

TOWNSHIP OF ADMASTON/BROMLEY  
OPERATIONS COMMITTEE

AGENDA

February 3, 2023

At 10:30 am

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Adoption of Minutes – [March 9, 2022](#)
5. Meet Public Works Staff (Weather Permitting)
6. [2004 Volvo Grader](#)
7. [Regulate the Activity on Municipal Right of Ways and Public Lands](#)
  - I. [Draft By-Law](#)
8. Next meeting – to be determined
9. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY

**Operations Committee**

Date: Wednesday, March 9<sup>th</sup>, 2022

Present: Committee members present were Robert Dick, Michael Donohue, Mike Quilty and Kevin LeGris.  
Staff members present were CAO/Clerk Jennifer Charkavi, Acting Public Works Superintendent Steve Visinski, and Acting Treasurer/Deputy Clerk Mitchell Ferguson.

Public: None.

1. Robert Dick called the meeting to order at 1:00 p.m.

2. Disclosure of Pecuniary Interest

None at this time

3. Approval of Agenda – 2022-03-01

**Moved by:** Mike Quilty

**Seconded by:** Michael Donohue

BE IT RESOLVED that the Committee approve the agenda for the March 9, 2022, Operations Committee meeting as presented this date.

“Carried”

4. Adoption of Minutes – February 9th, 2022 – 2022-03-02

**Moved by:** Mike Quilty

**Seconded by:** Michael Donohue

BE IT RESOLVED that Committee adopt the following minutes: February 9, 2022, Operations Committee Meeting.

“Carried”

5. Calcium Report – 2022-03-03

Gravel Roads for Calcium

Committee discussed the purchasing of calcium. The following motions were provided from the discussions.

**Moved by:** Michael Donohue

**Seconded by:** Kevin LeGris

BE IT RESOLVED that Operations Committee Defer a decision on the dust compression policy until a more comprehensive report can be provided to Operations Committee of a full cost benefit.

**RECORDED VOTE**

Councillor Dick		Against
Councillor Hall (absent)		
Councillor Legris	For	
Deputy Mayor Quilty		Against
Mayor Donohue	For	

“Defeated”

Calcium Report – 2022-03-04

**Moved by:** Kevin LeGris

**Seconded by:** Michael Donohue

BE IT RESOLVED that Committee direct staff to purchase the required calcium to apply to the roads identified.

AND BE IT FURTHER RESOLVED that the Operations Committee recommend that the additional Calcium purchase be budgeted for in 2022.

NOW THEREFORE BE IT FURTHER RESOLVED that the Operations Committee recommends \$60,000 (sixty thousand) for Calcium suppression in the 2022 budget.

**RECORDED VOTE**

Councillor Dick	For	
Councillor Hall (absent)		
Councillor Legris	For	
Deputy Mayor Quilty	For	
Mayor Donohue		Against

“Carried”

6. Compactor Truck Report – 2022-03-05

Committee discussed the various needs for waste and recycling in the municipality.

**Moved by:** Kevin LeGris

**Seconded by:** Michael Donohue

BE IT RESOLVED THAT Committee direct staff to prepare and advertise an RFP for a contractor to pick up waste from the Stone Road and Douglas Transfer Stations to be transferred to the Osceola Landfill and for the collection and removal of recycling, including cardboard, from the Stone Road Transfer Site, Douglas Transfer Site and Osceola Landfill.

“Carried”

7. Township Garages Roof Report – 2022-03-06

**Moved by:** Michael Donohue

**Seconded by:** Kevin LeGris

BE IT RESOLVED THAT Committee received this report as information.

AND BE IT FURTHER RESOLVED THAT the Operations Committee recommend that the Garage Roof Renovations be budgeted for in 2022.

“Carried”

8. Draft 2022 Public Works Budget – 2022-03-07

- i) Draft Budget
- ii) Capital Financing
- iii) Reserve Allocation for Capital

**Moved by:** Michael Donohue

**Seconded by:** Mike Quilty

BE IT RESOLVED THAT the resolution recommending bringing forward a draft Operations Budget to a future Finance and Administration Committee be amended that Operations receive the draft budget and that a revised budget comes to the next Operations Committee meeting directly.

“Carried”

9. Next Meeting

To be determined by the Chair.

10. Adjournment – 2022-03-08

**Moved by:** Kevin Legris

**Seconded by:** Michael Donohue

BE IT RESOLVED that the Wednesday, March 9<sup>th</sup>, 2022 Township of Admaston/Bromley Operations Committee meeting be adjourned at 3:33 p.m.

“Carried”

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Chair

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Clerk

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)

613-432-2885 Stone Road Office  
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613-432-3175 Stone Road Garage  
613-646-7918 Cobden Road Garage

**REPORT**

Date: January 31, 2023  
To: Operations Committee  
From: Steve Visinski  
Re: 2004 Volvo Grader G740B

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**Background:**

In the Public Works Department, the municipality owns and operates two (2) graders. One is in the Cobden Road yard, where a 2011 Volvo Grader G970 is located. In the Stone Road yard, there is a 2004 Volvo Grader G740B. The Township has approximately 190 km of gravel roads, and grading has limited time according to the proper weather. For these reasons, two (2) graders are required.

**Discussion:**

On November 28, 2022, the 2004 Volvo Grader was grading Township roads when a major breakdown occurred.

Staff contacted the Volvo Dealer in Ottawa; Volvo sent their mechanic to do an assessment of the damage to the grader and determined the motor is no longer operational. Based on the A.M.P., the grader is slated for replacement in 2024. New graders are in the price range of approximately \$650,000.00, with a waiting period of at least a year before delivery.

Used graders with 2000-4000 hours vary in price from approximately \$300,000.00 to \$400,000.00, with a delivery date to be available in the early Spring 2023.

The current grader has 14,336 hours on it. There are several options for consideration.

Option 1

Do nothing with the grader and place on GovDeals to be put up for auction, with a minimum bid amount of \$10,000.00 as is, where is. A report would be brought back to Council prior to selling.

In choosing this option, the Municipality will be required to purchase a new or used grader which is expected to cost approximately \$300,000.00 to \$650,000.00, dependent upon Committee direction.

Option 2

Have the grader repaired at a cost of \$26,800.00 and keep the grader in the municipal inventory until such time Council would be ready to dispose of it. Note: There is no warranty on this option, keeping in mind all other parts such as transmission and rear-ends still have 14,336 hours on them.

Option 3

Have the grader repaired with a new rebuilt motor at a cost of \$76,600.00 and keep in inventory until ready for disposal. This option would come with a three (3) year warranty on the motor but will still have original rear-ends and transmission.

