

RMCAO
SEASONAL LOAD
RESTRICTION
TOOLKIT

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[FINAL]



RMCAO

Ready Mixed Concrete
Association of Ontario

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PART I

SEASONAL LOAD
RESTRICTION OVERVIEW





1.0 What is a Seasonal Load Restriction?

A Seasonal Load Restriction (SLR) refers to the regional or municipal enforcement of the amount of a weight a commercial motor vehicle can carry on certain roads between set dates during the spring time. The maximum weight a commercial truck can carry during such periods, is 5,000 kilograms per axle, if enforced by a region or municipality.

Section 122(1) of the *Highway Traffic Act* grants municipalities the authority to enforce SLR's via municipal by-laws. The SLR is enforced by a municipality during the spring season beginning in early March ending between May and June. The SLR is only enforceable when signs are posted stating the restriction load of 5,000 kilograms (5 tonnes) per axle.

SLR's are typically enforced through regional and municipal Traffic By-laws in an attempt to preserve and protect regional and municipal roads from damage during the freeze thaw or spring thaw cycle. In the spring as roads begin to thaw, the road base becomes saturated with water whereby it loses its structural integrity, reducing the road's strength and bearing capacity. In most cases, there are a number of roads within towns and cities that have not been built to withstand the weight and impact of commercial motor vehicles during the spring thaw. It is these roads that are typically subject to the SLR and listed in a schedule to the Traffic By-law provisions pertaining to the restrictions.

It is important to note that in most cases, municipalities do not have a By-law specific to SLR's but rather the SLR provisions are detailed and included in much larger Traffic and or Parking By-laws. The SLR clause will also typically include the dates which the SLR is enforced and if it is not specifically listed in the clause, it will be included in the corresponding schedules.

“ Subject to section 110, during a reduced load period no commercial motor vehicle or trailer, other than a public vehicle or a vehicle referred to in subsection (2), shall be operated or drawn upon any designated highway where the weight upon an axle exceeds 5,000 kilograms. R.S.O. 1990, c. H.8, s. 122 (1) ”



Section 122 of The Highway Traffic Act grants municipalities the authority to enforce SLR via municipal by-law.

The Highway Traffic Act uses the term 'HIGHWAY' to include common and public highways, streets, avenues, parkways, driveways and any part of which is intended for or used by the general public for the passage of vehicles.



2.0 Issues Identified

Municipalities enforce SLR's in order to protect roads from damage caused by excess weight from commercial vehicles during the spring thaw cycle. The most important concern for municipalities is the cost to repair the roads once the roads have been damaged. From a concrete industry perspective, SLR actually creates more wear and tear on roads, increase greenhouse gas emissions and adds cost and time to projects which has an overall negative economic impact.



In preparing to apply for relief from SLR, it is important to understand the basic issues and be prepared to respond to questions from the municipality if required. Additional support is available from RMCAO staff and in the Resources Section of this Toolkit.

Damage to Roads

Potholes, fatigue cracking and rutting are common signs of the distress of a road under repeated traffic loading. This is because roads are built differently and during the spring thaw process roads can lose their structural integrity. However, placing a restriction on the amount of weight a commercial truck can carry significantly increases the number of trips each truck will have to make in order to complete the transport of goods and or materials on the restricted road. This creates additional distress and wear and tear on the road, arguably even more impact than the full weight load. RMCAO's study concludes that a typical local municipal road constructed using standard granular base and subbase (30 MPa) incurs less fatigue cracking if a standard concrete delivery is made (during SLR) via two truck trips at 6,500 kg/axle (1% to 1.2% damage) vs nine truck trips at 5,000 kg/axle (1% to 1.8% damage).



Half Load refers to half the legal load and not half the load that your mixer can carry.

Truck Route Impacts

SLR's require trucks to take detours during the spring in order to get to their intended destination. These alternate routes experience increased traffic movement, possibly resulting in service level delays as well as local resident and business owner concerns about increased heavy traffic, congestion and reduced design life of roads on alternate routes.

Environmental Impacts

Additional trucks on the road in order to deliver the required quantity of concrete during the SLR timeframe results in increased fossil fuel consumption, increased greenhouse gas emissions and increased CO₂.

Cost and Time

There is a significant increase in both cost and time during the SLR timeframe. The number of trucks it takes to deliver the same amount of material during the SLR timeframe increases by as much as 800%. This has significant impacts on time efficiency costs for owners. RMCAO study indicates the increase could be as much as 800%.

3.0 Purpose of the Seasonal Load Restriction Toolkit

This Seasonal Load Restriction Toolkit acts as a step by step guide to assist RMCAO members in obtaining an SLR exemption and or obtaining a permit from a region or municipality. This Toolkit outlines a generic process for:

- Which departments to contact at a local municipality;
- How to review Traffic By-laws and SLR exemption clauses;
- How to garner political and staff support for the exemption request; and,
- What materials and supporting documents are typically required for the exemption and or permit.

This Toolkit offers example scripts and covering letters to help make the process easier. This Toolkit also contains a number of resources:

- Example Traffic By-laws, application forms
- Case summaries of successful applications
- Contact information for RMCAO staff who can answer questions
- Key Issue Fact sheets



PART II

HOW TO OBTAIN AN EXEMPTION
FROM A REGIONAL OR MUNICIPAL
BY-LAW & RESTRICTED LOAD LIMIT









1.0 Overview

As noted in Part I of this Seasonal Load Restriction Toolkit, SLR policies and provisions are typically contained within a region's or municipality's Traffic By-law. Municipalities do not typically enact road-specific or even SLR-specific by-laws.

Part II of the Toolkit details a step by step process for submitting an SLR application and or exemption request to a region or municipality.

These steps are:

- STEP 1:  Contact the Land Owner for Approval to Proceed
- STEP 2:  Contact the Local Municipality and or Region
- STEP 3:  Obtain and Review the By-law Provisions
- STEP 4:  Compile a List of Requirements for Submission
- STEP 5:  Garner Political Support, if required
- STEP 6:  Submission & Follow Up



2.0 Step by Step Process to an SLR Exemption Request or Permit Application



STEP 1: Contact the Land Owner for Approval to Proceed

The first step that should be taken when seeking approval for an SLR exemption is to contact the owner of the land and or building under construction. A phone call should be made to the owner explaining why an application is being submitted to the region or municipality and what is required in order to proceed with the application. Although this is the first step in the process, a second call with the pertinent application form filled out requiring signature will also likely be required. If there is any information needed from the owner other than a signature (i.e. details for the application form, contact information etc.), this can be discussed as required during the phone call.

Let the owner know that you will be sending over an application form and or covering letter for their signature and approval. If a fee is required with the submission, determine who will be issuing the cheque. If the owner will be the issuer, once confirmed, you can provide them with the amount and to whom the cheque should be or made out to. If the cheque for the municipality or region has to be certified, this can take some time to have prepared. So let the owner know about the certification requirement.





STEP 2: Contact the Local Municipality and or Region

Timing & Decision Makers

The second step to submitting an application for an SLR exemption is to contact the region or municipality. In terms of the overall approval process it is best to inquire as far in advance as possible to request the permit and or exemption. For the most part staff make the decision, but in a few instances Council needs to approve the request. A timeframe of 4-6 weeks or more before the concrete pour date is strongly recommended.

