

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 51-2024

Being a By-law to Establish Roadway Minimum Service Standards for the Municipal Road System within the Jurisdiction of the Corporation of the Village of Merrickville-Wolford

WHEREAS the *Municipal Act, 2001* and Ontario Regulations 239/02 and 366/18 establishes minimum maintenance standards for municipal highways;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it expedient to adopt these standards as the roadway minimum service standards policy for the Village of Merrickville-Wolford;


NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford hereby enacts as follows:

1. The Village of Merrickville-Wolford adopts the Minimum Maintenance Standards for Municipal Highways as provided for in the *Municipal Act, 2001* and Ontario Regulation 239/02, as amended, and Ontario Regulation 399/18, as amended, as the Municipality's Road Maintenance Policy and Standards which will be reflected in the Winter Maintenance – Level of Service Policy for the Village of Merrickville-Wolford attached hereto as Schedule A that forms part of this by-law.
2. By-law 2-88 and all other related amending by-laws are hereby repealed.
3. The Clerk of the Village of Merrickville-Wolford is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
4. This by-law shall come into force and effect on the date of passing.

This by-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and passed on the 12th day of August, 2024.


Michael Cameron, Mayor


Julia McCaugherty-Jansman, Clerk



Village of Merrickville-Wolford

Winter Maintenance – Level of Service Policy

Table of Contents

Village of Merrickville-Wolford	1
Winter Maintenance – Level of Service Policy	1
1.0 Purpose	3
2.0 Policy Statement.....	3
3.0 Responsibility.....	3
4.0 Parking Restriction By-law	3
5.0 Property Damage.....	3
6.0 Driveway Entrance Clearing	4
7.0 Assistance to Private Property	4
8.0 Winter Maintenance Priorities	4
9.0 Significant Weather Event.....	4
10.0 Snow Clearing and Ice Control Operations.....	5
10.1 Roadway	5
10.2 Level of Service.....	5
11.0 Snow Removal Operations	8
11.1 Roadways.....	8
11.2 Types of Removal.....	8
Appendix A: Plow Route Map	9
All Plow Routes Map	9
Merrickville (Village boundary) Plow Route Map	10
Eastons Corners Plow Route Map	11
Appendix B: Sidewalk Plow Route Map.....	12
Appendix C: Plow Route Descriptions	13

1Ton Plow Route 13
In-Town Route (Village Boundary)..... 14
Upper End Plow Route..... 15
Lower End Plow Route..... 17
Sidewalk Plow Route 18
Appendix D Significant Weather Event Criteria Form..... 19

1.0 Purpose

To designate responsibility for, and to establish service priority levels for winter snow clearing, ice control, and snow removal operations for specified infrastructure within the boundaries of Merrickville-Wolford. This policy is to be read in conjunction with the applicable section of [Ontario Regulation 239/02](#), as amended, and [Ontario Regulation 366/18, as amended](#), the Minimum Maintenance Standards for Municipal Highways.

2.0 Policy Statement

The Winter Maintenance Level of Service Policy is based on the assumption that not all infrastructure needs to be maintained to the same level of service depending on its role in the transportation network and on other various services the municipality provides, be they emergency or non-emergency. The various infrastructures listed below have been designated classes and/or priorities. These are explained in more detail within this policy.

3.0 Responsibility

The responsibility for providing winter maintenance activities, such as snow clearing, ice control and snow removal from the Village's infrastructure rests entirely with the Public Works Department. However, the Village may contract out any or all of the components if needed.

Snow and ice operations may be conducted on a 24-hour basis, 7 days a week. The Manager of Operations will coordinate the overall snow and ice control clearing and removal operations and will determine the most effective operation to be undertaken from the procedures as developed by the Public Works Department. The Public Works Department is prepared to shift from normal work procedures at any time it becomes necessary to institute snow and ice operations.

4.0 Parking Restriction By-law

In order to facilitate winter maintenance operations, residents are reminded that By-law 60-2019 prohibits overnight parking on any roadway from November 15th to April 15th each day between 1:00 a.m. and 8:00 a.m.

5.0 Property Damage

During the course of operation through any given winter, a certain amount of damage to both Village and private property may occur. In the event that sod damage is sustained, it will be restored by the Public Works Department using topsoil and seed at the earliest availability of material and resources (typically April – May). The owner of the property is responsible for maintaining the repair area.

