

**The Corporation of the Township of Limerick
Corporate Policy**

Policy Name: Level of Service Policy Summer Road Maintenance		Council Approval: Carried Date of Adoption: 2020-06-15 Resolution: 2020-096
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1. Purpose/Application:

Section 10(1) of the Municipal Act, 2001, as amended, (the Act) permits municipalities to provide any service or thing that the municipality considers necessary or desirable for the public, and Council for the Township of Limerick deems it expedient to adopt a Level of Service Policy with regard to summer road maintenance.

2. Policy Statement:

It is the objective of the Township of Limerick to apply its operational activities in an efficient and effective way, so as to provide safe driving conditions consistent with a low volume in a predominantly rural road system during those times of the year when summer conditions can be expected. The goal will be to achieve the levels of service as defined herein, 75% or more of the time and in no case shall the level of service provided be allowed to fall below the minimum standard provided for in the Municipal Act, 2001 and Ontario Regulation 239/02 made there under.

3. Scope:

This policy shall apply to all roads assumed and designated as roads receiving summer maintenance by the Township of Limerick as set out in this policy. Notwithstanding the foregoing, neither The Corporation of the Township of Limerick nor its officials or employees make any promise, assurance or guarantee that the services provided by the Township of Limerick will be in excess of the minimum standard, as set out in Ontario.Regulation 239/02 and detailed herein.

Inherent within the standard is the expectation that drivers and users of municipal roadways will act responsibly and will operate their vehicles, at all times, reasonably with due regard for the prevailing weather and roadway conditions.

4. Definitions:

AADT means Average Annual Daily Traffic, which is a technical measurement of traffic volume on a road, in both directions. Conversion factors, which vary depending on time of year and week, extrapolate daily traffic counts into AADT (see seasonal).

Ambient conditions means atmospheric conditions that are existing or present on all sides.

Ambient Speed means the expected rate of speed reduction when the ambient condition negatively affects the safe rate of speed posted on the roadway.

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Aspects in the context of these standards refers to specific elements of roadway service, which are defined by these standards

As soon as practicable means without undue delay, having regard to prevailing circumstances

Class in the context of these standards refers to the criteria for classifying roadways developed in the preamble to the standards

Conditions defines the state in which the subject matter is found. The standard indicates the condition being measured.

Cycle is that time interval between inspections conducted for a specific purpose. Consideration can still be made for inspection cycle time adjustments at the discretion of the Public Works Manager or Designate for mitigating circumstances, which are of an uncommon, or unpredictable, nature.

Day is a calendar day (see also working day)

Desirable describes that level of service standard the roadway authority has established as an objective for road department operations.

Effect is the acting of an external influence on the condition of any aspect of the roadway.

Electronic Surveillance means the monitoring and recording of road and weather conditions using RWIS information supplemented with local weather forecasts and/or a value added meteorological service. Electronic surveillance is a tool to supplement field observations to determine if a summer event response is required to a summer event.

Public Works Manager or Designate refers to a person, in the employ of, contracted by or appointed by the Township, who is accountable for the deployment of operations that impact on the condition or roadway services

Improved condition refers to the condition being better than it was before, from the perspective of a typical user, all other effects being equal.

Inspection is the activity performed by a qualified person, authorized and directed by the Public Works Manager or designate to investigate and report on the relevant conditions of the roadway. General inspection has regard for road surface and roadside standards. Summer inspection has regard for summer road surface standards.

Lag Time means the period of time when any aspect of a roadway may be in a substandard condition. It is typically measured from when the condition occurs. In the case of continuing effects (e.g. Storm) causing the condition, the lag time is measured from the end of that effect happening. Typically it is the time in which the department may deliver operational responses to improve the condition if necessary. Unless otherwise specifically qualified in the standard, the condition or effect is deemed to have been identified at time of inspection or when notice was given.

Lane is that portion of the road designated for a single file of vehicles to travel over, in one direction. For roads where two-way traffic is permitted, the lane width is half the road width unless otherwise delineated by pavement marking.

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Localized conditions, for the purpose of these standards, that occur on short lengths of roadway specifically on bridges, intersections, curves and hills.

Loose top refers to a road surface that is of a granular manufactured product, which can reasonably be shaped by a motor grader, and includes road surfaces under reconstruction.

LOS means a Council-approved Level of Service Policy.

Maintenance Class means a Class 1, 2, 3, 4, 5, 6 and Limited Service road designated as such by posted speed and traffic volume in accordance with Ontario.Regulation 239/02, as may be amended from time to time.

