

THE CORPORATION OF THE TOWN OF BANCROFT

BY-LAW NO. 67-2025

Being a By-Law to adopt a Winter Maintenance Policy for the Town of Bancroft.

WHEREAS the *Municipal Act, 2001*, c. 25. s. 5(1) provides that the powers of the Municipal Corporation are to be exercised by its Council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5(3) provides that the powers of every Council are to be exercised by By-Law;

AND WHEREAS Council deems it desirable to adopt a Winter Maintenance Policy for the Corporation of the Town of Bancroft;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF BANCROFT HEREBY ENACTS AS FOLLOWS:

1. **THAT** the Corporation of the Town of Bancroft Winter Maintenance Policy attached hereto as Schedule "A" is hereby approved and adopted;
2. **THAT** the Mayor and Acting Clerk be and are hereby authorized to sign this By-Law and affix the corporate seal thereto;
3. **THAT** By-Law No. 78-2024 and all By-laws and/or parts of By-laws that are inconsistent with the provisions of this By-law are hereby repealed.
4. **THAT** this By-Law is enacted upon the third and final reading hereof.

Read a first, second and third time, and finally passed, signed, sealed and numbered By-Law No. 67-2025, this 14th day of October, 2025

Original Signed Copy on File

PAUL JENKINS, MAYOR

Original Signed Copy on File

MICHELLE MANTIFEL, ACTING CLERK



"A Place For All Seasons"

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Revised October 14, 2025

Town of Bancroft

Winter Maintenance Policy

The purpose of this policy is to adopt guidelines for winter maintenance operations in the Town of Bancroft utilizing approved budgets, current equipment, ministry regulations, policies and procedures adopted by Council to facilitate consistent winter operations, seven days a week. The winter maintenance routes have been formulated for maximum efficiency and to ensure consistent approaches to winter maintenance are carried out. Equipment operators are allocated to each of the four (4) identified routes utilizing one designated piece of equipment per route.

Parking lot and sidewalk maintenance will be completed in conjunction with regular winter maintenance operations, as required, for plowing and sanding under the direction of the Public Works – Operations Supervisor, their manager or their designate. This includes winter maintenance and snow removal in the downtown area as required, and as staff and additional equipment are available to complete this task, throughout the season.

During freezing rain, ice storms or harsh weather conditions, staff shall maintain main roads only, with critical roads providing access to schools and hospitals to be given priority consideration, as required. In the event of a declaration of a "Significant Weather Event", only highway maintenance will be performed and ONLY to the level deemed safe by the Supervisor, Manager or Designate under these significant weather conditions. Once such storms have passed and the declaration is ended, regular maintenance of all roads will commence as scheduled.

A "Winter Stand-by Schedule" is in place to ensure a minimum number of staff remain available at all times to meet minimum maintenance standards for the municipality as described in the Municipal Act, 2001. Call-ins for staff on stand-by shall be the responsibility of the Public Works - Operations Supervisor, their manager or designate and staffing requirements will be determined based on observed and documented needs. Winter maintenance routes shall be staffed each weekday starting on the first Monday in November each year from 6:00a.m. to 2:30 p.m. or as required by call-out at all other times. An overnight operator will also be assigned to the Connecting Link and downtown area every night during the winter season.

All winter maintenance operation inquiries should be directed to (613) 332-3331 during normal working hours. After hours emergency calls should be made to the same number where calls will be triaged and dispatched for an appropriate response.

It is the intent of the municipality to utilize other Town owned equipment throughout the season to supplement the winter maintenance operation based on identified needs. Route operators shall be responsible for completing and filing all required documentation daily. This documentation includes but is not limited to daily vehicle inspection reports, equipment diary and winter maintenance route log sheets.

Minor equipment repairs such as, but not limited to, the replacement of cutting edges, oil changes, lighting repairs and cleaning shall be the responsibility of the operators and completed under the direction and supervision of the mechanic. All plowing equipment is to be returned to the municipal garage full of fuel and sanding aggregate at the end of each shift, so it is ready for next use.

Seasonal contractors are responsible for the initial plowing and sanding of lanes and roads described in this policy. They are called in by the Public Works – Operations Supervisor for plowing and sanding applications at the Supervisor's discretion, based on identified needs and minimum maintenance standards. Town staff may be responsible for additional plowing or snow removal after a storm in addition to roadway widening and sanding of some lanes and roads on an as needed basis throughout the winter season.