Option 4

Have the grader repaired with either option two (2) or three (3) and deem the grader as surplus to be sold on GovDeals with a minimum bid of \$60,000.00. Choosing this option would require the Municipality to purchase a new/used grader with the approximate cost of \$300,000.00-\$650,000.00 as stated in Option 1 (one).

**Financial Implications:**

None at the moment.

**People Consulted:**

Interim Treasurer  
Public Works Superintendent (Acting)

**Recommendation:**

BE IT RESOLVED THAT the Operations Committee recommends to Council to repair the grader (Option 4) with smaller repairs, Option 2, and deem as surplus to be sold on GovDeals with a minimum bid of \$60,000.00.

**Township of Admaston/Bromley  
477 Stone Road, R.R. #2  
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K7V 3Z5**

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**613-432-2885 Stone Road Office  
613-432-4052 Fax**

**613-432-3175 Stone Road Garage  
613-646-7918 Cobden Road Garage**

**REPORT**

Date: January 31, 2023  
To: Operations Committee  
From: Steve Visinski  
Re: By-Law to Regulate the Activity on Municipal Right of Ways and Public Lands under the jurisdiction of the Township of Admaston/Bromley

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**Background:**

As a Municipal Road Authority, the Township of Admaston/Bromley has a duty and responsibility to be an informed owner and to ensure any activities within the Municipal Right of Ways is regulated.

**Discussion:**

The Municipality receives requests from persons, utility companies, and contractors to work within the Municipal Right of Way.

This By-Law provides the Municipality the power to issue a permit to impose conditions to ensure the Right of Way is restored to the satisfaction of the Township.

Anyone who contravenes the By-Law, the Municipality has the right to impose fines. It is important to note that unopened road allowances are also municipal owned public right of ways.

Staff are providing the draft by-law for Committee review and to comment upon. Staff have sent the draft by-law to our By-Law Enforcement, MLES, for. Once staff receive comments from Committee, it will be placed before Council for approval. Once the By-Law is approved MLES will add the penalty section and it will be placed before the Courts for approval.

**Recommendation:**

BE IT RESOLVED THAT the Operations Committee recommend to Council of the Township of Admaston/Bromley to adopt By-Law 2023-XX, to Regulate the Activity on Municipal Right of Ways and Public Lands at a future council meeting.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2023-xx

**BEING A BY-LAW TO REGULATE THE ACTIVITY ON MUNICIPAL RIGHT OF WAYS AND PUBLIC LANDS**

**WHEREAS** Section 8 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the " Act") provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues.

AND WHEREAS Section 9 of the Act provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

AND WHEREAS Section 11 (2) of the Act provides that a municipality may pass by-laws respecting, among other things, the health, safety, and well-being of persons.

AND WHEREAS Section 11 (3) of the Act provides that a municipality may pass by-laws respecting, among other things, highways, including parking and traffic on highways.

AND WHEREAS Section 118 of the Act provides that a municipality may, among other things, regulate the excavating, construction and use of trenches and may by by-law prohibit the same unless a permit is obtained from the municipality which may also impose conditions including requiring submission of plans.

AND WHEREAS Section 126 of the Act provides that a local municipality may regulate cultural, recreational, and educational events including public fairs and may by by-law prohibit the same unless a permit is obtained from the municipality which may also impose conditions including requiring submission of plans.

AND WHEREAS Section 391 (1) of the Act provides that a municipality may pass by-laws imposing fees or charges on any person for services or activities provided by the municipality or done on behalf of it.

AND WHEREAS Section 429 (1) of the Act provides that a municipality may establish a system of fines for a by-law passed under the Act.

AND WHEREAS Section 436 (1) of the Act provides that a municipality may pass by-laws providing for the entry onto land at any reasonable time for the purpose of conducting an inspection to determine compliance with a by-law.

AND WHEREAS Section 444 (1) of the Act provides that a municipality may make an order to require a person to discontinue contravening a by-law and to do the work required to correct the contravention.

AND WHEREAS Section 445 (1) of the Act provides that a municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do work to correct the contravention.

AND WHEREAS Section 446 of the Act provides that a municipality may proceed to do things at a person's expense which that person is otherwise required to do under a by-law but has failed to do and the costs incurred by a municipality may be recovered by adding the costs to the tax roll and collecting



them in the same manner as taxes.

**NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY ENACTS AS FOLLOWS:**

**1.0 SHORT TITLE**

This By-law may be cited as the "Road Occupancy By-law"

**2.0 DEFINITIONS**

"Activity" includes the temporary occupancy of a highway for any purpose for a defined period of time outside its normal intended use by the Township, utility company, or person(s).

"Applicant means any person, utility company, or corporation making application for a road occupancy permit (permit).

"Article" means an item of tangible personal property other than a fixture.

"Boulevard " means the portion of the highway between a property line and the edge of the curb, or where there is no curb, that portion of the highway which is travelled or designed to be travelled by vehicles.

"Contractor" means a person who makes an agreement with another to do a piece of work, retaining in himself control of the means, method, and manner of producing the results to be accomplished.

"County" means the Corporation of the County of Renfrew.

"Date of final acceptance" means the date that is 24 months after the date of reinstatement.

"Date of reinstatement" means the day, following the period of occupancy or closure, that the highway has been repaired or restored to the satisfaction of the Public Works Superintendent.

"Emergency" means a situation that poses a threat to public health or safety and includes a disruption of utility service.

"Engineering Department" means the Engineering Department for the Township of Admaston/Bromley.

"Highway" includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

"Landscape or construction material" includes, without limitation, gravel, soil, sod, bricks, paving stones, landscaping rocks, wooden planks, and boards.

"Municipal consent" means the written consent of the Public Works Department with or without conditions, for access to and use of the municipalities' Right-of-Way, subject to the obtaining of a Road Occupancy Permit.

"Obstruction" includes encumber, damage, foul, or alter.

"Occupant" means a lessee, tenant, mortgagee in possession or any other person who appears to have care and control of any property.

"Officer" means a Municipal Law Enforcement Officer contracted by the Township as a Municipal Law Enforcement Officer pursuant to S. 15 of the Police Services Act,

R.S.O. 1990, c. P. 15, as amended, or an Ontario Provincial Police Officer.

"O.P.S.S." means Ontario Provincial Standard Specification, as amended.

"Order" includes work order, order to comply, stop work order and an order to discontinue.

"Permit holder" means the applicant named in a permit.

"Public lands" means any property under the care and control of the Township of Admaston/Bromley.

"Road occupancy permit ("permit")" means a document issued and authorized by the Township, for the occupancy or closure of any highway for any purpose.

"Public Works Superintendent" means the Public Works Superintendent for the Township of Admaston/Bromley or their designate.

