

event of a liability claim.

There are 16 standards where 2 of them are related to winter control activities – snow accumulation and icy roadways. There are no standards in regards to snow removal.

1.03 The Winter Control Season will be in affect from October 15<sup>th</sup> to April 15<sup>th</sup>.

## SECTION 2.00 - SCOPE OF WORK

### 2:01 Area of Responsibility

The Operations and Facilities Division is responsible for the winter maintenance on all roads, lanes, sidewalks and six (6) municipal parking lots within the boundaries of the Corporation of the Town of Fort Frances.

Included is 162 lane-km, 42 km of sidewalks and six (6) town owned parking lots.

### 2:02 Equipment

The Operations and Facilities Division has at its disposal two (2) town owned graders, one (1) sander, one (1) combination plow/sander truck, one (1) sidewalk blower, one (1) full size blower, two (2) loaders, (both equipped with snow bucket or plow), two (2) tandem trucks and one (1) single axle/with plow truck.

Town owned equipment will be supplemented by contract operated equipment and trucks on an as required basis.

## 2:03 Manpower

The Operations and Facilities Division has an available winter maintenance staff consisting of one (1) working foreman, one (1) leadhand, four (4) equipment operators, two (2) truck drivers and seven (7) labourers. The two (2) water distribution operators will also be included in the winter maintenance scheduling.

In an emergency situation additional staff would be available from other areas of the department i.e. mechanical, stores and engineering.

When the “*snow season*” arrives this staffing provides for coverage for two (2) shifts, five (5) days a week. There will be a 7:30 a.m. to 4:00 p.m. day shift and a 10:00 p.m. to 6:00 a.m. night shift from Monday to Friday. During the period from 4:00 p.m. to 10:00 p.m. and 6:00 a.m. to 7:30 a.m. and weekends manpower is on a voluntary basis. Emergency calls are covered through an on call person 24 hours a day, 7 days a week. During an emergency situation if the on call person is unsuccessful in getting sufficient crews to respond he/she shall consult with the Manager of Operations & Facilities or Transportation Superintendent regarding the use of contracted equipment.

## 2.04 Night Shift Schedule for “*Snow Season*”

Prior to the “*snow season*” a night shift schedule will be made up of employees who volunteer to be on nights through the “*snow season*” and a rotation of all employees qualified to drive truck and/or operate equipment. The night shift will consist of five (5) employees, one (1) working foreman, two (2) operators and two (2) truck drivers. Working foreman will participate in operating equipment and/or truck driving on the night shift.

The night shift will be implemented when at the discretion of the Manager of Operations & Facilities and Transportation Superintendent there is sufficient amounts of snow to justify taking five (5) employees from the day shift and that

work in progress can be completed with this reduction in staff.

#### 2.05 Staff Training

Qualified employees will be given the opportunity to train on equipment when the work schedule permits such training. An ideal time for training on some of the larger equipment is on the night shift in areas where there is little or no traffic. Employees will be given the opportunity to train under the guidance of experienced operators. This will build a more versatile workforce for future operations.

#### 2.06 Parking Regulations and Enforcement

Parking restrictions and regulations (i.e. calendar parking, parking prohibited, etc.) have been placed on town streets and will be strictly enforced to allow snow plowing/removal operations to proceed unimpeded.

The Town's By-law Enforcement Officers will publicize the appropriate calendar parking by-law. Calendar parking shall be deemed to be a twenty-four (24) hour period commencing at nine (9) o'clock in the forenoon and after such time the day shall be deemed odd or even depending on the calendar designation of such day of commencement of the said twenty-four (24) hour period.

#### 2.07 Enforcement Policy

The By-law Enforcement Officers and O.P.P. members in support of the Fort Frances Operations and Facilities Division completing snow removal in town will adhere to the following policy.

