

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH/CARDINAL**

BY-LAW NO. 2019-65

**“A BY-LAW TO ADOPT A WINTER MAINTENANCE LEVEL OF SERVICE
POLICY”**

WHEREAS Ontario Regulation 239/02 made substantive changes to the Minimum Maintenance Standards for Municipal Highways; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh/Cardinal deems it advisable to adopt a policy which establishes the service priority levels for winter snow clearing, ice control and snow removal operations for specified infrastructure within the Township boundaries; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to adopt a winter maintenance level of service policy;

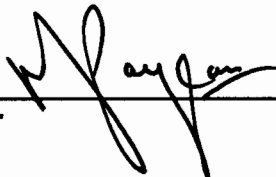
NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh/Cardinal enacts as follows:

1. That the Winter Maintenance Level of Service Policy, as described in Schedule “A” attached hereto and forming part of this by-law, is adopted.
2. That all previous by-laws and resolutions to establish the winter maintenance level of service including By-laws 2014-58 and 2015-59 are hereby repealed.
4. That this by-law shall come into force and take effect on the date of passing.

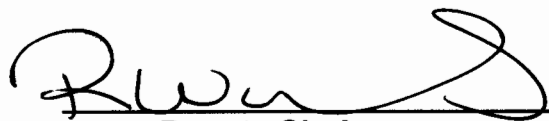
Read a first and second time in open Council this 28th day of October, 2019.

Read a third and final time, passed, signed and sealed in open Council this 28th day of October, 2019.

Mayor



Deputy Clerk



Township of Edwardsburgh/Cardinal

Winter Maintenance - Level of Service Policy

Purpose

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 Township boundaries. This policy is to be read in conjunction with the applicable sections of Ontario Regulation 239/02, as amended, Minimum Maintenance Standards for Municipal Highways.

Policy Statement

The Winter Maintenance Level of Service Policy is based on the assumption that not all infrastructure needs to be maintained to the same level of service depending on its role in the transportation network and on other various services the Township provides, be they emergency or non-emergency. To simplify further, the various infrastructures listed below have been designated classes and/or priorities. These are explained in more detail later in this policy.

Responsibility

The responsibility for providing winter maintenance activities, such as, snow clearing, ice control and snow removal from the Township's infrastructure rests entirely with the Public Works Department. However, the Township may contract out any or all of the components.

Snow and ice operations may be conducted on a 24-hour basis, 7 days a week. The Roads Superintendent will coordinate the overall snow and ice control clearing and removal operations, and determine the most effective operation to be undertaken from the procedures as developed by the Public Works Department. The Public Works Department is prepared to shift from normal work procedures any time it becomes necessary to institute snow and ice operations.

Parking Restriction By-Law

In order to facilitate winter maintenance operations, residents are reminded that By-Law 2018-29 as amended prohibits overnight winter parking on any roadway from November 1 to April 15 each day between 1:00 am and 7:00 am.

Property Damage

During the course of operations through any given winter, a certain amount of damage to Township and private property may occur. In the event that sod damage is sustained, it will be restored by the Public Works Department using topsoil and seed at the earliest availability of material and resources (typically April). The owner of the property is responsible for maintaining the repair area.

If a Township plow or truck damages a mailbox either through direct contact or due to the force of the snow rolling off the plow, the mailbox will be repaired or replaced by the Public Works personnel, as soon as practical, with a standard type mailbox as established by the Public Works

Department. The Township cannot replace decorative mailboxes with the same. A property owner who installs decorative materials on the Township right-of-way does so at his/her own risk.

Driveway Entrance Clearing

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 serviced by driveways are responsible for removal of the snow deposited in their entrance by Township snow clearing operations.

Under no circumstances shall a property owner or a property owner's hired contractor push, blow or otherwise deposit any snow, dirt or any other debris on or across any Township roadway, sidewalk or road allowance. Further regulations and fines are outlined in By-law 2018-29, as amended.