Shared Boundary Roads/Upper Tier/Regional

More than one regional or municipal permit or SLR exemption may also be required if the road is located along a shared regional or municipal boundary. If it is suspected that the road may be situated along a municipal or regional boundary, ensure to inquire with the region or municipality whether more than one permit is required. It is suggested that you contact all potential regions and municipalities in question to ensure you have obtained all of the correct permits required. This may mean multiple application fees, forms, and or letters are also required.

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- **Full Travel Route**

SLR exemptions and or permits are required for each road that will be travelled by the ready mix concrete truck. If the truck will be travelling north on River Street for 5 km, east on Front Road for 2.5 km, and north on Bank Road for 7 km, and the SLR applies to all three streets/roads, permits and approvals will be required for all three streets/roads. The application form and exemption letter must accurately state which streets/roads the exemption or permit is being sought. It is highly recommended that a map be included along with the submission for clarity purposes. The address of the origin point and address of the destination point must be provided as well. This will be further detailed in the example covering letter in STEP 4 of the application process.



Appropriate Contacts



In order to locate the correct department and or contact person within the municipality, it is suggested that a quick Google search be done on the municipality's homepage. Most Traffic By-laws and SLR information will be found within a Transportation Department, Engineering Services Department, Public Works Department, Roads Division or Transportation and Operations Department. If a manager of a department can be contacted this would be ideal, however in some cases information may need to be acquired from other staff members in the department.

If sourcing out the correct contact person and department proves more difficult than expected, another option is to simply input search terms into a search bar or function on the municipality's home page. Some key terms to use that may turn up results (whether via a webpage, document or Council report) would be:

- Seasonal Load Restriction
- Half Load Restriction
- Half Load Permit
- Haul Permit
- Restricted Load Limits
- Reduced Load Highways
- Axle Load Weight Restrictions

Table 1 provides several examples of ideal contacts, department title and the approval authority.

Table 1 – Example Regional and Municipal Titles & Departments for SLR approval

City/Town/ Region	Title	Department	Approval Authority
Durham	Manager of Infrastructure Transportation	Infrastructure Transportation	Staff
Greater Sudbury	Director of Roads & Transportation	Roads & Transportation	Staff
Grimsby	Director of Public Works	Public Works	Staff
Hearst	Chief Administrative Officer Clerk	Administration	Staff
North Bay	Director of Engineering	Engineering & Environmental Services	Staff
Ottawa	Infrastructure Assessment Engineer - Pavements	Infrastructure Services Department Asset Management Branch	Staff
Thunder Bay	Manager of Roads Division	Roads Division, Infrastructure & Operations Department	Staff
Vaughan	Director of Engineering Services	Engineering & Public Works Department	Council
Woolwich	Manager of Engineering	Planning & Engineering	Staff - Manager of Engineering
York Region	Manager of Traffic Safety and Permits	Transportation and Community Planning Department – Permits Division	Staff



Alternatively, if you are comfortable reviewing Traffic By-laws and would like some background information on the SLR clauses prior to contacting the municipality, you can jump ahead to STEP 3: Obtain and Review the By-law Provisions. STEP 2 and STEP 3 can be done in either order depending on how much assistance is required in searching for and obtaining the correct Traffic By-law.



Below is an example script that you might use when contacting a local municipality for the first time:

Good Morning/Good Afternoon, my name is (John Smith) and I am calling from (XYZ Ready Mix Concrete Ltd). I was hoping you could assist me in obtaining a copy of the (City of ABC) Traffic By-law which would contain the provisions pertaining to Seasonal Load Restrictions in the (City of ABC). Can you please direct me to the specific section number within the By-law that deals with Seasonal Load Restrictions? Does the By-law contain all of the schedules including the list of roads affected by the restriction and dates the SLR is enforced?

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- Be sure to get the name and contact information of the individual you spoke to. It is more than likely you will have additional questions once you review the By-law provisions and you'll want to continue the discussion with the same person, if possible.
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STEP 3: Obtain and Review the By-law Provisions

Locating the Seasonal Load Restriction Provisions

Once the Traffic By-law has been obtained from a region or municipality, search the document for key terms to find the relevant sections pertaining to SLR's. Similar to the terms mentioned for doing the website search in STEP 2, scan the By-law for the terms suggested below. This should get you to the right place in the document:

- Seasonal Load Restriction
- Half Load Restriction
- Half Load Permit
- Haul Permit
- Restricted Load Limits
- Reduced Load Periods
- Reduced Load Highways
- Axle Load Weight Restrictions

Approval Authority Identified

The By-law should stipulate who the approval authority is (i.e. Commissioner of Engineering, CAO, Director of Public Works, Council etc.). This information will help determine the amount of time that will be needed to complete the approval process and it will also help you understand if you need to have any political support for your application.

Dates of Enforcement

Once the relevant section is found, be sure to read the clauses pertaining to when SLR apply. By-laws may use different terminology and will also include various amounts of information. Some By-laws will cite section 122(1) of *The Highway Traffic Act* when noting when the restriction applies, while others will simply make reference to it. Most By-laws will include the month and day that the SLR begins and ends as well as the roads which are affected. The listing of roads and dates are typically contained in a schedule. Several municipalities and regions do not include the schedules with the By-laws online, so you will need to specifically request the schedule.



Early Termination

Certain By-laws note that the SLR may be terminated if the road conditions are suitable to accommodate full loads without the risk of causing road damage. This is important because if it has already been stipulated in the By-law that the municipality or region is willing to terminate the SLR early, you can use this principle to help make your case for exemption based on the technical information you'll provide.



Bond or Irrevocable Letter of Credit

The By-law may state that a Bond or Irrevocable Letter of Credit is a condition (or requirement) of the exemption approval. A Bond or a Letter of Credit funds to the region or municipality in amount they determine would be needed to repair damage to the roads. If damage does not occur, the funds are returned to the owner or applicant.

It is strongly recommended that you take several photographs of the roads to which the application applies, both before and after the haul. This will serve as important documentation of the state of the road if there is a dispute over the condition of the road. The municipality or region may conduct their own review of the roads prior to and after the haul in order to release the funds back to the applicant or owner.

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A. By-law Review Example No. 1 - Town of Hearst Traffic By-law 17-81



Using The Town of Hearst Traffic By-law (Figure 1) as an example, important information has been highlighted to assist in knowing what to look for.

Figure 1 – Example Review - Town of Hearst Traffic By-law 17-82

21. HEAVY TRAFFIC

B-L 70-82
B-L 58-93
B-L 69-02

a) Heavy traffic is hereby prohibited on the streets within the boundaries of the Town of Hearst except those describes in Schedule “G” of this By-law. Any person who contravenes the provisions of this subsection shall be subject to a penalty of Two Hundred and Forty (\$240) Dollars exclusive of costs.

b) The prohibition of heavy traffic shall not extend to the use of said street for deliveries to or removals from any premises abutting thereon, to ambulances, to police or fire department vehicles, to public utility emergency vehicles, to vehicles actually engaged in work undertaken for or on behalf of the Corporation.

c) Temporary heavy traffic authorized may be given by the Municipality under special circumstances, such as, in the case of construction. Such temporary authorization shall specify the maximum gross weight permissible in each instance.

BL 14-02 d) Pursuant to Section 122 (7) of the Highway Traffic Act R.S.O. 1990, Chapter H.8 as amended, a reduced load period shall start on March 1st of each year and shall end on June 30th of each year and shall apply to all highways under the jurisdiction of the Corporation of the Town of Hearst, except those highways described in Schedule G to this By-law.

