

**THE CORPORATION OF THE TOWN OF DEEP RIVER**

**BY-LAW NO. 53-2012**

**A BY-LAW TO ESTABLISH A WINTER CONTROL  
OPERATIONS POLICY FOR THE TOWN OF DEEP RIVER**

**WHEREAS** Section 11 (2) of the *Municipal Act*, S.O. 2001, Chapter 25, as amended, authorizes lower-tier municipality and an upper-tier municipality may pass by-laws, subject to the rules set out in subsection (4), respecting certain matters;

**AND WHEREAS** the Town of Deep River deems it advisable to adopt a winter control operations policy for the Town of Deep River;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Town of Deep River enacts as follows:

1. THAT By-law 32-96 (Winter Control Operations – Schedule “A” to By-law 6-88) is hereby repealed.
3. THAT this by-law comes into force upon adoption by Council of the Corporation of the Town of Deep River.

READ AND PASSED THIS 19<sup>th</sup> DAY OF DECEMBER, 2012.



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Mayor



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Chief Administrative Officer/Clerk

## Policies and Procedures

Municipality	Town of Deep River	Issued	Dec. 19/2012 By-law 53-2012
Department	Department of Public Works	Effective:	Dec. 19/2012
Subject:	<b>Winter Control Operations</b>	Page:	Page 1 of 6
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### Purpose

The purpose of this policy is to establish standards and levels of service for winter control operations in the Town, based on weather conditions, accumulations of snow or ice, and classes of roads. These standards provide for safe and efficient movement of traffic and a consistent level of service throughout the Town to reflect the current conditions and operational practices.

### Scope

1. Public roads are classified into three priorities for winter control purposes:
  - 1.1 Priority Routes
  - 1.2 Local Routes
  - 1.3 Lanes
2. Parking lots are included in this policy so that their priority and level of service can be established in association with winter control operations on public roads.

### Definitions

1. Street

Means a public highway or public road which affords the principal means of access to abutting lots, and does not include a lane or private right-of-way or unopened road allowance.

2. Priority Routes

Means Avon Road, Deep River Road, Ridge Road, Banting Road, Pine Point Road, McElligott Drive, Summit Street, Alder Crescent, Laurier Avenue, Brockhouse Way, River Road, Thomas Street. Glendale, Hillcrest Ave, Ridge Road, Huron, Rutherford, Balmer Bay Road, Beach Ave, La Salle and Algonquin.

3. Lane

Means a public road which is not the principal means of access to abutting lots and is part of the municipal road system for the purpose of service entrances.

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#### 4. Sidewalks

Means paved walkways designed for pedestrian traffic.

#### 5. Local Routes

Means streets not included in Priority Routes.

### **Procedures**

#### 1. STREET SNOW PLOUGHING

##### a. Priority Routes

Snow ploughing commences on priority routes when snow accumulation on the travelled portion exceeds 8 cm (3").

##### b. Local Routes

Snow ploughing commences on local routes when snow accumulation on the travelled portion exceeds 8 cm (3"). Local routes will be ploughed simultaneously with priority routes and are cleared to a satisfactory standard.

##### c. Lanes

Snow ploughing commences on lanes when snow accumulation on the lane exceeds 10 cm (4"). Lanes will be ploughed after priority routes and local routes are cleared to a satisfactory standard.

#### 2. PARKING AREAS AND ENTRANCES

##### a. Snow ploughing will commence on the following public parking areas at the same time as priority routes:

- i. Downtown business core on Ridge Road from Champlain Street to Deep River Road and Champlain Street from Deep River Road to Ridge Road.

- ii. The entrance to the Fire Hall and Police Station.

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- iii. The entrances to the North Renfrew Long Term Care Centre (LTCC) including pool off Ridge Road and Brockhouse Way and parking lot across the LTCC.
- iv. The entrances and parking to the Library and Community Centre.
- v. All other public parking areas will be cleared after the priority and local streets and lanes are completed after the end of the storm.

### 3. SIDEWALK SNOW PLOUGHING

- a. Snow ploughing commences on sidewalks when accumulations on the sidewalk exceeds 8 cm (3"). Sidewalks will be ploughed simultaneously with priority and local routes to a satisfactory standard.
- b. The Town will not clear or maintain private sidewalks

### 4. SNOW REMOVAL

- a. Snow will be removed from public parking lots, streets and lanes, by truck, to the designated snow dump sites, from time to time, as determined by the Town Operations Foreman and/or designate.

### 5. STREET SANDING/SALTING

In order to counteract icy conditions, winter sand and/or rock salt is applied to the road surface. These operations are governed by the weather and road surface conditions. In order to maintain a safe condition, the department uses crushed rock salt. Department may use new products as per their availability, use and benefit to the Town's winter operations in future. Every effort will be taken to reduce the use of salts on road without compromising the quality of service. Operations will begin any time as the need arises and are normally carried out as per priority routes established in this policy.

### 6. SIDEWALK SANDING/SALTING

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- a. Sidewalks are sanded when icy conditions exist. The conditions of the sidewalk will be determined by daily inspections of the sidewalks during normal working hours of the normal working days, from Monday to Friday except on holidays. The Public Works Operations Foreman and/or designate will use a representative sample to determine the condition of all sidewalks.
- b. The Public Works Operations Foreman or designate will keep a record of the daily assessment.

## 7. COMPLETION OF OPERATIONS

- a. All priority and local streets and lanes will be cleared of snow within 24 hours of the end of a normal storm event.

<b>Roles and Responsibilities</b>
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### 1. ROAD PATROL

- a. Objectives
  - i. To keep appropriate records of the conditions observed.
  - ii. To ensure snow removal operations are initiated and completed in a timely and cost efficient manner.

### 2. Level of Service

- a. The Public Works Operations Foreman or designate will review a representative sample of roads each normal work day to determine the condition of the roads.
- b. The Public Works Operations Foreman or designate will respond to all calls from the Deep River Police, the Deep River Fire Department and Ambulance Service that indicate dangerous road conditions and will determine the appropriate action to take.
- c. Road Patrol is done between December 1<sup>st</sup> and April 15th on normal working days during normal work hours. During this period,

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Operations Foreman is authorized to take the Town's truck home after hours to respond efficiently in winter operations.

- d. Snow ploughing operations will generally take place Monday to Friday from 7:30 a.m. to 4:00 p.m., and any other operations will be initiated on prevalent weather conditions as per the guidelines of this policy.
- e. During weekends and holidays snow ploughing will be initiated by the Director of Public Works or Operations Foreman or designate using the policy as a guide.
- f. During special events the Director of Public Works or designate may alter the priority set out in this policy for snow ploughing.

**Communication**

The results of the winter control measures and practices will be presented to the Public Works Committee at the end of each winter season.

**Training**

Training requirements will be evaluated at the end of each winter season and appropriate training programs will be designed to enhance safety and performance of the department.

**Evaluation**

This policy and procedures will be reviewed when there is need on the basis of change conditions over time or/and revisions required to incorporate innovation and technology.

**Private Works**

Private works will not be maintained by the Town.

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<b>Summary</b>
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1. The preceding winter control policy, if followed consistently, will provide for a safe and efficient movement of traffic and a consistent level of service throughout the Town.
2. It should be noted that this document is to be used as a guide for the staff and that, under certain conditions, variations from this guideline (based on experience and good judgment) will occur.