



**Winter Operations Planning Document for
Town of Plympton-Wyoming
(Winter Season 2024-2025)**

Endorsed by Council:

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Purpose

This Winter Operations Plan sets out a policy and procedural framework for ensuring that the Town of Plympton-Wyoming continuously improves on the safe and sustainable delivery of winter maintenance services and the effective and efficient use of road salt in their winter maintenance operations. This plan supersedes all previous plans for the Town of Plympton-Wyoming.

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.

This Winter Operations Plan for the Town of Plympton-Wyoming was endorsed by the Mayor and Council on the October 30, 2024. Please see Council resolution in Appendix 1.

Definitions

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

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

De-icing means the application of solid and/or liquid pre-treated material to the road surface after the on-set of the winter event.

Highway means 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.

MMS stands for O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highway.

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

Pre-treat means the application of liquids (sodium chloride, calcium chloride, etc.) to dry salt or sand prior to being loaded for storage or applied to the road surface.

Pre-wetting means the application of liquids (sodium chloride, calcium chloride, etc.) at the spinner of the truck just prior to application to the road surface.

Route of Representative Roads is another term used for a patrol route and is a selection of roads used to generally determine the overall conditions of the roads during the winter season.

Salt Route is a collection of road segments, which, during a winter storm will receive applications of salt to prevent the formation of a bond between snow and pavement, or if such a bond has

already formed, to break that bond. Typically, such routes have some sort of bare pavement level of service. Under certain circumstances (e.g. extremely cold pavement temperatures such that road salt would not be effective at bond breaking or prevention), sand may be applied to such routes to provide an increase in traction.

Sand Route is a collection of road segments which during a winter storm will receive applications of sand to provide a temporary increase in traction. Typically, such routes include gravel and other unpaved roads, where the use of salt or other freeze depressant materials might impact road stability. The level of service on such routes would not have bare pavement as a service goal.

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

Operations Coordinator is generally the person who is on duty at the time directing the snow/ice removal operations of the Town of Plympton-Wyoming. These individuals may include: Director of Public Works, Operations Coordinator Roads Foreman and/or any other individual who may be assigned the responsibilities of directing and overseeing winter maintenance activities.

Surface Treated Road is 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 gravel, stone or other loose traveling surface.

Winter Event is a weather condition affecting roads such as snowfall, windblown snow, freezing rain, frost or ice, 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 Event Response Hours are the total number of person-hours per year to respond to winter events (plowing, salting/sanding, winging back, etc.).

1. Objective of Winter Operations Management

The Town of Plympton-Wyoming is committed to providing safe and sustainable winter maintenance operations while continuing to improve those operations to provide safety and mobility for the travelling public. As an integral part of this effort, the Town of Plympton-Wyoming will strive to optimize the use of all winter maintenance materials as they pursue the goal of a safe and sustainable transportation system.

The Town of Plympton-Wyoming public works staff will strive, insofar as reasonably practical, to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highway and within the resources established by the Council of the Town of Plympton-Wyoming.

2. Policy Statement

The Town of Plympton-Wyoming will conduct safe and sustainable snow clearing operations to ensure, insofar as reasonably practical, the safety and mobility of users of the municipal road network, in keeping with applicable provincial legislation.

The Town of Plympton-Wyoming will provide efficient and cost-effective winter maintenance to ensure, insofar as reasonably practical, 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. Overview of the Town of Plympton-Wyoming

- Type of Organization: Municipal
- Structural Level: Town
- Estimated Population: 8,393
- Total Area: 31,876 Ha (hectares)
- Street Address: 546 Niagara St, N0N 1T0, Wyoming, ON
- Telephone: 519-845-3939
- Website: <http://plympton-wyoming.com>
- Operations Coordinator: Al Little, 519-331-0891
- Police: 1-888-310-1122
 - Ontario Provincial Police, Lambton Detachment
 - Primary Phone: 519-882-1011
- Contractors:

4. Winter Maintenance Program

4.1. The System Maintained

The major activities related to winter maintenance is:

- Anti Icing
- Snow plowing
- Salt/sand application
- Snow removal
- De-icing

The Town of Plympton-Wyoming is responsible for winter maintenance on:

Road Category	Pavement Type and Area Type	Individual Length (Lane Kilometers)	Total Length (Lane Kilometers)
Class 3	Urban	0	24.0
	Rural	24.0	
Class 4	Urban	8.0	127.0
	Rural	119	
Class 5	Urban	25.2	28.3
	Rural	3.1	
Class 6	Urban	16.5	71.0
	Rural	54.5	

Recreation Trails: 2.5 kilometres

Sidewalks: 16.75 kilometers

A map of all roads and the associated classes is provided in **Appendix 2**.

4.2. Level of Service

The Town of Plympton-Wyoming provides the following level of service during the winter maintenance season (4.3), in response to a winter event:

Weather monitoring

(1) From October 1 to April 30, the 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. O. Reg. 47/13, s. 3, O. Reg. 366/18, s. 4.

(2) From May 1 to September 30, the Standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day. O. Reg. 47/13, s. 3, O. Reg. 366/18, s. 4.

4.2.1. Snow Accumulation and Ice Formation Policy

SNOW ACCUMULATION:

1. The standard for addressing snow accumulation is:
 - a. after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in Table 1, 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 to reduce the snow to a depth less than or equal to the depth set out in Table 1 within the time set out in Table 1,

- 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.

Table 1 - Snow Accumulation *Class of Highway map Appendix 1

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

- 2. If the depth of snow accumulation on a roadway is less than or equal to the depth set out in Table 1, 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 subsection (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:
 - a. Patrolling highways.
 - b. Performing highway maintenance activities.
 - c. Supervising staff who perform activities described in paragraph 1 or 2. O.Reg.47/13, s. 4.
- 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.
- 5. For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to:
 - a. plowing the roadway.
 - b. salting the roadway.
 - the application of other chemical or organic agents to the roadway.
 - c. applying abrasive materials to the roadway; or
 - d. any combination of the methods described in clauses (a), (b), (b.1) and (c). O. Reg. 47/13, s. 4.
- 6. This section does not apply to that portion of the roadway designated for parking. O. Reg. 47/13, s. 4.
- 7. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any snow accumulation present until the expiry of the declared weather emergency based on the applicable time in the Table below

ICE FORMATION:

1. The standard for attempting the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:
 - a. Monitor the weather in accordance with section 4.6.7
 - b. Patrol in accordance with section 3.4.5.
 - c. If the municipality determines, because of its activities under paragraph 1.a. or 1.b. that there is a substantial probability of ice forming on a roadway, treat the roadway to attempt to prevent ice formation within the time set out in Table 2, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 47/13, s. 5.

Table 2 - Ice Accumulation

Class of Highway*	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

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 earlier of the following:
 - a. the time that the municipality becomes aware of the fact that the roadway is icy; or
 - b. the applicable time set out in Table 2 for treating the roadway to prevent ice formation expires. O. Reg. 47/13, s. 5.
3. The standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the roadway within the time set out in Table 2. An icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2 for treating the icy roadway expires. O. Reg. 47/13, s. 5.
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. 47/13, s. 5.
5. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any ice present, until the applicable time in Table 2 expires, deeming the end of the declared weather emergency.

4.2.2. Sidewalk & Recreational Trails Responsibility

The Town of Plympton-Wyoming clears most sidewalks and recreational trails greater than or equal to 1.2 meters in width (Appendix 3). These sidewalks and recreational trails are generally cleaned once daily or during a significant winter event as per the standards set out in the MMS. Sidewalks less than 1.2 meters wide are closed for the winter season.

4.2.3. Plowing Private Property

The Town of Plympton-Wyoming generally does not clear snow from private property.

4.3. Winter Season Maintenance

For Operational purposes, the Town of Plympton-Wyoming assumes the winter season commences on 2024-11-15 and is completed by 2025-04-15, while acknowledging that winter events may occur outside of this timeframe.

4.4. Winter Preparations

In the months prior to the start of the winter maintenance season as identified in 4.3, the Town of Plympton-Wyoming undertakes the following tasks to prepare for the upcoming winter season:

4.4.1. Prior to Winter Season

Prior to the winter season if required, prepare and call tenders for the supply of materials (salt, sand, liquid), replacement parts (for plows, solid and liquid application equipment) and contract equipment (plow trucks, spreader trucks, combination units).

Sometime prior to the winter season, the Town of Plympton-Wyoming will:

- Conduct a mandatory training session for staff and contract operators where all policies, procedures, schedules and 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 and reporting procedures for callout, route maps, equipment training and safety precautions shall be resolved either at the meeting or prior to the winter season.
- Train winter patrollers (or staff whose duties also include patrolling) on the route of representative roads to be patrolled, their duties during a winter event, record-keeping requirements, callout procedures and the de-icing chemicals to be applied for the forecast weather conditions.
- Inspect equipment to ensure proper working order. Schedule and complete any and all equipment repairs.
- Arrange for the delivery of materials (salt, sand and liquid solution) and begin filling storage facilities. If liquid solution is mixed on-site, begin mixing and filling storage tanks.
- Confirm that all guiderail, catch basin, hazard and fire hydrant markers, steep hill, sharp curve ahead warning signs, bridges ice sign, if any, are in place. Any missing markers should be replaced prior to the winter session.

4.4.2. One Month Prior to the Winter Season – Oct 15

One month prior to the winter season the Town of Plympton-Wyoming will:

- Post the winter shift schedule in accordance with the municipality's collective agreement
- Assign equipment to staff
- Calibrate material application equipment

- 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)
- Assign staff to monitor and record weather forecasts on a daily basis. Upon the forecast of an approaching winter event, schedule a patrol of a route of representative roads. If a winter event is forecast prior to the start of the next scheduled shift, a night and/or weekend patrol(s) of a route of representative roads should be scheduled. If a night or weekend patrol is scheduled, the patroller should monitor and record the weather forecast and road conditions. The patrol person should be authorized to initiate a winter event response if conditions warrant a response
- Have 40 % of the fleet ready to respond to a winter event
- Have sufficient staff available to operate the fleet if conditions warrant a winter event response

4.4.3. Two Weeks Prior to the Winter Season – Nov. 1

Two weeks prior to the winter season the Town of Plympton-Wyoming will:

- Have the 60 % of the fleet ready to respond to a winter event.
- Have staff available to operate the required complement of the fleet if conditions warrant a winter event response

4.4.4. At the Start of the Winter Season – Nov. 15

At the start of the winter season:

- Implement the winter shift schedule as needed to meet MMS.
- Patrol representative roads in all roads/areas that the organization is responsible when forecast shows the potential for a winter event and as needed to meet MMS or as required.
- Respond to winter events as per the winter operations plan.

4.5. Winter Patrol

During the winter maintenance season as outlined in 4.3, Town of Plympton-Wyoming carries out a winter patrol on a route of representative roads twice daily, 7 days a week generally from **December 1 to March 15** or as required to meet MMS. Patrols of representative roads will generally occur early in the morning and in the evening. 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 road and weather conditions as well as any actions taken during the shift.

Appendix 4 shows the route of representative roads to be patrolled in winter.

Appendix 5 shows the Town of Plympton-Wyoming winter patrol tracking form used for all winter patrols.

4.6. Operations

4.6.1. Staffing and Hours of Work

The Town of Plympton-Wyoming has a full time employee assigned to each vehicle used for winter operations. Each vehicle is assigned a route for sanding/salting/plowing. The Town of Plympton-Wyoming adheres to the hours of service as dictated by Highway Traffic Safety Act, Reg. 555/06 (Ontario, Canada).

Staffing for Winter Maintenance				
Employee	Job Title	Reports to Facility	Assigned Routes	Assigned Equip.
Paul da Silva	Director of Public Works	Town Office		
Al Little	Operations Coordinator	Shops/Town Office		Truck 9
Rob Brooks	Utilities Foreman	Wyoming		Truck 15
John Veniot	Operator 2	Wyoming	Urban Wyoming	Truck 25-11
Braeden Nickles	Operator 3	Wyoming	Sidewalks	Trackless
Leigh Tomlinson	Laborer	Wyoming	Varied - Sidewalks	Varied
Aaron Turner	Roads Foreman	Reece's Corners		Truck 4
Greg Atkinson	Operator 1	Reece's Corners	Rural Gravel	GR 2 & Truck 2
Mark Wilson	Operator 1	Reece's Corners	South Central Rural	Truck 5
Chris Jackson	Operator 2	Reece's Corners	North Central Rural	Truck 3
Ed Babcock	Operator 2	Reece's Corners	North Urban/East Rural	Truck 6
Adam McEwan	Operator 3	Reece's Corners	Lakeshore Urban	Truck 12
Nick DeBoer	Laborer	Reece's Corners	Camlachie - Sidewalk	1 Ton/Backhoe & Truck 2
Contract Employees December 01 – March 15				
Dave Minielly	Seasonal Op.	Reece's Corners	Winter Patrol Route PM	
Jesse Hull	Seasonal Op.	Reece's Corners	Winter AM Patrol Route & Weekends	

Some of the key responsibilities associated with the management and overseeing of winter operations for this winter season are as below:

- Roads Foreman organizes all winter event responses.
- The Operations Coordinator oversees the response and provides direction and support as need to ensure compliance with MMS and this document.
- Operations Coordinator will receive issues and concerns of the citizens regarding snow and ice control efforts.
- Operations Coordinator, through the Roads Foreman, will be authority to whom the field staff will communicate the field conditions.

- Operations Coordinator or designate will be responsible for shift scheduling.
- Public Works staff, under the direction of the Operations Coordinator will, when physically possible, be responsible for providing appropriate signage and or barricade in case a road has to be closed due to severe winter storm.
- The Operations Coordinator will ensure media releases are sent to local news and radio stations advising of road closures.
- The Director of Public Works shall act as Operations Coordinator in their absence and may designate roles and responsibilities to Foremen and staff as appropriate.

