



**Winter Operations Planning Document for
Corporation of the Town of Blind River**

(Winter Season 2024-2025)

Approved by Council on 2025-Jan-13

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A. Purpose

Winter operations management encompasses the planning, coordination, and execution of strategies to ensure public safety, maintain mobility, preserve infrastructure, and sustain essential services during the winter season. This involves activities such as snow plowing, salting, and sanding to mitigate hazards on roads and sidewalks, prioritize routes for efficient travel, prevent damage to infrastructure, and ensure the continuity of emergency response and other critical services. By addressing these challenges, winter operations management enhances community well-being, facilitates economic activity, and promotes resilience in the face of adverse weather conditions.

The plan is managed following the Plan-Do-Check-Act (PDCA) process. This is a four-step management method utilized for continuous improvement. The cycle begins with planning objectives and strategies for improvement based on the previous winter season, followed by their execution (Do), evaluation of outcomes of these activities (Check), and implementation of necessary adjustments for the following season (Act). By repeating this cycle, the Town of Blind River systematically refines processes, addresses issues, and strives for ongoing enhancement, fostering adaptability and excellence in its winter operations.

B. Definitions

Anti-icing means the application of liquid de-icers directly to the road surface in advance of a winter event.

Continuous Winter Event Response is a response to a winter event with full deployment of manpower and equipment that plow/salt/sand the entire system.

De-icing means the application of solids, liquids, pre-treated material to the road surface after the on-set of the winter event.

Director of Public Services is the official tasked with overseeing the maintenance, development, and management of the municipality, public works, utilities, and infrastructure. This role involves managing upkeep and construction of roads, bridges, and other essential infrastructure, managing municipal utilities such as water supply and sewage systems, coordinating waste management efforts, and planning and implementing public transportation systems. Additionally, the Director is responsible for emergency response coordination, budgeting, strategic planning, and community engagement to ensure that public services and infrastructure meet the needs of the community and comply with regulatory standards, ultimately contributing to the overall well-being and prosperity of the municipality.

Highway means a common and public highway, street, avenue, parkway, driveway,

square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

Paved Road means a road with an asphalt surface, concrete surface, composite pavement, or portland cement.

Pre-treat means the application of liquids (sodium chloride, calcium chloride, etc.) to dry salt or sand prior to being loaded for storage or applied to the road surface.

Pre-wetting means the application of liquids (sodium chloride, calcium chloride, etc.) at the spinner of the truck just prior to application to the road surface.

Route of Representative Roads is another term used for patrol routes.

Salt Route is a collection of road segments, which during a winter storm will receive applications of salt to prevent the formation of a bond between snow and pavement, or if such a bond has already formed, to break that bond. Typically such routes have some sort of bare pavement level of service. Under certain circumstances (e.g. extremely cold pavement temperatures such that road salt would not be effective at bond breaking or prevention) sand may be applied to such routes to provide a temporary increase in grip.

Sand Route is a collection of road segments which during a winter storm will receive applications of sand to provide a temporary increase in grip. Typically such routes include gravel and other unpaved roads, where the use of salt or other freeze-depressant materials might impact road stability. The level of service on such routes would not have bare pavement as a service goal.

Spot Winter Event Response is a response to a winter event with only a partial deployment of manpower and equipment or with full deployment to only part of the system.

Surface Treated Road is road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

Unpaved Road is a graded road with a gravel, stone or other loose traveling surface.

Winter Event is a weather condition affecting roads such as snowfall, windblown snow, freezing rain, frost or ice to which a winter event response is required.

Winter Event Response is a series of winter control activities performed in response to a winter event.

Winter Event Response Hours are the total number of person-hours per year (plowing, salting/sanding, winging back, etc.) to respond to winter events.

1. OBJECTIVE OF WINTER OPERATIONS MANAGEMENT

The primary objective of winter operations management in municipal maintenance is to ensure public safety, accessibility, and mobility during winter conditions by effectively managing snow and ice on roadways, sidewalks, and other public spaces. This involves balancing safety, efficiency, environmental sustainability, and budgetary constraints.

Blind River's Key Objectives:

1. Public Safety:

- **Minimize the risk of accidents and injuries caused by icy or snow-covered surfaces.**
- **Provide safe travel conditions for vehicles, pedestrians, and cyclists.**

2. Accessibility and Mobility:

- **Maintain clear and passable roads, sidewalks, and public transit routes.**
- **Ensure emergency services (e.g., ambulances, fire trucks) have reliable access.**
- **Support economic activity by keeping businesses and transportation routes open.**

3. Efficient Resource Management:

- **Use equipment, personnel, and materials (e.g., salt, sand) efficiently to provide timely and effective service.**
- **Optimize routes and prioritize high-traffic or critical areas.**

4. Environmental Responsibility:

- **Minimize the impact of deicing materials (e.g., salt) on the environment, including water systems, vegetation, and wildlife.**
- **Adopt sustainable practices, such as pre-wetting salt or using alternative deicing products.**

5. Cost-Effectiveness:

- **Manage winter maintenance within budgetary limits while maintaining the desired level of service.**
- **Reduce overtime and equipment wear through proper planning and scheduling.**

6. Communication and Coordination:

- Provide timely updates to the public on road conditions, closures, and snow removal schedules.
- Collaborate with neighbouring jurisdictions, contractors, and other agencies to improve service delivery.

By achieving these objectives, Blind River aims to enhance the quality of life during the winter season, maintain economic stability, and reduce disruptions caused by severe weather conditions.

2. POLICY STATEMENT

The Corporation of the Town of Blind River will conduct safe and sustainable snowfighting to ensure, insofar as reasonably practicable, the safety and mobility of users of the municipal road network, in keeping with applicable provincial legislation.

The Corporation of the Town of Blind River will provide efficient and cost effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the municipal road network in keeping with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- Adhering to the procedures contained within the Winter Operations Plan;
- Reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments;
- Committing to ongoing winter maintenance staff training and education; and
- Monitoring on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the Winter Operations Plan.

3. QUICK OVERVIEW OF THE CORPORATION OF THE TOWN OF BLIND RIVER

- Type of Organization: Municipal
- Structural Level: Town
- Estimated Population (2021 Census): 3400
- Total Area: 513.98 Square kilometres
- Street Address:
11 Hudson Street
Town Hall
Blind River, Ontario P0R 1B0
Canada
- Telephone: 705-356-2251
- Emergency Number: 705-849-7568
 - Website: <https://www.blindriver.ca/>
- Director of Public Services: Chris Zagar, 705-356-2251, 209
- Police:

- Ontario Provincial Police
 - Primary Phone: 705-356-2244

4. WINTER MAINTENANCE PROGRAM

4.1. The System Maintained

The major activities related to winter maintenance are:

- Snow plowing
- Salt/sand application
- Snow removal
- Snow storage
- Sidewalk plowing and de-icing
- Drift-control

The Corporation of the Town of Blind River is responsible for winter maintenance on:

Road Category	Surface and Area Type	Individual Length (Lane kilometres)	Total Length (Lane kilometres)
Class 2	Paved and Urban	15.68	15.68
Class 6	Unpaved and Rural	6.34	6.34
Class 5	Paved and Rural	5.24	111.58
	Paved and Urban	28.12	
	Surface Treated and Rural	47.68	
	Surface Treated and Urban	11.68	
	Unpaved and Rural	18.28	
	Unpaved and Urban	0.58	
Class 4	Paved and Rural	4.86	67.74
	Paved and Urban	25.46	
	Surface Treated and Rural	37.42	

4.2. Level of Service

The Corporation of the Town of Blind River provides the following level of service during the winter maintenance season, as set out in 4.3, in response to a winter event.

The minimum standard for clearing snow accumulation is:

4.2.1. Snow Accumulation and Ice Formation Policy

SNOW ACCUMULATION:

- 1. The standard for addressing snow accumulation is:**
 - o a. after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and**
 - o b. after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,**
 - i. to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or**
 - ii. on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4.**
- 2. If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.**
- 3. For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under subsection (1)(b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:**
 - o a. Patrolling highways.**
 - o b. Performing highway maintenance activities.**
 - o c. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4.**
- 4. The depth of snow accumulation on a roadway and lane width may be determined by,**
 - o a. performing an actual measurement;**
 - o b. monitoring the weather; or**
 - o c. performing a visual estimate. O. Reg. 47/13, s. 4.**
- 5. For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to,**
 - o a. plowing the roadway;**
 - o b. salting the roadway;**
 - i. the application of other chemical or organic agents to the roadway;**
 - o c. applying abrasive materials to the roadway; or**
 - o d. any combination of the methods described in clauses (a), (b), (b.1) and (c). O. Reg. 47/13, s. 4.**
- 6. This section does not apply to that portion of the roadway designated for parking. O. Reg. 47/13, s. 4.**

7. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any snow accumulation present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

ICE FORMATION:

1. The standard for attempting the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:
 - a. Monitor the weather in accordance with section 3.1.
 - b. Patrol in accordance with section 3.
 - c. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to attempt to prevent ice formation within the time set out in the Table to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 47/13, s. 5.
2. If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of,
 - a. the time that the municipality becomes aware of the fact that the roadway is icy; or
 - b. the applicable time set out in the Table to this section for treating the roadway to prevent ice formation expires. O. Reg. 47/13, s. 5.
3. The standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in the Table to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in the Table for treating the icy roadway expires. O. Reg. 47/13, s. 5.
4. For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 47/13, s. 5.
5. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any ice present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

**TABLE
SNOW ACCUMULATION**

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

**TABLE
ICE FORMATION PREVENTION AND ICY ROADWAYS**

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

The snow accumulation and ice-formation policies are attached herein as a separate document, in Appendix 3-1

4.2.2. Private Sidewalk Responsibility

The Town of Blind River is committed to providing safe and sustainable winter maintenance operations while continuing to improve those operations to provide safety and mobility for the travelling public. As an integral part of this effort, the Town of Blind River will strive to optimize the use of all winter maintenance materials while ensuring a safe and sustainable transportation system.

The Town of Blind River public works staff will strive, insofar as reasonably practicable, to provide safe winter sidewalk conditions for pedestrian traffic as set out in the level of service policies and within the resources established by the Council of the Town of Blind River.

- Sidewalks are cleared within 72 hours of each winter event.
- Sidewalks are patrolled daily using Causley Street, Woodward Avenue and Huron Street as the representative sidewalks.
- Each sidewalk has an MT trackless unit assigned to it and each Public Works employee can operate these pieces of equipment.
- Sand/Salt mixtures are applied as the sidewalks are plowed or in the event of a freezing rain occurrence.
- Sidewalk plowing will commence at 6:00 am or as directed by the Public Works Supervisor.

4.2.3. Plowing Private Property

Private properties are the responsibility of respective owners.

4.3. Winter Season Maintenance

For Operational purposes, the Corporation of the Town of Blind River assumes the winter season commences on 2024-Oct-01 and is completed by 2025-Apr-30, while acknowledging that winter events may occur outside of this timeframe.

4.4. Winter Preparations

In the months prior to the start of the winter maintenance season, as identified in 4.3, the Corporation of the Town of Blind River undertakes the following tasks to prepare for the upcoming winter season.

4.4.1. Prior to Winter Season

Prior to the winter season, if required, prepare and call tenders for the supply of materials (e.g. salt, sand, liquid, etc.), replacement parts (for plows, solid and liquid application equipment), value added meteorological services (VAMS) and contract equipment (e.g. plow trucks, spreader trucks, combination units, etc.).

Sometime prior to the winter season the Corporation of the Town of Blind River will:

- Conduct a mandatory training session for staff and contract operators where all policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions will be discussed. Any issues resulting from the meeting with regard to the policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions shall be resolved either at the meeting or prior to the winter season.
- Train winter patrollers (or staff whose duties also include patrolling) on the route of representative roads to be patrolled, their duties during a winter event, record keeping requirements, callout procedures and the de-icing chemicals to be applied for the forecast weather conditions.
- Inspect equipment to ensure proper working order. Schedule and complete any and all equipment repairs.
- Arrange for the delivery of materials (salt, sand and liquid solution) and begin filling storage facilities. If liquid solution is mixed on site, begin mixing and filling storage tanks.
- Confirm that all guiderail, catchbasin, hazard and fire hydrant markers, steep hill, sharp curve ahead warning signs, bridges ices sign, if any, are in place. Any missing markers should be replaced prior to the winter session.

4.4.2. One Month Prior to the Winter Season

One month prior to the winter season the Corporation of the Town of Blind River will:

- Post the winter shift schedule in accordance with the municipality's collective agreement, if any.
- Assign equipment to staff.
- Calibrate material application equipment.
- Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
- Assign staff to monitor and record weather forecasts on a daily basis. Upon the forecast of an approaching winter event, schedule a patrol of a route of representative roads. If a winter event is forecast prior to the start of the next scheduled shift a night and/or weekend patrol(s) of a route of representative roads should be scheduled. If a night or weekend patrol is scheduled the patroller should monitor and record the weather forecast and road conditions. The patrol person should be authorized to initiate a winter event response if conditions warrant a response.
- Have 80 % of the fleet ready to respond to a winter event.
- Have sufficient staff available to operate the fleet if conditions warrant a winter event response.

4.4.3. Two Weeks Prior to the Winter Season

Two weeks prior to the winter season the Corporation of the Town of Blind River will:

- Have 100 % of the fleet ready to respond to a winter event.
- Have staff available to operate the required complement of the fleet if conditions warrant a winter event response

4.4.4. At the Start of the Winter Season

At the start of the winter season:

- Begin patrolling representative roads in all roads/areas that the organization is responsible for
- Respond to winter events as per the winter operations plan.

4.5. Winter Patrol

If it is determined by the municipality that weather monitoring indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways, or icy roadways, the standard for patrolling highways is, in addition to

routine patrols outlined in O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2), to patrol highways that the municipality has selected as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions.

Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway, and may be performed by persons responsible for patrolling highways or by persons responsible for performing highway maintenance activities.

From October 1 to April 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, three times per calendar day.

4.6. Operations

4.6.1. Staffing and Hours of Work

The Corporation of the Town of Blind River has a full time employee assigned to each vehicle used for winter operations. Each vehicle is assigned a route for sanding/salting and/or plowing.

The Corporation of the Town of Blind River adheres to the hours of service as dictated by Highway Traffic Safety Act, Reg. 555/06 (Ontario, Canada).

Staffing for Winter Maintenance				
Employee	Job Title	Reports to Facility	Assigned Route(s)	Assigned Equipment
Alex Corriveau	Laborer	Public Works	MT5/7 Sidewalk	MT5/7
Allan Dunbar	Equipment Operator Level 2	Public Works	Backhoe #24 Route	Backhoe #24
Allan May	Public Works Foreman	Public Works	Plow#27	Truck #27
Bernie Leblanc	Fleet Coordinator/Trainer	Public Works	Grader Route	Grader #6
Chris Zagar	Director of Public Services	Public Works		
Connor St. Michel	Supervisor of Public Works	Public Works		
Devyn Bakhuis	Mechanic	Public Works	Plow # 16	
Ian Ferguson	Equipment Operator Level 2	Public Works	Plow#26	1 Ton #16, Truck #26
Kevin Levert	Operator Level 2	Public Works	Loader Plow Route	Loader #19

Marc Laporte	Operator Level 3	Public Works	MT6 Sidewalk Route	MT6
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Some of the key responsibilities associated with the management and overseeing of winter operations for this winter season are as below:

- Connor St.Michel will receive issues and concerns of the citizens regarding snow and ice control efforts.
- Connor St.Michel will be responsible for making operational decisions.
- Connor St.Michel will be authority to which the field staff will communicate the field conditions to.
- Allan May will be responsible for shift scheduling.
- Allan May will (when physically possible) be responsible for providing appropriate signage and or barricades in case a road has to be closed due to severe winter storm.
- Director of Public Services will ensure media releases are sent to local news and radio stations advising of road closures.
- Connor St.Michel will be second in command to the Director of Public Services.

4.6.2. Winter Material Used Annually

Primary Solid Material	Brand Name or Supplier	Expected Quantity this Season vs. Actual Quantity Last Season	Comes pre-mixed with	In-House Mix Added
Salt (NaCl)	K+S Windsor Salt Limited	425.0 Tonnes(Can) vs. 350.0 Tonnes(Can)		Sand 95.0%
Sand	The Corporation of the Town of Blind River	3200.0 Tonnes(Can) vs. 2600.0 Tonnes(Can)	Salt (NaCl) 2.3%	Salt (NaCl) 2.3%

4.6.3. Application Rates

	Min. and Max. Ranges (Tonnes/lane-kilometre)		
	0.0 to -5.0CELSIUS	0.0 to -10.0CELSIUS	0.0 to -18.0CELSIUS
Frost	0.1 - 1.0	0.51 - 1.0	0.5 - 1.0
Light Snow	0.2 - 1.0	0.5 - 1.0	5.0 - 1.0
Heavy Snow	0.5 - 1.0	0.5 - 1.0	0.5 - 1.0
Freezing Rain	0.2 - 1.0	0.5 - 1.0	0.5 - 1.0

4.6.4. Equipment - Winter Maintenance Fleet

The Corporation of the Town of Blind River provides winter maintenance services on 11 routes with the equipment listed in Appendix 3.

