

General Service Overview

Department Name: Public Works

General Overview

The Public Works Department is responsible for the care and maintenance of critical infrastructure and essential services that directly impact residents' daily lives. Through a structured approach to seasonal maintenance and a commitment to year-round service excellence, the department ensures safe travel, functional public spaces, environmental compliance, and responsiveness to community concerns.

Key Functions:

- **Roadway & Traffic Maintenance:** Ongoing patrols, repairs, signage, noxious weed control, and compliance with Ontario Regulation 239/02.
- **Environmental Services:** Stormwater management, landfill upkeep, roadside vegetation control, and seasonal brush and leaf collection.
- **Winter Operations:** Snow removal, sanding/salting, winter fleet readiness, and storm preparation.
- **Capital Support:** Road reconstruction, drainage improvements, and infrastructure upgrades aligned with council priorities.
- **Interdepartmental Coordination:** Active support for Parks, Facilities, Utilities, and IT departments, additionally fleet maintenance.
- **Community-Facing Services:** Urban/rural beautification, garbage collection, trail maintenance, and 24/7 resident response.

Public Works proactively plans and reactively responds—balancing long-term infrastructure investment with immediate service delivery when needed. The department reflects the municipality's commitment to safety, sustainability, and municipal pride.

Overview Service Type

The Public Works Department delivers a broad range of essential municipal services that ensure the safety, functionality, and aesthetic upkeep of the community's infrastructure year-round. Operations include road maintenance, sidewalk repairs, and capital construction projects, supported by seasonal programs such as snow removal, spring cleanup, summer vegetation control, and fall fleet preparation.

The department oversees stormwater management through flushing, inspections, and drainage enhancements, ensuring environmental compliance and readiness for severe weather. Regulatory duties include road patrols under Ontario Regulation 239/02, as well as processing entrance, road cut, and municipal consent permits. Waste management services, including downtown garbage collection, landfill upkeep, and seasonal brush and leaf disposal are within the scope of services provided. Public Works also plays a key role in traffic safety, with regular sign and streetlight maintenance, accident response, and sightline assessments. Interdepartmental coordination and resident support—through 24/7 on-call services and ongoing communication.

Funding Sources

- General tax levy
- User fees
- Federal and Provincial Funding & Grants
- County of Lennox and Addington through Performance Measures

Total Resource Levels

Employee Type	Job Title	Notes
(3) FTE Administration	- Director (1) - Operations Manager (1) - Public Works Coordinator (1)	
(18) FTE Labourer/Operation	- Lead Hand (2) - Technical Lead (1) - Labourer/Operators (13) - Licenced Mechanics (2)	
(1) PT Labourer/Operator	- Labourer/Operator (1)	PW from November-May. Parks and Rec May-November.
(4) Summer Students	- Public Works Labourer (4)	Contract employees from May-August.

Authorities

- Ministry of Environment, Conservation and Parks
- Environment Canada
- Ministry of Natural Resources
- Ministry of Transportation
- Conservation Ontario
- Technical Standards and Safety Authority
- Electrical Safety Authority

Main Legislation, Bylaws and Policies

- The Municipal Act, 2001 – Minimum Maintenance Standards
- Drainage Act
- Ontario Water Resources Act
- Highway Traffic Act
- Environmental Protection Act
- Occupational Health and Safety Act

General Service Descriptions

Public Works Year-Round Maintenance

The Public Works Department provides essential year-round services to maintain municipal infrastructure, ensure public safety, and support community needs. Core responsibilities include roadway maintenance and regulatory compliance under O.Reg. 239/02, roadside vegetation control, signage and streetlight repairs, waste and debris removal, and accident response. The team also completes landfill operations, downtown garbage collection, and supports other departments such as Parks, Facilities, IT, and Utilities.

Additional services include permitting for entrances, municipal consents, and road cuts, along with technical assistance for interdepartmental IT, CCTV operations, and fleet maintenance. Staff remain available through 24/7 on-call support to address resident concerns and perform proactive patrolling of roads.

Public Works Winter Maintenance:

During the winter season, the Public Works Department delivers critical services to ensure safety, accessibility, and operational readiness across municipal and county infrastructure. These services include snow plowing, sanding, and salting of roadways, sidewalks, and parking lots in compliance with Ontario Regulation 239/02. Staff perform regular patrolling and weather monitoring to assess conditions and deploy resources proactively.

Additional responsibilities encompass snow removal following significant weather events, thawing of municipal drains and culverts, ice blading of gravel roads, and mailbox replacement as needed. The team prepares for and responds to winter storms while managing seasonal tasks such as the setup and takedown of downtown planters and benches, collection of Christmas trees, and weekly restocking of remote yard materials.

Together, these coordinated efforts support safe travel, efficient municipal operations, and community wellbeing throughout the colder months.

Public Works Spring Maintenance:

As winter subsides, the Public Works Department transitions into spring operations focused on cleanup, repairs, and seasonal readiness. Efforts include sweeping and flushing sidewalks, boulevards, bridge decks, intersections, and paved shoulders to restore cleanliness and safety across municipal areas. Brush and leaf collection supports both visual appeal and environmental management.

Throughout May and June, staff conduct guidepost and guiderail inspections, perform repairs to roadside lawns impacted by winter activity, and carry out gravel road maintenance and grading to ensure road integrity. Seasonal tasks also include reinstating downtown benches, removing winter equipment from the fleet, and preparing vehicles and resources for spring and summer operations.

Public Works Summer Maintenance:

Throughout the summer months, the Public Works Department performs essential infrastructure upkeep, road enhancements, and environmental management across the municipality. Key activities include grading, gravel application, and calcium treatments to support road stability and dust control. Sign replacement and repairs peak during this period, ensuring proper traffic communication and regulatory compliance.

Roadside vegetation control, including mowing and weed management begins in June, contributing to visibility and community aesthetics. Staff carry out monthly stormwater pond and interceptor maintenance and reporting, while also addressing drainage improvements through ditching and system upgrades. Summer also sees pavement marking programs, sidewalk inspections, and the resolution of sightline issues to enhance safety.

In addition, fleet vehicles receive ongoing maintenance and flushing, road cut repairs are completed, and capital road construction projects run from May to October. Aesthetic enhancements such as downtown planter placement round out this season's contributions to community upkeep and municipal pride.

Public Works Fall Maintenance:

In the Fall, the Public Works Department focuses on cleanup, inspections, and operational transition in preparation for winter. Seasonal brush and leaf collection helps maintain curb appeal and supports stormwater system efficiency. From September to November, crews perform stormwater flushing and inspections to ensure optimal drainage performance during wet and freezing conditions.

Fall also marks the outfitting of municipal fleet vehicles with winter equipment, ensuring timely readiness for snow and ice events. Sidewalk repairs and replacements are completed between September and October, enhancing pedestrian safety before seasonal hazards arise.

These targeted services support infrastructure durability, environmental management, and community safety as the colder months approach.

Public Works Service Level Listing

Service Provided	Service Level	Service Description	Service Standard	Resources Allocated
Yearly Maintenance				
24/7 on call support	Discretionary	<p>Response to resident concerns related to services provided.</p> <p>Response to issues that arise within the municipality such as fallen trees across roads, flooding, washouts, traffic accidents, road closures, failure of regulatory traffic devices/signage, call-outs resulting from adverse weather conditions, etc.</p>	As required	1 FTE (24/7) Up to 19 during winter events ¾ ton truck
Tree removal	Legislated <i>Municipal Act – Reasonable State of Repair</i>	Roadside tree removal, assist with tree removal on municipal property Development of Tree Canopy Condition Report	Planned removals through budget process where no imminent danger present May result in immediate action where tree	<u>Basic:</u> 5 FTE Truck & chipper box Chipper Chainsaws ¾ ton truck

			impedes travelled surface of road	Enhanced: Up to 10 FTE Truck & chipper box Chipper Chainsaws Manlift Rubber Tire Loader Rubber Tire Excavator ¾ ton truck ½ ton truck
Road patching & maintenance	Legislated O.Reg 239/02 s. 6	Applying cold patch to potholes and repairing issues within the roadway system	No compliance issues – meeting or exceeding: For potholes greater than or equal to 8cm depth: Class 1 Roads: 4 days Class 2 Roads: 7 days Class 3 Roads: 14 days Class 4 Roads: 30 days Class 5 Roads: 60 days	3 FTE Patch Truck and Tray Loader at Yard
Roadside Brushing	Legislated <i>Municipal Act</i> – Reasonable State of Repair Discretionary Determination of timing and need	Removal of tree canopy overgrowth/brush within road right-of-way, based on need to maintain functionality of right-of-way	As required when overgrowth impedes functionality of the road.	2 FTE Rubber Tired Excavator with Brush-head Traffic Control Truck

