



# **Town of Aylmer Winter Maintenance/Response Policy**

**PUBLIC WORKS DEPARTMENT  
Revised – July 2025**

## POLICY STATEMENT AND RATIONALE

It is the objective of the Town of Aylmer, Public Works Department to apply its winter operational activities in an efficient and effective way, so as to keep the Municipal streets and sidewalks as free as possible from hazardous winter conditions while providing a level of service as defined herein and as provided for under the *Municipal Act SO 2001 c. 25, O Reg 239/02, (as amended)*.

Both the policy and the maintenance activities as listed herein are intended to be complementary with the Town of Aylmer's Salt Management Plan. All activities in the program will follow the intent, guidelines and practices laid out in that plan.

Winter maintenance including the scheduling of staffing and equipment should be a well-executed operation.

The "Winter Maintenance Period" in which the policy and maintenance activities adhere to runs from November 15<sup>th</sup> – April 15<sup>th</sup> each year.

The intent of this policy is to provide a "working" framework for winter maintenance operations within the Town of Aylmer. Through the cooperation of all people involved and through a true understanding of the objectives of the policy, successful operations can be implemented.

## SCOPE

This policy shall apply to all roads assumed and maintained by the Corporation of the Town of Aylmer. Notwithstanding the foregoing, neither the Corporation of the Town of Aylmer nor its officials or employees make any promise, assurance or guarantee that the services provided by the Public Works Department will be in excess of the minimum standard, as required by regulation and detailed herein.

Inherent within the standard is the expectation that drivers will act responsibly and will operate their vehicles, at all times, reasonably with due regard for the prevailing weather and road conditions.

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## 1.0 WEATHER DATA

Knowledge of the existing and forecasted weather conditions is paramount in directing and executing a meaningful winter maintenance program.

Current weather data obtained from reliable resources will dictate what type of operations should take place, what staffing levels will be required, what equipment will be needed, depending upon the duration of the winter storm event and what accumulations are expected.

From October 1 to April 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent.

From May 1 to September 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day.

## 2.0 OBTAINING WEATHER DATA

Current weather conditions and forecasts, including Doppler Radar Reports are obtained from accessing the following websites:

- Environment Canada Website – Priority 1
- The Weather Network Website – Priority 2

The Operations Manager (or his/her designate) will be in charge of monitoring and obtaining weather data.

## 3.0 SIGNIFICANT WEATHER EVENT

The Town of Aylmer is committed to maintaining the safety and accessibility of its roadways, sidewalks, and municipal infrastructure in accordance with the Minimum Maintenance Standards for Municipal Highways. A Significant Weather Event may be declared when hazardous weather conditions – such as heavy snowfall, freezing rain, high winds, or extreme temperatures – affect the Town's ability to meet its maintenance requirements within the standard timelines.

The Director of Operations and/or their designate may declare a Significant Weather Event, pursuant to Regulation 239/02, Minimum Maintenance Standards for Municipal Highways (MMS) for any or all weather hazards listed in the Significant Weather Event Policy (see Schedule I). The Director of Operations and/or their designate may also declare the end of the Significant Weather Event when it is determined appropriate to do so.

## 4.0 PRIORITY RATING OF STREETS

In the Town of Aylmer there are approximately 48 kms (29.83 miles) of streets in varying lengths and widths. Not all of these streets need to be maintained at the same level of service. The level of maintenance should vary in accordance with the classification and role that the street plays in the total transportation network and with the timing of the maintenance operation.

In order to simplify what levels of the service are reasonable, the streets have been classified into the following priority groups;

a) PRIORITY 1A STREETS

Definition: Designated Arterial Roadways which include:

MTO Highway #3 Connecting Link - Talbot Street

Elgin County Roads - # 73 John Street & #53 Elm/Beech Streets

These roadways receive the highest volume of traffic through Town and are also key routes used for emergency vehicles and public transportation. (Class 3)

Schedule "A" details all PRIORITY 1 STREETS.

b) PRIORITY 1B STREETS:

Definition: Those streets that are intended to carry large volumes of traffic.

These roadways serve the major traffic flows between principle areas of traffic generation.

Included in this classification are Collector Streets and School Zones. (Class 4)

Schedule "A" details all PRIORITY 1 STREETS.

c) PRIORITY 2 STREETS:

Definition: Those streets that provide both traffic service and land service to adjoining residential properties.

All remaining streets that are not identified as Priority 1A & 1B Streets.

(Classes 4&5)

All required winter maintenance activities will be implemented to the Town's streets in descending priority order.

In order to address, in tangible terms, the level of winter maintenance service which will be applied to the Town of Aylmer's roadways, please refer to Schedule "D".

Schedule "D" provides for and defines the levels of service required for various winter conditions as set out in *Ontario Regulation 239/02 "Minimum Maintenance Standards for Municipal Highways"*.

The Corporation of the Town of Aylmer officially adopted the "Minimum Maintenance Standards for Municipal Highways, Ontario Regulation 239/02" on September 8, 2003 as per Council Resolution No. 222.

## 5.0 PRIORITY RATING OF SIDEWALKS

Safe pedestrian movement is important on the Municipality's approximately 38.8 kms (24.1 miles) of sidewalks. Although the road system has to have first priority during winter storm events, the sidewalks, and particularly those which receive the most pedestrian traffic, will be maintained as effectively as possible.

In order to simplify what levels of the service are reasonable, the sidewalks have been classified into the following priority groups;

a.) **PRIORITY 1 SIDEWALKS:**

Definition: Those sidewalks that are intended to carry the largest volumes of pedestrian traffic. These sidewalks serve the major pedestrian traffic flows throughout the downtown business core, along main streets and in the vicinity of schools.

Schedule "B" details all PRIORITY 1 SIDEWALKS.

b.) **PRIORITY 2 SIDEWALKS:**

Definition: Those sidewalks that provide lesser and intermittent pedestrian traffic flows mainly to adjoining residential properties.

All remaining sidewalks that are not identified as "Priority 1 Sidewalks".

Sidewalk Plowing will commence when the snow has accumulated to 8.0 cm and the weather forecast indicates that the winter storm event is substantially over. The time that plowing commences may vary due to time of day and available staffing levels. Winter maintenance activities of sidewalks shall be carried out on a priority basis and shall normally be carried out during regular working hours.

Schedule "E" lists the priorities of the sidewalks and the winter operation maintenance standards that will be implemented accordingly.

## 6.0 CONDITIONS APPLICABLE TO SAND/SALT

Sand: acts as an abrasive to provide traction.

Salt: forms brine snow, prevents ice build up and allows for easier plowing operations.

### GENERALLY:

- Salt is not effective below temperatures of -12C unless there is sunshine and heavy traffic at which time it can be effective down to -18C.
- The Town's Salt/Sand spreaders hold approximately 8.5 tons of material
- This quantity will cover approximately 65 kms. (40 miles) of streets with salt.(130kg/km)
- This quantity will cover approximately 15 kms.(9 miles) of streets with sand.(570kg/km)
- Sand (Sweetened with salt) should be mixed at a 33% mix (sand to salt)
- Travelling speed for trucks should not exceed 40 kms. (25 miles/hr.)
- Sanding should not take place within 3 meters of the railway crossing tracks located on John Street North and Elm Street.

## 7.0 MUNICIPAL PARKING LOTS

Within the Town of Aylmer there are 2 Municipal Parking Lots.

Those being:

- Municipal Parking Lot No. 1 – Sydenham Street to King Street
- Municipal Parking Lot No. 2 - Town Hall/ Old Town Hall/Library

Although the winter maintenance of the road and sidewalk systems have a higher priority during winter storm events, the Municipal Parking Lots will be maintained as effectively as possible.

For the most part, the parking lots will be treated with sand/salt in order to minimize the accumulation of snow. When sufficient accumulation has been received and at the conclusion of a storm event, municipal parking lots will be cleared.

Whenever possible, the parking lots will be plowed before 8.00am and the snow will be stored on site. As soon as time permits, the snow will be removed from these areas.

Schedule "E" lists the winter operation maintenance standards that will be applied to Municipal Parking Lots and implemented accordingly.

## 8.0 SNOW REMOVAL & STOCKPILING OF SNOW

All plowing and ice control maintenance activities on roadways, sidewalks and parking lots take precedent over snow removal activities.

The Town shall ensure that snow removal and snowbank management operations are conducted in a manner that reasonably considers the safety of all road users, including pedestrians, with particular attention to visibility and access at intersections and pedestrian crossings. Snow removal activities shall be guided by adopted municipal policies and procedures, which shall be reviewed periodically to ensure continued alignment with best practices and evolving legal standards.

Schedule "C" defines the streets that require snow removal because of lack of snow storage capacity along the curbside and/or boulevards.

Complete snow removal in these areas will be implemented when accumulations warrant removal and preferably at the conclusion of the storm event.

Snow removal in these areas will take place between 1:00 a.m. and 6:00 a.m. when a favourable weather forecast is predicted.

Schedule "H" lists the areas designated for the stockpiling of snow, how those areas are to be implemented and the procedures to follow.

## 9.0 AFTER HOURS ROAD CONDITIONS

As per By-Law 68-12, the Township of Malahide provides winter road patrolling services outside of the Town of Aylmer's normal business hours of 7:00 a.m. to 4:00 p.m. Monday to Friday. Under this agreement, the Township of Malahide is responsible for providing winter

road patrolling services for the roads listed below during the following time frames during the Winter Road Patrol Maintenance Period from November 15<sup>th</sup> to March 15<sup>th</sup> annually;

Monday to Friday from 4:00 p.m. to 7:00 a.m. inclusive

From Friday at 4:00 p.m. to Monday at 7:00 a.m. inclusive

All times when the Town of Aylmer Municipal Office is scheduled to be closed which includes all statutory and provincially recognized holidays such as Christmas Day, Boxing day, New Year's Day, and Family Day and also the week that runs between Christmas and New Year's.

