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: **September 29, 2015**

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 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 try 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 every day between October 1st and April 30th no less than three times in a 24 hour period for the winter months and for the remaining months once a day.

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

Weather monitoring along with road conditions shall be the basis upon with 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 Director, Roads Superintendent, Lead Hand, or other appointed qualified staff will generally commence at 3:30 am, or earlier if needed and be completed on municipal roadways using a four wheel drive Town vehicle equipped with "V" plow. 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, condition and similar information needed to form a decision on what winter maintenance services will be called upon. The Patroller shall also document

the time and location of resources. Information from all patrols shall be stored in a central location where it is easily retrievable.

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

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 snow bank 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 maintenance according to minimum standards or as assigned between the hours of 3:30 a.m. and 12:00 p.m. throughout the week. 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 Full Time operators. Winter maintenance of municipal roadways shall be conducted on 10 routes as shown on the attached map. Within each route the operations are intended to address the following priorities (see attached maps for reference).

a) Town Priority 1 Roads

- Paved higher traffic routes in urban and urban areas, Main Street Business Districts, School Routes, major industry, places of worship weekends
- County Roads 2 and 3
- Sanding storm frequency, every 4 to 8 hours.
- Plow within 24 hours after end of snowfall as permitted by weather.

b) Town Priority 2 Roads

- Lower traffic routes, gravel roads, dead end streets
- Ice bladed as needed
- Sanding standard frequency, once every 24
- Plow within 24 hours after the end of snowfall hours as permitted by weather.

c) Sidewalks

- snow removal on sidewalks in designated urban areas and school routes as per maps attached
- Weekdays remove snow on sidewalks to school routes and within business districts unless schools are closed

- Weekends clear sidewalks to places of worship
- Where practical the Town may modify sidewalk maintenance to accommodate the requirements of special needs children as a priority, as well as special needs adults.

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 snow banks are over 1.0 m high in the following areas:

a) **Clifford** Elora Street from Queen to Nelson
b) **Palmerston** Main Street - Queen to Henry, 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
c) **Harriston** Elora Street Young to William; Arthur Street Queen to Mill

Outside these business areas snow will be removed from arterial roadways, key intersections, school routes, and in the area of 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.

Town staff shall annually contract for snow bank removal, subject to the Town Purchasing By-law, by way of a bid that will include supply of a blower, three trucks, and skid steer or similar. The Town shall supervise the operations and will provide a snow storage area in accordance with this policy.

Where snow removal is not practical or cost effective at the discretion of the Public Works Director or designate the Town will initiate a snow bank “shelving” process. Shelving involves plowing back the upper half of the snow bank 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 Director 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

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 Lion's Park

Town will contract to remove snow on the Palmerston Lions Park Trail from Main Street south to Albert Street within 48 hours. Snow will not be hauled away.

9.0 Public Parking Lots

Council shall decide based on recommendations from the Public Works Director 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.

10.0 Severe Snowfall Event

A severe snowfall response can be initiated at the discretion of the Public Works Director 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 and Drainage Superintendent

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:

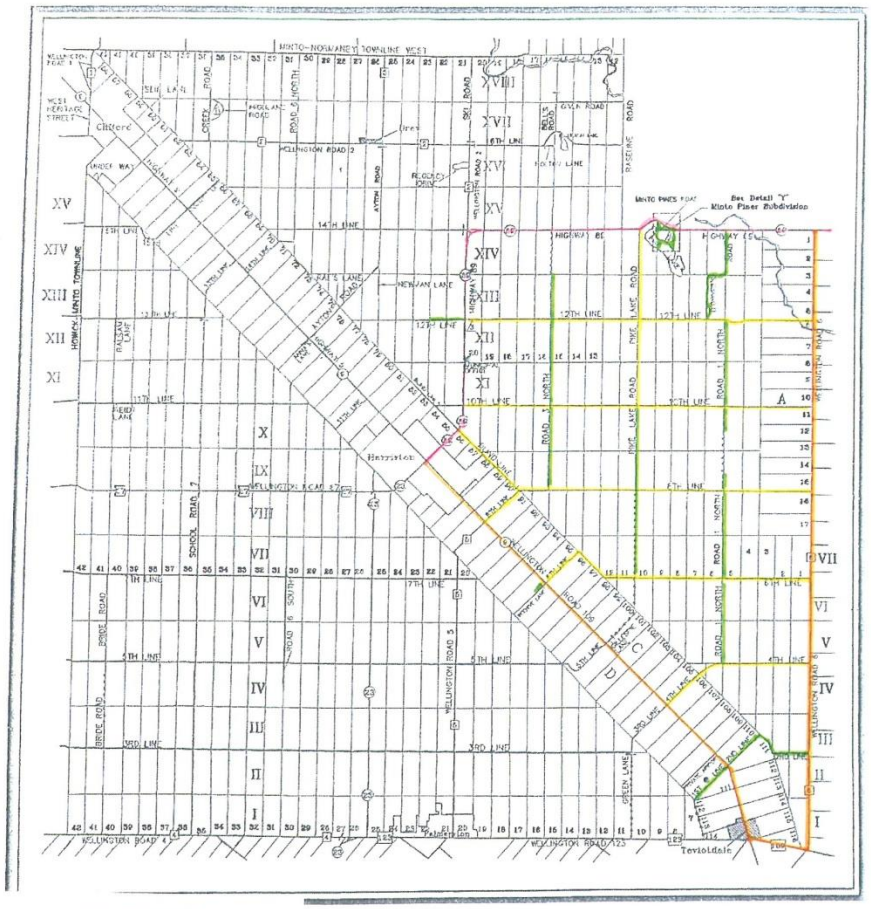
1. Police and Fire shall advise the Town if there are members of the public requiring temporary accommodation.
2. Facilities staff shall contact daily users and advise that highway closures will prevent access to urban areas and therefore all facility bookings are cancelled.
3. Facilities staff will 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.
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.