Town (URBAN) Route

Roads in the Urban Route include:

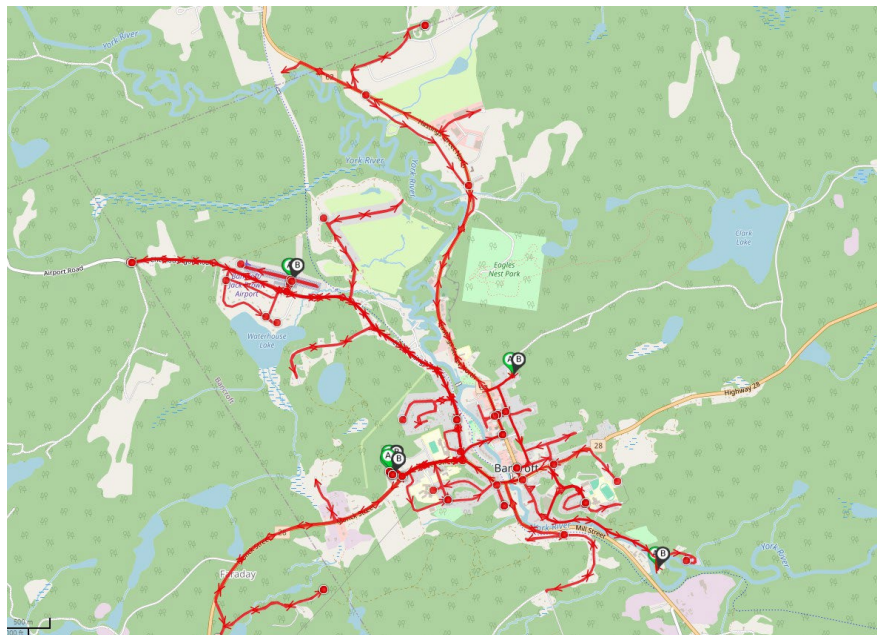
- Segment #1 Chemaushgon Rd, Forest Hill Drive, Forest Hill Road, Ridge Road, Easton Avenue, High School Lane
- Segment #2 Bridge Street West, Maple Street, Oak Street, Sherbourne Street South
- Segment #3 Flint Avenue, Dale Street, Harley Avenue, Faraday Street, Madawaska Street, Cleak Avenue, Woodview Lane
- Segment #4 Hastings St. South, Anderson Lane, Newkirk Blvd, Johnson Crescent, Williams Drive, Billa Street, Phoebe Street
- Segment #5 Eagles Nest Crescent, Fairway Blvd, York River Drive, Golfview Drive, Welsh Road, Victoria Drive, Alice Street
- Segment #6 Chemaushgon Road (touch up), Trout Creek Lane, Nicholas Drive, Waterhouse Crescent, Airview Drive, Vanluven Lane
- Segment #7 Gaebel Road, Battelle Road, Fish & Game Club Lane, Valleyview Drive, Reid Road

NOTE:

- During sever weather conditions, maintenance will be conducted on main roadways only. Regular route scheduling shall commence once severe weather has passed.
- Segments may be completed in any order, as directed by the Supervisor, based on road conditions and municipal needs.

Designated Main Roads in Town URBAN Route

Chemaushgon Road, Forest Hill Road, Bridge Street West, Billa Street, Newkirk Blvd, Cleak Avenue



North (RURAL) Route

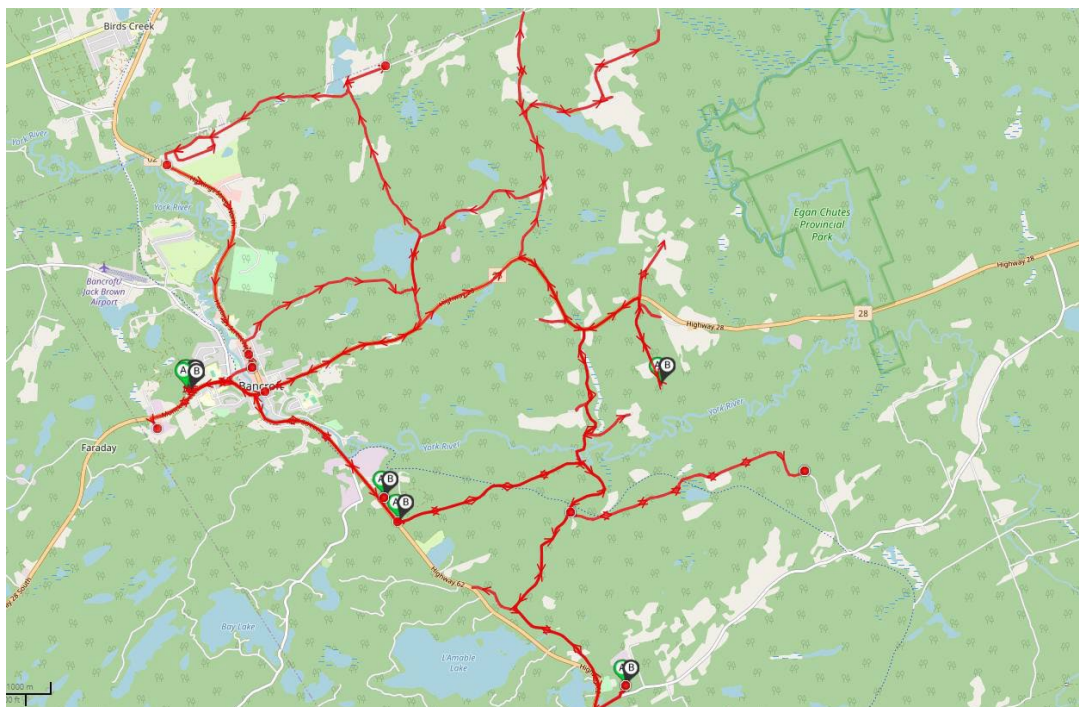
Segment #1	Quarry Road, Snow Road, Lakeview Road, Clear Lake Road, Holland Lake Road
Segment #2	Lakeview Road, Clark Lake Road, Maxwell Settlement Road, Snow Road, Golfview Road
Segment #3	Pine Ridge Road, Hawkins Road, Ruttan Road, Hysert Road, Bronson Road, Watters Drive, Quarry Road
Segment #4	Old L'Amable Road, Bronson Road, Landon Road, Old Detlor Road, Thibideau Road