The reduced load period may be terminated by the Chief Administrative Officer / Clerk at an earlier date if in the opinion of the Director of Public Works or the Public Works Foreman, the road conditions are suitable to accommodate full loads without the risk of causing road damage.

BL 85-89 e) Pursuant to subsection 2 of Section 104 (b) of the Highway Traffic Act, R.S.O. 1980, as amended by Chapter 48, section 10, S.O. 1981, the maximum gross vehicle weight allowed on the bridge located on Cloutier Road South 1.6 km South of Highway 11, be hereby set at 4,536 kilograms (5 tons) per axle.

Note 1: Be careful not to assume that ‘Heavy Traffic’ refers to Seasonal Load Restriction.

Note 2: Section 122(7) of the Highway Traffic Act is noted. This section of the Act grants authority to municipalities to enforce the dates during which the reduced load period is enforced.

Note 3: Always ensure to review the Schedule of specified roads and dates of which they are enforced along with the text of the By-law.

Note 4: This information is important to note and detail in the covering letter/justification of the exemption request.

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Excerpt from Town of Hearst Traffic By-law 17-81



Note 1: Heavy Traffic vs. Seasonal Load Restriction

In looking at Figure 1 and reviewing the Reduced Load Period of the Hearst Traffic By-law, it is important to note the difference between the title of Section 21 – ‘Heavy Traffic’ and section 21d) – ‘Reduced Load Period’. The two terms are not synonymous. When reviewing a Traffic By-law in search for the correct clauses, the language you are looking for must specifically speak to Seasonal Load Restriction, Reduced Load, Restricted Load etc. This can usually be easily identified and confirmed if the section includes the ‘seasonal’ dates which would typically be from the beginning of March to the end of May or June. Each region and municipality will have slightly different dates depending on the characteristics of the roads. In this case, Heavy Traffic simply refers to truck loads that exceed the posted maximum. A schedule is included which specifies the roads on which heavy traffic cannot travel.

Section 21a) pertaining to Heavy Traffic notes that fines that will be enforced if this regulation is not followed. Specific dates are not provided meaning that the Heavy Traffic provisions are enforced year round and are therefore not seasonal.

Section 21d) refers specifically to Reduced Load Periods and includes the start and finish date during the spring season as well as the Schedule which contains the roads which are subject to the SLR.

○ Note 2: The Highway Traffic Act – Section 122(1) vs. Section 122(7)

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- The other key indicator that the correct section of the Traffic By-law has been found is that the clause quotes or includes Section 122(1) or Section 122(7) of the Highway Traffic Act.

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Reduced load periods

122. (1) Subject to section 110, during a reduced load period no commercial motor vehicle or trailer, other than a public vehicle or a vehicle referred to in subsection (2), shall be operated or drawn upon any designated highway where the weight upon an axle exceeds 5,000 kilograms.

R.S.O. 1990, c. H.8, s. 122 (1).

”

“

Designation by municipality

122. (7) The municipality or other authority having jurisdiction over a highway may by by-law designate the date on which a reduced load period shall start or end and the highway or portion thereof under its jurisdiction to which the designation applies. R.S.O. 1990, c. H.8, s. 122 (7); 2002, c. 17, Sched. F, Table

”

Note 3: Review Pertinent Schedules

It is always important to also review the schedule of roads to which the SLR applies, in addition to the dates of which the SLR is in force. In some cases, the dates will not be included in the body of the By-law text but it will be noted in the schedule attached to the By-law. Therefore the schedules are of significant importance to review and should not be overlooked.

Note 4: Early Termination

Section 55(2) is of particular importance in this case as it specifically references and includes Section 58 – Reduced Load Period with respect to the permitting and approval process. In summary, it reads that subject to the provisions of Section 58, any vehicle or load in excess of the weight as prescribed in the Highway Traffic Act may be moved in accordance with a permit in writing as obtained by the Director of Public Works or the Public Works Foreman. In this case, the By-law indicates who the approval authority is as well as what information is to be included on the permit (i.e. Excess weight over and above the 5,000 kilograms). This information should be used to explain the rationale for the exemption as well as in the covering letter to the City.



B. By-law Review Example No. 2 – City of Hamilton Traffic By-law 01-215



Similar to the Town of Hearst Traffic By-law, the SLR information is contained in the City of Hamilton Traffic By-law. The SLR clauses are contained in Section 58 – Reduced Load Period within Part 5 – Load Related Restrictions (refer to Figure 2 – City of Hamilton Traffic By-law 01-215).

Figure 2 – Example Review - City of Hamilton Traffic By-law 01-215

PART 5 - LOAD RELATED RESTRICTIONS

OVERSIZED LOAD PERMITS

55. (1) For the purposes of this section,

(b) "Semi-Trailer" means any trailer that is so designed that, when operated, the forward part of its body or chassis rests upon the body or chassis of the towing vehicle.

(2) Subject to the provisions of Sections 57 and 58 and notwithstanding the provisions of Section 56, any vehicle, load, object or structure in excess of the weight or dimensions prescribed by the Highway Traffic Act may be moved over or upon a highway upon wheels, rollers, or otherwise, in accordance with a permit in writing which has been first obtained from the General Manager of Transportation, Operations and Environment which shall specify the excess weight or dimensions to be permitted, the highways and parts of highways to be so used, and the days and times when they may be so used.

(3) No such permit shall be issued by the General Manager of Transportation, Operations and Environment except to a person who has filed with the City Clerk a bond or irrevocable letter of credit in a form satisfactory to the General Manager and in an amount sufficient to cover the cost of repairing possible injury to the highway, as determined by the General Manager, and indemnifying the City of Hamilton from all actions, claims, damages, and losses, costs and expenses whatsoever which may result from the moving of any such vehicle, load, object or structure into, along or across a highway, and from the issue of the permit.

(4) Every such permit shall be carried by the person in charge of any such vehicle, load, object or structure while same is on the highway, or be placed in some accessible position and produced on demand of a police officer.

(5) No person shall move upon any highway, a load in excess of the weight or dimensions specified in the permit or at any time not authorized by such permit, nor shall any load in excess of the weight or dimensions prescribed by the Highway Traffic Act be moved upon any highway or part of a highway not authorized by the permit.

(6) Where the application for a permit is with respect to a motor vehicle or trailer, no permit shall be issued, nor the application received, unless:

(a) There is, with respect to the same, a provincial licence for the vehicle and a current permit setting out the maximum weight or size of the vehicle, as the case may be, pursuant to the provisions of the Highway Traffic Act;

(b) The unit weight per inch of tire width within the meaning of the Highway Traffic Act is within the limits prescribed by the Highway Traffic Act.

Note 1: Important point here is that Section 58 is the Reduced Load Period provisions and is referenced specifically.

Note 2: Important to note that this section details the approval process as well as the approval authority.

Note 3: This section notes the conditions of approval. In this case, the City will ask for securities to cover the cost should the trucks cause damage to the roads.

Note 4: This section details who should carry the permit.

Note 5: This section details requirement of a provincial license.

Excerpt from City of Hamilton Traffic By-law 01-215



Note 6: This section details the information that the permit will include.

Note 7: These two sections include fees that are required for overweight trucks, in addition to indemnification of the City.

