

THE CORPORATION OF THE TOWN OF FORT ERIE



WINTER OPERATIONS PLAN

Fall 2020 – Spring 2024

Approved by Council; (__ / __ / ____)



TABLE OF CONTENTS

1.0 PURPOSE..... 2
 2.0 POLICY STATEMENT..... 2
 3.0 DEFINITIONS..... 2
 4.0 WINTER OPERATIONS PROGRAM 3
 4.1 ROADWAYS..... 4
 4.1.2 SNOW ACCUMULATION ON CLASS 3, 4, 5 ROADWAYS 4
 4.1.3 SNOW ACCUMULATION ON CLASS 6 ROADWAYS, ALLEYWAYS AND
 PARKING LOTS 6
 4.1.4 ICE PREVENTION & FORMATION – CLASS 3, 4, 5 ROADWAYS &
 BICYCLE LANES..... 6
 4.1.5 ICE FORMATION ON CLASS 6 ROADWAYS, ALLEYWAYS & PARKING
 LOTS 7
 4.2 SIDEWALKS..... 8
 4.2.1 SNOW ACCUMULATION ON SIDEWALKS..... 8
 4.2.2 ICE PREVENTION AND FORMATION ON SIDEWALKS 9
 5.0 SIGNIFICANT WEATHER EVENT 9
 6.0 WINTER SEASON 10
 7.0 PRESEASON OPERATIONAL PROCESS 10
 8.0 SNOW FENCE 11
 9.0 WEATHER MONITORING 11
 10.0 WINTER ROAD PATROL..... 12
 10.1 WINTER SIDEWALK PATROL..... 12
 11.0 HOURS OF WORK REGULATIONS..... 13
 12.0 WINTER MATERIALS 13
 13.0 SNOW PLOWING ON ROADWAYS AND BICYCLE LANES..... 14
 14.0 SAND AND SALT APPLICATION ON ROADWAYS AND BICYCLE LANES AND
 SIDEWALKS..... 15
 15.0 SNOW PLOWING AND SAND APPLICATION ON SIDEWALKS 17
 16.0 SNOW PLOWING AND SAND APPLICATION ON ALLEYWAYS AND TOWN
 PARKING LOTS..... 17
 17.0 WINTER CONTROL PERFORMANCE MONITORING..... 18
 18.0 WINTER CONTROL FACILITY 18
 19.0 SNOW REMOVAL..... 19
 20.0 TOWN BY-LAWS RELATED TO WINTER CONTROL 19
 21.0 SALT MANAGEMENT PLAN..... 20
 22.0 COMMUNICATIONS 20

- APPENDIX 1 - SIGNIFICANT WEATHER EVENT OPERATING PROCEDURE
- APPENDIX 2 - SIGNIFICANT WEATHER LOG
- APPENDIX 3 - SNOW FENCE LOCATIONS
- APPENDIX 4 - WINTER PATROL LOG
- APPENDIX 5 - HOURS OF SERVICE EVENT LOG
- APPENDIX 6 - SNOW PLOW ROUTES
- APPENDIX 7 - SALT AND SAND ROUTES
- APPENDIX 8 - SIDEWALK SNOW PLOW AND SAND ROUTES

APPENDIX 9 - ALLEYWAYS AND PARKING LOT LOCATIONS
APPENDIX 10 - BY-LAW 40-04
APPENDIX 11 - BY-LAW 170-09
APPENDIX 12 - BY-LAW 84-2014
APPENDIX 13 - SALT MANAGEMENT PLAN

1.0 PURPOSE

The Town of Fort Erie is committed to delivering safe, cost-effective winter operations.. The Winter Operations Plan provides a policy and procedural framework for winter operations performed by the Town of Fort Erie in order to achieve the prescribed levels of service.

2.0 POLICY STATEMENT

The Town of Fort Erie shall provide winter maintenance operations in accordance with the Fall 2020 – Spring 2024 Winter Operations Plan, as reasonably practicable, in order to meet provincial maintenance standards for municipal highways per O.Reg. 239/02, as amended, while striving to minimize adverse impacts to the environment.

The Town commits to ongoing staff training and education for winter control maintenance staff and monitoring the effectiveness of winter operations.

The Town will continually review, assess and implement new approaches and technologies to achieve continuous improvement and operational efficiencies with respect to winter operations.

3.0 DEFINITIONS

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

“bicycle lane” means a portion of a roadway that has been designated by pavement markings or signs for the preferential or exclusive use of cyclists, or a portion of a roadway that has been designated for the exclusive use of cyclists by signs and a physical or marked buffer;

“cm” means centimetres

“day” means a 24-hour period;

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

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

“**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 the Town;

“**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 sidewalk, roadway or shoulder;.

“**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).

4.0 WINTER OPERATIONS PROGRAM

The Town of Fort Erie provides winter operations maintenance on Town owned municipal roadways, sidewalks, parking lots and alleyways. In addition, the Town performs winter operations on the Niagara Parkway through a maintenance arrangement developed through a Memorandum of Understanding with the Town and the Niagara Parks Commission.

The Winter Operations Plan Fall 2020 – Spring 2024 Levels of Service are based on O.Reg. 239/02 as amended. Should there be discrepancies and/or omissions with the Towns Levels of Service/standards as identified in the Winter Operations Plan as compared with O.Reg. 239/02 as amended, O.Reg. 239/02 as amended shall prevail. Table 1 provides a summary of the scope winter maintenance performed by the Town by asset type.

TABLE 1
 WINTER OPERATIONS PROGRAM BY ASSET TYPE

Asset Type	Number of Locations	Total Length (Lane KM)	Total Length (KM)
Roadways		403	
Sidewalks			160
Parking Lots	24		
Alleyways	10		

4.1 ROADWAYS

All Town roadways are divided into classes based on a combination of traffic volume and posted speed limits. The Town maintains roadways that range from Class 3, which are higher traffic volume roadways such as Petit Rd to Class 6 roadways, which are low traffic volume roadways such as a cul-de-sac.

In addition to roadways, the Town also maintains alleyways and on road bicycle lanes that have been designated by pavement markings or signage for the preferential or exclusive use of cyclists.

The Town performs winter control on roadways using both Town staff and equipment and contractors. The winter control level of service performed varies by the road class. Table 2 summarizes the Towns level of service for snow accumulation, ice formation prevention and treatment of icy roadways.

4.1.2 SNOW ACCUMULATION ON CLASS 3, 4, 5 ROADWAYS & BICYCLE LANES

The Towns Level of Service (LOS) for winter maintenance is based on O.Reg. 239/02. The LOS for addressing snow accumulation is after the Town becomes aware of the fact that the snow accumulation on a roadway is greater than the depth set out in Table 2 to deploy resources as soon as practicable to address the snow accumulation.

After the snow accumulation has ended, the Town will address the snow accumulation by reducing the snow to a depth less than or equal to the depth set and within the time set out in the Table 2. The LOS does not apply to any portion of the roadway designated for parking.

For single lane roadways, the LOS is to provide a minimum lane width of the lesser of three meters for each lane or the actual lane width. On Class 4 or Class 5 roadways with two lanes, the LOS is to provide a total width of at least five meters.

If the depth of snow accumulation on a road is less than or equal to the depth set out in Table 2, the road is deemed to be in a state of repair with respect to snow accumulation.

To address snow accumulation on a roadway the Town may plow the roadway, salt the roadway, applying abrasive materials to the roadway, apply other chemical or organic agents to the roadway, or any combination of the methods identified to address snow accumulation.

For bicycle lanes, the LOS for snow accumulation is after the Town becomes aware that the snow accumulation is greater than the depth identified in Table 3 to deploy resources as soon as practicable to address the snow accumulation. After the snow accumulation has ended, the Town will address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth as set out in Table 3 providing a minimum bicycle lane width of the lesser of 1 metre or the actual bicycle lane width.

If the depth of snow accumulation on a bicycle lane is less than or equal to the depth set out in Table 3, the bicycle lane is deemed to be in a state of repair in respect of snow accumulation.

To address snow accumulation on a bicycle lane the Town may plow the bicycle lane, salt the bicycle lane, sweep the bicycle lane, applying abrasive materials to the bicycle lane, apply other chemical or organic agents to the bicycle lane, or any combination of the methods identified to address snow accumulation.

TABLE 2
 SNOW ACCUMULATION
 LEVEL OF SERVICE – ROADWAYS

Class of Roadway	Depth (cm)	Time (hours)
3	8	12
4	8	16
5	10	24

TABLE 3
 SNOW ACCUMULATION
 LEVEL OF SERVICE – BICYCLE LANES

Class of Roadway	Depth (cm)	Time (hours)
3	8	24
4	8	24
5	10	24

4.1.3 SNOW ACCUMULATION ON CLASS 6 ROADWAYS, ALLEYWAYS AND PARKING LOTS

Class 6 roadways, alleyways and parking lots are not subject to provincial minimum maintenance standards with regards to snow accumulation.

The Town will endeavor to address snow accumulation after the Town becomes aware of the fact that the snow accumulation on a Class 6 roadway, alleyway or parking lot is greater than the depth set out in Table 4 to deploy resources to address the snow accumulation when possible. The timing of deployment of resources will be generally after Class 3, 4 and 5 roadways have been addressed with respect to snow accumulation.

To address snow accumulation the Town may plow, apply salt, apply abrasive materials, apply other chemical or organic agents, or any combination of the methods identified to address snow accumulation.

After the snow accumulation has ended, the Town will endeavor to address the snow accumulation by reducing the snow to a depth less than or equal to the depth set and within the time set out in the Table 4.

TABLE 4
 SNOW ACCUMULATION
 CLASS 6 ROADWAYS, ALLEYWAYS, PARKING LOTS

Town Asset	Depth (cm)	Time (hours)
Class 6 Roadway	10	24
Alleyways	12	36
Parking Lots	12	36

4.1.4 ICE PREVENTION & FORMATION – CLASS 3, 4, 5 ROADWAYS & BICYCLE LANES

The standard for the prevention of ice formation on roadways is to complete the following in the 24-hour period preceding an alleged formation of ice on the roadway.

Town staff monitor the weather and perform winter road patrols in order to assess if there is a substantial probability of ice forming on a roadway. If the Town determines there is a substantial probability of ice forming on a roadway, the Town will treat the roadway, if practicable, to prevent ice formation as indicated in Table 5 starting from the time the Town determines is the appropriate time to deploy resources.

If the Town becomes aware that the roadway is icy, the Town will treat the icy roadway according to the timelines in Table 6. Ice formation on bicycle lanes on a roadway are included in the LOS, however, other types of bicycle facilities are not provided this LOS. The LOS for both ice formation and prevention vary depending on the class of roadway.

The Town may treat the roadway with material including but not limited to salt, sand or any combination of salt and sand.

If the Town meets the standards set out above, 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 6 after the Town becomes aware of the fact that the roadway is icy.

TABLE 5
ICE FORMATION PREVENTION
LEVEL OF SERVICE – CLASS 3,4,5 ROADWAYS & BICYCLE LANES

Class of Roadway	Time (Hours)
3	16
4	24
5	24

TABLE 6
TREATMENT OF ICY ROADWAYS
LEVEL OF SERVICE – CLASS 3,4,5 ROADWAYS & BICYCLE LANES

Class of Roadway	Time (Hours)
3	8
4	12
5	16

4.1.5 ICE PREVENTION & FORMATION ON CLASS 6 ROADWAYS, ALLEYWAYS & PARKING LOTS

Class 6 roadways, alleyways and parking lots are not subject to provincial minimum maintenance regulations with regards to ice prevention and formation. If the Town becomes aware of icy conditions on Class 6 roadways, alleyways or Town parking lots, the Town will endeavor to treat the ice according to the timelines in Table 7 when possible starting from the time the Town determines is the appropriate time to deploy resources.

The Town may treat the roadway, alleyway and parking lot with material including but not limited to salt, sand or any combination of salt and sand.

TABLE 7
ICY CONDITIONS
CLASS 6 ROADWAYS, ALLEYWAYS, PARKING LOTS

Town Asset	Time (hours)
Class 6 Roadway	24
Alleyways	36
Parking Lots	36

4.2 SIDEWALKS

All Town sidewalks are maintained with respect to snow accumulation, ice prevention and ice formation. The Town utilizes a contractor to perform sidewalk winter operations to meet the prescribed LOS for each type of winter event. Patrolled school crossing locations are also completed at the time sidewalk winter operations are completed.

4.2.1 SNOW ACCUMULATION ON SIDEWALKS

The LOS for addressing snow accumulation on a sidewalk after the snow accumulation has ended is to reduce the snow to a depth of less than or equal to 8 cm within 48 hours as identified in Table 8.

The snow accumulation will be reduced by a width of 1 metre on Town sidewalks that are wide enough. Some areas in Town have narrow sidewalks that do not permit the width to be reduced to 1 metre and in those cases, the width of the snow accumulation reduced will be approximately the width of the existing sidewalk.

The Town may address snow accumulation by plowing, salting, applying abrasive materials, applying chemical or organic agents or any combination of methods noted above.

TABLE 8
 SNOW ACCUMULATION – SIDEWALKS
 LEVEL OF SERVICE

Town Asset	Depth(cm)	Time (hours)
Sidewalks	8	48

4.2.2 ICE PREVENTION AND FORMATION ON SIDEWALKS

Town staff monitor the weather and perform winter road patrols to determine if sidewalks require to be treated to prevent ice formation. The Town will treat sidewalks if practicable to prevent ice formation or improve traction within 48 hours if the Town determines there is a substantial probability of ice forming on a sidewalk starting from the time that the Town determines is the appropriate time to deploy resources.

The LOS if ice forms on a sidewalk is for the Town to treat the icy sidewalk within 48 hours after the Town becomes aware of ice on a sidewalk as per Table 9. Once the Town treats the icy sidewalk it is deemed to be in a state of repair for 48 hours after it has been treated.

The Town may address icy sidewalks by salting, applying materials, including salt, sand or any combination of salt and sand to the sidewalk.

TABLE 9
 LEVEL OF SERVICE - ICY SIDEWALKS

Town Asset	Time (hours)
Sidewalks	48

5.0 SIGNIFICANT WEATHER EVENT

Ontario Regulation 239/02 – Minimum Maintenance Standards for Municipal Highways includes a new provision for municipalities to declare a significant weather event.

A significant weather event is an approaching or occurring weather hazard that has the potential to pose a significant danger to users of a roadway. A weather hazard is defined by Environment Canada as meeting the criteria of an alert under Environment Canada’s Public Weather Alerting Program which includes weather events such as blizzards, blowing snow and winter storms. For each type of significant weather event there are specific criteria which trigger a significant weather event. For example, a

winter storm hazard is present when an approaching or occurring storm will produce 25 cm or more snow over a 24 hour period.

The Town may declare a significant weather event when a weather hazard, either forecasted or occurring, has the potential to pose a significant danger to users of the roadways in which the Town has authority.

The declaration of a significant weather event suspends the standard timelines required to meet the Towns winter maintenance LOS. All roadways and/or sidewalks are deemed in a state of repair with respect to snow accumulation and/or ice conditions, until the Town declares the significant weather event has ended.

In each case, during the course of a declared significant weather event, the standard for addressing winter maintenance is to monitor the weather and deploy resources to address the issue, starting from the time the Town deems it most appropriate to do so. When the Town declares an event has ended, standard timelines for winter maintenance activities then begin.

The declaration of a significant weather event is not a notice of reduced service levels or a road closure. It is to notify the public that due to the forecasted or current weather conditions, caution is to be exercised and that it may take longer than usual to restore the conditions back to a normal state of repair.

The Town has developed both a Significant Weather Event Operating Procedure (Appendix 1) and a Significant Weather Event Log (Appendix 2) to record actions taken by the Town before, during and at the end of a significant weather event.

6.0 WINTER SEASON

For operational purposes, the winter season commences on November 1 and is completed by March 31, while acknowledging that winter events may occur outside of this timeframe. Should winter events occur outside this timeframe, the Town will endeavor to meet the LOS as identified in this winter control plan.

7.0 PRESEASON OPERATIONAL PROCESS

Prior to the winter season, a number of process are initiated by the Town to ensure the readiness of the Town to perform winter operations, those include but are not limited to the following processes:

- Conduct safety and operational training for staff on winter operations
- Conduct safety discussions, review routes and discuss Town processes for winter control with contractors

- Prepare and call tenders for provision of contracted equipment and operators to provide winter control for the Town if necessary
- Distribute Town radios to contractors and test communications to ensure radio communication with contractors and the Town is operational and functioning properly
- Ensure both Town and contractor fleet GPS systems and sensors are operational and functioning properly
- Ensure the supply of materials (salt and sand) is adequate
- Perform maintenance, diagnostic assessments and necessary repairs of Town plow trucks, spreader trucks, combination units and plows/wings
- Update mapping and routes based on new developments coming online

8.0 SNOW FENCE

Snow fence shall be erected as indicated in Appendix 3 as part of the Town's efforts to minimize blowing snow across Town roadways where snow fence has been erected.

When possible, property owners will be advised of the erection of fence. Snow fence can be erected on private property under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, s. 60.

Snow fence shall generally be erected in the months of October and November and will be left in place until the end of the winter control season at the end of March each year.

The Town will review opportunities to collaborate with residents, farmers and agencies to determine if living snow fences can be utilized in place of traditional snow fencing in order to achieve better performance with respect to blowing snow and to achieve operational efficiencies.

9.0 WEATHER MONITORING

The Town performs weather monitoring per the Minimum Maintenance Standards, O.Reg. 239/02 including amendments set out in O.Reg. 23/10, O.Reg. 47/13 and O.Reg. 366/18.

From October 1 to April 30, the Town monitors the weather, both current and forecast to occur in the next 24 hours three times per calendar day at intervals as determined as appropriate by the Town.

Weather monitoring can consist of monitoring daily weather forecasts, measuring air and roadway temperatures or receiving electronic weather forecasts and alerts.

