

THE CORPORATION OF THE MUNICIPALITY OF WEST GREY

BY-LAW NUMBER 56 - 2012

BEING, a by-law to adopt a Municipality of West Grey Public Works Department Policy Manual;

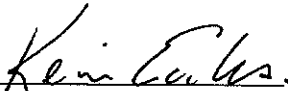
WHEREAS, the Council of the Municipality of West Grey deems it expedient and in the public interest to adopt a Municipality of West Grey Public Works Department Policy Manual;

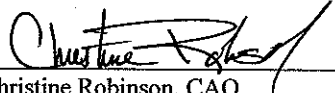
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST GREY ENACTS AS FOLLOW:

1. That the Municipality of West Grey Public Works Department Policy Manual, attached hereto as Schedule "A" and forming part of this Bylaw, is hereby approved.
2. That Bylaw Number 1-2005 is hereby rescinded.
3. That this by-law shall come into full force and effect on the date of passing.

Read a first and second time, this 3rd day of December, 2012.

Read a third time and finally passed, this 3rd day of December, 2012.


Kevin Eccles, Mayor


Christine Robinson, CAO



SCHEDULE "A" TO BY-LAW NUMBER 56 - 2012

MUNICIPALITY OF

*West
Grey*

**MUNICIPALITY OF WEST GREY PUBLIC
WORKS DEPARTMENT POLICY MANUAL**



MUNICIPALITY OF WEST GREY

POLICY INDEX

WINTER CONTROL	TAB 1
TRAPPING ON ROAD ALLOWANCES	TAB 2
MAILBOXES	TAB 3
FENCE BONUS	TAB 4
ENTRANCE PERMIT	TAB 5
MINIMUM MAINTENANCE STANDARDS	TAB 6
ROAD PATROL STANDARDS	TAB 7
PARKING ON ROADWAYS	TAB 8
MACHINE TIME RATES	TAB 9
ADOPT-A-HIGHWAY	TAB 10
TEMPORARY ROAD CLOSURE	TAB 11
REHABILITATION OF DRIVEWAYS	TAB 12
CIVIC ADDRESSING	TAB 13



Section:	Policy Number:
Sub-section:	Effective Date:
Subject:	Revision Date:

WINTER CONTROL FOR ROADS POLICY

Purpose: To outline the Municipality of West Grey Public Works Department methods and procedures during the winter months.

Policy:

The Municipality of West Grey is responsible for 720 kilometers of roads that includes 467 km's of gravel and 253 km's of pavement. Approximately 7,000 tonnes of sand is used mixed with approximately 5-7% salt. Approximately 640 tonnes of salt is used in West Grey annually.

The Municipality of West Grey is committed to providing safe roads for the travelling public during the winter season. The Municipality tries to utilize methods that are efficient, economical and environmentally friendly to achieve this goal.

This document outlines the Municipality of West Grey's methods and procedures during the winter months.

CONTACT LIST

Ken Gould Director of Infrastructure and PW	office (519) 369-2200 ext.227
	cell (519) 372-5500
Joyce Nuhn Administrative Assistant	office (519) 369-2200 ext.224
Tim Cook Roads Supervisor	office (519) 369-2200 ext 238
	cell (519) 375-0516
Steve Ayerhart Utility Supervisor Durham Patrol	shed (519) 369-3243
	cell (519) 369-4343
Doug Miller Leadhand Bentinck Patrol	shed (519) 364-5105
	cell (519) 375-5081
Keith Pfeffer Leadhand Normanby Patrol	shed (519) 665-7523
	cell (519) 369-4729
Ron Talbot Leadhand Glenelg Patrol	shed (519) 369-2133
	cell (519) 379-4115
Winter Maintenance Night Road Patrol (12:00 a.m. to 6:00 a.m. during winter months)	cell (519) 369-8058

Note

Within the Municipality, the highway #6 connecting link through The Town of Durham is maintained by Integrated Maintenance and Operations Services Inc. (IMOS) with patrolling and winter maintenance being provided. The phone no. is (519 376 6140.)

The Grey County Roads within the Municipality are patrolled and maintained by the County of Grey mainly from the Ayton Patrol Yard. The Dundalk/Flesherton Patrol are responsible for winter maintenance on Grey Road 23. The phone no. is (519 376 7339)

Equipment and Material

The three rural patrol yards being Bentinck, Glenelg and Normanby have sand-salt storage buildings on site. All three rural patrols use the same mixture of sand/salt. The Durham Patrol uses sand and salt from the Durham (IMOS) yard.

The sand sheds are refilled during the summer months so the sand is dry when being mixed. This procedure produces a better sand/salt mixture and a more effective cleanup after the mixing and stacking.

The winter sand used in the rural patrols is mixed with 5% to 7% salt. Pure salt is not applied to rural paved roads unless there is an extreme build up of ice and snow on the paved roads.

