



THE MUNICIPALITY OF CALVIN

PUBLIC WORKS DEPARTMENT

To: Council

Subject: Winter Operations Policy

Author: Ann Carr, Public Works Superintendent

Date: December 10th, 2024

Purpose:

The Winter Operations Plan educates the Council, notifies the travelling public and creates expectations for staff on the level of service being provided for winter operations.

The Winter Operations Plan will be reviewed annually to incorporate new technologies, travelling public expectations as well as to find efficiencies in winter operations.

Legal Authority:

Minimum Maintenance Standards for Municipal Highways_O. Reg 239/02

- Dictates the standards for roads, weather recording, patrolling etc.

Highway Traffic Act O. Reg 555/06 Hours of Service

- 13 hours of driving status 14 hours on duty status 10 consecutive hours off.
-

OVERVIEW OF THE PLAN:

The plan explains the minimum maintenance standards for the road network for the Municipality of Calvin. Patrol requirements, mapping of plow routes, weather monitoring, equipment, staff resources and a winter operations performance measurement chart for the purpose of reviewing the plan.

The plan also will provide data for future decision making for financial planning as well as adopting efficiencies while mitigating risk to the Municipality as well as the travelling public.

RECOMMENDATION:

WHEREAS the Public Works Superintendent has provided Council with a Winter Operations Plan to inform the Council, the travelling public and staff with expectations for service delivery for winter road maintenance;

AND WHEREAS Council adopts the Winter Operations Plan for the 2024-2025 winter season;

AND FURTHERMORE that the Winter Operations Plan will be reviewed prior to the commencement of the 2025-2026 winter season for effectiveness;

AND BE IT HEREBY RESOLVED that Council adopts the Winter Operations Plan.

Respectfully yours,

Ann Carr

Public Works Superintendent

I concur with this report,

Donna Maitland

CAO

Winter Operations Plan

Municipality of Calvin

Approved by Council: December 10th, 2024



This winter operations plan is a “living” document that is reviewed and updated annually.

Purpose

The Municipality of Calvin sets out a standard operational procedural framework for ensuring that the Municipality of Calvin continuously provides for the effective delivery of winter maintenance services that meet the level of service as set out in this plan and the expectations of those living in our community.

This Winter Operations Plan for the Municipality of Calvin was endorsed by council on the 10th day of December 2024.

Definitions

De-icing: The application of solids or pre-treated material to the road surface at the on-set of and during a 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.

MMS: Refers to Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways as amended from time to time.

Paved Road: A road with an asphalt surface, concrete surface, composite pavement, or Portland cement.

Significant Weather Event: An approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality.

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

Unpaved Road: A road with a gravel, stone or other loose traveling surface.

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

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

- **Continuous Winter Event Response:** A response to a winter event with full deployment of manpower and equipment that plow/sand the entire system.
- **Spot Winter Event Response:** 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: The total number of person-hours per year (plowing, sanding, winging back, etc.) to respond to winter events.

1.0 Winter Operations – Goal

The Municipality of Calvin public works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular traffic as set out in this Winter Operations Plan and within the resources established by the Council of the Municipality of Calvin.

2.0 Winter Operations – Objective

The Municipality of Calvin will provide efficient and cost-effective winter maintenance to ensure, insofar as reasonably practicable, compliance 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.
- Committing to ongoing winter maintenance staff training and education.
- Annually monitoring winter maintenance operations, as well as the effectiveness of the Winter Operations Plan to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner.

3.0 Winter Maintenance Program

3.1 The System Maintained

The Municipality of Calvin is responsible for winter maintenance on the following roads, and parking lots. A map of the system maintained showing the various plow routes, plus classes of road and priority roads within each plow route is included in the Appendix as a supplement to the table.

Parking Lots: Municipal Office, Public Works Garage and Fire Hall Parking Lot and Landfill when required.

It is noted that Homestead Road, Adams Road, Mount Pleasant Road, Peddlers Drive and Boundary Road are priority roads based on access to the Municipality. Refer to 3.4 level of service for a description of services provided for Class 4 and Class 6 roads.

| Summary of Plow Routes | | | | | |
|------------------------|--|----------------------|--|---|--|
| | Classes of road within route (MMS class 1 through 6) | Length of route (km) | Surface type (paved, surface treated, unpaved) | Description of priority roads within each route | |
| Route 1 | | | | | |
| Peddlers Dr | 4 | 9.8 | Surface treated | PRIORITY | |
| Pautois | 4 | .3 | gravel | | |
| Boundary Road | 4 | 1.9 | Surface treated | PRIORITY | |
| Peddlers Dr | 4 | 5.9 | gravel | PRIORITY | |
| Peacefull Lane | 4 | .4 | gravel | | |
| Galston Road | 4 | 3.3 | gravel | | |
| Becket Lane | 4 | 1 | gravel | | |
| Mount Pleasant Road | 4 | 3.1 | gravel | PRIORITY | |
| Latimer Lane | 4 | .5 | gravel | | |
| Moreau Road | 4 | 2.3 | gravel | | |
| total | | 28.5 | | | |
| Route 2 | | | | | |
| Adams Road | 4 | 5 | gravel | PRIORITY | |
| Pratt Road | 4 | 1.6 | gravel | | |
| Brule Road | 4 | 4 | gravel | | |
| McLaughlin Road | 4 | .4 | gravel | | |
| Bronson Lake Road | 4 | 1.9 | gravel | | |
| Homestead Road | 4 | 6.2 | gravel | PRIORITY | |
| Daventry Road | 4 | 3.9 | gravel | | |
| Floods Road | 4 | .9 | gravel | | |
| Donalds Road | 4 | 2 | gravel | | |
| Suzannes Road | 4 | 4.3 | gravel | | |
| Booth Rd. | 4 | .6 | gravel | | |
| Beach Rd | 4 | .1 | gravel | | |
| Twilight Camp Road | 4 | .2 | gravel | | |
| total | | 31.1 | | | |

3.2 Winter Maintenance Season

The winter maintenance season within which the Municipality of Calvin will perform winter highway maintenance commences on November 15th through to and including April 15th of the next year following. Winter events may occur prior to the start date or after the end date listed above. If an early or late storm were to occur the Municipality of Calvin will be prepared for the winter event.

3.3 Winter Preparations

In the months prior to the start of the winter maintenance season, as defined, the Municipality of Calvin undertakes the following tasks to prepare for the upcoming winter season.

3.3.1 Prior to the Winter Season

The Public Works Superintendent or designate will:

1. Prepare and call tenders for supply of materials (salt/sand), value added meteorological services (VAMS) when resources are available.
2. Ensure replacement parts (for plows, plow trucks, solid application equipment) are replenished.
3. Conduct a mandatory training session for all superintendents, patrolpersons and operators, on all policies, procedures, schedules, reporting procedures for callout, route maps, record keeping, equipment training, and safety precautions will be discussed. Any issues resulting from the meeting regarding the policies, procedures, schedules, reporting procedures for callout, route maps, record keeping, equipment training, and safety precautions will be resolved either at the meeting or prior to the winter season.
4. Ensure patrolpersons will receive additional training on the route of representative roads to be patrolled, their duties during a winter event, record keeping requirements, callout procedures.
5. Inspect equipment to ensure proper working order. All repairs will be completed one month in advance of the start of the winter season.
6. Confirm that staff have inspected all guiderail, steep hill, sharp curve ahead warning signs, bridges ices signs, if any, are in place. Missing or damaged signs and markers will be replaced prior to the winter season.

3.3.2 One Month Prior to the Winter Season

The Public Works Superintendent or designate will:

1. With the input and approval of the CAO, post on municipal social media sources and website, a notice reminding the public that winter is coming. The notice will include but will not be limited to winter levels of service, operational plans, winter driving tips and the publics responsibilities in winter.
2. Internally post the winter shift schedule.
3. Assign equipment to staff.
4. Ensure all material application equipment is calibrated.
5. Ensure all operators are given sufficient 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).
6. Ensure all operators drive their route to note any features/obstacles/hazards along the route.
7. Assign staff to monitor and record weather forecasts as per the requirements of the MMS.
8. Have 50% of the fleet ready to respond to a winter event.
9. Have sufficient staff available to operate the fleet if conditions warrant a winter event response.

3.3.3 Two Weeks Prior to the Winter Season

The Superintendent will:

1. Have the full complement of the fleet ready to respond to a winter event.
2. If weather monitoring indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, a patrol of representative highways will be undertaken at intervals deemed necessary by the superintendent, to check for such conditions.
3. Have staff available to operate the required complement of the fleet if conditions warrant a winter event response.

3.3.4 At the Start of the Winter Season

The Superintendent will:

1. Implement the winter shift schedule.
2. Ensure that weather monitoring, patrolling and the response to winter events are completed as per this winter operations plan and or MMS.

3.4 Level of Service

The Municipality of Calvin provides a level of service in response to a winter event that meets the requirements of Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Roads as amended from time to time. The Municipality of Calvin is comprised of Class 4 roads per by-law 2016-020. For Class 6 roads the level of service is that of a Class 5 road as per the regulations identified in Ontario Regulation 239/02.

Class 6 roads that are seasonally maintained as identified in By-Law 2016-020 will not be provided winter maintenance by the Municipality of Calvin.

The following tables from Ontario Regulation 239/02 are the minimum standards for roadways:

TABLE
SNOW ACCUMULATION - ROADWAYS

| Class of Highway | 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 |

O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5).

TABLE 1
ICE FORMATION PREVENTION

| Class of Highway | Time |
|------------------|----------|
| 1 | 6 hours |
| 2 | 8 hours |
| 3 | 16 hours |
| 4 | 24 hours |
| 5 | 24 hours |

O. Reg. 366/18, s. 8.

TABLE 2
TREATMENT OF ICY ROADWAYS

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

O. Reg. 366/18, s. 8.

3.4.1 Winter Patrol

Upon the forecast of an approaching winter event and at the discretion of the superintendent or designate, a patrol of the route of representative roads will be conducted to monitor and record observed weather and road conditions. The route of representative roads will be the priority for the patrolperson. The condition of parking lots owned by the Municipality will be inspected, and a winter event response initiated, if required, as soon as practicable during the storm.