MMS means Ontario Regulation 239/02, Minimum Maintenance Standards for Municipal Highways.

Maintenance Priority Classes means the priority for roadway maintenance services as defined by Table 1 of the level of service policy; roadway maintenance classification.

Notice of an effect or condition is considered given when received by an appropriate employee of the road authority.

Patroller means a person who is either a dedicated summer patroller or a person whose duties include summer patrolling.

Policies decisions of a formal nature made by the road authority to enable, qualify and govern the mission of the road authority as directed by-law.

Operations means those activities the Public Works Department performs to improve a condition or sustain a roadway standard. Operations are normally defined by guidelines (not policy), with discretion of the Public Works Manager or Designate to choose various methods to achieve results cost-effectively.

Response describes that action taken by the roadway authority when informed of an effect or condition. Monitoring an effect or condition may constitute a response. A reasonable response takes into account the relevant standards.

Right Of Way (ROW) describes the corridor of land reserved for roadway improvements and under the jurisdiction of the roadway authority. Certain rights of way infer a right of passage to the public. However, in the context of these standards, only rights of way with assumed public roadways are considered. Rights of way solely for non-vehicular traffic are not addressed in these standards (e.g. pedestrian, bicycle.)

Road refers specifically to the traveled road surface on a roadway assumed by a roadway authority, but not including on-street parking or stopping zones.

Roadside refers to all features that make up the roadway within the jurisdiction of the roadway authority, except for the road surface itself.

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Roadway in the context of these standards means any public assumed road right of way, intended for vehicular traffic. It refers not only to the traveled road surface, but to all services relevant to the road, within the right of way. In the context of an urban road this includes the traveled portion plus the ancillary lanes. In the case of rural roads this includes the ancillary lanes and the shoulders.

Roadway Authority indicates the public agency accountable for the status and condition of the roadway. This refers to the Corporation of the Township of Limerick and its designated officials or agents.

Road Weather Information System (RWIS) means a weather station located along a highway that provides local pavement and meteorological data.

Section refers to a portion of roadway with a distinct classification, and homogeneous character. A roadway section is commonly used for construction costing, inventory control in Maintenance Management Systems, Road Needs Studies, Pavement Management Studies, and Priority Planning and Budgeting.

Limited Service refers to the limited time of the year where certain roadway service standards apply to the subject roadway (i.e. summer roads, ice roads). In the context of these standards seasonal roads are classified as those not receiving summer services, unless otherwise defined.

Service can be defined in two contexts. In the larger context any government activity is a service. A roadway network is a service, as is a library, potable water supply, etc. When used in the context of these standards, “service” refers more specifically to aspects of a roadway and their condition. Services are seen from the perspective of the user.

Service Level Matrix the chart elsewhere in this policy that specifically defines the service level according to class of roadway.

Service Levels a range of values that quantify a particular service standard, by one or more parameters, across a range of roadway classifications. Service levels typically reflect a maximum or minimum condition.

Shoulder that maintained surface immediately adjacent to the traveled surface of the road. The shoulder may be partially or fully hardtop, loose top, grass or earth. It is not considered a part of the road for these standards.

Standards quantified statements, defining the nature of a product or activity. Usually such standards are minimum or desirable, and in this context refer specifically to the roadway service standards adopted as policy, by a roadway authority.

Storm conditions or effects are when natural or external effects are acting upon the roadway to reduce the condition as defined by one or more roadway service standards. It does not refer to weather conditions that do not impact on the infrastructure. Storm conditions could include wind, rising and moving water, precipitation,

Substandard refers to a condition that is outside the defined standard. Normally a substandard condition requires a response, unless otherwise considered in the standard.

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Surface the exposed top of the traveled road and includes adjacent surfaces for turning or stopping, but not parking or shoulders.

System refers to a collection of roadways, typically of various classifications, owned by a single road authority.

User refers to any person traveling on or over the roadway, including vehicle operators, passengers and pedestrians.

Value-Added Meteorological Services (VAMS) means a weather service that provides a site specific forecast tailored to an agency's needs that includes but is not limited to: atmospheric temperature, relative humidity and/or dew point, wind speed and direction, and precipitation.

Summer Patrol means the field observation of weather and road conditions.

Summer Season that season when the municipality normally performs summer highway maintenance as identified in this policy.

5. Policy, Procedure and Implementation:

Weather Monitoring

From May 1st to October 31st, the standard is to monitor the weather both current and forecast to occur in the next 24 hours, once per calendar day.

Summer Event Response

This level of service policy covers these activities which are required to produce safe driving conditions for a driver acting responsibly, during those times of the year in which summer conditions can be anticipated.

