

Council Policy No.:	CP2025-013
Council Policy Name:	Street Sweeping Level of Service Policy
Date Approved by Council:	March 26, 2019
Date revision approved by Council:	December 9, 2025 CR2025-488
Related SOP, Management Directive, Council Policy, Forms	

**Policy Statement and Rationale:**

It is the objective of the City of Kawartha Lakes Public Works Department to undertake operational activities in an efficient and effective manner. The aim is to provide a clean and safe environment consistent with a small town or village setting during those times of year outside of the winter maintenance season. The goal is to achieve the levels of service as defined herein 75% or more of the time.

**Scope:**

This policy shall apply to all hard surface, travelled portions and sidewalks within road allowances assumed and maintained by the City of Kawartha Lakes. Notwithstanding the foregoing, neither the Corporation of the City of Kawartha Lakes nor its officials or employees make any assurance or guarantee that the services provided by the Public Works Department will be in excess of the minimum as detailed herein.

**Definitions:**

**Ambient Conditions** are conditions that are commonly found in a stabilized environment for that time year. Storm, excess traffic or construction effects can impact ambient conditions.

**As Soon As Practicable** shall mean without undue delay.

**Central Business District “CBD”** means the central business district of an urban area (unless covered by By-Law). It is the location where the majority of the commercial activity of the urban area is undertaken.

**Day** is a calendar day.

**Hard Surface** means the surface of the roadway that is of a material other than loose gravel and sidewalks made of concrete.

**Operations** means those activities the Public Works Department performs to improve a condition. Operations are normally defined by Regulations, Policy, or standard practice with the discretion of the Supervisor to choose various methods to achieve results cost-effectively.

**Policy(ies)** are guidance documents of a formal nature adopted by Council to enable, qualify and govern the activities of the road authority.

**Roadway** means all hard surface, travelled portions of the municipal public road allowance and sidewalks within road allowances assumed and maintained by the City of Kawartha Lakes.

**Roadway Authority** indicates the public agency accountable for the status and condition of the roadway. This refers to the Corporation of the City of Kawartha Lakes and its designated officials or agents.

**Service Levels** are a range of values that quantify a particular service standard, by one or more parameters. Service levels typically reflect a minimum and maximum condition.

**Sidewalk** means a hard surfaced, typically concrete pathway within the municipal public road allowance intended for the use of pedestrians.

### **Policy:**

#### **Spring Sweeping**

This Level of Service policy covers those activities that are required to produce a safe environment for pedestrians and vehicular traffic during those times of year in which winter operations do not occur.

The internal hard surface cleaning resources of the City of Kawartha Lakes consist of a variety of equipment including but not limited to:

- Trackless sidewalk units equipped with rotating broom attachments
- Standalone street sweeping equipment either mechanical broom, vacuum, or regenerative air operated
- Tractor backhoes and loaders with front rotating broom attachment(s).

Fleet utilized by Staff to manage sweeping commitments is managed under the City's Fleet Policy. Equipment may be added or removed in accordance with the policy and

management directive.

The City also contracts street sweeping services on an as needed basis. Contracted sweeping services runs simultaneously with sweeping operations completed by City equipment and Staff. In order to ensure that these resources are utilized as efficiently and effectively as possible, the City of Kawartha Lakes adopts a policy of having the resources deployed generally when the needs are the greatest.

The sweeping activities covered by this Policy include activity during the spring, within the Central Business District (CBD), on holiday weekends during special events, and during the fall.

Timing of sweeping activities will vary from year to year based on current and forecasted weather, resource availability and planned / emergency workload. It is the objective of the Public Works Department to deploy resources as soon as practicable when conditions are such that work completed will not require additional rework.

### **Spring Sweeping Level of Service**

City Staff shall coordinate and deploy resources to sweep hard surfaces in the spring of each year as soon as practicable once the winter season has ended. Sweeping service will be provided to hard top roadways as warranted to remove excess material from the road surface. Staff are to coordinate sweeping activities to occur within the CBD's and areas where storm water systems exist first.

### **Holiday Weekend and Special Event Sweeping**

Resources will be deployed for holiday weekend and special event sweeping in CBD's where authorized by the Director of Public Works and/or their designate.

### **Fall Cleanup Sweeping**

The objective of fall cleanup sweeping will be to remove leaves and debris from curbs and gutters so that storm water will flow freely and prevent ponding on the travelled portion of the roadway. Fall cleanup sweeping will be completed only at the discretion of the Supervisor of Roads Operations responsible for the infrastructure, and for the purpose outlined above.

**Revision History:**

Proposed Date of Review:

<b>Revision</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Requested By</b>
1.0	April 20, 2021	Updated Policy Number	Council
2.0	November 16, 2021	Revised Appendix A and other Policy Updates	Council
3.0	December 9, 2025	Removed Appendix A and other Policy Updates including renumbering.	Council