



MUNICIPALITY OF

Huron East

Winter Operations Plan

Date Approved by Council: February 3, 2026

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Purpose

The Winter Operations Plan sets out a policy and procedural framework for ensuring that the Municipality of Huron East continuously improves on the effective delivery of winter maintenance services as identified in O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highways. Additionally, the Winter Operations Plan aids in the management of road salt used in winter maintenance operations, as outlined in Environment Canada's Code of Practice for the Environmental Management of Road Salts.

The plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

As specified in the Code of Practice for the Environmental Management of Road Salts, the Winter Operations Plan for The Municipality of Huron East was endorsed **by Council on the 3rd day of February, 2026.**

Definitions

Anti-icing means the application of liquid de-icers directly to the road surface in advance of a winter event.

De-icing means the application of solids, liquids, pre-treated material to the road surface after the on-set of the winter event.

Highway includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

Paved Road is a road with an asphalt surface, concrete surface, composite pavement, or portland cement.

Surface Treated Road is a road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

Unpaved Road is a graded road with a gravel, stone or other loose traveling surface.

Winter Event is a weather condition affecting roads such as snowfall, wind-blown snow, freezing rain, frost, black ice, etc., to which a winter event response is required.

Winter Event Response is a series of winter control activities performed in response to a winter event.

Winter Season is the season when the Public Works normally performs winter roadway and sidewalk maintenance as identified in the Winter Operations Plan.

Continuous Winter Event Response is a response to a winter event with full deployment of staff and equipment that plow/salt/sand the entire system.

Spot Winter Event Response is a response to a winter event with only a part deployment of staff and equipment or with full deployment to only part of the system.

Winter Event Response Hours are the total number of person-hours per year (plowing, salting/sanding, winging back, etc.) to respond to winter events.

1.0 Winter Operations Management- Objective

The Municipality of Huron East is committed to improving winter maintenance operations while continuing to ensure public safety. Huron East will optimize the use of winter maintenance materials containing chlorides on all hard surface municipal roads while striving to minimize negative impacts to the environment. Municipality of Huron East public works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the level of service policies and within the resources established by the Council of the Municipality of Huron East.

2.0 Policy Statement

The Municipality of Huron East will provide efficient and cost effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the municipal road network in keeping with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- adhering to the procedures contained within the Winter Operations Plan;
- reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments;
- committing to ongoing winter maintenance staff training and education; and
- monitoring, on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the Winter Operations Plan.

3.0 Winter Maintenance Program

3.1.0 The System Maintained

The major activities related to winter maintenance are:

- snow plowing
- salt/sand application
- ice scarifying
- salt and sand storage
- snow removal
- snow storage

- sidewalk plowing and de-icing

The Municipality of Huron East is responsible for winter maintenance on:

- Paved roads 221 Km
- Unpaved roads 333 Km
- Sidewalks 36 Km

For the purposes of this winter operations plan, the highways under the jurisdiction of the Municipality of Huron East have been classified (Class 1, 2, 3, 4, 5, 6) as per the following table which is based on the Classification of Highways table included in O.Reg. 239/02.

Table 1: MMS Classification of Highways Table (O. Reg. 366/18, s. 1 (5).)

Column 1 Average Daily Traffic (number of motor vehicles)	Column 2 91-100 km/h speed limit	Column 3 81 - 90 km/h speed limit	Column 4 71 - 80 km/h speed limit	Column 5 61 - 70 km/h speed limit	Column 6 51 - 60 km/h speed limit	Column 7 41 - 50 km/h speed limit	Column 8 1-40 km/h speed limit
53,000 – or more	1	1	1	1	1	1	1
23,000-52,999	1	1	1	2	2	2	2
15,000-22,999	1	1	2	2	2	3	3
12,000-14,999	1	1	2	2	2	3	3
10,000-11,999	1	1	2	2	3	3	3
8,000-9,999	1	1	2	3	3	3	3
6,000-7,999	1	2	2	3	3	4	4
5,000-5,999	1	2	2	3	3	4	4
4,000-4,999	1	2	3	3	3	4	4
3,000-3,999	1	2	3	3	3	4	4
2,000-2,999	1	2	3	3	4	5	5
1,000-1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

For the purposes of the table above to this section, the average daily traffic on a highway or part of a highway under the jurisdiction of the Municipality of Huron East shall be determined by:

- counting and averaging the daily two-way traffic on the highway or part of the highway; or
- estimating the average daily two-way traffic on the highway or part of the highway.

The Municipality of Huron East assesses that the majority of roads within its boundaries are Class 4 highways.

3.2.0 Level of Service

The Municipality of Huron East provides the following level of service during the winter maintenance season, in response to a winter event.

Weather monitoring

1.1 (1) From **October 1st to April 30th** the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality.

(2) **May 1st to September 30th**, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality.

Snow Accumulation, Roadways

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

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

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

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

- (ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4; O.Reg. 366/18, s. 5 (1).
2. If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.
 3. For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under clause (1) (b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:
 - (1) Patrolling highways.
 - (2) Performing highway maintenance activities.
 - (3) Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (2).
 - (4) The depth of snow accumulation on a roadway and lane width may be determined by,
 - (a) performing an actual measurement;
 - (b) monitoring the weather; or
 - (c) performing a visual estimate. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5
 4. For the purposes of this section, addressing snow accumulation on a roadway includes,
 - (a) plowing the roadway;
 - (b) salting the roadway;
 - (c) applying abrasive materials to the roadway;
 - (d) applying other chemical or organic agents to the roadway;
 - (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 5 (4).
 5. This section does not apply to that portion of the roadway,
 - (a) designated for parking;
 - (b) consisting of a bicycle lane or other bicycle facility; or
 - (c) used by a municipality for snow storage. O. Reg. 366/18, s. 5 (4).

Table 2: Table Snow Accumulation

The minimum standard for treating snow with respect to time on roadways is:

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

Ice formation on roadways and icy roadways

1. The standard for the prevention of ice formation on roadways is, in the 24-hour period preceding an alleged formation of ice on a roadway:
 - (1) Monitor the weather in accordance with section 3.1 (MMS) and
 - (2) Patrol in accordance with section 3 (MMS).
 - (3) If the municipality determines, as a result of monitoring and patrolling (paragraph 1 or 2), that there is a substantial probability of ice forming on a roadway, treat the roadway if practicable, to prevent ice formation within the time set out in Table 1 to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg.366/18, s. 8.
2. If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s. 8.
3. Subject to section 5.1 (MMS), the standard for treating icy roadways is to treat the icy roadway within the time set out in Table 2 to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that a roadway is icy. O. Reg. 366/18, s. 8.
4. For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 366/18, s. 8.

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

Table 3: Ice Formation Prevention

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

Table 4: Treatment of Icy Roadways

Class	Time
1	3 Hours
2	4 hours
3	8 Hours
4	12 hours
5	16 hours

Snow accumulation on sidewalks

1. Subject to section 16.4 (MMS), the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,
 - a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and
 - b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.
2. If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.
3. If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.
4. For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) (MMS) and by the persons mentioned in subsection 4 (3) (MMS) with necessary modifications. O. Reg. 366/18, s. 15.

5. For the purposes of this section, addressing snow accumulation on a sidewalk includes,
 - (a) plowing the sidewalk;
 - (b) salting the sidewalk;
 - (c) applying abrasive materials to the sidewalk;
 - (d) applying other chemical or organic agents to the sidewalk; or
 - (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15.

Ice formation on sidewalks and icy sidewalks

1. Subject to section 16.6 (MMS), the standard for the prevention of ice formation on sidewalks is to,
 - (a) monitor the weather in accordance with section 3.1 in the 24-hour period preceding an alleged formation of ice on a sidewalk; and
 - (b) treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 15.
2. If ice forms on a sidewalk even though the municipality meets the standard set out in subsection (1), the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy. O. Reg. 366/18, s. 15.
3. The standard for treating icy sidewalks after the municipality becomes aware of the fact that a sidewalk is icy is to treat the icy sidewalk within 48 hours, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated. O. Reg. 366/18, s. 15.
4. For the purposes of this section, treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk. O. Reg. 366/18, s. 15.

3.3.0 Winter Maintenance Season

The winter maintenance season within which the Municipality of Huron East will perform winter highway maintenance, shall commence as required based on the weather monitoring between October 1st to April 30th.

In the event that winter conditions occur before or after the winter maintenance period, the Corporation of the Municipality of Huron East Director of Public Works may initiate or extend the winter maintenance period.

3.4.0 Winter Preparations

In the months prior to the start of the winter maintenance season, as identified in Winter Maintenance Season, the Municipality of Huron East undertakes the following tasks to prepare for the upcoming winter season.

3.4.1 On or before October 20th

On or before October 20th, if required, the Municipality of Huron East shall procure the supply of materials (salt, sand), replacement parts (for plows, solid application equipment), value added meteorological services (VAMS) and rental/contract equipment (plow trucks, spreader trucks, combination units, Motor Graders).

Prior to the winter season the Municipality of Huron East will:

1. Conduct a mandatory training session for staff and contract operators where all policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions will be discussed. Any issues resulting from the meeting with regard to the policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions shall be resolved either at the meeting or prior to the winter season.