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 Director 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



WINTER MAINTENANCE

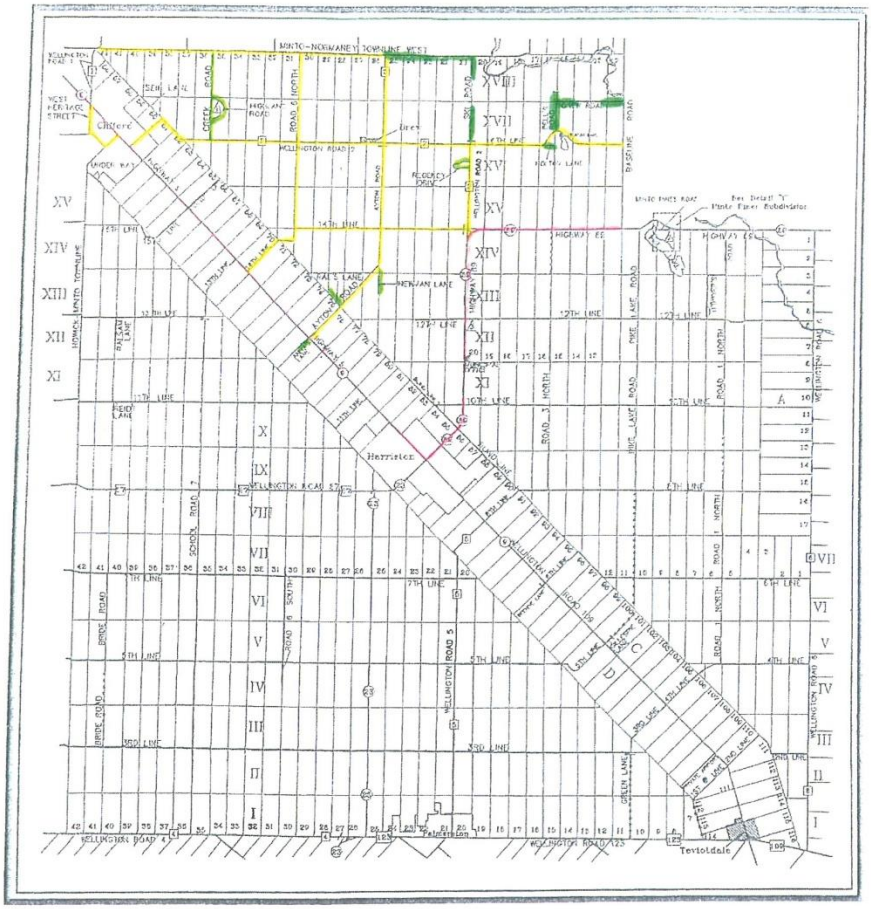
HIGHWAY

COUNTY ROAD

PRIORITY ONE

PRIORITY TWO

Town of
MINTO



WINTER MAINTENANCE