10.0 WINTER ROADWAY PATROL

The Town performs winter road patrols per O.Reg. 239/02 Minimum Maintenance Standards, including amendments set out in O.Reg. 23/10, O.Reg. 47/13 and O.Reg. 366/18.

If it is determined by the Town that the weather monitoring indicates that there is a substantial probability of snow accumulation on Town roadways, ice formation on roadways or icy roadways, the Town will patrol roadways that the Town selects as representative of its roadways, at intervals deemed necessary by the Town, to check for such conditions. The current Winter Road Patrol log utilized by the Town is located in Appendix 4.

The Town may select different roadways it deems representative to perform a winter road patrol. Additionally, on the approach of a winter event and/or during a winter event, representative roadways may need to be modified depending on the type and severity of the winter event or the direction from which the storm approaches.

Patrolling a Town roadway consists of observing the roadway, either by driving on or by electronically monitoring the roadway.

The purpose of the winter road patrol is to monitor and record weather and roadway and bicycle lane conditions and mobilize winter maintenance operators and equipment should a winter event response be required. Town staff initiate the mobilization of both Town and contractor equipment for roadways.

From approximately November 1st to March 31st of each winter season (weather dependent), Town roadways are patrolled evenings and overnight as required.

10.1 WINTER SIDEWALK PATROL

If it is determined by the Town that the weather monitoring 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 Town will patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the Town.

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.

The purpose of the patrol is to monitor and record weather and sidewalk conditions and mobilize winter maintenance operators and equipment should a winter event response be required. Town staff initiate the mobilization of contractors for sidewalk winter operations.

From approximately November 1st to March 31st of each winter season (weather dependent), Town sidewalks are patrolled evenings and overnight as required.

11.0 HOURS OF WORK REGULATIONS

The Town adheres to the Hours of Service requirements per Ontario Regulation 555/06. The regulation provides an exemption for vehicles operated by or on behalf of a municipality or a road while responding to a situation or impending situation that constitutes an imminent danger, though not one of major proportions, to life, property or the environment caused by the weather. The exception may be utilized by the Town in performing winter operations.

The exemptions provided in the regulation will not be utilized as blanket exemptions to all events. In the event of any extension to an on-duty schedule, mandatory off-duty time will be provided each day notwithstanding any use of an exemption.

The Town has developed an operating procedure along with an Hours of Service Event Log as provided in Appendix 5; in addition to an electronic system to record hours of work for Town staff performing winter operations to track and monitor on-duty time.

12.0 WINTER MATERIALS

The Town utilizes both salt and a salt/sand mixture as indicated in Table 10. The general application of sand will be a standard mixture of 10% salt and 90% natural sand. If weather and road conditions indicate an advantage for removal of packed snow and ice, a higher salt percentage may be used in the salt/sand material mixture.

TABLE 10
 WINTER MATERIALS

Primary Solid Material	Current Supplier	Material Composition
Sand	Lafarge	Natural Sand (90%) & Salt (10%)
Salt	Cargill	Sodium Chloride (NaCl) 100%

Prior to the winter control season, sand and salt are stockpiled in the two domes located at the Gibson Centre Operations yard. The larger of the two domes is filled with the salt/sand mixture, while the other smaller dome is stockpiled with salt.

13.0 SNOW PLOWING ON ROADWAYS AND BICYCLE LANES

The Town of Fort Erie uses a combination of both Town owned vehicles and equipment and contractors to perform winter plowing operations. Town vehicles and equipment are used on all snow plow routes in order to achieve compliance with the Towns LOS for snow accumulation on roadways and bicycle lanes. Snow plow operations by Town staff may be conducted by a single operator per vehicle.

As required, given the nature and timing of the winter event, contractors may be dispatched to perform winter plowing operations. Town vehicles and equipment continue to be used within the routes as required in order to optimize operations given winter event needs and weather conditions in order to achieve compliance with the Town LOS for snow accumulation on roadways and bicycle lanes. Town staff are responsible for deploying contractors to perform winter operations.

Snow plow routes have been sized and optimized based on equipment type and roadway geometry. Table 11 identifies both Town and contractor vehicles utilized for each snow plow route.

Snow plow routes are provided in Appendix 6. The Town may modify the snow plow routes periodically and as required should there a need based on replacement of Town vehicles, winter event conditions, change in road class, to optimize operations or due to labour shortages and/or equipment breakdowns.

TABLE 11
 SNOW PLOW ROUTES – ROADWAYS & BICYCLE LANES

Snow Plow Route	Equipment	Area
1	2 Town Plow Trucks in Echelon	Fort Erie
2	1 Town Plow Truck	North Fort Erie
3	1 Town Plow Truck	South Fort Erie and Crescent Park
4	1 Town Plow Truck	Stevensville East, Douglastown, Black Creek
5	1 Town Plow Truck	Stevensville West
6	1 Town Plow Truck	Thunder Bay, Ridgeway and Crystal Beach
7	1 Town Loader	Crescent Park
8	1 Contractor Plow	Fort Erie
9	1 Contractor Plow	Stevensville East, Douglastown, Black Creek
10	1 Contractor Plow	Stevensville West
11	1 Contractor Plow	Thunder Bay
12	1 Contractor Plow	Ridgeway
13	1 Contractor Plow	Crystal Beach

14.0 SAND AND SALT APPLICATION ON ROADWAYS AND BICYCLE LANES AND SIDEWALKS

The Town utilizes salt on some Town roadways and sand on others to meet the LOS for snow accumulation and icy conditions. The routes are identified in Table 12. Town uses a combination of Town equipment and contractors for the application of salt and sand on Town roadways. Table 13 includes a further breakdown of Routes F and G which are salt routes.

Salt and sand routes are provided in Appendix 7. The Town may modify the routes periodically and as required should there a need based on replacement of Town vehicles, winter event conditions, change in class of road or due to labour shortages and/or equipment breakdowns.

TABLE 12
 SALT AND SAND ROUTES – ROADWAYS & BICYCLE LANES

Sand and Salt Route	Vehicle
A	1 Contractor Truck
B	1 Town Truck
C	1 Town Truck
D	1 Town Truck
E	1 Town Truck
F	1 Town Truck
G	1 Town Truck

TABLE 13
 SALT ROUTES – ROADWAYS & BICYCLE LANES

Salt Route	Roadway	From	To
F	Pettit Rd	Gilmore Rd	Garrison Rd
F	Concession Rd	Garrison Rd	Gilmore Rd
F	Bertie St	Concession Rd	Niagara Blvd
F	Niagara Pkwy	Bowen Rd	Old Fort Erie Museum
F	Industrial Dr	Thompson Rd	Dead End
F	Jarvis St	Niagara Blvd	Crooks St
G	Ridge Rd N	Bowen Rd	Garrison Rd
G	Ridge Rd N	Dominion Rd	Farr Ave
G	Ridgeway Rd	Dominion Rd	Erie Rd
G	Farr Ave	Ridge Rd N	Gorham Rd
G	Gorham Rd	Dominion Rd	Mitchener Rd
G	Michener Rd	Ridgeway Rd	Pt Abino Rd
G	Pt Abino Rd	Michener Rd	Netherby Rd
G	Ridgemount Rd	CP Rail Line	Garrison Rd

Salt Route	Roadway	From	To
G	Townline Rd Overpass		
G	Ridgemount Rd Overpass		

15.0 SNOW PLOWING AND SAND APPLICATION ON SIDEWALKS

Snow plowing and sanding of Town sidewalks is completed by contracted services as identified in Table 14 in order to achieve compliance with the Town LOS for snow accumulation and icy conditions on sidewalks. Town staff dispatch contractors to perform winter operations on sidewalks.

Sidewalk snow plow and sand route maps are provided in Appendix 8. The Town may modify the sidewalk routes periodically and as required should there a need based on winter event conditions or due to labour shortages and/or equipment breakdowns.

TABLE 14
 SIDEWALK ROUTES

Sidewalk Route	Equipment
1	1 Contractor Skid Steer Loader
2	1 Contractor Skid Steer Loader
3	1 Contractor Skid Steer Loader
4	1 Contractor Skid Steer Loader
5	1 Contractor Skid Steer Loader

16.0 SNOW PLOWING AND SAND APPLICATION ON ALLEYWAYS AND TOWN PARKING LOTS

The Town performs snow plowing operations, applies sand on Town alleyways and parking lots through a combination of Town vehicles and equipment and contractors. A listing of locations provided in Appendix 9.

Alleyways are completed by contractors. Town staff dispatch contractors to perform winter operations at alleyways.

Parks and Facilities Division staff perform winter operations at certain municipal parking lots. For parking lots that are the responsibility of contractors, the contractor is responsible for dispatching their equipment to perform winter operations.

17.0 WINTER CONTROL PERFORMANCE MONITORING

The Town may utilize a number of technologies in addition to monitoring performance of winter operations through direct observations by Town staff. Global positioning satellite systems, electronic sensors and digital video recording may be utilized for the purposes of assessing compliance with Town LOS standards, to determine completion of routes, to achieve operational efficiencies and to be utilized as a resource in the event of legal actions against the Town with respect to winter operations.

18.0 WINTER CONTROL FACILITY

The Town of Fort Erie primarily provides winter maintenance services from the Operations Division Yard listed below.

Facility: John L. Gibson Operations Centre
Facility Address: 1818 Pettit Road, Fort Erie ON, L2A 5M6
Facility Phone: (905) 871-1600
Year Built: 1993

Design and Logistics:

- All materials are handled in a designated area characterized by an impermeable surface
- There is one front end loader available to load trucks
- Equipment is in place to prevent overloading of trucks (electronic scales)
- Ongoing clean-up of the site surfaces and spilled material is removed routinely

Material Storage Details:

- There are two solid material storage facilities on site:
- Sand Dome – approx.1,500 tonne storage capacity
- Salt Dome – approx.2,000 tonne storage capacity

Equipment Storage Details:

- There is an indoor vehicle and equipment storage facility where Town's Winter Control equipment is typically stored

Equipment Washing Details:

- All equipment is washed inside the storage facility and run-off from the equipment washing drains through into the sanitary sewer system which collects run-off of salt contaminated wash water

19.0 SNOW REMOVAL

The purpose of snow removal is to prevent large accumulations of snow on travelled portions of municipal roadways and sidewalks. The removal of large snow accumulations reduces the hazard related to large snow piles that have accumulated through the course of a winter season to motorists and pedestrians in regards to sight lines and roadway flooding.

Snow removal shall typically be conducted after higher priority post-storm activities have been completed. Under normal circumstances, hauling of the snow shall be conducted generally during overnight hours. The LOS for snow removal is when the height of a snow bank exceeds one metre in height and presents a drainage or sight line problem.

It is inevitable that that snowplow operations will create a windrow of snow across driveways in the normal course of plowing operations. The resident, business owner or property owner is responsible for clearing driveway snow that accumulates as a result of roadway or sidewalk snow plowing operations. Snow removal from within the right-of-way of private property driveways (driveway windrows) shall be the responsibility of the adjacent private property owner.

20.0 TOWN BY-LAWS RELATED TO WINTER OPERATIONS

The Town adopted winter operations standards identified in Ontario Regulation 239/02, as amended, as the winter control standards for Town highways. The standards were adopted through By-law 40-04 (Appendix 10) in 2004.

Town of Fort Erie, By-law 17-09 04 (Appendix 11) regulates where snow/ice can be placed. Persons are restricted from depositing snow ice onto a Town roadway that will cause interference with vehicular traffic.

In an effort to keep the roadways free of vehicles during the winter months for winter operations no overnight parking is permitted on Town roadways per By-law 84-2014 Appendix 12).

21.0 SALT MANAGEMENT PLAN

The Town Salt Management Plan (SMP) was adopted in 2004 through Administrative Report IS-04-05, to work towards best management practices as recommended by Environment Canada in the “Code of Practice for the Environmental Management of Road Salts”.

These best management practices were designed to minimize the adverse environmental effects of the storage and application of road salts and abrasives during winter road maintenance, as well as the disposal of snow containing road salts.

The SMP is provided in Appendix 13 and will be revised as required to meet legislative and regulatory requirements. Annually the Town also submits salt usage amounts for winter operations to Environment Canada

22.0 COMMUNICATIONS

All Town communications regarding winter operations are provided on the Town of Fort Erie website. The Town may also use social channels to provide communications such as Twitter and Facebook.

Town staff are also available during normal business hours to answer specific questions from residents regarding winter operations. Additionally, after hours phone service is available to residents outside of normal business hours to contact the Town regarding emergencies related to winter operations.

The Town will post information to the community regarding winter operations, notices of significant weather events and reminders to residents that overnight parking is not permitted during the winter control season. The Town will also post information on upcoming winter events from time to time in an effort to notify residents of upcoming weather events that may impact road conditions.



APPENDIX 1 –

SIGNIFICANT WEATHER EVENT OPERATING PROCEDURE

Operating Procedure		Page: 1 of 5
Doc No.: OP-SWE	Original Date: January 16, 2019	Original Developed By: George Stojanovic
Revision No.:	Revision Date:	Original Authorized By: Kelly Walsh

Operating Procedure – Significant Weather Event

1.0 PURPOSE:

- 1.1 This procedure provides direction to all employees within the Town of Fort Erie whose responsibilities include identifying, determining, and addressing significant weather events.

2.0 BACKGROUND:

- 2.1 Ontario Regulation 366/18 (Municipal Act) which amended Regulation 239/02 - Minimum Maintenance Standards for Municipal Highways now includes the opportunity for a municipality to declare a Significant Weather Event and as a result deem all Town roads to be in a state of repair until the Significant Weather Event has ended.
- 2.1.1 “A 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.
- 2.1.2 A 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.
- 2.2 Environment Canada has criteria listed for public alerts.
- 2.2.1 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.
- 2.3 If a Municipality declares a significant weather event relating to one of the events listed below, the standard for addressing that event is :
1. To monitor the weather.
 2. If deemed practicable by the municipality to address the event starting from the time that the Municipality deems appropriate to do so.
 3. If the Municipality complies with these, the roads within the Municipality are deemed to be in a state of repair until the applicable time in the

Operating Procedure		Page: 2 of 5
Doc No.: OP-SWE	Original Date: January 16, 2019	Original Developed By: George Stojanovic
Revision No.:	Revision Date:	Original Authorized By: Kelly Walsh

Operating Procedure – Significant Weather Event

corresponding table expires following the declaration of the end of the significant weather event by the Municipality.

2.4 Significant Weather Events Include:

- Blizzard
- Blowing Snow
- Extreme Cold
- Flash Freeze
- Freezing Drizzle
- Freezing Rain
- Snow Fall
- Snow Squall
- Winter Storm

The list above is based on the Government of Canada’s defined types of weather events.

3.0 PROCEDURE:

3.1 Criteria for Significant Weather Event

- 3.1.1 **Blizzard:** 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 snow in combination with falling snow, for at least 4 hours.
- 3.1.2 **Blowing Snow:** When blowing snow, caused by winds of at least 30 km/hr, is expected to reduce visibility to 800 metres or less for at least 3 hours.
- 3.1.3 **Extreme Cold:** Issued when the temperature or wind chill is expected to reach minus 30 C (degrees Celsius) for at least two hours.
- 3.1.4 **Flash Freeze:** 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 temperature.
- 3.1.5 **Freezing drizzle:** When a period of freezing drizzle is expected for at least 8 hours.
- 3.1.6 **Freezing rain:** When freezing rain is expected to pose a hazard to transportation or property or when freezing rain is expected for at least 2 hours.
- 3.1.7 **Snow fall:** When 15 cm or more of snow falls within 12 hours or less.

Operating Procedure		Page: 3 of 5
Doc No.: OP-SWE	Original Date: January 16, 2019	Original Developed By: George Stojanovic
Revision No.:	Revision Date:	Original Authorized By: Kelly Walsh

Operating Procedure – Significant Weather Event

- 3.1.8 Snow squall: When, downwind of large bodies of water, like the Great Lakes, snow squalls are imminent or occurring with one or more of the following conditions being produced:
- Localized, intense snowfall producing snowfall amounts of 15 cm or more in 12 hours or less.
 - Reduced visibility (less than 400 metres) caused by heavy snow with or without blowing snow for 3 hours or more. Note that local snow accumulations may be significant. 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 or 45 km/hr or greater, is expected to occur with the passage of a cold front.
- 3.1.9 Winter storm: When severe and potentially dangerous winter weather conditions are expected, including: - A major snowfall (25 cm or more within a 24 hour period); and - A significant snowfall (snowfall warning criteria amounts) combined with other cold weather precipitation types such as: freezing rain, strong winds, blowing

Operating Procedure		Page: 4 of 5
Doc No.: OP-SWE	Original Date: January 16, 2019	Original Developed By: George Stojanovic
Revision No.:	Revision Date:	Original Authorized By: Kelly Walsh

Operating Procedure – Significant Weather Event

snow and/or extreme cold. Blizzard conditions may be part of an intense winter storm, in which case a blizzard warning is issued instead of a winter storm warning.

3.2 Declaration of Significant Weather Event Procedure

3.2.1 Supervisor or Patroller:

1. To monitor weather forecasts, current and future.
2. To monitor road and weather conditions throughout the event.
3. To notify Manager, Roads and Fleet Division / Supervisor, Roads & Stormwater Services by phone in real time as a Significant Weather Event starts.
4. To notify Manager, Roads and Fleet Division / Supervisor, Roads & Stormwater Services by phone as a Significant Weather Event ends.
5. To document information on Significant Weather Event Log:
 - a. Location
 - b. Event type
 - c. Start or end of event
 - d. Date, time of declaration
 - e. Signature

3.2.2 Manager, Roads and Fleet Division / Supervisor, Roads and Stormwater Services:

1. To convey information regarding start and end of Significant Weather Event to Director, Infrastructure Services.
2. To convey to Supervisor or Patroller of official declaration of start and end of Significant Weather Event and record such on the Significant Weather Event Log.
3. Initiate notification of Significant Weather Event start and end on Town website and social media.
4. Ensure Significant Weather Event is completed and signed.