**WINTER MAINTENANCE PATROL ROADS  
(During Regular Patrols)**

Column 1 HIGHWAY	Column 2 FROM	Column 3 TO	Column 4 LENGTH (km)	Column 5 MMS CLASS
John St. S. (Elgin County Rd. #73)	Southern Town Limits	Elk Street	1.2	3
Elk St.	John St. S. (Elgin County Rd #53)	Talbot St. E. (M.T.O. Hwy #3)	1.2	4
Talbot St. (M.T.O. Hwy #3)	Eastern Town Limits	Elm St. (Elgin County Rd. #53)	1.6	3
Elm St. (Elgin County Rd. #53)	Talbot St. W. (M.T.O. Hwy #3)	Beech St. (Elgin County Rd. #53)	0.8	3
Beech St. (Elgin County Rd. #53)	Elm St. (Elgin County Rd. #53)	John St. N. (Elgin County Rd. #73)	0.6	3
John St. N. (Elgin County Rd. #53)	Beech St. (Elgin County Rd. #53)	Northern Town Limits	0.3	3

**WINTER MAINTENANCE PATROL ROADS  
During Short (Modified) Patrols**

Column 1 HIGHWAY	Column 2 FROM	Column 3 TO	Column 4 LENGTH (km)	Column 5 MMS CLASS
John St. (Elgin County Rd. #73)	Southern Town Limits	Northern Town Limits	2.7	3

Winter Road Patrol Maintenance provided under this agreement consists of the following:

- a) The Township of Malahide shall ensure that all winter patrol staff assigned to perform winter road patrols on the designated roads under the agreement are competent and adequately trained;
- b) Patrollers shall drive at a safe speed to look for deficiencies and monitor existing road conditions;
- c) The person doing the patrolling must keep legible and concise patrol records;
- d) When hazardous conditions are noted and/or road and weather conditions may dictate employment of additional winter maintenance activities during the winter road patrol, the person patrolling will immediately inform the Town of Aylmer's after-hours winter callback pager system.

The current up-to-date Town of Aylmer Public Works winter callback pager system number will be provided to the Town of Malahide annually.

- e) The Township of Malahide shall incorporate and utilize their GPS Winter Patrol Manager (WPM) Software Technology System to record all pertinent Winter Road Patrol information for the Designated Winter Patrol Roads and furthermore will make available all recorded information to the Town of Aylmer if requested by the Town at any time during the term of this agreement.
- f) The Township of Malahide shall, for the purposes of winter patrol, undertake winter weather monitoring. The Township shall retain any winter weather monitoring records in accordance with the requirements of The Ontario Municipal Records Management System.
- g) The Township of Malahide shall maintain and store all GPS Winter Patrol Manager Tracking Technology System records with pertinent Winter Road Patrol information for the Designated Patrol Roads as per requirements under the TOMRMS (The Ontario Municipal Records Management System); and furthermore, will make available all recorded information to the Town of Aylmer, if requested by the Town, at any time to the prescribed requirements under TOMRMS after such data has been collected.

## 10.0 WHITE OUTS: BLIZZARD CONDITIONS

The Town of Aylmer acknowledges that the Town may be subject to extreme or extraordinary weather at which time conditions may deteriorate to such a state that visibility will be negligible and the maintenance operations will become dangerous and counterproductive.

When such conditions develop all maintenance operations will conclude and will resume only when visibility and conditions improve, the Operations Manager (or his/her designate) shall determine the operations to take place.

## 11.0 PARKING REGULATIONS

The Municipal Traffic/Parking By-Law 77-23 provides guidelines for parking on Municipal Streets during the winter months.

Section 31.1 of By-Law 77-23 states:

"No person shall, without authorization of the Chief of Police and/or the Director of Operations park any vehicle on any street or highway within the Town of Aylmer, between the hours of 3:00 a.m. to 6:00 a.m., between November 15<sup>th</sup> and April 15<sup>th</sup> inclusive unless specifically authorized within this By-Law."

Section 31.2 of By-Law 22-23 states:

"That parking shall be permitted between the hours of 3:00 a.m. to 6:00 a.m. on the South Side of Anne Street from Caverly Rd to 200.0m westerly between November 15<sup>th</sup> and April 15<sup>th</sup>."

The intent of this by-law is to provide a clear unobstructed path for snow plowing operations.

Should a vehicle cause an obstruction, the Police Service will be notified and the ensuing removal of the vehicle will be carried out in consultation with the Police Service.

## 12.0 PERSONNEL

A detailed agreement between the Municipality and the Aylmer Public Works Association exists and Article 12 and 13 specifically outlines the hours of work to be performed by each employee.

In summary, the following items are highlighted:

- The normal work week is 40 hours comprised of 5 eight-hour days.
- So far as it is practical, the normal hours of work will be 7:00 a.m. to 3:30 p.m.

In as much as it is possible, all of the Winter Maintenance Activities of the Public Works Department will be carried out during the normal workday. No one however can direct the forces of nature and from time to time it will be necessary to schedule winter maintenance operations outside of regular working hours.

Whenever possible, nighttime operations will be scheduled into 8 hour shifts.

When Personnel are called back the Operations Manager (or his/her designate) shall determine the operations to take place.

## 13.0 PERSONNEL CALL-BACK

All after-hour operations will be at the direction of the Operations Manager (or his/her designate) following a review of the current conditions and weather forecasts.

Two employees are scheduled to be "On Call" from November 15<sup>th</sup> – April 15<sup>th</sup> annually and other personnel will be called in as required.

If any individual employee is not available, the next available employee in the scheduled rotation will be called in.

## 14.0 DOCUMENTATION

Winter maintenance activities will be documented on the following forms provided:

Public Works Department's Winter Management Response Form  
Refer to Appendix "A" – "Winter Management Response Form".

Street Surface Condition – Winter Report Form - forms will be completed during regular shifts  
Refer to Appendix "B" – "Street Surface Condition - Winter Report Form".

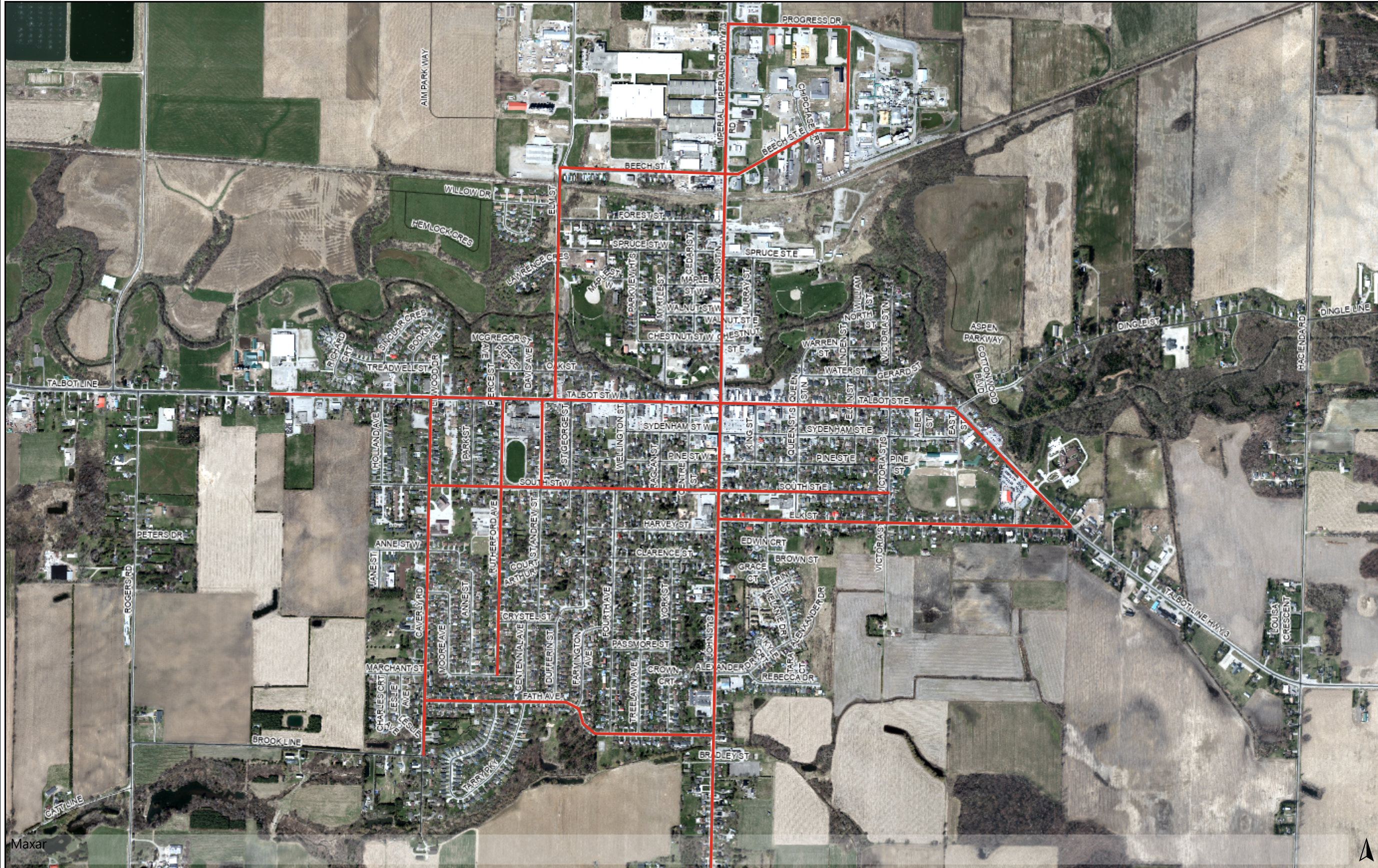
## 15.0 REFERENCES

- *Municipal Act, 2001 Ontario, Ontario Regulation 239/02 (As Amended)*
- *Ontario Highway Traffic Act, R.S.O. 1990, Chapter H.8*
- Ontario Ministry of the Environment 41201e, Procedure B-4-1, "Guidelines for Snow Disposal and Deicing Operations in Ontario".
- Town of Aylmer Traffic/Parking By-Law 72-23
- Town of Aylmer Salt Management Plan – Approved by Council – June 13, 2005
- Town of Aylmer – Council Resolution #222, adoption of "*Minimum Maintenance Standards for Municipal Highways, Ontario Regulation 239/02*" - September 08, 2003.
- Town of Aylmer Public Works Association Working Agreement

