

TOWN OF COLLINGWOOD

CORPORATE POLICY

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| POLICY: <i>Sidewalk Level of Service</i> | COUNCIL APPROVAL DATE: January 30, 2023 RES. NO.: 028-2023 |
| POLICY NO.: PW-OP-23-06 | REVISED DATE: RES. NO.: |

PURPOSE/DEFINITION:

The purpose of this Sidewalk Level of Service is to define the level of service expected to be achieved for assumed municipal sidewalks within the Town for both winter and summer operations.

POLICY STATEMENT/GUIDELINES:

This Sidewalk 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 manpower. Also, varying weather conditions and factors may have a major effect on the desired level of service.

For the purpose of this Level of Service Policy, the term sidewalk shall be defined as the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a concrete or paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited.

Summary Objective:

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

Summer Sidewalk Level of Service:

The major objectives for summer operations are to:

- Maintain the Sidewalks in such condition that is reasonably safe for pedestrians as outlined in Ontario Regulation 239/02, as amended.

Daytime operations will normally occur between 7:00 am and 4:00 pm Monday through Friday, commencing May 1st and ending October 31st of each year.

Public Works will provide 24 hour / 7 days a week response through the use of an after hour, on-call/stand-by program where emergency and after hour contacts are as listed on the Town's Website.

On an annual basis, all assumed municipal sidewalks will be inspected for deficiencies such as, but not limited to, surface discontinuity, unevenness, encroachments, missing or broken sidewalk panels and trip ledges.

Any such deficiencies found will be logged and repaired on a temporary or permanent basis depending on the funds and resources available. It should be noted that the repairs required will be completed on a priority needs basis as deemed by the Public Works Manager.

In the case of surface discontinuities (trip ledges/valves/utility structures) greater than 2 centimeters, these shall be treated as soon as possible within the allowable standards by taking reasonable measures either permanent works (replacement of bays, saw cutting/grinding, quick set concrete) or on temporary basis by alerting users attention to the discontinuity or preventing access to the area of hazard (painting of hazard/signage/barricades).

Winter Sidewalk Level of Service:

The major objectives for winter operations are:

- Reduce the hazards of undesirable conditions (icy) for pedestrians.
- Maintain safe passable routes within the financial limits of the municipality's budget.
- Maintain the sidewalks in such condition that is reasonably safe for 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 1st and ending April 30th of each year.

Sidewalk Patrolling will be completed as required by Ontario Regulation 239/02 as amended.

In addition, Public Works will provide 24 hour / 7 days a week response through the use of an after hour, on-call/stand-by program where emergency and after hour contacts are as listed on the Town's Website.

Normal call out for equipment for Priority 1 Sidewalks will be from 5:00 a.m. Monday to Friday and 6:00 a.m. 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.

Winter sidewalk maintenance is the clearing of snow and the sanding of any icy or slippery conditions which may be considered dangerous to the walking public.

For the purpose of this Policy, sanding refers to the spreading of sand, salt or a mixture thereof.

Sidewalk snow removal and sanding operations shall be carried out on a priority basis and consisting of Priority 1 and Priority 2 routes.

Priority 1 shall be sidewalks on arterial and collector routes and in areas of high pedestrian use such as in school areas and the Downtown business core area.

Priority 2 shall be all other sidewalks which meet Town Sidewalk winter maintenance specifications being greater than 1.2 meters in width, concrete and be capable of being traveled on by the Towns equipment.

The maximum allowable average depth of new fallen or general windblown snow which is allowed to accumulate on the sidewalk surface is 8 centimeters (3.15 inches).

The frequency of coverage for clearing of all sidewalks shall be as per the timing of the current Minimum Maintenance Standards.

The Town of Collingwood will be maintaining Priority 1 sidewalks as per the above conditions prior to maintaining Priority 2 sidewalks.

Sidewalks will only be sanded when icy conditions exist that will be a hazard to pedestrians. Sanding shall take place after all snow removal has been completed where snow packed and icy conditions exist. When there is freezing rain conditions, sanding will start on priority basis until completed.

Under specific circumstances, Town staff may deviate from the Service Standard as seen in the best interest to the Town.