4.6.2. Application Rates

The Town of Plympton-Wyoming strives to adhere to MTO Manual MBP-703 for the application of salt and sand to municipal roadways.

4.6.3. Equipment - Winter Maintenance Fleet and Routes

The Town of Plympton-Wyoming provides winter maintenance services found in **Appendix 6A and 6B**, with the equipment listed in **Appendix 7**. **Appendix 8** describes the protocol for snow plough route priority.

4.6.4. Public Works Facilities

The Town of Plympton-Wyoming provides winter maintenance services from the Public Works facilities listed below:

4.6.4.1. Reece's Corners Public Work Facility

Facility Address: 5819 Oil Heritage Road, N0N 1T0, Wyoming, Ontario
Facility Phone: 519-845-0410

Equipment Storage Details:

- There is storage space available inside of this facility. It presently stores: 3- Tandem Axle Plows, 1- Single Axle Plow, 1- 1 Ton Plow-Sander, 1- Backhoe, 1- 1 Ton Dump truck, 1- ½ ton Pickup, 1- Motor Grader
- There is storage space available outside of this facility. It presently stores: 1- motor grader, 1- Loader, 1- ½ ton Pickup & 1 tandem plow that is used for back up operations if needed

Material Storage Details:

Sand and salt are currently stored in a wood frame shed with an approximate capacity of 500 tonnes.

2- 3000-gallon liquid calcium chloride "Freeze Fighter" for anti-icing and prewet purposes

Site Drainage Details:

- There is no drainage and collection system for runoff of salt-contaminated waters at this facility
- The chloride concentration in the runoff is not monitored
- This site discharges to a road-side ditch

4.6.4.2. Wyoming Public Works Facility

Facility Address: 519-521 Front Street, N0N 1T0, Wyoming, Ontario
Facility Phone: 519-845-0149

Equipment Storage Details:

- There is storage space available inside of this facility. It presently stores: 1- single axle Plow, 1- ½ Ton Pickup, 1- Backhoe, 1 Trackless multipurpose machine
- There is storage space available outside of this facility. No equipment is stored outside currently.

Material Storage Details:

Less than 5 tonnes of salt stored on site in a Quonset hut.

Site Drainage Details:

- There is no drainage and collection system for runoff of salt contaminated waters at this facility.
- The chloride concentration in the runoff is not monitored.
- This site discharges to an enclosed Municipal Drain

4.6.5. Parking Lots

The Town of Plympton-Wyoming provides winter maintenance services to the listed parking lots below.

4.6.5.1. Municipal Office / Foodland

Facility Address:

546 Niagara St, N0N1T0, Wyoming, Ontario

Hours of Operation:

Municipal Office: Monday - Friday 8:30 a.m.–4:30 p.m.

Foodland Grocery Store: Sunday - Saturday 8:00 a.m.–8:00 p.m.

Service Policy:

The noted parking lot is a priority on the 1 ton/backhoe plow route. Snow clearing operations are carried out early in the morning and throughout the day due to its heavy use.

- The lot is not used for storage or disposal of snow
- The drainage from this lot is not controlled

4.6.5.2. Wyoming Fire Hall

Facility Address:

530 Main Street, N0N1T0, Wyoming, Ontario

Service Policy:

The noted parking lot is a priority on the backhoe or truck 16 plow routes. Snow clearing operations are carried out early in the morning and throughout the day to provide access to emergency responders.

- The lot is not used for storage or disposal of snow
- The drainage from this lot is not controlled

4.6.5.3. Wyoming Fair Grounds

Facility Address:

595 Main St, N0N1T0, Wyoming, Ontario

Service Policy:

The noted parking lot is on the Truck 25-11 and/or the backhoe plow route. Snow clearing operations are carried out prior to and during the scheduled use of the facility or once daily if unoccupied.

- The lot is not used for storage or disposal of snow
- The drainage from this lot is not controlled

4.6.5.4. Wyoming Medical Centre

Facility Address:

596 Broadway St, N0N1T0, Wyoming, Ontario

Service Policy:

The noted parking lot is on the Truck 16 and/or the backhoe plow route. Snow clearing operations are carried out prior to and during the scheduled use of the facility or once daily if unoccupied.

- The lot is not used for storage or disposal of snow
- The drainage from this lot is not controlled

4.6.5.5. Camlachie Community Center

Facility Address:

6767 Camlachie Road, N0N1E0, Camlachie, Ontario

Service Policy:

The noted parking lot is on the Truck 12 plow route and salting is completed with truck 14. Snow clearing operations are carried out prior to and during the scheduled use of the facility or as required if unoccupied.

- The lot is not used for storage or disposal of snow.
- The drainage from this lot is not controlled.

4.6.5.6. Camlachie Cultural Library and Museum

Facility Address:

6745 Camlachie Road, N0N1E0, Camlachie, Ontario

Hours of Operation:

Mon– 10:00 a.m.-12:00 a.m., 4:00 p.m.-8:00 p.m., **Tues–** 7:00 p.m.-8:00 p.m.,

Wed– 10:00 a.m.-11:00 a.m., 4:00 p.m.-8:00 p.m., **Sat–** 9:00 a.m.-1:00 p.m.

Service Policy:

The noted parking lot is on the Truck 16 plow route. Snow clearing operations are carried out prior to and during the scheduled use of the facility or as required if unoccupied.

- The lot is not used for storage or disposal of snow.
- The drainage from this lot is not controlled.

4.6.5.7. Camlachie Fire Hall

Facility Address:

6715 Camlachie Road, N0N1T0, Camlachie, Ontario

Service Policy:

The noted parking lot is a priority on the Truck 16 plow route. Snow clearing operations are carried out early in the morning and throughout the day to provide access to emergency responders.

- The lot is not used for storage or disposal of snow.
- The drainage from this lot is not controlled.

4.6.5.8. Cemetery

Facility Address:

450 Isabella Street, N0N1T0, Wyoming, Ontario, Canada

Service Policy:

The noted parking lot is on the backhoe plow route. Snow clearing operations are carried out prior to a scheduled burial or once daily.

- The lot is not used for storage or disposal of snow.
- The drainage from this lot is not controlled.

4.6.5.9. Lambton Elderly Outreach

Facility Address:

4486 London Line, N0N1T0, Wyoming, Ontario

Hours of Operation:

Mon–Fri 8:00 a.m. – 4:30 p.m.

Service Policy:

The noted parking lot is on the Truck 16 plow route. Snow clearing operations are carried out prior to and during the scheduled use of the facility or as required if unoccupied.

- The lot is not used for storage or disposal of snow.
- The drainage from this lot is not controlled.

4.6.5.10. Reece's Corners Plaza

Facility Address:

4475 London Line, N0N1T0, Wyoming, Ontario

Hours of Operation:

Mon–Fri 8:00 a.m. – 7:00 p.m.

Service Policy:

The noted parking lot is on the Truck 16 plow route. Snow clearing operations are carried out prior to and during the scheduled use of the facility or as required if unoccupied.

- The lot is not used for storage or disposal of snow.
- The drainage from this lot is not controlled.

4.6.6. Snow Removal and Disposal

The Town of Plympton-Wyoming does not have a dedicated disposal site in its jurisdiction.

4.6.7. Weather Monitoring

To determine an effective winter event response and allocate the appropriate resources, the Town of Plympton-Wyoming supplements their general observations with weather information from various sources which includes:

- Meteorological Services:
 - **OGRA weather application (subscribed)**
info@ograapps.com
 - **Weather Network -**
<https://www.theweathernetwork.com/ca/weather/ontario/plympton-wyoming>
 - **Environment Canada -**
<https://www.canada.ca/en/environment-climate-change/services/weather-general-tools-resources/weathercan.html>
- Observations from municipal staff, communication with staff of adjacent municipalities;
- See **Appendix 9 - Weather Monitoring Protocol** for details

4.6.8. Communications

Maintaining reliable internal communications is a critical component of winter operations. The Town of Plympton-Wyoming uses the following:

- All winter maintenance vehicles are equipped with two-way communications such as radios, cell phone.
- The Town of Plympton-Wyoming provides an on-call phone which is staffed 24 hours a day, 7 days a week.
- All communications are directed to the on-call Supervisor who then transfers the information to the appropriate person via phone, email or text message.

All citizen issues concerning snow and ice control efforts will be routed to the Operations Coordinator. The Operations Coordinator will determine appropriate follow-up responses to citizen inquiries.

The municipality provides external communication with the public via:

- Media press releases
- Information posted on the municipality's web site (www.Plympton-Wyoming.ca)
- Other means of providing information on winter maintenance services and salt management practices.

4.6.9. Boundary Street Jurisdiction and Responsibility

The table below outlines the responsibilities that each agency has to the roads bordering with the Town of Plympton-Wyoming. The agencies listed in the table have first response maintenance responsibility to these roads. If the Town of Plympton-Wyoming has its snow routes open and serious problems remain on the boundary streets, The Town of Plympton-Wyoming snowplows may assist based upon the judgement of Operations Coordinator, with the exception of Provincial Highways.

Boundary Road	From	To	Responsible for Maintenance
Townsend Line	North Limit	Lakeshore Road	Town of Plympton-Wyoming
Townsend Line	Lakeshore Road	Brush Road	County of Lambton
Brush Road	Townsend Line	Douglas Line	Municipality of Lambton Shores
Douglas Line	Brush Road	Forest Road	Town of Plympton-Wyoming
Forest Road	Douglas Line	London Line	Province of Ontario
Forest Road	London Line	Churchill Line	County of Lambton
Churchill Line	Forest Road	Oil Heritage Road	Township of Enniskillen
Churchill Line	Oil Heritage Road	Mandaumin Road	County of Lambton
Mandaumin Road	Churchill Line	Lakeshore Road	County of Lambton
Mandaumin Road	Lakeshore Road	Egremont Road	Shared by Town of Plympton-Wyoming and City of Sarnia*

* The Town of Plympton-Wyoming is responsible to maintain the north-bound lane

4.6.10. Callout Procedures

Operational decisions will be made by the Operations Coordinator or designate with the aid of available forecasting, Level of Service policy, patroller feedback and this document. However, it should be emphasized that decisions will be subjective, and this plan merely acts as an aid in determining if a call-out of staff and equipment is required to respond to a winter event is warranted.

It is vital therefore that the Operations Coordinator or designate records the prevalent conditions and relevant information when he/she decides.

The patrol person shall inform the Operations Coordinator or designate when road and weather conditions observed in the field warrant callouts. Conditions are described in section 4.2.

When a winter event response is required, the Operations Coordinator or designate will contact staff as per the shift schedule or the order of seniority. In the absence of the Operations Coordinator or designate, the patrol person shall contact the on-call Supervisor who will then initiate a call-out in response to a winter event

4.6.11. Road Closure and Procedures

In the event a road must be closed due to a severe winter storm, Ontario Provincial Police, Lambton Detachment will request signs be placed to close the road. Appropriate signage and barricade will be available at Reece's Corners. Upon receiving a request from Ontario Provincial Police, Lambton Detachment to close a road to traffic, the Operations Coordinator or his/her designate will organize workers and equipment to place the signs and barricades.

The Operations Coordinator or designate will contact the call centre and request that a Road Closed Media Release (**Appendix 10**) is 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 placed.

When it is physically impossible to place signs and barricades to close a road, the Operations Coordinator or his/her designate will advise Ontario Provincial Police, Lambton Detachment and request Ontario Provincial Police, Lambton Detachment permission to send a Severe Weather Media Release (**Appendix 11**).

4.6.11(a)

The Town recognizes that there are roads within its jurisdiction that are unmaintainable during **winter months. These roads are listed with "No Winter Maintenance Beyond this Point Signage** and are considered "CLOSED" to all traffic.

4.6.12. Towing Illegally Parked Vehicles – Declaration Emergency Parking Ban

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 Operations Coordinator, or their designate. The Ontario Provincial Police, Lambton Detachment and media will be notified when the parking ban is initiated.

Parking Prohibited Vehicles Winter months – by law 72- 2018 amended bylaw 4 of 2021

No person shall park or leave a vehicle on a highway, road, or street in such a manner as to interfere with the clearing of snow or any winter control operation by municipal forces or contracts during the hours of 11 p.m. and 5 a.m. November 15th – March15th each year after.

Vehicles that are not in compliance will be given a first-time written warning and then towed if still not in compliance.

4.6.13. Operating Instructions and Safety Rules

All individuals (whether local staff or contracted) shall abide by operating instructions and safety rules as stated in **Appendix 12**.

4.7. Decommissioning Winter Operations

After the winter season identified in 4.3 expires, the Town of Plympton-Wyoming undertakes the following tasks to decommission winter operations:

4.7.1. Two Weeks After the Winter Season Ends

Two weeks after the winter season ends:

- Cease regularly scheduled winter night patrols.
- Continue monitoring and recording weather forecasts.
- Assign night patrol shift if forecast indicates an overnight winter event is probable.
- Decommission 33% of the fleet.

4.7.2. One Month after the Winter Season Ends

One month after the winter season ends:

- Cease all winter highway maintenance operations
- Decommission the remainder of the equipment, providing weather forecasts warrant the decommissioning

4.8. Training

The Town of Plympton-Wyoming provides winter operations training for all staff involved in the delivery of winter services.

In the past year, individuals in the following positions within the organization have been trained:

- Manager(s)
- Supervisor(s)
- Operator(s)
- Patroller(s)
- Labourer(s)

It is compulsory for all staff including contractor staff to attend the training session. Staff, including contractors' employees, will verify that the training was received by signing the "Record of Training" included in **Appendix 13**.

