

Report to: Municipal Services Committee (PW/Planning)

Meeting Date: November 11, 2019

Report Title: (Draft) Private Road Policy

Department: Properties & Environmental Services

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Position: Manager of Facilities & Env. Services



RECOMMENDATION:

That this report be acknowledged;

And further that a detailed policy incorporating the draft criteria be brought forward with the updated by-law.

Background:

At the September 30th Special Waste and Recycling MSC Meeting, private road collection was reviewed and discussions were held in regards to equal service for all private road residents. A recommendation was passed and ratified at the October 6, 2019 Council meeting requesting Staff to establish a draft policy related to road construction and maintenance standards for the purpose of winter and summer private road waste collection; establish a list of roads that would be eligible and ineligible, under the proposed form, be brought for review.

Current Service

Presently some roads receive year-round curbside collection, while others receive summer collection or no collection. In order to be eligible to receive curbside summer collection, private roads must be accessible and an adequate turn around must be maintained and available at all times.

There are approximately 400 private roads in Rideau Lakes and the following stats are listed for information.

# of Roads Not Driven	# of Roads Driven for Year Round Collection	# of Roads Driven for Summer Collection Only
127	35 6 until snow flies	226

The majority of the 35 roads driven for year-round curbside collection are located in South Elmsley Ward and this service has been offered since 1998, as it was a service that was offered to South Elmsley residents prior to amalgamation.

October 1, 2007 Township wide curbside collection was implemented and 226 private roads were deemed eligible for summer collection, based on the equipment that was purchased (1 ton trucks with dump boxes/racks).

The 127 private roads that are not driven is due to various reasons – no turn around, road not wide enough, residents do not want the trucks down their road, gates are locked, gates are closed, service has been eliminated due to lack of accessibility/turn around, only one resident and they bring it out, residents bring to public road, bin at public road.

Currently private roads in SC, NC, BB receive collection on Mondays, private roads in villages receive collection when the truck is in the area and private roads in SE receive collection on Thursdays or Fridays.

Discussion:

Providing equal service to all residents is important to Council, therefore discussions during the overall waste and recycling review lead to private road collection. Staff was directed to establish a draft Policy related to road construction and maintenance standards for the purposes of winter and summer private road waste collection; establish a list of eligible and ineligible roads to be brought for review.

Attached to this report is a list of all private roads in Rideau Lakes and the level of service provided now, and the level of service to be considered, if the criteria outlined below is set into policy.

Private Road Criteria

Private Roads must meet or exceed the following specific criteria to become eligible for year-round collection:

A. SPECIFIC CRITERIA:

General:

1. Any Private Road being travelled for Curbside Collection must meet or exceed the following criteria. If the criteria cannot be met, curbside collection may be discontinued, as the private road is deemed ineligible for municipal curbside collection.
2. The travelled portion of any Private Road must be no less than twelve (12) feet in width for its entire length, to be eligible for municipal curbside collection. Any Private Road that is less than twelve (12) feet in width or has segments less than 12 feet in width will be deemed ineligible and residents must transport their Waste and Recycling to the intersection of the private and public road on their regular day of collection.
3. Private Roads must be plowed to meet the twelve (12) foot width.
4. The condition of the travelled portion of the Private Road must be adequate to accommodate collection vehicles. Obstructions, such as, but not limited to, rocks, retaining walls, fences, trees that encroach into the 12 foot travelled portion, could interrupt or cause the Private Road to become ineligible for collection, and shall be at the Township Manager's discretion.
5. Road base and surface strength must be adequate to safely accommodate collection services without damaging the road or any private property. Road base must be kept in an acceptable condition. Pot holes and washouts must be maintained. Adequate drainage must be provided to ensure no soft spots or flooding, in order to be eligible for Curbside Collection.
6. All eligible Private Roads must have a level, adequate turn-around no less than twenty (20) feet in width and thirty (30) feet in length. The service must be granular or better. Turn-arounds must be free of vehicles, trailers, boats, trees, rocks, buildings, etc. If a Private Road is eligible for collection and the

turn-around is inaccessible when the Collection Driver arrives, the service will be terminated, and collection down the Private Road will no longer be provided and residents will have to bring their bags to the Public Road. One warning may be issued at the discretion of the Manager. Grass turn around areas are not considered.