Assistance to Private Property

Under no circumstances will a Township employee be allowed to use a Township owned vehicle to push, pull, or tow a stranded private vehicle from a roadway or parking lot. Likewise, under no circumstances, will a Township employee use a Township owned vehicle to perform any snow removal or ice control operation on private or commercial property and employees are not allowed to use personal equipment during working hours.

Winter Maintenance Priorities

This policy pertains to winter maintenance activities for Township Infrastructure. The priorities set out in this policy are governed by Ontario Regulation 239/02, as amended and by policy set by Council. For the purpose of setting infrastructure priorities for this policy and in conjunction with Ontario Regulation 239/02, as amended, the following will apply;

1. Roads,
2. Winter Maintained Sidewalks,
3. Parking Lots,
4. Snow Removal.

Significant Weather Event

Ontario Regulation 239/02, as amended, defines a significant weather event as "an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality". The criteria for declaring this type of event is outlined in Appendix B of this policy.

SNOW CLEARING & ICE CONTROL OPERATIONS

ROADWAY

Class Designation

Every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in accordance with Regulation 239/02, as amended, as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on speed limit and average daily traffic.

The roadway sections within this Township are classified as Class 4, 5 or 6.

No roadway section will be classified at a lower classification than specified in the Classification Table of O. Reg. 239/02, as amended.

LEVEL OF SERVICE

Snow Accumulation

- 1) a) while the snow continues to accumulate, Public Works will deploy resources to clear the snow as soon as practical after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table below; and
b) after the snow accumulation has ended and after becoming aware that the snow accumulation is greater than the depth set out in the Table 1, Public Works will clear the snow accumulation in accordance with subsections (2) and (3) within the time set out in the table.
- 2) The snow accumulation must be cleared to a depth less than or equal to the depth set out in the table.
- 3) The snow accumulation must be cleared from the roadway to provide a total width of at least five (5) metres.
- 4) This section does not apply to that portion of the roadway designated for parking and only applies during the season when winter highway maintenance is performed (Nov. 1 to April 15)
- 5) In this section, the depth of snow accumulation means the natural accumulation of new fallen snow, wind-blown snow or slush that covers more than half a lane width of a roadway.

Table 1
Snow Accumulation

Class of Highway	Snow Depth	Completion Time
4	8 cm	16 hours
5	10 cm	24 hours
6	15 cm	48 hours

Icy Roadways

- 1) If it is determined per the Regulation that there is a substantial probability of ice forming on roadways and it is practical to prevent ice formation, Public Works will deploy resources for that purpose.
- 2) Public Works will deploy resources to treat an Icy Roadway as soon as practical after becoming aware that the roadway is icy; and
- 3) Public Works will treat the Icy Roadway within the time set out in Table 2 after becoming aware that the roadway is icy.

Table 2

Icy Roadways - Treatment

Class of Highway	Completion Time
4	12 hours
5	16 hours
6	24 hours

Sidewalks

For winter maintenance operations, the Township sidewalks have been divided into two tiers.

Primary sidewalks: the snow accumulation after accumulation has ended will be reduced to a depth less than or equal to 8 centimetres within 48 hours and to provide a minimum sidewalk width of 1 metre. These sidewalks are highlighted in green on the Spencerville and Cardinal Sidewalk Maps found in Appendix C.

Icy Sidewalks: If it is determined per the regulation there is a substantial probability of ice forming on sidewalks and it is practical to prevent ice formation, Public Works will deploy resources for that purpose.

If ice forms on a sidewalk and the municipality becomes aware of the condition, the standard is to treat icy sidewalks within 48 hours. Treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk.

Secondary sidewalks: These sidewalks do not receive snow clearing and ice control operations during the winter maintenance season. These sidewalks are highlighted in red on the Spencerville and Cardinal Sidewalk Maps found in Appendix C.

Parking Lots

Table 5 below lists parking lots servicing municipally operated buildings and facilities that receive snow clearing and ice control operations. During a storm, access to these lots will be restricted to the driving lanes between the parking rows and/or to the front of the facility. Final snow clearing and ice control will be completed by next day facility opening.