If a municipal plow or truck damages a mailbox either through direct contact or due to the force of the snow rolling off the plow, the mailbox will be repaired or replaced by the Public Works Department personnel, as soon as practical, with a standard type of

mailbox as established by the Public Works Department. The municipality cannot replace decorative mailboxes with the same. A property owner who installs decorative materials on the Village's right-of-way does so at their own risk.

6.0 Driveway Entrance Clearing

It can be expected that snow will be plowed into driveways as a normal part of roadway and sidewalk snow clearing operations. Owners of properties serviced by driveways are responsible for removal of the snow deposited in their entrance by Village snow clearing operations.

Under no circumstances shall a property owner or a property owner's contractor push, blow or otherwise deposit any snow, dirt or any other debris on or across the municipal roadway, sidewalk or road allowance.

7.0 Assistance to Private Property

Under no circumstances will a Village employee be allowed to use a municipally owned vehicle to push, pull or tow a stranded private vehicle from a roadway or parking lot. Likewise, under no circumstances will a Village employee use a municipally owned vehicle to perform any snow removal or ice control operation on private or commercial property and employees are not allowed to use personal equipment during working hours.

8.0 Winter Maintenance Priorities

This policy pertains to winter maintenance activities for municipal infrastructure. The priorities set out in this policy are governed by Ontario Regulation 239/02, as amended, and by policy set by Council. For the purpose of setting infrastructure priorities for this policy and in conjunction with Ontario Regulation 239/02, as amended, the following will apply:

1. Roads
2. Winter Maintained Sidewalks
3. Parking Lots
4. Snow Removal

9.0 Significant Weather Event

Ontario Regulation 239/02, as amended, defines a significant weather event as "an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality". The criteria for declaring this type of event is outlined in Appendix D of this policy, which would be completed by the Manager of Operations and/or their designate.

10.0 Snow Clearing and Ice Control Operations

10.1 Roadway

Class Designation

Every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in accordance with Regulation 239/02, as amended, as Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on speed limit and average daily traffic.

The roadway sections within the boundaries of Merrickville-Wolford are classified as Class 4, 5 or 6.

No roadway section will be classified at a lower classification than specified in the Classification Table of O. Reg 239.02, as amended.

10.2 Level of Service

Snow Accumulation

1. a) While the snow continues to accumulate, Public Works will deploy resources to clear the snow as soon as practical after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table below; and
b) After the snow accumulation has ended and after becoming aware that the snow accumulation is greater than the depth set out in Table 1, Public Works will clear the snow accumulation in accordance with subsections (2) and (3) within the time set out in the table.
2. The snow accumulation must be cleared to a depth less than or equal to the depth set out in the table.
3. The snow accumulation must be cleared from the roadway to provide a total width of at least five (5) metres.
4. This section does not apply to that portion of the roadway designated for parking and only applies during the season when winter highway maintenance is performed (November 15th to April 15th).
5. In this section, the depth of snow accumulation means the natural accumulation of new fall snow, wind-blown snow or slush that covers more than half a lane width of a roadway.

Table 1

Snow Accumulation

Class of Highway	Snow Depth	Completion Time
4	8 cm	16 hours
5	10 cm	24 hours
6	15 cm	48 hours

Icy Roadways

1. If it is determined per Regulation that there is a substantial probability of ice forming on roadways and it is practical to prevent ice formation, Public Works will deploy resources for that purpose.
2. Public Works will deploy resources to treat an Icy Roadway as soon as practical after becoming aware that the roadway is icy; and
3. Public Works will treat the Icy Roadway within the time set out in Table 2 after becoming aware that the roadway is icy.

Table 2

Icy Roadways – Treatment

Class of Highway	Completion Time
4	12 hours
5	16 hours
6	24 hours

Sidewalks

For winter maintenance operations, the Village sidewalks will be cleared in one plow route with the municipal sidewalk plow, with the exception of the hamlet of Jasper. The time frame to clear the Jasper sidewalks will be when the storm permits staff sufficient time to do proper plowing and/or removal.

The snow accumulation after accumulation has ended will be reduced to a depth less than or equal to 8 centimetres within 48 hours and to provide a minimum sidewalk width of 1 metre.

If it is determined per the Regulation that there is substantial probability of ice forming on sidewalks and it is practical to prevent ice formation, Public Works will deploy resources for that purpose.

If ice forms on a sidewalk and the municipality becomes aware of the condition, the standard is to treat icy sidewalks within 48 hours. Treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk.

Parking Lots

Table 3 below lists parking lot servicing municipally operated buildings and facilities that receive snow clearing and ice control operations. During a storm, access to these lots will be restricted to the driving lanes between the parking rows and/or to the front of the facility. Final snow clearing and ice control will be completed by the next day for facility opening.

Table 3

Parking Lots

Category	Location
Fire Hall	317 Brock St. W - Merrickville
Rideau Community Health Services	354 Read Street - Merrickville
Municipal Office	317 Brock St. W - Merrickville
Merrickville Food Market Parking Lot	Wellington St. E – Merrickville
Main Street Lot	112 Main St. W – Merrickville
Merrickville Veterinary Services	105 Wellington St. W – Merrickville
Mall	116 Wellington St. W – Merrickville
Water Treatment Plant	108 Collar Hill Rd. – Merrickville
Lift Station	330 Main St. E – Merrickville
Pump Station	105 Main St. E - Merrickville

11.0 Snow Removal Operations

Snow removal on roadways and parking lots will be carried out when required, by the Public Works Department. Depending on the area and number of locations to be cleared, a decision will be made to implement a specific operation to carry out the removal process. The Manager of Operations will determine if removal is required, and if so, which type of removal process will be utilized.

11.1 Roadways

Roadway intersection sight line requirements and snow storage conditions will be assessed by the Manager of Operations following the completion of the post-storm snow clearing operations.

Qualifying factors for consideration for removal will be:

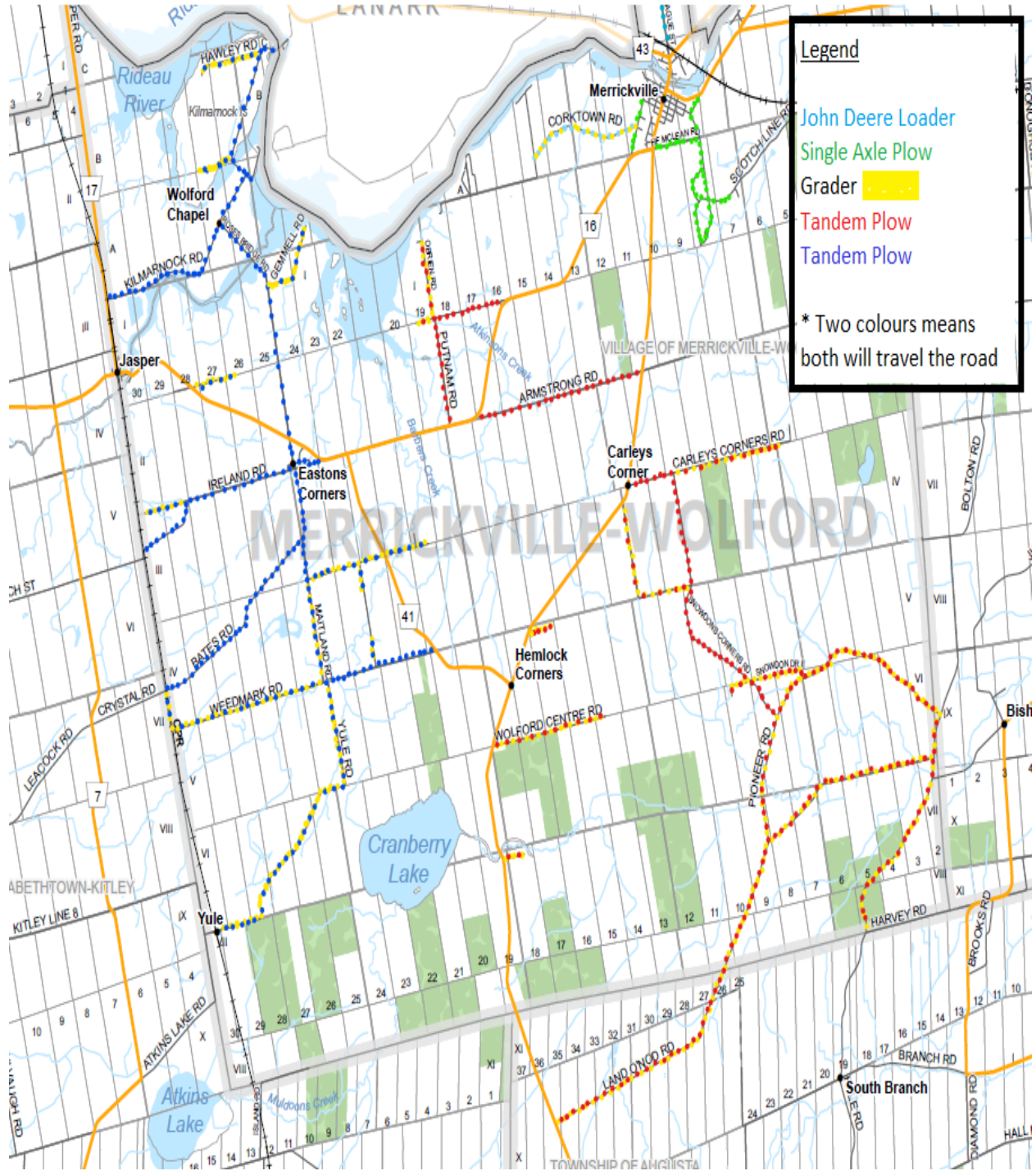
1. If snow storage at intersections restricts required visibility sight lines.
2. If snow storage at the sides of the roadway impedes normal traffic flow.
3. If snow storage significantly hampers occupants of the vehicle from safely accessing the sidewalks in the downtown core or school zone areas.
4. If additional snow storage is required for sidewalk clearing operations or in cul-de-sac and no exit locations.

11.2 Types of Removal

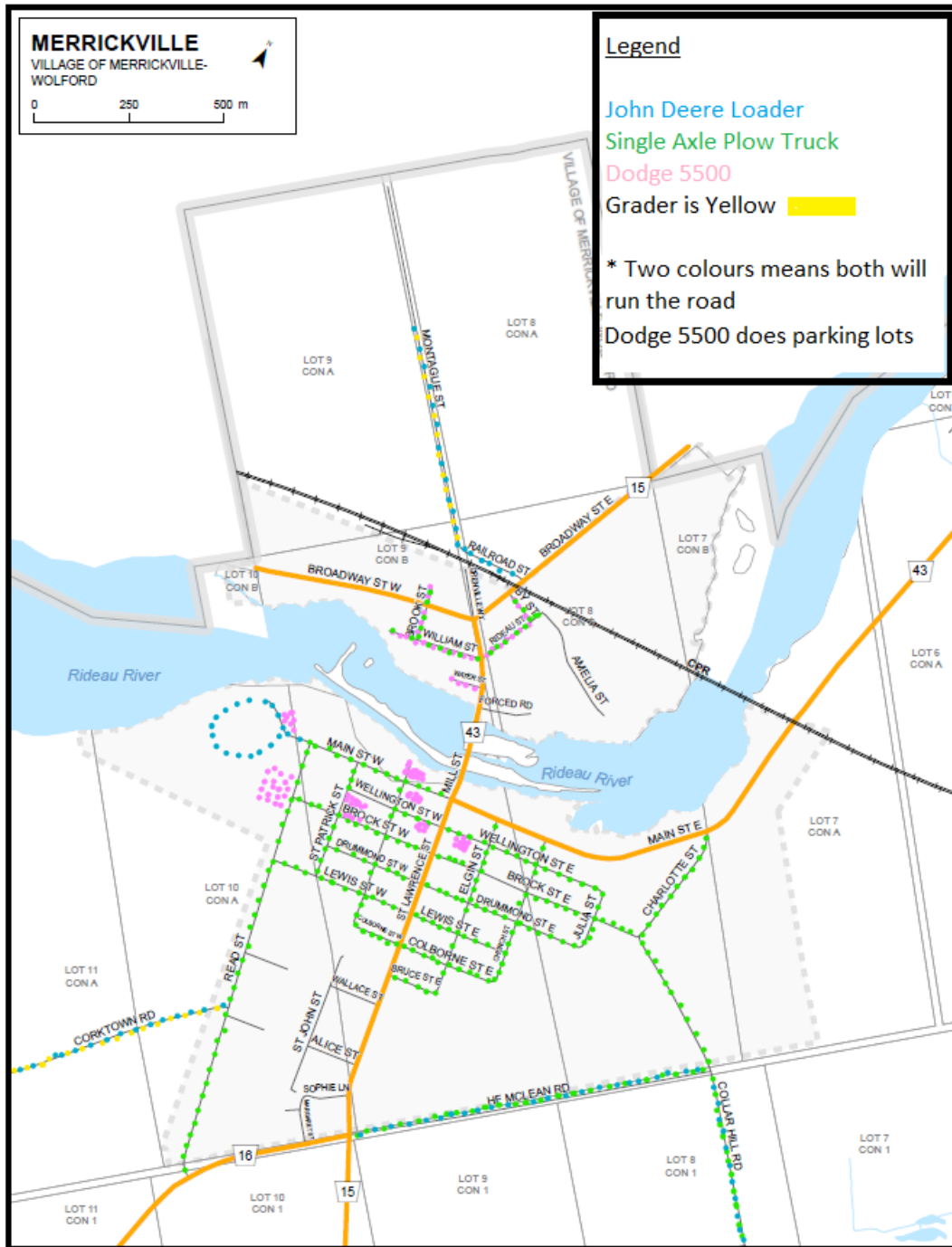
1. All intersections will be eligible for removal if qualifying factors are met (sight lines).
2. Full length removal in downtown business core and school zones in Merrickville.
3. Rural areas will have snow winged back to provide additional snow storage capacity.
4. Cul-de-sac, dead ends and parking lots will be eligible for removal if additional snow storage capacity is determined to be required.
5. Urban residential streets in extreme circumstances where safe motor vehicle travel is impeded.

Appendix A: Plow Route Map

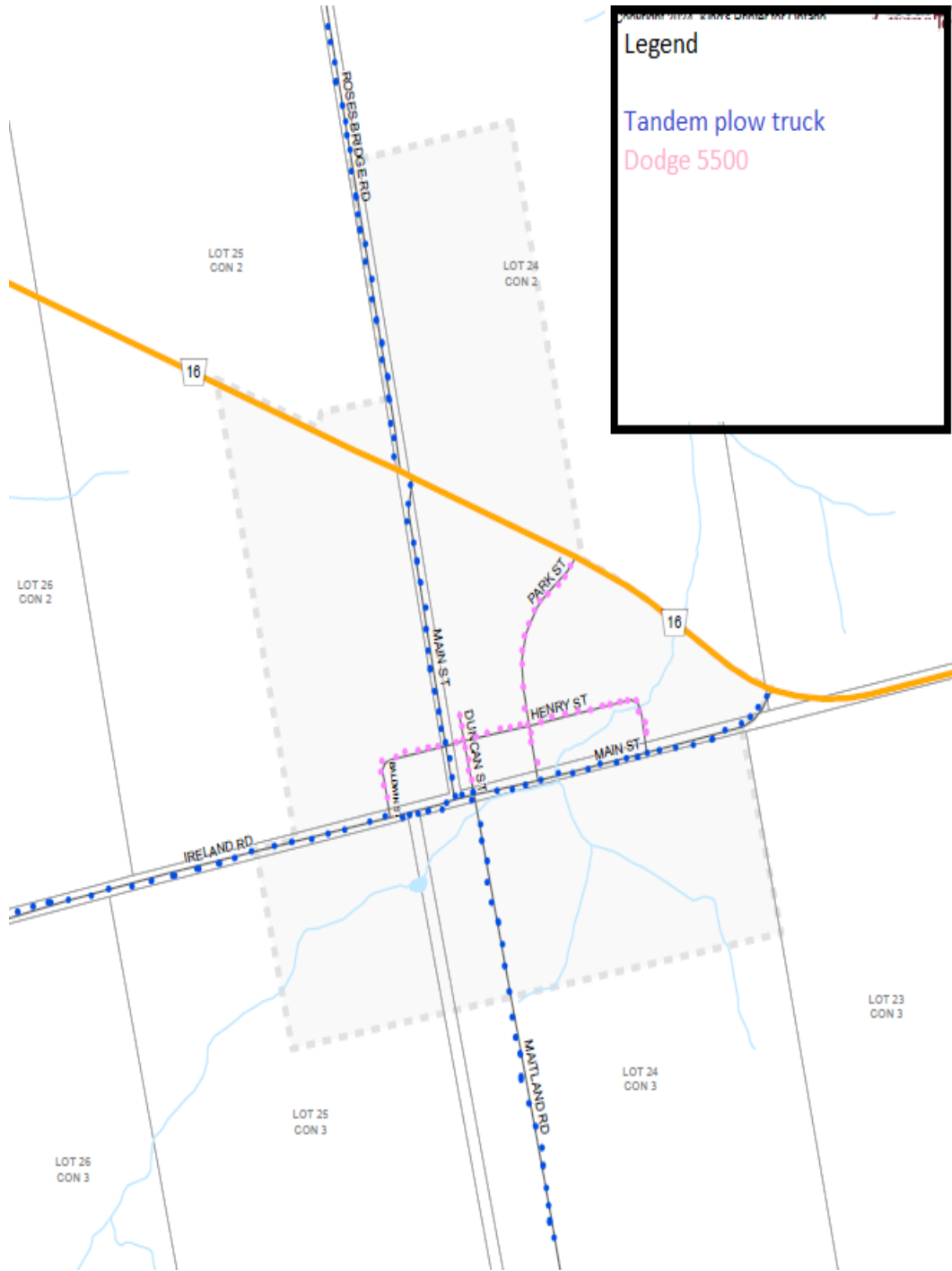
All Plow Routes Map



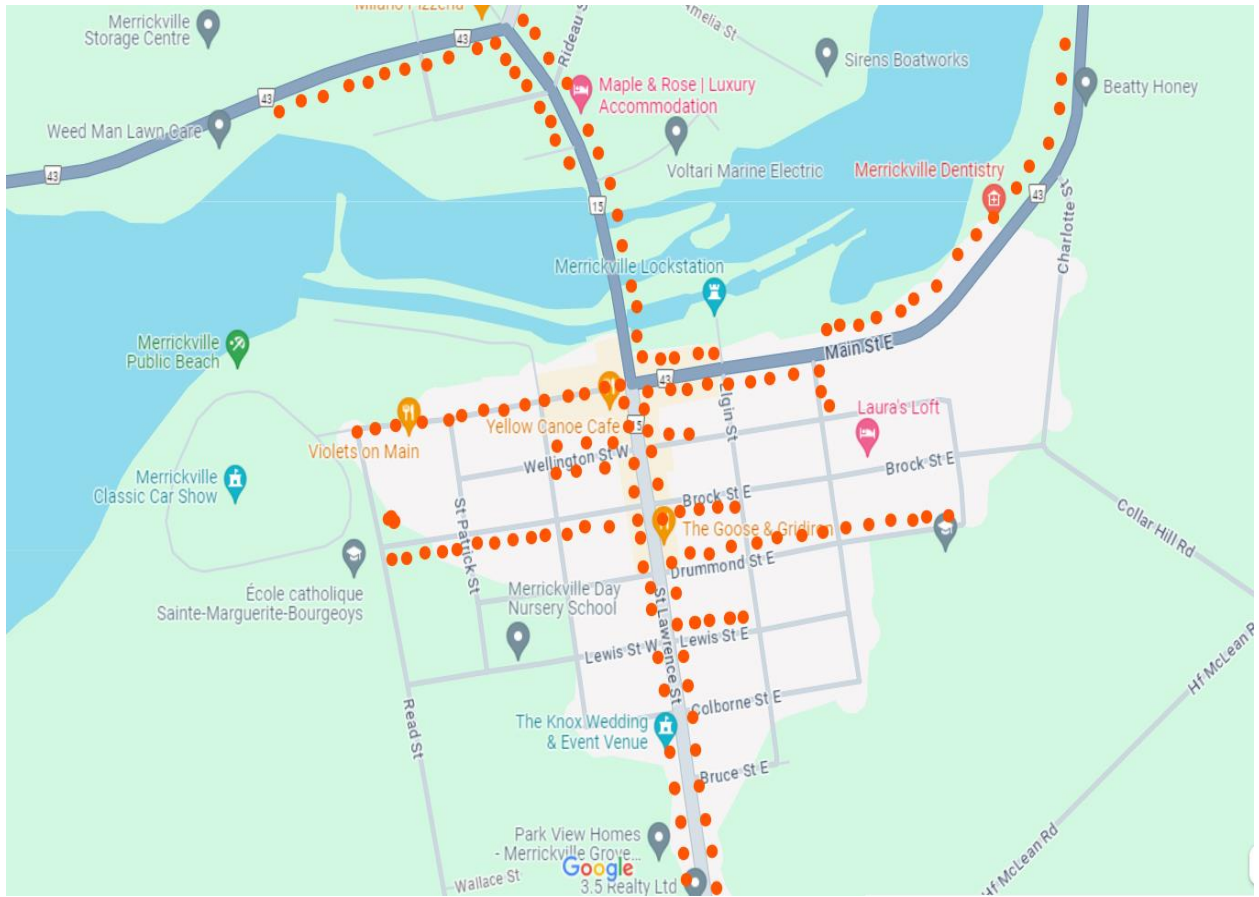
Merrickville (Village boundary) Plow Route Map



Eastons Corners Plow Route Map



Appendix B: Sidewalk Plow Route Map



Appendix C: Plow Route Descriptions

1Ton Plow Route

- Head to Water Street plow to end of street and turn around
- Head to William Street and plow up to dead end
- Head to Andrewsville Donnelly road side and push snow down to Right of bridge and then down the dead end Water street
- Drive around to other side of Andrewsville and plow in and off to the Right
- Go to sewer treatment plant and open up their road and parking lot
- Head to Parking lots in town Colbourne Street (Vet lot, Strip mall, and Food town)
- St Johns dead end by the Lions Club campground
- CC and Municipal and Fire lots (might be just sanding if loader got them)
- Plow Library Lot
- Head to Eastons Corners and do Henry Street from Main to Ireland
- Plow Park Street and EC Hall building lot and Rink building
- Plow Duncan Street
- Clean up corners and intersections
- Head to Jasper and plow Dufferin Street
- Victoria Street to end lot and push to end vacant lot
- Joseph Street to end
- Ontario Street and push to the Right
- Check in where needed after and throughout the route

Other areas to open up

Sled Hill

Lower sewer treatment

In-Town Route (Village Boundary)

- Leave shop and turn Right on Read to Main Street drop at end of street
- Turn Right onto Main St W and plow to St.Lawrence turn around and plow back
- Turn Left and plow Read street to end and turn around on 16 plow back
- Turn Right onto Brock Street and plow to Collar Hill
- Continue up Collar Hill and plow the Estates and plow back out
- Turn Right onto Charlotte Street plow to 43 and turn around
- Plow Brock street back to Read
- Turn Left onto Read and Left onto Lewis and plow to Church Street
- Turn Left onto Drummond E and plow to St. Patrick
- Turn Right onto St. Patrick and plow to Main W and turn around plow back
- Turn Right onto Julia street and Right onto Wellington E to St. Patrick
- Turn Right onto Main Street W and right on St. Johns and plow to Colborne W
- Turn Left onto Colbourne street to Church Street
- Turn Left onto Church Street and plow to 43 and turn around
- Head to St. Lawrence and Turn onto Bruce Street
- Turn Left onto Elgin and plow to 43 and Turn around and come back
- Head North over Bridge
- Turn Right onto Rideau Street plow to end
- Turn Left onto By and plow to end
- Turn Right onto William and plow to Brook Street
- Turn Right onto Brook Street and plow to end
- Turn Left onto Grenville Way and plow to end
- Head to Wolford Drive and plow cul-de-sacs
- Head back to Merrickville Estates to clean up cul-de-sacs

Upper End Plow Route

- Turn right out of shop onto Kilmarnock
- Turn Right onto Gemmell, plow past 380 and drop it
- Turn Right onto Kilmarnock (Drop snow beside Cedar Tree before Bridge)
- Back up to driveway on Parks Canada, pull back out and back down to Bridge and plow out
- Turn Right onto Hawley (Drop snow up by house on right)
- Back up and plow out, turn Right back onto Kilmarnock
- Turn Right onto Sturgess, (Drop snow into the right on Driveway, 1st tree)
- Turn Right on to Kilmarnock, go past 821 and back into driveway
- Turn Left and do Ogilvies past mailbox
- Back up where you came from and Turn Left finish the loop
- Backup into drive and continue down Kilmarnock to RR tracks
- Pick up blade and cross tracks, turn around and head back opposite way on Kilmarnock
- Turn Right onto Rose Bridge
- Plow both Main streets in Eastons Corners
- Turn Left on 16 and head back to Rose Bridge Road
- Back up past driveway and loop in front of house and drop snow
- Back down past mailboxes and Plow out
- FILL UP SAND
- Turn Left out of shop and head down to Eastons Corners and turn Right onto Ireland and Plow
- Turn Right onto Phillips and plow to end and dump to Right, turn around and head back
- Turn Right onto Ireland and plow past tracks, pickup blade and travel over and plow back
- Turn right onto Maitland Road
- Turn Right onto Bates down to tracks
- Turn Left onto Willis plow down to house (dump beside truck chasis), turn around plow out
- Turn Right onto Weedmark and plow to 41, turn around and plow back
- Turn Right onto Carkner and plow to house and dump by field
- Turn Right onto Weedmark to the end
- Turn Right onto Willis
- Turn Right onto Bates
- Turn Right onto Maitland to Weedmark
- Turn Left and Right onto Yule Road to end (dump across to right) and plow back out
- Turn back onto Maitland and plow
- Turn Right onto Barber
- Turn Right onto Carkner and plow to 183 and dump by shed
- Back up to unmaintained sign and plow out

- Turn Right onto Barber and plow to dead end and drop snow by the well on yard
- Turn around and Plow out
- Head to Corkoran Road and plow in and drop to right by field
- Plow back out and Turn Right to Jasper (All streets and or 1 ton will)
- Turn onto 17 head towards SF
- Turn Right just after tracks at 529 Cty Rd 17 and plow up to house by the tree and drop

