



PUBLIC WORKS ROADS DIVISION

LEVEL OF SERVICE STANDARDS FOR THE TOWNSHIP OF NORWICH

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DEFINITIONS

“**CM**” means centimetres

“**DAY**” means a 24-hour period;

“**MOTOR VEHICLE**” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;

“**NON-PAVED SURFACE**” means a surface that is not a paved surface;

“**PAVED SURFACE**” means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;

“**ROADWAY**” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*;

“**SHOULDER**” means the portion of a highway that provides lateral support to the roadway and that may accommodate OPP, Fire/EMS motor vehicles and emergency use.

“**SHOULDER DROP-OFF**” means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder.

“**SURFACE**” means the top of a roadway or shoulder.

“**SNOW ACCUMULATION**” means the natural accumulation of new fallen snow or wind-blown snow that covers more than half a lane width of a roadway.

“**WINTER CONTROL SEASON**” shall commence at 7:00 a.m. on December 1st and shall end at 3:30 PM on the March 30th of each year.

“**RESPONSE TIME**” shall be the time from when the Township becomes aware of the snow accumulation in excess of the depth set out in the table, until the accumulation in excess of the depth in the table is removed. The response time is referenced to the end of the storm.

“**DISTORTION**” means a bump or vertical deviation in the roadway surface, such as a bump or a depression, but does not include traffic calming measures or wheel track rutting.

“**DEBRIS**” is defined as any material or object on the roadway that is not an integral part of the roadway or has not been intentionally placed on the roadway by the Township and that it is reasonably likely to cause damage to a motor vehicle or injure a person in the motor vehicle.



CLASSIFICATION OF ROADWAYS

Applicable Speed Limit (km/hr) ➤	100	90	80	70	60	50	40
AADT							
15,000 or more	1	1	1	2	2	2	2
12,000 - 14,999	1	1	1	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	3	3
5,000 - 5,999	1	2	2	3	3	3	3
4,000 - 4,999	1	2	3	3	3	3	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	4	4
1,000 - 1,999	1	3	3	3	4	4	5
500 - 999	1	3	4	4	4	4	5
200 - 499	1	3	4	4	5	5	5
50 - 199	1	3	4	5	5	5	5
0 - 49	1	3	6	6	6	6	6

For the purposes of this Document, every highway or part of a highway under the jurisdiction of a County in Ontario is classified in the Table to this section as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the speed limit applicable to it and the average annual daily traffic on it.

The average annual daily traffic (AADT) on a highway or part of a highway under municipal jurisdiction shall be determined,

- (a) by counting and averaging the daily two-way traffic on the highway or part of the highway for the previous calendar year; or
- (b) by estimating the average daily two-way traffic on the highway or part of the highway in accordance with accepted traffic engineering methods.



ROUTINE PATROLLING

PURPOSE: To define the minimum level of service that can be expected in providing Routine Patrols to the roadway within the Township's jurisdiction.

SCOPE: This policy is intended to address service levels for the frequency of Routine Patrols on all Township's Roads.

The service standards indicated in this policy are applicable year round, but are not required between sunset and sunrise.

OBJECTIVES: The objective is to routinely inspect all of the Township's report on, and correct deficiencies within time frames, as required under other Township Service delivery policies.

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days



SNOW ACCUMULATION

- (1) The minimum standard for clearing snow accumulation is:
 - (a) while the snow continues to accumulate, to deploy resources to clear the snow as soon as practicable after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section; and
 - (b) after the snow accumulation has ended and after becoming aware that the snow accumulation is greater than the depth set out in the Table to this section, to clear the snow accumulation in accordance with subsections (2) and (3) or subsections (2) and (4), as the case may be, within the time set out in the following table.
- (2) The snow accumulation must be cleared to a depth less than or equal to the depth set out in the Table.
- (3) The snow accumulation must be cleared from the roadway to within a distance of 0.6 metres inside the outer edges of the roadway.
- (4) Despite subsection (3), for a Class 4 highway with two lanes or a Class 5 highway with two lanes, the snow accumulation on the roadway must be cleared to a width of at least 5 metres.
- (5) This section:
 - (a) does not apply to that portion of the roadway designated for parking; and
 - (b) only applies to the Township during the season when the Township performs winter highway maintenance.

