

**Schedule "A"**  
**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.

**Policy Statement**

The Winter Maintenance Level of Service Policy is based on the assumption that not all infrastructure need 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 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 Road 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 2004-58 as amended prohibits overnight winter parking on any roadway. In areas zoned MCR (Main Street Commercial/Residential) the parking prohibition is in effect from November 1 to April 15 each day between 2:00 am and 7:00 am. In all other zones within village or hamlet areas, the parking restriction is in effect 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 those entrance by Township snow clearing operations.

### **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.

## **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 a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on speed limit applicable and average daily traffic.

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

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

## 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 within a distance of 0.6 meters inside the outer edges of the roadway.
- 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, a snow accumulation means the natural accumulation of new fallen snow or windblown snow 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) Public Works will deploy resources to treat an Icy Roadway as soon as practical after becoming aware that the roadway is icy; and
- 2) Will treat the Icy Roadway within the time set out in the Table 2 after becoming aware that the roadway is icy.

**Table 2**  
**Icy Roadways**

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

### End of Storm Surface Condition

Public Works will attempt to restore the surface to the condition, and within the time as set out in Table 3 following the end of the storm.

**Table 3**  
**Surface Condition**

Class of Highway	Surface Condition	Completion Time
4	Centre Bare	12 hours
5	Snow Pack	16 hours
6	Snow Pack	24 hours

### Sidewalks

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

**Primary sidewalks (villages of Cardinal & Spencerville):** sidewalks in the MCR, IN and CC zones in the Villages of Cardinal and Spencerville and County Road 2 east of St. Lawrence Street in Cardinal will be cleared within 48 hours after storm completion assuming 5cm of accumulation excluding mechanical equipment limitations.

**Secondary sidewalks (villages of Cardinal & Spencerville):** all sidewalks not included in the primary tier. These sidewalks may be completed based on time and personnel permitting, excluding mechanical equipment limitations. No overtime shall be incurred to clear secondary sidewalks.

### Parking Lots

Snow clearing and ice control of parking lots servicing municipally operated buildings and facilities will be prioritized for servicing as per the following Table 5.

**Table 5**  
**Parking Lot Priority**

Category	Location	Priority
Fire Stations	Spencerville & Cardinal	1
Waste Water Treatment Plant	Cardinal	2
Water Treatment Plant	Cardinal	2
Lagoons	Spencerville	2
Pumping Stations	Cardinal and Spencerville	2
Ingredion Centre	Cardinal	2

Municipal Office	Spencerville	2
Spencerville Arena	Spencerville	2
Library Parking Lots	Spencerville & Cardinal	2
Legion Parking Lot	Cardinal	3
South Edwardsburgh Community Centre	Johnstown	3
Travel Centre	Johnstown	3

**Priority 1:** During a storm, snow clearing will commence to the main bays access area following 5 cm of snow accumulation and resume at 5 cm intervals.

**Priority 2 and 3:** During a storm, access to these lots will be restricted to the driving lanes between the parking rows or to the front of the facility.

Final snow clearing and ice control will be completed by next day facility opening.

## **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 undertaken, a decision will be made to implement a specific operation to carry out the removal process. The Road Superintendent will determine if removal is required, and if so, which type of removal will be utilized.

### **Roadways**

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

**Qualifying factors** for consideration for removal will be:

- 1) If snow storage at the sides of the roadway impedes normal traffic flow
- 2) If snow storage at intersections restrict required visibility sight lines
- 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 of cul-de-sac and dead ends.

### **Types of removal**

- 1) Full length removal in downtown business core and school zones in Cardinal and Spencerville
- 2) All intersections will be eligible for removal if qualifying factors are met

- 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 traffic is impeded.

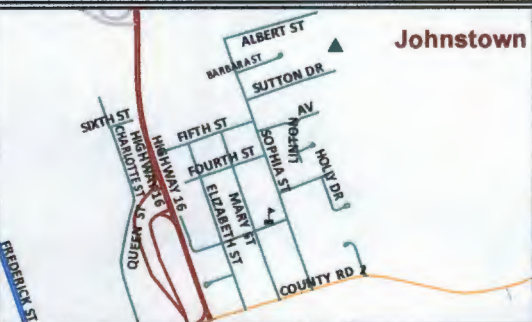
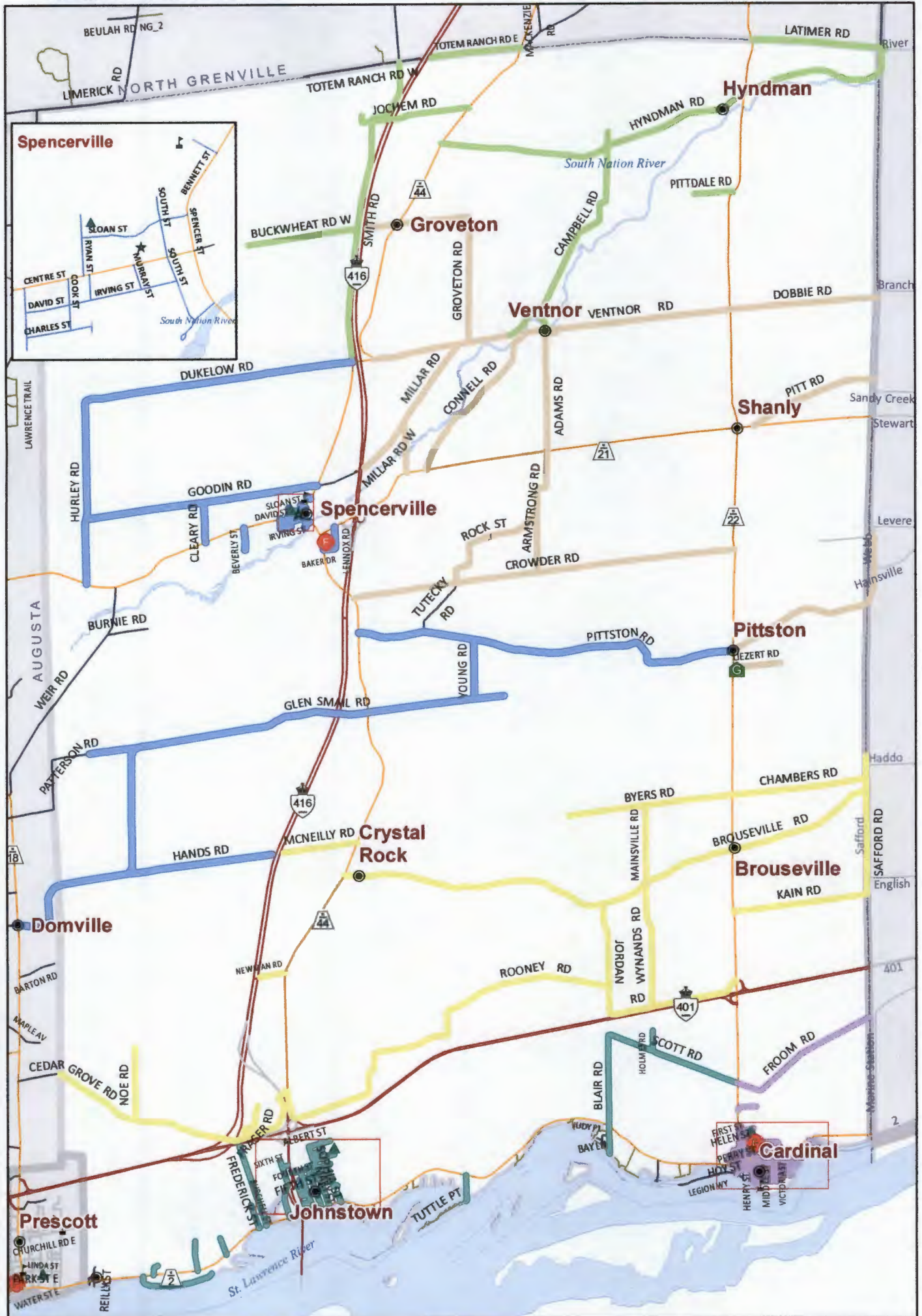
# Appendix A: Plow Route Map




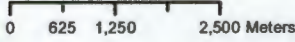
# TOWNSHIP OF EDWARDSBURGH / CARDINAL

## 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







This map is illustrative only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation.

Designed and produced by: United Counties of Leeds & Grenville March 2014.

Source of information: Universal Transverse Mercator, Grid Zone 18, North American Datum 1983, with data supplied under licence by members of the Ontario Geospatial Data Exchange (OGDE), and Teranet Inc.

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