"Security" means one or more of the following: cash, certified cheque, or letter of credit (in the form approved by the Township) provided to the Township to secure the performance by the permit holder of all its obligations under a permit and this by-law.

"Township" means the Corporation of the Township of Admaston/Bromley.

"Traffic management plan" means a document outlining the particulars of a proposed highway occupancy or closure that is submitted to the Township for review by the applicant. The traffic management plan shall contain such information as may be required by the Public Works Superintendent respecting the applicant's proposed occupancy or closure including but not limited to:

- a) description of the nature of the work or activity that necessitates highway occupancy/closure.
- b) proposed start and completion times of highway occupancy/closure.
- c) proposed location of occupancy/closure.
- d) requirement to occupy or close a highway during peak hours, if any.
- e) lane use requirements.
- f) extent of public notification proposed to be undertaken.
- g) identification of temporary signage requirements.
- h) identification of any bus stops affected by the highway occupancy/closure; and
- i) proposed traffic re-routing and detour requirements where necessary

"Utility company" means a municipality, a municipal board or commission, or a corporation that provides utility service under the authority of any statute, charter, by-law, or franchise.

"Utility service" means the production, transmission, or supply to the public by a utility company of necessities or conveniences and includes, but is not limited to, the production, transmission and supply of gas, oil, water, electricity, sewage and storm water services, telephone service, cable television, and any other telecommunications service.

"Warranty period" means the 12-month period commencing the date of reinstatement and terminating on the date of final acceptance during which period the permit holder guarantees the satisfactory performance of the highway repairs.

### **3.0 PROHIBITION**

**3.1** Unless otherwise exempted by this by-law, no person shall use, alter, obstruct, or damage, or cause or permit the use, alteration, obstruction, or damage, or interfere with winter operations of any highway without first having obtained a permit, pursuant to this by-law.

**3.2** Without limiting the generality of subsection 3.1, no person shall use, alter,

obstruct, or damage, or cause or permit the use, alteration, obstruction, or damage of any highway by any of the following:

- a) the depositing, throwing, spilling, or tracking of any material, including but not limited to, waste, oil, chemical, soil, debris, or other substance onto any travelled portion of a highway.
- b) the depositing of snow or ice onto any sidewalk, travelled portion of a highway, or onto a boulevard not contiguous with the property from where the snow was moved from.
- c) the placement of snow or ice, or any material or equipment, or any structure within 1.0m, in any direction of a fire hydrant.
- d) the placement of any equipment, container, trailer, or any landscape or construction material on a highway without having obtained a permit, pursuant to this by-law.
- e) the cutting, altering, extending, in any manner whatsoever, of a concrete curb, open or contained culvert, culvert overpass, driveway, or similar structure or landscape without having obtained a permit, pursuant to this by-law.
- f) the allowance of a crane boom or any portion of a stationary tower crane to travel over, hoist, or otherwise occupy the space above a highway or any part thereof without having obtained a permit, pursuant to this by-law.
- g) the excavation or damage to any portion of a highway, including sod, trees, light poles, street signs or other objects within the highway without having obtained a permit, pursuant to this by-law.
- h) the closure or occupancy of any highway or portion thereof without having obtained a permit, pursuant to this by-law; and
- i) the placement of unattended sporting equipment, including but not limited to basketball nets, skateboard ramps and bicycle ramps, on a highway.

#### **4.0 PERMITS**

- 4.1 The Township hereby delegates to the Public Works Superintendent or their designates, the power to issue a permit under this by-law and to impose conditions to such permits. The permit referred to in this by-law shall be in the form annexed hereto as Schedule "A" and include amendments to the form on Schedule "B."
- 4.2 The Public Works Superintendent reserves the right to issue an annual permit to a utility company.
- 4.3 A utility company that is issued an annual permit shall pay a non-refundable permit fee as indicated in The Township of Admaston/Bromley Fees and Charges By-Law and any revisions thereto. Proper notification of time, date, and locations of all work is to be submitted to Public Works Superintendent no less than five (5) days prior to commencement of work.
- 4.4 Any person or contractor undertaking any type of work or activity for or on behalf of the Township is not required to obtain a permit. All other requirements still apply.

#### **5.0 APPLICATION PROCESS**

- 5.1 Every person who wishes to use, alter, obstruct, or damage, or cause or permit the use, alteration, obstruction, or damage of any highway shall first complete and submit an application for a permit in the form approved by the Public Works

Superintendent. Schedule "A" attached to this by-law shall form part of this by-law.

**5.2** An application for a permit shall:

- a) be made in the name of the contractor or the individual completing the work. If the homeowner is the individual that will be completing the work, they will be named as the applicant.
- b) be submitted on such form(s) as the Public Works Superintendent may require.
- c) be submitted at least five (5) working days in advance of any proposed work or activity that requires a permit.
- d) be accompanied by the applicable non-refundable fees and charges as provided for in Township Fees and Charges By-law and any revisions thereto.
- e) state the purpose for which the permit is required.
- f) contain a description of the proposed work or activity.
- g) include a traffic management plan in accordance with Ontario Traffic Manual. Book 7 if required by the Public Works Superintendent; and
- h) include such other documentation and information as the Public Works Superintendent may require.

**5.3** The Public Works Superintendent may require separate applications for any type of work or activity that the Public Works Superintendent, in their discretion, considers to be discrete.

**5.4** If an applicant does not provide all the documentation required by the Public Works Superintendent within the timeframe as may be specified by the Public Works Superintendent, or if the application is sixty (60) days old and the applicant has not taken any action to provide the Public Works Superintendent with all of the required documentation in the last thirty (30) days, the applicant shall be deemed to have withdrawn the applicant's application and shall not be entitled to a refund of the applicant's application fee and the Public Works Superintendent may close the application file.

**6.0 PERMIT FEES**

**6.1** The fees for the Road Occupancy permit, and for any inspections required under it, shall be such an amount as determined by the Township of Admaston/Bromley Fees and Charges Bylaw and shall be payable to the Township of Admaston/Bromley at the time of application. No Road Occupancy permit shall be issued, or inspection conducted until such fees have been paid and there shall be no refund of any fees for any cause.

**6.2** The permit holder shall maintain or repair the work completed under the terms of the Road Occupancy permit as set out in section 9.0 General Conditions, until accepted as satisfactory by the Public Works Superintendent department and shall restore the Right of Way to Township of Admaston/Bromley satisfaction. Pursuant to Section 8.0 item i), the Permit Holder may be required to deposit a security deposit to cover the faithful performance of the terms of the Road Occupancy permit including maintenance, repair, or restoration of the works carried out by the Permit Holder. Such security shall be provided forthwith prior to the issuance of any Road Occupancy permit, as determined by the Public Works Superintendent.