Current Winter Operations Training includes:

- Equipment Circle Check (Pre and Post Inspection)
- Record Keeping
- Health and Safety
- Level of Service - policies, practices and procedures
- Identification of Plow Routes - including variations for year to year and issues identified along routes
- Yard and Equipment maintenance

Staff, including contractor staff, will verify that training is completed by signing the "Record of Training" included in Appendix 4.

2. Train winter patrollers (or staff whose duties also include patrolling) on the route of representative roads to be patrolled between winter events, their duties during a winter event, record keeping requirements and callout procedures and the de-icing chemicals to be applied for the forecast weather conditions.
3. Inspect equipment to ensure proper working order. Schedule and complete any and all equipment repairs.
4. Arrange for the delivery of materials (salt, sand) and begin filling storage facilities.
5. Confirm that all guiderail, catch basin, hazard and fire hydrant markers, if any, are in place. Any missing markers will be replaced prior to the winter session.

3.4.2 On or before November 1st

On or before November 1st, the Municipality of Huron East will:

1. Post the winter shift schedule.
2. Assign equipment to staff.
3. Calibrate material application equipment.
4. Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
5. Assign staff to monitor weather forecasts on a daily basis. Assign night patrol shift if forecast indicates an overnight winter event is probable. The patrol person will be authorized to initiate a winter event response if conditions warrant a response.
6. Have **50%** of the fleet ready to respond to a winter event.
7. Have sufficient staff available to operate the fleet if conditions warrant a winter event response.

3.4.3 On or before November 10th

On or before November 10th, the Municipality of Huron East will

1. Have the required complement of the fleet ready to respond to a winter event.
2. Have staff available to operate the required complement of the fleet if

conditions warrant a winter event response.

3.4.4 On or before November 20th

On or before November 20th, the Municipality of Huron East will

1. Implement the winter shift schedule.
2. Begin patrolling representative roads in all maintenance classes.
3. Respond to winter events as per the winter operations plan.

3.5.0 Winter Patrol

During the winter maintenance season the Municipality of Huron East carries out a winter patrol, on a route of representative roads, twice daily, 7 days a week. Between winter events, a patrol of representative roads will occur between 2:00AM-4:00AM and a second patrol will occur between 10:30AM-12:30PM, the patrol may be shortened or lengthened depending on the current weather. The purpose of the patrol is to monitor and record weather and road conditions and mobilize winter maintenance operators and equipment should a winter event be observed and a winter event response is required. On the approach of a winter event, or during a winter event, the route of representative roads may be modified, insofar as reasonably practicable, depending on the type and severity of winter event or the direction from which the storm approaches.

The patrol person will be familiar with local conditions in their patrol area, and prepare a condition log of the road and weather conditions as well as any actions taken during the shift. The winter patrol schedule parallels the designated winter season.

3.6.0 Operations

3.6.1 Staffing and Hours of Work

The Municipality of Huron East has employees assigned to each vehicle used for winter operations. Each vehicle is assigned a route for sanding/salting/scarifying and/or plowing

The Municipality of Huron East adheres to the hours of service as set out in the Highway Traffic Act Reg. 555/06.

3.6.2 Winter Material Used Annually

Table 5: Winter Material Used Annually

Material	5 year Average
Rock salt (NaCl)	408 tonnes
Sand	2260 tonnes

*Percentage of salt in sand/salt mix by volume **17%**

3.6.3 Application Rates

Table 6: Application Rates

Solids	Spreading Rates per 2 lane km	
Highway Class	Salt	Salt-Sand Mix
CLASS 1	--	--
CLASS 2	--	--
CLASS 3	--	180-400 kg
CLASS 4	--	180-400 kg
CLASS 5	--	180-400 kg
CLASS 6	--	180-400 kg

3.6.4 Equipment

The municipality provides winter maintenance services on 19 Routes with the equipment listed in Appendix 3 which will be reviewed and updated annually.

3.6.5 Yard Facilities

The Municipality provides winter maintenance services from the patrol yards listed below. Patrol yards outfitted with Salt and Sand Storage are equipped with a front-end loader capable of loading the winter maintenance fleet with sand or salt.

Table 7: Yard Facilities and Locations

Shop	Location	Storage Details	Material Storage Details
Tuckersmith Shop	42677 Front Rd, Egmondville ON	Indoor/Outdoor	Covered Salt/Sand Storage
Seaforth Shop	35 Oak St, Seaforth ON	Indoor	Limited Salt Storage
McKillop Shop	81549 North Line, Winthrop ON	Indoor	N/A
Brussels Shop	240 Turnberry St, Brussels ON	Indoor	Limited Salt/Sand Storage
Grey Shop	44264 Newry Rd, Brussels ON	Indoor/Outdoor	Covered Salt/Sand Storage

Material Storage Details 450 tonnes of sand and 80 tonnes of salt storage maximum at each main yard.

3.6.6 Snow Removal and Disposal

Currently, municipal staff remove and haul snow to the sites listed in the table below when the accumulation of piled snow impedes traffic on the road and/or sight lines at intersections.

TABLE 8: SNOW DUMP LOCATIONS

Name	Location	Surface Paved	Run Off Controlled	Drainage/ Run Off	Surrounding Land
Seaforth Snow	Railway St. W Seaforth	Gravel	Yes	Open Ditch	C
Vanastra Snow	5th Ave. Vanastr	Paved	Yes	Open	C
Brussels Snow	Sports Drive	Gravel	Yes	Open Area	R

C=Commercial; R=Residential

3.6.7 Sand, Salt, Iceblade and Plow Routes

Appendix 1 contains image files of the sand/salt routes, ice blade routes and plow routes. Appendix 2 contains image files of the Sidewalk Plow and Sand Salt routes, and loader routes.

3.6.8 Source Water Protection

The Municipality of Huron East falls under a Source Water Protection Region with the Ausable Bayfield Conservation Authority and the Maitland Valley Conservation Authority. The Municipality of Huron East recognizes the source water protection zones, as noted in Appendix 6, operator training is completed in order to ensure that staff are aware of this sensitive area and prepared to take appropriate action when necessary.

3.6.9 Weather Monitoring

In order to determine an effective winter event response and allocate the appropriate resources, the Municipality of Huron East supplements road patrol information with weather information from various sources, which includes:

- Observations from municipal staff, communication with staff of adjacent municipalities and MTO contractors
- Monitoring websites www.weathernetwork.com
- OGRA Winter Web App (Monitoring and Notifications)
- Staff also monitor pavement temperatures by means of on-board infrared thermometers, which are mounted on the patrol truck and other trucks.

3.6.10 Communications

All winter maintenance vehicles are equipped with two-way communications. Municipal staff are responsible for reporting changing winter weather and/or road conditions as the changes are observed.

The Municipality communicates important information to the public via:

- Media press releases
- Information posted on municipal website: www.huroneast.com
- Social media (Facebook)

3.6.11 Call out Procedures

Operational decisions will be made by the Patroller/designate with the aid of available forecasting, level of service policy, patrolling, etc. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid in determining if a call out of staff and equipment by the Patroller to respond to a winter event is warranted. It is vital, therefore, that the Patroller records the prevalent conditions and relevant information when he/she makes a decision.

The Patroller shall inform the Patroller/designate of changing road and weather conditions observed in the field. When a winter event response is required, the Patroller will contact staff as required.

3.6.12 Road Closure Procedures

In the event a road must be closed due to a severe winter storm, Ontario Provincial Police will request signs be placed to close the road. ERC-2 or Rb-92 Road Closed Signs on portable stands, TC-54 flexible drums and barricades will be available at the patrol yard. Upon receiving a request from Ontario Provincial Police to close a road to traffic, the Patroller/designate will organize staff and equipment to place the signs and barricades. The Patroller/designate will contact the Director of Public Works/designate and request that a media release be sent to the local news and radio stations advising of the road closure. Roads will be deemed to be closed once the signs and barricades are set in place. When it is physically impossible to place signs and barricades to close a road, the Roads Foreman/designate will advise Ontario Provincial Police and request Ontario Provincial Police permission to send the media release.

3.6.13 Declaration of Emergency

In the event that the Director of Public Works, Operations Manager and/or a delegate declares a significant weather event, the standards in regards to snow accumulation on roadways, sidewalks and bike lanes, and ice formation on roadways, sidewalks and bike lanes, are deemed to be in a state of repair as long as the municipality is:

- a) Monitoring the weather in accordance to MMS O. Reg. 239/02 section 3.1;
and
- b) If deemed practicable by the municipality, to deploy resources to address identified standards starting from the time that the municipality deems appropriate to do so.

If the municipality complies with a) and b) above all roadway sidewalks, and on road bike lanes are deemed to be in a state of repair, until 48 hours following the declaration of the end of the significant weather event by the municipality.

The Public Works Department will communicate the declaration of a significant weather event to the public via the website and social media.

3.6.14 Towing

Cars parked on the streets during a snow removal effort may be ticketed and/or towed away. A snow emergency parking ban may be declared by the Director of Public Works or Operations Manager or their designee.

3.7 Decommissioning Winter Operations

After the winter season ends, the Municipality of Huron East undertakes tasks to decommission winter operations.

3.7.1 On or before March 30th

Provided the winter season has ended on or before March 30th, the Municipality of Huron East undertakes to:

- Cease regularly scheduled winter night patrols.
- Monitor weather forecasts.
- Assign night patrol shift if forecast indicates an overnight winter event is probable.
- Decommission 50% of the fleet.

3.7.2 On or before April 15th

Provided the winter season has ended on or before April 15th, the Municipality of Huron East undertakes to cease all winter highway maintenance operations and decommission the remainder of the equipment, providing weather forecasts warrant the decommissioning.

3.8.0 Record Keeping

Full and accurate completion of the documents listed below, according to the applicable procedures, ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

Staff is responsible for keeping the following records: **For Equipment Operators:**

- CVOR Time Card
- Route Plowed and strategy used (plow only, sand/salt only, combination of plowing/sanding/salting/ice blading)

For Patrollers:

- Winter Patrol Record
- Call out list on patrol notes

For Operations Supervisors (Foremen):

- Operations Diary

- Incident/Collision Reports
- Total materials used
- Equipment Calibration Records

The date will be recorded as Month/Day/Year. It will be written in the following format: Month/Day/Year. The time shall be documented using the 24 hour clock.

Always retain the original copy of documents regardless of their appearance. Writing must be legible for others to read and written in ink. Stains or dirt on the documents is not an issue. If a document requires correction, a line is to be placed through the incorrect information, without making it illegible, and continue writing on the original document. Initial corrections or change in the colour of ink in a case where you change writing pens.

Records will be completed daily and forwarded weekly to the Patroller or their designate for retention.

4.0 Plan Improvements

The current winter maintenance policies, practices and procedures form the baseline or benchmark upon which improvements are made to winter operations and/or the use and management of road salt.

5.0 Monitoring and Updating

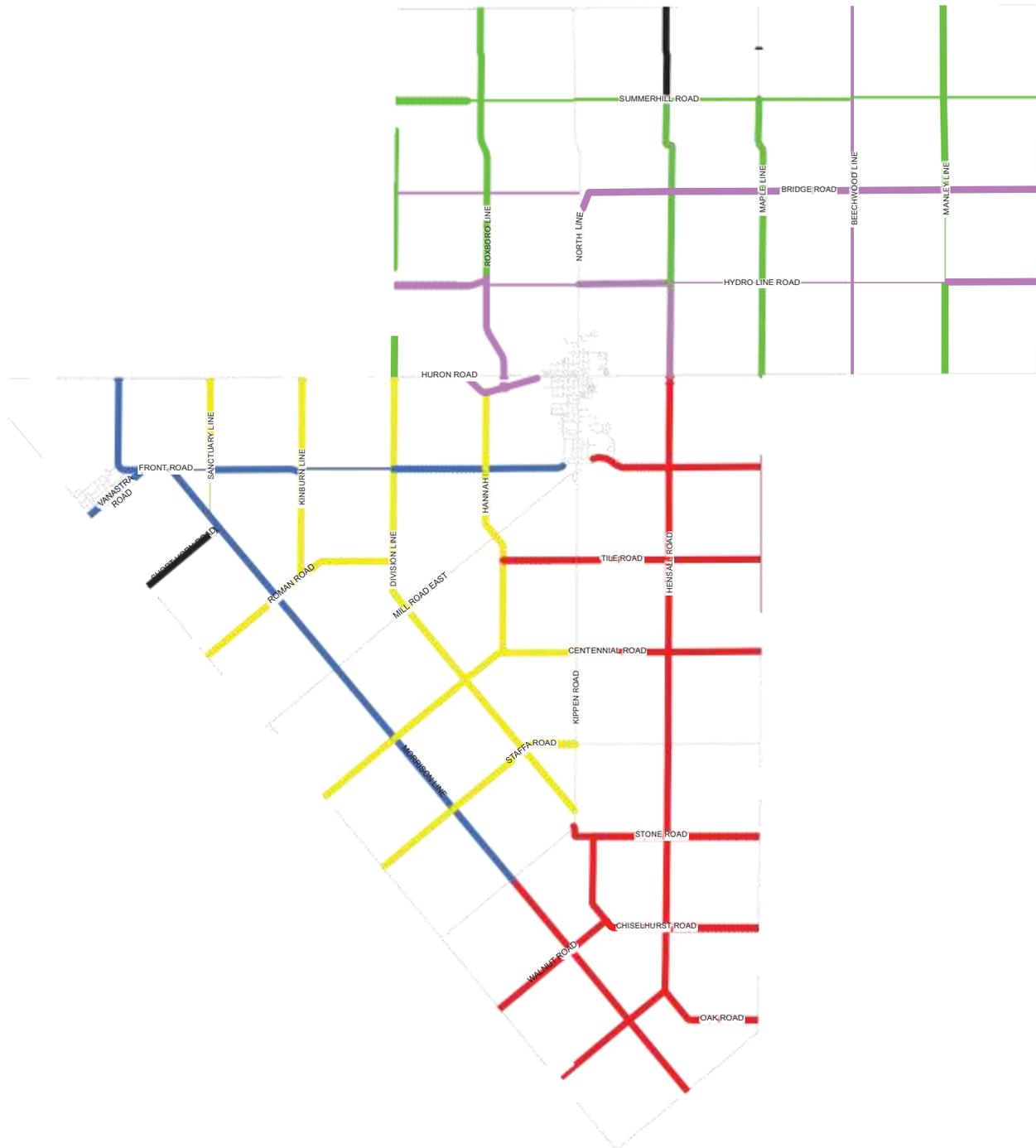
The purpose of monitoring and updating is to provide a basis for continuous improvement of the Winter Operations Plan and the winter maintenance policies, practices and procedures of the Municipality of Huron East.



At the end of the winter season, as identified in 3.3.0, a meeting to review winter operations will be held each year with all winter operations staff to itemize issues that arose during the winter season and discuss how these issues may be resolved. Prior to the start of the next winter season and with sufficient lead-time to implement any changes, the Municipality of Huron East shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures.

Appendix 1 - Route of Representative Roads

Plow Schedule: Huron East South Rural (2026)



Produced by the County of Huron GIS Services with data supplied under License by Members of the Ontario Geospatial Data Exchange, MVCA, ABCA, SVCA, UTRCA and MNR&F.
 This map is illustrative only. Do not rely on it as a precise indicator of routes, feature locations, nor as a guide to navigation.
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 2026-01-15



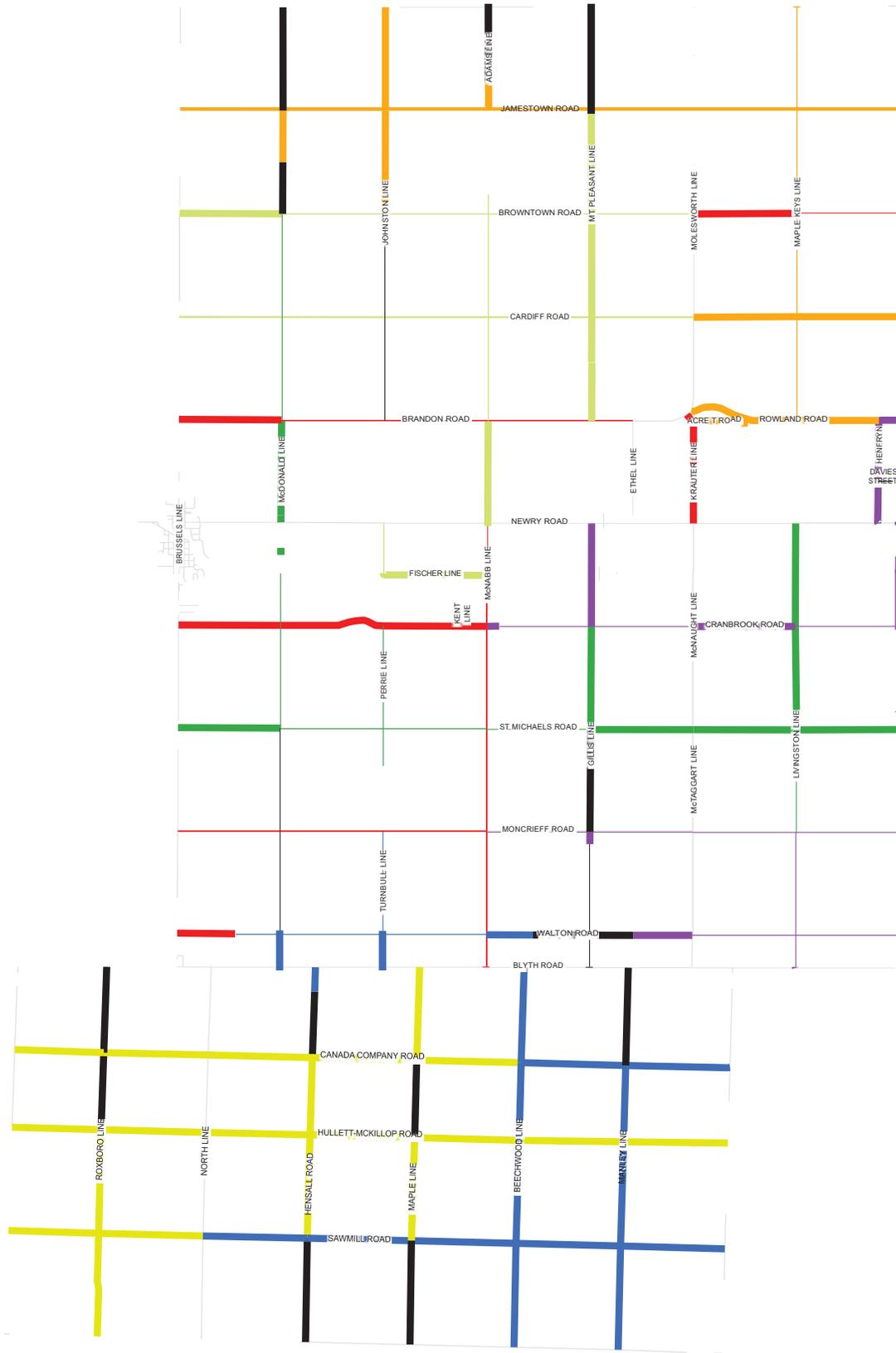
1:45,000

- D
- E
- F
- H
- G
- No Winter Maint

0 1,100 2,200 3,300 4,400 Meters

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 Units: Meter
 Modification Date: 2026-01-15

