



Report

Subject: New Roads Related Policies and Update of Existing Policies

Department: Infrastructure Services

Division: Public Works

Report #: INS-2025-008

Meeting Date: 2025-05-12

Recommendations

That report INS-2025-008, New Roads Related Policies and Update of Existing Policies, be received; and

That the Roads and Parking Lots Snow Clearing Policy approved by Council on November 3, 2008, be repealed; and

That the Municipal Roadway and Parking Lot Snow Clearing Policy attached to report INS-2025-008, be approved; and

That the Sidewalk Snow Clearing Policy approved by Council on October 17, 2016, be repealed; and

That the Sidewalk Snow Clearing Policy attached to report INS-2025-008, be approved; and

That the Sidewalk Maintenance Policy attached to report INS-2025-008, be approved.

Overview

Staff have revised the existing Municipal Roadway and Parking Lot Snow Clearing Policy and Sidewalk Snow Clearing Policy as well as created a new policy for Sidewalk Maintenance.

Updates to existing policies were minor in nature as O. Reg. 239/02 Minimum Maintenance Standards for Municipal Highways sets out most time requirements for snow clearing, the updates involved removing positions for the Town that no longer exist and replacing with existing positions, as well as aligning the policy with the service currently being provided.

The new policy is critical to outlining how maintenance needs are identified, addressed and repaired to conform with Ontario Provincial Standard Specifications.

Background

The three policies are guidelines to how we determine and perform work in the Town of Orangeville.

The original Roads and Parking Lots Snow Clearing Policy set out the level of service for winter control operations for municipal roads and parking lots and was first approved on November 3, 2008, and last updated on February 8, 2010.

The original Sidewalk Snow Clearing Policy set out the level of service for winter control operations for municipal sidewalks and was first approved on October 17, 2016, with no updates since.

Analysis/Current Situation

Municipal Roadway and Parking Lot Snow Clearing Policy – Updated Policy

Policy Overview:

This policy provides guidelines for Public Works staff on winter control operations, including snow plowing, salting, and sanding, and outlines the level of service for different types of roads and parking lots. It also offers flexibility for the Manager, Public Works to adjust operations based on weather conditions and storm severity. Key priorities include clearing arterial roads first, followed by municipal parking lots, and then local roads. The policy addresses snow removal procedures, staffing, equipment use, and responses to significant weather events, while allowing discretion in handling more extreme weather conditions. The Town will ensure compliance with all regulatory requirements and aim to balance efficient service with public safety.

Policy Updates:

The newly updated policy allows for flexibility, at the discretion of Manager, Public Works to be able to adapt to operational needs. The previous policy laid out firm timeframes, deadlines, and did not allow for snowbank removal on Sundays. Restrictions were also laid out around timing, depth requirements prior to snow removal, and named specific streets for examples to be cleared in a priority order. This newly updated policy allows for more flexibility while ensuring the Town stays in compliance with the minimum maintenance standards laid out in Ontario Regulation 239/02. The new policy states that snowbank removal operations after March 1st will be prioritized on clearing snow from stormwater management infrastructure and may be suspended if anticipating snow melt due to weather.

Sidewalk Snow Clearing Policy – Updated Policy

Policy Overview:

This policy establishes guidelines for Public Works staff regarding winter control operations, including snow removal and salting. The policy prioritizes sidewalk snow clearing based on factors such as proximity to schools, commercial areas, and arterial roads. Sidewalk snow removal operations are typically completed within 24 hours after a storm event ends. The policy allows flexibility for abnormal weather events and includes provisions for handling sidewalk obstructions, safety concerns, and emergencies. It also emphasizes compliance with Ontario Regulation 239/02, Ontario Minimum Maintenance Standards for Municipal Highways and outlines how complaints and damages will be addressed by the Town.

Policy Updates:

The newly updated policy allows for flexibility, at the discretion of Manager, Public Works to be able to adapt to operational needs. The updated policy sets out clear levels of service and provides clearer guidelines to handling both parking issues, sidewalk obstructions, and health and safety concerns. This newly updated policy allows for more flexibility while ensuring the Town stays in compliance with the minimum maintenance standards laid out in Ontario Regulation 239/02.

Sidewalk Maintenance Policy – New Policy**Policy Overview:**

This policy outlines the Town of Orangeville's approach to sidewalk maintenance, ensuring a consistent and efficient repair process. It establishes guidelines for identifying and addressing sidewalk deficiencies, particularly, surface discontinuities of 2 cm or more, ensuring the Town is in compliance with Ontario Regulation 239/02. The Policy outlines how the Town conducts annual inspections to identify sidewalk deficiencies, which are then treated within 14 days, either temporarily or permanently. Due to budget constraints, permanent repairs are prioritized based on severity, and pedestrian traffic in areas such as school zones, bus routes, and commercial districts. Repairs include sidewalk removal, replacement, and lip grinding, with particular attention to accessibility standards ensuring compliance with AODA. The policy aims to maintain safe, accessible sidewalks, and allows the removal of sidewalks that terminate in driveways, to allow the installation of proper crossings at intersections where dead end sidewalks are removed.

Corporate Implications

This report will not generate direct implications. If future actions related to this report will have a corporate impact, a report will be presented to Council for approval, if required.

Conclusion

The three policies have been updated to better reflect existing levels of service and to continue to provide a high standard of service regarding winter control operations and sidewalk maintenance within the Town.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: Due Diligence – Confirm applicable governance and policy regimes.

Notice Provisions

Not applicable.

Respectfully submitted,

Tim Kocialek, P. Eng., PMP
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Attachment(s):

1. Municipal Roadway and Parking Lot Snow Clearing Policy
2. Sidewalk Snow Clearing Policy
3. Sidewalk Maintenance Policy