## 16.0 REVISION HISTORY

- November 6, 1989: Original Document adopted by Town Council Resolution
- November 27, 1989: Revised Document adopted by Town Council Resolution
- November 25, 1991: Revised Document adopted by Town Council Resolution
- November 21, 1994: Revised Document adopted by Town Council Resolution
- October 1997: Revised Document adopted by Town Council Resolution
- October 1998: Revised Document adopted by Town Council Resolution
- July 2012: Revised Document
- July 2025: Revised Document

“SCHEDULE “A” PRIORITY 1 STREETS



- Legend**
- Elgin\_Road\_Network
  - Local Road Network
  - World Imagery
  - World Imagery
  - Low Resolution 15m Imagery
  - High Resolution 60cm Imagery
  - High Resolution 30cm Imagery
  - Citations
  - 4.8m Resolution Metadata



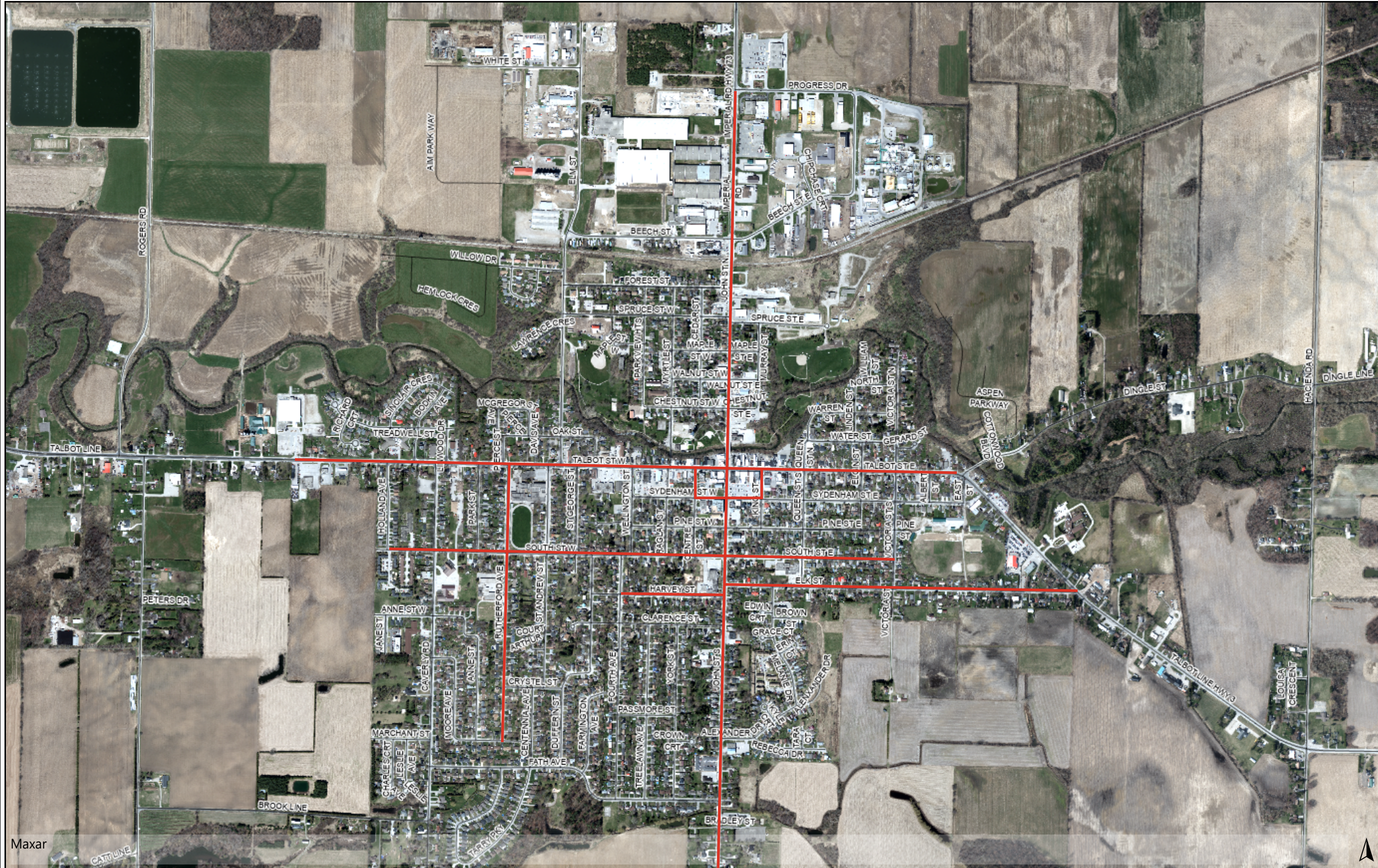
**Notes**  
Date: June 24, 2025



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THIS MAP IS NOT TO BE USED FOR NAVIGATION

“SCHEDULE “B” PRIORITY 1 SIDEWALKS



- Legend**
- Elgin\_Road\_Network
  - Local Road Network
  - World Imagery
  - World Imagery
  - Low Resolution 15m Imagery
  - High Resolution 60cm Imagery
  - High Resolution 30cm Imagery
  - Citations
  - 4.8m Resolution Metadata



Maxar

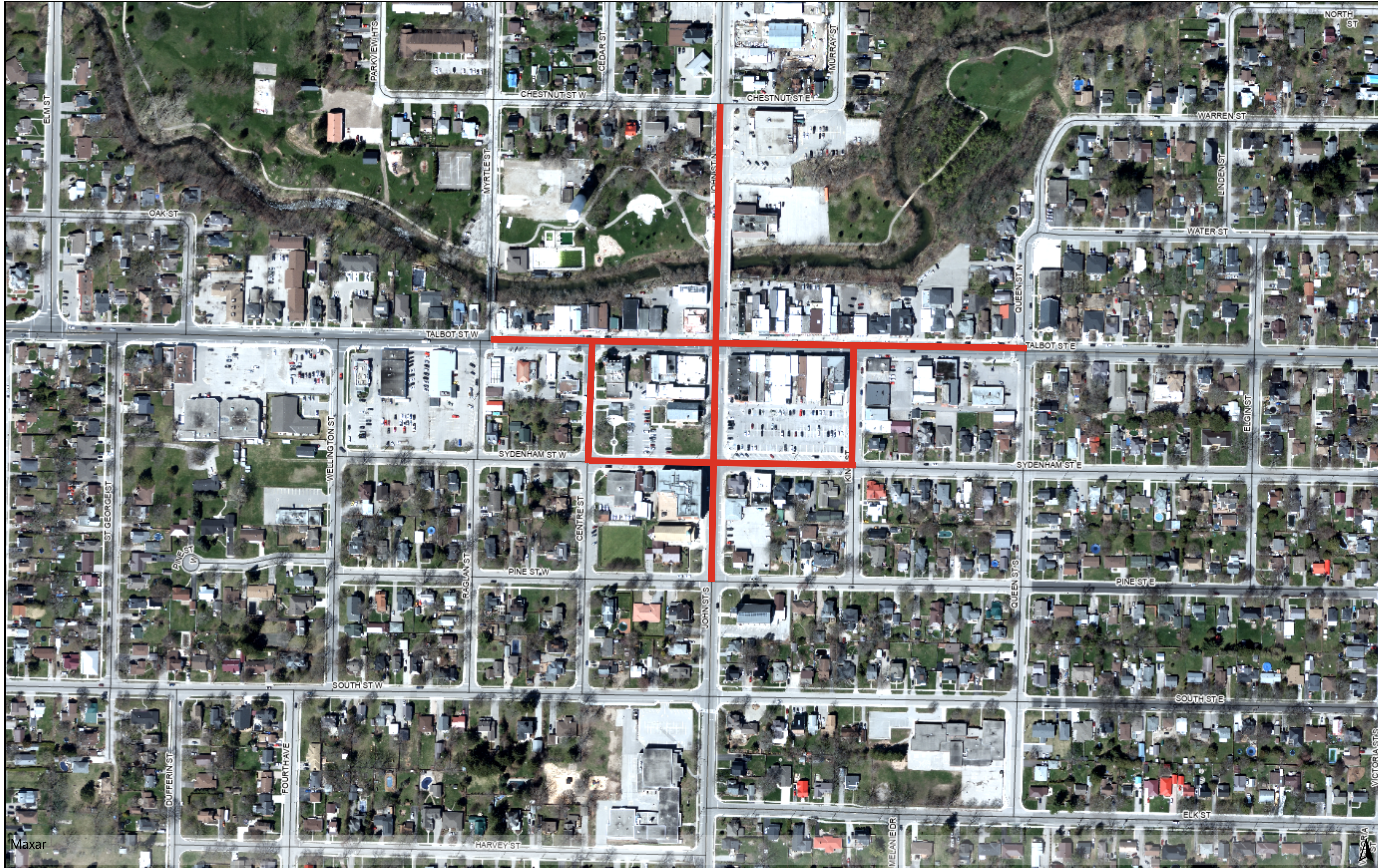


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**Notes**  
Date: June 24, 2025

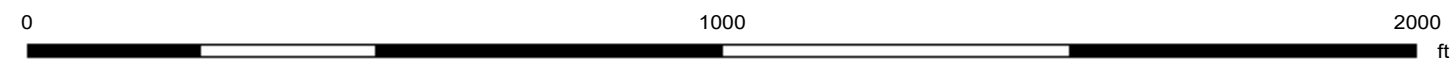
“SCHEDULE “C” DESIGNATED SNOW REMOVAL AREAS



- Legend**
- Elgin\_Road\_Network
  - Local Road Network
  - World Imagery
  - World Imagery
  - Low Resolution 15m Imagery
  - High Resolution 60cm Imagery
  - High Resolution 30cm Imagery
  - Citations
  - 1.2m Resolution Metadata



