

THE CORPORATION OF THE  
MUNICIPALITY OF GREENSTONE

**POLICY MANUAL**

---

**SECTION: PUBLIC SERVICES**

**SUBJECT: Winter Maintenance of  
Municipal Roads and  
Travel Ways**

**DATE: March 13, 2017**

**AUTHORIZATION: 17-43**

---

**Purpose**

To outline acceptable service standards for winter maintenance, snow removal and ice control for municipal roadways, boulevards, sidewalks, and parking lots.

**Policy Statement**

The Municipality of Greenstone will coordinate winter road maintenance activity to comply with the Provincial Minimum Maintenance Standard O. Reg. 239/02.

It is the intention of the Municipality to provide practical, safe access to connecting highways, residences, businesses and municipal facilities. Measures of salting, sanding, and/or snow removal will be determined, based on the type and severity of weather event. Operations may deviate from policy standards at the discretion of the Municipality, to address circumstances such as significant weather events.

It is the Municipality's policy to commence snow removal operations on Michael Power Boulevard / Main Street / and the former section of Highway 584 north of Geraldton, classified as a CLASS 4 road, upon notification of the expectation of the accumulation of snow equal to or greater than 2 cm (approximately 1 inch), and to apply salt and/or sand on slippery road surfaces when required. Notification is based upon weather report information and road patrols conducted by municipal staff.

---

It is the Municipality's policy to commence snow removal operations on CLASS 5 roads, upon notification of the expectation of accumulations of 8 to 10 cm (3 to 4 inches) of snowfall. Notification is based upon weather report information and road patrols conducted by municipal staff. The policy outlined above is intended to serve as the normal operating procedures for winter maintenance, snow removal and/or ice control for the Municipality of Greenstone. Circumstances which may interfere with the implementation of this policy are as follows:

- Emergencies and safety hazards
- Equipment breakdown (eg. mechanical failure, accidents)
- Snow accumulation in excess of 2.5 cm (1 inch) per hour
- Freezing rain or other ice conditions
- Traffic congestion
- Personnel illness

---

## **Definitions**

In reference to the Ministry of Transportation's (MTO) Maintenance Manual (Maintenance Quality Standard-701, January 2003), "Winter traffic volume is the primary indicator used to determine the winter level of service for each class of Highway. All Highways in Ontario have been divided into five classes: Class 1,2,3,4, and 5 with Class 1 being the highest level of service and Class 5 being the lowest." The roads within the Municipality of Greenstone (that are maintained by the Municipality) are categorized by the MTO as Class 4 and 5 roads.

"The defined level of service for Class 4 is essentially bare pavement. A minimum centre bare condition (the centre 2.5 m), should be reached within 24 hours after the storm has ended or abated and be maintained until conditions permit baring the pavement to full width. This level of service applies to hard-surfaced Highways with Winter Average Daily Traffic volumes between 500 and 1,000 vehicles per day in Southern Ontario and 400 and 800 vehicles per day in Northern Ontario." (MTO, 2003)

"The defined level of service for Class 5 is that a snow pack condition on the Travelled Portion be achieved, within 24 hours after the storm. A snow pack

condition on the Travelled Portion is defined as a smooth, hard, snow covered driving surface with Shoulders that are void of loose snow. This level of service applies to gravel, surface treated or prime surfaced Highways with a Winter Average Daily Traffic volume less than 500 vehicles per day in Southern Ontario and less than 400 vehicles per day in Northern Ontario.” (MTO, 2003)

## "MAJOR SNOWFALL & WEATHER EVENTS"

A major snowfall event is defined as one which results in an accumulation of more than 10 cm (4 inches) of dry snow on level open ground, or drifts exceeding 45 cm (18 inches) deep on public thoroughfares. A major weather event includes the conditions described as a major snowfall event in addition to wet snow/freezing rain equivalent to more than 2.5 cm (0.5 inches) of rain.

### **Guidelines**

#### 1. ORDER OF SERVICE

The Public Works Supervisor/Foreman (or designate) is responsible for:

- The timely dispatch of Municipal operators,
- Communication with assigned contractors to confirm dispatch of winter maintenance operators (if applicable), and
- Relaying driving condition advisories for Michael Power Boulevard (Class 4 road in the Geraldton Ward) from the MTO and the Ontario Provincial Police Staff Sergeant or Constable on duty to Municipal operators.

Priority One Roads will be given first priority in a major weather event. Winter maintenance (plowing, salting, sanding as appropriate) will be applied according to conditions. While response to winter maintenance activity is coordinated independently for each Ward, response is often conducted simultaneously.

### **Priority One Service**

#### **1. CLASS 4 HIGHWAYS**

Michael Power Boulevard, Main Street, and the former section of Highway 584 north of Geraldton (all of which was formerly recognized as Highway 584 prior to being transferred to the Municipality).

## 2. CLASS 5 HIGHWAYS as identified and in the following order

- Hogarth Avenue West in the Geraldton Ward to accommodate hospital access from Main Street
- Primary emergency vehicle routes
- Roads that service school bus zones at schools, and school bus routes in rural areas (School days only; order of service may change on weekends)
- Roads that service municipal day care facilities

### Priority Two Service

#### **CLASS 5 HIGHWAYS:** *Main collector streets*

Winter maintenance operations for Priority Two Roads will be conducted to achieve a traversable condition after Priority One Roads have been addressed as required following a major weather event. Priority Two Roads will be plowed to full road width within 12 hours after of a major snowfall event.

Where necessary, snow will be removed from the site to maintain good visibility. Intersections, railway crossings and hazardous rural locations will receive additional sanding as a safety measure at the discretion of the Municipality.

### Priority Three Service

#### **CLASS 5 HIGHWAYS:** *All other streets and rural roads, except for seasonal use roads*

Priority Three Roads will be plowed in a major snowfall event after the requirements of Priority One and Priority Two Roads are met. It will be considered acceptable if Priority Three Roads become impassable to ordinary traffic during a major snowfall event. Winter maintenance operations will be arranged to achieve a

traversable condition for Priority 1, 2 & 3 Roads 12 hours after the end of a major snowfall event, and accommodate full two-way traffic within 24 hours of the end of a major snowfall event. Sanding will not be routinely carried out on Priority Three Roads except for those areas known to be of concern.

## **Priority Four Service**

### *Laneways*

Winter maintenance of laneways will be addressed upon meeting the requirements of Priority 1, 2 and 3 Roads. The target will be to plow all urban laneways at least one way within 48 hours of the end of a major snowfall event.

An exception applies to property owners whose sole access to their property is via a laneway, in which case the lane is considered a Priority 3 Road.

## 2. SIDEWALKS

Sidewalks in downtown commercial areas will be given first priority and will be plowed within 24 hours of a major snowfall event. It will be considered acceptable if all other sidewalks are plowed within 48 hours of a major snowfall event. Sidewalks will be salted/sanded at the discretion of the Public Works Supervisor/Foreman (or designate) to address hazardous conditions.

## 3. PARKING LOTS

All municipal parking lots will be cleared following the regular winter maintenance operations for Priority 3 roads in urban areas.







