

Corporation of the Township of South Algonquin

By-law No. 16-512

Being a By-law to adopt a Level of Service for Municipal Highways.

WHEREAS the Council for the Municipal Corporation of the Township of South Algonquin deems it desirable to adopt a Level of Service for Municipal Highways.

01. INTRODUCTION:

In order for the Township of South Algonquin to utilize the Minimum Maintenance Standards as a defense in a court action against the Municipality, it has been deemed necessary for the following Level of Service for Municipal Highways to be implemented.

The following Level of Service for Municipal Highways Policy is provided to at least meet Ontario Regulation 239/02 – Minimum Maintenance Standards for Municipal Highways and to adhere to existing service levels as have been historically provided by the Township of South Algonquin to its ratepayers. The following policy is provided as a guideline to the Works Department to provide a level of service to the Township of South Algonquin highway system and residents and nothing herein prevents the Works Superintendent or Designate from using his/her discretion at all times.

02. CLASSIFICATION OF TOWNSHIP OF SOUTH ALGONQUIN HIGHWAYS:

Airy Ward:

<u>Road Name</u>	<u>Class</u>	<u>Length (km)</u>	<u>Speed Limit (kph)</u>
Airy Road	5	1.20	50
Galeairy Lake Road	5	0.70	40
Maple Drive	5	0.85	50
Sunset Trail	6	0.60	50
Birch Crescent	6	0.15	50
Hemlock Crescent	6	0.15	50
Galeairy Lake Crescent	6	0.10	50
Fire Route – Dam	6	0.10	50
Hay Creek Road	5	2.00	40
Dave Bowers Road	6	0.10	50
Post Street	4	0.40	50
Post Street (Medical Centre Rd to End)	5	0.20	50
Ottawa Street	5	0.65	50
Lake Street	5	0.60	50
Boat Launch Road	5	0.10	50
Lakeshore Drive	5	0.60	50
First Avenue	5	0.20	50
Second Avenue	5	0.20	50
Third Avenue	5	0.15	50
Mill Street	5	0.20	50
Paradise Road	5	2.40	50
Park Street	5	0.25	50
Hilltop Crescent	5	0.40	50

02. CLASSIFICATION OF TOWNSHIP OF SOUTH ALGONQUIN HIGHWAYS
(continued):

Airy Ward:

<u>Road Name</u>	<u>Class</u>	<u>Length (km)</u>	<u>Speed Limit (kph)</u>
Church Hill Street	5	0.75	50
Medical Centre Road	5	0.30	50
Madawaska Street	5	1.00	50
Madawaska Avenue	5	0.50	50
Algonquin Crescent	5	0.40	50
Algonquin Street	5	0.85	50
Nipissing Road	5	2.30	50
Old 127	4	5.40	80
Kenny Road	6	0.23	50
McCauley Lake Road	5	0.25	80

Dickens Ward:

<u>Road Name</u>	<u>Class</u>	<u>Length (km)</u>	<u>Speed Limit (kph)</u>
Spectacle Lake Road	4	1.50	80
Aylen Lake Road	4	8.50	80
Gaffney Road	4	5.50	80
Burnt Depot Road	6	0.50	80
Moonlight Bay Road	4	2.20	80
Whites Road	5	0.70	80
North Aylen Lake Road	5	7.60	80
Pringles Road	6	1.80	80
Shields Road	6	0.30	80
Old Farm Road	6	0.70	80

Murchison/Lyell Wards:

<u>Road Name</u>	<u>Class</u>	<u>Length (km)</u>	<u>Speed Limit (kph)</u>
Paplinskie Road	4	2.10	80
Dunnes Road	6	2.10	80
Dawson Road	5	0.80	50
Merton Street	5	0.60	50
Murchison Road	5	0.30	50
Holstein Street	5	0.58	50
Major Lake Road	4	11.40	80
Victoria Lake Road	6	6.30	80
McCauley Lake Road	5	2.90	80
Victoria Street	5	0.20	50
Reids Road	6	0.10	80
Lyell Lake Landing Road	6	0.40	80
Fire Route – Pump House	5	0.15	50
Tom and Mick Murray Park Rd	6	0.60	80

02. CLASSIFICATION OF TOWNSHIP OF SOUTH ALGONQUIN HIGHWAYS
(continued):

Sabine Ward:

<u>Road Name</u>	<u>Class</u>	<u>Length (km)</u>	<u>Speed Limit (kph)</u>
McGuey Road	4	4.70	80
McRae -Hay Lake Road	4	7.30	80
Hay Lake Landing Road	4	0.80	80
Hay Lake Boat Launch Road	4	0.30	80
Hayward Road	6	1.60	80
McKenzie Lake Rd.	5	8.70	80
South McKenzie Lake Rd.	6	2.60	80
North McKenzie Lake Rd.	5	8.90	80
Henry Coghlan Road	6	1.90	80
Proven Line	6	1.60	80
Pastwa Lake Road	6	6.00	80
Kuiack Road	6	0.80	80

Information on how any particular highway was classified is attached to this document in Schedule A. These classifications will be used until such time as traffic counts are done by the Township of South Algonquin in the manner established under Ontario Regulation 239/02 Minimum Standards for Municipal Highways – Definitions – Section 3 (a)(b).

Historically there are roads under the jurisdiction of the Township of South Algonquin whose primary purpose is to provide a route for transporting timber from crown land and Algonquin Park to area sawmills. These roads are listed in Schedule F – Historically Identified Primary Forest Access Roads.

03. ROAD PATROL:

Routine patrol shall be carried out once every fourteen (14) days on all Class 4 and Class 5 highways by driving the highways in both directions to check for conditions as described in this policy. Whenever possible, Class 6 highways will be patrolled in conjunction with Class 4 and Class 5 highways or at least once every thirty (30) days. A Routine Patrol Record will be completed as shown in Schedule B and one copy of this report will be maintained at the Works Garage in Madawaska. Patrolling frequency may be increased when conditions such as flooding, windstorms, frozen culverts, etc. may require more monitoring and to ensure public safety. All Works Department employees shall keep and maintain Personal Diaries describing their own activities on a daily basis.

04. SIGNS:

If any type of sign listed in this section is illegible, improperly orientated or missing, it shall be repaired as soon as practicable after becoming aware of the fact to repair or replace the sign. This section refers to the following signs:

- a) Checkerboard
- b) Curve sign with advisory speed tab
- c) Do Not Enter
- d) One Way
- e) School Zone Speed Limit
- f) Stop
- g) Stop Ahead
- h) Stop Ahead, New
- i) Traffic Signal Ahead
- j) Two Way Traffic Ahead
- k) Wrong Way
- l) Yield

04. SIGNS:

- m) Yield Ahead
- n) Yield Ahead, New
- o) Speed Limit Sign where the speed limit has been reduced

If a regulatory or warning sign other than a sign listed in this section is illegible, improperly orientated or missing, it shall be replaced within a period of thirty (30) days after becoming aware of the fact.

05. LUMINAIRES:

For conventional illumination, if three or more consecutive luminaries on a highway are not functioning they shall be repaired within a period of fourteen (14) days after becoming aware of the fact.

For the purposes of this section luminaries shall be deemed to be repaired if the number of non-functioning consecutive luminaries does not exceed two (2).

06. DEBRIS:

Any material or object on a roadway that is not an integral part of the roadway or has not been intentionally placed on the roadway by the municipality and is likely to cause damage to a motor vehicle or to injure a person in a motor vehicle shall be removed as soon as practicable after becoming aware of the fact to remove the debris.

07. BRIDGE DECK SPALLS AND DISCONTINUITIES:

A bridge deck spall is a cavity left by one or more fragments detaching from the traveled portion of the driving surface or shoulder and if this spall exceeds a surface area of 1000 square centimeters and eight (8) centimeters in depth it shall be repaired within a period of seven (7) days after becoming aware of the fact that the problem exists. A bridge deck spall is deemed to be repaired if its surface area is less than 1000 square centimeters and less than eight (8) centimeters in depth.

A surface discontinuity means a vertical discontinuity creating a step formation at joints or cracks in the paved surface of the roadway including bridge deck joints, expansion joints and approach slabs to a bridge. If a bridge deck discontinuity exceeds five (5) centimeters in height it shall be repaired within a period of twenty-one (21) days after becoming aware of the fact that the problem exists.

08. POTHOLES:

If a pothole on a paved roadway exceeds a surface area of 1000 square centimeters and eight (8) centimeters in depth it shall be repaired as soon as practicable after becoming aware of the fact or within a period of fourteen (14) days.

Potholes on the non-paved surface of a roadway exceeds a surface area of 1500 square centimeters in depth it shall be repaired as soon as appropriate after becoming aware of the fact or within a period of fourteen (14) days.

If a pothole on a paved or a non-paved surface of a shoulder exceeds a surface area of 1500 square centimeters and then (10) centimeters in depth, it shall be repaired as soon as appropriate after becoming aware of the fact or within a period of fourteen (14) days.