Plow Schedule: Huron East North Rural (2026)



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 Modification Date: 2026-01-15

Plow Schedule: Walton (2026)



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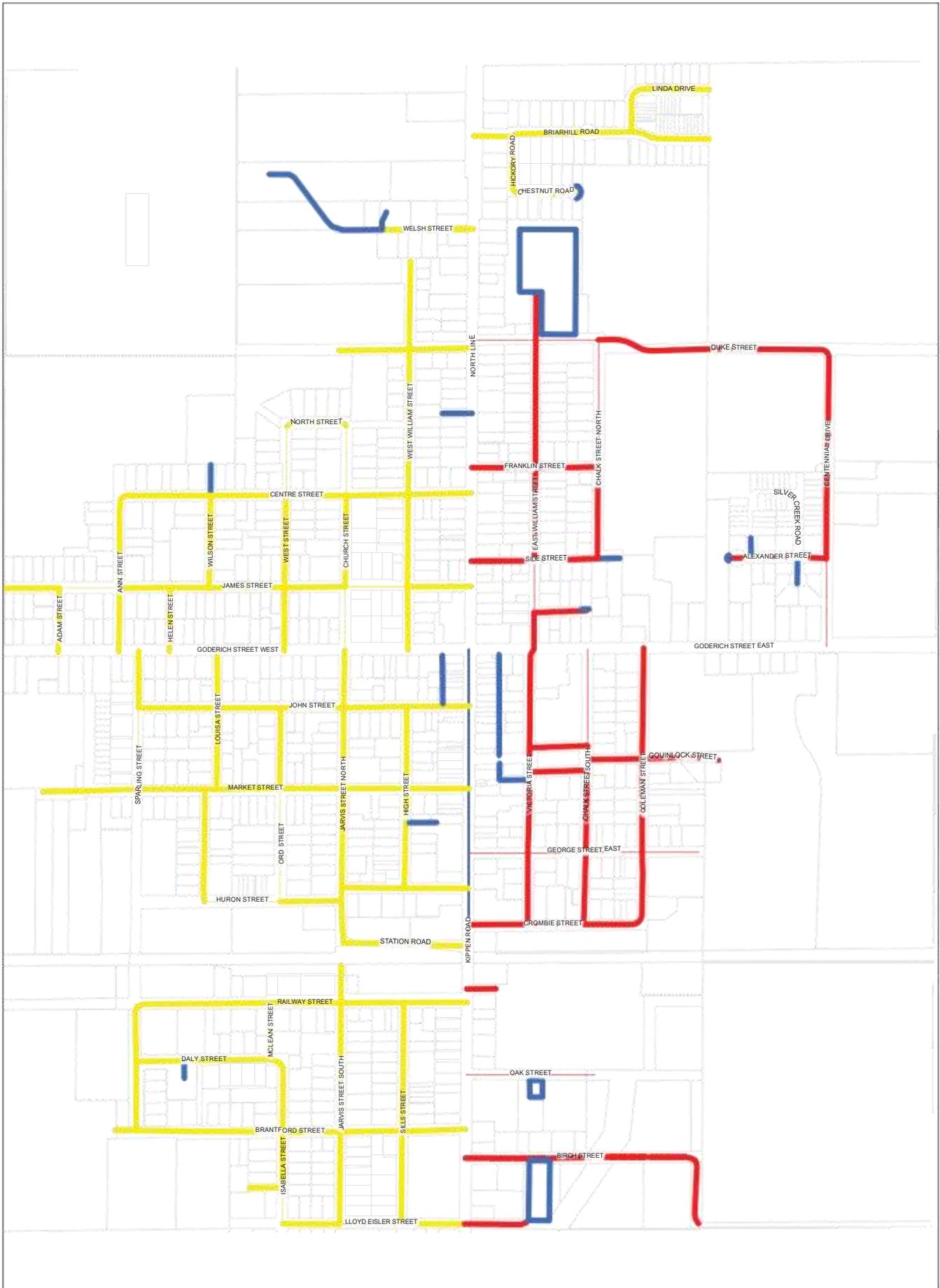
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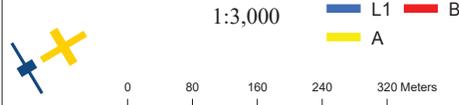
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Plow Schedule: Seaforth Urban (2026)

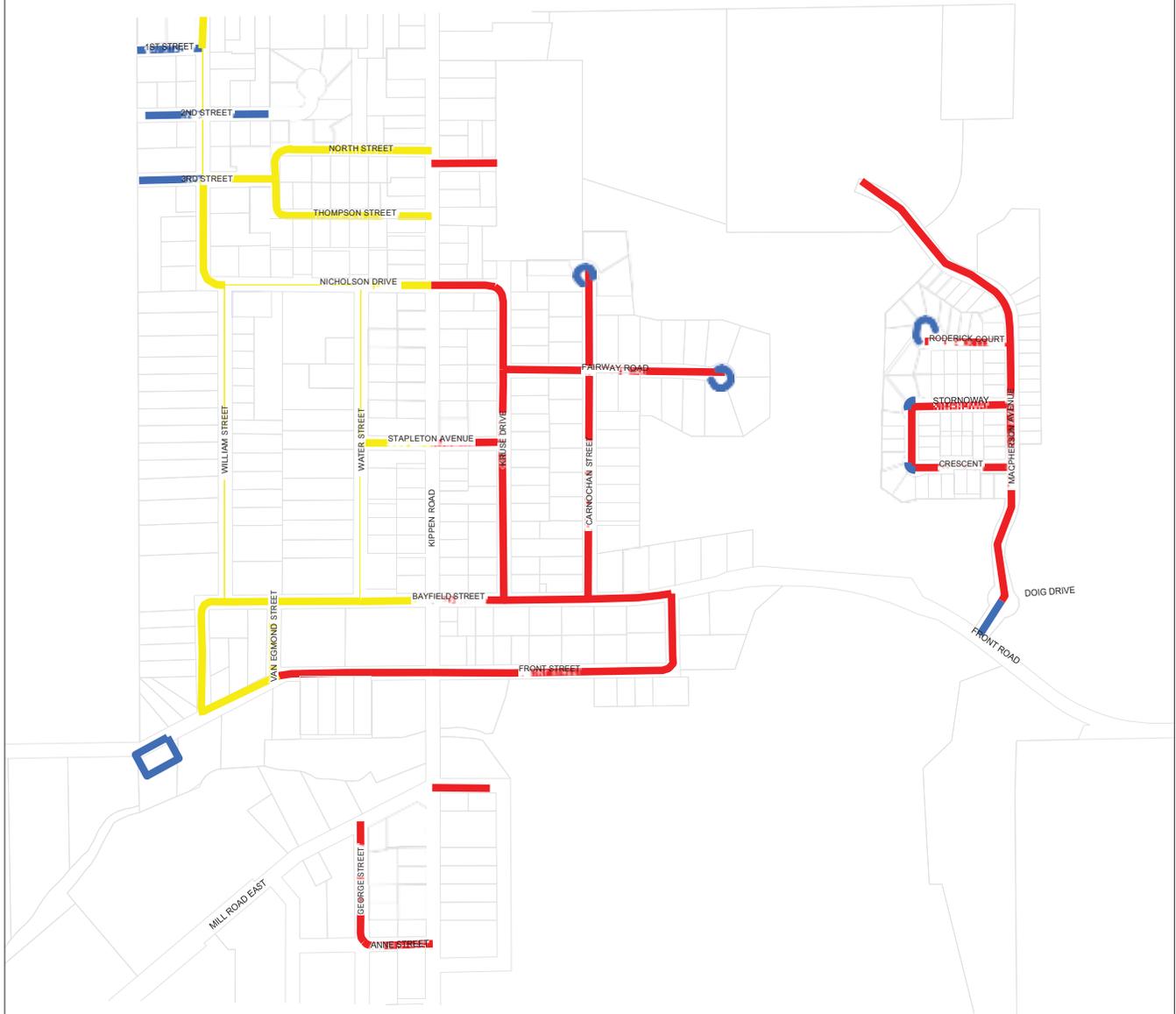


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Plow Schedule: Egmondville Urban (2026)