The in-house staff is trained:

- By the Town of Plympton-Wyoming
- Through third-party training services, including:
 - Ontario Good Road Association, www.ogra.org
 - Association of Ontario Roads, www.aors.on.ca

Current winter operations training for in-house staff:

- Winter Shift Schedule
- Equipment Circle Check
- Equipment Calibration
- Call out procedure
- 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 the route
- De-icing Chemicals – application rates, storage and handling
- Yard and Equipment maintenance
- Winter Patrolling
- Hours of Work (CVOR)
- Minimum Maintenance Standards
- Weather Monitoring

4.9. 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 Timecard
- Diary

For Patrollers:

- Winter Patrol Record
- Diary
- Weather

For Supervisors:

- Winter Patrol Records
- Winter Event tracking**
- Diary
- Incident/Collision Reports
- Equipment Calibration Records
- Materials Purchased

To help improve decision-making for maintenance strategy, The Town of Plympton-Wyoming:

- Retains records of salt application rates of your fleets
- Has Automatic Vehicle Location (AVL) system installed on fleet

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 initial added. Initials are also required when the colour of ink changes.

Records will be forwarded to the Operations Coordinator for retention.

** Winter Event protocol - Appendix 14 and Winter Event tracking form -Appendix 15.

5. Plan Improvements

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

Based upon the need to maintain continual service throughout the season, and the previous experience obtaining critical supplies and equipment at the height of the season, over the next ten years, the Town of Plympton-Wyoming plans to undertake the improvements as listed in below. This list will be reviewed and updated annually.

- Equipment
 - 2024-2025 Season: Purchased & awaiting delivery a new single axle to aid in additional road clearing because of development assumptions.
- Facilities
 - 2024-2025 Season: Review and improve salt storage and snow disposal practices.
- Safe and Sustainable Salt Management
 - 2024-2025 Season: Implement standard operating procedures for the application of salt sand operations, equipment calibrations and tracking.
- Material Usage
 - 2024-2025 Season: Continue to develop and implement standard operating procedures in the application of salt, adding liquid “freeze fighter” to the mix
- Documentation
 - 2024-2025 Season: Further develop and implement standard operating procedures for the application of salt & sanding operations, Ice blading procedures, Snow Plowing & Brine Applications.

6. Monitoring and Updating

Safe and sustainable winter operations practices requires that monitoring and updating of the winter operations plan, policies, practices and procedures (the “four Ps”) are completed yearly. To that end, the following continuous improvement cycle is used to refine the “four Ps” annually.



At the end of the winter season, as identified in 4.3, 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 Town of Plympton-Wyoming shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures.

2011-2012 will be the benchmark year. Year over year achievement using the performance measures listed below will be measured against said benchmark year. Performance measures will be used to determine whether the objectives of the Winter Operations Plan and/or winter maintenance policies, practices, and procedures have been met.

Monitoring the severity of the winter season & Materials used:

	Benchmark						% Change	% Change
	2011-2012	2019- 2020	2020- 2021	2021- 2022	2022- 2023	2023- 2024	Yr to Yr	Over BM
Total Snow Accumulation in c.m.	-	-	-	-	-		-	-
Total Days with measurable snow fall	-	-	-	-	-		-	-
Total Days with Freezing Rain	-	-	-	-	-		-	-
Total Continuous Winter Event Response	-	26	17	13	16	16	-	-
Total Spot Winter Event Response	-	17	21	28	25	8	-	-
Total Staff Hours of Winter Maintenance	-	2655	3825.25	2285.75	2509.5		-	-
Total Road Salt Purchased (Tonnes)	590	1243.03	1107.01	1179.22	1043.49	598.85	↓ 42.6%	19.7%
Total Winter Sand Purchased	812	1522.79	2266.34	1200.95	988.04	637.25	35.5%	21.5%

(Tonnes)								
Total Winter Events where MMS were Met or Exceeded	-	43	38	41	41	24	-	-
Total Complaints Received Regarding Winter Maintenance	-	-	-	4	-	-	-	-

7. 2023-2024 meeting notes

The 2023-2024 winter season review meeting was held and the areas of discussion were

1. Patrol routes were reviewed as to which roads would be considered a representative route
2. Sidewalk Patrol as per MMS were discussed
3. Snow clearing near railways were reviewed
4. Updated Road Classifications
5. Priorities by liability were discussed as per the following list.

- Fire dept's and parking lots
- Paved roads with high traffic counts
- Problematic roads, high risk areas
- Urban areas, low traffic volumes
- Rural areas, low traffic counts (ie. brush road)

6. Review of equipment circle checks

8. Distribution of this Plan

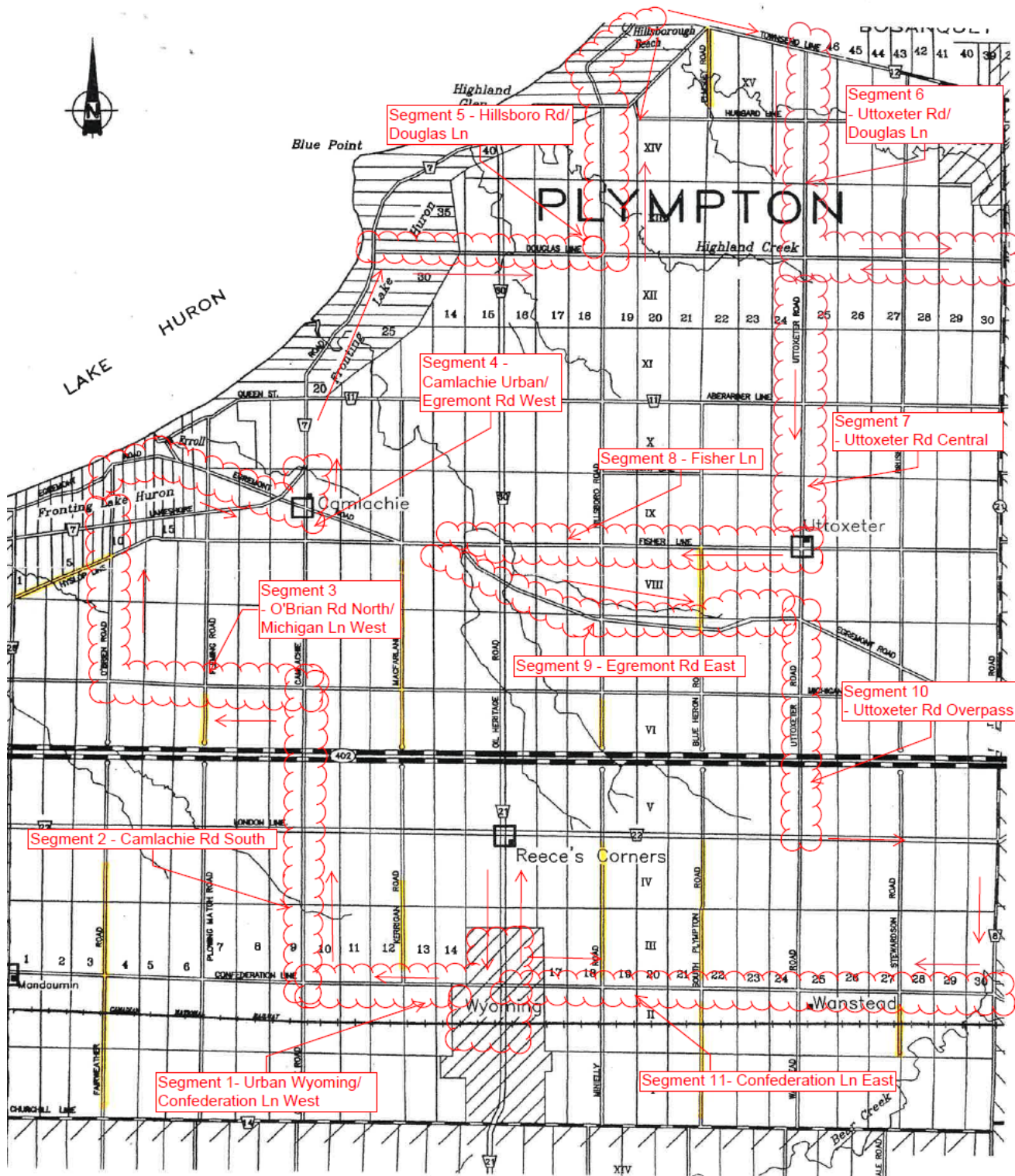
This Plan shall be distributed to the following:

- Mayor and Council
- Chief Administrative Officer
- Public Works Director
- Public Works Staff

9. Disclaimer

This Manual may be affected by at least one or more of the following events which could delay or alter snow and ice control by the Town of Plympton-Wyoming:

Appendix 3 – Winter Patrol Route



Appendix 4 – Winter Patrol Tracking Form

Date D/M/Y	Time	Seg #	Weather	Wind	Visibility	Temp	Conditions	Concern / Actions
/ / 20_	_____ am ____ pm		Clear PC OC Rain FR Snow Fog	D= N E S W Light Mod Strong	Poor / Fair / Good	_____ road ____ air	Bare Wet PIC IC PSP TB SP PSC SC DRF CB	
/ / 20_	_____ am ____ pm		Clear PC OC Rain FR Snow Fog	D= N E S W Light Mod Strong	Poor / Fair / Good	_____ road ____ air	Bare Wet PIC IC PSP TB SP PSC SC DRF CB	
/ / 20_	_____ am ____ pm		Clear PC OC Rain FR Snow Fog	D= N E S W Light Mod Strong	Poor / Fair / Good	_____ road ____ air	Bare Wet PIC IC PSP TB SP PSC SC DRF CB	
/ / 20_	_____ am ____ pm		Clear PC OC Rain FR Snow Fog	D= N E S W Light Mod Strong	Poor / Fair / Good	_____ road ____ air	Bare Wet PIC IC PSP TB SP PSC SC DRF CB	
/ / 20_	_____ am ____ pm		Clear PC OC Rain FR Snow Fog	D= N E S W Light Mod Strong	Poor / Fair / Good	_____ road ____ air	Bare Wet PIC IC PSP TB SP PSC SC DRF CB	
/ / 20_	_____ am ____ pm		Clear PC OC Rain FR Snow Fog	D= N E S W Light Mod Strong	Poor / Fair / Good	_____ road ____ air	Bare Wet PIC IC PSP TB SP PSC SC DRF CB	
/ / 20_	_____ am ____ pm		Clear PC OC Rain FR Snow Fog	D= N E S W Light Mod Strong	Poor / Fair / Good	_____ road ____ air	Bare Wet PIC IC PSP TB SP PSC SC DRF CB	
/ / 20_	_____ am ____ pm		Clear PC OC Rain FR Snow Fog	D= N E S W Light Mod Strong	Poor / Fair / Good	_____ road ____ air	Bare Wet PIC IC PSP TB SP PSC SC DRF CB	
/ / 20_	_____ am ____ pm		Clear PC OC Rain FR Snow Fog	D= N E S W Light Mod Strong	Poor / Fair / Good	_____ road ____ air	Bare Wet PIC IC PSP TB SP PSC SC DRF CB	
/ / 20_	_____ am ____ pm		Clear PC OC Rain FR Snow Fog	D= N E S W Light Mod Strong	Poor / Fair / Good	_____ road ____ air	Bare Wet PIC IC PSP TB SP PSC SC DRF CB	

DEFINITIONS

Date is to be recorded in a numerical format such as DD/MMYYYY, (day/month/year).

Time is recorded at the end of each segment or at the point of comment/concern/action

Segments are identified in winter patrol map

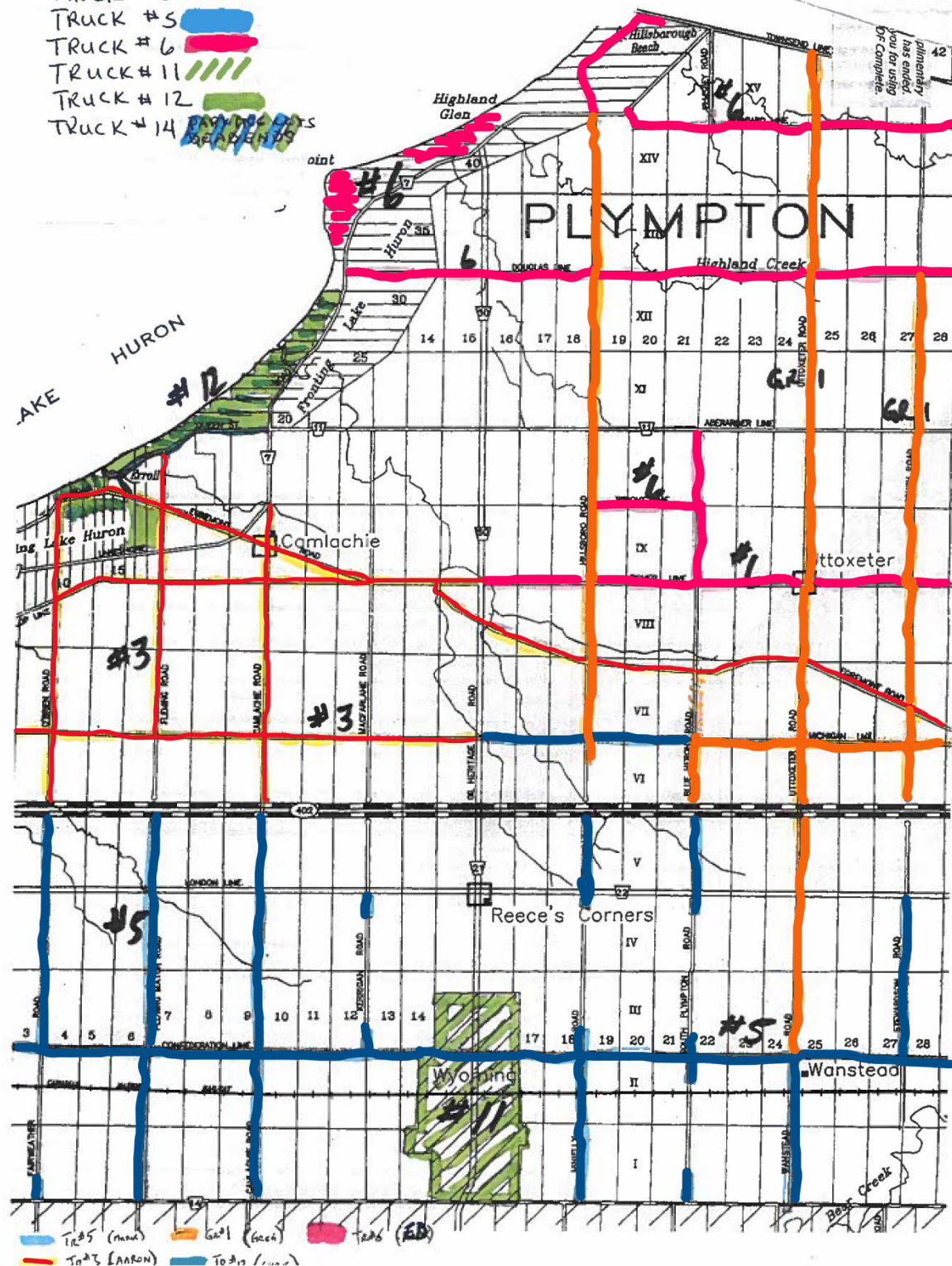
Weather Conditions: PC = Partly Cloudy, OC = Overcast, FR = Freezing Rain.
Select the most appropriate condition. You may select multiple conditions.