An analysis of summer operational records for the period of 2010 to 2015 inclusive indicates that on average the first occasion for which a summer response is required will occur on or about May 1st. The need for an ongoing response will on average continue to approximately November 1st of each summer season.

The summer control resources of the Township of Limerick consists of one pick-up truck, two tandem axle dump trucks, one road grader and one loader/backhoe with sufficient operators to operate two of the units, organized in a one day shift. In order to ensure that these resources are employed as efficiently and effectively as possible, the Township of Limerick adopts a policy of having the resources deployed generally when the needs are greatest.

The Township of Limerick has no Class 1, 2 or 3 roads.

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The Township of Limerick has the following classes of roads which are maintained within its boundaries:

- (a) Class 4: County Road 620;
- (b) Class 6: St. Ola Road, Steenburg Lake North Road, Limerick Lake Road, Old Hastings Road, Pleasure Bay Road, Limerick Lake Lodge Road, Sutton Road, Robinson Lake Road, Tripps Road, Elizabeth Street, Woodhaven Road, Sarafians Road and Elizabeth Court.
- (c) Limited Service: Steenburg Lake South Road, Brinklow Road, Nicholson Lane, Turnbull Road, Phillips Lane, Benfield Road, East Bay Road.

The following bridges are located on roads maintained by the municipality:

- (a) Steenburg Creek Bridge;
- (b) St. Ola Bridge;
- (c) Steenburg Lake North Road Bridge.

The Township has one garage, one diesel fuel tank, and one storage shed which is used for storage of miscellaneous items.

Patrolling

Objective

To determine the condition of the road system and to keep records of the conditions found during the patrolling.

Response

Patrolling shall be carried out by driving on or by electronically monitoring the highway to check for conditions described in the regulations.

Patrolling may be carried out by the Public Works Manager or Designate. Records shall be kept of the time of the inspections and of highway conditions observed.

Patrolling is not required between sunset and sunrise.

The frequency of patrolling is set out in Table Patrolling Frequency.

Table Patrolling Frequency

Class	Summer Frequency
4	Once every 7 days
5	Once every 7 days
6	Once every 7 days
Limited Service	Once every 7 days

Bridge Deck Spalls

Objective

To enhance motorists safety and reduce impact on bridges.

Response

If a bridge deck spall exceeds both the surface area and depth set out in table Bridge Deck Spalls, the level of service is to repair the bridge deck spall within the time frame set out in the table, after becoming aware of the fact.

A bridge deck spall is deemed to be repaired if its surface area or depth are less than that set out in the table.

Table Bridge Deck Spalls

Class	Surface Area	Depth	Time
4	1000 m2	8 cm	7 days
5	1000 m2	8 cm	7 days
6	1000 m2	10 cm	14 days

Surface Discontinuities

Objective

To enhance motorists' safety, prevent vehicle damage and reduce impact loadings on roads and bridges.

Response

If a surface discontinuity, other than a surface discontinuity on a bridge deck, exceeds the height set out in Table Surface Discontinuities, the level of service will be to repair the discontinuity within the time set out in the table, after becoming aware of the fact.

If a surface discontinuity on a bridge deck exceeds 5 cm, the level of service is to deploy resources, as soon as practicable after becoming aware of the fact, and to repair the surface discontinuity on the bridge deck.

Table Surface Discontinuity

Class	Height	Time
4	5 cm	21 days
5	5 cm	21 days
6	5 cm	21 days

Flooding

Objective

To enhance motorists safety by posting warning signs at flooded areas.

Response

Where water, either standing or flowing, covers more than one-half of a lane width, resources shall be deployed to post warning signs within the time set out in the Table Flooding, after becoming aware of the fact.

Table Flooding

Class	Time
4	4 Hours
5	6 Hours
6	12 Hours
Limited Service	18 Hours

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Dust

Objective

To enhance highway safety by controlling dust that reduces motorists visibility.

This level of service does not apply to controlling dust for other purposes, such as field crops or air quality.

Response

If dust caused by traffic reduces visibility, over a distance of at least 100 meters, to the extent that it affects traffic safety, resources will be deployed and the dust will be controlled within the time set out in Table Dust, after becoming aware of the fact.

Table Dust

Class	Time
4	4 days
5	4 days
6	7 days
Limited Service	No dust suppressant applied

Potholes

Objective

To deploy resources and repair potholes in the roadway or shoulder.

Response

If a pothole exceeds both the surface area and the depth set out in Tables 1, 2 or 3 below, as the case may be, the pothole shall be repaired within the time set out in Table 1, 2 or 3 as appropriate, after becoming aware of the fact.