The tandem plow trucks in the rural patrols carry sand/salt mix and apply the sand/salt to pavements and spot gravel roads as required on the return trip through their route. Graders in the rural patrols ice blade the gravel roads as required. Within the Town of Durham straight salt is used and also a sand/salt mix.

Four of the newer trucks are equipped with Dickey-John controls to ensure uniform sand/salt application rates. The Dickey-John controls are calibrated every fall prior to the winter season.

Patrol Shed Locations and Equipment Lists

Bentinck Patrol Shed

421609 Concession 6 NDR

- 3 tandem plow trucks
- 2 graders
- 1 loader
- 1 spare grader

Durham Patrol Shed

451 Saddler St.

- 2 single axle plow trucks
- 1 loader
- 2 trackless sidewalk machines
- 1 spare sidewalk machine

Glenelg Patrol Shed

493870 Baptist Church Rd.

- 3 tandem plow trucks
- 2 graders
- 1 backhoe/loader
- 1 spare grader

Normanby Patrol Shed

124 Helena St. Ayton

- 3 tandem plow trucks
- 2 graders
- 1 backhoe/loader
- 1 spare grader

Level of Service

Patrolling

During Winter Maintenance Operations The Public Works Department will perform Winter Patrolling on representative roadways, sidewalks and municipal parking lots as necessary to inspect for snow accumulation and icy conditions. The Patroller will document the conditions throughout the patrol and the equipment dispatched and time. West Grey will monitor road conditions and provide winter maintenance from the first sign of winter in the fall until the last day of snow or ice accumulation in the spring.

Snow Accumulation

While the snow continues to accumulate, West Grey will deploy resources as soon as practicable after becoming aware that the snow accumulation is greater than set out in (Table 1) for a Class 4 Road.

Table 1 – Snow Accumulation

Class of Roadway	Depth	Completion Time
1	N/A	N/A
2	5.0 cm	6 hours
3	5.0 cm	6 hours
4	8.0 cm	16 hours
5	10.0 cm	24 hours
6	15.0 cm	48 hours

Ice Accumulation

West Grey will deploy resources to treat an Icy Roadway as soon as practicable after becoming aware that the road is icy and will treat the icy roadway as set out in (Table 2) for a Class 4 Road.

Table 2 – Ice Roadways

Class of Roadway	Completion Time
N/A	N/A
2	4 hours
3	4 hours
4	12 hours
5	16 hours
6	24 hours

Sidewalks

There are no winter maintenance standards for sidewalks in the Minimum Maintenance Standards O.Reg. 239/02. Under section 44 of the Municipal Act a municipality is not liable for personal injury caused by snow or ice on a sidewalk except in the case of gross negligence. For snow clearing and ice control operations in West Grey, Sidewalk Maintenance Equipment is deployed as soon as practicable. Sidewalks located on the Connecting Link, Grey County Rd. 4 (Lambton and Bruce St's.) and access routes to the schools are serviced first in the Durham Patrol. The Ayton and Neustadt sidewalks are maintained by private contractors.

Parking Lots

Snow clearing and ice control of parking lots servicing municipal buildings and municipal public parking lots will commence following 8 cm of snow accumulation. Sanding and salting operations for ice control will take place if required after snow removal.

Snow Removal

Snow removal in the downtown business section of Durham will be carried out when required by the West Grey Roads Department.

Snow removal in the Ayton, Neustadt and Elmwood downtown business sections will be carried when agreed upon by The County of Grey and The Municipality of West Grey Roads Departments.

Snow removal and or snow blowing on narrowed streets and intersections will take place as required.

Snow Blowing on narrowed roads in the rural areas will take place when required.

Property Damage

During Snowplowing operations through the winter season, a certain amount of damage to municipal and private property may occur during winter maintenance operations. If sod is damaged, The Public Works Department will restore the damaged area using topsoil and seed in the spring. Any damage to lawns caused by sand or salt will not be repaired.

If a mailbox is hit by a snowplow, the mailbox will be repaired or replaced with a standard type metal mailbox. If the mailbox is damaged by rolling snow off of the plow, the mailbox will not be replaced by the Public Works Department. West Grey will not replace decorative or plastic mailboxes. Property owners who install decorative or plastic mailboxes do so at their own risk.

Departure from Policy

The Municipality of West Grey recognizes that conditions may be so unusual or unexpected that a departure from this policy should be authorized. Therefore when conditions warrant the Director of Infrastructure & Public Works in consultation with the Mayor; Deputy Mayor or designate may order a departure from these general guidelines.



Section:	Policy Number:
Sub-section:	Effective Date:
Subject:	Revision Date:

TRAPPING ON ROAD ALLOWANCES POLICY

Purpose:

To adopt a policy statement for trapping on West Grey Municipal road allowances.