**7.0 ISSUANCE OF PERMIT**

**7.1** The Public Works Superintendent shall not issue a permit where:

- a) the application is incomplete.
- b) the permit fee(s) has not been paid.
- c) proof that the applicant has obtained the required insurance has not been provided to the Public Works Superintendent in such form as the Township may require.
- d) any required security has not been provided; and
- e) a 24-hour emergency contact telephone number has not been provided.
- f) approval for municipal consent has not been provided.

**7.2** The Public Works Superintendent, in their sole discretion, may refuse to issue a permit where:

- a) the applicant or contractor have persistently violated the conditions of previously issued permits.
- b) the applicant or contractor has committed a serious violation of a condition of any previously issued permit.
- c) the applicant or contractor has otherwise committed a serious offence under this by-law.
- d) the applicant has failed to reimburse the Township for costs and expenses incurred in the administration of any previously issued permit.
- e) the applicant proposes to damage a highway which highway was constructed, reconstructed, or resurfaced within the previous three years; and/or,
- f) for such other reason as the Public Works Superintendent may deem proper which reasons shall be delivered in writing to the applicant upon request.

**7.3** If an applicant who has been refused a permit in accordance with subsection 7.2 wishes to appeal such refusal, such appeal shall be to the Council of the Corporation of the Township of Admaston/Bromley, and the decision of the Council shall be final.

**7.4** The issuance of a permit under this by-law does not relieve any person from the necessity of acquiring any other license or permit or complying with any other applicable laws, by-laws, regulations, and requirements of other governmental authority.

## **8.0 SPECIFIC CONDITIONS**

**8.1** The Public Works Superintendent may issue a permit subject to specific conditions that they deem advisable, including but not limited to:

- a) hours of work, occupancy and/or closure.
- b) specifying who may perform the work/activity and specifying the manner in which the work/activity shall be performed.
- c) specifying the quality of the work to be performed and the equipment and materials that may be used.
- d) the requirement of notice to affected parties.
- e) the date when the work or activity may be commenced.

- f) the requirement of field inspections by the Township or its agents, and payment by the applicant of any associated fees.
- g) the requirement of laboratory tests and engineering reports and certificates.
- h) the provision of barricades, warning devices, signage, and other measures in the interest of public health and safety; and/or,
- i) requiring the deposit of security with the Township sufficient to cover the faithful performance by the permit holder of the terms of the permit including the cost of highway repairs and the cost of any maintenance or repairs that the Public Works Superintendent may require during the warranty period, together with a reasonable contingency not to exceed 20% of the estimate cost to complete the highway repairs.

## **9.0 GENERAL CONDITIONS**

**9.1** It shall be a condition of every permit that the permit holder and its officers, Public Works Superintendents, employees, contractors, and agents shall:

- a) comply with all conditions of the permit specified thereon and the provisions of this by-law. (Failure to Comply with all conditions, Fine: \$500.00)
- b) comply with and be bound by the provisions of the Occupational Health and Safety Act. R.S.O. 1990.Chap. 0.1, as amended.
- c) comply with and be bound by the provisions of the Ministry of Transportation's Ontario Traffic Manual Book 7 (Temporary Conditions)
- d) be liable for all costs, losses and expenses incurred by the Township, which costs and expenses shall be payable by the permit holder forthwith upon demand, failing which the Township may, without limit to its legal recourse, draw upon any security and/or add any outstanding amount to the tax roll for any real property of the permit holder situated within the municipality which amount may be collected in like manner as municipal taxes;
- e) hold harmless, indemnify, and defend the Township, its elected officials' employees, and agents, from and against any action, claim, loss, damage, cost, or expense arising directly or indirectly as a result of the issuance of a permit to the permit holder.
- f) notify the County, police, emergency medical services, the fire department, any person operating a public transportation service or school bus service, and any person whose access to their own property may be affected by the closure or occupancy, of the commencement and termination of the said closure or occupancy.
- g) cause to be provided all signs barricades, traffic control devices, flag persons, and such other persons and equipment as may be required by the Township, prior to the commencement of, and for the duration of, the closure or occupancy.
- h) maintain access to all private and public properties during any highway closure and occupancy and to keep such access free and clear of all debris and other materials.
- i) ensure the highway is kept clean and safe, and sources of dust and mud shall be controlled at all times until the final reinstatement has been completed. All dust and mud that is tracked from the site shall be promptly cleaned. (Failure to do so, Fine: \$250.00)



- j) ensure that no road cut remains open for more than twenty-four (24) hours unless the work is actively in progress and that all work proceeds expeditiously.
- k) maintain and answer a telephone at all times (24 hours, seven days-a-week) during the period of occupancy/closure so that the permit holder may respond to an emergency and /or be notified by the Public Works Superintendent or an Officer of any necessary repairs or remedial work.
- l) keep the permit available on site for inspection during the period of occupancy and closure.(Failure to Produce Permit, Fine: \$150.00)
- m) in the event the permitted work or activity cannot be completed within the time set out in the permit, to notify the Public Works Superintendent of the additional required time and the reasons therefor, and shall request an extension of the permit which extension may be granted at the discretion of the Public Works Superintendent who may impose additional conditions upon the permit including the requirement to pay an additional fee(s);
- n) effect all repairs and make all improvements to the highway as may be deemed necessary by the Public Works Superintendent to reinstate the highway to Township of Admaston/Bromley Standards, O.P.S.D. and O.P.S.S. Where conflict occurs, Township of Admaston/Bromley Standards will stand to govern.
- o) effect all repairs to real and personal property adjacent to the highway that has been damaged or destroyed in the course of the highway occupancy or closure as may be necessary to restore it to its pre-occupancy/closure condition.
- p) ensure any road cuts are done in such a manner as to do the least possible damage to the highway including any utility or municipal service.
- q) request, from the appropriate utility, marking or other location information to determine the location and to provide safeguards for all utilities.
- r) acknowledge that where a highway or utility service has been damaged by a permit holder or contractor, that the Township or the utility company shall, as the case may be, have the sole right to determine who, at the expense of the permit holder, may carry out any necessary repairs.
- s) maintain and guarantee the performance of the highway repairs during the warranty period to the satisfaction of the Public Works Superintendent and shall affect, at the applicant's sole cost and expense, any maintenance and/or remedial work to the highway repairs as may be required by the Public Works Superintendent to the satisfaction of the Public Works Superintendent.
- t) acknowledge that the Public Works Superintendent may give notice to the permit holder, before or after the date of reinstatement specifying the maintenance or remedial work that the Public Works Superintendent requires to be performed.
- u) acknowledge that if the permit holder, having received notice from the Public Works Superintendent, has not done the work required by the Public Works Superintendent within such time as may be specified by the Public Works Superintendent, the Public Works Superintendent may arrange for the work to be done by the Township or a third party, all at the permit holder's expense; and
- v) acknowledge that upon the date of final acceptance the Township shall assume responsibility for maintaining the highway repairs, any further

maintenance or repair work and release the security or the remaining balance thereof to the permit holder.