At the discretion of the superintendent and/or patrolperson, the direction in which the route of representative roads is patrolled will be, based on the direction from which the forecast winter event is coming. The route of representative roads may be modified depending on the type and severity of winter event or the direction from which the storm approaches. The patrolperson will modify the patrol as per the direction of the storm. A map of the route of representative roads is included in the Appendix.

Prior to the storm the patrolperson will:

- Patrol the route of representative roads.
- Record on the log shown in the Appendix all weather, road condition observations as well as any actions taken.
- If the patrolperson identifies that a response to a winter event is required, the patrolperson will notify the superintendent or designate who will initiate a callout by contacting the appropriate staff.

During a storm the patrolperson will:

- Verify that operations are proceeding as planned.
- Notify the superintendent or designate if alternative strategies may be required due to a change in the type of event, severity of event or change in wind direction or intensity.
- Monitor parking lots to determine if a winter event response is required.
- Monitor regulatory signs (stop signs, speed limit signs), warning signs to ensure that they have not been covered by snow and ice. If required, arrange to be cleaned as soon as practicable after the storm ends.

At the end of the storm the patrolperson will:

- Confirm that the level of service has been achieved.

If a winter event is forecast prior to the start of the next scheduled patrolperson's shift a night and/or weekend patrol(s) of a route of representative roads will be scheduled at the discretion of the superintendent or designate.

3.4.2 Operations

The major activities related to winter maintenance are:

- Snow plowing, roads and parking lots
- De-icing, roads and parking lots
- Sand storage
- Snow removal
- Snow storage
- Pushing banks
- Ice blading snowpack

3.4.3 Staffing and Hours of Work

All public works staff (superintendent, patrolperson, operator) work a scheduled 05:00 to 15:00 shift Monday to Friday. For winter events that begin during normal shift, staff will remain on duty until the lesser of reaching the level of service or their hours of service as per Ontario Regulation 555/06 has been reached. Winter events that are forecast to begin overnight prior to the next scheduled shift or on weekends, the superintendent or designate will either arrange for staff to start their shift early to clear priority roads prior to 05:00 or call staff out as needed. On weekends staff will be on-call. The Municipality of Calvin currently has 2 fulltime operators and one casual operator for winter maintenance activities. Patrolling and operating are completed with all staff. The weather will dictate when staff begins the shift to ensure meeting the requirements of the MMS.

To ensure that these resources are employed as efficiently and effectively as possible, the Municipality of Calvin adopts a standard of having the resources deployed generally when the needs are greatest. This is determined through weather monitoring as required.

According to commuting data provided in the Census Profile for 2021, it is known that 85% to 90% of the average daily traffic count occurs between the hours of 5:00 a.m. and 9:00 p.m. Therefore, the Municipality of Calvin will focus its efforts to meet this demand. The function of the partial second shift will be to maintain the main arterial roads in a safe and passable condition for emergency response purposes and to address localized substandard conditions that may be observed in the course of their rounds.

A full call of the winter maintenance equipment between the hours of 9:00 p.m. and 4:00 a.m. will not, generally, be made except where high winds create drifting conditions which threaten to block roadways or in the event of a freezing rain event. All call outs will be subject to Ministry regulations with respect to hours of on-duty.

The activities covered by this standard include continuous plowing, spot plowing, continuous sanding, spot sanding, ice blading and winging back snowbanks.

3.4.4 Application Rates

The Municipality of Calvin does not use road salt. The Municipality uses warm sand for deicing either from the heated sand dome or heated sand using heated u-bodies. The application rate is set at 470 kg/km.

3.4.5 Equipment - Winter Maintenance Fleet

The municipality provides winter maintenance services on **2** routes with the use of 2 tandem trucks with combination plow and spreader. In a significant snow event, the road grader may be used to ensure the MMS has been met in a timely manner or in the event of equipment failure.

3.4.6 Weather Monitoring

To prepare for an effective winter event response and allocate the appropriate resources the staff, weather forecasts are observed from weather apps on cell phone devices. The superintendent either prints the forecast or screen shots the forecast once every shift or three (3) times per day whichever is more frequent. The patrolpersons log of observed weather conditions acquired during a patrol supplements the weather forecast.

3.4.7 Significant Weather Event

The Municipality of Calvin may call a significant weather event when the accumulation of snowfall is more than the MMS will allow, blizzard conditions, extreme ice formation, and low visibility.

Consideration must be taken for the health and safety of the Municipality of Calvin's employees as well as protecting the equipment needed to address the significant weather event.

If a significant weather event is declared by the Municipality all roadways within the Municipality are deemed to be in a state of repair subject to the timetables in the MMS. During the declaration, the weather and patrols will determine when it is safe to return to winter operations. Declaration of the end of the significant weather event will be made when the timetables in MMS can be met.

The CAO and/or Public Works Superintendent, will provide communication with the public and external organizations as per 3.4.8.

3.4.8 Communications

All winter maintenance vehicles, municipally owned, are equipped with two-way radio communications. All operations staff are responsible for reporting changing winter weather and/or road conditions to the public works superintendent and/or lead hand or designate as changes are observed.

All municipal staff who receive an email, phone call or in-person message from any member of the public will complete a Request for Service Form and relay that report to the Public Works Superintendent or lead hand, who will log the report and pass the information to the superintendent or designate.

