

CORPORATION OF THE MUNICIPALITY OF CALVIN

AGENDA

AD HOC ROADS COMMITTEE – 3<sup>rd</sup> MEETING

March 22, 2016 @ approx. 8:00 p.m.

*(Immediately following the Regular Meeting of Council)*

Calvin Community Centre

1. CALL TO ORDER
2. WRITTEN DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST
3. PETITIONS AND DELEGATIONS
4. ACTION LETTERS
  - A) Minutes of AD HOC Committee Adopt Minutes of February 23/16
4. INFORMATION/REPORTS FROM MUNICIPAL OFFICERS
  - A) DRAFT By-law to provide Purpose, Definitions, Road Classification, Road Listing, and Maintenance Standard for Review, Discussion and Next Steps
5. OTHER INFORMATION AVAILABLE
6. OLD AND NEW BUSINESS
7. CLOSED SESSION If Required
8. BUSINESS ARISING FROM CLOSED SESSION
9. NOTICE OF MOTION
10. ADJOURNMENT

CORPORATION OF THE MUNICIPALITY OF CALVIN

AD HOC ROADS COMMITTEE

MINUTES OF THE INITIAL MEETING TUESDAY FEBRUARY 23, 2016

The SECOND meeting of the Ad Hoc Roads Committee was held this date at the Calvin Community Centre.

Present were: Coun Adams, Coun Edwards, Coun O'Connor, Chris Whalley & Lynda Kovacs.

Regrets: 0

Guests: 2

The meeting was called to order following the Regular Council meeting at 8:02 p.m. by the Chair, Coun Adams.

PECUNIARY/CONFLICT OF INTEREST                      None Declared

PETITIONS AND DELEGATIONS                              None Received

2016-AH03    ADOPT MINUTES

Moved by Coun Edwards and seconded by Coun O'Connor that the minutes of the AD HOC Roads Committee meeting held on Tuesday January 26, 2016 be hereby approved and will be included in the next regular meeting of Council for consideration and final approval.

Carried

The discussion again turned to the preparation of a DRAFT "Road Maintenance" By-law as provided by By-law No. 2016-001. The sample by-laws, including road type and definitions from other sources, which were requested to be brought forward, were then reviewed and discussed.

Staff was asked to bring forward, to the next meeting on March 22, 2016, the following if possible;

- DRAFT wording for the "PURPOSE" of the Road Maintenance By-law
- Bring forward DRAFT "DEFINITIONS" for Year Round Maintained Road, Seasonal (Summer) Road, Private Road, Unassumed Road and possibly Unopened Road Allowance
- Research and bring forward information on Construction Standards for municipal roads
- Prepare a graph taken from the Minimum Maintenance Standards for Municipal Roads to include the identified Classes of roads currently within the Municipality of Calvin

2016-AH004 SCHEDULE NEXT MEETING AND ADJOURN

Moved by Coun Edwards and seconded by Coun O'Connor that the next meeting of the AD HOC Roads Committee be scheduled for March 22, 2016 after the regular meeting of Council in the Calvin Community Centre and that this meeting of the AD HOC Roads Committee now be adjourned at 9:23 p.m.

Carried

---

Chair or Vice-Chair

---

Clerk

CORPORATION OF THE MUNICIPALITY OF CALVIN

DRAFT BY-LAW NO. 2016-\_\_\_\_\_

BEING A BY-LAW TO PROVIDE FOR HIGHWAY (ROAD) CLASSIFICATIONS, DEFINITIONS, AND SIGNAGE AND FOR ADOPTING OF MINIMUM MAINTENANCE STANDARDS FOR HIGHWAYS (ROADS) UNDER THE JURISDICTION OF THE MUNICIPALITY OF CALVIN.

WHEREAS Section 27 (1) of the Municipal Act, S.O. 2001, c. 25 as amended, provides that a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway;

AND WHEREAS section 44 (1) of the Municipal Act 2001, c.25 as amended, provides that the municipality that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstance, including the character and location of the highway or bridge;

AND WHEREAS Section 44 (4) and (5) of the Municipal Act 2001, c.25 as amended, provides that regulations may be established by the Minister for minimum standards of repair for highways or bridges or any class of them and that the minimum standards may be general or specific in their application;

AND WHEREAS the Municipality of Calvin deems it appropriate to fulfill the requirements of Ontario Regulation 239/02 (Minimum Maintenance Standards for Municipal Highways), made under the Municipal Act, as amended;

NOW THEREFORE the Council of the Corporation of the Municipality of Calvin enacts as follows:

## 1.0 PURPOSE

The purpose of this By-law is to;

- a) Clearly define the terms Private Road, Private Unassumed Road, Seasonal Road, Unassumed Road, Unopened Road Allowance and Year Round Road;
- b) Classify all roads within the municipality, their levels of service, the patrolling requirements and the maintenance period annually; and,
- c) Identify signage where required for certain types of roads.

## 2.0 DEFINITIONS

For the purposes of this by-law a;

- a) "*Private Road*" means a road that has not been assumed by the Municipality, which provides access by means of a registered right-of-way to private property, and of which the use, maintenance, and liability of the road are the responsibility of the abutting land owners
- b) "*Private Unassumed Road*" means a road owned by the Municipality and maintained by a private individual/s, organization, or company rather than by the Municipality. The general public is allowed to travel on these roads and, since these roads have not been assumed by the Municipality for maintenance purposes, the responsibility for maintenance and liability is that of the private individual/s, organization or company
- c) "*Seasonal Road*" means an opened road allowance used on a "courtesy" basis by the Public with the understanding that the road, or portion thereof, is owned by the Municipality, *receives limited maintenance from June 1<sup>st</sup> through October 1<sup>st</sup> each year* and on which *no winter maintenance is performed*, and are considered Class 6 Roads which are not subject to Minimum Maintenance Standards under Ontario Regulation 239/02

d) "Unassumed Road" means a road for which the Municipality has not assumed responsibility for maintaining and therefore is used at your own risk

e) "Unopened Road Allowance" means unopened roads found along both concession and lot lines throughout the municipality as they were originally surveyed during the Province's early settlement. These are public highways, owned by the Municipality, but not maintained. The Municipality has no obligation to open or assume original road allowances, or to make passage over them easier for the public. The public is however able to "use" these unopened road allowances but they cannot alter the road allowance in any way

f) "Year Round Road" means a road which has been opened and assumed by the Municipality, and maintained year round by the Municipality

### 3.0 ROAD CLASSIFICATION

Classification for the purpose of this by-law applies to the approximately 66.5 km of Class 4, 5 and 6 Year Round and Seasonally Maintained Roads under the jurisdiction of the Municipality. Classification has been established through the Annual Average Daily Traffic (AADT) count completed in the D.M Wills 2009 Road Needs Study, and by the Minimum Maintenance Standards for Municipal Highways Ontario Regulation 239/02, which sets the minimum standard for levels of service and patrolling requirements on each classification of road within a municipality as per the tables below:

#### 3.1 Class 4 – Patrolling frequency minimum once every 14 days

Class 4 Highway	Surface Area	Depth	Height	Response Time
Snow Accumulation	n/a	8 cm	n/a	16 hours
Icy Roadways	n/a	n/a	n/a	12 hours
Shoulder Drop-offs	n/a	8 cm	n/a	14 days
Cracks	5 cm (width)	5 cm	n/a	180 days
Debris (except snow, ice, slush)	As soon as	practicable	after	becoming aware
Surface Discontinuities	n/a	n/a	5 cm	21 days
Regulatory & Warning Signs	n/a	n/a	n/a	30 days
Luminaries	n/a	n/a	n/a	14 days
<b>Potholes</b>				
Paved Surface	1000 cm <sup>2</sup>	8 cm	n/a	14 days
Non-paved Surface	1500 cm <sup>2</sup>	10 cm	n/a	14 days
Paved & Non-paved Shoulder	1500 cm <sup>2</sup>	10 cm	n/a	30 days
Bridge Deck Spalls	1000 cm <sup>2</sup>	8 cm	n/a	7 days

#### 3.2 Class 5 – Patrolling frequency minimum once every 30 days

Class 5 Highway	Surface Area	Depth	Height	Response Time
Snow Accumulation	n/a	10 cm	n/a	24 hours
Icy Roadways	n/a	n/a	n/a	16 hours
Shoulder Drop-offs	n/a	8 cm	n/a	30 days
Cracks	5 cm (width)	5 cm	n/a	180 days
Debris (except snow, ice, slush)	As soon as	practicable	after	becoming aware
Surface Discontinuities	n/a	n/a	5 cm	21 days
Regulatory & Warning Signs	n/a	n/a	n/a	30 days
Luminaries	n/a	n/a	n/a	14 days
<b>Potholes</b>				
Paved Surface	1000 cm <sup>2</sup>	8 cm	n/a	30 days
Non-paved Surface	1500 cm <sup>2</sup>	12 cm	n/a	30 days
Paved & Non-paved Shoulder	1500 cm <sup>2</sup>	12 cm	n/a	60 days
Bridge Deck Spalls	1000 cm <sup>2</sup>	8 cm	n/a	7 days

