

CORPORATION OF THE TOWNSHIP OF MCKELLAR

August 30, 2022 – 6:00 p.m.

AGENDA

22-320 1st resolution
2022-45 1st by-law

Join Zoom Meeting

<https://us06web.zoom.us/j/81603754112>

Dial by your location

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1. CALL TO ORDER
2. RESPECT AND ACKNOWLEDGMENT DECLARATION

We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Anishnaabe and the Mississauga People

3. ROLL CALL
4. DECLARATIONS OF CONFLICT OF INTEREST
5. ADOPTION OF AGENDA
6. COMMITTEE OF THE WHOLE

- 6.1 Road Policy – Independent Review
 - 6.1(i) Roads Policy V5
 - 6.1(ii) Proposed Roads Policy Amendment – L Sherk/M. Hendry
 - 6.1(iii) Proposed Roads Policy Amendment – Cllrs. Moore & Ryeland, Director of Operations, Greg Gostick
 - 6.1(iv) Proposed Roads Policy Amendment – Update April 6, 2022 – Councillor Nick Ryeland
- 6.2 Deerfield Road Agreement
- 6.3 Fire Routes 152, 152A & 152B - Road Agreement
- 6.4 Fire Route 300 – Road Agreement
- 6.3 Planning Review – Review of OPA9 and 2019 Zoning By-law
 - 6.3(i) Zoning By-law 2019-23 – Third Reading Repealed
 - 6.3(ii) McKellar Official Plan w/amendments 1-8 (inclusive
 - 6.3(iii) Official Plan Amendment – Third Reading Repealed
- 6.4 Land Exchange with Gord Zulak – Concession in exchange for portion of Balsam Road through farm property – verbal update on status

7. QUESTION/COMMENT PERIOD (RELATED TO ITEMS ON AGENDA)

8. CLOSED SESSION

- 9.1 Personal matters about an identifiable individual, including municipal or local board employees; 239(2)(b) – Employee Review, Staffing, Contract Renewals
- 9.2 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. – Update on legal matters

9. CONFIRMING BY-LAW

- 22.1 By-law 2022-45 - Confirming the Proceedings of Council

10. ADJOURNMENT

SCHEDULE A

*Township of McKellar Roads Policy
Construction and Maintenance Guidelines*



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User’s Guide to this Road Policy

If you are a McKellar resident living on a road that does not receive winter maintenance by the Township (meaning that local residents or a third party contractor maintains your road) this roads policy may provide help if:

- You live on a municipally-named road that might have been a seasonal road in the past but now has full-time residents?
- Significant portions of your road less than 5m (16 ft) wide?
- Are there times when you are concerned about access for emergency services due to road conditions, which may also compromise your year-round property insurance coverage?

This Township of McKellar Road Policy provides a process to upgrade these roads to a minimum construction standard that would then allow the Township to take over the maintenance of your road.

Below is a list of the appendices in this road policy that provide information in this regard.

Appendix	
III	Listing of McKellar Roads
IV	Private Road Group Template
V	Application to Assume Roads
VI	Annual Road Grant Application
VII	Road Construction Guidelines

- 1 Confirm that you live on a road that does not receive summer and/or winter maintenance from the Township. Check Appendix III for your road designation. Roads designated as “P” for private or “UA” for un-assumed road allowance do not currently receive road maintenance from the Township. These roads are eligible for an annual road grant.
- 2 To be eligible for the annual road grant, landowners on the road must form a Road Group. Appendix IV provides a sample template for forming a road group. It is the intent that maintaining a road group should not be onerous (and other road groups are willing to provide advice). The road group does provide a forum for neighbours to come together to agree on upgrading road services and sharing costs.
- 3 For eligible roads, the annual road grant is a way to receive financial support from the Township to offset some of the cost of the summer maintenance to upgrade the road(s). Appendix VI provides the application form for the annual road grant. Note that landowners on roads receiving a road grant will be expected to upgrade the road (over time) to a minimum road travel width and construction standards (see Appendix VII). When this is completed, the road can then be considered for assumption by the Township for ongoing winter and/or summer maintenance.
- 4 When a majority of the landowners on a road agree to approach the Township to assume ongoing winter and/or summer maintenance, the process to follow is found in Appendix V. A representative from the group should contact Township office early to start the review process. Initial advice from the Roads Superintendent is essential to determine the extent of the work required, approximate costs and timeframe, etc.
- 5 The costs of upgrading your road can be financed by the Township and paid off by the landowners over a 10 to 30 year term. This additional cost would be added to the semi-annual tax bill as a separate line item during the term. The Fees and Charges by-law provides for local determination of the cost sharing model among your neighbouring landowners. Again, the Township can provide initial advice on how to proceed.

SUMMARY

The purpose of the McKellar roads policy is to promote public safety for road travel and access to emergency services, to establish clear standards for roads development and maintenance standards as well as defining options for municipal assumption of existing roads not previously assumed.

With changing demographics, the majority of McKellar residents are over the age of 60. Virtually all rural roads in McKellar now have elderly, full-time residents that need year-round safe passage and access to emergency services.

Road Classes

Within the draft policy all McKellar roads have a recommended assigned provincial road class, which is determined by average daily traffic and established speed limits. The majority of rural roads are recommended as a 20 km speed limit that determines a road class 6 and secondary roads or main roads with a speed limit of 50km to 60km should be assigned to road class 5. The Roads Department has established road maintenance guidelines that may differ for road class 5 and 6 to set priorities based on road usage. These guidelines establish response time to inspect and maintain road surfaces

While the province has not established multiple road construction guidelines, a municipality is permitted to create construction guidelines. McKellar has created a rural road construction guideline for road class 6 roads. This guideline provides for a 5 metre surface width in contrast to the 6 metre surface width provincial standard for main roads. It is anticipated that in most cases, upgrading narrow rural roads will not require excavation (other than to replace culverts as required). Consequently, the historically high cost of upgrading narrow roads can now be substantially reduced (by as much as 65 per cent).

Municipal Assumption Options

Under the Official Plan, any un-assumed road that is brought up to the minimum municipal road construction guideline can be eligible to assumed by the township for ongoing winter and/or summer maintenance.

Option 1 - Residents on narrow roads are now encouraged to upgrade to the road class 6 guideline by means of a proposed Fees and Charges by-law. The cost of road construction upgrade can be amortized over 10 to 30 years (added to the semi-annual tax bill) by a cost sharing model that is determined by the local landowners (this is much more practical than the historical limitations of Local Improvement Charges).

Option 2 Residents on municipally-owned un-assumed roads or on privately-owned roads have an option to apply for an annual road grant. The grant provides financial assistance to offset some of the annual cost of summer maintenance. This is an incentive to promote safe roads by encouraging residents on rural roads to eventually upgrade to a road class 6 construction guideline. In addition, a matching grant option is available to accelerate a road upgrade. The draft policy document includes sample templates for residents to form road groups to help organize the local community to apply for the annual road grant. There is also a guide for residents on un-assumed or private roads to apply to the township to assume winter and/or summer maintenance.

Fire Route Naming

Full-time residents have had difficulty with banks and other providers recognizing fire route addresses as permanent residences. Consequently, residents on fire routes are encouraged to collectively find a new name (preferably with a "Path" or "Way" second name).

Summary

The draft road policy is a lengthy document, beginning with a more detailed discussion of the policy items noted above. The remainder of the document is a series of appendices that provide the technical details pertaining to items such as: road maintenance, road construction, road class and various templates.

In summary, the roads policy is designed as input for McKellar municipal staff to standardize an approach to defining road service levels, construction guidelines and to provide residents with local options to address road safety and access concerns.

Preamble

Good Roads are vital to a healthy community. They can enhance future economic development, attract visitors and new residents, improves retention of current residents and support emergency services.

The Official Plan (see Appendix I) stipulates future development on municipally maintained roads. Also, existing roads are to be at a municipal standard to support any proposed development. Therefore, future growth is dependent on expanding the municipally maintained road network, which will also require additional Public Works staff, equipment and facilities.

The Township of McKellar has more than 142 km of roads. These roads are summarized below, using the MPAC status. As of 2019, there were 39 km of roads that do not receive any municipal service, of which 30 km are private roads. The un-assumed roads are municipally owned road allowances that have not been upgraded. However, there are approximately 3.6 km that have received some summer and/or winter maintenance.

Status	Description	Total km	municipally maintained	
			yes **	no
MAR	Main arterial road	22.2	22.2	0
P	Private	30.1	0	30.1
RR	Rural road	39.2	32.9	6.3
SL	Secondary link	44.4	44.4	0
UA	Unassumed	6.3	3.6	2.7
TOTAL		142.2	103.1	39.1
	** includes winter or summer only, or both			

Prior to 2019, McKellar had not formalized road maintenance standards. There was one road construction standard (Sep 2007) that stipulated the road upgrades required for the Municipality to assume full-service provision for previously un-assumed roads. That standard set a surface width of 6.5m, 21ft., which is not affordable or practical for most of these un-assumed roads.

In spring 2019, the McKellar community created an Action Plan that highlighted: road safety, speed limits, plowing streets and sidewalks, options for un-assumed or private roads to acquire municipal services.

The 2019 Ad Hoc Road Services Review Committee set the principles of safety and fairness. All roads, with full-time residents, should be safe for travel and emergency services access. Ratepayers must be treated fairly with respect to application of roads standards and service provision but are also expected to support reasonable year-round access for 911 calls. The MPAC property assessment valuation methodology is identical for ratepayers on assumed, un-assumed or private roads whenever these roads are year-round maintained roads. The principle of fairness or equity and consistency has been a challenge, which this Roads Policy aims to clarify.

This document is compilation of the work of many. Our former Reeve penned a comprehensive roads' history and he provided suggestions for a road policy in 2016. The 2013 McKellar Roads Advisory Committee evaluated road conditions, prioritized road improvements and investigated road grants. Whenever feasible, the 2019 Ad Hoc Committee incorporated the road policy statements from other municipalities: Whitestone, McDougall, Archipelago, Frontenac, Kawartha Lakes and Rideau Lakes.

This roads document is organized in 3 parts:

Township of McKellar Roads Policy (v5)

1. Roads policy framework providing the overview of the road construction and road maintenance standards along with definitions of classification, road types, residents' roads groups(Appendix IV): the road classification listing for each McKellar road (Appendix III), process to upgrade un-assumed roads (Appendix V), construction summary (Appendix VII)
2. Road maintenance standards for road classifications 5 and 6, Appendix VIII (template from Archipelago)
3. Construction standards for the major road standard, Appendix IX (template from Whitestone)

Appendix	
I	Official Plan Excerpt
II	Provincial Definition of Roads
III	Listing of McKellar Roads
IV	Private Road Group Template
V	Application to Assume Roads
VI	Annual Road Grant Application
VII	Road Construction Guidelines
VIII	Road Maintenance Guideline
IX	Road Engineering Specifications

The 2019 Roads Ad Hoc Committee established the following guiding principles to frame discussion, investigation and recommendations to Council.

McKELLAR ROADS POLICY: GUIDING PRINCIPLES

<p>❖ SAFETY</p> <ul style="list-style-type: none"> • Promote road safety: reduce the chance of accidents by regulating speed limits, road width, sight lines, grading • 911 access: reasonable access to ensure safety of first responders, insurance requirements • McKellar Public Works staff: safe working conditions using the 'right' equipment on the 'right' roads
<p>❖ FAIRNESS</p> <ul style="list-style-type: none"> • Equitable access to municipal services • Fair share of tax-based road maintenance
<p>❖ PRACTICAL</p> <ul style="list-style-type: none"> • Changing demographics, more full-time residents on virtually every road • Seasonal roads are often not safe, impractical for winter access • Upgrading to a year-round, minimum road standard must be AFFORDABLE.

The objective of the Roads Policy is to find a balance among competing interests:

- Widen narrow roads to provide safer year-round access for full-time residents and emergency services
- Create new road guidelines that retain the character of a rural setting (not solely relying on an "urban" 6m road width provincial standard)
- Minimize the per km. road upgrade expense by considering road travel width guidelines in the 5.0m range

PART 1: Overview

The hallmark of the proposal is multiple road guidelines based on the Provincial traffic volume and speed limit road classification standards in combination with municipally defined road construction standards.

Historically, there had been provincial grants to construct roads so that the province’s highway standard (6 metre width) became the default standard. In rural Ontario with sparse daily traffic volume, a much lesser road width guideline is sufficient for safety, liability, aesthetics and cost. While safety is paramount, whenever feasible the intent is to preserve the natural beauty with rural roads, not rural highways.

The current reality in McKellar (and beyond) is that previous seasonal un-assumed or private roads now have full-time residents. Emergency services access and even general access in the winter requires a new approach to road construction and minimum maintenance guidelines.

There are many McKellar roads that are less than 1 km, with small numbers of properties on a dead-end street. Incorporating the province road standard traffic volume with municipally designated speed limit is the basis for defining multiple road guidelines that are practical and addresses potential liability (as best as we can).

From the vantage of safety, liability and cost effectiveness, the past practice of providing municipal services to the very narrow, un-assumed roads is to be replaced with an appropriate transition to service provision consistent with this Roads Policy. Residents on un-assumed (or private) roads may have the option to apply for an un-assumed road allowance or private roads grants to offset some of the maintenance costs to eventually upgrade the road to a minimum construction guideline.

Road Classification

Ontario Regulation 239/02 prescribes minimum maintenance standards for municipal roads based on road class. This regulation defines road class as summarized in the table below, based on estimated daily traffic and posted speed limit. All McKellar assumed, un-assumed or private roads are rated a “5” or “6”.

CLASSIFICATION OF HIGHWAYS					
Column 1	Column 4	Column 5	Column 6	Column 7	Column 8
Average Daily Traffic (number of motor vehicles)	71 - 80 km/h speed limit	61 - 70 km/h speed limit	51 - 60 km/h speed limit	41 - 50 km/h speed limit	1 - 40 km/h speed limit
1,000 - 1,999	3	3	4	5	5
500 - 999	4	4	4	5	5
200 - 499	4	4	5	5	6
50 - 199	4	5	5	6	6
0 - 49	6	6	6	6	6

This Regulation sets the minimum response time standards for various maintenance functions, such as patrols, snow clearing, pot-hole repair, icy roads, etc. Appendix VI are these maintenance standards, which has to be tailored for McKellar including road class 5 and 6.

The Township of McKellar has incorporated the road classification into the adoption of multiple road construction guidelines. The traditional approach of applying one construction standard to all Municipal roads is now replaced with three guidelines.

Township of McKellar Roads Policy (v5)

Given the customary speed limits and traffic volume, most McKellar roads are assigned to the provincial road standard category 5 or 6. The un-assumed municipal road allowances (all of which qualify as a category '6') currently vary in road surface travel width from 9 ft. to 16+ft. This variation prompted the creation of two new guidelines: 6a and 6b.

Road Classification Guidelines			
Road			
Category	Width	Surface	speed (km)
5	6m, 20 ft.	micro-surfacing	50
6a	5m, 16.4 ft	gravel	20
6b	5m, 16.4 ft	gravel	20

Virtually every un-assumed and private road in McKellar now has full-time residents. Historically, the cost to upgrade un-assumed roads to a single provincial standard was too cost prohibitive. The McKellar Public Works Department has determined that safe winter access requires a minimum of 16.4 ft surface width. Several of our un-assumed roads have 9 ft. surface width.

Safety is paramount. The road standards combine surface width with speed limit. Category 6b is generally assigned to roads that are: less than 2km long, dead-ended and have traffic volume under 50 per day. The 20 km speed limit provides a safe environment to support a 5 metre wide gravel road surface.

Category 6a roads usually provide a thoroughfare to other roads and will likely have more traffic than category 6b roads. A non-gravel surface treatment provides more stability and can support a higher speed limit, but a 20 km speed limit is recommended for any 5 metre wide road.

The surface treatment in the above table is under review. In many instances, it may be more cost effective to pave roads instead, given the lifespan of a paved road is 15 years compared with 7 years for double surface treatment.

The rationale for multiple road guidelines is based on the variation in the road length and number of households. As noted, many roads are less than 1 km. in length with only a few households that have occasional traffic. Moreover, the provincial road classification system (that determines minimum road maintenance standards) uses a similar logic with the combination of daily traffic volume and posted speed limit.

While this concept initially is an attempt to address the variation across the current "Schedule A" roads in the annual winter maintenance resolution, the intent is that approach will work for all future roads as well, because each road will be assigned a road guideline based on traffic volume and speed limit (Appendix III). In addition, the maximum length of current or possible future expansion of any road should be considered when estimating daily traffic volume.

The table below is the Schedule A un-assumed municipal road allowances with the estimated km of winter maintenance that has been provided by annual renewal of a Council resolution (e.g. 18-237, Sep 18,2018).

Township of McKellar Roads Policy (v5)

Schedule A	km		km
Brownley Rd	0.6	Lakeview Cres	all
Charles Ave	all	McCord's Rd	0.6
Craigmore Dr	all	McKowen Rd	0.2
Elizabeth Av	0.35	Moffat Rd	0.77
Fire rt #200	0.2	Philip Av	all
Grey Owl Rd	0.2	Susan av	all
Jones Rd	0.8	West Rd	1.7

Most of these roads are dead ended. Surface road width varies from 9 ft to 16 ft. For example: McCord's, Jones, Brownley, West are at least 14 ft surface width, while Craigmore, Lakeview, Charles, Elizabeth, Philip, Susan have largely 9-10 ft. travelled surface width.

The traditional approach to upgrading these roads to the provincial standard of 6m (20 ft) can cost up to \$600,000 per km (for a full replacement). Upgrading to a 6b standard is often less than \$100,000 per km for 5 metre gravel surface and perhaps \$200,000 per km for a tar/chip travel surface. The 6b standard is much easier to justify as part of a local improvement plan whereby the respective landowners fund the capital road construction upgrade over multiple years on each local resident's taxes.

The implementation of the draft roads policy includes a menu of options for un-assumed or private roads:

1. Status quo: no services, no grants
2. Annual road grant/allowance option requires road group to account for expenditure of funds for contract services to upgrade their road(s), over time, to be consistent with road category 6b standards
3. Upgrade road to minimum guideline: Fees and Charges by-law
4. Upgrade road to minimum guideline: Local Improvement levy (2/3rd of landowners agree); municipality to assume road for winter and/or summer maintenance

The annual roads grant concept is modeled after Whitestone, which is an annual grant based on length of the un-assumed road and number of residents that is made available to a road group. As an order of magnitude, if the road grant is approximately \$2,000 per km requiring an annual \$60,000 budget to support up to 30 km of un-assumed or private roads. Based on the Whitestone experience, less than half of eligible roads apply for an annual road grant.

Upgrading Private Roads or Un-Assumed Road Allowance

Unless Council makes an exception, the policy of the Township has been that all costs associated with upgrading or improving a private road or a municipally-owned, un-assumed road allowance to become a municipal year-round maintained road shall be borne by the landowners who front on said road.

In the past, the only cost sharing option was the procedures outlined in Ontario Regulation 586/06, Local Improvement Charges. This regulation requires consent of 2/3rd of the landowners who represent at least 50 per cent of the MPAC assessed property value. These costs are allocated on the basis of road frontage and can be spread over 10 to 30 years on the semi-annual tax bill.

As an alternative, the Township has adopted a Fees and Charges by-law that does not have any of the above restrictions. Landowners can decide how to share costs. Examples of cost sharing models include: equal share, travel distance or relative assessed property value. There is no specified requirement for majority vote, but the Township would normally look for a simple majority vote by the landowners before implementing annual road upgrade fees.

The recommended process is outline in Appendix V, based on a template from Kawartha Lakes.

Municipal Year Round Maintained Roads

These roads receive year-round maintenance by the municipality depending on the surface type, usually on an as-needed basis. Money is budgeted each year for repairs and improvements to these priority roads and federal and provincial grant money is utilised if it becomes available. Culverts will be replaced as required. Ditching and brushing may be performed if needed. Roadside mowing is carried out each year usually in late summer.

Year-round roads have various surface treatments: gravel, tar and chip, slurry seal, double surface treatment micro seal or pavement. Liquid calcium is applied on highly travelled gravel roads as dust suppressant at least once per year. It is Council's intent to gradually increase the percentage of surface treated roads and thereby decrease the number of municipal gravel roads provided as determined by cost benefit and budget considerations.

Municipal Summer Maintained Seasonal Roads

These roads receive maintenance by the Municipality on an as needed basis during the summer months only. Gravel may be applied, grass growth may be eliminated or minimized, culverts will be replaced as required, ditching and brushing may be performed if needed and roadside mowing is carried out each year.

Each summer maintained road or section is posted with a 'summer maintenance only' sign. Residents owning property and residing on said roads will not receive year round maintenance. At Council's discretion, some of these roads may be plowed and sanded during winter months provided that minimum road standard criteria are met. It is understood that Council has no obligation to provide this service or continue to provide this service.

Municipal Un-assumed Road Allowances

An un-assumed road is a road owned by the Township and maintained by private individual rather than by the Township. Since the roads are owned by the Township the general public is allowed to travel on them however because they have not been assumed by the Township for maintenance purposes the private individual organization is responsible for all maintenance, repair, access, snow clearance, liability or other obligation

- i. As a rule, the municipality does not provide any maintenance services on a municipal un-assumed road.
- ii. at the Council's sole discretion, the municipality may provide some services on specified municipal un-assumed roads that meet specific requirements. Council may provide the service based on the maintenance needs and the townships financial capabilities. It is understood that Council is under no obligation to continue this program.
- iii. Township may register a notice on title or require that the owner enter into an agreement acknowledging that the Township will not be responsible for the repair or maintenance of un-assumed roads and further that the Township may not be able to provide emergency services to developments located on an un-assumed road

It is the intent of the council to protect the municipality and its residents from incurring tax increases to finance road construction and upgrades that are the responsibility of developers and in some cases residents whose properties are abutting or accessed by municipal un-assumed roads.

All new or existing roads must be brought up to the municipal minimum construction standard before they are assumed by the Municipality.

Unopened Road Allowances

Throughout the Township there are many unopened road allowances and some shoreline road allowances owned by the municipality. The municipality has no obligation to open or improve road allowances to provide access to private or public property.

For various purposes, abutting property owners may approach the Township regarding the purchase of portions of unopened or shoreline road allowance. In considering the sale of unopened or shoreline road allowance a Township will have regard for public recreational use. All costs will be borne by the applicant.

Any portions of a road allowance that contain, abut or provide access to important fish spawning areas wildlife habitat or other environmentally sensitive features or hazard shall be reserved. Portions of road allowances where significant historical or cultural features have been identified shall also be reserved.

Unless council determines otherwise it is the policy of the Township to reserve or retain road allowances that lead to water so the public may still have access in the future.

Crown Lands

The Municipality has no objection to the establishment of road over Crown land so long as the proponent receives the necessary permission from the Ministry of Natural Resources and Forestry and so long as they understand that the Municipality has no responsibility for the maintenance of the road

Private Roads

There is no legal obligation on the part of the Township to maintain or repair private road or otherwise provide money's or services to any development located on a private road nor is there any responsibility acknowledged for the provision of school busing.

The Township may register a notice on title or require the owner to enter into an agreement acknowledging that the Township will not be responsible for the repair or maintenance of private road or provision of services to any development located on a private road and further that the Township may not be able to provide emergency services to development located on a private road due to the road condition.

If a private road is reconstructed to a standard acceptable to the Township and at no expense to the Township, the Township may consider the assumption of the private road if it abuts an existing maintain municipal year round road or provincial highway. Prior to undertaking any such reconstruction land owners of the property on a private road must obtain the approval of the Township. The work shall be undertaken to the standards of the Township.

911 Services

There is a changing demographic in McKellar, with increasing more retired and working-aged individuals residing full-time on previously seasonal roads. Owners and occupants on private roads are encouraged to ensure a minimum width to facilitate winter and summer access for emergency services.

All un-assumed and private roads are encouraged to adopt the 6b minimum road guideline, even though the Township may not be able to mandate minimum road construction standards for private roads. Although the Township can refuse to provide emergency services on sub-standard private or un-assumed roads, that is not a realistic option. Over time, all private or un-assumed roads that have multiple full-time residents need to invest in an upgrade to the minimum road guideline. The concept of an annual roads grant can be considered as a financial incentive to widen these roads, as required, over time.

Rename Fire Routes

Based on the recommendation of the Ad Hoc Committee, Council agreed to rename fire routes. There are 38 fire routes to be re-named. Each fire route will be asked to follow the process previously used by Deerfield residents. A local organizer(s) asks their neighbours for recommendations for a new name. The usual practice is to select the most frequent suggestion. The majority of residents on a fire route should agree with the new name to be forwarded to the Municipality.

Appendix I: Official Plan

It is the intent of the Roads Policy to reflect the aspirations of the Official Plan. Historically, there has been inconsistency in application of the official plan.

Excerpts from the Official Plan, 2018

5.8.2 Municipal Roads

5.8.2.1 All new development must front upon a year-round, publicly maintained road subject to the exceptions listed below.

5.8.2.2 A limited number of lots used for seasonal residential dwellings within the Waterfront designation may be serviced by an existing private road, registered right-of-way, minor extension to private road, or an un-assumed public road which accesses a maintained public road, as identified on Schedule "A". A minor extension to a private road is defined as 180 metres or less from the last lot on the road. Private roads and rights-of-way will not be extended to properties which are located beyond the existing extent of the private road or right-of-way, except to provide water access for island lots and inaccessible shoreline where no alternative access is available.

5.8.2.6 All roads to be dedicated to and assumed by the Municipality must meet the current standards as set out by the Municipality and the Ministry of Transportation.

5.8.2.7 Road allowances must be a minimum of 20 metres in width except in special circumstances where it may be determined by a professional engineer (approved by the Township) that the functional requirements may be accommodated by a lesser width.

5.8.2.8 Roads adjacent to and serving any proposed development must be capable of handling the additional traffic created by the development. Development should not be permitted on land adjacent to a road from which access is to be obtained where a traffic hazard would be created because of limited sight lines on curves or grades.

5.8.2.9 It is the general intent of this Plan to maintain the function of the public access roads throughout the municipality.

5.8.2.10 On the main public roadways through the municipality, it will be the preference of the Township of McKellar to support new development that provides for internal roadways thereby minimizing direct access onto existing township roads. This policy is not intended to prohibit any new lot creation on existing public roads.

5.8.2.11 All new or existing roads must be brought up to the municipality's minimum construction standard before they are assumed by the Municipality. Existing seasonally maintained roads must also be brought up to municipal standards for year-round roads before they are designated for year-round road service. Benefitting property owners shall be responsible for the financing of any road improvements, including all survey, legal, engineering and construction costs associated with upgrading the road prior to its assumption by the municipality.

5.8.2.12 Wherever applications for development are proposed adjacent to municipal roadways and the municipality does not own title to the roadway, it will be the policy of this Plan to require that the applicant convey that portion of the roadway consisting of 10 metres from the centre line of the travelled road as it abuts the proposed development lands should a survey reveal an encroachment.

5.8.2.13 In some circumstances, it may be preferred to share driveway access between adjoining property owners to minimize the number of entrances on existing public roads.

Appendix II: Road Definitions

"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, or the registered owner of the road itself. (For Example: The registered right of way over the Little property providing access to mainland lots and the parking area for the Island Lots) (Many Fire Routes may be established in this manner).

"Un-assumed Road" means a road owned by the Municipality and maintained by a separate 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 of a Private Unassumed Road is that of the private individual/s, organization or company. (Road Signed - Unassumed Road, Not Maintained by Municipality, Use at Own Risk) (Example: The Inn Road from the turnaround to its terminus).

"Seasonal Road — Partial Year" 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 and which receives limited maintenance from June 1st through October 1st each year, and on which no winter maintenance is performed. (Example Fox Farm Road)

"Seasonal Road — Annual Year" 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 and which receives limited maintenance.

"Access Road" as per the Road Access Act, R.S.O. 1990, c. R.34 as amended, means a road located on land not owned by a municipality and not dedicated and accepted as, or otherwise deemed at law to be, a public highway, that serves as a motor vehicle access route to one or more parcels of land.

"Common Road" as per the Road Access Act, R.S.O. 1990, c. R.34 as amended, means an access road on which public money has been expended for its repair or maintenance,

"Resource Access Road — Crown Land" means, a temporary road built and maintained for the purpose of providing access to lands used for resource extraction such as mining, mineral aggregates and forestry and are not intended to provide access to residential or commercial land uses. A resource access road is constructed across Crown Land and may be constructed by a Crown agency such as the Ontario Ministry of Natural Resources & Forestry or by the private sector with Crown approval. The road may be maintained by the Crown or through a maintenance agreement with the private sector. The public is able to use these Crown Land Resources Access Roads but they cannot alter the road in any way. The Municipality has not assumed ownership or for maintaining Crown Land Resource Access Roads, and therefore is used at your own risk. (Road Signed - Unassumed Road, Not Maintained by Municipality, Use at Own Risk)

"Resource Access Road — Private Land"- means, a private non-permanent road constructed and maintained privately for the purpose of providing access to private lands used for resource development such as mining, mineral aggregates and forestry. The public are prohibited (not able) to use Private Land Resource Access Roads. The Municipality has not assumed ownership or maintenance of Private Land

Resource Access Roads, and therefore is no trespassing on privately owned lands.

"Forced Roads" — means a publicly-used existing roadway on private land, usually to get around an obstacle that prevents a road from being built on the surveyed public road allowance. Only the municipality (and not the private landowner) is fully responsible and liable for any incidents or accidents that occur on forced roads. Widening Forced Roads requires the municipality to negotiate with private land owners. The municipality would need a survey, a transfer/deed from the registered owner, and a partial discharge of any mortgages affecting the private property. (Example Fire Route 155 around rock outcrop).

"Un-assumed Road Allowance" means a road owned by the Municipality but has not assumed responsibility for maintaining and therefore is used at your own risk. (Road Signed - Unassumed Road, Not Maintained by Municipality, Use at Own Risk)

"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 are unopened and 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. (There may be many of these in McKellar).

"Year Round Road" means a road which has been opened and assumed with full responsibility by the Municipality, and maintained year round by the Municipality.