NOTE:

- During sever weather conditions, maintenance will be conducted on main roadways only. Regular route scheduling shall commence once severe weather has passed.
- Segments may be completed in any order, as directed by the Supervisor, based on road conditions and municipal needs.

Designated Main Roads on North RURAL Route

Maxwell Settlement Road, Clear Lake Road, Snow Road-WTP, Lakeview Road



South (RURAL) Route

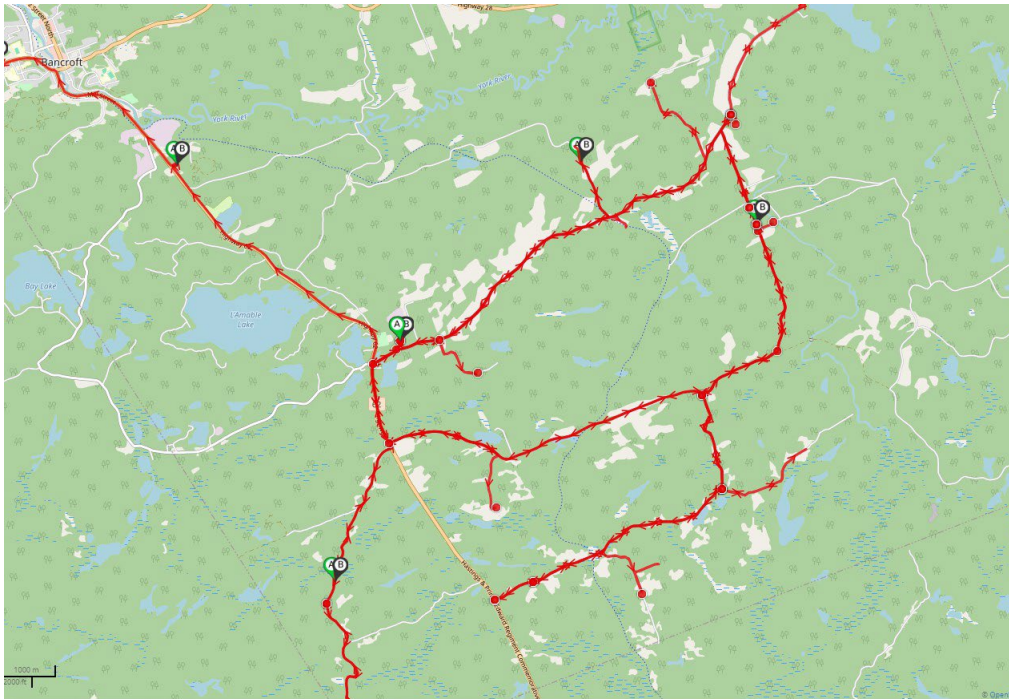
Segment # 1	Detlor Road, Bradshaw Road, Pinnacle Road
Segment # 2	Upper Turriff Road, Graf Road, Lower Turriff Road
Segment # 3	Old Hastings Road, Malloy Road, Stewart Road, Colbourne Road
Segment #4	Detlor Road, McGibbon Lake Road, Old Detlor Road, Crawford Road, Landon Road (to the Bridge), Egan Bridge Road.

NOTE:

- During severe weather conditions, maintenance will be conducted on main roadways only. Regular route scheduling shall commence once severe weather has passed.
- Segments may be completed in any order, as directed by the Supervisor, based on road conditions and municipal needs.