Road patrol	<p>Legislated</p> <p>O.Reg 239/02, s. 3 County Roads Maintenance Agreement</p>	Patrol County & Municipal roads	<p>No compliance issues – meeting or exceeding the following frequency:</p> <p>Class 1 Roads: 3x every 7 days Class 2 Roads: 2x every 7 days Class 3 Roads: 1x every 7 days Class 4 Roads: 1x every 14 days Class 5/6 Roads: 1x every 30 days</p>	<p>1 FTE ½ ton truck</p>
Road Closures	<p>Legislated</p> <p><i>Highway Traffic Act</i> <i>Public Transportation and Highway Improvement Act</i></p>	Prepare maps and notifications as well as supply, deliver & remove signs & barriers when required for traffic control setup, assist with community events	As required based on special events, road works and/or EDR instances	<p>2 FTE (preparation) 2 FTE (execution) ¾ ton truck Sign trailer</p>
Crack sealing	<p>Legislated</p> <p>O. Reg. 239/02, s. 8</p>	Filling/sealing cracks on municipal roads to ensure safety of travelling public (identified outside of capital maintenance program)	<p>As required to ensure no compliance issues to meet or exceed the following:</p> <p>Cracks 5 cm wide and 5 cm deep for a continuous distance of three metres or more:</p>	<p>4 FTE 2 PT 1 – ¾ ton truck 1 – ¾ ton traffic control truck 1 rented crack sealing machine</p>

			Class 1/2 Roads: 30 days Class 3 Roads: 60 days Class 4/5 Roads: 180 days	
Vehicle & Equipment Maintenance	<p>Legislated</p> <p><i>Highway Traffic Act</i> <i>National Safety Code</i> <i>Standard 11</i></p> <p>Discretionary</p> <p>Operations to execute the work</p>	Vehicle flushing and maintenance for fleet & equipment, annual safety, fleet condition analysis	<p>In alignment with Vehicle Maintenance Policy derived from manufacturer recommendations and best practices</p> <p>Preventative Maintenance Intervals Precedence is taken to CVOR vehicles that require pre-trip inspections</p>	<p>2 FTE</p> <p>Mobile Mechanic Truck</p> <p>Various supplies</p>
Streetlight repairs	<p>Legislated</p> <p>O.Reg 239/02, s. 10</p>	<p>Repair of malfunctioning streetlights within municipal Right-of-ways</p> <p>Service provided in response to complaints and as determined through road patrols</p>	No compliance issues with regulation	<p>1 FTE</p> <p>½ ton truck</p> <p>contracted services</p>
Signs (road, civic)	<p>Legislated</p> <p>O. Reg. 239/02, s. 11</p>	Repairs, replacement, installation, review requests for signage	<p><u>Regulatory Signs:</u></p> <p>No compliance issues</p> <p><u>Civic Address Signs:</u></p>	<p><u>Routine Installations:</u></p> <p>1-2FTE</p> <p>¾ ton truck</p> <p>Sign materials</p>