Appendix III: Listing of McKellar Roads, Draft Road Class

McKellar Roads Listing with draft road class, speed limit						oct 2019		
StreetName	lots	road_status	total km	maintained	unassum	maintenance category	speed limit	road definition
Armstrong Street	3	RR	0.1	0.1	0	6b	20	year-round
Balsam Road	52	SL	6.4	6.4	0	5	50	year-round
Bay Drive	9	UA	0.3	0	0.3	6b	20	unassumed road allowance
Bells Road	2	RR	0.5	0.5	0	6b	20	year-round
Blackwater Road	20	SL	3.2	3.2	0	6a	20	year-round
Braemar Blvd	14	UA	0.2	0.2	0	6b	20	unassumed road allowance
Broadbent Road	65	SL	10.7	10.7	0	5	50	year-round
Brownley Road	43	RR	3.3	0.7	2.6	6a	20	year-round, seasonal
Burnett's Rd	80	SL	4.9	4.9	0	5	50	year-round
Camp Majala Road	3	RR	0.2	0.2	0	6a	20	year-round
Cardinal Court	12	RR	0.6	0.6	0	6a	20	year-round
Catherine St	6	RR	0.4	0.4	0	6a	20	year-round
Centre Road	93	MAR	12.1	12.1	0	5	50	year-round
Charles Ave	7	UA	0.2	0.2	0	6b	20	unassumed road allowance
Craigmore Dr.	12	UA	0.7	0.7	0	6b	20	unassumed road allowance
Dancy Lane	14	UA	0.5	0	0.5	6b	20	unassumed road allowance
Deerfield Road	51	UA	1.7	0	1.7	6b	20	unassumed road allowance
Dickinson Road	23	RR	1.2	1.2	0	6a	20	year-round
East Point Drive	10	P	0.3	0	0.3	6b	20	private
Elizabeth	4	UA	0.5	0	0.5	6b	20	unassumed road allowance
Fire Route 100	4	P	0.2	0	0.2	6b	20	private
Fire Route 101	20	P	0.9	0	0.9	6b	20	private
Fire Route 102	3	P	0.7	0	0.7	6b	20	private
Fire Route 103	6	P	0.9	0	0.9	6b	20	private
Fire Route 140	2	P	0.3	0	0.3	6b	20	private
Fire Route 150	2	P	0.4	0	0.4	6b	20	private
Fire Route 151	5	P	0.3	0	0.3	6b	20	private
Fire Route 152	21	P	1.1	0	1.1	6b	20	private
Fire Route 152A	21	P	0.7	0	0.7	6b	20	private
Fire Route 152B	9	P	0.2	0	0.2	6b	20	private
Fire Route 153	3	P	0.4	0	0.4	6b	20	private
Fire Route 154	4	P	0.8	0	0.8	6b	20	private
Fire Route 155	15	P	1.8	0	1.8	6b	20	private
Fire Route 155A	4	P	0.2	0	0.2	6b	20	private
Fire Route 156	7	P	0.7	0	0.7	6b	20	private
Fire Route 157ab	6	P	1.3	0	1.3	6b	20	private
Fire Route 158	1	P	1	0	1	6b	20	private
Fire Route 160	10	P	0.3	0	0.3	6b	20	private
Fire Route 161	10	P	0.4	0	0.4	6b	20	private
Fire Route 162	5	P	0.3	0	0.3	6b	20	private
Fire Route 163	5	P	0.3	0	0.3	6b	20	private
Fire Route 200	4	RR	0.3	0.1	0.2	6b	20	seasonal - partial
Fire Route 201	4	P	0.4	0	0.4	6b	20	private
Fire Route 202	6	P	0.3	0	0.3	6b	20	private
Fire Route 203	2	P	0.2	0	0.2	6b	20	private
Fire Route 204	2	P	0.2	0	0.2	6b	20	private
Fire Route 205	5	P	0.4	0	0.4	6b	20	private
Fire Route 206	9	P	0.2	0	0.2	6b	20	private
Fire Route 214	1	P	0.1	0	0.1	6b	20	private

Township of McKellar Roads Policy (v5)

McKellar Roads Listing with draft road class, speed limit

StreetName	lots	road_status	total km	maintained	unassum	oct 2019		road definition
						maintenance category	speed limit	
Fire Route 214A	7	P	0.9	0	0.9	6b	20	private
Fire Route 300	27	P	2.1	0	2.1	6b	20	private
Fire Route 301	2	P	0.4	0	0.4	6b	20	private
Fire Route 302	3	P	0.5	0	0.5	6b	20	private
Fire Route 303	1	P	0.1	0	0.1	6b	20	private
Fire Route 304	4	P	0.1	0	0.1	6b	20	private
Fire Route 305	2	MAR	0.2	0.2	0	5	50	year-round
Fire Route 306	5	P	0.3	0	0.3	6b	20	private
Fire Route 307	8	P	0.5	0	0.5	6b	20	private
Fishers Road	2	RR	0.5	0.5	0	6b	20	year-round
Floods Lane	5	P	0.6	0	0.6	6b	20	private
Fords Road	4	RR	2.4	2.4	0	6a	20	year-round
Forest Trail	3	P	0.7	0	0.7	6b	20	private
Fox Farm Rd.	20	RR	2.2	1	1.2	6a	20	year-round, seasonal
Frontenac Drive	26	RR	0.5	0.5	0	6a	20	year-round
Gardenview Road	15	RR	0.6	0.6	0	6a	20	year-round
Gene's Crt	14	RR	0.2	0.2	0	6b	20	year-round
Glenwood Road	2	P	0.4	0	0.4	6b	20	private
Grey Fox Trail	5	P	0.6	0	0.6	6b	20	private
Grey Owl Rd	19	SL	2.4	2.4	0	6a	20	year-round
Hardies Road	20	SL	2	2	0	5	50	year-round
Harriet Street	10	RR	0.2	0.2	0	6a	20	year-round
Harris Road	1	RR	0.1	0.1	0	6b	20	year-round
Henry St	10	RR	0.1	0.1	0	6b	20	year-round
Highway 124	79	MAR	0	0	0	4		year-round
Holly's Rd	4	SL	1	1	0	6a	20	year-round
Hurdville Road	77	MAR	8.3	8.3	0	5	50	year-round
Islandview Dr.	4	UA	0.1	0	0.1	6b	20	unassumed road allowance
Jones Road	30	SL	2.5	2.5	0	6a	20	year-round
Kirk Ave	2	UA	0.1	0	0.1	6b	20	unassumed road allowance
Kodiak Road	11	P	1.8	0	1.8	6b	20	private
Lakeshore Rd	27	SL	1.4	1.4	0	6a	20	year-round
Lakeside Crescent	15	RR	0.4	0.4	0	6a	20	year-round
Lakeside Drive	68	SL	1.8	1.8	0	6a	20	year-round
Lakeview Cres	14	UA	0.4	0	0.4	6b	20	unassumed road allowance
Laucks Road	2	P	0.5	0	0.5	6b	20	private
Lees Rd	5	RR	0.9	0.9	0	6a	20	year-round
Lizzies Lane	20	RR	0.5	0.5	0	6a	20	year-round
Loch Erne Rd	2	P	0	0	0	6b	20	private
Loon Call Lane	3	P	0.3	0	0.3	6b	20	private
Louisa Street	2	RR	0.1	0.1	0	6b	20	year-round
Lyndsey Lane	26	RR	1.5	1.5	0	6a	20	year-round
Manitou Drive	88	RR	3.5	3.5	0	6a	20	year-round
Manitouwabing Estates	19	RR	0.9	0.9	0	6a	20	year-round
Maplewood Dr	12	RR	0.6	0.6	0	6a	20	year-round
Marine Drive	15	RR	0.3	0.3	0	6a	20	year-round
Martha Dr.	23	SL	0.7	0.7	0	6a	20	year-round
Mary Street	6	RR	0.3	0.3	0	6a	20	year-round
Mccords Road	4	RR	0.5	0.5	0	6a	20	year-round

Township of McKellar Roads Policy (v5)

McKellar Roads Listing with draft road class, speed limit

StreetName	lots	road_status	total km	maintained	unassum	oct 2019		road definition
						maintenance category	speed limit	
Mcdougall Road	4	MAR	1.6	1.6	0	5	50	year-round
McK/Ferg Boundary Rd	9	RR	3.2	1.7	1.5	6a	20	year-round
McKellar Lake Road	53	SL	1.8	1.8	0	6a	20	year-round
McKowen Road	17	UA	0.4	0	0.4	6b	20	unassumed road allowance
Meharg Dr.	17	RR	0.6	0.6	0	6b	20	year-round
Middle River Dr	13	SL	0.5	0.5	0	6a	20	year-round
Moffat Rd	27	UA	0.8	0.8	0	6b	20	unassumed road allowance
More Ave	3	RR	0.2	0.2	0	6b	20	year-round
North Point Drive	9	RR	0.1	0.1	0	6b	20	year-round
Park Dr.	10	RR	0.3	0.3	0	6b	20	year-round
Patterson Lane	4	RR	0.1	0.1	0	6a	20	year-round
Pawlett Road	12	RR	0.2	0.2	0	6a	20	year-round
Phillip Ave	8	UA	0.2	0	0.2	6b	20	unassumed road allowance
Pine Point Trail	6	RR	0.1	0.1	0	6b	20	year-round
Red Fox Lane	2	P	0.2	0	0.2	6b	20	private
Reins Way	16	RR	1.5	1.5	0	6a	20	year-round
Riverview Drive	16	RR	0.7	0.7	0	6a	20	year-round
Sharon Park Drive	36	RR	0.7	0.7	0	6b	20	year-round
Silver Birch Circle	14	RR	0.9	0.9	0	6a	20	year-round
Silver Fox Dr.	6	P	0.4	0	0.4	6b	20	private
Smithpine Cres	25	RR	0.8	0.8	0	6a	20	year-round
Smith's Road	8	RR	0.5	0.5	0	6b	20	year-round
South Point Drive	22	RR	0.3	0.3	0	6b	20	year-round
Spring Hill Rd	12	RR	1	1	0	6a	20	year-round
Squaw Lake Road	20	RR	0.6	0.6	0	6b	20	year-round
Stewart Park Rd	18	RR	0.3	0.3	0	6b	20	year-round
Stormy Point Rd	19	RR	0.7	0.7	0	6a	20	year-round
Sunnyshore Park Drive	58	SL	2	2	0	5	50	year-round
Sunset Lane	13	P	0.3	0	0.3	6b	20	private
Susan Avenue	3	UA	0.2	0	0.2	6b	20	unassumed road allowance
Taits Island Road	12	SL	1.6	1.6	0	5	50	year-round
The Camp Rd	12	SL	1.5	1.5	0	5	50	year-round
The Inn Road	24	RR	1.4	1	0.4	6a	20	year-round, seasonal
The Meadows Trail	2	P	0.8	0	0.8	6b	20	private
Waters Edge Trail	4	P	0	0	0	6b	20	private
Watkins Lane	3	P	0	0	0	6b	20	private
Wendys Lane	39	RR	1.1	1.1	0	6a	20	year-round
West Point Drive	24	P	0.6	0	0.6	6b	20	private
West Road	11	RR	2	2	0	6a	20	year-round
White Fox Road	4	P	1.6	0	1.6	6b	20	private
William Street	7	RR	0.1	0.1	0	6b	20	year-round

Appendix IV: Private Road Group/Association Template

PRIVATE ROAD MAINTENANCE AGREEMENT

This Private Road Maintenance Agreement ("Agreement") is entered into this ____ day of _____, _____, by and amongst the undersigned parcel owners ("Participating Owners").

RECITALS:

A. [Inset name of Road] is a private road situated within the Township of McKellar, as more particularly shown on Exhibit A, attached hereto ("Roadway Property"). [Exhibit A should include a legal description of the Roadway Property and drawing prepared by a licensed engineer showing the Roadway segment.]

B. The undersigned Participating Owners are the owners or users of the Roadway Property.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby agree as follows:

1. Road Group Agent. A Road Group Agent (single) or Executive (minimum 3) shall be elected by a majority of the Participating Owners. The Road Group Agent Executive will serve a term as agreed to by the Participating Owners and shall be subject to removal by a majority vote of the Participating Owners. The Road Group Agent shall be responsible for monitoring the condition of the road surface and initiating maintenance activities as needed to maintain road surface standards.

2. Road Maintenance and Road Improvements. Road maintenance and road improvements will be undertaken and made whenever necessary to maintain the road in good operating condition at all times and to insure the provision of safe access, ingress, egress and passage by the Participating Owners and by emergency vehicles. A majority vote of the Participating Owners is required to approve any proposed road improvements and related contracts with a value in excess of \$_____. Before authorizing expenditures for future road improvements, Participating Owners will be notified by the Road Group Agent, cost estimates will be provided, and a majority agreement will be required. If any Participating Owner performs improvements, maintenance, repairs, or replacements to the Roadway Property without prior approval of a majority of the Participating Owners, the Participating Owner performing such work shall be solely responsible for the costs incurred.

3. Cost Sharing. Road maintenance, road improvement and emergency funding costs shall be shared on a pro-rata basis amongst the Participating Owners sharing access to the Roadway Property. Each Participating Owner's share of costs incurred shall be determined as follows: [INSERT ALLOCATION FORMULA]. The Road Group Agent shall provide the Participating Owners and the Town an updated copy of the cost allocations whenever the cost allocation is amended.

4. Prepayment. Prepayment of maintenance, improvement and emergency fund costs will be made to the Road Group Agent by each Participating Owner. Annually, on or before a date as specified by the Road Group Agent, each Participating Owner will contribute their pro-rata share of the estimated annual cost for road maintenance, road improvements and emergency repair funding. The Road Group Agent shall send each Participating User a notice of the annual payment due not less than two weeks prior to the due date and each Participating Owner shall pay the invoice within two weeks of receipt of the notice.

5. Future Parcels. Any additional parcels gaining access to the Roadway Property by way of subdividing an existing parcel shall be bound by all terms and conditions of this Agreement, and will be required to pay that portion of the maintenance, improvement and emergency repair costs incurred after the split as determined using the formula contained in Section 3 above.

6. Bank Account, Budget and Annual Report. The Road Group Agent shall establish and maintain a bank account to hold the funds paid by the Participating Owners and to pay maintenance, improvement and emergency repair costs. All checks or payments issued from the account shall require the approval/signature of the Road Group Agent and one Participating Owner or two Executive as designated by a majority of the Participating Owners. The Road Group Agent shall also prepare and distribute to the Participating Owners an annual income and expense report and a year-end balance sheet, accounting for all funds received and disbursed. Not later than sixty (60) days prior to _____ of each year, the Road Group Agent shall prepare a budget of the anticipated road maintenance, road improvement and emergency repair contingency funding for the next fiscal year (defined as _____ to _____ months). The Participating Owners shall consider, amend as desired and approve the final budget by a majority vote of all participating owners not later than thirty (30) days prior to the beginning of the next fiscal year.

7. Emergency Repairs. If the Road Group Agent determines that an emergency repair to the Roadway Property is necessary, the Road Group Agent is authorized to make or arrange for the emergency repair provided the costs of the emergency repair do not exceed the amount of the then available emergency repair funds. The Road Group Agent will thereafter notify the Participating Owners of the emergency repair and the amount due from the Participating Owners to replenish the emergency repair contingency fund.

8. Effective Term. This Agreement shall be perpetual, and shall encumber and run with the land as long as the Roadway Property remains private.

9. Binding Agreement. This Agreement shall be binding upon the parties hereto, their respective heirs, executors, administrators and assigns.

10. Amendment. This Agreement may be amended only by a two-thirds majority consent of all Participating Users.

11. Enforcement. This Agreement may be enforced by the Road Group Agent, a majority of Participating Owners. If a court action or lawsuit is necessary to enforce this Agreement, the party commencing such action or lawsuit shall be entitled to reasonable attorney fees and costs, if the party prevails.

12. Disputes. If a dispute arises over any aspect of the improvements, maintenance, or repair, the parties [shall or may] engage in binding arbitration to resolve the dispute. The decision of the arbitrator shall be final and binding on all of the Participating Owners. In selecting a third party arbitrator, each Participating Owner shall be entitled to one vote, and the nominee receiving a majority of the votes shall be the arbitrator. All parties shall share in the cost of any arbitration.

13. Notices. Any notice required herein shall be sent to Participating Owners at the address or email address provided to the Road Group Agent in writing by the Participating Owner. If an address of a Participating Owner is not known, a certified notice will be mailed to the address to which the Participating Owner's property tax bills are sent.

14. Invalidation. Should any provision in this Agreement be deemed invalid or unenforceable, the remainder of the Agreement shall not be affected and each term and condition shall be valid and enforceable to the extent permitted by law.

15. Other Agreements. This Private Road Maintenance Agreement replaces all previous Private Road Maintenance Agreements regarding the described Private Road.

16. Recording This Document. Original and amended copies of this document , including added signatures, shall be recorded and provided to the town Clerk by the Road Group Agent.

The parties hereto have executed this Agreement effective as of the date written above.

PARTICIPATING OWNERS:

[name of Participating Owner, address, and ROLL #]

[name of Participating Owner, address, and ROLL #]

[name of Participating Owner, address, and ROLL #]

Exhibit A

[Insert legal description of Roadway Property.]

NOTES FOR CONSIDERATION

High-Level Not-for-Profit By-law/Constitution Includes

Name and Purpose:

- Corporation's name
- The corporation's purpose – what does it exist to do?
- Roads description
- Membership description(s)

Executive and Officers:

- How will the executive be chosen? – examples - Membership vote every two (2) years. And how many? – Three (3)
- What are the executive's qualifications? – examples- Member in good standing, 18+
- How are executive replaced? – examples -Voted out by Executive or Membership
- What are the executive jobs? – President, Vice President & Treasurer - Their job descriptions?
- Executive compensation - if any

Meetings

- Time and place for executive/member meetings – annual? quarterly? special meetings?
- Who is required to attend?
- How many executive/members constitute a quorum?
- Time and place for meetings?
- Executive and member voting requirements?

Other Important Provisions

- How will the bylaws be amended?
- When will the association's fiscal year run?
- Maintenance and inspection of corporate record books – On Treasurer Transfer to new Treasurer
- Procedures for entering contracts and managing finances
- Indemnification of executive and members

Appendix V: Sample Application to Assume Private or Un-Assumed Road Allowance

When submitting a proposal to the Township, all documentation and information must satisfy Council that the assumption of the assumed road is in the public interest, and that the proponent acknowledges and accepts that any and all costs associated with such assumption are to be borne by the proponent, and the following procedures applied.

Criteria for Assumption

Without being necessarily limited to the following, the following criteria should be considered in determining if it is in the public interest to assume the unopened and un-assumed, or private road:

- a) Does the road serve, or will it serve, five (5) or more separate and distinct private parcels of land which are being used, or are capable of being used for the purposes permitted within that zone, on a year-round basis?
- b) Does the road provide access to a Township-maintained boat launch, beach or other facility or attraction promoted by the Township for public use and tourism?
- c) Would the assumption of the road over-extend existing municipal roads maintenance programs, operations and resources?
- d) Was the road constructed to the standards as stated herein, thus avoiding costly future upgrades and/or repair costs to the Township?
- e) Will the assumption of the road promote further desired development?
- f) Would further development require the road to be extended?
- g) Would further development on this road over-extend existing municipal services?
- h) Would the road facilitate the safe and efficient movement of goods and people?
- i) At least two-thirds (66%) of all property owners who will receive direct benefit from the assumption of the road agree to the undertaking of the study and the assumption of the un-assumed road by the Township. For private roads, 66% of all property owners must agree to the undertaking of the study and the assumption of the private road by the Township.
- j) All property owners required to give up ownership of legal title to the road itself, required road widenings or necessary turnarounds have consented to the Township's acquisition of their lands.
- k) Have the Conservation Authorities or the Ministry of Natural Resources and Forestry, whichever has jurisdiction, been notified and are regulations followed where there could be any interference with wetlands or any alterations to shorelines and watercourses?
- l) The Ministry of Transportation supports the proposed assumption by the Township.
- m) The proposal conforms to the land use policies of the relevant Official Plan and Zoning By-law if lot creation would occur as a result of the assumption process.
- n) There is a reference plan prepared by an Ontario Land Surveyor documenting the lands affected by the proposed assumption.
- o) The Proponent has provided original deeds and certification of title for the lands in question, prepared by the proponent's Solicitor.
- p) The Township has received a legal opinion on the ownership status of the subject road and a risk assessment of assuming or not assuming the road.

Proponent Responsibilities

- a) The cost and associated process of bringing the road up to municipal standard will be the responsibility of the proponents. Options will be provided to the proponents for immediate payment or the option to pay over a period of time as permitted under McKellar Fees and Charges By-law or O. Reg 586/06 Local Improvement Charges – Priority Lien Status.
- b) Where the proposed right-of-way has a deficient width, all benefitting owners will be required to provide the necessary road widening to the Township free and clear of all encumbrances and at no cost to the Township.
- c) Where the proposed right-of-way dead-ends and a turnaround is thus required, title to the land required for the turnaround must be transferred to the Township at no cost to the Township.
- d) Prior to the commencement of an engineering study the proponent shall submit to the Township a refundable deposit of one thousand dollars (\$1,000.00). Director of Public Works or their designates will provide proponent with estimate and additional deposit may be required prior to proceeding. This deposit will be used to cover the engineering review costs and the amount may be increased as needed if the review is more complex. Any amount of the deposit not needed to cover the independent review will be returned to the Proponent.

Staff Responsibilities

- a) Upon receipt of a petition requesting assumption of a roadway, Township staff will verify the sufficiency of the petition, ie, petitions not supported by two-thirds of the property owners adjacent to the roadway will not be considered, petitions not supported by all owners giving up title rights will not be considered, and assumption of portions of a road less than 500 meters will not be considered unless the road links existing maintained Township roads.
- b) Township staff will prepare a Council Report and if Council agrees “in principle” with the possible assumption of the road then the works will proceed following confirmation of financing methodology.
- c) Prior to assuming the road section, the Township shall request an independent review of the subject road, at the Proponent’s expense. This review will include a report on the as-built condition of the existing road by a professional engineer and a cost-benefit analysis to determine the operational costs of maintaining the road and the impact on Township resources. In addition, the consultant will prepare, as part of the engineering report, an estimate of all costs relating to the construction or reconstruction of the un-assumed road to the standards as stated herein. The cost of the independent engineering review and cost-benefit analysis will be borne by the Proponents.
- d) Year round road service will not be provided on seasonal roads or private roads until Council passes a by-law to formally assume the road and until the subject road is upgraded to the road standards as specified by the Township.
- e) If assumption of a privately-owned road is requested, the Township staff will review and recommend to Council to advance a by-law for assumption of the road.
- f) If assumption of a privately-owned road is requested, and where acquisition by the Township will result in severance(s), the Planning Department will consider the implications of the road assumption to ensure that any natural severances conform to the Official Plan policies and Zoning By-law regulations.
- g) The assumption of roads may be implemented through a Development Agreement to the satisfaction of the Director of Public Works or designate. The Agreement will include the approved drawings, cost estimates, and securities for the proposed road works.

Appendix VI: Annual Road Grant Option

Our neighbouring municipality, Whitestone has implemented a roads grant policy which serves as an example. Under the principles of safety and fairness, an annual grant is an option for roads that are not yet upgraded to the minimum municipal guideline (6b) and not accepted by the Municipality for ongoing maintenance. Most important, as a principle of safety, all roads that serve full-time residents should be accessible for 911 services. If properties are insured, the insurance companies expect (and may request proof) of reasonable access for emergency services to validate insurance claims.

It is expected that these optional roads grant funds will be used, over time, to upgrade to the minimum municipal road construction guideline. As requested by a road group, the Township will also provide a matching grant option as further incentive to fast-track the road(s) upgrade.

Both the annual grant amount (per km.) and the matching grant option cap will be confirmed in a separate by-law pertaining to fees, charges and grants, which will be updated on a regular basis.

Any road with full-time residents should be maintained year-round. Whether this service is provided by the municipality or private contractor has no impact on relative MPAC assessment values – the MPAC road-based tax adjustment is the same for all properties on year-round roads, either public or private roads. Hence the rationale for a road grant model – all ratepayers on year-round roads should have access to these tax dollars for road maintenance either via direct service or in-kind contribution.

The residents on a private or un-assumed road would be expected to form a group or association to coordinate the services and to provide a structure to be accountable for any monies received from the municipality.

Appendix IV is a sample Road Group Agreement recommended for the adoption by the Township for the establishment of road groups. Here are the terms of the model for application to McKellar:

1. To be eligible to receive a grant, property owners fronting on and/or utilizing one or more opened private or un-assumed road(s) must form a “road group”, duly constituted defined in paragraph 2, whose membership must include/represent at least two-thirds of the households serviced by the road, including undeveloped lots.

2. “Duly constituted” means that the property owners served by the road have, from time to time, agreed in writing:

- to submit an application for a grant;
- how any grant received will be used to maintain the road; and
- to designate one or more members of the group to represent it with respect to the applications and authorize them to arrange for maintenance work to be completed and to report its completion to the Municipality.

3. It is not necessary for the road group to be incorporated; however, road groups are encouraged to have written constitutions providing for election/appointment of officers and to facilitate group decision making with respect to maintenance to be undertaken. A ratepayers’ association may serve as a road group for purposes of this bylaw

If a private road, the application must be accompanied with written confirmation

from the owner of the road approving the application and the work to be completed, unless the applicant(s) can demonstrate that the owner of the road is inaccessible, to the satisfaction of the CAO-Clerk-Treasurer.

4. The grant to be provided shall be determined by Council during the yearly budget process, based on a calculation of 'x' factor and an optional 'y' factor, where:

- x factor represents dollars (\$) per kilometer, and optionally
- y factor represents dollars (\$) per household.

5. A road group representing several different roads may apply for grants for any or all affected roads unless a separate road group (i.e. : whose membership includes/represents at least two-thirds of the households serviced by the road(s) in question, including undeveloped lots.) has already applied for a road grant on their own.

6. Approved grants will be given in one draw, with a grant application deadline of September 30th. Funds will be released at the discretion of the Municipal Treasurer.

7. Applications shall be accompanied by a budget of estimated annual expenditures and a statement of current uncommitted funds on hand in the Road Group's statement of record.

8. All applications shall be forwarded to the Municipal Treasurer who shall have the responsibility/authority of determining grant eligibility and authorizing grants.

9. The Road Group will be solely responsible to oversee the administration and supervision of annual work programs and related budget and furthermore the Municipality will have no responsibility, obligation or exercise any degree of operational control with respect to maintenance of the affected roads.

10. Grants are not guaranteed and due to budgeting constraints may be curtailed at any time by resolution of Council.

11, Council may from time to time establish further conditions on the approval of grants that may be generally applied or specific to a particular situation.

12. All grants must be used on specified roads and accounted for in the calendar year of issuance and a written summary of money spent must be submitted to the Municipality.

13. A condition of approval, may be that the Road Group must undertake to upgrade the road to the applicable minimum Township standard over the course of several years.

14. Failure to follow reporting requirements will result in that particular road group to be excluded from grants in the following year.

Appendix VII: Summary of Road Construction Criteria

Design Criteria	ROAD CONSTRUCTION GUIDELINES		
	6b	6a	5
road classification	low traffic, dead-end	low traffic, connecting	medium traffic, thoroughfare
Design Speed	20 kph	20 kph	50 kph
Right of Way Width	20	20	20
Horizontal Radius	80.0 m	80.0 m	80.0 m
Maximum Grade	6.00%	6.00%	6.00%
Kcrest(vertical curve, hill)	8	8	8
Ksag(vertical curve, valley)	12	12	12
Min Stopping Sight Dist	65.0 m	65.0 m	65.0 m
Clearing Width	8m	8m	10m
Surface Width	5.0m, 16.4 ft	5.0m, 16.4 ft	6 m, 20 ft
Shoulder Width	0.5m	0.5m	1.0 m
Horizontal Clearance	3.0 m	3.0 m	3.0 m
Vertical Clearance	5.25 m	5.25 m	5.25 m
Cross fall crown on road surface	3%	3%	
Turn Arounds	OPSD 500.01 or equivalent	OPSD 500.01 or equivalent	OPSD 500.01 or equivalent
Ditches	12" deep, 16" wide	12" deep, 16" wide	adequate for watercourse
Granular base			300 mm granular B
Back-fill (type C)	To max 12" from surface	To max 12" from surface	
Back-fill (type B)	To max 4" from surface	To max 4" from surface	
New culverts	16" diameter	16" diameter	
Hills	Less than 10% grade	Less than 10% grade	
Surface Type (traffic< 200/day)	Granular A: 100 mm (4")	Granular A: 100 mm	Granular A: 100 mm
Surface Type (traffic> 200/day)	Double Surface Treatment	Double Surface Treatment	Double Surface Treatment
Signage	As per Ont.Traffic Manual	As per Ont.Traffic Manual	As per Ont.Traffic Manual
Dead end roads	15 metre turning radium	15 metre turning radium	15 metre turning radium

Type C: sand fill mixed or blasted mix rock no greater than 12 in.

Type B: crushed quarried granite no larger than 2.5 in.

Type A: crushed quarried granite no larger than ¾ in.

Blasted rock deeper than 24 in. must be chinked

All materials fully compacted

Culverts extended with proper couplers; all culverts free of structural failure, clean and functional

Winter maintenance only: 5m surface width

Full year-round maintenance: 6m surface width

PART 2, Appendix VIII: Road Maintenance Guidelines

Section 1.0 – Routine and Winter Patrolling

1.1 Introduction

The Township of McKellar will provide a level of service for routine patrolling that meets the Minimum Maintenance Standards O. Reg. 239/02 Section 3, under The Municipal Act 2001.

Road classifications are in accordance with O. Reg. 239/02. There are currently no Class 1,2,3 or Class 4 highways within the jurisdiction of the Township of McKellar.

1.2 Definitions

“day” means a 24-hour period.

“highway” means a common and public highway maintained by the Township of McKellar and includes any bridge, trestle, viaduct or other structure forming part of the highway.

“weather” means air temperature, wind and precipitation.

“substantial probability” means a significant likelihood considerably in excess of 51 per cent.

1.3 Operations Description

- a) The Township of McKellar will routinely patrol highways at a frequency set out in Table 1A below.

Table 1A: Routine Patrolling Frequency

Classes of Highway	Patrolling Frequency
5	once every 30 days
6	Once every 45 days

Minimum Maintenance Standards O. Reg. 239/02

- b) Routine Patrolling will be carried out by driving on the highway to check for conditions described in O. Reg. 239/02 and this level of service policy.
- c) Routine Patrolling is not required between sunset and sunrise.
- d) In addition to routine patrolling, the municipality will select representative highways to patrol during winter maintenance.
- e) Winter patrol routes will not operate when conditions have been identified throughout the Municipality that will require commencement of snowplowing or sanding operations. The patroller may then be reassigned to snowplowing and/or sanding. The winter patrol and winter maintenance activity are an interchangeable

function.

- f) If it is determined by the municipality that the weather monitoring referred to in section 1.4 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the minimum standard for patrolling highways is, in addition to that set out in section 1.3, to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions.

1.4 Weather Monitoring

- a) From October 1 to April 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality.
- b) From May 1 to September 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day.

Section 2.0 – Plowing and Sanding/Salting

2.1 Introduction

The Township of McKellar will provide a level of service for Winter Road Conditions that meets the Minimum Maintenance Standards O. Reg. 239/02 Sections 4 and 5, under The Municipal Act 2001.

Road classifications are in accordance with O. Reg. 239/02. There are currently no Class 1,2,3 or Class 4 highways within the jurisdiction of the Township of McKellar.

The Township of McKellar recognizes that severe weather conditions may occur that could prevent the attainment of the Level of Service specified in this policy. The Public Works department must work within the available resources and in such a manner to protect the safety of employees and the public.

2.1.1 Definitions

“season when the municipality performs winter highway maintenance” means that period of time from early November to the end of March of the following year in accordance with O. Reg. 239/02. The Township of McKellar may extend the season to mid-April when weather conditions create a demand for additional winter maintenance.

“highway” means a common and public highway maintained by the Township of McKellar and includes any bridge, trestle, viaduct or other structure forming part of the highway.

“roadway” means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder.