Class of Highway	Depth of Accumulation	Response Time
1	2.5 cm (1")	4 hours
2	5 cm (2")	6 hours
3	8 cm (3")	12 hours
4	8 cm (3")	16 hours
5	10 cm (4")	24 hours



Roads Division

Level of Service Standards

EXCLUSIONS: It is anticipated that as a result of plowing the roadway there will be a windrow of plowed snow deposited at the end of each driveway. It shall be the homeowner's responsibility to clear their own driveway.

OPERATOR SAFETY: If a storm becomes so severe that crews cannot continue the safe operation of their vehicles, removal of snow accumulation activities shall be suspended until conditions improve.

In the event that operations are suspended, the Manager of Roads or his designate will notify the Police, FIRE/EMS, and School Boards.

HOURS OF WORK: Generally the hours of work for the delivery of winter control services shall be between 6:00 a.m. and 10:00 p.m., every day during winter control season.



RESPONSE TIME FOR ICY ROADS

The minimum standard for treating icy roadways is to:

- (a) deploy resources to treat an icy roadway as soon as practicable after becoming aware that the roadway is icy; and
- (b) treat the icy roadway within the time set out in the Table to this section after becoming aware that the roadway is icy.

This section only applies to the Township during the winter control season.

CLASS OF HIGHWAY	RESPONSE TIME
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours



ROADSIDE SNOW REMOVAL

Roadside snow removal operations are only completed within the defined urban communities in the downtown cores of Norwich and Otterville. Roadside snow removal operations are undertaken when the available snow storage capacity on street will no longer accommodate further snow accumulations.

The purpose of snow removal operations is not necessarily for pedestrian convenience but for road safety. Sidewalk snow clearing is the mechanism to address the pedestrian safety aspect.

If insufficient storage is lacking along roadway corridors and sight lines are impeded, snow removal must be scheduled at the earliest opportunity as per the following standards.

1. Roadside snow removal operations shall be scheduled and undertaken when the snow banks combined average height and width exceeds a value greater than 1.8 m (6').
2. Whenever sightline and safety are compromised as determined by the Roads Manager or designate.
3. Measurements shall not be made until 72 hours following the cessation of a storm event
4. Snow removal shall only commence when reasonably feasible.



SIDEWALK SNOW CLEARING

Township sidewalk snow clearing will be undertaken in the communities of Springford, Otterville, Norwich and Burgessville.

Sidewalk snow clearing shall commence within 12 hours of the cessation of any winter event, and shall be completed within 24 hours whenever reasonably practical.

Snow removal will not take place on the weekends unless conditions warrant so.

By-Law 33-85 states that the occupant/owner or person having control of a building or lot shall remove the snow and ice from the sidewalk in front of lot or building.

VILLAGE OF OTTERVILLE

<u>STREET</u>	<u>SIDE</u>	<u>FROM</u>	<u>TO</u>
Main Street	South	Dover Street	230 feet west of Dover Street
Main Street	North	280 feet west of Williams Street	25 feet east of Williams Street

VILLAGE OF NORWICH

<u>STREET</u>	<u>SIDE</u>	<u>FROM</u>	<u>TO</u>
Main Street	North	125 feet west of John Street	70 feet east of Stover Street
Main Street	South	80 feet west of Pitcher Street	40 feet east of Stover Street
Stover Street	West	Front Street	Elgin Street
Stover Street	East	Water Street	170 feet north of Main Street



POTHOLE REPAIR

If a pothole exceeds both the surface area and depth set out in Table 1, 2 or 3 to this section, as the case may be, the minimum standard is to repair the pothole within the time set out in Table 1, 2 or 3, as appropriate, after becoming aware of the fact.

A pothole shall be deemed to be repaired if its surface area or depth is less than or equal to that set out in Table 1, 2 or 3, as appropriate.

TABLE 1

RESPONSE TIME FOR POTHOLES ON PAVED SURFACE OF ROADWAY

CLASS OF HIGHWAY	SURFACE AREA	DEPTH	RESPONSE TIME
1	600 cm ² (93 in ²)	8 cm (3")	4 days
2	800 cm ² (124 in ²)	8 cm (3")	4 days
3	1000 cm ² (155 in ²)	8 cm (3")	7 days
4	1000 cm ² (155 in ²)	8 cm (3")	14 days
5	1000 cm ² (155 in ²)	8 cm (3")	30 days

TABLE 2

RESPONSE TIME FOR POTHOLES ON NON-PAVED SURFACE OF ROADWAY

CLASS OF HIGHWAY	SURFACE AREA	DEPTH	RESPONSE TIME
3	1500 cm ² (232 in ²)	8 cm (3")	7 days
4	1500 cm ² (232 in ²)	10 cm (4")	14 days
5	1500 cm ² (232 in ²)	12 cm (5")	30 days

TABLE 3

RESPONSE TIME FOR POTHOLES ON PAVED OR NON-PAVED SHOULDER

CLASS OF HIGHWAY	SURFACE AREA	DEPTH	RESPONSE TIME
1	1500 cm ² (232 in ²)	8 cm (3")	7 days
2	1500 cm ² (232 in ²)	8 cm (3")	7 days
3	1500 cm ² (232 in ²)	8 cm (3")	14 days
4	1500 cm ² (232 in ²)	10 cm (4")	30 days
5	1500 cm ² (232 in ²)	12 cm (5")	60 days



RESPONSE TIME FOR SHOULDER DROP -OFF

If a shoulder drop-off is deeper for a continuous distance of 20 metres or more than the depth set out in the Table to this section, the minimum standard is to repair the shoulder drop-off within the time set out in the Table after becoming aware of the fact.

A shoulder drop-off shall be deemed to be repaired if its depth is less than or equal to that set out in the Table.

CLASS OF HIGHWAY	DEPTH	RESPONSE TIME
1	8 cm (3")	4 days
2	8 cm (3")	4 days
3	8 cm (3")	7 days
4	8 cm (3")	14 days
5	8 cm (3")	30 days

RESPONSE: The Township will either repair the drop-off or post a temporary sign warning drivers of the shoulder drop-off, within the time, after becoming aware of the fact, as set out in the table.



RESPONSE TIME FOR CRACKS

If a crack on the paved surface of a roadway is greater, for a continuous distance of three metres or more, than both the width and depth set out in the Table to this section, the minimum standard is to repair the crack within the time set out in the Table after becoming aware of the fact.

A crack shall be deemed to be repaired if its width or depth is less than or equal to that set out in the Table.

Class of Highway	Width	Depth	Response Time
1	5 cm (2")	5 cm (2")	30 days
2	5 cm (2")	5 cm (2")	30 days
3	5 cm (2")	5 cm (2")	60 days
4	5 cm (2")	5 cm (2")	180 days
5	5 cm (2")	5 cm (2")	180 days



RESPONSE TIME FOR DEBRIS ON THE ROAD

If there is debris on a roadway, the minimum standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris.

In this section:

“**DEBRIS**” means any material or object on a roadway,

- (a) that is not an integral part of the roadway or has not been intentionally placed on the roadway by the Township, and
- (b) that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle.



RESPONSE TIME
FOR WATER ON THE ROADWAY

PURPOSE: To identify appropriate response by class of road to correct or identify a water over the road hazard to the driving public.

SCOPE: This policy applies to all Township Roads.

OBJECTIVE: The objective of this policy is to identify appropriate responses and response times for the notification of water over the road or reduction of water over the road to an acceptable level.

CLASS OF HIGHWAY	RESPONSE
1	If there is water over the road that covers more than half of a lane width, the Township will deploy its resources, as soon as practical, after becoming aware of the fact to lower the water level to 5 cm (2") or less or so that it covers less than half of a lane width.
2	
3	
4	If there is water on the road that is deeper than 5 cm (2") and covers more than half a lane width, the Township will deploy its resources, as soon as practical, after becoming aware of the fact, to lower the water level to 5 cm (2") or less or so that it covers less than half of a lane width OR post a temporary sign warning of the water.
5	



RESPONSE TIME **FOR NON- FUNCTIONING STREETLIGHTS**

- (1) For conventional illumination, if three or more consecutive Streetlights on a highway are not functioning, the minimum standard is to repair the Streetlights within the time set out in the Table to this section after becoming aware of the fact.
- (2) For conventional illumination and high mast illumination, if 30 per cent or more of the Streetlights on any kilometre of highway are not functioning, the minimum standard is to repair the Streetlights within the time set out in the Table to this section after becoming aware of the fact.
- (3) Despite subsection (2), for high mast illumination, if all of the Streetlights on consecutive poles are not functioning, the minimum standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the Streetlights.
- (4) Despite subsections (1), (2) and (3), for conventional illumination and high mast illumination, if more than 50 per cent of the Streetlights on any kilometre of a Class 1 highway with a speed limit of 90 kilometres per hour or more are not functioning, the minimum standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the Streetlights.
- (5) Streetlights shall be deemed to be repaired:
 - (a) for the purpose of subsection (1), if the number of non-functioning consecutive Streetlights does not exceed two;
 - (b) for the purpose of subsection (2), if more than 70 per cent of Streetlights on any kilometre of highway are functioning;
 - (c) for the purpose of subsection (3), if one or more of the Streetlights on consecutive poles are functioning;
 - (d) for the purpose of subsection (4), if more than 50 per cent of Streetlights on any kilometre of highway are functioning.
- (6) Subsections (1), (2) and (3) only apply to:
 - (a) Class 1 and Class 2 highways; and
 - (b) Class 3, Class 4 and Class 5 highways with a posted speed of 80 kilometres per hour or more.



Roads Division

Level of Service Standards

(7) In this section:

“CONVENTIONAL ILLUMINATION” means lighting, other than high mast illumination, where there are one or more Streetlights per pole;

“HIGH MAST ILLUMINATION” means lighting where there are three or more Streetlights per pole and the height of the pole exceeds 20 metres;

“LUMINAIRE” means a complete lighting unit consisting of:

- i. a lamp, and
- ii. parts designed to distribute the light, to position or protect the lamp and to connect the lamp to the power supply.

CLASS OF HIGHWAY	RESPONSE TIME
1	7 days
2	7 days
3	30 days
4	30 days
5	30 days



RESPONSE TIME FOR **SIGN REPLACEMENTS - REGULATORY AND WARNING**

- (1) If any sign of a type listed in subsection (2) is illegible, improperly oriented or missing, the minimum standard is to deploy resources as soon as practicable after becoming aware of the fact to repair or replace the sign.
- (2) This section applies to the following types of signs:
 1. Checkerboard.
 2. Curve sign with advisory speed tab.
 3. Do not enter.
 4. One Way.
 5. School Zone Speed Limit.
 6. Stop.
 7. Stop Ahead.
 8. Stop Ahead, New.
 9. Traffic Signal Ahead, New.
 10. Two-Way Traffic Ahead.
 11. Wrong Way.
 12. Yield.
 13. Yield Ahead.
 14. Yield Ahead, New.



