

THE CORPORATION OF THE TOWNSHIP OF TUDOR AND CASHEL

BY-LAW NO. 2013-04

WHEREAS the Council of The Corporation of the Township of Tudor and Cashel wishes to identify possible safety issues, the need for planned maintenance and to ensure that the standards that are set out in the Minimum Maintenance Standards By-law are being met or exceeded.

AND WHEREAS it is found expedient and necessary to have a Roads Inspection Policy to keep roads under its control in a reasonable state of repair.

AND WHEREAS Section 8. (1) of the *Municipal Act, 2001, c. 25*, as amended allows municipal powers to be interpreted broadly so as to confer broad authority on municipalities, enable them to govern their affairs as they consider appropriate; and enhance their ability to respond to municipal issue.

NOW THEREFORE, the Council of The Corporation of the Township of Tudor and Cashel **ENACTS AS FOLLOWS:**

1. The Road Inspection Policy and Appendices attached hereto are hereby approved for use by the Roads Department staff.
2. This By-law shall come into force and take effect upon the passing thereof and that all former by-law governing such allowances are hereby repealed.

PASSED THIS 08TH DAY OF JANUARY, 2013.

REEVE: WANDA DONALDSON

CLERK: BERNICE CROCKER

THE CORPORATION OF THE TOWNSHIP OF TUDOR AND CASHEL

ROAD INSPECTION POLICY

Purpose

Road inspections are necessary to identify possible safety issues, the need for planned maintenance and to ensure that the standards that are set out in our Minimum Maintenance Standards By-Law are being met or exceeded. The policy assures a consistent approach that prescribes the frequency of inspection, the method of recording and repair of road defects.

Objectives

To maintain the roadways within The Township of Tudor and Cashel which are under its jurisdiction in a condition that is safe for travel at the speeds set out.

The Township of Tudor and Cashel recognizes the importance to provide within, a logical, fiscal capacity, and reasonable basis “to keep roads under its control in a reasonable state of repair.”

Policy

1. All inspections shall be completed in ink using the Road Inspection Form.
2. All original inspections shall be submitted to the Road Super Intendant within 7 days of the date of inspection.
3. Copies of the inspections shall be kept in the Roads Department office.
4. Road Super Intendant shall sign off and date all inspections.
5. Inspection shall include road surfacing, signs, bridges, and conditions.
6. All municipal roads shall be inspected according to the schedules set out in the Minimum Maintenance Standards By-Law:
 - Weekly inspections shall be completed on all Class 4 roads (Appendix 1.1) during the winter months and bi-weekly during the summer months.
 - Monthly inspections shall to be completed on all Class 6A roads (Appendix 1.2) during the winter months and bi-weekly during the summer months.
 - Bi-weekly inspections shall be completed on all Class 6B roads (Appendix 1.3) during the summer months only.
7. During regular Grading (Appendix 2.1) and Winter Maintenance (Appendix 2.2) forms have been set out in which any issues noticed during routine maintenance can be documented, and rectified in a timely manner.
8. Specific Inspections shall be undertaken following a customer request, a staff report or in response to an insurance claim.
9. Any defects identified during inspections shall be rectified as per service levels in a timely manner.

APPENDIX 1.1

TO ROAD INSPECTION POLICY

CLASS 4 ROADS

Road Name:

Classification: 4

- Where water, either standing or flowing, covers more than one-half a lane width, resources shall be deployed to post warning signs within 4hrs
- Resources will be deployed to treat the icy roadway within 6hrs, after becoming aware of the fact
- While snow continues to accumulate, to deploy resources to clear snow as soon as practicable after becoming aware of the fact that the snow accumulation on a roadway is greater than 8cm within 14hrs
- When a pothole on a paved roads exceeds both the surface area of 1500cm² and the depth of 8cm it must be corrected within 10 days
- When a pothole on a non-paved roads exceeds both the surface area of 1500cm² and the depth of 10cm it must be corrected within 10 days
- If a pothole on a paved or non-paved roads shoulder exceeds both the surface area of 1500cm² and depth of 10cm must be corrected within 20 days
- Desirable vertical clearance for all municipal roads is 4.5 meters.
- Non-woody vegetation may encroach the clearance zone to the maximum conditions of 0.5m vertical grassy and 3.5 minimum horizontal.
- Enter signs that are on this road

Name/date	Signs Yes/No	Pot Holes Yes/No	Icy road ways Yes/No	Snow accum. Yes/No	Brush OK/unaccept.	Any other issues

Any indication in chart above of unacceptable specs must be documented in chart below with what steps are being taken to correct.

