



POLICIES AND PROCEDURES MANUAL	Category Public Services	Policy Number PS.001
	Date February 26, 2014	Resolution Number 040/02/14

ROAD SANDING POLICY

1. General

The following procedures shall apply to the Request for Road Sanding Services on an as needed basis.

2. Definitions

- i) Request to Contractor written or verbal request to Contractor to provide Road Sanding Services at specified locations
- ii) Contractor individual or firm contracted by the Town specifically to provide Road Sanding Services
- iii) Town the Municipal Corporation of the Town of Inuvik in the Northwest Territories
- iv) Road Sanding Services the application/spreading of sanding aggregate on to the Town's streets to improve vehicular traction during slippery conditions caused by winter climatic factors
- v) Director the Director of Public Services as appointed by the Town or his/her authorized designate
- vi) By-law Enforcement Officer the By-law Enforcement Officer(s) as appointed by the Town
- vii) RCMP the Royal Canadian Mounted Police
- viii) Emergency Road Sanding Services Road Sanding Services required outside of normal operating hours and usually resulting from emergency conditions
- ix) Routine Road Sanding Services Road Sanding Services required during normal operating hours and usually resulting from routine road inspection tours

3. Annual Aggregate Requirements

The Town shall maintain a sufficient stockpile of road sanding aggregate to fully satisfy the anticipated annual requirements. Generally, the quantity of road sanding aggregate available at the commencement of sanding operations shall not be less than the estimated quantity

required for two (2) seasons of sanding operations. In order to achieve this quantity, the Director shall annually undertake the necessary stockpiling of sufficient quantities.

4. Procedures

a. Inspection

At a minimum of once per week as conditions warrant, during normal business days when winter climatic factors can cause slippery road conditions, the Director or his or her designated alternate shall perform a formal inspection and assessment of road conditions to identify potential problem areas. Based on this inspection, a decision will be made as to the need for Road Sanding Services. A written record of these inspections shall be maintained in the Director's office.

b. Request to Contractor

As conditions warrant, the Director or By-law Enforcement Officer shall have authority to issue a Request to Contractor requesting Road Sanding Services. As necessary, the Request to Contractor shall include areas requiring specific services, the nature of the services required and the timing of the services.

The Request to Contractor shall be either verbal or written. In the case of verbal requests, the details pertaining to the request shall be recorded and maintained on file in the Director's offices.

The Request to Contractor shall include:

- Date and time of request
- Nature of the work
- Location(s) of the work
- Required commencement/timing of the work

c. Authorization

The following hierarchy shall apply for the issuance of the Request to Contractor:

PRIMARY

The Contractor shall respond to requests from the following:

- Director of Public Services
- Senior Administrative Officer

RCMP OR BY-LAW

In the case of routine road sanding services, the RCMP shall contact one of the Primary Contacts to issue a Request to Contractor.

In the case of emergency road sanding services, the RCMP shall have special authorization to contact the Contractor directly if they are unable to contact any of the Primary contacts. In

cases, where the RCMP contact the contractor directly, the Contractor shall be required to submit to the Director the details of the sanding services performed.

OTHER

All other agencies and individuals who deem that road sanding services are required shall contact one of the Primary Contacts to issue a Request to Contractor.

The Director shall provide written updates to these contacts and shall provide written temporary changes as are required from time to time.

d. Timing of Requests

Routine Road Sanding Services

Following the Director's daily road tour, a Request to Contractor shall be issued as required. The timing of these requests will be dependent upon climactic, vehicular and other factors.

Emergency Road Sanding Services

Requests to Contractor for Emergency Road Sanding Services will occur from time to time. The timing of these requirements will be dependent upon climatic, vehicular and other factors.

e. Level of Service

Based on the Director's inspection, he/she shall advise the Contractor of the required Level of Service. Levels of Service include:

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| i) BASIC | intersections and other known problem locations as identified on the Priority Sanding Routes map |
| ii) INTERMEDIATE | intersections and other problem locations as identified on the Priority Routes map PLUS specific locations identified by the Director |
| iii) FULL SCALE | complete sanding of the entire travelling portion of the roadway plus the on-street parking areas in the downtown core |

5. Priority Sanding Routes

The Director shall prepare and maintain a descriptive record of the Priority Sanding Routes. The record shall be updated and revised as required. A copy of this record is attached to this policy.

Following completion of the annual Road Sanding Services, the Director and the Contractor shall meet to review the year's operations. Necessary changes shall then be made to the services and priorities in time for the upcoming year's operations.

6. Contract Operations

Upon adoption of this policy, the policy and the requirements contained within shall become part of the Contract between the Town and the Road Services Contractor. In the event of discrepancy between the policy and the Contract, the signed Contract shall prevail.