



City of Kawartha Lakes

SALT

MANAGEMENT

PLAN

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NOTICE:

This Plan is modeled on a Salt Management Plan Template and has been prepared for the sole use of the City of Kawartha Lakes

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Commitment to Salt Management Plan

**The undersigned are committed to maintaining and implementing
The City of Kawartha Lakes Salt Management Plan contained within this
document.**

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SIGNATURE:

DATE:

Chief Administrator Officer

Director of Public Works

Manager(s), of Roads Operations

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INTRODUCTION

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SALT MANAGEMENT PLAN

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1.0 INTRODUCTION

1.1 Overview

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The City of Kawartha Lakes (City) has approximately 2,700 lane kilometers of roads within the framework of a classification and prioritized system, which provide for the safe, efficient and affordable means of surface transportation for road users. People rely on our roadway network throughout the year for transport uses such as transportation to the workplace, to recreation and leisure facilities, for the transport transportation of goods and services, and for emergency and security services.

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Snow and ice conditions on the road system have a dramatic impact on public safety, roadway capacity, travel time and economic costs. User safety remains the most important priority within winter maintenance operations, practices and strategies contained in this Salt Management Plan.

Although there is ongoing the industry continues research into the use of alternatives to road salt in winter maintenance, road salt continues to be a cost-effective deicer. However, because of the adverse effects that salt may have on the environment, this Salt Management Plan strives to minimize limit the amount of salt entering the environment by including best salt management practices, and using new appropriate technologies to ensure its most effective use over the road system. At the same time, the City will continue to search out and use consider viable and cost-effective new technologies and chemicals to reduce the environmental impacts of winter maintenance activities.

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In 2001, Environment Canada released an assessment report stating that road salts are entering the environment in large amounts and pose a potential risk to plants, animals, birds, fish, lake and stream ecosystems and groundwater. Based on the assessment, Environment Canada is considering declaring road salt to be "toxic" under the Canadian Environment Protection Act (CEPA). The "toxic" designation only means that it is harmful to the environment if used in excessive amounts. Environment Canada has stated that they will not ban road salts, but rather will encourage users to develop their own salt management strategy. **It must be noted that Health Canada has stated that road salts are not harmful to humans.**

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Environment Canada has released a "Code of Practice for the Environmental Management of Road Salts". Road salt users, that meet the minimum requirements of the Code of Practice, have to prepare a Salt Management Plan to better manage their road salt use and report their progress.

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The City of Kawartha Lakes has developed this Salt Management Plan in accordance with Environment Canada's Code of Practice for the Environmental Management of Road Salts. This will address growing concerns about the effect road salt is having on our natural environment and at the same time continue to provide for road safety by better managing our use of salt.

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1.2 Purpose of the Plan

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This Plan establishes a Management Directive (MD) and procedural framework for ensuring that the City of Kawartha Lakes continuously improves the management of road salt used in its winter maintenance operations. The Plan demonstrates the City's commitment to minimizing limit the environmental effects of excessive salt use, consistent with Environment Canada's stated objectives and Kawartha Lakes strategic goals.

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Any modifications to winter maintenance activities must be carried out in a way that provides roadway safety and user mobility consistent with the weather conditions experienced during the snow and ice control season.

This Plan is dynamic and fluid, allowing the City to phase in new approaches and technologies in a way that is responsive to fiscal demands and the needs to ensure that roadway safety is not compromised.

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1.3 Legislative Authority

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The policies presented in this Plan are consistent with fulfilling the City's obligations under provincial and federal legislation.

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1.4 Format of the Plan

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Chapter 2.0 of this Plan presents the Council Policy Direction approved by City of Kawartha Lakes Council.

Chapter 3.0 of this Plan presents the Winter Maintenance Management Directives that are relevant to salt management.

Chapter 4.0 of this Plan presents the summaries of Operational Practices and Strategies for Snow and Ice Control as they relate to the effective management of road salt. This chapter is presented as a series of sub-sections that can be modified as new policies, procedures and practices are introduced and refined.

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Chapter 5.0 of this Plan presents the approach to monitoring the implementation of the Plan and to maintaining and updating the Plan.

1.5 Responsibilities

Chief Administrative Officer – Has corporate responsibility for the City's Salt Management Plan.

Director of Public Works – Shall be responsible for ensuring that the Salt Management Plan is developed, maintained, and implemented consistently, ~~across the City within roads operations.~~

Manager(s) and Supervisor(s), Roads Operations – Shall be responsible for developing and maintaining the Salt Management Plan and ensuring that it is implemented consistently ~~across the City~~; for overseeing the maintenance and upgrading of the winter maintenance facilities in compliance with the Salt Management Plan, as well as monitoring the change in environmental impacts associated with the Salt Management Plan.

Manager and Supervisor, Fleet Services – Shall be responsible for purchasing, maintaining and calibrating the winter maintenance fleet in compliance with the Salt Management Plan.

Roads Lead-hands / Patrollers Crew Leads – Shall be responsible for ensuring that winter maintenance activities are carried out in compliance with the Salt Management Plan.

Winter Maintenance Personnel – Shall be responsible for ensuring that winter maintenance duties are completed in accordance with the policies and procedures set out in the Salt Management Plan as directed by their manager/supervisor.

Manager ~~Environmental Services, Water and Wastewater~~ – Shall be responsible for environmental review and for monitoring environmental impacts ~~of Chlorides~~ in the City's municipal drinking water, ~~sheds and other environmentally identified sensitive areas.~~

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Management Directive

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2.0 MANAGEMENT DIRECTIVE CONTEXT

2.1 Corporate Strategic Plan

The City of Kawartha Lakes' ~~2016-2019~~2024-2027 Corporate Strategic Plan defines one of the key the corporate strategic goals being commitment to "A ~~Health~~Healthy Environment". ~~The key~~Key priorities within the Strategic Plan relating to a Healthy Environment are to "Protect and ~~Enhance Water Quality~~preserve natural areas including greenspaces, waterways, parks, trails and farmlands" and to ~~Protect Prime Agricultural Lands~~Support environmental sustainability and resilience in our community".

The Salt Management Plan aligns to these strategies through effective and appropriate application of salt in relation to winter control activities.

2.2 Maintenance and Operations Salt Management Plan Objective

The employees of the City's Roads Operations Division are dedicated to continuous improvement. Through "Winter Maintenance" programs and activities staff work together to improve service delivery and to communicate better with residents of Kawartha Lakes.

2.3 Salt Management Plan Management Directive

Within the City Kawartha Lakes overall policy context, the following is the City's management directive on the use and management of road salt.

- To comply with all applicable federal and provincial legislation regarding the storage and use of snow and ice control products.
- To use road salt in an environmentally responsible manner, and ~~minimize~~limit the negative environmental effects of handling, storage and application of salt on the environment.
- In providing the approved Level of Service, the City of Kawartha Lakes will conserve the use of salt by utilizing cost-effective technologies and practices whenever and wherever ~~available~~practical.

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2.3.1 Salt Management Principles

1. Road safety is a top priority for the ~~City of Kawartha Lakes (the City).~~
2. Road salt is essential to maintaining roadway safety ~~during the snow and ice control season when experiencing winter conditions.~~
3. The City will strive to ~~reduce~~control the amount of salt released to the environment through effective salt management practices.
4. ~~The City will show leadership locally, provincially and nationally in the area of road salt management.~~
5. ~~This Salt Management Plan will be reviewed and updated as required annually.~~
6. ~~The City will provide the necessary training and encouragement~~guidance to its winter maintenance personnel (internal and contracted services) to achieve an environmentally sound and safe winter maintenance program.
7. ~~Performance will be measured and reported through appropriate public reporting vehicles.~~

2.3.2 Implementation Guidelines

This Salt Management Plan was developed in accordance with the following directions:

General:

- Salt Management Plans will embrace the concepts set out in the ~~Salt Management Guide (TAC, 1999) and Syntheses of Best Practices Road Salt Management (TAC, 2003- 2013)~~ prepared by the Transportation Association of Canada and subsequent revisions, and Codes of Practice issued by Environment Canada.
- ~~For the purposes of this plan, winter sand is a sand/salt mix that is comprised of 3-5% salt mixed in to the stockpile to reduce the chances of the sand from freezing.~~

On-roadway Use:

- Operate in accordance with clearly stated, documented, and approved Level of Service standards that promote safety and efficient salt and winter sand

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- Prioritize environmentally sensitive areas when implementing strategies for reducing salt impacts;
- Apply salt and winter sand at rates that are consistent with best salt management practices; and

SALT MANAGEMENT PLAN

- Improve the efficiency of salt and winter sand usage through better use of technology and application equipment.

Winter Sand and Salt Storage:

- Review current storage practices for salt and winter sand and salt blends and, as well as develop and implement strategies for cleaning up existing sites and minimizing salt loss to the environment from future operations.

Snow Storage & Disposal:

- Carry out environmental reviews of Assess snow storage areas to improve site selection and management of practices that impact the environment, including site drainage;
- Manage its snow disposal sites in a way that minimizes impacts to the environment.

Training:

- Implement effective employee training and awareness for supervisors, operators and contracted services when and where applicable;
- Ensure compliance to training and awareness programs for contracted services.

Decision-Support:

- Endeavor to improve snow and ice control decision-making by increasing staff focus on pavement temperatures;
- Endeavor to improve its staff's ability to monitor and interpret weather forecasts.

Record Keeping:

- Improve Establish sufficient record keeping to processes enable better tracking of salt use and salt-related impacts;
- Develop salt management performance criteria and related monitoring programs. These will be integrated into any national salt management reporting program developed by Environment Canada.

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2.4 Application

This Plan was first adopted by City Council on -

September 4, 2007, and applies to all employees and contractors involved in Winter Maintenance Operations for the City. Staff circulate updates through Council and endeavour to update the plan every 5 years or as major changes occur or are required.

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2.5 Implementation

This Salt Management Plan is activity based and follows an Environmental Management System framework. It includes the following elements:

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- Periodic review and analysis of Legislative requirements and industry practices
- Implementation and documentation of the Salt Management Plan
- Education and training of staff
- Monitoring and analysis of operations
- Management review and revisions
- Environmental review
- Management Directive and practices revision

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The implementation and improvement of this Salt Management Plan will promote the continuous development of practices and procedures to improve winter maintenance activities and procedures while striving to reduce the effects of road salt on our environment. The Plan is a dynamic document. It will be reviewed and refined on an on-going basis and will function at all levels of the organization. All personnel related to winter maintenance have a role ensuring that this Plan is implemented, monitored, improved and updated.

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Adoption of the policies and procedures in this Plan by other parties involved in snow and ice control activities on behalf of the City shall include outsourced agencies and that are monitored by senior competent City staff, such as:

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• ~~general contractors.~~

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WINTER MAINTENANCE STANDARDS

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WINTER MAINTENANCE STANDARDS

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3.0 WINTER MAINTENANCE STANDARDS

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3.1 Introduction

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This chapter documents the City's snow and ice control standards.

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The major activities related to winter maintenance are:

- ~~salt~~Salt and ~~winter~~ sand storage;
- ~~salt~~Salt spreading;
- ~~Winter~~ sand spreading;
- ~~snow~~Snow plowing;
- ~~snow~~Snow removal, ~~storage~~ and disposal.

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3.2 Level of Service (LOS)

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For the purposes of road patrolling, snow plowing, salting, ~~winter~~ sanding, ice control and snow removal ~~the~~ municipal roads have been classified as per O. Reg. 239/02.

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Minimum Maintenance Standards for Municipal Highways (MMS) and as amended by ~~O. Reg. 47/13~~ based on posted speed limits and traffic volumes.

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Winter maintenance ~~has commitments are~~ also ~~been considered outlined~~ in the ~~road "priorities" as per the~~ City's ~~"Level of Service" guidelines~~ LOS Policies for ~~Winter Maintenance Operations~~ winter maintenance operations.