Policy:

The Municipality of West Grey recognizes the need for trapping along road allowances to minimize damage to woodlands and occurrences of flooding caused by beaver and other nuisance animals.

The intent of this policy statement is to ensure the continued viability of trapping on Municipality of West Grey road allowances while implementing steps to safeguard the health and welfare of residents and domestic animals.

Definitions:

“body-gripping killer trap” means a trap designed to capture an animal by striking it a lethal blow then holding the animal, but does not include a trap designated to capture a mouse or a rat;

“license” means an instrument issued under the Game and Fish Act, R.S.O., 1990 Chapter G.1, conferring upon the holder the privilege of doing the things set forth in it, subject to the conditions limitations and restrictions contained in it and in the Game and Fish Act, and in the regulations but no license is or shall operate as a lease;

“regulations” means the regulations made under the Game and Fish Act, R.S.O., 1990 Chapter G.1;

“trap” means a spring trap, body-gripping killer trap, leg-hold trap, gin, deadfall, snare, box or net used to capture an animal, and “trapping” has a corresponding meaning;

“water set” for the purpose of this by-law, means a conibear, leghold trap or snare, that is set in such a manner so as the set is completely submerged below the surface of the water and remains below the surface while the trap is set.

Implementation of Policy Guidelines:

1. Written permission to trap on Municipal road allowances is required pursuant to Section 4(1) (b) of Regulation 492 made under the Game and Fish Act. Such permission shall be issued by the CAO/Clerk of the Municipality of West Grey.
2. Written permission to trap on Municipal road allowances shall be updated by the trapper every year. The information required shall be submitted on a form supplied by the Municipality, attached hereto.
3. Written permission will only be issued to trappers who produce proof of valid liability insurance and such permission will only remain valid pursuant to the following conditions being complied with,
 - a) A body gripping killer trap seven inches or over shall not be used within two hundred feet of a residential driveway, except water sets.
 - b) Bait and/or scent with a body gripping killer trap seven inches or over is prohibited, except water sets.
 - c) Valid liability insurance coverage must be, and remain in effect during such time as trapping is being conducted on Municipal road allowances.
4. Any violation of Sections 3 (a), (b) or (c) will immediately and without notice, render written permission to the offending trapper, invalid.
5. Ministry of Natural Resources conservation officers shall investigate any contravention of the Game and Fish Act, R.S.O. 1990 Chapter G.1 and the regulations, as relating to the Municipality of West Grey road allowance trapping policy statement and as brought to his or her notice, and may prosecute any person who he or she has reasonable cause to believe is guilty of an offence.



MUNICIPALITY OF WEST GREY

**WRITTEN PERMISSION TO TRAP ON
MUNICIPALITY OF WEST GREY ROAD ALLOWANCES**

On behalf of the Council of Corporation of the Municipality of West Grey, the CAO hereby authorizes _____ to trap on Municipality of West Grey road allowances for a period of one year from the signing of this agreement, pursuant to the provisions of the Corporation of the Municipality of West Grey By-law No. 1 – 2005, being a by-law to adopt a policy statement on trapping on Municipality of West Grey road allowances.

The undersigned trapper hereby acknowledges written permission to trap on Municipality of West Grey road allowances shall be updated by the trapper every year, and any violation of By-law No. 1 – 2005 will immediately and without notice render written permission to the offending trapper invalid.

The undersigned trapper hereby certifies that he or she currently has and will continue to maintain valid liability insurance coverage.

License Number

Licensed Trapper

CAO

Dated at the Municipality of West Grey
this _____ day of _____, _____.



Section:	Policy Number:
Sub-section:	Effective Date:
Subject:	Revision Date:

MAILBOX POLICY

Purpose: To ensure the location and design of the mailboxes meet the criteria within road allowances for liability purposes.

Policy:

1. LOCATION OF MAILBOXES

The mailbox and post must be located so that no part of the box or mounting protrudes towards the roadway beyond the shoulder rounding. The bottom of the box must be one metre above the roadway.

2. DESIGN

Design regulations are necessary to reduce the hazard created by mailboxes and mountings of certain design. The decision as to acceptability of design rests solely with the Road Authority.

Posts should be standard wooden posts with a maximum 150 mm. Diameter measured at a height of one metre from the roadway. A 50 mm. diameter hollow steel pipe may also be used as a post. Any designs that vary from a simple post and box configuration will only be permitted if they do not constitute a traffic hazard.

3. LIABILITY

Because of the large amount of snowfall experienced throughout West Grey, mailboxes frequently are damaged or pushed from their mounting positions. The Municipality would experience large expenditures each year if all boxes had to be reset, repaired, or replaced at the expense of the Municipality.

