



# R.M. of ELLICE - ARCHIE

## LEVELS OF SERVICE POLICY

### PURPOSE:

The purpose of this policy is to outline the conditions of the *Levels of Service Policy* as adopted by the RM of Ellice – Archie.

This policy is a guideline of the levels of service the municipality strives to uphold barring any extraordinary situations out of our control from time to time within the resources allocated by the RM Council.

During extreme snowfall or ice events where snowfall amount and/or accompanying severe drifting, or excessive ice makes it impractical to complete the snow clearing operations with a full complement of resources and continuous effort, the time limits specified may be extended.

### POLICY GUIDELINES:

#### 1. GRAVEL ROADS

- a) **Grading:** will be completed as required, determined by our Public Works Foreman or council. Gravel roads must be damp or dry for grading to occur.
- b) **Gravel Application:** is determined on an annual basis by our Public Works Foreman with maps completed and submitted to council for approval. Gravel application varies from 80 yards / mile up to 200 yards / mile depending on the level of traffic flow, gravel quality and road condition. We strive to have our graveling completed as soon as possible in the year but no later than August 15<sup>th</sup>, dependent of course on the contractor awarded via tender.
- c) **Snow Plowing:** is prioritized based on school bus routes, homecare recipients and main artery roads. All other municipal roads will be plowed accordingly once the priority roads are completed. It is our goal to have all municipal roads plowed within 4 business days of the snowfall / blowing snow ending.
- d) **Sanding / Salting:** is based on priority areas, those being school bus routes, hills and major intersections. Sanding and salting is done on an as required basis determined by the Public Works Foreman and may not occur after every storm.
- e) **Dust Control:** is determined by council on an annual basis. Landowners with property adjacent to a municipal road can apply for dust control to be applied on an annual basis. The municipality mails out dust control applications on an annual basis. The cost of the application is the responsibility of the landowner / applicant and shall be invoiced accordingly.

#### 2. PRIVATE LANES

- a) **Grading:** not performed on private lanes unless time allows. Need and specific requests are at the discretion of the Public Works Foreman.



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- b) **Snow Plowing:** not performed on private lanes unless time allows. Need and specific requests are at the discretion of the Public Works Foreman.
- c) **Gravel Application:** can be ordered annually through the municipality. Costs for gravel and hauling will be the responsibility of the land owner / applicant and shall be invoiced accordingly.
- d) **Dust Control:** can be applied for during the annual Dust Control Program. Applications are mailed out by the municipality on an annual basis. Cost of the application is the responsibility of the landowner / applicant and shall be invoiced accordingly.

### 3. STREETS IN TOWN

- a) **Snow Clearing:** is done on an as required basis determined by the Public Works Foreman and may not occur after every storm.
- b) **Sanding / Salting:** is done on an as required basis determined by the Public Works Foreman and may not occur after every storm.

### 4. SIDEWALKS

- a) **Repair / Replacement:** sidewalks repairs and replacement are determined on an annual basis by council during the budgeting process.
- b) **Snow Clearing / Sanding / Salting:** Property owners / occupiers of premises are responsible for and encouraged to complete their own snow clearing / salting / sanding to the sidewalk adjacent to their property on an as needed basis. The municipality strives to have remaining sidewalks cleared to a compacted snow surface within four business days following a weather event. Snow removal is completed only after at least 2 inches (5 cm) of accumulation is received. Sanding and salting is done on an “as required” basis determined by the Public Works Foreman and not necessarily after every weather event.

### 5. COLD WEATHER POLICY

Extreme cold or Wind Chill has a significant impact on equipment being dispatched and is also hazardous to employees. At temperatures below minus -35 degrees Celsius (without wind chill), or if the Wind Chill factor is in excess of minus -45 degrees Celsius, employees and equipment shall not be in operation on the roads unless authorized by the Public Works Foreman for emergency purposes.

### RESPONSIBILITY AND AUTHORITY FOR THIS POLICY

The Public Works Foreman or his/her designate is charged with the primary responsibility for executing the levels of service outlined in this policy.

The Public Works Foreman retains the authority to alter assignments based on weather conditions, equipment, safety of the staff, staff availability, and other conditions related to the levels of service outlined in this policy.