

Winter Maintenance of Sidewalks Policy

Department:	Operations	Policy Number:	XXXX
Section:	Maintenance	Effective Date:	November 29, 2023
Subject:	Winter Maintenance of Sidewalks	Revision Date:	
Authority:	By-Law 2023-###		

1. Purpose

The Municipality of Brockton at the time of preparation of this policy utilizes a combination of contracted and Operations employees to provide winter maintenance to specified sidewalks within the municipal boundaries. This winter maintenance program is designed to provide safe and convenient sidewalk conditions for pedestrian traffic during winter months. The operations employees and contract workers shall carry out sanding, salting and plowing operations on a list of identified sidewalks as directed by the Operations Manager or other supervisory personnel to whom the Operations employee reports. Due to the costs associated with providing winter maintenance on sidewalks, the Operations Department has designated specific sidewalks to have winter maintenance performed in order to maintain the current service levels.

With the revision to the Ontario Minimum Maintenance Standards in May 2018 to include winter maintenance requirements for sidewalks, the Municipality deems it necessary to provide winter maintenance on all municipal sidewalks that are specified within this policy in the Town of Walkerton, as well as the Villages and Hamlets of Chepstow, Cargill and Elmwood. This policy identifies the sections of sidewalks that will be maintained and establishes the service level standards.

2. Objectives

- 2.1 To adopt, meet or exceed the Minimum Maintenance Standards for Municipal Highways under Ontario Regulation 239/02, as amended as it related specifically to sidewalks.
- 2.2 To protect the Municipality of Brockton’s reputation and ensure consistency with how the Municipality of Brockton maintains the sidewalks within the Town boundaries.
- 2.3 To outline the responsibility of the Municipality’s employees who maintain the sidewalks within the Town boundaries
- 2.4 To provide employees, Council and the residents of the Municipality of Brockton with guidelines on maintenance of the sidewalks within the Town boundaries

3. Definitions

- 3.1 **“Council”** means the Council of the Municipality of Brockton

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- 3.2 **“Ice Accumulation”** means the amount of ice that has been created on the sidewalk during a winter event.
- 3.3 **“Minimum Maintenance Standards”** means Ontario Regulation 239/02: Minimum Maintenance Standards for Municipal Highways under the Municipal Act, 2001.
- 3.4 **“Municipality”** means the Municipality of Brockton.
- 3.5 **“Service Levels”** means meeting or exceeding the Minimum Maintenance Standards.
- 3.6 **“Sidewalk”** means the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited.
- 3.7 **“Significant Weather Event”** means a weather event that prevents staff from being able to maintain the sidewalks to the standard set by the Minimum Maintenance Standards
- 3.8 **“Snow Accumulation”** means the amount of snow that falls and stays on the sidewalk
- 3.9 **“Winter Event”** means the duration from beginning of snow fall to the end, but still allows for the Minimum Maintenance Standards to be met.
- 4. Scope and Applicability**
- 4.1 This policy applies to Municipal employees within the Operations Department who maintain the sidewalks within the Town of Walkerton and Village and Hamlets of Chepstow, Cargill and Elmwood that meet the requirements.
- 5. Level of Service**
- 5.1 The Municipality of Brockton Winter Maintenance of Sidewalks Policy shall meet the requirements of O.Reg 239/02 – Minimum Maintenance Standard for Municipal Highways for Snow and Ice Accumulation on sidewalks.
- 5.2 Winter maintenance activities shall be undertaken on those sidewalks that are located within the municipal road allowance or Bruce County road allowances as identified in Appendix A. Appendix A is attached to this policy showing the location of the sidewalks which fit the criteria for winter maintenance.
- 5.3 Municipal sidewalks must meet the following specifications to be considered for winter maintenance; being greater than 1.5 meters in width, concrete, be capable of being travelled on by the Municipality’s equipment and of an appropriate grade.
- 6. Snow Accumulation**
- 6.1 The standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is to reduce the snow to a depth less than or equal to 8 centimetres (3 inches) within 48 hours of the end of the winter event.

- 6.2 If the depth of the snow accumulation on a sidewalk exceeds 8 centimetres (3 inches), while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends.

7. Ice Accumulation

- 7.1 The standard for prevention of ice formation on sidewalks is:
- a) monitor the weather in accordance with O.Reg 239/02 section 3.1 in the 24 hour period proceeding an alleged formation of ice on a sidewalk
 - b) treat the sidewalk, if practicable, to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy recourses for that purpose.
- 7.2 If ice forms on a sidewalk even though the municipality meets the standard set out, the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first became aware of the fact that the sidewalk is icy.

