



# INFORMATION MANUAL

L-IV-5a

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<b>Subject:</b>	SIDEWALK SNOW PLOWING
<b>Department/Division:</b>	Public Works and Transportation
<b>Source:</b>	Council
<b>Date:</b>	2016 06 27

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**PURPOSE:** The purpose of the sidewalk snow plowing program is to give pedestrians a continuous network of plowed sidewalks that originate and terminate in neighbourhood, school or commercial areas.

**BACKGROUND:** A major review of the sidewalk network was conducted in 2016 with the goal of providing a continuous network for pedestrians.

**CRITERIA FOR MAINTENANCE:** In order to establish the network in 2016, criteria was approved by Council and applied to the previously established routes. All new construction and future requests shall be evaluated considering the following approved criteria:

- street classification and traffic volumes;
- school route, areas surrounding senior homes or sensitive land uses;
- transit route;
- only one side of a residential (Urban Local) street shall be plowed;
- any walkway, sidewalk or pathway terminating mid-block or that does not provide continuous connection to another component of the sidewalk network shall not be maintained;
- any curb-faced sidewalk along a narrow roadway that could better be utilized for roadway snow storage shall not be maintained as long as it does not impede the natural flow of pedestrian traffic;
- any sidewalk, walkway or pathway adjacent to a vertical drop or along a steep grade where the public and operator's safety is compromised shall not be maintained;
- sidewalks in residential areas that circle back to the place of origin shall not be maintained.

**ADDITION OR DELETION OF SIDEWALKS:** The sidewalk network shall be reviewed annually by PWT. If the conditions which have determined maintenance have changed within the year, the maintenance status may be affected (i.e. school closure, altered bus route, etc.).

These additions and deletions shall be at the determination of PWT using the evaluation form found on page 3 of this Policy.



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## 1. NEW CONSTRUCTION

New roads and sidewalks may be constructed by a developer or by the City. Most typically the developer is building a new residential roadway, while the City is constructing a roadway to meet recommendations of the Transportation Master Plan. Reconstructed roadways (i.e. part of the annual capital works program established by the Engineering and Planning Department) shall be reviewed annually for adherence to the criteria.

### a) New Roadway within a Subdivision

When a new subdivision is constructed, the sidewalks will not be added to the snow plowing program unless the criteria for maintenance are satisfied.

Where sidewalk snow plowing in a new subdivision is deemed necessary for safety reasons, the portion(s) of the sidewalk to be plowed will be in accordance with the rate of building construction along the street.

### b) New Roadway Constructed By the City

When any new street, or portion of a roadway, is constructed by the City to satisfy an objective of the City's Transportation Master Plan, affected sidewalks may be added to the snow plowing program at the determination of the need to do so by Public Works and Transportation staff in consultation with the Engineering and Planning Department.

## 2. BY REQUEST OF COUNCIL OR PUBLIC

Requests for sidewalk maintenance may be made by a member of Council or the general public. Requests may be made to PWT and will be tracked in our work order system. The requested sidewalk will be assessed in comparison to the approved criteria by PWT and the results of the assessment will be made known to the requester.

## TIMING

The maintained sidewalk network shall be established by October 31 each year. Any requests submitted after October 31 will be considered for the program of the following year.



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## Sidewalk Snow Plow Maintenance Request

Street Name:		
From (Civic address):		
To (Civic address):		
Addition or Deletion:		
Reason for Request:		
Requester:		
Contact Information:		
Evaluation Criteria		
Criteria	Information (Provide details)	
1. Street classification/traffic volumes		
2. Does this sidewalk become part of a continuous connection to another component of the sidewalk network?		
<b><i>If answer is YES to 3. Or 4. the addition of the sidewalk shall be considered:</i></b>		
3. School route or areas surrounding senior homes or sensitive land uses?		Yes/No
4. City Transit route?		Yes/No
<b><i>If answer is YES to 5, 6, 7, or 8. then the sidewalk shall NOT be considered for winter maintenance:</i></b>		
5. Are there sidewalks on both sides of the roadway and is the other side maintained? (Only applies to Urban Local roads)		Yes/No
6. Is it a curb-faced sidewalk? Better utilized as snow storage? (Unless critical part of continuous sidewalk network that is maintained)		Yes/No
7. Is there a vertical drop adjacent to the sidewalk?		Yes/No
8. Does this sidewalk circle back onto itself?		Yes/No
Recommended Addition or Deletion (please circle)		Yes/No
Notification of Results to Requester		
Name:		Date: