



# Policy

---

## POL.COR.19.01 Winter Maintenance Standards and Level of Service Policy

<b>Policy Type:</b>	Corporate Policy (Approved by Council)
<b>Date Approved:</b>	January 30, 2019
<b>Department:</b>	Operations – Roads and Drainage
<b>Staff Report:</b>	CSPW.19.006 Updates to the Town Winter Maintenance Standards and Level of Service Policy
<b>By-law:</b>	N/A

### Policy Statement

---

This Policy is intended to ensure that appropriate winter maintenance standards are developed and implemented to meet the Common Law test of reasonableness.

This Policy was written to generally conform to the Minimum Maintenance Standards for Municipal Highways (O. Reg. 239/02) as well as the Town's needs and expectations while allowing the Roads and Drainage Department to operate within the means of its approved budget.

The stated purpose of O. Reg. 239/02 is to clarify the scope of the statutory defense available to a municipality under the maintenance clause (clause 44) of the Municipal Act by establishing maintenance standards which are non-prescriptive as to the methods or materials to be used in complying with the standards but instead describe a desired outcome.

### Purpose

---

This Policy is intended to provide a guide for Town Staff in determining reasonable level of service and appropriate winter maintenance standards.

### Application

---

This Policy applies to employees of the Roads and Drainage Division of Infrastructure and Public Works as well as contractors.

## **Definitions**

---

AADT means average annual daily traffic.

significant weather event means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality.

weather hazard means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program.

## **Procedures**

---

### **Background**

The Town has an obligation to maintain its road and sidewalk network to a safe level of service. To that end, the Town developed a Minimum Winter Maintenance Standards and Level of Service Policy (POL.COR.13.22). In order to ensure that the Policy is current and addresses the changes to provincial regulations (O.Reg. 239/02 Minimum Maintenance Standards for Municipal Highways) which came into effect May 3, 2018, Staff undertook a review and update of the Town's current Corporate Policy.

### **Town Winter Maintenance Standards- Roads**

#### **Spreading and Plowing Times**

Maintenance objectives for Town roads are based the classification of each road section. Roads are classified from one through six based on the Average Annual Daily Traffic (AADT) volumes and posted speed limits of the individual road section as shown in Table One below.

## Winter Maintenance Standards and Level of Service Policy

Table One: Classification of Highways

Average Daily Traffic (number of motor vehicles)	91 - 100 km/h speed limit	81 - 90 km/h speed limit	71 - 80 km/h speed limit	61 - 70 km/h speed limit	51 - 60 km/h speed limit	41 - 50 km/h speed limit	1 - 40 km/h speed limit
53,000 or more	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	2	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