	<p>Regulatory and Warning Signs By-Law</p> <p>Discretionary</p> <p>Civic address sign installation</p>		<p>Within 5 business days of work order receipt</p>	<p><u>Large Undertakings:</u> 1-FTE (admin) Up to 5 FTE Dump Truck Float Skidsteer with post hole auger Rubber Tire Excavator ¾ ton truck</p>
Entrance Permits	<p>Essential</p> <p>Driveways and Entranceways By-Law</p>	<p>Process applications, site inspections, quotes when requested</p>	<p>Within 5 business days of receipt</p>	<p>1 FTE (admin) 1 FTE (operations) ½ ton truck</p>
Culvert Replacement & Installation	<p>Legislated</p> <p><i>Municipal Act – Reasonable State of Repair</i></p> <p>Discretionary</p> <p>Timing of execution of the work</p>	<p>Replace damaged culverts & install new culverts as required</p>	<p>Based on severity and construction season.</p>	<p>Up to 5 FTE (routine) Up to 8 FTE (enhanced) Excavator Rubber Tire Loader Dump Truck ¾ ton truck Plate Packer Culvert</p>
Municipal Consents, Road Cut Permits & Municipal Easement Work Permit	<p>Discretionary</p>	<p>Process applications and site inspections for consents related to works within municipal rights-of-way</p>	<p>Within 10 business days, dependent on complexity and/or bulk submissions</p>	<p>1 FTE (admin) 1 FTE (management)</p>

Storm pond & interceptor Inspections	Legislated <i>Municipal Act, CLI ECA, Operations and Maintenance Manuals</i>	Inspect stormwater management ponds and various storm interceptor locations.	Monthly	1 FTE ½ ton truck
Beaver Dam Maintenance	Legislated <i>Municipal Act – Reasonable State of Repair</i>	Beaver dam removal impeding functioning of municipal stormwater infrastructure	As required	2 FTE ¾ ton truck Backhoe Rubber Tire Excavator
Garbage collection	Discretionary	Remove garbage from municipal waste bins within the downtown core	2 times per week (Monday & Friday)	3 FTE (routine) 5 FTE (major cleanup) Rubber Tire Loader Streetsweeper (if needed) ½ ton truck
South Fredricksburgh Waste Disposal Site Maintenance/Compliance	Legislated Environmental Compliance Approval, O.Reg.232/98.	Push back debris at landfill site, site maintenance, grading, winter maintenance	Monthly (winter) Weekly (summer)	3 FTE 1 loader 1 bulldozer (rental) Dump Truck & Float as-needed
Roblin Transfer Station	Legislated Environmental Compliance Approval, O.Reg.232/98.	Clearing & pushing back brush, installing signs, winter maintenance, etc.	As required by Waste Site Management	1 FTE Rubber Tire Loader 5 ton plow truck
CCTV & IT Support	Discretionary	Installation & lift transportation, IT assistance as required	Annual maintenance Assistance as required by I.T. Department	1 FTE ½ ton truck Manlift

<p>Vehicular Accidents</p>	<p>Legislated</p> <p><i>Municipal Act – Reasonable State of Repair</i></p> <p>Discretionary</p> <p>Accident Investigation/Case preparation</p>	<p>Accident investigation, case preparation, site cleanup, financial tracking & invoice processing</p>	<p>As required</p>	<p>1 FTE (investigation) 2 FTE (administration) 2 FTE (operations) Streetsweeper ¾ ton truck</p>
<p>Radar Speed Signs</p>	<p>Discretionary</p>	<p>Move & install radar sign quarterly to areas as identified through TAC/management or as-requested by Council</p>	<p>Quarterly</p>	<p>1 FTE ½ ton truck</p>
<p>Traffic Counts</p>	<p>Discretionary</p> <p>O.Reg. 239/02 does not explicitly require counts however municipalities must reasonably justify classification of roads based on annual average daily traffic volumes</p>	<p>Traffic counts on municipal roads Moving traffic count camera around municipality</p>	<p>Counts performed through summer months Counter is moved after 24hrs per location Road classifications reviewed bi-annually</p>	<p>1 FTE ½ ton truck</p>
<p>Assist Departments when required</p>	<p>Discretionary</p>	<p>Occasional assistance with Utilities, Fire & Parks/Facilities (i.e. encampment cleanup,</p>	<p>As requested by departments</p>	<p>Up to 4 FTE Equipment typically includes: Rubber Tire Loader Rubber Tire Excavator</p>

