

Council Policy No.:	CP2017-001
Council Policy Name:	Seasonal Level of Service Policy
Date Approved by Council:	April 18, 2017
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	

Policy Statement and Rationale:

This policy establishes the level of maintenance provided to city owned seasonal roads. The goal of this policy is:

- To define the term seasonal/summer road
- To establish a maintenance level of service
- To outline the criteria for a road to be declared a seasonal/summer road
- To establish duration for the level of service

Scope:

This policy shall apply *only* to unassumed city owned roads that have met the criteria to be declared a seasonal/summer road for maintenance.

Definitions

- "City" shall mean the Corporation of the City of Kawartha Lakes
- "Council" shall mean the municipal Council of The Corporation of the City of Kawartha Lakes.
- "Group" shall mean a road association or a number of property owners
- "Seasonal/Summer Roads" shall mean unassumed roads on which no winter maintenance is performed during the period from November 15 through to April 15.
- "Unassumed Road" shall mean roads that are owned by the municipality that are not maintained on a year round basis. This shall include unopened road allowances.

Policy:

Seasonal/Summer Roads

Seasonal/Summer roads are considered to be Class 6 Roads and are not subject to minimum maintenance standards under Ontario Regulation 239/02.



Seasonal/Summer Roads are unassumed roads that have been inspected by the Public Works supervisor and have met the criteria for limited seasonal maintenance.

Criteria

The criteria for a Seasonal/Summer road is attached as Appendix "A".

Minimum Maintenance

Seasonal/Summer roads shall be maintained on an 'as needed' basis at the discretion of the Public Works Supervisor. General Maintenance includes gravel application as determined by the Supervisor and a maximum of two (2) gradings annually.

Seasonal/Summer roads will not be patrolled.

Maintenance Period

All municipal maintenance that applies to seasonal/summer roads will cease November 15 through to April 15.

Road maintenance by individual or group

Any individual or group wishing to conduct maintenance to a Municipal seasonal/summer road must make written application for permission to the City of Kawartha Lakes Public Works Department one month prior to commencement of work. Work may include, but not be limited to: additional gravel applications; grading; brush/tree removal; culvert installation/repair; drainage improvements. A road occupancy permit issued by the Public Works Department shall be obtained prior to commencement of work.

Any individuals making application for permission will be made aware that they will be held responsible for any damages that occur on municipal property.

Winter use of Seasonal/Summer Roads

Any individual or group wishing to provide winter maintenance to a Municipal seasonal/summer road must make written application for permission to the City of Kawartha Lakes Public Works Department prior to September 1. Long-term agreements may be negotiated where applicable.

Any individuals making application for permission will be made aware that they will be held responsible for any damages that occur on municipal property because of the actions of private snow removal equipment.

Signage

Roads designated as Seasonal/Summer roads shall be signed by the municipality to indicate the status of the road and the duration of municipal maintenance services.

Schedule 'A'

Criteria for Seasonal/Summer Road

Width of travelled road (edge to edge)	Minimum 4.0 metres throughout
Depth of gravel base	Minimum 5.0 cm of Granular 'A' throughout
Brush and tree overhang	Minimum 5.0 metres overhead clearance and 5.0 metres total horizontal clearance (i.e. 0.5 metres beyond the edge of the road on each side)
Turn-a-round location	There must be adequate space and location for a truck/grader to turn-around. Turning templates and specification will be provided upon request. The turn-a-round can be situated on private lands with permission from the land owner.
Drainage and culverts	Drainage must be sufficient to adequately manage typical rain events; culverts must be sized correctly and must be (and remain) structurally sound.

Definitions

- **Assumed Road:** A municipally owned right of way opened through By-Law or where the municipality provided full and regular maintenance operations prior to 2003.
- **Unassumed Road:** Right of Way property owned by the municipality where the City is not legally required to provide maintenance services.
- **Private Road:** A right of way owned by a private resident or group of residents where the City has no ownership or legal responsibility to provide maintenance service.