With the approval of the CAO and Public Works Superintendent, they will provide communication with the public and external organizations for a significant weather event:

- Press releases sent to
106.3 MHz FM Moose FM Country 90.5 FM CFCH FM
101.9 ROCK CKFX-FM KISS 100.5 CHUR FM
600 AM Country 600
- Information posted on the municipality's website
- Information posted on the municipality's Facebook page
- Information to the Ontario Provincial Police

3.4.9 Call Out Procedures

The patrolperson will inform the superintendent or designate of changing of road and weather conditions observed in the field. When it is determined that a winter event response is required, the superintendent or designate will contact the Public Works Superintendent or Lead Hand. The designated staff will contact staff as per the direction given by the superintendent or designate. In the absence of the superintendent the patrolperson will be designated to initiate a call out in response to a winter event. The caller will log the date and time when the call out was initiated and who was called. Staff are required to respond within **1 hour** of receiving the call to initiate operations.

3.4.10 Road Closure Procedures

Upon receiving a request from the Ontario Provincial Police to close a road to traffic, the superintendent or designate will organize manpower and equipment to place signs and barricades as soon as practicable. The superintendent or designate will contact the appropriate staff and request a media release be sent as per 3.4.10 advising of the road closure. Roads will be deemed to be closed to traffic once the signs and barricades are placed.

When a winter event affects all roads and it is physically impossible to place signs and barricades to close all roads, the superintendent or designate will request from the CAO to send a media release to the list of external organizations as per 3.4.8 advising that all roads within the Municipality of Calvin are closed to traffic.

3.5.0 Decommissioning Winter Operations

When the winter season identified in 3.2 expires Public Works will undertake the following tasks to decommission winter operations.

1. The regular winter shift schedule will cease.
2. Staff will continue to monitor and record weather forecasts once every shift or 3 times per day, whichever is more frequent until April 30th.
3. If the weather forecast identifies an approaching winter event, the superintendent or designate will schedule a patrol of the route of representative roads.
4. The fleet of equipment will remain ready to respond to a winter event.
5. Staff will be available on call after normal work hours if conditions warrant a winter event response.

3.5.1 Two Weeks After the Winter Season Ends

Two weeks after the winter season ends, if long range weather forecasts permit, decommission 50% of the fleet.

3.6.2 One Month After the Winter Season Ends

One month after the winter season ends cease all winter highway maintenance operations and decommission the remainder of the equipment providing weather forecasts warrant the decommissioning.

3.7.0 Training

The Municipality of Calvin provides winter operations training for all staff involved in the delivery of winter services. It is compulsory for all staff to attend the annual training session. The modules covered by the training are shown in the "Record of Operator Training" or the "Record of Patroller Training" included in Appendix 7. Staff will verify that the training was received by signing the training record.

3.8.0 Record Keeping

Full and accurate completion of the documents listed below and included in Appendix 4 ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

Staff are responsible for keeping the following records:

Equipment Operators:

- CVOR Hours of Service
- Operators Log

Patrolperson

- Patrol Record – for routine patrols
- Winter Patrol Record

Superintendent

- Operations Diary
- Incident/Collision Reports

On all logs, the date will be recorded as Day/Month/Year written in a numerical format (27/01/23). The time shall be documented using a.m. or p.m. format.

The original copy of documents will always be retained regardless of their appearance. Writing must be legible and written in ink. Stains or dirt on the documents are not an issue. If a document requires correction, line out the incorrect information with a single line leaving the incorrect information legible and continue writing on the original document. Initial all corrections.

Records will be completed daily and forwarded to the Public Works Superintendent weekly for retention.

4.0 Monitoring and Updating

The purpose of monitoring and updating winter operations is to provide a basis for continuously improving winter maintenance policies, practices, and procedures. To ensure consistent monitoring of operations a series of performance measures, as shown in the table below, will be used to determine whether the objectives of the Winter Operations Plan and/or winter maintenance policies, practices, and procedures have been met. The performance measures will be used to demonstrate year over year changes in policies, practices, and procedures have improved operations.

At the end of the winter season, as identified, a meeting to review winter operations will be held each year with all winter operations staff. The purpose of this meeting is to itemize all 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 Director of Public Works shall:

- Revise policies, practices, and procedures in accordance with changing legislation and input received from staff.
- Revise this plan to reflect the changes to policies, practices, and procedures.
- Have changes to policies, practices, procedures, and plan approved by council.
- Train staff on changes to policies, practices, procedures, and plan.

| Winter Operations Performance Measurement Program | | | |
|--|--|--|--|
| Financial | Customer | Quality | Management |
| % of annual road budget spent on to winter maintenance | total number of winter event responses that meet or exceed the level of service policy | % of winter event responses that met the MMS | Total number of winter event response hours |
| % of annual winter maintenance budget spent | # of service requests received regarding winter operations during the season. | | Total number of continuous winter event response hours |
| \$ of reserve account funds spent on winter operations | | | Total number of spot winter event response hours |
| \$ per lane km road winter maintenance | | | Total cm of snowfall for the winter season |
| | | | Total number of days with measurable snowfall |
| | | | Total number of days with freezing rain |
| | | | Total tonnes sand used for the season |

Appendix

This section represents the documentation required for staff.