Table 5
Parking Lots

Category	Location
Fire Stations	Spencerville & Cardinal
Waste Water Treatment Plant	Cardinal
Water Treatment Plant	Cardinal
Lagoons	Spencerville
Pumping Stations	Cardinal and Spencerville
Ingredion Centre	Cardinal
Municipal Office	Spencerville
Spencerville Arena	Spencerville
Library Parking Lots	Spencerville & Cardinal
Legion Parking Lot	Cardinal
South Edwardsburgh Community Centre	Johnstown

SNOW REMOVAL OPERATIONS

Snow removal on roadways and parking lots will be carried out when required, by the Public Works Department. Depending on the area and number of locations to be cleared, a decision will be made to implement a specific operation to carry out the removal process. The Roads Superintendent will determine if removal is required, and if so, which type of removal process will be utilized.

Roadways

Roadway intersection sight line requirements and snow storage conditions will be assessed by the Roads Superintendent following the completion of the post storm snow clearing operations.

Qualifying factors for consideration for removal will be:

- 1) If snow storage at intersections restricts required visibility sight lines
- 2) If snow storage at the sides of the roadway impedes normal traffic flow
- 3) If snow storage significantly hampers occupants of the vehicle from safely accessing the sidewalks in the downtown core or school zone areas.
- 4) If additional snow storage is required for sidewalk clearing operations or in cul-de-sac and no exit locations.

Types of removal

- 1) All intersections will be eligible for removal if qualifying factors are met (sight lines)
- 2) Full length removal in downtown business core and school zones in Cardinal and Spencerville
- 3) Rural areas will have snow winged back to provide additional snow storage capacity
- 4) Cul-de-sac, dead ends and parking lots will be eligible for removal if additional snow storage capacity is determined to be required.
- 5) Urban residential streets in extreme circumstances where safe motor vehicle travel is impeded.