The Municipality of West Grey will only repair or replace mailboxes and mountings, if in the opinion of the Public Works Department, damage resulted from an act of carelessness on the part of the Municipality. The mailbox or post will not be replaced if damage is caused from other than contact by the plow itself. The replacement cost will be limited to the cost of a standard box and/or post. An example of carelessness would be striking of the box or post by the Municipality plow when the box was clearly visible.

Notwithstanding liability, the Municipality may repair or replace damaged mailboxes where it may constitute a hardship for the owner to do so because of age or infirmity. The Municipality will not be responsible for replacement of plastic mail boxes.

4. ENFORCEMENT

The Municipality will notify owners of mailboxes which are not in compliance with this policy. The owner will have three months from time of notification, either verbally or in writing, to rectify the situation at his or her expense.

The Municipality has the option at the end of the three month period of either removing the offending mailbox or taking the necessary legal steps to have it removed.



Section:	Policy Number:
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FENCE BONUS POLICY

Purpose: To set the rates for new or replacement of wire fencing.

Policy:

When an existing wire fence is replaced by a new wire fence with new posts and corner posts, as a result of road construction, and upon application to the West Grey Public Works Department within one year after the completion of the road construction, the Municipality agrees to compensate the landowner \$8.00 per rod for erecting a new eight (8) strand woven wire fence and new six (6) inch posts (minimum) every rod or equivalent six (6) strand minimum high tensile fence, with a strength of 150,000 to 210,000 PSI of 12.5 gauge, Class III galvanized at a tension of 250 lbs., nominal wire, where fence has been removed, or

When an existing wire fence, has served for fifteen years or more, a wire fence bonus will also be paid to property owners constructing a wire fence as defined at a rate of \$4.00 per rod on wire fence constructed where there has been no road construction.

Please call when new fence has been constructed.



Application for Fence Bonus No. _____

New Road Construction Replacement (15 years or more)

TO BE FILLED OUT BY APPLICANT

NAME: (PLEASE PRINT): _____

ADDRESS: _____

POSTAL CODE: _____ CIVIC NO. _____

PHONE NUMBER: _____

ROLL NUMBER: _____

DESCRIPTION AND LOCATION OF PROPERTY

CONCESSION NO. _____ LOT NO. _____

DATE: _____ SIGNATURE: _____

ROAD DEPARTMENT USE ONLY

New Road Construction Replacement (15 years or more)

LENGTH OF FENCING _____ \$8.00 per rod \$4.00 per road

APPROVED NOT APPROVED

Payment: _____

DATE

Director of Infrastructure & Public Works or
Public Works Supervisor



Section:	Policy Number:
Sub-section:	Effective Date:
Subject:	Revision Date:

ENTRANCE PERMIT POLICY

Purpose: To establish regulations and fees in accordance to said location for an entrance approval or alteration to an entrance.

Policy/Conditions:

(Other than controlled access)

THIS PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS AND TO ANY SUPPLEMENTARY CONDITIONS ESTABLISHED AT THE TIME OF ISSUE.

SUPPLEMENTARY CONDITIONS APPLYING TO THIS PERMIT () HAVE () HAVE NOT BEEN ESTABLISHED; BY THE DEPARTMENT

1. No building permit shall be issued for any construction until an entrance has been approved and a permit issued by the Director of Infrastructure & Public Works.
2. Work on the construction or alteration of an entrance must not be started before an entrance permit for the work has been issued by the Municipality.
3. Work on an installation or development for which a permit is granted must start within six months of the date of issue of the permit or the permit shall be void and shall be cancelled by the Municipality.
4. All works related to or forming a part of an entrance shall be carried out in accordance with the approved plans and specifications and subject to the approval of the Municipality. The owner of the property shall bear all expenses related thereto.
5. Trees, shrubs, etc., on the right-of-way of a municipal road must not be cut or trimmed without written permission of the Municipality and such cutting or trimming may only be done under the direct supervision of the Municipality or its duly authorized agent. Where it is necessary to cut or trim on property adjacent to a Municipal road, the applicant must make the necessary arrangements with the property owners and must bear all expenses in connection therewith, including any damages occasioned as a result of such cutting or trimming.
6. Each entrance must be designed, constructed and maintained in a manner that prevents surface water from the entranceway and/or the adjoining property from being discharged via the entrance onto the Municipal road.
7. The applicant is responsible for the construction, marking and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to an entrance.
8. The design and specifications of an entrance must not be changed without the approval of the Municipality. If the owner of a property desires to change the design of an entrance, or add curbs, gutters, etc., an application to do so must be submitted to the Municipality for approval.
9. The use or purpose of an entrance must not be changed in a manner that changes the classification of an entrance. Improper use of an entrance may result in the cancellation of the permit therefore. If the owner of a property desires to change the classification of an entrance, an application to do so must be submitted to the Municipality for approval.
10. The owner of a property served by an entrance shall maintain each entrance to his property in accordance with the requirements of the Municipality.
11. This entrance is subject to all municipal by-laws.
12. If there is an expiry date on this permit and a further term is desired, an application for renewal of the permit shall be made to the Municipality before the expiry date named in this permit. A further term may be approved or refused by the Municipality.
13. If this permit expires and is not renewed for any reason all work constructed, maintained, or operated under this permit shall, if the Municipality so requests, be removed without expense to the Municipality and the Municipal road shall be left in as good a condition as it was before the said works were installed or

