



**ROADS SUB-COMMITTEE MEETING AGENDA  
WEDNESDAY, FEBRUARY 13, 2019 - 1:30 P.M.  
MEETING HELD IN THE COMMITTEE ROOM**

1. Call to Order
2. Additions/Deletions/Approval of Agenda
3. Declaration of Pecuniary Interest or Conflict of Interest
4. Approval of Draft Minutes - January 9, 2019
5. Business Arising from Minutes
6. Correspondence Items
  1. Email from John Caudle, Rothsay Plant Manager, Hickson Facility - Request for an exemption from the Reduced Load By-law - (By-law 49-2015 included for reference)
7. General Business
  1. Melancthon Road Management Plan - Requested information (deferred from January 9, 2019)
  2. Update from Public Works Director
  3. Other/Additions
8. Recommendations to Council
9. Public Question Period
10. Confirmation Motion
11. Adjournment and Date of Next Meeting

**Roads Sub-Committee**

Mayor Darren White, Ex-Officio  
Deputy Mayor David Besley, Chair  
Councillor Wayne Hannon  
Councillor David Thwaites  
Denise Holmes, Committee Secretary  
Wendy Atkinson, Treasurer  
Craig Micks, Director of Public Works

## Denise Holmes

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**From:** Craig Micks <roads@melancthontownship.ca>  
**Sent:** Monday, February 4, 2019 11:35 AM  
**To:** Denise Holmes  
**Subject:** Fwd: Request to Roads department

Sent from my iPhone

Begin forwarded message:

**From:** "Jenne, Lacey" <Lacey.jenne@rothsay.ca>  
**Date:** February 4, 2019 at 8:22:28 AM EST  
**To:** "roads@melancthontownship.ca" <roads@melancthontownship.ca>  
**Subject:** Request to Roads department

Roads department

I am the Plant Manager of the Rothsay Hickson facility. Rothsay services livestock farms in the area picking up Deadstock. Our service helps reduce the spread of disease on and around farms. Rothsay has been working with the Ministry of Transportation to have our business added to the reduced load list of exempted businesses. We have been informed, they do not expect to be able to make changes to this regime until 2020. The Ministry of Transportation suggested we approach the municipalities directly for exemption during the 2019 reduced load season. If you approve of our request, we would ask that you please provide an e-mail from your roads department allowing Rothsay to use the roads above the 5 ton per axle limit to collect Deadstock at farms during the Reduced load season?

We appreciate your timely response to our request.

Sincerely

John Caudle

Plant Manager- Hickson

**ROTHSAY**

Sustainable solutions for a greener tomorrow

884679 Oxford Road 8  
Hickson, Ontario, N0J 1L0

T: 1 519 462 2917

C: 1 519 788 3003

F: 1 519 462 2016

[www.rothsay.ca](http://www.rothsay.ca)

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Lacey Jenne

Material Supply Receiver Coordinator- Hickson



Sustainable solutions for a greener tomorrow

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Hickson, Ontario, N0J 1L0

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F: 1 519 462 2016  
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Total Control Panel

To: [roads@mclanethontownship.ca](mailto:roads@mclanethontownship.ca)  
From: [lacey.jenne@rothsay.ca](mailto:lacey.jenne@rothsay.ca)

Message Score: 1  
My Spam Blocking Level: Medium

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**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NO. 49 -2015**

**BY-LAW TO PROVIDE FOR REDUCED LOAD PERIODS WITHIN THE  
TOWNSHIP OF MELANCTHON AND TO PROVIDE FOR EXEMPTIONS**

**WHEREAS** Section 122(7) of the *Highway Traffic Act, R.S.O. 1990, c.H.8* provides that the Municipality or other authority having jurisdiction over a highway may by By-law designate the date on which a Reduced Load Period shall start or end and the highway or portion thereof under its jurisdiction to which the designation applies; and

**WHEREAS** Section 27(1) of the *Municipal Act, S.O. 2001, C.25*, provides that a municipality may pass By-laws in respect of a highway over which it has jurisdiction; and

**AND WHEREAS** Section 425 of the *Municipal Act, 2001, S.O. 2001, c.25* as amended, provides that any person who contravenes any by-law of the municipality, passed under this Act, is guilty of an offence;

**AND WHEREAS** Section 125, of the *Highway Traffic Act, R.S.O. 1990, c.H.8*, as amended provides the offence and penalty for any contravention of a by-law under Section 122(1), (2) or (3);

**WHEREAS** the Council of the Corporation of the Township of Melancthon deems it necessary and expedient to pass a By-law to designate a Reduced Load Period for highways under the jurisdiction of the Township of Melancthon.

**NOW THEREFORE** the Council of the Corporation of the Township of Melancthon enacts as follows:

1. That the provisions of Subsection 1, 2, 3 and 4 of Section 122 of the *Highway Traffic Act, R.S.O. 1990, c.H.8* apply to all highways under the jurisdiction of the Township of Melancthon.
2. That a reduced load period be and is hereby established for all highways under the jurisdiction of the Township of Melancthon commencing on the first day of March and ending on the 15<sup>th</sup> day of May, inclusive each and every year henceforth;
3. That the reduced load period may be altered if the Road Superintendent determines that the condition of the highway is such that there is risk of damage to the highway if the reduced load is not imposed.
4. That the Road Superintendent or his designate is hereby directed to erect the necessary signs in accordance with the *Highway Traffic Act, R.S.O. 1990, c.H.8*.
5. Pursuant to section 110 of the *Highway Traffic Act*, this By-law does not apply to:
  - (a) vehicles operated by or on behalf of the municipality or other authority having jurisdiction and control of a highway, where the vehicles are engaged in highway maintenance, including the carriage and application of abrasives or chemicals to the highway, the stockpiling of abrasives or chemicals for use on the highway, or the removal of snow from the highway;
  - (b) Vehicles used exclusively for the transportation of milk;
  - (c) Fire Apparatus;
  - (d) Vehicles operated by or on behalf of the municipality transporting waste; or

(e) Public utility emergency vehicles.

6. That upon application, in writing, a permit may be granted to a person to permit the moving of heavy vehicles, loads, objects or structures in excess of the load restrictions set out in this By-law during the reduced load periods. The holder of a permit is exempt from the provisions of Section 1 of this By-law to the extent as set out in the permit.
7. In accordance with Section 110 of the *Highway Traffic Act*, R.S.O. 1990, Chapter H.8. as amended, the Road Superintendent is authorized to issue permits.
8. A non-refundable administrative fee, as determined from time to time by Council, applies to any application for a permit under Section 6 above.
9. Permits issued under Section 6 shall be effective only for that time period specifically set out for that permit, and for the particular highway or highways set out for that permit. The exemption granted by Section 6 applies strictly and solely to the highways and times prescribed by the permit itself. The issuance of such permit shall be subject to the terms and conditions and permits as per schedule "A".
10. The Road Superintendent may impose any other reasonable conditions with respect to the permit referred to in Section 5, including, but not limited to those conditions necessary to:
  - (a) Protect person and/or property from injury or damage;
  - (b) Protect the structural integrity of the highway; and
  - (c) Prevent any further damage to the structure of the highway, persons or property.
11. It is deemed to be a condition of every permit issued, that the original of the permit be carried in the vehicle for which the permit was issued and be produced when demanded by the police officer or an officer appointed for carrying out the provisions of this By-law. Failure to comply with this condition constitutes an offence.
12. Any person who contravenes a provision of this by-law is guilty of an offence and upon conviction is liable to a fine set out in Section 125 of the *highway Traffic Act*, R.S.O. 1990, c.H.8.
13. If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this by-law that each and every provision of this bylaw authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.
14. By-law No. 10-2014 is hereby repealed in its entirety.

By-law read a first and second time this 15<sup>th</sup> day of October, 2015

By-law read a third time and passed this 15<sup>th</sup> day of October, 2015.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CLERK

SCHEDULE "A" to By-law 49-2015  
CONDITIONS OF SPECIAL VEHICLE PERMIT  
(To Be Accompanied By The Special Vehicle Permit)

1. Acts and By-laws
  - a) The permit holder shall move the vehicle in accordance with the Highway Traffic Act of Ontario, Chapter H.8, R.S.O. 1990 and any amendments thereto.
  - b) This permit is not valid on roads or structures, otherwise restricted by County By-law.
  - c) All moves are subject to By-laws of the municipalities or corporations, within which the move is being made.
  
2. Control of Permit
  - a) The permit may be withdrawn on written notice at any time by the Public Works Personnel.
  - b) Roads or structures may be restricted at any time.
  - c) The permit is granted subject to the condition that the permit be used at and within the time limits specified and that the particular highways used will be in accordance with those designated by the Public Works Personnel.
  
3. General
  - a) No moves are to be made on Sundays.
  - b) Vehicles, loads, objects or structures that are in excess of the width, length or both, prescribed under Section 109, of the Highway Traffic Act of Ontario, shall be marked with flags, lights or both and signs are prescribed.
  - c) If it is necessary to cross a sidewalk with the load mentioned herein, the sidewalk must be covered with 4" planking.
  
4. Axle Loads
  - a) Where the axle loads of any proposed loading arrangement cannot be easily calculated or are in doubt, it will be the applicant's responsibility to establish adequate proof of the accurate axle loadings, to the satisfaction of the Public Works Personnel or Enforcement Authority. Any expenses so incurred will be borne by the applicant.
  
5. The applicant understands that under the provisions of the Highway Traffic Act, Chapter H.8, R.S.O. 1990, as amended, the owner, operator or mover of a heavy vehicle, load, object or structure, in respect of which a permit is granted under that section, is nevertheless responsible for all damages that may be caused to the highway by reason of the driving, operating or moving of any such vehicle, load, object or structure and shall reimburse the Township of Melancthon for all costs associated with repairing such damage.
  
6. The applicant shall indemnify and save harmless the Township of Melancthon from any action, claim, damage or loss, arising from and in relation to the protection of persons and property, that may be caused by reason of driving, operating or moving of any such vehicle, object or structure.



**BURNSIDE**

[ THE DIFFERENCE IS OUR PEOPLE ]

January 8, 2019

**Via: Email**

Denise Holmes, AMCT  
CAO/Clerk  
Township of Melancthon  
157101 Highway 10  
Melancthon ON L9V 2E6

Dear Ms. Holmes:

**Re: Road Management Plan  
Township of Melancthon  
Project No.: 300043927.0000**

Further to Council's resolution at their meeting on December 20, 2018, this letter provides our Terms of Reference and work plan for the completion of a Road Management Plan (RMP) for the Township.

A complete RMP typically considers the full range of issues that may affect the ongoing maintenance, improvement and management of the Township's road network. The RMP will provide a review of the hard top road inventory data, an analysis of the condition / inventory of the roads in the field and formulation of a capital improvement plan. The RMP allows for an estimation of the costs and remaining service life for the roads, which are important considerations in supporting the municipality's Asset Management Plan, prioritizing investments and optimizing performance outcomes. An RMP will assist in addressing one of the key challenges in performance-based decision making, through the optimization of projects and programs for different assets and asset classes, across multiple road elements that have different life cycles.

### **Management of Hard Top Roads**

Considering the Township's overall budget constraints, one of the primary focuses of the RMP will be the condition / management of the Municipality's hard top roads (i.e., essentially being a pavement management system). A visual assessment will be undertaken in the Spring of 2019, to identify the various surface distresses on the hard top roads. For comparisons and consistency, the condition rating methodology for hard top roads will follow the methods developed by the Ontario Good Roads Association (OGRA), which were also used in previous road study reviews in the Township. The prioritized improvement program for hard top roads will include routine maintenance, preventive maintenance, rehabilitation and potential reconstruction, with consideration of the following parameters:

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- road condition;
- road base structure (visual surface expression of road base);
- traffic volumes and truck volumes;
- road functional classification and maintenance classification;
- locations and roadside environment, adjacent land uses;
- safety and geometry (road and shoulder widths, horizontal or vertical curves);
- drainage;
- maintenance costs and life cycle costs;
- improvement cost / budget;
- network continuity considerations;
- impacts of external road improvements, external growth, detours etc.;
- coordination with other works; and
- active transportation network considerations (pedestrian, cyclist).

### **Management of Gravel Roads**

Gravel roads also form a significant part of the Township's road network. Maintaining the condition of gravel roads is typically dealt with as ongoing maintenance work (i.e., ongoing grading, maintenance gravel, dust control), unless upgrading of surface type is required to address higher traffic volumes, significant truck traffic, very poor structural condition or road network continuity. The RMP will recommend a methodology for prioritizing gravel roads for upgrading, including consideration of the following parameters:

- traffic volumes;
- truck volumes;
- road base structure;
- drainage;
- safety and geometry (road and shoulder widths, horizontal or vertical curves);
- network connectivity considerations;
- impacts of external road improvements, external growth, detours etc.;
- maintenance costs and life cycle costs;
- locations and roadside environment, adjacent land uses; and
- active transportation network considerations (pedestrian, cyclist).

### **Geotechnical Investigation**

Identifying good value benefits from completing geotechnical investigations of roads can be a struggle at times. The soils consultants would normally recommend reconstruction of the road unless there is a good granular base under the road. The paved roads in Melancthon are understood to be generally not constructed on a good granular base. We have seen soils consultants recommend padding with 100 mm of Granular 'A' and placement of 90 mm of asphalt and added their comments indicating settlements may occur. With the funding limitations to new road reconstruction the benefits to obtain a geotechnical investigation and report may have limited value. These point locations in the Township's context may best be used as a pre-design of paved roads identified to be resurfaced / reconstructed. The value of these limited bore holes will provide the Township with more accurate construction costs for the identified roads. In general, the cost to complete an investigation could range from \$10,000 for 15 bore holes to \$30,000 for up to 40 or 50 bore holes. Our RMP costing does not include bore hole investigations.



The following broad tasks are proposed for the completion of the RMP:

**Item 1 - Background Investigations and Establishment of the Basis for the Road Management Plan**

- Review, with Township staff, the existing programs, policies and issues affecting the management of the road network within the Township;
- Establish criteria, in consultation with Township staff, for the maintenance, rehabilitation and replacement of the roads within the network;
- Review the land uses that are currently serviced by the road network, including the connectivity that is provided by the network;
- Update GIS inventory of the road network with current and relevant road data;
- Update Annual Average Daily Traffic (AADT) on the road network (i.e., based on count data provided by the Township and a desk-top review of development);
- Forecast growth (population and employment), within the Township and within adjacent municipalities, that will impact the Township's road network, based on planning forecasts (Official Plan, Development Charges Studies, Growth and Servicing Studies etc.);
- Determine strategies for upgrading, or downgrading, the Level of Service (surface type etc.) to respond to the needs within the road network;
- Establish a strategy for addressing the road needs (i.e., types of improvements, triggers, prioritization), taking into account road condition, widths, road structure, drainage, traffic volumes, safety/geometry, network connectivity and road maintenance requirements);
- Update costs for maintenance, rehabilitation or replacements to roads within the network; and
- Attend one meeting with Township Roads Committee including staff to develop the basis for the Road Management Plan.

**Item 2 - Field Investigations and Completion of the Road Management Plan**

- Complete a visual review of the hard top roads, as well as a limited number of gravel roads (i.e., if identified for possible surface type upgrades); it is assumed that the Township will provide a staff person and vehicle, to accompany Burnside staff, to facilitate this field review work, to provide local input to the assessments;
- Provide an assessment of the hard top road improvement needs or gravel road upgrade needs, based on the various parameters identified above;
- Forecast the ongoing deterioration of the hard top roads and estimate the remaining useful life of these roads;
- Review budget constraints with the Township;
- Formulate a five-year capital improvement plan for the hard top roads (i.e., with emphasis on pavement asset management principles and prioritized to take into account available budgets, road condition, traffic volumes, improvement costs and budgets);
- Formulate longer term (twenty-year) capital improvement budget requirements, based on the forecasted remaining useful lives of the hard top roads at the conclusion of the initial five-year improvement plan, as well as assumed deterioration rates over the longer term for roads at a similar stage in their life cycle;
- Recommend changes to Township policies that may be informed by the study work;
- Prepare a Road Management Plan report outlining the findings of this study (four hard copies of study report);
- Attend two meetings with Township Roads Committee including staff to develop the Road Management Plan, as well as one presentation to council.

## Schedule and Budget

The following schedule is proposed for the execution of this assignment:

- Item 1 – Establishment of the basis for the RMP – January 15, 2019 to March 15, 2019
- Item 2 – Completion of the RMP – March 15, 2019 to July 15, 2019.

An upset budget of \$45,000 plus HST is recommended for the completion of the above noted works.

## Closing Comments

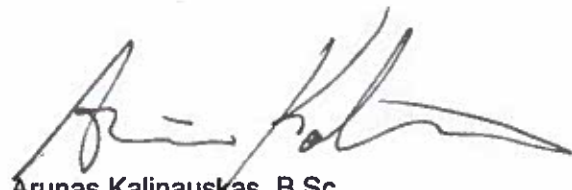
The completion of a RMP for the Township of Melancthon will provide essential information for the ongoing management of the Township's hard top road network and will form a basis for the future completion of a detailed Asset Management Plan within the municipality. We look forward to being of service in the delivery of this assignment.

Yours truly,

## R.J. Burnside & Associates Limited



Henry Centen, P. Eng.  
Senior Transportation Engineer  
HBC:kl



Arunas Kalinauskas, B.Sc.  
Project Manager

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