

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS POLICY & PROCEDURE MANUAL		
Category: Physical Resources	Topic: Municipal Road Policy	Number: C-16
Date: May 1, 2018		Page: 1 of 6

PREAMBLE: Due to funding cutbacks, it is necessary for the Township to find ways to reduce costs in order to keep property taxes at an acceptable level.

PURPOSE: These standards are to clarify and set in place a formal Roads Policy for the Township of Sioux Narrows - Nestor Falls.

DEFINITIONS:

Town: means the Corporation of the Township of Sioux Narrows - Nestor Falls, its Council, Committees and /or employees.

Town Standards - means the standards outlined in this policy

R.O.W. - means any lands acquired by or vested in the Town

M.O.T. - means the Ministry of Transport for Ontario

DRAWINGS: All work to be done in compliance with Town standards is subject to be detailed on proper engineered plans if required by the Town. Where such drawings are required, no work shall proceed on the site prior to approval from the Town. Where other approvals are required, (ie. Ministry of the Environment, etc.) they must be obtained prior to construction and proof of approval must be filed with the Town.

INSPECTION: The Town shall have the right to inspect the installation of works and services required to be performed in accordance with Town standards. Where the Township has reason to believe the work is not being done to the required standard the work can be stopped until further notification is received from the Township to proceed. The Town may charge a fee for such inspection services.

DAY LIGHTING AND VISIBILITY: Except where the provision is made otherwise, the woody vegetation over the width of the R.O.W. is to be removed from the R.O.W.

DRAINAGE: Where water is arranged to flow in a controlled manner over land or in pipes, all such land shall be accessible for maintenance of the system using conventional equipment.

DESIGNS: All roads designed and constructed shall conform to the standards developed by the M.O.T. unless expressly approved otherwise.

TRANSFER OF PRIVATE ROADS TO THE MUNICIPALITY: The Municipality is under no obligation to take over any private road or road allowance. Titles shall be taken only where it is deemed to be in the best interests of the Town. Each situation will be looked at on an individual basis and a decision will be made dependent on budgets, required ongoing upkeep, assessment and approval by the Township and MOT, if applicable. All individual tax paying properties on the road in question must be in agreement with the request to transfer the private road to the municipality. The road must be brought to MOT and Township standards if approval is given. There must be a minimum of five (5) individual tax paying properties on the road and all Town conditions must be met before the Town will consider taking over a private road.

The ownership of such lands does not place any obligation on the Town to maintain or service any improvements that may be on such lands. Where the property to be transferred benefits an existing Town maintained road, a minimum of 20 m is required. All costs, including legal and survey costs, shall be borne by the owner proposing the transfer to the Municipality. The costs of registering the deed shall be borne by the transferor.

After inspections by MOT and the Township, the road must be used for one year, at which time, a re-inspection will occur by the Township. If the road continues to meet the required standards at the time of the post year inspection, consideration will be given by the Township to take over the road.

DRAINS: It is not permitted to make a direct connection from any private storm or ground water drainage system directly into a culvert maintained by the Town without express permission by the Town.

The Town is not responsible for damages due to water backing up into private systems.

ENTRANCE PERMITS:(Including culverts) An entrance way shall be any driveway, lane way, private road, entrance or other structure used as a means of access to a municipal road.

The construction of an entrance onto a Town road is not permitted except by authorization of the Township of Sioux Narrows - Nestor Falls. Authorization must be received prior to proceeding. Requests for an entrance onto a municipal road must be in writing and include a sketch plan with all pertinent measurements. Only one driveway per lot shall be allowed. All culverts, materials, etc. must be as prescribed by the Township and must be within the Ministry of Transportation guidelines. All newly constructed entrances and extensions must be located where deemed appropriate by the Township. Driveway culverts and installation costs shall be the responsibility of the property owner.

CULVERTS: Permission to install culverts must be obtained in writing from the Township. Culverts must conform to standard required by the Township.

CULVERTS (cont.)

The Town may, by the adoption of this policy, charge for installation of culverts, either across a municipal road or in an entrance or extension. The charge will be based on an estimate acquired from an experienced contractor and will include a 5% administration charge. The charge shall be paid in advance by the property owner.

The Town will be responsible for the day to day maintenance of any entrance culvert provided approval has been received prior to installation. The property owner will be responsible for replacement costs of the culvert if replacement is required. The obstruction of any drain on a Town road or road allowance is prohibited. The Township shall determine the size of the culvert in diameter, length and depth of installation. The property owner shall purchase the culvert from a supplier other than the Township of Sioux Narrows - Nestor Falls.