“snow accumulation” means the natural accumulation of any of the following that, alone

or together, covers more than half a lane width of a roadway:

1. Newly-fallen snow
2. Wind-blown snow
3. Slush

“ice” means all kinds of ice, however formed

Operations Description

2.2 Snow Plowing

- a) The Municipality will deploy snow clearing resources to address the snow accumulation, as soon as practicable, after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in Table 2A.
- b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - (i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - (ii) on a Class 5 highway with two lanes, to provide a total width of at least five metres.
- c) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation.
- d) The depth of snow accumulation on a roadway may be determined by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:
 - (i) Patrolling highways.
 - (ii) Performing highway maintenance activities.
 - (iii) Supervising staff who perform activities described in paragraph 1 or 2.
- e) The depth of snow accumulation on a roadway may be determined by,
 - (i) performing an actual measurement;
 - (ii) monitoring the weather; or
 - (iii) performing a visual estimate.
- f) For the purposes of this section, addressing snow accumulation on a roadway may include, but is not limited to,
 - (i) plowing the roadway;
 - (ii) salting the roadway;
 - (iii) applying abrasive materials to the roadway; or
 - (iv) any combination of the methods described in clauses (i), (ii) and (iii).
- g) This section does not apply to that portion of the roadway designated for parking.

- h) Table 2A: Snow Accumulation shown below contains the minimum maintenance standards specified in O. Reg 239/02 under the Municipal Act.

Table 2A: Snow Accumulation

Classes of Highway	Depth	Time for Removal
5 and 6	10 cm	24 hours
5 and 6	10 cm	36 hours

Minimum Maintenance Standards O. Reg. 239/02

2.3 Sanding/Salting

- i) The minimum standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:
- (i) Monitor the weather in accordance with section 1.4.
 - (ii) Patrol in accordance with section 1.3.
 - (iii) If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to prevent ice formation within the time set out in Table 2B to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose.
- j) If the municipality meets the minimum standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of,
- (i) the time that the municipality becomes aware of the fact that the roadway is icy; or
 - (ii) the applicable time set out in the Table to this section for treating the roadway to prevent ice formation expires.
 - (iii) the minimum standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in Table 2B to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2B for treating the icy roadway expires.
 - (iv) for the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand.
- k) The Municipality treats icy roadways in accordance with Table 2B for vehicular traffic. Maintenance for pedestrian purposes is not performed on roadways.

Table 2B: Icy Roadways

Classes of Highway	Time for Treatment
5	16 hours
6	24

Minimum Maintenance Standards O. Reg. 239/02

Section 3.0 – Road Surface Conditions

3.1 Introduction

The Township of McKellar will provide a level of service for Road Surface Conditions that meets the Minimum Maintenance Standards O. Reg. 239/02 Section 6, 7, 8, 9 and 16(1), under The Municipal Act 2001.

Road classifications are in accordance with O. Reg. 239/02. There are currently no Class 1,2,3 or Class 4 highways within the jurisdiction of the Township of McKellar.

3.2 Definitions

“day” means a 24-hour period.

“debris” means any material (except snow, slush or ice) or object on a roadway, that is not an integral part of the road way or has not been intentionally placed on the roadway by a municipality, and that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle.

“highway” means a common and public highway maintained by the Township of McKellar and includes any bridge, trestle, viaduct or other structure forming part of the highway.

“roadway” means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder.

“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.

“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.

3.3 Potholes

- a) The majority of pothole formations occur during the freeze/thaw cycles in spring and fall. Regular maintenance including spray patching and grading, is performed immediately following these cycles to prevent the formation of potholes.
- b) Potholes that are identified during routine patrols will be scheduled for repair as soon as practicable to prevent further degradation of the road surface structure and within the minimum maintenance standards detailed in sections c) and d) below.
- c) If a pothole exceeds both the surface area and depth set out in Table 3A, 3B, or 3C the Township of McKellar will repair the pothole within the time set out in Table 3A, 3B, or 3C as appropriate, after becoming aware of the condition.

- d) A pothole shall be deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in Table 3A, 3B, or 3C as appropriate.

Table 3A: Potholes on Paved Surface of Roadway

Classes of Highway	Surface Area	Depth	Time for Completion of Repair
5	1000 cm ²	8 cm	30 days
6	1000 cm ²	8 cm	45 days

Minimum Maintenance Standards O. Reg. 239/02

Table 3B: Potholes on Non-Paved Surface of Roadway

Classes of Highway	Surface Area	Depth	Time for Completion of Repair
5	1500 cm ²	12 cm	30 days
6	1500 cm ²	12 cm	45 days

Minimum Maintenance Standards O. Reg. 239/02

Table 3C: Potholes on Paved or Non-Paved Surface of Shoulder

Classes of Highway	Surface Area	Depth	Time for Completion of Repair
5 and 6	1500 cm ²	12 cm	60 days

Minimum Maintenance Standards O. Reg. 239/02

3.4 Shoulder Drop-offs

- e) Regular shoulder grading is performed during spring and fall, when time and resources permit, to prevent the formation of shoulder drop-off.
- f) Problem areas are identified through routine patrolling and historical data. Shoulder grading is performed in these areas at an increased frequency appropriate to the requirements of each area.
- g) A shoulder drop-off condition that is identified during routine patrols will be scheduled for shoulder grading as soon as practicable to prevent further degradation of the road surface structure and within the minimum maintenance standards detailed in sections d) and e) below.
- h) If a shoulder drop-off is deeper, for a continuous distance of 20 metres or more, than the depth set out in Table 3D, the Township of McKellar will repair the shoulder drop-off within the time set out in the Table after becoming aware of the condition.
- i) A shoulder drop-off shall be deemed to be in a state of repair if its depth is less than or equal to that set out in Table 3D.

Table 3D: Shoulder Drop-offs

Classes of Highway	Depth	Time for Completion of Repair
5 and 6	8 cm	30 days

Minimum Maintenance Standards O. Reg. 239/02

3.5 Cracks

- j) The majority of cracks occur during the freeze/thaw cycles in spring and fall. Regular maintenance including patching, is performed immediately following these cycles to prevent the formation of cracks.
- k) Cracks that are identified during routine patrols will be scheduled for repair as soon as practicable to prevent further degradation of the road surface structure and within the minimum maintenance standards detailed in sections c) and d) below.
- l) 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 Table 3E, the Township of McKellar will repair the crack within the time set out in the Table after becoming aware of the condition.
- m) A crack shall be deemed to be in a state of repair if its width or depth is less than or equal to that set out in the Table.

Table 3E: Cracks

Classes of Highway	Width	Depth	Time for Completion of Repair
5 and 6	5 cm	5 cm	180 days

Minimum Maintenance Standards O. Reg. 239/02

3.6 Debris

- n) If there is debris on a roadway, the Township of McKellar will remove the debris as soon as practicable after becoming aware of the condition.

3.7 Road Discontinuities

- o) The majority of road discontinuities occur during the freeze/thaw cycles in spring and fall. Most road discontinuities are temporary conditions, caused by frost heave. Road discontinuities found during the freeze/thaw cycle will be identified with a warning sign and monitored for potential repairs.
- p) Regular maintenance including patching and grading, is performed immediately following these cycles to repair any permanent surface discontinuities.
- q) Surface discontinuities that are identified during routine patrols will be scheduled for repair as soon as practicable to prevent further degradation of the road surface structure and within the minimum maintenance standards detailed in section e) below.
- r) If a surface discontinuity, (other than a surface discontinuity on a bridge deck)

exceeds the height set out in Table 3F, the Township of McKellar will repair the surface discontinuity within the time set out in the Table after becoming aware of the condition.

- s) A surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, is deemed to be in a state of repair if its height is less than or equal to the height set out in the Table to this section.

Table 3F: Surface Discontinuities

Classes of Highway	Height	Time for Completion of Repair
5	5 cm	21 days
6	10 cm	45 day

Minimum Maintenance Standards O. Reg. 239/02

3.8 Dust Control

Dust control is a regular treatment program applied annually to gravel and dirt roads.

Due to the high cost of dust suppressants, the treatment is not repeated during the year so the application must be timed to provide optimum coverage for the season. The dust suppressants are generally applied in early summer.

Section 4.0 – Street Lights (Luminaires)

4.1 Introduction

The Township of McKellar will provide a level of service for streetlights that meets the Minimum Maintenance Standards O. Reg. 239/02 Section 10 under the Municipal Act 2001.

Road classifications are in accordance with O. Reg. 239/02. There are currently no Class 1,2,3 or Class 4 highways within the jurisdiction of the Township of McKellar.

4.2 Definitions

“day” means a 24-hour period.

“highway” means a common and public highway maintained by the Township of McKellar and includes any bridge, trestle, viaduct or other structure forming part of the highway.

“streetlight” means the complete lighting unit consisting of a lamp and the parts designed to distribute the light, to position or protect the lamp and to connect the lamp to the power supply. (Regulation 239/02 uses the term Luminaires.)

4.3 Operations Description

- a) Streetlights will be scheduled for repair when the Municipality becomes aware that it is not functioning.
- b) Streetlights located in a high traffic area may be immediately scheduled for repair at the discretion of the Director of Public Works.
- c) In addition the level of service specified in sections a) and b), streetlights will be

repaired to the Minimum Maintenance Standards O.Reg 239/02.

Section 5.0 – Signs

5.1 Introduction

The Township of McKellar will provide a level of service for signs that meets the Minimum Maintenance Standards O. Reg. 239/02 Sections 11 and 12 under the Municipal Act 2001.

Road classifications are in accordance with O. Reg. 239/02. There are currently no Class 1,2,3 or Class 4 highways within the jurisdiction of the Township of McKellar.

5.2 Definitions

“day” means a 24 hour period.

“highway” means a common and public highway and includes any bridge, trestle, viaduct or other structure forming part of the highway.

“regulatory sign” means a traffic sign advising drivers of action they should or must do (or not do), under a given set of circumstances.

“warning sign” means a sign which indicates conditions on or adjacent to a highway or street that are actually or potentially hazardous to traffic operations.

5.3 Operations Description

- a) The minimum standard for the frequency of inspecting signs of a type listed below to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection.
- b) A sign that has been inspected in accordance with section a) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that section, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements.
- c) If any sign of a type listed below 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.
 - Checkerboard
 - Curve sign with advisory speed tab
 - Do not enter
 - Load Restricted Bridge
 - Low Bridge
 - Low Bridge Ahead
 - One Way
 - School Zone Speed Limit
 - Stop
 - Stop Ahead

- Stop Ahead, New
 - Traffic Signal Ahead, New
 - Two-Way Traffic Ahead
 - Wrong Way
 - Yield
 - Yield Ahead
 - Yield Ahead, New
- d) The minimum standard for the frequency of inspecting regulatory signs or warning signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection.
- e) A regulatory sign or warning sign that has been inspected in accordance with section d) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements.
- f) If a regulatory sign or warning sign is illegible, improperly oriented, obscured or missing, the minimum standard is to repair or replace the sign within the time set out in Table 5A to this section after becoming aware of the fact.
- g) In this section, “*regulatory sign*” and “*warning sign*” have the same meanings as in the Ontario Traffic Manual, except that they do not include a sign listed in subsection 11((2) of this Regulation.

Table 5A: Regulatory and Warning Signs

Classes of Highway	Time for Completion of Repair
5 and 6	30 days

Minimum Maintenance Standards O. Reg. 239/02

Section 6.0 – Bridges

6.1 Introduction

The Township of McKellar will provide a level of service for Bridges that meets the Minimum Maintenance Standards O. Reg. 239/02 Section 15 and 16 under the Municipal Act 2001.

Road classifications are in accordance with O. Reg. 239/02. There are currently no Class 1,2,3 or Class 4 highways within the jurisdiction of the Township of McKellar.

6.2 Definitions

“*bridge deck spall*” means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge.

“*day*” means a 24-hour period.

“*highway*” means a common and public highway maintained by the Township of

McKellar and includes any bridge, trestle, viaduct or other structure forming part of the highway.

“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.

6.3 Operations Description

- a) The majority of bridge deck spalls occur during the freeze/thaw cycles in spring and fall. Regular maintenance including patching is performed immediately following these cycles to prevent the formation of further spalls.
- b) Bridge deck spalls that are identified during routine patrols will be scheduled for repair as soon as practicable to prevent further degradation of the bridge surface structure and within the minimum maintenance standards detailed in section c) below.
- c) If a bridge deck spall exceeds both the surface area and depth set out in Table 6A below, the spall will be repaired, within the time specified in Table A after becoming aware of the condition.
- d) The bridge deck spall is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in Table 6A.
- e) If the surface discontinuity on a bridge deck exceeds 5 cm, the condition will be repaired as soon as practicable after becoming aware of the condition.
- f) A surface discontinuity on a bridge deck is deemed to be in a state of repair if its height is less than or equal to five centimetres.

Table 6A: Bridge Deck Spalls

Classes of Highway	Surface Area	Depth	Time for Completion of Repair
5	1,000 cm ²	8 cm	7days
6	1,000 cm ²	8 cm	14 days

Minimum Maintenance Standards O. Reg. 239/02

Section 7.0 – Sidewalks

7.1 Introduction

The Township of McKellar will provide a level of service for sidewalks that meets the Minimum Maintenance Standards O. Reg. 239/02 Section 16.1 under the Municipal Act 2001.

7.2 Definitions

“surface discontinuity” means a vertical discontinuity creating a step formation at joints or cracks in the surface of the sidewalk.

7.3 Operation Descriptions

- a) The minimum standard for the frequency of inspecting sidewalks to check for surface discontinuity is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 10
- b) A sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to any surface discontinuity until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge of the presence of a surface discontinuity in excess of two centimetres.
- c) If a surface discontinuity on a sidewalk exceeds two centimetres, the minimum standard is to treat the surface discontinuity within 14 days after acquiring actual knowledge of the fact. O. Reg. 23/10, s. 10.
- d) A surface discontinuity on a sidewalk is deemed to be in a state of repair if it is less than or equal to two centimetres.
- e) For the purpose of subsection (2), treating a surface discontinuity on a sidewalk means taking reasonable measures to protect users of the sidewalk from the discontinuity, including making permanent or temporary repairs, alerting users' attention to the discontinuity or preventing access to the area of discontinuity. O. Reg. 23/10, s. 10.

PART 3, Appendix IX: New Road Construction Engineering Specifications

General

The road specifications are to provide developers and land owners with standards for new Municipality road construction. The standards are to be adhered to for all new road construction and may be applied to upgrading of some existing roads at the discretion of the Roads Superintendent (e.g. road class 4 or 5). The standards are to be regarded as the minimum requirements for construction acceptable to the Municipality for consideration, when the Municipality is assuming the operation and maintenance of roads for the purpose of creating publicly maintained Municipality roads.

The new road standards generally follow the guidelines set out in Ministry of Transportation Directive Bulletin B-18, and B-36.

New Road Allowances and Right-of-Ways

All new road allowances and right-of-ways shall be a minimum of 20 metres wide. Road allowances shall be wider where required. All road fills shall be contained within the limits of road allowances, and the limits of road allowances shall extend to the toe of slope of all road fills and the top of slope for all road cuts.

New roads must be constructed in the centre of the road allowances unless otherwise authorized by the Municipality. Road allowances shall be of sufficient width to allow the proper construction of road curves, corners, and intersections.

All roads within subdivisions shall be properly surveyed and deeded to the Municipality in a form that is acceptable to the Municipality.

Turning Basins

All dead end roads shall have a turning basin located at the terminus of the road. The turning basins shall be constructed with a 15 metre radius for the travelled surface plus a one metre shoulder. The turning basin shall in addition to the granular materials be surfaced with a minimum of 50 mm RIA asphalt. The asphalt area shall be solid across the turning basin including the centre area. The turning basin shall have a 21 metre radius right-of-way. The configuration of the turning for the turning basin shall be as shown on O.P.S.D. 500.03 (Industrial Road) except as adopted for a road with a six metre wide travelled surface.

Right-of-Way Clearing

All road allowances shall be fully cleared within the road allowance boundaries. All trees, stumps, and deleterious materials shall be removed from the road allowances and disposed of offsite. Disposal of materials shall be in accordance with municipal, provincial, and

federal regulations. No wood materials may be buried within the road allowance.

Road Width

The construction of all new roads shall be a minimum top width of 8 metres wide. The new road shall have a minimum travelled surface of six metres plus a one metre shoulder width on each side. Where guide rails are required along the edge of a shoulder; the shoulder shall be widened a minimum extra one half metre.

Ditches

All ditch inverts shall be a minimum of 300 mm below the bottom of the granular base or 300 mm below the bottom of rock shatter in blasted rock areas. The ditches shall have a minimum bottom width of 500 mm.

New Road Base Construction

The subgrade materials shall be cleared, grubbed and uniformly graded prior to the placement of granular materials.

The road shall be constructed with a minimum depth of 150 mm of granular B, and 150 mm of granular A. In areas where the road base is clay material, the road base shall have an additional 150 mm to 300 mm of granular C material under the granular B. All granular materials shall be placed and compacted in 150 mm lifts. The granular A materials shall have a top width of a minimum of eight metres with side slopes of 3 to 1 to the bottom of the granular B. Granular fill materials below the granular B shall have a minimum side slope of 2 to 1. Rock fills below the granular B materials shall have minimum side slopes of 2 to 1.

The placement of granular materials shall generally conform to O.P.S.D. 206.1. The materials shall be compacted with suitably sized mechanical equipment to prevent future settlement.

All road transitions shall be constructed as per O.P.S.D. 205 as applicable.

Traveled Road Surfaces

All new roads shall have a six metre width of double surface treatment application. The surface treatment materials shall consist of HF1 505 binder and Class 2 aggregate. The rate of application shall be 1.65 kg. binder /sq. metre and 17 kg. aggregate /sq. metre for the first application and 1.55 kg. binder /sq. metre and 18 kg. aggregate for the second application. All surface treatment shall be placed in conformance with O.P.S.S. 304.

The turning basins shall be surfaces with 50 mm of HL4 hot laid asphalt. The mix design shall be as approved by the Ministry of Transportation and conform to O.P.S.S. All asphalt

shall be placed in accordance with O.P.S.S. 310.

Road Geometrics

Road Intersections - All new road intersections shall be designed to meet at ninety degrees. The edge of the traveled surfaces shall be connected with ten metre radii and corresponding shoulder widths.

Horizontal Road Curves - all new road curves shall be designed to provide safe passage of vehicular traffic. The minimum desired horizontal road radius is 90 metres where possible. Super elevation should also be considered on sharper road curves. Where curves cannot be constructed to a minimum radius of 90 metres approval must be received from the Municipality with additional safety measures such as additional signage for speed reduction, sharp curve, guide rails, etc.

Vertical Curves

Crest Curve - the recommended minimum $k=8$ Sag Curve - the recommended minimum $k=12$

Road Gradient - the maximum road gradient permissible is 12 % with no exceptions. The road gradient shall be measured in station lengths as deemed suitable by the Municipality. Generally, 20 metres stations are acceptable for measurement along centre line.

Rock Excavation

In areas where rock is to be blasted and excavated, the road base shall have a minimum layer of rock shatter over the rock of 300 mm. The rock cut width shall be a minimum of 2.6 metres from the outer edge of the shoulder to the rock face and wider where the road ditch is deeper than the minimum. All rock faces shall be left stable and shall be scaled of all loose rock and debris.

Where blasted rock is used for road fill material, the rock shall be less than 600 mm in diameter and the rock material shall be placed so that the material is graded and chinked with the no rock voids near the top of the fill.

Drainage

All culverts shall be installed in accordance with M.T.O. Directive B-100. The culvert requirements shall be determined by a qualified engineer. All culvert installations shall be in accordance with O.P.S.D. Division VIII as applicable.

Minimum culvert diameter 400 mm.

Culverts with more than two metres cover shall be asphalt coated.

Drainage Easements

All culverts shall be located in accordance with the Drainage Act and drainage easements shall be provided where required.

Bridges

All bridges are to be designed and constructed in accordance with the Ministry of Transportation standards and conform to all requirements of the Bridge Act, and all other municipal, provincial, and federal regulations.

Signage

All new roads require proper signage. The signage requirements include:-

1. *Traffic Regulatory Signs* - such as stop signs, speed limit signs,
2. *Traffic Safety Signs* - such as warning signs, for dead end street, sharp road curves, hidden entrances and intersections, and all other signage deemed necessary by the Municipality for traffic control
3. *Street Name Signs* - to be mounted on 50 mm diameter galvanized steel post with a concrete base.
4. *Municipal Direction Signs* - where required
5. *Municipal Notice Signs* - signs identifying unassumed roads until acceptance by the Municipality.

A road signage plan showing the type and location of all proposed road signage shall be submitted to the Municipality for review. A final signage plan shall be submitted to the Municipality for approval including all requested amendments.

All signage shall conform to the Ministry of Transportation Manual of Uniform Traffic Control Devices.

Street Lights

Where street lights are required LEDs will be installed at approximate one hundred metre intervals. Street lights are generally not required by the Municipality in rural or recreational developments.

Driveway Entrances

All driveway entrances shall be constructed at ninety degrees from the road alignment. The minimum top width of the driveways shall be five metres. The minimum driveway culvert size shall be 400 mm diameter. The driveways shall be constructed to the edge of the road allowance as part of the road construction.

Guide Rails

Guide rails shall generally be required where the vertical distance between the road surface and the toe of fill areas or ditch lines is greater than three metres. Guide rails may additionally be required on sharp curves. The guide rails shall be the three wire cable guide rail system and shall be constructed in accordance with OPSD 910.10 to 911.03.

Grading

All grading shall be done in accordance with OPSD 200.10 to 201.020.

IMPLEMENTATION

Procedures for Constructing New Roads to Municipal Standards

Agreement

New Subdivision Roads

For new subdivision roads the owner shall enter into a subdivision agreement with the Municipality. The subdivision agreement shall reference the Municipality road standards and the construction details provided by the Owner/ developer for the proposed road construction.

Road Construction Drawings

The owner shall have the road designed by a qualified engineer who is a member of the PEO. The details of the proposed road construction shall be contained in a set of metric scale drawings containing the following:-

- i. *Drainage Plan* - An overall drainage plan of the subdivision should show all culvert locations and sizes, drainage area size, all existing and proposed drainage courses, all road allowances and existing and proposed lot lines. The plan should also identify all drainage easements required across existing and proposed lots. The plan should not have a scale greater than 1:2000.

ii. *Plan I Profile Drawings* - plan I profile road drawings shall be prepared with a horizontal scale of 1:500 and a vertical scale of 1:50 or 1:100. The drawings details shall show the changes, finished grades, original ground profiles, existing water courses, water elevations, water table elevations (where applicable), culvert details (location, invert elevation, sizes), curve details

(horizontal and vertical), ditches, slope extent (cut and fill), cuts and fills, rock areas, location and type of transition treatments, location, type and extent of guide rails, and an indication of the native soil types under the road.

iii. *Typical Road Cross Sections* - A drawing showing a typical cross section of the road, including, traveled surface width, shoulder width, depth and type of granular materials, sub grade material, all side slopes, amount of crown of road, ditch locations, depth, width, slope of back of ditch. Separate drawings will be required for earth and rock sections.

iv. *Construction Details Drawings* - additional drawings may be required to provide details for special items, such as road transitions, erosion control measures, typical culvert installation details and other items as deemed necessary.

Approval of Road Construction Drawings

All road drawings shall be subject to approval by the Municipality. Additionally, portions of the drawings may require approval of the M.T.O. (structures, plate culverts, etc.), Ministry of Natural Resources (diversions, environmentally sensitive areas, water bodies, fisheries, etc.), Ministry of the Environment and Energy and other provincial agencies as deemed applicable by the Municipality. The Owner shall be responsible for obtaining approval from all applicable provincial and federal agencies. Approval of road drawings by the Municipality does not relieve the Owner from obtaining approval from other applicable agencies with jurisdiction.

Variations from Standards

The Owner may apply in writing to the Municipality for a variation to the road standards. The Municipality, by its discretion, may waive or alter any of the standards contained or referred to in the road standards if it deems the variation appropriate. All variations to the road standards must be received by the Municipality in writing to be considered for approval.

Construction of Roads

The Owner shall construct all roads in accordance with the drawings as approved by the Municipality, and applicable agencies.

Inspections during Construction

The Owners shall provide the Municipality with full access to the road construction operations at all times during construction. The Owner shall give the Municipality notice in writing of the start of construction. The Owner shall also submit a construction schedule to the Municipality. The Municipality may at their discretion hire their own engineers to confirm the standards of construction. The Owner shall pay all reasonable engineering costs incurred by the Municipality.

The road construction shall be inspected and approved in the following sequence:-

- I. At the end of the clearing and grubbing operations and when the sub base has been graded in preparation of granular materials,
2. At the time of culvert installations, (sometimes occurring at the same time as sub-base preparation).
3. When the placement of the granular B has been completed,
4. When the placement of the granular A is completed,

Inspection Reporting

The Owner's Engineers shall inspect the road after each construction operation and file a report with the Municipality certifying that the work has been completed as per the construction drawings.

The Municipality may additionally wish to inspect the road and shall do so at their discretion.

The Owner shall not surface treat the road until approval to do so is received in writing from the Municipality.

Acceptance of Road

Roads will not be accepted by the Municipality until all construction details are complete and all deficiencies have been corrected to the Municipality's satisfaction. Prior to acceptance of the road the Owner or his representative, the Owners Engineers, and the Municipality's representatives shall jointly carry out an inspection of the completed road and compile a list of

any deficiencies outstanding. The parties shall agree to a deficiency list and the three parties shall sign the list.

Township of McKellar Roads Policy (v5)

Prior to acceptance of the road by the Municipality:-

- I. The Owner shall have all deficiencies corrected to the Municipality's satisfaction.
2. The Owner shall supply to the Municipality, a statutory declaration stating that the road has been completed to the Municipality's standards and as per the road construction drawings. The Owner shall further declare that all outstanding debts incurred constructing the road have been paid.
3. The Owner's Engineers shall provide a Certificate of Completion to the Municipality, the certificate shall contain a statement that the road has been constructed in conformance with the approved road construction drawings, in conformance with the agreement between the Municipality and the Owner, that all deficiencies have been corrected, and that the road has been constructed using good construction practices.
4. The Owner shall provide to the Municipality a surveyor's letter from a registered OLS, stating that the road including cut and fill areas are contained within the road allowance. The surveyor's statement will also verify that all survey bars are in place at the completion of the road construction.
5. The Owner or the Owner's contractor shall provide all documents required for compliance with the Mechanic's Lien Act.
6. The Owner shall provide the Municipality with the required security.
7. The Owner shall provide all documentation required in the agreement, for the transfer of ownership of the road allowance to the Municipality.

Security

Amount of Security

The Owner's Engineers shall provide the Municipality with an itemized cost estimate for the road construction costs. The cost estimate shall include quantities, and unit prices of items, including, granular A, granular B, granular fill, rock excavations, culverts, guide rails, signage, asphalt, surface treatment, contingencies and other applicable costs.

The road construction cost estimates shall be agreed upon between the Municipality and the Owner, prior to the start of construction.

(A) Constructing Road Prior to Registering Lots

Township of McKellar Roads Policy (v5)

When the Owner wishes to construct the proposed roads prior to final registration of the lots (except for surfacing treatment / paving), the Owner shall furnish to the Municipality:-

1. Prior to construction, security for 100 % of the construction costs, for work on Municipality lands and /or road allowances, plus 10 % of costs for work on private lands. After completion and approval of the construction the amount of security held can be reduced to the amounts (2) and (3).
2. At the end of road construction, security for 100% of the costs for surface treating and paving To be held by the Municipality until the end of the final maintenance period (two years).
3. At the end of the road construction, security for 10 % of the total construction costs not included in (2). The security to be held by the Municipality for a twelve month maintenance period.

(B) Constructing the Road During Registration of Subdivision

When the Owner wishes to construct the proposed roads prior to final registration of the lots, the Owner shall furnish to the Municipality:-

1. 100 % of the costs of the road construction.

Reduction of Security

As the road construction proceeds, the Owner may apply to the Municipality to have the amount of security reduced where applicable. The Municipality may in their sole discretion reduce the amount of security held. The final amounts of security held shall not be less than the amounts in (A).

Increase in Security

Due to delays or other reasons, if the estimated costs of construction are deemed to have increased significantly, the Municipality may ask the Owner to file with the Municipality additional security.

Form of Security

The Owner shall provide required security to the Municipality in the form of cash, or an equivalent letter of credit from a Canadian financial institution acceptable to the Municipality.

Failure of the Owner to renew and file with the Municipality, the required letters of credit thirty days prior to any expiration dates shall entitle the Municipality to fully draw on the letter of credit.

Default on Security

If the Owner defaults on the agreement or fails to carry out the works the Municipality may on five days written notice carry out the works listed in such notice. If in the discretion of the Municipality the works are considered to be an emergency, the works may be undertaken without prior written notice to the Owner. The Owner shall reimburse the Municipality for the cost thereof upon demand plus a 15% administration fee.

Maintenance Period

When the Owner has completed the road construction except for the surface treatment and or paving, and when all of the required documentation and security has been filed with the Municipality to their satisfaction, the Municipality shall issue a Certificate of Substantial Completion to the Owner. The certificate shall state the date of the start of the maintenance period, and expiration date (twelve month maintenance period except for paving),

The Owner shall carry out all maintenance and remedial work during the maintenance period including snow plowing.

At the end of the maintenance period the Owner shall correct all deficiencies identified prior to the application of surface treatment and paving, The Owner shall not carry out surface treatment and paving until written approval is received from the Owner's Engineers and the Municipality.

After completion of the surface treatment and paving, the Municipality hold security for 100 % of the cost of the paving and surface treatment for a twelve month maintenance period.

The Owner shall maintain the road for an additional twelve months including snow plowing, At the end of the twelve month period the Owner shall carry out any repairs required to the surface treatment, asphalt, and road as deemed necessary by the Owner's engineers and / or the Municipality,

When the all repairs have been completed to the Municipality's satisfaction; the final security amounts held by the Municipality shall be returned to the Owner.

Township of McKellar Roads Policy

UPDATE 2021

Construction and Maintenance Guidelines



SECTION 1 – Introduction and Policy Guiding Principles

1.1 INTRODUCTION

Good Roads are vital to a healthy community. They can enhance future economic development, attract visitors and new residents, improve retention of current residents and support emergency services.

The purpose of the McKellar Roads Policy (Policy) is to promote public safety for road travel and for access to emergency services, to establish clear standards for roads development and maintenance standards as well as define options for the assumption of existing private and unassumed roads. The Policy is designed to standardize an approach to defining road service levels, construction guidelines and to provide residents with local options to address road safety and access concerns.

With changing demographics, the majority of McKellar residents are over the age of 60. Virtually all rural roads in McKellar now have aging, full-time residents that need year-round safe passage and access to emergency services.

The Official Plan (see APPENDIX A) stipulates future development, in most cases “must front upon a year-round maintained road” and existing roads are to be at a municipal standard to support any proposed development. Future growth is dependent on maintaining, upgrading and expanding as needed, the municipally maintained road network.

The Township of McKellar has more than 142 km of roads. These roads are summarized below, using the MPAC status. Road definitions are included in APPENDIX B. As of 2019, there were 39 km of roads that do not receive any municipal service, of which 30 km are privately owned roads. The remaining 9.0 km of roads are municipally owned un-assumed roads. Approximately 3.6 km of un-assumed roads receive a level of summer and/or winter maintenance.