		water/sewer main breaks, etc)		Skidsteer Dump Truck ¾ ton truck
Winter Maintenance				
Snow plowing, and ice formation prevention	Legislated O.Reg 239/02, s. 4-5 County Maintenance Agreement	Plowing of snow, applying sand & salt on all municipal & county roads	No compliance issues to meet or exceed requirements of regulation See Attached Infographic	13 FTE (operations) 2 FTE (administration) 11 Plow Trucks 1 - 5 ton Plow Truck 1 Rubber Tire Loader (plow route) 2 Rubber Tire Loaders (loading material) 1 Backhoe 1 ½ ton Truck
Snow plowing & sanding sidewalks	Legislated O.Reg 239/02, s. 16 County Maintenance Agreement	Winter maintenance of all sidewalks including plowing & snow removal, applying sand & salt	No compliance issues to meet or exceed requirements of regulation	2 FTE 2 Sidewalk plows
Snow plowing & Sanding parking lots	Legislated <i>Municipal Act – Reasonable State of Repair</i>	Winter maintenance of municipal parking lots	As required upon accumulation of snow - when snow depth reaches 1” or greater, plowing operations are undertaken.	2 FTE 1 - 5 ton Plow Truck 1 Rubber Tire Loader (on a plow route)
Snow removal on urban roads	Legislated <i>Municipal Act – Reasonable State of Repair</i>	Remove snowbanks on urban roads & densely populated rural areas with site line issues,	Regular monitoring of visibility at intersections throughout the winter months. Any snow piles obstructing crosswalks,	15 FTE (operations) 2 FTE (administration) 1 skidsteer 1 sidewalk plow

	<p>Discretionary</p> <p>Determination of timing and need of removal</p>	with priority set to downtown core	<p>lane entrances and intersections shall be reduced to improve sightlines for motorists and pedestrians.</p> <p>When snow storage capacity is insufficient, and snowbanks encroach on lane widths, impeding reasonable movement of vehicles under typical winter conditions, snow shall be removed.</p>	<p>1 tractor with snowblower 2 rubber tire loaders Up to 9 tandem dump trucks Contracted dump trucks</p>
Grading & ice blading (gravel roads)	<p>Legislated</p> <p><i>Municipal Act – Reasonable State of Repair</i></p> <p>Discretionary</p> <p>Determination of timing and need of removal</p>	Rural gravel road winter routine maintenance (inclusive of snow pack maintenance and removal of snow pack when ice conditions arise to expose underlying gravel for traction)	Grader removes all or a portion of snowpack base on gravel roads to create greater traction. These works take place when ice formation is anticipated (e.g. during thaw events and anticipated rain events)	1 FTE Grader
Thawing drains & culverts	<p>Legislated</p> <p><i>Municipal Act – Reasonable State of Repair</i></p>	Thawing municipal drains/culverts within town owned rights-of-way or municipal property	As required through winter season – dependent on severity of issue and conveyance requirements of culvert	2 FTE Steamer ¾ ton truck

	Discretionary Determination of timing and need			
Weather Monitoring	Legislated O.Reg 239/02, s. 3	Monitor current and forecasted weather for winter storm preparation & staff operations, data log & record retention	<u>October 1-April 30:</u> minimum 3x per day to meet regulation <u>May 1-September 30:</u> minimum 1x per day to meet regulation	2 FTE
Winter parking Bylaw Enforcement	Essential Parking By-Law	Issue tickets during winter parking enforcement period	Continuous through November – April	1 FTE (operations) 1 FTE (administration) ½ ton truck
Downtown Beautification	Discretionary	Remove concrete plants & benches in preparation of winter, placement of planters for winter decorations	Annually (November/December)	4 FTE Skidsteer Dump truck float
Christmas Tree Collection	Discretionary	Remove & dispose of Christmas trees from roadside	January (1 week of staff time)	12 FTE 2 Rubber Tire Loaders 6 Dump Trucks
Material stocking	Discretionary	Stocking & supply of materials in main yard and remote yards (sand, salt, etc.) Preparedness for winter operations and availability to respond	Major stockpiling annually Weekly preparation during winter operations or as-required	5 FTE 1 rented stacker 2 rubber tire loaders 2 dump trucks