No water, septic, electrical or other type of line will be allowed to be placed through a Township culvert without express written permission of the Township of Sioux Narrows - Nestor Falls and must meet all of the following requirements as applicable depending on the type of line.

1. It must be a CSA approved product.
2. 120 volts is the allowable maximum.
3. It must be located inside black polyethylene pipe (ABS).
4. It must have a weather proof ground fault receptacle.
5. The power supply must be accessible to municipal employees for purposes of maintenance or repair.
6. It must be clearly marked by a sign as approved by the Township.
7. Ontario Hydro must inspect and a copy of the Hydro approval must be submitted to the Township.

If the installed line has to be removed for culvert maintenance or repair purposes, the owner of the line is required to remove and re-install it at their own expense.

All electrical lines that are approved to be installed in a municipal culvert shall be marked by a yellow sign with black print and erected on posts at the both ends of the culvert. The sign shall be no less than 11" wide X 8 1/2" high and shall be weathered proofed. The contents of the sign must include the type of line, voltage, the line owner and a year-round contact number. The sign must be erected within 60 days from the date of the Township's letter of approval.

The Township of Sioux Narrows - Nestor Falls accepts no responsibility or liability for any damage or injury caused by or to a line or cable installed through a municipal culvert.

NON-APPROVED ENTRANCES: Where entrances were installed without approval and are, in the opinion of the Township, obstructing a ditch or watercourse on a Town road, the owner of the property serviced by the entrance shall within 14 days of receipt of a written notice from the Township make the modification to the entrance. The entire cost of the modification is to be paid by the owner. Where the owner fails to comply with

NON-APPROVED ENTRANCES (cont.)

the notification to change, the Township may authorize the removal or repair of the entrance at the owner's expense. Where the entrance constitutes a hazard to traffic or the roadway, the Township may authorize the removal or repair of the entrance without prior approval of the owner and bill the owner for the costs.

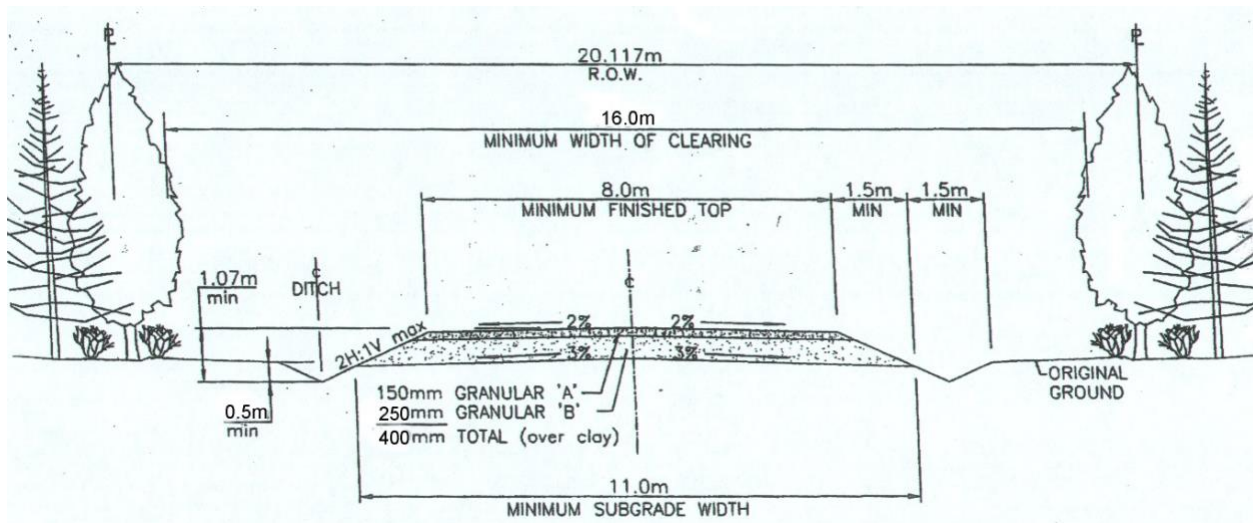
ROAD STANDARDS: (Maintenance) It is the Town's practice to maintain only those roads that are listed on the Road Classification list attached to this policy. The degree of service depends on use, funding, priority and condition.

SUMMER ROADS: Roads not classified by the Town as Winter Roads shall be classified as "Summer Maintained" roads. A Summer Maintained road is a road that allows access to summer residences. The Town accepts no responsibility for the condition of summer maintained roads from November 1 to June 1. Permission must be obtained from the Town by anyone desiring to open up and/or maintain a summer road during the winter season at their own risk and expense. (See attached classification list.)