- By-Law Enforcement Officers will complete enforcement of parking by-laws during weekdays. Operations and Facilities Division will contact By-Law direct for support in ticketing violators and removing illegally parked vehicles.
- Enforcement of parking by-laws after hours will be completed by O.P.P. Officers. Operations and Facilities Division will contact the O.P.P. Telecommunications Unit who will dispatch officers to attend and ticket vehicles in areas requiring snow removal. Operations and Facilities Division will arrange for any necessary towing. Application is being sought to amend the parking by-law in relation to the 200 block Scott Street. This will reflect no parking after 0300 hours, which is consistent with business hours of Gartch's Pub.
- Notification will be made to the O.P.P. by Operations and Facilities Division of specific nights when snow will be removed in the core downtown area. Officers will conduct enforcement of the parking by-law in these areas. This will assist Operations and Facilities Division who will have vehicles interfering with snow removal towed away at the owner's expense.
- Enforcement of the by-law in the 200 block of Scott Street will be delayed until 0300 hours consistent with the proposed amendment.
- O.P.P. members will notify the "on call " Operations and Facilities Division member 275-9754 between 2300 – 0700 hours when snow accumulation reaches 5cm.
- When contacting the Police or By-Law – information needed is: location of vehicle and license plate number.

**Contact Numbers:**

**By-Law: 275-9651**

**O.P.P. Kenora: 1-888-310-1122**

**O.P.P. Town: 274-3322**

**Tow Truck Numbers:**

**Bett Will: 274-5977**

**North Auto: 274-7243**

## SECTION 3.00 - SNOWPLOWING

### 3.01 Roads

All roads in the Town of Fort Frances will be plowed in accordance with the attached snowplowing priorities plan (see Appendix AA≡).

#### Road Classifications

Based on the Average Annual Daily Traffic (number of motor vehicles versus the Posted or Statutory Speed Limit (kilometres per hour), there are Class 3, Class 4, Class 5 and Class 6 roads in the Town of Fort Frances boundaries.

Plowing of 'Class 3' roads will have a completion time of 12 hours after the snow has reached a depth of 8 centimetres.

Plowing of 'Class 4' roads will have a completion time of 16 hours after the snow has reached a depth of 8 centimetres.

Plowing of 'Class 5' roads will have a completion time of 24 hours after the snow has reached a depth of 10 centimetres.

There is no standard for 'Class 6' roads in the minimum maintenance standards and therefore they will be plowed after all Class 3, 4 and 5 roads have been completed.

\* There is a map in Appendix "L" with all road classifications in the Town of Fort Frances for the Minimum Maintenance Standards.

Priority One (Class 3 & Class 4 Roads) - Priority one roads include Kings Highway 11/71, Highway 602, Second Street East, Scott Street, Ambulance/Hospital Route, Schools, Rainycrest, Emergency Evacuation Route and the Downtown Area.

All snowplowing equipment will have a map of the priority route for that particular piece of equipment as well as a list in order of its priorities.

Equipment operators have been asked to follow the list of priorities as close as possible to deliver a consistent level of service.

Priority Two (Class 5 & Class 6 Roads) - The Town of Fort Frances is divided into eight (8) areas with the Downtown Priority #1 area being the dividing line between east and west. The Canadian National Railway is the dividing line for the north areas. These areas are then divided by priority.

Basically after the Priority One routes are complete one (1) grader plows east and the other west starting from the Downtown Area and plowing outwards. The plow truck does the north areas when completing its priority route.

The individual in charge (whether it be the Superintendent, Foreman or Standby Person) are to use their own discretion depending upon manpower, equipment, and amount of snowfall to determine the time of day the plows go out.

It is not practical to snowplow the Downtown Business area during regular business hours (8:00 a.m. to 10:00 p.m.).

It is suggested to standardize the level of winter control maintenance in the downtown business area (see appendix "D" of the Winter Operations Policy) in order to meet the minimum maintenance standards for municipal roadways, that

the following guidelines have been proposed;

- Apply winter control sand/salt mixture during regular business hours.
- Snowplowing will occur immediately before or after regular business hours, where the snow is pushed or winged to the outside edges of the roadway in accordance with Ontario Regulation 239/02.
- Snow removal will take place according to the policy in Section 4:00.

The ideal situation would have the plow truck (Unit 115) leave the Shop and go west to the start of the four laner's on King's Highway at Pit Road #1 as outlined in Appendix "I". It would start plowing east down the centre of the four laner's to Central Avenue then up to Scott Street and down the centre of Scott Street to Colonization Road East, and continue plowing the centre of Colonization Road East to the Overpass. The plow truck would then plow the centre of Second Street from Colonization Road East to Central Avenue. The plow truck would then do all of Front Street and then proceed to its priority route in the North End.

