



## Policy & Procedures

Section: 4.0 Public Works

Policy: Winter Maintenance Policy

By-Law: 1999-60, 2018-155

Date: 4 January 2017

Revision: 17 December 2018

### Coverage:

This policy shall govern winter maintenance on all Township of Huron-Kinloss roads, sidewalks, bicycle lanes and municipal parking lots. **Note:** Currently the Township does not have designated bicycle lanes as defined by the Minimum Maintenance Standards, O. Reg. 239/02, as amended from time to time.

### Policy Statement:

Winter maintenance shall be carried out within the Township to allow for the storage of snow for future storms, to increase visibility at intersections, to remove obstructions caused by drifting snow and to reduce the impact of flooding of roads in problem areas by removing snow by culverts.

The Public Works Department shall provide the best winter maintenance given the resources available for winter control purposes and weather conditions.

All level of service tables that make up part of this policy are taken from the Minimum Maintenance Standards, O. Reg. 239/02 as amended.

### Legislative Authority:

Minimum Maintenance Standards O. Reg. 239/02, as amended from time to time  
Highway Traffic Act

### Contents:

#### **Snow Removal**

Snow shall be removed at the discretion of the Director of Public Works, or designate. The ditches shall be cleared of snow and ice that restrict flow to culverts. Snow shall be removed to allow access to fire hydrants after storms. These operations shall be performed, as time and manpower are available.

#### **Sidewalk Winter Maintenance**

Sidewalk surfaces, as indicated on Appendices "A", "B" and "C" shall be maintained as per the depth specified in the Minimum Maintenance Standards O. Reg. 239/02, as amended from time to time. The remaining sidewalk surfaces shall not be cleared from November 15<sup>th</sup> – March 31<sup>st</sup>.

## Snow Plow Services

All matters shall be at the direction of the Director of Public Works, or designate, and to be within the limits and availabilities of personnel, equipment and time.

Surfaces shall be maintained in a snow packed condition during a storm by use of assigned personnel and equipment with the exception of designated, non-winter maintained roadways which shall not be cleared from November 15<sup>th</sup> – March 31<sup>st</sup> (see Appendix “D”).

Predetermined routes for plowing shall be followed, except for emergency situations (see Appendix “E”).

The Township of Huron-Kinloss one-shift work force cannot maintain roads on a 24-hour basis. The Township shall try to keep the road system maintained in a safe manner. If it snows after 6:00 p.m., plowing shall take place no later than 5:00 a.m. the next morning.

**Please note:** The Township of Huron-Kinloss does not have roadways classified as Class 1 or 2, as per the *Highway Traffic Act*.

### Snow Accumulation - Roadways

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5.0 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

### Sand, Salt and Ice Blade

Sanding of steep grades, curves and intersections shall be performed after snowplowing has been completed, at the direction of the Director of Public Works, or designate.

Sanding/salting shall take a predetermined route (e.g. Lakefront hills receiving first priority in the former Township of Huron road system).

Continuous sand/salting shall be carried out only during or after periods of freezing rain, on hardtop surface roads.

The use of an ice blade shall be performed on gravel roads at the discretion of the Director of Public Works, or designate.

### Ice Formation Prevention

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

### Treatment of Icy Roadways

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

### Significant Weather Event Criteria

A significant weather event means an approaching or occurring hazard which has the potential to pose a significant danger to users of the Township's roadways. This may include:

- significant snow accumulation in a 24 hour period,
- ice formation that occurs with no warning,
- high winds leading to large snow drifts, and/or
- cold temperatures at which de-icing operations will not be effective

### Declaration of Significant Weather Event

The decision to declare a significant weather event will be at the discretion of the Director of Public Works, or designate, based on information received from Environment Canada's Public Weather Alerting Program, Township patrol reports and/or the County of Bruce Transportation and Environmental Services Department.

Township staff will follow the Internal Procedure – 5.1.30 Significant Weather Event.

The Township of Huron-Kinloss recognizes that it may be necessary to cease operations due to severe, inclement weather which may pose a threat to employees and/or the public. The decision to cease operations shall be at the discretion of the Director of Public Works, or designate, based on conditions within the patrol areas. The Lead Hand shall contact each patrol to determine the situation in their areas. A decision will then be made if one or more patrols shall be ceasing operations.

Once a decision to cease operations is made, the Lead Hand, or designate, shall notify the Ontario Provincial Police (OPP) Area Supervisor. The Township will then notify the public as per Internal Procedure 5.1.30.

### **Significant Weather Event Start & End Notification**

As per Internal Procedure 5.1.30 – Significant Weather Event, notification to the public regarding significant weather events shall be communicated in one or more of the following ways:

- Posted on Township [website](#)
- Posted on Township Facebook page and Twitter feed
- Press release to local radio stations, newspapers and local on-line news site



Internal Procedure 5.1.30 – Appendix “A”  
**The Corporation of the Township of Huron-Kinloss**

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**Significant Weather Notification:**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Number:** \_\_\_\_\_

**Media Sources:**

**Radio**

CKNX (AM920 & FM102) - Blackburn  
1-519-357-3860  
[news.wingham@blackburnradio.com](mailto:news.wingham@blackburnradio.com)

MyFm – Shoreline  
[news955@MBCmedia.ca](mailto:news955@MBCmedia.ca)

The Beach -Bayshore  
1-519-832-9808  
[news@bayshorebroadcasting.ca](mailto:news@bayshorebroadcasting.ca)

The Bull – Blackburn  
1-519-357-1897  
[News.wingham@blackburnradio.com](mailto:News.wingham@blackburnradio.com)

Country 93 - Bayshore  
1-519-371-4242  
[news@bayshorebroadcasting.ca](mailto:news@bayshorebroadcasting.ca)

Grey Bruce News  
1-519-470-6397  
[news@923thedock.com](mailto:news@923thedock.com)

CBC 89.1 Radio One  
1-519-581-1384  
[yournewskw@cbc.ca](mailto:yournewskw@cbc.ca)

**Websites**  
 Kincardine Record  
[info@kincardinerecord.com](mailto:info@kincardinerecord.com)  
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Internal Procedure 5.1.30 – Appendix “A”  
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## **Message**

The Township of Huron-Kinloss has a declared Significant Weather Event in accordance with Ontario Regulation 366/18. All road and sidewalks maintained by the Township will be in a “state of repair” until further notice.

This declaration is not a notice of a reduced level of service or road closure. It is to notify drivers and pedestrians to use an appropriate level of caution when travelling during this event. Township staff are continuing to work diligently to ensure public safety. Your co-operation is appreciated.

**Issued by:**                    **John Yungblut**  
   **Director of Public Works, Township of Huron-Kinloss**