8. Municipal Property Damage

- 8.1 Any damage to municipal property, i.e. road allowances, as a result of winter control activities will be addressed at the discretion and to the satisfaction of the Director and Operations Manager.
- 8.2 The Municipality shall not be responsible for damages to encroachments placed in road allowances. These encroachments shall include, but not be limited to, shrubs, trees, hedges, flowers, gardens, fences, lamp posts and underground installations.
- 8.3 Sidewalks may be removed from the winter maintenance program if they have a physical obstruction or are too narrow to be effectively maintained by Municipal snow equipment. The Director and Operations Manager have sole discretion as to the removal of the sidewalk from the winter maintenance program.

9. Breach of Policy

- 7.1 A breach of this policy by a Municipal employee may be subject to disciplinary actions, up to and including termination in accordance with the Municipality's Employee Discipline Policy.

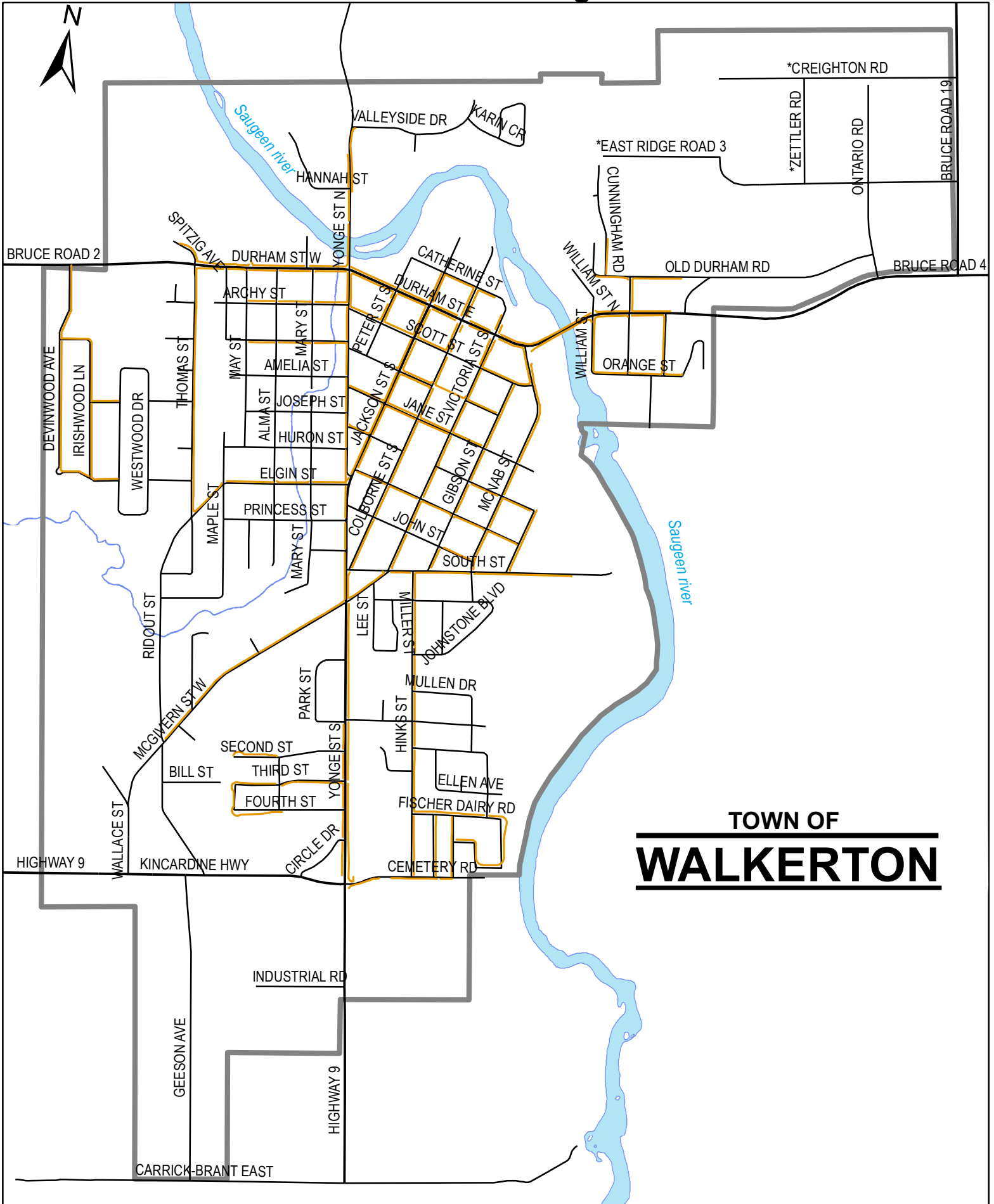
10. Policy Review

- 8.1 The Winter Maintenance of Sidewalks Policy will be reviewed every three (3) years or on an as-needed basis, by the Director of Operations and Operations Manager or designate, to ensure accuracy and that any new developments are added.

11. References and Related Documents

- Policy 2001-07 Repairs / Replacement of Encroachments on Road Allowances.

Sidewalk Plowing 2023



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