The graders (Unit #205 and #207) would leave the Shop and go east down Fifth Street to Portage Avenue then south to Scott Street.

Grader #205 would go east and plow Scott Street, then Colonization Road East over the Overpass to the east town limits. 205 would then plow Second Street from Colonization Road East to Central Avenue as outlined in Appendix "H".

Grader #207 would go west and plow the highway to the west town limits back to Central Avenue and then Highway 602 to Oakwood Road as outlined in Appendix "G".



Both graders would then complete the Downtown area.

When the Downtown area is complete Grader #207 will go west and Grader #205 will go east to their next respective priority.

The Cat IT38B loader (317) will plow the lanes and parking lots in the Downtown area as outlined in Appendix “F”.

The Cat 930H loader (318) will do cul-de-sacs and dead-ends according to priority list as outlined in Appendix “E”. We will alternate between the east list and west list on a monthly basis, as to which gets done first.

October -	East
November -	West
December -	East
January -	West
February -	East
March -	West

Plowing of the roads should be completed in 24 hours. Some Class 6 roads may have a longer completion time.

Once the snow plows have advanced far enough ahead, send sander and sidewalk plows out. Sidewalk plowing is to be done on a priority basis as shown in Appendix “J”. The first priority will ensure sidewalks are plowed on both sides of the Underpass and then Portage Avenue to the Civic Centre, then Church Street to Victoria Avenue and Victoria Avenue to Scott Street.

The sidewalk plow will then plow the north side of Scott Street to Colonization Road East and then the north side of Second Street East to Central Avenue continue plowing on Third Street West to King’s Highway out to Wal Mart. Then

plow the south side of Highway 602 from Biddeson Avenue to Keating Avenue and then proceed to the Downtown Priority #1 area and plow until completed and continue with priority list.

Loaders will plow lanes from the Downtown area outwards when their priority lists are done.

All lanes and designated sidewalks will be plowed in 48 – 60 hours.

In the case of a “winter snow event” on a weekend or holiday it is the responsibility of the on call person to call in a crew to plow the roads according to the priorities set out in the policy.

As there is no standard for sidewalks in the “Minimum Maintenance Standards”, they will not normally be plowed on weekends or holidays.

## SECTION 4:00 - SNOW REMOVAL

### 4.01 General

Snow removal at the discretion of the Manager of Operations and Facilities or Transportation Superintendent will commence approximately 48 hours after a storm or as soon as plowing is complete. The following is the list of snow removal areas in order of priority:

1. Downtown snow removal area
2. The overpass and underpass
3. Municipal parking lots (when necessary)
4. Businesses and churches and halls outside Downtown area
5. Fire hydrants
6. Intersections
7. Lane entrances
8. Priority routes
9. Residential streets

### 4.02 Downtown Snow Removal Area

Once snow plowing operations are completed for the entire Town or once resources are available and there is a need to remove the snow (approximately 24 inch high banks of snow) that the snow be removed in accordance to the existing policy. Snow removal services will only occur after regular business hours on Scott Street and Mowat Avenue, where side streets and other parts of Downtown area can be removed at any time.

Also as outlined in the existing policy the task of removing the snow is at the

discretion of either the Operations & Facilities Division Manager or the Transportation Superintendent. As a result, it is understood that snow removal services will take place prior to the Christmas parade event regardless of the size of the snow banks.

#### 4.03 The Overpass and Underpass

All snow, to the guardrail on the east side of the Overpass on Colonization Road East will be removed, as warranted, at the discretion of the Manager of Operations and Facilities or Transportation Superintendent.

All snow in the underpass on Portage Avenue from Third Street East to Fifth Street East will be removed from concrete retaining wall to concrete retaining wall, as warranted, at the discretion of the Manager of Operations and Facilities or Transportation Superintendent.

#### 4.04 Municipal Parking Lots

The Operations and Facilities Division is responsible for the removal of snow on the following parking lots:

- A) Municipal Lot on Portage Avenue
- B) Municipal Lot on Veteran Avenue
- C) Municipal Lot on Scott Street
- D) Civic Centre
- E) Arena
- F) Municipal Parking Lot behind St. Mary's Church