09. SHOULDER DROP-OFFS:

If a shoulder drop-off is deeper than eight (8) centimeters in depth and exceeds twenty (20) metres in length it shall be repaired as soon as appropriate or within a period of fourteen (14) days after becoming aware of the fact.

10. CRACKS:

If a crack on the paved surface of a roadway is greater than five (5) centimeters in depth and five (5) centimeters in width and is of a continuous distance of three (3) metres or more it is to be repaired as soon as appropriate after becoming aware of the fact or within a period of 180 days.

11. WINTER MAINTENANCE:**a) DESIGNATED WINTER SEASON:**

The designated winter season for the Township of South Algonquin shall be for the period from November 1st to April 15th. All winter maintenance equipment and materials shall be ready and operational for this designated period.

b) WINTER ROAD CLOSURES:

Highways or sections that do not receive winter maintenance are designated in Schedule E and shall be posted with signs indicating no maintenance for the period from November 1st to April 15th. Any person, company or authority requiring use of a closed roadway will have to enter into a written agreement with the Municipality that they will maintain the roadway to a suitable standard and accept all liability for activities on this roadway.

c) WINTER PATROL:

The Works Superintendent or Designate shall monitor weather forecasts either by radio, television or internet services at least once per day during the designated winter season of November 1st to April 15th. If inclement weather is forecast such as snow, freezing rain, wind, etc., a visual inspection of actual outside conditions shall be done and if deemed necessary from this inspection, perform a road patrol to verify conditions in various areas. Winter patrols shall be done at least once every fourteen (14) days on all Class 4 and Class 5 highways and at least once every thirty (30) days on all Class 6 highways receiving winter maintenance and these activities are to be recorded on Winter Patrol Record sheets as per Schedule B (2). The frequency of winter patrols may be increased dependent on weather and road conditions.

d) LABOUR DISPUTES:

In the case of labour disputes where there is the possibility of picket lines being set up at the source of a product or service required by the Township, attempts will be made to obtain the required materials by negotiation or by obtaining from another source.

e) **WINTER MAINTENANCE OPERATIONS ROUTES:**

For the purpose of winter maintenance operations the Township of South Algonquin will be divided into two (2) sections and are to be identified as the following:

Western Section – Route A – Airy, Sabine, Part of Lyell

Eastern Section – Route B – Dickens, Murchison, Part of Lyell

Each of these sections will be broken down into smaller areas as per the attached Schedule C.

All Township facilities as listed in Schedule D will have winter maintenance operations performed by the Works Department and will be done with the larger snowplow/sander combination units when possible or generally with the Township 4X4 snowplow unit. All roadways and fire routes will have priority service before municipal areas. If situations arise where a municipal area deems it necessary to have an area plowed or sanded by an independent contractor, before the Works Department can service the area, the cost of this will be born by that particular facility such as Recreation, Library, etc.

f) **SNOW ACCUMULATION:**

While the snow continues to accumulate winter maintenance operations will commence as soon as practicable after the Work Superintendent or Designate becomes aware of the fact that the snow accumulation on a roadway is greater than eight (8) centimeters on a Class 4 highway or ten (10) centimeters on a Class 5 highway.

OR

After the snowfall accumulation has ended and after the Works Superintendent or his Designate has become aware of the fact that the snow accumulation is greater than eight (8) centimeters all roadways shall be cleared of this accumulation within twelve (12) hours on all Class 4 highways and within sixteen (16) hours for Class 5 highways.

Lesser accumulations of snow will be cleared from the roadways after the snowfall has stopped within the period designated as the normal working day for the Works Department. Completion of these activities will be completed the next normal working day within the period designated as the normal working day for the Works Department.

Where snow has drifted across more than one-half of a traveled lane of a roadway it shall be cleared as soon as practicable after the Works Superintendent or his Designate becomes aware of the condition.

All Class 6 highways designated to receive winter maintenance will be done in conjunction with the Class 4 and Class 5 highways.

g) **SNOWPLOWING OPERATIONS:**

All Class 4 and Class 5 highways will be plowed at least once in each direction within the specified time frame and when possible Class 6 highways will be done in conjunction with the Class 4 and Class 5 highways.

All Class 4 and Class 5 highways will be cleared to a width of five (5) metres and to a distance of 0.6 metres inside the outer edges of the roadway.

The present method of snowplowing roads will continue as is, utilizing the existing turning areas. This method minimizes backing up thus reducing the possibility of accidents.