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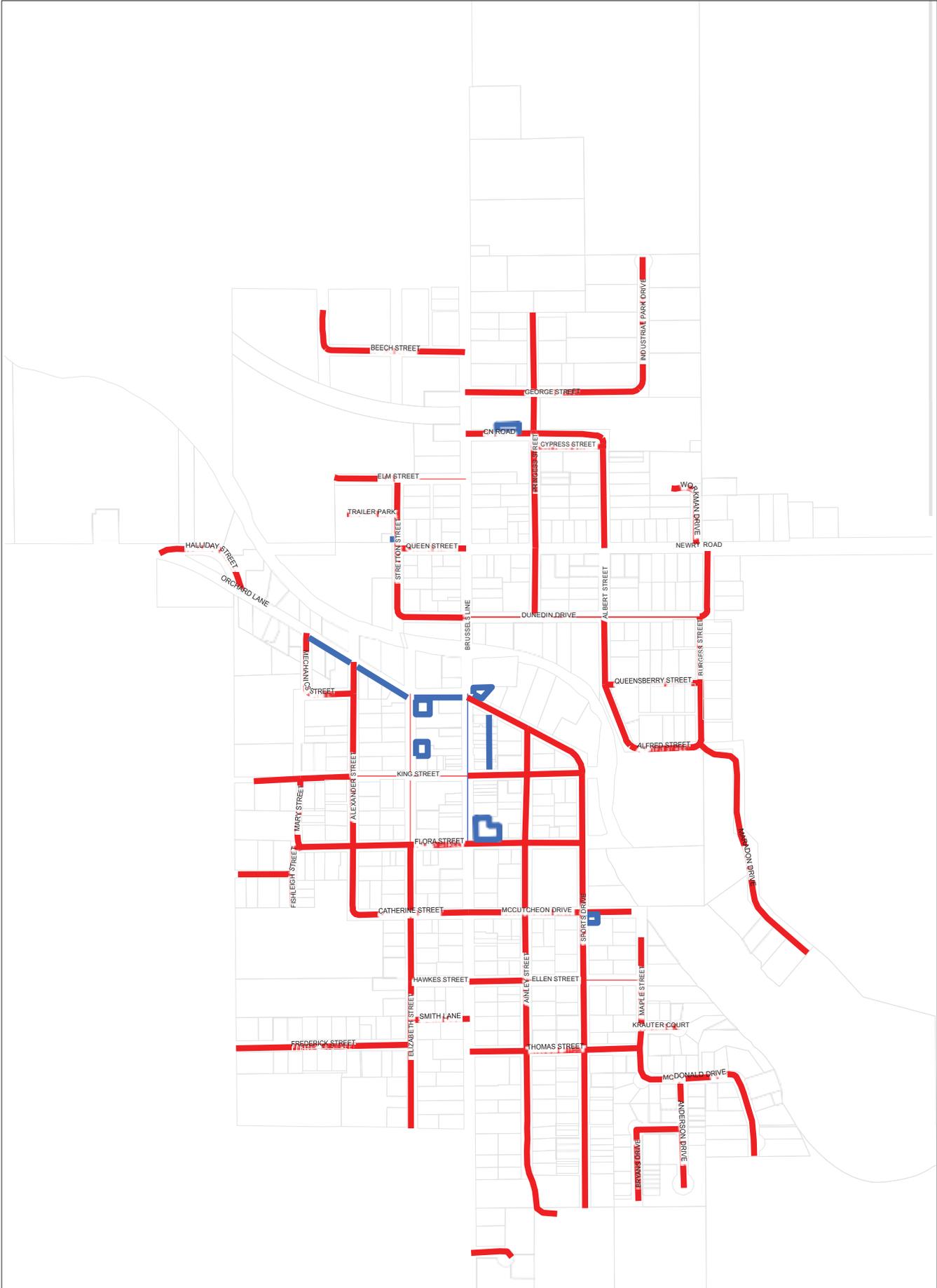
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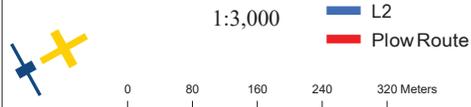


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Plow Schedule: Brussels Urban (2026)

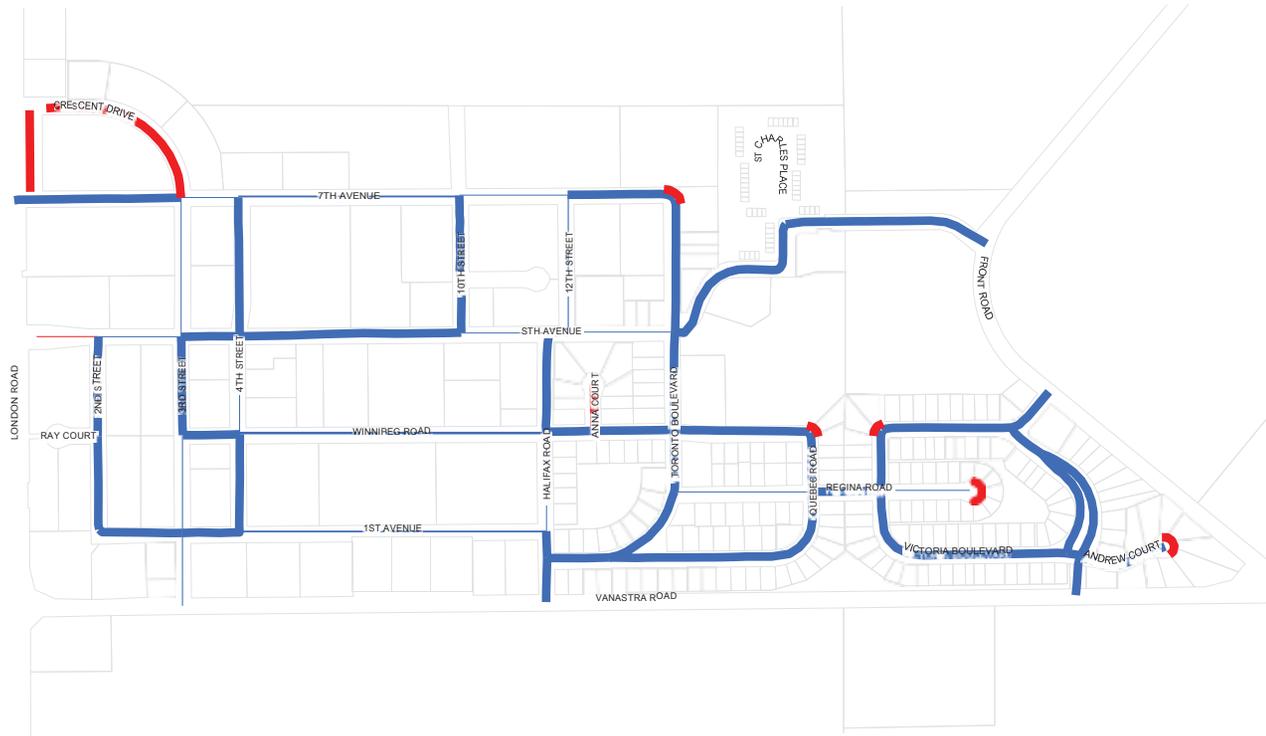


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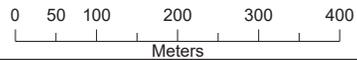
Plow Schedule: Vanastra (2026)



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Plow Schedule: Brucefield (2026)