14. This permit must not be assigned or transferred from one owner to another. Each new permit is subject to the conditions applying at the time of issue.
15. An entrance permit may be cancelled at any time for breach of the regulations or conditions of the permit or such reasons as the Director of Infrastructure & Public Works in his discretion deems proper.
16. If, during the life of this permit, any acts are passed or regulations adopted which affect the rights and privileges herein granted, the said acts or regulations shall be applicable to this permit from the date on which they come into force.
17. Time Limits - Approved entrance permits, not constructed within six months, will forfeit their refund of FOUR HUNDRED ---- \$400.00 ---- DOLLARS.
18. Following the signing of this application and the payment of the required fee a site inspection will be done by the Municipal personnel. Allow ten (10) days following date of application for inspection and processing.

Procedure:

An application for an entrance permit must be accompanied with a deposit of Six Hundred (\$600.00) dollars. A deposit of \$400.00 will be refunded after the entrance has been installed as follows:

1. The culvert, if required, is set to the approved ditch grade.
2. Granular backfill is place around the culvert, and used to shape the entranceway.
3. Granular "A" type gravel to be used to top driveway.
4. The culvert size and entrance-way width are as specified in the permit.
5. The roadside is left in a neat and tidy condition. Slopes must be neatly trimmed and not steeper than 2:1. Culvert ends must be clean.
6. An entrance installed on a temporary permit is removed.
7. Only new C.S.P. will be accepted.
8. Locations with less than 120 metres visibility in either direction from the point of entrance to the Municipal Road will not be approved, unless in urban areas (in which other considerations will be given).
9. Minimum of 60 meters from intersection.

Access:

1. Accesses to the required parking spaces and parking areas shall be provided by means of unobstructed driveways or passageways at least 3 metres but not more than 9 metres in width.
2. The aisles between parking spaces within a parking area shall have a minimum width of 6 metres.
3. The maximum width of any combined ingress and egress driveway, measured along the street line shall be 8 metres.
4. The minimum distance between 2 separate driveways on one lot, measured along the street line, shall be 8 metres.
5. The minimum angle of intersection between a driveway and a street line shall be 60 degrees.
6. Every lot shall be limited to the following number of driveways:
 - Two driveways, with a combined width not exceeding 30% of the lot frontage for the first 30 metres of the lot frontage or portion thereof; and
 - One additional driveway for each additional 30 metres of lot frontage.
7. No driveway shall be established closer than 1 metre to a side lot line, provided this shall not apply to prevent the establishment of abutting driveways along a common lot line if their combined width does not exceed 9 metres.

Surface:

1. Any parking area, parking space or driveway required to be provided or permitted according to the provisions of this By-Law for any use of land, other than parking facilities for a one-family detached dwelling or any agricultural use, shall be provided and maintained with a stable surface that is treated to prevent the raising of dust or loose particles and adequate drainage.

Illumination of Parking Areas and Driveways:

1. When parking areas and/or driveways are illuminated, lighting fixtures shall be so arranged to divert the light away from adjacent lots and/or street.



MUNICIPALITY OF WEST GREY
APPLICATION FOR ENTRANCE PERMIT NO.
 PLEASE MARK THE PROPOSED ENTRANCE CLEARLY WITH STAKES FOR
 INSPECTION PURPOSES

TO BE FILLED OUT BY APPLICANT

NAME:(PLEASE PRINT): _____

ADDRESS: _____

POSTAL CODE _____ CIVIC NO. _____ PHONE: _____

ROLL NUMBER _____

LAND SEVERANCE INFORMATION

Is the application in conjunction with a land severance YES _____ NO _____

If "YES" give Severance Application No. _____

Application is hereby made to: (Check one or more of the following to indicate proposed work).