Status	Description	Total km	municipally maintained	
			yes **	no
MAR	Main arterial road	22.2	22.2	0
P	Private	30.1	0	30.1
RR	Rural road	39.2	32.9	6.3
SL	Secondary link	44.4	44.4	0
UA	Unassumed	6.3	3.6	2.7
TOTAL		142.2	103.1	39.1
** includes winter or summer only, or both				

In spring 2019, the Township of McKellar created an Action Plan that highlighted:

- road safety,
- speed limits,
- plowing streets and sidewalks,
- options for un-assumed or private roads to acquire municipal services.

An Ad Hoc, Road Services Review Committee was established in 2019 to set the principles of safety and fairness. All roads, with full-time residents, should be safe for travel and emergency services access. Ratepayers must be treated fairly with respect to the application of roads standards and service provision but are also expected to support reasonable year-round access for 911 calls. The MPAC property assessment valuation methodology is identical for ratepayers on assumed, un-assumed or private roads whenever these roads are year-round maintained roads. The principle of fairness or equity and consistency has been a challenge for unassumed vs. private roads, which this Roads Policy aims to clarify.

This document is compilation of the work of many. A former Reeve of McKellar Township penned a comprehensive roads' history and he provided suggestions for a road policy in 2016. The 2013 McKellar Roads Advisory Committee evaluated road conditions, prioritized road improvements and investigated road grants. Whenever feasible, the 2019 Ad Hoc Committee incorporated the work of others and gave considerations policy statements from other similar municipalities: Whitestone, McDougall, Archipelago, Frontenac, Kawartha Lakes and Rideau Lakes.

1.2 MCKELLAR ROADS POLICY: GUIDING PRINCIPLES and OBJECTIVE

SAFETY

- *Promote road safety; reduce the chance of accidents by reviewing and establishing appropriate speed limits*
- *Ensure access for Emergency Services vehicles*
- *Appropriate road widths and standards to ensure safe working conditions for Public Works staff and equipment*

FAIRNESS

- Equitable access to municipal services
- Fair share of tax-based road maintenance

PRACTICAL

- Changing demographics; more full-time residents on virtually every road
- Seasonal road are often impractical for winter access
- Upgrading to a year-round, minimum road standard must be *AFFORDABLE*

The objective of the Roads Policy is to create road construction guidelines that promote safe access for rural roads, which are practical and affordable:

- Widen narrow roads to provide safer year-round access for full-time residents and emergency services
- Provide opportunity for roads to be assumed by the Township once they are upgraded by the road users to an established and approved standard
- Create road construction guidelines that retain the character of a rural setting that also balance the improvement costs with appropriate engineering standards

SECTION 2 – The Road System

2.1 ROAD CLASSES

Within the Policy, all McKellar roads are assigned a road class which is determined by average daily traffic and established speed limits (per) The majority of rural roads are a road class 6 and the secondary roads or main roads are class 5.

Excerpt from Ontario Regulation 239/02 as amended

CLASSIFICATION OF HIGHWAYS					
Column 1	Column 4	Column 5	Column 6	Column 7	Column 8
Average Daily Traffic (number of motor vehicles)	71 - 80 km/h speed limit	61 - 70 km/h speed limit	51 - 60 km/h speed limit	41 - 50 km/h speed limit	1 - 40 km/h speed limit
1,000 - 1,999	3	3	4	5	5
500 - 999	4	4	4	5	5
200 - 499	4	4	5	5	6
50 - 199	4	5	5	6	6
0 - 49	6	6	6	6	6

2.2 SPEED LIMITS

Speed limits on roads are established in a number of ways:

- where a Municipal By-Law does not establish otherwise, the Highway Traffic Act provides as follow:
 - (a) 50 kilometres per hour on a highway within a local municipality or within a built-up area;
 - (b) despite clause (a), 80 kilometres per hour on a highway, not within a built-up area, that is within a local municipality that had the status of a township on December 31, 2002 and, but for the enactment of the Municipal Act, 2001, would have had the status of a township on January 1, 2003, if the municipality is prescribed by regulation
- by Municipal By-law and in the case of McKellar, Bylaw 2003-13
- The Municipality intends to review speed limits on roads to ensure speed limits align with traffic volumes, road characteristics and road use.
(see **APPENDIX C** Roads List)

2.3 MUNICIPAL YEAR-ROUND MAINTAINED ROADS

These roads receive year-round maintenance by the municipality depending on the surface type, usually on an as-needed basis. Money is budgeted each year for repairs, maintenance and improvements to these priority roads and federal and provincial grant money is utilized if it becomes available.

Year-round roads have various surface courses: gravel, double surface treatment or asphalt. It is the intention of the Township to gradually increase the percentage of surface treated roads subject to a cost benefit analysis and budget considerations.

2.4 MUNICIPAL SUMMER MAINTAINED SEASONAL ROADS

These roads receive maintenance by the Municipality on an as needed basis during the summer months only. Gravel may be applied, culverts will be replaced as required, ditching and brushing may be performed if needed and roadside mowing is carried out each year.

Summer maintained roads are posted with a 'summer maintenance only' sign. At Council's discretion, some of these roads may be plowed and sanded during winter months provided that minimum road standard criteria are met. It is understood that Council has no obligation to provide this service or continue to provide this service.

2.5 MUNICIPAL UN-ASSUMED ROADS

An un-assumed road is a road owned by the Township and maintained by private individual(s) or an organization rather than by the Township. The general public is allowed to travel on these roads however maintenance standards are not necessarily equal to the standards of roads maintained by the Municipality.

- i. At Council's sole discretion, the municipality may provide some services on specified municipal un-assumed roads that meet specific requirements. Council may provide the service based on the maintenance needs and the townships financial capabilities. It is understood that Council is under no obligation to continue this program.
- ii. The Township may register a notice on title or require that the owner enter into an agreement acknowledging that the Township will not be responsible for the repair or maintenance of un-assumed roads and further that the Township may not be able to provide emergency services to developments located on an un-assumed road

2.6 PRIVATE ROADS

A private road is a road that is owned by one or more individuals (not the Township) and is privately maintained. There is no legal obligation on the part of the Township to maintain or repair private roads or mandate road maintenance or construction standards.

The Township may register a notice on title or require the owner to enter into an agreement acknowledging that the Township will not be responsible for the repair or maintenance of private road or provision of services to any development located on a private road and further that the Township may not be able to provide emergency services to development located on a private road due to the road condition.

2.7 UNOPENED ROAD ALLOWANCES

Throughout the Township there are many unopened road and shoreline road allowances, owned by the municipality (unless they have been legally closed and sold). The municipality has no obligation to open or improve road allowances to provide access to private or public property.

For various purposes, abutting property owners may approach the Township regarding the purchase of portions of road and shoreline road allowances. Unless Council approves otherwise, it is the policy of the Township to reserve or retain road allowances that lead to water so the public may still have access in the future.

SECTION 3 – Road Maintenance and Construction Guidelines

3.1 ROAD MAINTENANCE GUIDELINES

The Township of McKellar will adhere to the Minimum Maintenance Standards (MMS) as set out in Ontario Regulation 239/02 as amended. These guidelines establish response time to inspect and maintain road surfaces as well as other road related features (i.e. Street Lights and sidewalks)

MMS provides minimum standards for maintenance activities for Class 1 to 5 roads but is silent on Class 6 maintenance requirements. McKellar has also established road maintenance guidelines for Class 6 roads to ensure a consistent and committed approach to maintenance activities (see APPENDIX D Road Maintenance Guidelines).

3.2 ROAD CONSTRUCTION (Existing roads)

The Township of McKellar has established a road construction standard for Class 6 roads. Since most of the existing municipally owned unassumed roads and private roads are Class 6, this standard provides an affordable option to upgrade these roads to eventually become eligible for year-round maintenance by the Township.

The Class 6 standard is a 6.5m total width with gravel. Double surface treatment may be

applied if warranted by traffic volume.

(See APPENDIX E Road Design and Construction Criteria).

3.3 ROAD CONSTRUCTION (New Road Construction Engineering Specifications)

The Township of McKellar has established road specifications for developers and land property owners as standards for new municipal road construction. The standards are to be adhered to for all new road construction and may be applied to upgrading of some existing roads at the discretion of the CAO/Clerk or designate.

(See APPENDIX F New Road Construction Engineering Specifications).

SECTION 4 – Annual Road Grant

4.1 ANNUAL ROAD GRANT INFORMATION

Under the principles of safety and fairness, an annual grant program is available for private roads and unassumed roads that are not yet upgraded to the minimum municipal guideline and not yet accepted by the Municipality for ongoing maintenance.

It is desirable that all roads that serve full-time residents be accessible for 911 services.

These optional roads grant funds are intended to be used, over time, to upgrade to the minimum municipal road construction guideline and to continue to be maintained.

If requested by a road group, the Township may also provide a matching grant option as further incentive to fast-track the road(s) upgrade.

Both the annual grant amount (per kilometer) and the matching grant option cap will be determined by Council from time to time and will become a component of the Fees and Charges By-law, which will be updated on a regular basis.

(See APPENDIX G Annual Road Grant, for more detailed information)

SECTION 5 – Options for the Municipality Assuming Private and Unassumed Roads

5.1 Municipal Assumption Options

Under the Official Plan, any un-assumed or private road that is brought up to the minimum municipal road construction guideline standard, can be eligible to be assumed by the Township for year-round maintenance.

Unless Council makes an exception, the policy of the Township has been that all costs associated with upgrading or improving a private road or a municipally owned, un-assumed road allowance to become a municipal year-round maintained road shall be borne by the landowners who front on said road.

In the past, the only cost sharing option was the procedures outlined in Ontario Regulation 586/06, Local Improvement Charges. This regulation requires consent of 2/3rd of the landowners who represent at least 50 per cent of the MPAC assessed property value. These costs are allocated on the basis of road frontage and can be spread over several years on the semi-annual tax bill.

As an alternative, the Township has adopted a Fees and Charges by-law that does not have any of the above restrictions. Landowners can decide how to share costs. Examples of cost sharing models include: equal share, travel distance or relative assessed property value. There is no specified requirement for majority vote, but the Township would normally look for a simple majority vote by the landowners before implementing annual road upgrade fees.

(See APPENDIX I Road Assumption Process, for more detailed information)

The Township of McKellar Official Plan, 2018

It is the intent of the Roads Policy to reflect the aspirations of the Official Plan.

Excerpts from the Official Plan, 2018:

5.8.2

Municipal Roads

5.8.2.1

All new development must front upon a year-round, publicly maintained road subject to the exceptions listed below.

5.8.2.2

A limited number of lots used for seasonal residential dwellings within the Waterfront designation may be serviced by an existing private road, registered right-of-way, minor extension to private road, or an un-assumed public road which accesses a maintained public road, as identified on Schedule "A". A minor extension to a private road is defined as 180 metres or less from the last lot on the road. Private roads and rights-of-way will not be extended to properties which are located beyond the existing extent of the private road or right-of-way, except to provide water access for island lots and inaccessible shoreline where no alternative access is available.

5.8.2.6

All roads to be dedicated to and assumed by the Municipality must meet the current standards as set out by the Municipality and the Ministry of Transportation.

5.8.2.7

Road allowances must be a minimum of 20 metres in width except in special circumstances where it may be determined by a professional engineer (approved by the Township) that the functional requirements may be accommodated by a lesser width.

5.8.2.8

Roads adjacent to and serving any proposed development must be capable of handling the additional traffic created by the development. Development should not be permitted on land adjacent to a road from which access is to be obtained where a traffic hazard would be created because of limited sight lines on curves or grades.

5.8.2.9

It is the general intent of this Plan to maintain the function of the public access roads throughout the municipality.

5.8.2.10

On the main public roadways through the municipality, it will be the preference of the Township of McKellar to support new development that provides for internal roadways thereby minimizing

direct access onto existing township roads. This policy is not intended to prohibit any new lot creation on existing public roads.

5.8.2.11

All new or existing roads must be brought up to the municipality's minimum construction standard before they are assumed by the Municipality. Existing seasonally maintained roads must also be brought up to municipal standards for year-round roads before they are designated for year-round road service. Benefitting property owners shall be responsible for the financing of any road improvements, including all survey, legal, engineering and construction costs associated with upgrading the road prior to its assumption by the municipality.

5.8.2.12

Wherever applications for development are proposed adjacent to municipal roadways and the municipality does not own title to the roadway, it will be the policy of this Plan to require that the applicant convey that portion of the roadway consisting of 10 metres from the centre line of the travelled road as it abuts the proposed development lands should a survey reveal an encroachment.

5.8.2.13

In some circumstances, it may be preferred to share driveway access between adjoining property owners to minimize the number of entrances on existing public roads.

APPENDIX B

Road Definitions

Private Road means a road that is not owned by and 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, or the registered owner of the road itself. (For Example: The registered right of way over the 'Little' property providing access to mainland lots and the parking area for the Island Lots). Many of the current McKellar Fire Routes may be established in this manner.

Seasonal Road — Partial Year 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 and which receives limited maintenance from June 1st through October 1st each year, and on which no winter maintenance is performed. (Example Fox Farm Road).

Seasonal Road — Annual Year 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 and which receives limited maintenance.

Un-assumed Road means a road owned by the Municipality but not maintained by the Municipality i.e. assumed for maintenance. It may be maintained by a private individual(s), organization, or company rather than by the Municipality. The general public has the right to travel on these roads. These roads typically have signs such as: *Unassumed Road, Not Maintained by Municipality, Use at Own Risk*. (Example: The Inn Road from the turnaround to its terminus).

Un-assumed Road Allowance means a road owned by the Municipality but the Municipality has not assumed responsibility for maintaining and therefore is used at 'your own risk'. Un-assumed Roads in McKellar Township are signed as follows: Unassumed Road, Not Maintained by Municipality, Use at Own Risk.

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 are unopened and 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. (There may be many of these in McKellar).

Year Round Road means a road which has been opened and assumed with full responsibility by the Municipality, and maintained year round by the Municipality.

APPENDIX C

McKellar Roads Listing

Road Name	Road Type	Length		Maintenance Class	Proposed Speed Limit	Road Status
Armstrong Street	RR	0.1	0	6	50	year-round
Balsam Road	SL	6.4	0	5	50	year-round
Bay Drive	UA	0.3	0.3	6	20-40	unassumed road allowance
Bells Road	RR	0.5	0	6	20-40	year-round
Blackwater Road	SL	3.2	0	6	60	year-round
Braemar Blvd	UA	0.2	0	6	20-40	unassumed road allowance
Broadbent Road	SL	10.7	0	5	50	year-round
Brownley Road	RR	3.3	2.6	6	20-40	year-round, seasonal
Burnett's Rd	SL	4.9	0	5	50	year-round
Camp Majala Road	RR	0.2	0	6	20-40	year-round
Cardinal Court	RR	0.6	0	6	20-40	year-round
Catherine St	RR	0.4	0	6	20-40	year-round
Centre Road	MAR	12.1	0	5	50-60	year-round
Charles Ave	UA	0.2	0	6	20-40	unassumed road allowance
Craigmore Dr.	UA	0.7	0	6	20-40	unassumed road allowance
Dancy Lane	UA	0.5	0.5	6	20-40	unassumed road allowance
Deerfield Road	UA	1.7	1.7	6	20-40	unassumed road allowance
Dickinson Road	RR	1.2	0	6	20-40	year-round
East Point Drive	P	0.3	0.3	6	20-40	private
Elizabeth	UA	0.5	0.5	6	20-40	unassumed road allowance
Fire Route 100	P	0.2	0.2	6	20-40	private
Fire Route 101	P	0.9	0.9	6	20-40	private
Fire Route 102	P	0.7	0.7	6	20-40	private
Fire Route 103	P	0.9	0.9	6	20-40	private
Fire Route 140	P	0.3	0.3	6	20-40	private
Fire Route 150	P	0.4	0.4	6	20-40	private
Fire Route 151	P	0.3	0.3	6	20-40	private
Fire Route 152	UA	1.1	1.1	6	20-40	unassumed road allowance
Fire Route 152A	UA	0.7	0.7	6	20-40	unassumed road allowance

Road Name	Road Type	Length		Maintenance Class	Proposed Speed Limit	Road Status
Fire Route 153	P	0.4	0.4	6	20-40	private
Fire Route 154	P	0.8	0.8	6	20-40	private
Fire Route 155	P	1.8	1.8	6	20-40	private
Fire Route 155A	P	0.2	0.2	6	20-40	private
Fire Route 156	P	0.7	0.7	6	20-40	private
Fire Route 157ab	P	1.3	1.3	6	20-40	private
Fire Route 158	P	1	1	6	20-40	private
Fire Route 160	P	0.3	0.3	6	20-40	private
Fire Route 161	P	0.4	0.4	6	20-40	private
Fire Route 162	P	0.3	0.3	6	20-40	private
Fire Route 163	P	0.3	0.3	6	20-40	private
Fire Route 200	RR	0.3	0.2	6	20-40	seasonal - partial
Fire Route 201	P	0.4	0.4	6	20-40	private
Fire Route 202	P	0.3	0.3	6	20-40	private
Fire Route 203	P	0.2	0.2	6	20-40	private
Fire Route 204	P	0.2	0.2	6	20-40	private
Fire Route 205	P	0.4	0.4	6	20-40	private
Fire Route 206	P	0.2	0.2	6	20-40	private
Fire Route 214	P	0.1	0.1	6	20-40	private
Fire Route 214A	P	0.9	0.9	6	20-40	private
Fire Route 300	P	2.1	2.1	6	20-40	private
Fire Route 301	P	0.4	0.4	6	20-40	private
Fire Route 302	P	0.5	0.5	6	20-40	private
Fire Route 303	P	0.1	0.1	6	20-40	private
Fire Route 304	P	0.1	0.1	6	20-40	private
Fire Route 305	MAR	0.2	0	5	50	year-round
Fire Route 306	P	0.3	0.3	6	20-40	private
Fire Route 307	P	0.5	0.5	6	20-40	private
Fishers Road	RR	0.5	0	6	20-40	year-round
Floods Lane	P	0.6	0.6	6	20-40	private
Fords Road	RR	2.4	0	6	20-40	year-round
Forest Trail	P	0.7	0.7	6	20-40	private
Fox Farm Rd.	RR	2.2	1.2	6	20-40	year-round, seasonal
Frontenac Drive	RR	0.5	0	6	20-40	year-round
Gardenview Road	RR	0.6	0	6	20-40	year-round
Gene's Crt	RR	0.2	0	6	20-40	year-round
Glenwood Road	P	0.4	0.4	6	20-40	private
Grey Fox Trail	P	0.6	0.6	6	20-40	private
Grey Owl Rd	SL	2.4	0	6	20-40	year-round
Hardies Road	SL	2	0	5	50	year-round
Harriet Street	RR	0.2	0	6	20-40	year-round
Harris Road	RR	0.1	0	6	20-40	year-round
Henry St	RR	0.1	0	6	20-40	year-round

Road Name	Road Type	Length		Maintenance Class	Proposed Speed Limit	Road Status
Highway 124	MAR	0	0	4		year-round
Holly's Rd	SL	1	0	6	20-40	year-round
Hurdville Road	MAR	8.3	0	5	50	year-round
Islandview Dr.	UA	0.1	0.1	6	20-40	unassumed road allowance
Jones Road	SL	2.5	0		20-40	year-round
Kirk Ave	UA	0.1	0.1	6	20-40	unassumed road allowance
Kodiak Road	P	1.8	1.8		20-40	private
Lakeshore Rd	SL	1.4	0		20-40	year-round
Lakeside Crescent	RR	0.4	0		20-40	year-round
Lakeside Drive	SL	1.8	0		20-40	year-round
Lakeview Cres	UA	0.4	0.4	6	20-40	unassumed road allowance
Laucks Road	P	0.5	0.5	6	20-40	private
Lees Rd	RR	0.9	0	6	20-40	year-round
Lizzies Lane	RR	0.5	0	6	20-40	year-round
Loch Erne Rd	P	0	0	6	20-40	private
Loon Call Lane	P	0.3	0.3	6	20-40	private
Louisa Street	RR	0.1	0	6	20-40	year-round
Lyndsey Lane	RR	1.5	0	6	20-40	year-round
Manitou Drive	RR	3.5	0	6	20-40	year-round
Manitouwabing Estates Rd	RR	0.9	0	6	20-40	year-round
Maplewood Dr	RR	0.6	0	6	20-40	year-round
Marine Drive	RR	0.3	0	6	20-40	year-round
Martha Dr.	SL	0.7	0	6	20-40	year-round
Mary Street	RR	0.3	0	6	20-40	year-round
Mccords Road	RR	0.5	0	6	20-40	year-round
Mcdougall Road	MAR	1.6	0	5	50	year-round
McK/Ferg Boundary Rd	RR	3.2	1.5	6	20-40	year-round
McKellar Lake Road	SL	1.8	0	6	20-40	year-round
McKowen Road	UA	0.4	0.4	6	20-40	unassumed road allowance
Meharg Dr.	RR	0.6	0	6	20-40	year-round
Middle River Dr	SL	0.5	0	6	20-40	year-round
Moffat Rd	UA	0.8	0	6	20-40	unassumed road allowance
More Ave	RR	0.2	0	6	20-40	year-round
North Point Drive	RR	0.1	0	6	20-40	year-round
Park Dr.	RR	0.3	0	6	20-40	year-round
Patterson Lane	RR	0.1	0	6	20-40	year-round
Pawlett Road	RR	0.2	0	6	20-40	year-round
Phillip Ave	UA	0.2	0.2	6	20-40	unassumed road allowance

Road Name	Road Type	Length		Maintenance Class	Proposed Speed Limit	Road Status
Red Fox Lane	P	0.2	0.2	6	20-40	private
Reins Way	RR	1.5	0	6	20-40	year-round
Riverview Drive	RR	0.7	0	6	20-40	year-round
Sharon Park Drive	RR	0.7	0	6	20-40	year-round
Silver Birch Circle	RR	0.9	0	6	20-40	year-round
Silver Fox Dr.	P	0.4	0.4	6	20-40	private
Smithpine Cres	RR	0.8	0	6	20-40	year-round
Smith's Road	RR	0.5	0	6	20-40	year-round
South Point Drive	RR	0.3	0	6	20-40	year-round
Spring Hill Rd	RR	1	0	6	0	year-round
Squaw Lake Road	RR	0.6	0	6	20-40	year-round
Stewart Park Rd	RR	0.3	0	6	20-40	year-round
Stormy Point Rd	RR	0.7	0	6	20-40	year-round
Sunnyshore Park Drive	SL	2	0	5	50	year-round
Sunset Lane	P	0.3	0.3	6	20-40	private
Susan Avenue	UA	0.2	0.2	6	20-40	unassumed road allowance
Taits Island Road	SL	1.6	0	5	50	year-round
The Camp Rd	SL	1.5	0	5	50	year-round
The Inn Road	RR	1.4	0.4	6	0	year-round, seasonal
The Meadows Trail	P	0.8	0.8	6	20-40	private
Waters Edge Trail	P	0	0	6	20-40	private
Watkins Lane	P	0	0	6	20-40	private
Wendys Lane	RR	1.1	0	6	20-40	year-round
West Point Drive	P	0.6	0.6	6	20-40	private
West Road	RR	2	0	6	20-40	year-round
White Fox Road	P	1.6	1.6	6	20-40	private
William Street	RR	0.1	0	6	20-40	year-round

Road Type

- UA unassumed
- P private
- SL secondary link
- RR rural road
- MAR main arterial road

Road Maintenance Guidelines

The Township of McKellar will adhere to the Minimum Maintenance Standards as set out in Ontario Regulation 239/02 as amended or as noted below in the following document.

The majority of the Township of McKellar road system is classified as Class 5 or Class 6

1.0 – Routine and Winter Patrolling

1.1 Introduction

The Township of McKellar will provide a level of service for routine patrolling that meets O.Reg. 239/02: Minimum Maintenance Standards for Municipal Highways under Municipal Act, 2001, S.O. 2001, c. 25 (Minimum Maintenance Standards).

Road classifications are in accordance with O. Reg. 239/02. There are currently no Class 1,2,3 or Class 4 highways within the jurisdiction of the Township of McKellar.

1.2 Definitions

“day” means a 24-hour period.

“highway” means a common and public highway maintained by the Township of McKellar and includes any bridge, trestle, viaduct or other structure forming part of the highway.

“weather” means air temperature, wind and precipitation.

“substantial probability” means a significant likelihood considerably in excess of 51 per cent.

1.3 Operations Description

- a) The Township of McKellar will routinely patrol highways at a frequency set out in Table 1A below. Conditions will be clearly documented and deficiencies will be addressed ...

Table 1: Routine Patrolling Frequency

Class of Highway	Patrolling Frequency
5	once every 30 days
6	once every 45 days *

* Class 6 Level of Service Specific to McKellar Township

- b) Routine Patrolling will be carried out by driving on the highway to check for conditions described in O. Reg. 239/02 and this policy.
- c) Routine Patrolling is not required between sunset and sunrise.
- d) In addition to routine patrolling, the municipality will select representative highways to patrol during winter maintenance.
- e) Winter patrol routes will not operate when conditions have been identified throughout the Municipality that will require commencement of snowplowing or sanding operations. The patroller may then be reassigned to snowplowing and/or sanding. The winter patrol and winter maintenance activity are an interchangeable function.
- f) If it is determined by the municipality that the weather monitoring referred to in section 1.4 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the minimum standard for patrolling highways is, in addition to that set out in section 1.3, to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions.

1.4 Weather Monitoring

- a) From October 1 to April 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality.
- b) From May 1 to September 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day.

Section 2.0 – Plowing and Sanding/Salting

2.1 Introduction

The Township of McKellar will provide a level of service for Winter Road Conditions that meets O.Reg. 239/02: Minimum Maintenance Standards for Municipal Highways under Municipal Act, 2001, S.O. 2001, c. 25 (Minimum Maintenance Standards)

Road classifications are in accordance with O. Reg. 239/02. There are currently no Class 1,2,3 or Class 4 Highways within the jurisdiction of the Township of McKellar.

The Township of McKellar recognizes that severe weather conditions may occur that could prevent the attainment of the Level of Service specified in this policy. The Public Works Department will work within the available resources and in such a manner to protect the safety of employees and the public.

2.1.1 Definitions

“season when the municipality performs winter highway maintenance” means that period of time from early November to the end of March of the following year

in accordance with O. Reg. 239/02. The Township of McKellar may extend the season to mid-April when weather conditions create a demand for additional winter maintenance.

“highway” means a common and public highway maintained by the Township of McKellar and includes any bridge, trestle, viaduct or other structure forming part of the highway.

“roadway” means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder.

“snow accumulation” means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

1. Newly-fallen snow
2. Wind-blown snow
3. Slush

“ice” means all kinds of ice, however formed

Operations Description

2.2 Snow Plowing

- a) The Municipality will deploy snow clearing resources to address the snow accumulation, as soon as practicable, after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in Table 2A.
- b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - (i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - (ii) on a Class 5 highway with two lanes, to provide a total width of at least five metres.
- c) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation.
- d) The depth of snow accumulation on a roadway may be determined by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:
 - (i) Patrolling highways.
 - (ii) Performing highway maintenance activities.
 - (iii) Supervising staff who perform activities described in paragraph 1 or 2.
- e) The depth of snow accumulation on a roadway may be determined by,
 - (i) performing an actual measurement;
 - (ii) monitoring the weather; or
 - (iii) performing a visual estimate.
- f) For the purposes of this section, addressing snow accumulation on a roadway may include, but is not limited to,

- (i) plowing the roadway;
 - (ii) salting the roadway;
 - (iii) applying abrasive materials to the roadway; or
 - (iv) any combination of the methods described in clauses (i), (ii) and (iii).
- g) This section does not apply to that portion of the roadway designated for parking.
- h) Table 2A: Snow Accumulation shown below contains the minimum maintenance standards specified in O. Reg 239/02 under the Municipal Act and level of service specific to McKellar Township.

Table 2A: Snow Accumulation

Class of Highway	Depth	Time for Removal
5	10 cm	24 hours
6	10 cm	36 hours*

* Class 6 Level of Service Specific to McKellar Township

2.3 Sanding/Salting

- i) The minimum standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:
 - (i) Monitor the weather in accordance with section 1.4.
 - (ii) Patrol in accordance with section 1.3.
 - (iii) If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to prevent ice formation within the time set out in Table 2B to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose.
- j) If the municipality meets the minimum standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of,
 - (i) the time that the municipality becomes aware of the fact that the roadway is icy; or
 - (ii) the applicable time set out in the Table to this section for treating the roadway to prevent ice formation expires.
 - (iii) the minimum standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in Table 2B to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2B for treating the icy roadway expires.
 - (iv) for the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand.
- k) The Municipality treats icy roadways in accordance with Table 2B for

vehicular traffic. Maintenance for pedestrian purposes is not performed on roadways.

Table 2B: Icy Roadways

Class of Highway	Time for Treatment
5	16 hours
6	24 hours*

* Class 6 Level of Service Specific to McKellar Township

Section 3.0 – Road Surface Conditions

3.1 Introduction

The Township of McKellar will provide a level of service for Road Surface Conditions that meets the Minimum Maintenance Standards O. Reg. 239/02 Section 6, 7, 8, 9 and 16(1), under The Municipal Act 2001.

Road classifications are in accordance with O. Reg. 239/02. There are currently no Class 1,2,3 or Class 4 highways within the jurisdiction of the Township of McKellar.

3.2 Definitions

“day” means a 24-hour period.

“debris” means any material (except snow, slush or ice) or object on a roadway, that is not an integral part of the road way or has not been intentionally placed on the roadway by a municipality, and that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle.

“highway” means a common and public highway maintained by the Township of McKellar and includes any bridge, trestle, viaduct or other structure forming part of the highway.

“roadway” means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder.

“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.

“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.

3.3 Potholes

- a) The majority of pothole formations occur during the freeze/thaw cycles in spring and fall. Regular maintenance including spray patching and grading, is performed immediately following these cycles to prevent the formation of potholes.
- b) Potholes that are identified during routine patrols will be scheduled for repair as soon as practicable to prevent further degradation of the road surface structure and within the minimum maintenance standards detailed in sections c) and d) below.
- c) If a pothole exceeds both the surface area and depth set out in Table 3A, 3B, or 3C the Township of McKellar will repair the pothole within the time set out in Table 3A, 3B, or 3C as appropriate, after becoming aware of the condition.
- d) A pothole shall be deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in Table 3A, 3B, or 3C as appropriate.

Table 3A: Potholes on Paved Surface of Roadway

Class of Highway	Surface Area	Depth	Time for Completion of Repair
5	1000 cm ²	8 cm	30 days
6	1000 cm ²	8 cm	45 days *

* Class 6 Level of Service Specific to McKellar Township

Table 3B: Potholes on Non-Paved Surface of Roadway

Class of Highway	Surface Area	Depth	Time for Completion of Repair
5	1500 m ²	8 cm	30 days
6	1500 m ²	8 cm	45 days *

* Class 6 Level of Service Specific to McKellar Township

Table 3C: Potholes on Paved or Non-Paved Surface of Shoulder

Class of Highway	Surface Area	Depth	Time for Completion of Repair
5	1500 m ²	12 cm	60 days
6	1500 m ²	12 cm	60 days *

* Class 6 Level of Service Specific to McKellar Township

3.4 Shoulder Drop-offs

- e) Regular shoulder grading is performed during spring and fall, when time and resources permit, to prevent the formation of shoulder drop-off.
- f) Problem areas are identified through routine patrolling and historical data. Shoulder grading is performed in these areas at an increased frequency appropriate to the requirements of each area.