Note 8: Reduced Load Period clause which states that the roads affected and dates enforced are contained in Schedule 28. This is only enforced if signs have been posted with such dates and restrictions.

(7) (a) Upon receipt of an application, the General Manager of Transportation, Operations and Environment may issue a permit to the applicant for the moving of an overweight truck or trailer over or along specified highways or parts of highways, on specified days and within specified hours (all of which, together with the authorized overweight shall be shown on the permit) for a calendar year, or part thereof provided:

(i) That payment has been made to the General Manger of Finance and Corporate Services of an administrative fee of \$47.00 for a single unit truck, and an additional fee in the sum of \$234.00 for each tonne in excess of the registered gross weight of the truck, and, in the case of a tractor trailer an administrative fee of \$49.00, and an additional fee of \$140.00 for each tonne in excess of the registered gross weight of the tractor trailer.

(b) Where the General Manager of Transportation, Operations and Environment proposes to deny an application for an annual permit under subsection (a) herein, the application must first be considered by the Council of The City of Hamilton.

(8) The owner, driver, operator or mover of any such vehicle, object or contrivance who has obtained the permit is nevertheless responsible for all damages that may be caused to the highway by reason of the driving, operating or moving of any such vehicle, object or contrivance, and the City may claim or call upon the bond or letter of credit without notice to the permit holder in the event of such damage.

REDUCED LOAD PERIOD

58. Those highways or parts of highways indicated in Column 1 of Schedule 28, are hereby designated as highways to which the restrictions of Section 122 of the Highway Traffic Act, R.S.O. 1990, c. H.8 apply, commencing on the date indicated in Column 2 of the said Schedule and ending on the date indicated in Column 3 thereof in each calendar year provided that suitable signs are erected and maintained.

Excerpt from City of Hamilton Traffic By-law 01-215

Notes 1 and 2: Section 55(2) – Permit and Approval Authority

Section 55(2) is of particular importance in this case as it specifically references and includes Section 58 – Reduced Load Period with respect to the permitting and approval process. In summary, it reads that subject to the provisions of Section 58, any vehicle or load in excess of the weight as prescribed in the Highway Traffic Act may be moved in accordance with a permit in writing as obtained by the General Manager of Transportation Operations and Environment. Here, the By-law provides the approval authority as well as what information is to be included on the permit (i.e. Excess weight over and above the 5,000 kilograms). This information is important as it can assist in forming the argument and covering letter to the City.

Note 3: Section 55(3) – Irrevocable Letter of Credit

Section 55(3) details that the City will ask for a bond or irrevocable letter of credit in an amount sufficient to cover the cost of any repairs that may be required to the roads as a result of the excess loads. This has been noted in several Traffic By-laws to ensure that the municipality is covered in the event that damage occurs to the roads.

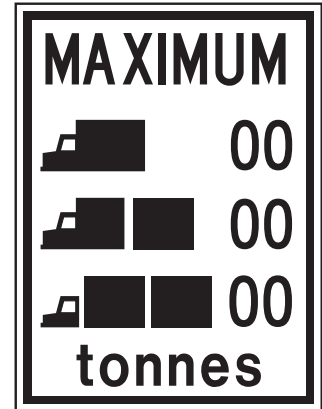


Notes 4, 5, 6, and 7: Section 55(4), 55(6), 55(7) and 55 (8)

Notes 4 through 7 on Figure 2 provide call outs and summaries for each section. These subsections include such details as who should carry the permit, and what type of information would be included on the permit. Note 7 details the breakdown of the fees that would be required (administration fees as well as fee per each excess tonne) as well as a clause which indemnifies the City from incurring costs associated with the granted permits.

Note 8: Section 58 – Reduced Load Period

Section 58 is the clause pertaining to the Reduced Load Period. This clause states that the roads affected and the dates of which this is enforced are both contained in Schedule 28. Clause 58 also states that this is only enforceable if the required signs are posted and maintained.



Additional Example Script



Once the relevant sections of the Traffic By-laws have been reviewed in detail, it is worth a second call to the municipality. You should now have a better understanding of the roads which are affected by the SLR, the dates of which the SLR is enforced, and any other pertinent information required to have a full discussion with staff. The following is an example script of how the conversation might unfold, with example questions that the municipality may ask you in return

Q1

Question 1

Applicant Question 1: Good Morning/Good Afternoon, my name is (John Smith) and I am calling from (XYZ Ready Mixed Concrete Ltd). We spoke yesterday regarding the (City of ABC) Traffic By-law and a Seasonal Load Restriction By-law Exemption.

I want to submit an application/request for a Seasonal Load Restriction Exemption and have several additional questions for you.

Firstly, is there an Application Form to fill out and submit, or would I simply submit an Exemption Request Letter?

City Response A: We do not have formal application forms. You would simply prepare a letter and submit it for review along with the proposed routes, roads that will be travelled, dates required and trucks specifications. If our Roads and Transportation Department requires any additional information we will contact you.

Applicant Response A: Great, thank you very much. Can you please provide the contact information of who the letter should be addressed to, and who would be the approval authority?

City Response B: The City of ABC does not grant Seasonal Load Restriction Exemptions.

Applicant Response B: If we can provide supporting documentation that the proposed roads to be travelled will not be damaged as a result of the excess weight over the 5,000 kg., would the City consider a permit or exemption to the By-law?

City Response B: As I said, the City of ABC does not typically grant such permits. How would you be able to prove that the roads would not become damaged from the excess weight?

Applicant Response B: We have several pieces of background information related to road damage, environmental impacts and even financial cost.

City Response B: As stated, it is not typical for the City of ABC to grant such permits or approvals, however you can submit your letter and materials and we will review it.

Q2

Question 2

Applicant Question 2: Is there an applicable Fee? Who do I address the Cheque to?

City Response A: The fee is \$500.00 and should be made payable to the City of ABC. The cheque must be certified.

City Response B: There is no fee required.





Q3

Question 3

Applicant Question 3: Does Council approve the exemption requests, or are they approved by Staff?

City Response A: They are approved by the Manager of Roads and Transportation (Staff).

Applicant Response A: Great, thank you.

City Response B: They are approved by Council.

Applicant Response C: Thank you. So the application would be submitted to the Manager of Roads and Transportation who would review the submission?

City Response C: Correct. Depending on the application, the Manager of Roads and Transportation would prepare a report either supporting the exemption request and recommend approval of the application, or provide a recommendation to Council to deny the request.

Applicant Response D: Thank you. Are such exemption requests typically supported by staff and Council?

City Response D: It really depends on the situation. The state of the roads and the reasons for the request are both taken into consideration when they make their decision. I suggest you submit your application and covering letter with supporting documentation and the Manager will be in touch with you.

Q4

Question 4

Applicant Question 4: If the road(s) is/are a Regional Road, do I also require approval and or a permit from the Region?

City Response: Yes, you will require approval from the Region of XYZ as well. We suggest you contact them directly for the approval.

Q5

Question 5

Applicant Question 5: Does it matter which order I obtain these permits in?

City Response A: Yes, you will require a permit from us prior to the region issuing their approval or permit.

City Response B: No, it doesn't matter which permit is received first as long as you get both.

Q6

Question 6

Applicant Question 6: How long do the permits or exemptions last? Are they renewable? If so, does it have to be renewed yearly?