- w) A permit is the property of the Township and is not transferable unless authorized by the Public Works Superintendent and any applicable fee(s) has been paid.
- x) A permit shall become void if the work or activity authorized by the permit is not commenced within sixty (60) calendar days of the date that the permit issued and a new permit shall be required if the work or activity is to proceed.

## **10.0 COMPLIANCE**

**10.1** In addition to any other enforcement proceedings against the permit holder as permitted by law, the Public Works Superintendent may revoke a permit at any time:

- a) for a violation of any condition of the permit or of any provision of this by-law.
- b) for a violation of any provision of any other law relating to the permitted work or activity.
- c) for the existence of any condition or the doing of any act: constituting a threat to public health and safety; is a nuisance; or endangers life or property.
- d) where the permit has been issued on mistaken, false, or misleading information; and/or,
- e) where the permitted work or activity is not carried out in a diligent and workman like manner.

**10.2** Where a permit has been revoked, the permit holder shall immediately cease all activities for which the permit was issued and, if applicable, immediately restore the highway and any services to the satisfaction of the Public Works Superintendent. Such restoration shall be carried out at the permit holder's sole cost and expense, and if the permit holder should fail to carry out such restoration, the highway may be restored by the Township, and the entire cost of so doing shall be paid by the permit holder forthwith upon demand.

**10.3** The permit holder of a revoked permit shall immediately cease or ensure the immediate cessation of all the activities for which a permit has been issued upon revocation of the permit under subsection 10.2.

## **11.0 MAJOR WORK**

**11.1** Where work is of a major nature or duration and will cause general inconvenience to any resident(s) and/or business(es) located beside or near the highway where the work will occur, every permit holder shall, at least ten (10) working days prior to commencing the work, notify every resident and business located beside or near the highway where the work will occur of the plan for:

- a) description and rationale for the work.
- b) the approximate start dates.
- c) the duration of the work.
- d) access restrictions and service interruptions; and
- e) contact information for the permit holder.

## **12.0 EMERGENCY WORK**

**12.1** In the case of an emergency, a road activity may be carried out without regard to the prior notification provisions and application timelines of this by-law, all



other requirements still apply.

**12.2** Where an emergency road activity has been undertaken, the person or contractor undertaking the road activity shall, on the same day work is commenced, or if the Township offices are closed, no later than the start of the next working day, notify by telephone the Public Works Superintendent:

- a) the name of the person or contractor undertaking the road activity.
- b) the nature of the work.
- c) the location of the road activity.
- d) the estimated duration of the work.
- e) the reason for proceeding without obtaining a permit and without providing required notice; and
- f) retroactively comply with all requirements of this by-law including obtaining a permit.

**12.3** The Public Works Superintendent may require any or all information to confirm the validity of an emergency. Should insufficient proof of an emergency be submitted the applicant may be notified in writing that they are subject to the same restrictions and penalties as performing an activity without a permit.

### **13.0 EMERGENCY SITUATIONS**

**13.1** If the Public Works Superintendent or an Officer is of the opinion that any work or activity taken, or purportedly taken pursuant to a permit has created an emergency situation, the Public Works Superintendent or an Officer may protect the area and take the necessary actions to make immediate repairs or take any other steps deemed necessary to protect persons and property.

**13.2** Any work done by the Township pursuant to subsection 9.1 shall be at the expense of the permit holder and the costs of the Township shall be paid by the permit holder forthwith.

### **14.0 HIGHWAY OBSTRUCTION**

**14.1** If the Public Works Superintendent or an Officer determines that an obstruction of a highway exists, the Public Works Superintendent or an Officer may issue a notice of obstruction requiring the owner, occupant and/or contractor of the property from which the obstruction comes from, relates to, or was created for, to discontinue causing the obstruction and to remove the obstruction and repair, as necessary, at the expense of the owner, occupant and/or contractor so that the highway is brought back to its former condition prior to the obstruction.

**14.2.** Where the notice of obstruction described in subsection 14.1 is not complied with within the time period stipulated therein, the Township may remove the obstruction and repair, as necessary, the highway and all the costs incurred by the Township in undertaking this work shall be expenses owed to the Township by the owner, occupant and/or contractor of property from which the obstruction comes from, relates to, or was created for.

### **15.0 SNOW REMOVAL AND DE-ICING**

**15.1** Where the Permit holder's work impedes snow removal and de-icing by the Township on areas where vehicular and pedestrian traffic are being maintained, as reasonably determined at the sole discretion of the Public Works Superintendent, the Permit Holder shall be responsible for providing ice and snow removal services within the limits of the work site. Such areas shall be cleared of ice and snow to the satisfaction of the Township.

### **16.0 TRENCHLESS INSTALLATIONS**

**16.1** Where work being undertaken uses trenchless installation methods, preservation

and protection of existing facilities shall be according to OPSS 491.

**16.2** Minimum horizontal and vertical clearances to existing facilities as specified in OPSS shall be maintained. Clearances shall be measured from the nearest edge of the largest back reamer required to the nearest edge of the facility being paralleled or crossed.

**16.3** Existing underground facilities shall be exposed to verify its horizontal and vertical locations when the bore path comes within 1.0 meter horizontally or vertically of the existing facility. Existing facilities shall be exposed by non-destructive methods. The number of pilot holes required to monitor work progress and the proposed location of such pilot holes must be clearly depicted in the application drawing. All pilot holes and any other damage to the street infrastructure shall be restored as per the requirements of this By-law.

## **17.0 TRANSIT**

**17.1** The Permit Holder shall coordinate with the issuer of Permits all staging with any school board known to the Permit Holder that may have a bus stop or travel, within the work area. Special attention shall be given to loading and unloading areas for school buses and disabled persons.

**17.2** The permit holder shall maintain access to all existing bus stops within the work area. Where it is not practical to maintain access, the Permit Holder will be responsible for relocation and reinstatement of the bus stops, under the direction of the Engineering Department.

## **18.0 DISPOSING OF MATERIAL AND EQUIPMENT**

**18.1** Any landscape or construction material removed by the Township from a highway under this by-law may be directly deposited onto the property from which the obstruction comes from, relates to, or was created for, or the material may be treated as refuse by the Township or become property of the Township which can be disposed of in any manner or used for any Township purpose.

