

LEVEL OF SERVICE

Levels of service are established for all types of Municipal Infrastructure

May 23, 2014

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Levels of Service

Levels of service provide a measuring stick to ensure that municipal infrastructure is maintained to a standard that protects the municipal investment and sustains or prolongs the life of bridges, roads, buildings, equipment and other infrastructure. By establishing a level of service, the municipality will be able to identify the condition of all infrastructure on an ongoing basis and undertake measures to repair, upgrade or better all municipal assets over their lifespan. The intent of establishing levels of service is to also ensure that regulatory requirements are also met, notably, the minimum maintenance standards for municipal highways (Ontario Regulation 239/02).

The levels of service set out in the following pages provide a written series of procedures that will guide Council in making financial decisions designed to maintain all of the municipality's capital assets to the level appropriate for the municipality given its relative priorities and minimum legislated requirements. The service level standards will ensure the delivery of a quality level of services and an appropriate measure of accountability to municipal taxpayers.

The levels of service are organized by the type of asset or infrastructure and a series of objectives to be achieved through adherence to specific standards or levels of service. In a rural township municipality, the most significant assets are roads and bridges as they are crucial to the conveyance of people and goods and services. Council has taken measures to improve the condition of the road network through better ditching, brushing, graveling and grading; however, careful capital programming will be required to sustain the road system over the coming years. Performance targets require the municipality to maintain capital assets by undertaking repairs immediately or on an as needed basis where required and by ditching, brushing and resurfacing roads on a regular cycle. Council intends to provide adequate funding of road and bridge improvements to replace these facilities within their prescribed lifespan.

Some bridge structures have been replaced with culverts to reduce maintenance costs while extending the lifespan of these water crossings. The municipality will continue to have bridge and culvert structures inspected by a professional engineer once every two years, followed by the implementation of the recommended program for repairing and upgrading these structures.

The Municipality maintains an inventory of municipal buildings, rolling stock and equipment. Extending the lifespan of these assets requires a program of regular maintenance and retrofitting. For buildings, the program includes regular servicing of the HVAC system and retrofitting windows, doors and walls for energy conservation. For vehicles, regularly scheduled maintenance by staff or through contracting out is required. Council recognizes that capital reserves must be diligently set aside to replace vehicles and equipment where these assets have reached the end of their useful lifespan.

Section 1 - Bridges and Culverts

Asset Type: Bridges
Category No. 1-1
Effective Date: December 31, 2013

Bridges:

- **Objectives**
- To ensure safe vehicular and pedestrian passage
- To protect public investment in all bridge structures
- To comply with Ontario Reg. 239/02

Bridges:

- **Level of Service**
- All bridge structures will be cleaned of winter sand and debris in the spring of the year either by manual or flushing operations
- Exposed metal surfaces will be painted and sealed as required
- Approach roads to bridges will be properly maintained to reduce any unnecessary impact on the bridge deck
- Bridge signing shall be checked and replaced as necessary
- Load limits will be posted, where required.
- Bridge deck spalls and bridge deck surfaces shall be repaired in accordance with O. Reg 239/02
- All bridges will be inspected every second year by a Professional Engineer to ensure compliance with provincial legislation and regulations
- Bridges will be replaced within their projected lifespan subject to the availability of funds.
- Municipality shall endeavour to maintain a minimum Overall Bridge Condition Index of 60 with single bridge having condition below 30.

Section 1 – Bridges and Culverts

Asset Type: Road Culverts
Category No. 1-2
Effective Date: December 31, 2013

Road Culverts:

• Objectives

- To ensure safe vehicular and pedestrian passage on municipal roads
- To maintain road culverts free of obstructions that may impede proper surface water flow
- To comply with Ontario Reg. 239/02

Road Culverts:

• Level of Service

- All culverts will be inspected once a year through routine road patrols.
- Inlets and outlets shall be cleared of obstructions on an as needed basis
- During major rainfall events culverts in known problem areas will be checked and cleared of obstructions
- All "structural" culverts as defined by the Canadian Highway Bridge Design Code, will be inspected every second year by a Professional Engineer to ensure compliance with provincial legislation and regulations. Recommended repairs will be carried out in accordance with the Engineer's recommendations.
- Culverts will be replaced within their projected lifespan

Section 1 – Bridges and Culverts

Asset Type: New Culverts (New Construction)

