

# TOWN OF COLLINGWOOD

## CORPORATE POLICY

<b>POLICY:</b> <i>Roadway Winter Level of Service</i>	<b>COUNCIL APPROVAL</b> <b>DATE: January 30, 2023</b> <b>RES. NO.: 028-2023</b>
<b>POLICY NO.:</b> <b>PW-OP-23-05</b>	<b>REVISED DATE:</b> <b>RES. NO.:</b>

### **PURPOSE/DEFINITION:**

The purpose of the Roadway Winter Level of Service is to define the level of service expected to be achieved for assumed municipal roads within the Town of Collingwood for winter operations.

---

### **POLICY STATEMENT/GUIDELINES:**

This Roadway Policy and Maintenance Standard is considered to be a baseline only. It is acknowledged that various conditions may occur to temporarily prevent the achievement of this level of service and that the Public Works Department must work within available resources such as funds, equipment, and resources. Additionally, varying weather conditions and factors may have a major effect on the desired level of service, therefore, it is expected that vehicular and pedestrian traffic would reduce speed to suit the weather and present road conditions until such time as the conditions improve.

For the purpose of this Level of Service, Roadway shall have the same definition as in the Highway Traffic Act and shall mean the part of the highway that is improved, designed, or ordinarily used for vehicular traffic, but does not include the shoulder.

### **Summary Objective:**

- 1) To adopt, meet and or exceed the Minimum Maintenance Standards for Municipal Highways under Ontario Regulation 239/02 as amended.
- 2) The Minimum Maintenance Standard Regulation is attached hereto and shall form part of this Level of Service Policy, as amended from time to time.

## **Roadway Winter Level of Service:**

The major objectives for winter operations are to:

- Reduce the hazards of undesirable conditions to motorists and pedestrians
- Reduce economic losses to the community caused by winter weather conditions
- Facilitate the handling of emergencies by fire and police officials
- Maintain safe passable routes within the financial limits of the municipality's budget
- Maintain the roadways in such condition that is reasonably safe for motorists and pedestrians as outlined in Ontario Regulation 239/02, as amended

Day Operations will normally occur between 7:00 am and 4:00 pm Monday through Friday, commencing November 1<sup>st</sup> and ending April 30<sup>th</sup> of each year.

Afternoon Operations will occur from November 1<sup>st</sup> to mid-April and operate from 3:00 pm to 11:00 pm Monday through Friday.

Night and weekend patrolling operations will occur from November 1<sup>st</sup> to mid-April and operate generally from 11:00 pm to 7:00 am daily,

The combination of Day, Afternoon and Night and Weekend operations will provide 24 hour/7 days a week coverage.

Statutory Holiday Patrols will be completed at a minimum once per day commencing prior to 5:00 am and will be completed by the designated Public Works staff member. Additional patrols may be completed at the discretion of the designated staff member or as deemed necessary in anticipation of storm events.

Normally the call out for equipment for Primary Roads will be from 3:00 am Monday to Friday and 5:00 am. on Saturday and Sunday, when and where required. Staff will be able to be onsite and able to respond within 1 hour of the callout.

Plows will generally not operate between 11:00 pm to 7:00 am unless deemed necessary by On-call or Night Patrol persons.

There is no regular shift on Saturday or Sunday. Winter control activities during the weekend are initiated by the Patroller.

The Connecting Link will have twenty-four (24) hour coverage winter control operations which is carried out under contract with a qualified contractor.

It is important to note that there are no Class 1 Roads within the Town of Collingwood. The Town is comprised of Class 2, Class 3, Class 4, and Class 5 Roads.

Predetermined routes for plowing and sanding shall be followed, except in extreme emergency or critical situations when they shall be followed only under the Supervisor's authorization.

The following is the general priority for snow plowing and sanding/salting operations within designated plow routes:

#### Roadway Priorities

- a) Priority 1
  - Arterial and Major Collector Roads (Class 2 & 3 Roadways)
  - Roads providing access to emergency services
- b) Priority 2
  - Collector Roads (Class 4 Roadways)
  - Access to Municipal Offices and Facilities
- c) Priority 3
  - Local Roads, Side Streets, and cul-de-sacs (Class 5 Roadways)

For the purpose of this Level of Service Policy, lanes within the Downtown core will be treated as a Class 5 Road for winter operations only.

#### Priority 1 and Priority 2 Roads:

Plowing and sanding operations should be completed for one coverage as per the time requirements set out in the current Minimum Maintenance Standards.

Localized snow drifting may occur over the road surface. Drifts should not be allowed to accumulate more than 15cm (6 inches) measured across more than half a travelled lane in a localized area.

#### Priority 3 Roads:

Plowing and sanding shall occur after Priority 1 and 2 roads have been plowed and there is no longer a danger of negative conditions or when vehicles become available.

Localized snow drifting may occur over the road surface. Drifts should not be allowed to accumulate more than 15cm to 30cm (6 to 12 inches) measured across more than half a travelled lane in a localized area.

Plowing and sanding operations should be completed for one coverage as per the time requirements set out in the current Minimum Maintenance Standards.

Sanding of hills, curves, and intersections shall generally be the only treatment of these roads. They will only be sanded continuously during a freezing rain or sleet storm, or when the roads become extremely slippery.

Blowing snow and high winds sometimes cause dangerous white-out conditions and the Public Works department may, at the discretion of management, withdraw its winter control equipment off the roads for the safety of its staff and the public. The Police, Town Council and the CAO shall be notified prior to this decision being made. No

winter control operations will occur until the Public Works manager or designate is of the opinion that dangerous conditions no longer exist.

Where conditions become extreme and of a greater intensity and the municipality cannot keep up in this circumstance, the CAO and/or Mayor may declare a significant weather event until operations can commence. In this instance, the declaration of a significant weather event will be made through Town social media and local news stations as a minimum.

Damage to municipal boulevards will be repaired in the spring. Boulevard reinstatement will be completed using topsoil and seed only. Residents are requested to assist by watering the areas that were repaired.

### **Summary Conclusion**

Public Works will provide the best maintenance efforts given the resources available and weather conditions.

It is expected that motorists will use care, best judgment, and safe driving practices.

**Emergency Calls for roadways and after hours** are as listed on the Town's Website.