Wind: D= Direction, N = North, E = East, S = South, W = West, Mod = Moderate.
Select the most appropriate description. You may select multiple directions ie NE = North East.

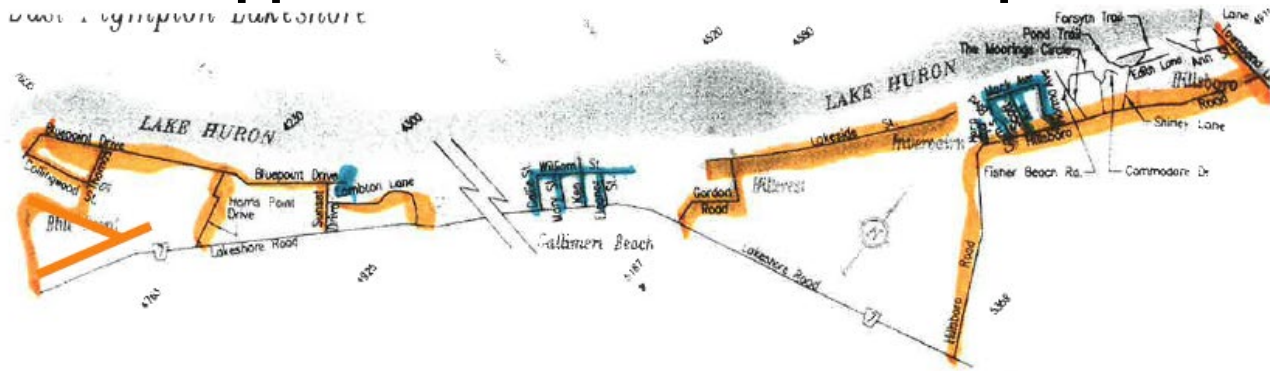
Temp or temperature is to be recorded in Celsius and obtained using a mobile reading device (car/handheld) or a forecasting service (radio/internet)

Road Conditions: PSC = Partially, Snow Covered, SC = Snow Covered, PSP = Partially Snow, Packed, SP = Snow Packed, PIC = Partially Ice Covered, IC= Ice Covered, TB = Track Bare, CB = Centre Bare, and Other = described in comments.
Select the most appropriate condition. You may select multiple conditions.

Concerns/Actions are to include an approximate location such a street address or crossroad.
(Example: large 1m drifts from 789 to 1234 Michigan Line, supervisor contacted)



Appendix 5B – Plow Route Map 2

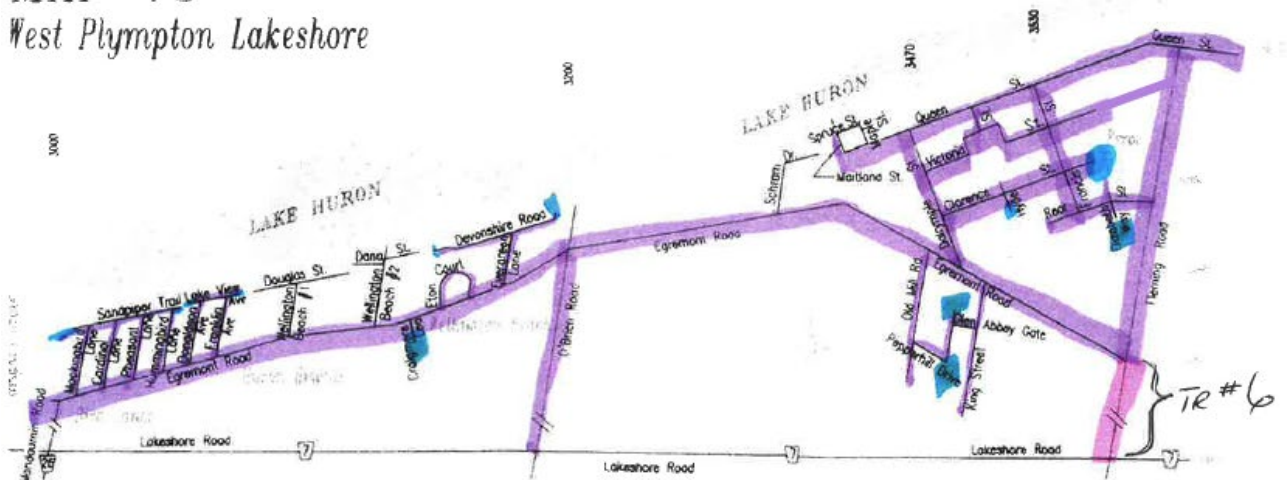


MAP 11
Central Plympton Lakeshore



MAP 12
Camlachie

MAP 13
West Plympton Lakeshore



LEGEND

KING'S HIGHWAY		ONTARIO PROVINCIAL POLICE	CONSERVATION AREAS
COUNTY ROAD		HOSPITAL	MUNICIPAL OFFICE
MUNICIPAL ROAD		AIRFIELD	COUNTY ADMINISTRATION
NORTH-SOUTH NUMBERS			

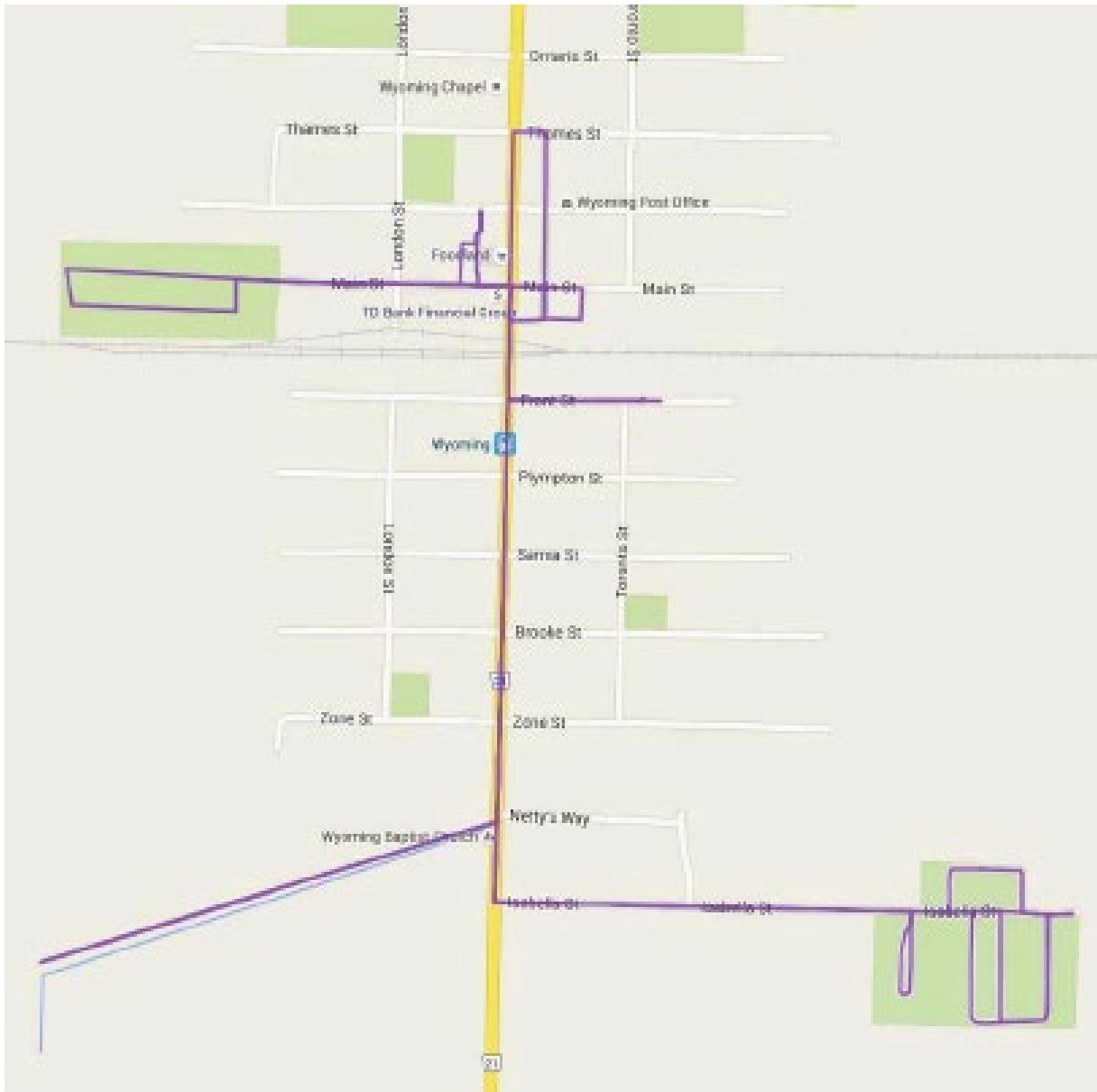
North East
Rural

North Central
Rural

Parking Lots

Urban Lakeshore

Appendix 5C – Backhoe Wyoming Route



Appendix 5D – Parking Lots Schedule

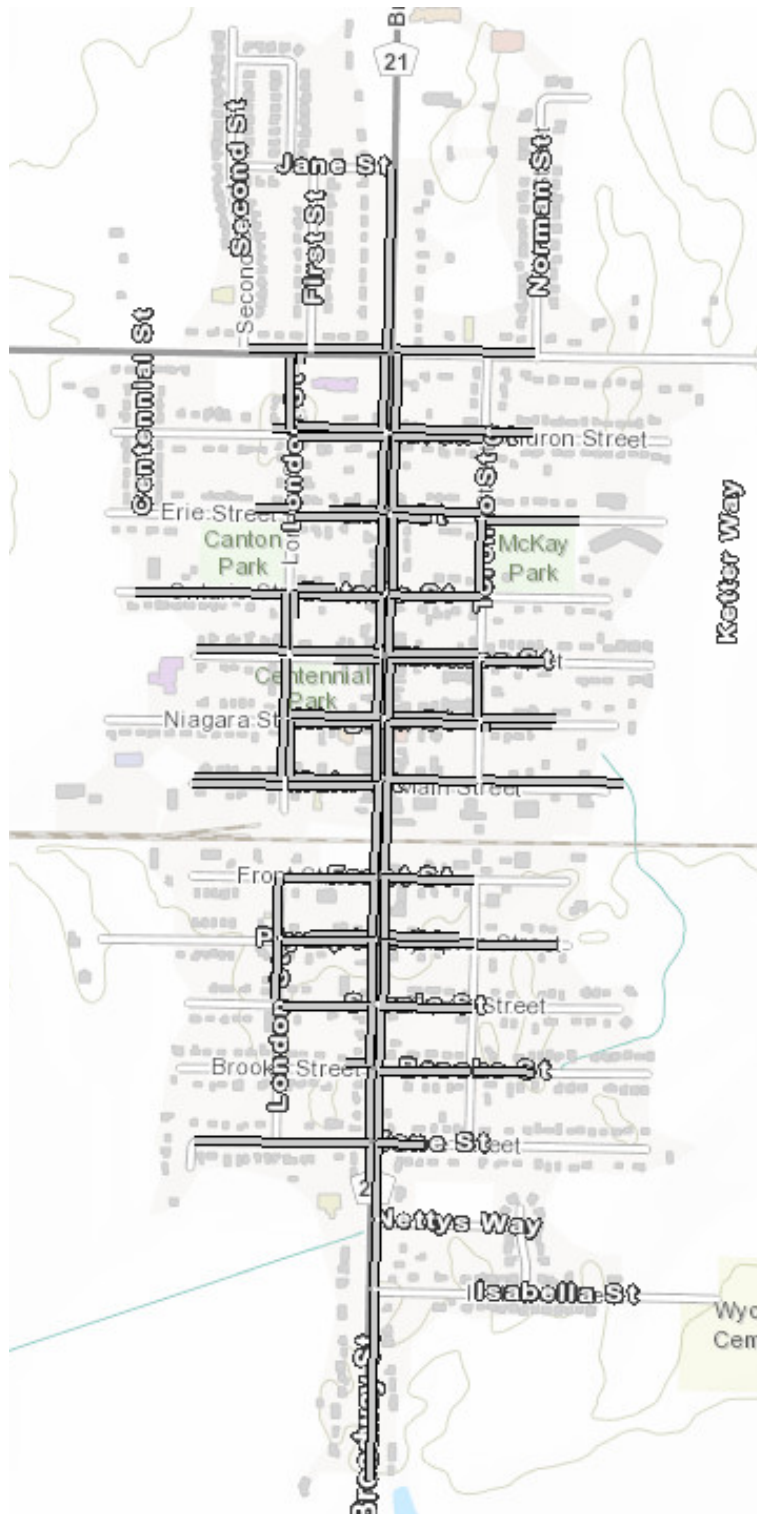
- Reece's Corners Yard
- Lambton Elderly Outreach (LEO) Parking Lot
- Wyoming Office/ Foodland Parking Lot (**shovel door entrances**)
- Medical Centre Parking Lot (**shovel ramp & door entrances**)
- Wyoming Firehall (**shovel door entrances**)
- Wyoming Library (**shovel door entrance**)
- Reece's Corners Plaza (**shovel door entrances**)
- Camlachie Firehall (**shovel door entrances**)
- Camlachie Library (**shovel door entrances**)
- Camlachie Community Centre Check events calendar (**shovel door entrances**)
- Camlachie Water Tower
- London Line Water Tower