- | | |
|--|---|
| <input type="checkbox"/> Construct an unpaved entrance | <input type="checkbox"/> Change the design of an existing entrance |
| <input type="checkbox"/> Construct a paved entrance | <input type="checkbox"/> Change the location of an existing entrance |
| <input type="checkbox"/> Construct curbs, gutters, or other permanent works related to an entrance | <input type="checkbox"/> Use an existing entrance for other than its original present or normal use (Change of classification from residential to commercial, etc.) |
| <input type="checkbox"/> Pave an existing entrance | <input type="checkbox"/> Construct a temporary or use any part of the right-of- way of a Municipality Road as a means of temporary access to and from a property |
| <input type="checkbox"/> Concrete an existing entrance | |
| <input type="checkbox"/> Add curbs, gutters, or other permanent works to an existing entrance | |

DESCRIPTION AND LOCATION OF PROPERTY

NAME OF PROPERTY OWNER _____

LOT NO. _____ CONCESSION NO. _____ CIVIC NO. _____

MUNICIPALITY _____ COUNTY _____

FEES

\$600.00 _____ \$200.00 _____
 (refund \$400.00 upon completion) (modified existing entrance)

Payment:
 Cash _____ Cheque _____ Debit _____ Receipt No. _____

CLASSIFICATION, USE, PURPOSE AND DETAIL OF ENTRANCE

Access Required For

COMMERCIAL RESIDENTIAL FIELD/BUSH PUBLIC STREET

NO. OF ENTRANCES _____

MATERIAL PROPOSED FOR USE _____

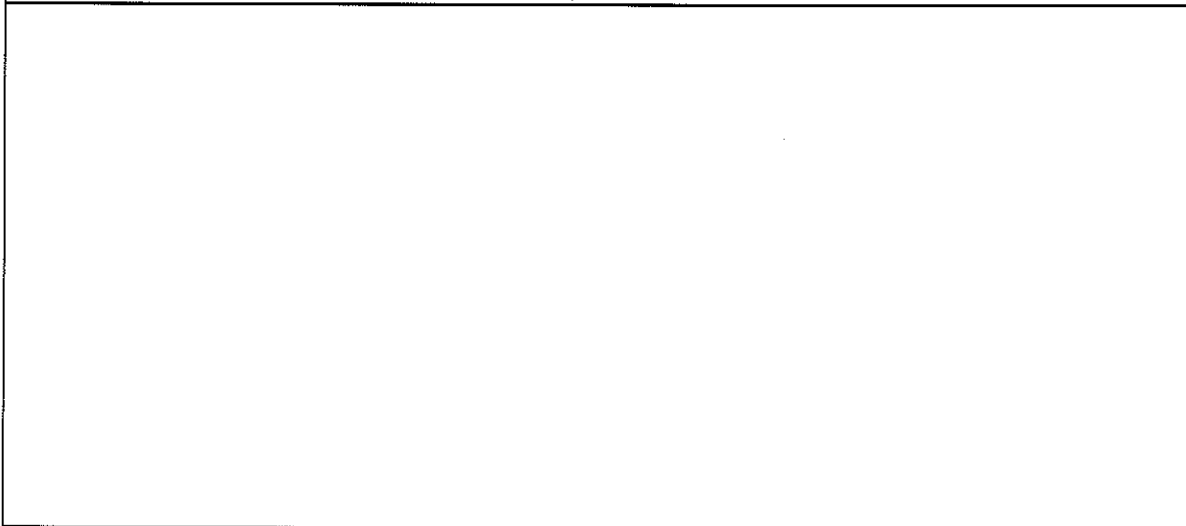
It is understood that all works will be constructed, altered, maintained or operated at the expense of the undersigned. That work must not begin before a permit has been issued by the Municipality of West Grey.

The issue of a permit by the Municipality does not relieve the holder of the responsibility of complying with relevant municipal by-laws.

In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, administrators, successors, and assigns, hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless, the Municipality of West Grey represented by the Director of Infrastructure & Public Works from and against all loss, cost, changes, damages, whatsoever to which may be put or which the Municipality of West Grey may suffer or sustain or for which the Municipality of West Grey may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.

DATE: _____ SIGNATURE: _____

Please draw a sketch (below) of location of proposed entrance. Show the entrances proximity to existing buildings, driveways, roads, etc.



ROAD DEPARTMENT USE ONLY

LENGTH OF PIPE OR CULVERT _____ SIZE OF PIPE _____

WIDTH OF ENTRANCE _____

APPROXIMATE DISTANCE APPROACHING TRAFFIC IS VISIBLE FROM THE
POINT OF ENTRANCE TO THE MUNICIPAL ROAD

FROM THE RIGHT _____ FROM THE LEFT _____

CENTRE LINE OF ENTRANCE TO BE _____

INDICATE WHICH, IF ANY, OF THE FOLLOWING WILL BE AFFECTED:

- ROAD DRAINAGE TREES, SHRUBS, PLANTINGS SIGNS
 GUIDE RAIL NIL

CLASSIFICATION OF ENTRANCE _____

MUNICIPALITY STANDARD _____

MODIFICATION TO EXISTING DRIVEWAY:

- PAVING CONCRETE OTHER _____ (specify)

DATE

SIGNATURE OF PUBLIC WORKS SUPERVISOR

- APPROVED NOT APPROVED REFERRED TO ROAD COMMITTEE



**MUNICIPALITY OF WEST GREY
ENTRANCE PERMIT NO.**

Roll No.:

Severance Application No.:

Permit Issued For:

Address:

Length of Pipe or Culvert:

Size of Pipe:

Width of Entrance:

Approximate distance approaching traffic is visible from the point of entrance to the Municipal road.