7. Unobstructed access to the Waste and Recycling set out for collection must be ensured. Appropriate overhead and width clearance of trees, brush, limbs must be greater than twelve feet (12) in width and sixteen feet (16) in height. If clearance is not available, collection will be interrupted until such time that the proper clearance exists.
8. Any damage caused by the collection vehicle, such as sign damage, lawn damage or other shall be the responsibility of the private land owner.

Winter Service

9. Access to Waste and Recyclables must be unobstructed from parked vehicles and trailers.
10. There must be no less than three (3) households occupied for every two (2) kilometres of private road.
11. Severe weather conditions may interrupt the service and the Collection Driver has the authority to refuse drive down any Private Road should it be deemed unsafe in their opinion at the time of arrival at such road.
12. Request for door-to-door collection from one Residential Dwelling, while others residing on the same Private Road bring materials to a Marshalling area, will be denied.
13. Private roads must be maintained to be safe for collection vehicles, including appropriate winter maintenance and snow removal. Following a winter ice event, in a case in which a road is not sanded/salted, collection will not take place until the road is sanded/salted to the Township's satisfaction.

Administration:

14. In a case where a Private Road is considered to be inaccessible/unserviceable, due to a reason stated above, or other reasons deemed reasonable by the Manager of Facilities and Environmental Service or designate, in his/her sole discretion, all Waste and Recycling material must be transported by the Occupant, to an agreed upon Marshalling area, designated by either the Township or residents. Materials being placed out for collection must be out by 7:00am on the scheduled collection day. Materials should not be placed at a marshalling area prior to 7:00am the day of collection, unless the material is placed inside a secure bin to avoid animal interference and scattering. Should the Waste or Recycling not be collected on the scheduled collection day for any reason not the fault of the Township, it shall be the responsibility of the owner of the materials to retrieve and remove the items from the Marshalling area. It is not best practice to allow the materials to remain on this public or private land until the next regular collection. A Marshalling area may be used in the case of private roads which are deemed by the Township, in its sole opinion, to be inaccessible for collection.
15. Seasonal collection down most accessible Private Roads, which meet or exceed the Specified Criteria, will commence the week of Victoria Day in May and cease the week of Thanksgiving in October.

16. Winter collection down accessible Private Roads, which meet or exceed the Specific Criteria in this Policy, will take place year-round, with the possibility of interruption during winter storms, for unmaintained roads or other reasons deemed reasonable by the Manager of Facilities and Environmental Services or his/her designate, as per this Policy. All Private Roads must be maintained following each winter event.

Discussion Points:

If Council should decide to make changes based on the information provided,

- Potentially 78 private roads could be added to year round collection, increasing the number of private road year round collection to 113 roads, from 35 roads.
- Potentially 46 private roads will continue to get summer only curbside service.
- Potentially 108 private roads, which do not meet the specified criteria, would become ineligible for winter and summer curbside collection and would need to bring their bags to the public road.
- Potentially 235 private roads of the 388 will not receive curbside collection.
- If the policy is implemented, it is recommended that roads that currently receive service, but do not meet proposed standards, be given a 12 month grace period, including notice and a list of deficiencies that need to be corrected.

Updated Environmental Services Policy

The current Waste By-Law 2008-34 is out of date and requires changes and does not include specifics regarding private road collection. Once a decision is made regarding private road collection, changes will be included in the updated (draft) Environmental Services Policy and presented for review. It is Staff's goal to have one document (policy) which includes all rules, regulations and policies for environmental services for quick reference and enforcement.

FINANCIAL IMPLICATIONS:

Unknown at this time

ATTACHMENTS:

List of Private Roads

Michelle Jones
Manager of Facilities & Env. Services

Date

Mike Dwyer

Date

C.A.O