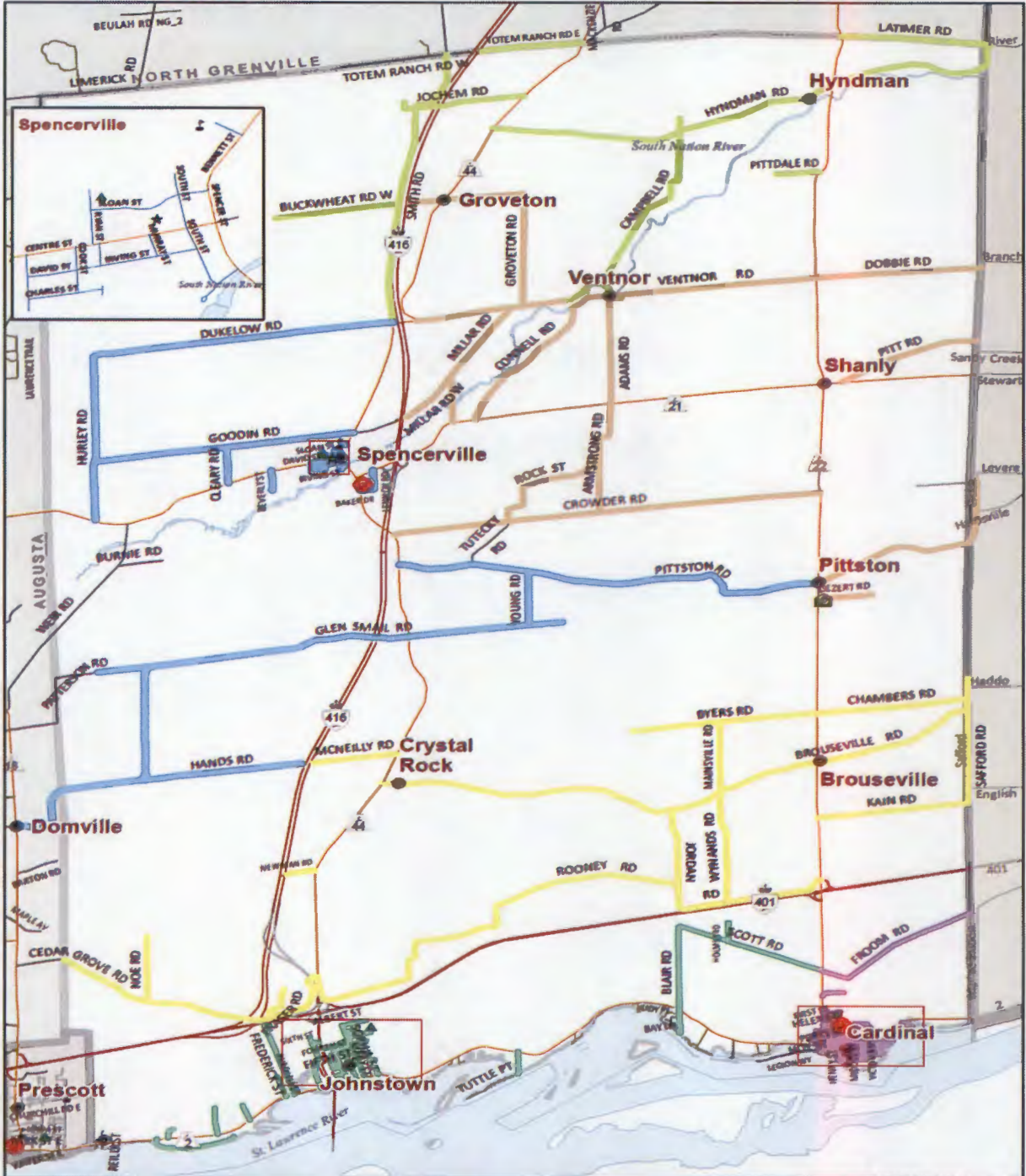
Appendix A: Plow Route Map



TOWNSHIP OF EDWARDSBURGH / CARDINAL

SNOW PLOW ROUTES

- Route 3
- Route 6
- Fire Hall
- ★ Municipal Office
- Route 4
- Route 7
- ⚡ School
- Municipal Garage
- Route 5
- Route 8
- ▲ Community Centre/Arena



0 625 1,250 2,500 Meters

This map is from data sets. It is not only an 'as is' being a precise and correct information, address or location, but as a guide to navigation.

Designed and prepared by: United Counties of Leeds & Grenville, March 2014

Using an information system: Transmap Municipal; Spring 2014; North American Datum 1983, with data supplied and/or revised by members of the Ontario Geographic Data Partnership (OGDP), and Esri/MapInfo Inc.

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Appendix B:
Significant Weather Event Form

**Township of Edwardsburgh Cardinal
(Significant Weather Event Criteria Form)**

Date: _____

1. Did Environment Canada issue a weather hazard under their public weather alerting program. YES or NO
If yes, list the weather hazard: _____
Forecasted Start of Storm: _____

2. Does the weather hazard pose a significant danger to the users of the road: YES or NO:
Forecasted Accumulation: _____/hr, **Total, Duration:** _____ hrs

3. Do we have adequate municipal staffing to respond to the weather hazard: YES or NO. If no, explain: (ex. employee illness)

4. Do we have adequate resources to respond to the weather hazard: YES or NO
If no, explain: (ex. vehicle breakdown)

5. Is the road system capable of handling the weather hazard: YES or NO
If no, explain: (ex. Roadside ditches at full capacity); **Accumulation amounts will make it difficult to maintain roads to the standard and visibility will make it difficult for staff to see the roads**

If you answered Yes to Question 1 and 2 and answered No to either Question 3, 4 or 5. Declare a significant weather event.