MINIMUM STANDARDS: (for estimated volumes below .50 v p d only. For larger volumes use the Geometric Design Standards for Rural Ontario Roads - PR-C63)

Terrain	Flat or Gently Rolling	Steeply Rolling and/or Rocky
Right-of-Way*	20.0 m	20.0 m
Minimum Width of Clearing	16.0 m	12.0 m
Surface a) Width	8.0 m	6.0 m
b) Type/Depth		
Granular A	150 mm	150 mm
Granular B	250 mm	250 mm
Type 1 OPSS1010.05	Type 1 OPSS1010.05	
Shoulder Width (including rounding)	1.5 m (ea. side)	1.5 m (ea. side)
Depth of Granular Base as determined by consideration of sub-grade material		
Ditches	minimum depth from crown of road to bottom of ditch - 0.5 m. All ditches to be carried to sufficient outlet. All material from ditching must be either levelled or removed from site.	
Culverts	Galvanized steel. Minimum 400 mm diameter, larger as required.	
Geometrics	Such that maintenance equipment can work effectively. Turning areas to be provided at the terminus of dead end streets.	

** Unless a lesser width has been authorized in accordance with the requirements of the Municipal or other Applicable/Authorizing Act.*



WINTER PLOWING/MAINTENANCE: Only roads classified by the Town as Winter Roads shall be plowed during the winter months. A Winter Road is a road that is available for use through the winter. Some roads will have two classifications due to the type of residences located on them. If vehicles are parked on the road or turn around so as to inhibit the proper safe operation of maintenance vehicles winter maintenance may be withdrawn. There are two priorities for winter plowing, special needs and school bus access. These two priorities are the first roads plowed.

REQUEST FOR PERMISSION TO WORK ON MUNICIPAL ROAD PROPERTY:

The Town may allow private resident or contractor to work on a municipal road or road allowance but only with all pertinent conditions stated in writing and the private resident or contractor's signed agreement to meet the stated conditions.

USE OF ROADWAYS FOR WOOD CUTTING/ MINING OPERATIONS:

No individual or business will be permitted to perform cutting, skidding, stock-piling, handling or loading of timber/firewood within the road allowance of any Town road or any road allowance without written permission to do so from the Township. No mining operation or exploration will be permitted within the road allowance of any Town road or any road allowance without written permission to do so from the Township.

All roads and road allowances shall be repaired and restored to permit continued use by the public and failing such repair by the owner of the subject lands and/or the operator, the Town may affect such repairs and incur the total expense against both parties jointly and severally.

ROAD ALLOWANCE:

Upkeep: The upkeep of the road allowance is the responsibility of the Township and if financially viable will be maintained.

Private property owners may cut the road allowance only in the area immediately in front of their own property.

Parking: No parking of vehicles, trailers, motor homes, etc. shall occur on the Township road allowance. The Township shall not be held responsible for vehicles, trailers, motor homes, etc. who do not adhere to this policy.

Storage: No storage of any kind shall be allowed on the Township road allowance. The Township shall not be held responsible for items stored by individuals who do not adhere to this policy.

DAMAGE TO ROADS:

Damage done to any Township road, culvert, or property by heavy equipment by a private individual or contractor shall be brought back to the same standard as prior to damage. This expense shall be the responsibility of the individual. If Township labour and/or equipment, in-house or contracted, must be used to repair said damage, the individual responsible shall be billed by the Township for expenses incurred.

GUIDELINES FOR CONSIDERATION OF SPECIAL ASSISTANCE REQUESTS FOR REPAIRS TO NON-MUNICIPAL ROADS: The following items may be considered by Council:

1. Requests may be considered at the discretion of Council on an annual basis.
2. Any request to be considered will be on a dollar for dollar funding formula to a maximum of 5% of the total municipal taxes collected from taxpayers on that road.
3. All requests must be accompanied by an estimate of total costs.
4. Requests (except in cases of emergency due to disasters, such as floods, storms, etc.) must be submitted prior to the completion of the municipal current annual budget.
5. Items which may be considered by Council include special/problem area specific ditching, grading, material hauling/placement (special problems aside from regular road maintenance, ie. washboard, etc.).
6. Requests may not be made for regular road maintenance, such as regular and/or routine ditching, grading, material hauling/placement, snow removal, etc.
7. The work to be completed (tender, contract, etc.) may not be awarded until authorization from Council is confirmed in writing.
8. Requests must be representative of a majority of the tax payers who reside/own property on the particular road.

EXCEPTIONS: The Council of the Town or their designated representative reserve the right to amend these requirements where specific situations would be facilitated by such an amendment.