Maxar



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**Notes**  
Date: June 24, 2025

“SCHEDULE “D” WINTER MAINTENANCE OPERATIONS  
STANDARDS

## “SCHEDULE "D"

### WINTER MAINTENANCE OPERATIONS STANDARDS

Town of Aylmer adopted the  
“Minimum Maintenance Standards For Municipal Highways”  
Municipal Act, 2001 Ontario, Ontario Regulation 239/02  
In its entirety September 08, 2003 as per Resolution #222

**The following are excerpts taken from the Minimum Maintenance Standards as they specifically pertain to the Town’s Winter Maintenance/Response Policy.**

#### ONTARIO REGULATION 239/02

#### MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

Last amendment: 366-18

*This Regulation is made in English only.*

#### Definitions

1. (1) In this Regulation,

“bicycle facility” means the on-road and in-boulevard cycling facilities listed in Book 18 of the Ontario Traffic Manual;

“bicycle lane” means,

- (a) A portion of a roadway that has been designated by pavement markings or signage for the preferential or exclusive use of cyclists, or
- (b) A portion of a roadway that has been designated for the exclusive use of cyclists by signage and a physical or marked buffer;

“cm” means centimetres;

“day” means a 24-hour period;

“encroachment” means anything that is placed, installed, constructed or planted within the highway that was not placed, installed, constructed or planted by the municipality;

“ice” means all kinds of ice, however formed;

“motor vehicle” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;

“non-paved surface” means a surface that is not a paved surface;

“Ontario Traffic Manual” means the Ontario Traffic Manual published by the Ministry of Transportation, as amended from time to time;

“paved surface” means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;

“pothole” means a hole in the surface of a roadway caused by any means, including wear or subsidence of the road surface or subsurface;

“roadway” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*;

“shoulder” means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;

“sidewalk” means the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited;

“significant weather event” means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality;

“snow accumulation” means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

1. Newly-fallen snow.
2. Wind-blown snow.
3. Slush;

“substantial probability” means a significant likelihood considerably in excess of 51 per cent;

“surface” means the top of a roadway or shoulder.

“utility” includes any air, gas, water, electricity, cable, fiber-optic, telecommunication or traffic control system or subsystem, fire hydrants, sanitary sewers, storm sewers, property bars and survey monuments;

“utility appurtenance” includes maintenance holes and hole covers, water shut-off covers and boxes, valves, fittings, vaults, braces, pipes, pedestals, and any other structures or items that form part of or are an accessory part of any utility;

“weather” means air temperature, wind and precipitation;

“weather hazard” means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program. O. Reg. 239/02, s. 1 (1); O. Reg. 23/10, s. 1 (1); O. Reg. 47/13, s. 1; O. Reg. 366/18, s. 1 (1, 2).

(2) For the purposes of this Regulation, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in the Table to this section as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the speed limit applicable to it and the average annual daily traffic on it. O. Reg. 239/02, s. 1 (2); O. Reg. 366/18, s. 1. (3).

(3) For the purposes of subsection (2) and the Table to this section, the average annual daily traffic on a highway or part of a highway under municipal jurisdiction shall be determined,

(a) by counting and averaging the daily two-way traffic on the highway or part of the highway; or

(b) by estimating the average daily two-way traffic on the highway or part of the highway. O. Reg. 239/02, s. 1 (3); O. Reg. 23/10, s. 1 (2).; O. Reg. 366/18, s. 1 (3).

(4) For the purposes of this Regulation, unless otherwise indicated in a provision of this Regulation, a municipality is deemed to be aware of a fact if, in the absence of actual

knowledge of the fact, circumstances are such that the municipality ought reasonably to be aware of the fact. O. Reg. 366/18, s. 1 (4).

**TABLE  
CLASSIFICATION OF HIGHWAYS**

Average Annual Daily Traffic (number of motor vehicles)	Posted or Statutory Speed Limit (kilometres per hour)						
	91 - 100	81 - 90	71 - 80	61 - 70	51 - 60	41 - 50	1 - 40
53,000 or more	1	1	1	1	1	1	1
23,000 – 52,999	1	1	1	2	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

O. Reg. 366/18, s. 1 (5).

### Application

2. (1) This Regulation sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Act. O. Reg. 288/03, s. 1.

(2) Revoked: O. Reg. 23/10, s. 2.

(3) This Regulation does not apply to Class 6 highways. O. Reg. 239/02, s. 2 (3).

### Purpose

2.1 The purpose of this Regulation is to clarify the scope of the statutory defence available to a municipality under clause 44 (3) of the Act by establishing maintenance standards which are non-prescriptive as to the methods or materials to be used in complying with the standards but instead describe a desired outcome. O. Reg. 366/18, s. 2.

### MAINTENANCE STANDARDS

### Patrolling

3. (1) The standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table to this section. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (2).

(2) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions. O. Reg. 47/13, s. 2; O. Reg. 366/18, s. 3 (2).

(3) Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway, and may be performed by persons responsible for patrolling highways or by persons responsible for or performing highway maintenance activities. O. Reg. 23/10, s. 3 (1).

(4) This section does not apply in respect of the conditions described in section 10, subsections 11 (0.1) and 12 (1) and section 16.1, 16.2, 16.3 or 16.4. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (3).

TABLE  
PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2).

## Weather monitoring

**3.1** (1) From October 1 to April 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

(2) From May 1 to September 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day. O. Reg. 47/13, S. 3; O. Reg. 366/18, s. 4.

## Snow accumulation

**4.** (1) Subject to section 4.1, the standard for addressing snow accumulation on roadway is,

- (a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy snow-clearing resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
  - (i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
  - (ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4.

(2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

(3) For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under clause (1) (b), may be determined in accordance with

subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

1. Patrolling highways.
  2. Performing highway maintenance activities.
  3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (2).
- (4) The depth of snow accumulation on a roadway and lane width may be determined by,
- (a) performing an actual measurement;
  - (b) monitoring the weather; or
  - (c) performing a visual estimate. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (3).
- (5) For the purposes of this section, addressing snow accumulation on a roadway includes,
- (a) plowing the roadway;
  - (b) salting the roadway;
  - (c) applying abrasive materials to the roadway;
  - (d) applying other chemical or organic agents to the roadway;
  - (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 5 (4).
- (6) This section does not apply to that portion of the roadway,
- (a) designated for parking;
  - (b) consisting of a bicycle lane or other bicycle facility; or
  - (c) used by a municipality for snow storage. O. Reg. 366/18, s. 5 (4).

TABLE  
SNOW ACCUMULATION

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

O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5).

### **Snow accumulation on roadways, significant weather event**

- 3.1 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is,
- (a) to monitor the weather in accordance with section 3.1; and
  - (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.
- (2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.
- (3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,
- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
  - (b) address snow accumulation on roadways in accordance with section 4. O. Reg. 366/18, s. 7.

### **Snow accumulation, bicycle lanes**

- 4.2 (1) Subject to section 4.3, the standard for addressing snow accumulation on bicycle lanes is,
- (a) after becoming aware of the fact that the snow accumulation on a bicycle lane is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
  - (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table to this section to provide a minimum bicycle lane width of the lesser of 1 metre or the actual bicycle lane width. O. Reg. 366/18, s. 7.
- (2) If the depth of snow accumulation on a bicycle lane is less than or equal to the depth set out in the Table to this section, the bicycle lane is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 7.
- (3) For the purposes of this section, the depth of snow accumulation on a bicycle lane and, if applicable, lane width under clause (1) (b), may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3), with necessary modifications. O. Reg. 366/18, s. 7.

(4) For the purposes of this section, addressing snow accumulation on a bicycle lane includes,

- (a) plowing the bicycle lane;
- (b) salting the bicycle lane;
- (c) applying abrasive materials to the bicycle lane;
- (d) applying other chemical or organic agents to the bicycle lane;
- (e) sweeping the bicycle lane; or
- (f) any combination of the methods described in clauses (a) to (e). O. Reg. 366/18, s. 7.

TABLE  
SNOW ACCUMULATION – BICYCLE LANES

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

**Snow accumulation on bicycle lanes, significant weather event**

**4.3** (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on bicycle lanes until the declaration of the end of the significant weather event is,

(a) to monitor the weather in accordance with section 3.1; and

(b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on bicycle lanes, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all bicycle lanes within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4.2 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

(a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and

(b) address snow accumulation on bicycle lanes in accordance with section 4.2. O. Reg. 366/18, s. 7.

**Ice formation on roadways and icy roadways**

**5.** (1) The standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

1. Monitor the weather in accordance with section 3.1.

2. Patrol in accordance with section 3.

3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway, if practicable, to prevent ice formation within the time set out in Table 1 to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 8.

(2) If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s. 8.

(3) Subject to section 5.1, the standard for treating icy roadways is to treat the icy roadway within the time set out in Table 2 to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that a roadway is icy. O. Reg. 366/18, s. 8.

(4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O.

(5) For greater certainty, this section applies in respect of ice formation on bicycle lanes on a roadway, but does not apply to other types of bicycle facilities. O. Reg. 366/18, s. 8.

TABLE 1  
ICE FORMATION PREVENTION

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

TABLE 2  
TREATMENT OF ICY ROADWAYS

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

**Icy roadways, significant weather event**

4. (1) If a municipality declares a significant weather event relating to ice, the standard for treating icy roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat icy roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 8.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to any ice which forms or may be present until the applicable time in Table 2 to section 5 expires after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 8.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and,
- (b) treat icy roadways in accordance with section 5. O. Reg. 366/18, s. 8.

**Snow accumulation on sidewalks**

**16.3** (1) Subject to section 16.4, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,

- a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and

b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.

(2) If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.

(3) If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3) with necessary modifications. O. Reg. 366/18, s. 15.

(5) For the purposes of this section, addressing snow accumulation on a sidewalk includes,

- (a) plowing the sidewalk;
- (b) salting the sidewalk;
- (c) applying abrasive materials to the sidewalk;
- (d) applying other chemical or organic agents to the sidewalk; or
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15.