Significant Weather Event Declaration Issued

Date: _____ Notification Method: _____

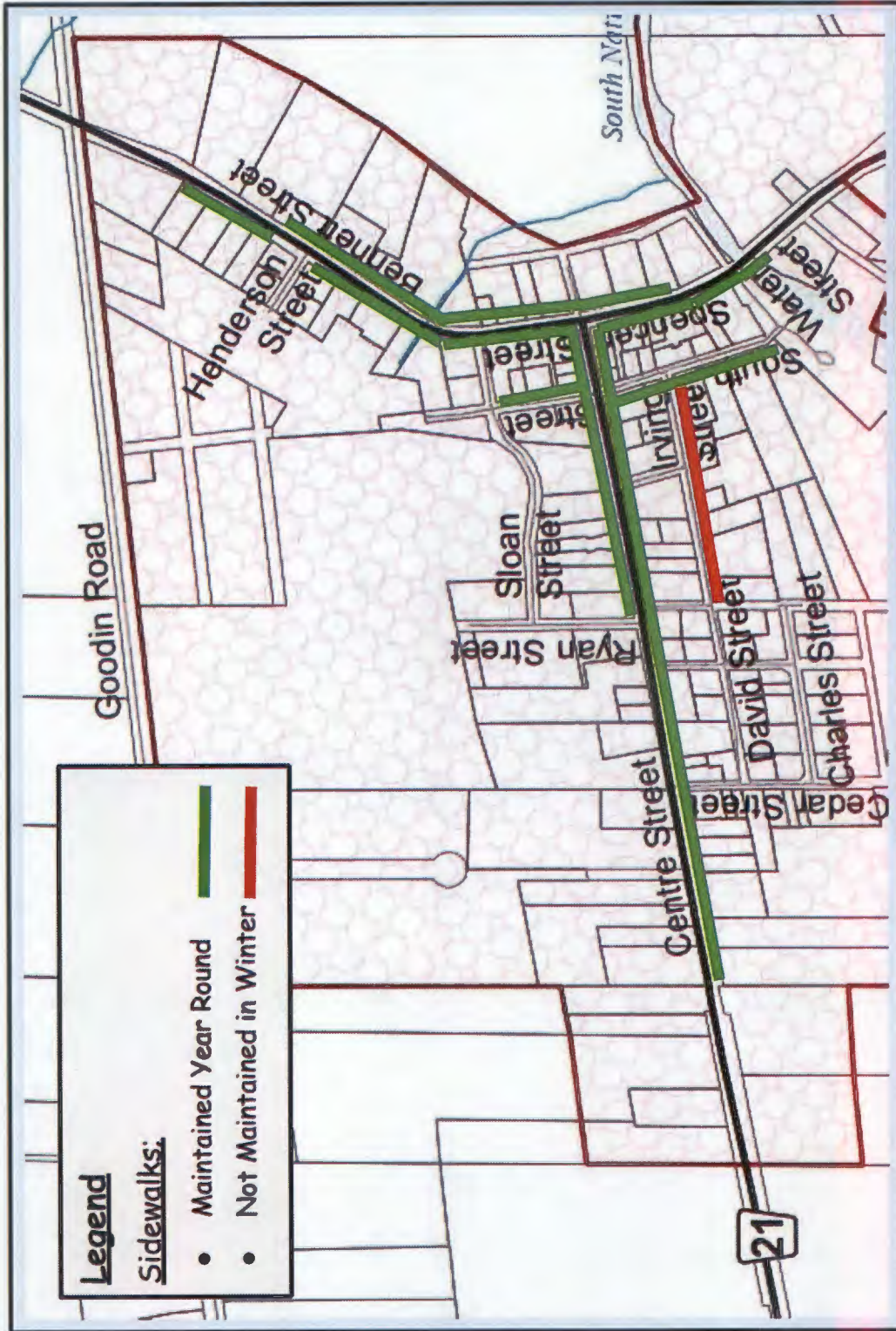
Time: _____ Authorized By: _____

Significant Weather Event Declaration Ended

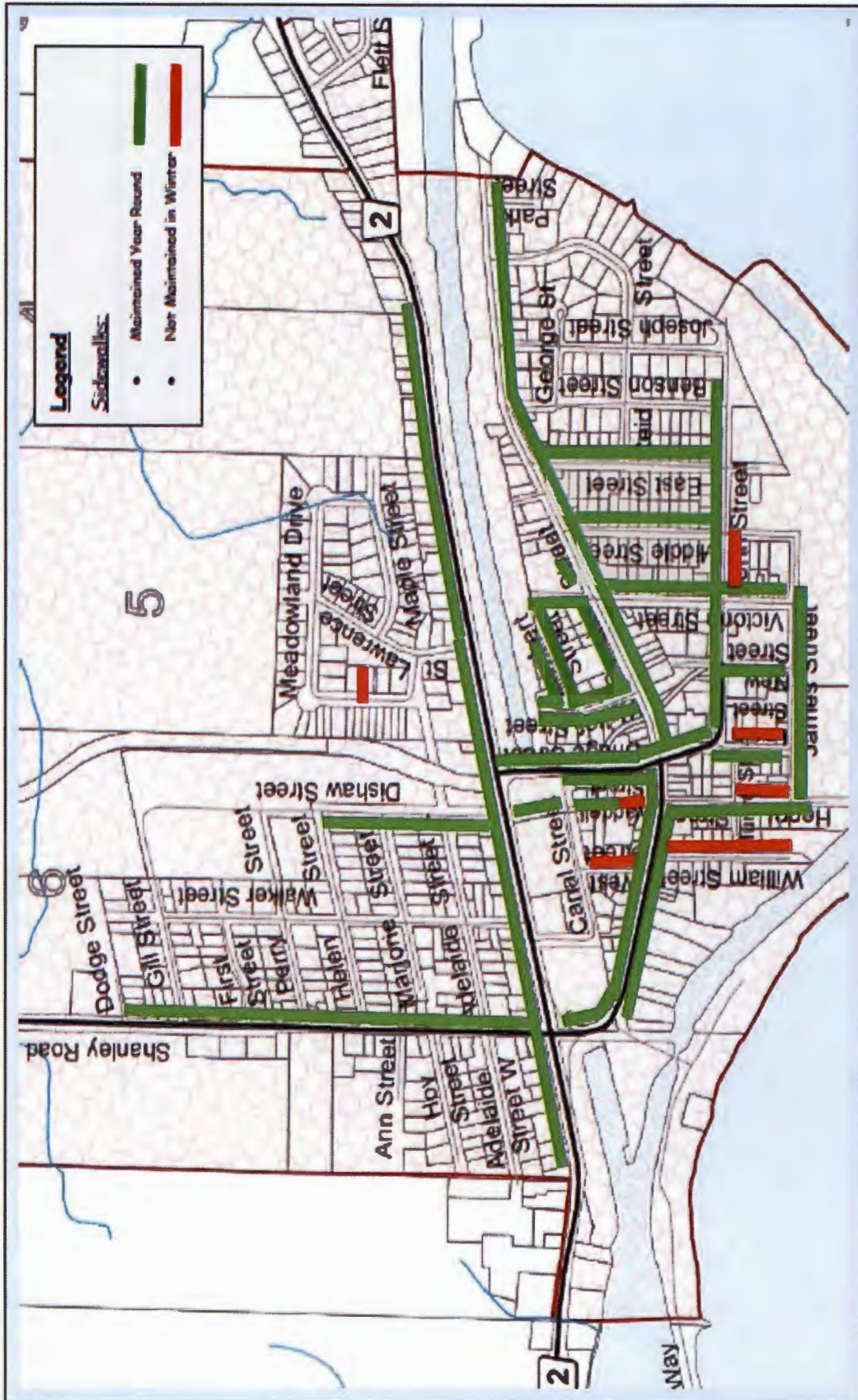
Date: _____ Notification Method: _____

Time: _____ Authorized By: _____

Appendix C: Sidewalk Maps



TWP EC .ca	Township of Edwardsburgh Cardinal	Spencerville Sidewalks	Dwg No.: 19-SW-1
	Date: September 16, 2019		



TWP
EC
.ca

Township of
Edwardsburgh Cardinal

Cardinal Sidewalks

Dwg No.: 19-SW-1

Date: September 16, 2019