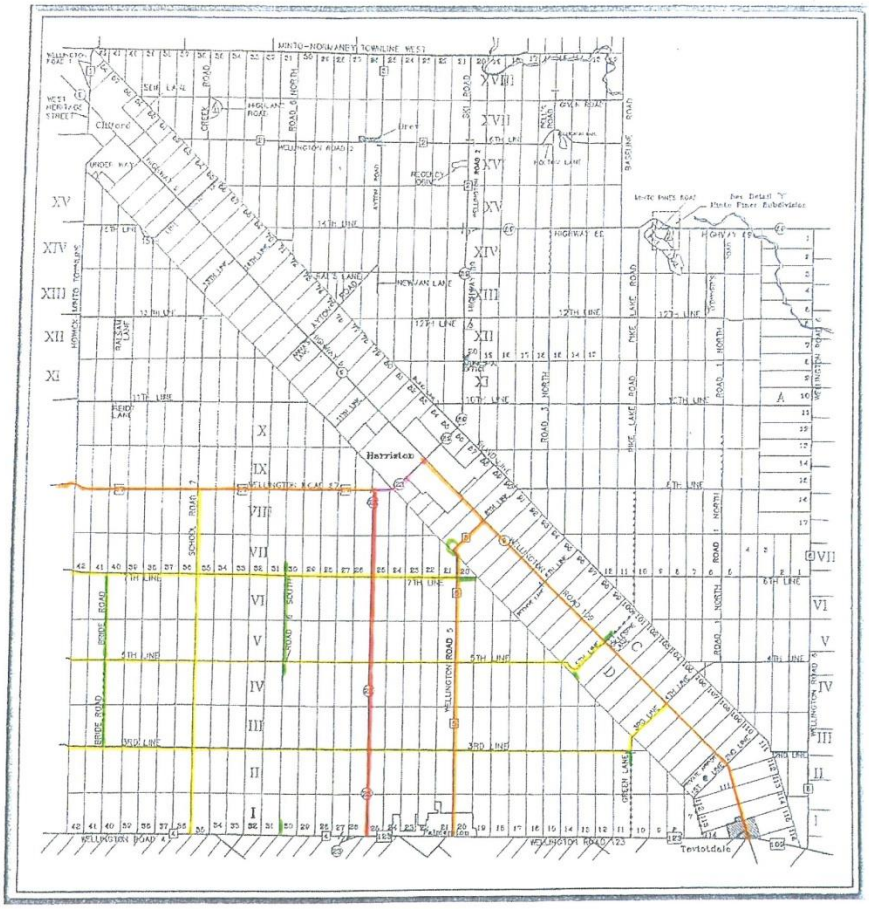
HIGHWAY

COUNTY ROAD

PRIORITY ONE

PRIORITY TWO

Town of
MINTO



WINTER MAINTENANCE

HIGHWAY

COUNTY ROAD

PRIORITY ONE

PRIORITY TWO

Town of
MINTO

WINTER MAINTENANCE

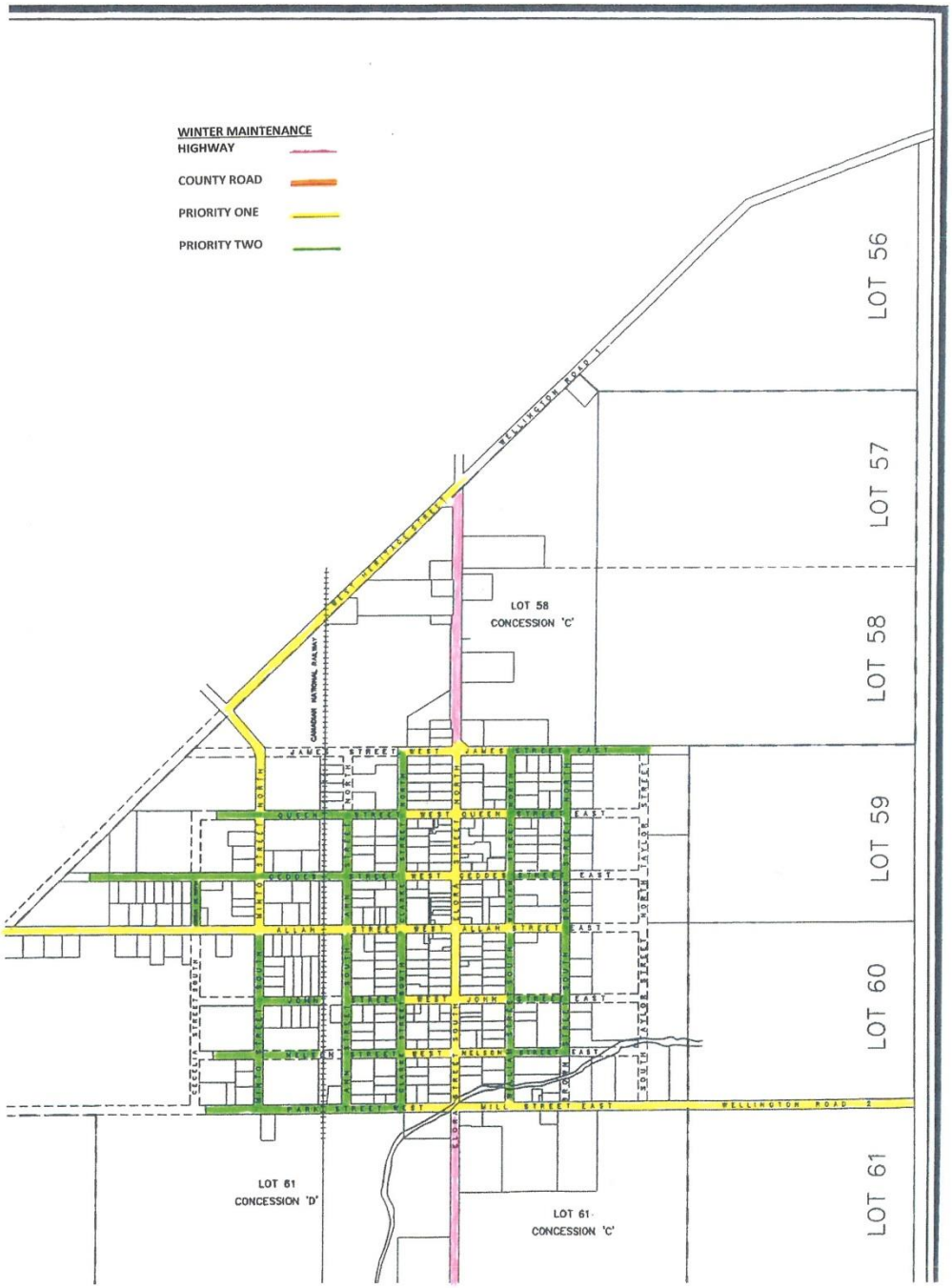
HIGHWAY