SNOWPLOWING OPERATIONS (Continued):

In the situation where mild weather or rain and slush begins to build up on the roadways, the slush will be cleared off as soon as practicable after becoming aware and that this operation will continue until the roads are bare or weather turns cold, freezing the slush.

Snow banks will be winged back when necessary or possibly during a storm in the case of large accumulations.

Soft road conditions, such as those that may occur in fall or spring may reduce the level of service on some or all roads.

The Municipality is responsible only for the clearing of snow off the roadways and the removal of any snow deposited in a laneway/driveway by a winter maintenance vehicle is the responsibility of the homeowner or tenant.

This section referring to snowplowing operations only applies during the designated winter season period of November 1st to April 15th.

h) SALTING AND SANDING OPERATIONS:

In situations where roadways become icy or slippery, salting or sanding operations will commence as soon as practicable after the Works Superintendent or his Designate becomes aware that the roadway is slippery or icy.

h) SALTING AND SANDING OPERATIONS:

After the Works Superintendent or his Designate becomes aware of the fact that roadways are slippery or icy, the roadways shall be treated within a period of twelve (12) hours for Class 4 highways and within sixteen (16) hours for Class 5 highways. Class 6 highways will be treated in conjunction with Class 4 and Class 5 highways when possible or within a period of twenty-four (24) hours after becoming aware of the fact that the roadway is slippery or icy.

All highways will be sanded after a snow accumulation has been cleared or in conjunction with snowplowing operations.

In extreme cold conditions when sand will not adhere to the roadway, only hills, corners and intersections will be treated. Straight sections of roadways will also be sanded if it is deemed necessary by the individual patrolling the roadways or the operator of the winter maintenance vehicle performing the specific operation.

If a storm is forecast within a twelve (12) hour period, only hills, corners and intersections will be treated. Straight sections of roadways will also be sanded if it is deemed necessary by the individual patrolling the roadways or the operator of the winter maintenance vehicle performing the specific operation.

Sanding operations will be done on the centre portion of the roadways.

If conditions become treacherous for the safety of the equipment and workers, all equipment will be pulled off the roads until conditions improve.

With the combination snowplow/sanding units, if any snow or loose materials/debris is on the roadway it will be cleared off in conjunction with the sanding operations.

Straight salt will only be used when absolutely necessary to treat icy or slippery roadways or to "sweet mix" a load of sand to make it more effective.

h) SALTING AND SANDING OPERATIONS (Continued):

Sanding operations will be done at non-municipal areas providing a written request is sent to the Municipal Council and a resolution is passed by Council authorizing such works. Sanding will be done in these areas when requested by the individual responsible for each area each time the service is required. It is the responsibility of each area to make sure all areas are clear of pedestrians and vehicles and that the Municipality will not be responsible for accidents, damage to surrounding property from treated sand or salt run off and cleanup in the spring. If the sander unit has to make a special trip to obtain sand or salt to provide this service the institution requesting this service will be charged accordingly.

This section referring to sanding and salting operations only applies during the designated winter season of November 1st to April 15th.

i) CULVERT THAWING OPERATIONS:

Culvert thawing operations will commence as soon as practicable after the Works Superintendent or his Designate becomes aware of the situation and have determined that the possibility of water running over the road or laneway will endanger vehicle or pedestrian traffic.

If situations occur on weekends where possible road damage or property damage may occur the Works Superintendent or his Designate will use his own discretion as to what action will be taken.

Catch basins will be opened periodically during the winter season and when mild weather or rain is forecast which could induce melting causing run off.

Due to insurance reasons there will be **NO** rental of the steamer unit to individuals, businesses or other government agencies.

Only employees of the Township of South Algonquin who have received certification in propane handling will be permitted to operate the steamer unit.

No works will be performed for private individuals or businesses unless authorized by resolution of Council.

j) SNOW REMOVAL OPERATIONS:

The removal of snow banks at driveway entrances caused by the homeowner or tenant snowplowing, shoveling, snow blowing, etc. is the responsibility of the homeowner or tenant. As for vehicles entering the roadways, it is the responsibility of the operator of the vehicle to ensure that it is safe to do so.

Snow banks may be cut off and pushed back occasionally throughout the winter season and any snow that is deposited by the winter maintenance vehicles into a driveway is the responsibility of the homeowner or tenant to remove.