- 1) Winter Patrol Record-Representative Roads
- 2) Full Patrol Record
- 3) Plow Route Maps
- 4) Representative Road Patrol Map
- 5) Winter Operation Log
- 6) Record of Duty Status
- 7) Municipal Service Request Form
- 8) Record of Operator Training
- 9) Record of Patrolperson Training

Corporation of the Municipality of Calvin
PATROL LOG REPORT

| Weather | Time | Date: |
|--|------|---|
| Clear | | Patrolled By: |
| Partly Cloudy | | Full Patrol or Representative Patrol (circle one) |
| Overcast | | Start time: End of Time: |
| Rain | | Wind Speed and Direction: |
| Snow | | Visibility: Good Fair Poor (circle one) |
| Freezing Rain | | |
| Fog | | |
| Condition Code: <input checked="" type="radio"/> Acceptable <input checked="" type="radio"/> Needs Service | | |

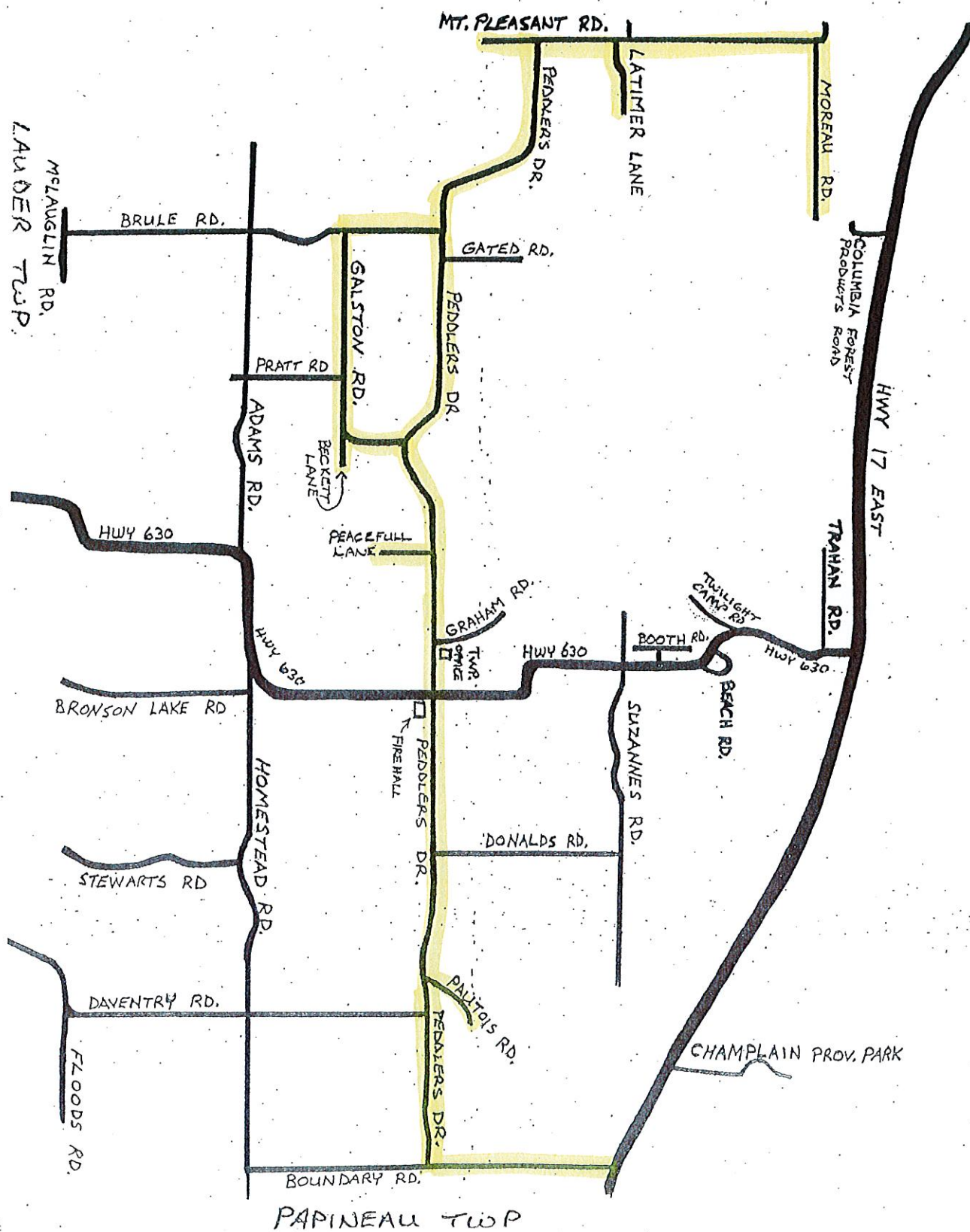
| ROUTE OF ROAD PATROLLED | Section of Road | Section of Road | Time Out | Notes |
|----------------------------------|-----------------|-----------------|----------|-------|
| Street Name | Time In | From To | | |
| Adams | | | | |
| Beach | | | | |
| Beckett | | | | |
| Booth | | | | |
| Boundary | | | | |
| Bronson | | | | |
| Brule | | | | |
| Davenport | | | | |
| Donalds | | | | |
| Floods | | | | |
| Galston | | | | |
| Homestead | | | | |
| Latimer's | | | | |
| McLaughlin | | | | |
| Moreau | | | | |
| Mount Pleasant | | | | |
| Pautois | | | | |
| Peaceful Lane | | | | |
| Peddlers Drive | | | | |
| Pratt Road | | | | |
| Suzannes Road | | | | |
| Twilight | | | | |
| Seasonal (no winter maintenance) | | | | |
| Gated | | | | |
| End of Latimer | | | | |
| End of Pratt | | | | |
| Stewarts Road | | | | |
| End of Floods | | | | |

TALON LAKE RD

VON DOELER. RD.