Done Route after this ask on Radio if help is needed

Lower End Plow Route

- Leave shop and turn left on Rose Bridge- plow to Cty road 16 turn Left
- Go in East Entrance of Main Street plow to 16
- Turn Right on 16 and head to Putnam Road
- Turn Left onto Putnam road (1st Entrance)
- Plow Putnam down to Driscoll Lane turn around plow back
- Turn Right onto O'Brien, turn around come back
- Back down Burchill Rd to 2nd 911 and plow out
- Continue down Putnam to cty Road 16
- Turn left on 16 to Armstrong Road
- Clear intersection then plow Armstrong to Cty Rd 15
- Turn Right on 15 and head to Carleys Corners Road
- Turn Right onto Snowdons and plow
- Turn right onto Kerford Road and plow to Stop and turn around and plow back
- Turn Right onto Snowdons and Continue to Pioneer
- Plow to Pioneer and Turn right and Plow to Stop sign @ Land O Nod
- Turn right @Stop sign and plow Land O Nod to 16 and turn around
- Plow Land O Nod back to Stop sign On Bolton
- Turn Right on Bolton Plow to Harvey Stop and turn around
- Plow Bolton to Pioneer and Turn left onto Pioneer
- Plow Pioneer to Snowdons and turn around and plow back to Bolton
- Plow Bolton to Land o Nod
- Left turn to Snowdons no plow
- Turn right onto Snowdons East plow to Pioneer
- Turn around plow back across intersection to Snowdons West
- Turn around and turn Left plow Snowdons to Carleys Corners
- Turn Right plow Carleys Dead End and turn around plow back to 15
- Turn Left on 15 and head to Gardiners
- Plow Gardiners and turn around plow back to 15
- Turn Right on 15 head to Woford Center
- Plow Woford Center to dead end and turn around
- Turn Right on 15 and head to 13237 CTY RD 15 (Sheep Farm) plow in
- Plow Armstrong back from 15 to 16

Done Route after Armstrong so ask on Radio if help is needed

Sidewalk Plow Route

- Clean around shop doors and office entrance at back
- Head to Main Street Sidewalk plow towards St. Lawrence
- Turn Right onto St. Lawrence Street and plow to end
- Jump off sidewalk and travel down to Hilltop and turn around and plow back up
- Turn Right onto Main street and plow to Church street
- Turn Right onto Church and plow to end
- Travel down Julia Street to Drummond Street
- Plow Drummond Street Sidewalk to St. Lawrence
- Head back to Read and Brock street and Plow Brock Street Sidewalk
- Turn Left onto Wellington and plow sidewalk to Olive shop
- Jump off turn around at St.Johns and plow Wellington to St.Lawrence
- Turn Left onto Lewis and plow to Elgin Street
- Drive down Elgin to 43 and plow side walk to St.Lawrence
- Head over North side and plow to Broadway Street
- Turn Left plow 43 to end (224 Broadway W) turn around plow back
- Turn Right and plow back to 106 Mill Street
- Jump off side walk and head to Main Street and Turn left
- Jump on sidewalk across from Church Street and head towards Kemptville
- Plow side walk to end by Railway bridge
- Turn around and plow back

- Tuck street corners

- Check parking lots

- Check streets

Appendix D Significant Weather Event Criteria Form

Date:

1. Did Environment Canada issue a weather hazard under their public weather alerting program? **YES** or **NO**

If yes, list the weather hazard: _____

Forecasted Start of Storm: _____

2. Does the weather hazard pose a significant danger to the users of the road?
YES or **NO**

Forecasted Accumulation: _____/hr, _____ Total, Duration _____ hrs

3. Do we have adequate municipal staffing to respond to the weather hazard?
YES or **NO**

If no, explain: (ie. employee illness or injury)

4. Do we have adequate resources to respond to the weather hazard?
YES or **NO**

If no, explain: (ie. vehicle breakdown)

5. Is the road system capable of handling the weather hazard: **YES** or **NO**

If no, explain: (ex. Roadside ditches at full capacity); Accumulation amounts will make it difficult to maintain roads to the standard and visibility will make it difficult for staff to see the roads.

If you answered Yes to Question 1 & 2, and answered No to either Question 3, 4, or 5 – Declare a significant weather event.

Significant Weather Event Declaration Issued

Date & Time: _____ Notification Method: _____

Authorized By: _____

Significant Weather Event Declaration Ended

Date & Time: _____ Notification Method: _____

Authorized By: _____