Category No. 1-3

Effective Date: December 31, 2013

Road Culverts:

• Objectives

- To provide for proper stormwater runoff on municipal roads that will limit the damage to a travelled road and surrounding properties due to standing water or the impact of heavy rainfall
- To comply with Ontario Reg. 239/02

Road Culverts:

• Level of Service

- New culverts will be installed in conjunction with adjacent road works, to the maximum extent possible, when and where appropriate.
- New culverts will be installed prior to road reconstruction, where required.
- Culverts will be sized properly prior to installation to accommodate surrounding surface drainage. Consider MTO Drainage Manual for minimum standards related to roadway function, e.g. local, collector, arterial.
- During major rainfall events culverts in known problem areas will be checked and cleared of obstructions
- New culvert material selection shall be based on achieving a useful service life that is consistent, or a multiple of, the above roadway service life. Only new approved culverts will be used.
- Road surfaces above culverts will be reinstated to equal or better than original. Consideration will be given to planned future road works. Road surfaces may remain gravel in anticipation of future resurfacing works, however in no case will the road surface above a culvert remain in a lesser state than adjacent road over the winter.

Section 1 – Bridges and Culverts

Asset Type: Entrance Culvert Maintenance
Category No. 1-4
Effective Date: December 31, 2013

Entrance Culverts:

• Objectives

- To conduct the free flow of water in roadside ditches
- To provide for safe ingress and egress from public roads to private property
- To comply with Ontario Reg. 239/02

Entrance Culverts:

• Level of Service

- Damaged or non-functioning entrance culverts shall be scheduled for repairs or replacement where drainage function has been compromised or where failure of the culvert represents an unacceptable risk to safety.
- Entrance culverts shall be cleared of obstructions and debris on an as needed basis
- Damaged inlets and outlets shall be repaired or corrected where the damage causes a negative impact to the culverts drainage function.
- The maintenance or replacement of a hard surface on an entranceway (driveway) shall be the responsibility of the property owner

Section 2 - Roads

Asset Type: Capital Planning for Roads
Category No. 2-1
Effective Date: December 31, 2013

Capital Planning for Roads:

• Objectives

- To maintain the municipal road network in a safe and functional condition
- To review road conditions on a regularly scheduled basis
- To comply with Ontario Reg. 239/02

Capital Planning for Roads:

• Level of Service

- Routine road patrols shall be conducted in accordance with Ontario Reg. 239/02, as a minimum.
- A roads needs assessment will be prepared by a qualified professional at least every 5 years.
- The Municipality adopts a preservation management approach to road infrastructure management.
- Gravel Roads shall be resurfaced (gravelled) every 3-5 years.
- Roads with the highest traffic volumes will receive priority for capital improvements. The Municipality shall endeavor to maintain a road surface consistent with the volume of traffic carried by the road, as follows:
 - AADT 0 to 199 - Gravel
 - AADT 200 to 399 - Low Class Bituminous (Surface Treated)
 - AADT 400+ - High Class Bituminous (Hot Mix Asphalt)
- Roads shall not be reconstructed strictly due to surface width deficiency provided there is no history of safety or operational concerns.

Section 2 – Roadside Maintenance

Asset Type: Ditching
Category No. 2-2
Effective Date: December 31, 2013

Ditching: {

- **Objectives**
- To maintain the municipal drainage system so as to control and remove surface water within the road allowance
- To prevent erosion and unsafe conditions on the traveled road
- To prevent damage to the road caused by excessive water saturating the road sub-base
- To comply with Ontario Reg. 239/02

Ditching: {

- **Level of Service**
- The council recognizes a free draining roadbed is critical to the long-term health of the roadbed and road surface. An annual ditching program shall be maintained to ensure ditches remain free of debris and sediment and serve their intended function.
- Ditches shall be constructed to direct surface runoff to a suitable outlet
- Ditches shall be constructed with a minimum 2:1 slope; flatter sideslopes are preferred to improve roadside safety, where possible. Ditch depths shall be as required to ensure positive drainage and drainage of the roadbed, in accordance with Ontario Provincial Standards.
- Obstructions to the flow line shall be removed on an as-needed basis

Section 2 – Roadside Maintenance

Asset Type: Brushing
Category No. 2-3
Effective Date: December 31, 2013

Brushing:

• Objectives

- To maintain safe sightline distances
- To reduce or eliminate snow drifting conditions and reduce or eliminate road frosting by reducing road shading.
- To protect the road base structure by removing brush and trees rooting in the sub-base
- To enhance the aesthetics of municipal roads
- To comply with Ontario Reg. 239/02

Brushing:

• Level of Service

- Dangerous trees, brush and limbs on or overhanging the right-of-way will be removed where they present a traffic hazard
- Brush growing in such a manner that restricts drainage or sight lines shall be removed. Priority will be given to brushing on curves, at intersections/entrances, and locations prone to wildlife crossing.
- Stumps will be cut at the ground line
- Permission shall be obtained from a property owner to enter onto private property to remove encroaching trees or limbs.
- Brushing shall be a priority in those locations which are prone to road frosting to remove shading of the road.

Section 2 – Roadside Maintenance

Asset Type: Stormwater Management
Category No. 2-4
Effective Date: December 31, 2013



Section 2 – Roadside Maintenance

Asset Type: Beaver Management
Category No. 2-5
Effective Date: September 30, 2013

- Beavers:** {
- **Objectives**
 - To avoid damage to roads or wash-outs caused by beaver dams.
 - To protect public investment in municipal infrastructure
- Beavers:** {
- **Level of Service**
 - Known problem areas will be monitored.
 - Beaver dams or structures which may cause a flood or wash-out condition will be removed as required.
 - Beavers will be trapped where necessary to remove threats to municipal roads and culverts

Section 2 – Roadside Maintenance

Asset Type: Litter Pick-up
Category No. 2-6
Effective Date: December 31,, 2013

Litter Pick-up:

- **Objectives**
- To keep roadsides and traveled surfaces in a clean, safe condition by removing unsightly and hazardous objects
- To remove obstructions from drainage courses
- To comply with Ontario Reg. 239/02

Litter Pick-up:

- **Level of Service**
- Debris such as cans, tire treads, bottles, animal carcasses, branches and other hazardous objects will be removed as part of daily surveillance or through public complaint.
- Debris will be removed from drainage courses on an as needed basis
- Debris will not be allowed to accumulate on lightly traveled roads thus encouraging illegal dumping
- Debris and litter will be disposed of at a licensed waste disposal facility
- Priority will be given to removal of litter causing a safety hazard to motorists

Section 3 - Hardtop Surfaces

Asset Type: Bituminous Surfaces
Category No. 3-1
Effective Date: December 31, 2013

Bituminous Surfaces OBJECTIVES:

- **Objectives**
- To provide a smooth, safe riding surface free from defects
- To eliminate hazards to vehicular traffic
- To protect the investment in the road surface
- To comply with Ontario Reg. 239/02

Bituminous Surfaces LEVEL OF SERVICE:

- **Level of Service**
- Road surface condition rating shall be maintained at or above a **6 out of 10**, as defined in the MTO Inventory Manual for Municipal Roads, February 1991 **subject to the availability of funding**. Road surfaces less than a rating of 6 will be programmed for rehabilitation.
A 6/10 rating implies "maintaining even the lesser of the Minimum Tolerable Average Speed or the legal Speed Limit results in either a "tug-of-war with a too-steep or uneven crown, or a feeling that the car is taking undue punishment." For an 80km/h speed limit, the minimum tolerable speed is considered 65 km/h. For a 50 km/h speed limit, the minimum tolerable speed is considered 45km/h.
- Potholes and cracks will be repaired to Ontario Reg. 239/02 standards
- Chip-sealed surfaces will be repaired and resealed where damaged.
- Loose gravel on hard surfaces will be removed
- Cold weather repairs will be made with cold mix asphalt
- Water shall not be allowed to accumulate on hard surfaces where it can be avoided
- Hardtop surfaces will be resurfaced /replaced within the projected lifespan of the road surface subject to the availability of funding.