- g) A shoulder drop-off condition that is identified during routine patrols will be scheduled for shoulder grading as soon as practicable to prevent further degradation of the road surface structure and within the minimum maintenance standards detailed in sections d) and e) below.
- h) If a shoulder drop-off is deeper, for a continuous distance of 20 metres or more, than the depth set out in Table 3D, the Township of McKellar will repair the shoulder drop-off within the time set out in the Table after becoming aware of the condition.
- i) A shoulder drop-off shall be deemed to be in a state of repair if its depth is less than or equal to that set out in Table 3D.

Table 3D: Shoulder Drop-offs

Classes of Highway	Depth	Time for Completion of Repair
5 and 6*	8 cm	30 days

* Class 6 Level of Service Specific to McKellar Township

3.5 Cracks

- j) The majority of cracks occur during the freeze/thaw cycles in spring and fall. Regular maintenance including patching, is performed immediately following these cycles to prevent the formation of cracks.
- k) Cracks that are identified during routine patrols will be scheduled for repair as soon as practicable to prevent further degradation of the road surface structure and within the minimum maintenance standards detailed in sections c) and d) below.
- l) 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 Table 3E, the Township of McKellar will repair the crack within the time set out in the Table after becoming aware of the condition.
- m) A crack shall be deemed to be in a state of repair if its width or depth is less than or equal to that set out in the Table.

Table 3E: Crack

Classes of Highway	Width	Depth	Time for Completion of Repair
5 and 6*	5 cm	5 cm	180 days

* Class 6 Level of Service Specific to McKellar Township

3.6 Debris

- n) If there is debris on a roadway, the Township of McKellar will remove the debris as soon as practicable after becoming aware of the condition.

3.7 Road Discontinuities

- o) The majority of road discontinuities occur during the freeze/thaw cycles in

spring and fall. Most road discontinuities are temporary conditions, caused by frost heave. Road discontinuities found during the freeze/thaw cycle will be identified with a warning sign and monitored for potential repairs.

- p) Regular maintenance including patching and grading, is performed immediately following these cycles to repair any permanent surface discontinuities.
- q) Surface discontinuities that are identified during routine patrols will be scheduled for repair as soon as practicable to prevent further degradation of the road surface structure and within the minimum maintenance standards detailed in section e) below.
- r) If a surface discontinuity, (other than a surface discontinuity on a bridge deck) exceeds the height set out in Table 3F, the Township of McKellar will repair the surface discontinuity within the time set out in the Table after becoming aware of the condition.
- s) A surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, is deemed to be in a state of repair if its height is less than or equal to the height set out in the Table to this section.

Table 3F: Surface Discontinuities

Classes of Highway	Height	Time for Completion of Repair
5	5 cm	21 days
6	10 cm	45 day*

- Class 6 Level of Service Specific to McKellar Township

Dust control is a regular treatment program applied annually to gravel and dirt roads.

Due to the high cost of dust suppressants, the treatment is not repeated during the year so the application must be timed to provide optimum coverage for the season. The dust suppressants are generally applied in early summer.

Section 4.0 – Street Lights (Luminaires)

4.1 Introduction

The Township of McKellar will provide a level of service for streetlights that meets the Minimum Maintenance Standards O. Reg. 239/02 Section 10 under the Municipal Act 2001.

Road classifications are in accordance with O. Reg. 239/02. There are currently no Class 1,2,3 or Class 4 highways within the jurisdiction of the Township of McKellar.

4.2 Definitions

“day” means a 24-hour period.

“highway” means a common and public highway maintained by the Township of McKellar and includes any bridge, trestle, viaduct or other structure forming part of the highway.

“streetlight” means the complete lighting unit consisting of a lamp and the parts designed to distribute the light, to position or protect the lamp and to connect the lamp to the power supply. (Regulation 239/02 uses the term Luminaires.)

4.3 Operations Description

- a) Streetlights will be scheduled for repair when the Municipality becomes aware that it is not functioning.
- b) Streetlights located in a high traffic area may be immediately scheduled for repair at the discretion of the Director of Public Works.
- c) In addition the level of service specified in sections a) and b), streetlights will be repaired to the Minimum Maintenance Standards O.Reg 239/02.

Section 5.0 – Signs

5.1 Introduction

The Township of McKellar will provide a level of service for signs that meets the Minimum Maintenance Standards O. Reg. 239/02 Sections 11 and 12 under the Municipal Act 2001.

Road classifications are in accordance with O. Reg. 239/02. There are currently no Class 1,2,3 or Class 4 highways within the jurisdiction of the Township of McKellar.

5.2 Definitions

“day” means a 24 hour period.

“highway” means a common and public highway and includes any bridge, trestle, viaduct or other structure forming part of the highway.

“regulatory sign” means a traffic sign advising drivers of action they should or must do (or not do), under a given set of circumstances.

“warning sign” means a sign which indicates conditions on or adjacent to a highway or street that are actually or potentially hazardous to traffic operations.

5.3 Operations Description

- a) The minimum standard for the frequency of inspecting signs of a type listed below to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection.
- b) A sign that has been inspected in accordance with section a) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that section, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements.
- c) If any sign of a type listed below 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.

- Checkerboard
 - Curve sign with advisory speed tab
 - Do not enter
 - Load Restricted Bridge
 - Low Bridge
 - Low Bridge Ahead
 - One Way
 - School Zone Speed Limit
 - Stop
 - Stop Ahead
 - Stop Ahead, New
 - Traffic Signal Ahead, New
 - Two-Way Traffic Ahead
 - Wrong Way
 - Yield
 - Yield Ahead
- d) The minimum standard for the frequency of inspecting regulatory signs or warning signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection.
- e) A regulatory sign or warning sign that has been inspected in accordance with section d) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements.
- f) If a regulatory sign or warning sign is illegible, improperly oriented, obscured or missing, the minimum standard is to repair or replace the sign within the time set out in Table 5A to this section after becoming aware of the fact.
- g) In this section, “*regulatory sign*” and “*warning sign*” have the same meanings as in the Ontario Traffic Manual, except that they do not include a sign listed in subsection 11((2) of this Regulation.

Table 5A: Regulatory and Warning Signs

Classes of Highway	Time for Completion of Repair
5 and 6	30 days*

- Class 6 Level of Service Specific to McKellar Township

Section 6.0 – Bridges

6.1 Introduction

The Township of McKellar will provide a level of service for Bridges that meets the Minimum Maintenance Standards O. Reg. 239/02 Section 15 and 16 under the Municipal Act 2001.

Road classifications are in accordance with O. Reg. 239/02. There are currently no Class 1,2,3 or Class 4 highways within the jurisdiction of the Township of McKellar.

6.2 Definitions

“bridge deck spall” means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge.

“day” means a 24-hour period.

“highway” means a common and public highway maintained by the Township of McKellar and includes any bridge, trestle, viaduct or other structure forming part of the highway.

“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.

6.3 Operations Description

- a) The majority of bridge deck spalls occur during the freeze/thaw cycles in spring and fall. Regular maintenance including patching is performed immediately following these cycles to prevent the formation of further spalls.
- b) Bridge deck spalls that are identified during routine patrols will be scheduled for repair as soon as practicable to prevent further degradation of the bridge surface structure and within the minimum maintenance standards detailed in section c) below.
- c) If a bridge deck spall exceeds both the surface area and depth set out in Table 6A below, the spall will be repaired, within the time specified in Table A after becoming aware of the condition.
- d) The bridge deck spall is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in Table 6A.
- e) If the surface discontinuity on a bridge deck exceeds 5 cm, the condition will be repaired as soon as practicable after becoming aware of the condition.
- f) A surface discontinuity on a bridge deck is deemed to be in a state of repair if its height is less than or equal to five centimetres.

Table 6A: Bridge Deck Spalls

Classes of Highway	Surface Area	Depth	Time for Completion of Repair
5	2 1,000	8 cm	7days
6	2 1,000 cm	8 cm	14 days*

- Class 6 Level of Service Specific to McKellar Township

Section 7.0 – Sidewalks

7.1 Introduction

The Township of McKellar will provide a level of service for sidewalks that meets the Minimum Maintenance Standards O. Reg. 239/02 Section 16.1 under the Municipal Act 2001.

7.2 Definitions

“surface discontinuity” means a vertical discontinuity creating a step formation at joints or cracks in the surface of the sidewalk.

7.3 Operation Descriptions

- The minimum standard for the frequency of inspecting sidewalks to check for surface discontinuity is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 10
- A sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to any surface discontinuity until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge of the presence of a surface discontinuity in excess of two centimetres.
- If a surface discontinuity on a sidewalk exceeds two centimetres, the minimum standard is to treat the surface discontinuity within 14 days after acquiring actual knowledge of the fact. O. Reg. 23/10, s. 10.
- A surface discontinuity on a sidewalk is deemed to be in a state of repair if it is less than or equal to two centimetres.
- For the purpose of subsection (2), treating a surface discontinuity on a sidewalk means taking reasonable measures to protect users of the sidewalk from the discontinuity, including making permanent or temporary repairs, alerting users’ attention to the discontinuity or preventing access to the area of discontinuity. O. Reg. 23/10, s. 10.

APPENDIX E

ROAD DESIGN AND CONSTRUCTION CRITERIA

(For road classifications 5 and 6)

Road classification	6	5
Design Speed	20 kph	50 kph
Right of Way Width	20 m	20 m
Horizontal Radius	80.0 m	80.0 m
Maximum Grade	6.00%	6.00%
K crest (vertical curve, hill)	8	8
K sag (vertical curve, valley)	12	12
Hills	Less than 10% grade	Less than 10% grade
Min Stopping Sight Dist.	65.0 m	65.0 m
Clearing Width	8.0 m	10.0 m
Surface Width	5.5m (18 ft)	6 m (20 ft)
Shoulder Width	0.5 m	1.0 m
TOTAL PLATFORM	6.5 m	8.0 m
Horizontal Clearance	3.0 m	3.0 m
Vertical Clearance	5.25 m	5.25 m
Cross fall on road surface	3%	3%
Dead end roads	15 metre turning radius	15 metre turning radius
Turn Arounds	OPSD 500.01 or equivalent	OPSD 500.01 or equivalent
Ditches	300 mm deep, max. 2:1 slopes	300 mm deep, max. 2:1 slopes
Surface Course	Granular A	Double Surface Treatment or Granular A at the discretion of the Township
Granular base course	Granular A 300 mm	Granular A 300 mm
Sub Base	Granular B, depth as determined by design	Granular B 300 mm, depth as determined by design
New culverts	400 mm diameter 9.0 m length minimum	400 mm diameter 9.0 m length minimum
Signage	As per OTM	As per OTM

OTHER NOTES:

- Back fill as needed:
 - Type C: sand fill mixed or blasted mix rock no greater than 300 mm.
 - Type B: crushed quarried granite no larger than 64 mm.
- Blasted rock deeper than 600 mm must be chinked
- All materials fully compacted

New Road Construction Engineering Specifications

GENERAL SPECIFICATIONS

1.0 General

The road specifications here in are provided to developers and property owners with as standards for new Municipal road construction. The standards are to be adhered to for all new road construction and may be applied to upgrading existing roads at the discretion of the CAO/Clerk or designate. The standards are to be regarded the minimum requirements for construction acceptable to the Municipality for consideration, when the Municipality is assuming the roads for the purpose of creating year round, publicly maintained Municipal roads.

The new road standards generally follow the guidelines set out in Ministry of Transportation Directive Bulletin B-18 and B-36.

2.0 New Road Allowances and Right-of-Ways

All new road allowances and right-of-ways shall be a minimum of 20 metres wide. Road allowances shall be wider where required (as recommend by the Municipal Engineer). All road fills shall be contained within the limits of road allowances and the limits of road allowances shall extend to the toe of slope plus an additional one (1.0) metres of all road fills and an additional one (1.0) metres beyond the top of slope for all road cuts.

New roads must be constructed in the centre of the road allowances unless otherwise authorized by the CAO/Clerk or designate. Road allowances shall be of sufficient width to allow the proper construction of road curves, corners, and intersections at the discretion of the CAO/Clerk or designate.

All roads within subdivisions shall be properly surveyed and deeded to the Municipality in a form that is acceptable to the Municipality.

3.0 Turning Basins

All dead-end roads shall have a turning basin located at the terminus of the road. The turning basins shall be constructed with a 15 metre radius for the travelled surface plus a one (1) metre shoulder. The turning basin shall in addition to the granular materials, be surfaced with a minimum of 50 mm of HL4 hot laid. The asphalt area shall be solid across the turning basin including the centre area. The turning basin shall have a minimum twenty one (21) metre radius right-of-way. The configuration of the turning for the turning basin shall be as shown on O.P.S.D. 500.03 (Industrial Road) except as adopted for a road with a six metre wide travelled surface.

4.0 Right-of-Way Clearing

All road allowances shall be fully cleared within the road allowance boundaries. All trees, stumps, and deleterious materials shall be removed from the road allowances and disposed of offsite. Disposal of materials shall be in accordance with municipal, provincial, and federal regulations. No wood materials may be buried within the road allowance.

5.0 Road Width

The construction of all new roads shall be a minimum top width of eight (8) metres wide. The new road shall have a minimum travelled surface of six metres plus a one metre shoulder width on each side. Where guide rails are required along the edge of a shoulder; the shoulder shall be widened a minimum extra one half (0.5) metre.

6.0 Ditches

All ditch inverts shall be a minimum of 300 mm below the bottom of the granular base or 300 mm below the bottom of rock shatter in blasted rock areas. The ditches shall have a minimum bottom width of 500 mm.

7.0 New Road Base Construction

The subgrade materials shall be cleared, grubbed and uniformly graded prior to the placement of granular materials.

The road shall be constructed with a minimum depth of 150 mm of granular B, and 150 mm of granular A. In areas where the road base is clay material, the road base shall have an additional 150 mm to 300 mm of granular C material under the granular B. All granular materials shall be placed and compacted in 150 mm lifts. The granular A materials shall have a top width of a minimum of eight metres with side slopes of 3 to 1 to the bottom of the granular B. Granular fill materials below the granular B shall have a minimum side slope of 2 to 1. Rock fills below the granular B materials shall have minimum side slopes of 2 to 1.

The placement of granular materials shall generally conform to O.P.S.D. 206.1. The materials shall be compacted with suitably sized mechanical equipment to prevent future settlement.

All road transitions shall be constructed as per O.P.S.D. 205 as applicable.

8.0 Traveled Road Surfaces

All new roads shall have a six (6) metre width of double surface treatment application. The surface treatment materials shall consist of HFI 505 binder and Class 2 aggregate. The rate of application shall be 1.65 kg. binder /sq. metre and 17 kg. aggregate / sq. metre for the first application and 1.55 kg. binder /sq. metre and 18 kg. aggregate for the second application. All surface treatment shall be placed to conform with O.P.S.S. 304.

The turning basins shall be surfaces with 50 mm of HL4 hot laid asphalt. The mix design shall be as approved by the Ministry of Transportation and conform to O.P.S.S. All asphalt shall be placed in accordance with O.P.S.S. 310.

9.0 Road Geometrics

Road Intersections - All new road intersections shall be designed to meet at ninety degrees. The edge of the traveled surfaces shall be connected with ten (10) metre radii and corresponding shoulder widths.

Horizontal Road Curves - all new road curves shall be designed to provide safe passage of vehicular traffic. The minimum desired horizontal road radius is 90 metres where possible. Super elevation should also be considered on sharper road curves. Where curves cannot be constructed to a minimum radius of 90 metres approval must be received from the Municipality with additional safety measures such as additional signage for speed reduction, sharp curve, guide rails, etc.

Vertical Curves

Crest Curve - the recommended minimum $k = 8$ Sag Curve - the recommended minimum $k = 12$

Road Gradient - the maximum road gradient permissible is 12 % with no exceptions. The road gradient shall be measured in station lengths as deemed suitable by the Municipality. Generally, 20 metres stations are acceptable for measurement along centre line.

10.0 Rock Excavation

In areas where rock is to be blasted and excavated, the road base shall have a minimum layer of rock shatter over the rock of 300 mm. The rock cut width shall be a minimum of 2.6 metres from the outer edge of the shoulder to the rock face and wider where the road ditch is deeper than the minimum. All rock faces shall be left stable and shall be scaled of all loose rock and debris.

Where blasted rock is used for road fill material, the rock shall be less than 600 mm in diameter and the rock material shall be placed so that the material is graded and chinked with the no rock voids near the top of the fill.

11.0 Drainage

All culverts shall be installed in accordance with M.T.O. Directive B-100. The culvert requirements shall be determined by a qualified engineer. All culvert installations shall be in accordance with O.P.S.D. Division VIII as applicable.

Minimum culvert diameter 400 mm.

Culverts with more than two metres cover shall be asphalt coated.

12.0 Drainage Easements

All culverts shall be located in accordance with the Drainage Act and drainage easements shall be provided where required.

13.0 Bridges

All bridges are to be designed and constructed in accordance with the Ministry of Transportation standards and conform to all requirements of the Bridge Act, and all other municipal, provincial, and federal regulations.

14.0 Signage

All new roads require proper signage. The regulatory, warning and all other signage shall conform shall to the Ontario Traffic Manuals.

Other signage:

Street Name Signs - to be mounted on 50 mm diameter galvanized steel post with a concrete base.

Municipal Direction Signs - where required

Municipal Notice Signs - signs identifying unassumed or private roads.

A road signage plan showing the type and location of all proposed road signage shall be submitted to the Municipality for review. A final signage plan shall be submitted to the Municipality for approval including all requested amendments.

15.0 Street Lights

Where street lights are required by the Municipality, LEDs will be installed at approximately one hundred (100) metre intervals. Street lights are generally not required by the Municipality in rural or recreational developments however subject to unique situations at the discretion of the Municipality, street lights may be required.

16. Driveway Entrances

All driveway entrances shall be constructed at ninety degrees from the road alignment. The minimum top width of the driveways shall be five (5) metres. The minimum driveway culvert size shall be 400 mm diameter. The driveways shall be constructed to the edge of the road allowance as part of the road construction.

17. Guide Rails

Guide rails shall generally be required where the vertical distance between the road surface and the toe of fill areas or ditch lines is greater than three metres. Guide rails may additionally be required on sharp curves. The guide rails shall be the three cable guide rail system and shall be constructed in accordance with OPSD 910.10 to 911.03.

Subject to a warrant analysis, steel beam guiderails per OPSD may be required at the discretion of the Municipality.

18. Grading

All grading shall be done in accordance with OPSD 200.10 to 201.020.

IMPLEMENTATION

Procedures for Constructing New Roads to Municipal Standards

Agreement

New Subdivision Roads

For new subdivision roads, the owner shall enter into a subdivision agreement with the Municipality. The subdivision agreement shall reference the Municipal road standards and the construction details provided by the Owner/ developer for the proposed road construction.

Road Construction Drawings

The owner shall have the road designed by a qualified engineer who is a member of the PEO. The details of the proposed road construction shall be contained in a set of metric scale drawings containing the following:

1. *Drainage Plan* - An overall drainage plan of the subdivision should show all culvert locations and sizes, drainage area size, all existing and proposed drainage courses, all road allowances and existing and proposed lot lines. The plan should also identify all drainage easements required across existing and proposed lots. The plan should not have a scale greater than 1:2000.
2. *Plan / Profile Drawings* - plan / profile road drawings shall be prepared with a horizontal scale of 1:500 and a vertical scale of 1:50 or 1:100. The drawings details shall show the changes, finished grades, original ground profiles, existing water courses, water elevations, water table elevations (where applicable), culvert details (location, invert elevation, sizes), curve details horizontal and vertical), ditches, slope extent (cut and fill), cuts and fills, rock areas, location and type of transition treatments, location, type and extent of guide rails, and an indication of the native soil types under the road.
3. *Typical Road Cross Sections* - A drawing showing a typical cross section of the

road, including, traveled surface width, shoulder width, depth and type of granular materials, sub grade material, all side slopes, amount of crown of road, ditch locations, depth, width, slope of back of ditch. Separate drawings will be required for earth and rock sections.

4. *Construction Details Drawings* - additional drawings may be required to provide details for special items, such as road transitions, erosion control measures, typical culvert installation details and other items as deemed necessary.

Approval of Road Construction Drawings

All road drawings shall be subject to approval by the Municipality. Additionally, portions of the drawings may require approval of the M.T.O. (structures, plate culverts, etc.), Ministry of Natural Resources (diversions, environmentally sensitive areas, water bodies, fisheries, etc.), Ministry of the Environment and Energy and other provincial agencies as deemed applicable by the Municipality. The Owner shall be responsible for obtaining approval from all applicable provincial and federal agencies. Approval of road drawings by the Municipality does not relieve the Owner from obtaining approval from other applicable agencies with jurisdiction.

Variations from Standards

The Owner may apply in writing to the Municipality for a variation to the road standards. The Municipality, by its discretion, may waive or alter any of the standards contained or referred to in the road standards if it deems the variation appropriate. All variations to the road standards must be received by the Municipality in writing to be considered for approval.

Construction of Roads

The Owner shall construct all roads in accordance with the drawings as approved by the Municipality, and applicable agencies.

Inspections during Construction

The Owners shall provide the Municipality with full access to the road construction operations at all times during construction. The Owner shall give the Municipality notice in writing of the start of construction. The Owner shall also submit a construction schedule to the Municipality. The Municipality may at their discretion hire their own engineers to confirm the standards of construction. The Owner shall pay all reasonable engineering costs incurred by the Municipality.

The road construction shall be inspected and approved in the following sequence:-

1. At the end of the clearing and grubbing operations and when the sub base has been graded in preparation of granular materials,
2. At the time of culvert installations, (sometimes occurring at the same time as sub-base preparation).
3. When the placement of the granular B has been completed,
4. When the placement of the granular A is completed,

Inspection Reporting

The Owner's Engineers shall inspect the road after each construction operation and file a report with the Municipality certifying that the work has been completed as per the construction drawings.

The Municipality may additionally wish to inspect the road and shall do so at their discretion.

The Owner shall not surface treat the road until approval to do so is received in writing from the Municipality.

Acceptance of Road

Roads will not be accepted by the Municipality until all construction details are complete and all deficiencies have been corrected to the Municipality's satisfaction. Prior to acceptance of the road the Owner or its representative, the Owners Engineers, and the Municipality's representatives shall jointly carry out an inspection of the completed road and compile a list of any deficiencies outstanding. The parties shall agree to any deficiencies outstanding. The parties shall agree to a deficiency list and the three parties shall sign the list.

1. Prior to acceptance of the road by the Municipality: The Owner shall have all deficiencies corrected to the Municipality's satisfaction.
2. The Owner shall supply to the Municipality, a statutory declaration stating that the road has been completed to the Municipality's standards and as per the road construction drawings. The Owner shall further declare that all outstanding debts incurred constructing the road have been paid.
3. The Owner's Engineers shall provide a Certificate of Completion to the Municipality, the certificate shall contain a statement that the road has been constructed in conformance with the approved road construction drawings, in conformance with the agreement between the Municipality and the Owner, that all deficiencies have been corrected, and that the road has been constructed using good construction practices.
4. The Owner shall provide to the Municipality a surveyor's letter from a registered

OLS, stating that the road including cut and fill areas are contained within the road allowance. The surveyor's statement will also verify that all survey bars are in place at the completion of the road construction.

5. The Owner or the Owner's contractor shall provide all documents required for compliance with the Mechanic's Lien Act.
6. The Owner shall provide the Municipality with the required security.
7. The Owner shall provide all documentation required in the agreement, for the transfer of ownership of the road allowance to the Municipality.

Security

Amount of Security

The Owner's Engineers shall provide the Municipality with an itemized cost estimate for the road construction costs. The cost estimate shall include quantities, and unit prices of items, including, granular A, granular B, granular fill, rock excavations, culverts, guide rails, signage, asphalt, surface treatment, contingencies and other applicable costs.

The road construction cost estimates shall be agreed upon between the Municipality and the Owner, prior to the start of construction.

(A) Constructing Road Prior to Registering Lots

When the Owner wishes to construct the proposed roads prior to final registration of the lots (except for surfacing treatment / paving), the Owner shall furnish to the Municipality:

1. Prior to construction, security for 100 % of the construction costs, for work on Municipality lands and /or road allowances, plus 10 % of costs for work on private lands. After completion and approval of the construction the amount of security held can be reduced to the amounts (2) and (3).
2. At the end of road construction, security for 100% of the costs for surface treating and paving to be held by the Municipality until the end of the final maintenance period (two years).
3. At the end of the road construction, security for 10 % of the total construction costs not included in (2). The security to be held by the Municipality for a twelve month maintenance period.

(B) Constructing the Road During Registration of Subdivision

When the Owner wishes to construct the proposed roads prior to final registration of the lots, the Owner shall furnish to the Municipality:

100 % of the costs of the road construction.

Reduction of Security

As the road construction proceeds, the Owner may apply to the Municipality to have the amount of security reduced where applicable. The Municipality may in their sole discretion reduce the amount of security held. The final amounts of security held shall not be less than the amounts in (A).

Increase in Security

Due to delays or other reasons, if the estimated costs of construction are deemed to have increased significantly, the Municipality may ask the Owner to file with the Municipality additional security.

Form of Security

The Owner shall provide required security to the Municipality in the form of cash, or an equivalent letter of credit from a Canadian financial institution acceptable to the Municipality.

Failure of the Owner to renew and file with the Municipality, the required letters of credit thirty days prior to any expiration dates shall entitle the Municipality to fully draw on the letter of credit.

Default on Security

If the Owner defaults on the agreement or fails to carry out the works the Municipality may on five days written notice carry out the works listed in such notice. If in the discretion of the Municipality the works are considered to be an emergency, the works may be undertaken without prior written notice to the Owner. The Owner shall reimburse the Municipality for the cost thereof upon demand plus a 15% administration fee.

Maintenance Period

When the Owner has completed the road construction except for the surface treatment and or paving, and when all of the required documentation and security has been filed with the Municipality to their satisfaction, the Municipality shall issue a Certificate of Substantial Completion to the Owner. The certificate shall state the date of the start of the maintenance period, and expiration date (twelve month maintenance period except for paving),

The Owner shall carry out all maintenance and remedial work during the maintenance period including snow plowing.

At the end of the maintenance period the Owner shall correct all deficiencies identified prior to the application of surface treatment and paving, The Owner shall not carry out

surface treatment and paving until written approval is received from the Owner's Engineers and the Municipality.

After completion of the surface treatment and paving, the Municipality holds security for 100 % of the cost of the paving and surface treatment for a twelve-month maintenance period.

The Owner shall maintain the road for an additional twelve months including snow plowing. At the end of the twelve-month period the Owner shall carry out any repairs required to the surface treatment, asphalt, and road as deemed necessary by the Owner's engineers and / or the Municipality,

When all repairs have been completed to the Municipality's satisfaction; the final security amounts held by the Municipality shall be returned to the Owner.

Annual Road Grant

Under the principles of safety and fairness, an annual grant program is available for private roads and unassumed roads that are not yet upgraded to the minimum municipal guideline and not accepted by the Municipality for ongoing maintenance. It is desirable that all roads that serve full-time residents be accessible for 911 services.

These optional roads grant funds are intended to be used, over time, to upgrade to the minimum municipal road construction guideline and to continue to be maintained.

If requested by a road group, the Township will also provide a matching grant option as further incentive to fast-track the road(s) upgrade.

Both the annual grant amount (per kilometer) and the matching grant option cap will be determined by Council from time to time and will become a component of the Fees and Charges By-law, which will be updated on a regular basis.

Appendix H is a sample Road Group Agreement.

Road Grant Terms and Conditions:

1. To be eligible to receive a grant, property owners fronting on and/or utilizing one or more opened private or un-assumed road(s) must form a "road group", duly constituted defined in 2 (below), whose membership must include/represent at least two-thirds of the households serviced by the road, including undeveloped lots.
2. "Duly constituted" means that the property owners served by the road have, from time to time, agreed in writing:
 - to submit an application for a grant;
 - to submit a detailed description on how any grant received will be used to maintain the road; and
 - to designate one or more members of the group to represent it with respect to the applications and authorize them to arrange for maintenance work to be completed and to report its completion to the Municipality.
3. It is not necessary for the road group to be incorporated however, road groups are encouraged to have written constitutions providing for election/appointment of officers and to facilitate group decision making with respect to maintenance to be undertaken. A ratepayers' association may serve as a road group for purposes of this policy

If the grant application is for a private road, the application must be accompanied with written confirmation from the owner(s) of the road approving the application and the work to be completed. The exception to this is that the applicant(s) can demonstrate to the satisfaction of the CAO / Clerk that the

owner of the road is inaccessible.

4. The grant to be provided shall be determined by Council during the yearly budget process, based on (\$) per kilometer.
5. A road group representing several different roads may apply for grants for any or all affected roads unless a separate road group (i.e. whose membership includes/represents at least two-thirds of the households serviced by the road(s) in question, including undeveloped lots) has already applied for a road grant on their own.
6. Approved grants will be given in one draw, with a grant application deadline of September 30th. Funds will be released at the discretion of the Municipal Treasurer.
7. Applications shall be accompanied by a budget of estimated annual expenditures and a statement of current uncommitted funds on hand in the Road Group's statement of record.
8. All applications shall be forwarded to the Municipal Treasurer who shall have the responsibility/authority of determining grant eligibility and authorizing grants.
9. The Road Group will be solely responsible to oversee the administration and supervision of annual work programs and related budget. The Municipality will have no responsibility, obligation or exercise any degree of operational control with respect to maintenance of the affected roads.
10. Grants are not guaranteed and due to budgeting constraints may be curtailed at any time by resolution of Council.
11. Council may from time to time establish further conditions on the approval of grants that may be generally applied or specific to a particular situation.
12. All grants must be used on the specified roads only and accounted for in the calendar year of issuance and a written summary of money spent must be submitted to the Municipality.
13. A condition of approval will be that the Road Group must undertake to upgrade the road to the applicable minimum Township standard over a timeframe of no more than five years.
14. Failure to follow reporting requirements will result in that particular road group being excluded from grants in the following year.

APPENDIX H

SAMPLE PRIVATE ROAD MAINTENANCE AGREEMENT (for private road group and Associations)

(This is a sample only and is provided as a courtesy. Road groups and Associations may determine their own agreement terms and conditions and obtain a legal opinion on this or any other agreement they enter into)

This Private Road Maintenance Agreement ("Agreement") is entered into this ____ day of _____, _____, by and amongst the undersigned parcel owners ("Participating Owners").

RECITALS:

_____ [Inset name of Road] is a private road situated within the Township of McKellar, as more particularly shown on Exhibit A, attached hereto ("Roadway Property").