		reasonably when MMS thresholds are met		
Mailbox replacement	Essential Mailbox Replacement Policy	Assess mailbox replacement & replace when required due to winter maintenance	Within 5 business days of notification, dependent on winter operational needs	2 FTE ¾ ton truck
Spring Maintenance				
Winter road cleanup	Legislated <i>Water Resources Act;</i> <i>Environmental Protection Act</i> <i>Municipal Act –</i> Reasonable State of Repair County Maintenance Agreement	Sweeping & flushing roads, sidewalks, boulevards, bridge decks, intersections & paved shoulders, inclusive of municipal parking lots	Annually following spring thaw	8 FTE 1 streetsweeper 1 backhoe with rotary broom 1 skidsteer (pickup broom) 1 water truck 1 dump truck 1 rubber tire loader 1 - ¾ ton traffic control truck 1 sidewalk machine with water tank and rotary broom
Road salt report	Legislated Source Water Protection Reporting Canada Code of Practice County Maintenance Agreement	Annual salt use reporting	Annually	2 FTE

Yard Waste Collection	Discretionary	Roadside collection of yard waste & brush	Annually April/May (1 week in Rural area and 1 week in Urban area)	12 FTE 2 Rubber Tire Loaders 6 Dump Trucks
Lawn repairs	Discretionary	Repair lawns from winter operations	May/June – as-required	5 FTE 1 skidsteer 1 dump truck 1 rubber tire loader
Guidepost & Guiderail Maintenance	Legislated <i>Municipal Act – Reasonable State of Repair</i> Discretionary Determination on timing/interval of inspections	Annual inspections and repairs	May/June (inspections) As required following incidents	6 FTE 1 skidsteer (with auger) 1 dump truck float ¾ ton truck and float 1 traffic control truck Contracted services
Gravel road maintenance	Legislated <i>Municipal Act – Reasonable State of Repair</i> Discretionary Determination of timing and need	Spring maintenance of all gravel roads, includes granular drying, re-establish road geometry, preparation for dust suppression & calcium application	April – June as required to maintain suitable road condition	3 FTE 1 water truck 1 calcium truck 1 grader
Gravel road grading	Legislated O.Reg. 239/02, s. 6	Gravel road grading reshaping and driving surface maintenance.	April – June	1 FTE 1 grader

			<p>As required to ensure no compliance issues</p> <p>In alignment with regulation, corrective action taken where potholes exceed a surface area of 1,500cm² with a depth of 12cm for Class 5 roads.</p> <p>Timeframe to address issue is 30 days from the municipality becoming aware of the condition.</p>	Contracted services as-needed
Downtown Beautification	Discretionary	Placement of benches & planters downtown	Annually (May)	4 FTE Skidsteer Dump truck float
Fleet & equipment	Discretionary	Remove winter maintenance equipment from fleet, perform equipment inspections in preparation of spring & summer operations	Annually (April)	17 FTE
Summer Maintenance				
Shoulder grading (non-gravel roads)	Legislated O. Reg. 239/02, s. 7	Apply gravel & grade shoulders of road to remove drop-offs	As required to ensure no compliance issues with regulation as follows:	2 FTE 1 grader 1 traffic control truck

	<p>County Maintenance Agreement</p> <p>Discretionary</p> <p>Determination of timing and need</p>		<p>Shoulder drop-off is deeper than 8 cm, for a continuous distance of 20 metres or more. Time to respond after municipality becomes aware:</p> <p>Class 1/2 Roads: 4 days Class 3 Roads: 7 days Class 4 Roads: 14 days Class 5 Roads: 30 days</p>	
Gravel Road Dust Suppression	<p>Legislated</p> <p><i>Municipal Act – Reasonable State of Repair</i></p> <p>Discretionary</p> <p>Determination of timing and need</p>	Application of calcium, water & grading gravel roads	2 applications (June & Aug)	<p>3 FTE</p> <p>1 water truck</p> <p>1 calcium truck</p> <p>1 grader</p>
Gravel Road Grading	<p>Legislated</p> <p>O.Reg. 239/02, s. 6</p>	Grading and re-shaping road profile.	<p><u>June-August:</u></p> <p>As required to ensure no compliance issues to meet or exceed the following in regulation:</p> <p>In alignment with regulation, corrective</p>	<p>1 FTE</p> <p>1 grader</p> <p>1 water truck (as-needed)</p> <p>Contracted services as-needed</p>