Figure One: Town Road Classification Map

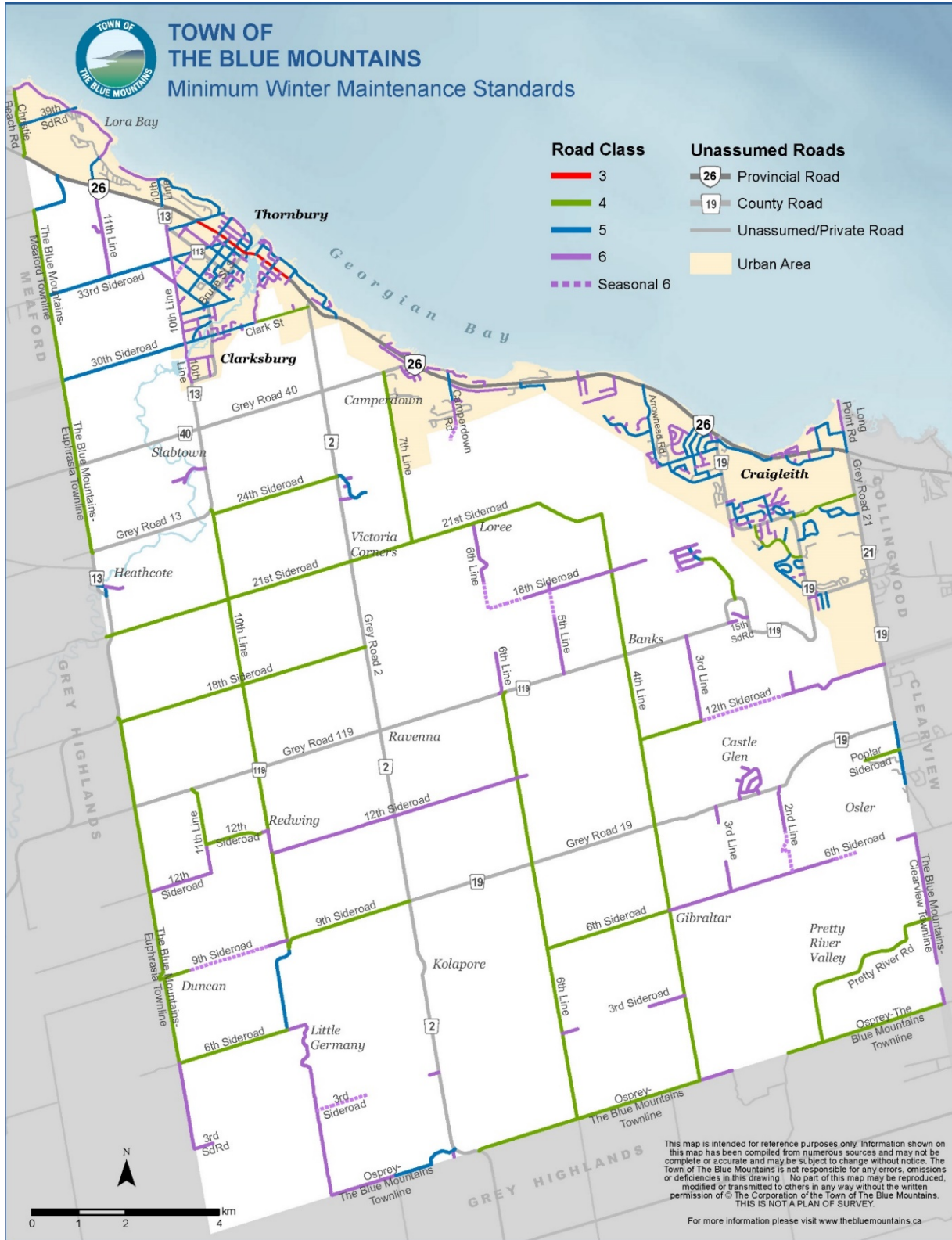
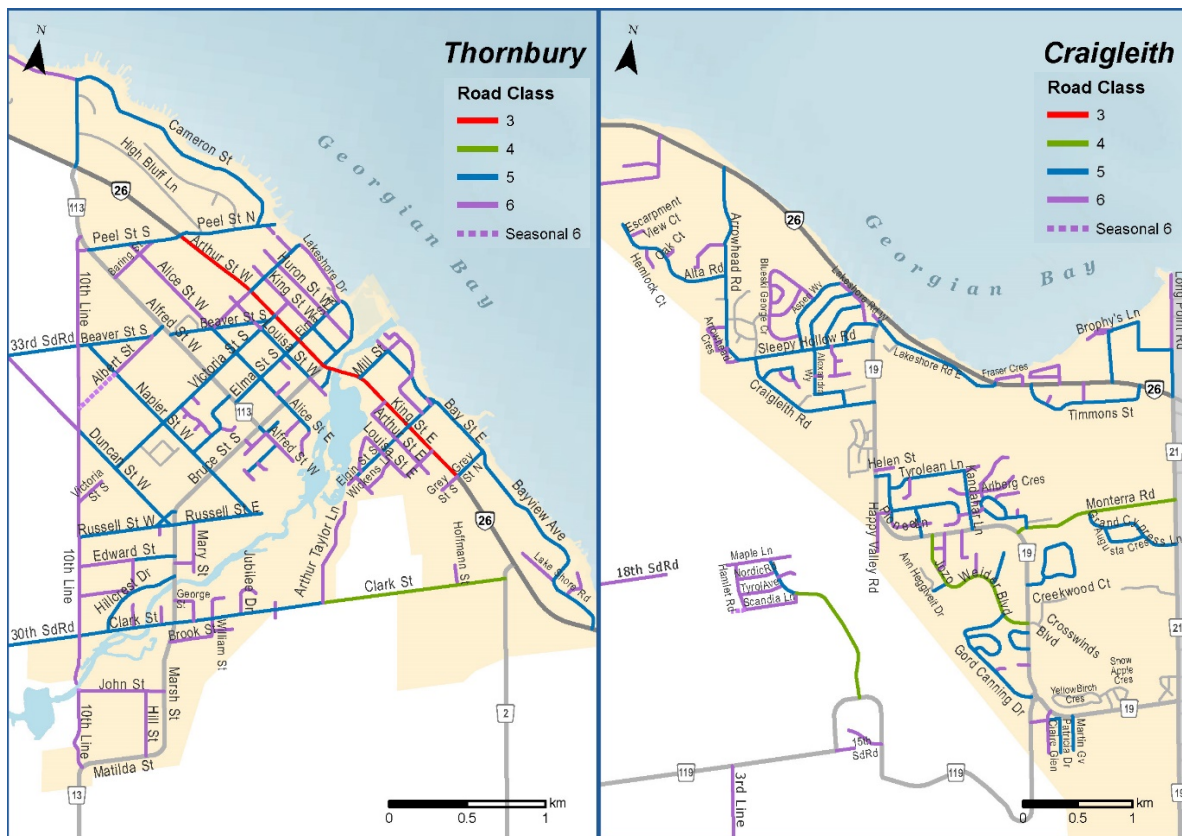