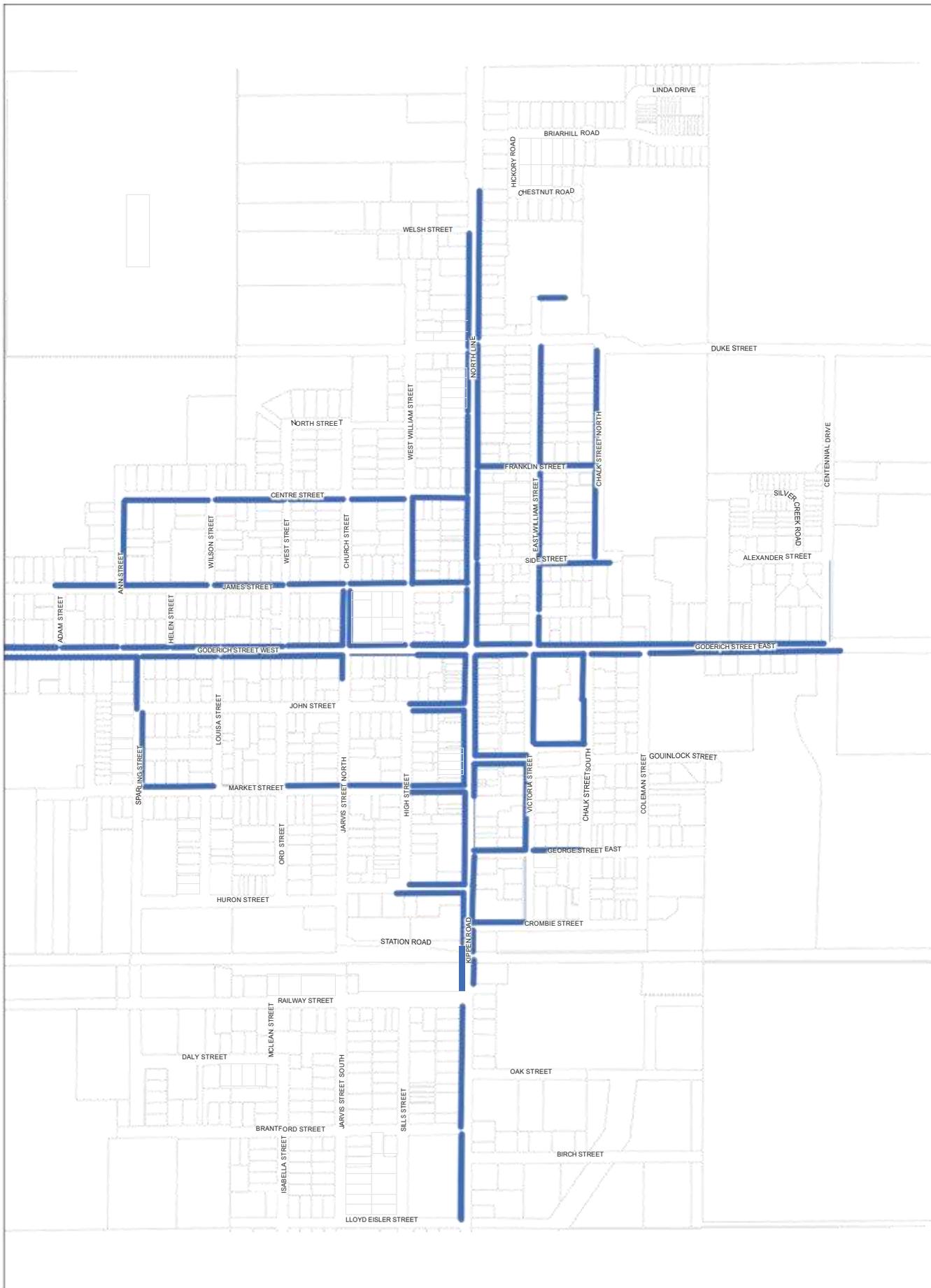
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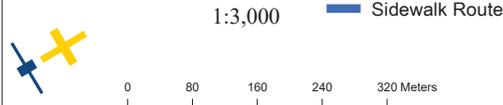
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Modification Date: 2026-01-15

Appendix 2 – Sidewalk Plow Route

Plow Schedule: Seaforth Sidewalk Weekday (2026)

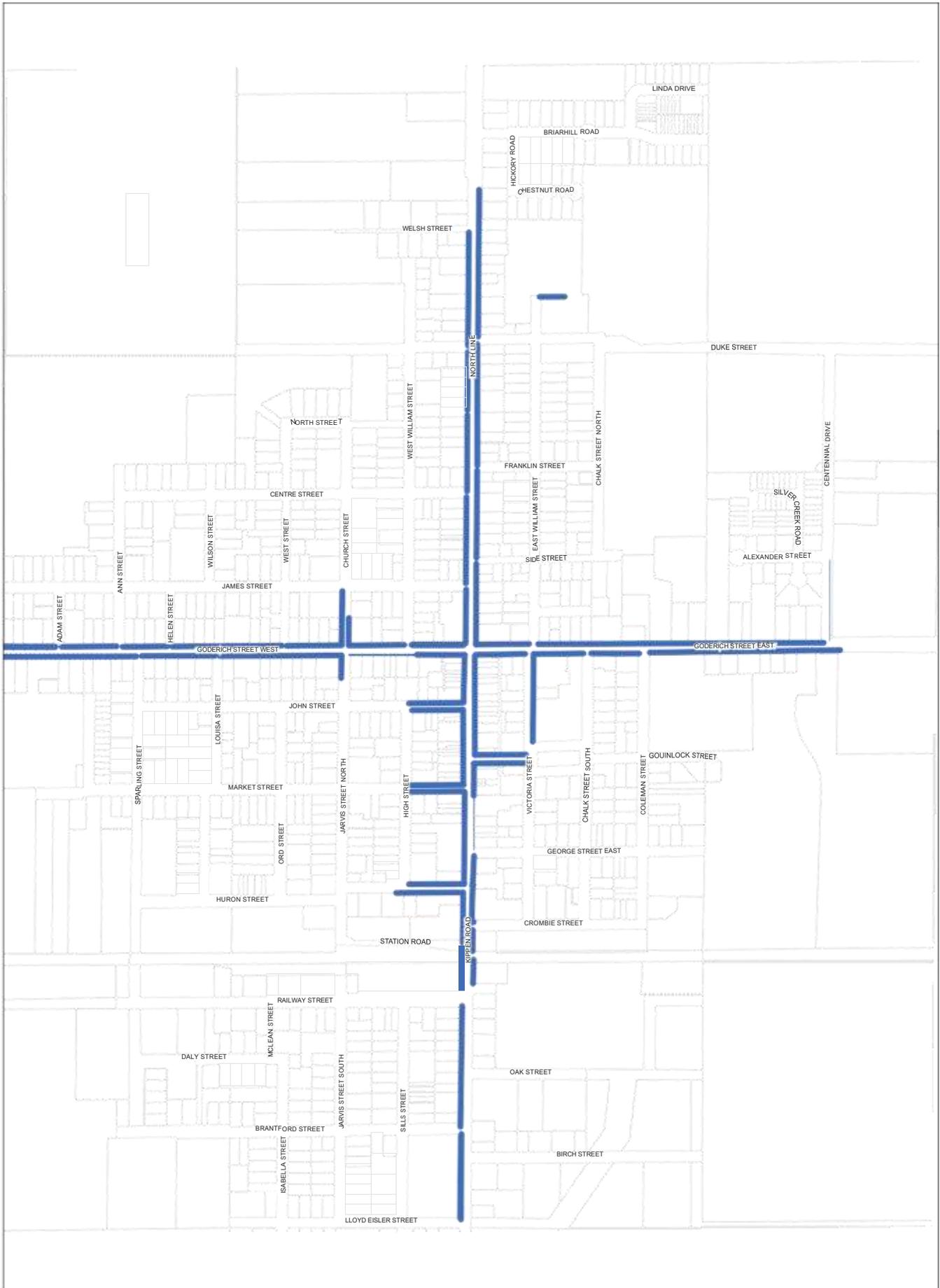


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Plow Schedule: Seaforth Sidewalk Weekend (2026)



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 Sidewalk Route



Coordinate System: NAD 1983 UTM Zone 17N
 Projection: Transverse Mercator
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 Units: Meter
 Modification Date: 2026-01-15

Plow Schedule: Egmondville Sidewalk (2026)



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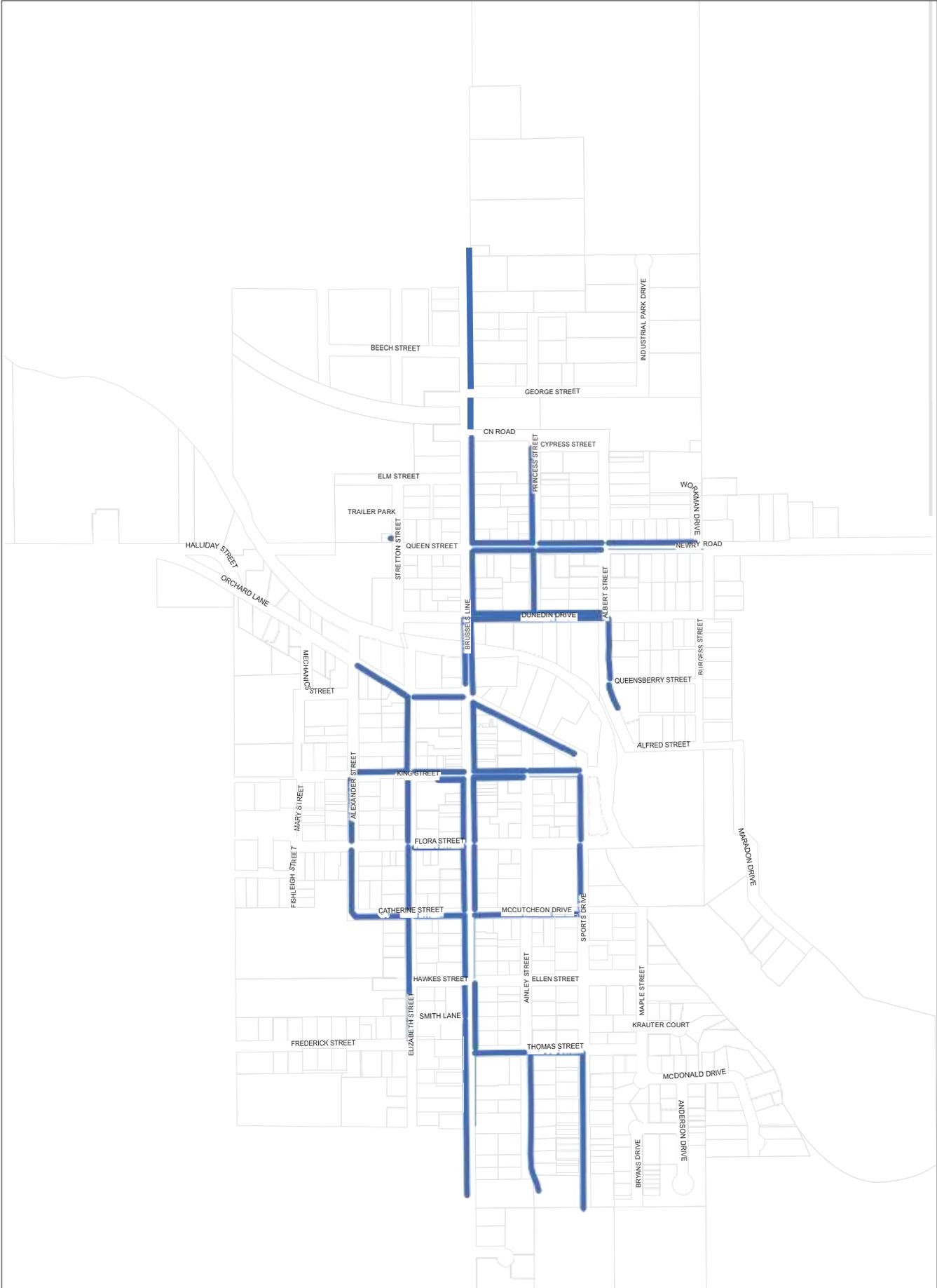
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 Sidewalk Route