#### **Snow accumulation on sidewalks, significant weather event**

**16.4** (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on sidewalks until the declaration of the end of the significant weather event is,

(a) to monitor the weather in accordance with section 3.1; and

(b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on sidewalks starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any snow present until 48 hours following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

(a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and

(b) address snow accumulation on sidewalks in accordance with section 16.3. O. Reg. 366/18, s. 15.

## **Ice formation on sidewalks and icy sidewalks**

**16.5** (1) Subject to section 16.6, the standard for the prevention of ice formation on sidewalks is to,

(a) monitor the weather in accordance with section 3.1 in the 24-hour period preceding an alleged formation of ice on a sidewalk; and

(b) treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 15.

(2) If ice forms on a sidewalk even though the municipality meets the standard set out in subsection (1), the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy. O. Reg. 366/18, s. 15.

(3) The standard for treating icy sidewalks after the municipality becomes aware of the fact that a sidewalk is icy is to treat the icy sidewalk within 48 hours, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk. O. Reg. 366/18, s. 15.

## **Icy sidewalks, significant weather event**

**16.6** (1) If a municipality declares a significant weather event relating to ice, the standard for addressing ice formation or ice on sidewalks until the declaration of the end of the significant weather event is,

(a) to monitor the weather in accordance with section 3.1; and

(b) if deemed practicable by the municipality, to deploy resources to treat the sidewalks to prevent ice formation or improve traction, or treat the icy sidewalks, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any ice which forms or is present until 48 hours after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

(a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and

(b) address the prevention of ice formation on sidewalks or treat icy sidewalks in accordance with section 16.5. O. Reg. 366/18, s. 15.

### **Winter sidewalk patrol**

**16.7** (1) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality. O. Reg. 366/18, s. 15.

(2) Patrolling a sidewalk consists of visually observing the sidewalk, either by driving by the sidewalk on the adjacent roadway or by driving or walking on the sidewalk or by electronically monitoring the sidewalk, and may be performed by persons responsible for patrolling roadways or sidewalks or by persons responsible for or performing roadway or sidewalk maintenance activities. O. Reg. 366/18, s. 15.

### **Closure of a highway**

**16.8** (1) When a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in this Regulation from the time of the closure until the highway is re-opened by the municipality. O. Reg. 366/18, s. 15.

(2) For the purposes of subsection (1), a highway or part of a highway is closed on the earlier of,

(a) when a municipality passes a by-law to close the highway or part of the highway; and

(b) when a municipality has taken such steps as it determines necessary to temporarily close the highway or part of a highway. O. Reg. 366/18, s. 15.

### **Declaration of significant weather event**

**16.9.** A municipality declaring the beginning of a significant weather event or declaring the end of a significant weather event under this Regulation shall do so in one or more of the following ways:

1. By posting a notice on the municipality's website.

2. By making an announcement on a social media platform, such as Facebook or Twitter.

3. By sending a press release or similar communication to internet, newspaper, radio or television media.

4. By notification through the municipality's police service.

5. By any other notification method required in a by-law of the municipality. O. Reg. 366/18, s. 15.

SCHEDULE "E" SIDEWALKS / PARKING LOTS  
WINTER MAINTENANCE OPERATIONS STANDARDS

## “SCHEDULE “E”

### SIDEWALKS / PARKING LOTS WINTER MAINTENANCE OPERATIONS STANDARDS

Accumulation  
Less than 8.0 cm.

Accumulation  
Greater than 8.0 cm.

SIDEWALKS	ACTIVITY	MAXIMUM LAG TIME	MINIMUM CONDITION	ACTIVITY	MAXIMUM LAG TIME	MINIMUM CONDITION
Priority 1				Plow	1 working day	N/A
Priority 2				Plow	3 working days	N/A
PARKING LOTS	ACTIVITY	MAXIMUM LAG TIME	MINIMUM CONDITION	ACTIVITY	MAXIMUM LAG TIME	MINIMUM CONDITION
	Sand/Salt	1 working day	N/A	Plow	1 working day	N/A

#### NOTES

1. Lag Time is defined as the time lapse at the conclusion of a winter storm.
2. N/A – Not Applicable
3. Winter Maintenance on sidewalks where there is less than 8.0 cm. in accumulation will be based on staffing availability.

SCHEDULE "F" DESIGNATED ADDITIONAL AREAS REQUIRING  
WINTER MAINTENANCE

SCHEDULE "F"  
DESIGNATED ADDITIONAL AREAS REQUIRING  
WINTER MAINTENANCE

- ✓ Aylmer Fire Department
- ✓ Aylmer Police Service Station
- ✓ Optimist Park Entrance off of Elm Street for access into the Elm Street Sanitary Main Pumping Station
- ✓ Cooper's Alley
- ✓ Myrtle Street Bridge Walkway
- ✓ Talbot St./John St. Crosswalks
- ✓ Talbot St./Elm Street Crosswalks
- ✓ John Street North/Beech Street Crosswalks
- ✓ John Street North/Progress Drive Crosswalks
- ✓ John Street North Pedestrian Crossover
- ✓ Talbot Street West Pedestrian Crossover
- ✓ School Crossings, McGregor and Davenport
- ✓ John St. S. Pedestrian Crossover
- ✓ Talbot St. E./Queen St. Pedestrian Crossover
- ✓ Talbot St. E. Crosswalks
- ✓ Caverly Rd. Crosswalks
- ✓ Elk St./Queen St Crossovers
- ✓ Elk St./Victoria St. Crossovers

SCHEDULE "G" ORDER & EXTENT OF WINTER OPERATIONS

## SCHEDULE "G"

### ORDER & EXTENT OF WINTER OPERATIONS

A.) Should Winter Operations be required to be implemented on Town streets between the hours of 9:00 p.m. and 4:00 a.m.

Operations will be completed on all "Priority 1" classified streets as identified in "Section 3" of the Policy and as detailed in Schedule "A".

B.) Should Winter Operations take place between the hours of 4:00 a.m. and 9:00 p.m. the following operations and the order in which they will be implemented will apply.

- 1.) All "PRIORITY 1" Streets
- 2.) All Remaining Streets
- 3.) All "PRIORITY 1" Sidewalks
- 4.) All Remaining Sidewalks

## SCHEDULE "H" STOCKPILING OF SNOW

# SCHEDULE “H”

## STOCKPILING OF SNOW

Within the Town of Aylmer, three locations have been designated for the stockpiling of snow that has been removed from clean-up operations.

The stockpiling sites and procedures are as follows:

- A.) The primary dump site shall be the parking lots of Steen Park and Optimist Park offer the largest and most accessible drop off areas. Best efforts should be made to keep the snow as far away from the Catfish Creek as possible.

In order to achieve this objective, the following procedures will be implemented;

1. The parking lot at Steen Park will be used first, until it has reached capacity.
2. The northern half of the Optimist Parking lot will be used maintaining a maximum distance back from the creek bank.

B.) Snow from Municipal Lot 1 shall be stockpiled in the furthest south row of parking spaces in the middle. For the angled parking along Sydenham Street East, snow shall be stockpiled in the centre area between the community mailbox and the hydro pole.

Snow from Municipal Lot 2 shall be stockpiled along the eastern edge of Palmer Park, the southern edge of the cenotaph/gazebo area, and the western edge of Bear Park. Snow will be placed on the grassy areas for each.

Stockpiled snow from Municipal Lots 1 and 2 will be removed when time permits.

- B.) All stockpiling of snow activities shall be carried out following the Ontario Ministry of the Environment’s 41201e, Procedure B-4-1, “Guidelines for Snow Disposal and Deicing Operations in Ontario”.

## SCHEDULE "I" SIGNIFICANT WEATHER EVENT POLICY



Alternative formats and communication support available upon request. Please contact [clerks@town.aylmer.on.ca](mailto:clerks@town.aylmer.on.ca) or 519-773-3164 for assistance.

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Subject: Significant Weather Event Policy

Policy #:

Date Approved:

Date Revised:

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## 1. Purpose

The purpose of this policy is to establish a protocol for the declaration of a Significant Weather Event under Ontario Regulation 239/02, Minimum Maintenance Standards for Municipal Highways (MMS).

## 2. Background

### **Ontario Regulation 239/02: Minimum Maintenance Standards for Municipal Highways**

This regulation sets out the minimum maintenance standards that municipalities must follow for roads, sidewalks, and bicycle lanes to manage liability and ensure public safety. The Town of Aylmer maintains its roads infrastructure according to the Minimum Maintenance Standards (MMS).

According to this regulation, if a municipality declares a Significant Weather Event, the standard for addressing various weather events until the end of the Significant Weather Event is to:

- a) monitor the weather;
- b) deploy resources to address the weather event when deemed appropriate and practicable by the Town to do so.

## 3. Definitions

### **Clerk**

The Clerk for the Corporation of the Town of Aylmer or their designate.

### **Director of Operations**

The Director of Operations for the Corporation of the Town of Aylmer or their designate.

## **Significant Weather Event**

An approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality.

### **Town**

The Corporation of the Town of Aylmer.

### **Weather Hazard**

A type of condition (weather or environmental) that has a negative impact on the safety and security of the public.

## **4. Policy Statement**

The Town of Aylmer is committed to maintaining the safety and accessibility of its roadways, sidewalks, and municipal infrastructure in accordance with the Minimum Maintenance Standards for Municipal Highways. A Significant Weather Event may be declared when hazardous weather conditions – such as heavy snowfall, freezing rain, high winds, or extreme temperatures – affect the Town’s ability to meet its maintenance requirements within the standard timelines.

## **5. Roles and Responsibilities**

The Director of Operations and/or their designate:

- May declare a Significant Weather Event, pursuant to Regulation 239/02, Minimum Maintenance Standards for Municipal Highways (MMS) for any or all weather hazards listed in the Procedures section of this policy on roadways maintained by the Town of Aylmer;
- May declare the end of the Significant Weather Event when it is determined appropriate to do so.

The Clerk and/or their designate:

- Shall announce the declaration as well as the end of a Significant Weather Event in the following ways:
  - i. By posting a notice on the Town’s website.
  - ii. By making an announcement on the Town’s social media platform(s).
  - iii. By notification through the Aylmer Police Service.

