



**TOWN OF FORT FRANCES
OPERATIONS AND FACILITIES DIVISION**

WINTER CONTROL OPERATIONS
POLICY



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WINTER CONTROL OPERATIONS **POLICY**

CONTENTS

SECTION

1.00	Introduction
2.00	Scope of Work
3.00	Snow Plowing
4.00	Snow Removal
5.00	Sanding/Salting
6.00	Advertising
7.00	Appendices



SECTION 1.00 - INTRODUCTION

1.01 The following Winter Control Operations Policy is intended to provide a guideline for the orderly and efficient control of snow and ice in the Town of Fort Frances. The primary objective of this policy is to provide for an acceptable level of service at an acceptable cost while meeting the Minimum Maintenance Standards Ontario Regulation 239/02.

With this policy the residents of the Town of Fort Frances will be provided with consistent and uniform standards, which will enable them to predict winter operations.

Daily priorities will be set to meet the provisions of this policy, thus enabling the Operations and Facilities Division to measure complaints.

This policy supercedes all previous policies, written or otherwise, with regard to snow and ice control. Constructive suggestions for additions, modifications or the adoption of new policies and procedures for this policy are encouraged from every employee or any other Division affected by this policy.

This policy is subject to change at the discretion of the Manager of Operations and Facilities, the Transportation Superintendent or Mayor and Council.

1.2 Minimum Maintenance Standards, Ontario Regulation 239/02 - this regulation went into affect on November 1st, 2002. Basically these minimum maintenance standards were developed to reduce liabilities to Municipalities and to ensure residents of Ontario receive a minimum level of maintenance on municipal roadways.

Municipal services that are the same as the minimum maintenance standards or achieve a service level even sooner than what is prescribed by the minimum maintenance standards can be used as a defence by the municipality in the 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 15th to April 15th.

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.

2.4 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.

2.5 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.

2.7 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

3.1 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

All snow will be removed from these lots within seven days of a snowfall or series of snowfalls resulting in a total accumulation of 100mm of snow. Plowing and removal of snow will not be coincidental.

4.05 Businesses, Churches and Halls

The Operations and Facilities Division will, at the discretion of the Transportation Superintendent, remove snow from the boulevards fronting businesses, churches and halls located away from the downtown snow removal area.

All Businesses zoned commercial will receive this service. All Churches and Halls will receive this service.

4.06 Fire Hydrants

The Operations and Facilities Division will keep all hydrants free of snow banks

and easily visible and accessible, as soon as possible after snow plowing is completed and manpower is available after above snow removal is complete.

All hydrants outside the Downtown snow removal area have had hydrant markers installed to increase visibility for snow removal purposes and for the Fire Department to locate the hydrants.

4.07 Intersections

The Operations and Facilities Division will remove snow banks at all intersections to improve the sight lines for all motorists.

Removal will be at the discretion of the Manager of Operations and Facilities or Transportation Superintendent and all snow will be removed for a distance of 15m from the intersecting face of curb.

4.08 Lane Entrances

As necessitated by conditions, all snow piles at lane entrances/exits will be removed to improve the sight lines for all motorists.

Piles of snow will be removed at the discretion of the Manager of Operations and Facilities or Transportation Superintendent.

4.9 Priority Routes

Multi-lane priority routes will have all traffic lanes restored as soon as possible following completion of plowing.

Snow removal to the gutter line and on boulevards will be carried out, at the discretion of the Manager of Operations and Facilities or Transportation Superintendent, when traffic lanes cannot be maintained and snow storage on the road allowance is not available.

4.10 Residential Streets

Snow removal on residential streets will take place only in extreme conditions and at the discretion of the Manager of Operations and Facilities or Transportation Superintendent.

Snow removal will be carried out when two (2) traffic lanes cannot be maintained and snow storage on the road allowance is not available.

4.11 Snow Dumps

The Operations and Facilities Division has established and will maintain three (3) snow dumps. The primary snow dump is located west of McIrvine Road north of Eighth Street. The secondary snow dumps are located at:

- a) the north side of the 600 block of Sixth Street West
- b) the south side of Seventh Street in the Industrial area.

SECTION 5.00 - SANDING / SALTING

5.01 General

Sanding/salting when required should normally follow after plowing operations. As a general rule, if the pavement is dry and the snow is not packing or sticking - do not sand.

Salt applied to snow forms a brine mixture. This reduces the possibility of the snow sticking to or packing on the pavement. It also prevents ice build-up and allows the plow to remove the snow easier. Salt, assisted by sun, traffic and warmer daytime temperatures, is also used as a melting agent to eliminate icy conditions. As the temperature gets lower, the effectiveness of the salt decreases until it becomes ineffective. Normally, salt should not be applied when the temperature is below - 12 C. However, in the presence of sun and heavy traffic volume, which creates a higher road surface temperature salt can be effective down to a temperature of - 18C.

The Operations and Facilities Division uses a salt/sand mixture of 20% salt and all references to salting/sanding operations refer to this particular mixture of sweetened sand.

5.02 Roads

The minimum maintenance standard for treating icy roadway is:

- a) To deploy resources to treat an icy roadway as soon as practical after becoming aware that the roadway is icy; and
- b) To treat the icy roadway within the time set out for that class of highway, after becoming aware that the roadway is icy.

Class 3 roads must be treated within eight (8) hours.

Class 4 roads must be treated within twelve (12) hours.

Class 5 roads must be treated within sixteen (16) hours.

Class 6 roads will be treated as soon as practical during regular hours of work.

In the initial stages of a storm, sand/salt mixtures will be used to maintain road surfaces until snow accumulation warrants the use of snow plowing equipment. Continuous sanding/salting generally shall be carried out only during freezing rain or general icy conditions caused by failure of other treatments. A supply of straight salt will be kept on hand for extreme icy conditions.

5:03 Lanes

The Operations and Facilities Division will not sand/salt any lanes. Under extreme icy conditions the department will sand/salt lane approaches in the Downtown area only.

5.04 Sidewalks

Sidewalks in the Downtown area will be sanded as required at the discretion of the Manager of Operations and Facilities or Transportation Superintendent. No pure salt will be used on the sidewalks.

5.05 Parking Lots

The Operations and Facilities Division will sand/salt parking lots under extreme icy conditions at the discretion of the Manager of Operations and Facilities or Transportation Superintendent.

SECTION 6.00 - ADVERTISING

6.01 General

The Operations Division will have the following advertisement published in the local paper early in the winter season. (The last two Wednesdays in October).

SNOW AND ICE CONTROL QUALITY STANDARDS FOR THE FORT FRANCES OPERATIONS AND FACILITIES DIVISION

Roadway Clearing:

The maximum allowable snow accumulation for commencing snow clearing operations on priority one roads (Highways, Fire Route, Ambulance/Hospital Route, Schools, Rainycrest, Emergency Evacuation Route, and Truck Route) is eight (8) cm. All priority one roads will be brought up to satisfactory standards before work will begin on residential streets. Priority one roads will have a target completion of 12 hours for Class 3 roads and 16 hours for Class 4 roads, after eight (8) cm of snowfall.

Sidewalk and Lane Clearing:

Normal sidewalk and lane clearing operations begin at the end of each snowfall or series of snowfalls resulting in a total accumulation of eight (8) cm. This operation is usually delayed to allow road clearing to be well underway to prevent blocking of sidewalk and lane entrances.

Snow Removal:

Snow removal is done as required. In some cases it is casted (blown) onto abutting town property if there is sufficient unencumbered land to accommodate the windrow. If not is loaded and trucked to the snow dump. All snow in the downtown snow removal area is trucked.

Traction Improvement:

Priority one roads will receive priority treatment. The level of service on all roads will generally be such that vehicular traffic has sufficient traction to operate. Particular attention will be paid to intersections and inclines. Sand is applied to sidewalks in the downtown area as required.

Parking Regulations:

Parking regulations will be strictly enforced at all times. In the event of snow removal operations temporary A No Parking signs will be posted and all street parking will be prohibited in the affected areas.

For more information about Winter Operations call Milt Strachan, Transportation Superintendent at: 807-274-9893

SECTION 7.00 - APPENDICES

- Appendix A - Snow Plowing Priorities Plan
- Appendix B - East Snow Plowing Areas
- Appendix C - West Snow Plowing Areas
- Appendix D - Downtown Snow Removal Area
- Appendix E - Loader (Unit #318) Snow Plowing Priority List
- Appendix F - Loader (Unit #317) Snow Plowing Priority List
- Appendix G - Champion Grader (Unit #207) Snow Plowing Priority List
- Appendix H - Champion Grader (Unit #205) Snow Plowing Priority List
- Appendix I - Plow Truck (Unit #115) Snow Plowing Priority List
- Appendix J - Sidewalk Plow (Unit #305) Snow Plowing Priority List
- Appendix K - Maintenance Crew Sidewalk Snow Clearing & Deicing Priority List

Appendix E

LOADER (UNIT #318) SNOW PLOWING PRIORITY LIST

ROADS-CUL-DE-SACS/DEAD ENDS

Alternate between the east 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

EAST END:

1. McKenzie Avenue at C.N.R.
2. Victoria Avenue at C.N.R.
3. Armit Avenue at C.N.R.
4. Crowe Avenue at C.N.R.
5. Russell Bay
6. Baeker Bay
7. Frenette Avenue (North of Kaitlyn Drive)
8. Erin Crescent
9. Patcin Avenue (North of Kaitlyn Drive)
10. Strachan Place
11. Woodward Street (Lane off Bayview Avenue)
12. Church Street (East of Butler Avenue)
13. Nelson Street (East of Butler Avenue)

WEST END:

1. Fourth Street (West of Wright Avenue)
2. Holmes Avenue (North of Third Street West)
3. Keating Avenue (North of third Street West)

4. Flinders Avenue (South of First Street West)
5. Webster Avenue (South of Highway)
6. Riverview Drive (East of Elm Avenue)
7. Riverview Drive (West of Keating Avenue)
8. Thompson Street (West of Keating Avenue)
9. McIrvine Road (South of River Road)
10. Old Shambles Road
11. Kerr Place
12. Kirsti Place
13. Armstrong Place
14. Lyndy Place North

LANES:

Start plowing lanes in priority area #2 West from the Downtown #1 priority area outward. When area #2 West is complete go to area #3 West and then to area #4 West. When the West is complete go to area #2 North and plow lanes east of Portage Avenue and then plow the lane on the 200 Block between Fifth Street West and Elizabeth Street.

Appendix F

LOADER (UNIT #317) SNOW PLOWING PRIORITY LIST

DOWNTOWN - PARKING LOTS AND LANES

1. Municipal Lot on 400 Block of Portage Avenue
2. Municipal Lot on 300 Block of Veteran Avenue
3. Municipal Lot on 100 Block of Scott Street
4. Municipal Parking Lot on 300 Block of Nelson Street behind St. Mary's Church
5. Civic Centre Parking Lots behind OPP Garage and Fire Department
(Transportation Superintendent will call both OPP Detachment and Fire Department to make arrangements to have vehicles moved. A time will be arranged for plowing and vehicles must be removed from parking lots before plowing takes place.)
6. Plow all lanes on 100 Block, 200 Block and 300 Block of Scott Street
7. Plow remaining lanes in the Downtown #1 priority area

When the Downtown Area is completed continue plowing lanes in priority #2 East from the Downtown #1 Area outwards.

When priority area #2 East is completed continue plowing lanes in priority area #3 East until completed.

Appendix G

JOHN DEERE GRADER (UNIT #207) SNOW PLOWING PRIORITY LIST

1. Leave the Shop and go east on Fifth Street to Portage Avenue, turn right and plow south to Scott Street. Turn right and plow all of Scott Street from Portage to Central Avenue, then Central Avenue from Scott Street to Third Street West.
2. Plow the north side of Third Street West and King's Highway from Central Avenue to Oakwood Road and then the south side back to Central Avenue.
3. Plow Highway 602 out to Oakwood Road and then back to King's Highway.
4. Plow the Downtown area until completed.
5. When the Downtown priority #1 area is complete 207 will start plowing area #2 West from the Downtown area outwards then go to area #3 West and then area #4 West.
6. When all the roads in the west have been completed 207 will go to area #3 East and plow until Town is completed.

Appendix H

CHAMPION GRADER (UNIT #205) SNOW PLOWING PRIORITY LIST

1. Leave the Shop and go east on Fifth Street to Portage Avenue turn right and go south to Scott Street. Turn left on Scott Street and plow to Butler Avenue. Plow Butler Avenue past the entrances to the Ambulance Building so that they have plowed access to Scott Street and then continue plowing eastward on Scott Street to Colonization Road East.
2. Plow Colonization Road East to Overpass and continue on Mill Road (Highway) to the east town limits and back to Scott Street.
3. Plow all of Second Street from Colonization Road East to Central Avenue.
4. Grader #205 will then go to the Downtown area until it is completed.
5. When the Downtown priority #1 area is completed 205 will then plow Frenette Avenue from Scott Street to Fifth Street, Fifth Street from Frenette Avenue to Williams Avenue and Williams Avenue from Fifth Street to Second Street for access to the Arena and Schools in the east end of Town.
6. Grader #205 will then plow priority area #2 from the Downtown priority #1 area outwards, then go to area #3 east until the Town is completed.

Appendix I

PLOW TRUCK (UNIT #115) SNOW PLOWING PRIORITY LIST

1. Leave the Shop and go west to the start of the four laner's on King's Highway at Pit Road #1. 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 to Colonization Road East and continue plowing the centre of Colonization Road East to the Overpass.
2. Plow the centre of Second Street from Colonization Road East to Central Avenue.
3. Plow all of Front Street from Victoria Avenue to the corner of Colonization Road East and Scott Street.
4. The plow truck would then begin at the south side of the Underpass and plow the North end priority route.
5. When North priority route is complete plow area #2 North until complete.
6. Plow area #3 North until complete.

Appendix J

SIDEWALK PLOW (UNIT #305) SNOW PLOWING PRIORITY LIST

1. Leave Shop and go east on Fifth Street. Plow sidewalk on Fifth Street to Portage then through the Underpass on the west side of Portage Avenue up to Second Street East and then plow the east side of Portage Avenue from Third Street East to the Civic Centre, then plow the north side of Church to Victoria Avenue and the west side of Victoria Avenue back to Scott Street.
2. Plow the north side of Scott Street from Victoria Avenue to Colonization Road East. Then do north side of Second Street from Colonization Road East to Crowe Avenue and plow the east side of Crowe Avenue from Second Street to Fifth Street and then the west side of Crowe Avenue from Fifth Street to Fourth Street, then go to Armit Avenue and plow the east side from Fourth Street to Second Street. Return to Crowe Avenue and plow the north side of Second Street from Crowe Avenue to Central Avenue.
3. Plow south side of Highway 602 from Biddeson Avenue to Keating Avenue.
4. Plow the Downtown Priority #1 area.
5. Plow area #2 East, #2 West, #3 West, #3 East and #2 North in that order.
6. There is no standard for sidewalks in the Minimum Maintenance Standards and therefore plowing of sidewalks on weekends will not normally occur. The exception to this will be when plowing of sidewalks has fallen behind due to equipment repairs or in the case of a large

accumulation of snow 15 cm (6 inches) or greater.

Appendix K

MAINTENANCE CREW SIDEWALK SNOW CLEARING & DEICING PRIORITY LIST

1. The first area of response in the morning after snow accumulation will be to remove snow from sidewalks at the Civic Centre and then the walkway between the parking lots behind the Fire Hall and OPP Garage. Sidewalks will be cleared to all exits behind the OPP building and a one (1) metre path will be cleared behind the OPP Garage doors to prevent ice build-up. Salt or Ice Melt will be applied to these sidewalks as required.
2. The west sidewalk at the Underpass on Portage Avenue will be plowed with the walk behind snowblower.
3. The Downtown corners will have any windrows left from plowing and snow removed. Salted Sand or Ice Melt will be applied to these corners as required.
4. The Museum sidewalk will have snow removed and Ice Melt will be applied as required, by Parks crew.

5. Ice build up will be removed from the Underpass and Overpass when required. Salted Sand or Ice Melt will be applied to these areas when required.