3.2.3 Director, Infrastructure Services OR in absence Manager, Roads and Fleet Division:

1. Receive information regarding Significant Weather Event and authorize the official declaration of start and end of Significant Weather Event.



**INFRASTRUCTURE
SERVICES**

Operating Procedure		Page: 5 of 5
Doc No.: OP-SWE	Original Date: January 16, 2019	Original Developed By: George Stojanovic
Revision No.:	Revision Date:	Original Authorized By: Kelly Walsh

Operating Procedure – Significant Weather Event



APPENDIX 2 –
SIGNIFICANT WEATHER LOG



APPENDIX 3 –
SNOW FENCE LOCATIONS

SNOW FENCE LOCATIONS

<u>LOCATION</u>	<u>NUMBER OF ROLLS</u>
Sherkston Rd. West of Mathews Rd.	23
Mathews and #3 Highway	7
Burger Rd. South of Bertie North of first house	26
Burger Rd. North of Gilmore Rd.	15
Burger Rd. and Church Rd. Put an (L) to cover the corner.	5
Burger Rd. South of Netherby Rd. from the trees going North.	10
Concession Rd. at Shoppers drug mart	2
Burger south of Bertie	8
House Rd. at the # 3 Highway	36
House Rd. South of Bowen Rd. from the 2 nd . Hydro Pole South towards Cables Farm. L @ corner	27
House Rd. South of Church Rd. from the Creek to Creek.	30
House Rd. North of Church Rd. Put an L to cover the corner and go towards the tracks.	7
House Rd at Netherby Rd	10
House Rd south of Church from Bowen to farm house	22
Ott Rd. and Gilmore Rd. ?	6
Cherryhill Blvd. North of Michener Rd. both fields	32
East Ave. South of the C.N.R. tracks	11
Laur Rd. South of Bowen Rd.	17
Laur Rd. North of Bridge St.	17
Ridgemount Rd. North of Gilmore Rd. ?	16
Ridgemount Rd. at Brian Curtis's House.	4
Baker Rd. at Black Creek Rd.	13
Black Creek Rd. North of Baker Rd. at the un-opened Road Allowance in the field.	8
River Trail at the Park. Cover Park.	15

SNOW FENCE LOCATIONS

<u>LOCATION</u>	<u>NUMBER OF ROLLS</u>
StoneMill Rd. South of Nigh put an L at the corner and go South towards the House. (Both Fields.)	27
SunSet Dr. Across from Hazlets's House	7
Point Abino Rd. South of Bertie St.	6
Point Abino Rd. North Bertie St.	9
Point Abino Rd South of Sherk Rd	5
Ridgemount at propane station	8
Point Abino Rd at Hwy #3	11
Ridgemount and Bertie	5
SunSet North of Gilmore Rd. to the Farm.	27
SunSet Dr. South of Bowen Rd. From the corner around the bend and attach to the Towers fence.	21
Pettit Rd. South of Bowen Rd. at the Eagles Hall.	7
Pettit Rd. South side of the Eagles Hall Driveway	5
Pettit Rd. South of Gilmore Rd. Put an L to cover the corner and go South in Field.	8
Pettit Rd. South of Bertie Rd. by the Hill.	6
LakeView Ave at the School.	10
Ferndale Park.	10
Thompson Rd. at the old Sports Complex. ?	10
Phipps St. and Crooks St.	4
Douglas St. at Lavinia.	1
Concession Rd. at the Race Track Parking Lot & Corner of Catherine St.	26
Concession Rd South of Bertie St	11
Bertie St at Concession Rd S/E Side	3
Douglas Park along Bertie St.	8
Douglas Park along Aberdeen St.	12
Douglas St. at Lavinia St.	1
Champlain Dr East at deadend	5
King St. at Oaks Dr.	1
Bay Beach on the Hill. 3 rolls of 5. roll at the shore with cloth, 1 in the middle and 1 nearest the road with cloth.	15

SNOW FENCE LOCATIONS

<u>LOCATION</u>	<u>NUMBER OF ROLLS</u>
Schooley Rd. at Michener an L and South towards Rebstock.	15
	Total Rolls 663



APPENDIX 4 –
WINTER PATROL LOG



TOWN OF FORT ERIE ROAD AND SIDEWALK WINTER PATROL

DATE ____ / ____ / ____
 yy / mm / dd

START TIME _____ AM or PM
 FINISH TIME _____ AM or PM

WEATHER		TEMPERATURE (°C)		ROAD CONDITIONS	
Partly Cloudy				Dry	
Overcast				Wet	
Rain		-20 to -10		Loose snow: 0-5 cm	
Snow		-10 to 0		Loose snow: 5-10 cm	
Freezing rain		0 to +10		Loose snow: 10 cm +	
High winds		+10 to +20		Slush	
Clear		+20 to +30		Snow packed	
Visibility - good		Falling		Ice	
- poor		Rising		Centre bare	
Distance				Ice Patches	
				Road Surface Temperature	

ROAD/STREET	CC	NOTE#	SIDEWALK	CC	NOTE#	CC - CONDITION CODE
JARVIS ST.			JARVIS ST.			A- requiring a response To meet MMS
CONCESSION RD.			CONCESSION RD.			
DAYTONA DR.			DAYTONA DR.			
NIGH RD.						X- No response required No action required
RIDGE RD.			RIDGE RD.			
ERIE RD.			ERIE RD.			
POINT ABINO RD.						N/A -Not applicable No action required
WEST MAIN ST.			WEST MAIN ST.			
TOWNLINE RD.						
RIDGEMOUNT RD.						

#	NOTES	TIME
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

NOTE: THIS REPRESENTS A SUMMARY OF CONDITIONS FOUND AND ACTIONS TAKEN BY UNDERSIGNED:

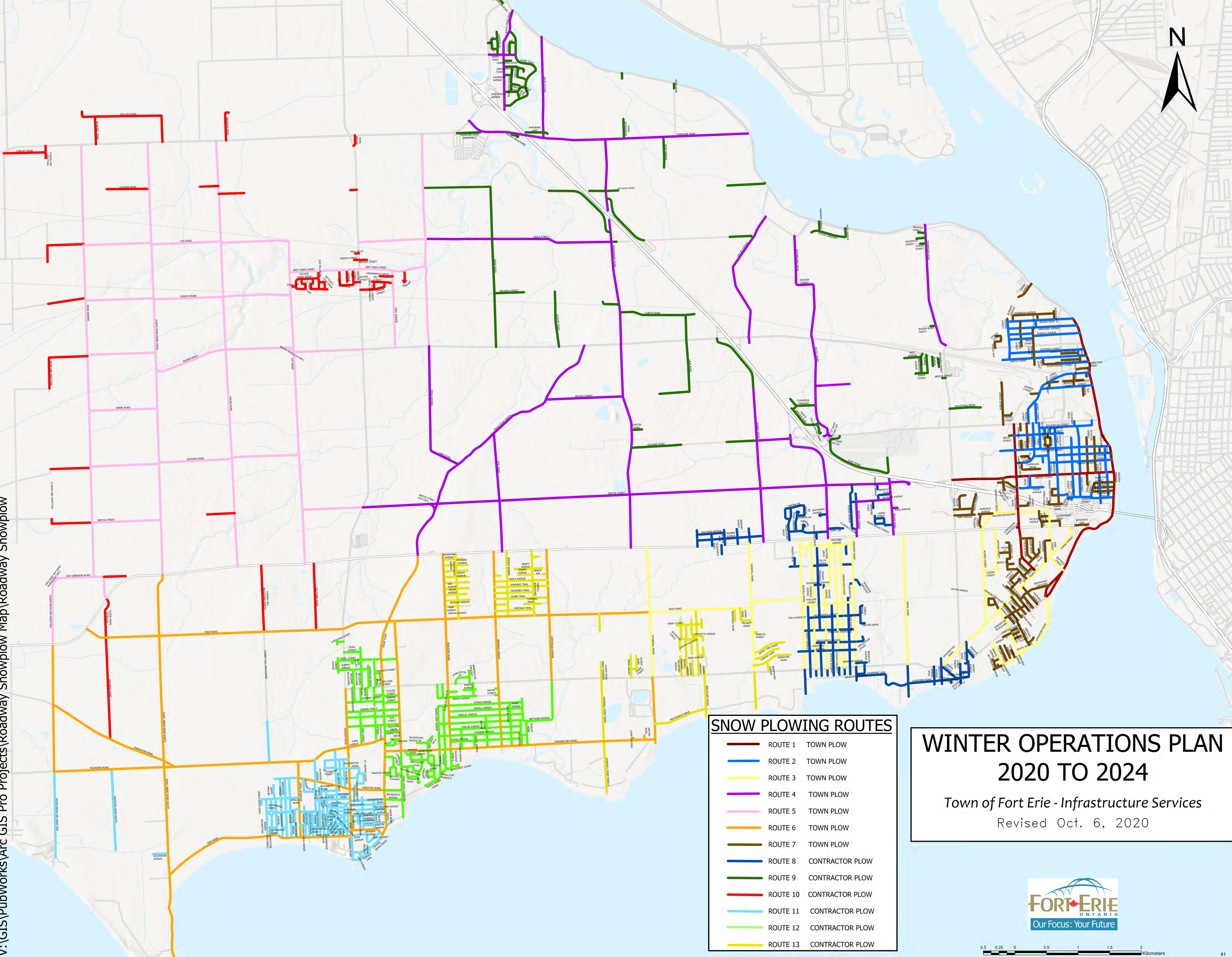
PRINT _____ SIGN _____



APPENDIX 5 –
HOURS OF SERVICE EVENT LOG



APPENDIX 6 –
SNOW PLOW ROUTES



SNOW PLOWING ROUTES	
	ROUTE 1 TOWN PLOW
	ROUTE 2 TOWN PLOW
	ROUTE 3 TOWN PLOW
	ROUTE 4 TOWN PLOW
	ROUTE 5 TOWN PLOW
	ROUTE 6 TOWN PLOW
	ROUTE 7 TOWN PLOW
	ROUTE 8 CONTRACTOR PLOW
	ROUTE 9 CONTRACTOR PLOW
	ROUTE 10 CONTRACTOR PLOW
	ROUTE 11 CONTRACTOR PLOW
	ROUTE 12 CONTRACTOR PLOW
	ROUTE 13 CONTRACTOR PLOW

**WINTER OPERATIONS PLAN
2020 TO 2024**
Town of Fort Erie - Infrastructure Services
Revised Oct. 6, 2020

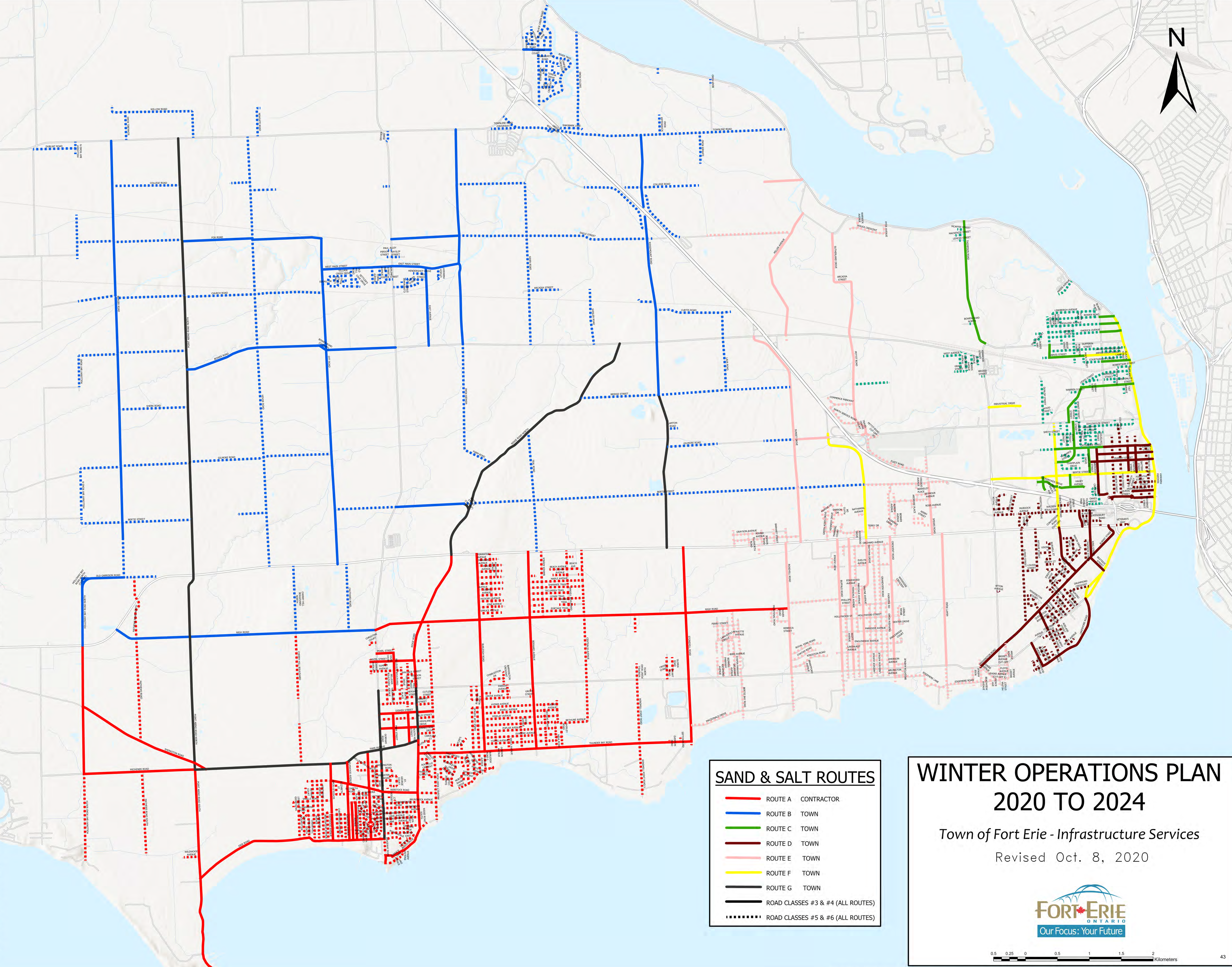




APPENDIX 7 –
SALT AND SAND ROUTES



V:\GIS\PubWorks\Arc GIS Pro Projects\Snowplow Map\Roadway Snowplow



SAND & SALT ROUTES

	ROUTE A	CONTRACTOR
	ROUTE B	TOWN
	ROUTE C	TOWN
	ROUTE D	TOWN
	ROUTE E	TOWN
	ROUTE F	TOWN
	ROUTE G	TOWN
	ROAD CLASSES #3 & #4 (ALL ROUTES)	
	ROAD CLASSES #5 & #6 (ALL ROUTES)	

WINTER OPERATIONS PLAN 2020 TO 2024






Town of Fort Erie - Infrastructure Services

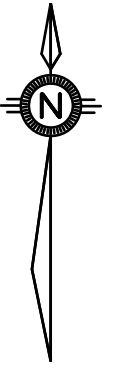
Revised Oct. 8, 2020










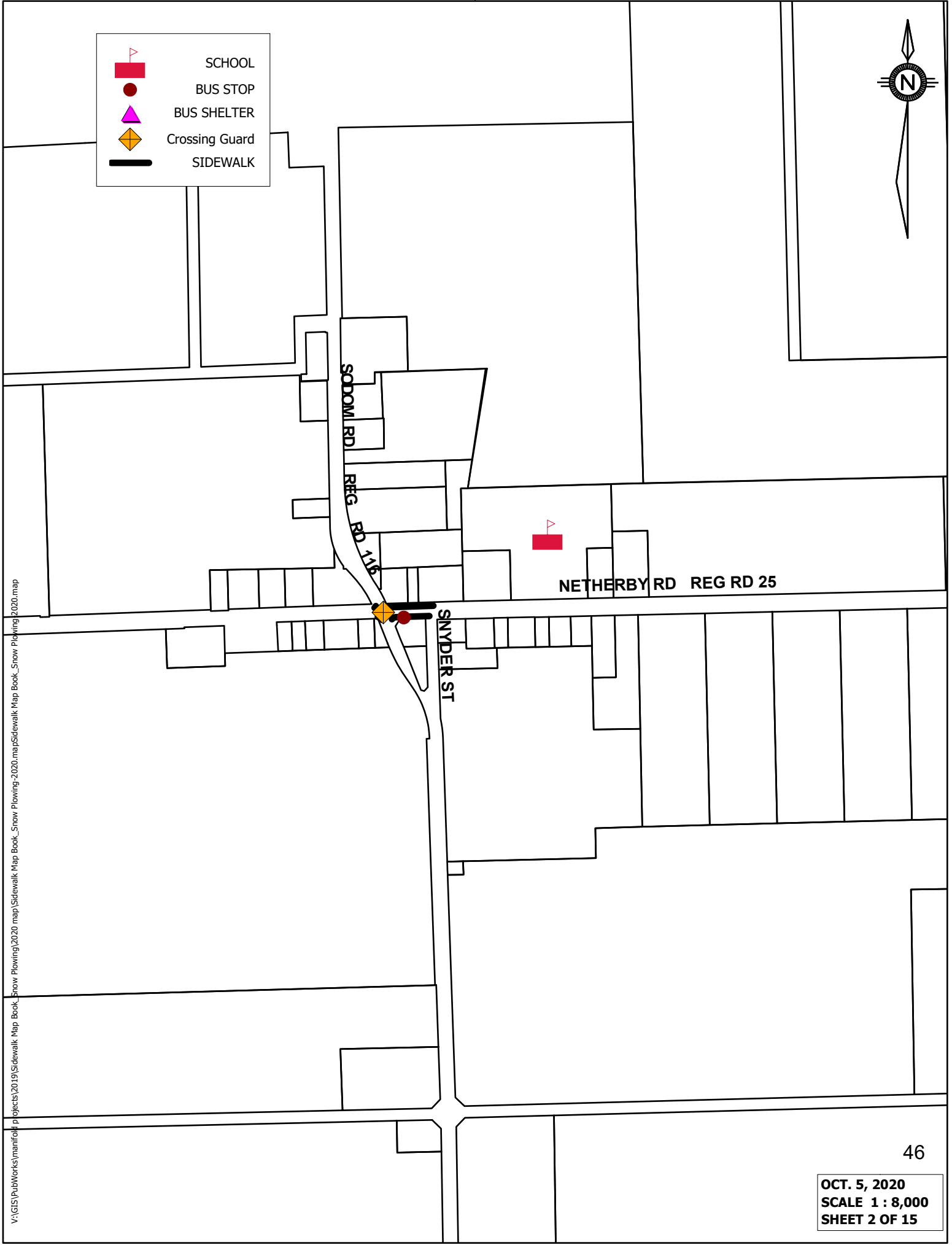
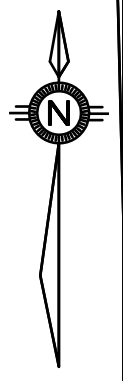
APPENDIX 8 –
SIDEWALK SNOW PLOW & SANDING ROUTES