Appendix 5E - Egremont Road Trails and Sidewalks



Appendix 5F - Sidewalks

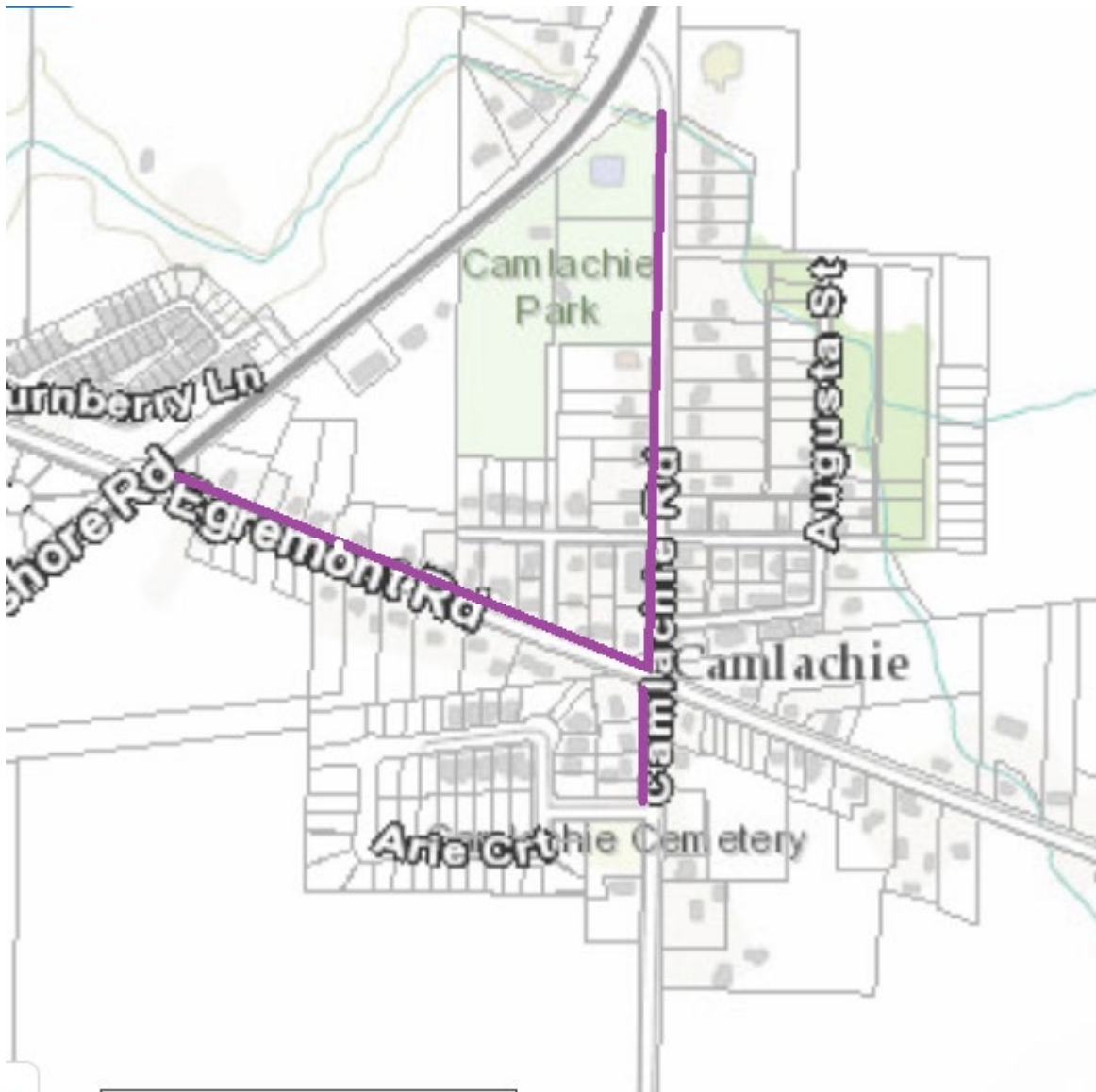
(Only Sidewalks 1.2m and GREATER are Maintained)



Wyoming Area Sidewalks

Appendix 5F - Sidewalks

(Only Sidewalks 1.2m and GREATER are Maintained)



Camlachie Area Sidewalks

Appendix 6 – Equipment List

Equipment	Type	Owned By	Electronic Controller	Calibration Date	Pre-Wet Capability	Anti-Icing Capacity	Infrared Thermometer Installed	Route	Location	Operator
Backhoe	Backhoe with Blade	Town of P.W.	No	N/A	N	N	N	Backhoe Wyoming	Wyoming	
Grader 2*	Grader	Town of P.W.	No	N/A	N	N	N	Gravel Roads	Reece's Corners	Greg Atkinson
Sidewalk Plow	Trackless	Town of P.W.	No	N/A	N	N	N	Sidewalks Wyoming	Wyoming	Braeden Nickles
Sidewalk Plow	Kubota RTV	Town of P.W.	No	N/A	N	N	N	Camlachie & Egremont Rd. Rec. Trail	Lamrecton	Leigh Tomlinson
Truck 25-11	Single Axle	Town of P.W.	Yes	N/A	N	N	N	Urban Wyoming	Wyoming	John Veniot
Truck 12	Single Axle	Town of P.W.	Yes	7-10-23	N	N	N	Lakeshore/ Urban	Reece's Corners	Adam McEwan
Truck 5	Tandem Axle	Town of P.W.	Yes	7-10-23	Y	N	N	South Central Rural	Reece's Corners	Mark Wilson
Truck 3	Tandem Axle	Town of P.W.	Yes	7-10-23	Y	N	Y	North Central Rural	Reece's Corners	Chris Jackson
Truck 6	Tandem Axle	Town of P.W.	Yes	7-10-23	N	N	N	North East Rural	Reece's Corners	Ed Babcock
Truck 2*	Tandem Axle	Town of P.W.	Yes	7-10-23	N	N	N		Reece's Corners	Nick DeBoer/ Greg Atkinson
Truck 16**	1 Ton	Town of P.W.	Yes	N/A	N	Y	Y	Parking Lots Cul De Sacs	Reece's Corners	Nick DeBoer
Truck 4**	Other	Town of P.W.	Yes	N/A	N	N	Y	Patrol Route	Reece's Corners	Aaron Turner
Truck 9**	Other	Town of P.W.	Yes	N/A	N	N	Y	Operations Coordinator	Reece's Corners	Al Little
Truck 14	1 Ton	Town of P.W.	Yes	N/A	N	N	N	Truck 7 Back-up (various other location as required)	Reece's Corners	

*Back-up for Heavy Snow **Patrol Truck

Appendix 7 – Snow Plow Route Priority Protocol



Snowplow Route Priority Protocol 2024-2025 Winter Season

The following is a general guideline to be used when determining winter maintenance priorities:

1. Plympton-Wyoming Fire Halls (2)- Camlachie and Wyoming
2. Paved roads with high traffic counts or road classification
3. High risk/High Traffic areas (parking lots, low visibility, steep grades, prone to drifting or icing)
4. Urban areas
5. Rural areas with low traffic or road classification

When determining winter maintenance priorities, O. Reg. 239/02: MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS must always be adhered to.

Appendix 8 – Weather Monitoring Protocol



Weather Monitoring Protocol 2024-2025 Winter Season

The forecast will be monitored by the on-call supervisor which may be the Operations Coordinator, Roads Foreman, or Utilities Foreman, using the WeatherCan application from Environment Canada. The application can be accessed at:

https://weather.gc.ca/city/pages/on-147_metric_e.html

Training on Environment Canada WeatherCan application will be provided to winter operations staff that maybe required for monitoring weather.

Weather monitoring will be carried out three times daily during the winter season as per O. Reg. 239/02: Minimum Maintenance Standard for Municipal Highways.

TIME	CONDITIONS	AIR TEMP	FEELS LIKE	DEW POINT	P.O.P.	RAIN	SNOW	PRESSURE	HUMIDITY	CLOUD COVER	WIND
7:00 AM	Clear	10.1°C	8.3°C	6.1°C	2%	-	-	1015.25 hPa	75%	11%	13.0 km/h WNW
8:00 AM	Sunny	10.2°C	8.4°C	6.5°C	2%	-	-	1015.46 hPa	78%	13%	13.0 km/h WNW
9:00 AM	Partly Cloudy	11.7°C	10.1°C	7.6°C	1%	-	-	1015.75 hPa	76%	30%	14.0 km/h WNW
10:00 AM	Partly Cloudy	13.0°C	11.5°C	7.4°C	1%	-	-	1015.74 hPa	69%	39%	17.0 km/h WNW
11:00 AM	Mostly Sunny	14.2°C	12.9°C	6.1°C	0%	-	-	1015.54 hPa	58%	24%	17.0 km/h WNW
12:00 PM	Sunny	15.1°C	13.9°C	4.7°C	0%	-	-	1015.1 hPa	50%	17%	19.0 km/h WNW
1:00 PM	Sunny	15.9°C	14.8°C	4.0°C	0%	-	-	1014.5 hPa	45%	16%	21.0 km/h WNW
2:00 PM	Mostly Sunny	16.5°C	15.4°C	3.8°C	0%	-	-	1014.0 hPa	43%	21%	22.0 km/h WNW
3:00 PM	Partly Cloudy	16.9°C	15.9°C	3.8°C	0%	-	-	1013.6 hPa	42%	41%	24.0 km/h NW
4:00 PM	Partly Cloudy	16.8°C	15.9°C	4.0°C	5%	-	-	1013.2 hPa	42%	57%	21.0 km/h NW
5:00 PM	Mostly Cloudy	16.1°C	15.2°C	4.6°C	10%	-	-	1013.1 hPa	46%	61%	19.0 km/h NW
6:00 PM	Mostly Cloudy	15.2°C	14.3°C	5.2°C	2%	-	-	1013.0 hPa	51%	62%	15.0 km/h NNW
7:00 PM	Mostly Cloudy	13.8°C	12.9°C	5.5°C	1%	-	-	1013.18 hPa	57%	63%	12.0 km/h NNW
8:00 PM	Mostly Cloudy	12.8°C	11.9°C	6.2°C	1%	-	-	1013.4 hPa	64%	69%	10.0 km/h NW
9:00 PM	Partly Cloudy	12.4°C	11.5°C	6.4°C	2%	-	-	1013.7 hPa	67%	56%	10.0 km/h NNE
10:00 PM	Partly Cloudy	12.1°C	11.0°C	6.2°C	3%	-	-	1014.1 hPa	67%	52%	11.0 km/h N
11:00 PM	Partly Cloudy	11.5°C	10.2°C	5.9°C	1%	-	-	1014.42 hPa	68%	44%	11.0 km/h NNW
12:00 AM	Clear	11.0°C	9.2°C	6.1°C	2%	-	-	1014.57 hPa	72%	13%	15.0 km/h NW
WEDNESDAY - OCTOBER 09, 2024											
1:00 AM	Clear	10.7°C	8.9°C	6.3°C	3%	-	-	1014.59 hPa	74%	12%	15.0 km/h WNW
2:00 AM	Clear	10.6°C	8.6°C	5.5°C	2%	-	-	1014.79 hPa	71%	6%	16.0 km/h NW
3:00 AM	Clear	10.1°C	7.9°C	5.0°C	3%	-	-	1015.09 hPa	70%	4%	16.0 km/h WNW
4:00 AM	Clear	9.6°C	7.4°C	4.7°C	3%	-	-	1015.12 hPa	71%	2%	15.0 km/h WNW
5:00 AM	Clear	9.0°C	6.7°C	4.5°C	3%	-	-	1015.42 hPa	73%	1%	15.0 km/h WNW
6:00 AM	Clear	8.5°C	5.7°C	4.7°C	4%	-	-	1015.92 hPa	77%	3%	18.0 km/h WNW
7:00 AM	Clear	8.0°C	5.2°C	5.39 hPa	5%	-	-	1016.39 hPa	81%	5%	17.0 km/h WNW
8:00 AM	Mostly Sunny	8.2°C	5.4°C	5.2°C	5%	-	-	1016.82 hPa	81%	25%	18.0 km/h WNW
9:00 AM	Sunny	9.8°C	7.2°C	5.7°C	3%	-	-	1017.09 hPa	76%	10%	19.0 km/h WNW
10:00 AM	Sunny	11.1°C	8.6°C	5.2°C	1%	-	-	1017.29 hPa	67%	9%	22.0 km/h WNW
11:00 AM	Mostly Sunny	12.1°C	9.8°C	4.4°C	1%	-	-	1017.29 hPa	59%	25%	22.0 km/h WNW
12:00 PM	Mostly Sunny	13.2°C	11.2°C	4.0°C	0%	-	-	1017.15 hPa	54%	26%	24.0 km/h WNW
1:00 PM	Partly Cloudy	14.1°C	12.2°C	3.8°C	2%	-	-	1016.8 hPa	50%	36%	25.0 km/h NW
2:00 PM	Partly Cloudy	14.6°C	12.8°C	3.6°C	0%	-	-	1016.6 hPa	48%	34%	25.0 km/h NW
3:00 PM	Partly Cloudy	15.0°C	13.4°C	3.4°C	0%	-	-	1016.52 hPa	46%	41%	24.0 km/h NW
4:00 PM	Partly Cloudy	14.8°C	13.1°C	3.6°C	0%	-	-	1016.6 hPa	47%	54%	24.0 km/h NNW
5:00 PM	Partly Cloudy	14.3°C	12.6°C	3.7°C	0%	-	-	1016.82 hPa	49%	51%	23.0 km/h NNW
6:00 PM	Partly Cloudy	13.8°C	12.0°C	4.1°C	2%	-	-	1017.2 hPa	52%	55%	22.0 km/h NNW
7:00 PM	Partly Cloudy	12.6°C	10.7°C	4.8°C	3%	-	-	1017.77 hPa	59%	56%	20.0 km/h N
8:00 PM	Partly Cloudy	12.1°C	9.9°C	5.7°C	1%	-	-	1018.6 hPa	65%	46%	22.0 km/h N
9:00 PM	Partly Cloudy	11.7°C	9.4°C	5.4°C	4%	-	-	1019.2 hPa	66%	45%	22.0 km/h N
10:00 PM	Partly Cloudy	11.5°C	9.4°C	5.6°C	17%	-	-	1019.8 hPa	67%	40%	19.0 km/h N
11:00 PM	Mostly Cloudy	11.4°C	9.3°C	5.3°C	2%	-	-	1020.22 hPa	66%	64%	19.0 km/h N
12:00 AM	Mostly Cloudy	11.2°C	9.1°C	5.2°C	6%	-	-	1020.4 hPa	66%	64%	18.0 km/h N
THURSDAY - OCTOBER 10, 2024											
1:00 AM	Mostly Cloudy	10.7°C	8.7°C	5.1°C	15%	-	-	1020.68 hPa	69%	75%	16.0 km/h N
2:00 AM	Mostly Cloudy	9.4°C	7.5°C	4.7°C	15%	-	-	1021.1 hPa	73%	60%	13.0 km/h N
3:00 AM	Mostly Cloudy	8.7°C	7.0°C	4.3°C	12%	-	-	1021.63 hPa	74%	68%	11.0 km/h N
4:00 AM	Cloudy	8.5°C	7.1°C	4.0°C	9%	-	-	1021.85 hPa	74%	82%	9.0 km/h N
5:00 AM	Mostly Cloudy	8.0°C	6.8°C	3.8°C	10%	-	-	1022.25 hPa	75%	76%	7.0 km/h N
6:00 AM	Partly Cloudy	7.6°C	6.5°C	3.7°C	15%	-	-	1022.73 hPa	76%	55%	7.0 km/h N

