

PUBLIC WORKS POLICY SECTION 9.3 - ROAD MAINTENANCE	9.3.1 GRAVEL OPERATIONS Page 1/4
Effective Date:	Revised: Dec 5/06 06-723 Revised: Nov. 24/09 CM – Res. 09-708 Revised: Mar. 2/10 CM – Res. 10-155 Revised: Mar. 30/10 CM – Res. 10-185

PURPOSE

To provide guidelines for the management of gravel operations.

POLICY

Wheatland County will manage its gravel operations in accordance with the following guidelines:

1. Acquiring Gravel Pits:
 - a. The County may purchase gravel or gravel pits with the approval of Council as Council deems necessary.
 - b. Council may, in conjunction with other municipalities, purchase gravel pits either inside or outside the County boundaries.
 - c. Where necessary, Council may lease gravel pits for certain specified times or quantities with the royalty to be paid at the end of the calendar year.
2. Gravel Crushing
 - a. Crushing for gravel will be determined on a contract basis as per Wheatland County's Procurement Policy 2.1.
 - b. Wheatland County will determine crushing needs annually and carry out crushing operations on an as-needed basis.
3. Gravel Distribution Guidelines
 - a. Distribution of gravel will be determined on a county-wide, priority basis.
 - b. Private trucking may be hired from time to time by the Transportation and Agriculture department as deemed necessary.
 - c. The gravel crew is permitted only to re-gravel roads; gravelling of any road not previously graveled will be considered at the discretion of the Transportation and Agriculture department.

- d. Private lanes or driveways will not be graveled.

4. Gravel Pit Management

- a. The management and proper use of pits must adhere to all applicable regulations with regards to crushing, environmental approvals, and proper reclamation.

5. Gravel Pit Inventory

- a. Regular inventories of gravel will be maintained throughout the County for use on County roads.
- b. The amount of gravel hauled is entered into the gravel inventory to monitor the activity from each pit or stockpile.

6. Gravel Sales

- a. Gravel is sold to County ratepayers for personal use only. A ratepayer cannot sell gravel purchased from the County. No sales for commercial or business use will be allowed.
- b. Sales to other local governments and First Nations are not considered commercial. Any sales to other local governments and First Nations above the maximum allowable (200 tonnes) must be authorized by Council.
- c. Sales are on crushed gravel or pit run only.
- d. Sales will occur three times per year from select County pits only, no stockpile site sales will occur. Sales will be held in the spring, summer, and fall, and sale dates will be determined by January 31st of each year. Sale locations will be determined and advertised a month in advance of each sale date.
- e. A maximum of 200 tonnes of gravel per ratepayer, per year applies. Only the landowner, or an individual with written permission from the landowner to purchase gravel against their name, can purchase or be provided with gravel tickets.
- f. Gravel is sold at current rates as per Wheatland County's Master Schedule of Fees.
- g. Smaller amounts of gravel, no greater than the box of a pick-up truck, may be removed from open County pits only by County residents at no charge. This gravel must be loaded by a shovel with no mechanical or motorized assistance permitted.

PROCEDURES

1. Gravel Sale Procedure

- a. Prior to an advertised gravel sale date, ratepayers must prepay for the amount of gravel they wish to receive. The method of purchase will be advertised along with the sale. After payment, ratepayers will be provided with a gravel ticket. The ratepayer is responsible for ensuring that the weight of gravel purchased can be legally hauled with their equipment.
- b. The ratepayer will attend the location of the gravel sale and must submit the gravel ticket to the loader operator. The loader operator will load the amount of gravel indicated on the ticket.
 - i. The loader operator regulates how many tonnes of gravel each ratepayer will have loaded onto their truck
 - ii. The County loader operator retains the right to refuse to load any vehicle.
- c. The County loader must load gravel and is equipped with a scale. Privately owned loading equipment cannot enter the County pits.
- d. Ratepayers must remain in their vehicles parked at the GRAVEL SALES sign until the loader operator gives further direction. For safety purposes, absolutely no exiting of vehicles in the pit area will be allowed.

DEFINITIONS

“Gravel Pit” means an excavation from the surface of the land for the purpose of removing gravel. In this policy, gravel pits are sites where gravel extraction activities are actively taking place and do not include stockpile sites.

“Gravel Stockpile” in this policy refers to locations throughout the County where piles of gravel or other aggregate materials are stored for Wheatland County’s operational use. Sales and removal of gravel shall not occur at these locations.

“Ratepayer” means a resident of Wheatland County who owns property and pays taxes to the County. For the purpose of this policy, the definition of a single ratepayer is inclusive of all joint owners of a property. To clarify, multiple landowners of the same property will be considered one ratepayer, so the limit of 200 tonnes of gravel per ratepayer, per year will apply to all owners as though they were a single ratepayer.

“Personal use” means that gravel is to be used for non-commercial purposes, as purchased by a ratepayer of Wheatland County who is not a registered business.

“Commercial use” means any use of gravel by a registered business that is inconsistent with Wheatland County’s intent of making gravel available for the personal use of ratepayers. This includes the sale of gravel purchased through County gravel sales by the purchasing ratepayer to third parties.

“Gravel ticket” refers to a ticket obtained from Wheatland County administration after purchasing a specific amount of gravel.

REFERENCES

Policies

- Corporate and Financial Services Policy 2.1 Procurement Policy
- Current Wheatland County Master Schedule of Fees

External

- Environmental Protection and Enhancement Act, RSA 2000 c E-12, and associated regulations and codes of practice.

DOCUMENT OWNER

General Manager of Transportation & Agriculture