

**THE CORPORATION OF THE TOWN OF SMITHS FALLS**

**BY-LAW NO. 8127-2008**

*BY-LAW TO ADOPT AN EMERGENCY SNOW REMOVAL POLICY*

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WHEREAS Section 8 of the Municipal Act, SO 2001, as amended provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 9 of the Municipal Act, SO 2001, as amended provides that Section 8 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS the purpose of this procedure is to provide consistency and communication respecting the Town of Smiths Falls' winter road maintenance activity respecting snow plowing and snow removal.

AND WHEREAS this procedure will define the scope and level of services and outline priority roads.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Smiths Falls enacts as follows:

1. THAT the Town of Smiths Falls Snow Plowing & Snow Removal Policy attached as "Schedule A" forming part of this by-law is hereby adopted.
2. THAT this by-law shall take effect on the date of its passing.

Read a first and second time this 19<sup>th</sup> day of February, 2008

Read a third time and passed this 19<sup>th</sup> day of February, 2008

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Town of Smiths Falls**  
**Snow Plowing & Snow Removal Policy**  
(Schedule A to By-law 8127-2008)



**Purpose:**

The purpose of this procedure is to provide consistency and communication respecting the Town of Smiths Falls' winter road maintenance activity respecting snow plowing and snow removal. This procedure will define the scope and level of services and outline priority roads.

The Town of Smiths Falls' Works & Utilities Department has the right to exercise flexibility with respect to this procedure depending on the type of snow, amount of snow, wind and the time of day that the snow falls. The need for road safety, traffic demands, employee safety and equipment availability will be given priority when performing snow plowing and snow removal.

**Goals & Priorities:**

The Town of Smiths Falls' Works & Utilities Department will endeavor to have all driving lanes in the Town cleared within a 12-hour period. In the case of snowfall long in duration, the streets will be plowed every 12 hours.

The snow plowing procedure will vary depending on the depth of snow fall, as follows:

- Trace to 5cm (2") = Ice Control
- 5cm (2")+ = Plowing of streets
- 10cm (4") and Over = Severe Weather

The Town of Smiths Falls' Works & Utilities Department may, based on wind or icy rain, respond earlier.

Sanding/salting of streets may begin earlier than the plowing, depending on road conditions.

**Snow Plowing - Priority #1**

- Downtown core
- Main arteries ie., Hwy. 15 and County roads #43 and #29
- Town owned parking lots and facilities where emergency service vehicles require access and the area at Maple Ave. and Main St., for the Ambulance Services.
- Sidewalks in downtown core
- Bridges

**Snow Plowing - Priority #2**

- Secondary and residential streets
- Clearing of sidewalks and fire hydrants
- All other town owned parking lots

Under conditions where snow accumulation does not greatly impede traffic flow, the whole (Priority #1 and #2) shall be completed from midnight to 8:00am (to be completed in one shift).

**Town of Smiths Falls**  
**Snow Plowing & Snow Removal Policy**  
(Schedule A to By-law 8127-2008)



**Snow Bank Removal – Priority #1**

- Downtown core and bridges
- Downtown sidewalks

**Snow Bank Removal – Priority #2**

- Main arteries (as large banks develop)
- Secondary streets with restricted width or snow banks obstructing line-of-sight at intersections
- Secondary streets with boulevards

**Snow Bank Removal – Priority #3**

- Residential streets, as required
- Municipal parking lots

**Monitoring of Weather Conditions:**

The Works & Utilities Department, during regular operating hours will monitor weather conditions via the media, ie., local radio weather forecast and via the [http://www.weatheroffice.gc.ca/city/pages/on-106\\_metric\\_e.html](http://www.weatheroffice.gc.ca/city/pages/on-106_metric_e.html) website, at a minimum of twice per day, ie., prior to 11:00 am and prior to 4:00 pm.

During off hours for the Works & Utilities Department, the Police Services will monitor the streets and will notify the Works & Utilities Department's Foreman or Superintendent directly, if slippery or hazardous conditions develop that necessitates immediate attention (see Schedule "A" for Contact Information).

There may be a requirement to cancel vacation days and time-off in lieu days for staff, during extreme weather conditions.

Should the Police Services deem the road conditions require ice control or plowing, during working or non-working hours, they will contact the Works & Utilities Department's Foreman or Superintendent, as shown on Schedule "A" - Contact Information). The Works & Utilities Foreman or Superintendent will notify the Police Services of the action that they will be taking within ½ an hour.