City Response: Permits are not renewable. They will only be applicable during the times requested. You would have to apply for a new permit each year.

Q7

Question 7

Applicant Question 7: Is the permit or exemption only specific to one truck and license plate or does the exemption allow for multiple trucks to travel with excess loads outside of what is posted?

City Response A: The permit is only applicable for one truck. You will be required to provide license plate information for the truck to be used.

City Response B: The permit is for (XYZ Read Mix Concrete Ltd) for the dates (__to__). Any of your trucks can have it in that timeframe.

Questions the town/city may ask you:



1. What company are you calling from?
2. What project is it for? What is the location? (Have the street address ready.)
3. What area of the City are you looking at?
4. What roads are you speaking about in particular?
5. How long do you want the exemption for?
6. What documentation do you have that the roads won't be damaged?





STEP 4: Compile a List of Requirements for Submission

STEP 4 involves creating a list of the required submission materials for the SLR exemption and or permit. The following is a list of potential materials required for a complete submission. Each in turn will be explained in further detail below with examples of each.

1. Application Form
2. Covering Letter and or Exemption Request Letter
3. Application Fee

Possible

4. Geotechnical Report
5. Economic Analysis
6. Truck Summary

Please note that you need to confirm the final list when you speak to the municipality.

Application Form


-
- If it has been determined that the municipality or region has a permit application form to fill out, the form should be filled out in full. Figure 3
- illustrates an example of a City of Vaughan Haul Permit Application Form that has been filled out.

It should be noted that various municipalities have different names for the application forms. Some examples include:

- Town of Cornwall – Application for Seasonal Load Restricted Move
- City of Markham – Excess Load Exemption Permit
- City of Vaughan - Haul Permit
- Region of York - Road Occupancy Permit
- Counties of Stormont, Dundas and Glengarry - Application for Seasonal Load

Figure 3 - Example Application Form - City of Vaughan Haul Permit





Haul Permit Application Form

Office Use Only

Date received: _____

Permit No.: _____

Staff Initials: _____

1. Applicant Information

Name: Peter Rogers

Company: ABC Developments Inc.

Address: 123 Pine Street

Company Tel. no.: 416-555-5555

Company Fax No.: 416-444-4444

Cell phone No. (if applicable): _____

Email: PRogers@abc.com

2. Hauler Information

Name: John Smith

Company: XYZ Ready Mixed Concrete Ltd.

Address: 123 Parkway Drive

Company Tel. no.: 416-222-5555

Company Fax No.: 416-222-4444

Cell phone No. (if applicable): _____

Email: JSmith@xyz.com

No. of Trucks hauling: 1

3. Site Development Location

Owner Name: ABC Developments Inc.

Contact Tel. no.: 415-555-6666

Address: 123 Rutherford Rd.

City Building Permit No./Fill Permit (attached a copy if applicable): _____

4. York Region Permit (if applicable)

Permit title: _____
(attached a copy if applicable)

Permit No.: _____

File Group: _____

File No.: _____

5. Purpose of Application

New: Extension: Previous Permit No.(attached a copy if applicable): _____

6. Proposed Movement Information

Start Date: March 1st, 2015 End Date: June 30th, 2015

Materials to be moved: Ready Mixed Concrete

Materials to be moved **FROM** : 123 Parkway Drive (address)

Materials to be moved **TO**: 123 North Rivermede Road (address)

7. Route Details: *(Indicate below entire proposed route and provide a map showing proposed haul route)*

The route will begin from 123 Langstaff Rd. (NW corner of Dufferin and Langstaff Rd.) and travel south along North Rivermede Road ending at #123 (site location), north of Centre St.

Note: Half load exemptions are at the sole discretion of the City. All other necessary permits/approvals must be obtained prior to any half load exemption being granted.

Ensure to provide all information requested.

If a previous permit has been provided, detail this permit # here and provide a copy if available.

Provide if available.

Here you should provide as much detail and information as possible to avoid a delay in the City processing the application. Provide a map if necessary.

Ensure all permits required are obtained prior to applying for an SLR permit.

Please note this information is for example purposes only. Information is not real.

Covering Letter and or Exemption Request Letter



Covering Letter to Accompany an Application Form

A covering letter should accompany the application form outlining the reason for the permit or exemption request. If the application form includes detailed information such as the roads in question, dates and times, project information etc., this does not necessarily need to be detailed a second time in the covering letter, however the application covering letter should contain an overall description/introduction of the project and intended use of the roads with pertinent information included such as the main arguments as to why the roads would not become damaged as a result of the permit or approval.

Exemption Request Letter

If a region or municipality does not have an application form to fill out and submit, the exemption request letter should include additional details such as the specifics of the roads in question, dates, times, size of truck and weight of load, etc. but will otherwise be similar to that which would accompany an application form.

Figure 4 illustrates an example covering letter/exemption request letter to the Town of Hearst. This letter can be reviewed against the callout annotated Town of Hearst SLR By- in Figure 1. This letter serves as an example only. The specific content will change depending on each SLR exemption request and circumstance.

-
-
-
-

Figure 4 - Example Exemption Letter



February 1st, 2014

Claude Laflamme
Chief Administrative Officer Clerk
Town of Hearst
P.O. Bag 5000
925 Alexandra Street
Hearst, Ontario, P0L 1N0

Dear Mr. Laflamme:

**Re: Seasonal Load Restriction Exemption Request - By-law 14-02
XYZ Shopping Centre - 123 Polnicky Street
XYZ Ltd.**

Please accept the enclosed submission for a Seasonal Load Restriction exemption request from the Town of Hearst By-law 14-02 in conjunction with the construction of the above noted project. This request is with respect to the movement of ready mixed concrete west along West Street from 123 Houle Street to 123 Polnicky Street in the Town of Hearst.

As per section 21d) of the Town of Hearst Traffic By-law 17-81, as amended by By-law 14-02, West Street is identified by Schedule G of By-law 17-81 as a road subject to the reduced load period from March 1st to June 30th. The maximum allowable weight per axle as per Section 122(1) of the Highway Traffic Act is 5,000 kilograms.

XYZ Ltd. is proposing to move 6,500 kilograms per axle via a ready mixed concrete truck during the reduced load period along West Street originating from 123 Houle Street and ending at 123 Polnicky Street. The measurement of the ready mixed concrete truck is 3.7 metres in height, 7.2 metres in length, and 2.5 metres in width with the total gross weight of the truck being 27,528 kilograms. Appendix A includes all of the details with respect to the proposed route, duration requested, and truck specifications.

The exemption to the Seasonal Load Restriction By-law will allow the project to move ahead on schedule. The project completion target date is August 1st, 2015, and the reduced load enforced by the Town during the months of March, April and May will significantly delay the project finish date.

Ready mixed concrete trucks are different from regular commercial trucks in that the contact loads do not bear as much weight on the road as regular trucks do due to the unique truck configuration. Ready mixed concrete truck tires are much wider than tires on an average truck, with tire pressure at approximately 22-25% lower than commercial trucks thereby significantly reducing the potential for damage to the Town roads.

Ready mixed concrete trucks also differ from commercial trucks as they have a unique configuration due to the distinctive loading and weight characteristics and load dynamics. As the weight (load size) increase in the concrete mixer, the weight and centre of gravity is transferred largely to the rear axles of the concrete truck.

