



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

**(Winter Season 2019-2020)**

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# A. Purpose

This winter operations plan sets out a policy and procedural framework for ensuring that the Town of Blind River continuously improves on the safe and sustainable delivery of winter maintenance services and the effective and efficient use of road salt in their winter maintenance operations. This plan supersedes all previous plans for the Town of Blind River.

The plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

This Winter Operations Plan for the Town of Blind River was endorsed by Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

# 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 person who is on duty at the time directing the snow/ice removal operations of the Corporation of the Town of Blind River. These individuals include: Director of Public Works, Deputy Public Works Director, Public Works Managers, and/or any other individual who may be assigned the responsibility of Foreman.

**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 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 traveling public. As an integral part of this effort the Town of Blind River will strive to optimize the use of all winter maintenance materials as they pursue the goal of a safe and sustainable transportation system.

The Town of Blind River public works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular and 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.

## **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 state 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 (2016 Consensus): 2284
- Total Area: 520700001.0 Square metres
- Street Address:
  - 11 Hudson Street
  - Town Hall
  - Blind River, Ontario P0R 1B0
  - Canada
- Telephone: 705-356-2251
- Website: [www.blindriver.ca](http://www.blindriver.ca)
- Director of Public Services: Mark Bender, 705-227-1209,
- 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
- De-icing
- Sidewalk plowing and de-icing
- Drift-control

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

<b>Road Category</b>	<b>Surface and Area Type</b>	<b>Individual Length (Lane kilometres)</b>	<b>Total Length (Lane kilometres)</b>
Class 1	Paved and Urban	3.84	3.84
Class 6	Paved and Urban	1.23	9.54
	Surface Treated and Rural	5.14	
	Unpaved and Rural	3.17	
Class 5	Paved and Rural	1.39	49.42
	Paved and Urban	14.06	
	Surface Treated and Rural	18.7	
	Surface Treated and Urban	5.84	
	Unpaved and Rural	9.14	
	Unpaved and Urban	0.29	
Class 4	Paved and Rural	2.43	33.87
	Paved and Urban	12.73	
	Surface Treated and Rural	18.71	

Total 96.67 Lane Kilometres

## 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

#### **Policy No 4.4**

Policy Title: **Snow Plowing Plan**

#### **PURPOSE**

**Road Crews**

- During regular working hours, the Foreman and Public Works Employee's will monitor the conditions of the towns roads for possible action or applications needed to insure safe vehicular and pedestrian travel.
- After the regular work day is over, it is up to the Town Foreman or on-call employee to monitor the road conditions of the Town's roads for safe vehicular travel.
- During off hours, the start of the program is triggered by the Foreman or on-call employee, accessing that the road conditions are getting bad and anti-skid material is needed.
- It is now the responsibility of the Foreman or on-call employee to dispatch the necessary manpower and/or equipment to respond to the situation.

### **Plowing and Salting Procedures**

During a winter storm there are a number of elements that must be taken into consideration before a reasonable and responsible course of action can be determined.

#### **Forecast**

The forecast is one element that must be watched carefully.

Long term storms require long term action, and it is important to be aware of the forecast at all times so that manning and materials can be planned accordingly.

Avoid over reacting during a short term storm.

#### **Depth of Snowfall**

The course of action is determined by what time it is and the amount and duration of snowfall.

Dry type snow or heavy wet snow can also affect what action is needed. Snow plow/sanding operations normally start on weekdays at 4am to 5pm. If the depth has exceeded more than 2 to 2.5cm, then plowing operations should begin. Anything less sanding operations may come in to effect. This will depend on snow type. Sanding is placed by using the spinner, sanding pattern should be 1.2 to 2m in width. On weekends plowing operations start depending on amounts and/or what was received over night. Sundays higher amounts are allowed before operations begin, but safe travel must be maintained at all times.

#### **Salting Operations**

Application depends on weather and temperature. Salting is normally not effective when conditions are under -12 degrees.

Salting is only applied to Causley Street and the connecting link, 24/7. This is done when the centre line becomes covered. Depending on the amount of snow and/or if slushing occurs, plowing operations may be required. If below -12 degrees, than a mixed load should be used to improve traction. Sating and sanding speeds are not to exceed 35km/hr. Salt is dropped on centre line and the white lines, the spinner is not used.

### **Plowing Routes**

Each route has a piece of equipment assigned to it, this allows for a quick response to all areas of the town.

### **Plowing after 5pm**

If the plowing is required after 5pm, the main routes can be opened and the rest can be completed the following day.

### **Snow Removal Operations**

Snow will be removed by way of loader and dump trucks, with some assistance from the grader. This happens when banks are too high to climb over or unsafe. Removal will begin at 4am on busy streets (Main, Murray, Lawton and in front of schools) and regular time on slower streets.

### **Snow Bank Removal**

At the Foreman's discretion, Main Street has its snow removed:

1. 4am start when banks are high.

Woodward Ave to Lawton Ave  
Murray St. to Scott Ave  
All of Lawton Ave

2. Hanes Ave and Lakeside Ave to Centre St.
3. Michigan Ave.
4. Woodward from Huron St to Dawsy St.

### **Depending on weather: Melting, Visibility, Narrow Streets, etc**

1. Hawkings St
2. Chiblow St
3. Huron St
4. Hudson St
5. Indiana Ave
6. Colonization Rd
7. Centre St
8. Riverside Dr

9. ETC

**Approval Date:** December 16, 2013 **Approved by:** Council

TABLE  
SNOW ACCUMULATION

<b>Class of Highway</b>	<b>Depth</b>	<b>Time</b>
1	2 cm	4 hours
6	10 cm	28 hours
5	10 cm	24 hours
4	8 cm	16 hours
3	8 cm	12 hours
2	5 cm	6 hours

TABLE  
ICE FORMATION PREVENTION AND ICY ROADWAYS

<b>Class of Highway</b>	<b>Time</b>
1	3 hours
6	20 hours
5	16 hours
4	12 hours
3	8 hours
2	4 hours

#### **4.2.2. Private Sidewalk Responsibility**

Sidewalk clearing is our organization's responsibility.

#### **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 2019-Oct-31 and is completed by 2020-May-18 , 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 100 % 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:

- Implement the winter shift schedule.
- 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**

The Corporation of the Town of Blind River performs carries out winter patrols. Appendix 1 shows the route of representative roads to be patrolled in winter.

## **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).

<b>Staffing for Winter Maintenance</b>				
<b>Employee</b>	<b>Job Title</b>	<b>Reports to Facility</b>	<b>Assigned Route(s)</b>	<b>Assigned Equipment</b>
Allan Dunbar	Equipment Operator Level 2	Public Works		Backhoe #24
Allan May	Public Works Foreman	Public Works		
Bernie Leblanc	Mechanic/Equipment Operator	Public Works		Grader #6
Billy Rogers	Sub-Foreperson	Public Works	Algoma Avenue	Loader #19
Chad Schellekens	Equipment Operator Level 2	Public Works	Huron Avenue	1 Ton #16, Grader #6
Ian Ferguson	Equipment Operator Level 2	Public Works	Causley Street (Hwy 17)	MT6, Truck #26
Jeremy Rice	Equipment Operator level 3	Public Works	Huron Avenue	MT5
Sean Caron	Equipment Operator Level 3	Public Works		Truck #17
vacant	Equipment Operator Level ?	Public Works	Queen Avenue	

Some of the key responsibilities associated with the management and overseeing of winter operations for this winter season are as below:

- Director of Public Services will receive issues and concerns of the citizens regarding snow and ice control efforts.
- Director of Public Services will be responsible for making operational decisions.
- Allan May will be authority to which the field staff will communicate the field conditions to.
- Director of Public Services will be responsible for shift scheduling.
- Allan May will (when physically possible) be responsible for providing appropriate signage and or barricade 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.
- Allan May 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	481.72 Tonnes(Can) vs. 480.0 Tonnes(Can)		Sand 97.7%
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 -5.0 CELSIUS	0.0 to -10.0 CELSIUS	0.0 to -18.0 CELSIUS
Frost	0.0 - 3.0	0.0 - 3.0	0.0 - 3.0
Light Snow	0.0 - 3.0	0.0 - 3.0	0.0 - 3.0
Heavy Snow	0.0 - 3.0	0.0 - 3.0	0.0 - 3.0
Freezing Rain	0.0 - 3.0	0.0 - 3.0	0.0 - 3.0

#### 4.6.4. Equipment - Winter Maintenance Fleet

The Corporation of the Town of Blind River provides winter maintenance services on 173 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	Rocky Road	Chad Schellekens	Public Works
Backhoe #24	Other	Arena Access	Allan Dunbar	Public Works
Grader #6	Grader	Indiana Avenue, Hanes Avenue, Woodward Avenue, Wishart Street, West Street, Venturi Street, Togo Street, St.Andrews Street, Shirvon Drive, Schurm Avenue, Provencher Lane, Pigeon Road, Percell Street, Pearson Avenue, Patton Street, Patricia Street, North Street, Nadon Street, Murray Street, Michigan Avenue, McFadden Avenue, McArthur Avenue, Menard Street, Longview Avenue, Lawton Avenue, Lachore Street, Jetty Street, Jacques Street, Illinois Avenue, Hudson Street, Hawkins Street, Hagger Road, Fullerton Street, Fremont Street, Francis Street, Forest Avenue, Eddy Street, Craig Street, Colonization Road, Chiblow Street, Centre Street, Canada Avenue, Buchan Avenue, Boom Camp Road, Birch Street, Ash Street, Arena Access, Archambault Street, Alma Street	Bernie Leblanc, Chad Schellekens	Public Works
Loader	Other	Algoma Avenue, Queen Avenue, Murray Street, Sunset Point Road, Solomon Street, Scott Avenue, Park Street, Lakeside Avneue, Dawsey Street, Confederation Street, Cobden Avenue , Berthelot Street, White Road, Wellington Avenue, Victoria Avenue, Trunk Road, Rousseau	Billy Rogers	Public

#19	Other	Crescent, Mountain Glen Road, Mary Place, Martin Street, Leacock Street West , Laborne Avenue, Labbe Avenue, King Edward Street, Industrial Park Road, Huron Street, Hiawatha Street, Hamilton Avenue, Glen Avenue, Doyle Street, Dyke Street, Division Street, Couture Street, Bayridge Avenue	Dilly Rogers	Works
MT5	Other	Causley Street (Hwy 17), Scott Avenue, McArthur Avenue, Leacock Street, Hanes Avenue, Colonization Street, Centre Street, Berthelot Street, Togo Street, Pearson Avenue, Indiana Avenue, Nadon Street, Michigan Avenue, Huron Street, Francis Street, Eddy Street	Jeremy Rice	Public Works
MT6	Other	Queen Avenue, Murray Street, Woodward Avenue, Sunset Point Road, Solomon Street, Park Street, Leacock Street, Lawton Avenue, Lakeside Avenue, Lachore Street, Hudson Street, Hawkins Street, Dawsey Street, Confederation Street, Cobden Avenue , Chiblow Street	Ian Ferguson	Public Works
Truck #17	Tandem Axle	Old Steel Road, Rocky Road, Bass Lake Road, Trahan Road, Robb Road, Magog Lake Road, Leisure Bay Road, Lake Hope Road, High Road, Granary Lake Road, Duborne Drive, Carla's Lane, Bearhead Lake Road	Sean Caron	Public Works
Truck #26	Tandem Axle	Causley Street (Hwy 17), Astles Road, River Drive, Royer Road, Eastman Drive, MacIver Drive, Old Trunk Road, Oak Road, Birchwood Circle , Woodlawn Drive, Shigwauk Street, Pine Drive, Marine Drive, Maple Court, Landfill Road, Lake Drive, Kennedy	Ian Ferguson	Public Works

	Road, Juniper Court, Hemlock Drive, Frammpet Drive, Cedar Lane, Boom Camp Road, Beech Drive	
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#### **4.6.4.1. Mechanics**

The Corporation of the Town of Blind River has:

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

#### **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:  
Patrol Yard

Facility Address:  
Public Works Garage, 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)

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 – 70.0 Tonnes(Can)
  - Sand – 3000.0 Tonnes(Can)
- There is no storage space available outside of this facility.

#### Equipment Storage Details:

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 isn't any drainage and collection system 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 Streey, 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:

**Policy 4.4 Snow Plowing Plan**

**4.6.6.2. Information Centre /Timber Village Museum**

Facility Address: Information Centre /Timber Village Museum , 243B 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 Lounge**

Facility Address: Marina Lounge, 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 not controlled.

Service Policy:

#### **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:

**Snow Plowing Plan Policy No. 4.4**

**4.6.6.8. Court House**

Facility Address: Court House, 15 Hudson Street, Blind River, Ontario P0R1B0, 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:

**Snow Plowing Plan Policy No. 4.4**

**4.6.6.9. Senior Centre**

Facility Address: Senior Centre, 17 Michigan Avenue , Blind River, Ontario P0R1B0, Canada

Number of Parking Spots: 4

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**

**4.6.6.10. Non Profit Housing**

Facility Address: Non Profit Housing , 12 Hudson 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 not controlled.

Service Policy:

**Snow Plowing Plan Policy No. 4.4**

**4.6.6.11. 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**

**4.6.6.12. Old Mill**

Facility Address: Old Mill, Venturi Street, Blind River, Ontario P0R1B0, 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:

#### **Snow Plowing Plan Policy No. 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: Yes

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: 100 %
- 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. Town Lot**

Site Address: Vacant Lot, Dawsy 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: Yes

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: 100 %
- 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. Town Lot**

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 Metres

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;
- 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 ([blindriver.ca](http://blindriver.ca))
- The Weather Network

#### **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 Senior Foreperson 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 Senior Foreperson to respond to a winter event is warranted.

It is vital therefore that the Foreperson records the prevalent conditions and relevant information when he/she makes a decision.

The patrol person shall inform the Foreperson of changing of road and weather conditions observed in the field. When a winter event response is required the Foreman will contact staff as per the shift schedule and the direction given by the

Foreperson. In the absence of the Foreperson 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 barricade 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. Towing Illegally Parked Vehicles – Declaration 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:
  - Manager(s)
  - Supervisor(s)
  - Operator(s)
  - Mechanic(s)
  - Patroller(s)

It is compulsory for the organization's in-house staff to be trained for winter services. Staff, including contractors' employees, 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.

The in-house staff is trained:

- By the local organization itself
- Through third-party training services, including:
  - Training Services (A Division of John A. Ford & Associates Inc.) - [www.johnafordassoc.com](http://www.johnafordassoc.com) – Trains 30.0 % of the staff

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

## 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

In order to help improve decision-making for maintenance strategy, The Corporation of the Town of Blind River:

The date will be recorded as YYYY-MMM-DD. It will be written in a numerical format ( 2020-Jan-08 ). 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
  - 2019 / 2020 Season: New Trackless - Sidewalk Machine
  - 2020-2021 Season: New 1 Ton - Combination Plow/Sander
  - 2021-2022 Season: New Tandem - Combination Plow/Sander
- Facilities
  - 2019-2020 Season: Increased clearing of Main Street
- Safe and Sustainable Salt Management
  - 2019-2020 Season: Use less salt, protect the environment and save on money.
- RWIS
  - 2020-2021 Season: 2 - Live Cameras (view highway)

## 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 (2018/19) 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: 30.0
  - **% Change: +0.00**
- % change (+/-) in the total number of days with measurable snowfall from the benchmark year
  - Last Season: 17
  - This Season: 17
  - **% Change: +0.00**
- % change (+/-) in the total number of days with freezing rain from the benchmark year
  - Last Season: 3
  - This Season: 3
  - **% Change: +0.00**
- % change (+/-) in the total number of continuous winter event responses from the benchmark year
  - Last Season: 50
  - This Season: 50
  - **% Change: +0.00**
- % change (+/-) in the total number of spot winter event response from the benchmark year
  - Last Season: 22
  - This Season: 22
  - **% Change: +0.00**
- % change (+/-) in the total number of winter event hours from the benchmark year
  - Last Season: 3450.0
  - This Season: 3450.0
  - **% Change: +0.00**
- % change (+/-) in the total number of days that required salt operation from the benchmark year
  - Last Season: 56
  - This Season: 56
  - **% Change: +0.00**

Monitoring the Salt Used:

- % change (+/-) in the total tons of salt purchased annually from the benchmark year
  - Last Season: 481.0
  - This Season: 481.72
  - **% Change: +0.15**
- % 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: 450.0
  - **% Change: +0.00**

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: 0
  - **% Change: -100.00**
- % change (+/-) in the total number of complaints received regarding winter operations from the benchmark year
  - Last Season: 30
  - This Season: 5
  - **% Change: -83.33**

## 7. ADDITIONAL DETAILS

## 8. DISTRIBUTION OF THIS PLAN

This Plan shall be distributed to the following:

- Mayor and City Council
- Public Works Director
- Public Works Supervisors
- City Clerk's Office

## 9. 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:

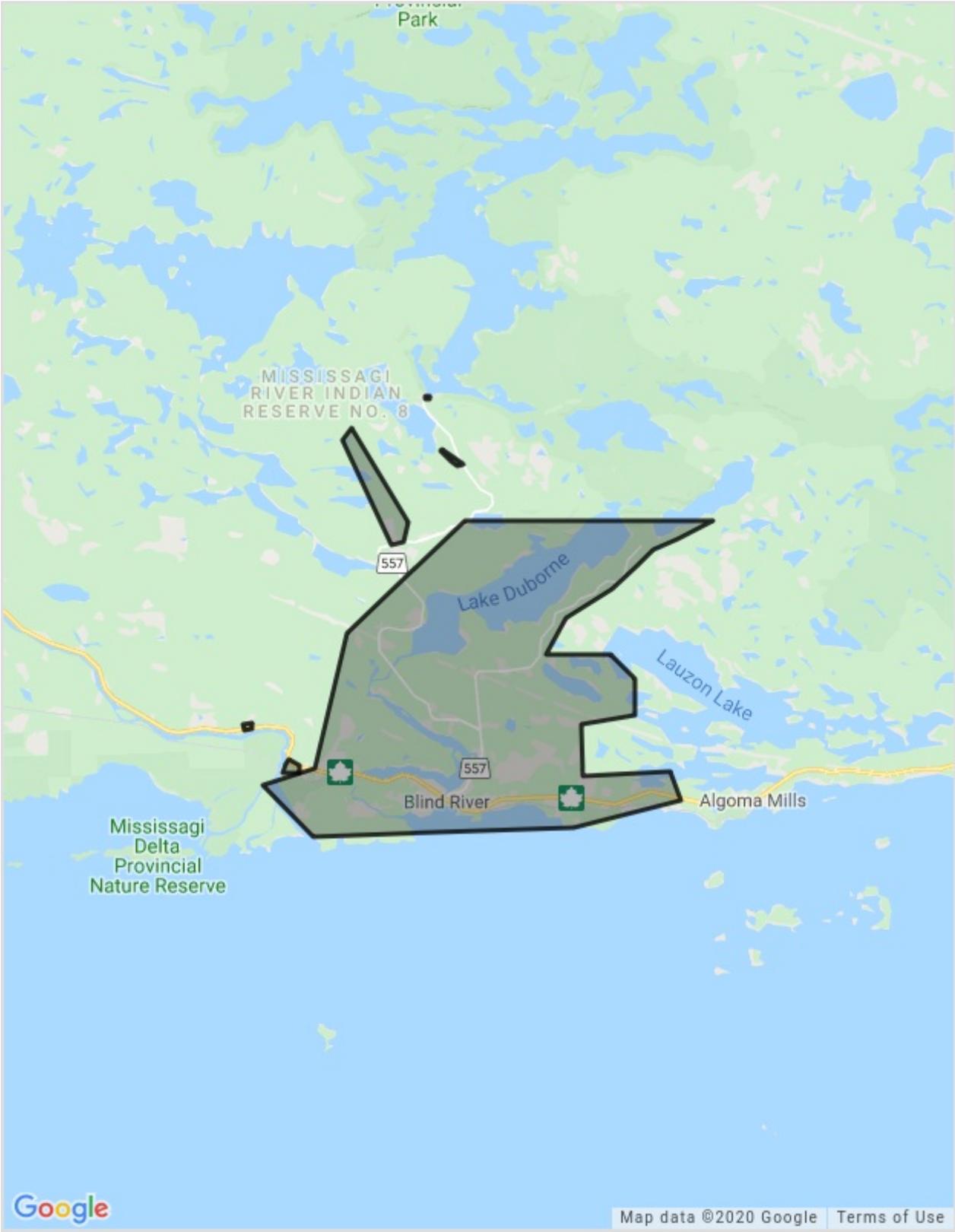
1. Equipment breakdown
2. Vehicles disabled in deep snow.
3. Weather so severe as to cause work to be stopped for the safety of all personnel.
4. Unforeseen conditions and emergencies.
5. Significant medical related emergencies.

# **Appendix 1**

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

# **Appendix 2**

Road and Sidewalk  
Routes



Boom Camp Road  
Roadway Route

Total Length: 1.17 Lane Kilometres



# **Appendix 3**

Equipment List

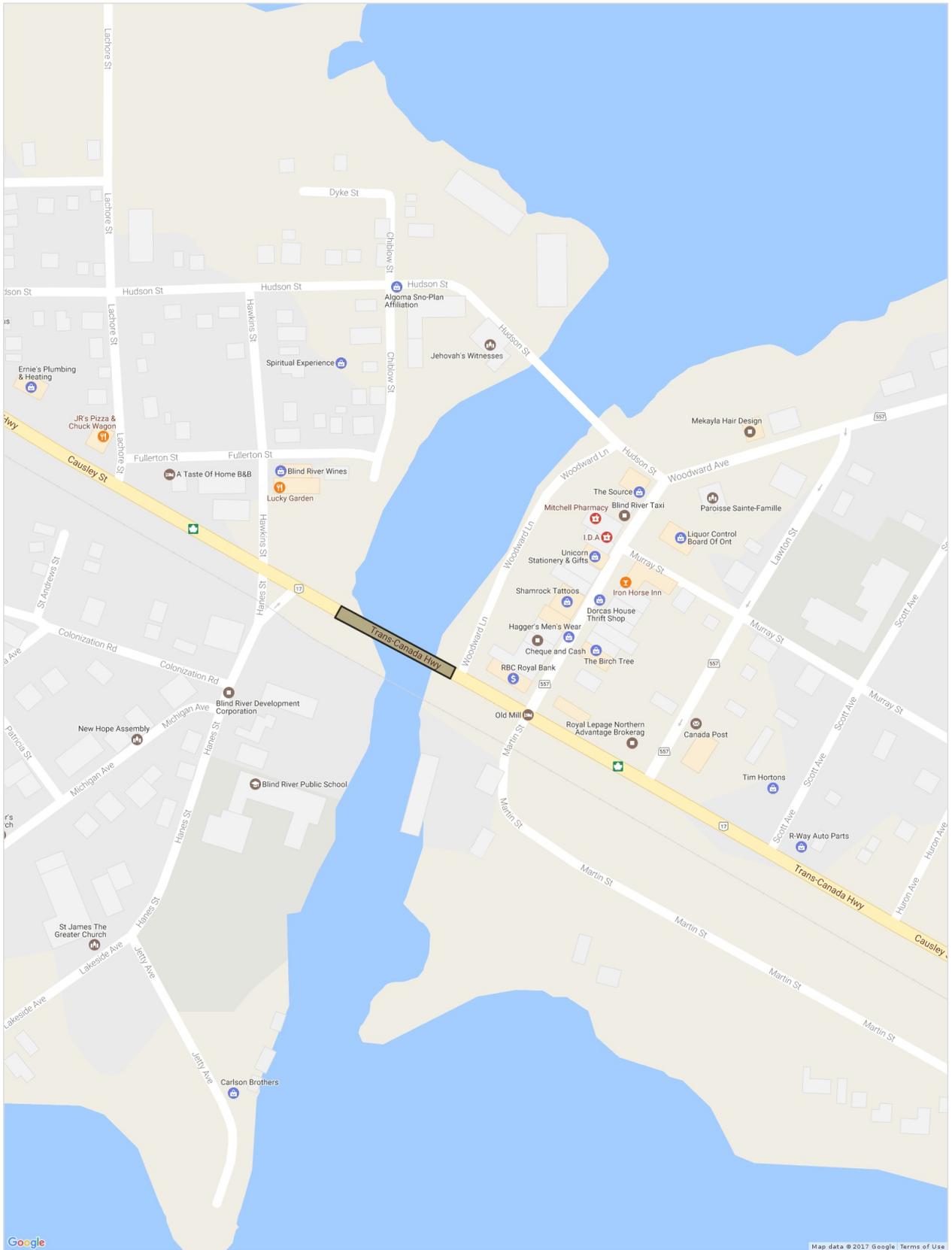
Equipment	Type	Owned By	Electronic Controller Installed	Calibration Date	Pre-Wet Capability	Anti-Icing Capacity	Infrared Thermometer installed
1 Ton #16	Single Axle	Corporation of the Town of Blind River	N	N/A	N	N	N
Backhoe # 24	Other	Corporation of the Town of Blind River	N	N/A	N	N	N
Grader #6	Grader	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	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 #17	Tandem Axle	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

