

Section/Number: Public Works - 001	Approval Date: (DD/MM/YY)
Subject: Winter Road/Sidewalk Maintenance – Level of Service	Amendment Dates:
<p>Policy</p> <p>To designate responsibility for, and to establish service priority levels for winter snow clearing, ice control and snow removal operations for specified infrastructure within the Hamlet boundaries.</p>	
<p>Definitions</p> <p>“Ice” means all kinds of ice, however formed</p> <p>“Snow accumulation” means the natural accumulation of new fallen snow or wind-blown snow or slush that, alone or together, covers more than half a lane width of a roadway.</p> <p>“Substantial probability” means a significant likelihood considerably in excess of 51 percent.</p> <p>“Weather” means air temperature, wind, and precipitation.</p> <p>“Winter Maintenance Season” means the continuous period of time between the fifteenth (15th) day of September and the first (1st) day of May. The Hamlet shall also attend to winter events that occur prior to November 15th and after April 1st until winter events have subsided at the end of each season.</p>	

Guidelines

Responsibility:

1. The responsibility for ensuring snow clearing, ice control and snow removal from the City's infrastructure of roadways, select sidewalks, and parking lots rests entirely with the Public Works Division.
2. Hamlet Council acknowledges that the level of service provided outside the Winter Maintenance Season will be at a lower level than during the Winter Maintenance Season, but that it shall meet the Common Law test of reasonableness.
3. The Winter Maintenance Level of Service Policy is based on the assumption that not all infrastructure need be maintained at the same level of service, but depends on its role in the total transportation network and on other various services the Hamlet provides, be they emergency or non-emergency. To simplify the determination of levels of service, the various infrastructure components have been designated as different priorities. These are fully explained within this Policy.

On Street Parking:

4. Parking is prohibited on all streets during the months and times specified in the Traffic By-Law.

Parking Lots

5. Overnight parking is also prohibited in all Hamlet public parking lots during the months and times specified in the Traffic By-Law.

Property Damage

6. During the course of operations throughout any given winter season, a certain amount of damage to Hamlet and private property may be incurred by snow clearing forces. In the event that significant damage is sustained it will be restored by the Public Works Division using topsoil, granular and seed at the earliest availability of material (usually July), conditional upon the severity and extent of damage and the prevailing weather conditions.
7. If a Hamlet plow or truck damages a garbage box, either through direct contact or due to the force of the snow rolling off the plow, the garbage box will be repaired or replaced by Public Works personnel with a standard type garbage box as established by the Public Works Division. The Hamlet will not replace decorative materials, retaining walls, or other like structures on the Hamlet right-of-way and the property owner installs aforementioned structures at their own risk.

Driveway Entrance Clearing

8. It can be expected that snow will be plowed into driveways as a normal part of roadway and sidewalk snow clearing operations. Owners of properties which the driveways service will be responsible for removal of the snow deposited in those entrances by Hamlet snow clearing operations. Under no circumstance are owners or their contractors allowed to deposit snow from driveways onto the travelling portion of the Hamlet roadways as per **By-law #XXXX.**

Assistance to Private Property Owners

9. Under no circumstances will a Hamlet employee be allowed to use a Hamlet owned vehicle to push, pull, or tow a stranded private vehicle from a roadway or parking lot. The employee may, if a hazard exists use the two-way radio to notify the Dispatcher of the hazardous condition. Likewise, under no circumstances, will a Hamlet employee use a Hamlet owned vehicle to perform any snow removal or ice control operation on private or commercial property and the employee will not be allowed to use personal equipment during working hours.

By-Laws

10. Applicable By-laws passed for the purposes of supporting snow and ice control efforts and other related By-laws which could be enforced during all out emergencies are listed below:
- Removal of Snow & Ice from Sidewalks By-Law No. XXXX**
 - Highway Traffic Act By-Law No. XXXX**
 - Traffic By-law No. XXXX**

Activity Recording

11. All activities associated with this policy should be recorded as follows:
- Date and time of the request
 - Nature of the work
 - Location(s) of the work
 - Required commencement/timing of the work

Attachments

Winter Road Maintenance Level of Service Priority Map
Sidewalk Maintenance Level of Service Priority Map

References

N/A