The undersigned Participating Owners are the owners or users of the Roadway Property.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby agree as follows:

1. **Road Group Agent:** A Road Group Agent (single) or Executive (minimum 3) shall be elected by a majority of the Participating Owners. The Road Group Agent or Executive will serve a term as agreed to by the Participating Owners and shall be subject to removal by a majority vote of the Participating Owners. The Road Group Agent shall be responsible for monitoring the condition of the road surface and initiating maintenance activities as needed to maintain road surface standards.
2. **Road Maintenance and Road Improvements.** Road maintenance and road improvements will be undertaken whenever necessary to maintain the road in good operating condition at all times and to ensure the provision of safe access, ingress, egress and passage by the Participating Owners and by emergency vehicles. A majority vote of the Participating Owners is required to approve any proposed road improvements and related contracts with a value in excess of \$_____.

Before authorizing expenditures for future road improvements, Participating Owners will be notified by the Road Group Agent, cost estimates will be provided, and a majority agreement will be required. If any Participating Owner performs improvements, maintenance, repairs, or replacements to the Roadway Property without prior approval of a majority of the Participating Owners, the Participating Owner performing such work shall be solely responsible for the costs incurred.

3. **Cost Sharing:** Road maintenance, road improvement and emergency funding costs shall be shared on a pro-rata basis amongst the Participating Owners sharing access to the

Roadway Property. Each Participating Owner's share of costs incurred shall be determined as follows:

[INSERT ALLOCATION FORMULA].

The Road Group Agent shall provide the Participating Owners and the Township with an updated copy of the cost allocations whenever the cost allocation is amended.

4. **Prepayment:** Prepayment of maintenance, improvement and emergency fund costs will be made to the Road Group Agent by each Participating Owner. Annually, on or before a date as specified by the Road Group Agent, each Participating Owner will contribute their pro-rata share of the estimated annual cost for road maintenance, road improvements and emergency repair funding. The Road Group Agent shall send each Participating User a notice of the annual payment due not less than two weeks prior to the due date and each Participating Owner shall pay the invoice within two weeks of receipt of the notice.
5. **Future Parcels:** Any additional parcels gaining access to the Roadway Property by way of subdividing an existing parcel shall be bound by all terms and conditions of this Agreement, and will be required to pay that portion of the maintenance, improvement and emergency repair costs incurred after the split as determined using the formula contained in Section 3 above.
6. **Bank Account, Budget and Annual Report:** The Road Group Agent shall establish and maintain a bank account to hold the funds paid by the Participating Owners and to pay maintenance, improvement and emergency repair costs. All checks or payments issued from the account shall require the approval/signature of the Road Group Agent and one Participating Owner or two Executive as designated by a majority of the Participating Owners. The Road Group Agent shall also prepare and distribute to the Participating Owners an annual income and expense report and a year-end balance sheet, accounting for all funds received and disbursed. Not later than sixty (60) days prior to _____ of each year, the Road Group Agent shall prepare a budget of the anticipated road maintenance, road improvement and emergency repair contingency funding for the next fiscal year (defined as _____ to _____ months). The Participating Owners shall consider, amend as desired and approve the final budget by a majority vote of all participating owners not later than thirty (30) days prior to the beginning of the next fiscal year.
7. **Emergency Repairs:** If the Road Group Agent determines that an emergency repair to the Roadway Property is necessary, the Road Group Agent is authorized to make or arrange for the emergency repair provided the costs of the emergency repair do not exceed the amount of the then available emergency repair funds. The Road Group Agent will thereafter notify the Participating Owners of the emergency repair and the amount due from the Participating Owners to replenish the emergency repair contingency fund.
8. **Effective Term:** This Agreement shall be perpetual, and shall encumber and run with the land as long as the Roadway Property remains private.
9. **Binding Agreement:** This Agreement shall be binding upon the parties hereto, their

respective heirs, executors, administrators and assigns.

10. **Amendments:** This Agreement may be amended only by a two-thirds majority consent of all Participating Users.
11. **Enforcement:** This Agreement may be enforced by the Road Group Agent and/or a majority of Participating Owners. If a court action or lawsuit is necessary to enforce this Agreement, the party commencing such action or lawsuit shall be entitled to reasonable attorney fees and costs, if the party prevails.
12. **Disputes:** If a dispute arises over any aspect of the improvements, maintenance, or repair, the parties may engage in binding arbitration to resolve the dispute. The decision of the arbitrator shall be final and binding on all of the Participating Owners. In selecting a third-party arbitrator, each Participating Owner shall be entitled to one vote, and the nominee receiving a majority of the votes shall be the arbitrator. All parties shall share in the cost of any arbitration.
13. **Notices:** Any notice required herein shall be sent to Participating Owners at the address or email address provided to the Road Group Agent in writing by the Participating Owner. If an address of a Participating Owner is not known, a certified notice will be mailed to the address to which the Participating Owner's property tax bills are sent.
14. **Invalidity:** Should any provision in this Agreement be deemed invalid or unenforceable, the remainder of the Agreement shall not be affected and each term and condition shall be valid and enforceable to the extent permitted by law.
15. **Other Agreements:** This Private Road Maintenance Agreement replaces all previous Private Road Maintenance Agreements regarding the described Private Road.
16. **Recording This Document:** Original and amended copies of this document, including added signatures, shall be recorded and provided to the Township Clerk by the Road Group Agent.

The parties hereto have executed this Agreement effective as of the date notes:

PARTICIPATING OWNERS:

1	Name (print)	Signature	Date
	Address	Roll Number	
2	Name (print)	Signature	Date

ROAD ASSUMPTION PROCESS

When submitting a proposal to the Township, all documentation and information must satisfy Council that the assumption of the assumed road is in the public interest, and that the proponent acknowledges and accepts that any and all costs associated with such assumption are to be borne by the proponent, and the following procedures applied

GENERAL CRITERIA – ROAD ASSUMPTIONS PROCESS

For determining if a road is to be Assumed by the Township for Year Road Maintenance:

Without being necessarily limited to the following, criteria noted below will be considered in determining if it is in the public interest for the Township to assume an un-assumed road or private road for the purpose of a Year-Round Maintenance:

1. Does the road serve, or will it serve, five (5) or more separate and distinct private parcels of land which are being used, or are capable of being used for the purposes permitted within that zone, on a year-round basis?
2. Does the road provide access to a Township-maintained boat launch, beach or other facility or attraction promoted by the Township for public use and tourism?
3. Would the assumption of the road over-extend existing municipal roads maintenance programs, operations and resources?
4. Has a cost-benefit analysis been done to determine the operational costs of maintaining the road and the impact on Township resources?
5. Was the road constructed to or will it be constructed the approved Municipal standards for year-round roads (thus avoiding costly future upgrades and/or repair costs to the Township)?
6. Will the assumption of the road promote further desired development?
7. Would further development require the road to be extended?
8. Would further development on this road over-extend existing municipal services?
9. Would the road facilitate the safe and efficient movement of goods and people?
10. Have at least two-thirds (66%) of all property owners who will receive direct benefit from the assumption of the road, agreed to the undertaking of an Engineering study (by a registered Civil Engineer) and the assumption of the private road by the Township.
11. Have all property owners required to give up ownership of legal title to the road itself, including any required road widenings or necessary turnarounds, provided written consent to the Township's acquisition of these lands.
12. Have the Conservation Authorities or the Ministry of Natural Resources and Forestry, whichever has jurisdiction, been notified (as deemed necessary) and will regulations be followed where there could be any interference with wetlands or any alterations to

shorelines and watercourses?

13. Does the proposal conform to the land use policies of the relevant Official Plan and Zoning By-law if lot creation would occur as a result of the assumption process.
14. Is there a reference plan prepared by an Ontario Land Surveyor documenting the lands affected by the proposed assumption?
15. Has the Proponent provided original deeds and certification of title for the lands in question, prepared by the proponent's Solicitor?
16. Has the Township received a legal opinion (if applicable) on the ownership status of the subject road and a risk assessment of assuming or not assuming the road?

PROPONENT RESPONSIBILITIES

Road Groups / Associations or other interested parties who would like the Township to conder the assumption of an unassumed road or a private road shall:

Provide a letter to the Township addressed to the CAO/Clerk with the request providing as much detail as possible. Proponents should be aware of the following responsibilities:

1. Proponents must submit an application fee of \$1,500.
2. Proponents must also submit a petition requesting assumption of a roadway. Please note:
 Petitions not supported by two-thirds of the property owners adjacent to the roadway will not be considered, petitions not supported by all owners required to give up title rights will not be considered, and a request to assume portions of a road less than 500 meters will not be considered unless the road links to existing maintained Township roads.
3. The cost and associated process of bringing the road up to municipal standard will be the responsibility of the proponents. Options will be provided to the proponents for immediate payment or the option to pay over a period of time as permitted under McKellar Fees and Charges By-law or O. Reg 586/06 Local Improvement Charges – Priority Lien Status.
4. Where the proposed right-of-way has a deficient width, all benefitting owners will be required to provide the necessary road widening to the Township free and clear of all encumbrances and at no cost to the Township.
5. Where the proposed right-of-way dead-ends and a turnaround is thus required, title to the land required for the turnaround must be transferred to the Township at no cost to the Township.
6. Prior to the commencement of an engineering study the proponent shall submit to the Township a non-refundable deposit of one thousand dollars (\$1,000.00) for the purposes of an Engineering study and associated administration costs to review and process the request. The Township Road Superintendent or the CAO/Clerk will provide proponent with an estimate of costs and an additional deposit may be required prior to proceeding. This deposit will be used to cover the engineering review

costs and the amount may be increased as needed if the review is more complex.

7. Additional responsibilities of the proponent may be determined at the discretion of the CAO/Clerk throughout the process to completion.

TOWNSHIP RESPONSIBILITIES

1. Upon receipt of a petition requesting assumption of a roadway, Township staff will verify the sufficiency of the petition, i.e, petitions not supported by two-thirds of the property owners adjacent to the roadway will not be considered, petitions not supported by all owners that may be required to give up title rights will not be considered, and assumption of portions of a road less than 500 meters will not be considered unless the road links existing maintained Township roads.
2. Township staff will prepare a Council Report with due consideration to the *GENERAL CRITERIA – ROAD ASSUMPTIONS PROCESS* noted above. If Council agrees “in principle” with the possible assumption of the road the process will commence with an Engineering Study which will confirm the design and estimated costs.
3. The Township will confirm the financing methodology.
4. The Township will provide oversight of the necessary road improvements.
5. Prior to assuming the road section, the Township will request an independent review of the subject road, at the Proponent’s expense. This review will include a report on the as-built condition of the existing road by a professional Civil Engineer and shall confirm the road was built to the Township required road standard.

ADDITIONAL NOTES

1. Year-round road service will not be provided until Council passes a By-law to formally assume the road and until the subject road is upgraded to the road standards as specified by the Township.
2. If assumption of a privately-owned road is requested and where acquisition by the Township will result in severance(s), the CAO/Clerk or designate will consider the implications of the road assumption to ensure that any natural severances conform to the Official Plan policies and Zoning By-law regulations.
3. The assumption of roads may be implemented through a Development Agreement to the satisfaction of the CAO/Clerk or designate. The Agreement will include the approved drawings, cost estimates, and securities for the proposed road works.



Township of McKellar

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6.1(iii)

SCHEDULE 'A' (to By-law No. 2022-24) Township of McKellar Roads Policy Construction and Maintenance Guidelines

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SCHEDULE 'A' (to By-law No. 2022-____)

BACKGROUND

Good roads are vital to a healthy community. They can enhance future economic development, attract visitors and new residents, improve retention of current residents and support emergency services.

The Official Plan (see Appendix 1) stipulates future development must be on municipally maintained roads with some exceptions. Also, existing roads must meet municipal standards to support any proposed development.

The Township of McKellar has more than 142 km of roads. These roads are summarized below, using the MPAC status. As of 2019, there were 39 km of roads that do not receive any municipal service, of which 30 km are private roads. The unassumed roads are municipally owned roads that have not been upgraded. However, there are approximately 3.6 km of unassumed roads that have received some summer and/or winter maintenance.

Prior to 2019, McKellar had not formalized road maintenance standards. There was one road construction standard (Sept. 2007) that stipulated the road upgrades required for the Municipality to assume full-service provision for previously unassumed roads. That standard set a travelled surface width of 6.5m (21ft.)

This document is a compilation of the work of many. Our former Reeve penned a comprehensive roads' history and he provided suggestions for a road policy in 2016. The 2013 McKellar Roads Advisory Committee evaluated road conditions, prioritized road improvements and investigated road grants. Whenever feasible, the 2019 Ad Hoc Committee incorporated the road policy statements from other municipalities: Whitestone, McDougall, Archipelago, Frontenac, Kawartha Lakes and Rideau Lakes.

ROAD CLASSES

All McKellar roads have a recommended assigned provincial road class, which is determined by average daily traffic and established speed limits. The majority of rural roads are recommended as a 40 km speed limit that determines a road class 6 and secondary roads or main roads with a speed limit of 50km to 60km should be assigned to road class 5. These guidelines establish response time to inspect and maintain road surfaces

While the province has not established multiple road construction guidelines, a municipality is permitted to create construction guidelines. McKellar has created a rural road construction guideline for road classes 5 & 6 roads.

MUNICIPAL ASSUMPTION OPTIONS

Under the Official Plan, [THE OFFICIAL PLAN (mckellar.ca)] any municipally owned unassumed road that is brought up to the minimum municipal road construction guideline can be eligible to be assumed by the township for ongoing winter and/or summer maintenance.

Municipally owned unassumed road assumption may be governed by a Local Fees and Charges Bylaw process.

Municipally owned unassumed road assumption and Private Road assumption is governed by O. Reg. 586/06; LOCAL IMPROVEMENT CHARGES – PRIORITY LIEN STATUS (Ontario.ca). O. Reg. 586/06: LOCAL IMPROVEMENT CHARGES - PRIORITY LIEN STATUS (ontario.ca)

If the Fees and Charges option is chosen, there is a three (3) year time frame from the last upgrading or repair work performed on the road before assumption of the road may be requested and an 'as constructed' report from a civil engineer will also be required after the three (3) year time period prior to the request for assumption. Any costs associated with the repair and maintenance of the roadway during the three (3) year period shall be borne by the proponents.



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FIRE ROUTE NAMING

Full-time residents have had difficulty with banks and other providers recognizing fire route addresses as permanent residences. Consequently, residents on fire routes are encouraged to collectively find a new name (preferably with a "Path" or "Way" or "Road" or "Trail" or "Lane" second name). Renaming fire routes should follow the undernoted processes:

- only change name if approached by respective landowners
- contact the local road association (or create one if needed) to engage local landowners in the renaming
- survey respective landowners to determine name preferences
- hold a vote of respective landowners to agree/fix a new name e.g. name by selected by a majority, or by most preferred choice, record votes including landowner names and phone numbers
- obtain approval by 911 (managed by Bell)
- forward a formal renaming request to Township office (format to be provided) together with supporting documents from above
- once approved, the township will pass a renaming bylaw and arrange new signage

ROAD CLASSIFICATION

Ontario Regulation 239/02 O. Reg. 239/02: MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS (Ontario.ca) prescribes minimum maintenance standards for municipal roads based on road class. This regulation defines road class based on estimated daily traffic and posted speed limit. All McKellar Township assumed roads and municipally owned unassumed roads are rated a "5" or "6".

This Regulation sets the minimum response time standards for various maintenance functions, such as patrols, snow clearing, pot-hole repair, icy roads, etc.

Given the customary speed limits and traffic volume, most McKellar roads are assigned to the provincial road standard category 5 or 6. The unassumed municipal roads (all of which qualify as a category '6') currently vary in road surface travel width from 9 ft. to 16+ft.

MCKELLAR ROADS INVENTORY

A list of all McKellar Roads (including Municipal year-round, Municipal summer maintained, Municipal Unassumed) is attached to this document as shown in Appendix 2.

A list of all private roads, including Fire Routes, is attached to this document as shown in Appendix 3.

UPGRADING PRIVATE ROADS

Unless Council makes an exception, the policy of the Township has been that all costs associated with upgrading or improving a private road to become a municipal year-round maintained road shall be borne by the landowners who front on, abut, or access the respective road(s).

The only cost sharing option is the procedures outlined in Ontario Regulation 586/06, Local Improvement Charges. This regulation requires consent of 2/3rd of the landowners who represent at least 50 per cent of the MPAC assessed property value. The normal semi-annual bill will reflect regular property tax amount and any extra costs per roads upgrade agreement.



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SCHEDULE 'A' (to By-law No. 2022-____)

UPGRADING MUNICIPALLY OWNED UNASSUMED ROADS

Unless Council makes an exception, the policy of the Township has been that all costs associated with upgrading or improving a municipally-owned unassumed road or municipally-owned unassumed road allowance to become a municipal year-round maintained road shall be borne by the landowners who front on, abut, or access the respective road(s).

Cost sharing options include the procedures below:

1. Ontario Regulation 586/06, Local Improvement Charges. This regulation requires consent of 2/3rd of the landowners who represent at least 50 per cent of the MPAC assessed property value. These costs are allocated on the basis of road frontage and can be spread over 10 to 30 years on the semi-annual tax bill.
2. Local Fees and Charges Method

MUNICIPAL YEAR ROUND MAINTAINED ROADS

These roads receive year-round maintenance by the municipality depending on the surface type, usually on an as-needed basis. Money is budgeted each year for repairs, maintenance and improvements to these priority roads and federal and provincial grant money is utilized if it becomes available. Culverts will be replaced as required. Ditching and brushing may be performed if needed. Roadside mowing is carried out each year usually in late summer.

Year-round roads have various surface treatments: gravel, double surface treatment or asphalt. Liquid calcium is applied on highly travelled gravel roads as dust suppressant at least once per year. It is the intention of the Township to gradually increase the percentage of surface treated roads and thereby decrease the number of municipal gravel roads provided as determined by cost benefit analysis and budget considerations.

MUNICIPAL SUMMER MAINTAINED SEASONAL ROADS

These roads receive maintenance by the Municipality on an as needed basis during the summer months only. Gravel may be applied, grass growth may be eliminated or minimized, culverts will be replaced as required, ditching and brushing may be performed if needed and roadside mowing is carried out each year.

Each summer-maintained road or section is posted with a 'summer maintenance only' sign. Residents owning property and residing on said roads will not receive year-round maintenance. At Council's discretion, some of these roads may be plowed and sanded during winter months provided that minimum road standard criteria are met. It is understood that Council has no obligation to provide this service or continue to provide this service.

MUNICIPAL UNASSUMED ROADS

A Municipal unassumed road is a road owned by the Township and maintained by private individual(s) or an organization rather than by the Township. Since the roads are owned by the

Township the general public is allowed to travel on them; however, because they have not been assumed by the Township for maintenance purposes the private individual(s) and/or organization is responsible for all maintenance, repair, access, snow clearance, liability or other obligation:

- The Municipality does not provide any maintenance services to any development located on a municipal unassumed road nor does it provide any monies and/or equipment to be spent for maintenance purposes.



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- At the Council's sole discretion, the municipality may provide snow removal and sanding services during the winter months on certain municipal unassumed roads that meet specific requirements. Council may provide this service based on maintenance needs and the Township of McKellar's financial capabilities. It is understood that Council is under no obligation to continue this program.
- The Township may register a notice on title or require that the owner enter into an agreement acknowledging that the Township will not be responsible for the repair or maintenance of unassumed roads or the provision of services or monies to any development located on an unassumed road and further that the Township may not be able to provide emergency services to properties, owners, residents, developments or users located on an unassumed road because of the condition of the road.
- It is the intent of the Council of the Township of McKellar to protect the municipality and its residents from incurring tax increases to finance road construction and upgrades that are the responsibility of developers and in some cases residents whose properties are abutting or accessed by municipal unassumed roads.
- All new or existing roads must be brought up to the municipal minimum construction standard before they are assumed by the Municipality.

UNOPENED ROAD ALLOWANCES

Throughout the Township there are many unopened road allowances and some shoreline road allowances owned by the municipality. The municipality has no obligation to open or improve road allowances to provide access to private or public property.

For various purposes, abutting property owners may approach the Township regarding the purchase of portions of unopened or shoreline road allowances. In considering the sale of unopened shoreline road allowance a Township will have regard for public recreational use. All costs will be borne by the applicant.

Any portions of a road allowance that contain, abut or provide access to important fish spawning areas wildlife habitat or other environmentally sensitive features or hazard shall be reserved.

Portions of road allowances where significant historical or cultural features have been identified shall also be reserved.

Unless council determines otherwise, it is the policy of the Township to reserve or retain road allowances that lead to water so the public may still have access in the future.

CROWN LANDS

The Municipality has no objection to the establishment of roads over Crown land so long as the proponents receive the necessary permission from the Ministry of Natural Resources and Forestry and so long as they understand that the Municipality has no responsibility for the maintenance of the road.

PRIVATE ROADS

A private road is a road that is owned by one or more individuals (not the Township) and is privately maintained. There is no legal obligation on the part of the Township to maintain or repair private roads or otherwise provide monies or services to any development located on a private road nor is there any responsibility acknowledged for the provision of school busing.

Unless Council determines otherwise, it is the policy of the Township of McKellar to not accept any responsibility, monetary or otherwise, for the maintenance or repair or liability or any other service of private roads either by the use of Township equipment or by the issuing of grants to property owners or organizations situated on said private roads.



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The Township may register a notice on title or require the owner to enter into an agreement acknowledging that the Township will not be responsible for the repair or maintenance of private roads or provision of services or monies to any properties, owners, residents, development or users located on a private road and further that the Township may not be able to provide emergency services to development located on a private road due to the road condition.

If a private road is reconstructed to a standard acceptable to the Township and at no expense to the Township, the Township may consider the assumption of the private road if it abuts an existing municipally maintained year-round road or provincial highway. Prior to undertaking any such reconstruction, land owners of the property on a private road must obtain the approval of the Township. The work shall be undertaken to the standards of the Township, for a year-round maintained road.

911 SERVICES

Owners and occupants on private roads are encouraged to ensure a minimum width to facilitate winter and summer access for emergency services.

All residents on municipally owned unassumed roads and on private roads are encouraged to adopt the Class 6 minimum road guideline. The Township can refuse to provide emergency services on sub-standard private or unassumed roads. Over time, all private or unassumed roads that have multiple full-time residents need to invest in an upgrade to the minimum road guideline.

APPLICATION TO ASSUME PRIVATE OR UNASSUMED ROAD ALLOWANCE

When submitting a proposal to the Township, all documentation and information must satisfy Council that the assumption of the assumed road is in the public interest, and that the proponents acknowledge and accept that any and all costs associated with such assumption are to be borne by the proponents and the following procedures applied.

CRITERIA FOR ASSUMPTION OF MUNICIPALLY OWNED UNASSUMED ROADS AND PRIVATE ROADS - ONTARIO REGULATION 586/06

Without being necessarily limited to the following, the following criteria should be considered in determining if it is in the public interest to assume the municipally owned unassumed road or private road:

1. Does the road serve, or will it serve, five (5) or more separate and distinct private parcels of land which are being used, or are capable of being used for the purposes permitted within that zone, on a year-round basis?
2. Does the road provide access to a Township-maintained boat launch, beach or other facility or attraction promoted by the Township for public use and tourism?
3. Would the assumption of the road over-extend existing municipal roads maintenance programs, operations and resources?
4. Was the road constructed to the standards as stated herein, thus avoiding costly future upgrades and/or repair costs to the Township?
5. Will the assumption of the road promote further desired development?
6. Would further development require the road to be extended?
7. Would further development on this road over-extend existing municipal services?
8. Would the road facilitate the safe and efficient movement of goods and people?
9. At least two-thirds (%) of all property owners who will receive direct benefit from the assumption of the road agree to the undertaking of the study and the assumption of the unassumed road by the Township. For private roads, two-thirds (%) of all property owners must agree to the undertaking of the study and the assumption of the private road by the Township.



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10. All property owners required to give up ownership of legal title to the road itself, required road widenings or necessary turnarounds have consented to the Township's acquisition of their lands.
11. Have the Conservation Authorities or the Ministry of Natural Resources and Forestry, whichever has jurisdiction, been notified and are regulations followed where there could be any interference with wetlands or any alterations to shorelines and watercourses?
12. The proposal conforms to the land use policies of the relevant Official Plan and Zoning By-law if lot creation would occur as a result of the assumption process.
13. There is a reference plan prepared by an Ontario Land Surveyor documenting the lands affected by the proposed assumption.
14. The proponents have provided original deeds and certification of title for the lands in question, prepared by the proponents' Solicitor.
15. The Township has received a legal opinion on the ownership status of the subject road and a risk assessment of assuming or not assuming the road.

PROPONENTS' RESPONSIBILITIES

- The cost and associated process of bringing the road up to municipal standard will be the responsibility of the proponents. Options will be provided to the proponents for immediate payment or the option to pay over a period of time as permitted under O. Reg 586/06 Local Improvement Charges – Priority Lien Status. [O. Reg. 586/06: LOCAL IMPROVEMENT CHARGES - PRIORITY LIEN STATUS \(ontario.ca\)](http://www.ontario.ca)
- Where the proposed right-of-way has a deficient width, all benefitting owners will be required to provide the necessary road widening to the Township free and clear of all encumbrances and at no cost to the Township.
- Where the proposed right-of-way dead-ends and a turnaround is thus required, title to the land required for the turnaround must be transferred to the Township at no cost to the Township.
- Prior to the commencement of an engineering study the proponents shall submit to the Township a refundable deposit of five thousand dollars (\$5,000.00). The Director of Public Works or their designate will provide proponents with an estimate and additional deposit may be required prior to proceeding. This deposit will be used to cover the engineering review costs and the amount may be increased as needed if the review is more complex. Any amount of the deposit not needed to cover the independent review will be returned to the proponents.

TOWNSHIP STAFF RESPONSIBILITIES

- Upon receipt of a petition requesting assumption of a roadway, Township staff will verify the sufficiency of the petition.
 - 1) petitions not supported by at least two-thirds of the property owners abutting, accessing or adjacent to the roadway will not be considered,
 - 2) petitions not supported by all owners giving up title rights will not be considered, and assumption of portions of a road less than 500 metres will not be considered unless
 - 3) the road links existing maintained Township roads.
- Township staff will prepare a Council Report and if Council agrees "in principle" with the possible assumption of the road then the works will proceed following confirmation of financing methodology.
- Prior to assuming the road section, the Township shall request an independent review of the subject road, at the proponents' expense. This review will include a report on the as-built condition of the existing road by a professional engineer and a cost-benefit analysis to



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determine the operational costs of maintaining the road and the impact on Township resources. In addition, the consultant will prepare, as part of the engineering report, an estimate of all costs relating to the construction or reconstruction of the unassumed road to the standards as stated herein. The cost of the independent engineering review and cost-benefit analysis will be borne by the proponents.

- Year-round road service will not be provided on seasonal roads or private roads until Council passes a by-law to formally assume the road and until the subject road is upgraded to the road standards as specified by the Township.
- If assumption of a privately-owned road is requested, the Township staff will review and recommend to Council to advance a by-law for assumption of the road.
- If assumption of a privately-owned road is requested, and where acquisition by the Township will result in severance(s), the Planning Department will consider the implications of the road assumption to ensure that any natural severances conform to the Official Plan policies and Zoning By-law regulations.

ROAD MAINTENANCE GUIDELINES

The Township of McKellar will provide a level of service for routine patrolling that meets the Minimum Maintenance Standards O. Reg. 239/02 Section 3, under The Municipal Act 2001. O.Reg. 239/02: MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS (Ontario.ca). Road classifications are in accordance with O. Reg. 239/02. There are currently no Class 1,2,3 or Class 4 highways within the jurisdiction of the Township of McKellar

[O. Reg. 239/02: MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS \(ontario.ca\)](#)

NEW ROAD CONSTRUCTION ENGINEERING SPECIFICATIONS

The road specifications are to provide developers and landowners with standards for Municipal road construction. The standards are to be adhered to for all new road construction and may be applied to upgrading of some existing roads at the discretion of the Council with input from the Public Works Department. The standards are to be regarded as the minimum requirements for construction acceptable to the Municipality for consideration, when the Municipality is assuming the operation and maintenance of roads for the purpose of creating year-round publicly maintained Municipal roads.

The minimum requirements for road standards generally follow the guidelines set out in

- Ontario Regulation 586/06 includes the standards that must be followed to undertake the local improvement work [O. Reg. 586/06: LOCAL IMPROVEMENT CHARGES - PRIORITY LIEN STATUS \(ontario.ca\)](#)
- the Ontario Provincial Standards Specifications & [SydneyEnterprise: Portal \(gov.on.ca\)](#)
- the Ontario Provincial Standards Drawings. [MTO Technical Publications \(gov.on.ca\)](#)



Township of McKellar

701 Hwy. #124, P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

SCHEDULE 'A' (to By-law No. 2022-____)

Design Criteria	ROAD CONSTRUCTION GUIDELINES	
	CLASS 6	CLASS 5
road classification	6	5
road network	low traffic, dead-end	medium traffic, thoroughfare
Design Speed	20 kph	50 kph
Right of Way Width	20 m	20 m
Horizontal Radius	80.0 m	80.0 m
Maximum Grade	6.00%	6.00%
Kcrest (vertical curve, hill)	8 m	8 m
Ksag (vertical curve, valley)	12 m	12 m
Min Stopping Sight Dist	65.0 m	65.0 m
Clearing Width	10m	10m
Surface Width	6m 20ft	6 m, 20 ft
Shoulder Width	0.5 m	1.0 m
Horizontal Clearance	3.0 m	3.0 m
Vertical Clearance	5.25 m	5.25 m
Cross fall crown on road surface	3%	3%
Turn Arounds	OPSD 500.01 or equivalent	OPSD 500.01 or equivalent
Ditches	12" deep, 16" wide	adequate for watercourse
Surface Course	Granular A	Double Surface Treatment or Granular A at discretion of Township
Granular base course	Granular A 300mm	Granular A 300mm
Sub Base	Granular B 300mm depth as determined by design	Granular B 300mm depth as determined by design
New culverts	400 mm diameter: 9m length minimum	400 mm diameter: 9m length minimum
Hills	Less than 10% grade	
Surface Type (traffic < 200/day)	Granular A: 100 mm (4" Depth)	Granular A: 100 mm (4" Depth)
Surface Type (traffic > 200/day)	Double Surface Treatment	Double Surface Treatment
Signage	As per Ont. Traffic Manual	As per Ont. Traffic Manual
Dead end roads	15 metre turning radius	15 metre turning radius



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SCHEDULE 'A' (to By-law No. 2022-____)

- 5.8.2.12 Wherever applications for development are proposed adjacent to municipal roadways and the municipality does not own title to the roadway, it will be the policy of this Plan to require that the applicant convey that portion of the roadway consisting of 10 metres from the centre line of the travelled road as it abuts the proposed development lands should a survey reveal an encroachment.
- 5.8.2.13 In some circumstances, it may be preferred to share driveway access between adjoining property owners to minimize the number of entrances on existing public roads. 5.8.2.14 The standards for the frontage requirements for lots may be reduced to accommodate cul-de-sacs for any new subdivision development in the Rural designation.

