



Policy Number:	TRN29
Policy Title:	Gravelling Program
Policy Category:	Transportation Services
Approval Date:	November 28, 2023
Motion Number:	23-549
Effective Date:	November 28, 2023
Review Date:	N/A
Rescinds Policy:	N/A
Responsible Department:	Department of Public Works

PURPOSE

The purpose of this policy is to ensure that the annual gravelling of municipal roads is conducted in manner that is cost-effective, and which meets the short-term and long-term road maintenance, repair and rehabilitation needs of Municipal District of Fairview No. 136. This policy will:

- Establish a procedure for the development and approval of an annual gravelling program for the Municipality;
- Assign a level of service for the gravelling of each road class in the Municipality; and,
- Provide transparency and clarity to the public regarding the minimum standards that the Municipality will endeavour to meet regarding the gravelling of municipal gravel roads.

SCOPE

This policy applies to all developed gravel roads within the boundaries and jurisdiction of the Municipal District of Fairview No. 136.

DEFINITIONS

Council: means the duly elected Council members of the Municipal District of Fairview No. 136.

Municipality: means the Municipal District of Fairview No. 136.

Collector Road: means a road within the “Collector Road” class as established in Policy TRN 27 – Road Classification.

Residential Road: means a road within the “Residential Road” class as established in Policy TRN 27 – Road Classification.

Field Access Road: means a road within the “Field Access Road” class as established in Policy TRN 27 – Road Classification.

Recreational Road: means a road within the “Recreational Road” class as established in Policy TRN 27 – Road Classification.

POLICY

1.0 Gravelling Frequency

1.1 The Municipality endeavors to apply gravel to its road network on a rotating 5-year program, as established and administered by the Department of Public Works.

1.2 Roads will be graveled in accordance with the general priority established in Policy TRN 27 – Road Classification, as follows:

Road Classification	Gravelling Frequency
Collector Road	Once every five years, with additional applications on an as-needed basis

Residential Road	Once every five years, with additional applications on an as-needed basis
Field Access Road	As-needed, subject to budgetary constraints
Recreational Road	As-needed, subject to budgetary constraints

1.3 It is within the discretion of the Department of Public Works to establish a minimum standard that must be met in relation to road conditions necessitating application of gravel. For the purposes of clarity, the Department of Public Works has the authority, without Council consultation, to determine whether or not gravel application is needed on a road, in any designated road class.

2.0 Road Inspections

2.1 At a minimum, the Department of Public Works will conduct an inspection of all municipal roads, in all road classes, once per calendar year. The focus of such inspections will be to assess road condition and make a determination regarding the need for gravel application, which will then be used in the development of the annual gravel program.

3.0 Development of Annual Gravel Program

3.1 Prior to final budget approval and initiation of application of gravel, the Department of Public Works shall develop an annual gravel program for Council review and approval, which will include the roads to be graveled, quantity of gravel to be applied and estimated costs.

3.2 Council shall review the proposed annual gravel program for the purposes of determining budgetary allocation for the respective year.

3.3 The Department of Public Works shall develop a map to accompany the annual gravel program, which will be used internally by employees, provided to contracted services as required, and made available to Council for their reference. Upon request, the Department of Public Works, or designate, shall provide any member of the public a copy of the map.

3.4 The Department of Public Works shall ensure that adequate gravel has been crushed or purchased to enable the full completion of the annual gravel program.

4.0 Gravel Quality

4.1 The Department of Public Works shall endeavor to ensure that better quality gravel, is prioritized for application on Collector Roads and Residential Roads as opposed to other classes of roads.

5.0 Administration of Gravel Program

5.1 The Department of Public Works is responsible for the administration of the annual gravel program including, but not limited to:

- (a) Development of map of respective year's gravel program, including a map of the proposed gravel application and a map of the actual gravel application;
- (b) Maintenance of accurate records of gravel application;
- (c) Posting of adequate and appropriate signage providing notice of to public of road gravelling underway;
- (d) Implementing measures to mitigate dust or other nuisance created by gravel application; and,
- (e) Checking gravel at designated intervals to control quality and quantity of gravel application.

5.2 The Department of Public Works shall ensure that the application of gravel, in accordance with the approved annual gravel program, is conducted in a timely and cost-effective manner. This being said, the Department of Public Works is authorized to contract external resources to supplement municipal capacity as required, within approved budgetary constraints. In doing so, the Department of Public Works shall ensure that any contracted external resource complies with the provisions stated herein, the terms

of any agreement between said resource and the Municipality, and any other direction given or requirement imposed by the Municipality.

6.0 Requests for Out-of-Scope Gravel Application

- 6.1 Requests for gravel application outside of the scope of the approved annual gravel program will be considered by the Department of Public Works on a case-by-case basis. It is within the authority and the discretion of the Department of Public Works to determine whether or not such a request will be approved, taking into consideration the following factors:
- (a) Condition of the road, having been determined by an inspection conducted following submission of the request;
 - (b) Classification of the road subject to the request;
 - (c) Availability of gravel;
 - (d) Date of last gravel application;
 - (e) Budgetary constraints.

FORMS AND REFERENCES

- Policy TRN 27 – Road Classification

DOCUMENT HISTORY

Action	Date
Approved as TRN29 – Gravelling Program	November 28, 2023 (Motion No. 23-549)