## **6. Procedure**

The following procedure is to be followed:

- i. The Director of Operations and/or their designate may declare a Significant Weather Event, pursuant to Regulation 239/02, Minimum Maintenance Standards for Municipal Highways (MMS), for any or all of the following weather hazards on roadways maintained by the Town of Aylmer:

Weather Alert	Definition
Blizzard Warning	When winds of 40 km/hr or greater are expected to cause widespread reductions in visibility to 400 metres or less, due to blowing snow, or blowing now in combination with falling snow, for at least <b>4 hours</b> .
Blowing Snow Advisory	When blowing snow, caused by winds of at least 30 km/h, is expected to reduce visibility to 800 metres or less for at least 3 hours.
Extreme Cold Warning	When the temperature or wind chill is expected to reach minus 30°C for at least 2 hours.
Flash Freeze Warning	When significant ice is expected to form on roads, sidewalks, or other surfaces over much of a region because of the freezing of residual water from either melted snow, or falling/fallen rain due to a rapid drop in temperatures.
Fog Advisory	When low visibilities in fog are expected for at least <b>6 hours</b> .
Freezing Drizzle Advisory	When a period of freezing drizzle is expected for at least <b>8 hours</b> .
Freezing Rain Warning	When freezing rain is expected to pose a hazard to transportation or property; <b>Or</b> When freezing rain is expected for at least <b>2 hours</b> .
Frost Advisory	When surface temperatures are expected to fall near freezing in the overnight period.  Issued during growing season when widespread frost formation is expected over an extensive area.
Heat Warning	When 2 or more consecutive days of daytime maximum temperatures are expected to reach 31°C or warmer and nighttime minimum temperatures are expected to fall to 20°C or warmer; <b>Or</b> When 2 or more consecutive days of humidex values are expected to reach 40 or higher.
Rainfall Warning	<b><u>Short Duration (Heavy Downpour) Warning</u></b> When 50 mm or more of rain is expected within 1 hour.

Weather Alert	Definition
	<p><b><u>Long Duration Rainfall Warning in the Summer</u></b>  When 50 mm or more of rain is expected within 24 hours;  <b>Or</b>  When 75 mm or more of rain is expected within 48 hours.</p> <p><b><u>Long Duration Rainfall Warning in Winter</u></b>  When 25 mm or more of rain is expected within 24 hours.</p>
Severe Thunderstorm Watch and/or Warning	<p><b><u>Severe Thunderstorm Watch</u></b>  When conditions are favorable for the development of severe thunderstorms with one or more of the following conditions:</p> <ul style="list-style-type: none"> <li>• Wind gusts of 90 km/hr or greater, which could cause structural wind damage;</li> <li>• Hail of 2 cm or larger in diameter; or</li> <li>• Heavy rainfall, as per the above weather alert.</li> </ul> <p><b><u>Severe Thunderstorm Warning</u></b>  When there is evidence based on radar, satellite pictures, or from a reliable spotter that any one or more of the following three weather conditions is imminent or occurring:</p> <ul style="list-style-type: none"> <li>• Wind gusts of 90 km/hr or greater, which could cause structural wind damage;</li> <li>• Hail of 2 cm or larger in diameter; or</li> <li>• Heavy rainfall, as per the above weather alert.</li> </ul>
Snowfall Warning	When 15 cm or more of snow falls within 12 hours or less.
Snow Squall Watch and/or Warning	<p><b><u>Snow Squall Watch</u></b>  When conditions are favorable for the development of brief periods of very poor visibilities caused by heavy snow and blowing snow.</p> <p><b><u>Snow Squall Warning</u></b>  When there is a brief period (less than 1 hour) of very poor visibility (400 m or less) caused by heavy snow and blowing snow, and accompanied by strong, gusty winds of 45 km/hr or greater, is expected to occur with the passage of a cold front.</p>

<b>Weather Alert</b>	<b>Definition</b>
Tornado Watch and/or Warning	<p>When conditions are favorable for the development of severe thunderstorms with one or more tornadoes;</p> <p><b>Or</b></p> <p>When a tornado has been reported; or when there is evidence based on radar, or from a reliable spotter that a tornado is imminent.</p>
Weather Advisory and/or Warning	<p><b><u>Weather Advisory</u></b> A generic weather advisory.</p> <p><b><u>Weather Warning</u></b> A generic weather warning may be issued for extreme weather events for which there is no suitable warning type, because they rarely occur.</p> <p>A generic weather warning may also be issued for other weather events during situations where the environment is vulnerable to pre-existing conditions and any further weather could result in a significant hazard.</p> <p>A generic weather warning may also be issued for situations where the event is not expected to reach warning criteria values, but there is a special reason for the warning.</p>
Wind Warning	70 km/hr or more sustained wind; and/or Gusts to 90 km/hr or more.
Winter Storm Watch and/or Warning	<p><b><u>Winter Storm Watch</u></b></p> <p>When conditions are favorable for the development of severe and potentially dangerous winter weather, including:</p> <ul style="list-style-type: none"> <li>• A blizzard;</li> <li>• A major snowfall (25 cm or more within a 24-hour period); and,</li> <li>• A significant snowfall combined with other winter weather hazard types such as: freezing rain, strong winds, blowing snow and/or extreme wind chill.</li> </ul>

And/or

- Any other factor deemed relevant by the Director of Operation and/or their designate.

## 7. Documentation / References

[Criteria for Public Weather Alerts, Government of Canada](#)

[Ontario Regulation 239/02, Minimum Maintenance Standards for Municipal Highways \(MMS\)](#)

## 8. Appendix

A - Sample Declaration of a Significant Weather Event Notice



Town of Aylmer Declares a Significant Weather Event

At [TIME] [DATE], the Town of Aylmer officially declared a Significant Weather Event as per Ontario Regulation 239/02. This declaration applies to all roads within the geographic boundary of the Town of Aylmer.

The Town is currently responding to the significant snowfall. Declaring a Significant Weather Event allows the Town to continue road maintenance operations in a safe and responsible manner during severe and hazardous weather. Town plows will continue to operate, but the difficult weather conditions can mean road and sidewalk maintenance may take longer than usual.

All non-essential travel throughout the Town is strongly discouraged. If citizens must travel, leave plenty of additional time and give snowplows extra space and distance to operate.

Read the full notice: [www.aylmer.ca/news](http://www.aylmer.ca/news)

B - Sample End of a Significant Weather Event Notice



Town of Aylmer Declares End to Significant Weather Event

[TIME] [DATE]

The Significant Weather Event Declaration for the Town of Aylmer has now ended. The Town of Aylmer Works Department continues to monitor road and weather conditions to ensure public safety is maintained. Thank you to all residents for their patience during this time.

SCHEDULE "J" BY-LAW 68-12 WINTER ROAD PATROL SERVICES  
AGREEMENT

**AMENDMENT TO WINTER ROAD PATROL AGREEMENT**

**THIS AMENDMENT TO WINTER ROAD PATROL AGREEMENT** is effective as of the 7/15/2025 of \_\_\_\_\_ 2025 (the “**Amending Agreement**”)

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**

(the “**Malahide**”)

- and -

**THE CORPORATION OF THE TOWN OF AYLMER**

(the “**Aylmer**”)

(Collectively, the “**Parties**” or individually, “**Party**”)

**WHEREAS:**

- [1] On December 7, 2012, the Parties entered into a winter patrol service agreement whereby Malahide agreed to provide winter road patrol maintenance on certain roads within the geographical boundary of Aylmer in exchange for fees to be paid by Aylmer (the “**Agreement**”). The Agreement is attached to this Amending Agreement as **Schedule “A”**.
- [2] Sections 8 and 20 of the *Municipal Act, 2001*, S.O. 2001, c.25 and Ontario Regulation 239/02 as they read on the date of the Agreement allowed the Parties to enter into the Agreement.
- [3] The Parties wish to amend the Agreement in accordance with the terms contained in this Amending Agreement herein.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants and agreements herein contained (the receipt and sufficiency of which is hereby acknowledged) and subject to the terms and conditions hereinafter set forth, the Parties agree as follows:

- 1. The above recitals are true.
- 2. Except as hereinafter provided in this Amending Agreement, all of the terms of the Agreement attached hereto as **Schedule “A”** remain in force and effect as between the Parties.
- 3. Section 2.14 of the Agreement is hereby deleted and replaced with the following:

*2.14 “Winter Road Patrol Maintenance” means the patrolling and visual inspection of highways for the purpose of identifying and reporting winter-related conditions to the*

*Town of Aylmer on the Winter Maintenance Patrol Roads identified in Schedule "A" of this Agreement with respect to snow accumulation, ice, and other surface hazards. For clarity, Winter Road Patrol Maintenance does not impose any obligation on the Township of Malahide to respond to any issues it identifies on the Winter Maintenance Patrol Roads including undertaking any maintenance or winter control measures required for those roads to meet the Minimum Maintenance Standards.*

4. Section 9.0 of the Agreement is hereby deleted and replaced with the following:

*9.1 Both Malahide and Aylmer shall, during the entire term of this Agreement, obtain and maintain their own comprehensive general liability insurance policies subject to limits of not less than ten million dollars (\$10,000,000.00) per incident. Such policies shall provide insurance coverage for and including bodily injury, death, and property damage including loss of use thereof as sustained in connection with the performance of services and/or obligations that are undertaken pursuant to this Agreement. Each Party's insurance policy shall be with an insurer that is acceptable to the other Party, acting reasonably. All policies shall include a provision whereby the other Party shall be provided with (30) days' notice of an insurer's intention to cancel any policy.*

*9.2 Each Party shall furnish the other Party with copies of their respective Certificate of Insurance issued in respect of the insurance policy required pursuant to this Agreement and each Party shall be provided with thirty (30) days' notice of an insurer's intention to cancel any policy.*