	SCHOOL
	BUS STOP
	BUS SHELTER
	Crossing Guard
	SIDEWALK



V:\GIS\PubWorks\manifold projects\2019\Sidewalk Map Book_Snow Plowing-2020 map\Sidewalk Map Book_Snow Plowing-2020.map

	SCHOOL
	BUS STOP
	BUS SHELTER
	Crossing Guard
	SIDEWALK

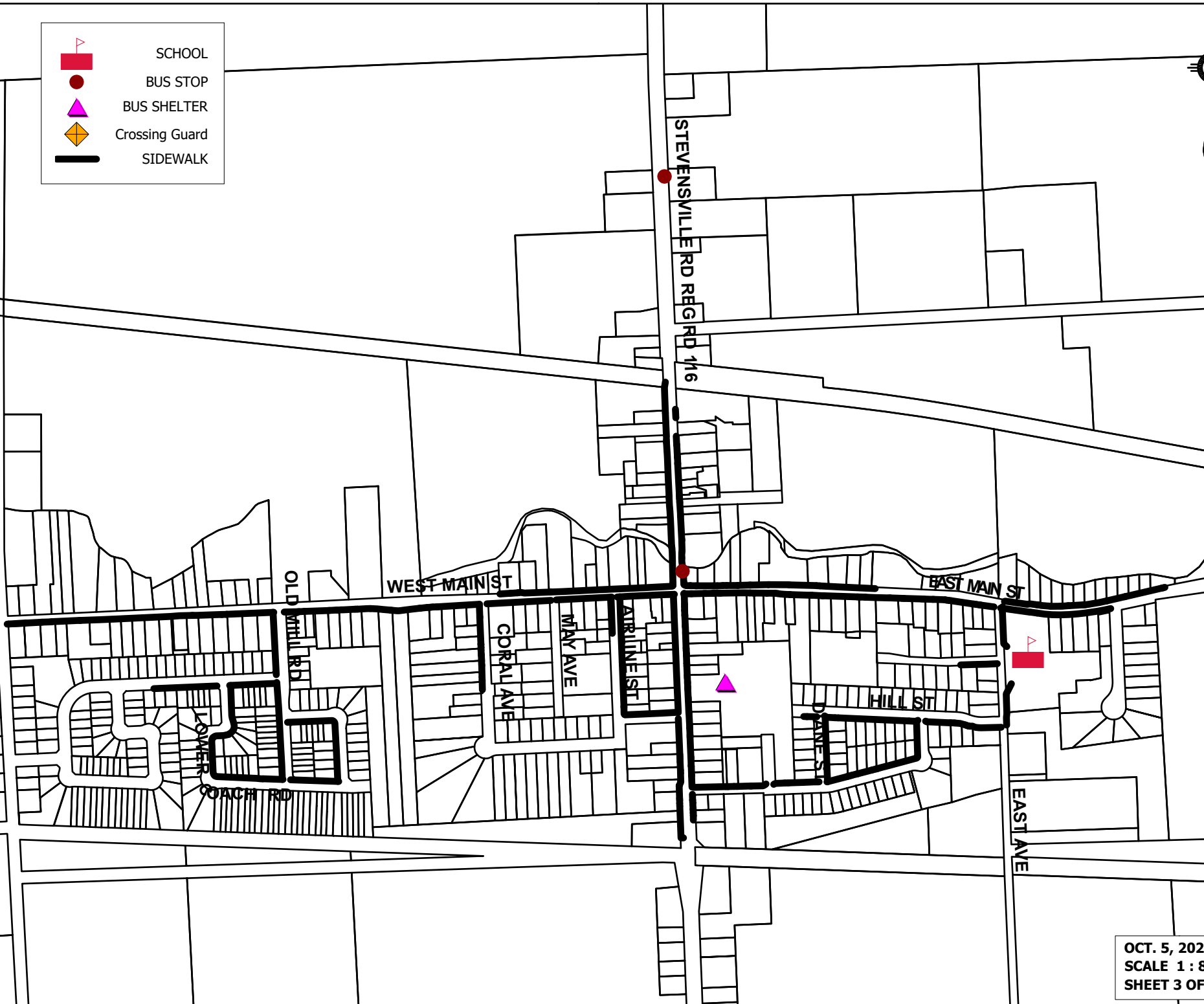


V:\GIS\PubWorks\main\off p\jects\2019\Sidewalk Map Book_Snow Plowing\2020 map\Sidewalk Map Book_Snow Plowing_2020.map








	SCHOOL
	BUS STOP
	BUS SHELTER
	Crossing Guard
	SIDEWALK

V:\GIS\Public\works\manifold_projects\2019\sidewalk Map Book_Snow Plowing\2020\map\sidewalk Map Book_Snow Plowing-2020.mxd








V:\GIS\p\works\manifold projects\2019\Sidewalk Map Book_Snow Plowing_2020 map\Sidewalk Map Book_Snow Plowing_2020.mxd\Sidewalk Map Book_Snow Plowing_2020.ppt

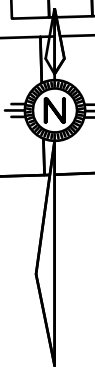
	SCHOOL
	BUS STOP
	BUS SHELTER
	Crossing Guard
	SIDEWALK



OCT. 5, 2020
SCALE 1 : 8,000
SHEET 4 OF 15

GH RD

	SCHOOL
	BUS STOP
	BUS SHELTER
	Crossing Guard
	SIDEWALK



V:\GIS\Public\landfold projects\2019\Sidewalk Map Book_Snow Plowing (2020 map)\Sidewalk Map Book_Snow Plowing-2020.map
 V:\GIS\Public\landfold projects\2019\Sidewalk Map Book_Snow Plowing (2020 map)\Sidewalk Map Book_Snow Plowing-2020.map\Sidewalk Map Book_Snow Plowing-2020.map

DOMINION RD REG RD 1

GROVE AVE

GROVE AVE

WELLS AVE

HYMAN AVE

HYMAN

JEWELL AVE

JEWELL

RISELY AVE

RISELY

BETHUNE AVE

MAPLE LEAF AVENUE

PLEASANT AVENUE

POPLAR AVE

COOK AVE






EVADERE AVE

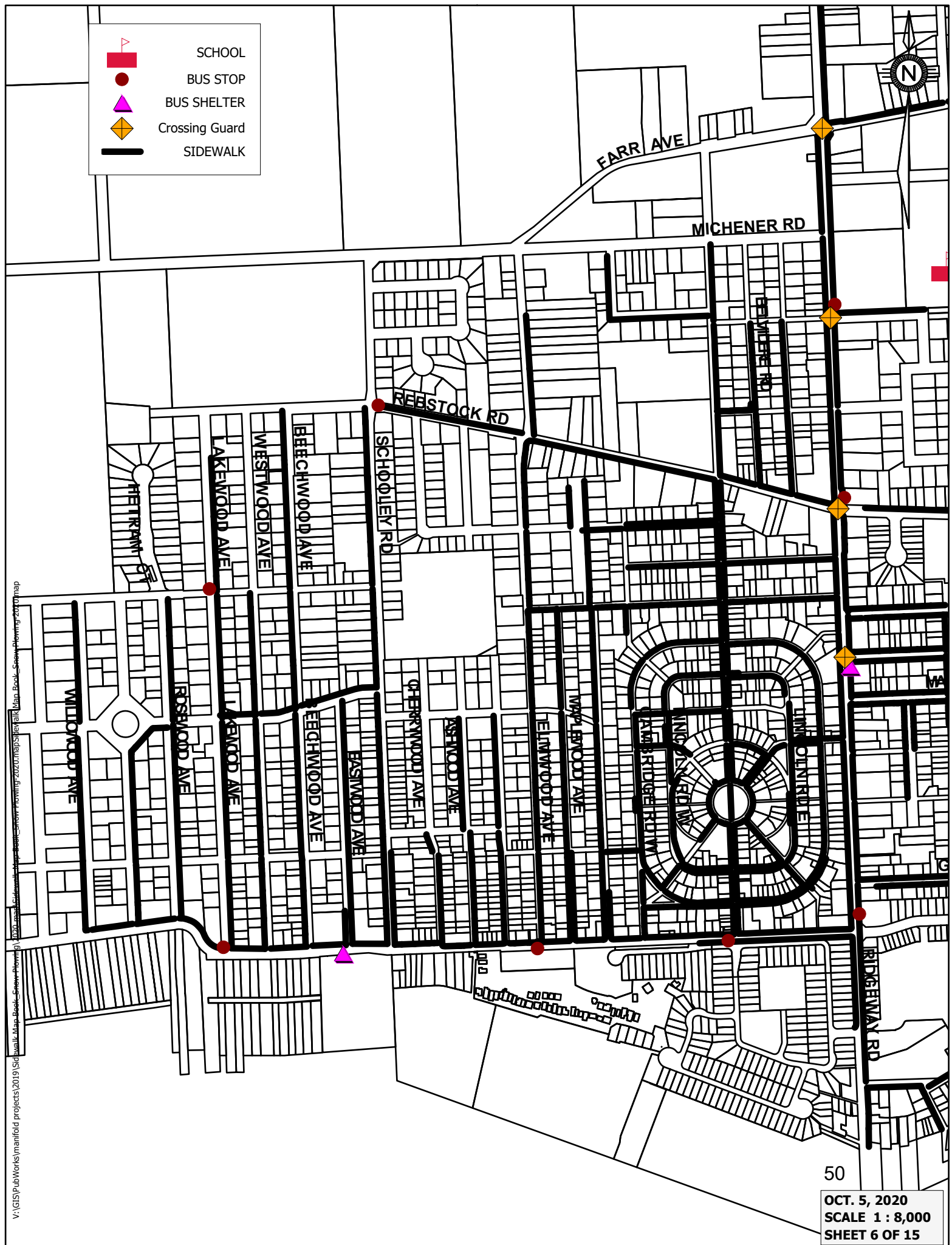
YOUNG AVE

YOUNG

WELLS AVE

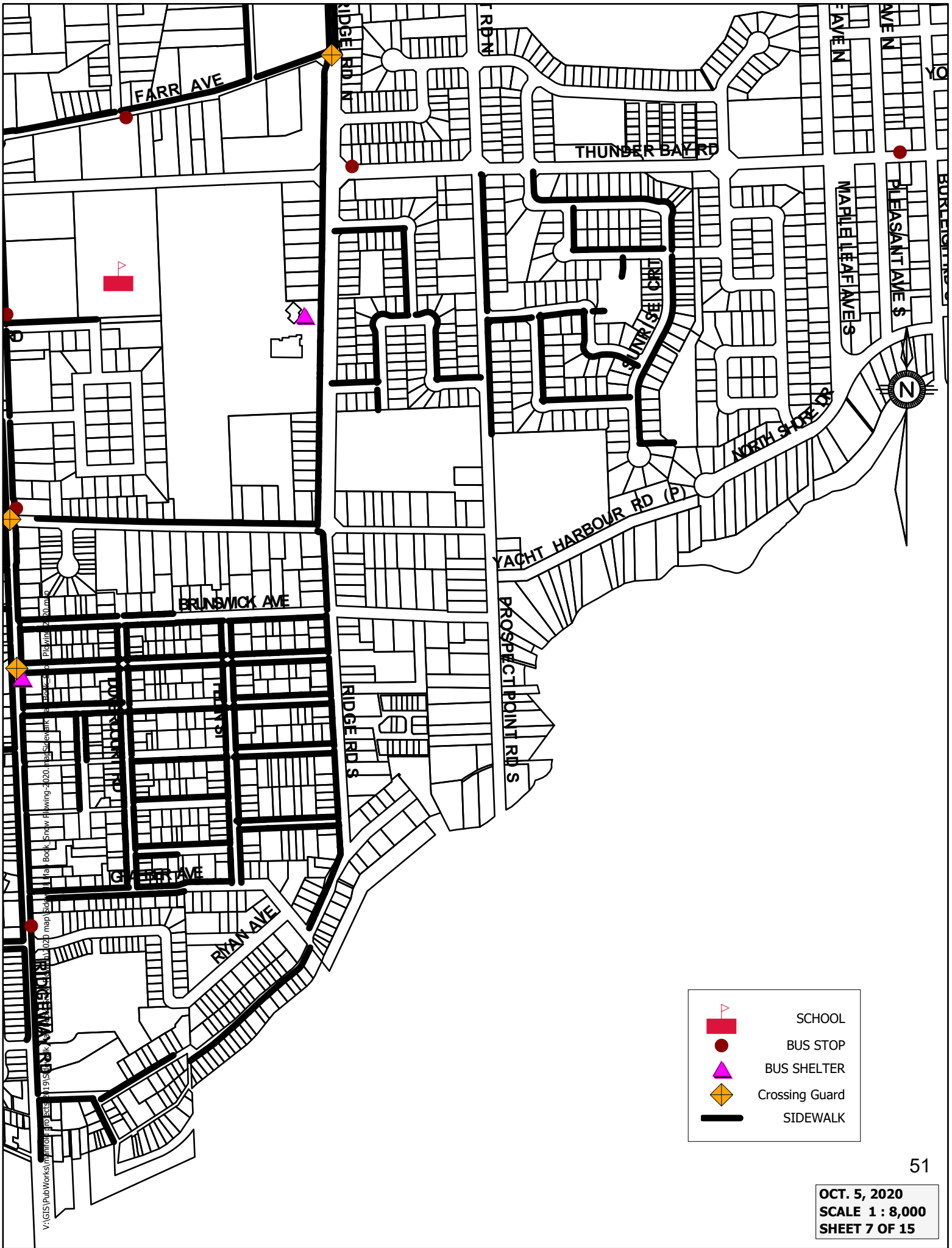
OCT. 5, 2020
 SCALE 1 : 8,000
 SHEET 5 OF 15






	SCHOOL
	BUS STOP
	BUS SHELTER
	Crossing Guard
	SIDEWALK








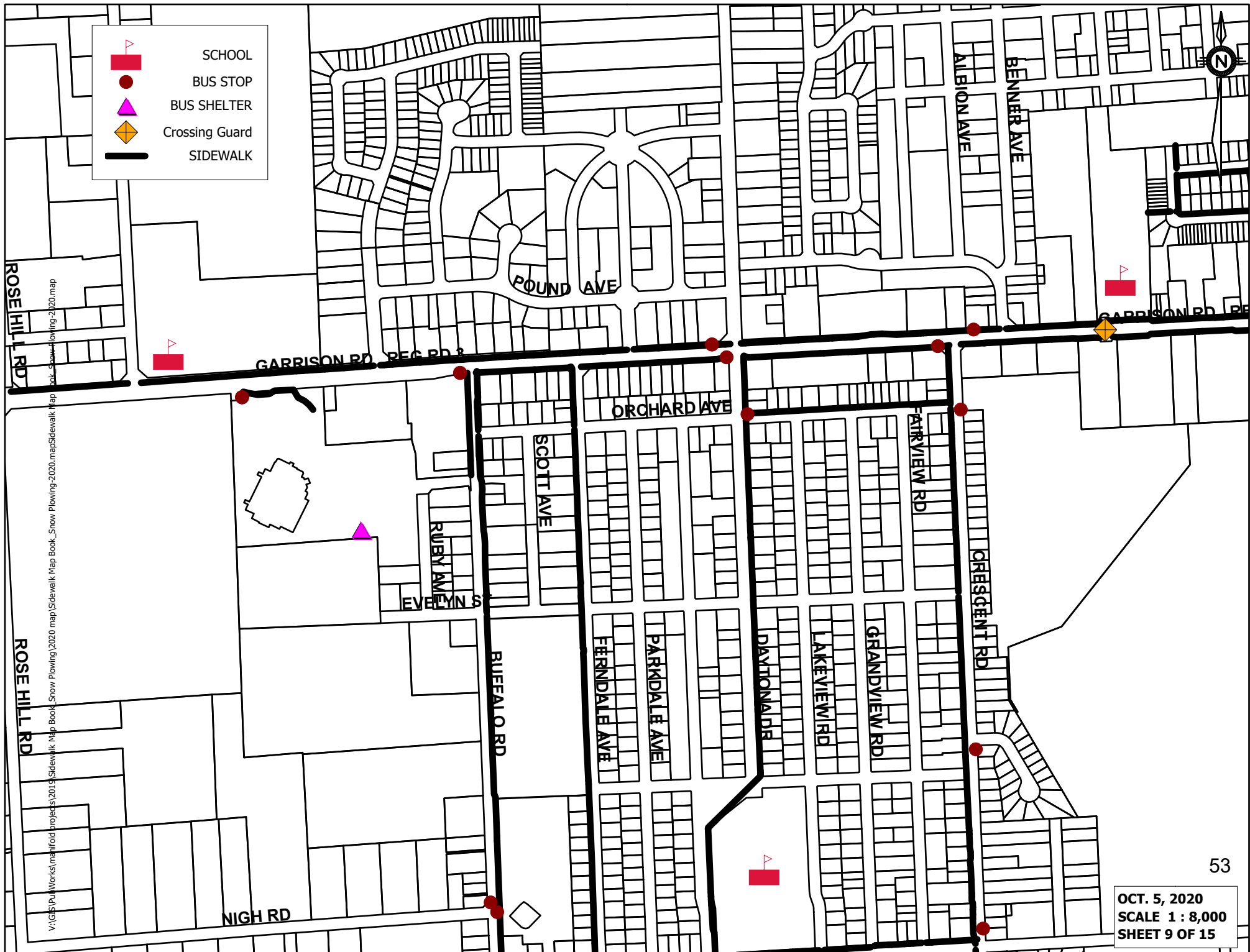
V:\GIS\pub\works\manifold projects\2019\Sidewalk Map Book_Snowplowing 2020\Map_Book_Snowplowing 2020.mxd

50
 OCT. 5, 2020
 SCALE 1 : 8,000
 SHEET 6 OF 15

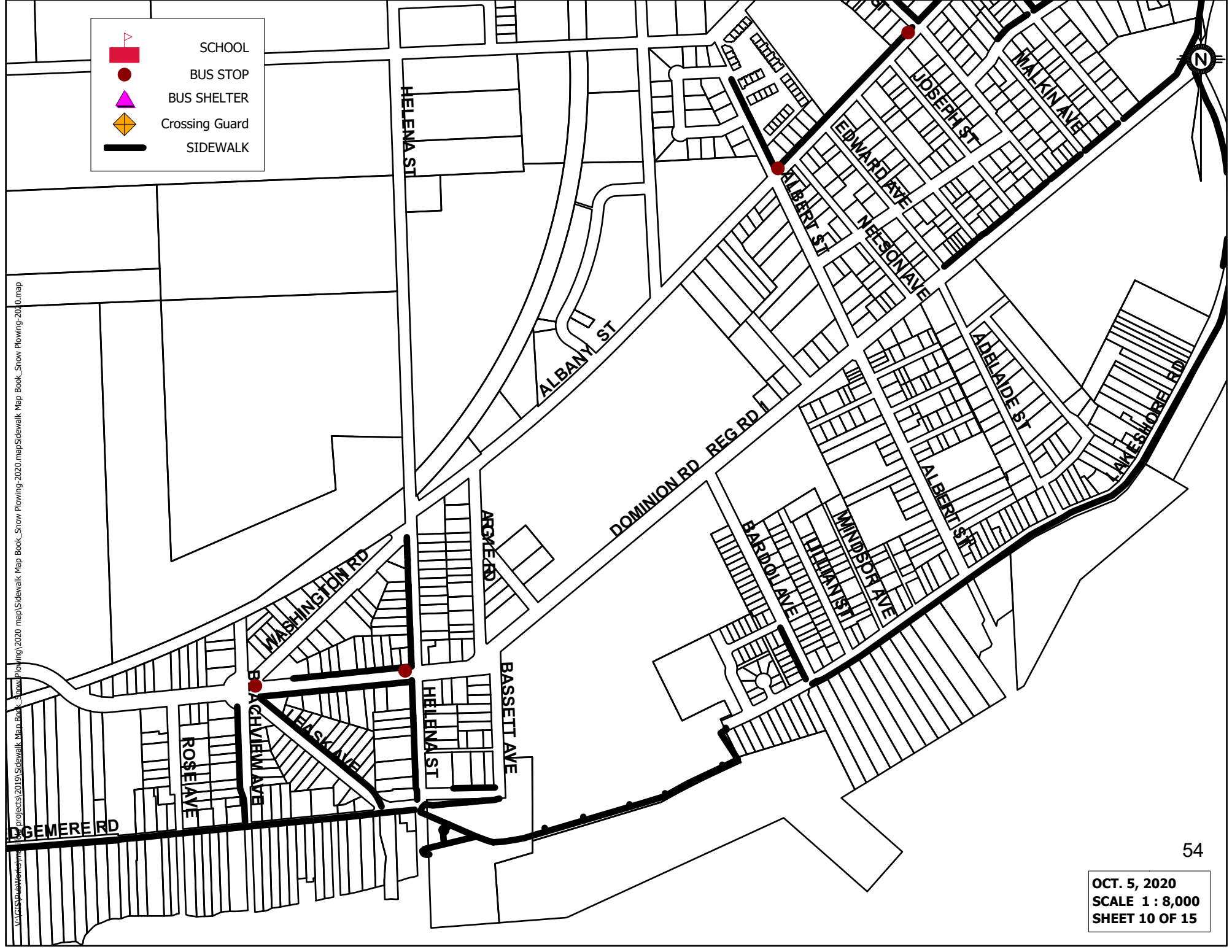







-  SCHOOL
-  BUS STOP
-  BUS SHELTER
-  Crossing Guard
-  SIDEWALK

	SCHOOL
	BUS STOP
	BUS SHELTER
	Crossing Guard
	SIDEWALK



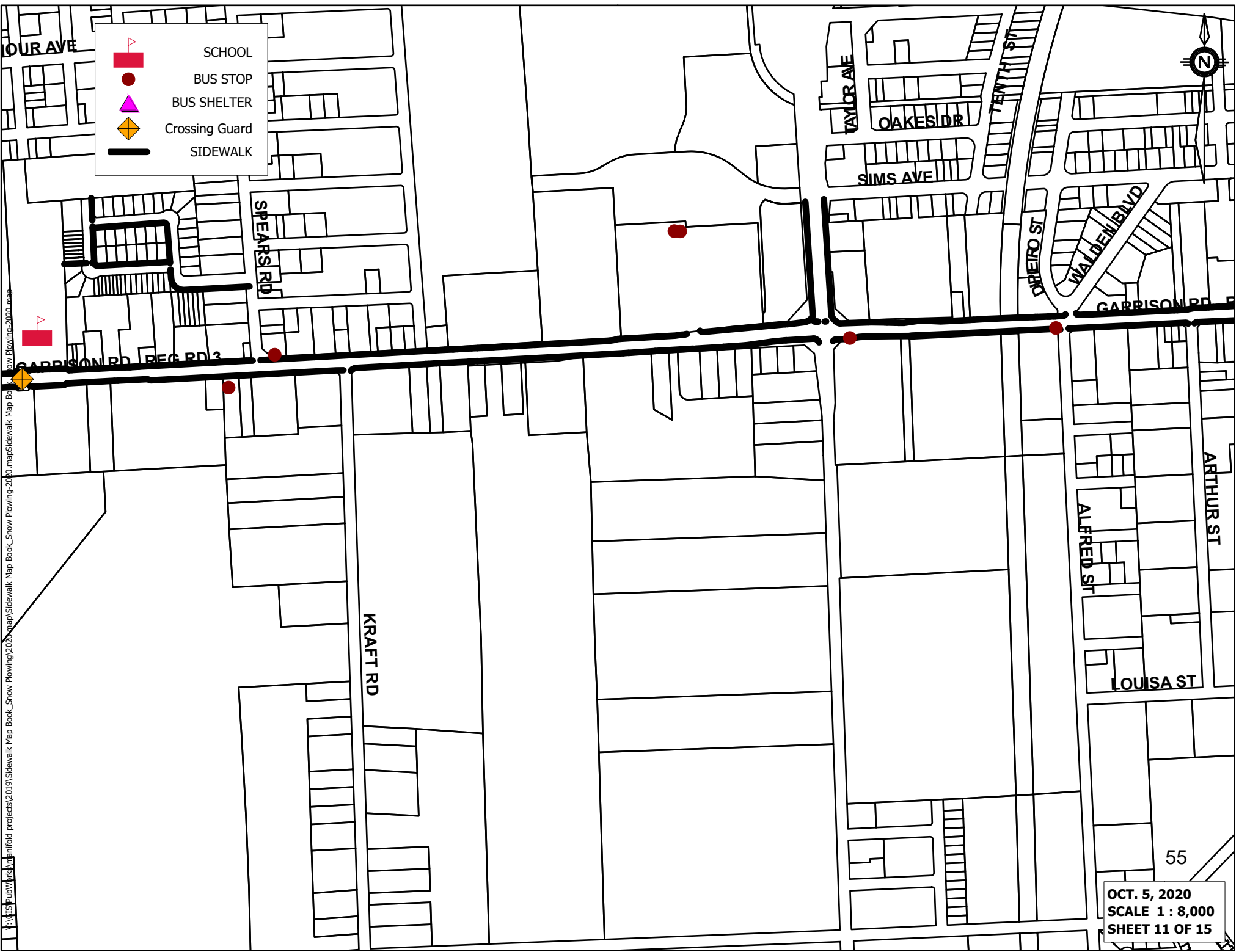
V:\GIS\PublicWorks\mairfold projects\2019\Sidewalk Map Book_Snow Plowing 2020 map\Sidewalk Map Book_Snow Plowing-2020.map








	SCHOOL
	BUS STOP
	BUS SHELTER
	Crossing Guard
	SIDEWALK

\projects\2019\Sidewalk Map Book_Snow Plowing\2020 map\Sidewalk Map Book_Snow Plowing-2020.map
 \projects\2019\Sidewalk Map Book_Snow Plowing\2020 map\Sidewalk Map Book_Snow Plowing-2020.map










-  SCHOOL
-  BUS STOP
-  BUS SHELTER
-  Crossing Guard
-  SIDEWALK

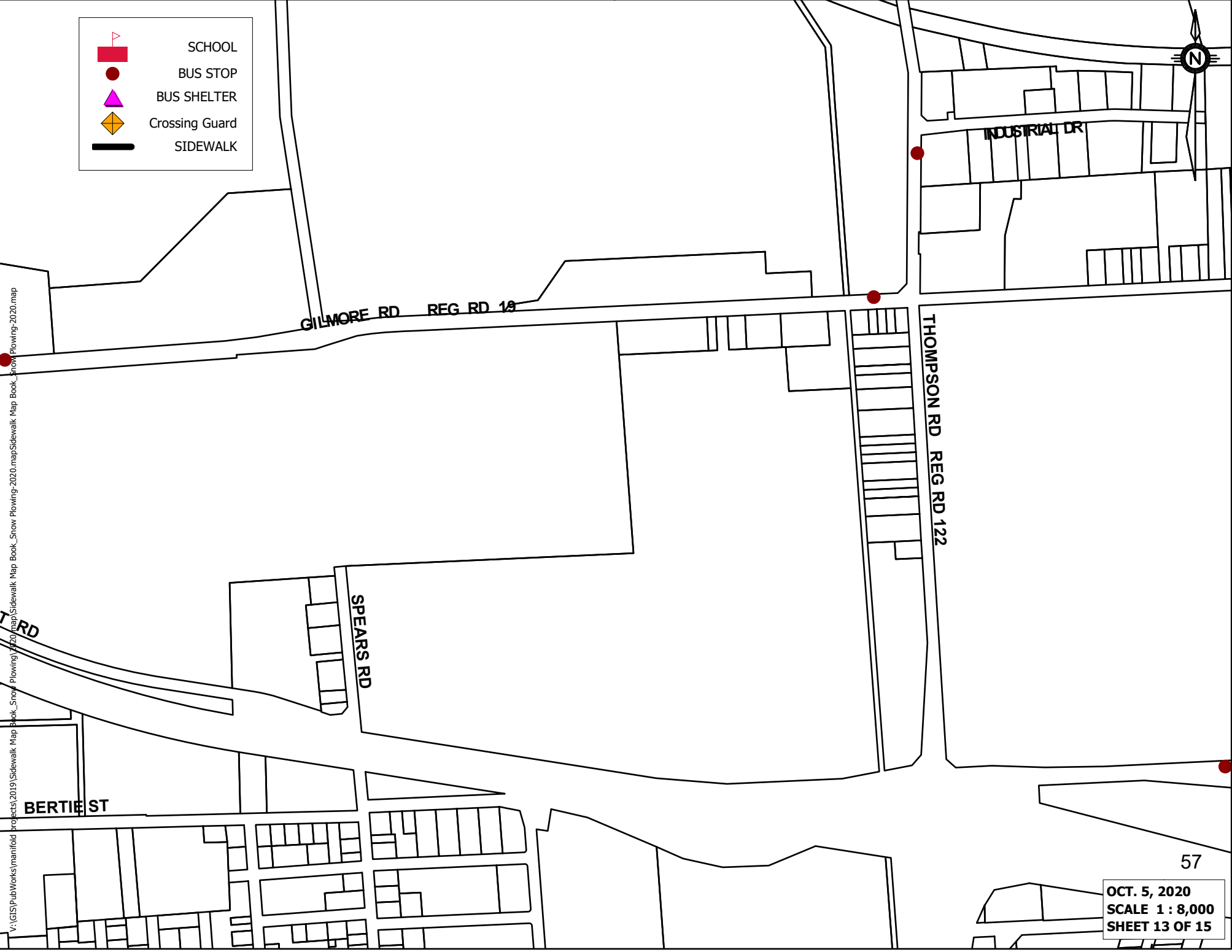


I:\GIS\pub\work\unifield projects\2019\Sidewalk Map Book_Snow Plowing\2020\map\Sidewalk Map Book_Snow Plowing-2020.mxd

55

OCT. 5, 2020
SCALE 1 : 8,000
SHEET 11 OF 15

	SCHOOL
	BUS STOP
	BUS SHELTER
	Crossing Guard
	SIDEWALK



V:\GIS\PubWorks\manifold projects\2019\Sidewalk Map Book_Snow Plowing 2020.manifold\Sidewalk Map Book_Snow Plowing-2020.map\Sidewalk Map Book_Snow Plowing-2020.map

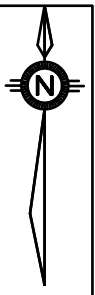
OCT. 5, 2020
 SCALE 1 : 8,000
 SHEET 13 OF 15








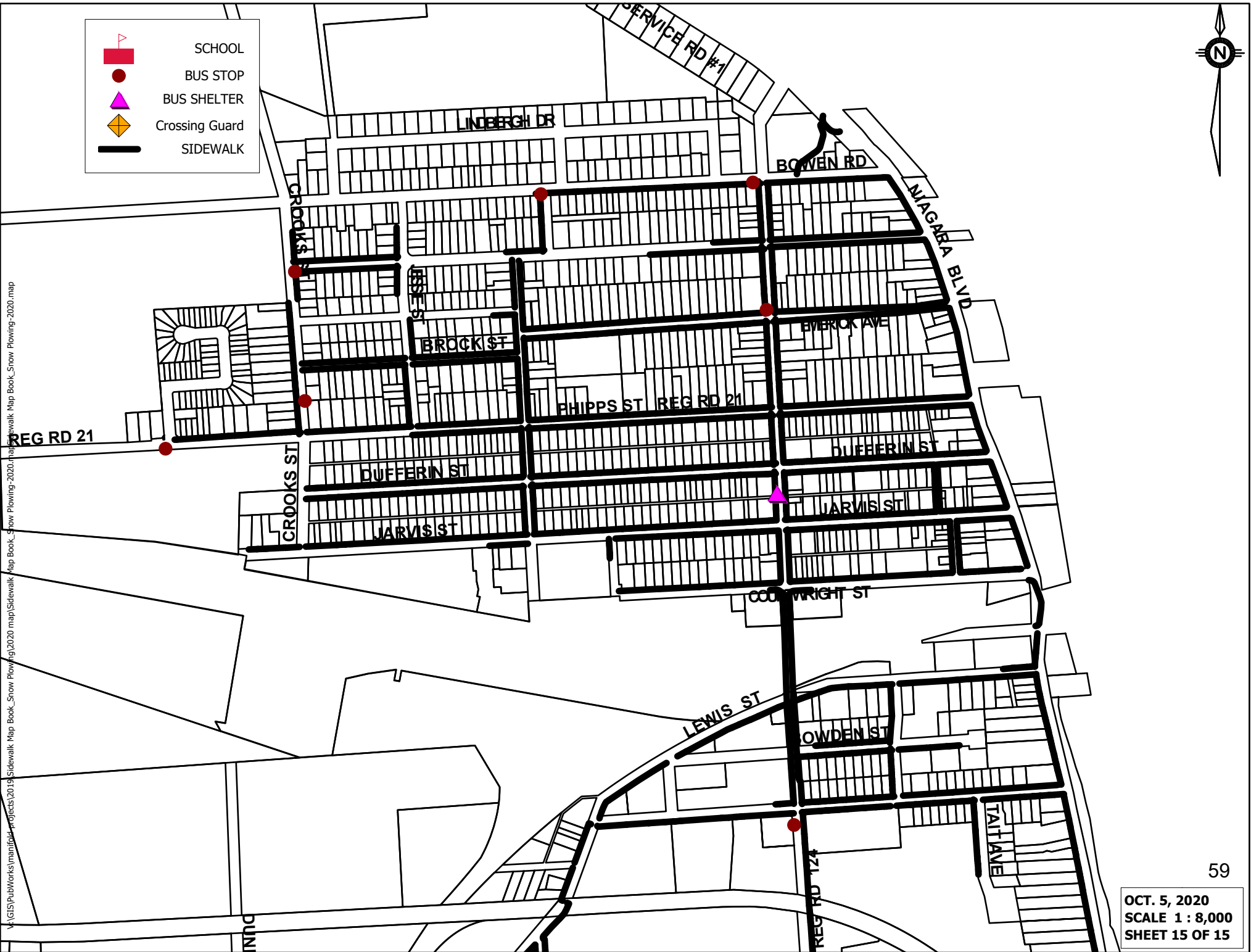
V:\GIS\PublicWorks\main\fields_projects\2019\Sidewalk Map Book_Snow Plowing\2020 map\Sidewalk Map Book_Snow Plowing-2020.mxd



	SCHOOL
	BUS STOP
	BUS SHELTER
	Crossing Guard
	SIDEWALK



	SCHOOL
	BUS STOP
	BUS SHELTER
	Crossing Guard
	SIDEWALK



V:\GIS\pubWorks\manifac\projects\2019\Sidewalk Map Book_Snow Plowing-2020 map\Sidewalk Map Book_Snow Plowing-2020 map\Sidewalk Map Book_Snow Plowing-2020 map



APPENDIX 9 –
ALLEYWAY AND PARKING LOT LOCATIONS

FACILITY PARKING LOTS – PRIMARY LIST

The following **primary** sites are completed on a regular basis as per the requirements set out in the 2020-2024 Winter Maintenance Tender

1)	Central Fire Station	444 Central Avenue, Fort Erie
2)	Fire Station #3,	1015 Dominion Road, Fort Erie
3)	Fire Station #4 and Historical Museum	398/402 Ridge Road North, Ridgeway
4)	Fire Station #5	2654 Stevensville Road, Stevensville
5)	Fire Station #6	271 Ridgeway Road, Crystal Beach

FACILITY PARKING LOTS – SECONDARY LIST

The following **secondary** sites are completed prior to the prescribed daily times for each overnight snowfall. Daytime snowfalls will be responded to on a call-out basis.

6)	Stevensville Memorial Hall and Library	2508 Stevensville Road, Stevensville	prior to 9:00am daily
7)	EJ Freeland Community Centre, Fort Erie Branch	Garrison Road, Fort Erie	prior to 6:00am daily
8)	Mentholatum Building	20 Lewis Street, Fort Erie	prior to 8:00am daily

FACILITY PARKING LOTS – MAINTAINED BY FACILITY STAFF

9)	Leisureplex	3 Municipal Centre Drive
10)	Town Hall	1 Municipal Centre Drive
11)	Crystal Ridge Community Centre	99 Ridge Road South
12)	FE Public Library, Centennial Branch	136 Gilmore Road
13)	Greenwood Cemetery	Thompson Road
14)	Ridgeway Memorial Cemetery	Farr Avenue
15)	Mausoleum	
16)	Ridgeway Old Cemetery	Garrison Road
17)	Battle of Ridgeway Park	Garrison Road
18)	United Empire Loyalist Park	2700 Ott Road
19)	Ferndale Park	865 Ferndale Avenue
20)	Oakes Park	373 Central Avenue

MUNICIPAL PARKING LOTS

1)	Courtwright Street, Fort Erie	
2)	Jarvis Street @ Central Ave, Fort Erie	South side of Jarvis Street east of Central Avenue
3)	Erie Road, Crystal Beach	North side of Erie Road between Ridgeway Road and Derby Road
4)	Ridge Road, Ridgeway	East side of Ridge Road at the Friendship Trail (Market)

ALLEYWAY/LANEWAYS

1)	Alleyway/laneway between Courtwright Street and Jarvis Street from Central Avenue E to Klauck Street
2)	Alleyway/laneway between Jarvis Street and Dufferin Street from Central Avenue east to Klauck Street
3)	Alleyway/laneway between Dufferin Street and Phipps Street from Central Avenue east to Klauck Street
4)	Alleyway/laneway between Dufferin Street and Phipps Street from Crooks Street to Robinson Street
5)	Alleyway/laneway between Dufferin Street and Phipps Street from Robinson Street east for 100 meters
6)	Alleyway/laneway between Dufferin Street and Jarvis Street from Crooks Street east to Robinson Street
7)	Alleyway/laneway between Dufferin Street and Jarvis Street west of Central Avenue for 100 meters

APPENDIX 10 –

BY-LAW 40-04



The Municipal Corporation of the Town of Fort Erie

BY-LAW NO. 40-04

**BEING A BY-LAW TO ADOPT A POLICY FOR MINIMUM
MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS
IN THE TOWN OF FORT ERIE**

WHEREAS Subsection 11(2) of the *Municipal Act, 2001* as amended provides for spheres of jurisdiction and under the table thereafter it states that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting highways, including parking and traffic on the highways, and

WHEREAS Section 30 of the said *Municipal Act* provides that a highway is owned by the municipality that has jurisdiction over it subject to any rights reserved by a person who dedicated the highway or any interest in the land held by any other person, and

WHEREAS Subsection 44(1) of the said *Act* provides the municipality that has jurisdiction over a highway or a bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway or bridge, and

WHEREAS Subsection 44(2) of the said *Act* provides a municipality that defaults in complying with Subsection (1) is, subject to the *Negligence Act*, liable for all damages any person sustains because of the default, and

WHEREAS Subsection 44(3) of the said *Act* provides that despite Subsection (2), a municipality is not liable for failing to keep a highway or bridge in a reasonable state of repair if,

- (a) it did not know and could not reasonably have been expected to have known about the state of repair of the highway or bridge;
- (b) it took reasonable steps to prevent the default from arising; or
- (c) at the time the cause of action arose, minimum standards established under Subsection (4) applied to the highway or bridge and to the alleged default and those standards have been met, and

WHEREAS Subsections 44(4) and (5) of the said *Act* provides the Minister of Transportation may make regulations establishing minimum standards of repair for highways and bridges or any class of them and the minimum standards may be general or specific in their application, and

WHEREAS Subsection 44(6) of the said *Act* provides that a regulation made under Subsection (4) may adopt by reference, in whole or in part, with such changes as the Minister of Transportation considers desirable, any code, standard or guideline, as it reads at the time the regulation is made or as it is amended from time to time, whether before or after the regulation is made, and

WHEREAS Ontario Regulation 239/02 was filed on August 8, 2002 to establish Minimum Maintenance Standards for Municipal Highways, and

WHEREAS at the Council-in-Committee meeting of March 1, 2004 Report No. PW-12-04 was approved to adopt the Minimum Maintenance Standards as prescribed in Ontario Regulation 239/02 as a basic level of service for road maintenance within the Town of Fort Erie, and

WHEREAS it is deemed desirable to adopt a Policy for Minimum Maintenance Standards for municipal highways in the Town of Fort Erie;

NOW THEREFORE the Municipal Council of The Corporation of the Town of Fort Erie hereby enacts as follows:

- 1. THAT the standard of maintenance of municipal highways in the Town of Fort Erie shall be that required by the provisions of Ontario Regulation 239/02 made under the *Municipal Act, 2001* and any amendments thereto or any successor legislation as such may apply from time to time.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 8th DAY OF MARCH, 2004.

MAYOR



CLERK

I, the Clerk, Carolyn J. Kett, of The Corporation of the Town of Fort Erie hereby certify the foregoing to be a true certified copy of By-law No. 40-04 of the said Town. Given under my hand and the seal of the said Corporation this day of _____, 200 .

APPENDIX 11 –
BY-LAW 17-09 04



The Municipal Corporation of the
Town of Fort Erie
BY-LAW NO. 17-09

BEING A BY-LAW TO REGULATE THE DEPOSITING OF SNOW
AND ICE FROM PRIVATELY OWNED PROPERTY ONTO TOWN
OWNED OR TOWN MAINTAINED SIDEWALKS AND ROAD
ALLOWANCES

WHEREAS Subsection 11 of the *Municipal Act, 2001 S.O 2006, .32* as amended provides that the municipality may pass by-laws relating to the health, safety and well being of the inhabitants of the municipality; and

WHEREAS Subsections 445.1 and 446 of the *Municipal Act, 2001*, as amended, provides that if a municipality has the authority under this or any other *Act* or under a by-law under this or any other *Act* direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and may recover the costs by adding them to the tax roll and collecting them in the same manner as taxes;

NOW THEREFORE the Municipal Council of the Town of Fort Erie hereby enacts as follows:

1.0 **SHORT TITLE**

The short title for this by-law is the "Snow Removal By-Law."

2.0 **DEFINITIONS**

2.1 The following terms are defined for the purposes of this by-law:

"highway" means a common and public highway and includes a street and a bridge forming part of a highway or on, over or across which a highway passes:

"officer" means a Municipal Law Enforcement Officer, Niagara Regional Police Officer or the Supervisor of Roads and Drainage Services or his designate:

"owner" means a registered owner, but also includes an occupant, lessee, tenant or any other in charge or in control of the premises

"person" includes an owner and may be a natural person, firm, corporation, partnership or association.

"sidewalk" means the portion of the highway or common or public walkway designed for the passage of persons and includes that part of the road where pedestrians have priority over traffic.

3.0 GENERAL PROHIBITIONS

- 3.1 No person shall obstruct or permit to be obstructed a sidewalk, by depositing snow or ice on the sidewalk.
- 3.2 No person shall deposit or permit to be deposited snow or ice on a highway that will cause interference with vehicular traffic.
- 3.3 Every person that has or permitted snow and ice to be deposited within a highway or sidewalk shall comply with an order to have the snow or ice removed within the required time period set out in the Order.
- 3.4 All snow or ice shall be removed immediately if there is a danger to vehicles or pedestrians.

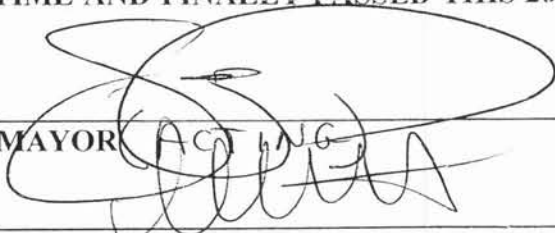
4.0 ENFORCEMENT

- 4.1 An officer or their designate shall enforce the provisions of By-law and are authorised to enter on any land at any reasonable time for the purposes of carrying out an inspection to determine whether or not this by-law is being complied with.
- 4.2 Where an owner fails to comply with any provision of this by-law, an Order may be issued to the owner requiring compliance. The Order will give reasonable particulars of the reasons why the snow removal does not comply and indicate the time for complying with the Order and giving notice that, if the Order is not complied with within that time, the Town may carry out the Order at the Owners expense.
- 4.3 An Order may be personally delivered or served by Registered Mail. Where an Order is mailed, the Order shall be deemed delivered on the earlier receipt of the Order by the addressee or the fifth day following the date of mailing, whether actually received or not.
- 4.4 Where an Order has been issued and compliance has not been achieved within the required time period as set out in the Order the Town may through its employees or agents or persons acting on its behalf may take the necessary steps to effect compliance, and all expenses incurred may be added to the tax roll and collected from the Owner of the property in the same manner as municipal taxes.
- 4.5 Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to the penalties as prescribed by the *Provincial Offences Act*, R.S.O. 1990 c.P.33

5.0 ADMINISTRATION AND INTERPRETATION

- 5.1 If there is a conflict between a provision of this By-law and a provision of any Other Town By-law, the provisions in this By-law shall apply.
- 5.2 Pursuant to the provisions of Section 23.1 to 23.5 of the Municipal Act, 2001 the Clerk of the Town of Fort Erie is hereby authorised to effect any minor modifications or corrections of an administrative, numerical, grammatical, semantical or descriptive nature or kind to the By-law and schedules as may be necessary after the passage of this By-law.
- 5.3 This by-law shall come into force and effect on the date of passage.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 26th DAY OF JANUARY, 2009.



MAYOR

CLERK

I, Carolyn J. Kett, the Clerk, of The Corporation of the Town of Fort Erie hereby certify the foregoing to be a true certified copy of By-law No. 17-09 of the said Town. Given under my hand and the seal of the said Corporation this _____ day of, 200 .

APPENDIX 12 –

BY-LAW 84-2014

**“Administrative Penalties-Stopping Standing Parking of
Vehicles”**



The Municipal Corporation of the Town of Fort Erie

BY-LAW NO. 84-2014

BEING A BY-LAW TO ESTABLISH A SYSTEM FOR ADMINISTRATIVE PENALTIES RESPECTING THE STOPPING, STANDING AND PARKING OF VEHICLES WITHIN THE TOWN OF FORT ERIE

WHEREAS Sections 8, 9 and 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, ("*Municipal Act, 2001*") authorizes The Corporation of the Town of Fort Erie to pass by-laws necessary or desirable for municipal purposes, and

WHEREAS Subsection 102.1(1) of the *Municipal Act, 2001* provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person failed to comply with any by-laws respecting the parking, standing or stopping of vehicles, and

WHEREAS the Province adopted the "Administrative Penalties" Regulation, O.Reg. 333/07 pursuant to the *Municipal Act, 2001* which applies to administrative penalties in respect to the parking, standing or stopping of vehicles, and

WHEREAS Section 391 of the *Municipal Act, 2001* authorizes a municipality to pass by-laws imposing fees or charges for costs payable by it for services or activities, and services or activities provided or done by or on behalf of the municipality, and

WHEREAS the Town of Fort Erie has enacted a number of By-laws regulating the parking, standing or stopping of vehicles, namely By-Law No.2000-89, as amended, being a By-law regulating traffic and parking on the highways of the Town of Fort Erie, By-Law No. 74-89, as amended, being a By-law to designate private roadways as fire routes in the Town of Fort Erie, and By-law No. 119-03, as amended, being a By-law to regulate the use of parks and beaches in the Town of Fort Erie, and

WHEREAS the Town of Fort Erie will designate portions of By-law No. 2000-89, as amended, By-law No. 74-89, as amended, and By-law No. 119-03, as amended, to be applicable to the administrative penalty system established through this By-law, and

WHEREAS it is deemed desirable to enforce and seek compliance with the designated by-laws, or portions of those by-laws, through the administrative penalty system;

NOW THEREFORE the Municipal Council of the Town of Fort Erie hereby enacts as follows:

1.0 SHORT TITLE

1.1 This By-law may be referred to as the "Administrative Penalty By-law".

2.0 DEFINITIONS

- 2.1 The following terms are defined for the purposes of this by-law:
- 2.1.1 **“Administrative Fee”** means any fee specified in this by-law and listed in Schedule “D”.
 - 2.1.2 **“Administrative Penalty”** means a monetary penalty as set out in Schedules “A”, “B”, and “C” to this By-law for a contravention of a Designated By-law.
 - 2.1.3 **“By-law”** means this by-law and any schedule to this by-law as they may from time to time be amended.
 - 2.1.4 **“Council”** means the Municipal Council of The Corporation of the Town of Fort Erie.
 - 2.1.5 **“Designated By-law”** means a by-law or provision of a by-law that is designated under this or any other by-law, as a by-law or provision of a by-law to which this By-law applies and is listed in Schedules “A”, “B”, and “C”, attached to this By-law.
 - 2.1.6 **“Director”** means the Director of Community and Development Services from time to time or the holder of the office exercising the functions presently performed by the said Director and includes or his or her designate.
 - 2.1.7 **“Fee – Appeal Hearing – No Show”** means an Administrative Fee from time to time established by Council in respect of a Person’s failure to appear at the time and place scheduled for a hearing before a Hearing Officer and listed in Schedule “D”.
 - 2.1.8 **“Fee – Late Payment”** means an Administrative Fee from time to time established by Council in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this By-law and listed in Schedule “D”.
 - 2.1.9 **“Fee – MTO Plate Denial”** means an Administrative Fee from time to time established by Council for notifying the Registrar of Motor Vehicles for the purpose of plate permit denial and listed in Schedule “D”.
 - 2.1.10 **“Fee – NSF”** means an Administrative Fee from time to time established by Council in respect for demand for payment received by the Town from a Person for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account of which the instrument was drawn, and listed in the Fees and Charges By-law No. 40-09, as amended, from time to time.
 - 2.1.11 **“Fee – MTO Search”** means an Administrative Fee from time to time established by Council for searching the records of the Ontario Ministry of Transportation and listed in Schedule “D”.

- 2.1.12 **“Fee – Screening No-Show”** means an Administrative Fee from time to time established by Council in respect of a Person’s failure to appear at the time and place scheduled for a review by a Screening Officer and listed in Schedule “D”.
- 2.1.13 **“Fire Route By-law”** means By-law No. 74-89 designating private roadways as fire routes in the Town of Fort Erie, as amended or replaced from time to time.
- 2.1.14 **“Hearing Officer”** means the Hearing Officer appointed by Council from time pursuant to By-law No. 86-2014, as may be amended or replaced.
- 2.1.15 **“Officer”** means each of:
- i. the Director;
 - ii. a Municipal Law Enforcement Officer appointed by or under the authority of a Town by-law to enforce a Designated By-law; and
 - iii. a police officer employed by the Niagara Regional Police, by the Ontario Provincial Police, or the Royal Canadian Mounted Police.
- 2.1.16 **“Owner”** means the registered owner of a motor vehicle as provided by the Ministry of Transportation of Ontario (MTO).
- 2.1.17 **“Parks and Beaches By-law”** means By-law No. 119-03 regulating the use of parks and beaches in the Town of Fort Erie, as amended or replaced from time to time.
- 2.1.18 **“Penalty Notice”** means a notice given pursuant to Subsections 4.1 and 4.2.
- 2.1.19 **“Penalty Notice Date”** means the date specified on the Penalty Notice pursuant to Subsection 4.3 (b).
- 2.1.20 **“Penalty Notice Number”** means the number specified on the Penalty Notice pursuant to Subsection 4.3 (c).
- 2.1.21 **“Person”** includes an individual, partnership, association, firm or corporation.
- 2.1.22 **“Regulation”** means Ontario Regulation 333/07, pursuant to the *Municipal Act, 2001*, S.O. 2001, c 25, as amended or replaced from time to time.
- 2.1.23 **“Request for Screening Form”** means the form that must be filed by a Person under Subsection 5.4 (a) and (b).
- 2.1.24 **“Request for Review Hearing Form”** means the form that must be filed by a Person under Subsection 6.5.

2.1.25 **"Screening Decision"** means a decision made by a Screening Officer pursuant to Section 5.0.

2.1.26 **"Screening Officer"** means the Manager of Human Resources of the Town of Fort Erie, or the holder of the office exercising the functions presently performed by the said Manager and includes his or her designate.

2.1.27 **"Town"** means The Corporation of the Town of Fort Erie.

2.1.28 **"Town Clerk"** means the Clerk for the Town of Fort Erie appointed by Council from time to time or the holder of the office exercising the functions presently performed by the said Town Clerk and includes his or her designate..

2.1.29 **"Traffic By-law"** means By-law No. 2000-89 regulating traffic and parking on the highways of the Town of Fort Erie, as amended or replaced from time to time.

3.0 DESIGNATED BY-LAWS

3.1 Town By-laws, or portions of Town By-laws, that are listed in Schedules "A", "B" and "C", to this By-law shall be Designated By-laws and are hereby designated for the purpose of Subsection 3(1)(b) of the Regulation and the provisions of this By-law shall apply to any contravention of a Designated By-law. Schedules "A", "B" and "C", shall set out the short form wording to be used for the contraventions of Designated By-laws and also set out the Administrative Penalties imposed for the contraventions.

3.2 The *Provincial Offences Act*, R.S.O. 1990, c.P.33, as amended, does not apply to a contravention of a Designated By-law.

4.0 PENALTY NOTICE

4.1 Each Person who contravenes a provision of a Designated By-law and is given a Penalty Notice, shall be liable to pay to the Town an Administrative Penalty in the amount specified in Schedules "A", "B", and "C".

4.2 An Officer who has reason to believe that a Person has contravened any provision of a Designated By-law may issue a Penalty Notice to the Person.

4.2.1 The Director may, before 5:00 pm of the tenth (10th) day after the Penalty Notice Date, cancel the Administrative Penalty.

4.3 The Penalty Notice shall be given to the Person as soon as is reasonably practicable and shall include the following information:

- a) the vehicles licence plate number or vehicle identification number;
- b) the Penalty Notice Date;
- c) Penalty Notice Number;

- d) particulars of the contravention;
- e) the amount of the Administrative Penalty;
- f) such information as the Director determines is appropriate respecting the process by which the Person may exercise the Person's right to request a review of the Administrative Penalty; and
- g) a statement advising that an Administrative Penalty will, unless cancelled or reduced pursuant to the review and appeal processes, constitute a debt of the Person to the Town.

5.0 REVIEW BY SCREENING OFFICER

- 5.1** A Person who is given a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer.
- 5.2** A Person's right to request a review expires if it has not been exercised in the manner prescribed in Subsection 5.4 before 5:00 p.m. on the fifteenth (15th) day after the Penalty Notice Date.
- 5.3** A Person's right to request an extension of the time to request a review expires if it has not been exercised in the manner prescribed in Subsection 5.4 before 5:00 p.m. on the Thirtieth (30th) day after the Penalty Notice Date at which time:
 - a) the Person shall be deemed to have waived the right to request a review;
 - b) the Administrative Penalty shall be deemed to be affirmed; and
 - c) the Administrative Penalty shall not be subject to review, including review by any Court.
- 5.4** A Person's rights to request a review or to request an extension of time to request a review are exercised by giving to the Town written notice of the request to review by:
 - a) submitting a Request for Screening Form available at the Town's web page as set out in the Penalty Notice, by mail, fax or email and scheduling the time and place for the review; or
 - b) attending in person at the location listed on the Penalty Notice to complete a Request for Screening Form and scheduling the time and place for the review.
- 5.5** The Request for a Screening Form shall include the following Information:
 - a) the Penalty Notice Number;

- b) the Person's mailing address and, if applicable, facsimile transmission number and e-mail address;
- c) in the case of a request to extend the time to request a review, the reasons, if any, for having failed to exercise the right to request a review within the time limit prescribed in Subsection 5.3;
- d) particulars of all grounds upon which the request to review is based; and
- e) the Person's election to:
 - i. meet with a Screening Officer for the review, or
 - ii. have the review undertaken by a Screening Officer in writing in respect of the particulars provided by the Person pursuant to this Subsection 5.5.

5.6 Where the Person elects to meet with a Screening Officer pursuant to Subsection 5.5 (e) i, the Person shall be given notice of the date, time and place of the review by facsimile, in-person, e-mail or mailing address as provided by the Person in the Request for Screening Form.

5.7 Where the Person elects to meet with a Screening Officer pursuant to Subsection 5.5 (e) i, and the Person fails to appear at the time and place scheduled for a review or fails to remain at such place until the Screening Officer has made a Decision respecting the Administrative Penalty:

- a) the Person shall be deemed to have abandoned the request for the review;
- b) the Administrative Penalty shall be deemed to be affirmed;
- c) the Administrative Penalty shall not be subject to review, including review by any Court; and
- d) the Person shall pay to the Town a Fee – Screening No-Show.

5.8 Subject to Subsection 5.3, the Screening Officer may:

- a) deny an extension of time for a review in which case the Administrative Penalty is deemed to be affirmed; or
- b) grant an extension of time for a review.

5.8.1 For the purposes of Section 5.0 the Screening Officer may:

- (i) only extend the time to request a review of an Administrative Penalty where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time, or

- (ii) cancel, reduce or extend the time for payment of the Administrative Penalty and any Administrative Fees respecting that Administrative Penalty, where the Screening Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law and that:
 - i. there is reason to doubt that the Person contravened the Designated By-law;
 - ii. the Person took all reasonable steps to prevent the contravention; or
 - iii. that the cancellation, reduction or extension of the time for payment is necessary to relieve undue financial hardship.

5.9 After a Review is complete, the Screening Officer shall serve the Person with a Screening Decision.

5.10 A Screening Officer has no jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

6.0 APPEAL TO HEARING OFFICER

6.1 A Person may appeal to a Hearing Officer against the Screening Decision.

6.2 The right to appeal is limited to a Person who has been given a Screening Decision pursuant to Subsection 5.9.

6.3 A Person's right to appeal expires if it has not been exercised in the manner prescribed in Subsection 6.5 before 5:00 p.m. on the fifteenth (15th) day after the Screening Decision Date.

6.4 A Person's right to request an extension of the time to appeal expires if it has not been exercised in the manner prescribed in Subsection 6.5 before 5:00 p.m. on the thirtieth (30th) day after the Screening Decision Date at which time:

- a) the Person shall be deemed to have waived the right to appeal;
- b) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall be deemed to be affirmed; and
- c) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall be deemed to be final and not subject to any further review, including review by any Court.

- 6.5** A Person's rights to request an Appeal of a Screening Officer's decision or to request an extension of time to make a Request for Review by Hearing Officer are exercised by giving to the Town written notice by:
- a) submitting a Request for Review Hearing Form available at the Town's web page as set out in the Penalty Notice by mail, fax or email and scheduling the time and place for the review; or
 - b) attending in person at the location listed on the Penalty Notice to complete a Request for Review Hearing Form and scheduling the time and place for the review.
- 6.6** The Request for Review Hearing Form shall include the following Information:
- a) the Penalty Notice Number;
 - b) the Person's mailing address and, if applicable, facsimile transmission number and email address;
 - c) in the case of a request to extend the time to appeal, the reasons, if any, for having failed to exercise the right to appeal within the time limit prescribed by Subsection 6.4;
 - d) particulars of all grounds upon which the Appeal is made; and
 - e) a copy of the Person's completed Request for Screening Form and the Screening Decision of the Screening Officer.
- 6.7** The Person shall be given no fewer than seven (7) days' notice of the date, time and place of the hearing of the appeal.
- 6.8** A request for review or a request for an extension of time to request a review shall only be scheduled by the Town if the Person has submitted the request within the time limits set out in Subsections 6.3 and 6.4.
- 6.9** Where the Person fails to appear at the time and place scheduled for a hearing of the Appeal:
- a) the person shall be deemed to have abandoned the Appeal;
 - b) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall be deemed to be affirmed;
 - c) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall be deemed to be final and are not subject to any further review or appeal, including review or appeal by any Court; and

d) the Person shall pay to the Town the Fee – Hearing No-Show.

6.10 A Hearing Officer shall not make any decision respecting an Appeal unless the Hearing Officer has given each of the Person, the Director, and the Officer who gave the Penalty Notice an opportunity to be heard at the time and place scheduled for the hearing of the Appeal.

6.11 Subject to Subsections 6.4 and 6.5 the Hearing Officer may:

a) deny an extension of time for a Hearing in which case the Administrative Penalty including any Administrative Fees are deemed to be affirmed;

b) grant an extension of time for a Hearing;

i. for the purposes of Subsection 6.11(b) the Hearing Officer may only extend the time to request a Hearing of an Administrative Penalty where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.

c) affirm, cancel, or vary the Screening Officer's Decision and extend the time for payment of the Administrative Penalty, including any Administrative Fee, on the following grounds:

i. where the Person establishes on a balance of probabilities, that he or she did not contravene the Designated By-law as described in the Penalty Notice; or

ii. where the Person establishes on a balance of probabilities, that the reduction or extension of time for payment of the Administrative Penalty including any Administrative Fee, is necessary to relieve any undue hardship.

6.12 All hearings conducted by the Hearing Officer shall be in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended.

6.13 After a hearing is complete, the Hearing Officer shall immediately serve the Person with a Hearing Decision.

6.14 The decision of a Hearing Officer is final and not subject to any further review including review by any Court.

6.15 A Hearing Officer has no jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability of operability of any statute, regulation or by-law.

7.0 SERVICE OF DOCUMENTS OR NOTICE

7.1 Service of any document or notice, including a Penalty Notice, respecting this By-law may be given in writing in any of the following ways and is effective:

- a) affixing it to the vehicle in a conspicuous place at the time of the violation;
- b) when a copy is served on the Owner or operator of the vehicle by delivering it personally to the Person having care and control of the vehicle at the time of the contravention of the Designated By-law;
- c) when a copy is delivered to the Person to whom it is addressed;
- d) on the fifth (5th) day after a copy is sent by registered mail or by regular letter mail to the Person's last known address;
- e) upon the conclusion of the transmission of a copy by facsimile transmission to the Person's last known facsimile transmission number, or
- f) upon the sending of the notice or document or a copy thereof by e-mail transmission to the Person's last known e-mail address.

7.2 For the purpose of Subsection 7.1(d), (e) and (f), a Person's last known address, last known facsimile transmission number and last known e-mail address are deemed to include those provided by the Person pursuant to Subsections 5.5(b) and 6.6(b).

7.3 Any notice or document respecting this By-law to be given to the Town shall be in writing, shall be given in any of the following ways, and is effective:

- a) when a copy is delivered to the "Town Clerk, Town of Fort Erie, 1 Municipal Centre Drive Fort Erie, Ontario, L2A 2S6", during normal business hours;
- b) on the fifth (5th) day after a copy is sent by registered mail or by regular letter mail to "Parking Administrative Penalties, Att: Town Clerk, Town of Fort Erie, 1 Municipal Centre Drive, Fort Erie, Ontario, L2A 2S6";
- c) upon conclusion of the transmission of a copy by facsimile transmission to (905) 871-4022; or
- d) upon the sending of the notice or document or a copy thereof by e-mail transmission to parking@forterie.on.ca.

8.0 FINANCIAL ADMINISTRATION

8.1 No Officer who gives a Penalty Notice may accept payment of the Administrative Penalty respecting the Penalty Notice.

8.2 An Administrative Penalty that is affirmed or reduced or in respect of which the time for payment has been extended pursuant to this By-law, is due and payable and

constitutes a debt to the Town of each Person to whom or to which the Penalty Notice was given.

- 8.3 Where a Person has paid an Administrative Penalty or an Administrative Fee that is then cancelled or reduced pursuant to this By-law, the Town shall refund the amount cancelled or reduced.
- 8.4 Where an Administrative Penalty or any Administrative Fee respecting that Administrative Penalty are not paid within fifteen (15) days after the date that they become due and payable, a Person to whom the Penalty Notice was given shall pay to the Town a Fee – Late Payment.
- 8.5 Where an Administrative Penalty or any Administrative Fees respecting that Administrative Penalty are not paid within thirty (30) days after the date that they become due and payable, a Person to whom the Penalty Notice was given shall pay to the Town a Fee – MTO Plate Denial.
- 8.6 A person who is given a Penalty Notice and who does not pay to the Town the amount of the Administrative Penalty within fifteen (15) days of the Penalty Notice Date shall pay to the Town a Fee – MTO Search.
- 8.7 Where a Person provides a payment to the Town for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, shall pay to the Town a Fee – NSF.

9.0 ADMINISTRATION

- 9.1 The Director shall administer this By-law and establish any practices, policies and procedures necessary to implement this By-law and may amend such practices, policies and procedures from time to time as the Director deems necessary.
- 9.2 The Director shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-law and may amend such forms and notices from time to time as the Director deems necessary.
- 9.3 The Director may designate areas within the Town for conducting screening reviews and hearings under this By-law.

10.0 GENERAL PROVISIONS

- 10.1 Where an Administrative Penalty is not paid within 30 days after it becomes due and payable, the Town shall notify the Registrar of Motor Vehicles of the default and the Registrar shall not validate the permit of a Person named in the default notice nor issue a new permit to that Person until the penalty is paid.
- 10.2 Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any Administrative Fee is also cancelled.

10.3 Any time limit that would otherwise expire on a holiday is extended to the next day that is not a holiday.

10.4 Any schedule attached to this by-law forms part of this By-law.

11.0 COMPLAINTS AND COMMENTS

11.1 Complaints and comments respecting the administration of the Town's system of parking Administrative Penalties may be given to the Director of Community and Development Services. The Director shall consider each such complaint or comment in relation to the Director's consideration of opportunities for improvements to the Town's system of parking Administrative Penalties.

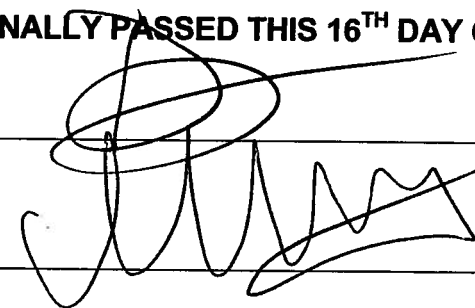
12.0 VALIDITY

12.1 If a court or tribunal of competent jurisdiction declares any provision or part of a provision of this By-law to be illegal or unenforceable, then that particular provision or provisions or part of the provision shall be severed and the remainder of this By-law shall continue to remain in full force and shall be valid and enforceable to the fullest extent permitted by law.

13.0 CORRECTIONS

13.1 Pursuant to the provisions of Sections 23.1 to 23.5 inclusive of the *Municipal Act, 2001*, as amended, the Clerk of the Town of Fort Erie is hereby authorized to effect any minor modifications or corrections solely of an administrative, numerical, grammatical, semantical or descriptive nature or kind to this by-law or its schedules as such may be determined to be necessary after the passage of this by-law.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16TH DAY OF JUNE, 2014.



MAYOR

CLERK

I, Carolyn J. Kett, the Clerk, of The Corporation of the Town of Fort Erie hereby certifies the foregoing to be a true certified copy of By-law No. 84-2014 of the said Town. Given under my hand and the seal of the said Corporation, this day of , 20 .

SCHEDULE "A"

**TOWN OF FORT ERIE ADMINISTRATIVE PENALTY
BY-LAW NO. 84-2014 DESIGNATED BY-LAW PROVISIONS
TRAFFIC BY-LAW NO. 2000-89**

1. For the purposes of Section 3.0 of this By-law, Column 1 in the following table lists the provisions in Traffic By-law No. 2000-89, as amended, that are hereby designated for the purposes of 3(1)(b) of the Regulation.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	COLUMN 1 DESIGNATED PROVISIONS	COLUMN 2 SHORT FORM WORDING	COLUMN 3 ADMINISTRATIVE PENALTY
1	201.01	(Stop/stand/park) facing wrong way	\$30.00
2	201.02	(Stop/stand/park) too far from edge of road	\$30.00
3	201.03	(Stop/stand/park) too far from edge of shoulder	\$30.00
4	201.04	(Stop/stand/park) facing wrong way on left side of one-way highway	\$30.00
5	201.05	(Stop/stand/park) too far from left edge of a one-way highway	\$30.00
6	201.06	(Stop/stand/park) too far from the left shoulder edge of one-way highway	\$30.00
7	201.07	(Stop/stand/park) contrary to designated angle	\$30.00
8	201.08	(Stop/stand/park) not within designated space	\$30.00
9	201.09	Double (stopping/standing/parking)	\$40.00
10	202.01	Park on (shoulder/boulevard) where prohibited	\$30.00
11	202.02	Park repeatedly (at/near) one location	\$30.00
12	203.01.01	Stop on sidewalk	\$50.00

ITEM	COLUMN 1 DESIGNATED PROVISIONS	COLUMN 2 SHORT FORM WORDING	COLUMN 3 ADMINISTRATIVE PENALTY
13	203.01.02	Stop in intersection or crosswalk	\$50.00
14	203.01.03	Stop so as to impede traffic	\$50.00
15	203.01.04	Stop in/near tunnel or bridge	\$50.00
16	203.01.05	Stop on/adjacent to median	\$50.00
17	203.01.06	Stop on outer boulevard	\$50.00
18	203.02.01	Stop near/at school crossing or crosswalk where prohibited by sign	\$50.00
19	203.02.02	Stop near/at railway crossing where prohibited by sign.	\$50.00
20	203.02.03	Stop near school or playground where prohibited by sign	\$50.00
21	203.02.04	Stop within 15m of intersection where prohibited by sign	\$50.00
22	203.02.05	Stop within 60m of intersection controlled by traffic signal where prohibited by sign	\$50.00
23	203.03	Stop where prohibited by sign	\$50.00
24	204.01.01	Stand near designated bus stop	\$40.00
25	204.02	Stand where prohibited by sign	\$40.00
26	205.01.01	Park within 10m of intersection	\$30.00
27	205.01.02	Park within 3m of fire hydrant	\$60.00
28	205.01.03	Park on an inner boulevard	\$25.00
29	205.01.04	Park on driveway too close to roadway	\$25.00
30	205.01.05	Park within 1.5m of driveway	\$25.00
31	205.01.06	Park obstructing driveway	\$25.00
32	205.01.07	Park so as to block vehicle	\$25.00
33	205.01.08	Park for sale/display	\$25.00
34	205.01.09	Park for servicing	\$25.00
35	205.01.10	Park in loading zone	\$25.00
36	205.01.11	Park between 2:00 a.m. and 7:00 a.m. during months Nov-March	\$40.00

