# **HAMIOTA MUNICIPALITY**

Policies and Procedures

## Policy Number: 200.9 Section: Public Works

Subject: Road Maintenance: Gravelling

Passed by Resolution of Council: 2020.03.18-04

## BACKGROUND

Each year between May 1st and July 31 the municipality applies gravel to its rural and gravel roads.

POLICY/PROCEDURE

In February the Public Works Department prepares a list of locations and amounts of gravel to be placed. From this list administration prepares a budget and both are presented to Council for consideration of approval. Once approved, a tender is prepared for contractors to bid. Process to be completed by the end of March and the successful bid awarded.

The tender package will include a map showing locations and quantities to be placed, insurance and WCB guaranties, deadlines and penalties.

Each year the Municipality will evaluate its stockpile and if necessary, put out a tender to have a contractor haul and stockpile gravel to the municipality’s west stockpile. The stockpile allows the rural crew to do minor repairs to gravel roads and the urban crews to do sewer and water repairs. This is done to expedite local works with shorter hauls.

When necessary, at the beginning of the year the municipality will put out a tender to have traffic gravel crushed. The volume crushed should cover at least 2 years of maintenance and capital road maintenance.