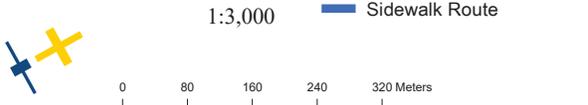
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Plow Schedule: Brussels Sidewalk (2026)



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 Units: Meter
 Modification Date: 2026-01-15

Appendix 3 – Winter Maintenance Equipment Overview

Plow Routes	Equipment Asset No.
Tuckersmith	G4-19, T8-09
Tuckersmith Contracted	Contractor Grader and Plow Truck
McKillop South	G1-16, T3-23
McKillop North	T6-13, G5-15
Grey	G3-95, G2-05, G6-11, G7-02, (G5-15 PT.), T4-25
Brussels	T5-17, W4-24
Seaforth	T2-03, T8-09, W3-15
Patrol Route South	L2-19, L5-16
Patrol Route North	L8-19, L3-21
Sidewalk Plow South	M3-19
Sidewalk Plow North	M2-23

Asset No.	Year	Make	Description	Electronic Controller
T1-04	2004	Sterling	Tandem Plow/Sand	
T2-03	2003	Sterling	Single Axle Plow/Sand	
T3-23	2023	Freightliner	Tandem Plow/Sand	Y
T4-25	2025	Western Star	Tandem Plow/Sand	Y
T5-17	2017	International	Tandem Plow/Sand	Y
T6-13	2013	Western Star	Tandem Plow/Sand	Y
T8-09	2009	Sterling	Tandem Plow/Sand	Y
M2-23	2003	Trackless	Sidewalk Plow	Y
M3-19	2019	Trackless	Sidewalk Plow	Y
G1-16	2016	Deere	Grader 770G	
G2-05	2005	Volvo	Grader 740	
G3-95	1995	Champion	Grader 740	
G4-19	2019	Cat	Grader 140	
G5-15	2015	Cat	Grader 140	
G6-11	2011	Cat	Grader 140	
G7-02	2002	Champion	Grader 140	
W2-15	2015	Cat	Loader	
W4-24	2024	JCB	Loader	
L2-19	2019	GMC	½ ton Patrol	
L5-16	2016	Chevy	½ ton Patrol	
L8-19	2019	GMC	½ ton Patrol	
L3-21	2021	Chevy	1 ton Patrol	

Appendix 4 - Record of Training



MUNICIPALITY OF

Huron East

Record of Training

This statement certifies that the below-named individual has successfully completed the in-house Winter Operations Training program as required by the Municipality of Huron East Winter Operations Plan.

The Winter Operations Training program is comprised of the following modules:

- Equipment Circle Checks (Pre and Post inspection)
- Record Keeping
- Health and Safety
- Level of Service- policies, practices and procedures
- Identification of Plow Routes - including variations for year to year and issues identified along routes
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Yard and Equipment maintenance

Employee Name: _____(print name)

Employee Signature: _____

Date: _____

Trainer Signature: _____

Supervisor Signature: _____

Appendix 5 - Winter Patrol and Maintenance Schedule Policy



Municipality of Huron East Public Works Department Winter Patrol and Maintenance Schedule Policy	
Approved By: Council	Policy Number: PW-03
Date Approved: February 3, 2026	Effective Date: February 4, 2026
Reviewed By:	Revision Date:

Statement:

The Municipality of Huron East is committed to ensuring safe, efficient, and compliant winter road maintenance operations while supporting fair and consistent staffing, scheduling, and compensation practices for Public Works employees. This policy establishes guidelines for staffing, hours of work, overtime, scheduling, and operational requirements during the Winter Maintenance/Patrol Season.

Purpose:

To guide the Public Works Department in the consideration of staffing and operations during the Winter Maintenance/Patrol Season, from November 20 to March 20, ensuring regulatory compliance, operational readiness, and effective service delivery.

Policy:

Scope and Applicability

This policy applies to regular full-time employees in the Huron East Roads Department and may extend to part-time and seasonal employees at the discretion of the Director of Public Works. It applies during the Winter Patrol/Maintenance Season from November 20 to March 20.

Hours of Work

Normal hours of work for full-time employees are shown in each position description or letter of employment. The Director of Public Works and Supervisors are responsible for scheduling and monitoring such hours.

Overtime

- It is expected and understood that overtime may be required to address workload demands, emergencies, and peak operational periods.

- All overtime must be pre-authorized.
- Overtime begins when an employee works beyond their normal work week hours.
- Unless otherwise stated, a normal work week is 40 hours, Saturday to Sunday, with overtime commencing after 44 hours at a rate of 1.5 times regular wages.
- Overtime will be recorded and used in minimum increments of one-half hour.

Lieu Time (Banked Time)

- Employees may bank up to a maximum of 80 hours annually.
- Once the maximum is reached, time must be taken before additional hours can be banked.
- Lieu time may not be booked in the negative.

Unscheduled Call-Out

A minimum of two (2) hours at time and a half will be allocated to employees called in during off hours, including employees who are not scheduled or who are asked to return after completing their normal workday.

Timesheets

- Employees shall complete weekly timesheets recording:
 - Time worked
 - Lieu time
 - Vacation
 - Sick time
 - Statutory holidays
- Timesheets must be submitted bi-weekly to the Director of Public Works for approval no later than Monday at 8:00 a.m. following the end of a pay period.
- Use of lieu time must be approved by the Director of Public Works and/or the Manager of Operations.
- Falsification or non-compliance may result in disciplinary action.

Special Operational Considerations – Winter Patrol Season

The Winter Patrol Season is defined as November 20 to March 20.

Winter Patrol Schedule

- A Winter Patrol Schedule will be developed by November 1 each year.
- The schedule will be prepared by the Road Supervisor and reflect staffing and operational needs.
- The schedule will clearly identify regular hours and overtime assignments.

Staff Scheduled for Patrol Duty – Weekends and Statutory Holidays

- Two employees shall be scheduled for each Saturday, Sunday, and Statutory Holiday.
- Each patrol day shall include both AM and PM patrol duties.

Public Works Staffing Complement

- Spring, Summer, and Fall staffing: 11 full-time employees.
- Winter staffing requirements increase due to the need to operate 17 pieces of road and sidewalk clearing equipment, maintain equipment, and ensure spare operators are available.

Mandatory Friday Off

To comply with HTA Regulation 555/06:

- An employee scheduled for weekend or statutory holiday patrol duty may be required to take the preceding Friday off.
- Lieu time must be used (up to 8 hours) to maintain a normal 40-hour work week.
- Any deviation due to special circumstances or employee requests must be approved by the Supervisor.

Responsibility:

The **Director of Public Works** is responsible for:

- Overall administration and enforcement of this policy
- Approval of overtime, time sheets, and use of lieu time
- Ensuring compliance with legislative and regulatory requirements

The **Road Supervisor and Supervisors** are responsible for:

- Developing and maintaining the Winter Patrol Schedule
- Scheduling staff and monitoring hours of work
- Ensuring adequate staffing and equipment coverage

- Approving deviations from mandatory scheduling requirements where necessary

Employees are responsible for:

- Accurately completing and submitting timesheets
- Adhering to approved schedules and call-out requirements
- Following all provisions of this policy

Background:

Winter maintenance is a critical municipal service that requires extended hours, rapid response, and adequate staffing to ensure public safety. The Municipality operates a large fleet of road and sidewalk clearing equipment and must comply with applicable legislation, including the Highway Traffic Act, Ontario Regulation 555/06 (Hours of Service). This policy provides structure and clarity around scheduling, overtime, and operational practices specific to the winter patrol season.