5. Section 11.0 of the Agreement is hereby deleted and replaced with the following:

*11.1 The Township of Malahide hereby indemnifies and holds harmless the Town of Aylmer, its elected officials, councillors, employees, contractors, sub-contractors, agents and any other persons for whom the Township of Aylmer may be responsible in law (collectively, the "Town Indemnified Persons"), from and against any and all demands, direct or indirect damages, incidental damages, and special damages, or any suits, claims, causes of actions and judgements for damages or losses sustained or incurred by other persons, in relation to death, injury or damage to property including without limitation, court costs, arbitration fees, penalties, fines, amounts paid in settlement of claim and legal fees and expenses of investigations as may be incurred or sustained by the Town Indemnified Persons or which any of them may suffer or become liable for, as a result of any gross negligence of the Township of Malahide arising directly from the performance or non-performance of any of its obligations under the terms of this Agreement.*

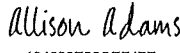
*11.2 The Town of Aylmer hereby indemnifies and holds harmless the Township of Malahide, its elected officials, councillors, employees, contractors, sub-contractors, agents and any other persons for whom the Township of Malahide may be responsible in law (collectively, the "Township Indemnified Persons"), from and against any and all demands, direct or indirect damages, incidental damages, and special damages, or any suits, claims, causes of actions and judgements for damages or losses sustained or incurred by other persons, in relation to death, injury or damage to property including without limitation, court costs, arbitration fees, penalties, fines, amounts paid in settlement of claim*


*and legal fees and expenses of investigations as may be incurred or sustained by the Township Indemnified Persons or which any of them may suffer or become liable for, as a direct or indirect result of the Town of Alymer's failure to maintain, repair and/or meet any other obligations it has in relation to the Winter Maintenance Patrol Roads, perform its obligations under this Agreement and/or take an action or actions in response to reports provided by the Township of Malahide under the terms of this Agreement, except to the extent of any gross negligence of the Township of Malahide arising directly from the performance or non-performance of its obligation under the terms of this Agreement.*

[the rest of this page is intentionally blank]

**THE PARTIES HERETO** have executed this Amending Agreement by their authorized signing officers who have either asserted their authority to execute this Amending Agreement or affixed their appropriate corporate seal.

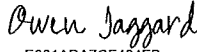
**THE CORPORATION OF THE TOWNSHIP OF  
MALAHIDE**

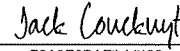
Signed by:  
  
134039E26CEE47E  
Name: Allison Adams  
Title: Clerk

  
Name: Dominique Giguère  
Title: Mayor

We have authority to bind the Corporation.

**THE CORPORATION OF THE TOWN OF  
AYLMER**

DocuSigned by:  
  
E081ADA7CF484FB...  
Name: Owen Jaggard  
Title: Director of Legislative Services/Clerk

DocuSigned by:  
  
78A3E69A5E14083  
Name: Jack Couchuyt  
Title: Mayor

We have authority to bind the Corporation.

# SCHEDULE "K" SALT MANAGEMENT PLAN



# **Town of Aylmer Salt Management Plan**

**PUBLIC WORKS DEPARTMENT**  
Revised – June 2025

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## 1.0 INTRODUCTION

### 1.1 Overview

The Town of Aylmer has approximately 48 kms of roads within the Corporation's jurisdiction. The Town is dedicated to providing a safe transportation system for all road users.

Snow and ice control is a key part in keeping our roads safe. Road salts (particularly sodium chloride) are the preferred de-icing/ anti-icing chemicals for maintaining winter roadway safety due to its cost, effectiveness, and ease of handling. The Town, like other road authorities, uses road salt to fulfill its obligations under the Municipal Act and to maintain safe roads for the travelling public during the winter.

In 2001, Environment Canada released an assessment report indicating that road salts are entering the environment in large amounts and posing a risk to plants, animals, birds, fish, lake and stream ecosystems and groundwater. The report recommended that salt be designated toxic under the Canadian Environment Protection Act (CEPA). Environment Canada has stated they will not ban road salts, but rather they will encourage users in developing a management strategy. *It must be noted that Health Canada stated that road salts are not harmful to humans.*

In recognition of the adverse effects that excessive use of roads salt can have on the environment, the Salt Management Plan will strive to minimize the amount of road salt entering the environment and research the use of alternatives to road salt in winter maintenance.

It is impossible to eliminate the use of road salts all together. The Town's objective is to fiscally manage road salt, research the alternatives and endeavour try to lower the use of salt without ever infringing on public safety.

### 1.2 Purpose of the Salt Management Plan (SMP)

The Salt Management Plan is intended to demonstrate the commitment of the road authority to reduce potential negative environmental effects by managing the Town's salt usage and to remain consistent with Environment Canada's stated objectives.

All modifications to winter maintenance activities will be carried out in a way that balances the use of road salts while maintaining safety for road users and complying with the requirements of the Provincial Minimum Maintenance Standards.

The Salt Management Plan is intended to be a living document to incorporate new approaches and technologies while meeting fiscal demands and keeping road safety as the first priority. The SMP will be reviewed annually in this context and updated every five years with endorsement from Aylmer Council.

### 1.3 Responsibility

It is the responsibility of the Town to ensure that the Salt Management Plan is developed, maintained, updated and implemented throughout the Town of Aylmer. The Town is also responsible to ensure winter maintenance personnel receive appropriate training.

It is the responsibility of all **Road Supervisors** involved in winter maintenance to ensure that the Salt Management Plan is maintained, and implemented throughout the Town of Aylmer.

It is the responsibility of the **Town of Aylmer that Winter Maintenance Equipment Operators and patrol persons** receive appropriate training, and that equipment is calibrated annually. All personnel are to ensure that they carry out their winter maintenance duties in accordance with the policies and procedures set out in the Salt Management Plan and the Code of Practice for the Environmental Management of Road Salts.

## 2.0 SALT MANAGEMENT POLICY

### 2.1 The Town of Aylmer Road Maintenance Policy

The Town of Aylmer currently uses the Municipal Act, 2001 Provincial O. Reg. 239/02- "Minimum Maintenance Standards for Municipal Highways"

It is the corporation's intent to take the actions necessary to manage road salts in a manner that protects the environment without compromising road safety

### 2.2 Implementation

To meet the objectives of the Town's Road Maintenance Policy the corporation will:

- Manage road salts in accordance with the *Code of Practice for the Environmental Management of Road Salts*.
- Keep employees and the public informed about the environmental practices related to road salts.
- Comply with applicable laws and regulations.
- Conduct regular management reviews and recommend improvements wherever feasible.
- Periodically review and analyze industry practices.
- Educate and train staff.
- Monitor and analyze operations.
- Revise policy and practices.

As practices and procedures to improve winter maintenance develop, the Town will make improvements to the Salt Management Plan striving to reduce the effects of road salt in our environment.

## **3.0 WINTER MAINTENANCE STANDARDS**

### **3.1 Introduction**

This chapter documents the Town of Aylmer's snow and ice control standards.

The major activities related to winter maintenance are

- Salt and sand storage;
- Salt spreading;
- Blended sand spreading;
- Snow plowing; and
- Snow removal and disposal.

### **3.2 Maintenance Standards**

#### **Patrolling**

- 1) The minimum standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table to this section. O. Reg. 239/10, s. 3 (1); O. Reg. 366/18, s. 3 (2).
- 2) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions. O. Reg. 47/13, s. 2; O. Reg. 366/18, s. 3 (2).
- 3)  

Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway, and may be performed by persons responsible for patrolling highways or by persons responsible for or performing highway maintenance activities. O. Reg. 23/10, s. 3 (1).
- 4) This section does not apply in respect of the conditions described in section 10, subsections 11 (0.1) and 12 (1) and section 16.1, 16.2, 16.3 or 16.4. O. Reg. 23/10.

TABLE  
PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

### **Snow Accumulation**

For the purpose of planning the winter plowing operations, the Town recognizes Ontario Regulation 239/02 Section 4.

#### **ONTARIO REGULATION 239/02-SECTION 4**

#### **Snow accumulation, roadways**

4. (1) Subject to section 4.1, the standard for addressing snow accumulation on roadways is,

(a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and

(b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,

(i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or

(ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (1).

(2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

(3) For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under clause (1) (b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

1. Patrolling highways.
2. Performing highway maintenance activities.
3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (2).

- (4) The depth of snow accumulation on a roadway and lane width may be determined by,
- (a) performing an actual measurement;
  - (b) monitoring the weather; or
  - (c) performing a visual estimate. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (3).
- (5) For the purposes of this section, addressing snow accumulation on a roadway includes,
- (a) plowing the roadway;
  - (b) salting the roadway;
  - (c) applying abrasive materials to the roadway;
  - (d) applying other chemical or organic agents to the roadway;
  - (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 5 (4).
- (6) This section does not apply to that portion of the roadway,
- (a) designated for parking;
  - (b) consisting of a bicycle lane or other bicycle facility; or
  - (c) used by a municipality for snow storage. O. Reg. 366/18, s. 5 (4).

TABLE  
SNOW ACCUMULATION - ROADWAYS

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

#### **Snow accumulation on roadways, significant weather event**

**4.1 (1)** If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality. O.

Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

(a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and

(b) address snow accumulation on roadways in accordance with section 4. O. Reg. 366/18, s. 7.

### **Snow accumulation, bicycle lanes**

**4.2** (1) Subject to section 4.3, the standard for addressing snow accumulation on bicycle lanes is,

(a) after becoming aware of the fact that the snow accumulation on a bicycle lane is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and

(b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table to this section to provide a minimum bicycle lane width of the lesser of 1 metre or the actual bicycle lane width. O. Reg. 366/18, s. 7.

(2) If the depth of snow accumulation on a bicycle lane is less than or equal to the depth set out in the Table to this section, the bicycle lane is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 7.

(3) For the purposes of this section, the depth of snow accumulation on a bicycle lane and, if applicable, lane width under clause (1) (b), may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3), with necessary modifications. O. Reg. 366/18, s. 7.