Ensure to address the letter to the correct approval authority

The title should include the term "Seasonal Load Restriction Exemption Request", the by-law number, the address of the site, and the applicant name

State the section of the By-law that pertains to the SLR and any important information such as dates.

Provide the additional weight proposed, route, and truck specifications.

Include road(s) of interest as well as the origin and destination

Explain why the exemption is required

Include information as to why ready mixed concrete trucks are different than commercial trucks





Without the exemption to the Hearst Seasonal Load Restriction By-law, four times as many trips would need to be made to deliver the same amount of material. This will cause undue impact and stress on the roads, additional pollutants being released into the environment, and contribute to additional congestion and traffic on the roads in the Town of Hearst.

This submission includes a Geotechnical Report prepared by Geo. Ltd. which outlines the existing conditions of West Road. The report concludes that the proposed additional weight of 1,500 kilograms per axle would not have any adverse impacts on West Road. The report details the road's structural composition and weight bearing capacity and confirms that the exemption request will not result in damage or undue distress to the road.

The Geotechnical Report also detailed the frost susceptibility of the road and determined that the road is not currently being overloaded, and the proposed excess weight of 1,500 kilograms per axle would not create undue distress or damage to the road.

In support of this submission for a Seasonal Load Restriction exemption, please find enclosed the following materials:

- Duly signed and completed Seasonal Load Restriction Permit Application Form;
- A certified cheque in the amount of \$500.00 made payable to the Town of Hearst for the application fee;
- Three (3) 11x17 copies of dwg. A1 - Truck Specifications as prepared by GHI Inc.;
- Three (3) copies of a Geotechnical Report as prepared by Geo Ltd., dated February, 2014.

Should you have any further question or require further information, please do not hesitate to contact me at 416-555-5555 or by email at jsmith@xyz.com.

Sincerely,

John Smith
Manager of Construction
XYZ Ltd.
55 Pine Street
Hearst, Ontario
P2L 1P4

Ensure to hand sign the letter and include all contact information.

Land Owner of project.

Copy any relevant parties such as the concrete company.

Detail some of the impacts that the SLR has on the project and or town in general.

Detail any reports that are being submitted with a summary of the findings.

Only include this if the Town has an application form to fill out.

Cc. Bob Black, XYZ Ready Mix Concrete Ltd.

APPENDIX A

Route and Duration

Period	March 1 st – May 1 th , 2015
Time of Day	7am – 6pm
Estimate Number of Loads (per day)	2
Route – West Street	
Origin	123 Houle Street
Destination	123 Polnicky Street

Ensure to include specifics of request. If information is missing, this will only delay the application and approval.

Truck Specifications

Gross Weight (kg)	27,528
Weight per axle (kg)	6,500
Load Height (m)	3.7
Load Width (m)	2.5
Load Length (m)	7.2

Haulage Company Information

Name	XYZ Ready Mix Concrete Ltd.
Address	123 Houle Street Hearst ON P0L 2Q4
Contact Information	705-555-5555

As illustrated in Figure 4, there are a number of important points to make in a covering letter/exemption request letter to a region or municipality. Some important points to keep in mind when preparing a letter are:



1. The covering letter should be addressed to the staff person responsible for approving the request;
2. The title of the covering letter should include the term Seasonal Load Restriction Exemption Request, the By-law name and number, the address of the site, and the applicant name;
3. The covering letter should specifically state the section of the By-law which contains the provisions detailing the seasonal load restrictions. In the body of the letter, state the By-law name and number with the specific section and general wording of the text of the By-law. This should be followed by what is being requested. For example, “The by-law provides for a maximum of 5,000 kilograms, and we are requesting 6,000 kilograms per axle”;
4. The covering letter should include all pertinent information if an application form is not available. Pertinent information includes:
 - Property Owner / Project Owner Information
 - Applicant Company Information
 - Haulage Company Information (if different from the applicant)
 - Desired Scheduled Start and Completion Date
 - Start and End time of day
 - Estimated number of loads
 - Gross Weight – Vehicle + Load (kg)
 - Load Height, Width and Length (metres)
 - Origin and Destination of Load (address)
5. The covering letter should describe how and why a ready mixed concrete truck is different from a commercial truck;
6. The covering letter should include and discuss any reports being submitted with the application and the report’s findings/summaries;
7. If prior contact has been made with a region or municipality and conversations have taken place, list who you spoke to in the body of the letter. Provide the date and staff member’s name with any information they provided;
8. The last section of the letter should list the enclosures of the application to the municipality or region. This typically will include the application form (if available), the fee (if required), and copies of any reports or information that is being submitted in support of the submission. This may include a copy of the supporting information sheets provided in the Resource Section of this Toolkit or it may include additional information prepared specifically for your project. Always include the date of the report and the name of the firm or company that prepared the report;

If the municipality or region does not have requirements for the number of copies a simple phone call inquiry to the approval department should provide this information. If this information is not readily available, include 2 copies of the application form and any supporting material;





9. Your contact information should always be included at the end of the covering letter indicating the contact name and title, the company information including address, as well as a phone number where the person responsible for the application can be reached. Make note that you are acting on behalf of the owner of the affected property/project.
10. The original signature of the owner should be used on the cover letter if possible.

3. Application Fee

If a fee is required from a region or municipality for the exemption request or permit application, ask whether the cheque has to be certified. Also make sure to who the cheque should be made out to. In most cases, it will simply be the full name of the region or municipality. Once paid, ask for a receipt of payment to keep with the file as proof of payment. It is also beneficial to make a copy of all submission materials including a copy of the cheque for future reference.

4. Geotechnical Report or Empirical Impacts Report

The fundamental concern for municipalities is the potential damage to roads. SLR's are put in place in order to protect roads from damage caused by excess weight from commercial vehicles during the spring thaw cycle. The most important concern for municipalities is the cost to repair the roads once the roads have been damaged. In order to convince the municipality to provide

- a SLR exemption, information related to the potential for road damage is key.
-
- One way of confirming a road's structural composition and weight bearing capacity is to have a report prepared which details the composition of the road and the negligible impacts of the concrete trucks on the roads. RMCAO commissioned a report using the Mechanistic-Empirical Pavement Design Guideline methodology. The MEPDG principles are used to predict the deterioration of pavements and their expected service lives. State of the art practice mechanistic models predict the accumulation of pavement distress based on the traffic loads and the material properties. This methodology also has the ability to establish local calibration models; design inputs from MTO were utilized in the RMCAO study.

The study concludes that a typical local municipal road constructed using standard granular base and subbase (30 MPa) incurs less fatigue cracking if a standard concrete delivery is made (during SLR) via two truck trips at 6,500 kg/axle (1% to 1.2% damage) vs nine truck trips at 5,000 kg/axle (1% to 1.8% damage).



Another option is a Geotechnical Report. This type of report is used to convey the features of the soil and rock materials of a site, in this case, of the roads. Essentially, it is a summary of the ground related data of the road, both surface and subsurface. A Geotechnical Report will also include an interpretation and analysis of the subsurface data.



A region or municipality would be looking for a Geotechnical Report to conclude that the road is not under stress and would be able to handle the proposed excess weight. The approval authority wants to ensure that there is supportable evidence to back up the request for the exemption in an attempt to prevent damage to their roads.

Geotechnical Reports can be technical and expensive. RMCAO has not commissioned a report as they are road specific however, Table 2 illustrates several examples of firms in Ontario that may prepare a Geotechnical Report in support of the SLR exemption request.