APPENDIX 2 of Schedule 'A' to By-law No. 2022-____
[INVENTORY OF MUNICIPAL YEAR-ROUND, SUMMER MAINTAINED AND UN-ASSUMED ROADS]

Line	Road Name	From	To	Road Class	Maintenance	Class	Length (km)	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Speed (km/h)	Drainage	Surface type existing
1	Armstrong Street	Centre Road	Louisa Street	Local	YR	6	0.09	6.0	5.0	0.50	50	no ditch	gravel
2	Balsam Road	Centre Road	Fire Rte 158	Collector	YR	5	2.91	8.0	7.0	0.50	60	open ditch	surface treated
3	Balsam Road	Fire Rte 158	Swan Blvd.	Local	YR	5	1.33	7.5	6.5	0.50	60	open ditch	gravel
4	Balsam Road	Swan Blvd.	Kodiak Road	Local	YR	5	0.84	7.5	6.5	0.50	60	open ditch	gravel
5	Balsam Road	Kodiak Road	Lauck's Road	Local	YR	5	1.35	7.5	6.5	0.50	60	open ditch	gravel
6	Bay Drive	Deerfield Road	end	Local	Municipally owned Unassumed	6	0.20					open ditch	gravel
7	Bells Road	Hurdville Road	End	Local	YR	6	0.45	7.0	6.0	0.50	50	open ditch	gravel
8	Blackwater Road	Hurdville Road/Broadbent Rd	Fisher's Road	Collector	YR	6	1.61	7.0	6.0	0.50	60	open ditch	surface treated
9	Blackwater Road	Fisher's Road	5.14m east (Bridge at Blackwater Lake)	Local	YR	6	0.51	7.0	6.0	0.50	60	open ditch	surface treated
10	Blackwater Road	5.14m east (Bridge at Blackwater Lake)	80m west of Sunset Cove Road	Local	YR	6	0.49	7.0	6.0	0.50	60	open ditch	gravel
11	Braemar Blvd.	Lakeview Cr.	end	Local	Municipally owned Unassumed	6	0.20						
12	Broadbent Road	Hurdville Road	McCord's Road	Collector	YR	5	1.15	7.0	6.0	0.50	60	open ditch	surface treated
13	Broadbent Road	McCord's Road	Fire Rte 203	Local	YR	5	0.10	7.0	6.0	0.50	60	open ditch	surface treated
14	Broadbent Road	Fire Rte 203	Fire Route 204	Local	YR	5	0.46	8.0	7.0	0.50	60	open ditch	surface treated

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**APPENDIX 2 of Schedule 'A' to By-law No. 2022-
[INVENTORY OF MUNICIPAL YEAR-ROUND, SUMMER MAINTAINED AND UN-ASSUMED ROADS]**

Line	Road Name	From	To	Road Class	Maintenance	Class	Length (km)	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Speed (km/h)	Drainage	Surface Type Existing
15	BroadbentRoad	Fire Route 204	Pawlett Road	Local	YR	5	0.34	8.0	7.0	0.50	60	open ditch	surface treated
16	BroadbentRoad	Pawlett Road	Dickinson Road	Local	YR	5	0.27	8.0	7.0	0.50	60	open ditch	surface treated
17	BroadbentRoad	Dickinson Road	Inholmes	Local	YR	5	4.84	8.0	7.0	0.50	60	open ditch	gravel
18	BroadbentRoad	Inholmes	Fords Road	Local	YR	5	1.30	7.0	6.0	0.50	60	open ditch	gravel
19	BroadbentRoad	Fords Road	2.06km east of Fords Rd	Local	YR	6	2.06	6.0	5.0	0.50	60	open ditch	gravel
20	Brownley Road	Centre Road	850m east of Centre Rd	Local	YR/S	6	0.85	5.5	4.5	0.50	40	open ditch	gravel
21	Brownley Road	850m east of Centre Rd	End	Local	S	6	2.59	5.5	4.5	0.50	50	open ditch	gravel
22	Burnetts Road	Hurdville Road	Fire Route 302	Collector	YR	6	1.09	8.0	7.0	0.50	50	open ditch	surface treated
23	Burnetts Road	Fire Route 302	Craigmore Drive	Collector	YR	6	0.39	8.0	7.0	0.50	50	open ditch	surface treated
24	Burnetts Road	Craigmore Drive	Craigmore Drive	Collector	YR	6	0.17	8.0	7.0	0.50	50	open ditch	surface treated
25	Burnetts Road	Craigmore Drive	Camp Majala Road	Collector	YR	6	0.80	8.0	7.0	0.50	50	open ditch	surface treated
26	Burnetts Road	Camp Majala Road	Mantouwabing Estates Road	Collector	YR	6	0.48	8.0	7.0	0.50	50	open ditch	surface treated
27	Burnetts Road	Mantouwabing Estates Road	Stormy Point Road	Collector	YR	6	1.52	8.0	7.0	0.50	50	open ditch	surface treated
28	Burnetts Road	Stormy Point Road	Smith Pine Crescent	Local	YR	6	0.28	8.0	7.0	0.50	50	open ditch	surface treated
29	Burnetts Road	Smith Pine Crescent	Smith Pine Crescent	Local	YR	6	0.09	8.0	7.0	0.50	50	open ditch	surface treated

APPENDIX 2 of Schedule 'A' to By-law No. 2022- [INVENTORY OF MUNICIPAL YEAR-ROUND, SUMMER MAINTAINED AND UN-ASSUMED ROADS]

Line	Road Name	From	To	Road Class	Maintenance	Class	Length (km)	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Speed (km/hr)	Drainage	Surface type existing
30	Burnetts Road	Smith Pine Crescent	End (cul-de-sac)	Local	YR	6	0.05	8.0	7.0	0.50	50	open ditch	surface treated
31	Camp Majala Road	Burnetts Road	end	Local	YR	6	0.18	7.0	6.0	0.50	50	no ditch	surface treated
32	Camp Road	Centre Road	Sparrow Lane	Collector	YR	6	0.70	8.0	7.0	0.50	50	open ditch	surface treated
33	Camp Road	Sparrow Lane	Inn Road	Local	YR	6	0.22	8.0	7.0	0.50	50	open ditch	surface treated
34	Camp Road	Inn Road	End	Local	YR	6	0.59	8.0	7.0	0.50	50	open ditch	surface treated
35	Cardinal Court	Camp Road	End	Local	YR	6	0.59	8.0	7.0	0.50	50	open ditch	surface treated
36	Catherine Street	Centre Road	Louisa Street	Local	YR	6	0.10	8.5	7.5	0.50	50	open ditch	asphalt
37	Catherine Street	Louisa Street	William Street	Local	YR	6	0.09	8.5	7.5	0.50	50	open ditch	asphalt
38	Catherine Street	William Street	Henry Street	Local	YR	6	0.09	8.5	7.5	0.50	50	open ditch	asphalt
39	Cemetery Road	Hurdville Road	End	Local	S	6	0.30	5.0	4.0	0.50	50	open ditch	gravel
40	Centre Road	Hwy 124	Catherine Street	Collector	YR	5	0.04	8.0	7.0	0.50	50	storm sewer	asphalt
41	Centre Road	Catherine Street	Mary Street	Collector	YR	5	0.05	8.0	7.0	0.50	50	open ditch	asphalt
42	Centre Road	Mary Street	Armstrong Street	Collector	YR	5	0.10	8.0	7.0	0.50	50	open ditch	asphalt
43	Centre Road	Armstrong Street	Balsam Road	Collector	YR	5	0.09	8.0	7.0	0.50	50	open ditch	asphalt
44	Centre Road	Balsam Road	Veterans Memorial Bridge	Collector	YR	5	0.75	8.0	7.0	0.50	60	open ditch	asphalt

APPENDIX 2 of Schedule 'A' to By-law No. 2022-_____
 [INVENTORY OF MUNICIPAL YEAR-ROUND, SUMMER MAINTAINED AND UN-ASSUMED ROADS]

Line	Road Name	From	To	Road Class	Maintenance	Class	Length (km)	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Speed (km/h)	Drainage	Surface Type existing
45	Centre Road	Veterans Memorial Bridge/Middle River Bridge	Veterans Memorial Bridge/Middle River Bridge	Collector	YR	5	1.61	8.0	8.0	0.00	60	other	asphalt
46	Centre Road	Veterans Memorial Bridge	Middle River Drive	Collector	YR	5	0.15	8.0	7.0	0.50	60	open ditch	asphalt
47	Centre Road	Middle River Drive	Lakeside Drive	Collector	YR	5	1.57	8.0	7.0	0.50	60	open ditch	asphalt
48	Centre Road	Lakeside Drive	Brownley Road	Collector	YR	5	0.27	8.0	7.0	0.50	60	open ditch	asphalt
49	Centre Road	Brownley Road	Camp Road	Collector	YR	5	0.78	8.0	7.0	0.50	60	open ditch	asphalt
50	Centre Road	Camp Road	Lees Road	Collector	YR	5	0.76	8.0	7.0	0.50	60	open ditch	asphalt
51	Centre Road	Lees Road	Hollys Road	Collector	YR	5	1.37	8.0	7.0	0.50	60	open ditch	asphalt
52	Centre Road	Hollys Road	Stewart Park Road	Collector	YR	5	2.06	8.0	7.0	0.50	60	open ditch	asphalt
53	Centre Road	Stewart Park Road	Manitouwabing River Bridge	Collector	YR	5	0.05	8.0	7.0	0.50	60	open ditch	asphalt
54	Centre Road	Manitouwabing River Bridge	Fire Rte 201	Collector	YR	5	1.30	8.0	7.0	0.50	60	open ditch	asphalt
55	Centre Road	Fire Rte 201	Hurdville Road	Collector	YR	5	0.95	8.0	7.0	0.50	60	open ditch	asphalt
56	Charles Ave.	Hollys Road	end	Local	Municipally owned Unassumed	6	0.10					open ditch	gravel
57	Craigmore Dr.	Burnett's Road	Burnett's Road	Local	Municipally owned Unassumed	6	0.70					open ditch	gravel
58	Deerfield Road	McKellar-Ferguson Boundary Rd. S.	end	Local	Municipally owned Unassumed	6	2.50					open ditch	gravel

APPENDIX 2 of Schedule 'A' to By-law No. 2022-_____
 [INVENTORY OF MUNICIPAL YEAR-ROUND, SUMMER MAINTAINED AND UN-ASSUMED ROADS]

Line	Road Name	From	To	Road Class	Maintenance	Class	Length (km)	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Speed (km/h)	Drainage	Surface type existing
59	Dickinson Road	Broadbent Road	Fire Route 205	Local	YR	6	0.55	6.0	5.0	0.50	50	open ditch	gravel
60	Dickinson Road	Fire Route 205	Fire Route 206	Local	S	6	0.53	6.0	5.0	0.50	50	open ditch	gravel
61	Dickinson Road	Fire Route 206	end	Local	S	6	0.40	6.0	5.0	0.50	50	open ditch	gravel
62	Elizabeth Ave.	Holly's Road	Phillip Ave.	Local	Municipally owned Unassumed	6	0.50					open ditch	gravel
63	Elizabeth Ave.	Phillip Ave.	end	Local	Municipally owned Unassumed	6	0.20					open ditch	gravel
64	F.R. 152	Hwy. 124	end	Local	Municipally owned Unassumed	6						open ditch	gravel
65	F.R. 152A	F.R. 152	end	Local	Municipally owned Unassumed	6						open ditch	gravel
66	F.R. 152B	F.R. 152	end	Local	Municipally owned Unassumed	6						open ditch	gravel
67	Fire Route 200	Centre Rd	end	Local	S	6	0.57	7.0	6.0	0.50	50	open ditch	gravel
68	Fire Route 305 Road	Hurdville Rd	McDougall Road	Collector	YR	5	0.15	8.5	8.0	0.25	50	open ditch	asphalt
69	Fishers Road	Blackwater Rd.	Fire Rte. 202										
70	Fishers Road	Fire Rte 202	end	Local	YR	6	0.55	5.0	4.0	0.50	50	open ditch	gravel
71	Ford's Road	Broadbent Road	1.98km north/east to #88	Local	S	6	1.98	5.0	4.0	0.50	50	open ditch	gravel

**APPENDIX 2 of Schedule 'A' to By-law No. 2022-_____
[INVENTORY OF MUNICIPAL YEAR-ROUND, SUMMER MAINTAINED AND UN-ASSUMED ROADS]**

Line	Road Name	From	To	Road Class	Maintenance	Class	Length (km)	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Speed (km/h)	Drainage	Surface Type Existing
72	Fox Farm Road	Lakeshore Road	0.24 km south of Lakeshore Rd	Local	YR	6	0.24	7.0	6.0	0.50	50	open ditch	gravel
73	Fox Farm Road	0.24km south of Lakeshore Rd (turnaround)	50m south of Watkins Lane	Local	S	6	0.24	6.0	5.0	0.50	50	open ditch	gravel
74	Frontenac Drive	More Avenue	End (West)	Local	YR	6	0.38	7.0	6.0	0.50	50	open ditch	gravel
75	Frontenac Drive	More Avenue	End (East)	Local	YR	6	0.19	7.0	6.0	0.50	50	open ditch	gravel
76	Gardenview Road	Silver Birch Circle	Riverview Drive	Local	YR	6	0.54	8.0	7.0	0.50	50	open ditch	gravel
77	Genes Court	Manitou Drive	end	Local	YR	6	0.16	7.0	6.0	0.50	50	open ditch	gravel
78	Grey Owl Road	Hwy 124	Shakell Rd	Local	YR	6	0.10	7.0	6.0	0.50	40	open ditch	surface treated
79	Grey Owl Road	Shakell Rd	Trull Rd	Local	YR	6	1.30	6.0	5.0	0.50	40	open ditch	gravel
80	Grey Owl Road	Trull Rd	Fire Rte 102	Local	YR	6	0.30	6.0	5.0	0.50	40	open ditch	gravel
81	Grey Owl Road	Fire Rte 102	Grey Owl Lake Bridge	Local	YR	6	0.60	6.0	5.0	0.50	40	open ditch	gravel
82	Hardies Road	Hurdville Road	Harris Road	Collector	YR	6	0.54	8.0	7.0	0.50	50	open ditch	asphalt
83	Hardies Road	Harris Road	Lynndsey lane	Collector	YR	6	1.45	9.0	8.0	0.50	50	open ditch	asphalt
84	Harriet Street	Hwy 124	Mary Street	Local	YR	6	0.12	6.0	5.0	0.50	50	no ditch	gravel
85	Harriet Street	Mary Street	Fire Rte 140	Local	YR	6	0.09	6.0	5.0	0.50	50	no ditch	gravel
86	Harris Road	Hardies Road	end	Local	YR	6	0.16	6.0	5.0	0.50	50	open ditch	gravel

APPENDIX 2 of Schedule 'A' to By-law No. 2022-_____
 [INVENTORY OF MUNICIPAL YEAR-ROUND, SUMMER MAINTAINED AND UN-ASSUMED ROADS]

Line	Road Name	From	To	Road Class	Maintenance	Class	Length (km)	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Speed (km/h)	Drainage	Surface type existing
87	Henry Street	Catherine Street	Mary Street	Local	YR	6	0.13	7.0	6.0	±0.50	50	open ditch	gravel
88	Hollys Road	Centre Road	Reins Way	Local	YR	6	0.58	7.0	6.0	±0.50	50	open ditch	surface treated
89	Hollys Road	Reins Way	Elizabeth Avenue	Local	YR	6	0.41	7.0	6.0	±0.50	50	open ditch	gravel
90	Hurdville Road	40m east of Frontier Trail	Hardies Road	Collector	YR	6	0.22	8.0	7.0	±0.50	50	open ditch	asphalt
91	Hurdville Road	Hardies Road	Hurdville Dam	Collector	YR	6	0.17	8.0	7.0	±0.50	50	open ditch	asphalt
92	Hurdville Road	Hurdville Dam	#489 Hurdville Rd	Collector	YR	6	0.21	8.0	7.0	±0.50	50	open ditch	asphalt
93	Hurdville Road	#489 Hurdville Rd	McDougal Road	Collector	YR	6	0.31	8.0	7.0	±0.50	50	open ditch	asphalt
94	Hurdville Road	McDougal Road	Fire Rte 305	Collector	YR	5	0.33	9.0	8.0	±0.50	60	open ditch	asphalt
95	Hurdville Road	Fire Rte 305	Cemetery Rd	Collector	YR	5	0.17	8.0	7.0	±0.50	60	open ditch	asphalt
96	Hurdville Road	Cemetery Rd	Burnetts Road	Collector	YR	5	1.39	8.0	7.0	±0.50	60	open ditch	asphalt
97	Hurdville Road	Burnetts Road	Jones Road	Collector	YR	5	0.81	8.0	7.0	±0.50	60	open ditch	asphalt
98	Hurdville Road	Jones Road	Fire Rte 301	Collector	YR	5	2.25	8.0	7.0	±0.50	60	open ditch	asphalt
99	Hurdville Road	Fire Rte 301	Bells Road	Collector	YR	5	0.62	8.0	7.0	±0.50	60	open ditch	asphalt
100	Hurdville Road	Bells Road	Centre Road	Collector	YR	5	0.30	8.0	7.0	±0.50	60	open ditch	asphalt

APPENDIX 2 of Schedule 'A' to By-law No. 2022- [INVENTORY OF MUNICIPAL YEAR-ROUND, SUMMER MAINTAINED AND UN-ASSUMED ROADS]

Line	Road Name	From	To	Road Class	Maintenance	Class	Length (km)	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Speed (km/h)	Drainage	Surface type existing
101	Hurdville Road	Centre Road	Broadbent Road/Blackwater Rd	Collector	YR	5	1.30	8.0	7.0	0.50	60	open ditch	asphalt
102	Islandview Ave.	Phillip Ave.	end	Local	Municipally owned Unassumed	6	0.10						
103	Jones Road	Hurdville Road	Fire Rte 302	Local	YR	6	0.85	7.0	6.0	0.50	50	open ditch	gravel
104	Jones Road	Fire Rte. 302	Fire Rte 303	Local	S	6	0.24	7.0	6.0	0.50	50	open ditch	gravel
105	Jones Road	Fire Rte 303	Fire Rte 304	Local	YR	6	0.84	7.0	6.0	0.50	50	open ditch	gravel
106	Kirk Ave.	Phillip Ave.	end	Local	Municipally owned Unassumed	6	0.10						
107	Lakeshore Road	Henry Street	800m South of Henry Street	Collector	YR	6	0.80	7.5	6.5	0.50	50	open ditch	asphalt
108	Lakeshore Road	800m South of Henry Street	Fox Farm Road	Collector	YR	6	0.63	7.5	6.5	0.5	50		
109	Lakeside Crescent	Lakeside Drive	Lakeside Drive	Local	YR	6	0.45	7.0	6.0	0.50	50	open ditch	surface treated
110	Lakeside Drive	Lakeside Crescent E	Lakeside Crescent W	Local	YR	6	0.12	7.0	6.0	0.50	50	open ditch	surface treated
111	Lakeside Drive	Centre Road	Lakeside Crescent E	Collector	YR	6	1.16	7.0	6.0	0.50	50	open ditch	surface treated
112	Lakeside Drive	Lakeside Crescent W	end	Local	YR	6	0.55	7.0	6.0	0.50	50	open ditch	surface treated
113	Lakeview Cr.	Craigmore Dr.	Craigmore Dr.	Local	Municipally owned Unassumed	6	0.50					open ditch	gravel
114	Lees Road	Centre Road	343m East of Centre Rd.	Local	YR	6	0.34	7.0	7.0	0.0	50	open ditch	surface treated

**APPENDIX 2 of Schedule 'A' to By-law No. 2022-
 [INVENTORY OF MUNICIPAL YEAR-ROUND, SUMMER MAINTAINED AND UN-ASSUMED ROADS]**

Line	Road Name	From	To	Road Class	Maintenance	Class	Length (km)	Platform Width (m)	Surface Width (m)	Shoulder width (m)	Speed (km/hr)	Drainage	Surface type existing
115	Lees Road	343m East of Centre Road	end	Local	YR	6	0.50	6.0	5.0	0.50	50	open ditch	gravel
116	Lizzles Lane	Reins Way	End (West)	Local	YR	6	0.18	7.0	6.0	0.50	50	open ditch	surface treated
117	Lizzles Lane	Reins Way	End (east)	Local	YR	6	0.34	7.0	6.0	0.50	50	open ditch	surface treated
118	Louisa Street	Catherine Street	Mary Street	Local	YR	6	0.10	6.0	5.0	0.50	50	open ditch	gravel
119	Louisa Street	Mary Street	Armstrong Street	Local	YR	6	0.09	6.0	5.0	0.50	50	open ditch	gravel
120	Lyndsey Lane	Hardies Road	end	Local	YR	6	1.52	8.0	7.0	0.50	50	open ditch	surface treated
121	Manitou Drive	Park Drive	Genes Crt	Collector	YR	6	0.06	8.0	7.0	0.50	40	open ditch	surface treated
122	Manitou Drive	Y in Manitou Drive	Marine Drive	Collector	YR	6	0.06	8.0	7.0	0.50	40	open ditch	surface treated
123	Manitou Drive	Y in Manitou Drive	N Point Drive	Local	YR	6	1.31	7.0	6.0	0.50	40	open ditch	gravel
124	Manitou Drive	Genes Crt	Y in Manitou Drive	Collector	YR	6	0.24	8.0	7.0	0.50	40	open ditch	surface treated
125	Manitou Drive	Marine Drive	S Point Dr	Collector	YR	6	0.49	8.0	7.0	0.50	40	open ditch	surface treated
126	Manitou Drive	E Point Dr	S Point Drive	Local	YR	6	0.54	7.0	6.0	0.50	50	open ditch	gravel
127	Manitou Drive	N Point Drive	E Point Drive	Local	YR	6	0.72	7.0	6.0	0.50	40	open ditch	gravel
128	Manitouabing Estates Road	Burnettes Road	end	Local	YR	6	0.96	8.0	7.0	0.50	50	open ditch	surface treated
129	Maplewood Drive	Sunnyside Park Drive	West Point Drive	Local	YR	6	0.63	8.0	7.0	0.50	50	open ditch	gravel

**APPENDIX 2 of Schedule 'A' to By-law No. 2022-_____
 [INVENTORY OF MUNICIPAL YEAR-ROUND, SUMMER MAINTAINED AND UN-ASSUMED ROADS]**

Line	Road Name	From	To	Road Class	Maintenance	Class	Length (km)	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Speed (km/h)	Drainage	Surface type existing
130	Marine Drive	Manitou Drive	end	Local	YR	6	0.28	7.0	6.0	0.50	50	open ditch	gravel
131	Martha Drive	McKellar Lake Road	Fire Rte 100	Local	YR	6	0.39	7.0	6.0	0.50	50	open ditch	asphalt
132	Martha Drive	Fire Rte 100	end of Martha Drive	Local	YR	6	0.34	7.0	6.0	0.50	50	open ditch	asphalt
133	Mary Street	Harriet Street	Centre Road	Local	YR	6	0.08	6.0	5.0	0.50	50	open ditch	gravel
134	Mary Street	Centre Road	Louisa Street	Local	YR	6	0.10	6.0	5.0	0.50	50	no ditch	gravel
135	Mary Street	Louisa Street	William St	Local	YR	6	0.09	6.0	5.0	0.50	50	no ditch	gravel
136	McCords Road	Broadbent Road	corner	Local	S	6	0.52	6.0	5.0	0.50	50	open ditch	gravel
137	McDougall Road	1.2km south of Fire Rte 305	Fire Rte 305	Collector	YR	5	1.20	8.0	7.0	0.50	60	open ditch	asphalt
138	McDougall Road	Fire Rte 305	Hurdville Rd	Collector	YR	5	0.29	8.0	7.0	0.50	50	open ditch	asphalt
139	Ferguson Boundary Road North	Hwy 124	635m North of Hwy 124	Local	S	6	0.64	6.0	5.0	0.50	50	open ditch	gravel
140	McKellar Ferguson Boundary Road North	635m North of Hwy 124	1365m North of Hwy 124	Local	S	6	0.73	6.0	5.0	0.50	50	open ditch	gravel
141	McKellar Ferguson Boundary Road North	1365m North of Hwy 124	West Road (no sign)	Local	S	6	0.78	6.0	5.0	0.50	50	open ditch	gravel
142	McKellar Ferguson Boundary Road North	West Rd (no sign)	Franquette Ave	Local	S	6	0.86	6.0	5.0	0.50	50	open ditch	gravel

**APPENDIX 2 of Schedule 'A' to By-law No. 2022-_____
[INVENTORY OF MUNICIPAL YEAR-ROUND, SUMMER MAINTAINED AND UN-ASSUMED ROADS]**

Line	Road Name	From	To	Road Class	Maintenance	Class	Length (km)	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Speed (km/h)	Drainage	Surface Type existing
143	Mckellar Ferguson Boundary Road North	Franquette Ave	Loch Erne Rd	Local	S	6	0.48	6.0	5.0	0.50	50	no ditch	gravel
144	Mckellar Ferguson Boundary Road South	Hwy 124	Vowels Farm Rd	Collector	YR	6	0.61	7.0	6.0	0.50	50	open ditch	gravel
145	Mckellar Lake Road	Hwy 124	Approx 200m West of Martha Drive	Collector	YR	6	0.46	7.0	6.0	0.50	50	open ditch	surface treated
146	Mckellar Lake Road	Martha Drive	More Avenue	Collector	YR	6	1.23	7.0	6.0	0.50	50	open ditch	gravel
147	Mckellar Lake Road	More Avenue	Fire Rte 101	Local	YR	6	0.16	7.0	6.0	0.50	50	open ditch	gravel
148	Mckowen Road	Grey Owl Road	end	Local	Municipally owned Unassumed	6	0.60	5.0	4.0	0.50	50	no ditch	gravel
149	Mehang Drive	Sunnyshore Park Drive	end	Local	YR	6	0.66	6.5	6.0	0.25	50	open ditch	gravel
150	Middle River Drive	Centre Road	end	Local	YR	6	0.50	6.0	5.0	0.50	40	open ditch	gravel
151	Mofrat Road	Tait's Island Road	End	Local	Municipally owned Unassumed	6	0.80					open ditch	gravel
152	More Avenue	Mckellar Lake Road	Frontenac Drive	Local	YR	6	0.21	7.0	6.0	0.50	50	open ditch	gravel
153	North Point Drive	Manitou Drive	end	Local	YR	6	0.14	7.0	6.0	0.50	50	open ditch	gravel
154	Park Drive	Manitou Drive	end	Local	YR	6	0.28	7.0	6.0	0.50	50	open ditch	gravel
155	Patterson Lane	Hwy 124	Catherine Street	Local	YR	6	0.14	6.0	5.0	0.50	50	no ditch	gravel

APPENDIX 2 of Schedule 'A' to By-law No. 2022-_____
 [INVENTORY OF MUNICIPAL YEAR-ROUND, SUMMER MAINTAINED AND UN-ASSUMED ROADS]

Line	Road Name	From	To	Road class	Maintenance	Class	Length (km)	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Speed (km/h)	Drainage	Surface type existing
156	Pawlett Road	Broadbent Road	end	Local	YR	6	0.17	6.0	5.0	0.50	50	open ditch	gravel
157	Phillip Ave.	Elizabeth Ave.	End	Local	Municipally owned Unassumed	6	0.30					open ditch	gravel
158	Pine Point Trail	W Point Drive	end	Local	YR	6	0.11	8.0	7.0	0.50	50	open ditch	gravel
159	Reins Way	Hollys Road	Lizale's Ln	Local	YR	6	1.59	7.0	6.0	0.50	50	open ditch	surface treated
160	Riverview Drive	Sunnysshore Park Drive	Riverview Drive/Gardenview Road	Local	YR	6	0.32	8.0	7.0	0.50	50	open ditch	gravel
161	Riverview Drive	Riverview Drive	End (West)	Local	YR	6	0.58	8.0	7.0	0.50	50	open ditch	gravel
162	Sharon Park Drive	Hwy 124	end	Local	YR	6	0.71	7.5	6.5	0.50	50	open ditch	gravel
163	Silver Birch Circle	Sunnysshore Park Drive	Gardenview Road	Local	YR	6	0.12	8.0	7.0	0.50	50	open ditch	gravel
164	Silver Birch Circle	Gardenview Road	Sunnysshore Park Drive (north)	Local	YR	6	0.35	8.0	7.0	0.50	50	open ditch	gravel
165	Smith Pine Crescent	Burnetts Road	Burnetts Road	Local	YR	6	0.86	8.0	7.0	0.50	50	open ditch	surface treated
166	Smiths Road	Blackwater Road	end	Local	YR	6	0.51	7.0	6.0	0.50	50	open ditch	gravel
167	South Point Drive	Manitou Drive	Sunset Lane	Local	YR	6	0.03	7.0	6.0	0.50	50	open ditch	gravel
168	South Point Drive	Sunset Lane	End	Local	YR	6	0.27	7.0	6.0	0.50	50	open ditch	gravel
169	Sparrow Lane	Camp Road	end	Local	YR	6	0.35	7.0	6.0	0.50	50	open ditch	surface treated

APPENDIX 2 of Schedule 'A' to By-law No. 2022-_____
 [INVENTORY OF MUNICIPAL YEAR-ROUND, SUMMER MAINTAINED AND UN-ASSUMED ROADS]

Line	Road Name	From	To	Road Class	Maintenance	Class	Length (km)	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Speed (km/h)	Drainage	Surface Type Existing
170	Spring Hill Road	Hwy 124	Hwy 124	Local	YR	6	0.97	7.0	6.0	0.50	50	open ditch	gravel
171	Squaw Lake Road	Balsam Road	end	Local	YR	6	0.64	7.0	6.0	0.50	40	open ditch	gravel
172	Stewart Park Road	Centre Road	end	Local	YR	6	0.38	6.0	5.0	0.50	40	open ditch	gravel
173	Stormy Point Road	Brunetts Road	Wendys Ln	Local	YR	6	0.44	8.0	7.0	0.50	50	open ditch	surface treated
174	Stormy Point Road	Wendys Ln	end	Local	YR	6	0.30	8.0	7.0	0.50	50	open ditch	surface treated
175	Sunnysshore Park Drive	Lynndsey Lane	Meharg Drive	Collector	YR	6	0.17	8.5	8.0	0.25	50	open ditch	asphalt
176	Sunnysshore Park Drive	Meharg Drive	Maplewood Drive	Collector	YR	6	0.53	8.5	8.0	0.25	50	open ditch	asphalt
177	Sunnysshore Park Drive	Maplewood Drive	Riverview Drive	Collector	YR	6	0.21	8.5	8.0	0.25	50	open ditch	asphalt
178	Sunnysshore Park Drive	Riverview Drive	Silver Birch Circle	Local	YR	6	0.30	8.5	8.0	0.25	50	open ditch	asphalt
179	Sunnysshore Park Drive	Silver Birch Circle	Silver Birch Circle	Local	YR	6	0.21	8.5	8.0	0.25	50	open ditch	asphalt
180	Sunnysshore Park Drive	Silver Birch Circle	End	Local	YR	6	0.77	8.5	8.0	0.25	50	open ditch	asphalt
181	Susan Ave.	Elizabeth Ave.	End	Local	Municipally owned Unassumed	6	0.10					open ditch	gravel
182	Taits Island Road	Hwy 124	Moffat Road	Local	YR	6	0.90	8.0	7.0	0.50	40	open ditch	surface treated
183	Taits Island Road	Moffat Road	Fire Rce 151	Local	YR	6	0.30	8.0	7.0	0.50	40	open ditch	surface treated