The ~~City's Council Policies CP2021-045 and CP2021-046 (Roadway and Sidewalk Winter Level of Service (LOS) is also contained in the "Level of Service" for Winter Operations standards. The LOS is Policies) are~~ regularly reviewed to ensure the City continues to provide a ~~level of service~~ LOS that meets and may exceed the MMS as set out in O. Reg. 239/02. ~~Appendix A and B contain the most recent copy of the "Level of Service" for Winter Operations Roads and Sidewalk standards and will be updated each time the document is reviewed, as amended.~~

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The ~~"Level of Service" LOS~~ for ~~Winter Operations~~ winter operations standard is designed to meet the needs of the community from the perspective of driver safety and the provision for emergency services. The LOS standards are driven by both the technical requirements of winter operations and the need to address the socio-economic and environmental concerns of a large rural and urban municipality.

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3.3 Material Application Rates

3.3.1 Salt

The City of Kawantha Lakes currently spread typically applies salt at a rate of approximately 130kg / Two Lane two lane km to designated asphalt roads. Table B.1 in Appendix "B" provides a summary of the current application rates for dry salt for various conditions requiring snow or ice control that occur within the City. As application rates are refined and the use of pre-wetting⁴ and anti-icing² technology increases, additional rates will be added to the table Salt is not applied to gravel or high float (tar and chip) roads.

The Managers, Roads Operations Manager(s), Supervisors, Roads Operations and / or Supervisor(s) Road Crew Leaders have the flexibility to adjust the settings to accommodate specific conditions. For example, applications rates may be reduced for road (black) ice and/or frost conditions and increased on steep grades and intersections. In environmentally sensitive areas, the City will review and apply the appropriate resources, methods and utilize applicable spreading rates of de-icing materials to ensure a consistent experience for drivers.

3.3.2 Abrasives / Sand Winter sand / Winter Mix

A mixture of winter sand and road salt to prevent freezing of the sand (blended winter sand) when it is stored is used as an abrasive to improve traction and provide some ice and snow control on City roads. Sand Winter sand is purchased, delivered and mixed with road salt at the City's Operations Works Depots (on site) by a contractor. Sand Winter sand is currently blended with road salt at a rate of approximately 3% to 5% by volume.

The City currently spread typically applies abrasives at a rate of approximately 570 kg / Two Lane two lane km. Table B.2 in Appendix "B" provides a summary of the current application rates for abrasives for various conditions requiring snow or ice control that occur within the City. As application rates are refined and the use of pre-

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⁴Pre-wetting is the application of a liquid to a solid material just prior to application to the road surface. Applying a liquid to the solid material helps the solid material "stick" to the road surface and not bounce away onto the shoulder. Liquid applied to a solid chemical also begins the process of brine formation and allows the chemical to

act quicker.

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²² Anti-icing is a proactive snow and ice control strategy whereby straight brine or an alternative is sprayed directly on the road in advance of a storm. The term can also refer to early application of chemical in any form early in a storm to prevent the formation of the snow/road bond.

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~~wetting and anti-icing technology increases additional rates will be added to the table.~~

Due to the variety of road conditions that may be encountered during regular operations, within this Plan, the Managers, Roads Operations Manager(s) and/or Supervisor(s) are allowed full controls regarding, Supervisors, Roads Operations and/or Road Crew Leaders have authority to determine frequency and timing of applications. Forecasted and existing weather and road conditions shall be referenced and used in the decision making process.

3.3.3 Liquids

~~The City has introduced the use of liquids for pre-wetting and / or anti-icing as a pilot project. As this is a relatively new practice, identifying the right method and locations are being reviewed in order to maximize the efficient use of Pre-wet or DLA. The liquid application rates are set by the City, as summarized in Table B.3 in Appendix "B".~~

3.4 Snow Removal, Storage and Disposal

As a result of snow plowing operations, snow accumulates at the side of roads as "windrows". In most cases this is not a safety, operational, or environmental concern. However, in some locations where snow storage is a problem or as directed in Council approved LOS policy, the accumulated snow must be removed. Snow removal operations are initiated when windrows reach volumes that create a nuisance or hazard to pedestrians and motorists, or to maintain storage capacity for subsequent snowfalls. Snow removal, storage and disposal must be performed properly to ensure that the operations do not cause adverse effects to the environment.

Occasionally the City has had to remove and dispose of snow from assumed roads. The snow is blown or loaded into dump trucks and disposed of at a site controlled and owned by the City.

~~The City will provide snow removal services in accordance with its LOS when public safety and / or identified areas are compromised.~~

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SALT MANAGEMENT PLAN

3.5 Sidewalk Snow ~~Clearing~~Maintenance

The City, with the use of contracted and internal staff services, will ~~clear-~~ ~~all~~ maintain sidewalks along ~~all~~ City road allowances in accordance with the approved LOS policy. With each winter weather event being unique, the decision in regards to response, timing and materials shall be at the discretion of the ~~Road~~ Manager(s), Managers, Roads Operations, Supervisors, Roads Operations and/or Road ~~Supervisor(s)~~ Crew Leaders according to the most recent approved LOS for sidewalk winter maintenance.

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OPERATIONAL PRACTICES & STRATEGIES

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SALT MANAGEMENT PLAN

4.0 OPERATIONAL PRACTICES AND STRATEGIES

4.1 Overview

This chapter of the Plan provides a discussion of each of the key operational practices and strategies related to the effective management of road salt during winter maintenance activities.

Each subsection has a summary that provides a discussion of the objectives, environmental considerations, current situation, framework objectives, responsibilities, performance measures and references (documents or tables). Table 4.1.1 (below) demonstrates the format and explains the intent of each category.

It is important to recognize that the Plan is intended to be fluid and dynamic and will take time to implement. Therefore, the purpose of this section is to establish the goals of the Plan and a strategy for achieving these goals.

TABLE 4.1.1

SUBJECT	
OBJECTIVE	This section states the salt management objective that is to be achieved.
ENVIRONMENTAL CONSIDERATION	It is important that people understand the rationale behind the need to make changes. This section identifies briefly the environmental considerations that make it important to address the subject area.
CURRENT SITUATION	This section identifies the status of the subject area at the time of initial implementation of the Plan or following any update of the Plan.
OBJECTIVES & RESPONSIBILITIES	The Plan must have clearly stated objectives and timetables. This section identifies the objectives and timetable for each subject area.
IMPLEMENTATION CONSIDERATIONS	Explanation of reasoning behind the objectives and timetable factoring in resource issues and also includes opportunities such as partnerships.
STAFF RESPONSIBILITIES	The Plan must have staffing resources assigned the responsibility to implement the elements of the Plan. This section assigns those responsibilities for each goal.

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PERFORMANCE MEASURE	It is important to monitor and measure the progress of implementing each element of the Salt Management Plan. This section establishes the criteria for measuring performance and monitoring. There should be a performance critierion <u>criteria</u> for each goal.
REFERENCES	This section identifies any reference documents or tables related to this subject area or that provide more detailed direction regarding implementation of the salt management strategy.

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4.2 Management Practices

4.2.1 ~~Level of Service~~

Table 4.2.1

LEVEL OF SERVICE (LOS)	
OBJECTIVE	To ensure that the Level of Service (LOS) is reviewed and that any revisions are approved by senior management <u>the Director of Public Works</u> and Council, and communicated to winter maintenance personnel. The defined LOS must be clear, functional and understandable to operations personnel and the layperson <u>other stakeholders</u> (e.g. public and politicians). It should make it clear what is to be achieved and what will not be achieved (e.g. there may not be continuous bare-like pavement conditions throughout a storm). Typically the LOS will explain the intended: <ul style="list-style-type: none"> ▪ Initial response time; <u>and</u> ▪ Cycle frequency; and ▪ End of storm condition.<u>Response activity.</u>
ENVIRONMENTAL CONSIDERATION	The prescribed Level of Service <u>LOS</u> is the foundation for the winter maintenance program and has a significant impact on salt / <u>winter</u> sand used to achieve the standard. It is also very important in being able to demonstrate due diligence in the event of a claim against the road authority <u>City</u> .

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SALT MANAGEMENT PLAN

CURRENT SITUATION	<ul style="list-style-type: none"> • Each road in the City network has been assigned to one of three priorities of is classified into a road class based on Council Policy CP2021-044, as amended. • The City's “two Level of Service” Policies for Winter Operations document details winter operations detail the Level of Service <u>LOS</u> for the snow accumulation and icy condition component of the City's Winter Operations Program winter operations program for both roadways and sidewalks.
GOAL	<ul style="list-style-type: none"> • Review the LOS and the minimum maintenance standard (O.Reg.239/02, as amended) annually and revise if required. • Consider the potential impacts of introducing new technologies. • Obtain management and Council endorsement of the revised LOS. • Implement the revised LOS. • Review routes after changing LOS. • Train and inform staff, management and the public on the intentions and expectations in service delivery.
IMPLEMENTATION CONSIDERATIONS	Changes in LOS expectations could impact the cost of service, driver safety and resource need amongst other potential impacts.
RESPONSIBILITIES	<p><u>Managers, Roads Operations</u></p> <ul style="list-style-type: none"> • Responsible for leading the development and approval of LOS revisions. <p><u>Supervisors, Roads Operations and Road Crew Leaders</u></p> <ul style="list-style-type: none"> • Responsible for ensuring compliance with the LOS and providing input during revisions. <p><u>Winter Maintenance Personnel</u></p> <ul style="list-style-type: none"> • Responsible for complying with the LOS.
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • Levels of Service(LOS) Policies Reviewed Annually. • Compliance with the LOS throughout the organization.
REFERENCE	<p>CP2021-045 CP2021-046 Ontario Regulation 239/02, as amended</p>

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GOAL	<ul style="list-style-type: none"> • Review the LOS and the minimum maintenance standard (as per O.Reg.239/02) annually and revise if required. • Consider the potential impacts of introducing new technologies. • Obtain management and Council endorsement of the revised LOS. • Implement the revised LOS. • Review routes after changing LOS. • Train and inform staff, management and the public on the intentions and expectations in service delivery. • Monitor and report on compliance with the LOS annually.
IMPLEMENTATION CONSIDERATIONS	Changes in LOS expectations will impact the cost of service. For example, if you increase the cycle time, you may decrease the equipment needs, which reduces cost.
RESPONSIBILITIES	<p>Manager – Responsible for leading the development and approval of the LOS.</p> <p>Supervisor – Responsible for ensuring compliance with the LOS.</p> <p>Winter Maintenance Personnel – Responsible for complying with the LOS.</p>
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • Completion of an updated and improved Levels of Service (LOS). • Presence of a written LOS that has been endorsed by senior staff and City Council. • Compliance with the LOS throughout the organization.
REFERENCE	Refer to LOS and Application Rate Policies.

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4.3 Equipment

Good salt management is dependent upon having equipment that permits operators to place:

The 5 "R"s:

- the **right material**;
- at the **right time**;
- at the **right amount**;
- in the **right place**; and
- for the **right duration**, to keep it there long enough to do the job.

Proper equipment is also important for tracking salt and winter sand usage and being able to measure progress in reducing excessive and improper material use.

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Effective annual calibration along with ongoing monitoring and recalibration are important equipment maintenance practices.

Technologies such as ground-speed oriented electronic spreader controllers with dataloggers and variable spreader settings can improve salt and winter sand use. These systems require effective annual calibration along with ongoing monitoring and recalibration to ensure proper functionality. Techniques such as pre-wetting and anti-icing are also proven methods for reducing salt use.

Spreaders need to be washed to prevent corrosion. However, improper management of wash water can lead to environmental impacts.

The following action plans relate to fleet allocation, upgrading and maintenance.

4.3.1 Fleet Allocation/Optimization

Table 4.3.1

Fleet Allocation/Optimization	
OBJECTIVE	To optimize the use of spreaders and plows by efficient routing in accordance with the LOS expectations.
ENVIRONMENTAL CONSIDERATION	Duplication of service due to inefficient routes leads to redundant material use and premature plowing of previously salted roads.
CURRENT SITUATION	<ul style="list-style-type: none">No formal winter maintenance route optimization has been done for continues on an annual basis, as needed to ensure compliance with the City LOS.Staff shall continue to review routes and manually optimize them. Equipment shall then be allocated on the most efficient routes.
GOAL	<ul style="list-style-type: none">As new technologies are implemented or Levels of Service (LOS) is changed, affected spreader and plow routes will be reviewed.Assess the need for a route optimization review by 2016.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none">The timing of implementing route optimization is contingent upon the availability of equipment.There will/could be costs associated with acquiring new equipment.There will/could be facility implications.The City will reassign Winter Maintenance Personnel, including contractors as required.There is an ongoing need for route refinements.

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SALT MANAGEMENT PLAN

<u>RESPONSIBILITIES</u>	<p><u>Managers and Supervisors, Roads Operations</u></p> <ul style="list-style-type: none">• <u>Responsible for periodically reviewing and optimizing plow routes, validating the practicality of routes and ensuring equipment is used effectively.</u> <p><u>Manager and Supervisor, Fleet Services</u></p> <ul style="list-style-type: none">• <u>Responsible for developing a replacement strategy for removing old equipment from service and acquiring new equipment, as per the City's Non-Emergency Fleet Policy.</u>
<u>PERFORMANCE MEASURE</u>	<ul style="list-style-type: none">• <u>Completion of reviews of routes.</u>• <u>Achievement of the LOS.</u>

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RESPONSIBILITIES	<p>Manager and Supervisor – Roads Operations – Responsible for periodically reviewing and optimizing routes, validating the practicality of routes and ensuring equipment are used effectively.</p> <p>Manager and Supervisor, of Fleet Services – Responsible for developing a replacement strategy for removing old equipment from service and acquiring new equipment, as per the City's Fleet Policy.</p>
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • Completion of reviews of routes. • Achievement of the LOS for each type of road.
REFERENCE	

4.3.2 Fleet Upgrading

Table 4.3.2

ELECTRONIC SPREADER CONTROLS	
OBJECTIVE	To equip all spreaders with electronic spreader controls that can be accurately calibrated, regulated to ground speed and will generate pertinent salt- and winter sand use data.
ENVIRONMENTAL CONSIDERATION	Electronic controllers ensure that the chosen and prescribed amount of material is being placed on the roadway consistently, regardless of speed and provides data that permits salt use to be tracked.
CURRENT SITUATION	<ul style="list-style-type: none"> • 100% of the City's fleet of 65 combination units have electronic controls that are able to communicate with AVL/GPS units. • 100% of the 40 private-contracted spreaders<u>units on high volume arterial roads</u> have electronic controls that are able to communicate with AVL/GPS units. • 100% of the 6 private-contracted units on low volume secondary routes<u>roads</u> have electronic controls <u>however they cannot communicate with the AVL/active GPS system logging, but not material spreading capability.</u> • <u>The data is retrieved from the electronic controllers.</u> • <u>Developed and implemented a record-keeping and monitoring program that uses the data supplied from the electronic controllers.</u>

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<u>GOAL</u>	<ul style="list-style-type: none"> All equipment used to spread winter sand and salt on City roads shall have ground speed regulated electronic controllers with printout or download capabilities and be integrated with an AVL/GPS system. Staff will monitor to improve accuracy of applicable technology used for salt and winter sand use tracking.
<u>IMPLEMENTATION CONSIDERATIONS</u>	<ul style="list-style-type: none"> Where possible move towards consistency within the fleet. It is recognized that some variability will always exist between new and older equipment and future technological improvements. Budget constraints and delivery schedules for new equipment will affect the pace of the fleet upgrades.
<u>GOAL-RESPONSIBILITIES</u>	<p><u>Manager and Supervisor, Fleet Services</u></p> <ul style="list-style-type: none"> Responsible for ensuring all equipment used to spread winter sand and salt on City roads shall have ground speed regulated electronic controllers with printout or download capabilities and be integrated with where possible. Responsible for maintaining an AVL/GPS system. Replacement will be at a rate of at least 2 units per year. As per the Fleet Policy adopted by Council. Review the merits of retrofitting existing spreaders. May have to be implemented with a newly tendered GPS/AVL Contract. <p><u>Develop and implement Manager-Roads Operations</u></p> <ul style="list-style-type: none"> Responsible for maintaining a record-keeping program that uses the data supplied from the electronic controllers. <p><u>Supervisors of Roads Operations</u></p> <ul style="list-style-type: none"> Responsible for following the record-keeping program that uses the data supplied from the electronic controllers. Responsible for identifying and reporting issues or inconsistencies with AVL/GPS reporting of units assigned to them. <p><u>Winter Maintenance Personnel</u></p> <ul style="list-style-type: none"> Responsible for reporting issues with their spreader controls to their Supervisor.
<u>PERFORMANCE MEASURE</u>	<ul style="list-style-type: none"> Receiving accurate salt and winter sand use data from the spreaders with electronic spreader controls that can be accurately calibrated and regulated to ground speed to reduce material inconsistencies. Percentage of units with electronic spreader control units.

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SALT MANAGEMENT PLAN

<u>REFERENCE</u>	<ul style="list-style-type: none">• <u>CP2021-002 – Non Emergency Fleet Policy</u>• <u>MD 2016-015 Non-Emergency Fleet Services Management Directive</u>• <u>SOP2019-108 – Salt and Sand Application Calibration for Plows</u>
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IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> ● Where possible move towards consistency within the fleet. Recognize that some variability will always exist between new and older equipment and future technological improvements. ● Budget constraints and delivery schedules for new equipment will affect the pace of the fleet upgrades.
RESPONSIBILITIES	<p>Manager-Roads Operations – Responsible for developing a record-keeping program that uses the data supplied from the electronic controllers.</p> <p>– Responsible for implementing an AVL/GPS system.</p> <p>Supervisor, of Fleet Services – Responsible for ensuring all equipment used to spread sand and salt (liquid and solid) has groundspeed regulated electronic controllers.</p> <p>Supervisors of Roads Operations – Responsible for implementing a record-keeping program that uses the data supplied from the electronic controllers.</p>
PERFORMANCE MEASURE	<ul style="list-style-type: none"> ● Percentage of spreaders, maintaining City roads, with electronic controllers with a feedback system.
REFERENCE	

PRE-WETTING AND ANTI-ICING EQUIPMENT	
OBJECTIVE	<p>To implement and improve the effectiveness of salt applied to roadways through the use of pre-wetting of salt and anti-icing techniques by 2018.</p>
ENVIRONMENTAL CONSIDERATION	<p>Pre-wetting of materials helps to keep the material on the roadway by reducing bounce and blowing and activates the salt more quickly. Studies show that the actual amount of rock salt applied can be reduced when pre-wetting and that pre-wetted abrasives will stay on the road longer to provide traction. Significant reductions in salt use can also be achieved through the use of liquid anti-icing – especially during the fall and spring for frost and black ice conditions.</p>
CURRENT SITUATION	<p>4% of the City's fleet is equipped with pre-wetting capabilities.</p> <ul style="list-style-type: none"> ● 0% of the private contracted spreaders have pre-wetting capabilities. ● The City currently does not have the ability for direct liquid applications (DLA, anti-icing) from the use of one slip-in tank (configuration).

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GOAL	<ul style="list-style-type: none"> ● Assess and review the results of the pre-wetting and anti-icing pilot project. ● Develop a pre-active pre-wetting operation and assess various technologies and strategies by 2018. ● Develop a pre-wetting guideline that addresses preferred application rates and expected performance on the road. ● Ensure that spreader equipment (one per operating district) maintaining City roads have pre-wetting capabilities by 2020. ● Ensure staff is knowledgeable in liquid use and handling. ● Evaluate the merits of alternative liquids or mixtures and identify the most cost-effective long-term supply of the chosen liquid.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> ● Where possible move towards consistency within the fleet. Recognize that some variability will always exist between new and older equipment and future technological improvements. ● Budget constraints and delivery schedules for new equipment will affect the pace of the fleet upgrades.
RESPONSIBILITIES	<p>Manager, Supervisor, Roads Operations</p> <ul style="list-style-type: none"> – Responsible for implementing an anti-icing program. – Responsible for developing a pre-wetting guideline that addresses preferred application rates and expected performance on the road. – Responsible for evaluating the merits of alternative liquids and identifying the most cost-effective long-term supply of the chosen liquid. – Responsible for ensuring staff is knowledgeable in liquid use and handling. <p>Supervisor, Fleet Services – Responsible for ensuring that the fleet upgrade plan includes pre-wetting and anti-icing capabilities.</p>
PERFORMANCE MEASURE	<ul style="list-style-type: none"> ● Percentage of spreaders with pre-wetting and anti-icing capabilities. ● Number of kilometres subjected to anti-icing. ● Development of pre-wetting guidelines. ● Percentage of staff knowledgeable in liquid use and handling.
REFERENCE	

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4.3.3 Equipment Maintenance and Calibration

Table 4.3.3

SPREADER CALIBRATION			
OBJECTIVE	To ensure that equipment is properly calibrated at the beginning of the snow and ice control season and that the calibration is checked and maintained during with the winter.		
ENVIRONMENTAL CONSIDERATION	Effective placement of salt and winter sand depend on accuratecalibration of spreaders.		
CURRENT SITUATION	<ul style="list-style-type: none">• The Fleet <u>Services</u> Division is responsible for equipment calibration.• Calibration of City spreaders is completed prior to each season, midwinter season and visually monitored throughout the season.• The City has written calibration procedures and records are kept.• Contractors are responsible for their own calibration- <u>but are offered to be included in the City's program</u>. The Fleet <u>Services</u> Division confirms calibration of Contractors<u>Contractor</u> (private) equipment prior to each season and verifies calibration of all contracted units <u>mid-as required</u>.• <u>Identified concerns with calibration during the winter season are assessed and addressed to by the Fleet Services Division</u>.		
GOAL	<ul style="list-style-type: none">• Calibration <u>and /or verification</u> procedures for City equipment will be reviewed <u>annually</u> and updated as required.• Contractor (private) calibrations shall be verified by <u>Citythe</u> Fleet <u>Division</u> to ensure calibration is adequate and standard procedures have been followed by the start of each season.• All spreaders will be properly calibrated prior to each <u>winter</u> season.• All routes will be benchmarked (determine the quantity of material applied at a given calibration) to ensure that the correct amount of material is being applied. Information directly from the electronic controllers will be compared to the benchmark to check unit calibrations as methods become available. Equipment will be recalibrated as required.• Equipment will be recalibrated after any repair that affects the material delivery system- <u>or irregular results are</u>		
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recorded in the material delivery system or at the request of the Manager or Supervisor, Roads Operations

- A calibration history for all spreaders will be maintained and reviewed as required.

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IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> • There are limitations to the calibration process, which introduce minor errors. • The calibration procedure should identify when a calibration review will occur. • It is important to acknowledge that a degree of tolerance is acceptable. • Staff availability, weather and seasonal changeovers can affect calibration schedules.
RESPONSIBILITIES	<p><u>Manager, and Supervisor Roads Operations, Fleet Services</u></p> <ul style="list-style-type: none"> • Responsible for verifying that contractor Contractor calibrations are adequate and standard procedures have been followed. • Supervisor, Fleet Services—Responsible for reviewing calibration procedures for City equipment and ensuring they are followed. <p><u>Supervisor Managers and Supervisors, Roads Operations</u></p> <ul style="list-style-type: none"> • Responsible for benchmarking usage for all beats routes and comparing actual usage against the benchmark. • —Responsible for investigating any discrepancies and ensuring corrections and recalibrations are done.
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • Percentage of spreaders calibrated prior to each winter season • Number of re-calibrations carried out during each winter
REFERENCE	<ul style="list-style-type: none"> • <u>SOP2019-108 – Salt and Sand Application Calibration for Plows</u>

4.3.4 Equipment Washing

Table 4.3.4

EQUIPMENT WASHING	
OBJECTIVE	To ensure that equipment wash water is managed in a way that minimizes discharges to the environment.
ENVIRONMENTAL CONSIDERATION	It is not possible to contain the chlorides unless collected in a tank. Vehicle wash water contains de-icing chemicals, oil, grease and grit. If allowed to discharge to ditches or within the yards, these contaminants can have adverse effects on the environment.

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SALT MANAGEMENT PLAN

<u>CURRENT SITUATION</u>	<ul style="list-style-type: none"> • The City does have a procedure covering vehicle washing and the management of wash water. • <u>Spreaders and vehicle undercarriages</u> are generally washed after each storm. • Vehicle washing is done primarily inside on pads at the depot. The wash water is directed through an oil-grit separator, collected and disposed of. • Contractors are expected to wash their equipment at their needs, where these systems exist.
<u>GOAL</u>	<ul style="list-style-type: none"> • <u>Integrate options for managing wash water as depots are upgraded or built.</u>
<u>IMPLEMENTATION CONSIDERATIONS</u>	<ul style="list-style-type: none"> • <u>Containment and disposal cost.</u>
<u>RESPONSIBILITIES</u>	<p><u>Managers, Roads Operations</u></p> <ul style="list-style-type: none"> • <u>Responsible for reviewing washing procedures by location and incorporating containment options at new roads facilities.</u> <p><u>Supervisors, Roads Operations</u></p> <ul style="list-style-type: none"> • <u>Responsible for ensuring that equipment washing is done in a manner that minimizes discharge into the environment.</u> <p><u>Winter Maintenance Personnel</u></p> <ul style="list-style-type: none"> • <u>Responsible for following washing procedures.</u>
<u>PERFORMANCE MEASURE</u>	<ul style="list-style-type: none"> • <u>Facility construction or upgrade projects with wash water systems into them incorporated into them.</u> • <u>Audit on equipment washing to ensure vehicles and attachments are washed as per the procedure.</u>
<u>REFERENCE</u>	<ul style="list-style-type: none"> • <u>SOP 2018-006, Cleaning of Municipal Vehicles & Equipment</u>

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SALT MANAGEMENT PLAN

GOAL	<ul style="list-style-type: none"> ● Review the policy on management of wash water. ● Review the merits of recycling the wash water. ● Implement options for managing wash water as depots are upgraded or built.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> ● Containment and disposal has a cost.
RESPONSIBILITIES	<p>Manager Roads Operations – Responsible for reviewing the equipment washing and wash water management procedure.</p> <p>– Responsible for implementing wash water management at all equipment washing facilities.</p> <p>Supervisor Roads Operations – Responsible for ensuring that equipment washing is carried out in accordance with the procedure.</p>
PERFORMANCE MEASURE	<ul style="list-style-type: none"> ● Implementation of a wash water management procedure. ● Percentage of sites with wash water management facilities that is consistent with the policy. ● Audit on equipment washing to ensure vehicles and attachments are washed as per the procedure.
REFERENCE	

4.4 Materials

4.4.1 Material Ordering, and Delivery

4.4 Materials

Table 4.4.1

MATERIAL ORDERING AND DELIVERY					
OBJECTIVE	To ensure that the quality of the snow and ice control materials delivered is sufficient for winter maintenance needs.				
ENVIRONMENTAL CONSIDERATION	Improper handling and storage of salt and pickled blended winter sand can increase loss to the environment. Excessive moisture creates clumping of the salt making salt difficult and can cause inconsistent application to use. Excessive moisture also interferes with the success of pre-treatment operations, roads.				
CURRENT SITUATION	<ul style="list-style-type: none"> ● The Supervisors, Roads Operations estimate remaining material quantities and orders material before stocks are depleted. ● The City has specifications for salt and winter sand. ● Winter sand is generally tested for quality when delivered. 				
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SALT MANAGEMENT PLAN

	<ul style="list-style-type: none">• <u>Salt is delivered indoors when possible and outdoors and moved inside within 12 hours.</u>• <u>All winter materials are stored under cover.</u>• <u>The Supervisor tracks material deliveries. Information is sent to the appropriate staff.</u>• <u>End of season reconciliation is done.</u>
<u>GOAL</u>	<ul style="list-style-type: none">• <u>Review material specifications and update as needed. Ensure the specifications include minimum moisture content standards for winter sand and salt.</u>• <u>Work with industry and other road authorities to investigate options for a reduction in salt usage.</u>• <u>QA testing of salt.</u>

SALT MANAGEMENT PLAN

CURRENT-SITUATION	<ul style="list-style-type: none"> • The Supervisor estimates remaining material quantities and orders material before stocks are depleted. • The City has specifications for salt and sand. • Salt and sand are tested for quality when delivered. • Salt is delivered indoors when possible and outdoors and then moved inside within 24 hours. • Sand is delivered outdoors, mixed with salt by a contractor and stockpiled indoors. Sand may remain outside for a few days. • The Supervisor tracks material deliveries. Information is sent to the appropriate staff. • End of season reconciliation is done. 						
GOAL	<ul style="list-style-type: none"> • Review material specifications and update as needed. Ensure the specifications include minimum moisture content standards for sand and salt. • Ensure all bulk material is tested and meets the specifications. • Cover all salt as soon as possible following delivery. • Material usage will be reconciled with the end of season residuals. • Work with industry and other road authorities to investigate the effectiveness and possible salt usage reduction through the use of a finer grade of salt. 						
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> • Have a contingency plan for when salt cannot be placed under cover immediately. 						
RESPONSIBILITIES	<p>Manager Roads Operations—</p> <ul style="list-style-type: none"> • Responsible for reviewing and, as needed, updating the material quality specifications. as required. <p>Supervisor Roads Operations—</p> <ul style="list-style-type: none"> • Responsible for ensuring materials are covered stored indoors as soon as possible following delivery. • Responsible for monitoring material deliveries to determine compliance with the material specifications. • Responsible for end of season reconciliation of material usage. 						
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • Summary of quality tests for materials. • Percentage Reduced percentage of material deliveries that do not meet specifications. • Number of salt deliveries that are stored outside for more than 1 day. Eliminate need to share materials between depots due to insufficient quantities in stock. 						
REFERENCE	<ul style="list-style-type: none"> • Ontario Provincial Standard Specification Prov. 1004 • Ontario Provincial Standard Specification Muni. 2502 						
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4.4.2 Material Application Rates

Table 4.4.2

MATERIAL APPLICATION RATES	
OBJECTIVE	To optimize the amount of chemical (salt), liquid and <u>winter</u> sand used in winter maintenance operations.
ENVIRONMENTAL CONSIDERATION	Any opportunity to reduce the amount of salt and blended winter sand used will reduce the amount of salt entering the environment, provided that road safety is not compromised.
CURRENT SITUATION	<ul style="list-style-type: none"> The material application rate for road salt is <u>typically</u> 130 kg /per 2 Lanelane km. <u>A range of application rates are available pending conditions.</u> The material application rate for blendedwinter sand is <u>typically</u> 570 kg /per 2 Lanelane km. BlendedWinter sand and road salt are applied dry.
GOAL	<ul style="list-style-type: none"> Review and update the application rates, as required, for road salt and blendedwinter sand. Include a range of rates (e.g. light, normal & heavy) to accommodate various road conditions. Develop an approach to adjust application rates for various pavement temperature ranges and winter conditions. All operators shall be knowledgeable in the approach adopted.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> Specifying a range of application rates allows operators to apply less road salt when conditions allow (such as black ice and/or frosting).
RESPONSIBILITIES	<p>Manager<u>Managers, Roads Operations</u> –</p> <ul style="list-style-type: none"> <u>Responsible for reviewing and updating the</u> material application rates. <u>Responsible for developing an approach to adjust application rates for various pavement temperature ranges and winter conditions.</u> <p>Supervisor<u>Supervisors, Roads Operations –and Roads Crew Leaders</u></p> <ul style="list-style-type: none"> Responsible for <u>providing winter maintenance personnel direction on which application rate to use and ensuring application rates are followed.</u> <p><u>Winter Maintenance Personnel</u></p>
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	<ul style="list-style-type: none">• <u>Responsible for following the directed application rate.</u>
PERFORMANCE MEASURE	<ul style="list-style-type: none">• Material application rates reviewed or updated.• Tonnes of salt applied through spreading<u>Consistent application rates used for winter maintenance, operations across the City.</u>
REFERENCE	<ul style="list-style-type: none">• <u>SOP2019-108 – Salt and Sand Application Calibration for Plows</u>

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4.4.3 Sand/Salt Blends

Table 4.4.3

BLENDING WINTER SAND/SALT BLENDS	
OBJECTIVE	To optimize the amount of salt in <u>winter sand/salt</u> blends required to ensure the abrasives function effectively in snow and ice control.
ENVIRONMENTAL CONSIDERATION	Only enough salt should be added to abrasives to keep the abrasives free flowing under freezing conditions. In some cases, higher <u>winter sand/salt</u> blends are used to address special circumstances. High amounts of salt in <u>winter sand/salt</u> blends can result in excessive salt entering the environment for the task. The concept of sand aiding the retention of straight-salt on the road can increase the silt and dust produced.
CURRENT SITUATION	<ul style="list-style-type: none"> Sand/salt <u>Winter sand</u> blends are used to provide both traction and some ice and snow control on many of the roads in the City's network. Sand/salt <u>Winter sand</u> blends are not used to achieve bare- <u>like</u> pavement <u>conditions</u>. Sand <u>Winter sand</u> is <u>sand</u> blended with road salt at a rate of approximately 3% to 5% by volume. A City contractor blends the <u>Winter sand is blended at each yard/Depot prior to stockpiling.</u>
GOAL	<ul style="list-style-type: none"> To limit the use of <u>blended winter sand</u> for providing traction. Review where <u>winter sand</u> vs. salt is being used. To limit the amount of salt in <u>winter sand/salt</u> blends to a maximum of approximately <u>3%</u> by volume where deemed appropriate. To investigate the merits of alternatives to salt for preventing <u>winter sand</u> from freezing.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> A cross-Canada TAC survey identified the best practice trend to minimize the amount of salt blended with sand altogether. Current market rates and availability of <u>winter maintenance materials.</u> <u>Consistent approach and method of blending.</u>
RESPONSIBILITIES	<p>Manager Roads Operations—</p> <ul style="list-style-type: none"> Responsible for investigating the merits of alternatives for winter <u>mixes and blends.</u> <p>Supervisor, Roads Operations—</p> <ul style="list-style-type: none"> Responsible for ensuring the amount of salt in <u>winter sand/salt</u> blends is kept to a maximum of 3% to 5% where

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	<u>deemed appropriate, %.</u>
PERFORMANCE MEASURE	<ul style="list-style-type: none">Percentage of salt in <u>winter</u> sand/salt blends.Tonnes of <u>winter</u> sand used.
REFERENCE	<u>CKL Winter Maintenance Guidelines</u>

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4.4.4 Material Storage / Handling

Table 4.4.4

SALT STORAGE / HANDLING	
OBJECTIVE	All snow and ice control chemicals shall be stored and handled inside proper <u>covered</u> storage structures so as to minimize loss of salt to the environment.
ENVIRONMENTAL CONSIDERATION	If not properly stored, de-icing chemicals salt can be lost to the environment in large quantities because of exposure to precipitation and wind: <u>which dissolves it out of the exposed pile</u> . This loss can be costly due to the actual loss of salt, and can lead to <u>negative</u> environmental damage impacts.
CURRENT SITUATION	<ul style="list-style-type: none"> 100% of the road salt is stored indoors in domes or small sheds with asphalt or concrete pads. The spreaders <u>Winter maintenance vehicles</u> are loaded outside. Drainage from the salt storages is overland. Except one facility, all other facilities do not have a drainage management system.
GOAL	<ul style="list-style-type: none"> All salt shall be stored inside structures on impermeable floors. All new storage facilities will be designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. All salt storage facilities shall have drainage water management systems as facilities are upgraded or built.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> <u>Staff must be conscientious in keeping the salt pile pushed back from the structures' doorway as well preventing piles from exceeding on the top of the concrete foundation wall.</u> The timing for the installation of the drainage water management systems is tied to the timing of material storage upgrades. There are safety considerations related to venting structures when loading salt indoors. Yard rationalization <u>The Depot Master Plan is symbiotic with Depot upgrades and</u> may impact the phase-in timing.