DISCLAIMER: All weather data provided through the Winter Web App is currently experimental and is produced using data feeds from The Weather Company. The Winter Web App does not validate the data. Use of the weather service provided by the Winter Web App is at your sole risk and does not provide warranties of any kind. All features including forecasts and data are provided on an 'as is' and/or 'if available' basis. The content provided herein or anywhere else through the Winter Web App does not constitute any form of advice, recommendation, representation, endorsement or arrangement by the Winter Web App or any of its partners. The Winter Web App or any of its partners will not be liable for loss of actual or anticipated profits or savings, loss of business, loss of opportunity, loss or spoiling of data, loss of contracts, or for any indirect or consequential loss, whether arising from negligence, or breach of contract, or in any other way, even if we were advised of, or knew of the likelihood of, that loss or type of loss arising. Any information on the Winter Web App that is categorized as "current" or "real time"

OCT 2024

Town of Plymouth-Wyoming

Forecast 2 of 4

COMPILED At: 06:00 AM EDT

EMAILED At: 06:15 AM EDT

STATION: "Camlachie"

08

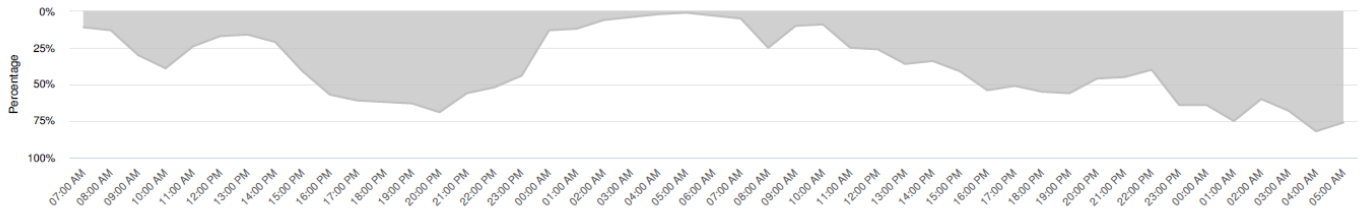
WEATHER GRAPHS

NEXT 48-HOURS FORECAST

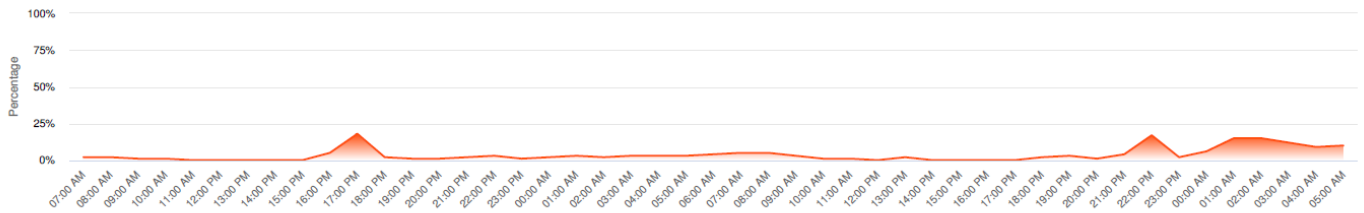
Powered by the
WEATHER TRACKER Add-On
of Winter Web App



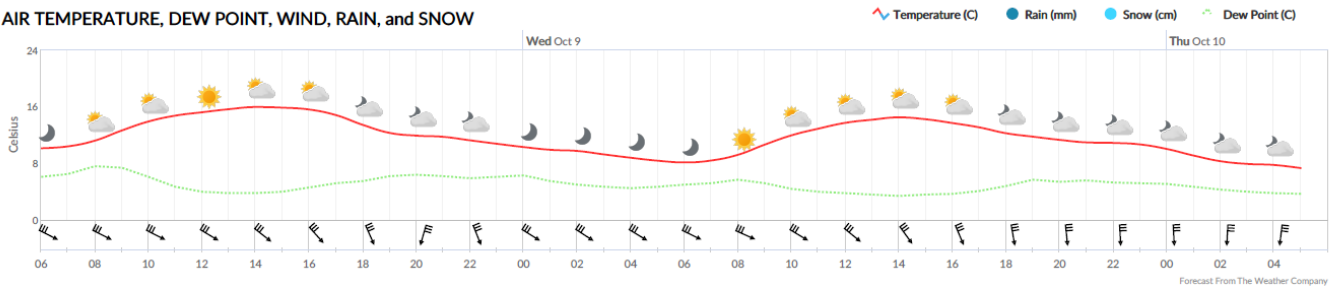
CLOUD COVER



PROBABILITY OF PRECIPITATION



AIR TEMPERATURE, DEW POINT, WIND, RAIN, and SNOW



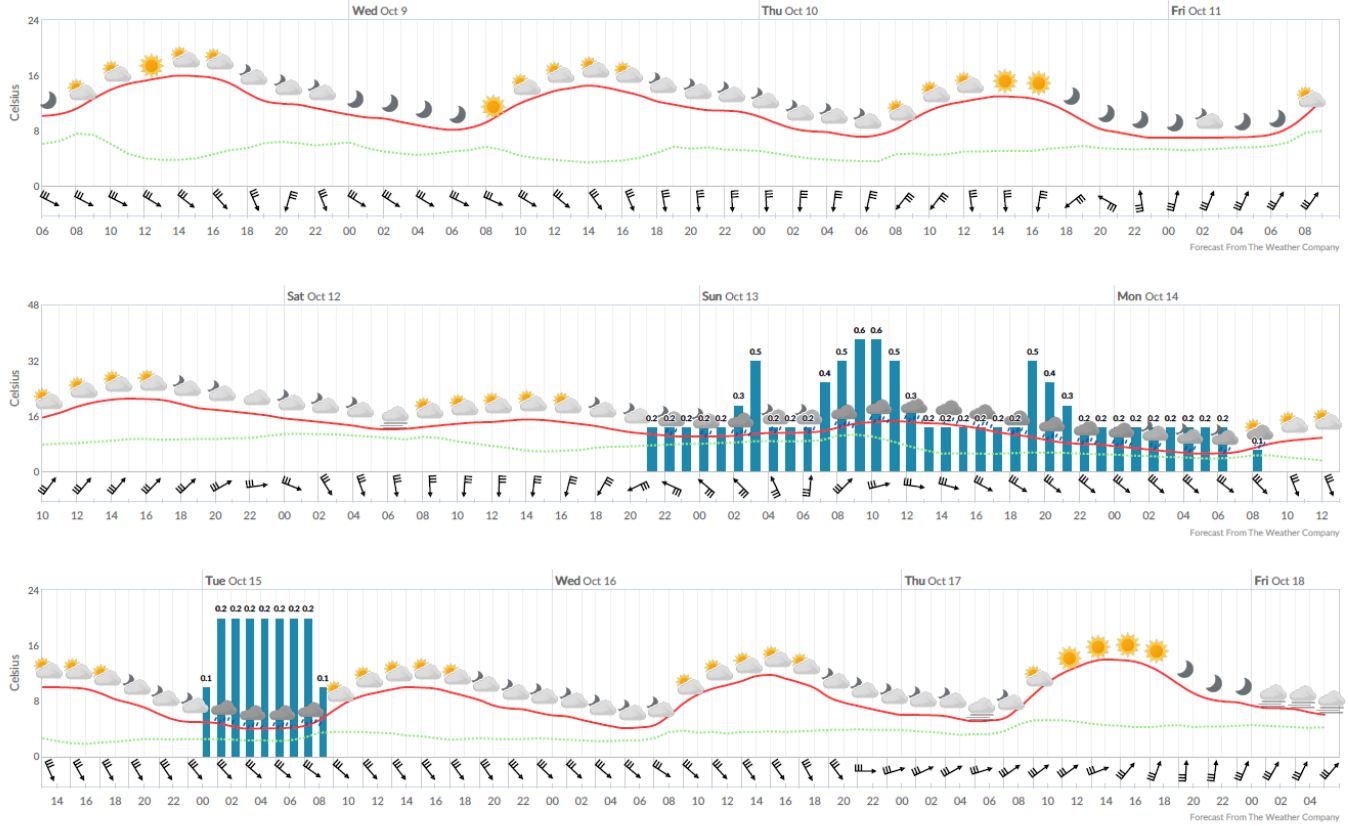
DISCLAIMER: All weather data provided through the Winter Web App is currently experimental and is produced using data feeds from The Weather Company. The Winter Web App does not validate the data. Use of the weather service provided by the Winter Web App is at your sole risk and does not provide warranties of any kind. All features including forecasts and data are provided on an "as is" and/or "if available" basis. The content provided herein or anywhere else through the Winter Web App does not constitute any form of advice, recommendation, representation, endorsement or arrangement by the Winter Web App or any of its partners. The Winter Web App or any of its partners will not be liable for loss of actual or anticipated profits or savings, loss of business, loss of opportunity, loss or spoiling of data, loss of contracts, or for any indirect or consequential loss, whether arising from negligence, or breach of contract, or in any other way, even if we were advised of, or knew of the likelihood of, that loss or type of loss arising. Any information on the Winter Web App that is categorized as "current" or "real time" may be out of date by the time you access it. The Winter Web App reserves the right to change, remove or add new sections to the Winter Web App or any of its components without notice.

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NEXT 10 DAYS FORECAST

AIR TEMPERATURE, DEW POINT, WIND, RAIN, and SNOW

Temperature (C) Rain (mm) Snow (cm) Dew Point (C)



DISCLAIMER: All weather data provided through the Winter Web App is currently experimental and is produced using data feeds from The Weather Company. The Winter Web App does not validate the data. Use of the weather service provided by the Winter Web App is at your sole risk and does not provide warranties of any kind. All features including forecasts and data are provided on an 'as is' and/or 'if available' basis. The content provided herein or anywhere else through the Winter Web App does not constitute any form of advice, recommendation, representation, endorsement or arrangement by the Winter Web App or any of its partners. The Winter Web App or any of its partners will not be liable for loss of actual or anticipated profits or savings, loss of business, loss of opportunity, loss or spilling of data, loss of contracts, or for any indirect or consequential loss, whether arising from negligence, or breach of contract, or in any other way, even if we were advised of, or knew of the likelihood of, that loss or type of loss arising. Any information on the Winter Web App that is categorized as "current" or "real time" may be out of date by the time you access it. The Winter Web App reserves the right to change, remove or add new sections to the Winter Web App or any of its components without notice.