**APPENDIX 2 of Schedule 'A' to By-law No. 2022-_____
 [INVENTORY OF MUNICIPAL YEAR-ROUND, SUMMER MAINTAINED AND UN-ASSUMED ROADS]**

File	Road Name	From	To	Road Class	Maintenance	Class	Length (km)	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Speed (km/h)	Drainage	Surface Type
184	Talis Island Road	Fire Route 151	Park Drive	Local	YR	6	0.50	8.0	7.0	0.50	40		
185	The Inn Road	Camp Road	Fire Rte 160	Local	YR	6	0.76	8.0	7.0	0.50	50	open ditch	asphalt
186	The Inn Road	Fire Rte 160	Camp Road/Inn Road	Local	YR	6	0.55	8.0	7.0	0.50	50	open ditch	surface treated
187	The Inn Road	Turnaround	end	Local	Municipally dedicated Unassumed	6	0.30					open ditch	gravel
188	Wendy's Lane	Storrey Point Road	end	Local	YR	6	1.13	8.0	7.0	0.50	50	open ditch	surface treated
189	West Point Drive	Maplewood Drive	end (east)	Local	YR	6	0.18	8.0	7.0	0.50	50	open ditch	gravel
190	West Point Drive	Maplewood Drive	Pine Point Trail	Local	YR	6	0.09	8.0	7.0	0.50	50	open ditch	gravel
191	West Point Drive	Pine Point Trail	end	Local	YR	6	0.38	8.0	7.0	0.50	50	open ditch	gravel
192	West Road	Hwy 124	80 m North of Hwy 124 (limit of paving)	Local	YR	6	0.08	10.0	9.0	0.50	40	sewer & ditch	asphalt
193	West Road	80 m North of Hwy 124 (limit of paving)	410 m North of Hwy 124	Local	YR	6	0.33	6.0	5.0	0.50	40	open ditch	gravel
194	West Road	410 m North of Hwy 124	2200m North of Hwy 124 (145 West Rd)	Local	S	6	1.81	5.0	4.0	0.50	40	open ditch	gravel
195	William Street	Corner on Mary Street	Catherine Street	Local	YR	6	0.09	6.0	5.0	0.50	50	no ditch	gravel

**APPENDIX 3 of Schedule 'A' to By-law No. 2022-
[INVENTORY OF PRIVATE ROADS, INCLUDING FIRE ROUTES]**

PRIVATE ROADS

Road Name	From	To	Road Class	Municipal Maintenance	Class	Length (km)	Speed (km/h)	Surface Type Existing
Dancy Ln.	Lyndsey Ln.	end	Local	None - Private	6			
East Point Dr.	Manitou Dr.	end	Local	None - Private	6			
Flood's Ln.	Burnett's Rd.	end	Local	None - Private	6			
Forest Tr.	Centre Rd.	end	Local	None - Private	6			
Frankie's Ln.	Fire Rte. 155	end	Local	None - Private	6			
Glenwood Rd.	Hwy. 124	end	Local	None - Private	6			
Grey Fox Rd.	Fox Farm Rd.	end	Local	None - Private	6			
Grey Owl Rd.	Bridge	end	Local	None - Private	6			
Kodiak Rd.	Balsam Rd.	end	Local	None - Private	6			
Little Bear Ln.	Brownley Rd.	end	Local	None - Private	6			
Loon Call Ln.	Frontenac Dr.	end	Local	None - Private	6			
Luigi's Ln.	Fox Farm Rd.	end	Local	None - Private	6			
McKowen Rd.	Grey Owl Rd.	end	Local	None - Private	6			
Quinn Ln.	Balsam Rd.	end	Local	None - Private	6			
Red Fox Ln.	Grey Fox Trail	end	Local	None - Private	6			
Silver Fox Dr.	Grey Fox Trail	end	Local	None - Private	6			
Sunset Ln.	South Point Dr.	end	Local	None - Private	6			
The Meadows Trail	Tait's Island Rd.	end	Local	None - Private	6			
Water's Edge Trail	Balsam Rd.	end	Local	None - Private	6			
Watkins Ln.	Fox Farm Rd.	end	Local	None - Private	6			
White Fox Rd.	Grey Fox Rd.	end	Local	None - Private	6			

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**APPENDIX 3 of Schedule 'A' to By-law No. 2022-
[INVENTORY OF PRIVATE ROADS, INCLUDING FIRE ROUTES]**

FIRE ROUTES

Road Name	From	To	Road Class	Municipal Maintenance	Class	Length (km)	Speed (km/h)	Surface Type Existing
100	Martha Dr.	end	Local	None - Private	6			
101	McKellar Lake Rd.	end	Local	None - Private	6			
102	Grey Owl Rd.	end	Local	None - Private	6			
103	Grey Owl Rd.	end	Local	None - Private	6			
140	Harriet St.	end	Local	None - Private	6			
150	Tait's Island Rd.	end	Local	None - Private	6			
151	Tait's Island Rd.	end	Local	None - Private	6			
153	Hwy. 124	end	Local	None - Private	6			
154	Hwy. 124	end	Local	None - Private	6			
155	Lakeshore Rd.	Fire Rte. 155A	Local	None - Private	6			
155A	Fire Rte. 155	end	Local	None - Private	6			
156	Balsam Rd.	end	Local	None - Private	6			
157	Balsam Rd.	Fire Rte. 157B	Local	None - Private	6			
157A	Fire Rte. 157	end	Local	None - Private	6			
157B	Fire Rte. 157	end	Local	None - Private	6			
158	Balsam Rd.	end	Local	None - Private	6			
160	Im Rd.	end	Local	None - Private	6			
161	Im Rd.	end	Local	None - Private	6			
162	Camp Rd.	end	Local	None - Private	6			
163	Sparrow Ln.	end	Local	None - Private	6			
201	Centre Rd.	end	Local	None - Private	6			
202	Fisher's Rd.	end	Local	None - Private	6			
203	Broadbent Rd.	end	Local	None - Private	6			
204	Broadbent Rd.	end	Local	None - Private	6			
205	Dickinson Rd.	end	Local	None - Private	6			
206	Dickinson Rd.	end	Local	None - Private	6			
214A	Vowels Farm Rd.	end	Local	None - Private	6			
300	Centre Rd.	end	Local	None - Private	6			
301	Hurdville Rd.	end	Local	None - Private	6			
302	Jones Rd.	end	Local	None - Private	6			
303	Jones Rd.	end	Local	None - Private	6			
304	Jones Rd.	end	Local	None - Private	6			
306	Hurdville Rd.	end	Local	None - Private	6			
307	Hurdville Rd.	end	Local	None - Private	6			

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Township of McKellar Roads Policy update provided April 6, 2022

For review and discussion at April 12, 2022, Council Meeting

This document (version 6.1) contains content not yet added to the Roads Policy Version 6 document distributed at the March 17, 2022, council meeting

It represents a reorganization, clarification and edit of content that previously appeared in version 5 and earlier roads policy documents

Next steps include:

1. Consolidate content of this version (6.1) with the Draft Roads Policy Version 6 distributed at the March 17, 2022, council meeting
2. Edit/clarify the consolidated content to remove overlap and duplication
3. Distribute the new consolidated version (v 6.2?) to council, staff, and interested parties for their feedback, input and advice.
4. Gather feedback, input and advice and produce a new clean copy (v6.3?)
5. Distribute clean copy to council and staff for review, discussion, and adoption via Bylaw once approved.

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User's Guide to this Road Policy

If you are a McKellar resident living on a road that does not receive winter maintenance by the Township (meaning that local residents or a third-party contractor maintains your road) this roads policy may provide help if:

- You live on a municipally owned road that might have been a seasonal road in the past but now has full-time residents?
- Significant portions of your road less than 5m (16 ft) wide?
- There are times when you are concerned about access for emergency services due to road conditions, which may also compromise your year-round property insurance coverage?

This Township of McKellar Road Policy provides a process to upgrade these roads to a minimum construction standard that would then allow the Township to take over the maintenance of your road.

Summary

The purpose of the McKellar roads policy is to promote public safety for road travel and access to emergency services, to establish clear standards for roads development and maintenance standards as well as defining options for municipal assumption of existing roads not previously assumed.

With changing demographics, the majority of McKellar residents are over the age of 60. Virtually all rural roads in McKellar now have elderly, full-time residents that need year-round safe passage and access to emergency services.

Road Classes

Within this policy all McKellar roads have a recommended assigned provincial road class, which is determined by average daily traffic and established speed limits. The majority of rural roads are recommended as a 20 km/h speed limit that determines a road class 6 and secondary roads or main roads with a speed limit of 50 km/h to 60 km/h should be assigned to road class 5. The Roads Department has established road maintenance guidelines that may differ for road class 5 and 6 to set priorities based on road usage. These guidelines establish response time to inspect and maintain road surfaces.

As noted in the 2021 Tatham Engineering Roads Needs Study, all roads with estimated average daily traffic of less than 50 and a speed limit of less than 80 km/h are considered class 6 roads meaning that there is no Minimum Maintenance Standard i.e., they are not subject to O.Reg 239/02. In addition, the Inventory Manual for Municipal Roads deemed the existing condition of rural roads with less than 50 AADT as being adequate (i.e., addressed via routine maintenance only)

While the province has not established multiple road construction guidelines, a municipality is permitted to create construction guidelines. McKellar has identified a rural road construction guideline for road class 6 roads. This guideline is supported by the Tatham Engineering 2021 Roades Needs Study report, it allows for a 6 metre surface width plus 1 metre (2 x .5 metre)

shoulder width (total width of 7 metres), in contrast to the 7 metre surface plus 2 metre (2 x 1 metre) shoulder width (total width of 9 metres) specified as the provincial standard for main roads. It is anticipated that upgrading narrow rural roads may not require excavation (other than to replace culverts as required). Consequently, the historically high cost of upgrading narrow roads may now be reduced. Local Roads are intended to provide access to abutting properties and to discourage through traffic. Travel speeds and road capacity are typically lower on local roads, reflective of the number of driveways and access points. Local roads account for more than 70% of the road sections in McKellar.

McKellar Roads Needs Study 2021 - Standards, Guidelines & Assumptions

Township of McKellar Road Needs Study 2021 Standards, Guidelines & Assumptions

ROAD DESIGN STANDARDS										TOLERABLE STANDARDS	
Environment	Road Class	Surface Type	Through Lane	Shoulder Width	Surface Course	Base Course	Asphalt Depth	Granular A Depth	Granular B Depth	Through Lane	Shoulder Width
			m	m	mm	mm	mm	mm	mm	m	m
Rural	local	R1 see note 1	3.5	1.0	40	50	90	150	300	3.0	0.5
	collector	R2 see note 1	3.5	1.0	40	50	90	150	300	3.0	0.5
	arterial	R3 asphalt	3.5	1.0	40	50	90	150	300	3.0	0.5
Semi-Urban	local	S1 see note 2	3.5	1.0	40	50	90	150	300	3.0	0.5
	collector	S2 see note 2	3.5	1.0	40	50	90	150	300	3.0	0.5
	arterial	S3 asphalt	3.5	1.0	40	50	90	150	300	3.0	0.5
Urban	local	U1 asphalt	4.25		40	50	90	150	300	3.75	
	collector	U2 asphalt	4.5		50	50	100	150	450	4.0	
	arterial	U3 asphalt	4.5		50	50	100	150	450	4.0	

1. For rural roads, surface type will be dependent upon the traffic volumes

0 ≤ AADT < 400	gravel
400 ≤ AADT < 1000	surface treated
1000 ≤ AADT	asphalt

2. For semi-urban roads, surface type will be dependent upon the traffic volumes

0 ≤ AADT < 1000	surface treated
1000 ≤ AADT	asphalt

These guidelines are consistent with the Official Plan Consolidated of the Township of McKellar, in particular section 5.8.2.7 which states: "Road Allowances must be a minimum of 20 metres except in special circumstances where it may be determined by a professional engineer that the functional requirements may be accommodated by a lesser width."

Most McKellar roads (approximately 90+%) are category 6 roads, low volume, low speed rural roads. A standard for category 6 which is different from 5 in some of the response times for inspection and repair will be included. "For gravel roads, shoulders are assumed to be 0.5 metres wide." (RNS pg. 29)

"It is noted that all widen and resurface needs are for class 6 roads and therefore the existing widths are considered adequate, and no widening improvements are required" (RNS pg. 33)

Class 6 roads are specifics are identified in the below table:

Classification Of Highways					
Average Daily Traffic (no of motor vehicles)	Speed Limit in km/h				
	71-80	61 - 70	51-60	41 - 50	1 - 40
1000 - 1999	3	3	3	4	5
500 - 999	4	4	4	5	5
200 - 499	4	4	5	5	6
50 - 199	4	5	5	6	6
0 - 49	6	6	6	6	6

Road Categories and definitions:

Municipal Year Round Maintained Roads

These roads receive year-round maintenance by the municipality depending on the surface type, usually on an as-needed basis. Money is budgeted each year for repairs and improvements to these priority roads and federal and provincial grant money is utilised if it becomes available. Culverts will be replaced as required. Ditching and brushing may be performed if needed. Roadside mowing is carried out each year usually in late summer.

Year-round roads have various surface treatments: gravel, surface treatment, or asphalt. Liquid calcium is applied on highly travelled gravel roads as dust suppressant at least once per year. It is Council's intent to gradually increase the percentage of surface treated roads and thereby decrease the number of municipal gravel roads provided as determined by cost benefit and budget considerations.

Municipal Summer Maintained Seasonal Roads

These roads receive maintenance by the Municipality on an as needed basis during the summer months only. Gravel may be applied, grass growth may be eliminated or minimized, culverts will be replaced as required, ditching and brushing may be performed if needed and roadside mowing is carried out each year.

Each summer-maintained road or section is posted with a 'summer maintenance only' sign. Residents owning property and residing on said roads will not receive year-round maintenance. At Council's discretion, some of these roads may be plowed and sanded during winter months provided that minimum road standard criteria are met. It is understood that Council has no obligation to provide this service or continue to provide this service.

Municipal Unassumed Road Allowances

An unassumed road is a road owned by the Township and maintained by private individual or company rather than by the Township. Since the roads are owned by the Township the general public is allowed to travel on them however because they have not been assumed by the Township for maintenance purposes the private individual/company is responsible for all maintenance, repair, access, snow clearance, liability, or other obligation

- i. As a rule, the municipality does not provide any maintenance services on a municipal unassumed road.
- ii. At the Council's sole discretion, the municipality may provide some services on specified municipal unassumed roads that meet specific requirements. Council may provide the service based on the maintenance needs and the townships financial capabilities. It is understood that Council is under no obligation to continue this program.

- iii. Township may register a notice on title or require that the owner enter into an agreement acknowledging that the Township will not be responsible for the repair or maintenance of unassumed roads and further that the Township may not be able to provide emergency services to developments located on an unassumed road

It is the intent of the council to protect the municipality and its residents from incurring tax increases to finance road construction and upgrades that are the responsibility of developers and in some cases residents whose properties are abutting or accessed by municipal unassumed roads.

All new or existing roads must be brought up to the municipal minimum construction standard before they are assumed by the Municipality.

Unopened Road Allowances

Throughout the Township there are many unopened road allowances and some shoreline road allowances owned by the municipality. The municipality has no obligation to open or improve road allowances to provide access to private or public property.

For various purposes, abutting property owners may approach the Township regarding the purchase of portions of unopened or shoreline road allowance. In considering the sale of unopened or shoreline road allowance a Township will have regard for public recreational use. All costs will be borne by the applicant.

Any portions of a road allowance that contain, abut or provide access to important fish spawning areas wildlife habitat or other environmentally sensitive features or hazard shall be reserved. Portions of road allowances where significant historical or cultural features have been identified shall also be reserved.

Unless council determines otherwise it is the policy of the Township to reserve or retain road allowances that lead to water so the public may still have access in the future.

Crown Lands

The Municipality has no objection to the establishment of road over Crown land so long as the proponent receives the necessary permission from the Ministry of Natural Resources and Forestry and so long as they understand that the Municipality has no responsibility for the maintenance of the road

Private Roads

There is no legal obligation on the part of the Township to maintain or repair private roads or otherwise provide monies or services to any development located on a private road nor is there any responsibility acknowledged for the provision of school busing.

The Township may register a notice on title or require the owner to enter into an agreement acknowledging that the Township will not be responsible for the repair or maintenance of private road or provision of services to any development located on a private road and further that the Township may not be able to provide emergency services to development located on a private road due to the road condition.

If a private road is reconstructed to a standard acceptable to the Township and at no expense to the Township, the Township may consider the assumption of the private road if it abuts an existing maintained municipal year-round road or provincial highway. Prior to undertaking any such reconstruction landowners of the property on a private road must obtain the approval of the Township. The work shall be undertaken to the standards of the Township.

Summary

In summary, the roads policy is designed as input for McKellar municipal staff to standardize an approach to defining road service levels, construction guidelines and to provide residents with local options to address road safety and access concerns.

❖ SAFETY

- Promote road safety: reduce the chance of accidents by regulating speed limits, road width, sight lines, grading
- 911 access: reasonable access to ensure safety of first responders, insurance requirements
- McKellar Public Works staff: safe working conditions using the 'right' equipment on the 'right' roads

❖ FAIRNESS

- Equitable access to municipal services
- Fair share of tax-based road maintenance

❖ PRACTICAL

- Changing demographics, more full-time residents on virtually every road
- Seasonal roads are often not safe, impractical for winter access
- Upgrading to a year-round, minimum road standard must be AFFORDABLE.

McKellar Township population (as noted in the 2021 StatsCan Census) increased from 1111 in 2016, to 1419 in 2021, a 27.7% increase. This increase materially affects McKellar roads and services including higher traffic volumes, increased emergency access needs, and roads usage due to higher volumes

The objective of the Roads Policy is to find a balance among competing interests:

- Widen narrow roads to provide safer year-round access for full-time residents, snow plowing capability and emergency services access
- Create new road guidelines that retain the character of a rural setting (not solely relying on an “urban” 7 metre road plus an additional 2 metres of shoulder provincial standard).
- Meet road construction standards while minimizing the per km. road upgrade expense by considering road travel width guidelines in the 6 to 7 m range.
- Further information is available in the Tatham Engineering Roads Needs Study dated November 2021; a copy of this report is available in Adobe/pdf format from the township office/website.

The hallmark of this policy is multiple road guidelines based on the traffic volume and speed limit road classification standards in combination with municipally defined road construction standards.

Historically, there has been provincial grants to construct roads so that the province’s highway standard (6 metre width) became the default standard. In rural Ontario with sparse daily traffic volume, a much lesser road width guideline is sufficient for safety, liability, aesthetics, and cost. “This recognizes that while a road’s width may be less than the desired standard, it may provide adequate function and operations, and hence widening may not be required.” (RNS pg. 29) While safety is paramount, whenever feasible the intent is to preserve the natural beauty with rural roads, not rural highways.

The current reality in McKellar (and beyond) is that previous seasonal unassumed or private roads now have full-time residents. Emergency services access and even general access in the winter requires a new approach to road construction and minimum maintenance guidelines.

There are many McKellar roads that are less than 1 km, with small numbers of properties on dead-end, low traffic volume roads. Incorporating the province road standard traffic volume with municipally designated speed limit is the basis for defining multiple road guidelines that are practical and addresses potential liability.

From the vantage of safety, liability and cost effectiveness, the past practice of providing municipal services to the very narrow, unassumed roads has been replaced with an appropriate transition to service provision consistent with this Roads Policy. Residents on unassumed (or private) roads may apply for grants for unassumed road allowances, or private roads to offset some of the maintenance costs to eventually upgrade the road to a minimum construction standard. Road Grants are limited to a 5-year maximum period, at which time it is expected that landowners on roads receiving grants should proceed to a road assumption request.

Road Classification - OReg 239/02

Ontario Regulation 239/02 prescribes minimum maintenance standards for municipal roads based on road class. This regulation defines road class as summarized in the table below, based on estimated daily traffic and posted speed limit. All McKellar assumed, unassumed or private roads are class "5" or "6". All roads with an estimated average daily traffic of less than 50 and a speed limit of less than 80 km/h are considered class 6 roads meaning that there is no Minimum Maintenance Standard i.e., they are not subject to O.Reg 239/02. In addition, the Inventory Manual for Municipal Roads deemed the existing condition of rural roads with less than 50 AADT as being adequate (i.e., addressed via routine maintenance only)

This Regulation sets the minimum response time standards for various maintenance functions, such as patrols, snow clearing, pot-hole repair, icy roads, etc. The Township of McKellar has incorporated the road classification into the adoption of multiple road construction guidelines. The traditional approach of applying one construction standard to all Municipal roads is now replaced with three guidelines.

Given the customary speed limits and traffic volume, all McKellar roads are assigned to the provincial road standard category 5 or 6. The unassumed municipal road allowances (all which qualify as a category '6') currently vary in road surface travel width from 9 ft. to 16+ft.

Virtually every unassumed and private road in McKellar now has full-time residents. Historically, the cost to upgrade unassumed roads to a single provincial standard was cost prohibitive. The McKellar Public Works Department has determined that safe winter access requires a minimum of 16.4 ft surface width, in particular class 6 roads that are: less than 2km long, dead-ended and have traffic volume under 50 per day. The 20 km/h speed limit provides a safe environment to support a wide gravel road surface

The rationale for multiple road guidelines is based on the variation in the road length and number of households. As noted, many roads are less than 1 km. in length with only a few households that have occasional traffic. Moreover, the provincial road classification system (that determines minimum road maintenance standards) uses a similar logic with the combination of daily traffic volume and posted speed limit.

While this concept initially is an attempt to address the variation across the previous "Schedule A" roads in the **annual winter maintenance resolution**, the intent is that

approach will work for all future roads as well, because each road will be assigned a road guideline based on traffic volume, road class and speed limit (Appendix III). In addition, the maximum length of current or future expansion of any road should be considered when estimating daily traffic volume.

Previously the township utilized an annual Schedule A list of unassumed municipal road allowances which were approved for winter maintenance provided by annual renewal of a Council resolution (e.g., 18-237, Sep 18, 2018). Most of these roads are dead ended. Surface road width of these roads varied from 9 foot to 16-foot travelled surface width which created hazards when trying to plow such smaller roads with larger equipment.

The traditional approach to upgrading these roads to the provincial standard of 6m (20 ft) can cost up to \$600,000 per km (for a full replacement). Using applicable standards in Table 1 - McKellar Roads Needs Study 2021 Standards, Guidelines & Assumptions upgrades may cost less than \$100,000 per km for 6 metre gravel surface and \$200,000 per km for a surface treatment (commonly known as tar & chip) travel surface. The Table 1 - McKellar Roads Needs Study 2021 Standards, Guidelines & Assumptions standard is much easier to justify as part of a local upgrade plan whereby the respective landowners fund the capital road construction upgrade costs directly or finance them via their tax bills over multiple years.

Road Grants

- 1 Confirm that you live on a road that does not receive summer and/or winter maintenance from the Township. Check your road designation. Roads designated as "P" for private or "UA" for unassumed road allowance do not currently receive road maintenance from the Township. These roads may be eligible for an annual road grant.
- 2 To be eligible for the annual road grant, landowners on the road must form a Road Association. This document includes a sample template for forming a road association. It is the intent that maintaining a road association should not be onerous. Other local road associations are willing to provide advice. The road association provides a forum for neighbours to come together to agree on applying for grants as well as upgrading road services and sharing costs amongst the association members.
- 3 For eligible roads, the annual road grant is a way to receive financial support from the Township to offset some of the cost of the summer maintenance to upgrade the road(s). This document provides an application form for road grants.
- 4 Note that landowners on roads receiving a road grant will be expected to upgrade the road (over time) to a minimum road travel width and applicable road construction standards. When this is completed, the road can then be considered for assumption by the Township for ongoing winter and/or summer maintenance. Annual grants are only available for 5 years, or via an accelerated plan as shown on page 4, applicants must proceed to assumption petition/request within the 5 years, or another accelerated timeframe as agreed with the township

Municipal Assumption Options

Under the Official Plan, an unassumed road that is brought up to the minimum municipal road construction guideline may be eligible to assumed by the township for ongoing winter and/or summer maintenance.

Option 1 - Residents on narrow roads are encouraged to upgrade to the road class 6 guideline by means of the Fees and Charges By-law process. The cost of road construction upgrade can be paid upfront as a onetime payment or financed over as much as 20 years (added to the semi-annual tax bill) by a cost sharing model that is determined by the road association landowners (this is much more practical than the historical limitations of Local Improvement Charges).

Option 2 Residents on municipally owned unassumed roads or on privately-owned roads have an option to apply for an annual road grant. The grant provides financial assistance to offset some of the annual cost of summer maintenance. This is an incentive to promote safe roads by encouraging residents on rural roads to upgrade to a road class 6 construction guideline. In addition, a matching grant option is available to accelerate a road upgrade. The draft policy document includes sample templates for residents to form road associations to help organize the local community to apply for the annual road grant. There is also a guide for residents on unassumed or private roads to apply to the township to assume winter and/or summer maintenance.

Unassumed Roads - Grant Options

The implementation of this roads policy includes the following options for municipally owned unassumed roads or private roads:

1. Status quo: no municipal road services, no grants
2. Annual road grant/allowance option which requires a road association to account for expenditure of funds for contract services to upgrade their road(s), over time, to be consistent with road standards in table 1.
3. Accelerated grants, to speed up the assumption process. Where agreed, a road association may apply for an accelerated grant program whereby ongoing grants otherwise planned over 5 years can be consolidated into one or two years provided a written commitment is made by the road association to apply for assumption by the end of the accelerated period.
4. Options 2, and 3 are intended to lead to an application for assumption of roads for winter and/or summer maintenance within a timeframe agreed with the township, no longer than 5 years from and including the first grant.

The annual roads grant concept is based on length of the unassumed road and number of residents that is made available to a road association. As an order of magnitude, if the road grant is approximately \$2,000 per km (max 2 km) requiring an annual \$60,000 budget to support up to 30 km of unassumed roads.

In addition to grants, it has been the practice of the township to contract winter road maintenance / snowplowing out to local contractors for a number of unassumed roads as well as the township firehalls (refer Roads Committee Resolution 21-01 dated October 18, 2021, as well as similar resolutions in previous years).

Upgrade Cost Recovery

Unless Council makes an exception, the policy of the Township has been that all costs associated with upgrading or improving a private road or a municipally owned, unassumed road allowance to become a municipal year-round maintained road shall be borne by the landowners who front, abut, or access their property from the respective road.

When landowner associations/groups on a road agree to approach the Township to assume ongoing winter and/or summer maintenance, the upgrade process is found in the section titled Road Upgrade Process. Subject to council approval, the costs of upgrading your road may be financed by the Township and paid off by the landowners following completion as a one-time payment, or over optional financing terms of as much as 20 years. There are two distinct township cost recovery processes that can be utilized:

1. Cost recovery can be facilitated via the Fees & Charges Bylaw process, when a simple majority of the respective landowners agree. The Fees and Charges By-law process provides for local determination of the cost sharing model amongst your road association/group members. Some examples of cost sharing models include: equal share, travel distance or relative assessed property value. Again, the Township can provide initial advice on how to proceed.

or

2. Cost recovery can be facilitated via OReg 586/06 Local Improvement Charges process. Previously this was the only cost recovery option. This regulation requires consent of 2/3rd of the landowners who represent at least 50 per cent of the MPAC assessed property value. These costs are allocated based on road frontage and may be financed or paid directly as a one-time payment.

A representative from the association/group must contact Township office early to start the review process. Initial advice from the Roads Superintendent is essential to determine the extent of the work required, approximate costs and timeframe, etc.

Road Upgrade Landowner Votes

There is no specified requirement for majority vote, but the Township would normally look for a simple majority vote by the respective landowners before commencing a road upgrade facilitated by the fees and charges process. Such landowner votes must be supported by written documentation including vote selection, landowner names, addresses, roll number, phone and/or email addresses. This documentation must be submitted to the township before road upgrades are commenced.

Road Upgrade Processes

In 2020, six municipally owned unassumed McKellar roads in the Bailey's Subdivision area were upgraded to meet township standards and enable later assumption by the township. The Local Fees and Charges process was used to collect the upgrade costs from the 26 respective landowners. Road Upgrade Methods included:

- € Setup of a local road association or similar group by landowners
- € A questionnaire/survey form was sent by the township to each landowner to determine their preferences for road widths, payment options, cost sharing options, and preferred completion dates
- € Choices were selected, surveys were completed and returned to the township, (not all surveys were returned but a strong majority supported the road upgrades)
- € A preliminary letter was later sent by the township to each landowner, documenting:
 - construction commencement date,
 - estimated total costs (\$83 K), shared costs (\$3,789 each)
 - projected costs covered Granular Materials, Culverts, Fuel/other expenses, Rental Equipment, and use of Municipal Equipment
 - one-time payment option, or Tax bill financing options including multi-year financing term options including respective payment amounts and financing interest rates (e.g., 2.5% p.a.)
 - township contact information
- € Final total costs (\$91 K) and final shares (\$3,503 each) were later determined and advised to 26 landowners. When financing the costs via the tax bill, interest rates were set at 1.71% for a 2-year term, 2.61% for a 15-year term, 2.82% over a 20-year term. Future rates are subject to change at the time of use.
- € Labour costs for township public works staff performing the upgrades were absorbed by the township and not passed on to the respective landowners
- € Council passed By-law 2020-57 (supported by resolution 21-466) to collect the costs related to the project via the Fees and Charges By-law process

- ∄ Financing or one-time payment options were finalized with individual landowners, billing and collection procedures were implemented by the Township Treasurer

Road Upgrade Completion Report

Once the upgrades have been completed to the satisfaction of the township, the road association/group must submit a road upgrade completion report and submit it to the township. A road upgrade completion form will be provided to formally document the process. Once the upgrade is satisfactorily completed and the completion report is accepted by the township, council at its discretion may agree to provide winter maintenance/plowing of the subject road(s) prior to formal assumption.

Road Assumption Request

Following the road upgrades needed to bring unassumed roads up to municipal standards, a road association or similar group may apply to have the roads formally assumed as a "Municipal Year-Round Maintained Road" by the township. The request will trigger a subsequent examination of the road by both township staff and/or a professional engineer selected by the township.

Break in Period

Owing to uncertainties about buried road base conditions or other unknown conditions following a road upgrade, the township will not assume a road until a suitable break in period has been passed to ensure upgrades meet applicable road standards. This protects the township from incurring unexpected expenses to repair or maintain a newly assumed road. In general, this period will be no less than 15 months (or longer if deemed necessary by township staff) after completion of the upgrades e.g., following the end of spring conditions at least one year after completion of the upgrades. The expected break in period will be documented, recorded, and communicated by the township at the time the road upgrade completion report is submitted by the road association/group.

Assumption

Once the break in period has been passed, a final examination will be performed by the township and/or a professional engineer selected by the township. Township staff will provide a status report and an assumption recommendation to council. If approved by council, a By-law will be passed, and the road will be formally assumed. Respective costs will be recovered from landowners via one-time payments of tax bill financing as documented above