

Section: Public Works	Policy Number: 4.24
Policy: Snow Removal Policy	Effective Date: April 15, 2014
Date Last Revised: September 29, 2015	Current Revision Date: November 17, 2020



1.0 Policy Statement

Ensure a cost efficient and effective winter roadway maintenance program to reduce risk of accident or injury, minimize economic loss to the community, and facilitate the movement of emergency responders and police services.

2.0 Purpose

To set winter snow and ice control standards so the Town roadway and sidewalk network is safe and reliable, within reasonable budget controls, while protecting the environment and providing excellent customer/citizen service.

At all times the Town will attempt to meet or exceed [Provincial Minimum Maintenance Standards](#) for winter road maintenance subject to resource availability, weather conditions and other factors beyond the Town’s control.

3.0 Weather monitoring

Staff will monitor weather as required by minimum standards daily between October 1st and April 30th no less than three times in a 24 hour period and for the remaining months once a day.

This will include obtaining the Environment Canada Forecast on-line, public broadcasts, or other means, and recording the date, time and results of monitoring.

Weather monitoring along with road and sidewalk conditions shall be the basis of which winter maintenance resources shall be allocated.

4.0 Patrol

The Town will commence winter patrol operations as weather requires beginning on October 1, to April 30th.

Winter patrol by the Public Works Roads-Manager, Lead Hand, or other appointed qualified staff will generally commence at 3:00 am, or earlier if needed and be completed on municipal roadways using a four wheel drive Town vehicle. The Patroller shall visually inspect and document conditions of a sufficient number of roads within all areas of the municipality to assess the need for winter maintenance.

Documentation by the Patroller shall include recording in writing or electronically, information on temperature, precipitation, surface condition and similar information required to form a sound decision on what winter maintenance services will be called upon.

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The Patroller shall also document the time and location of the resource deployment. Information from all patrols shall be stored in a central location where it is easily retrieved.

Additional patrol operations shall occur where required by minimum standards or as required in the opinion of the Public Works & Roads Manager.

During the winter months the Town will maintain a snow removal icon on the website. The Patroller shall update this section of the website with relevant information including current weather conditions, the time and number of plows called out that day, scheduled dates for irregular winter operations including but not limited to, snowbank removal and/or shelving, and public relations information.

5.0 Plowing Operations

The Town shall keep in force a by-law prohibiting parking on any municipal street between the hours of 2:00am and 6:00am beginning November 1st and concluding March 31st. Enforcement shall be completed by the Police and appointed By-law enforcement officers.

Winter maintenance crews will be called upon by the Patroller to conduct regular maintenance according to minimum standards or as assigned between the hours of 03:00 and 20:00 on non statutory weekdays. Additional hours may be assigned outside of this period as needed so long as prescribed limits on working hours are maintained.

Winter Maintenance crews shall consist of full-time operators within the Public Works Department as well as Seasonal operators. Winter maintenance of municipal roadways, sidewalks and parking lots shall be completed to address the following priority levels (see attached maps for reference).

a) *Class 2 Roads*

- Connecting Links (Hwy 9, 23, 89) Completed under contract by others
- Highways 9, 23 and 89 completed by owners
- Wellington County Roads 4, 5, 6, 8, 87, 109 completed by owner
- Wellington County Roads 2 and 3 completed by Town of Minto under contract with Wellington County

b) *Class 3 Roads*

- Paved higher traffic routes in urban and rural areas, Main Street Business Districts, School Routes, major industry, places of worship on weekends

c) *Class 4 Roads*

Lower traffic routes, gravel roads, dead end streets

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d) Sidewalks

- snow removal on sidewalks in designated urban areas and school routes are completed as priority shown on the maps attached and the remaining sidewalks are maintained as per Provincial Minimum Maintenance Standards where physically possible

The level of winter maintenance on roads and sidewalks Saturdays, Sundays and statutory holidays will be modified on an event-by-event basis so that Provincial Standards are met. Town residents may notice a slight reduction in the level of service on roadways during these periods as well as during prolonged winter storms.

6.0 Snowbank Maintenance

Snow will be removed from business districts where there is a lack of visibility, pedestrian access is significantly hindered or there is inadequate snow storage on the boulevard and/or when snowbanks are over 1.0 m high in the following areas:

- Clifford** Elora Street from Queen St to John St
- Palmerston** Main Street – Norman St to Henry St, Jane St - Main St to Inkerman St, William St - Main St to Bell St, Bell St - William to James St and James St - Bell to Main St
- Harriston** Elora Street - Young St to Arthur St; Arthur Street - Queen St to Mill St

Outside these business areas snow will be removed from arterial roadways, key intersections, school routes, and the vicinity near institutions and Churches as required when the driving width or parking area restricts safe vehicular movement.