- 3.3 Class 6 – Ontario Regulation 239/02 does not apply to Class 6 roads.  
Patrolling frequency – as determined by the Road Superintendent but at a minimum of once per month from June 1<sup>st</sup> to October 1<sup>st</sup>

#### 4.0 ROAD LISTING

ROAD NAME	CLASSIFICATION	ROAD TYPE
Boundary Rd. N. (paved 1.9 km)	Class	Year Round
Boundary Road S (gravel 2.1 km)	Class	Maintained Pap-Cam Year Round
Peddler's Dr. (paved 9.8 km)	Class	Year Round
Peddler's Dr. (gravel 5.9 km)	Class	Year Round
Pautois Road (.3 km)	Class	Year Round
Donald's Rd. (2 km)	Class	Year Round
Suzanne's Rd. (4.3 km)	Class	Year Round
Daventry Rd. (3.9 km)	Class	Year Round
Flood's Rd. (.2 km)	Class	Year Round
Homestead Rd. (6.2 km)	Class	Year Round
Bronson Lake Rd. (1.9 km)	Class	Year Round
Booth Rd. (.6 km)	Class	Year Round
Beach Rd. (.1 km)	Class	Year Round
Twilight Camp Rd. (.2 km)	Class	Year Round
Mount Pleasant Rd. (3.1 km)	Class	Year Round
Latimer Lane (.5 km)	Class	Year Round
Moreau Rd. (2.3 km)	Class	Year Round
Galston Rd. (3.3 km)	Class	Year Round
Peacefull Lane (.4 km)	Class	Year Round
Beckett Lane (1 km)	Class	Year Round
Pratt Rd. (1.1 km)	Class	Year Round
Adams Rd. (.5 km)	Class	Year Round
Brule Rd. (4 km)	Class	Year Round
McLaughlin Rd. (.4 km)	Class	Year Round
Stewart's Rd. (.9 km)	Class 6	Seasonal Road
Pratt Rd. (1.6 km)	Class 6	Seasonal Road
Latimer Lane (.7 km)	Class 6	Seasonal Road
Flood's Rd. (.9 km)	Class 6	Seasonal Road
Gated Rd. (.9 km)	Class 6	Seasonal Road
Talon Lake Rd. (.4 km)	Class	Maintained Bonfield Year Round
VonDoeler Rd. (.6 km)	Class	Maintained Bonfield Year Round

#### 5.0 MAINTENANCE STANDARDS

a) Seasonal Roads - Limited maintenance from June 1<sup>st</sup> to October 1<sup>st</sup>. Limited maintenance is a service standard below that which is provided for a Year Round road and consists of minimal gravelling, grading and ditching sufficient to permit passage during the seasonal period and does not include major repairs to culverts or bridges unless required for public safety. If such repairs are required for public safety, Council may eliminate all or a portion of the seasonal road from its seasonal maintenance schedule. Since a seasonal road is maintained at a lower standard, the use of these roads is at "user's risk".

All Seasonal roads will be "signed" by the Municipality to indicate the status of the road and the duration of Municipal maintenance services.

Any individual wishing to provide winter maintenance to a Municipal Seasonal road must make written application for permission to the Corporation of the Municipality of Calvin and, if approved, must enter into an Agreement and be aware that they will assume all responsibility for such maintenance and for any liability for damage to Municipal property as a result of the actions of private snow removal equipment.

b) Year Round Roads - Maintenance will be provided by the Municipality year round as per the Minimum Maintenance Standards for Municipal Highways, Ontario Regulation 239/02

6.0 FORCE AND EFFECT

That this By-law will come into full force and effect upon the date of its passing.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2016.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2016.

READ A THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk-Treasurer

DRAFT

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution  
AD HOC ROADS COMMITTEE

DATE: March 22, 2016 NO. \_\_\_\_\_

MOVED BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

“That the next meeting of the AD HOC Roads Committee be scheduled for \_\_\_\_\_, 2016 immediately following the regular meeting of Council in the Calvin Community Centre, and that this meeting of the AD HOC Roads Committee be hereby now adjourned at \_\_\_\_\_ p.m.

CARRIED \_\_\_\_\_

DIVISION VOTE

<u>NAME OF MEMBER OF COMMITTEE</u>	<u>YEA</u>	<u>NAY</u>
<u>Coun Adams</u>	_____	_____
<u>Coun Edwards</u>	_____	_____
<u>Coun O'Connor</u>	_____	_____