			<p>action taken where potholes exceed a surface area of 1,500cm² with a depth of 12cm for Class 5 roads.</p> <p>Timeframe to address issue is 30 days from the municipality becoming aware of the condition.</p>	
Storm pond grass cutting	<p>Legislated</p> <p>Environmental Compliance Approval (Operations and Maintenance Manual)</p>	Cut grass at municipal stormwater management ponds	Annually (July)	<p>3 FTE</p> <p>1 sidewalk machine (boom flail mower)</p> <p>1 zero-turn mower (borrowed from Parks & Rec.)</p> <p>1 Hand-held weed-eater</p>
Roadside mowing	<p>Legislated</p> <p><i>Municipal Act – Reasonable State of Repair</i></p> <p>County Maintenance Agreement</p> <p>Discretionary</p> <p>Determination of timing and need</p>	Cut & mow roadside on all County & Municipal roads	<p>2 cuts annually (June – October):</p> <ul style="list-style-type: none"> • 2m width initial cut • 2m width second cut 	<p>3 FTE</p> <p>1 sidewalk machine (boom flail mower)</p> <p>1 tractor (boom flail mower)</p> <p>1 tractor (rotary mower head)</p> <p>¾ ton fuel truck</p> <p>1 zero turn mower (borrowed from Parks & Rec. for larger road allowance areas)</p>
Trail maintenance and mowing	Legislated	Surface maintenance to ensure safety of public,	As-required	1 FTE

	<p><i>Occupier's Liability Act - Reasonable State of Repair</i></p> <p>Discretionary</p> <p>Determination of timing and need</p>	including trail side mowing	June – October as required	1 sidewalk machine (boom flail mower)
Rural Vegetation/Weed Control	<p>Legislated</p> <p><i>Municipal Act – Reasonable State of Repair</i></p> <p>Discretionary</p> <p>Determination of extent and timing</p>	Rural roadside & guardrail spraying for invasive species & weed control	Annually (July)	Contracted Services
Urban Vegetation/Weed Control	<p>Legislated</p> <p><i>Municipal Act – Reasonable State of Repair</i></p> <p>Discretionary</p> <p>Determination of need and extent of works</p>	Cut & pull vegetation/weeds within urban boulevards	May – September works are undertaken to maintain boulevards	1 PTE 3 FTE (larger areas) ½ ton truck 1 – ¾ ton traffic control truck
Pavement Markings	Legislated	Line painting & traffic markings on municipal	Annually (July – Sept)	Contracted Services

	<p><i>Municipal Act – Reasonable State of Repair</i></p> <p>Discretionary</p> <p>Determination of need</p>	roads to ensure safety of travelling public		
Crack sealing (enhanced)	<p>Essential</p>	Filling/sealing cracks on municipal roads (budget dependent) to ensure safety of travelling public and maintain condition of paved surface/road base	July – August works are undertaken within approved budget	<p>4 FTE</p> <p>2 PT</p> <p>1 – 3/4 ton truck</p> <p>1 – 3/4 ton traffic control truck</p> <p>1 rented crack sealing machine</p>
Annual Sidewalk Inspections and remediation	<p>Legislated</p> <p>O. Reg 239/02 s. 16.1</p>	Annual sidewalk inspections	July – August inspections are undertaken	<p>1 FTE</p> <p>1 – 1/2 ton truck</p>
Drainage & ditching	<p>Legislated</p> <p><i>Municipal Act – Reasonable State of Repair</i></p> <p>County Maintenance Agreement</p> <p>Discretionary</p> <p>Determination of need and timing of execution</p>	Drainage works & improvements within rights-of-way (including ditch maintenance & improvements, catch basin repairs)	July – September (as required)	<p>5 FTE</p> <p>1 rubber tire excavator</p> <p>1-2 dump truck(s)</p> <p>1 – 3/4 ton traffic control truck</p>