(4) For the purposes of this section, addressing snow accumulation on a bicycle lane includes,

(a) plowing the bicycle lane;

(b) salting the bicycle lane;

(c) applying abrasive materials to the bicycle lane;

(d) applying other chemical or organic agents to the bicycle lane;

(e) sweeping the bicycle lane; or

(f) any combination of the methods described in clauses (a) to (e). O. Reg. 366/18, s. 7.

TABLE  
SNOW ACCUMULATION – BICYCLE LANES

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

**Snow accumulation on bicycle lanes, significant weather event**

**4.3 (1)** If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on bicycle lanes until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on bicycle lanes, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all bicycle lanes within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4.2 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on bicycle lanes in accordance with section 4.2. O. Reg. 366/18, s. 7.

**Ice formation on roadways and icy roadways**

For the purpose of planning the winter spreading operations, the Town recognizes Ontario Regulation 239/02, Section 5.

ONTARIO REGULATION 239/02- SECTION 5

### Ice formation on roadways and icy roadways

**5. (1)** The standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

1. Monitor the weather in accordance with section 3.1.
2. Patrol in accordance with section 3.
3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway, if practicable, to prevent ice formation within the time set out in Table 1 to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 8.

(2) If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s. 8.

(3) Subject to section 5.1, the standard for treating icy roadways is to treat the icy roadway within the time set out in Table 2 to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that a roadway is icy. O. Reg. 366/18, s. 8.

(4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 366/18, s. 8.

(5) For greater certainty, this section applies in respect of ice formation on bicycle lanes on a roadway, but does not apply to other types of bicycle facilities. O. Reg. 366/18, s. 8.

TABLE  
ICY FORMATION PREVENTION

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

TABLE  
TREATMENT OF ICY ROADWAYS

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

### **Icy roadways, significant weather event**

**5.1** (1) If a municipality declares a significant weather event relating to ice, the standard for treating icy roadways until the declaration of the end of the significant weather event is,

(a) to monitor the weather in accordance with section 3.1; and

(b) if deemed practicable by the municipality, to deploy resources to treat icy roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 8.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to any ice which forms or may be present until the applicable time in Table 2 to section 5 expires after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 8.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

(a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and

(b) treat icy roadways in accordance with section 5. O. Reg. 366/18, s. 8.

## **4.0 SALT MANAGEMENT GOALS AND OBJECTIVES**

### **4.1 Best Practices**

The Canadian Code of Practice for the Environmental Management of Road Salts and the TAC Syntheses of Best Practices has identified Best Management Practices for the handling, storage, and use of road salts. Code of Practice objectives have been defined in the following categories: Annual Reports, Salt Management Plans, Salt Storage, Salt Application, Snow Disposal, Training and Salt Vulnerable Areas.

## **4.2 Annual Reports**

The Town of Aylmer is responsible to report their salt use and management over the previous winter season to the County of Elgin annually and by May 1<sup>st</sup> each calendar year. This information is reported to Environment Canada annually through the County of Elgin.

## **4.3 Salt Management Plans**

The Town of Aylmer is responsible for developing a Salt Management Plan that satisfies the objectives of the Canadian Code of Practice for the Environmental Management of Road Salts. This plan is updated and approved by Aylmer Council once every 5 years.

## **4.4 Salt Storage Sites**

The objective for salt storage sites is the prevention or control of releases from existing and new sites. In pursuing this objective, the following practices should be considered:

- Coverage of salt piles and blended salt-sand piles
- Handling practices that avoid controlled releases
- Wash water collection and treatment
- Training of personnel, and
- Monitoring the effectiveness of the facility

The Town of Aylmer stores salt materials under cover and on impermeable surfaces and continually cleans up any spilled materials as good housekeeping practices. The Town of Aylmer currently has indoor salt and outdoor sand storage. The Town currently removes snow from specific areas within its jurisdiction and disposes of it at an existing snow disposal site.

Town of Aylmer Public Works Department at 32 Chipchase Court, retains 80 tonnes of salt storage.

## **4.5 Salt Application**

The objective for salt application is the reduction of the negative impacts of road salts by delivering the right amount of road salts in the right place at the right time. In pursuing this objective, consideration should be given to using the most recent advancements in the application of winter maintenance anti-icing and de-icing materials, winter maintenance equipment and road weather information and other decision support systems. As well, the training of personnel and the monitoring of the effectiveness of road salt application techniques should be considered.

The Town of Aylmer utilizes ground spreading controls and has automated vehicle location systems on their entire fleet dedicated to winter control. The Town of Aylmer does not pre-wet salt or use pre-treated salt; sodium chloride is used.

#### 4.6 Snow Disposal

The objective for snow disposal is the control of releases from existing and new sites. In pursuing this objective, the following practices should be considered:

- Location and construction of the sites considering operational and environmental factors
- Drainage management
- Training of personnel
- Monitoring of the effectiveness of the facility

The Town of Aylmer uses the parking lots of Steen Park and Optimist Park as snow disposal sites. Best efforts are made to keep the snow as far away from Catfish Creek as possible. This is done by first using the parking lot at Steen Park until it reaches capacity. Following this, the northern half of the Optimist Park parking lot is used maintaining a maximum distance back from the creek bank.

#### 4.7 Training

Annual winter maintenance training is provided to Town of Aylmer employees to ensure staff are informed of their responsibilities and updates to the Salt Management Plan.

#### 4.8 Equipment

The Town of Aylmer's current list of equipment is as follows:

<u>No.</u>	<u>Year</u>	<u>Make</u>	<u>Type</u>	<u>Snow Control Equipment</u>	<u>Accessory Equipment</u>
18	2019	Freightliner	5-ton single axle	Plow/sander	Manual sander
22	2010	Peterbilt	5-ton single axel	Plow/sander	Manual sander
23	2016	International	3-ton single axle	Plow	
9	2022	Ford	1 ton	Plow	
16	1989	John Deere	Tractor	Snow blower	
10	2005	Trackless	Sidewalk tractor	Plow/sander and blower	Manual Sander
20	2016	Case	Tractor/backhoe	Plow	

The Town of Aylmer has the following Electronics:

- Truck-mounted infra-red thermometers
- Two-way radio systems
- Cellular phones

- Answering service for after hours calls
- Pagers for standby personnel

#### **4.9 Weather Forecasting**

The Town of Aylmer uses the Environment Canada website to monitor weather conditions.

#### **4.10 Communications**

##### **4.10.1 Internal Communications**

All employees are equipped with two-way radios for internal communication. Road Supervisors are equipped with two-way radios as well as cellphones.

##### **4.10.2 External Communications**

The main system in place for informing the public and/or responding to general inquiries related to road maintenance is through the Town's website [www.aylmer.ca](http://www.aylmer.ca) and social media platforms. The Salt Management Plan is available to the public on the Town website.

#### **4.11 Record Keeping**

The Town keeps operator logs, surface condition reports, and tracks solid material purchases and usage.

#### **4.12 Salt Vulnerable Areas**

A "salt vulnerable area" means an area particularly sensitive to road salts where additional salt management measures may be necessary to mitigate the environmental effects of road salts in that area. Additional salt management measures in identified salt vulnerable areas include:

- Using technologies that further optimize the use of road salts
- Using environmentally, technically and economically feasible alternatives to road salts
- Increasing monitoring and measuring of chlorides and/or their impacts
- Locating patrol yards and snow disposal sites outside vulnerable areas
- Considering location and protection of vulnerable areas in the design of new roads and/or upgrading of existing roads.

The Town of Aylmer works with agencies such as the Conservation Authorities, Ministry of Natural Resources, and the Ministry of the Environment to identify vulnerable areas and to develop strategies to reduce salt impacts to salt vulnerable areas. Currently, there are no identified salt vulnerable areas in Aylmer.

## **5.0 CONCLUSION**

The Town of Aylmer is dedicated to maintaining the Town roads for the safety of the public in accordance with provincial regulations. Winter control activities utilizing road salt is necessary to achieve this goal. The Town of Aylmer recognizes that excessive use of road salt can have environmental impacts.

APPENDIX "A" WINTER MANAGEMENT RESPONSE FORM

# CORPORATION OF THE TOWN OF AYLMER PUBLIC WORKS DEPARTMENT

## WINTER MANAGEMENT RESPONSE FORM

DATE: \_\_\_\_\_ TIME START: \_\_\_\_\_

CALL BACK REQUEST BY: \_\_\_\_\_ TIME: \_\_\_\_\_

EMPLOYEE(S): \_\_\_\_\_

CURRENT WEATHER CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROXIMATE ACCUMULATION: \_\_\_\_\_

GENERAL DESCRIPTION OF ROADS CONDITION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

<u>Location</u>	<u>Plow/Sand</u>	
Priority #1A - # 53, 73, 3	<input type="checkbox"/>	<input type="checkbox"/>
Priority #1B - Streets	<input type="checkbox"/>	<input type="checkbox"/>
Priority #2 Streets	<input type="checkbox"/>	<input type="checkbox"/>
Parking Lots	<input type="checkbox"/>	<input type="checkbox"/>

SPECIAL NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TIME FINISHED: \_\_\_\_\_

APPENDIX "B" STREET SURFACE CONDITION WINTER REPORT  
FORM

# THE CORPORATION OF THE TOWN OF AYLMER

## Street Surface Condition - Winter Report

Date:        /        /  
               M        D        Y

Report Completed By: \_\_\_\_\_

Category	Time															
					Bare/Dry	Bare/Wet	Track Bare	Dusting	< 80 mm Snow	> 80 mm Snow	Light Drifting	Heavy Drifting	Ice Patches	Freezing Rain	Solid Ice	Snow Packed
<b>Streets</b>	AM															
Priority #1A	AM															
	PM															
Priority #1B	AM															
	AM															
	PM															
Priority #2	AM															
	AM															
	PM															
<b>Sidewalks</b>	AM															
Priority #1A	AM															
	PM															
Priority #1B	AM															
	AM															
	PM															
Priority #2	AM															
	AM															
	PM															

**Weather Conditions**

Precipitation (Rain, Snow etc.)

	AM
	AM
	PM

Temperature:

Time:

	C	AM
	C	AM
	C	PM

Notes/Remarks:
