunction with grading and construction projects and any exceptions made for higher or lower usage roads at the discretion of council.
- b. THAT traffic gravel application at 160 yards per mile of gravel is the standard for the gravelling after the road preparation is completed, all other quantities and materials are at the discretion of council. The first application may be made in June and the second application may be made upon clearance from the municipality to proceed.
- c. THAT gravelling occurs upon clearance of the Rural Municipality of Dufferin to facilitate any magnesium chloride dust control that may occur.
- d. THAT the applicant shall be held liable for any damage, injury, or destruction resulting from the negligence of their staff and/or agents and maintain ongoing \$5 million liability insurance coverage for the duration of the work, and if requested shall provide evidence.
- e. THAT all applicants are required to use a direct route from the pit to the project site, with the least impact on roads.
- f. THAT all applicants are not to travel on the boundary ring road around the Town of Carman to limit the amount of dust.
- g. THAT all applicants travel a speed of no more than 70 kms/hr on municipal roads to limit the amount of dust.
- h. THAT The RM of Dufferin at its' discretion may at any time require random spot checks on loads of gravel to ensure quantities and quality.

- i. THAT This agreement is subject to any restrictions and/or regulations imposed by any other Government body (i.e. Manitoba Environment, DFO) and does not relieve the applicant from having to comply with the requirements.

- j. THAT If remedial works are required to be done by the RM of Dufferin to rectify a right-of-way that does not meet the standards of the Gravel Roads Blading and Snow Clearing Policy, the costs of such works will be the responsibility of the landowner.

THEREFORE clearance for each application of gravel will be granted by the Municipal Foreman or the Councillor of the Rural Municipality of Dufferin, but must not commence until the applicant and/or the landowner has received a signed copy of this agreement back from the Rural Municipality of Dufferin.

ACKNOWLEDGEMENT:

I, _____ of _____
Agree to comply with the conditions and recommendations outlined in this letter.

IN WITNESS WHEREOF the parties hereto agree to the above conditions.

Signatures:

Date: _____

Applicant

Witness

APPROVAL:

Sharla Murray, Chief Administrative Officer