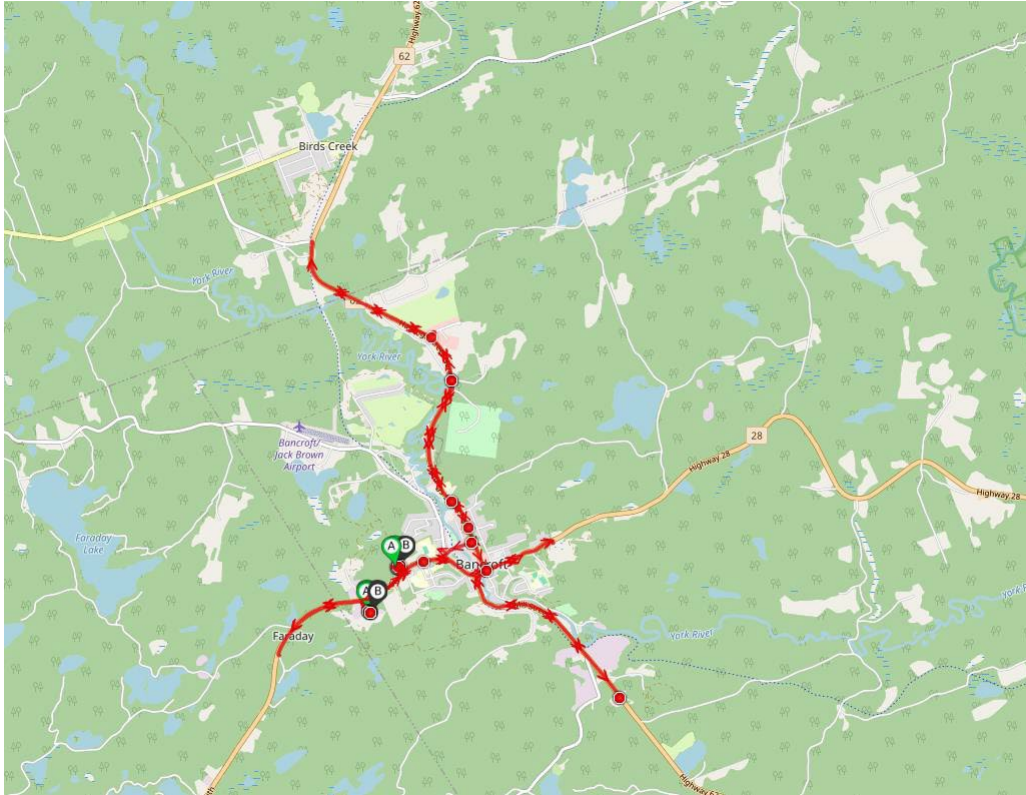
Designated Main Roads on South RURAL Route

Detlor Road, Upper Turriff Road, Lower Turriff Road



Connecting Link

Segment 1 - Monck Street, Hastings Street North, Station Street, Sherbourne Street North, Mill Street, Bridge Street East, Bridge Street West (section).



Contractor Maintained Roads & Lanes

- Meadow Court
- John Street
- Egan Court
- Harry Reid Road
- Iron Bridge Lane
- Stimears Lane
- Tait Lane
- Grove Lane
- Robinson Lane
- Brown Lane
- Towes Lane
- Copper Lake Rd
- Stringer Lane
- McDonald Rd
- Moore Lane
- Trout Creek Lane

Sidewalks, Parking Lots, Facilities and Other

- Bridge Street West Parking Lot
- Flint Ave Parking Lot
- Hastings Street North along River Street (Back of Lot 68)
- Hastings Street North (Subway)
- Hastings Street North (Millennium Park & Children's Centre)
- Station Street (Post Office / Riverside Park)
- Hastings Heritage Way
- 103 Newkirk Blvd (Arena)
- Fish & Game Lane
- Bancroft / Dungannon / Lakeview Fire Halls
- Dungannon Recreation Centre
- Dungannon Landfill
- 2 Dry Hydrants (Maxwell Settlement Rd, Bay Lake Rd)
- Landon Bridge

SIDEWALKS:

All municipal sidewalks are maintained during winter months except for those listed below, as described:

- | | |
|--------------------------------------|--|
| 1) Alice Street | North of Madawaska Street |
| 2) Hastings Street North (East Side) | North of Snow Road |
| 3) Bridge Street East | East of Harley Road |
| 4) Chemausghon Road | North of #38 |
| 5) Flint Avenue | East of Cleak Avenue Intersection |
| 6) Sherbourne Street South | No Sidewalk Maintenance |
| 7) Cleak Avenue | Between Flint Avenue and Faraday Street |
| 8) Bridge Street West (South Side) | From Sherbourne Street North Intersection |
| 9) Hastings Street South | No maintenance between Pheobe Street and Newkirk Boulevard |