

Winter route and service-gap sheet

Use one sheet for each route you actually need. This is a scheduling aid, not a site safety assessment or an assignment of legal responsibility. Never test a hazardous route by walking it.

Sketch the connections

In dry, safe conditions, identify the continuous route:

Door/landing ____ -> steps or step-free connection ____ -> internal path ____ -> frontage sidewalk or vehicle access ____ -> destination ____.

Property municipality: _____. Required departure date/time: _____. Return date/time: _____. Does the route depend on a gate, ramp or accessible entrance? _____.

For each arrow, put the physical location on your sketch. A cleared road is not a substitute for an uncleared connection. Include every necessary segment, even if it has a different service provider.

Exact segment	Applicable bylaw / service scope reference	Who has arranged service?	Completion date / time: confirmed commitment, estimate, or unknown	Later than required trip by how many minutes?
Landing / steps or step-free connection				
Individual connecting walk				
Shared internal path				
Public frontage sidewalk or vehicle connection				
Additional required connection				

Use full dates when service crosses midnight. A blank completion time means unknown, not zero. An estimate does not become a guarantee by putting it in this sheet.

Calculate the schedule gap

Only for this timing exercise, assume each completed segment stays usable, with no new accumulation or refreeze. With known times for every necessary segment:

1. Find the latest segment-completion time. That is the earliest complete-route time under the assumptions.
2. Subtract the required departure time. A positive result is the schedule gap. A negative result is schedule margin, not proof of safe conditions.
3. If any necessary segment has unknown timing, the route remains unconfirmed. Do not average the segment times.

Hypothetical same-morning example: departure 06:30; steps complete 06:15; internal path 07:00; frontage sidewalk 09:00. The steps have 15 minutes of schedule margin; the internal-path and frontage-sidewalk gaps are 30 and 150 minutes. Latest completion is 09:00, making the complete-route gap 150 minutes. Moving only the internal path to 06:20 does not change that result. Completing all segments by 06:20 produces 10 minutes of schedule margin, subject to actual conditions.

Fill the missing service interval

First unmet connection and time: _____. Snow trigger and source: _____. Does an ice-only/refreeze event trigger service? _____. Does the quoted time mean dispatch, arrival or completion? _____.

Agreed action for the uncovered interval: _____. Person authorized to request it: _____. Contact and method for reporting a missed or blocked segment: _____. Arrangement when a resident cannot perform expected work: _____.

Do not order work on someone else's account without authority. Do not assume reimbursement or that a volunteer will always be available. Check an alternative route independently; it may share the same blocked sidewalk.

Check the return trip separately

Return route and required time: _____. Last observed condition/time, if safely observable: _____. What changed after the morning service? _____. Who receives the update? _____.

For Burnaby frontage sidewalks, see [section 31 of the Street and Traffic Bylaw](#); the daily 10 a.m. requirement, including holidays, is separate from your earlier access need. Other municipalities have their own rules. A municipal deadline is not an assurance that conditions are safe until or after that hour.