**18.2** Any landscape or construction material, equipment, container, trailer, or other article removed by the Township may, at the discretion of the Public Works Superintendent or the Officer, be deposited at the property from which the obstruction comes from, relates to, or was created for, or be stored at a Township facility for sixty (60) days at the owner's expense.

**18.3** Any item in subsection 18.2 shall only be released to the owner or permit holder after the owner or permit holder has paid the Township any applicable expense for the removal and storage of the item.

**18.4** Any item in subsection 18.2 that is stored at a Township facility for more than sixty (60) days and for which an owner has not been identified may be disposed of by the Township in any manner that it deems appropriate.

**18.5** Any item in subsection 18.2 that is stored at a Township facility for more than sixty (60) days and for which the owner, having been notified, has failed to pay the applicable expenses, and claim the item, the Township may be dispose of the item pursuant to the provisions of the *Repair Storage and Liens Act, R.S.O. 1990, c.R.25, as amended*.

## **19.0 INSURANCE**

**19.1** The Permit holder, unless exempt from subsection 27.2 shall provide and maintain insurance until the date of final acceptance: Comprehensive/Commercial General Liability insurance acceptable to the Township and subject to limits of not less than five million dollars (\$5,000,000.00) inclusive per occurrence. The policy shall include

an extension for a standard provincial and territorial form of non-owned automobile liability policy. This policy shall include but not limited to:

- a) Name the Owner as an additional insured
- b) Cross-liability and severability of interest
- c) Blanket Contractual
- d) Products and Completed Operations
- e) Premises and Operations Liability
- f) Personal Injury Liability
- g) Contingent Employers Liability
- h) Owners and Contractors Protective
- i) Broad Form Property Damage
- j) 30 days' notice of cancellation
- k) Attached Machinery

**19.2** If the applicant applying for the road occupancy permit is the home / landowner and no contractor or third party is performing the work on their behalf, no Commercial / Comprehensive General Liability insurance will be required. Homeowner's liability insurance will be required that is satisfactory to The Township of Admaston/Bromley and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage, and Personal Injury and shall have a limit of liability of not less than \$5,000,000, and must be provided to the Township.

## **20.0 INDEMNIFICATION**

**20.1** The applicant shall defend, indemnify and save harmless The Township of Admaston/Bromley, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Applicant, its Public Works Superintendents, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of the work being completed under the permit terms. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Applicant in accordance with this By-Law and shall survive this By-Law.

**20.2** The Applicant agrees to defend, indemnify, and save harmless The Corporation of The Township of Admaston/Bromley from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Applicants' status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Applicant in accordance with this By-Law and shall survive this By-Law.

## **21.0 ORDERS AND REMEDIAL ACTION**

**21.1** If a person contravenes any of the provisions of this by-law, the Public Works Superintendent or an Officer may issue a stop work order to the person or to the permit holder requiring them to discontinue the contravening work or activity. The stop work order shall set out the reasonable particulars of the contravention adequate to identify the contravention, the location of the property on which the contravention occurred, and the date by which there must be compliance with the order.

**21.2** If a person has contravened a provision of this by-law, the Public Works Superintendent or an Officer may issue an order to comply to the person who contravened the by-law, or to the permit holder, requiring them to do work to correct the contravention. The order to comply shall set out the reasonable particulars of

the contravention adequate to identify the contravention, the location of the property on which the contravention occurred, and the date by which there must be compliance with the order. The Order to Comply may also provide that if the person or permit holder fails to correct the contravention, the Township may do the work to correct the contravention at the expense of the person or the permit holder.

**21.3** If the Public Works Superintendent or an Officer has issued an order directing or requiring that a person or permit holder do a matter or thing to correct a contravention of this by-law, and the person or permit holder fails to correct the contravention, the Township may do all work necessary to correct the contravention, and the Township may recover the cost of the doing of the matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll of property owned by the person or permit holder located in the municipality and collecting them in the same manner as property taxes. (Fail to Comply with Order Comply, Fine: \$500.00)

**21.4** The Public Works Superintendent or an Officer may, at their own discretion, issue a stop work order. Stop work orders are issued where the Public Works Superintendent or an Officer finds an activity occurring that is not in accordance with the conditions of a permit or where an activity is taking place without a permit. A stop work order shall be lifted once the Public Works Superintendent determines and is satisfied that all contraventions of this by-law have been rectified.

**21.5** An order may be given verbally or served by:

- a) delivering it personally to the permit holder and/or the person in contravention of the by-law.
- b) sending it by registered mail to the last known address of the permit holder and/or the person in contravention of the by-law, which service shall be deemed effective five (5) days after mailing, which deemed service may be rebutted by the person proving on the balance of probabilities that they did not receive the order; and/or
- c) posting it at the site where the contravention has occurred.

## **22.0 SERVICE FEES**

**22.1** The municipal service fees for the administration and enforcement of this bylaw shall be in accordance with the fees established in Schedule "C" and any revisions thereto.

**22.2** Service fees for the administration and enforcement of this by-law may be applied when an Officer has confirmed a contravention.

## **23.0 RECOVERY OF COSTS**

**23.1** Where the Township, its employees or authorized agents have performed the work required for compliance with this by-law, all expenses incurred by the Township in doing the work as well as any related fees, shall be deemed to be a debt to the Township and may be collected by action or the costs may be added to the tax roll for the property and collected in the same manner as taxes.

## **24.0 POWER OF ENTRY**

**24.1** The Township may enter on a property at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

- a) the provisions of this by-law.
- b) an order issued under this by-law; or
- c) an order made under section 431 of the *Municipal Act, 2001*.

- 24.2** Where an inspection is conducted by the Township, the person conducting the inspection may:
- a) require the production for inspection of documents or things relevant to the inspection.
  - b) inspect and remove documents or things relevant to the inspection for the purpose of making copies and extracts.
  - c) require information from any person concerning a matter related to the inspection including their name, address, phone number and identification; and,
  - d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples, or photographs necessary for the purposes of the inspection.
- 24.3** The Township may undertake an inspection pursuant to an order issued under section 438 of the *Municipal Act, 2001*.
- 24.4** The Township's power of entry may be exercised by an employee, officer, or agent of the Township or by any member of the Ontario Provincial Police, as well by any person acting under their direction.