From the Right:

From the Left:

Indicate which, if any, of the following will be affected.

Road Drainage Trees, Shrubs Plantings Signs Guide Rail Nil

Classification of Entrance:

Municipal Standard:

Entrance Location:

Center Line of Entrance to be:

Approved:

Not Approved:

Comments:

Dated at the Municipality of West Grey

This ___ day of _____, 20__

Municipality of West Grey
Director of Infrastructure & Public Works

FINAL INSPECTION OF ENTRANCE

Date of Approval

Approved by Public Works Supervisor

This permit is issued under the authority vested in the Director of Infrastructure & Public Works by the Council of the Corporation of the Municipality of West Grey By-Law No. 50-2001.

ENTRANCE COMPLETED TO SATISFACTION OF DIRECTOR OF INFRASTRUCTURE & PUBLIC WORKS

this _____ day of _____, 2012

Municipality of West Grey
Director of Infrastructure & Public Works



Section:	Policy Number:
Sub-section:	Effective Date:
Subject:	Revision Date:

Page 1 of 11

MINIMUM MAINTENANCE STANDARDS POLICY

Purpose: To comply to the Ontario Regulations 239/02 outlining the Minimum Maintenance standards for Municipal Highways.

Policy:



Municipal Act, 2001
Loi de 2001 sur les municipalités

ONTARIO REGULATION 239/02

MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

Consolidation Period: From February 18, 2010 to the e-Laws currency date.

Last amendment: O. Reg. 23/10.

This Regulation is made in English only.

Definitions

- (1) In this Regulation,
 - “cm” means centimetres;
 - “day” means a 24-hour period;
 - “motor vehicle” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;
 - “non-paved surface” means a surface that is not a paved surface;
 - “Ontario Traffic Manual” means the Ontario Traffic Manual published by the Ministry of Transportation, as amended from time to time;
 - “paved surface” means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;
 - “roadway” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*;
 - “shoulder” means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;

"surface" means the top of a roadway or shoulder. O. Reg. 239/02, s. 1 (1); O. Reg. 23/10, s. 1 (1).

- (2) For the purposes of this Regulation, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in the Table to this section as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the speed limit applicable to it and the average annual daily traffic on it. O. Reg. 239/02, s. 1 (2).
- (3) For the purposes of subsection (2) and the Table to this section, the average annual daily traffic on highway or part of a highway under municipal jurisdiction shall be determined,
 - (a) by counting and averaging the daily two-way traffic on the highway or part of the highway; or
 - (b) by estimating the average daily two-way traffic on the highway or part of the highway. O. Reg. 239/02, s. 1 (3); O. Reg. 23/10, s. 1 (2).
- (4) For the purposes of this Regulation, a municipality is deemed to be aware of a fact if, in the absence of actual knowledge of the fact, circumstances are such that the municipality ought reasonably to be aware of the fact. O. Reg. 23/10, s. 1 (3).

TABLE
CLASSIFICATION OF HIGHWAYS

Average Annual Daily Traffic (number of motor vehicles)	Posted or Statutory Speed Limit (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

O. Reg. 613/06, s. 1.

Application

2. (1) This Regulation sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Act. O. Reg. 288/03, s. 1.
- (2) Revoked: O. Reg. 23/10, s. 2.
- (3) This Regulation does not apply to Class 6 highways. O. Reg. 239/02, s. 2 (3).

TABLE
POTHOLES ON NON-PAVED SURFACE OF ROADWAY

2

Class of Highway	Surface Area	Depth	Time
3	1500 cm ²	8 cm	7 days
4	1500 cm ²	10 cm	14 days
5	1500 cm ²	12 cm	30 days

O. Reg. 239/02, s. 6, Table 2.

TABLE
POTHOLES ON PAVED OR NON-PAVED SURFACE OF SHOULDER

3

Class of Highway	Surface Area	Depth	Time
1	1500 cm ²	8 cm	7 days
2	1500 cm ²	8 cm	7 days
3	1500 cm ²	8 cm	14 days
4	1500 cm ²	10 cm	30 days
5	1500 cm ²	12 cm	60 days

O. Reg. 239/02, s. 6, Table 3.

Shoulder drop-offs

7. (1) If a shoulder drop-off is deeper, for a continuous distance of 20 metres or more, than the depth set out in the Table to this section, the minimum standard is to repair the shoulder drop-off within the time set out in the Table after becoming aware of the fact. O. Reg. 239/02, s. 7 (1).
- (2) A shoulder drop-off shall be deemed to be repaired if its depth is less than or equal to that set out in the Table. O. Reg. 239/02, s. 7 (2).
- (3) In this section, "shoulder drop-off" means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder. O. Reg. 239/02, s. 7 (3).