Snow removal on public laneways or on narrow streets will occur where there is inadequate space to continue to plow or provide for reasonable local traffic movement.

Where snow removal is not practical or cost effective at the discretion of the Public Works Roads Manager or designate the Town will initiate a snowbank “shelving” process. Shelving involves plowing back the upper half of the snowbank to increase snow storage and visibility. Shelving will occur at key intersections to maintain visibility and may occur at any other location the Public Works Roads Manager or designate advises. Residents are encouraged to monitor the Town’s website to see if the Patroller has authorized “shelving” for any particular day.

Fire Hydrants shall be cleared of snow so as to allow firefighter access as required in the interest of public safety. Where a thaw is anticipated in the weather forecast, Town staff shall ensure most catch basins are clear to improve surface water flow off municipal streets.

7.0 Snow Storage

The Town will store excess snow to avoid infiltration into streams and rivers, drinking water recharge area for municipal wells, and areas where infiltration into the sanitary sewer

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system may be located. If required, the Town will implement risk management practices so as to minimize the impact of snow storage on the environment where practical to do so.

8.0 Public Parking Lots

Council shall decide based on recommendations from the Public Works Roads Manager or designate the level of maintenance Town staff shall conduct on municipally owned parking lots and laneways. In the event Council chooses to contract out maintenance of the Town owned parking lots this process shall be governed by the Town's purchasing by-law based on the number of plowing occurrences where the amount of snow on the lot exceeds 5 cm.

9.0 Severe Snowfall Event

A severe snowfall response can be initiated at the discretion of the Public Works Roads Manager or designate if there is a snowfall event of 30 cm or more or a blizzard as defined by Environment Canada that threatens the mobility of the roadway network. The focus of this severe snowfall response will be to restore mobility for emergency responders and not to open roads to public travel. This severe snowfall response includes:

- Deployment of all available resources to ensure mobility of emergency responders on the roadway network.
Delegation of control of deployment of all available resources in all Town Departments associated with snow clearing to the Roads Manager, Roads Lead Hand or Equivalent.

During a severe snow event the Town will not be able to plow designated routes but will focus on arterial roads in urban and rural areas as much as possible anticipating the routes of emergency responders in consultation with the Fire Chief.

In the event of the closing of Provincial Highways and County Roads in the municipality the Town shall post such closures on its website. In the event Highway 89 is closed the Town municipal office will be closed. Plow operators will carry identification with them in their personal vehicles so as to obtain clearance to assemble at the Operations Centre on Highway 89. If necessary, the Patrol Vehicle will assist where possible.

Where road closures prevent the travelling public from using the highway system the following procedure shall apply:

1. Police and Fire shall advise the Town if there are members of the public requiring temporary accommodation.
2. Facilities staff shall contact daily users and advise that highway closures will prevent access to urban areas and therefore all facility bookings are cancelled.
3. Facilities staff will accommodate any persons within a facility unable to leave due to highway closures. If there are no persons in the facility and no persons identified by Police and Fire requiring temporary accommodation, Facilities staff shall post a sign with a phone number that can be called in the event assistance is needed. The phone number shall be of a member of staff who can attend to the facility safely.
4. Staff shall have health and safety in mind when responding to a Facility
5. A Town Facility shall not take the place of a hotel or other place of accommodation which should be the first priority for members of the travelling public requiring assistance.

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6. This procedure is separate and independent of any situation under a snow emergency where operations are controlled by the Town's Emergency Response Centre.