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SALT MANAGEMENT PLAN

RESPONSIBILITIES	<p><i>Manager Roads Operations –</i></p> <ul style="list-style-type: none"> • Responsible for ensuring that all <u>new</u> salt storage facilities have drainage water management systems. • _____ Responsible for ensuring all new salt storage facilities are designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. <p><i>Supervisor, Roads Operations –</i></p> <ul style="list-style-type: none"> • Responsible for ensuring that all salt is stored indoors on impermeable pads. <p><i>Winter Maintenance Personnel</i></p> <ul style="list-style-type: none"> • <u>Responsible for ensuring any material left in their plow truck at the end of their assigned duties is put back in the covered dome or shed.</u>
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • <u>100% of salt stored indoors on asphalt or concrete pads.</u> • <u>Number of new storage facilities designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards.</u> • <u>Percentage of salt storage facilities that have drainage water management systems.</u>
REFERENCE	<ul style="list-style-type: none"> • <u>TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards</u>

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Table 4.4.5

WINTER SAND STORAGE / HANDLING

<u>OBJECTIVE</u>	<u>All blended winter sand shall be stored in covered facilities and handled so as to minimize loss to the environment.</u>
<u>ENVIRONMENTAL CONSIDERATION</u>	<u>If not properly stored, salt in winter sand can be lost to the environment because of exposure to precipitation which dissolves it out of the exposed pile. This loss can be costly due to the actual loss of salt, and can lead to negative environmental impacts.</u>
<u>CURRENT SITUATION</u>	<ul style="list-style-type: none"> • <u>All winter sand is stored in domes or sheds with asphalt or concrete pads.</u> • <u>Delivered sand is unloaded outdoors, mixed outdoors and loaded into the covered storage facilities.</u> • <u>All except one of the facilities do not have a drainage management system.</u>
<u>GOAL</u>	<ul style="list-style-type: none"> • <u>100% of winter sand shall be stored inside structures on impermeable floors.</u> • <u>All new storage facilities will be designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards.</u> • <u>All winter sand storage facilities shall have drainage water management systems as the facilities are upgraded or built.</u>
<u>IMPLEMENTATION CONSIDERATIONS</u>	• <u>Staff needs to be conscientious in keeping the winter sand pile pushed back from the structures' doorway as well as on top of the bullring.</u>
<u>RESPONSIBILITIES</u>	<p><u>Manager Roads Operations</u></p> <ul style="list-style-type: none"> • <u>Responsible for ensuring all dome storage facilities are kept in a good state of repair</u> • <u>Responsible for ensuring all new storage facilities are designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards.</u> <p><u>Supervisor, Roads Operations</u></p> <ul style="list-style-type: none"> • <u>Responsible for ensuring that all materials are stored indoors on impermeable pads and are not overfilled.</u> <p><u>Winter Maintenance Personnel</u></p> <ul style="list-style-type: none"> • <u>Responsible for ensuring any material left in their plow truck at the end of their assigned duties is put back in the covered dome or shed.</u>

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PERFORMANCE MEASURE	<ul style="list-style-type: none"> Percentage 100% of salt materials stored indoors on asphalt or concrete impermeable pads. Number of new storage facilities designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. Percentage of salt blended winter sand storage facilities that have drainage water management systems.
REFERENCE	TAC's Syntheses of Best Practices Road Salt Management – <ul style="list-style-type: none"> Design and Operation of Road Maintenance Yards

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Table 4.4.6

<u>BLENDED SAND STORAGE / HANDLING INDUSTRY BEST PRACTICES FOR MAINTENANCE YARDS</u>	
OBJECTIVE	All blended sand and salt shall be stored and handled so as to minimize loss to the environment.
ENVIRONMENTAL CONSIDERATION	If not properly stored, snow and ice control chemicals in blended sand can be lost to the environment in large quantities because of exposure to precipitation which dissolves it out of the exposed pile. This loss can be costly due to the actual loss of salt, and can lead to environmental damage.
CURRENT SITUATION	<ul style="list-style-type: none"> All blended sand is stored in domes or sheds with asphalt or concrete pads. Delivered sand is unloaded outdoors, mixed outdoors and loaded into the covered storage facilities. All except one of the facilities do not have a drainage management system.
GOAL	<ul style="list-style-type: none"> All blended sand and salt shall be stored inside structures on impermeable floors. All new storage facilities will be designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. All blended sand storage facilities shall have drainage water management systems as the facilities are upgraded or built.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> Staff needs to be conscientious in keeping the blended sand pile pushed back from the structures' doorway.

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RESPONSIBILITIES	<p>Manager, Roads Operations — Responsible for ensuring that all storage facilities have drainage water management systems.</p> <p>— Responsible for ensuring all new storage facilities are designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management — Design and Operation of Road Maintenance Yards.</p> <p>Supervisor, Roads Operations — Responsible for ensuring that all materials are stored indoors on impermeable pads.</p>
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • Percentage of materials stored indoors on impermeable pads. • Number of new storage facilities designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management — Design and Operation of Road Maintenance Yards. • Percentage of blended sand storage facilities that have drainage water management systems.
REFERENCE	TAC's Syntheses of Best Practices Road Salt Management — Design and Operation of Road Maintenance Yards

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4.4.5 — Good Housekeeping Practices for Maintenance Yards

GOOD HOUSEKEEPING PRACTICES	
OBJECTIVE	To ensure that practices at salt storage and handling facilities are geared toward reducing salt loss to the environment.
ENVIRONMENTAL CONSIDERATION	Improper handling of salt at maintenance facilities can result in significant amounts of salt being lost to the environment. Good housekeeping practices can help to reduce this loss.
CURRENT SITUATION	<ul style="list-style-type: none"> • The City does not have <u>a</u> written Good Housekeeping <u>Procedure</u> for their depots. • Good Housekeeping Practices are managed by the Depot Supervisor. • <u>Facility inspections and repairs are the responsibility of the Supervisors, Road Operations with the assistance of the Managers, Roads Operations.</u> • A consultant is hired to inspect facilities and recommend repairs.

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<u>GOAL</u>	<ul style="list-style-type: none">• <u>Ensure City staff are knowledgeable about the City's Salt Management Practices.</u>• <u>Facility inspections are conducted to ensure good salt management.</u>• <u>Conduct periodic audits of yards to ensure the Good Housekeeping Practices are followed.</u>
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SALT MANAGEMENT PLAN

GOAL	<ul style="list-style-type: none"> Review and, as needed, update the Good Housekeeping Practices. Ensure they include appropriate best Salt Management Practices. Ensure City staff is knowledgeable about the City's Salt Management Practices. Facility inspections are conducted to ensure good salt management. Conduct periodic audits of yards to ensure the Good Housekeeping Practices are followed.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> Without a guideline to follow, past practices may not meet expectations.
RESPONSIBILITIES	<p>Manager Roads Operations — Responsible for reviewing and updating the Good Housekeeping Practices.</p> <ul style="list-style-type: none"> Responsible for ensuring the facilities are periodically inspected. <p>Supervisor, Roads Operations —</p> <ul style="list-style-type: none"> Responsible for implementing and maintaining good housekeeping practices. <p>Winter Maintenance Personnel</p> <ul style="list-style-type: none"> Responsible for ensuring the following good house keeping practices established by their Supervisor. Good Housekeeping Practices are followed.
PERFORMANCE MEASURE	<ul style="list-style-type: none"> Good Housekeeping practices reviewed or updated. Yard inspection report on compliance with All maintenance repairs recommended by the Consultant are completed in a timely manner. Deficiencies found during inspections are addressed. Development of Good Housekeeping Practices.
REFERENCE	<p>TAC's Syntheses of Best Practices Road Salt Management —</p> <ul style="list-style-type: none"> Design and Operation of Road Maintenance Yards

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4.5 Storm Response

4.5.1 Weather Forecasting

Table 4.5.1

WEATHER FORECASTING	
OBJECTIVE	To provide timely and accurate weather information to assist in snow and ice control decision-making.

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ENVIRONMENTAL CONSIDERATION	Effective use of chemicals materials is dependant dependent upon good snow and ice control decision-making, which in turn depends on consistently accurate and timely weather information. <u>Chemicals Materials</u> can be wasted if information is incorrect or suspect.
CURRENT SITUATION	<ul style="list-style-type: none"> Presently the City relies on Internet based public weather forecasts by Environment Canada and a Value Added Meteorological Service provider (VAMS) Contracted service Internet-based Canadian Doppler radar that provides detailed weather forecasts. The City does not have ownership of Road Weather Information Systems (RWIS) stations forecasts and information.
GOAL	<ul style="list-style-type: none"> <u>Ensure appropriate weather forecasts are available to decision making staff before the start of each season.</u> <u>Ensure staff is knowledgeable in the use of weather forecasts and information.</u> <u>Consider alternative sources of weather information to improve staff's pro-active decision-making abilities.</u> <u>Investigate the use of technology to improve delivery of weather information to the decision makers.</u>
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> Proactive material use is dependent on anticipating a "salt applicable event". <u>Inaccuracies are inherent in weather forecasting and we respond based on the information we have available to us at the time.</u>
RESPONSIBILITIES	<p><u>Manager, Supervisor Roads Operations</u></p> <ul style="list-style-type: none"> <u>Responsible for ensuring appropriate weather forecasts are available to decision making staff.</u> <u>Responsible for ensuring staff are knowledgeable in the use of weather forecasts and information.</u> <u>Responsible for investigating additional and alternative sources of weather information and technology.</u> <p><u>Road Crew Leaders</u></p> <ul style="list-style-type: none"> <u>Responsible for reviewing weather forecasts and determining the applicable response.</u>
PERFORMANCE MEASURE	<ul style="list-style-type: none"> <u>Delivery of clearly formatted weather forecasts to those that need them.</u> <u>Accuracy of the forecasts received.</u>
REFERENCE	

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GOAL	<ul style="list-style-type: none"> • Ensure appropriate weather forecasts are available to decision making staff before the start of each season. • Ensure staff is knowledgeable in the use of weather forecasts and information. • Investigate additional and alternative sources of weather information to improve staff's pro-active decision-making abilities. • Investigate the use of technology to improve delivery of weather information to the decision makers.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> • Proactive chemical use is dependent on anticipating a "salt applicable event". • Inaccuracies are inherent in weather forecasting and a QA standard is appropriate.
RESPONSIBILITIES	<p>Manager, Supervisor Roads Operations</p> <ul style="list-style-type: none"> — Responsible for ensuring appropriate weather forecasts are available to decision making staff. — Responsible for ensuring staff is knowledgeable in the use of weather forecasts and information. — Responsible for investigating additional and alternative sources of weather information and technology.
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • Delivery of clearly formatted weather forecasts to those that need them. • Accuracy of forecast to experienced weather.
REFERENCE	

4.5.2 ~~Decision-Making Support Technology~~

ROAD WEATHER INFORMATION SYSTEMS (RWIS)	
OBJECTIVE	To provide pavement forecast and real-time information from a network of sensors to assist with snow and ice control decisions.
ENVIRONMENTAL CONSIDERATION	Snow and ice control decisions that are based on road temperature information, dew point, air temperature and precipitation information are more accurate and result in efficient salt use.

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Table 4.5.2

INFRARED THERMOMETERS (IRT's)	
OBJECTIVE	To provide real-time pavement temperature trends from truck mounted pavement temperature sensors to assist with snow and ice control decisions.
ENVIRONMENTAL CONSIDERATION	Snow and ice control decisions that are based on road temperature information, result in better salt use. Real-time information on pavement temperature trends produces more timely decisions on when to deploy and not deploy chemicals certain materials.
CURRENT SITUATION	<ul style="list-style-type: none">• The City has truck mounted IRT's on the patrollers patrol vehicles.• The Patrol vehicle IRT's are calibrated annually.• All other IRT's are checked for accuracy upon request. Patrol Vehicle IRT's are checked for accuracy annually.• Training in the use of IRT's has been provided.
GOAL	<ul style="list-style-type: none">• Every patrol and Road Supervisor vehicle shall be outfitted with an IRT by 2016.• Verify accuracy of every IRT annually as required.

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CURRENT-SITUATION	<ul style="list-style-type: none"> • City staff receive Value Added Meteorological Service Weather Reports • Staff are making use of weather reports to aid in making well based decisions. • The City does not presently have a plan for a City RWIS training protocol.
GOAL	<ul style="list-style-type: none"> • Train patrollers on OGRA RWIS program to gain access to MTO sites. • Provide RWIS forecasts and information to decision-making staff as RWIS sites become available in and around the City.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> • Mobile infrared thermometers validate real-time pavement temperature trends and help track the forecast. • Learning curve and acceptance timeframe justify a phased implementation strategy for RWIS. • Archiving of RWIS data helps in showing due diligence.
RESPONSIBILITIES	<p>Manager, Supervisor Roads Operations</p> <p>—Responsible for ensuring RWIS forecasts and information are available to decision-making staff.</p>
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • Number of RWIS sites accessed (preferably 3 to 4). • Delivery of clearly formatted pavement forecasts to those that need them — four times per day between October and April and once / day for the rest of each year.
REFERENCE	

Table 4.5.2

INFRARED THERMOMETERS (IRT's)	
OBJECTIVE	To provide real-time pavement temperature trends from truck mounted pavement temperature sensors to assist with snow and ice control decisions.
ENVIRONMENTAL CONSIDERATION	Snow and ice control decisions that are based on road temperature information, result in better salt use. Real-time information on pavement temperature trends produces more timely decisions on when to deploy and not deploy chemicals.certain materials.
CURRENT SITUATION	<ul style="list-style-type: none"> • The City has truck mounted IRT's on the <u>patrollerspatrol</u> vehicles. • <u>ThePatrol vehicle IRT's are calibrated annually.</u> • <u>All other IRT's are checked for accuracy upon request.</u> PatrolVehicle IRT's are checked for accuracy annually. • Training in the use of IRT's has been provided.

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GOAL	<ul style="list-style-type: none">• Every patrol and Road Supervisor vehicle shall be outfitted with an IRT by 2016.• Verify accuracy of every IRT annually <u>as required.</u>
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SALT MANAGEMENT PLAN

IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> • IRT's are to track trends and not absolute temperatures. • Cheaper IRT's have higher failure rates and lower accuracy than more expensive units. • IRT's must be properly mounted to prevent erroneous readings.
RESPONSIBILITIES	<p>Manager, Supervisor Roads Operations</p> <ul style="list-style-type: none"> • Responsible for ensuring that all patrol and Road Supervisor vehicles are outfitted with IRT's. • Responsible for ensuring that all spreaders are outfitted with IRT's. <p>Manager, Fleet Services</p> <ul style="list-style-type: none"> • Responsible for ensuring the IRT's are properly mounted, and providing accurate information.
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • Percentage of <u>winter patrol and Road Supervisor</u> vehicles with IRT's. • Percentage of spreaders with IRT's.
REFERENCE	

Table 4.5.3

REFERENCE	
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4.5.3 Storm Response Approaches

STORM RESPONSE APPROACHES	
OBJECTIVE	To understand and document storm response approaches for different storm scenarios and improve upon practices.
ENVIRONMENTAL CONSIDERATION	Snow and ice control decisions that vary across the organization may lead to inefficiencies in some response responses and ultimately eventually results in loss of effectiveness of salt use.
CURRENT SITUATION	<ul style="list-style-type: none"> • Public Works is currently utilizing Standard Operating Guidelines and industry best practices. • Managers/Supervisors/<u>Road Crew Leaders</u> will continue to retain the decision making processes for a response to conditions <u>winter events</u>.
GOAL	<ul style="list-style-type: none"> • Develop and maintain Standard Operating Guidelines at regular intervals. Ensure that it includes typical and a typical atypical storm responses. • As new technologies are introduced, review and update the Standard Operating Guidelines.

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IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> Local field experience is valuable and should be incorporated into the training process as much as possible.
RESPONSIBILITIES	<p>Manager, Supervisor Roads Operations— Responsible for reviewing and updating the Standard Operating</p> <ul style="list-style-type: none"> Guidelines. <p>Road Crew Leaders</p> <ul style="list-style-type: none"> Responsible for reviewing and adhering to the Standard Operating Guidelines unless approval from Supervisor or Manager is provided to respond otherwise.
PERFORMANCE MEASURE	<ul style="list-style-type: none"> DevelopmentContinuous development and updating of the Standard Operating Guidelines.
REFERENCE	<ul style="list-style-type: none"> AASHTO, TAC, OGRA Ontario Regulation 239/02, as amended

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4.5.4 Winter Road Patrol

Table 4.5.4

WINTER ROAD PATROL	
OBJECTIVE	To impact assess winter road conditions, mobilize appropriate snow and ice control operations, and monitor the storm response.
ENVIRONMENTAL CONSIDERATION	Accurate monitoring of winter maintenance activities will support appropriate and effective snow and ice control decisions, leading to efficient use of salt.
CURRENT SITUATION	<ul style="list-style-type: none"> Designated staff to handle the Road Crew Leaders perform winter road patrolling. The City is currently preparing a written Winter Road Patrol Guidelines. Winter Road Patrol follows a representative route and may veer off the route to check localized areas depending on forecasts and weather radar information.
GOAL	<ul style="list-style-type: none"> Complete a written Winter Road Patrol Guidelines by 2016-2017 in accordance with Ontario Regulation 239/02, as amended. All Road Crew Leaders trained on winter season road patrolling.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> Cycle frequency relates the level of observations to the required resources. This can govern efficient salt decisions. Patroller Road Crew Leader training and experience are key success factors.
RESPONSIBILITIES	<p>Manager, Supervisor Roads Operations</p> <ul style="list-style-type: none"> Responsible for developing and updating the Winter Road Patrol Guidelines SOP. Patrollers Road Crew Leaders have the appropriate knowledge to monitor road conditions and make snow and ice control decisions. <p>Supervisors and Patrollers, Roads Operations and Road Crew Leaders</p> <ul style="list-style-type: none"> Responsible for monitoring roadway conditions and weather information and making timely decisions on snow and ice control in accordance with the Winter Road Patrol Guidelines SOP.

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PERFORMANCE MEASURE	<ul style="list-style-type: none">Development and updating Review of the Winter Road Patrol Guidelines SOP.Documentation of roads patrolled during winter conditions.
REFERENCE	<ul style="list-style-type: none">Ontario Regulation 239/02, as amended

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SALT MANAGEMENT PLAN

4.5.5 Drift Control

Table 4.5.5

DRIFT CONTROL	
OBJECTIVE	To reduce snow accumulation on roadways and problems associated with drifting and blowing snow.
ENVIRONMENTAL CONSIDERATION	A significant portion amount of winter maintenance activity is devoted to controlling drifting snow. If a During drifting events, material can be blown off of the roadway has a lower potential for snow resulting in an ineffective use of material and ice accumulation, then the winter maintenance demands will be correspondingly lower and excess material entering the need for chemical application will be reduced. <u>environment.</u>
CURRENT SITUATION	<ul style="list-style-type: none"> Presently little or no the City does not place snow fence <u>fencing annually but is installed piloting its effect in certain areas.</u> The City has an informal inventory of snowdrift problem areas.
GOAL	<ul style="list-style-type: none"> Formalize the snowdrift <u>snow drift</u> problem area inventory, and develop a <u>checklist of annual installations by 2018</u> Keep the inventory of stretches of road with drifting snow problems keep it up to date as changes are observed. The City consider creating a formal standard for installing <u>Continue piloting snow fence to review the impact it has.</u> <u>Consider tree planting projects to create 'living' snow fence.</u> <u>Create a snow fencing SOP based on the pilot project.</u>
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> There is a cost associated with installing, or arranging for, and maintaining natural or structural snow fencing. It may take a few winter seasons to determine the optimum snow fence for a given stretch of problem road. There may be a liability issue due to restoration requirements <u>seasonally installed snow fence debris being left in fields.</u> <u>Snow fencing needs to be placed far away from the roadway which requires discussion with property owners adjacent to the roadway in these areas.</u>
RESPONSIBILITIES	<p>Manager, Supervisor <u>Managers and Supervisors, Roads Operations</u></p> <ul style="list-style-type: none"> Responsible for <u>formalizing and maintaining</u> the snowdrift problem area inventory and checklist of installations. Responsible for maintaining the inventory of snowdrift

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SALT MANAGEMENT PLAN

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PERFORMANCE MEASURE	<ul style="list-style-type: none">Inventory of stretches of road with drifting snow problems.Development and updating of the <u>Drift Control- Guidelines, snow fence SOP.</u>
REFERENCE	TAC Salt Management Guide
REFERENCE	

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4.6 Snow and Ice Control Training

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4.6 Snow and Ice Control Training

Table 4.6.1

TRAINING	
OBJECTIVE	To ensure that all in-house and contracted staff, including management, supervisors, patrollers and operators, are trained in salt management practices.
ENVIRONMENTAL CONSIDERATION	To achieve effective implementation of a salt management program, those people charged with delivering the snow and ice control program must understand the rationale behind the measures being implemented as well as what is expected of them. This can only come through a thorough education / training program, including annual refreshers.
CURRENT-SITUATION	<ul style="list-style-type: none"> • The City has a mandatory fall review and training session that covers health & safety issues, operating procedures, log books, equipment, etc. • Returning and experienced staff review operating procedures, routes, and patrols. • New staff also receive winter maintenance specific driver training, defensive driving instruction. • In-house developed and outsourced material is presented and delivered to staff. Presently there is "in-house" training and outsourced training in the fall of each year to all operators, supervisors and managers. • • Contractors are responsible for their own training.
GOAL	<ul style="list-style-type: none"> • Update the training program by 2016 to address the subject areas set out in TAC's Syntheses of Best Practices Road Salt Management Training. • Annually review and update the training program to include additional subject areas as they become needed or technology changes. • Ensure that contractors are fulfilling their responsibility for training and adequately addressing salt management.
OBJECTIVE	To ensure that all in-house and contracted staff, including management, supervisors, road crew leaders and operators, are trained in salt management practices.
ENVIRONMENTAL CONSIDERATION	To achieve effective implementation of a salt management program, those people responsible for delivering the snow and ice control program must understand the rationale behind the measures being implemented as well as what is expected of them. This can only come through a thorough education /training program, including annual refreshers.