COUNTY ROAD

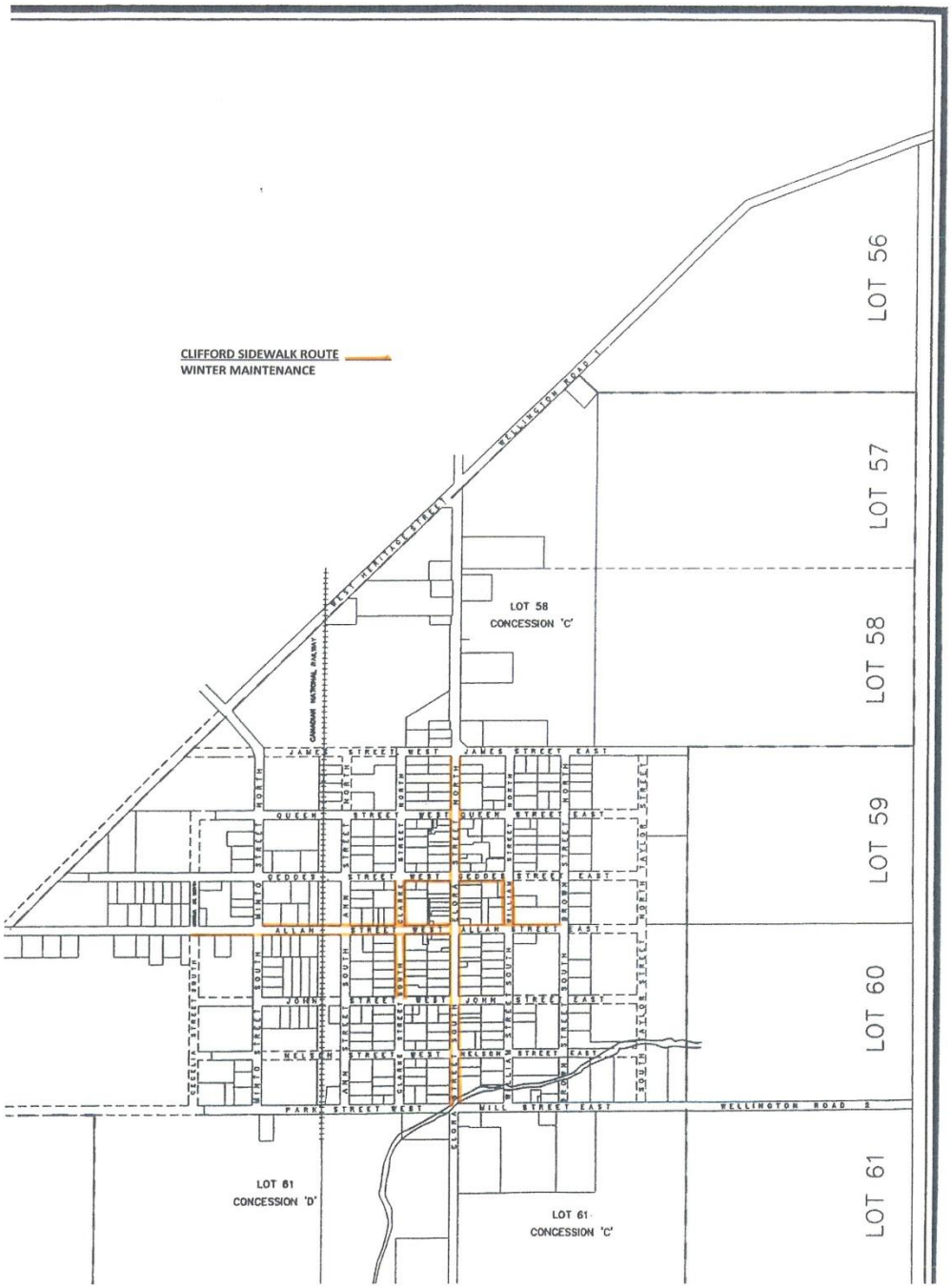
PRIORITY ONE

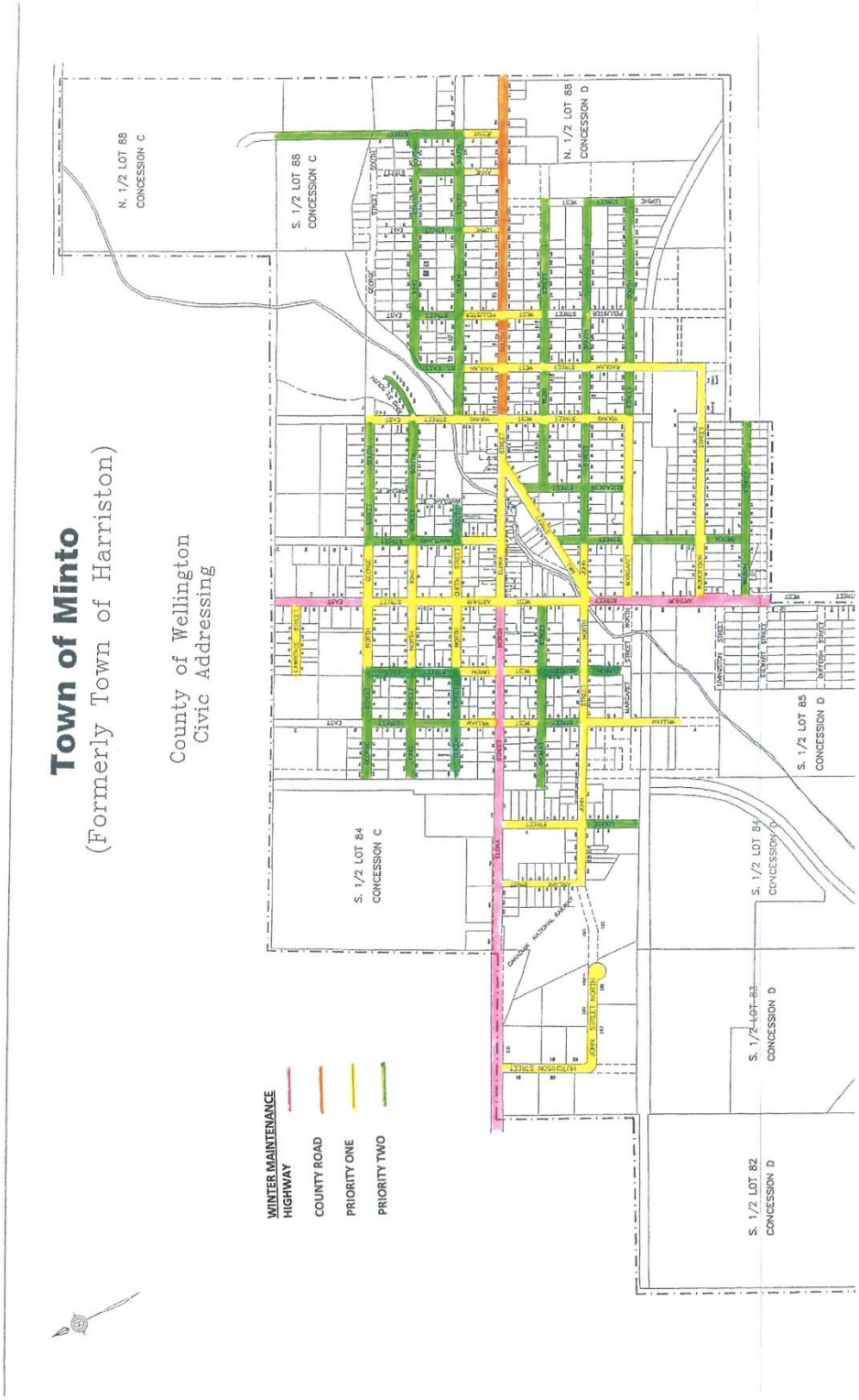
PRIORITY TWO

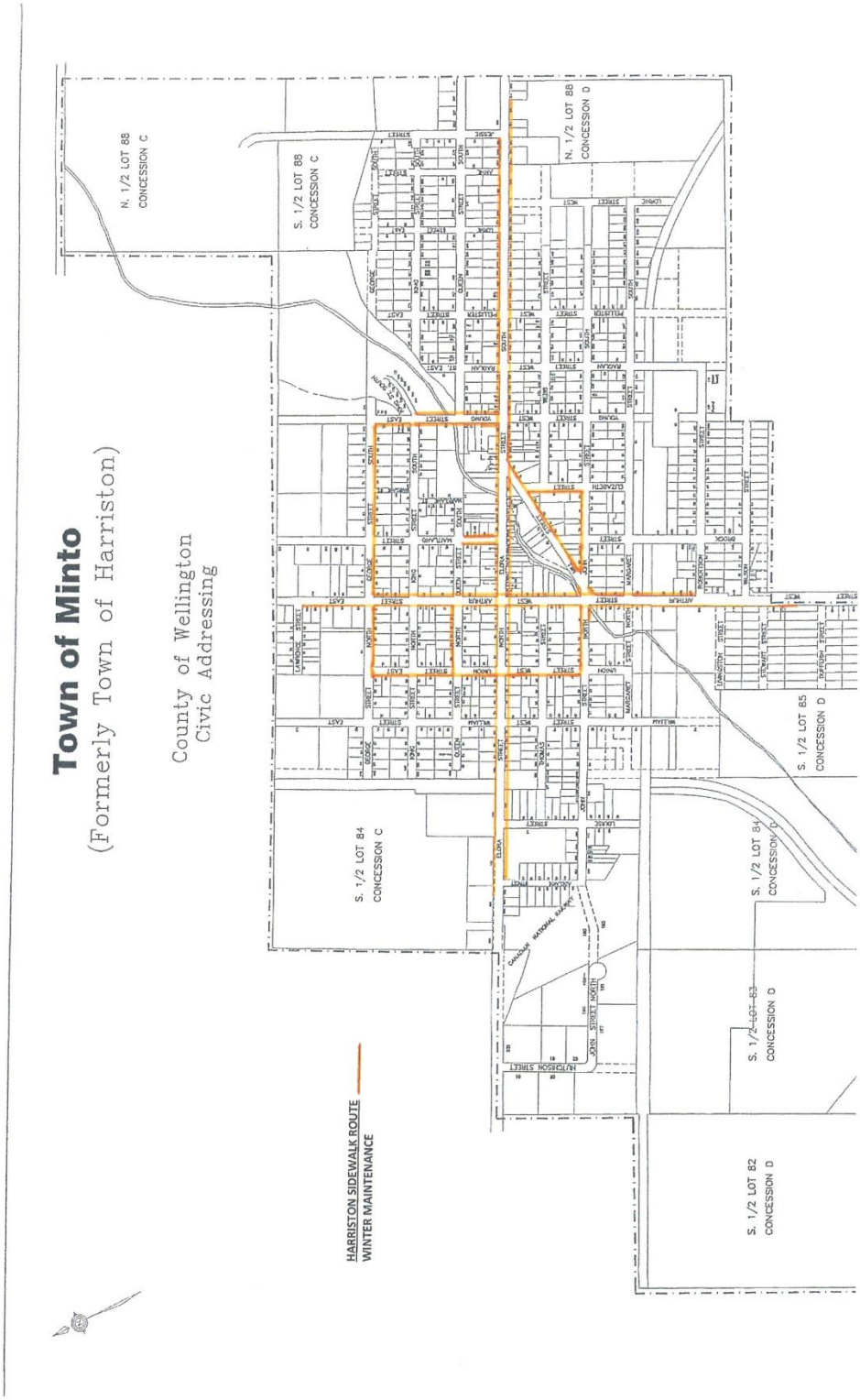
Town of
CLIFFORD

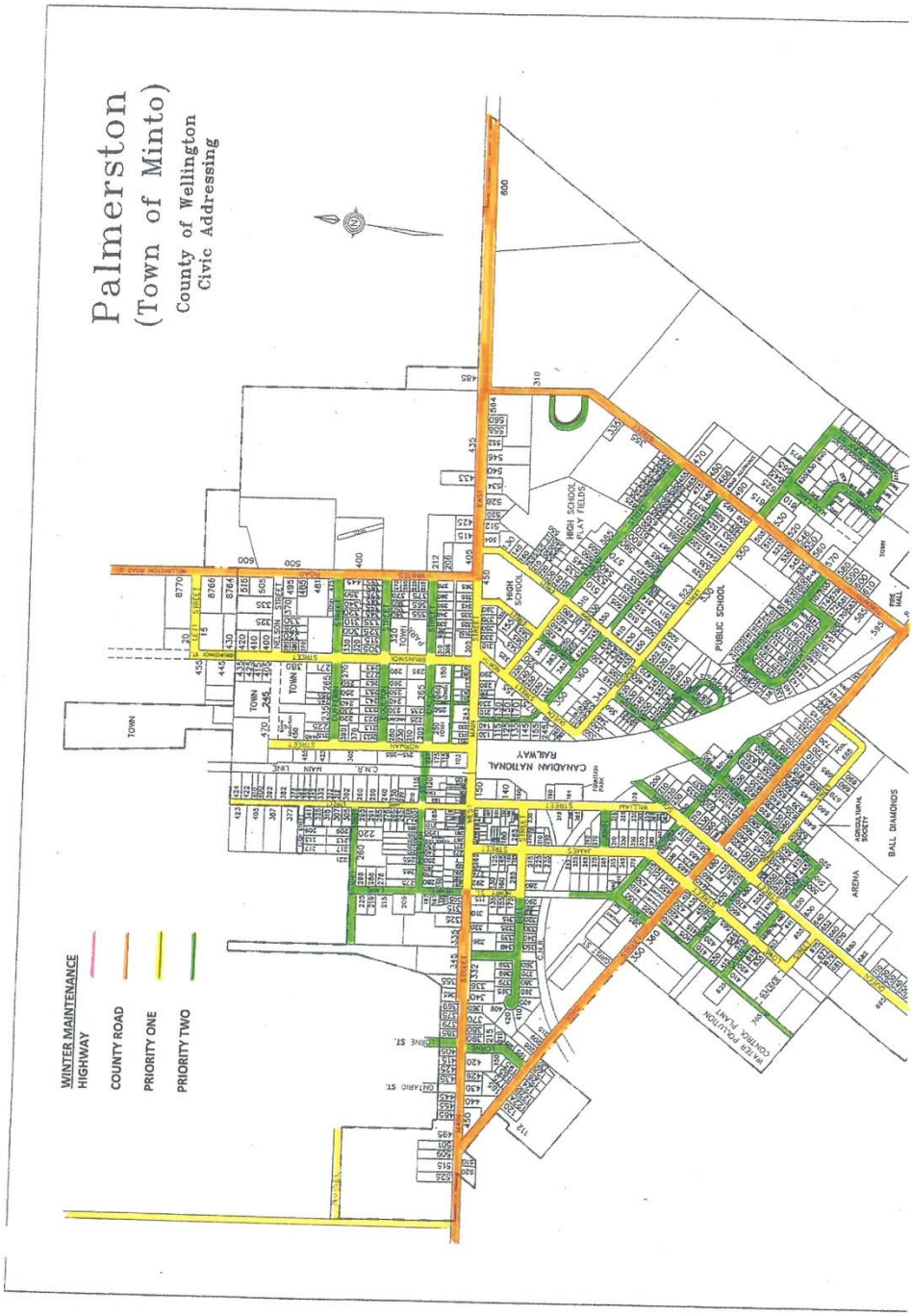


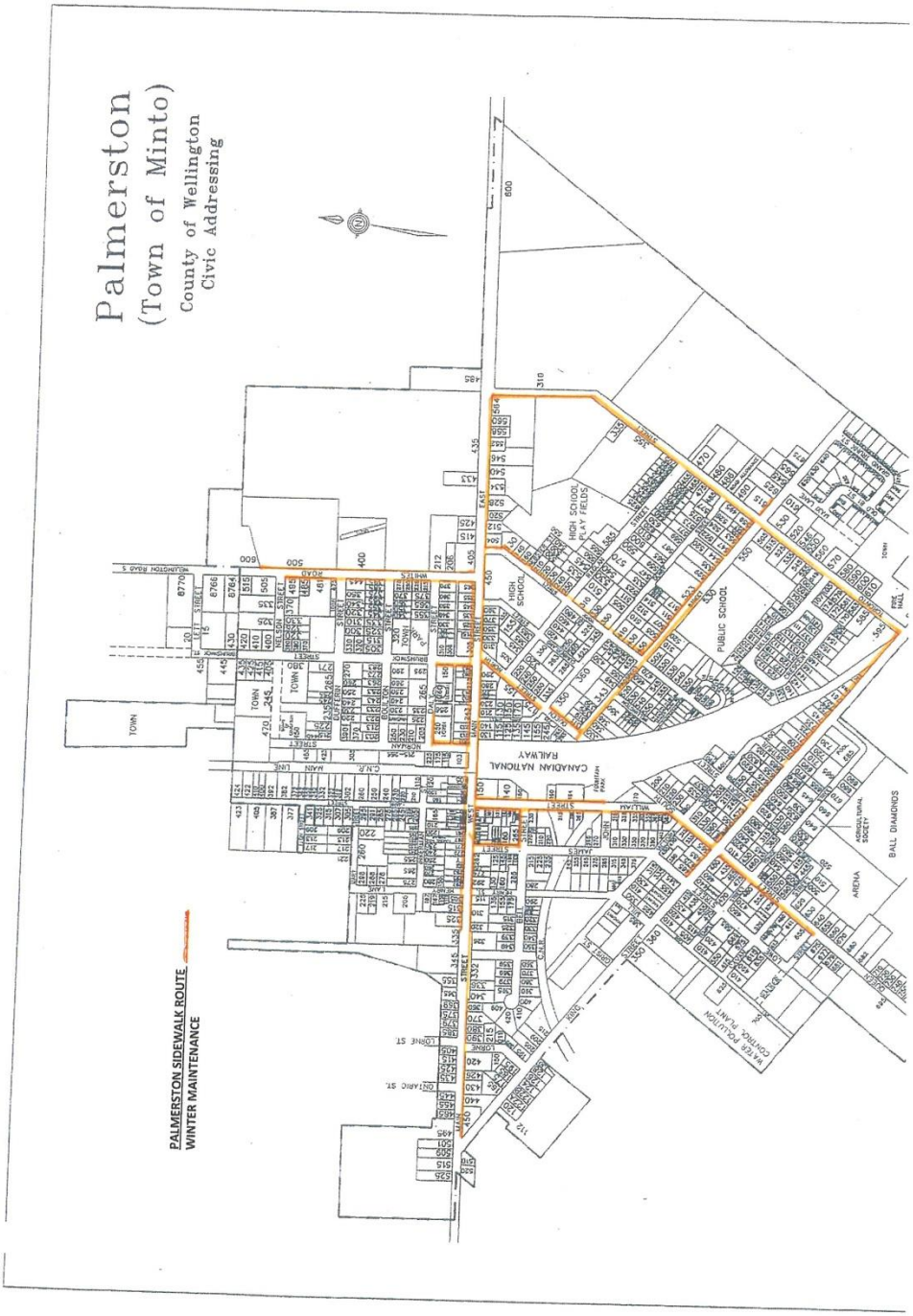