Figure Two & Three: Town Road Classification Map—Thornbury/Clarksburg & Craigeith



**CLASS 1 Roads:** The Town does not currently have any roads which meet the criteria for class one roads.

**CLASS 2 Roads:** The objective is to make best efforts to achieve center bare or track bare pavement.

**Spreading Materials** - Class 2 roads will have materials spread within 4 hours after becoming aware that such treatment is required.

**Snow Plowing** - Class 2 roads will have both sides of the road plowed one time within 6 hours after it has been determined that there is 5cm of snow accumulated on the road surface.

**CLASS 3 Roads:** The objective is to make best efforts to achieve center bare or track bare pavement.

**Spreading Materials** - Class 3 roads will have materials spread within 8 hours after becoming aware that such treatment is required.

**Snow Plowing** - Class 3 roads will have both sides of the road plowed one time within 12 hours after it has been determined that there is 8cm of snow accumulated on the road surface.

**CLASS 4 Roads:** The objective is to make best efforts achieve center bare or track bare pavement.

**Spreading Materials** - Class 4 roads will have materials spread within 12 hours after becoming aware that such treatment is required.

**Snow Plowing** - Class 4 roads will have both sides of the road plowed one time within 16 hours after it has been determined that there is 8cm of snow accumulated on the road surface.

**CLASS 5 Roads:** The objective is to make best efforts to provide a smooth snow covered surface.

**Spreading Materials** - Class 5 roads will have materials spread within 16 hours after becoming aware that such treatment is required. Bituminous roads in the category should not be bared after the storm by applying salt.

**Snow Plowing** - Class 5 roads will have one lane 5m in width plowed one time within 24 hours after it has been determined that there is 10cm of snow accumulated on the road surface.

**CLASS 6** The objective is to make best efforts to provide a smooth snow covered surface.

**Spreading Materials** - Class 6 roads may have materials spread within 24 hours after becoming aware that such treatment is required. Gravel roads in this category may be spot sanded only on hills, curves and intersections.

**Snow Plowing** - Class 6 roads may have one lane 5m in width plowed one time within 24 hours after it has been determined that there is 10cm of snow accumulated on the road surface.

**Seasonal Roads CLASS 6:** The objective is to close these roads and not perform any winter maintenance as signed.

**Spreading Materials** – Seasonal Class 6 roads will not have materials spread.

## Winter Maintenance Standards and Level of Service Policy

**Snow Plowing** – Seasonal Class 6 roads will not have snow plowed or removed.

**This Level of Service Policy:**

- i. Only applies to one through lane in each direction and does not apply to auxiliary lanes such as parking, passing or turning lanes, and;
- ii. Only applies during the season when the winter highway maintenance is performed.