VEHICLE NAME OR NUMBER	VEHICLE TYPE	ASSOCIATED ROUTES	ASSOCIATED EMPLOYEES	LOCATION /YARD
1 Ton #16	Single Axle	Plow # 16	Ian Ferguson	Public Works
Backhoe #24	Other	Backhoe #24 Route	Allan Dunbar	Public Works
Grader #6	Grader	Grader Route	Bernie Leblanc	Public Works
Loader #19	Other	Loader Plow Route	Kevin Levert	Public Works
MT5/7	Other	MT5/7 Sidewalk	Alex Corriveau	Public Works
MT6	Other	MT6 Sidewalk Route	Marc Laporte	Public Works
Truck #26	Tandem Axle	Plow#26	Ian Ferguson	Public Works
Truck #27	Tandem Axle	Plow#27	Allan May	Public Works

4.6.4.1. Mechanics

The Corporation of the Town of Blind River has:

- 1 in-house mechanic(s) available
- 1 external (e.g. contracted) mechanic(s) available
- Facilities with mechanics include:
 - Public Works
- The timings for the above mechanics are as below:
 - Daily

4.6.5. Winter Maintenance Facilities

The Corporation of the Town of Blind River provides winter maintenance services from the winter maintenance facilities listed below.

4.6.5.1. Public Works

Facility Type:
Office

Facility Address:
Public Works Complex, 182 Venturi Street, Blind River, Ontario P0R 1B0,
Canada

Facility Phone:
705-356-2601

Number of Front-end Loaders:

3

Year Built:

2010

Updates and Enhancements:

- **2016 – Furnace (Bay 1)**
- **2023–Digital Fuel Management System**

Design and Logistics:

- **All materials are handled in a designated area characterized by an impermeable surface**
- **Equipment is in place to prevent overloading of trucks**
- **System is in place for collection and/or treatment of wastewater from cleaning of trucks**
- **Control and diversion of external waters (not impacted by salt) is in place**
- **Ongoing clean-up of the site surfaces and spilled material is swept up quickly**
- **Risk management and emergency measures plans are in place**

Material Storage Details:

- **There is storage space available inside of this facility. It presently stores:**
 - **Salt – 450.0 Tonnes(Can)**
 - **Sand – 3000.0 Tonnes(Can)**
- **There is no storage space available outside of this facility.**

Equipment Storage Details:

Heated 8 Bay garage for storing equipment

Equipment Washing Details:

Not applicable.

- **Total Number of Bays: 8 (6 dedicated for washing - 8 with oil-and-grit separators)**
- **Equipment washing details**

Miscellaneous Material Details:

100'x100' cold storage for winter sand and salt.

Site Drainage Details:

- **There is drainage and collection systems for runoff of salt-contaminated waters at this facility**

- The chloride concentration in the runoff is not monitored
- This site discharges to:
- Additional Site Storage Details

4.6.6. Parking Lots

The Corporation of the Town of Blind River provides winter maintenance services to the listed parking lots below.

4.6.6.1. Fire Hall

Facility Address: Fire Hall, 241 Causley Street, Blind River, Ontario P0R1B0 , Canada

Number of Parking Spots: 30

Responsibility to maintain: Corporation of the Town of Blind River

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Refer to Policy 4.4 Snow Plowing Plan

4.6.6.2. Tourist Information Centre

Facility Address: Tourist Information Centre, 243 Causley Street , Blind River, Ontario P0R1B0, Canada

Number of Parking Spots: 50

Responsibility to maintain: Corporation of the Town of Blind River

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Policy 4.4 Snow Plowing Plan

4.6.6.3. Public Library

Facility Address: Public Library, 8 Woodward Avenue, Blind River, Ontario P0R1B0, Canada

Number of Parking Spots: 3

Responsibility to maintain: Corporation of the Town of Blind River

The lot is not used for storage or disposal of snow.

The drainage from this lot is not controlled.

Service Policy:

Policy 4.4 Snow Plowing Plan

4.6.6.4. Community Centre

**Facility Address: Community Centre, 110 Indiana Avenue , Blind River, Ontario
P0R1B0, Canada**

Number of Parking Spots: 100

Responsibility to maintain: Corporation of the Town of Blind River

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Policy 4.4 Snow Plowing Plan

4.6.6.5. Marina

**Facility Address: Blind River Marina, 1 Hagger Road, Blind River , Ontario
P0R1B0, Canada**

Number of Parking Spots: 25

Responsibility to maintain: Corporation of the Town of Blind River

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Refer to Policy 4.4 Snow Plowing Plan

4.6.6.6. Public Work Garage

Facility Address: Public Work Garage, 182 Venturi Street, Blind River, Ontario P0R1B0, Canada

Number of Parking Spots: 12

Responsibility to maintain: Corporation of the Town of Blind River

The lot is not used for storage or disposal of snow.

The drainage from this lot is not controlled.

Service Policy:

Snow Plowing Plan Policy 4.4

4.6.6.7. Town Hall

Facility Address: Town Hall, 11 Hudson Street, Blind River , Ontario P0R1B0, Canada

Number of Parking Spots: 20

Responsibility to maintain: Corporation of the Town of Blind River

The lot is not used for storage or disposal of snow.

The drainage from this lot is not controlled.

Service Policy:

Refer to Policy 4.4 Snow Plowing Plan

4.6.6.8. Matinenda Lake Landing

Facility Address: Matinenda Lake , Hwy 557, Blind River, Ontario P0R1B0, Canada

Number of Parking Spots: 80

Responsibility to maintain: Corporation of the Town of Blind River

The lot is not used for storage or disposal of snow.

The drainage from this lot is not controlled.

Service Policy:

Snow Plowing Plan Policy No. 4.4

4.6.6.9. Blind River Community Centre

Facility Address: Blind River Community Centre, 110 Indiana, Blind River, Ontario P0R 1B0, Canada

Number of Parking Spots: 206

**Responsibility to maintain: Corporation of the Town of Blind River
The lot is not used for storage or disposal of snow.**

The drainage from this lot is controlled.

Service Policy:

Refer to Policy 4.4 Snow Plowing Plan

4.6.6.10. Old Mill Parking Lot

Facility Address: Old Mill Parking Lot, Venturi St., Blind River, Ontario P0R 1B0, Canada

Number of Parking Spots: 6

Responsibility to maintain: Corporation of the Town of Blind River

The lot is not used for storage or disposal of snow.

The drainage from this lot is not controlled.

Service Policy:

Refer to Snow Plowing Plan Policy 4.4

4.6.6.11. Water Treatment Plant

Facility Address: Blind River Water Treatment Plant, 47 Murray St., Blind River, Ontario P0R 1B0, Canada

Number of Parking Spots: 6

Responsibility to maintain: Corporation of the Town of Blind River

The lot is not used for storage or disposal of snow.

The drainage from this lot is not controlled.

Service Policy:

Refer to Snow Plan Policy 4.4

4.6.6.12. Waste Water Treatment Plant

Facility Address: Blind River Waste Water Treatment Plant, 42 Martin St., Blind River, Ontario P0R 1B0, Canada

Number of Parking Spots: 6

Responsibility to maintain: Corporation of the Town of Blind River

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Refer to Snow Plowing Plan Policy 4.4

4.6.6.13. Pigeon Parking Lot

Facility Address: Pigeon Parking Lot, Adjacent to 43 Woodward Avenue, Blind River, Ontario P0R 1B0, Canada

Number of Parking Spots: 8

Responsibility to maintain: Corporation of the Town of Blind River

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Refer to Snow Plowing Plan Policy 4.4

4.6.7. Snow Removal and Disposal

Currently, municipal staff removes and hauls snow to the sites listed in the table below when the accumulation of piled snow impedes traffic on the road and/or sight lines at intersections.

The decision to initiate the hauling operation will be dependent upon the depth and accumulation of snow. Snow will only be removed from intersections where a public street intersects with another public street. This operation will typically be conducted after other higher priority post-storm activities have been completed.

Under normal circumstances, hauling of the snow will be conducted during normal working hours. Snow removal from the rights-of-way into private property driveways will be the responsibility of the adjacent private property owner*.

4.6.7.1. J.I Enterprise

Site Address: Vacant Lot, Birch Street, Blind River, Ontario P0R1B0, Canada
Surrounding Land Use and Surface Material:

- North of site: Commercial – Unpaved
- South of site: Commercial – Unpaved
- East of site: Commercial – Paved
- West of site: Commercial – Unpaved

Drainage:

- Controlled runoff: Yes
- Retention pond: No

Site Design:

- Design capacity: 1000 Litres
- Snow disposed-off entirely on a low permeability surface: 0 %
- Meltwater directed to a retention pond before its discharge: 0 %
- Meltwater collected and discharged into a municipal sewer system: 0 %
- Meltwater collected and discharged into a watercourse: 100 %

Additional Details:

Vacant lot and snow melts naturally.

4.6.7.2. Dawsey Snow Storage

Site Address: Vacant Lot, Dawsey Street, Blind River, Ontario P0R1B0, Canada

Surrounding Land Use and Surface Material:

- North of site: Residential – Unpaved
- South of site: Residential – Unpaved
- East of site: Residential – Unpaved
- West of site: Residential – Unpaved

Drainage:

- Controlled runoff: No
- Retention pond: No

Site Design:

- **Design capacity: 1000 Litres**
- **Snow disposed-off entirely on a low permeability surface: 0 %**
- **Meltwater directed to a retention pond before its discharge: 0 %**
- **Meltwater collected and discharged into a municipal sewer system: 0 %**
- **Meltwater collected and discharged into a watercourse: 100 %**

Additional Details:

Vacant lot and snow melts naturally.

4.6.7.3. Lakeside Snow Storage Site

Site Address: Vacant Lot, Lakeside Ave., Blind River, Ontario P0R1B0, Canada

Surrounding Land Use and Surface Material:

- **North of site: Commercial – Paved**
- **South of site: Commercial – Unpaved**
- **East of site: Commercial – Unpaved**
- **West of site: Commercial – Unpaved**

Drainage:

- **Controlled runoff: Yes**
- **Retention pond: No**

Site Design:

- **Design capacity: 1000 Litres**
- **Snow disposed-off entirely on a low permeability surface: 0 %**
- **Meltwater directed to a retention pond before its discharge: 0 %**
- **Meltwater collected and discharged into a municipal sewer system: 0 %**
- **Meltwater collected and discharged into a watercourse: 100 %**

Additional Details:

Vacant lot and snow melts naturally.

The Corporation of the Town of Blind River does not use snow melters.

4.6.8. Plow Routes

Appendix 2 contains maps of the salt/sand routes, anti-icing routes and plow routes.

4.6.9. Salt Vulnerable Areas

Certain locations within the area of responsibility of the Corporation of the Town of Blind River have been identified as being potentially vulnerable to the over-application of road salt. These areas are shown on the route maps in the appendices. Accordingly, salt storage, snow disposal and material application in these areas will be strictly monitored and in some cases may be restricted in a variety of ways.

4.6.9.1. Causley Street Bridge

Facility Address:

Area Footprint: 0.0 Square Kilometres

Additional Details: Salt enters the water ways through drains in the bridge.

Associated Vulnerabilities:

4.6.10. Weather Monitoring

In order to determine an effective winter event response and allocate the appropriate resources the Corporation of the Town of Blind River supplements their general observations with weather information from various sources which includes:

- Observations from municipal staff, communication with staff of adjacent municipalities;
- Remote camera stream
- The Weather Network

4.6.11. Communications

Maintaining reliable internal communications is a critical component of winter operations. The Corporation of the Town of Blind River uses the following:

- All winter maintenance vehicles are equipped with two way communications (radios, cell phone, etc.).

All citizen issues concerning snow and ice control efforts will be routed to Director of Public Services. The Director of Public Services will determine appropriate follow-up responses to citizen inquiries.

The municipality provides external communication with the general public via:

- Media press releases
- Information posted on the municipality's web site (<https://www.blindriver.ca/>)
-

Other means of providing information on winter maintenance services and salt management practices).

- Voyent Alert - Mass Notification Service (Phone, Email, Cell, App)

4.6.12. Boundary Street Jurisdiction and Responsibility

The Corporation of the Town of Blind River does not share responsibilities with other organizations for boundary streets or jurisdictions.

4.6.13. Callout Procedures

Operational decisions will be made by the Public Works Supervisor or his/her designate with the aid of available forecasting, Level of Service policy, patrolling etc. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid in determining if a call out of staff and equipment by the Public Works Supervisor to respond to a winter event is warranted.

It is vital therefore that the Public Works Supervisor or designate records the prevalent conditions and relevant information when he/she makes a decision.

The patrol person shall inform the Public Works Supervisor or designate of changing road and weather conditions observed in the field. When a winter event response is required the Public Works Supervisor or designate will contact staff and direction will be given by the Public Works Supervisor. In the absence of the Public Works Supervisor or designate the patrol person shall be his/her designate and initiate a call-out in response to a winter event.

4.6.14. Road Closure and Procedures

In the event a road must be closed due to a severe winter storm, Ontario Provincial Police will request signs be placed to close the road. Appropriate signage and barricades will be available at the patrol yard. Upon receiving a request from Ontario Provincial Police to close a road to traffic, The Director of Public Services or his/her designate will contact the call centre and request that a media release (Appendix 5-1) be sent to the local news and radio stations advising of the road closure. Roads will be deemed to be closed once the signs and barricades are placed. When it is physically impossible to place signs and barricades to close a road, the Director of Public Services or his/her designate will advise Ontario Provincial Police and request Ontario Provincial Police permission to send the media release (Appendix 5-2).

4.6.15. Declaration of Emergency Parking Ban

Cars parked on the streets during a snow removal effort may be ticketed and/or towed away. A snow emergency parking ban may be declared by Director of Public Services, or their designee. The Ontario Provincial Police and media will be notified when the parking ban is initiated.

4.6.16. Operating Instructions and Safety Rules

All individuals (whether local staff or contracted) shall abide by operating instructions and safety rules as stated in Appendix 6.

4.7. Decommissioning Winter Operations

After the winter season identified in 4.3 expires, the Corporation of the Town of Blind River undertakes the following tasks to decommission winter operations:

4.7.1. Two Weeks After the Winter Season Ends

Two weeks after the winter season ends:

- Continue monitoring and recording weather forecasts.
- Decommission 50 % of the fleet.

4.7.2. One Month After the Winter Season Ends

One month after the winter season ends:

- Cease all winter highway maintenance operations
- Decommission the remainder of the equipment providing weather forecasts warrant the decommissioning.

4.8. Training

The Corporation of the Town of Blind River provides winter operations training for all staff involved in the delivery of winter services.

Individuals in the following positions within and outside of the organization have been trained:

- **Within Organization:**
 - Supervisor(s)
 - Operator(s)
 - Mechanic(s)
 - Patroller(s)

It is compulsory for the organization's in-house staff to be trained for winter services. All trained staff will verify that the training was received by either signing the "Record of Training" included in Appendix 7-1 or 7-2, or another verification document.

Current winter operations training(s) for in-house staff:

- Equipment Circle Check
- Record Keeping

- Health and Safety
- Level of Service – policies, practices and procedures
- Identification of Plow Routes – including variations for year to year and issues identified along the route
- De-icing chemicals – application procedures, rates, storage and handling
- Identification of vulnerable areas
- Yard and Equipment maintenance
- Snow Plow Operations
- Defensive Driving
- Slips, Trips & Falls
- Spill Response Training
- Emergency Response
- Accident Investigation

4.9. Record Keeping

Full and accurate completion of the documents listed below, according to the applicable procedures, ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

Staff is responsible for keeping the following records:

For Equipment Operators:

- CVOR Time Card
- Materials used (sand, salt, liquids)
- Route Plowed and strategy used (plow only, salt/sand only, anti-ice, combination plowing/sanding/salting)

For Patrollers:

- Winter Patrol Record
- Call Out Diary
- Weather and/or RWIS Information Received

For Operations Supervisors:

- Operations Diary
- Incident/Collision Reports
- Total materials used
- Retains records of salt application rates of your fleets
- Has Automatic Vehicle Location (AVL) system installed on fleet

The date will be recorded as YYYY-MMM-DD. It will be written in a numerical format (2024-Dec-04). The time shall be documented using the 24 hour clock format.

Always retain the original copy of documents regardless of their appearance. Writing must be legible for others to read and written in ink. Stains or dirt on the documents is not an issue. If a document requires correction, then a line is to be placed through the incorrect information without making it illegible and continue writing on the original document. Initial corrections or change in the colour of ink in a case where you change writing pens.

5. PLAN IMPROVEMENTS

The current winter maintenance policies, practices and procedures form the baseline or benchmark upon which improvements can be made to improve winter operations and/or the use and management of road salt.

Based upon the need to maintain continual service throughout the season, and the previous experience obtaining critical supplies and equipment at the height of the season, over the next ten years the Corporation of the Town of Blind River plans to undertake a number of improvements that will be monitored and updated annually.