Catch basin Maintenance	<p>Legislated</p> <p><i>Municipal Act – Reasonable State of Repair</i> County Maintenance Agreement</p> <p>Discretionary</p> <p>Determination of need and timing of execution</p>	Inspection and removal of debris from catch basins annually	Annually (September)	<p>3 FTE</p> <p>1 street sweeper</p> <p>1 – ¾ ton truck</p> <p>Contracted services (large scale cleanups)</p>
Capital Projects	Essential	Capital road maintenance projects on scheduled and budgeted municipal roads	June – October works are undertaken within approved budget	<p>6 FTE</p> <p>2 PTE</p> <p>1 excavator</p> <p>1 grader</p> <p>3 dump trucks</p> <p>1 loader</p> <p>1 roller</p> <p>1 skid-steer</p> <p>1 water truck</p> <p>1 bulldozer (rental)</p>
County Projects	<p>Legislated</p> <p>County Maintenance Agreement</p> <p>Discretionary</p>	County capital road maintenance projects as scheduled with the County for summer repair	June – October works are undertaken	<p>6 FTE</p> <p>2 PTE</p> <p>1 excavator</p> <p>1 grader</p> <p>3 dump truck</p> <p>1 loader</p> <p>1 roller</p> <p>1 skid-steer</p> <p>1 water truck</p>

	Determination of operational capacity to provide service			1 bulldozer (rental)
Fall Maintenance				
County Project Invoicing	Legislated County Maintenance Agreement	Review staff & equipment time, invoices and accounts and prepare financial documents for County projects	September – November as required to meet obligations under Maintenance Agreement	1 FTE
Yard Waste Collection	Discretionary	Roadside collection of yard waste & brush	November (1 week in Rural area and 1 week in Urban area)	12 FTE 2 Rubber Tire Loaders 6 Dump Trucks 2 - ¾ ton truck
Stormwater piping maintenance	Legislated <i>Municipal Act – Reasonable State of Repair</i> County Maintenance Agreement Discretionary Determination of need and timing of execution	Annual Flushing & inspections	September – November works are undertaken	1 FTE 1 – ¾ ton truck contracted services
Sidewalk repairs	Legislated O. Reg 239/02 s. 16.1	Repair & replacement sidewalks	September – October works are undertaken	<u>Localized Repairs in panels:</u> Contracted services (concrete grinding only)

			<p>Remediation of sidewalk discontinuities to ensure no compliance issues as follows:</p> <p>Remediation to ensure no discontinuities greater than 2cm with 14 days of municipality becoming aware</p>	<p><u>Preparation for Replacement of Panels:</u> 5 FTE 1 skid-steer 1 rubber tire loader 1 dump truck ¾ ton truck</p> <p><u>Pouring and Finishing Replacement Panels:</u> Contracted services</p>
Winter Fleet Preparation	Discretionary	Outfit fleet for winter maintenance & operations to ensure preparedness	Annually (November)	17 FTE

Winter Plowing

What to expect during a winter storm

Greater Napanee follows all provincial minimum maintenance standard timelines for snow removal

Our Public Works division is responsible for maintaining over 295 km of local roads, and 165km of county roads including both hard and gravel topped roads. Ice control materials are used to prevent the formation of ice or to melt ice on roadways, parking lots, and other surfaces to improve safety during winter weather. The choice of material and method depends on factors such as the severity of the winter weather.

THE STANDARD FOR DEALING WITH SNOW ACCUMULATION ON ROADWAYS IS:

- (A) Once it is noticed that the snow on the road has exceeded the depth listed on the infographic, resources are sent to clear the snow as quickly as possible.
- (B) The snow will be cleared so that the accumulation is reduced to a depth less than or equal to the depth on the infographic, within the time frame specified.

TIMELINES BEGIN WHEN ACCUMULATION DEPTH IS REACHED

6 hours	12 Hours	16 Hours	24 Hours	48 Hours
Plow & Salt Class 2 Roads Such as: County Road 41	Plow Class 3 Roads Such as: Jim Kimmett Boulevard, Bridge Street, County Road 9	Plow Class 4 Roads Such as: Goodyear Road, County Road 11, Drive In Road, Beechwood Road, Pinegrove Road	Plow Class 5 & 6 Roads Such as: Buttermilk Falls Road, Lime Lake Road, Johnson Side Road, Pringle Side Road, Stonehedge Road, Fitchett Road, Hambly Road, Abrams Road	Plow Sidewalks
5cm	8 cm	8 cm	10cm	8 cm