## **25.0 ENFORCEMENT**

- 25.1** A Municipal Law Enforcement Officer, Provincial Offences Officer, Police Officer, Public Works Superintendent, or other duly contracted individual shall enforce the provisions of this by-law.
- 25.2** No person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this by-law. Obstruct Municipal Law Enforcement Officer/Public Works Superintendent or other contracted individual, Fine: \$500.00
- 25.3** No person shall fail to comply with a Notice, or an Order issued pursuant to this by-law. (Fail to Comply with Stop Work Order issued under S.21.1 Fine: \$250.00. Fail to Comply with Order to Comply issued under S. 21.2. Fine: \$250.00)
- 25.4** An Officer who has reasonable grounds to believe that a person has contravened any provision of this by-law may require that person to provide identification.
- 25.5** Every person who is required by an Officer to provide identification under Section 25 shall identify themselves to the Officer. Giving their correct name, date of birth and address shall constitute as being sufficient identification. Failure to do so shall constitute obstruction of the officer as per section 25.2 of this by-law. (Fail to Provide Identification, Fine: \$250.00)

## **26.0 PENALTIES**

- 26.1** Every person who contravenes any provision of this by-law is guilty of an offence and liable on conviction to a penalty not exceeding \$5,000, exclusive of costs and the provisions of the *Provincial Offences Act*, R.S.O 1990, c P.33, as amended shall apply to said fine.
- 26.2** Every person who contravenes the provisions of any section of this by-law and every Public Works Superintendent or Officer of a Corporation, who knowingly concurs in the contravention by the Corporation, is guilty of an offence under the provisions of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended.
- 26.3** Every person who contravenes the provisions of any section of this by-law and every Public Works Superintendent or Officer of a Corporation, who knowingly concurs in the contraventions by the Corporation, is guilty of an offence and liable on conviction to a penalty where the minimum fine shall not exceed \$500 and a



maximum fine shall not exceed \$100,000 exclusive of costs under the provisions of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended.

**26.4** For the purpose of continuous offences, every person who contravenes any provision of this by-law and every Public Works Superintendent or Officer of a Corporation who knowingly concurs in the contravention of a by-law of the Corporation is guilty of an offence and liable on conviction to a penalty not exceeding \$10,000, exclusive of costs under the provisions of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended.

**26.5** Notwithstanding the provisions of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended the total of all daily fines for the offence is not limited to \$100,000.

**26.6** For the purpose of multiple offences, every person who contravenes any provision of this by-law and every Public Works Superintendent or Officer of a Corporation who knowingly concurs in the contravention of a by-law of the Corporation is guilty of an offence and liable on conviction to a penalty not exceeding \$10,000, exclusive of costs under the provisions of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

**26.7** In addition to any other remedy or penalty provided by law, the court in which the conviction has been entered, or any other court of competent jurisdiction may make an order:

- a) prohibiting the continuation or repetition of the offence by any person; and/or,
- b) require the person to pay a special fine, in addition to a regular fine, which fine shall eliminate any economic gain or advantage derived by the person as a result of contravening this by-law.

## **27.0 EXEMPTIONS**

**27.1** The Public Works Superintendent may grant an exemption to any person from any provision of this by-law and impose conditions for such exemption as may be considered reasonable and necessary, provided such exemption does not interfere with the general integrity of this by-law.

**27.2** A utility company is not required to obtain a permit to undertake the following types of work:

- a) overhead line maintenance, line installation on existing poles where no new poles are required.
- b) raising or lowering utility service boxes.
- c) work on shut-off valves except for repair work on valves within the travelled portion of the roadway or within a sidewalk.
- d) initial work conducted in new subdivisions to installation of sidewalk, curb, and gutter and asphaltic concrete pavement; and,
- e) work in manholes, valve chambers, and transformer vaults.
- f) pulling of cables in existing conduit or

**27.3** Notwithstanding subsection 4.4 and 7.4, every person, contractor, and utility company shall comply with the requirements of the Ministry of Transportation's Traffic Control Manual for roadway work operations as amended or replaced from time to time as well as any other applicable law(s) and/or regulation(s).

## **28.0 VALIDITY AND INTERPRETATION**

**28.1** Schedule 'B' attached to this by-law shall form part of this by-law.

**28.2** Words importing the singular number shall include the plural, and words importing the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of the by-law requires otherwise.

**28.3** Definitions of words and phrases used in this by-law that are not included in the list of definitions in this by-law shall have the meaning that are commonly assigned to them in the context in which they are used, taking into account the specialized terms by the various trades and professions to which the terminology applies.

## **29.0 SEVERABILITY**

**29.1** If a court of competent jurisdiction declares any provisions of this by-law to be invalid or to be no force and effect, it is the intention of Council in enacting this by-law that the remainder of the by-law shall continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.

## **30.0 REPEAL**

**30.1** By-law No. 2637 and 88-44 are hereby repealed.

## **31.0 SCOPE AND AUTHORITY**

**31.1** Where a matter is subject to provincial regulation, any provision of this by-law is without effect to the extent that it prohibits or regulates the matter in substantially the same way as or in a more restrictive way than the provincial regulation.

## **32.0 FORCE AND EFFECT**

**32.1** This By-law shall come into full force and effect on the date of final passage hereof at which time all By-laws and/or resolutions that are inconsistent with the provisions of this By-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-law.

THAT this By-law repeals all previous By-laws and/or Motions of Council pertaining to same.

READ a first and second time this xx day of July 2022.

READ a third time and finally passed this xx day of July 2022.

---

MAYOR

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CAO/CLERK

**SCHEDULE 'A'**

Township of Admaston/Bromley  
477 Stone Road  
Renfrew, ON K7V 3Z5  
613-432-2885  
roads@admastonbromley.com

**ROAD OCCUPANCY APPLICATION/PERMIT**

Planned Work

Emergency Work

Name and Address of Applicant:

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
PO Box and/or Street Address

\_\_\_\_\_  
City/Province/Postal Code

\_\_\_\_\_  
Phone Number

Location of Proposed Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date:

\_\_\_\_\_

Estimated Completion Date:

\_\_\_\_\_

Description of Work being Performed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*A sketch of the work zone must be completed including Traffic Plan on the attached Sketch Form" and accompany this application\*

By executing this application, the applicant agrees to all applicable terms and conditions stated in Corporate Policy **XXXXXX** Road Occupancy Policy, as attached.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Township's Approval Signature

\_\_\_\_\_  
Date



**SCHEDULE "A"**

**SKETCH FORM**

**Township Roads affected by Occupancy**

- #1** \_\_\_\_\_
- #2** \_\_\_\_\_
- #3** \_\_\_\_\_
- #4** \_\_\_\_\_


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## SCHEDULE 'B'

### GENERAL RESTORATION AND REINSTATEMENT STANDARDS

#### **A. Disposal of Excavated Material**

All excavated material from street cuts within the limits of the existing roadway shall be loaded directly on to trucks and removed and disposed of by the Permit Holder outside the limits of the road allowance. On no account shall the excavated material from these locations be piled on the adjacent roadway for disposal at a later time. Upon completion of the backfill and restoration, the roadway shall be cleaned up to the satisfaction of the Township.