Significant Weather Event

In the event of a significant weather event, [Public Works Policy 4.7](#) protocol will be followed

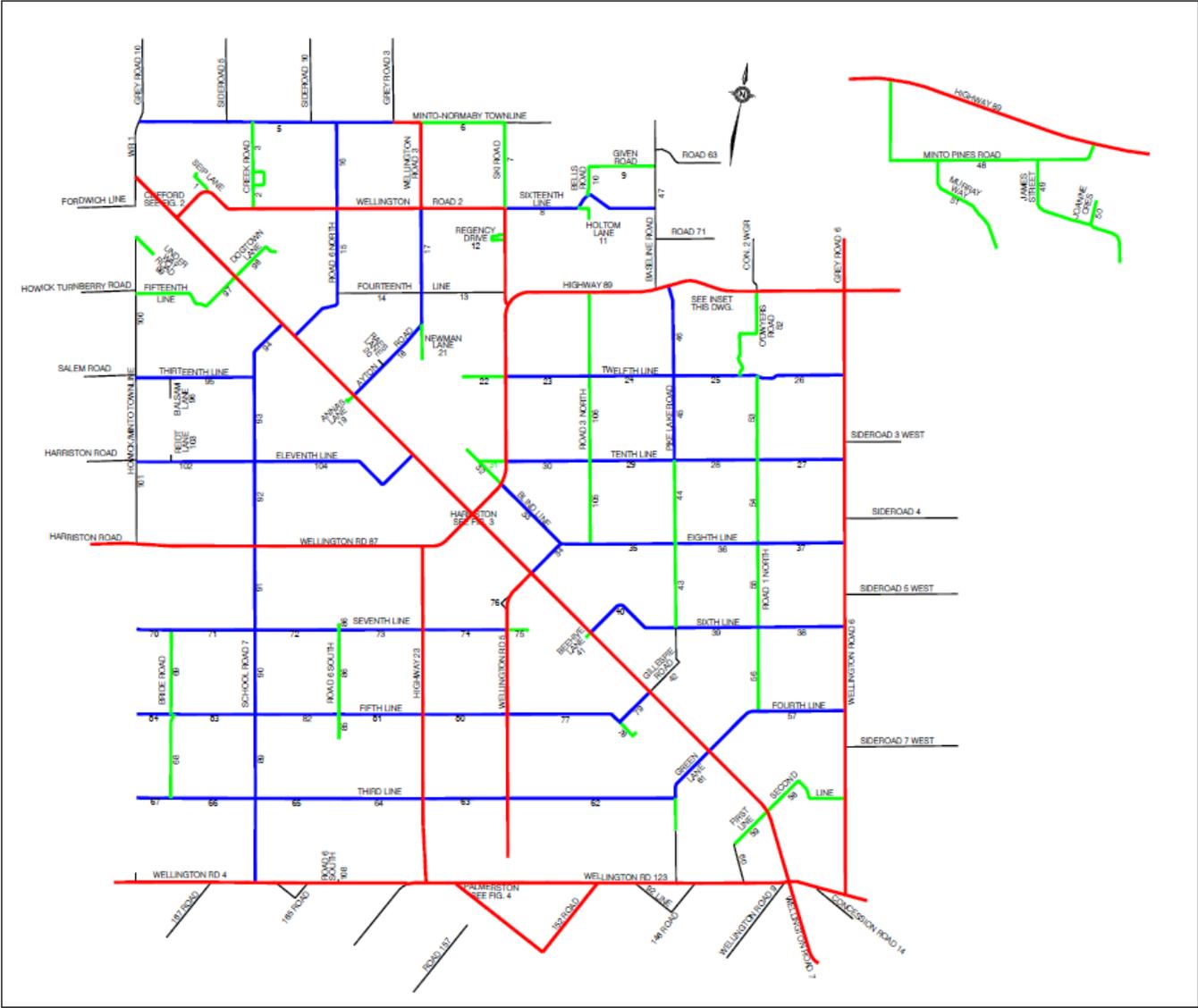
Snow Emergency

In the event of an extreme winter storm that causes the closure of a significant portion of the roadway network, the Public Works Roads Manager or designate can advise the Mayor or designate who shall declare a snow emergency. This will initiate the activation of the Emergency Operations Centre. In this event, all control of snow clearing activities will be coordinated through the Emergency Operation Centre.

