



Winter Service Operations Policy

Department:	Infrastructure and Planning Services Department
Division:	Engineering Division
Section/Function:	Public Works - Roads
Approval Level:	Council
Effective Date:	October 26, 2020
Revision #:	3

1.0 Purpose

- 1.1. The purpose of this Policy is to acknowledge the City's winter maintenance administrative procedures, for snow removal and ice removal on City maintained roads, sidewalks and bicycle lanes are in compliance with Ontario Regulation 239/02: Minimum Maintenance Standards for Municipal Highways. <https://www.ontario.ca/laws/regulation/020239>. These Minimum Maintenance Standards have been established to ensure the general safety of the public and to provide continued accessibility in compliance with the **Municipal Act, 2001**.
- 1.2. The purpose of this Policy is to identify any levels of service beyond those required under the **Municipal Act, 2001**

2.0 Application

- 2.1. This Policy applies to all individuals who have responsibility for overseeing, directing, supervising, or conducting winter service operations on behalf of the City of Peterborough.
- 2.2. Winter service operations include snow clearing, de-icing, snow storage, snow disposal, and patrol/inspection.

3.0 Definitions/Acronyms

- City** – The Corporation of the City of Peterborough, its agencies, boards and commissions.
- Council** – The elected City Council of the City of Peterborough.

4.0 Policy Statement(s)


- 4.1 The City will establish, maintain and update Winter Service Standards to guide resource allocations and winter service response decisions.
- .1 The City's Winter Service Standards for snow clearing on roadways, sidewalks and bicycle lanes will be in accordance with the Minimum Maintenance Standards for Municipal Highways, Ontario Regulation 239/02 of the **Municipal Act, 2001**.
 - .2 Any modifications to levels of service, beyond those required to meet the Minimum Maintenance Standards for Municipal Highways, will be approved by Council.
 - .3 The City will clear paved trails within the City limit as the Minimum Maintenance Standards does not include a standard for Winter Maintenance of trails.
 - .4 Resources for winter control operations are assigned in priority order of roads, sidewalk operations, bicycle lanes, bus stops, trails.
 - .5 The City acknowledges that there may be times when, due to the severity of a winter storm, the Winter Service Levels, as defined by the Minimum Maintenance Standards, cannot be achieved within the usual time allotted. Under such circumstances, the City will recover winter service response to the set service level as soon as feasible.

5.0 Appendix, Related Documents & Links

Note: All references refer to the current version, as may be amended from time to time.

5.1. Pertinent Resources:

- Highway Traffic Act
<https://www.ontario.ca/laws/statute/90h08>
- Municipal Act, 2001
<https://www.ontario.ca/laws/statute/01m25>
- Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways <https://www.ontario.ca/laws/regulation/020239>.

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- Report USPW08-013 "Winter Services Operations Policy"
 Appendix A: Road Classification Based on Minimum Maintenance Standards
 Appendix B: Winter Service Standards and Performance Outcome

5.2. Related Policies

N/A

5.3. Related Procedures:

N/A

5.4. Related Forms:


N/A

5.5. Miscellaneous:

N/A

6.0 Amendments/Reviews

Date (yyyy-mm-dd)	Section # Amended	Comments
2008-11-10	N/A	Committee of the Whole Report No. 24 of a Meeting of November 10, 2008 recommending that Winter Service Operations Policy in Report USPW08-013 be endorsed.
2008-11-17	N/A	City Council approved Item 9 of Committee of the Whole Report No. 24 of a Meeting of November 10, 2008 recommending that Winter Service Operations Policy in Report USPW08-013 be endorsed.

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2013-01-01	N/A	Revision #1 - No changes were made to the content of the Policy. Policy revised to move to new Policy Template (i.e. Policy Statements moved to Section 2.0, Application moved to Section 3.0, Definitions moved to Section 4.0) and to move to new protocol for showing defined terms (i.e. capitalizing the first letters).
2020-10-26	N/A	Revision #2 – Council approved recommendations in Report IPSENG20-027 of a meeting of October 26, 2020 to align sidewalk and bicycle lane winter maintenance with the changes to Ontario Regulation 239/02 as amended by Ontario Regulation 366/18; Minimum Maintenance Standards for Municipal Highways and to update the Policy to include the winter Maintenance of paved trails as per current practice. Policy moved to updated Policy Template; (Section 2.0 moved to Section 4.0, Section 3.0 moved to Section 2.0, Section 4.0 moved to Section 3.0).
2021-12-01	N/A	Revision #3 – No changes were made to the content of the Policy. Links in Section 5.1 – Pertinent Resources have been updated. Policy document format has been updated to become compliant with the Accessibility for Ontarians with Disabilities Act (AODA) Regulation 191/11 Integrated Accessibility Standards.

Next Review Date:	2025-10-01
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