**Communication:**

On the following events:

- A breakdown of equipment which will cause a delay in snow plowing
- When emergency hours of work exemption has been enacted/terminated
- When staff have reached a point where they are unable to continue and require a rest break
- If the 12 hours goal for street clearing cannot be maintained for any other reason

As per Contact Information on Schedule "A", the Works & Utilities Department's Superintendent or in his absence, the Foreman, will provide updates as follows:

**Town of Smiths Falls**  
**Snow Plowing & Snow Removal Policy**  
(Schedule A to By-law 8127-2008)



During Regular Working Hours - Monday to Friday 8:30am to 4:30pm (except Statutory Holiday):  
Notification will be given to the Administration & Planning Services Department who will notify Police, Fire Services and Ambulance Services

Off-Hours (other than shown above):

To the Police Services Department who will notify the Fire Services and Ambulance Services and the Administrative & Planning Services Department (via email)

In addition to the above notifications, the Administrative & Planning Services Department, via Elaine Mallory, Director, or in her absence, Lynda McKimm, Administrative Coordinator, will advise Council, CAO; Receptionist, Water Billing Clerk and the back-ups to these positions, of updates, as made available. A notice will also be posted on the Town's Website in order to provide this information to the public.

The Police Services and Fire Services will take appropriate action within their respective departments. The Police Services department shall, if a severe situation exists, communicate "stay at home messages" to the public, via local radio and newspapers and will also advise Ambulance Services and Administrative & Planning Services contacts of this.

Public Inquiries Line

Should your street not be plowed within the 12 hour time frame, or severe weather conditions exist, members of the public are encouraged to call 613-283-4124 during regular business hours. After hours public updates will be available at 613-283-4124 ext. 148 (Lynda McKimm, Administrative Coordinator) during Severe Weather conditions and on the Town's Website at [www.smithsfalls.ca](http://www.smithsfalls.ca) on the Home Page.

**Town of Smiths Falls**  
**Snow Plowing & Snow Removal Policy**  
(Schedule A to By-law 8127-2008)



**Severe Weather Snow Removal Procedure/Emergency Hours of Work**

Should a storm continue for a prolonged period, snow will be in excess of the 10cm (4") or any of the severe weather conditions identified in the Emergency Hours of Work Section exist, and if time and manpower permit, the Works & Utilities Department shall make an effort to clear one lane for traffic down each street and snow plowing of the sidewalks in the downtown core shall be deferred to Snow Plowing - Priority #2.

**Severe Weather/Emergency Hours of Work:**

Ontario Regulation 555/06 of the Highway Traffic Act regulates the hours of work for certain vehicle operators. Subsection 4.1 of Section 3 exempts operators of municipal vehicles in situations that pose an imminent danger to life, property or the environment.

The Chief Administrative Officer and the Superintendent of Works and Utilities or their designate will jointly determine when such a situation exists and will jointly determine when such a situation ceases.

Conditions under which the municipality will invoke the exemption under Regulation 555/06 are:

- 1) Snowfalls predicted to accumulate to 10cm (4") or more in less than 24 hours.
- 2) Snowfalls predicted to last more than 18 Hours and accumulating more than 10cm (4") of snow over the period.
- 3) Predicted storms on consecutive or multiple days that accumulate more than 5cm (2") per day.
- 4) Ice Control situations predicted to last more than 10 hours.
- 5) Cleanup from high winds taking longer than 10 hours.
- 6) Flood control that lasts longer than 10 hours.
- 7) In a case of declared state of provincial or municipal emergency.
- 8) In an unforeseen circumstance that in the opinion of the Chief Administrative Officer and the Superintendent of Works and Utilities, or their designate(s), constitutes an emergency circumstance (e.g. watermain breaks, power outages, etc.)

A log shall be maintained by the Superintendent (or his alternate) for any hours of work emergency exemptions. This log shall be kept in the administration office of the Works/Utility Building. The log shall detail for determination of emergencies and for returning to compliance (ceasing of emergency exemption) the following information:

- i) the conditions that were in place at the time of the determination
- ii) the date/time of the determination
- iii) the parties to the determination
- iv) the applicable condition number (i.e. 1-8 above)
- v) duration of the emergency (re: returning to compliance)
- vi) Hours of work and break times of employees during an emergency

**Town of Smiths Falls**  
**Snow Plowing & Snow Removal Policy**  
(Schedule A to By-law 8127-2008)



**Severe Weather/Emergency Vehicle Assistance:**

- In the interest of public safety, the Works & Utilities Department will provide assistance to emergency vehicles, upon request. This may include plowing and applying ice control materials to roadways (see Schedule "A" for Contact Information).
- WTP Plant, WPCP Plant and the Centre Street Pumping Station parking lots require one sweep to enable staff/contractors access in the event of an emergency. The Water/Wastewater Superintendent shall make this request to the Works & Utilities contact.