REGULATORY OR WARNING SIGNS

(1) If a regulatory or warning sign other than a sign listed is illegible, improperly oriented or missing, the minimum standard is to repair or replace the sign within the time set out in the Table to this section after becoming aware of the fact.

(2) In this section,

“REGULATORY SIGN” has the same meaning as in the *Ontario Traffic Manual Book 5*, published in March 2000 by the Ministry of Transportation, as revised.

“WARNING SIGN” has the same meaning as in the *Ontario Traffic Manual Book 6*, published in July, 2001 by the Ministry of Transportation.

CLASS OF HIGHWAY	RESPONSE TIME
1	7 days
2	14 days
3	21 days
4	30 days
5	30 days



BRIDGE DECK SPALLS

- (1) If a bridge deck spall exceeds both the surface area and depth set out in the Table to this section, the minimum standard is to repair the bridge deck spall within the time set out in the Table after becoming aware of the fact.
- (2) A bridge deck spall shall be deemed to be repaired if its surface area or depth is less than or equal to that set out in the Table.
- (3) In this section:

“BRIDGE DECK SPALL” means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge.

CLASS OF HIGHWAY	SURFACE AREA	DEPTH	RESPONSE TIME
1	600 cm ² (93 in ²)	8 cm (3")	4 days
2	800 cm ² (124 in ²)	8 cm (3")	4 days
3	1000 cm ² (155 in ²)	8 cm (3")	7 days
4	1000 cm ² (155 in ²)	8 cm (3")	7 days
5	1000 cm ² (155 in ²)	8 cm (3")	7 days



ROADSIDE GRASS MOWING

PURPOSE: To identify the level of service for roadside grass mowing.

SCOPE: This policy is applicable to all Township Roads except where noted in the exclusions.

OBJECTIVES: To improve visibility for intersections and entrances along roadsides.

To reduce the “snow fence” effect and improve effectiveness of winter control activities.

To improve the roadside appearance and to improve capacity and to minimize encroachment of vegetation into the paved surface of the roadway.

LEVEL OF SERVICE:

AREA	YEARLY MOWING	LIMITS	WEED SPRAYING
Rural Roadside	2	Single Swath Summer Double Swath Fall where physically able	Only as required
Urban Roadside	As required as the road manager deems to be.		

EXCEPTIONS AND EXCLUSIONS:

- (1) Urban area adjacent to existing residences and places of business will not be mowed by the Township. This will be deemed to be the adjacent landowners responsibility.



MAILBOX REPLACEMENT

PURPOSE: To identify the policy, procedure, installation standards, and timing of the replacement / re-installation of mailboxes that have been damaged as a result of road maintenance activities.

SCOPE: This policy is applicable on all Township Roads. The Township will re-install mailboxes damaged as a result of maintenance activities to an appropriate standard in an appropriate location.

INSTALLATION STANDARDS:

- 1) The post shall be wooden; maximum 150 mm diameter at the top.
- 2) Posts will be installed at the rounding of the shoulder, in order that the opening of the mailbox is at the edge of the shoulder with the bottom of the box being 1.07 m (3.5') above the edge of the edge of the shoulder.
- 3) Mailboxes on a cantilever arm must meet the same height and setback requirements.
- 4) Mailboxes will be placed on the right hand side of road according to the courier's line of travel in a position where the courier can reach and service it from his vehicle without being an impediment to pedestrian or vehicular traffic, where possible.
- 5) Replacement boxes shall be a standard size weather resistant steel rural type mailbox.

LIMITATIONS AND EXCLUSIONS:

- 1) Where a cantilevered mailbox has been damaged by operations activities, it will be replaced with a standard post arrangement.
- 2) The owner is responsible for the replacement and reinstallation of a mailbox that has been removed or damaged by the discharging of snow from a snowplow. At the discretion of the Road Department, the Municipality will repair when possible or replace a mailbox if beyond repair damaged by a snowplow that has physically hit the box.

TIMING OF INSTALLATION:

The damaged mailbox will be replaced as soon as weather and manpower permit. Completion of Winter Control Services on the roadway is a priority.



DUST CONTROL

PURPOSE: To identify the level of service of dust control on gravel surfaced roads and to provide guidelines for timely delivery of service.

Gravel roads receiving dust control treatment will be treated at least once per year. (Some roads or sections are not treated).

- 1) Roads will generally receive the dust control application between May 1st and June 15th of any given year. This will be a staff decision based on weather conditions and the contractor's schedule.

PRODUCT SELECTION:

- 1) Generally, calcium chloride will be used as the dust control product for granular surfaces.
- 2) Other products may be used on a trial basis from time to time. If other products are found to be cost and performance improvements over calcium, they may be substituted for calcium, as approved by MOE.



TREE REMOVAL

PURPOSE: To remove dead trees (or limbs) that have been determined to be hazardous or potentially hazardous to the public. This shall also include diseased, broken or weakened trees on or over the road allowance.

To maintain correct sight distances.

To maintain adequate overhead clearance.

To remove root infestation to sanitary sewage systems.

IDENTIFICATION: Trees to be removed will be identified in one of the following manners:

- 1) By routine road and roadside inspection by Roads Division.
- 2) By notification by adjacent homeowners.

DISPOSAL:

- 1) Trees and limbs will be chipped on site, then removed for storage at an area Material Storage Facility whenever practical.
- 2) Trees and limbs that aren't chipped for some reason may be taken to a Material Storage Facility.
- 3) Upon request of the adjacent homeowner, trees and limbs may be cut to a manageable 8' length and piled at a private residence.
- 4) Upon request, wood chips may be deposited at a private residence when the tree cutting crews are working in that area.
- 5) Trees on property lines identified (or requested) for removal may be cost shared at a negotiated price as determined by Roads Manager or designate.
- 6) Stumps in urban and hamlet areas will be listed and then ground out once per year as schedule dictates. The disturbed areas will be dressed with topsoil and seeded.



SIDEWALK REPAIR

PURPOSE: The objectives of the policy are to:

Provide safe, accessible and convenient conditions for pedestrian traffic.

Protect the Township's investment in sidewalks.

Mitigate the risk of claims against the Township caused by non-repair.

Better allow Roads staff to schedule and prioritize sidewalk repair and replacement.

INSPECTIONS: Inspections of sidewalks shall be carried out as required.

LEVEL OF SERVICE:

REPAIR OR REPLACEMENT OF TRIP HAZARDS

- 1.1 Sidewalk slabs that have a measurable differential displacement of 5 cm (2") or greater shall be repaired if possible or replaced with new concrete. The method of repair will be the decision of the Roads Division.

The term "differential displacement" shall be considered to be a vertical displacement occurring at either a joint, crack or curb.

- 1.2 A sidewalk slab that has substantial surface cracking accompanied by crack displacement or has spalling to a minimum of 75% of its surface area shall be considered for replacement, subject to the conditions in Clause 1.1 otherwise the sidewalk slab may be maintained with a thin asphalt overlay until the road or other limiting factor has been corrected. (See Interim Maintenance, 3.1).
- 1.3 A sidewalk slab that contains a hole(s) shall be spot repaired if possible; otherwise the entire slab may be replaced.

REPLACING CONCRETE SLABS DUE TO UTILITY INSTALLATION/REPAIR

- 2.1 The cost of replacement of sidewalk slabs, broken or removed during installation or repair of utilities shall be the responsibility of the utility company/authority. The replacement shall be carried out in accordance with Ontario Provincial Standards and to the satisfaction of the Manager of Roads.



REPLACING CONCRETE SLABS DUE TO DAMAGE BY BUILDING CONSTRUCTION OR PROPERTY OWNERS

- 2.2 Sidewalk slabs that have been damaged by heavy equipment, cutting and falling of trees, farms machinery, etc. shall be replaced with the cost payable by the person or company responsible.

INTERIM MAINTENANCE REPAIRS

- 3.1 If, on a length of sidewalk, several slabs are to be maintained with a thin asphalt overlay, the asphalt overlay shall be extended in a continuous uniform manner over the affected area to encompass all the deficiencies.
- 3.2 A sidewalk shall not be resurfaced with a thin asphalt overlay if drainage problems are created as a result of the resurfacing in which case consideration shall be given to replacing the sidewalk.
- 3.3 Sidewalk sections that have settled and required improvement to eliminate the ponding of water on the sidewalk surface may be resurfaced with a thin asphalt overlay.

SIDEWALK AT ENTRANCE LOCATION

- 4.1 In no case shall an existing sidewalk be covered with asphalt or granular material of a driveway unless approval has been received from the Manager of Roads. Sidewalks will run without/through driveway interruptions.

MINIMUM WIDTHS OF NEW OR REPLACEMENT SIDEWALK

- 5.1 A minimum width of sidewalk shall be 1 metre and may be adjusted on a site-specific basis dependent on other conditions.

SIDEWALK REPLACEMENT ADJACENT TO MATURE TREES

- 6.1 All precautions shall be taken when replacing sidewalk near mature trees to avoid damaging the trees. It may be necessary to skew the new sidewalk or have a narrower sidewalk around trees.



SIDEWALK INSTALLATION AND REPLACEMENT COST CONTRIBUTIONS

- 7.1 a) Where new concrete sidewalks are constructed under a petition of ratepayers of the Township of Norwich, 100% of the cost will be borne by the petitioners under the Local Improvement Act.
- b) Replacement, maintenance, and repair will be undertaken by the Municipality.

PRIORITY OF SIDEWALK REPLACEMENT/REPAIR

- 8.1 Each year a sidewalk replacement priority schedule shall be updated based on the following limitations.

LIMITATIONS:

- 1) This policy shall be followed within the budget limitations as established by Council on an annual basis.
- 2) Pedestrian traffic volume.
- 3) Adjacent land use.
- 4) Adjacent roadway condition (if reconstruction is planned in the five-year plan).
- 5) Existing sidewalk condition.



ROADWAY CENTRELINE MARKING

- (1) All local roadways may receive centreline painting where traffic volumes, roadway geometrics, such as horizontal and vertical sightlines are compromised, or where accident history indicates a potential need.
- (2) Reflective delineators may be utilized roadway geometrics, such as horizontal and vertical sightlines are compromised, or where accident history indicates a potential need.
- (3) Additional roadways may be considered where and when appropriate based upon the analysis of the Manager of Roads or designate.



DRIVEWAY ENTRANCES

PURPOSE: To identify the policy, procedure, and installation of placements of driveway entrance on road allowances.

INSTALLATIONS STANDARDS

- 1) Upon request by the adjacent property owner, the Road Department shall inspect the location, determine the necessity for an entrance to the Township Road and determine the size, type and location for a culvert to properly handle roadside drainage.
- 2) Any new entrances will be paid for by the property owner that requests the driveway.
- 3) When a road is reconstructed, the Road Department will determine where the entrance may be placed.
- 4) Only new culverts will be allowed on the road allowance with approved granular backfill.
- 5) Upon receipt of a signed permit on the locations that are approved by the Road Department, the Township will supply and install entrance culverts of the required size and type for a standard width of 7.5 metres and covered with granular material that is O.P.S. approved.
- 6) A property owner requesting a new curb cut or the relocation of the existing curb cut shall pay for the service with a minimum cut of 7.5 metres.
- 7) The Township will maintain and replace culverts as necessary. However, the property owner shall be responsible for the maintenance of the paved travelled surface of the entrance along with any crushed down ends of culverts caused by driving over same.
- 8) If a property owner wishes to install their own entrance, then the above standards shall be met.