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Appendix 9 – Road Closed Media Release

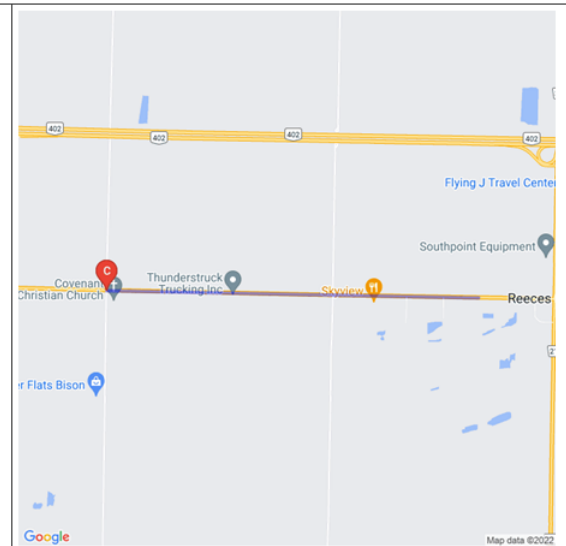
**** EXAMPLE ONLY ****

Municipal511 Powered by
TRANSMOMIS

Construction - (Created)

Town of Plympton-Wyoming Created Road closures, construction, events (former Road Issues) at **2022-09-30 13:51**

- **Company/Agency:** Town of Plympton-Wyoming
- **Issue ID:** 48042284
- **Layer:** Road closures, construction, events (former Road Issues)
- **Construction -**
- **Construction location -** London Line from Camlachie Road to 922m East of Kerrigan Road
- **Update Time:** 2022-09-30 13:51
- **Start Time:** 2022-10-06 08:30
- **End Time:** 2022-10-06 20:00
- **Description:** Watermain shutdown between Camlachie Rd and 4383 London Line for mainline valve installation.
- **Located Within (Current Municipality):** Plympton-Wyoming (T) Lambton (CTY)
- **Comment:**



View in [Municipal511.ca](https://www.municipal511.ca) public website (<https://www.municipal511.ca/?lat=42.9803788&lng=-82.1638423&zoom=15>)

Authorized system users may view this issue [here](https://authorities.municipal511.ca/Notification/Ack?n=936322&s=8qggaHsb). (<https://authorities.municipal511.ca/Notification/Ack?n=936322&s=8qggaHsb>)

To be removed from the e-mail distribution list, reply to sender with a request to be removed from that contact list.

Municipal511 is powered by Transnomis Solutions - <https://www.transnomis.com/municipal511/>

Appendix 9A – Road Closed “No Winter Maintenance”

Fairweather Road - Confederation Line South to Churchill Line

South Plympton Road – London Line South to Churchill Line

Stewardson Road – 5395 Stewardson Road South to Deadend

Fleming Road – Michigan Line South to MTO Hwy 402

McFarlane Road – Egremont Road South to MTO Hwy 402

Hillsboro Road – Michigan Line South to MTO Hwy 402

Blue Heron Road – Fisher Line South to Egremont Road

Elmsley Road – Hubbard Line North to Lakeshore Road

Appendix 10 – Severe Weather Media Release

**** EXAMPLE ONLY ****

Date _____

Time _____

Media Release

Due to a severe winter storm, Ontario Provincial Police, Lambton Detachment advise that many roads in the Town of Plympton-Wyoming are impassable due to drifting and blowing snow. Ontario Provincial Police, Lambton Detachment advises that you do not drive until the storm subsides and driving conditions improve.

(Sometimes it is physically impossible to place signs and barricades to close a road, in this instance use this release when the roads have NOT physically been closed by the placement of signs and barricades or an officer is present to redirect traffic)

Appendix 11A- Operating Instructions and Safety Rules

The Town of Plympton-Wyoming OPERATING INSTRUCTIONS AND SAFETY RULES

1. **WORK HOURS**

For major storm events, two, 12 hour shifts will be established at the discretion of the Operations Coordinator.

2. **SAFETY PROCEDURES**

Safety is paramount during any snow storm. The following safety rules will be observed by all equipment operators.

A. A Circle check (Appendix 12C) of all snow removal equipment must be performed prior to leaving the yard and will generally include the following:

- 1) All work lights and emergency lights
- 2) Two-way radio
- 3) Snow plow and frame for damage
- 4) Sander
- 5) Rearview mirrors
- 6) Flags and reflectors
- 7) Windshield wipers
- 8) Heater and defroster
- 9) All necessary mapping for snow and ice removal
- 10) Vehicle Inspection Items
- 11) Liquid dispensing apparatus

B. Report any non-working equipment to a Supervisor immediately.

C. Use reasonable caution in operation of snow removal equipment.

D. Drive cautiously.

E. Utilize caution when operating in cramped quarters with parked cars on a street.

F. Know your route and any fixed objects covered by snow.

G. Obey all traffic laws.

H. Do not follow traffic too closely.

I. Slow down prior to turning—your plow will tend to push you where it wants to go.

J. Equipment involved in snow and ice control operations is emergency equipment, but you as the operator, must obey all traffic laws and provide right-of-way to other vehicles.

K. Do not attempt to tow private automobiles—offer assistance by way of radio contact to Dispatch or Supervisor.

L. Utilize caution when operating de-icing equipment. Watch for overhead obstructions.

M. Lower box when necessary.

3. ACCIDENTS

Report all moving vehicle accidents involving municipally owned & operated equipment or vehicles immediately to your Supervisor (Appendix 12A). Depending on the severity of the accident and availability due to storm related issues, the (Police Department) will typically be called to evaluate the accident. Prior to leaving duty on the shift, a Workplace Employee Incident/Accident Report (Appendix 12B) should be filled out. Your Supervisor will attempt to interview the driver at the end of the shift or within 24 hours after return to normal duties.

Accident forms are generally available at all Public Works facilities or the Municipal Office.

4. CARE AND USE OF EQUIPMENT

The snow plow operator is responsible for routine maintenance of the vehicle. Report any maintenance needed to your Supervisor. Check vehicle before and after use for any maintenance needed or damage to equipment. Fill out Circle Check forms before leaving yard (Appendix 12C). The vehicle should be refuelled at the end of each operator's shift.

5. RADIO COMMUNICATIONS

Operators are to take duty instructions from the Operations Coordinator. The Police may report road conditions or other issues to the Operations Coordinator. It will be the role of the Operations Coordinator to direct all winter maintenance related operations.

6. DAILY REPORTS

Upon completion of the shift, operators will be required to fill out a Daily Diary. This sheet will document location, date, mileage, and material usage, etc.

Appendix 11B – Traffic Accidents, Incidents and Complaints Tracking Protocol



Traffic Accidents, Incidents and Complaints Tracking Protocol as

All staff related accidents or incidents regarding the Town of Plympton-Wyoming Road maintenance are to be documented in the staff's individual diaries and the details of each reported to the Operations Coordinator and/or the Roads Forman as soon as reasonable possible. The Operations Coordinator and/or the Roads Foreman will advise the Customer Service Clerk who will log the information.

Resident complaints or incidents regarding the Town of Plympton-Wyoming Road maintenance are to be reported to the municipal office during regular business hours or when afterhours to the emergency on call supervisor at 519-331-2068. The emergency on call supervisor's number is available on the town's website. The on-call supervisor will review the details to determine a course of action and forward the information to the Customer Service Clerk to be logged.

Appendix 11C – Workplace Employee Incident/Accident Report



Workplace Employee Incident / Accident Report

Note: This form is to be completed by the department supervisor. This form is not to be completed by the employee. If this is a critical injury as defined by the Occupational Health and Safety Act, please contact your supervisor or manager immediately. Ontario regulation 834/92 defines "critical injury" as an injury of a serious nature that involves one or more of the following: *Places life in jeopardy, produces unconsciousness, results in substantial blood loss, involves the fracture of a leg or arm, involves the amputation of a leg, arm, foot or hand, consists of burns to major portion of the body, or causes the loss of sight in an eye.* Critical injury accidents are to be reported immediately to the Supervisor and Ministry of Labour.

WORKER IDENTIFICATION

Last Name: _____

First Name: _____

Street Address: _____

City/Town: _____

Province: _____ Postal Code: _____

FACILITY Where Worker Employed: _____

DEPARTMENT Where Worker Employed: _____

**PLEASE
CHECK
APPROPRIATE
BOX
OR
BOXES**

First Aid Only	
No Lost Time	
Did Not See Dr.	
Saw Dr.	
Lost Time	

Position: _____

PLEASE INDICATE ONE BELOW

Full Time	
Part Time	
Student	
Other (Specify)	

PLEASE INDICATE ONE BELOW

Regular Work Shift	
In Training	
Temporary Transfer	

DETAILS OF INJURY

Date of Injury				Hour	Date Reported				Hour
day	mo.	year		a.m.	day	mo.	year		a.m.
				p.m.					p.m.
Date and Hour Last Worked					Normal Working hours on Last Day				
day	mo.	year		a.m.	From:		To:		
				p.m.					

DETAILS OF INCIDENT (check all that apply)**Type of incident:**

- | | |
|---|---|
| <input type="checkbox"/> Struck or contact by | <input type="checkbox"/> Assault |
| <input type="checkbox"/> Caught in, on or between | <input type="checkbox"/> Repetition |
| <input type="checkbox"/> Over exertion/strain | <input type="checkbox"/> Fire/Explosion |
| <input type="checkbox"/> Exposure | <input type="checkbox"/> Motor Vehicle Incident |
| <input type="checkbox"/> Fall (Specify) | |

Was the accident/illness:

- | |
|---|
| <input type="checkbox"/> Sudden Specific Event |
| <input type="checkbox"/> Gradually Occurred Over Time |
| <input type="checkbox"/> Critical Injury |

Witness or person who may have seen or heard something: (Include name, address, telephone)**AREA OF INJURY**

<input type="checkbox"/> Eyes	<input type="checkbox"/> Chest	<u>Left</u>	<u>Right</u>	<u>Left</u>	<u>Right</u>	<u>Left</u>	<u>Right</u>
<input type="checkbox"/> Head	<input type="checkbox"/> Upper Back	<input type="checkbox"/>	<input type="checkbox"/> Shoulder	<input type="checkbox"/>	<input type="checkbox"/> Hip	<input type="checkbox"/>	<input type="checkbox"/> Hand
<input type="checkbox"/> Face	<input type="checkbox"/> Lower Back	<input type="checkbox"/>	<input type="checkbox"/> Arm	<input type="checkbox"/>	<input type="checkbox"/> Thigh	<input type="checkbox"/>	<input type="checkbox"/> Fingers
<input type="checkbox"/> Teeth	<input type="checkbox"/> Pelvis	<input type="checkbox"/>	<input type="checkbox"/> Elbow	<input type="checkbox"/>	<input type="checkbox"/> Knee	<input type="checkbox"/>	<input type="checkbox"/> Eye
<input type="checkbox"/> Neck		<input type="checkbox"/>	<input type="checkbox"/> Forearm	<input type="checkbox"/>	<input type="checkbox"/> Lower Leg	<input type="checkbox"/>	<input type="checkbox"/> Foot
		<input type="checkbox"/>	<input type="checkbox"/> Wrist	<input type="checkbox"/>	<input type="checkbox"/> Ankle	<input type="checkbox"/>	<input type="checkbox"/> Toe
							<input type="checkbox"/> Ear

☐ Other: _____☐ Property Damage: _____

Describe in detail the following: PLEASE PRINT

A) Describe the sequence of events that lead to the accident/illness/property damage and what the worker was doing at the time:

B) Where did the incident occur?

C) Describe the type, weight, and size of equipment, materials or resident involved:

D) Type of injury (ie: scrape, strain, fracture, cut): _____

E) To whom was the injury reported? (Name and Position):

DETAILS OF INCIDENT (check all that apply)**Type of incident:**

- | | |
|---|---|
| <input type="checkbox"/> Struck or contact by | <input type="checkbox"/> Assault |
| <input type="checkbox"/> Caught in, on or between | <input type="checkbox"/> Repetition |
| <input type="checkbox"/> Over exertion/strain | <input type="checkbox"/> Fire/Explosion |
| <input type="checkbox"/> Exposure | <input type="checkbox"/> Motor Vehicle Incident |
| <input type="checkbox"/> Fall (Specify) | |

Was the accident/illness:

- | |
|---|
| <input type="checkbox"/> Sudden Specific Event |
| <input type="checkbox"/> Gradually Occurred Over Time |
| <input type="checkbox"/> Critical Injury |

Witness or person who may have seen or heard something: (Include name, address, telephone)**AREA OF INJURY**

<input type="checkbox"/> Eyes	<input type="checkbox"/> Chest	<u>Left</u>	<u>Right</u>	<u>Left</u>	<u>Right</u>	<u>Left</u>	<u>Right</u>
<input type="checkbox"/> Head	<input type="checkbox"/> Upper Back	<input type="checkbox"/>	<input type="checkbox"/> Shoulder	<input type="checkbox"/>	<input type="checkbox"/> Hip	<input type="checkbox"/>	<input type="checkbox"/> Hand
<input type="checkbox"/> Face	<input type="checkbox"/> Lower Back	<input type="checkbox"/>	<input type="checkbox"/> Arm	<input type="checkbox"/>	<input type="checkbox"/> Thigh	<input type="checkbox"/>	<input type="checkbox"/> Fingers
<input type="checkbox"/> Teeth	<input type="checkbox"/> Pelvis	<input type="checkbox"/>	<input type="checkbox"/> Elbow	<input type="checkbox"/>	<input type="checkbox"/> Knee	<input type="checkbox"/>	<input type="checkbox"/> Eye
<input type="checkbox"/> Neck		<input type="checkbox"/>	<input type="checkbox"/> Forearm	<input type="checkbox"/>	<input type="checkbox"/> Lower Leg	<input type="checkbox"/>	<input type="checkbox"/> Foot
		<input type="checkbox"/>	<input type="checkbox"/> Wrist	<input type="checkbox"/>	<input type="checkbox"/> Ankle	<input type="checkbox"/>	<input type="checkbox"/> Toe
							<input type="checkbox"/> Ear

☐ Other: _____☐ Property Damage: _____

Describe in detail the following: PLEASE PRINT

A) Describe the sequence of events that lead to the accident/illness/property damage and what the worker was doing at the time:

B) Where did the incident occur?