Equipment	Pre-Wet Capability	Anti-Icing Capacity	Other Features	Comments
1 Ton #16	N	N	- Has a spreader	
Backhoe # 24	N	N		
Grader #6	N	N		
Loader #19	N	N		
MT5	N	N	- Has a spreader	
MT6	N	N	- Has a spreader	
Truck #17	N	N	- Has a spreader	
Truck #26	N	N	- solid salt application ready,- Has a spreader	

Legend Y = Yes N = No

# **Appendix 4-1**

Vulnerable Area  
(Causley Street Bridge )



â€¦,â€¦,â€¦,

# **Appendix 5-1**

Media Release  
Road Closed



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.

# **Appendix 5-2**

Media Release Severe Weather



**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)*

# **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, two 12 hour shifts will be established at the discretion of the  
(Director of Public Works and/or Deputy Director of Public Works)

2. SAFETY PROCEDURES

Safety is paramount during any snow storm. 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 a Supervisor immediately.

C. Use reasonable caution in 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 Dispatch or Supervisor.

L. Utilize caution when operating deicing equipment. Watch for overhead obstructions.

Lower box when necessary.

### 3. ACCIDENTS

Report all moving vehicle accidents immediately to your 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. Prior to leaving duty on the shift, a Motor Vehicle Accident Report & Review form and the internal Vehicle Damage Claim 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 forms should be available from the on-duty Supervisor or dispatcher.

### 4. CARE AND USE OF EQUIPMENT

The snow plow operator is responsible for routine maintenance of the vehicle. Report any maintenance needed to the Supervisor or mechanic on duty. Check vehicle before and after use for any maintenance needed or damage to equipment. Fill out Operations 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 Dispatcher or Supervisor on duty. The Police may report road conditions or other issues to the Public Work's Dispatcher or 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 location, date, mileage, and material usage.

# **Appendix 7-1**

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 \_\_\_\_\_

# **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 \_\_\_\_\_

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