ITEM	COLUMN 1 DESIGNATED PROVISIONS	COLUMN 2 SHORT FORM WORDING	COLUMN 3 ADMINISTRATIVE PENALTY
37	205.01.11	No parking between 2:00am -6:00am	\$40.00
38	205.02.01	Park near fire hall where prohibited by sign	\$40.00
39	205.02.02	Park near intersection where prohibited by sign	\$25.00
40	205.02.03	Park near signaled intersection where prohibited by sign	\$25.00
41	205.02.04	Park near entrance of public building where prohibited by sign	\$25.00
42	205.02-05	Park near driveway where prohibited by sign	\$25.00
43	205.02.06	Park on narrow roadway where prohibited by sign	\$25.00
44	205.01.12	Park as to interfere with the movement of traffic	\$50.00
45	205.02.07	Park near cross-walk where prohibited by sign	\$25.00
46	205.02.08	Park so as to interfere with funeral procession where prohibited by sign	\$25.00
47	205.02.09	Park within turning circle or basin of cul-de-sac where prohibited by sign	\$25.00
48	205.02.10	Park within 15m of the termination of dead end roadway where prohibited by sign	\$25.00
49	205.02.11	Park where parking temporarily prohibited	\$40.00
50	205.03	Park where prohibited by sign	\$30.00
51	205.04	Park (trailer/commercial vehicle) where prohibited by sign	\$30.00
52	207.01	Park over time limit where prohibited by sign	\$30.00
53	209.07	Parking of heavy vehicle where prohibited	\$75.00
54	301.02	Park where prohibited - public vehicle parking zone	\$20.00
55	301.03	Stand where prohibited - public vehicle bus stop	\$30.00

ITEM	COLUMN 1 DESIGNATED PROVISIONS	COLUMN 2 SHORT FORM WORDING	COLUMN 3 ADMINISTRATIVE PENALTY
56	303.03	Stop a mobile canteen where prohibited	\$40.00
57	304.01	Stand at taxi stand	\$30.00
58	305.01	Stop to (load/unload) where prohibited	\$40.00
59	305.02	Stop in loading zone	\$50.00

SCHEDULE "B"

**TOWN OF FORT ERIE ADMINISTRATIVE PENALTY
 BY- LAW NO. 84-2014 DESIGNATED BY-LAW PROVISIONS
 FIRE ROUTE BY-LAW NO. 74-89**

1. For the purposes of Section 3 of this By-law, Column 1 in the following table lists the provisions in the Fire Route By-law No. 74-89, as amended, that are hereby designated for the purposes of 3(1)(b) of the Regulation.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	COLUMN 1 DESIGNATED PROVISIONS	COLUMN 2 SHORT FORM WORDING	COLUMN 3 ADMINISTRATIVE PENALTY
1	7	Park in designated fire route	\$100

SCHEDULE "C"

**TOWN OF FORT ERIE ADMINISTRATIVE PENALTY BY-LAW
NO. 84-2014 DESIGNATED BY-LAW PROVISIONS
PARKS AND BEACHES BY-LAW NO. 119-03**

1. For the purposes of Section 3 of this By-law, Column 1 in the following table lists the provisions in the Town of Fort Erie Parks and Beaches By-law No. 119-03, as amended, that are hereby designated for the purposes of 3(1)(b) of the Regulation.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	COLUMN 1 DESIGNATED PROVISIONS	COLUMN 2 SHORT FORM WORDING	COLUMN 3 ADMINISTRATIVE PENALTY
1.	3.(a)	Park any vehicle for the purpose of hire	\$50.00
2.	7.(a)	Park vehicle in prohibited area of park or parking lot	\$50.00
3.	7.(b)	Park vehicle during prohibited time	\$50.00
4.	7.(c)	Park overweight vehicle on municipal Property	\$100.00
5.	7. (f)	Fail to pay parking fee	\$50.00

SCHEDULE "D"**TOWN OF FORT ERIE ADMINISTRATIVE PENALTY
BY-LAW NO. 84-2014 ADMINISTRATIVE FEES**

ITEM	FEE
Fee – MTO Search: Each search of the records of the Ministry of Transportation	\$ 10.00
Fee – Screening – No-Show Each failure to attend a screening before a Screening Officer	\$ 50.00
Fee – Appeal Hearing No-Show Each failure to attend hearing before a Hearing Officer	\$100.00
Fee – Late Payment Each late payment of a parking administrative penalty	\$ 15.00
Fee – MTO Plate Denial Each notification to Registrar of Motor Vehicles for plate permit denial	\$ 22.00
Fee – NSF	\$ 30.00

Note:

The fees and charges as listed in this Schedule "D" to this By-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.

APPENDIX 13 –
SALT MANAGEMENT PLAN

SALT MANAGEMENT PLAN
TOWN OF FORT ERIE

Introduction:

1.0 General Information

Name:	Town of Fort Erie
Address:	1 Municipal Centre Dr. Fort Erie Ontario L2A 2S6
Population:	28,143
Technical Contact:	George Stojanovic, P. Eng. Manager, Roads & Fleet Division
Telephone:	905 871 1600 ext 2460
Fax:	905 871 2877
E-Mail:	gstojanovic@forterie.on.ca
Date Plan was prepared:	February, 2005
Date of Full Implementation:	March, 2005
Updated:	October, 2020

1.1 Overview

The Town of Fort Erie maintains 438 centre line kilometers of road that provide a safe and efficient transportation network for the motoring public. The public relies on this transportation network for year-round access to work, leisure facilities, for the transportation of goods and services and for emergency and security services. Road system user safety is the most important priority within Winter Operations operations. The practices and strategies contained in the Salt Management Plan are developed with that in mind.

Winter conditions of snow and ice on the road system can have a dramatic impact on public safety, travel time and economic loss due to failure to achieve time frames for delivery of goods and services or getting to work.

1.2 Organization of Plan

The Salt Management Plan is intended to set the policy and procedural framework that ensures the Town of Fort Erie continues to improve the management of salt usage in its Winter Operations activities.

All modifications to the way Winter Operations activities are delivered to meet the goals of the salt management plan shall always place the emphasis on roadway safety and the mobility of the motoring public.

SALT MANAGEMENT PLAN TOWN OF FORT ERIE

The Salt Management Plan will be a living document that allows the Town of Fort Erie's Operations Division - Road Section, to investigate and implement new approaches, best practices and technologies to be responsive to fiscal requirements and to ensure that roadway safety is not compromised.

1.3 Format of The Salt Management Plan

Part 2.0 Presents the Policy content, as endorsed by the Council of the Town of Fort Erie, and fulfills the obligations under Provincial and Federal Government legislation.

Parts 3.0 Presents the Winter Operations Standards that are relevant to salt management.

Part 4.0 Presents the summaries of the Operational Procedures and Strategies for snow and ice control as they relate to effective salt management. This section is broken into sub-sections that can be modified as new methodologies and procedures are introduced and refined.

Part 5.0 Is the Salt Management Plan Maintenance Component to be used to monitor and implement the plan, as well as to maintain and update the plan.

1.4 Responsibilities

Director of Infrastructure Services – has overall responsibility for the Town of Fort Erie's Salt Management Plan.

Manager, Roads and Fleet – is responsible for the development, maintenance and consistent implementation of the Salt Management Plan.

Supervisor, Roads and Stormwater Services / Supervisor, Fleet Services – responsible for the purchase, maintenance and calibration of Winter Operations equipment in compliance with the Salt Management Plan.

Manager, Parks and Facilities – is responsible for overseeing the maintenance and upgrading of operations facilities in compliance with the Salt Management Plan

Works Supervisor/Crew Leaders Infrastructure Services – are responsible to ensure that Winter Operations activities are carried out in accordance with the Salt Management Plan.

Winter Operations Personnel – shall carry out their Winter Operations duties in accordance with the Winter Operations Plan and the Salt Management Plan.

Policy Content

2.0 Salt Management Policy

The Corporation of the Town of Fort Erie will take the actions necessary to manage road salts in a manner that protects the environment without compromising the safety of the motoring public in winter conditions.

To accomplish these objectives the Corporation of the Town of Fort Erie will:

- Manage road salts in accordance with the Code of Practice for the Environmental Management of Road Salts.
- Advise and inform the motoring public and employees about our environmental practices relating to road salts.
- Adopt policies and standards to meet local requirements for safe winter driving.
- Conduct regular reviews of the Salt Management Plan to make improvements where possible and remain current with revised best practices, legislation and regulations.
- The Salt Management Plan will meet or comply with all applicable legislation.

2.1 Implementation Guidelines

The Salt Management Plan was developed with the following policies taken into consideration:

General:

- Code of Practice for the Environmental Management of Road Salts, Environment Canada (April 3, 2003)
- Salt Management Guide (TAC 1999) and Syntheses of Best Practices (TAC 2003)

On - roadway Use:

- The Town of Fort Erie will use defined level of services by Road Classifications to promote safe and efficient salt use.
- The Town of Fort Erie will identify salt sensitive areas.

SALT MANAGEMENT PLAN **TOWN OF FORT ERIE**

- The Town of Fort Erie will place salt on roads at rates that are applicable to best salt management practices.

Sand and Salt Storage:

- The Town of Fort Erie will review current storage and handling practices of sand/salt mixture and salt.
- The Town of Fort Erie will develop a guide for storage and handling of material.

Snow Removal and Storage:

- Snow storage sites will be reviewed for environmental impact including site drainage and maintenance.

Training:

- The Town of Fort Erie will implement annual and effective training to foster awareness by all Managers, Supervisors and Operators in administration and improving salt management practices.

Decision Making:

- The decision making process for snow and ice control will focus on pavement temperatures and weather forecasts.
- The Town of Fort Erie will provide staff with the technology to improve its ability to monitor and interpret weather forecasts.

Record Keeping:

- Staff will improve the record keeping of salt use and salt related impacts.
- The Town of Fort Erie will track its salt management progress by using the performance measures outlined in Section 5 of this document and will report annually to Environment Canada.
- The policies and procedures as set out in the Corporation of the Town of Fort Erie Salt Management Plan apply to all municipal staff and contractors providing Winter Operations services to the Town of Fort Erie.

Winter Operations Standards

3.0 Introduction

The Major activities pertaining to Winter Operations are outlined in the Town of Fort Erie's Winter Operations Plan as follows:

- Snow Plowing
- Sanding
- Salting
- Sidewalk Plowing
- Snow Removal and Storage
- Sand/Salt and Salt Storage

3.1 Level of Service Policy

The Town of Fort Erie has classified all its roadways by using the criteria outlined in the *Minimum Maintenance Standards for Municipal Highways*, O.Reg. 239/02 based on posted speeds and traffic volumes.

The majority of the municipal roads are Class 4 and 5 roads with a limited number of Class 3. The Town of Fort Erie's Winter Operations Plan is designed to meet O.Reg. 239/02 as amended.

3.2 Material Application Rates

3.2.1 Salt

Is to be generally applied only to Class 3 roads. Operators have the flexibility to adjust the rate to meet specific conditions e.g. black ice, freezing rain.

3.2.2 Sand/Salt Mixture

Is to be mixed at the ratio of 10% salt by volume. Currently natural sand is utilized. Level of Service are prescribed in the Winter Operations Plan.

3.2.3 Snow Removal and Storage

As a result of plowing operations, windrows accumulate on the sides of roadways. On most streets this is not a concern. However; in business districts and municipal parking lots, snow storage results in restricted access and loss of parking spaces. In such locations snow removal is provided as prescribed in the Winter Operations Plan.

SALT MANAGEMENT PLAN
TOWN OF FORT ERIE

3.2.4 Sidewalk Snow clearing

The Town of Fort Erie provides for snow clearing from sidewalks and sanding of sidewalks in accordance with the provisions of the Winter Operations Plan.

Operational Practices and Strategies

4.0 Overview

This section of the plan deals with the practices and strategies related to the effective management of road salt in Winter Operations activities.

Headings	4.1 General Salt Use	4.2 Salt Storage	4.3 Snow Disposal
How Salt enters Environment	<p align="center"><i>Section 4.1.1</i></p> <ul style="list-style-type: none"> • Ground/surface water • Vehicle spray on vegetation 	<p align="center"><i>Section 4.2.1</i></p> <ul style="list-style-type: none"> • Location of Operations Yard • Storage of salt and sand/salt • Site drainage • Site Operations and Procedures 	<p align="center"><i>Section 4.3.1</i></p> <ul style="list-style-type: none"> • Snow dump locations • Snow storage • Site drainage • Site operations and maintenance
Current practices	<p align="center"><i>Section 4.1.2</i></p> <ul style="list-style-type: none"> • Salt applied to Class 3 Roads • Sand/Salt 10% mix to Class 4 & 5 roads • 40 % of spreaders are Electronic and calibrated annually 	<p align="center"><i>Section 4.2.2</i></p> <ul style="list-style-type: none"> • All materials are stored in two (2) domes • Loading is outside • Equipment washing is outside • Drainage is overland with siltation control c/w storm water retention 	<p align="center"><i>Section 4.3.2</i></p> <ul style="list-style-type: none"> • Disposal on private property & Municipal Right of Ways • No run off control • No site operational guideline or procedures
Improvement Objectives Immediate Actions	<p align="center"><i>Section 4.1.3</i></p> <ul style="list-style-type: none"> • Level of Service review • Calibrate equipment to existing winter conditions • Regular Calibration of equipment throughout winter • Review & monitor application rates 	<p align="center"><i>Section 4.2.3</i></p> <ul style="list-style-type: none"> • Improve housekeeping practices to prevent over - loading • Control run off from washing vehicles 	<p align="center"><i>Section 4.3.3</i></p> <ul style="list-style-type: none"> • Eliminate disposing of snow on private property • Acquire Municipal snow dump site and develop with controlled drainage

SALT MANAGEMENT PLAN
TOWN OF FORT ERIE

Improvement Objectives Immediate Actions	<ul style="list-style-type: none"> Record amounts and locations for reporting purposes Operator Training Obtain MTO RWIS Site access 		
Short Term Actions	<ul style="list-style-type: none"> Install infrared thermometers on all spreaders Consider Setup of pre-wetting on test vehicle Continue Operator training 	<ul style="list-style-type: none"> Investigate covered loading area Investigate expansion of existing wash bay 	<ul style="list-style-type: none"> Acquire secondary municipal dump sites
Long Term Actions	<ul style="list-style-type: none"> Replacement of equipment and manual controlled spreaders Create Municipal RWIS Site GPS for equipment tracking 		
Timelines	<p align="center"><i>Section 4.1.4</i></p> <ul style="list-style-type: none"> This area will require objectives tied to budget and Level of Service changes. Prepare a 1 to 5 year plan. 	<p align="center"><i>Section 4.2.4</i> Same as 4.1.4</p>	<p align="center"><i>Section 4.3.4</i> Same as 4.1.4</p>
Responsible Persons	<p align="center"><i>Section 4.1.5</i></p> <ul style="list-style-type: none"> Director of Infrastructure Services Operations Manager Fleet Supervisor Facilities Manager Works Supervisor Crew Leaders Winter Operations Personnel 	<p align="center"><i>Section 4.2.5</i></p> <p align="center">DETAILED IN SECTION 1.4</p>	<p align="center"><i>Section 4.3.5</i></p> <p align="center">DETAILED IN SECTION 1.4</p>
Training	<p align="center"><i>Section 4.1.6</i></p> <ul style="list-style-type: none"> Provide update training to address subject areas set out in TAC Syntheses of Best Practices Provide refresher training yearly 	<p align="center"><i>Section 4.2.6</i></p> <ul style="list-style-type: none"> Train staff in loading/unloading Housekeeping Equipment Maintenance 	<p align="center"><i>Section 4.3.6</i></p> <ul style="list-style-type: none"> Managing the snow dump.
Training	<ul style="list-style-type: none"> Provide ongoing training to remain current. 		
Monitoring and Measurement	<p align="center"><i>Section 4.1.7</i></p> <ul style="list-style-type: none"> Based on Annex C of the Code of Practice 	<p align="center"><i>Section 4.2.7</i></p> <ul style="list-style-type: none"> Based on Annex C of the Code of Practice 	<p align="center"><i>Section 4.3.7</i></p> <ul style="list-style-type: none"> Based on Annex C of the Code of Practice

SALT MANAGEMENT PLAN
TOWN OF FORT ERIE

<p align="center">Review and Revisions</p>	<p align="center"><i>Section 4.1.8</i></p> <ul style="list-style-type: none"> • The Salt Management plan shall be reviewed and revisions will be documented in the reporting procedure. • Corrective action for areas of the plan that are deemed out of date will be updated and implemented 	<p align="center"><i>Section 4.2.8</i></p> <ul style="list-style-type: none"> • Same as section 4.1.8 	<p align="center"><i>Section 4.3.8</i></p> <ul style="list-style-type: none"> • Same as section 4.1.8
---	---	--	--

5.0 Salt Management Plan Maintenance

The Town of Fort Erie is committed to providing safe and cost effective winter travel for the general public. This goal will be achieved through the review of the level of service provided for in the Winter Operations Plan and the goals and objectives of the Salt Management Plan. Both plans are devised to reduce the impacts of salt on the environment.

An annual report will be submitted according to annex of the Code of Practice. The Salt Management Plan will be reviewed and updated as new salt management techniques become available