The pothole shall be deemed to be repaired if its surface area or depth is less than that set out in Table 1,2 or 3 as appropriate.

Table 1 – Potholes on Paved Surface of Roads

Class	Surface Area	Depth	Time
4	1000 cm2	8 cm	14 days
5	1000 cm2	8 cm	30 days
6	1000 cm2	8 cm	30 days

Table 2 – Potholes on Non-Paved Surface of Roads

Class	Surface Area	Depth	Time
4	1500 cm2	10 cm	14 days
5	1500 cm2	12 cm	30 days
6	1500 cm2	12 cm	30 days

Table 3 – Potholes or Non-Paved Surface of Shoulders

Class	Surface Area	Depth	Time
4	1500 cm2	10 cm	30 days
5	1500 cm2	12 cm	60 days
6	1500 cm2	15 cm	90 days

Shoulder Drop-Offs

Objective

To improve safety by deploying resources and repairing shoulder drop-offs.

Response

If a shoulder drop-off is deeper than 8cm, for a continuous distance of 20 meters or more, than the depth set out in Table Shoulder Drop-Offs, the drop-off shall be repaired within the time frame set out in the table, after becoming aware of the fact.

A shoulder drop-off shall be deemed to be repaired if its depth is less or equal to that set out in the table.

Table Shoulder Drop-Offs

Class	Depth	Time
4	8 cm	14 days
5	8 cm	30 days
6	8 cm	30 days

Cracks

Objective

To improve safety by deploying resources and repairing cracks in paved roadway surfaces.

Response

If a crack on the paved surface of a roadway is greater, for a continuous distance of 3 meters or more, than both the width and depth as set out in Table Cracks, resources shall be deployed and the cracks repaired within the time set out in the table, after becoming aware of the fact.

A crack shall be deemed repaired if its width or depth is less than or equal to that set out in the table.

Table Cracks

Class	Width	Depth	Time
4	5 cm	5 cm	180 days
5	5 cm	5 cm	180 days
6	5 cm	5 cm	180 days

Debris

Objective

If there is debris on a roadway, the standard is to deploy resources as soon as practicable after becoming aware of the fact to remove the debris.

Debris means any material (except snow, slush or ice) or object on a roadway that is not part of the roadway or has not been intentionally placed on the roadway by the municipality, and that reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle. **Ontarion Regulation 239/02, s. 9(2); Ontario Regulation 47/13, s. 9.**

Appendix 1

Classification of Limerick Township Highways

For the purpose of this by-law, the Highway Classification as contained in Ontario Regulation 239/02 will apply.

In Addition, Class 6 Highways shall be further subdivided:

Class 6 highways is hereby defined as highways designated for summer maintenance.

- (1) Limited Service shall mean that the roadway so designated will receive an annual budgeted allotment based on the length of the roadway. The level of service shall not exceed this budgeted amount unless an emergency situation has been observed by the Roads Department. If such an emergency situation should arise, the roads department will adhere to the Municipal Procurement By-Law. Such roads will be posted by the Township as “Limited Service Use At Your Own Risk”.
- (2) The annual budgeted allotment does not apply to roads that are scheduled for capital improvements in the Corporation of the Township of Limerick Asset Management Plan in the year they are scheduled for such improvements.

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Township of Limerick Road Classifications

Road Name	Section No.	Length KM	Class	Designated for SummerMaintenance
Highway 620	1	3.9	4	Yes
St. Ola Road	2	8.8	6	Yes
Steenburg Lake North Road	3	8.3	6	Yes
Limerick Lake Road	4	6	6	Yes
Old Hastings Road	5	8.7	6	Yes
Steenburg Lake South Road	6	2.5	6	Yes
East Bay Road	7	1.0	Limited Service	No
Sutton Road	8	1.3	6	Yes
Robinson Lake Road	9	1.6	6	Yes
Tripps Road	10	0.4	6	Yes
Pleasure Bay Road	11	3.4	6	Yes
Limerick Lake Lodge	12	0.4	6	Yes
Elizabeth Street	13	0.4	6	Yes
Elizabeth Court	14	0.1	6	Yes
Woodhaven Road	15	0.3	6	Yes
Turnbull Road	16	1.5	Limited Service	No
Phillips Lane	17	2.2	Limited Service	No
Benfield Road	18	1.5	Limited Service	No
Sarafians Road	19	0.2	6	Yes
Brinklow Road	20	5.8	Limited Service	No
Nicholson Lane	21	0.9	Limited Service	No