Table 2 - RMCAO Associated Ontario Engineering Firms, as of September 2014

Company Name	City / Town	Address / Location	Contact Information
AMEC Environment & Infrastructure	Cambridge	900 Maple Grove Road, Unit 10 Cambridge ON N3H 4R7	Phone: 519-650-7136 Fax: 519-653-6554 http://www.amec.com
Coffey Geotechnics Inc.	Toronto	20 Meteor Drive Toronto ON M9W 1A4	Phone: 416-213-1255 Fax: 416-213-1260 http://www.coffey.com
Davroc & Associates Ltd.	Brampton	2051 Williams Parkway E., Unit 21 Brampton ON L6S 5T4	Phone: 905-792-7792 Fax: 905-792-7829 http://www.davroc.com
Golder Associates Ltd.	Mississauga	6925 Century Avenue, Suite 100 Mississauga ON L5N 7K2	Phone: 905-567-4444 Fax: 905-567-6561 http://www.golder.com
Stantec Consulting Ltd.	Ottawa	1331 Clyde Avenue, Suite 400 Ottawa ON K2C 3G4	Phone: 613-722-4420 Fax: 1-613-722-2799 http://www.stantec.com
Conestoga-Rovers & Associates	Waterloo	651 Colby Drive Waterloo ON N2V 1C2	Phone: 1-519-884-0510 Fax: 1-519-884-0525 www.craworld.com



5. Economic Cost-Benefit Study



While protecting roads from physical damage during the spring thaw is important, the SLR policy can lead to negative economic, environmental and social hardship for ready mix operators and society at large.

Increased GHG and Poorer Air Quality – Road transportation yields the greatest amount of air pollutants. In Toronto, traffic pollution affects on average 440 people and contributes to \$2.2 billion in annual health care related costs. Every additional kilometer driven by a ready mixed concrete truck forced to make additional trips because of SLR, contributes to increased GHG and air contaminants. The RMCAO study estimates an 800% increase in fuel used and GHG and CO₂ contribution.

Increased Congestion – Additional trip distances and travel time especially in densely populated areas can result in increased congestion and negative consequences for the economy (e.g. slowdown in movement of goods, increased VOC, GHG emissions and strain on existing road network).

Reduced Economic Productivity – During the restricted load period, commercial vehicle operators may have to travel additional distances or increase the number of truckloads. This results in immediate productivity losses for both the construction industry through increased costs, reduced seasonal employment and reduced municipal taxation revenue.

- **Increased Vehicle Operating Costs (VOC)** – Additional kilometers travelled
- will result in increased vehicle operating costs (e.g. fuel costs, depreciation,
- driver salary, repair and tire costs) that are passed onto the end consumer.
- Municipalities are one of Ontario's largest consumers of concrete for use in public projects. Increased costs as a result of SLR can impact the cost of public and private projects.

Inefficient Business Operations – concrete operators who rely on heavy trucks to meet demand are obliged to run more trucks at less than full capacity to meet demand. For example, during the SLR period a 9 cubic meter concrete truck can legally deliver only 1 cubic meter of material, leading to an 800% increase in the number of trucks trips.

Additional Enforcement – To ensure compliance with weight restrictions additional enforcement coverage is required.

6. Trucks Summary

Concrete trucks have a one-of-a-kind configuration that reduces infrastructure and environmental impacts.

Today's concrete trucks axle, tire and engine configuration did not exist when the original studies related to road damage during spring conditions were done 40 years ago.

The axle configuration shifts the centre of gravity rearwards with additional load size reducing front axle weight. This is different than in most heavy trucks because as load size increases in a concrete mixer, weight and centre of gravity is transferred more to the rear axles. This unique loading configuration means weight shifts to rear axles reducing front pressure.

Tire pressures and contact loads are lower by 22 to 25% because standard vocational tires cause the weight of the truck and load to be distributed over a larger footprint. This greatly reduces truck and tire load impact on the road which translates into less road damage.

Electronic engines, along with lower emission fuels, are common place. These greener technologies help to reduce GHG emissions.

Trucks used in the concrete industry are unique – only delivering product to a project for initial construction. The perishable nature of concrete also means that the distance travelled is relatively short compared to other heavy trucks. Concrete trucks make up a small percentage of all heavy trucks in Ontario.

Table 3 - Truck Distance Travelled Survey Results

	Heavy Trucks	Concrete Trucks	% of Total
Number of Trucks	108,936	3,200	3 %
Estimated total annual distance travelled	8,497,008,000 km	80,000,000 km	1%

Source - Canadian Vehicle Survey 2005, National Resources Canada





STEP 5: Garner Political Support

In addition to contacting local staff and approval authorities in the respective region or municipality, you may want to consider contacting the local Councillor in order to ensure support for the exemption.

If discussions regarding the application with staff go well, contact with the local Councillor is one of courtesy and may not be necessary. Support for the exemption request is however very important if the By-Law exemption requires Council approval.

In speaking with the Councillor, the following points should be addressed:

- Timely completion of the project will (select points that are applicable to the project);
- Assist in fostering community growth and expansion;
- Provide housing to citizens (if it is a residential project);
- Provide commercial and retail services to the community (if it is a commercial/retail project);
- • Provide jobs/employment within the community (if it is an office building/complex or industrial project);
- • Assist in the timely completion of key infrastructure projects (if it is a transit project);
- • Assist in providing community services and facilities (if it is a recreation centre, health facility or public building);
- • Continue to build the town/city;
- Concerns with respect to damage to roads can be addressed:
 - Front tires of today's ready mixed concrete truck use lower tire pressure and therefore lower load on road surface than other heavy trucks
 - Studies show that 2 trucks with 6,500 kg/axle load causes less damage than 9 truck loads at 5,000 kg/axle

It may also be useful to do some research on approved SLR exemptions in the municipality. Discussion on previous applications may highlight any concerns that the Councillor has and allow you to tailor your discussion points accordingly. Information such as whether the Councillor was in support or against an application and the reasons why can be important before making a phone call.

Below is an example script of a phone call to a local Councillor:



Good Morning/Good Afternoon Councillor Evans, my name is John Smith and I am calling from XYZ Company Ltd. How are you today? As you may know, our company has been involved in several major projects throughout your ward; in particular you may be familiar with the recent construction of the Pinecrest Valley Subdivision. As I'm sure you are aware, we are currently in the middle of construction for the new Athletic Centre at Wood Street and Pine Drive in the Town of Woodstock as part of the amenities for the Pinecrest Valley Subdivision. Our anticipated completion date is August 1st, 2015. The road we have been using to transport the ready mixed concrete, unfortunately is governed by the seasonal load restrictions during the spring. We understand that any exemption requests that are made to the By-law are approved by Council. As you can imagine, we would like to continue on schedule as planned, and transport materials along Wood Street during the spring season. We will be submitting a formal application to Bryan Bell, Director of Public Works next week for an exemption to the By-law which provides for a maximum of 5,000 kilograms per axle from March 1st to May 30th. We were hoping to have your support on this very important matter as we know you have been in support of the Athletic Centre from its inception.





STEP 6: Submission & Follow Up

Once all of the materials have been complied, it is time to make the submission. If the application can be hand delivered, this would be ideal in order to ensure that the application is received by the correct person, and if there is a fee, you will obtain a receipt directly upon payment.