C) Describe the type, weight, and size of equipment, materials or resident involved:

D) Type of injury (ie: scrape, strain, fracture, cut): _____

E) To whom was the injury reported? (Name and Position):

Appendix 11D – Circle Check Form



Original
Inspection
System®

DUMPTRUCK / HAULER & TRAILER Inspection Check-List

2-202R

CARRIER NAME: _____ OPERATOR NAME: _____
 TRUCK/TRACTOR: _____ LICENSE PLATE # _____ STATE/PROV. _____
 Inspection Info: DATE: _____ TIME: _____ AM/PM LOCATION: _____
 Odometer: Start _____ mi/km Finish: _____ mi/km Hourmeter (if equipped): _____
 HOURS: Start _____ AM/PM Finish _____ AM/PM FUEL ADDED: _____ Gallons/Litres

(NOTE: Driver must sign here if the vehicles and/or trailers were inspected by another person)

Vehicle and/or Trailer # 1 _____

Vehicle and/or Trailer # 2 _____

Vehicle and/or Trailer # 3 _____

TRUCK/TRACTOR INSPECTION INFO

✓ if OK, Identify DEFECTS with X and Circle

LAMPS/REFLECTORS

Lights/Lamps _____
 Reflectors, Tape _____
 Alarms / Warnings _____
 Controls / Switches _____
 Wiring / Connections _____

GLASS and MIRRORS

Windows, Glass _____
 Windshield Wiper/Washer _____
 Wiper Blades _____
 Washer Fluid _____
 Mirrors -Outside/Inside _____
 Heater/Defroster/Air _____

BRAKES

Air Brake System _____
 Electric Brake System _____
 Hydraulic Brake System _____
 Pedal, Booster _____
 Parking Brake, ABS _____
 Failure Warning Light _____
 Warning Signal _____
 Compressor _____
 Low Pressure/Vacuum _____
 Pressure, Lines, Gauges _____
 Vacuum Gauge _____
 Hydraulic Brake Fluid _____
 Air Brake Adjustment & Connections _____

WHEELS, HUBS and FASTENERS

Wheel, Mud Flaps _____
 Hubs, Rims, Fasteners, Lugs _____
 Tires, Tread, Inflation, Wear _____
 Fifth Wheel _____

MISCELLANEOUS OUTSIDE VEHICLE

Fuel System _____
 Exhaust System _____
 Coupling Devices/Towing _____
 Bumper/Underride Protection _____
 Suspension System _____
 Air Bags, Springs _____
 Cargo Securement, Covering _____
 Booster Shock Absorber/Lock _____
 Engine Compartment/Trans. _____
 Fluids, Oils, Levels, Pressures _____
 Frame and Cargo Body _____
 Cab, Doors, Body, Locks, _____
 Valid Inspection Decal _____

INSIDE VEHICLE

Driver Seat, Security _____
 Driver Controls, Pedals, Levers _____
 Steering _____
 Horn, Instruments, Gauges _____
 Alarms, Back-up _____
 Communication/Radio _____
 Documents-Insur/Licenc/Reg _____
 Emergency Equipment/Safety _____
 Fire Extinguisher, Spill Kit _____
 Dangerous Goods _____
 Placards, Markers, Warnings _____
 General _____

DUMPTRUCK/HAULER & TRAILER INFO

	#1	#2	#3
License Plate #			
State/Prov (plated)			
Date & Time	am/pm	am/pm	am/pm
Location (of inspection)			
Hub Odometer	mi/km	mi/km	mi/km
Inspector Name			
I declare this trailer has been inspected as per applicable regulations and requirements.			
Inspector Signature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEFECTS FOUND	NO Yes	NO Yes	NO Yes

Pre Post	✓ if OK, Identify DEFECTS with X or <u>Circle</u>	Circle Trailer #
	Load Security, Load Covering, Load/Weight Distribution	1 2 3
	Load/Trailer Tarps, Screens, Tie Downs, Straps	1 2 3
	Loads -Salt, Sand, Rock, Gravel, Asphalt, Dirt, Other	1 2 3
	Dumpbox—Raising, Tilting, Lowering, Controls, Levers	1 2 3
	Dumpbox—Power Take-Off, Trailer Bed, Tracks, Roll-Off	1 2 3
	Tailgate, Gates, Bed, Operation, Hinges, Latches, Locks	1 2 3
	Plow Blade, Scraper, Wings, Deflector, Cutting Edge	1 2 3
	Spreader, Auger, Mixer, Sander, Paver, Heater, Other	1 2 3
	Winch, Cable, Tension Devices, Rings, Ropes, Access.	1 2 3
	Safety Chains, Locks, Slings, Binders, Blocks, Ramp	1 2 3
	Air, Elect., Hydraulic, Cylinders, Pins, Rams, Discharge	1 2 3
	Lights, Reflectors, Tape, Beacons, Backup, Alarms	1 2 3
	Load/Vehicle/Edge Markers, Tools, Shovels, Other	1 2 3

TRAILER (if applicable)

Air Brake System	Hydraulic Brake System	1 2 3
Electric Brake System	Parking Brake, ABS	1 2 3
Cargo Securement	Coupling Devices	1 2 3
Suspension System	Frame and Cargo Body	1 2 3
Lamps and Reflectors	Running, Front/Side/Rear	1 2 3
Tires, Inflation, Tread, Wear, Mud Flaps, Other		1 2 3
Wheels, Hubs and Fasteners, Lugs, Rims		1 2 3
Dangerous Goods, Placards, Documentation, Warnings		1 2 3
Emergency Equipment & Safety Devices, Flares, Markers		1 2 3
General	Other:	1 2 3

DRIVER/INSPECTOR COMMENTS: REPAIRS REQUIRED? YES NO _____

I declare that the above vehicle has been inspected as per applicable regulations and requirements. ☐

No Major or Minor defects were found. ☐

DRIVER/INSPECTOR #1 - NAME & SIGNATURE

NAME: _____

SIGNATURE: _____

VEHICLE INSPECTION REPORT REVIEWED - DATE:

NAME: _____

SIGNATURE: _____

REPAIRS PERFORMED? YES NO VEHICLE OK? YES NO

MAINTENANCE VEHICLE INSPECTION REPORT

REPAIRS REQUIRED? YES NO

MAINTENANCE/DEFECTS REPAIRED: _____

MAINTENANCE NAME: _____

MAIN. SIGNATURE: _____ Date: _____

SCHEDULE 1

SYSTEMS and COMPONENTS for TRUCK, TRACTOR and TRAILERS

Minor Defect(s) are Outside of Red Border Areas — **MAJOR Defect(s) are INSIDE Red Border areas with Bold Letters.**



Part 1. AIR BRAKE SYSTEM

- A—audible air leak
- B—slow air pressure build-up rate
- C—pushrod stroke of any brake exceeds the adjustment limit**
- D—air loss rate exceeds prescribed limit**
- E—inoperative towing vehicle (tractor) protection system**
- F—low air warning system fails or system is activated**
- G—inoperative service, parking or emergency brake**

Part 2. CAB

- A—occupant compartment door fails to open
- B—any cab or sleeper door fails to close securely**

Part 3. CARGO SECUREMENT

- A—insecure or improper load covering
- B—insecure cargo**
- C—absence, failure, malfunction or deterioration of required cargo securement device or load covering**

Part 4. COUPLING DEVICES

- A—coupler or mounting has loose or missing fastener
- B—coupler is insecure or movement exceeds prescribed limit**
- C—coupling or locking mechanism is damaged or fails to lock**
- D—defective, incorrect or missing safety chain or cable**

Part 5. DANGEROUS GOODS

- A—dangerous goods requirements not met**

Part 6. DRIVER CONTROLS

- A—accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly

Part 7. DRIVER SEAT

- A—seat is damaged or fails to remain in set position
- B—seatbelt or tether belt is insecure, missing or malfunctions**

Part 8. ELECTRIC BRAKE SYSTEM

- A—loose or insecure wiring or electrical connection
- B—inoperative breakaway device**
- C—inoperative brake**

Part 9. EMERGENCY EQUIPMENT & SAFETY DEVICES

- A—emergency equipment is missing, damaged or defective

Part 10. EXHAUST SYSTEM

- A—exhaust leak, except as described in Column 3 (below)
- B—leak that causes exhaust gas to enter the occupant compartment**

Part 11. FRAME and CARGO BODY

- A—damaged frame or cargo body
- B—visibly shifted, cracked, collapsing or sagging frame member**

Part 12. FUEL SYSTEM

- A—missing fuel tank cap
- B—insecure fuel tank**
- C—dripping fuel leak**

Part 13. GENERAL

- A—serious damage or deterioration that is noticeable and may affect the vehicle's safe operation**

Part 14. GLASS and MIRRORS

- A—required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted
- B—required mirror or glass has broken or damaged attachments onto vehicle body**

Part 15. HEATER / DEFROSTER

- A—control or system failure
- B—defroster fails to provide unobstructed view through the windshield**

Part 16. HORN

- A—vehicle has no operative horn

Part 17. HYDRAULIC BRAKE SYSTEM

- A—brake fluid level is below indicated minimum level
- B—brake boost or power assist is not operative**
- C—brake fluid leak**
- D—brake pedal fade or insufficient brake pedal reserve**
- E—activated (other than ABS) warning device**
- F—brake fluid reservoir is less than 1/4 full**
- G—parking brake is inoperative**

Part 18. LAMPS and REFLECTORS

- A—required lamp does not function as intended
- B—required reflector is missing or partially missing

When use of lamps is required:

- C—failure of both low-beam headlamps**
- D—failure of both rearmost tail lamps**

At all times:

- E—failure of a rearmost turn-indicator lamp**
- F—failure of both rearmost brake lamps**

Part 19. STEERING

- A—steering wheel lash (free-play) is greater than normal
- B—steering wheel is insecure, or does not respond normally**
- C—steering wheel lash (free-play) exceeds prescribed limit**

Part 20. SUSPENSION SYSTEM

- A—air leak in air suspension system
- B—a broken spring leaf
- C—suspension fastener is loose, missing or broken
- D—damaged, (patched, cut, bruised, cracked to braid or deflated) air bag or insecurely mounted air bag**
- E—cracked or broken main spring leaf or more than one broken spring leaf**
- F—part of spring leaf or suspension is missing, shifted out of place or is in contact with another vehicle component**
- G—loose U-bolt**

Part 21. TIRES

- A—damaged tread or sidewall of tire
- B—tire leaking, if leak cannot be heard
- C—flat tire**
- (C.1) - tire leaking, if leak can be felt or heard**
- D—tire tread depth is less than wear limit**
- E—tire is in contact with another tire or any vehicle component other than mud-flap**
- F—tire is marked "Not for highway use"**
- G—tire has exposed cords in the tread or outer sidewall area**

Part 22. WHEELS, HUBS and FASTENERS

- A—hub oil below minimum level (when fitted with sight glass)
- B—leaking wheel seal
- C—wheel has loose, missing or ineffective fastener**
- D—damaged, cracked or broken wheel, rim or attaching part**
- E—evidence of imminent wheel, hub or bearing failure**

Part 23. WINDSHIELD WIPER / WASHER

- A—control or system malfunction
- B—wiper blade is damaged, missing or fails to adequately clear driver's field of vision

When use of wipers or washer is required:

- C—wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper**

Appendix 12 – Record of Training



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 Town of Plympton-Wyoming Winter Operations Plan.

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

- Winter Shift Schedule
- Equipment Circle Check
- Equipment Calibration
- Emergency Contacts
- Call out Procedures
- 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 the route
- De-icing chemicals – application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Yard and Equipment maintenance

Employee Name _____ (Please print)

Employee Signature _____ Date _____

Trainer Signature _____ Date _____

Supervisor Signature _____ Date _____

Appendix 13 – Winter Event Tracking Protocol



Winter Event Tracking Protocol as of November 1, 2016

Winter Events shall be tracked by each Foreman by documenting winter maintenance activities performed by themselves and staff under their direction in their daily diary and complete the attached Winter Event Tracking Form. The Winter Event Tracking Form shall be provided to the Superintendent of Public Works at the end of each winter season.

For the purposes of Winter Event Tracking Form, the following definitions shall apply as described in the Town of Plympton- Wyoming Winter Operations Plan:

Winter Event is a weather condition affecting roads such as snowfall, windblown 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.

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

Spot Winter Event Response is a response to a winter event with only a part deployment of manpower 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.) in response to winter events.

Appendix 14 – Winter Event Tracking Form



Winter Event Tracking Form 2024/2025

October 2024							November 2024							December 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

January 2025							February 2025							March 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

April 2025							May 2025							June 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

Continuous Winter Event Response is a response to a winter event with full deployment of workers and equipment that plow/salt/sand the entire system.
TOTAL 2024/2025 _____

Spot Winter Event Response is a response to a winter event with only a part deployment of manpower and equipment or with full deployment to only part of the system.
TOTAL 2024/2025 _____

Appendix 15 – Disclaimer

OGRA and Salt Institute DISCLAIMER:

The information and statements contained within this document do not constitute legal advice. They are not intended to take the place of legal advice. All users are encouraged to consult with their own legal counsel with respect to the information and statements contained herein. Furthermore, the information and statements contained in this document are solely the opinion of OGRA and the Salt Institute. They are not intended to establish, and they should not be viewed as establishing, legal standards, requirements or policies. They may not be applicable in every situation or circumstance. They are not intended to cover all proper methods or approaches. OGRA, the Salt Institute, and their members and officers disclaim all liability for the accuracy and completeness of the information and statements contained in this document and disclaim all warranties, express or implied, to incorrect application or usage of the information and statements.