Section 3 – Hardtop Surfaces

Asset Type: Sweeping
Category No. 3-2
Effective Date: September 30, 2013

- Sweeping:**
 - **Objectives**
 - To remove accumulated winter sand from road surfaces, asphalt boulevards, sidewalks and bridge decks
 - To prevent injuries to public arising from accumulated street debris and dirt
 - To prevent clogging of culverts
 - To comply with Ontario Reg. 239/02

- Sweeping:**
 - **Level of Service**
 - Rural hardtop intersections will be swept on an as needed basis

Section 3 – Hardtop Surfaces

Asset Type: Shoulder Maintenance
Category No. 3-3
Effective Date: December 31, 2013

Shoulder Maintenance

- **Objectives**
- To maintain a safe, smooth shoulder relatively free from defects
- To safely accommodate emergency stopping of vehicles
- To provide lateral support for the riding surface
- To prevent ponding on the traveled road surface
- To comply with Ontario Reg. 239/02

Shoulder Maintenance

- **Level of Service**
- Shoulder drop-offs shall be maintained to Ontario Reg. 239/02 standards
- Washouts from heavy rains shall be repaired
- Persistent soft areas shall be repaired
- The crossfall from the edge of pavement to the outer edge of shoulder shall be maintained at a minimum of 4% and a maximum of 8%
- Debris, rocks and hazardous materials shall be removed
- Gravel or sand windrows at edge of pavement shall be removed to permit surface drainage
- Shoulder grading shall be carried out annually in the spring to provide lateral support to all paved road surfaces

Section 3 – Hard Top Surfaces

Asset Type: Road Base Repairs
Category No. 3-4
Effective Date: December 31, 2013

Hard Top Surfaces:

- **Objectives**

- To provide a free draining road base suitable to carry the expected traffic volumes and loads for the class of road.
- To support the road surface and prevent premature deterioration of the surface.
- To protect the investment in the road
- To comply with Ontario Reg. 239/02

Hard Top Surfaces:

- **Level of Service**

- Upon reconstruction of a road, the road base will be improved to the level required to support the expected traffic loading over the life of the overlying hard top surface
- Frequent or extensive areas of pavement deterioration or distress shall be investigated to confirm the root cause.
- Localized areas of deterioration or distress will be repaired where feasible, by municipal forces.
- Road sections exhibiting severe deterioration or distress along more than 15% of its length i.e. a structural adequacy score of less than **12/20 as per the MTO Inventory Manual for Municipal Roads, February 1991**, shall be programmed for reconstruction subject to the availability of funding.

Section 4 - Loose Top Surfaces

Asset Type: Grading Loose Top
Category No. 4-1
Effective Date: December 31, 2013

Loose Top Surfaces:

- **Objectives**
- To provide a smooth, safe riding surface free from defects
- To eliminate hazards to vehicular traffic
- To protect the investment in the road
- To comply with Ontario Reg. 239/02

Loose Top Surfaces:

- **Level of Service**
- All gravel surfaces will be graded at least once annually and more frequently on higher traffic volume roads as needed
- Gravel will be added to resurface gravel roads when there is a general loss of surface material
- Grading and gravelling will be undertaken prior to any dust control
- A crown crossfall of **3%** measured from the centreline to edge of the road will be maintained
- The outside edge of the road surface shall be maintained flush with the grassed roadside to allow for proper drainage
- Rocks greater than **three (3) inches** in diameter heaved to surface by frost action will be removed
- Potholes will be repaired to Ontario Reg. 239/02 standards

Section 4 – Loose Top Surfaces

Asset Type: Road Base Repairs
Category No. 4-2
Effective Date: September 30, 2013

Road Base Repairs:

- **Objectives**
- To correct areas where the stress created by traffic loads has caused deformation, displacement or hazardous conditions
- To correct areas where adequate drainage of the road bed has not been provided or needs repair, resulting in distress manifestation in the road.
- To comply with Ontario Reg. 239/02 subject to the availability of funding

Road Base Repairs:

- **Level of Service**
- Frequent or extensive areas of deterioration or distress shall be investigated to confirm the root cause.
- Localized areas of deterioration or distress will be repaired where feasible, by municipal forces.
- Road sections exhibiting severe deterioration or distress along more than 15% of its length i.e. a structural adequacy score of less than 12/20 as per the MTO Inventory Manual for Municipal Roads, February 1991, shall be programmed for reconstruction.
- Areas subject to the percolating of mud and water shall be repaired
- The riding surface shall be reinstated to an equal or better condition
- Contaminated sub-base materials shall be disposed of off-site and replaced with dry-granular materials

Section 4 – Loose Top Surfaces

Asset Type: Dust Control
Category No. 4-3
Effective Date: September 30, 2013

Dust Control:

- **Objectives**
- To protect the health and safety of the public by controlling airborne dust on graveled roads
- To protect the riding surface by consolidating the granular material
- To comply with Ontario Reg. 239/02