- **Equipment**
 - 2024-2025 Season: New Backhoe for snow removal.
 - 2024-2025 Season: Will be introducing the Citywide app for recoding plowing and sanding operations.
 - 2025-2026 Season: New Tandem Truck and Chassis to mount existing plow equipment on to have a third. tandem or a spare plow.
- **Facilities**
 - 2024-2025 Season: Increased Snow Removal of Main Street
 - 2028-2029 Season: New sand/salt storage
- **Safe and Sustainable Salt Management**
 - 2029-2030 Season: Improved drainage control at salt storage facilities
- **RWIS**
 - 2024-2025 Season: 2 - Live Cameras (view Causley St. and Granary Lake Rd.)
 - 2024-2025 Season: Use of Citywide app for recording plowing and sanding operations
- **Material Usage**
 - 2024-2025 Season: Smart spreader technology is being implemented on sanders to track sand usage
- **Vulnerable Areas**
 - 2026-2027 Season: Complete a full inventory of salt vulnerable areas which could be affected by winter operations.

6. MONITORING AND UPDATING

Safe and sustainable winter operations includes, as one of its fundamental tenets, the monitoring and updating of winter operations plans, policies, practices and procedures (the “four Ps”) of the Corporation of the Town of Blind River in an ongoing manner. To that end, the following continuous improvement cycle is used to refine the “four Ps” annually.



At the end of the winter season, as identified in 4.3, a meeting to review winter operations will be held each year with all winter operations staff to itemize all issues that arose during the winter season and discuss how these issues may be resolved. Prior to the start of the next winter season and with sufficient lead time to implement any changes, the Corporation of the Town of Blind River shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures.

The winter season of (2023/24) will be the benchmark year. Year over year achievement using the performance measures listed below will be measured against said benchmark year. Performance measures will be used to determine whether or not the objectives of the Winter Operations Plan and/or winter maintenance policies, practices, and procedures have been met.

Monitoring the severity of the winter season:

- % change (+/-) in the total annual Centimetres of snow accumulation from the benchmark year
 - Last Season: 30.0
 - This Season: 26.0
 - % Change: -13.33
- % change (+/-) in the total number of days with measurable snowfall from the benchmark year
 - Last Season: 35
 - This Season: 18
 - % Change: -48.57
- % change (+/-) in the total number of days with freezing rain from the benchmark year

- Last Season: 3
 - This Season: 5
 - % Change: +66.67
- % change (+/-) in the total number of continuous winter event responses from the benchmark year
 - Last Season: 50
 - This Season: 33
 - % Change: -34.00
- % change (+/-) in the total number of spot winter event response from the benchmark year
 - Last Season: 22
 - This Season: 2
 - % Change: -90.91
- % change (+/-) in the total number of winter event hours from the benchmark year
 - Last Season: 3450.0
 - This Season: 2640.0
 - % Change: -23.48
- % change (+/-) in the total number of days that required salt operation from the benchmark year
 - Last Season: 56
 - This Season: 15
 - % Change: -73.21

Monitoring the Salt Used:

- % change (+/-) in the total tons of salt purchased annually from the benchmark year
 - Last Season: 481.0
 - This Season: 325.7
 - % Change: -32.29
- % of applications where discharge rates exceeded
 - Last Season: 0
 - This Season: 0
 - % Change: +NaN
- % change (+/-) in the total tons of salt applied annually per lane km per winter event
 - Last Season: 450.0
 - This Season: 325.0
 - % Change: -27.78

Ensuring customer satisfaction:

- % change (+/-) in the total number of winter event responses that met or exceed the level of service policy from the benchmark year
 - Last Season: 50
 - This Season: 35
 - % Change: -30.00

- **% change (+/-) in the total number of complaints received regarding winter operations from the benchmark year**
 - **Last Season: 30**
 - **This Season: 14**
 - **% Change: -53.33**

7. ADDITIONAL DETAILS

C. DISTRIBUTION OF THIS PLAN

This Plan shall be distributed to the following:

- **Mayor and Council**
- **Public Services Director**
- **Public Works Supervisor**
- **Clerk's Office**

8. DISCLAIMER

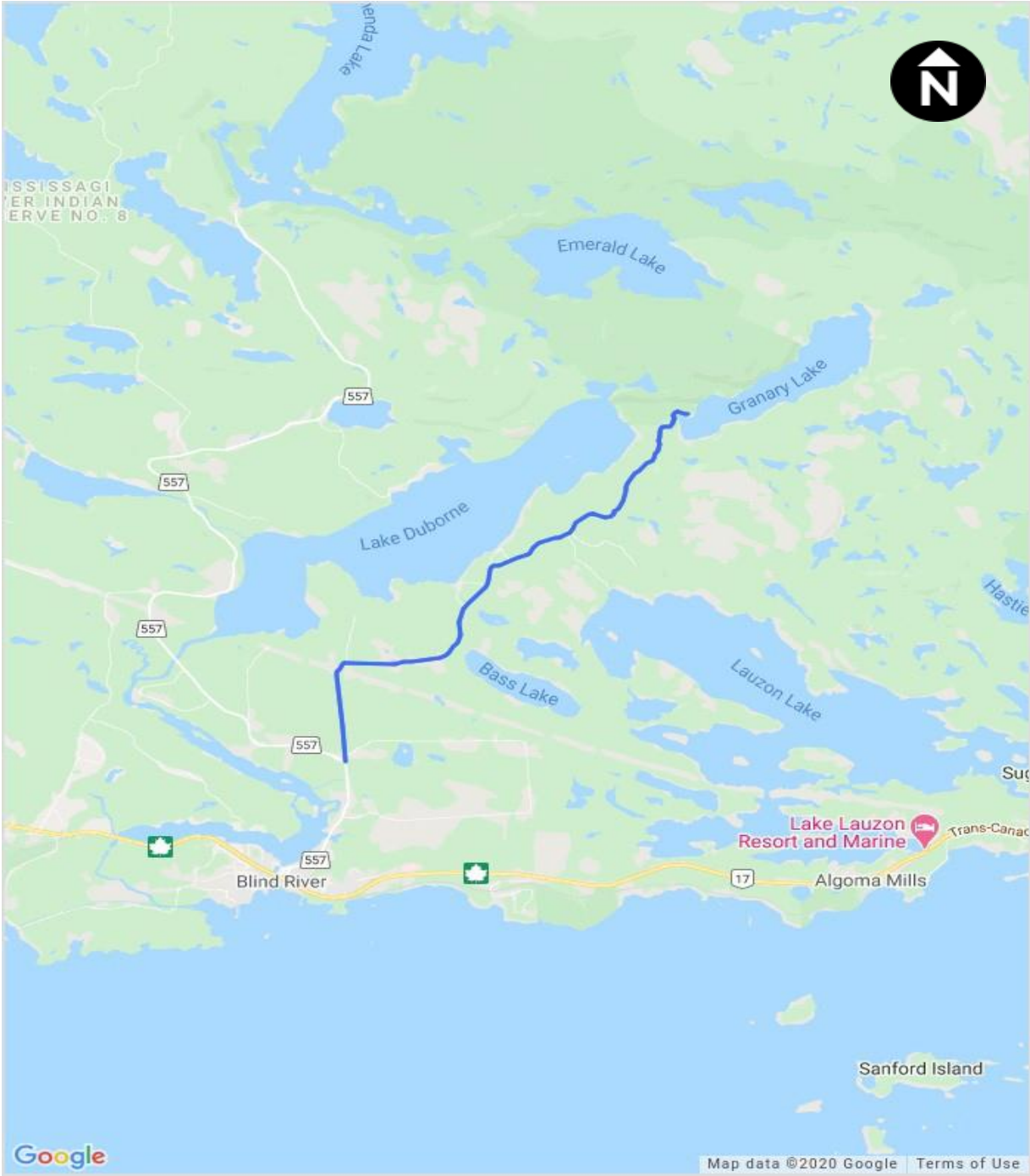
This Manual may be affected by at least one or more of the following events which could delay or alter snow and ice control by the Corporation of the Town of Blind River:

- 1. Equipment breakdown**
- 2. Vehicles disabled in deep snow.**
- 3. Weather so severe as to cause work to be stopped for the safety of all personnel.**
- 4. Unforeseen conditions and emergencies.**
- 5. Significant medical related emergencies.**

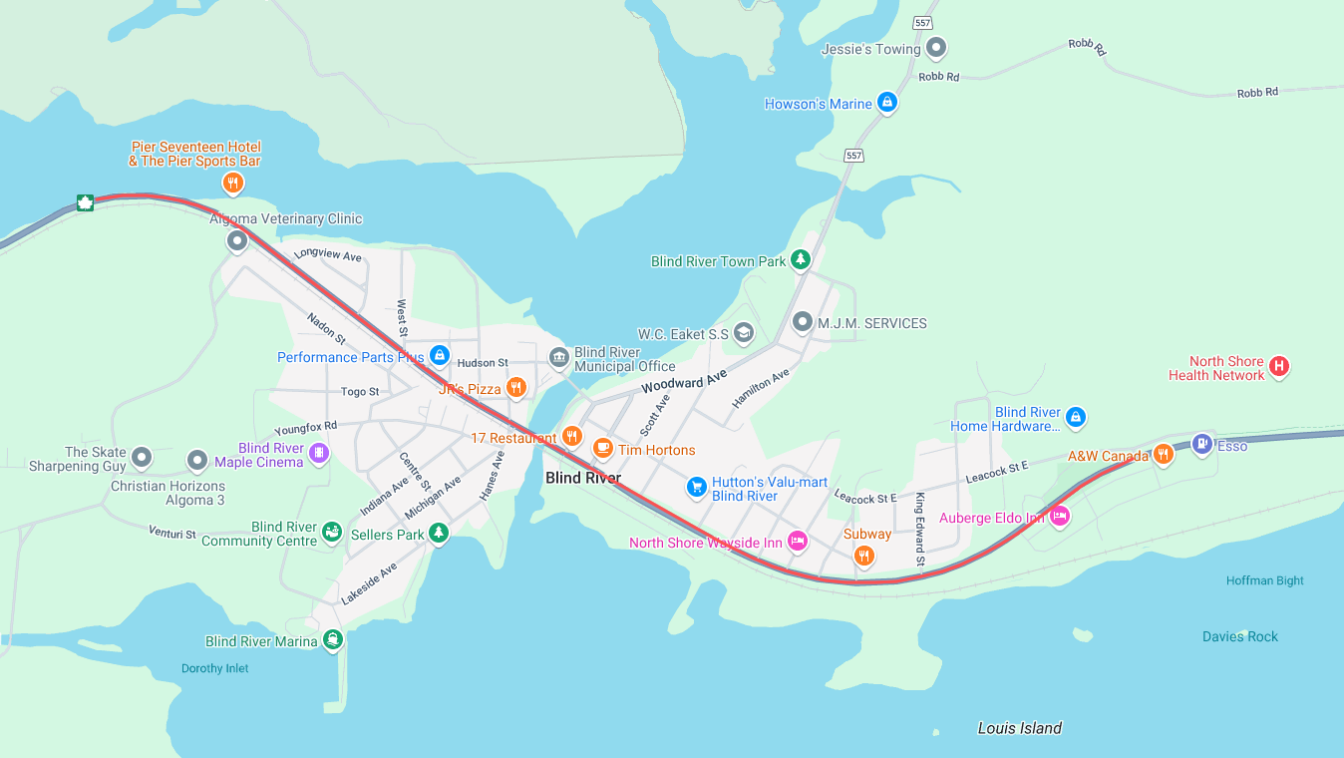
D. Appendix 1

**Patrol Routes
(a.k.a. Routes of Representative Roads)**

Granary Lake Road Patrol Routes Patrol Distance: 11.6 Lane Kilometres
Granary Lake Road (Detail Capture 1 of 1) Patrol Routes
Patrol Distance: 11.6 Lane Kilometres

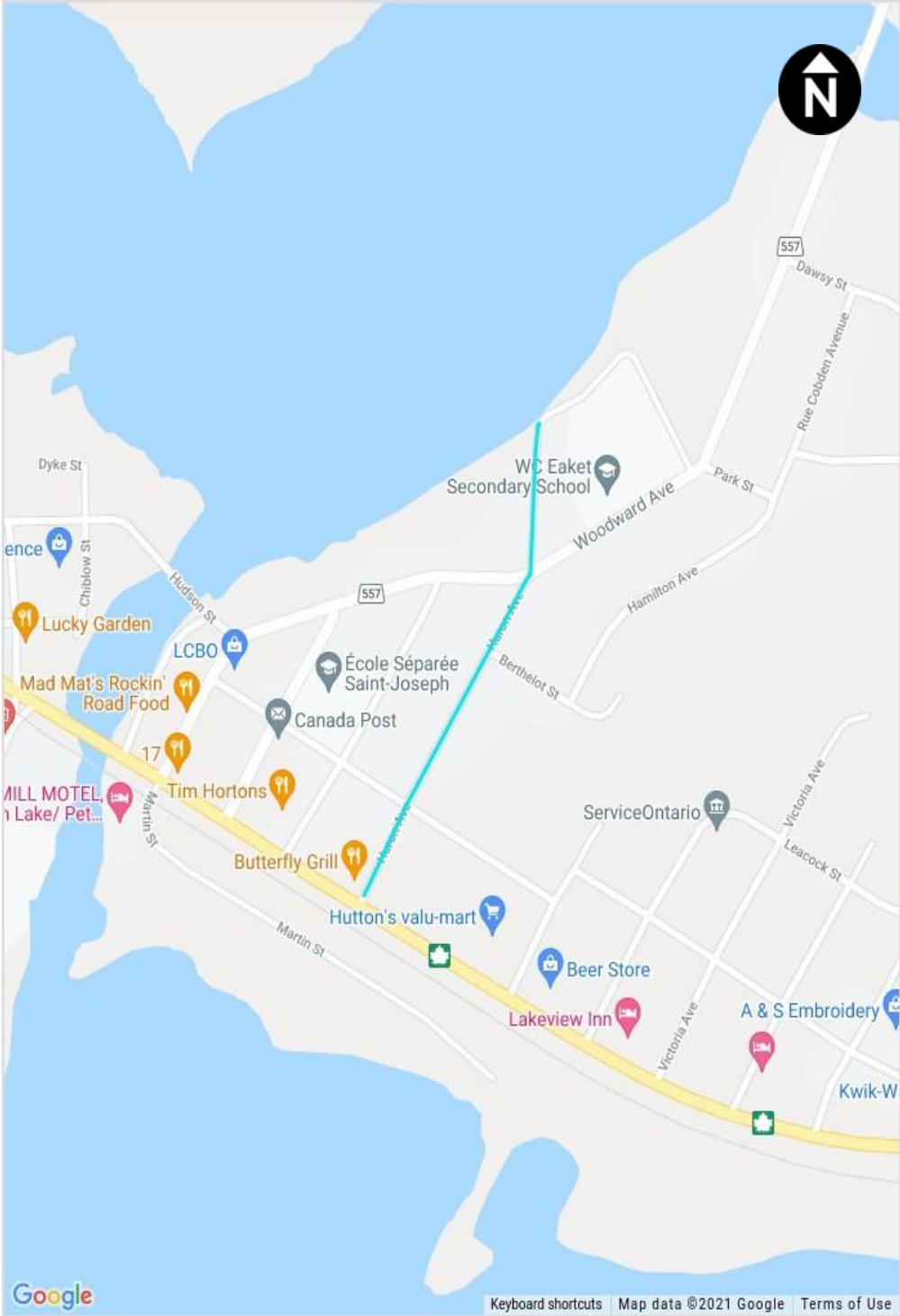


Causley Street (Hwy 17) Patrol Routes
Patrol Distance: 3.91 Lane Kilometres



Huron Avenue (Detail Capture 1 of 1) Patrol Routes

Patrol Distance: 0.61 Lane Kilometres



E. Appendix 2

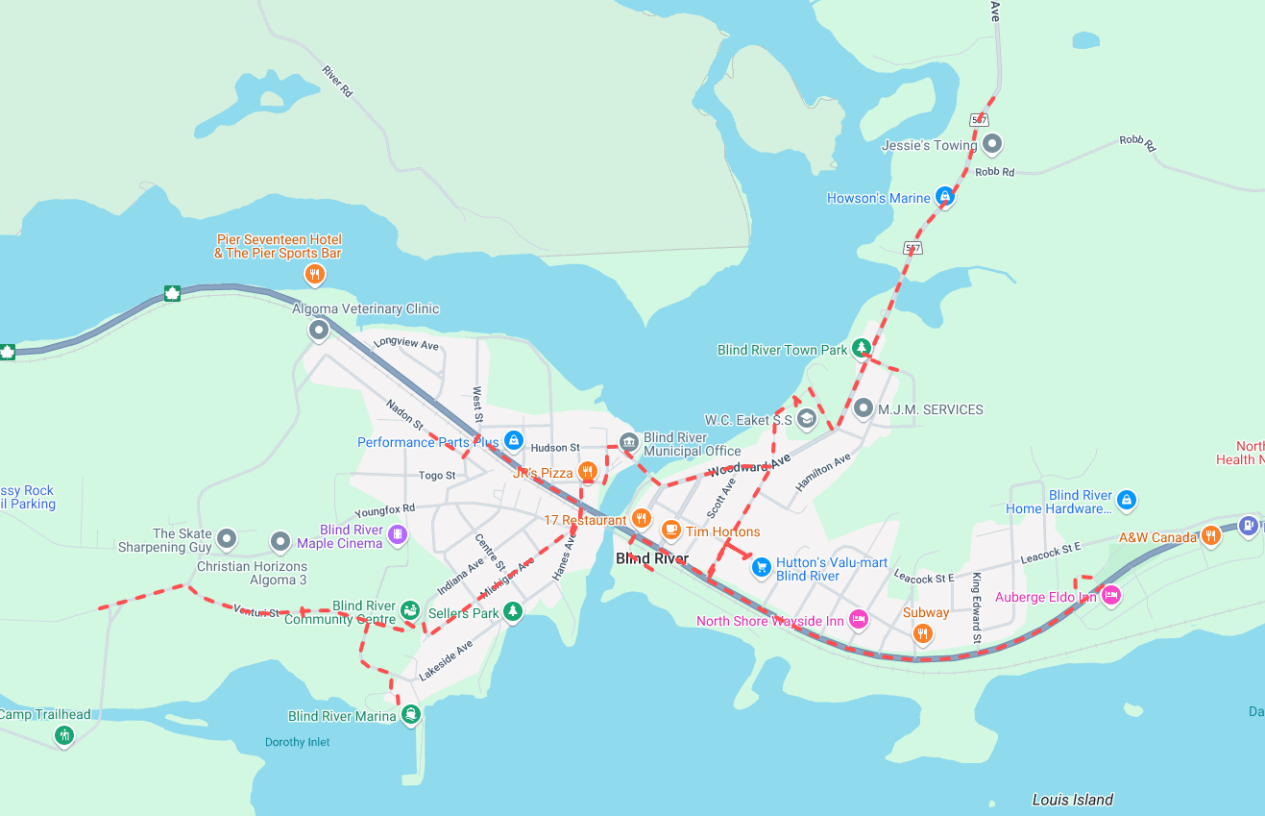
Road and Sidewalk
Routes

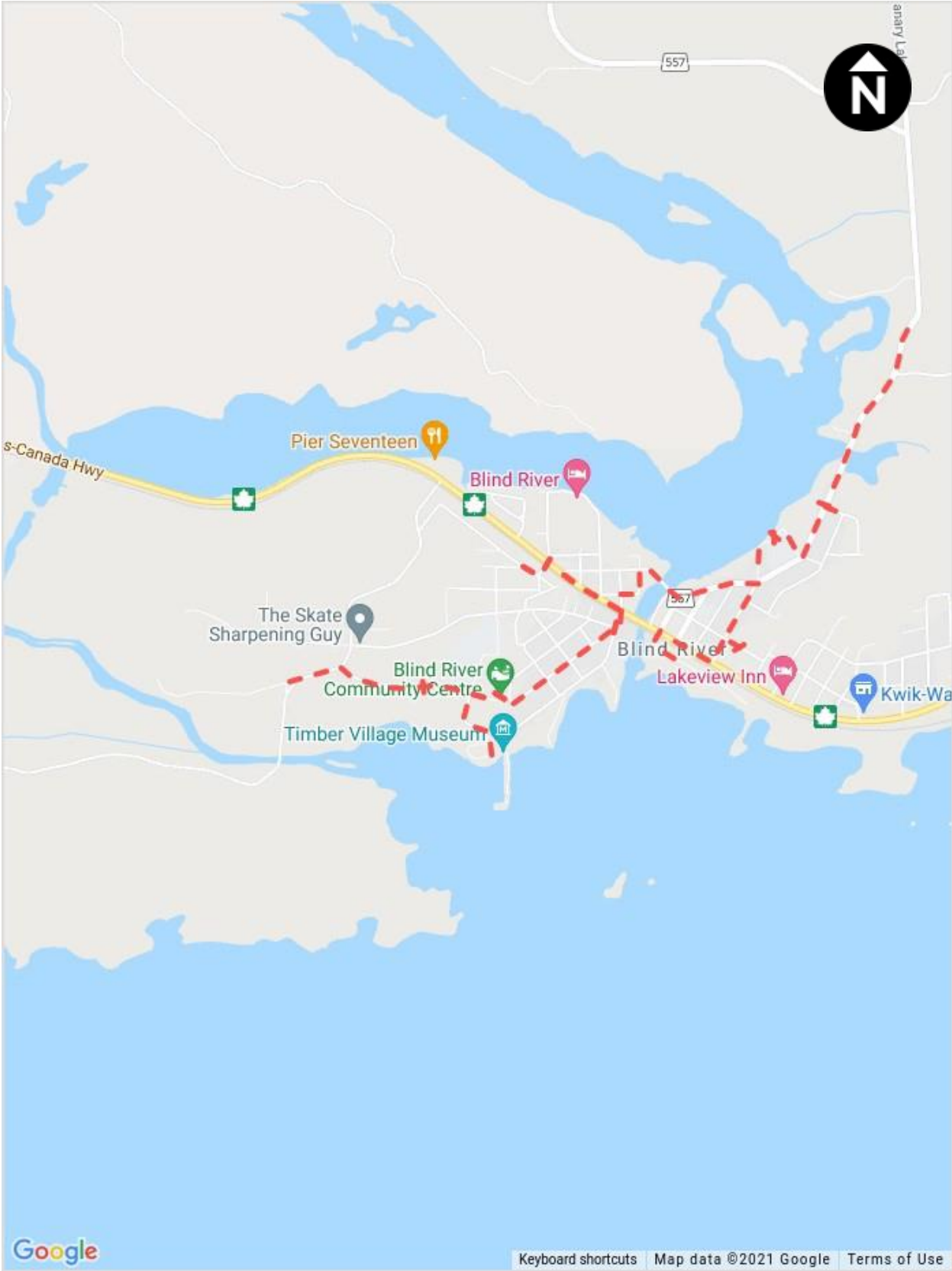
Jurisdiction Boundary
Corporation of the Town of Blind River

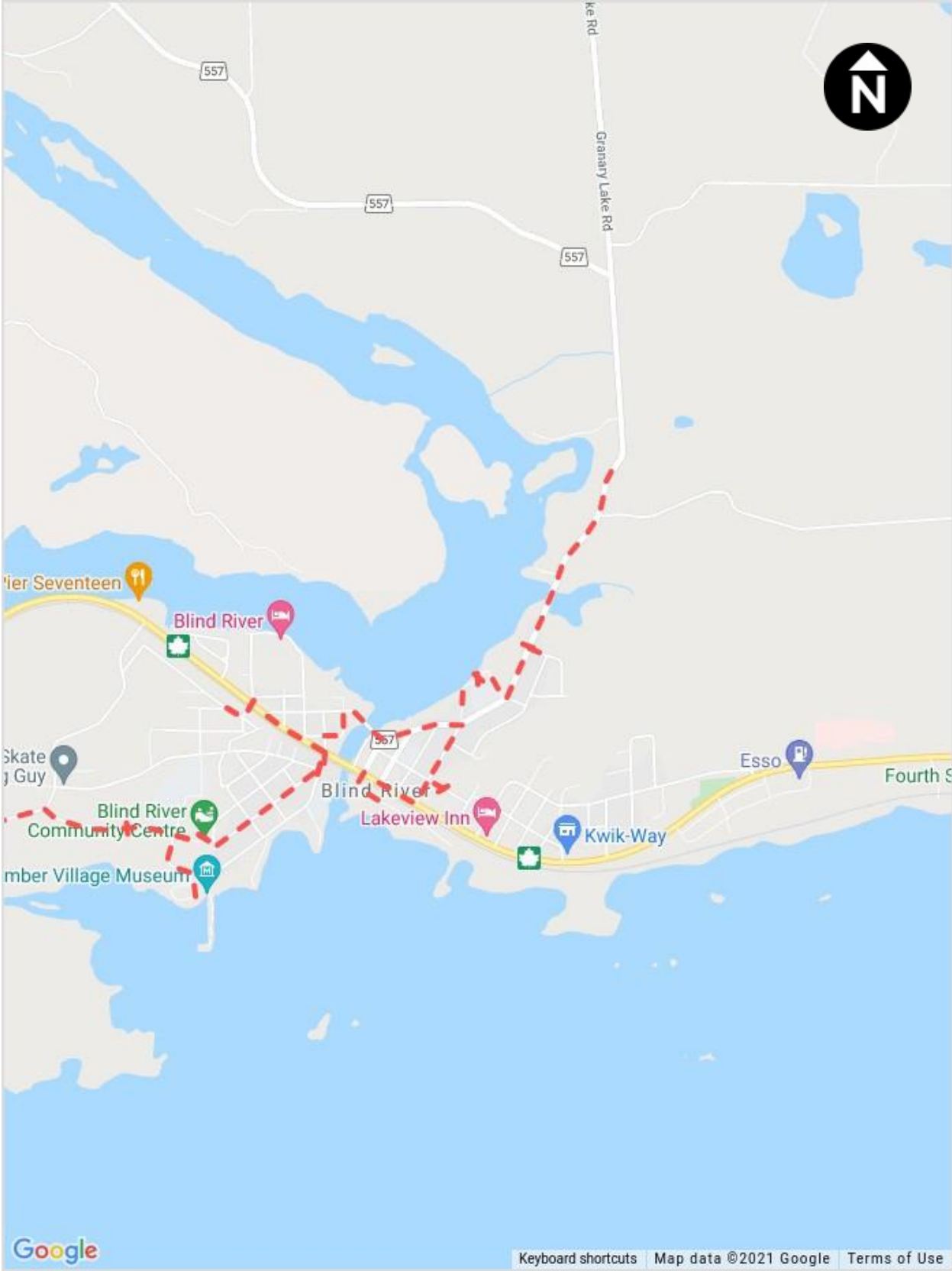
Jurisdiction Area Drawn
537.79 Square Kilometres



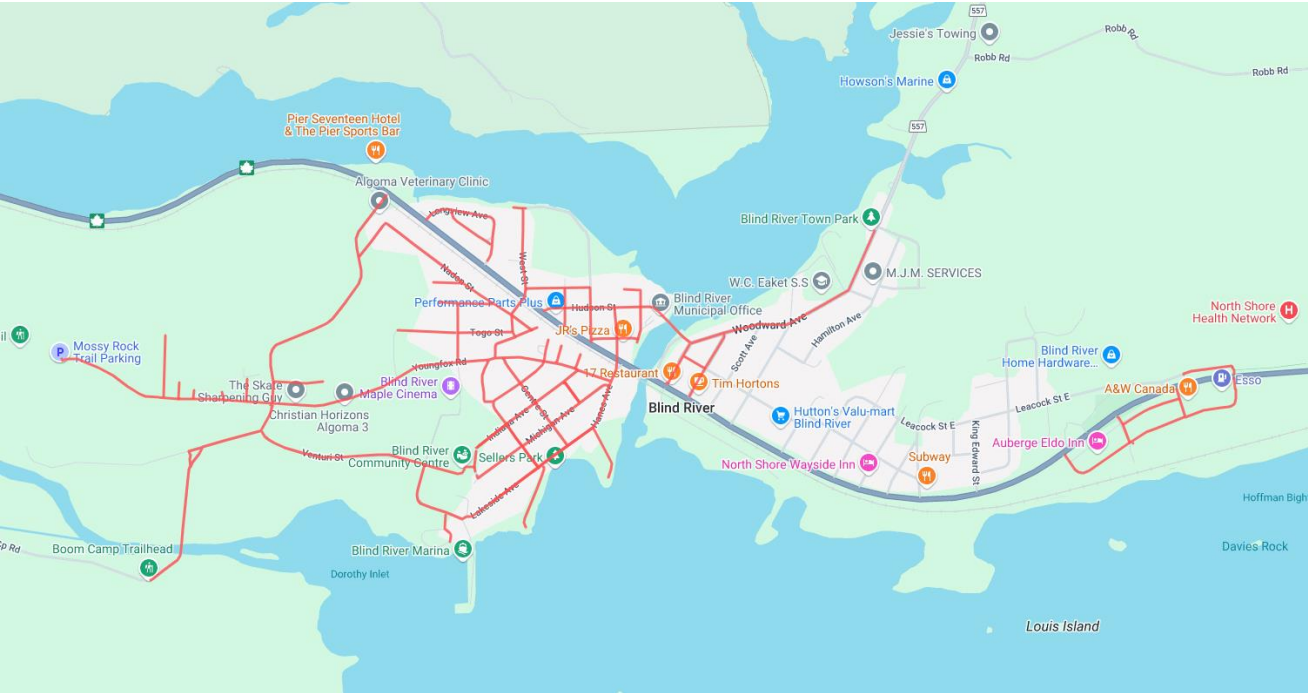
Backhoe#24 Route Roadway Route Total Length: 13.87 Lane Kilometres







Grader Route Roadway Route
Total Length: 38.89 Lane
Kilometres

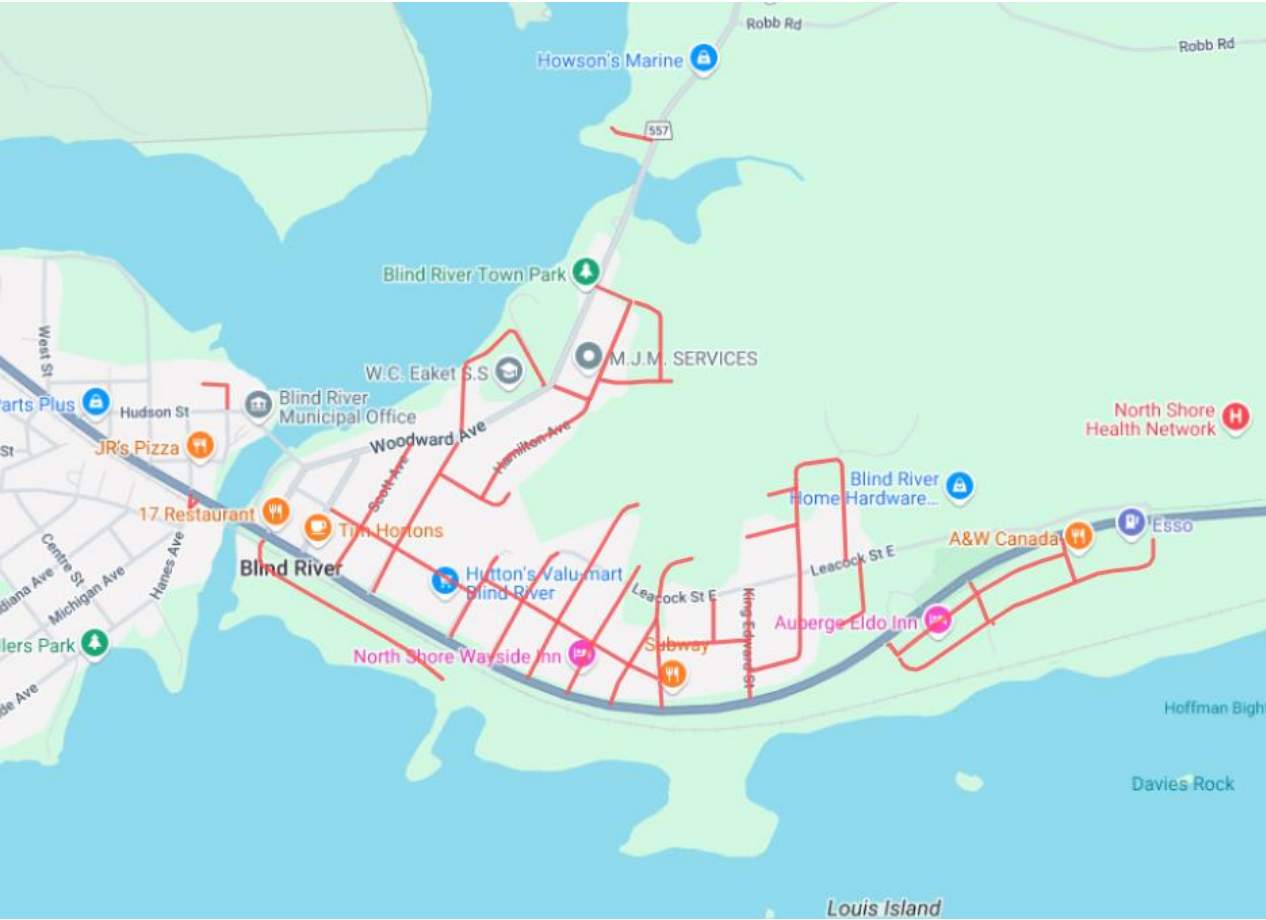


**Grader Route (Detail Capture 1 of 1)
Roadway Route**

Total Length: 38.89 Lane Kilometres



**Loader Plow Route Roadway Route
Total Length: 19.53 Lane Kilometres**



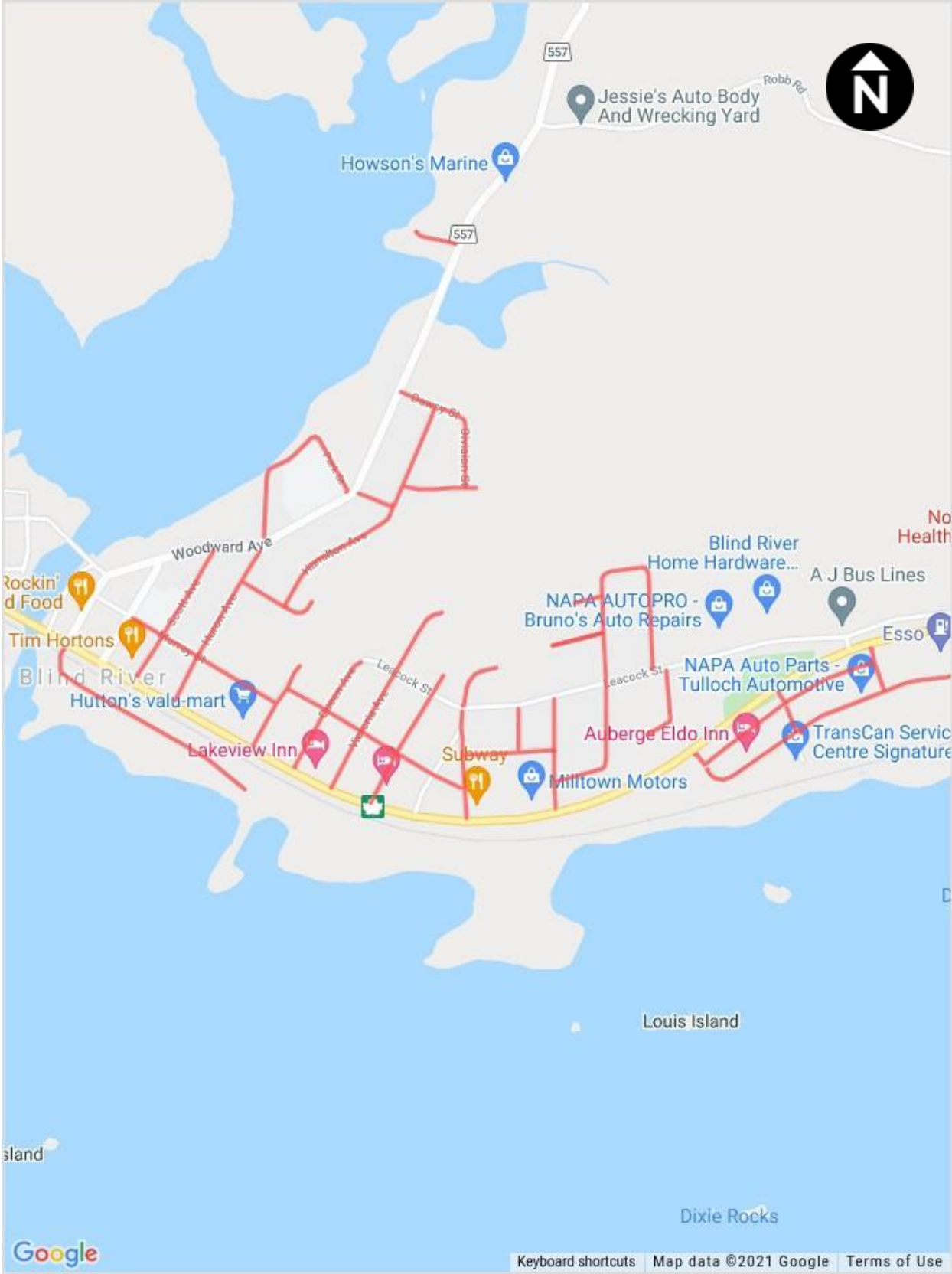
**Loader Plow Route (Detail Capture 1 of 2)
Roadway Route**

Total Length: 19.53 Lane Kilometres



**Loader Plow Route (Detail Capture 2 of 2)
Roadway Route**

Total Length: 19.53 Lane Kilometres

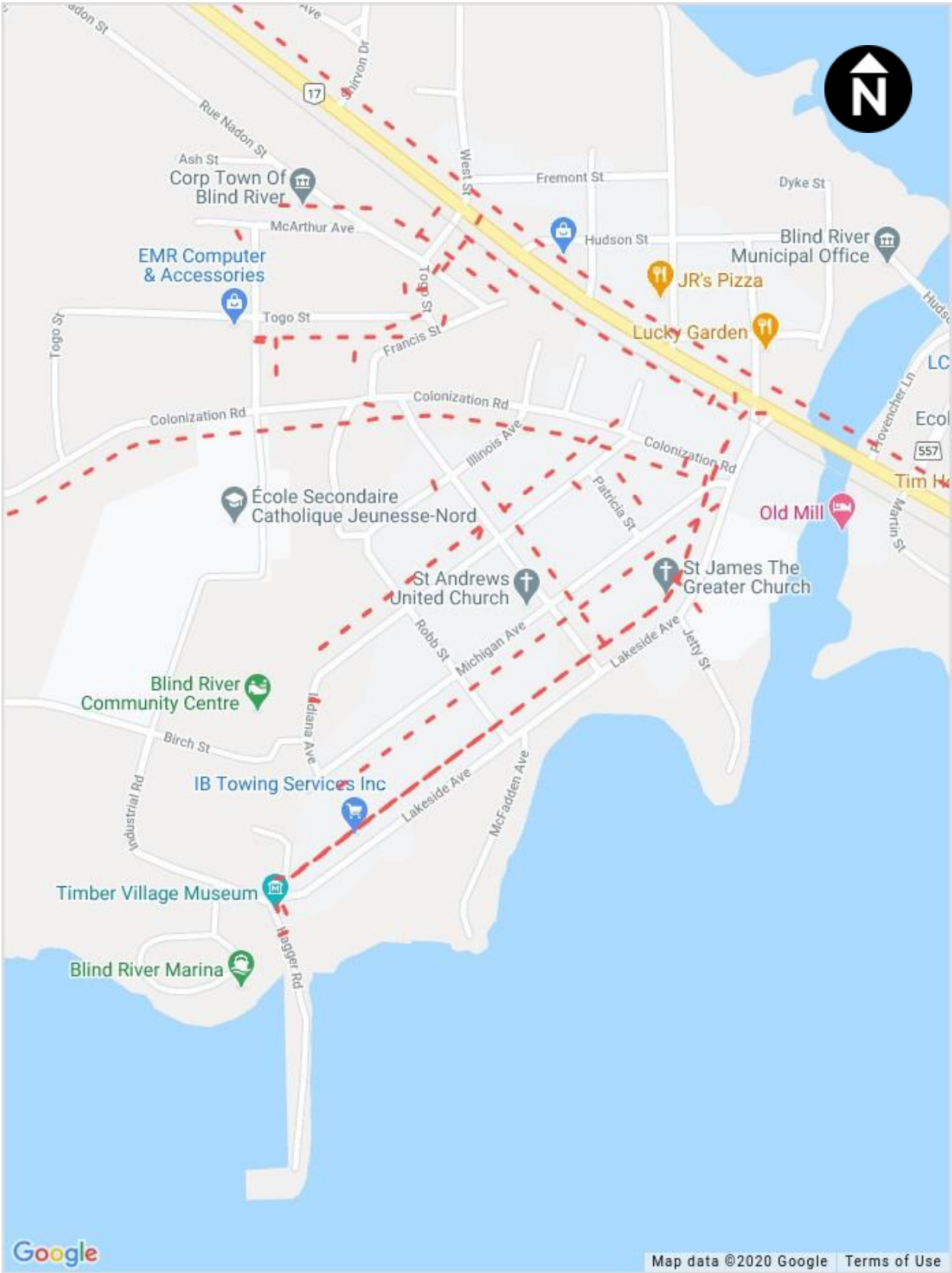


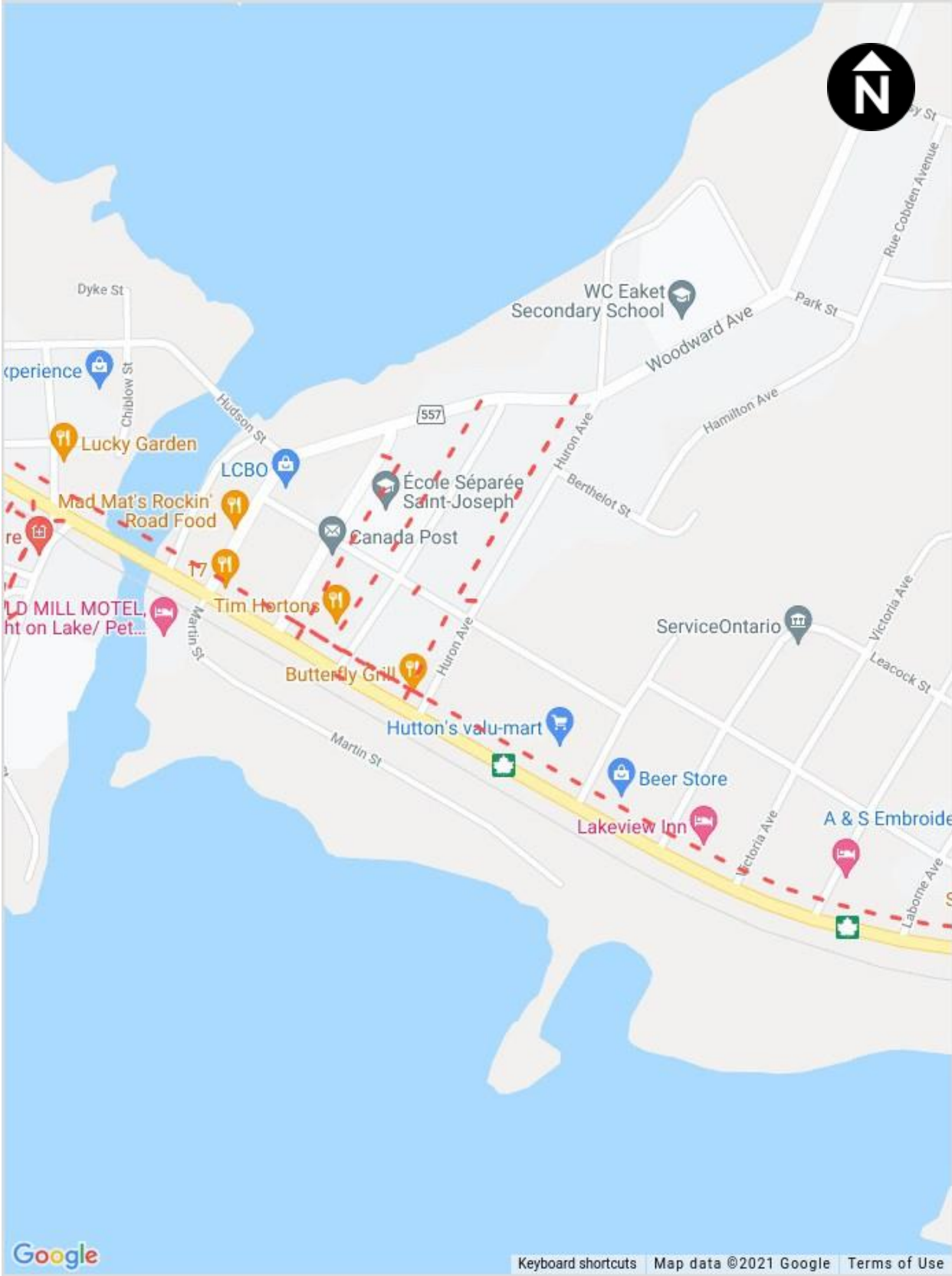
MT57 Sidewalk Sidewalk Route
Total Length: 10.49 Lane Kilometres



**MT5/7 Sidewalk (Detail Capture 1 of 2)
Sidewalk Route**

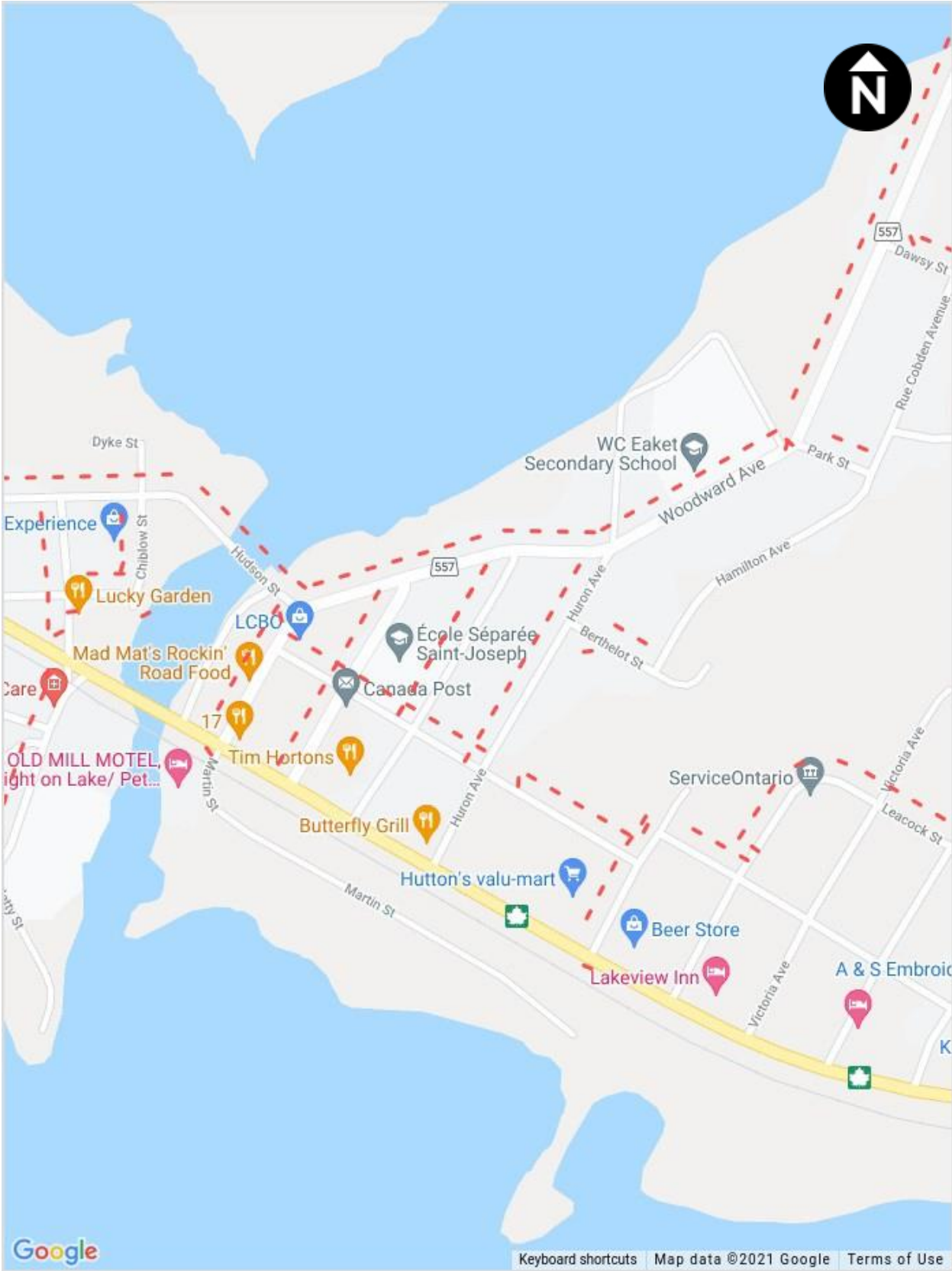
Total Length: 10.49 Lane Kilometres

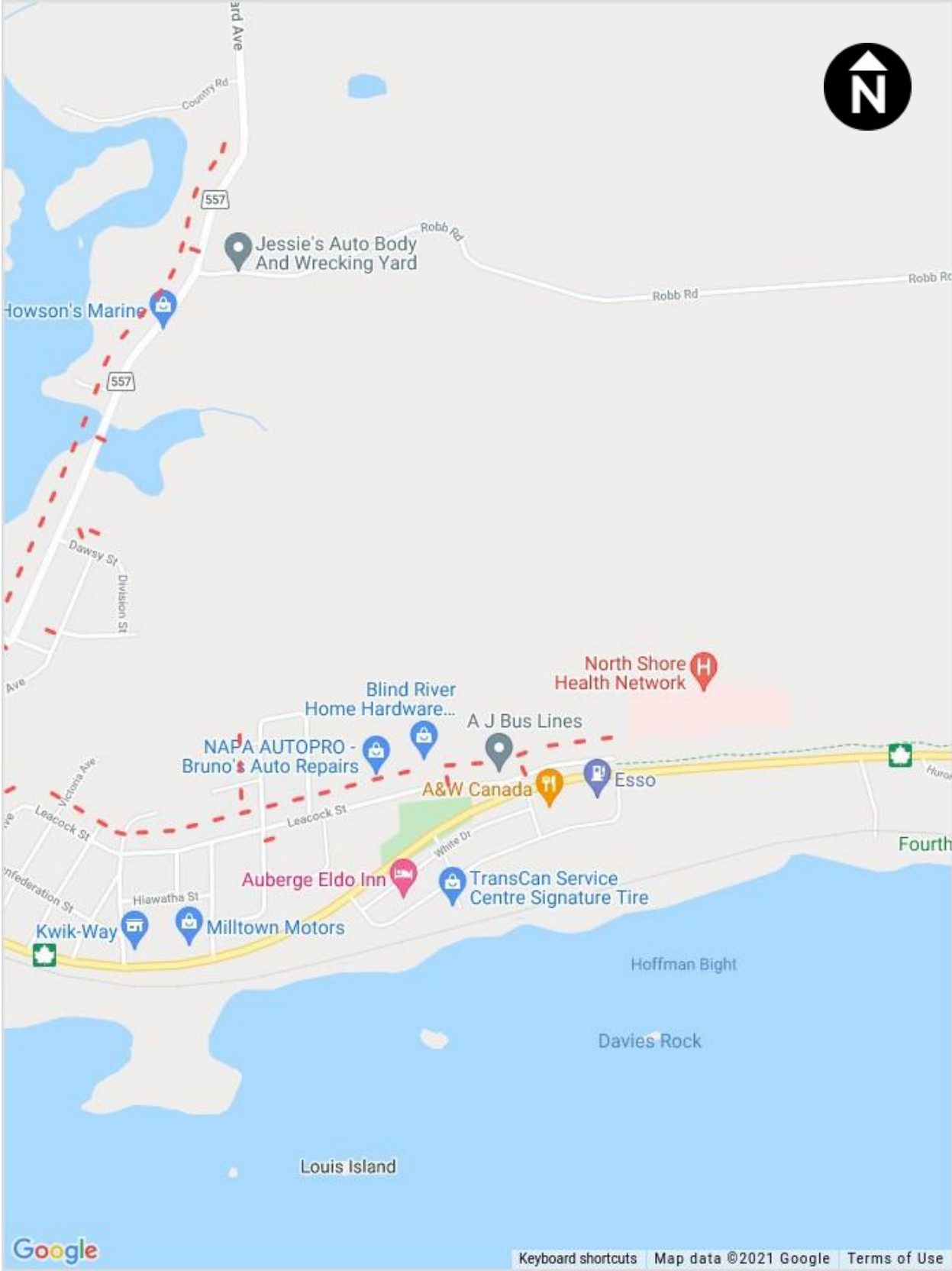




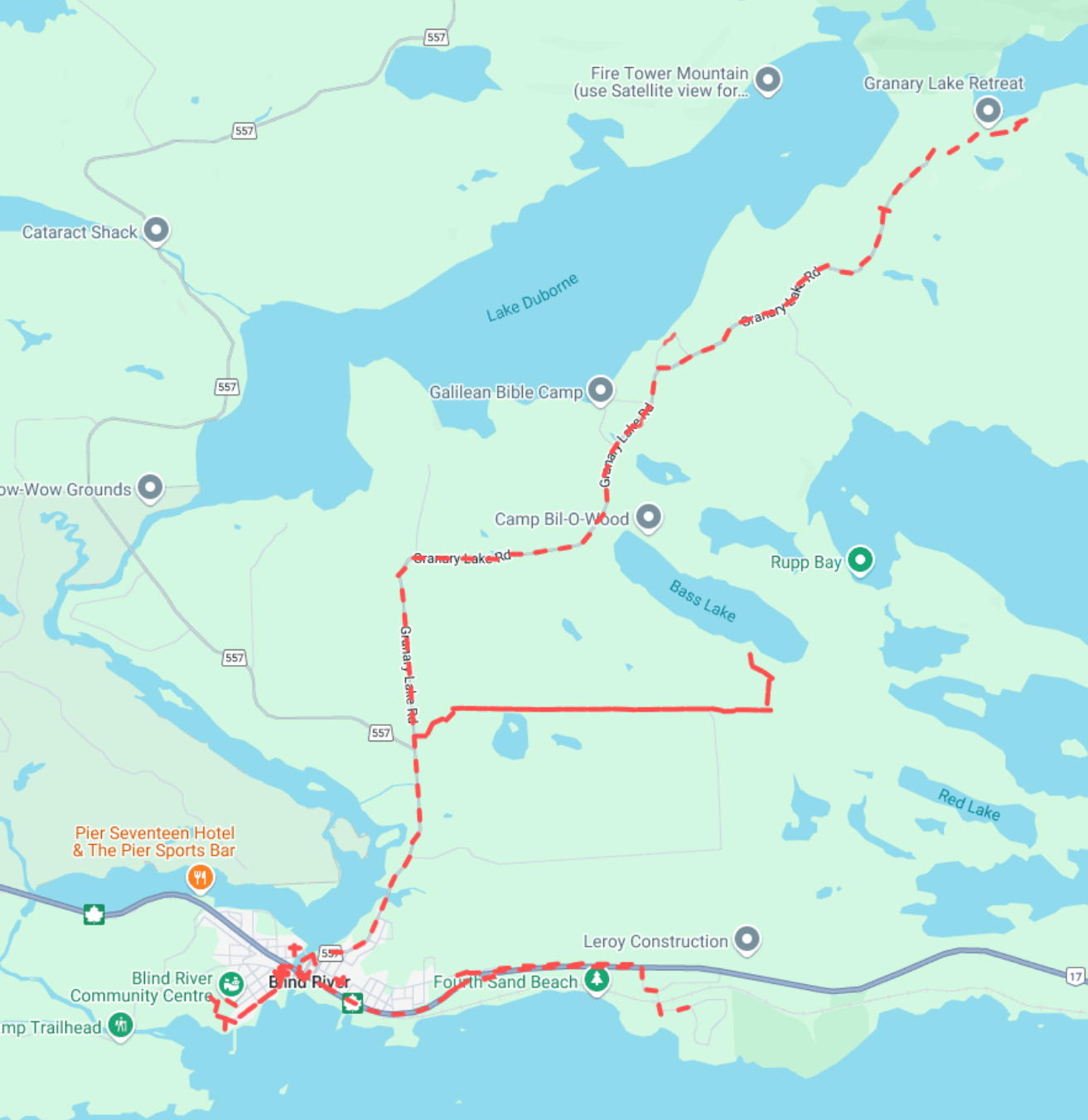
MT6 Sidewalk Route Sidewalk Route
Total Length: 8.4 Lane Kilometres

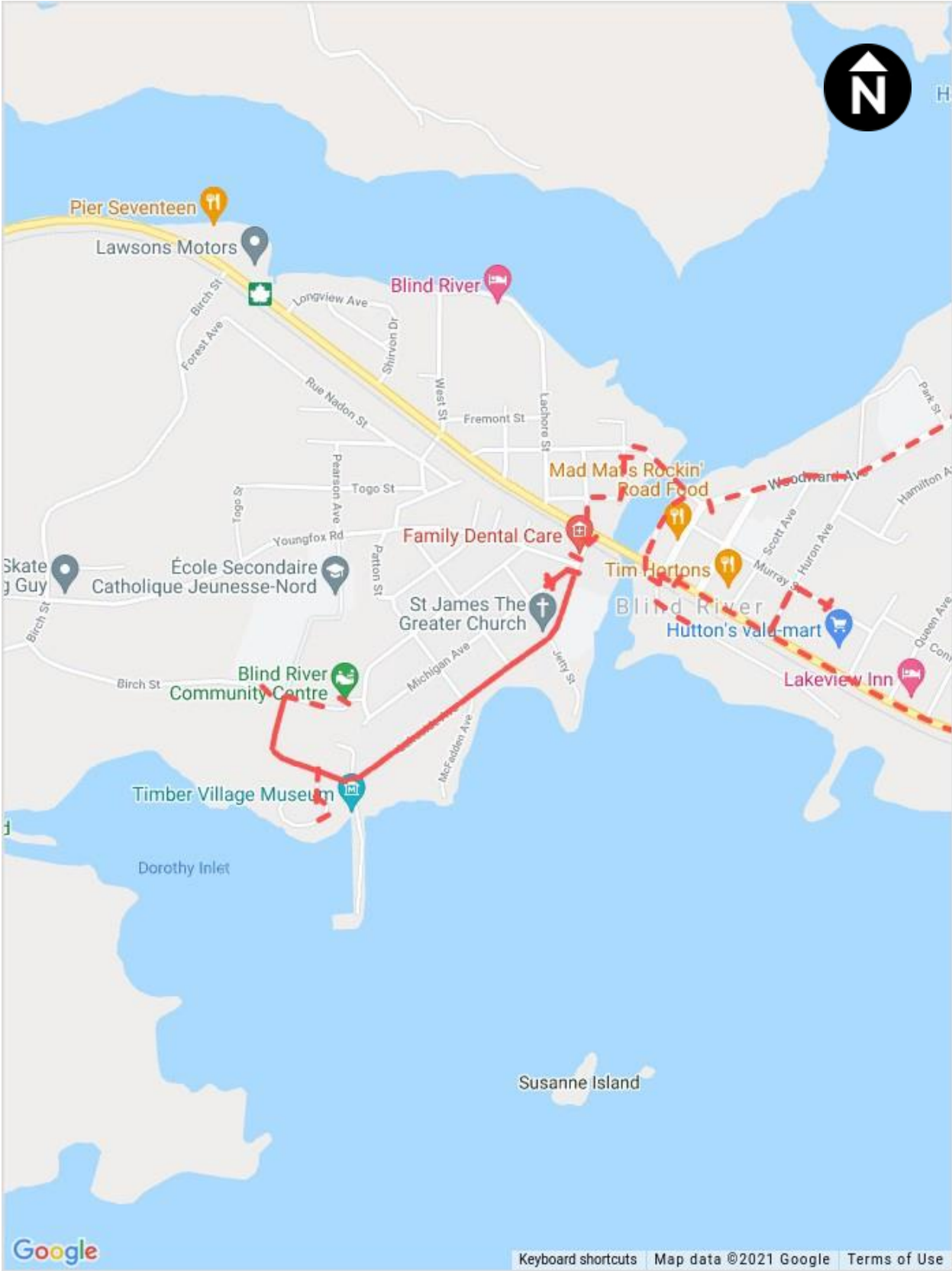


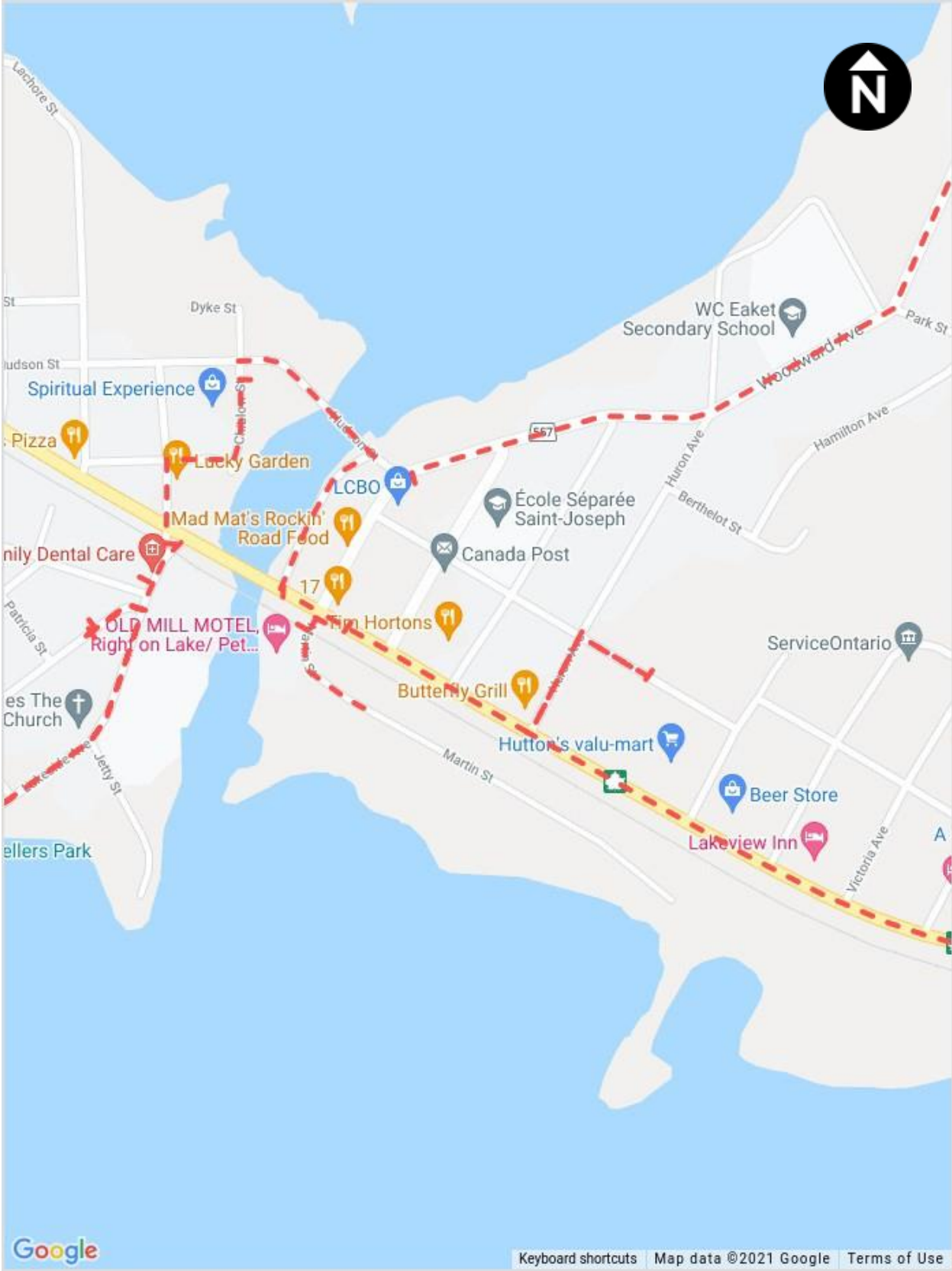


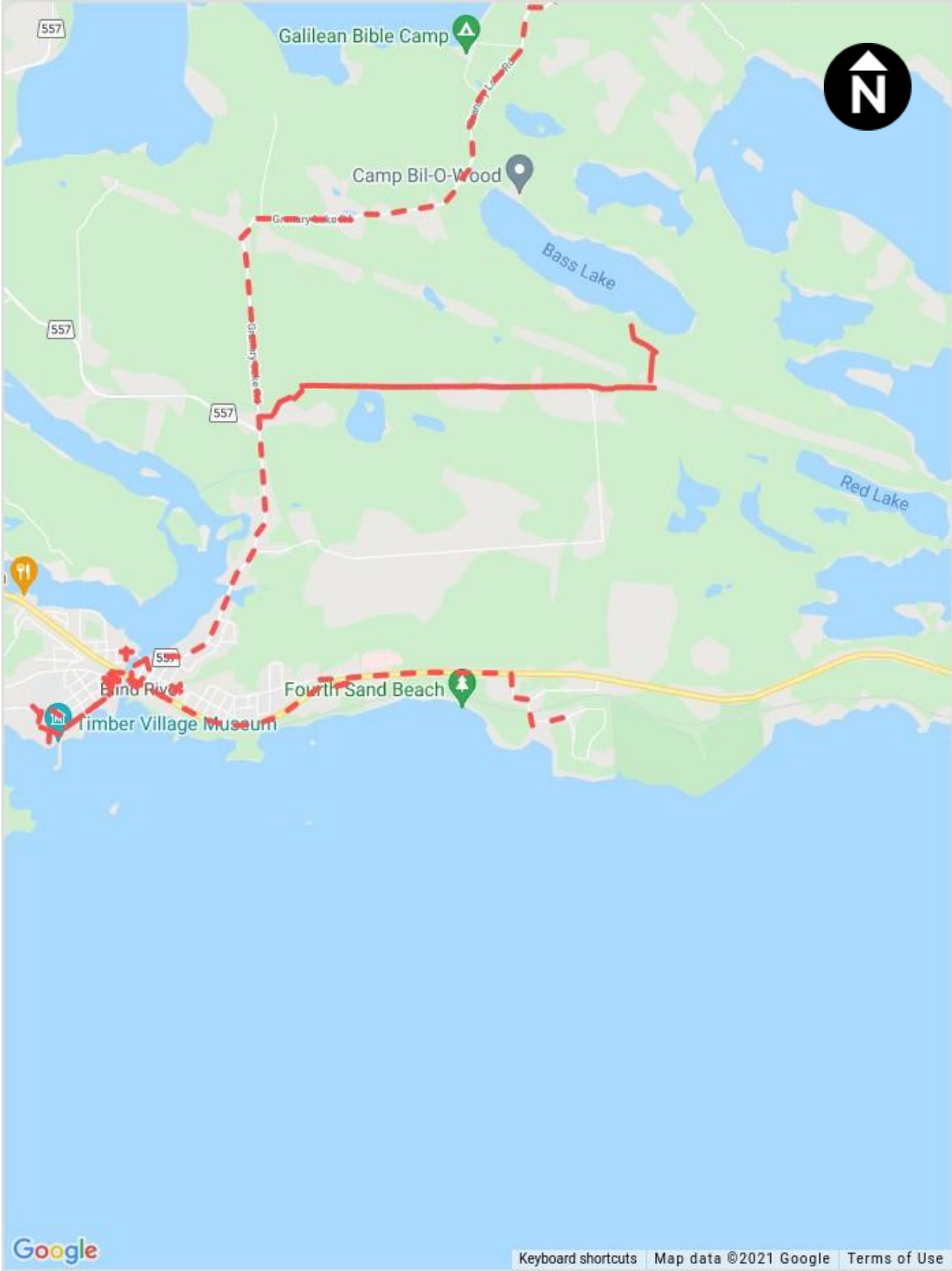


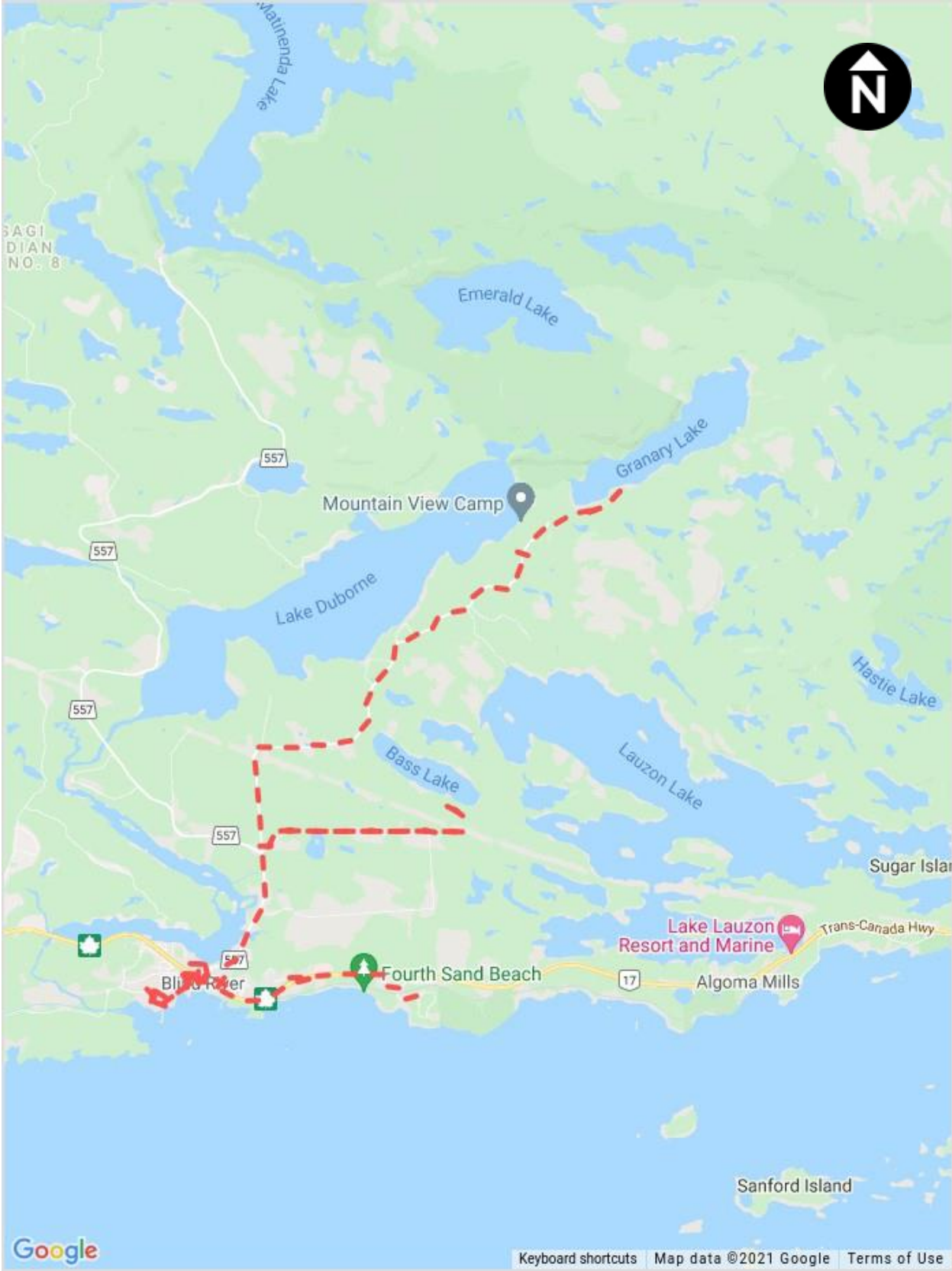
Plow # 16 Roadway Route
Total Length: 35.79 Lane
Kilometres



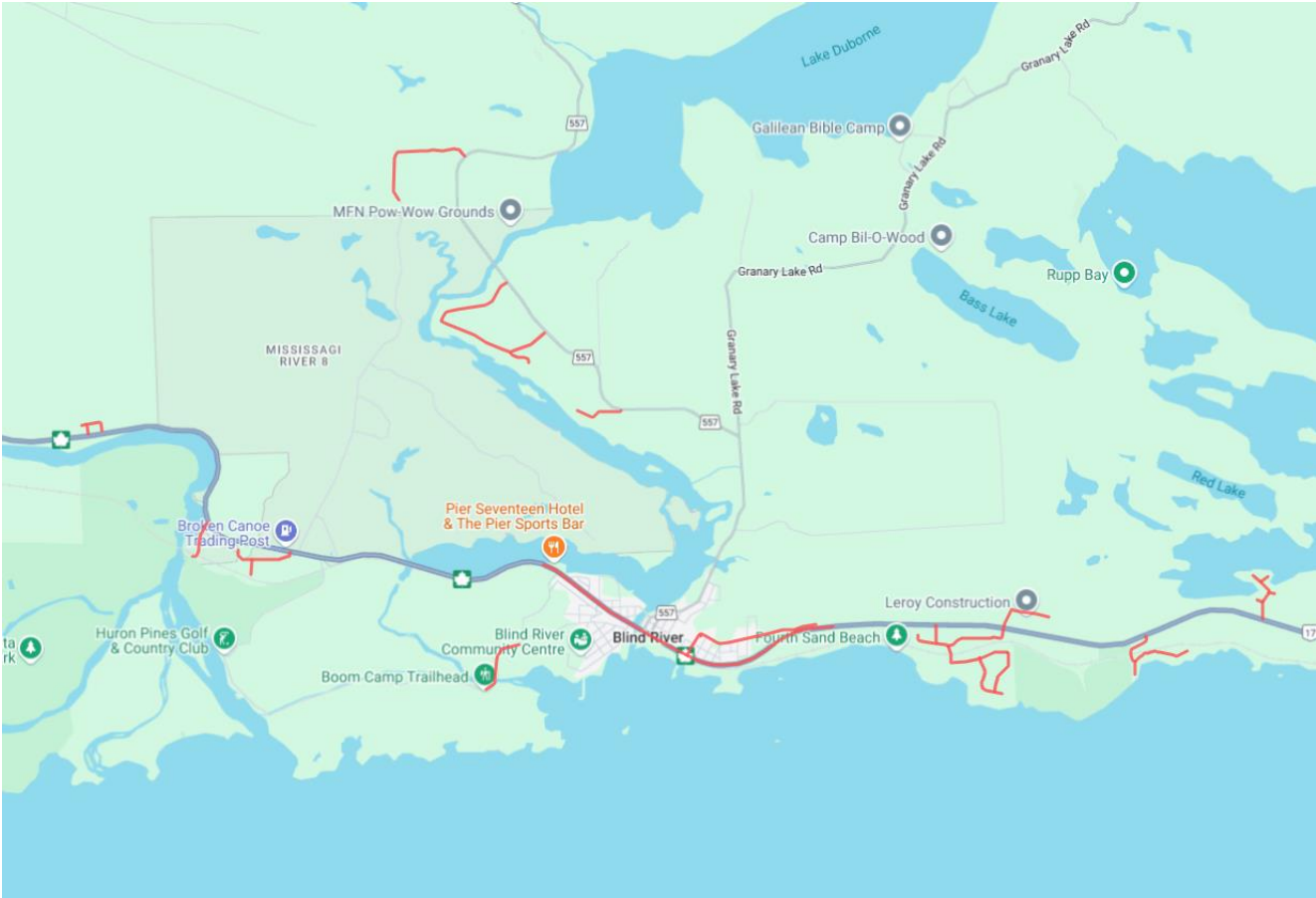


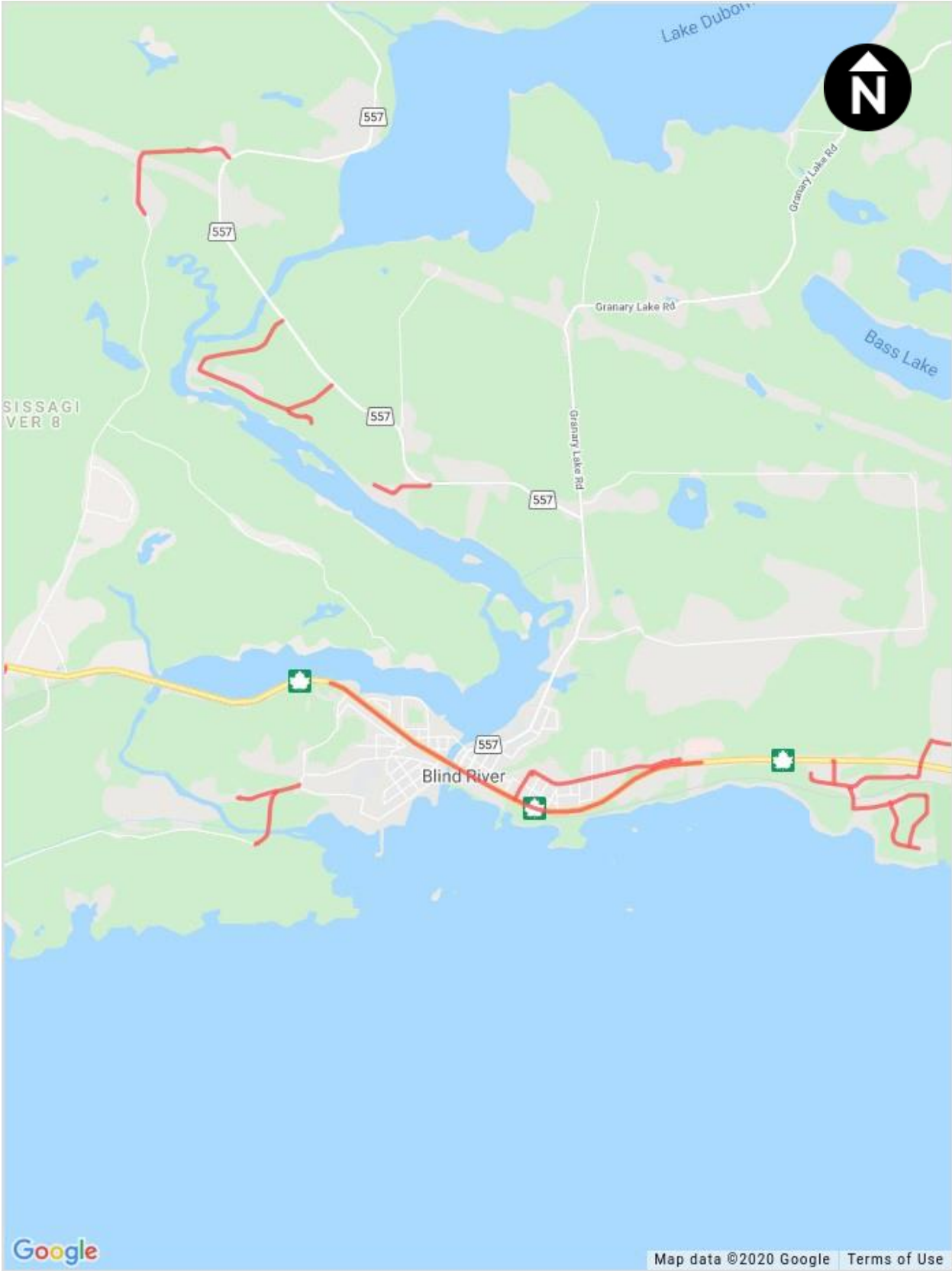


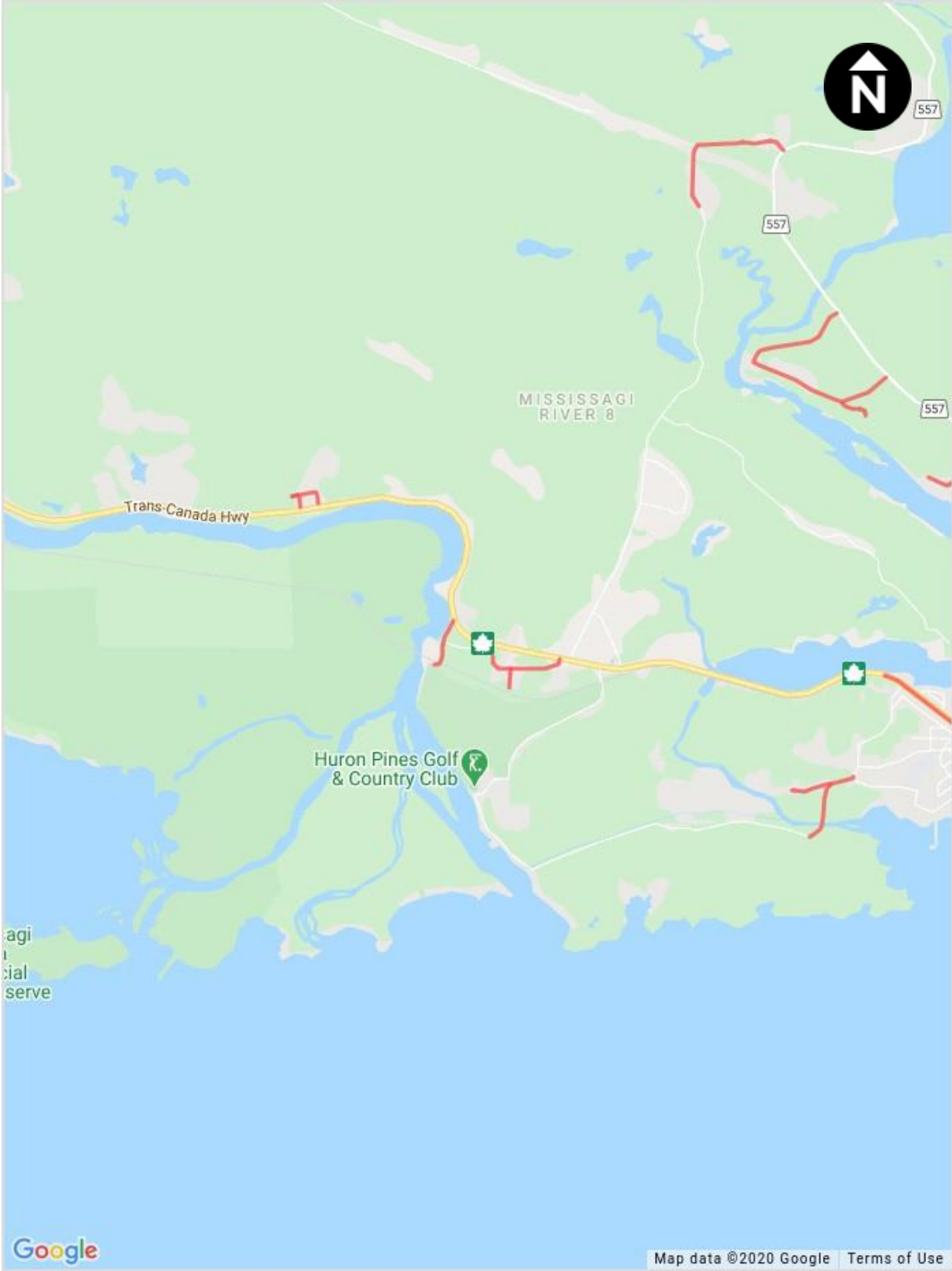




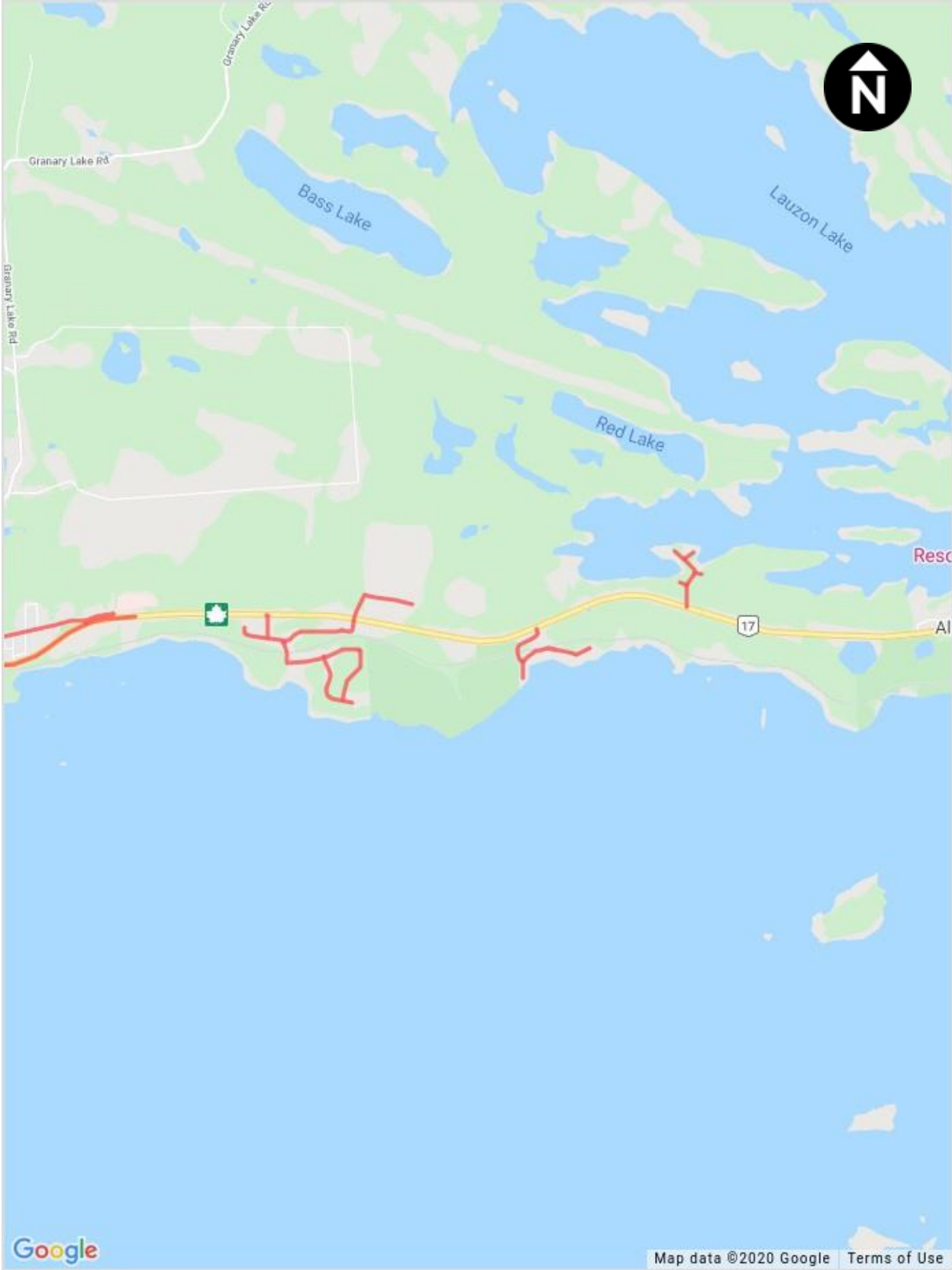
Plow#26 Roadway Route
Total Length: 48.79 Lane
Kilometres







Plow#26 (Detail Capture 3 of 3)
Roadway Route
Total Length: 48.79 Lane
Kilometres



Plow#27 Roadway Route
Total Length: 108.3 Lane
Kilometres



**Plow#27 (Detail Capture 1 of 1)
Roadway Route**

Total Length: 108.3 Lane Kilometres



F. Appendix 3

Equipment List

Equipment	Type	Owned By	Electronic Controller Installed	Calibration Date	Pre-Wet Capability	Anti-Icing Capacity	Infrared Thermometer installed
1 Ton #16	Single Axle	Corporation of the Town of Blind River	N	N/A	N	N	N
Backhoe # 24	Other	Corporation of the Town of Blind River	N	N/A	N	N	N
Grader #6	Grader	Corporation of the Town of Blind River	N	N/A	N	N	N
Loader #19	Other	Corporation of the Town of Blind River	N	N/A	N	N	N
MT5/7	Other	Corporation of the Town of Blind River	N	N/A	N	N	N
MT6	Other	Corporation of the Town of Blind River	N	N/A	N	N	N
Truck #26	Tandem Axle	Corporation of the Town of Blind River	N	N/A	N	N	N
Truck #27	Tandem Axle	Corporation of the Town of Blind River	N	N/A	N	N	N

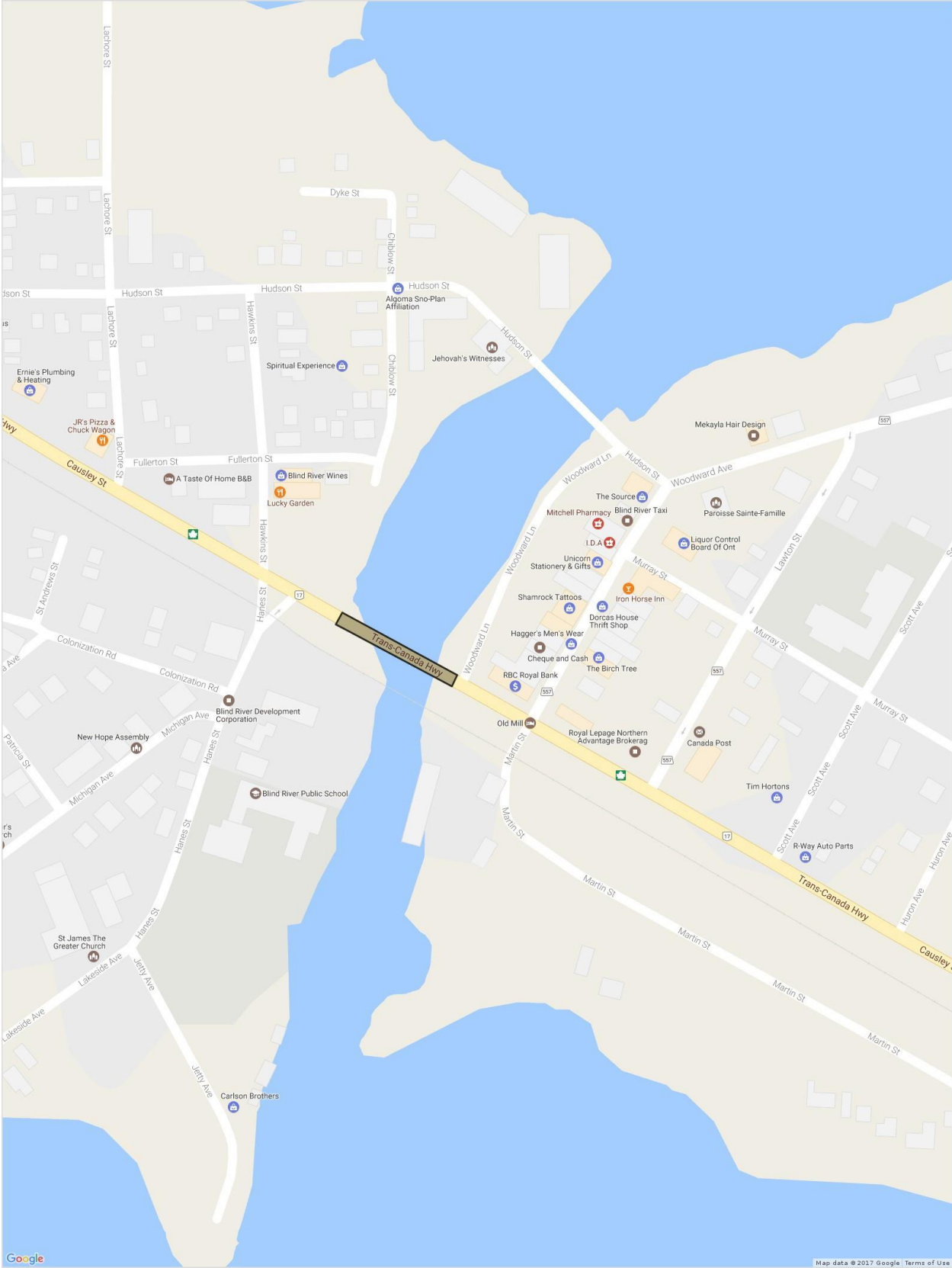
Equipment	Pre-Wet Capability	Anti-Icing Capacity	Other Features	Comments
1 Ton #16	N	N	- Has a spreader	Does parking lots in Town, Plow and sand Old Mill Parking Lot , Plow and Sand Library, Sand Crossing guard post on Huron and Youngfox, Plow and Sand Pigeon Parking Lot, Sand Town Hall, Sand Senior Centre, Plow and Sand Firehall, Sand TIC, Plow and Sand Chauvin Road, Plow and sand Dumpster Granary Lake Road, Plow and Sand Birch Lodge, Plow and Sand Granary Boat Launch, Plow and Sand Forest Glen Park, Sand Water Plant, Sand Sewage plant, Sand Marina, Sand 12 Hudson Parking Lot, Sand Arena
Backhoe # 24	N	N		The route consists of Top parking Lot at Community Center, Senior Center Parking Lot, Front and back of the Town Hall, Chiblow Street Boat Launch, Water Treatment Plant, Riverside Drive Wells, Sewage Treatment Plant, Woodward Sewage Lift Station, Dawsey Street Lift Station, Nadon Street Lift Station, Pit Road Lift Station, Marina Parking Lot, Dog Pound, Public Works Shop and Traffic lights on Causley and Hanes,
Grader #6	N	N		Lakeside, Woodward from Hudson to Dawsey, Lawton, Main Street, Murray, Provencher Lane. Industrial Site, Leacock to Hospital, Hawkins, Fullerton, Freemont, West Street, Archambeault, Longview, Shirvon, Buchan, Youngfox, Shurm, Canada, Jacques, Craig Birch, Patton, Center, Michigan, Indiana, Patricia, Illionois, McFadden, Jetty, St Andrews, Alma, Purcell, Francis, Pearson, Togo, McArhtur, Nadon, Forest, Ash, Marina and Arena parking Lots.
Loader #19	N	N		Route A: Lakeside, Traffic Lights at Causley, Dyke Street, Martin, Murray, Scott, Huron, Park. Route B: Sunset Point Road, Dawsey, Division, Hamilton, Berthelot, Route C: Cobden, Cofederation, Queen, Victoria, Wellington, trunk, Labbe, Laborne, Hiawathaw, Algoma. Route D:

				King Edward, Rousseau, Solomon, Bayridge, Mary Place, Glenn, Leacock to Hospital. Route E: Industrial Park Road, White Drive, Couture, Doyle, Tourist Information Center.
MT5/7	N	N	- Has a spreader	Route A: Lakeside/Hanes, Causley Street West North Side, Causley St West South Side, Causley Street East North Side, TIC Sidewalks. Route B: Michigan Ave, Youngfox, Francis, Indiana, Patricia. Route C: Center Street, Nadon, Pearson, Togo, McArthur. Route D: Scott Ave from Causley to Murray, Huron Ave East and West sides.
MT6	N	N	- Has a spreader	Route A: Lakeside/Hanes West side, Main Stand Alley Ways, Murray St, Scott Street North of Murray. Lawton Street. Route B: Woodward Ave, Sunset Point Road, Dawsey Street, Park Street, Riverside Street. Route C: Hudson Street North and south sides, Lachore, Chiblow, Hawkins. Route D: Cobden Ave, Confederation, Queen Street, Leacock Street, Soloman Street.
Truck #26	N	N	- solid salt application ready, - Has a spreader	Route A: Causley Connecting Link. Route B: Leacock, Oak, Woodlawn, Beech, Lake, Marine, Frammpet, Kennedy Road, Birchwood Circle, Hemlock, Cedar Lane, Juniper Court, Develepment Drive. Route C: Eastman Sub, Mclvers Drive, Old Trunk Road, Astles Road, River Drive, Pine Drive, Royers Road. Boom Camp Road to the Ski Club. Route D: Sand Town Streets.
Truck #27	N	N	- solid salt application ready, - Has a spreader, - Has mounted mobile RWIS	Route A: Granary Lake Road, Magog, Country Road, Duborne Drive, Trahan, Smith Road. Route B: High Road, Robb Road, Bass Lake Road, Rocky Road. Route C: Old Steele Road, Carla's Lane, Matinenda Parking Lot, Bearhead Lake Road, Lake Hope Road, Sand Town Streets Grader route and Loader Route.

Legend Y = Yes N = No

G. Appendix 4-1

Vulnerable Area (Causley Street Bridge)



H. Appendix 5-1

**Media Release
Road Closed**



The Corporation of the Town of Blind River

Date _____

Time _____

Media Release

Due to a severe winter storm *Ontario Provincial Police* advise that the following roads in the Corporation of the Town of Blind River are impassable due to (reason, e.g. “drifting and blowing snow”) and have been closed to traffic.

Street Name	From	To

Ontario Provincial Police advise that these roads will remain closed until the storm subsides and driving conditions improve.

I. Appendix 5-2

Media Release Severe Weather



The Corporation of the Town of Blind River

Date _____

Time _____

Media Release

Due to a severe winter storm *Ontario Provincial Police* advise that many roads in the Corporation of the Town of Blind River are impassable due to drifting and blowing snow. *Ontario Provincial Police* advise that you do not drive until the storm subsides and driving conditions improve.

(Sometimes it is physically impossible to place signs and barricades to close a road, in this instance use this release when the roads have NOT been physically been closed by the placement of signs and barricades or an officer is present to redirect traffic)

J. Appendix 6

Operating Instructions and Safety Rules

**The Corporation of the Town of Blind River
OPERATING INSTRUCTIONS AND SAFETY RULES**

1. WORK HOURS

For major storm events, 12-hour shifts will be established at the discretion of the
(Director of Public Works and Public Works Supervisor)

2. SAFETY PROCEDURES

Safety is paramount during any snowstorm. The following safety rules will be observed by all equipment operators.

A. Check your snow removal equipment prior to leaving the yard and also the following:

- 1) All work lights and emergency lights**
- 2) Two-way radio**
- 3) Snow plow and frame for damage**
- 4) Sander**
- 5) Rear view mirrors**
- 6) Flags and reflectors**
- 7) Windshield wipers**
- 8) Heater and defroster**
- 9) All necessary mapping for snow and ice removal**
- 10) Vehicle Inspection Items**
- 11) Liquid dispensing apparatus**

B. Report any non-working equipment to the Public Works Foreperson or Supervisor immediately.

C. Use reasonable caution in the operation of snow removal equipment.

D. Drive cautiously.

E. Utilize caution when operating in cramped quarters with parked cars on a street.

F. Know your route and any fixed objects covered by snow.

G. Obey all traffic laws.

H. Do not follow traffic too closely.

I. Slow down prior to turning—your plow will tend to push you where it wants to go.

J. Equipment involved in snow and ice control operations is emergency equipment, but you as the operator, must obey all traffic laws and provide right-of-way to other vehicles.

K. Do not attempt to tow private automobiles—offer assistance by way of radio contact to Supervisor.

3. ACCIDENTS

Report all moving vehicle accidents immediately to the Public Works Supervisor. Depending on the severity of the accident and availability due to storm related issues, the (Police Department) will typically be called to evaluate the accident. Before leaving duty on the shift, a Incident/Accident Report form and the Equipment Damage Report should be filled out. Your Supervisor will attempt to interview the driver at the end of the shift or within 24 hours after return to normal duties. Accident/Incident forms are available in the Public Works lunchroom and in the binders in all Public Works vehicles.

4. CARE AND USE OF EQUIPMENT

The snow plow operator is responsible for routine maintenance of the vehicle. Report any maintenance needed to the Public Works Foreperson, Supervisor or mechanic on duty. Check vehicle before and after use for any maintenance needed or damage to equipment. Fill out the Daily Inspection Check Sheet. The vehicle should be refuelled at the end of each operator's shift.

5. RADIO COMMUNICATIONS

Operators are to take duty instructions from the Public Works Foreperson or Supervisor on duty. The Police may report road conditions or other issues to the Public Work's Supervisor. It will be the role of the Public Works Supervisor to direct all winter maintenance-related operations.

6. DAILY REPORTS

Upon completion of the shift, operators will be required to fill out a Daily Report sheet. This sheet will document route, date, equipment used and time to complete the route.

Record of Training



The Corporation of the Town of Blind River

Record of Training

This statement certifies that the below named individual has successfully completed the in-house Winter Operations Training program as required by The Corporation of the Town of Blind River Winter Operations Plan.

The Winter Operations Training program is comprised of the following modules:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health and Safety
- Level of Service – policies, practices and procedures
- Identification of Plow Routes – including variations for year to year and issues identified along the route
- De-icing chemicals – application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Yard and Equipment maintenance

Employee Name _____ (Please print name)

Employee Signature _____ Date _____

Trainer Signature _____ Date _____

Supervisor Signature _____ Date _____

K. Appendix 7-2

Record of Training – Night Patroller



The Corporation of the Town of Blind River

Record of Patroller Training

This certifies that _____ (employee name) has successfully completed the in-house Winter Operations –Patroller Training as required by the Corporation of the Town of Blind River Winter Operations Plan.

The Winter Operations –Patroller Training workshop includes the following modules:

- Weather monitoring and forecasting results including: Road Weather Information System, Value Added Meteorological Service, eutectic temperature, pavement temperature, dew point
- Winter Shift Schedules
- Record Keeping
- Health and Safety
- Level of Service – policies, practices and procedures
- Identification of Plow Routes – including variations for year to year and issues identified along the route
- De-icing chemicals – usage, application rates, storage and handling
- Identification of road salt vulnerable and/or susceptible areas and the procedures to follow in those areas
- Call-out procedures
- Emergency contacts
- Yard and Equipment maintenance

Employee Name _____ (Please print name)

Date of Training _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____