Exemptions from Regulation 555/06 include:

3. (1) Subject to subsection (3), a driver and operator are exempt from this Regulation while driving a commercial motor vehicle in the following circumstances:
 4. A vehicle engaged in providing relief in an emergency, being a situation or impending situation that constitutes a danger of major proportions to life, property or the environment, whether caused by forces of nature, an accident, an intentional act or otherwise.
 - 4.1 A vehicle operated by or on behalf of a municipality, road authority or public utility 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, whether caused by forces of nature, an accident, an intentional act or otherwise.

Related Policies:

HR-001 – Compensation Policy

HE-002 – Vacation Policy

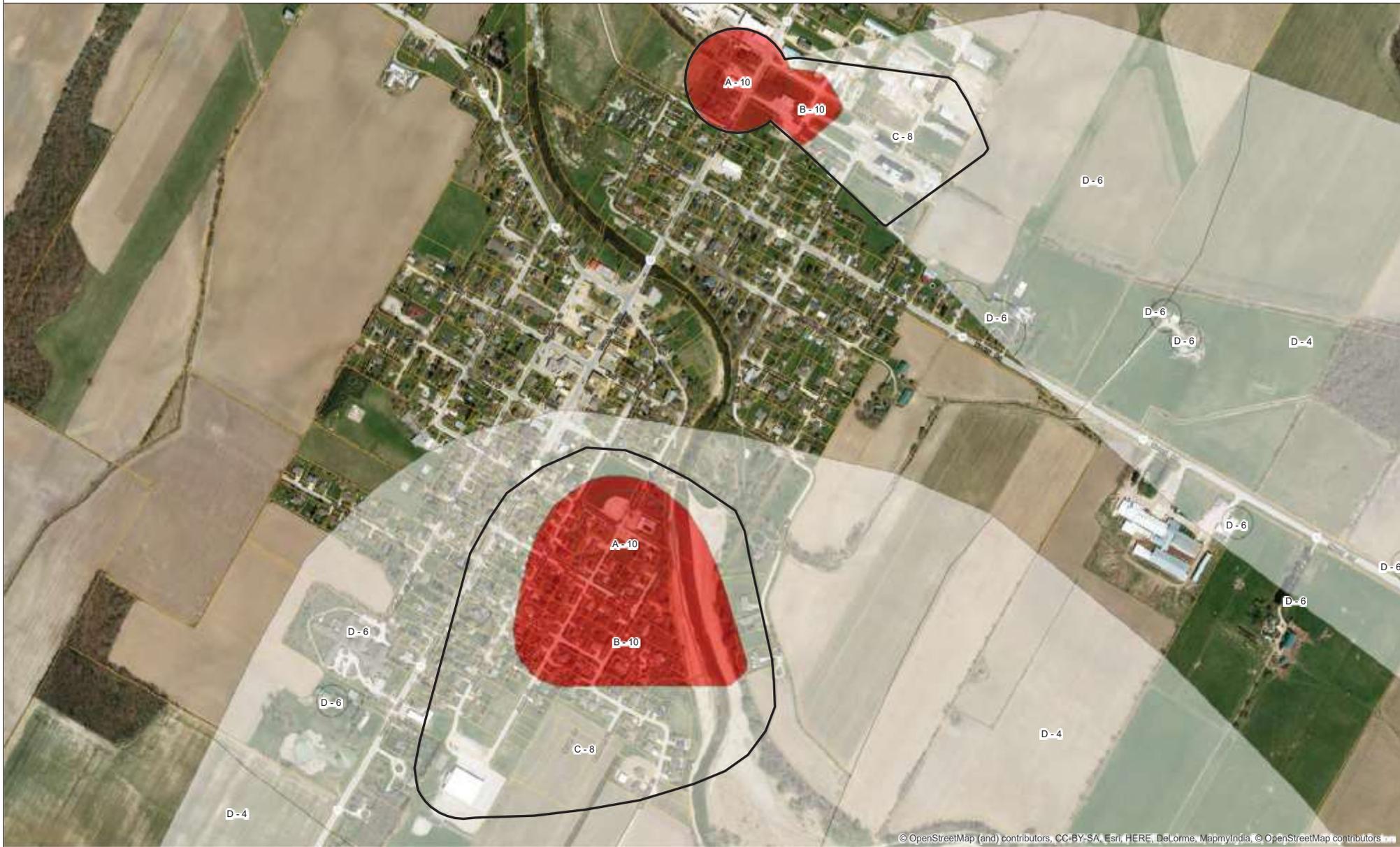
HE-003 – Flexible Work Policy

Appendix 6 – Source Water Protection Maps

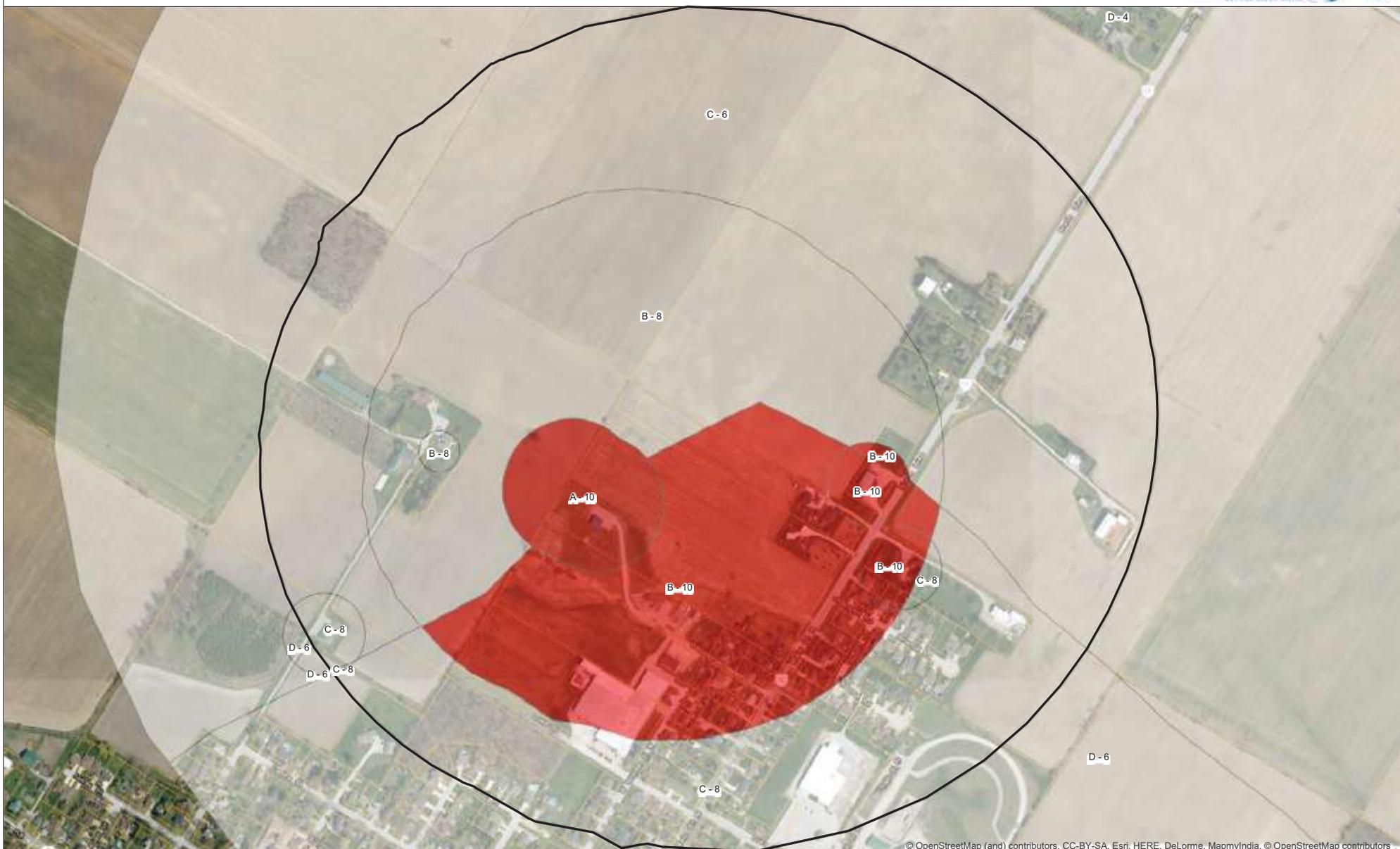
Brucefield - C Zone



Brussels - C Zone



Seaforth - C Zone



WHPA C Boundary Vulnerability 10 Parcel

Ausable Bayfield & Maitland Valley DWSP assessment report Document Path: Y:\GIS\Projects_Mxds\SWP\Mun_Planning\Plan_1.mxd approved by the Minister of the Environment on Jan 9, 2012 Printed: 03/04/2015. Copyright © Queens Printer 2015

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The Well Head Protection Area (WHPA) was prepared for use in conjunction with the Clean Water Act based on available studies. For full description refer to the provincially approved local Assessment Report.

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