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<u>CURRENT SITUATION</u>	<ul style="list-style-type: none">• <u>The City has a mandatory fall review and training session that covers winter maintenance.</u>• <u>Returning and experienced staff review operating procedures, routes.</u>• <u>New staff also receive winter maintenance specific driver training.</u>• <u>In-house developed and outsourced material is presented and delivered to staff. Presently there is "in house" training and outsourced training in the fall of each year to all operators, supervisors and managers.</u>• <u>Contractors are responsible for their own training.</u>
<u>GOAL</u>	<ul style="list-style-type: none">• <u>Develop updated training for the Salt Management Plan that includes subject areas set out in TAC's Syntheses of Best Practices Road Salt Management (TAC 2013).</u>• <u>Annually review and update the training program to include additional subject areas as they become needed or technology changes.</u>• <u>Ensure that contractors are fulfilling their responsibility for training and adequately addressing salt management.</u>
<u>IMPLEMENTATION CONSIDERATIONS</u>	<ul style="list-style-type: none">• <u>Trainers must be experienced in adult training principles and be able to adjust their instructional techniques to reach a variety of learners.</u>

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<u>File:2016 Salt Management Plan CKL.doc</u>	<u>Revision No: 1</u>	<u>Last Revision Date:</u> <u>October 2012</u>	<u>Page 4-68</u>
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SALT MANAGEMENT PLAN

CURRENT SITUATION	<ul style="list-style-type: none"> The City uses local City owned property for snow <u>storage</u>/disposal. The City will occasionally remove, <u>store</u> and dispose of snow as required. The City has, contained within its LOS <u>and current SMP</u>, Snow Removal <u>and Disposal Guidelines-criteria.</u>
GOAL	<ul style="list-style-type: none"> <u>Meet Council approved LOS.</u> <u>Develop Snow Removal and Disposal Guidelines SOP-snow removal guideline.</u>
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> <u>It may be preferred to design an ultimate Snow Removal-Program, and have this as background to a staged implementation plan.Distance of snow removal dump site to where snow removal is required.</u> <u>Ability to efficiently remove snow from downtown cores is hindered due to obstructions.</u> <u>Staffing levels and Contracted service availability to complete snow removal during sustained/concurrent winter events.</u>
<u>RESPONSIBILITIES</u>	<p><u>Managers, Roads Operations</u></p> <ul style="list-style-type: none"> <u>Responsible for updating the Snow Removal LOS.</u> <p><u>Supervisors, Roads Operations</u></p> <ul style="list-style-type: none"> <u>Responsible for meeting the Snow removal LOS.</u>
<u>PERFORMANCE MEASURE</u>	<ul style="list-style-type: none"> <u>Updating of the Snow Removal LOS as required.</u> <u>Meeting the Snow Removal LOS consistently.</u> <u>Snow Removal Guideline Developed.</u>
<u>REFERENCE</u>	<ul style="list-style-type: none"> <u>TAC's Syntheses of Best Practices Road Salt Management 2013.</u>

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RESPONSIBILITIES	Manager, Roads Operations – Responsible for updating the Snow Removal and Disposal Guidelines. Supervisor, Roads Operations – Responsible for ensuring the Snow Removal and Disposal Guidelines are followed.
PERFORMANCE MEASURE	Updating of the Snow Removal and Disposal Guidelines.
REFERENCE	TAC's Syntheses of Best Practices Road Salt Management – Snow Storage and Disposal.

4.8 Technology Transfer Review

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4.8.4 Technology Transfer Review

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TECHNOLOGY TRANSFER REVIEW	
OBJECTIVE	To monitor existing available and new approaches and technologies on a continual basis and to recommend pilot studies on the preferred technologies and winter maintenance methodologies.
ENVIRONMENTAL CONSIDERATION	New techniques, procedures, and technologies may provide new methods of reducing salt entering the environment.
CURRENT SITUATION	<ul style="list-style-type: none"> The City is an active member on Municipal and Provincial committees such as the Ontario Good Roads Association, and Ontario Public Works Association. Staff attends technology transfer conferences when <u>able and</u> appropriate.
GOAL	<ul style="list-style-type: none"> To ensure the latest technologies are <u>studied</u>, reviewed, tested <u>evaluated</u> and adopted <u>aswhere</u> appropriate. To continue to participate in conferences and forums geared to the development of salt best management practices. Report the implementation of new technologies and practices to Council and the public.

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SALT MANAGEMENT PLAN

IMPLEMENTATION CONSIDERATIONS

- Often, individual technologies will not provide the degree of improvement as compared to the synergies of a broader systems approach.
- The results of trials should be documented with proper assessment methodologies.
- New technologies should first be introduced and proven in one area of the municipality and then expanded to the rest of the municipality.

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SALT MANAGEMENT PLAN

RESPONSIBILITIES	<p>Director of Public Works</p> <ul style="list-style-type: none"> Responsible for ensuring staff are attending and participating in appropriate conferences and forums. <p>Managers, and Supervisors &, Roads Operations Winter Maintenance Personnel</p> <ul style="list-style-type: none"> Responsible for attending and participating in appropriate conferences and forums. Responsible for bringing forward salt management ideas they are aware of in their field of expertise.
PERFORMANCE MEASURE	<ul style="list-style-type: none"> Reports on new New technologies and practices prepared for council and tested or piloted. New technologies implemented across the public City after successful trials.
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4.9 Communications

Table 4.9.1

COMMUNICATIONS	
OBJECTIVE	To communicate effectively with staff, the public internally and the media externally about the importance of road salt and winter sand to maintaining safe roadways during the winter season, and about as well as what the City is doing to improve spreading material management. To inform the public about the current level of service LOS.
ENVIRONMENTAL CONSIDERATION	An informed staff, public and media informed stakeholders are more likely to become effective partners in achieving the goals of the Salt Management Plan.
CURRENT SITUATION	<ul style="list-style-type: none"> The City has a communications program to inform various stakeholders when the City has commenced full scale winter operations. The City has an internal specific communications program to communicate when both partial or full winter operations have commenced for Customer Service purposes. The Public has access to the current Level of Service Policy for Roadway and Sidewalk Winter Maintenance through the City's website.

SALT MANAGEMENT PLAN

CURRENT SITUATION GOAL

- ~~The City has a communications program to inform the public and the media of service expectations or significant changes to winter maintenance operations. It includes the City's call centre phone number, local radio stations, social media and Internet information, via the corporate web site.~~
- ~~The City is a single tier municipality that maintains all municipally owned road networks in the City. Communication and co-operation between operations and the public could be improved and expanded upon.~~ Maintain a Communications Plan for Winter Maintenance.
- Inform the Council, public and local regulatory agencies about the actions being taken by the City to manage road salt use, and the City's winter maintenance programs needed.
- Notify Environment Canada upon completion of the Salt Management Plan and update them annually about the status of Salt Management activities (as per Annex C of the Code of Practice for the Environmental Management of
 - Road Salts).

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SALT MANAGEMENT PLAN

GOAL	<ul style="list-style-type: none"> • Develop a Communications Plan for Winter Maintenance by 2017 • Inform the Council, public and local regulatory agencies about the actions being taken by the City to manage road salt use, and the City's winter maintenance program annually. • Notify Environment Canada upon completion of the Salt Management Plan and update them annually about the status of Salt Management activities (as per Annex C of the Code of Practice for the Environmental Management of Road Salts).
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> • Repetition may be necessary to ensure the message is heard. Safety-first must continually be reinforced.
RESPONSIBILITIES	<p><i>Communications Officer and Manager, Roads Operations</i></p> <ul style="list-style-type: none"> • Responsible for developing and implementing a Communications Plan. <p><i>Road Crew Leaders</i></p> <ul style="list-style-type: none"> • Responsible for reporting to Council, the public and the local regulatory agencies, sending communications an end of shift report when commencing a full call out.
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • Communications Plan developed and updated. • Appropriate stakeholders are informed of the City's Road Salt Management initiatives. Report required salt management information to Environment Canada.
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4.10 Salt Vulnerable Areas

Table 4.10.1

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4.10 Salt Vulnerable Areas

SALT VULNERABLE AREAS

SALT MANAGEMENT PLAN

OBJECTIVE	To determine if any salt vulnerable areas are potentially impacted by the use of salt.
ENVIRONMENTAL CONSIDERATION	Salt vulnerable areas may require unique solutions that may require the use of other strategies/methods or more expensive de-icers to maintain sensitive areas.

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<u>CURRENT SITUATION</u>	<ul style="list-style-type: none"> The City has many unique environmental features including lakeshores, environmentally significant sensitive areas and significant agricultural land. The City formally acknowledges the "Environmentally Sensitive areas" as identified salt vulnerable areas and is making an effort correlating these features to the maintenance of roadways and existing salt and winter sand storage sites. The City has a partial list of salt vulnerable areas.
<u>GOAL</u>	<ul style="list-style-type: none"> Monitor Environment Canada's and the Province's approach to addressing salt vulnerable areas. Develop a full list of salt vulnerable areas.
<u>IMPLEMENTATION CONSIDERATIONS</u>	<ul style="list-style-type: none"> There is no clear consensus on how to reasonably monitor the impactsto vulnerable areas. Other agencies may provide assistance to help identify saltvulnerable areas. Appling different materials in different areas creates operational inefficiency.
<u>RESPONSIBILITIES</u>	<p><u>Managers and Supervisors Roads Operations</u></p> <ul style="list-style-type: none"> Responsible for identifying strategies to reduce salt impacts to salt vulnerable areas.
File:2016 Salt Management Plan-CKL.doc PERFOR MANCE MEASURE	<ul style="list-style-type: none"> Revision No: 1Number of salt vunerable areas identified. No observed incese of impacts to salt vulnerable areas. Winter maintenance plan for salt vulnerable areas developed.

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SALT MANAGEMENT PLAN

CURRENT SITUATION	<ul style="list-style-type: none"> There are currently discussions ongoing at the Federal level to determine a definition of salt vulnerable areas. The City has many unique environmental features including lakeshores, environmentally significant sensitive areas and significant agricultural land. The City formally acknowledges the "Environmentally Sensitive areas" as identified salt vulnerable and is making an effort correlating these features to the maintenance of roadways and existing salt and sand storage sites.
GOAL	<ul style="list-style-type: none"> Monitor Environment Canada's approach to addressing salt vulnerable areas. Work with other agencies to identify and map salt vulnerable areas.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> There is no clear consensus on how to monitor the impacts to vulnerable areas. Other agencies may provide assistance to help identify salt vulnerable areas.
RESPONSIBILITIES	Manager, Supervisor Roads Operations – Responsible for identifying strategies to reduce salt impacts to salt vulnerable areas.
PERFORMANCE MEASURE	<ul style="list-style-type: none"> Number of salt vulnerable areas identified. Number of winter maintenance prescriptions developed in response to salt vulnerable areas.
REFERENCE	<ul style="list-style-type: none"> Trent Source Protection Plan, Policies R-1 to R-6, and G-5

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4.11 Record Keeping

Table 4.11.1

MATERIAL USAGE RECORD KEEPING	
OBJECTIVE	To provide an accurate record of how much material was used, where it was used and the reason it was used.
ENVIRONMENTAL CONSIDERATION	Effective salt management requires an accurate understanding of how much salt and <u>winter</u> sand is being used, and where. It is not sufficient to measure gross totals since these can vary widely <u>from year-to-year</u> due to weather fluctuations.