Dust Control:

- **Level of Service**
- An approved dust suppressant will be applied annually in late spring
- Dust suppressants will be applied to areas of residential and other developed areas which are in close proximity to the road; also at intersections and on steep grades
- Additional dust suppressant will be applied on an as needed basis during the summer months
- Dust suppressants will only be added after annual surface graveling or grading

Section 5 - Winter Control

Asset Type: Snowplowing
Category No. 5-1
Effective Date: December 31, 2013

Snow Plowing: {

- **Objectives**
- To maintain safe, passable road surfaces during winter conditions
- To comply with Ontario Reg. 239/02

Snow Plowing: {

- **Level of Service**
- Roads shall be plowed in compliance with Ontario Reg. 239/02
- Predetermined routes for plowing shall be followed except for emergency situations

Section 5 – Winter Control

Asset Type: Snow Removal - Roadway
Category No. 5-2
Effective Date: December 31, 2013

- Snow Removal:** {
- **Objectives**
 - To maintain safe, passable road surfaces and intersections during winter conditions
 - To maintain visibility at intersections and pedestrian crossings and to maintain a suitable travelled lane width.
 - To comply with Ontario Reg. 239/02
- Snow Removal:** {
- **Level of Service**
 - Removal of snow accumulation shall be in compliance with Ontario Reg. 239/02
 - Snow accumulation at key intersections will be removed where sight distances are impaired
 - Snow removal in other locations will be at the discretion of the public works manager to achieve the above objectives

Section 5 – Winter Control

Asset Type: Sanding / Salting
Category No. 5-3
Effective Date: December 31, 2013

Sanding:

- **Objectives**
- To maintain safe, passable road surfaces and intersections during winter conditions
- To reduce the hazards of icy roads
- To facilitate the handling of emergencies by police, fire and paramedic services
- To comply with Ontario Reg. 239/02

Sanding:

- **Level of Service**
- Ice formation prevention and treatment of icy roadways shall be in compliance with Ontario Reg. 239/02
- Predetermined routes for sanding will be followed except in emergency situations
- Sanding will be performed on steep grades, curves and intersections after the road has been plowed
- Sanding of other areas shall be at the discretion of the public roads manager
- Continuous sanding shall be carried out to address freezing rain conditions only

Section 5 – Winter Control

Asset Type: Snow Removal - Other
Category No. 5-4
Effective Date: December 31, 2013

- Winter Drainage:**
- **Objectives**
 - To reduce the hazards created by allowing water to accumulate on the traveled road during the winter months and spring thaw
 - To comply with Ontario Reg. 239/02
- Winter Drainage:**
- **Level of Service**
 - Restricted or blocked culverts shall be cleared of ice and snow to allow for proper flow of spring runoff
 - Ditches shall be cleared of packed snow that is restricting flow or runoff

Section 6 - Safety Devices and Standards

Asset Type: Signs
Category No. 6-1
Effective Date: December 31, 2013

Signs

- **Objectives**
- To regulate, safeguard and expedite traffic movements
- To provide information as to routes, directions, road/street destinations
- To designate parking limitations and other regulations as they apply to the safe use of a municipal road and public highway
- To comply with Ontario Reg. 239/02

Signs

- **Level of Service**
- The use and maintenance of traffic control signs and systems shall be in compliance with Ontario Reg. 239/02
- All damaged, defaced or illegible signs shall be repaired or replaced. Stop signs shall be repaired or replaced immediately upon notification
- Obstructions of signs caused by brush, high weeds and tree limbs shall be removed
- All highway signs shall conform and be installed in accordance with the Ontario Traffic Manual and the Highway Traffic Act

Section 6 – Safety Devices and Standards

Asset Type: Protective Barriers and Guiderails
Category No. 6-2
Effective Date: September 30, 2013

- Protective Barriers:**
- **Objectives**
 - To maintain barriers so as to effectively serve as a guide to vehicular traffic and protection to the travelling public
 - To define and protect against sharp curves, steep inclines and hazards off the travelled roadway
 - To comply with Ontario Reg. 239/02
- Protective Barriers:**
- **Level of Service**
 - Guiderail damaged because of vehicular accidents shall be replaced as soon as possible after the damage occurred
 - New guiderail installations and/or upgrades to existing guiderail installations will be undertaken at those locations where traffic operations or safety concerns have been identified.
 - All new or replacement installations or maintenance of protective barriers shall be in strict compliance with current Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standards Drawings (OPSD)
 - Protective barriers associated with bridges and culverts shall be reviewed for protective barrier requirements per the recommendations of the bridge and culvert inspection report, where applicable