TABLE
SHOULDER DROP-OFFS

Class of Highway	Depth	Time
1	8 cm	4 days
2	8 cm	4 days
3	8 cm	7 days
4	8 cm	14 days
5	8 cm	30 days

O. Reg. 239/02, s. 7, Table.

Cracks

8. (1) If a crack on the paved surface of a roadway is greater, for a continuous distance of three metres or more, than both the width and depth set out in the Table to this section, the minimum standard is to repair the crack within the time set out in the Table after becoming aware of the fact. O. Reg. 239/02, s. 8 (1).
- (2) A crack shall be deemed to be repaired if its width or depth is less than or equal to that set out in the Table. O. Reg. 239/02, s. 8 (2).

TABLE
CRACKS

Class of Highway	Width	Depth	Time
1	5 cm	5 cm	30 days
2	5 cm	5 cm	30 days
3	5 cm	5 cm	60 days
4	5 cm	5 cm	180 days
5	5 cm	5 cm	180 days

O. Reg. 239/02, s. 8, Table.

Debris

9. (1) If there is debris on a roadway, the minimum standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris. O. Reg. 239/02, s. 9 (1).
- (2) In this section, "debris" means any material or object on a roadway,
- (a) that is not an integral part of the roadway or has not been intentionally placed on the roadway by a municipality, and
- (b) that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle. O. Reg. 239/02, s. 9 (2).

Luminaires

10. (0.1) The minimum standard for the frequency of inspecting all luminaires to check to see that they are functioning is once per year. O. Reg. 23/10, s. 6.
- (1) For conventional illumination, if three or more consecutive luminaires on a highway are not functioning, the minimum standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 239/02, s. 10 (1).
- (2) For conventional illumination and high mast illumination, if 30 per cent or more of the luminaires on any kilometre of highway are not functioning, the minimum standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 239/02, s. 10 (2).
- (3) Despite subsection (2), for high mast illumination, if all of the luminaires on consecutive poles are not functioning, the minimum standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 239/02, s. 10 (3).
- (4) Despite subsections (1), (2) and (3), for conventional illumination and high mast illumination, if more than 50 per cent of the luminaires on any kilometre of a Class 1 highway with a speed limit of 90 kilometres per hour or more are not functioning, the minimum standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 239/02, s. 10 (4).
- (5) Luminaires shall be deemed to be repaired,
- (a) for the purpose of subsection (1), if the number of non-functioning consecutive luminaires does not exceed two;
- (b) for the purpose of subsection (2), if more than 70 per cent of luminaires on any kilometre of highway are functioning;
- (c) for the purpose of subsection (3), if one or more of the luminaires on consecutive poles are functioning;
- (d) for the purpose of subsection (4), if more than 50 per cent of luminaires on any kilometre of highway are functioning. O. Reg. 239/02, s. 10 (5).

- (6) Subsections (1), (2) and (3) only apply to,
- (a) Class 1 and Class 2 highways; and
 - (b) Class 3, Class 4 and Class 5 highways with a posted speed of 80 kilometres per hour or more. O. Reg. 239/02, s. 10 (6).
- (7) In this section, "conventional illumination" means lighting, other than high mast illumination, where there are one or more luminaires per pole;
- "high mast illumination" means lighting where there are three or more luminaires per pole and the height of the pole exceeds 20 metres;
- "luminaire" means a complete lighting unit consisting of,
- (a) a lamp, and
 - (b) parts designed to distribute the light, to position or protect the lamp and to connect the lamp to the power supply. O. Reg. 239/02, s. 10 (7).

TABLE
LUMINAIRES

Class of Highway	Time
1	7 days
2	7 days
3	14 days
4	14 days
5	14 days

O. Reg. 239/02, s. 10, Table.

Signs

- 11.** (0.1) The minimum standard for the frequency of inspecting signs of a type listed in subsection (2) to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per year. O. Reg. 23/10, s. 7 (1).
- (1) If any sign of a type listed in subsection (2) is illegible, improperly oriented, obscured or missing, the minimum standard is to deploy resources as soon as practicable after becoming aware of the fact to repair or replace the sign. O. Reg. 239/02, s. 11 (1); O. Reg. 23/10, s. 7 (2).
 - (2) This section applies to the following types of signs:
 - 1. Checkerboard.
 - 2. Curve sign with advisory speed tab.
 - 3. Do not enter.
 - 3.1 Load Restricted Bridge.
 - 3.2 Low Bridge.
 - 3.3 Low Bridge Ahead.
 - 4. One Way.
 - 5. School Zone Speed Limit.
 - 6. Stop.
 - 7. Stop Ahead.
 - 8. Stop Ahead, New.
 - 9. Traffic Signal Ahead, New.