

Material Removal Policy-McKenzie Portage Pit



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| Operations & Infrastructure | April 10, 2000 | 9 | 1 | 3 |
| Subsection | Repeals By-Law Number | | Policy Number | |
| Material Removal-McKenzie Portage Road | | | OI-1-1 | |

Purpose

The following policy shall govern pit operations and maintenance and regulate purchases, removal and payment of material from the Sand Pit situated on McKenzie Portage Road.

Procedure

1. The Roads Supervisor, or his designate, shall be responsible for the management of pit maintenance and operation, and for the control of all pit activity and monitoring the actual amount removed from the pit.
2. The By-Law Enforcement Officer shall also monitor pit activity and shall further carry out sufficient inspections necessary for the proper control and accountability of all materials removed as well as ensure enforcement of Policy regulations and conditions.
3. The area from which materials may be removed shall be designated by the Roads Supervisor, or his designate.
4. The municipality will be responsible for the clearing and removal of overburden if necessary, and the disposal of same.
5. No material, other than sand fill, shall be removed from the McKenzie Pit without prior authorization from the Municipal Council.
6. The price for the supply only of sand material removed from the pit shall be \$1.50 per cubic yard (\$1.15 per cubic metre) plus 20% general overhead and supervision plus applicable G.S.T., unless otherwise authorized by Resolution of Council. Prices are subject to

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change from time to time, as authorized by subsequent Resolution of the Municipal Council.

7. The Roads Supervisor, or his designate shall manage the pit operations according to Ministry of Labour and minimum safety requirements, by maintaining a sloped and tiered pit face to ensure stability.
8. The following procedure regarding the removal of material shall be observed:
 - a) All requests for material shall be processed at the Municipal Office on a three part Material Permit Form, and referred to the Roads Supervisor, or his designate.
 - b) Roads Supervisor, or his designate to arrange for contractor access to the pit and ensure receipt of the pertinent information and instruction respecting the permit and material purchase, including the issuance and receiving of all Material Activity Tickets.
 - c) All Material Activity Tickets must be properly and fully completed in accordance with the conditions and regulations described on the Material Permit and returned to the Municipal Office by the Roads Supervisor, or his designate, for invoicing.
 - d) Each and every Material Activity Ticket not returned and accounted for shall be charged to the applicant, on the basis of 10 loads times the average material haul.
 - e) Applicable general overhead and supervision charges as well as applicable G.S.T. shall apply and be included when invoicing.
9. A control register of all material removed from the pit shall be maintained by the Municipal Office.

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10. Only authorized entry onto pit property permitted.
11. Contractors will carry liability insurance indemnifying the Corporation of the City of Kenora against any and all claims arising out of the carrying out of terms of this Policy.
12. Any dispute arising from the terms and conditions of this Policy shall be referred to the Manager of Operations of the City of Kenora for a decision.

Attachments: a) Application for Material Permit (3 Part Form)

b) Material Activity Report (2 Part Form)