MT. PLEASANT RD.

ROUTE #1



PAPINEAU TWP

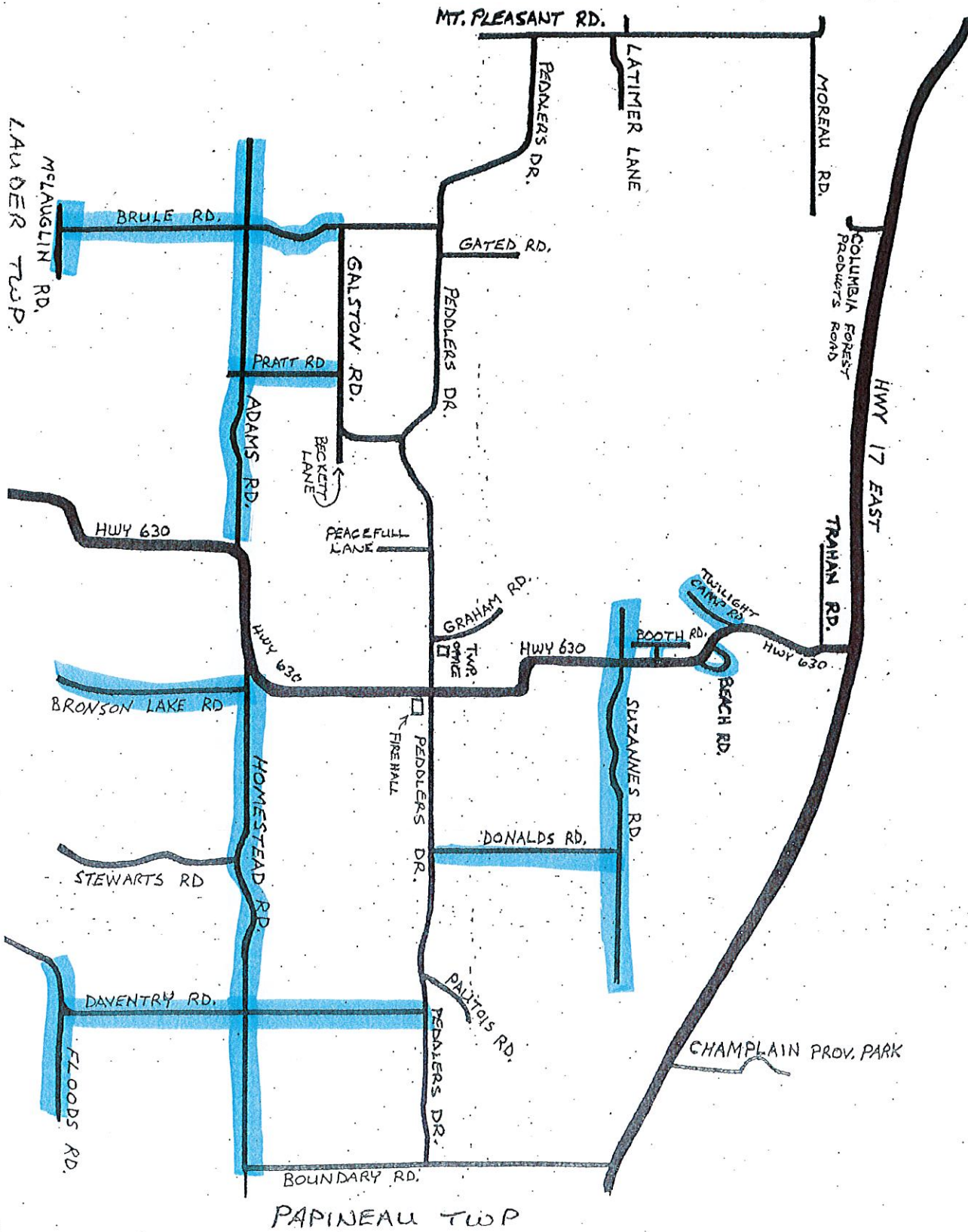
CHAMPLAIN PROV. PARK

7 TALON LAKE RD

VON DOELER. RD.

MT. PLEASANT RD.

Route 2



TALON LAKE RD

VON DOELER, RD.