If submitting the application in person is not an option, send the application by mail or courier. It is advisable to make a phone call to the appropriate contact person prior to the submission, as well as after making the submission in order to notify them that the package is coming, as well as to ensure they did in fact receive the application.

If there is a tight deadline, it is best to follow up within a day or two as packages often arrive in a mail room of the region or municipality and may not be delivered to the department until several days later. If the department is expecting the package or submission, they can keep an eye out for its arrival. Following up with a phone call is also advisable as they may have already received and reviewed the application, and may have questions for you, or require further information. Following up will ensure that the application

- moves through the approval process quickly. It is suggested to inquire as
- to when the municipality or region expects to make their decision on the
- application, or when they expect to provide a response to the letter.

CHECKLIST FOR SUBMISSION

- Phone call to Owner for sign off and approval to proceed
- Phone call to municipality or region for Traffic By-law & initial information
- Review By-law provisions
- Determine and plan alternate truck route if required
- Inquire into required fee if any
- Notify owner of fee amount for cheque preparation
- Contact Councillor if necessary
- Contact municipality and region again if required for any outstanding questions
- Fill out Application Form
- Obtain supporting documents/plans/drawings/reports as required
- Prepare covering letter
- Have covering letter signed by owner
- Prepare a photocopy of all materials submitted including cheque
- Submit Application to municipality or region
- Follow up within 3-5 business days of submission
- If approved, obtain Letter of Credit from Owner as necessary
- Take photographs of all roads as necessary



PART III

CONCLUSION





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Conclusion

This Seasonal Load Restriction Toolkit has provided the a step by step guide to submitting an application for an exemption to a regional or municipal By-law with respect to Seasonal Load Restrictions.

The key considerations when applying for a permit or exemption, is to have adequate supporting materials and documents to justify the increase in weight on the road during the spring thaw season. RMCAO has provided key summaries and some contact information for additional support if required.

The municipality's main concern is that their roads do not become damaged due to the excess weight and funds must be directed towards fixing the roads. If it can be proven that the exemption request to exceed the 5,000 kilograms per axle will not harm or cause distress to the roads in question, the region or municipality should consider the request.

Although information relating to the new format of ready mixed concrete trucks and the noted lower impact load on road surfaces, regions and municipalities may want to see professional opinions from certified engineers that the roads will not be damaged and can withstand the excess weight during the spring thaw.



PART IV

SEASONAL LOAD RESTRICTION
RESOURCES



SEASONAL LOAD RESTRICTION RESOURCES

1. RMCAO - Additional Information

For additional information resources, or assistance, please contact:

Name	Contact	Role
Tom Bellis	tbellis@rmcao.org #3-365 Brunel Road Mississauga ON L4Z 1Z5	Program Lead / General Questions
Mick Prieur	mprieur@rmcao.org #3-365 Brunel Road Mississauga ON L4Z 1Z5	Pavements / Geotechnical Questions
Bart Kanters	bkanters@rmcao.org #3-365 Brunel Road Mississauga ON L4Z 1Z5	Truck Load Questions

2. Case Studies – Successful SLR Exemptions

This section details three separate successful exemption requests obtained in three areas of Ontario, namely: the City of Greater Sudbury, the Town of Woolwich, and the City of Vaughan. The original decisions are also included for reference purposes.

CASE STUDY #1: GREATER SUDBURY

Municipality:

Greater Sudbury

By-law:

Traffic and Parking By-law 2010-1

Roads Affected:

Moose Mountain Road, north of Capreol from Stull Street to Portelance Road

Applicant:

Quadra FNX Mining (FNX)

Project:

Mining related operations

Applicant Request & Rationale:

FNX sought an exemption from By-law 2010-1 to allow fully loaded vehicles to operate on Moose Mountain Road during normal half loading season from March to June.

FNX proposed that the funds which would be saved by the company during these four months, should the exemption be granted, be split 50/50 with the City. The applicant argued that the City could use revenues to repair and maintain Moose Mountain Road as necessary.

Staff agreed to a trial period during the Spring of 2010 and continued for the Spring of 2011.

Summary of municipal position/issues raised:

During the half loading period, more trucks are required on the roadway to deliver the same volume of material. The public, including businesses and industries which rely on truck transportation, have raised concerns about the negative impacts of half load restrictions with City staff. Public concerns include noise, risk to public safety, greater environmental impacts and increased transportation costs.

To permit full loading on a given road, a number of factors would have to be considered.

Considerations by municipal staff would include:

- Existing condition of road
- Duration of exemption
- Strength of roadway
- Spring thaw conditions
- Benefit of agreement and monitoring of roadway during the spring thaw period

A trial period was implemented where the roadway was reviewed weekly by the applicant, the hauling contractor and City staff.

The roadway did not suffer any appreciable damage. The City received revenues of approximately \$300,000 in 2010 and \$400,000 in 2011 to be applied for future maintenance and repair of the road. It is anticipated that the annual revenues for each of the next three years would be similar.

It was recommended that Council authorize the Manager of Infrastructure Services to enter into an agreement with Quadra FNX Mining for Moose Mountain Road to permit full loading for 2012, 2013, and 2014 in return for compensation.

Based on the success of this pilot project and as similar opportunities present themselves, it was stated that Staff will bring forward additional new agreements for Council’s approval on an individual basis.

Decision:

Approved

Approval Authority:

Council, Deputy Mayor Landry-Altman



CASE STUDY #2: TOWN OF WOOLWICH

Municipality:

Town of Woolwich

By-law Number:

By-law 20-82

Roads Affected:

Maryhill Road

Applicant:

Mr. Dan Lavigne

Project:

Residential development at 1546 Maryhill Road, Woolwich

Arguments made by applicant:

Home builder wants to lay foundation and start construction season due to the unusual warm weather.

Summary of municipal position/issues raised:

The Manager of Engineering stated that staff does not have an issue with the request for the requested exemption as the rainfall and snow fall were minimal and the temperatures were unusual. The manager hopes that this exemption will not set a precedent.

Decision:

Approved

Approval Authority:

Council, Mayor Cowan



CASE STUDY #3: CITY OF VAUGHAN

Municipality:

City of Vaughan

By-law number & Title:

Comprehensive Traffic By-law 284-94

Roads Affected:

City of Vaughan urban industrial roads

Company:

N/A

Project:

N/A

Arguments made by applicant:

Local businesses were concerned about the seasonal load restrictions on the City's urban industrial roads. Local businesses are concerned about the impact on their economic sustainability due to increased shipping costs during the load restriction period. The transportation of some loads is impossible during the seasonal load restriction period.

Summary of municipal position/issues raised:

The Commissioner of Engineering and Public Works, the Director of Public Works, and the Director of Engineering Services recommended that the existing seasonal restrictions on the City of Vaughan's industrial roads be rescinded.

No significant economic impact to City if seasonal restrictions are rescinded. The City's industrial roads are built to a higher standard than regular residential streets and can accommodate full loads on a year round basis. There are also no regional implications.

Decision:

Adopted

Approval Authority:

Council



3. Excerpts from Traffic By-laws – Seasonal Load Restriction

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1. Town of Chatham-Kent Traffic and Parking By-law 245-2004
2. City of Thunder Bay Heavy Load Restriction Spring Season By-law 019-2012

4. Example SLR Application Forms

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1. Region of York Road Occupancy Permit
2. Seguin Township Application Form