Snow removal operations will be done on the following priority basis and does not necessarily follow in the listed manner:

- i) paved walkways and asphalt gutters
- ii) intersections of one township road or street with another road or street
- iii) intersections of one township road or Highways 60, 127 or 523
- iv) corners on township roads where visibility obstructed by banks
- v) narrow roads or streets making it difficult for plowing operations
- vi) municipal areas such as Medical Centre, Library, etc.
- vii) bridges and approaches
- viii) ditches to assist drainage

k) PARKING OF VEHICLES:

During the designated winter season from November 1st to April 15th any vehicles hindering winter maintenance operations will be towed at the owner’s expense by the nearest available towing vehicle and any cost in this towing and retrieval of the towed vehicle will be the responsibility of the vehicle owner. A notice will be placed in the most common newspaper in the area prior to the beginning of the designated winter season.

NOW THEREFORE BE IT RESOLVED THAT the Council for the Corporation of the Township of South Algonquin hereby adopts this Level of Service for its Municipal Highways along with the following attached Schedules:

- Schedule “A” – Classification of Your Highway Network**
- Schedule “B”- Winter Patrol Records**
- Schedule “C” - Maintenance Operations Record Winter**
- Schedule “D” – Municipal Parking Lots and Facilities**
- Schedule “E” – Winter Road Closures**

AND FURTHER THAT By-Law 2005-243 and all former by-laws pertaining to this matter are hereby repealed and this by-law shall come into force and take effect upon final reading thereof.

READ A FIRST AND SECOND TIME THIS 21st DAY OF JULY, 2016.

Jane A.E. Dumas, Mayor

CAO/Clerk Treasurer, Suzanne Klatt

READ A THIRD TIME, PASSED AND ENACTED this 18th day of August, 2016

Jane A.E. Dumas, Mayor

CAO/Clerk Treasurer, Suzanne Klatt

SCHEDULE “A”

CLASSIFICATION OF YOUR HIGHWAY NETWORK

Highway Maintenance Priority Class Categories

Annual Daily Average Traffic (number of motor vehicles	Posted or Statutory Speed Limits (kilometres per hour)						
	91-100	81-90	71-80	61-70	51-60	41-50	1-40
15,000 or more	1	1	1	2	2	2	2
12,000 – 14,999	1	1	1	2	2	3	3
10,000 – 11,999	1	1	2	2	3	3	3
8,000 – 9,999	1	1	2	3	3	3	3
6,000 – 7,999	1	2	2	3	3	3	3
5,000 – 5,999	1	2	2	3	3	3	3
4,000 – 4,999	1	2	3	3	3	3	4
3,000 – 3,999	1	2	3	3	3	4	4
2,000 – 2,999	1	2	3	3	4	4	4
1,000 – 1,999	1	3	3	3	4	4	5
500 – 999	1	3	4	4	4	4	5
200 – 499	1	3	4	4	5	5	5
50 – 199	1	3	4	5	5	5	5
0 – 49	1	3	6	6	6	6	6

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SCHEDULE “D”

Municipal Parking Lots and Facilities

Airy Ward:

Galeairy Lake - Dry Hydrant, Centennial Park
EMS/Whitney Fire Station
Lester Smith Building
Employment Resource Centre
Heliport
South Algonquin Family Health Team
Whitney Public Library
Airy Waste Disposal Site
Township of South Algonquin Municipal Office
Hay Creek Road Parking Lot

DICKENS:

Aylen Lake Boat Launch

Murchison/Lyell Wards:

Madawaska Complex/ Mervin Dupuis Rink Building
Madawaska Fire Station
Lyell Waste Disposal Site
Madawaska Works Garage
Reids Road – Dry Hydrant
Storage Building (Old Firehall)
Bark Lake Boat Launch
McCauley Lake Boat Launch

SABINE

Moore’s Creek Bridge – Parking Lot
South McKenzie Lake Road – Parking Lot
Hay Lake Boat Launch

Schedule “E”
Winter Road Closures

Airy Ward:

<u>Road Name</u>	<u>Particulars</u>
Lakeshore Drive	From Change Room to Third Avenue
Boat Launch Road – Galeairy Lake	Entire length

Dickens Ward:

<u>Road Name</u>	<u>Particulars</u>
Burnt Depot Road	From 0.25 km to end of road
Shields Road	Entire length
Old Farm Road	Entire length

Murchison/Lyell Wards:

<u>Road Name</u>	<u>Particulars</u>
Dunnes Road	From 183 Dunnes Rd. to end
Lyell Lake Landing Road	Top of the hill to the boat launch
Tom & Mick Murray Park	Boat Launch turn to Tom & Mick Murray Park

Sabine Ward:

<u>Road Name</u>	<u>Particulars</u>
Pastwa Lake Road	From 435 Pastwa Lake Road end of road
Kuiack Road	Entire length
Hay Lake Boat Launch Road	Entire length