#### **B. Backfill**

Trench backfills to be (OPSS 401 as applicable) to be select native material or imported select subgrade to OPSS 1010. Backfill to be placed in maximum 200mm thick lifts and compacted to 95% material's Standard Proctor Maximum Dry Density (SPMDD). The Township also reserves the right to specify unshrinkable fill.

#### **C. Sidewalks**

##### **C.1 Concrete Sidewalks**

Concrete sidewalk to be 125mm thick except for 150mm thick at residential driveways and adjacent curbs, and 200mm thick at commercial and industrial driveways. Subbase to consist of a minimum of 150mm Granular "A" or as per OPSD 310.010, 310.030, and OPSS 351.

##### **C.2 Asphalt Sidewalks**

Asphalt sidewalks or pathways shall be reinstated to the proper grade with hot mix HL3 asphalt, which shall have a minimum thickness of fifty (50) millimeters.

#### **D. Curbs**

Concrete curbs shall be restored to the lines, depths, thicknesses, and grades of existing curbs. Concrete shall conform to OPSD 600.040 or OPSD 600.070 and OPSS 353.

#### **E. Asphalt and Surface Treated Roadways**

Final Reinstatement of asphalt and surface treated roadways shall meet the following requirements:

- a) final reinstatement shall be undertaken immediately after backfilling, and unless otherwise specified by the Public Works Superintendent, resurfacing shall be in accordance with the Township of Admaston/Bromley Standards.
- b) the asphalt shall be laid in accordance with all applicable Township of Admaston/Bromley Standards and OPSS standards.
- c) the road cut shall be reinstated to the same level as the adjacent surface and the riding surface shall be to the satisfaction of the Township.
- d) the Public Works Superintendent may allow the permit holder to resurface at a later date, due to supply of materials, weather conditions, or any other condition beyond the control of the permit holder.

#### **F. Concrete Surface**

Final reinstatement of roadways with a concrete surface shall meet the following requirements:

Final reinstatement shall be undertaken immediately after backfilling by resurfacing with Portland cement concrete with nominal minimal strength in conformity with OPSS standards or as specified by the Public Works Superintendent.

The road cut shall be reinstated to the same level as the adjacent surface and the riding surface shall be to the satisfaction of the Public Works Superintendent

The Public Works Superintendent may allow the permit holder to resurface at a later date, due to supply of materials, weather conditions, or any other condition beyond the control of the permit holder.

#### **G. Grassed Surface**

Grassed Surfaces shall be reinstated as follows:

Reinstatement of grass areas shall be in accordance with Township of Admaston/Bromley Standards. If conditions warrant, the Township may allow the areas to be seeded.

The permit holder shall maintain and water the seeded or sodded area until the grass is properly established.

#### **H. Excavated Material and Road Cut Methods**

Where a road cut is made in any concrete surface, the permit holder shall break out and remove all concrete:

- a) to the nearest expansion joint, or contraction joint, using a concrete saw, if necessary, to provide on all sides of the road cut, a clean vertical surface; or,
- b) as specified by the Public Works Superintendent

Where a road cut is made in asphalt pavement the asphalt shall be cut with a mechanical cut device to produce:

- a) a rectangular opening with edges which are vertically straight; and
- b) a cut which is large enough to accommodate the proposed work without undermining the adjacent asphalt pavement.

Where boring, directional drilling, jacking, or tunneling is used for any sub surface road cut:

- a) The Public Works Superintendent shall approve the method; and
- b) if a cave-in, settlement, or heaving results there from, the surface in the affected area shall be removed and reinstated by the permit holder in accordance with this by-law to the satisfaction of the Public Works Superintendent.

**SCHEDULE 'C'**

**FEES AND CHARGES BY-LAW 2020-52**

**PART 7. Tipping Fees at Landfill Sites**

7.1	Ratepayers with identity cards Vehicles with bagged household garbage ONLY	No Charge
7.2	Request to Open Landfill	\$50.00
7.3	Operator Costs (minimum of 3 hours) for opening landfill after regular hours	\$30.00 per hour
7.4	<u>Commercial/Industrial By-Products or Construction/Renovation Material</u> (Osceola Waste Site only)	
	Dumpster/Roll Off Bin	\$250.00
	Farm wagon	\$ 60.00
	Half-ton Truck	\$ 25.00
	Semi-Trailer	\$300.00
	Trailer towed by private automobile	\$ 25.00
	Single-Axle Truck	\$150.00 – 10 yard
	Tandem Axle Dump Trailer (ball or pintle hitch)	\$ 60.00 – 4-8 yard
	Tandem Truck	\$250.00
	Ton Truck	\$ 40.00
	Tri-Axle Truck	\$300.00
7.5	<u>Appliances &amp; Furniture</u> Per Item (example: small night side table is \$5.00, couch is \$20.00)	\$ 5.00-\$20.00
7.6	Tires on Rim (Tire alone is free)	\$15.00
7.7	Recycling Bins	as per actual cost
7.8	<u>Tri-axle Truck Load of Waste (Osceola Waste Site only)</u>	
	Fuel Oil Spill	\$20.00 per tonne (minimum \$500.00 per load)
	Fire Clean Up	\$20.00 per tonne (minimum \$500.00 per load)
7.9	<u>Commercial or Business Waste</u>	
	Renfrew County District School Board (2 schools)	\$500.00 per month
	Renfrew County Catholic School Board (1 school)	\$100.00 per month

**PART 8. Road Closures**

8.1	Administration Costs	\$200.00
8.2	Appraisal Costs	as per actual cost
8.3	All other disbursements and expenses	as per actual cost
8.4	Appraised Value of Property	as per appraisal

**PART 9. General Road Operations**

9.1	Grader Rental (Minimum – 1 hour charge)	\$100.00 per hour
9.2	Backhoe rental	\$85.00 per hour
9.3	Chipper rental with truck	\$80.00 per hour
9.4	Excavator Rental	\$110.00 per hour
9.5	Excavator Rental with brush head	\$180.00 per hour

9.6	Entrance Permit	\$100.00
9.7	Civic Address Sign	as per actual cost
9.8	Installation of Culverts	as per actual cost

Note: All equipment will be inclusive of an operator.

**PART 10. Staff Charge Out Rates**

10.1	Clerk-Treasurer	\$65.00 per hour
10.2	Deputy Clerk-Treasurer	\$50.00 per hour
10.3	Finance Clerk	\$40.00 per hour
10.4	Administrative Assistant	\$35.00 per hour
10.5	Roads Superintendent	\$65.00 per hour
10.6	Public Works Assistant	\$35.00 per hour
10.7	Lead Hand	\$40.00 per hour
10.8	Operator	\$35.00 per hour
10.9	Landfill Attendant	\$30.00 per hour

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