Issue being corrected	Date completed	Signature of employee

APPENDIX 1.2

TO ROAD INSPECTION POLICY

CLASS 6A ROADS

Road Name:

Classification: 6-A

- Where water, either standing or flowing, covers more than one-half a lane width, resources shall be deployed to post warning signs
- Resources will be deployed to treat the icy roadway within 8 hrs, after becoming aware of the fact
- While snow continues to accumulate, to deploy resources to clear snow as soon as practicable after becoming aware of the fact that the snow accumulation on a roadway is greater than
- If a pothole on a non-paved roads exceeds both the surface area of 1500cm² and the depth of 10cm it must be corrected within 10 days
- If a pothole on a paved or non-paved roads shoulder exceeds both the surface area of 1500cm² and depth of 15cm must be corrected within 30 days
- Desirable vertical clearance for all municipal roads is 4.5 meters.
- Non-woody vegetation may encroach the clearance zone to the maximum conditions of 1m vertical grassy and 3.5 minimum horizontal.
- Enter signs that are on this road

Name/date	Signs Yes/No	Pot Holes Yes/No	Icy road ways Yes/No	Snow accum. Yes/No	Brush OK/unaccept.	Any other issues

If something is found outside of acceptable specs please document here with what steps are being taken to correct.

Issue being corrected	Date completed	Signature of employee

APPENDIX 1.3

TO ROAD INSPECTION POLICY

CLASS 6B ROADS

Road Name:

Classification: 6-B

- Where water, either standing or flowing, covers more than one-half a lane width, resources shall be deployed to post warning signs
- Resources will be deployed to treat the icy roadway within 8 hrs, after becoming aware of the fact
- While snow continues to accumulate, to deploy resources to clear snow as soon as practicable after becoming aware of the fact that the snow accumulation on a roadway is greater than
- If a pothole on a non-paved roads exceeds both the surface area of 1500cm² and the depth of 10cm it must be corrected within 10 days
- If a pothole on a paved or non-paved roads shoulder exceeds both the surface area of 1500cm² and depth of 15cm must be corrected within 30 days
- Desirable vertical clearance for all municipal roads is 4.5 meters.
- Non-woody vegetation may encroach the clearance zone to the maximum conditions of 1m vertical grassy and 3.5 minimum horizontal.
- Enter signs that are on this road

Name/date	Signs Yes/No	Pot Holes Yes/No	Icy road ways Yes/No	Snow accum. Yes/No	Brush OK/unaccept.	Any other issues

If something is found outside of acceptable specs please document here with what steps are being taken to correct.

Issue being corrected	Date completed	Signature of employee

APPENDIX 2.1

TO ROAD INSPECTION POLICY

GRADING

ROAD GRADING RECORD

- ENTER DATE AT TOP OF COLUMN & INITIAL. FOR EACH ROAD, PUT TIME IN SLOT PROVIDED, THAT GRADING STARTS AND FINISHES.

<u>ROAD NAME</u>						
<u>BEAVER CREEK LN</u>						
<u>BUTLER LN</u>						
<u>CENTRE MILLBRIDGE</u>						
<u>CLEVELAND RD</u>						
<u>COONEY'S RD</u>						
<u>DAVIDSON RD</u>						
<u>EAST RD</u>						
<u>EGAN CREEK RD</u>						
<u>FELBERS RD</u>						
<u>GLANMIRE LAKE RD</u>						
<u>GUNTER LAKE RD</u>						
<u>HAMMOND RD</u>						
<u>ISLAND RD</u>						
<u>NORTH JORDAN LK RD</u>						
<u>OLD BOUNDARY RD</u>						
<u>OLD GILMOUR RD</u>						
<u>OLD HASTINGS RD</u>						
<u>PHILLIPS RD</u>						
<u>PINEVIEW RIDGE RD</u>						
<u>REILLY LN</u>						
<u>SMITH RD</u>						
<u>SOUTH JORDAN LK RD</u>						
<u>S. STEENBURG LK RD</u>						
<u>ST. OLA RD</u>						
<u>STONE SETTLEMENT RD</u>						
<u>SUTTON RD</u>						
<u>TRUMBLE RD</u>						
<u>WEST RD</u>						
<u>WOLFE LK RD</u>						

If there are any issues that need to be addressed document them here.

Date	Issue	Corrective Action

APPENDIX 2.2

TO ROAD INSPECTION POLICY

WINTER MAINTENANCE

WINTER PATROLS:

Weather		Date:	Accident/Damage
Clear	Time	Patrolled By: _____ Hours of Work: Start shift: _____ Finish shift: _____	Police Response Yes/No OPP report# _____
Partly Cloudy	Time		Location: _____
Overcast	Time		Description: _____
Rain	Time		_____
Snow	Time		_____
Freezing Rain	Time		
Fog	Time		
Visibility: Good Fair Poor Time: Wind: Light Moderate Strong Direction:		Approved By: _____	Time is to be recorded on a 24 hour clock.

REPRESENTATIVE ROAD CONDITIONS:

	Loose Snow	Snow Packed	Icy	Centre Bare	Track Bare	Sanded
Weslemkoon Lk Road						
West Road						
Sutton Road						