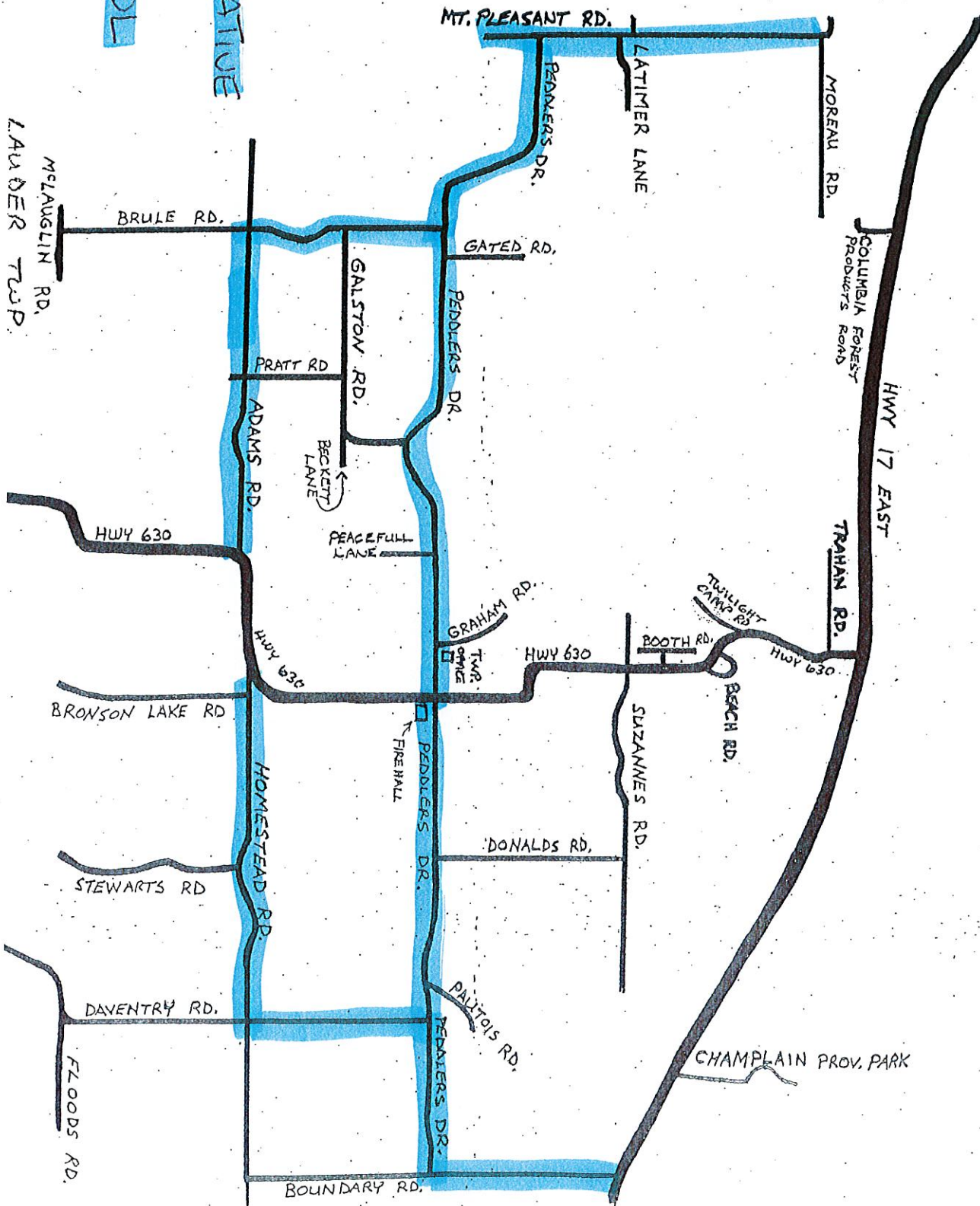
MT. PLEASANT RD.

REPRESENTATIVE

ROADS

PATROL

McLAUGHLIN RD,
LAUDER TRIP.



PAPINEAU TWP

| | | | | | | | | | | |
|-------------|------------|---------------|--------------------------|-------|-------|---|--------------------------|-------|--|--|
| Date: | Equipment: | | Weather | | | | | | | |
| Start Time: | End Time: | Clear | <input type="checkbox"/> | Time: | Wind | Light: <input type="checkbox"/> Moderate: <input type="checkbox"/> Strong: <input type="checkbox"/> | | | | |
| | | Partly Cloudy | <input type="checkbox"/> | Time: | | Direction: | | | | |
| | | Overcast | <input type="checkbox"/> | Time: | | Good: | <input type="checkbox"/> | Time: | | |
| | | Rain | <input type="checkbox"/> | Time: | | Visibility | | | | |
| Operator: | | Snow | <input type="checkbox"/> | Time: | Poor: | <input type="checkbox"/> | Time: | | | |
| | | Freezing Rain | <input type="checkbox"/> | Time: | | Weather Comments: | | | | |
| | | Fog | <input type="checkbox"/> | Time: | | | | | | |
| Signature: | | | | | | | | | | |

Use a separate sheet if additional space is required.

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

Spot Winter Events Response is a response to a winter event with only a part deployment of employees and equipment or full deployment to only part of the route.