Section 6 – Safety Devices and Standards

Asset Type: Road Patrol
Category No. 6-3
Effective Date: September 30, 2013

Road Patrol: {

- **Objectives**
- To provide for the routine inspection of all municipal roads
- To record and maintain records of defects requiring action
- To maintain roads in a safe condition
- To comply with Ontario Reg. 239/02

Road Patrol: {

- **Level of Service**
- The patrol person shall conduct patrols in accordance with Ontario Reg. 239/02 or more frequently as directed by the public works manager
- The patrol person shall identify and record all deficiencies including snow accumulation, ice and freezing rain conditions, potholes, shoulder drop-offs, cracks, washouts, damaged road signs, blocked drainage and any other hazardous conditions
- The patrol person in consultation with the public works manager shall arrange for the repair or necessary corrective action in a timely fashion

Section 7 - Municipal Vehicles

Asset Type: Public Works, Fire, Recreation and Other Municipal Vehicles
Category No. 7-1
Effective Date: September 30, 2013

Municipal Vehicles:

• Objectives

- To maintain and prolong the lifespan of all municipal vehicles
- To ensure the readiness of municipal vehicles for their intended use including emergency use
- To comply with Provincial legislation for the licensing and operation of vehicles

Municipal Vehicles:

• Level of Service

- All vehicles shall be maintained in accordance with the applicable vehicle maintenance manual issued by the dealership or manufacturer
- The appropriate department head shall organize for regularly scheduled maintenance (i.e. oil changes, fluids, tire pressure etc.)
- Drivers and operators shall report any equipment problems to their supervisor or mechanic
- Major refits or equipment modifications shall be carried out in the off-season except for emergency repairs
- Operational records or logs shall be kept on vehicle usage
- All vehicles shall be fuelled and left in a "ready-to-go" state after each shift or emergency operation
- All vehicles shall be maintained in a clean condition and washed on a regular basis to remove dirt or road salt
- The residual lifespan of a vehicle shall be evaluated annually and a report shall be submitted to the clerk
- All vehicles shall be operated in accordance with the relevant provincial legislation

Section 8 - Municipal Buildings and Equipment

Asset Type: Municipal Buildings
Category No. 8-1
Effective Date: September 30, 2013

Municipal Buildings:

- **Objectives**
- To maintain municipal buildings in a good state of repair
- To prolong the life of municipal buildings

Municipal Buildings:

- **Level of Service**
- Review the condition of buildings at least once every two years to identify the need for upgrades or betterments to energy conservation, building systems, foundations, accessibility standards and exterior weatherproofing (i.e. doors and windows, roofing, cladding)
- Carry out repairs immediately for incidental damage caused by fire, water, infestation or mould)
- Schedule annual maintenance/repairs of HVAC systems, septic tanks and water supply systems. Maintain smoke, carbon dioxide and security alarm systems
- Inspect structural integrity of buildings on 10 year cycle

Section 8 – Municipal Buildings and Equipment

Asset Type: Municipal Facilities
Category No. 8-2
Effective Date: September 30, 2013

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- Municipal Facilities:**
- **Objectives**
 - To maintain municipal facilities in a good state of repair
 - To prolong the life of municipal facilities
- Municipal Facilities:**
- **Level of Service**
 - Maintain tennis courts, boat launches and other outdoor facilities in a usable condition on a seasonal basis for users
 - Repair vandalized or damaged facilities
 - Maintain lighting and security systems on an as needed basis

Section 8 – Municipal Buildings and Equipment

Asset Type: Municipal Equipment
Category No. 8-3
Effective Date: September 30, 2013

Municipal Equipment:

- **Objectives**
- To maintain municipal equipment in a good state of repair
- To prolong the life of municipal equipment

Municipal Equipment:

- **Level of Service**
- Execute and maintain contracts for arrangements for the maintenance of all technical equipment (i.e. computers, photocopiers, fax machines, communication equipment)
- All small tools will be kept in a safe, operable condition and stored in a secure location
- Schedule regular testing of equipment to meet industry standards (i.e. bunker gear, breathing apparatus, fire hoses, generators, defibrillators etc.)