In this section, “snow accumulation” means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

- i. New fallen snow
- ii. Wind-blown snow
- iii. Slush

The objective of the Town’s Roads and Drainage Division is to provide winter maintenance given the resources available for winter control purposes and the weather conditions. It is also recognized that conditions do occur that will preclude the defined Winter Level of Service from being achieved.

The Town will make best efforts as appropriate to the circumstances to monitor road conditions and weather information.

Winter Maintenance Standards and Level of Service Policy

The following table is a guideline for the Town’s Winter Operations. Once it has been determined by the Roads and Drainage Division Staff that conditions warrant spreading materials and /or snow clearing efforts, the following timelines will be followed.

Table Two: Town Winter Maintenance Standards for Roadways

Class of Highway	Winter Maintenance Objective	Snow Plowing			Spreading Materials	
		Snow Accumulation	Plowing Time	Objective	Spreading Time	Objective
2	To make best efforts to achieve center bare or track bare pavement	5cm	6 hours	Both sides of the road plowed one time within 6 hours after it has been determined that there is 5cm of snow accumulated on the road surface.	4 hours	Have materials spread within 4 hours after becoming aware that such treatment is required.
3	To make best efforts to achieve center bare or track bare pavement.	8cm	12 hours	Both sides of the road plowed one time within 12 hours after it has been determined that there is 8cm of snow accumulated on the road surface.	8 hours	Have materials spread within 8 hours after becoming aware that such treatment is required.
4	To make best efforts achieve center bare or track bare pavement.	8cm	16 hours	Both sides of the road plowed one time within 16 hours after it has been determined that there is 8cm of snow accumulated on the road surface.	12 hours	Have materials spread within 12 hours after becoming aware that such treatment is required.
5	To make best efforts to provide a smooth snow covered surface.	10cm	24 hours	One lane 5m in width plowed one time within 24 hours after it has been determined that there is 10cm of snow accumulated on the road surface.	16 hours	Have materials spread within 16 hours after becoming aware that such treatment is required. Bituminous roads in the category should not be bared after the storm by applying salt.
6	To make best efforts to provide a smooth snow covered surface. Gravel roads in this category may be spot sanded only on hills, curves and intersections.	10cm	24 hours	One lane 5m in width plowed one time within 24 hours after it has been determined that there is 10cm of snow accumulated on the road surface.	24 hours	Have materials spread within 24 hours after becoming aware that such treatment is required.
Seasonal 6	To close these roads and not perform any winter maintenance as signed.	N/A	N/A	No winter maintenance.	N/A	No winter maintenance.



## Winter Maintenance Standards and Level of Service Policy

**Winter Maintenance Standards – Sidewalks**

The Town's practice is to clear priority sidewalks in Thornbury, Clarksburg and the Village Commercial Core plus secondary sidewalks in Thornbury and Clarksburg. All other Secondary sidewalks shall be signed as "Closed – No Winter Maintenance"

Winter sidewalk maintenance levels of service are as follows:

- i. Priority Routes: Following a winter storm event, plow equipment will be dispatched to priority routes upon the accumulation of five (5) centimeters of new snow. Plowing operations will remove snow down to a smooth snow packed surface. Priority sidewalks will be cleared within sixteen (16) hours of being dispatched. Sand/salt mix will be added at the same time to increase traction for pedestrians on icy/slippery areas.
- ii. Secondary Routes: Following a winter storm event, plow equipment will be dispatched to secondary routes after the Priority routes are completed and upon the accumulation of five (5) centimeters of new snow. Plowing operations will remove snow down to a smooth snow packed surface. Secondary sidewalks will be cleared within twenty-four (24) hours of being dispatched. Sand/salt mix will be added at the same time to increase traction for pedestrians on icy/slippery areas.
- iii. The Contractor will undertake daily patrol to monitor sidewalk conditions. Town staff will monitor the Contractor's activities and conduct random inspections.
- iv. Apply sand/salt mix within sixteen hours to increase traction for pedestrians as the operator becomes aware of slippery conditions during non-snow events. (This is the same level of service as a Class 4 road.)
- v. Winter maintenance will begin on November 1 in any year to April 15 in the following year.
- vi. Sidewalks not included in the defined areas shall not be maintained from November 1 in any year to April 15 in the following year and shall be considered closed during this period.