TOWN OF MINTO



Town of Minto
Rural Winter Maintenance
Road Priority Map



- LEGEND:
- CLASS 2 ROADS
 - CLASS 3 ROADS
 - CLASS 4 ROADS

Map 1
1:100,000
A3150
October 2020



TOWN OF MINTO



Clifford
Winter Maintenance
Road Priority Map



LEGEND:

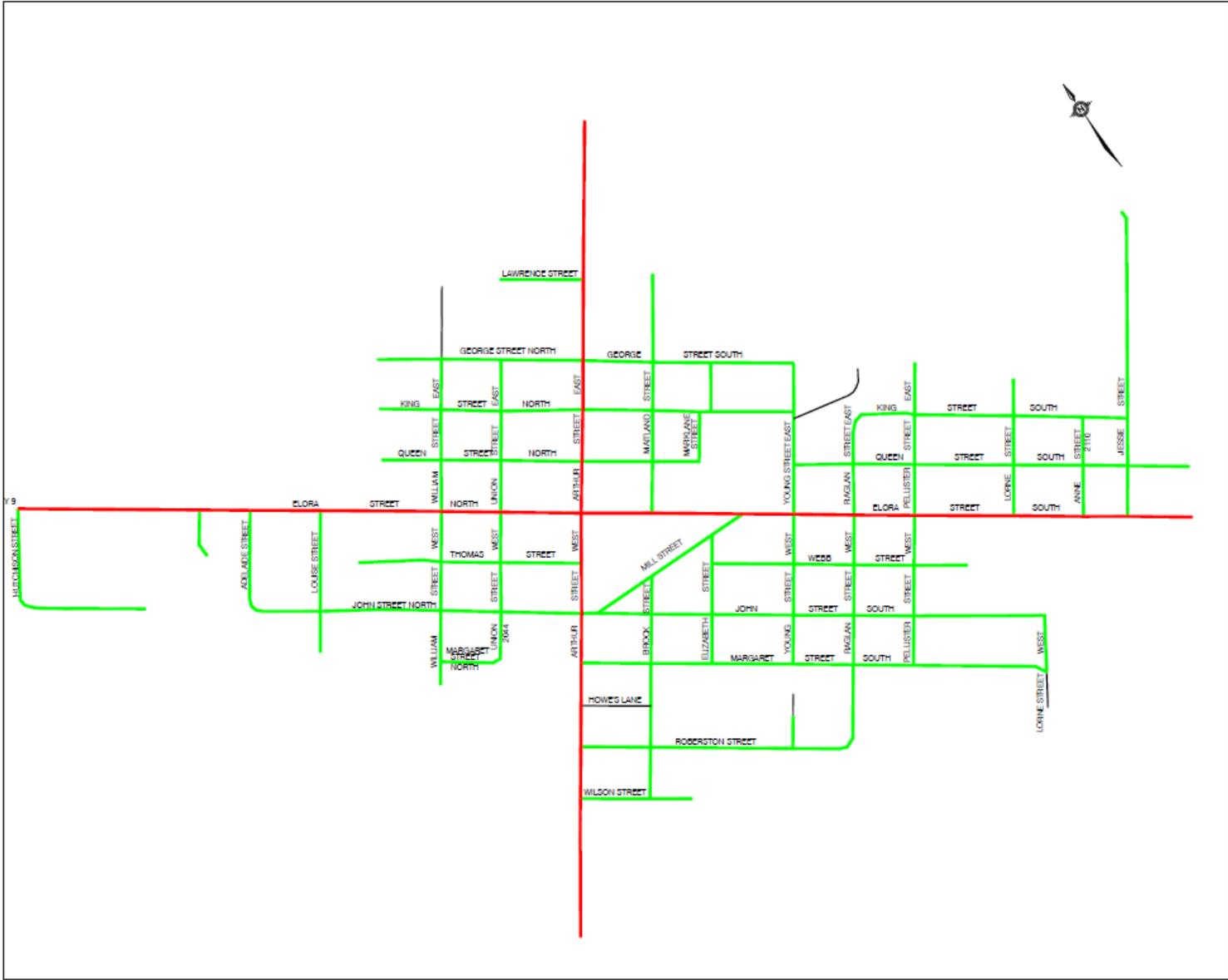
- CLASS 2 ROADS
- CLASS 4 ROADS

Map 2
1:5,000
A3150
October 2020





Harriston Winter Maintenance Road Priority Map

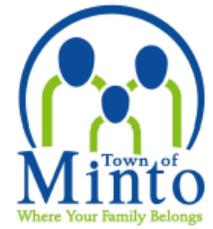


- LEGEND:**
- CLASS 2 ROADS
 - CLASS 4 ROADS

Map 3
1:8,000
A3150
October 2020



TOWN OF MINTO



Palmerston
Winter Maintenance
Road Priority Map



LEGEND:

- CLASS 2 ROADS
- CLASS 4 ROADS

Map 4
1:8,000
AS150
October 2020



TOWN OF MINTO



Clifford
Winter Maintenance
Sidewalk Priority Map



LEGEND:

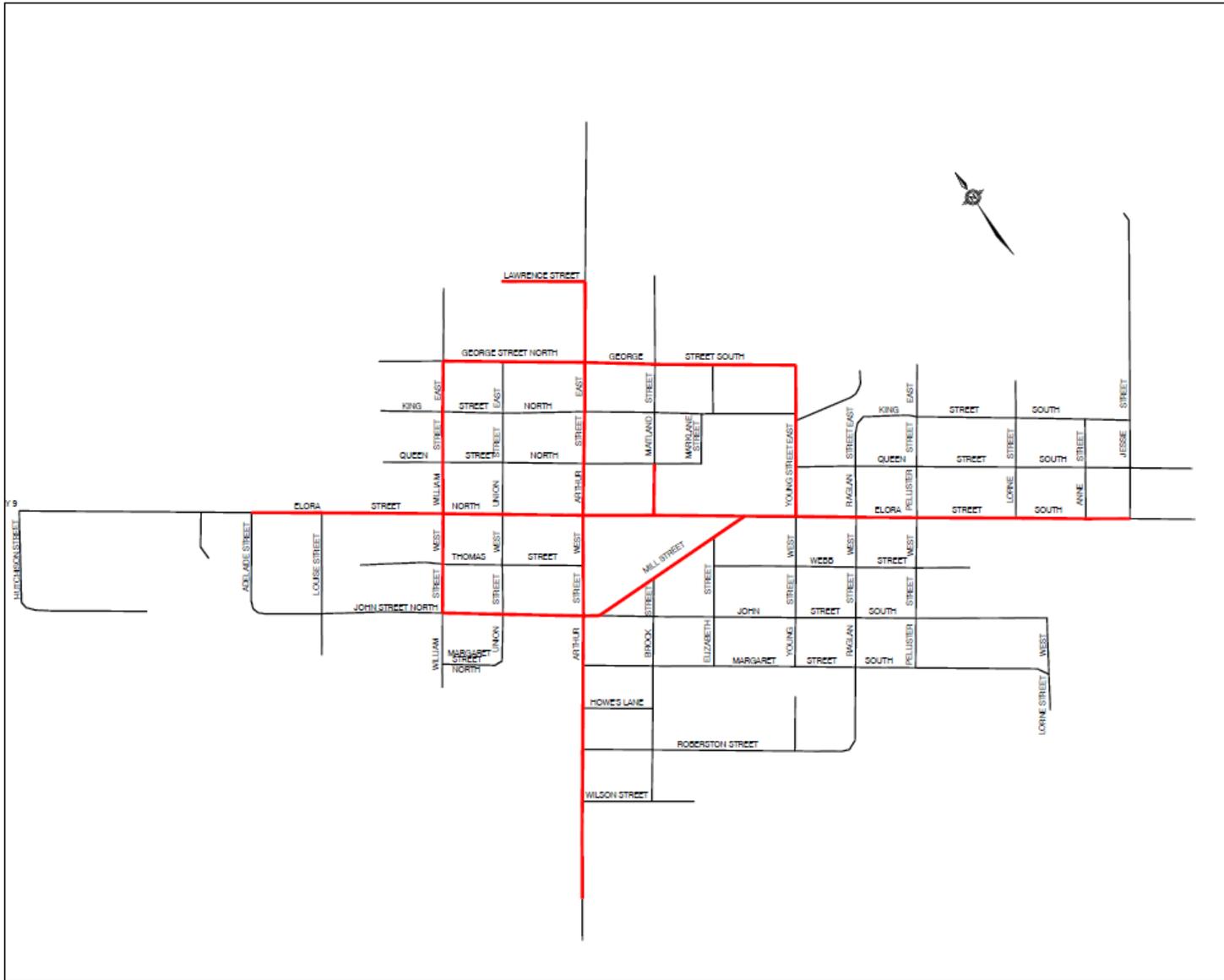
 PRIORITY SIDEWALKS

Map 1
1:5,000
AS150
October 2020





Harriston Winter Maintenance Sidewalk Priority Map



LEGEND:

 PRIORITY SIDEWALKS

Map 2
1:8,000
A3150
October 2020



TOWN OF MINTO



**Palmerston
Winter Maintenance
Sidewalk Priority Map**



LEGEND:

 PRIORITY SIDEWALKS

Map 3
1:8,000
A3150
October 2020