[illegible]

Loads of Sand Used: _____

Driver's Name: _____

RECORD OF DUTY STATUS
(For drivers operating within 160 km of home [evening])

Month: _____ Year: _____

| Date | Duty Status | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | Totals |
|--------|--------------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----------------------------------|----------------------------------|----|----|--------|
| MONDAY | Off-Duty | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Driving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | On-Duty-Not Driving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | # _____ Location _____ Remarks _____ | | | | | | | | | | | | | | | | | | | | | Cycle 1 <input type="checkbox"/> | Cycle 2 <input type="checkbox"/> | | | |

| Date | Duty Status | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | Totals |
|---------|--------------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----------------------------------|----------------------------------|----|----|--------|
| TUESDAY | Off-Duty | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Driving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | On-Duty-Not Driving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | # _____ Location _____ Remarks _____ | | | | | | | | | | | | | | | | | | | | | Cycle 1 <input type="checkbox"/> | Cycle 2 <input type="checkbox"/> | | | |

| Date | Duty Status | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | Totals |
|-----------|--------------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----------------------------------|----------------------------------|----|----|--------|
| WEDNESDAY | Off-Duty | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Driving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | On-Duty-Not Driving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | # _____ Location _____ Remarks _____ | | | | | | | | | | | | | | | | | | | | | Cycle 1 <input type="checkbox"/> | Cycle 2 <input type="checkbox"/> | | | |

| Date | Duty Status | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | Totals |
|----------|--------------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----------------------------------|----------------------------------|----|----|--------|
| THURSDAY | Off-Duty | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Driving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | On-Duty-Not Driving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | # _____ Location _____ Remarks _____ | | | | | | | | | | | | | | | | | | | | | Cycle 1 <input type="checkbox"/> | Cycle 2 <input type="checkbox"/> | | | |

| Date | Duty Status | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | Totals |
|--------|--------------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----------------------------------|----------------------------------|----|----|--------|
| FRIDAY | Off-Duty | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Driving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | On-Duty-Not Driving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | # _____ Location _____ Remarks _____ | | | | | | | | | | | | | | | | | | | | | Cycle 1 <input type="checkbox"/> | Cycle 2 <input type="checkbox"/> | | | |

| Date | Duty Status | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | Totals |
|----------|--------------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----------------------------------|----------------------------------|----|----|--------|
| SATURDAY | Off-Duty | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Driving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | On-Duty-Not Driving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | # _____ Location _____ Remarks _____ | | | | | | | | | | | | | | | | | | | | | Cycle 1 <input type="checkbox"/> | Cycle 2 <input type="checkbox"/> | | | |

| Date | Duty Status | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | Totals |
|--------|--------------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----------------------------------|----------------------------------|----|----|--------|
| SUNDAY | Off-Duty | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Driving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | On-Duty-Not Driving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | # _____ Location _____ Remarks _____ | | | | | | | | | | | | | | | | | | | | | Cycle 1 <input type="checkbox"/> | Cycle 2 <input type="checkbox"/> | | | |

Each day starts at midnight. The 3 duty rows must be totalled and added to equal 24 hours.

Once both sides are completed, retain for 14 days then submit to the office.

* Cycle 1 = 70 hours on-duty in 7 days.



Municipality of Calvin
Municipal Service
Request Form

CONTACT DETAILS

| | |
|---|--------------|
| First Name | Last Name |
| Municipal Civic Address/Property Location | Phone Number |
| Mailing Address | |
| Email Address | |

COMPLAINT TYPE

- | | |
|--|---|
| <input type="checkbox"/> Access to Services | <input type="checkbox"/> Programs |
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Staff Conduct |
| <input type="checkbox"/> Processes or Procedures | <input type="checkbox"/> Timeliness of Services |
| <input type="checkbox"/> Roads | <input type="checkbox"/> Other |

SUMMARY

Please outline details of your request below, including relevant dates, times, location and background information (which should include municipal employees you have contacted to resolve the complaint, witnesses to the incident, photographs etc.) Be as detailed as possible. Attach a separate page where necessary.

| |
|--|
| Details |
| Service area/location of problem |
| Staff persons involved (if known and applicable) |
| List of enclosures (include copies of any documentation in support of the complaint) |



Record of Operator Training

This statement certifies that _____ (**name**) has completed the in-house Operator Training program as required by the Municipality of Calvin Winter Operations Plan.

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

- ☐ Equipment Circle Check
- ☐ Equipment Calibration
- ☐ Spreader Controls
- ☐ Plow Controls
- ☐ Record Keeping
- ☐ Health and Safety
- ☐ Level of Service – policies, practices, and procedures
- ☐ Identification of Plow/Sanding Routes – including variations from previous year
- ☐ Typical Hazards – that may be present along the route
- ☐ Yard and Equipment maintenance

Employee Signature _____

Date _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____



Record of Patroller Training

This certifies that _____ (name) has completed the in-house Winter Operations – Patroller Training as required by the Municipality of Calvin Winter Operations Plan.

The Winter Operations – Patroller Training includes the operator training plus the following modules:

- ☐ Interpreting weather forecasts
- ☐ De-icing abrasives – usage, application rates, storage and handling
- ☐ Route of Representative Roads and including areas with steep hills, sharp curves, areas prone to icing early or snow drifting plus variations allowed to the route
- ☐ Level of Service – policies, practices and procedures
- ☐ Identify Plow/Sanding/Parking Lot Routes
- ☐ Identify the impacts of traffic on the road surface and locations where a road to may ice earlier than other roads
- ☐ Winter Shift Schedules
- ☐ Emergency contacts
- ☐ Record Keeping
- ☐ Health and Safety
- ☐ Yard and Equipment maintenance

Employee Signature _____

Date of Training _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____