**Winter Maintenance Standards – Municipal Parking Lots**

For the purpose of this Policy, municipal parking lots are those maintained by the Roads and Drainage Division. The Level of Service for municipal parking lots shall be the same as that prescribed for secondary sidewalks.

## Winter Maintenance Standards and Level of Service Policy

Following a winter storm event, equipment will be dispatched to parking lots upon the accumulation of five (5) centimeters of new snow. Plowing operations will remove snow down to a smooth snow packed surface. Sand/salt mix will be added at the same time to increase traction for pedestrians on icy/slippery areas.

### **Level of Service Summary – Municipal Parking Lots**

1. Municipal Parking Lots shall receive the same level of service as secondary sidewalks
2. Municipal Parking Lots routes will be cleared upon the accumulation of 5cm of snow within 24 hours. Plowing operations will remove snow down to a smooth snow packed surface. A sand/salt mix will be applied as necessary for traction;
3. Snow removal will be undertaken as a contracted service achieving the Town's Winter Maintenance Standards at the sole discretion of the Manager of Roads and Drainage or his or her designate;

### **Winter Maintenance Standards – Cycling Lanes**

Currently, the Town does not have designated Cycling Lanes. Road sections with paved shoulders may be cleared during regular plowing operations and will receive the same level of snow removal service as the adjacent road. Paved shoulders will not have a sand/salt mix applied for traction.

### **Significant Weather Event**

A "significant weather event" is defined as an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality.

The Manager of Roads and Drainage, or designate, may declare a significant weather event when they, through their knowledge, experience and available information, believe that the Town's Winter Maintenance Operations are unlikely to be able to meet the level of service defined in this policy due to a weather hazard or other adverse weather conditions.

## Winter Maintenance Standards and Level of Service Policy

The Town's Communication and Economic Development Coordinator, or designate, will declare the beginning, or the end, of a significant weather event in one or more of the following ways:

1. By posting a notice on the municipality's website;
2. By making an announcement on a social media platform, such as Facebook or Twitter;
3. By sending a press release or similar communication to internet, newspaper, radio or television media;
4. By notification through the municipality's police service; and/or,
5. By any other notification method required in a by-law of the municipality.

The declaration of a "significant weather event" has the same implication for the following sections of the Regulation:

1. Snow accumulation on roadways;
2. Snow accumulation on bicycle lanes;
3. Icy roadways;
4. Snow accumulation on sidewalks; and,
5. Icy sidewalks.

In each case, during a declared significant weather event, the standard for addressing winter maintenance is for the Town to monitor the weather and to deploy resources to address the issue, if deemed practicable, starting from the time that the Town deems appropriate to do so. After the event, once the Town declares the significant weather event has concluded, the Town shall address the issue according to the regular standards for maintenance.

### **Exclusions**

---

Town road sections and sidewalks that do not receive maintenance on a year-round basis.

### **References and Related Policies**

---

1. Road Needs Study – 2009 to 2013 – Town of The Blue Mountains
2. The Municipal Act, 2001, S.O. 2001, c. 25
3. O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highways
4. Winter Minimum Maintenance Standards and Level of Service Policy (POL.COR.13.22).
5. Preparing For, Initiating and Decommissioning Winter Operations
6. No Winter Maintenance Signage
7. Winter Patrol Standards
8. Winter Weather Monitoring
9. Winter Communication Policy (IPW.DEP.POL.18.001)

### **Consequences of Non-Compliance**

---

Liability in the case of an action brought against the Town as a result of an accident caused by non-compliance with the Winter Maintenance Standards and Level of Service Policy.

### **Review Cycle**

---

This Policy will be reviewed annually by the Manager of the Roads and Drainage Division and the Roads Foreman and Council once per term or as significant modifications are warranted.