Town of CLIFFORD




Town of Minto
(Formerly Town of Harriston)
County of Wellington
Civic Addressing
N. 1/2 LOT 88
CONCESSION C
S. 1/2 LOT 88
CONCESSION C
N. 1/2 LOT 88
CONCESSION D
S. 1/2 LOT 84
CONCESSION C
S. 1/2 LOT 84
CONCESSION D
S. 1/2 LOT 85
CONCESSION D
S. 1/2 LOT 83
CONCESSION D
S. 1/2 LOT 82
CONCESSION D
WINTER MAINTENANCE
HIGHWAY
COUNTY ROAD
PRIORITY ONE
PRIORITY TWO


Town of Minto
(Formerly Town of Harriston)
County of Wellington
Civic Addressing
N. 1/2 LOT 88
CONCESSION C
S. 1/2 LOT 86
CONCESSION C
N. 1/2 LOT 88
CONCESSION D
S. 1/2 LOT 85
CONCESSION D
S. 1/2 LOT 84
CONCESSION C
S. 1/2 LOT 84
CONCESSION D
S. 1/2 LOT 83
CONCESSION D
S. 1/2 LOT 82
CONCESSION D
HARRISTON SIDEWALK ROUTE
WINTER MAINTENANCE


Palmerston
(Town of Minto)
County of Wellington
Civic Addressing
WINTER MAINTENANCE
HIGHWAY
COUNTY ROAD
PRIORITY ONE
PRIORITY TWO
CANADIAN NATIONAL RAILWAY
HIGH SCHOOL
PUBLIC SCHOOL
ARENA
BALL DIAMONDS
TOWN


Palmerston
(Town of Minto)
County of Wellington
Civic Addressing
PALMERSTON SIDEWALK ROUTE
WINTER MAINTENANCE