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SALT MANAGEMENT PLAN

<u>CURRENT SITUATION</u>	<ul style="list-style-type: none"> • <u>The City has electronic controls on all of its spreaders which is collected via the City's GPS tracking system and subsequently digitally archived. The delivery and restocking of solid bulk materials (winter sand and salt) is tracked and recorded by the Supervisors and technical staff.</u> • <u>Salt and winter sand usage by storm and season is reviewed at years end.</u> • <u>Operators and Supervisors manually track salt and winter sand usage using operator provided totals as well as digital winter operations reports from the City's GPS system provider.</u> • <u>Material is reconciled at the end of the season.</u> 				
<u>GOAL</u>	<ul style="list-style-type: none"> • <u>To optimize the use of all materials.</u> • <u>Maintain records that integrates the manual and electronic data.</u> • <u>Increase periodic comparisons of usage by route to identify and address any inconsistencies.</u> 				
<u>IMPLEMENTATION CONSIDERATIONS</u>	<ul style="list-style-type: none"> • <u>Material use is dependent upon the severity of the winter and therefore record analysis needs to normalize for the type of winter.</u> • <u>Material usage records in conjunction with the overall winter maintenance program can serve as a surrogate for a winter severity index.</u> • <u>High winter sand usage has cleanup and dust implications and environmental logistics.</u> 				
<u>RESPONSIBILITIES</u>	<p><u>Manager, Roads Operations</u></p> <ul style="list-style-type: none"> • <u>Responsible for ensuring Record Keeping Procedure is followed.</u> • <u>Responsible for investigating opportunities to optimize the use of all materials.</u> <p><u>Supervisor, Roads Operations</u></p> <ul style="list-style-type: none"> • <u>Responsible for reviewing, updating and implementing the logs used to track material usage.</u> • <u>Responsible for regularly summarizing the data retrieved from the electronic controllers.</u> • <u>Responsible for ensuring that the necessary equipment is available and operating to measure the amount of material placed into the spreaders and spread on the road.</u> <p><u>Winter Maintenance Personnel</u></p> <ul style="list-style-type: none"> • <u>Responsible for completing the appropriate logs at the end of each day and retaining them with the yard records.</u> 				
<u>PERFORMANCE MEASURE</u>	<ul style="list-style-type: none"> • <u>Completion of a Record Keeping Guideline.</u> • <u>Tonnes of salt applied through spreading operations.</u> • <u>Tonnes of winter sand applied through spreading operations.</u> 				
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<u>File:2016 Salt Management Plan CKL.doc</u>	<u>Revision No: 1</u>	<u>Last Revision Date:</u> October 2012	<u>Page 4-78</u>		

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SALT MANAGEMENT PLAN

	<ul style="list-style-type: none">• <u>Material reconciliation and summary at the end of the season.(amount at start of season + purchases/production - actualusage = amount at end of season)</u>• <u>Daily records checked for completeness.</u>
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<u>REFERENCE</u>	
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SALT MANAGEMENT PLAN

CURRENT-SITUATION	<ul style="list-style-type: none"> ● The City has electronic controls on all of its spreaders which is collected via the City's GPS tracking system and subsequently digitally archived. The delivery and restocking of solid bulk materials (sand and salt) is tracked and recorded by the Supervisors and technical staff. ● Salt and sand usage by storm and season is reviewed at years end. ● Operators and Supervisors manually track salt and sand usage using operator and existing Storm reports as well as digital winter operations reports from the City's GPS system provider. ● Material is reconciled at the end of the season.
GOAL	<ul style="list-style-type: none"> ● To optimize the use of all materials. ● Develop a Record Keeping Procedure that integrates the manual and electronic data. ● Increase periodic comparisons of usage by route to identify and address any inconsistencies.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> ● Material use is dependent upon the severity of the winter and therefore record analysis needs to normalize for the type of winter. ● Material usage records in conjunction with the overall winter maintenance program can serve as a surrogate for a winter severity index. ● High sand usage has cleanup and dust implications and environmental logistics.

SALT MANAGEMENT PLAN

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RESPONSIBILITIES	<p>Manager, Roads Operations – Responsible for developing a Record Keeping Procedure.</p> <ul style="list-style-type: none"> – Responsible for reviewing, updating and implementing the logs used to track material usage. – Responsible for investigating opportunities to optimize the use of all materials. – Responsible for regularly summarizing the data retrieved from the electronic controllers. – Responsible for periodically comparing material use across the organization to test consistency. – Responsible for ensuring that the necessary equipment is available and operating to measure the amount of material placed into the spreaders and spread on the road. <p>Supervisor, Roads Operations & Winter Maintenance Personnel</p> <ul style="list-style-type: none"> – Responsible for completing the appropriate logs at the end of each day and retaining them with the yard records.
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • Completion of a Record Keeping Guideline. • Tonnes of salt applied through spreading operations. • Tonnes of salt used per lane km. • Tonnes of sand used. • Material reconciliation and summary at the end of the season. (amount at start of season + purchases/production – actual usage = amount at end of season) • Daily records checked for completeness.
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Table 4.11.2

STORM RESPONSE RECORD KEEPING	
OBJECTIVE	To provide accurate documentation of changing road and weather conditions, and actions taken during storm response.

SALT MANAGEMENT PLAN

ENVIRONMENTAL CONSIDERATION	Accurate record keeping and reporting during snow and ice control activities will facilitate a review of storm response and ultimately result in the most effective response in similar situations. This can help to optimize the use of salt. It will also provide information for due diligence defence <u>defense</u> in the event of a lawsuit by demonstrating prudent judgement with regard to safety and environmental stewardship.
CURRENT SITUATION	<ul style="list-style-type: none"> • <u>The City currently keeps winter road patrol log sheets.</u> • <u>The City retains, and has digitally archived, GPS/AVL logs for all City winter maintenance equipment and contracted units.</u> • <u>The City currently produces a winter event record sheet for each winter event for each depot operating area which forms part of historical record retention.</u> • <u>The City currently retains 'beat sheets' for each contracted unit for each day service is performed.</u> • <u>Commercially supplied forecasts are retained.</u> • <u>A review of storm responses and the season is done each spring.</u>
GOAL	<ul style="list-style-type: none"> • <u>Continue to maintain a complete record of road conditions and treatment strategies.</u> • <u>The patrol logs used to record road conditions and storm responses will be reviewed, and updated as needed.</u>
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> • <u>Record keeping can be observation and action-oriented. It can document what was known and the rationale for decisions including what was not done (by choice).</u>
RESPONSIBILITIES	<p><u>Manager, Roads Operations</u></p> <ul style="list-style-type: none"> • <u>Responsible for reviewing, updating and implementing the logs used to record road conditions and storm responses.</u> <p><u>Supervisor, Roads Operations & Road Crew Leaders</u></p> <ul style="list-style-type: none"> • <u>Responsible for maintaining logs showing the actions taken and the rationale for those actions.</u>
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • <u>Accurate and complete record of storm response.</u>
REFERENCE	

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SALT MANAGEMENT PLAN

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CURRENT-SITUATION	<ul style="list-style-type: none"> • The City currently keeps winter road patrol log sheets. • The City retains, and has digitally archived, GPS/AVL logs for all City winter maintenance equipment and the majority of contracted units. • The City currently produces a winter event record sheet for each winter event for each depot operating area which forms part of historical record retention. • The City currently retains 'beat sheets' for each contracted unit for each day service is performed. • Commercially supplied forecasts are retained. • A review of storm responses and the season is done each spring.
GOAL	<ul style="list-style-type: none"> • To maintain a complete record of road conditions and treatment strategies. • The operator and patroller logs used to record road conditions and storm responses will be reviewed, and updated as needed. • Road condition and treatment strategy information from all logs and weather forecasts will be retrieved, reviewed and archived.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> • Record keeping can be observation and action oriented. It can document what was known and the rationale for decisions including what was not done (by choice).
RESPONSIBILITIES	<p>Manager, Roads Operations – Responsible for reviewing, updating and implementing the logs used to record road conditions and storm responses.</p> <p>Supervisor, Roads Operations & Winter Maintenance Personnel – Responsible for maintaining logs showing the actions taken and the rationale for those actions.</p>
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • Accurate and complete record of storm response. • Percentage of representative samples of records in conformance with the Record Keeping Guideline.
REFERENCE	

4.12 Source Water Monitoring Program

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MONITORING PROGRAM

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SALT MANAGEMENT PLAN

OBJECTIVE	To monitor the chloride concentrations along rivers, snow disposal sites, salt storage facilities, and selected environmentally sensitive areas to determine the effectiveness of salting reduction strategies.
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Table 4.12.1

MONITORING PROGRAM	
OBJECTIVE	To monitor the concentrations at salt vulnerable areas to determine the effectiveness of winter salt reduction strategies.
ENVIRONMENTAL CONSIDERATION	By monitoring the effectiveness of the Salt Management Plan mitigation strategies, this may demonstrate improvements to the amount of salt entering the environment.
CURRENT SITUATION	<ul style="list-style-type: none"> The City currently has not implemented <u>anya</u> program to monitor chloride levels in the environment and relate those levels to winter maintenance activities. The City has carried out contaminant assessments at several<u>some</u> of its facilities.
GOAL	<ul style="list-style-type: none"> Monitor developments on the Federal <u>leveland Provincial levels</u> with respect to monitoring requirements for salt management plans. Conduct risk assessments at all yards
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> Other parameters may affect interpretation of the data, such as traffic volumes, winter severity index, climate variations, etc.
RESPONSIBILITIES	<p>Director of Public Works - Responsible for ensuring the maintenance yards are properly assessed. & Manager, Roads Operations - Responsible for monitoring</p> <ul style="list-style-type: none"> developments at the Federal <u>leveland Provincial levels</u> with respect to monitoring requirements.
PERFORMANCE MEASURE	<ul style="list-style-type: none"> Maintenance works yard properly assessed. Continue to monitor and take action when necessary at salt vulnerable areas.
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4.13 Emergency Response Program

4.13 Emergency Response Program

Table 4.13.1

EMERGENCY RESPONSE PROGRAM	
OBJECTIVE	To be prepared to respond to emergencies or hazardous situations involving winter maintenance operations and contain and clean-up the situation as required without compromising the Health & Safety of workers.
ENVIRONMENTAL CONSIDERATION	Environment Canada has done an assessment of road salt and has concluded that the excessive use of road salts can be harmful to the environment. A spill or release involving snow and ice control chemicals may involve the release of a significant amount of salt into the environment.
CURRENT SITUATION	<ul style="list-style-type: none"> The City currently has an Emergency Response Plan for roadway spills. The City does not have a formal plan to respond to a spill or, which also includes the release of solid excess salt or Brine on roadways or at its maintenance yards onto the roadway during an accidental release.
GOAL	<ul style="list-style-type: none"> Include a spill response component in the Good Housekeeping Procedure. Define what constitutes a "spill" of solid salt or Brine Ensure staff are aware of the potential hazards and the Response Plan as part of the City's overall Health & Safety program.
IMPLEMENTATION CONSIDERATIONS	<ul style="list-style-type: none"> Communication and coordination with other agencies responsible for Emergency Response will be required.
RESPONSIBILITIES	<p>Director of Public Works and Manager, Roads Operations</p> <ul style="list-style-type: none"> Responsible for developing a maintaining the Spills Response Plan for maintenance yards SOP. Responsible for ensuring staff is aware of the hazards and the Response Plan. <p>Supervisors, Roads Operations</p> <ul style="list-style-type: none"> Responsible for coordinating reporting spills and mitigating the Response Plan risks associated with other agencies a spill.

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	<p><u>Winter Maintenance Personnel</u></p> <ul style="list-style-type: none"> • <u>Responsible for reporting spills to their Supervisor.</u>
PERFORMANCE MEASURE	<ul style="list-style-type: none"> • Development of a <u>Maintain the Spills Response Plan SOP.</u> • Staff are aware of the potential hazards and <u>trained on the Spills Response Plan SOP</u>
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**MONITORING
AND
UPDATING
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SALT MANAGEMENT PLAN

5.0 MONITORING

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5.1 Overview

This ~~chapter~~section of the plan includes table summaries of current practices to allow tracking of the Salt Management Plan Reviews and the implementation of the Plan.

5.1.1 Salt Management Plan Review

An annual management review will take place as part of the plan. During this review the Salt Management Plan will be updated to include changes in departmental procedure, as well as to summarize new strategies and techniques deployed. It will also allow the City to measure and report upon progress towards established goals and standards outlined in the previous chapter dealing with operational practices and strategies. A follow up report will be generated / prepared and submitted to Environment Canada (EC) during the month of June every year for EC's annual National Salt Management report.

Salt Management Plan Review					
Progress	Year				
	1	2	3	4	5
Salt Management Plan reviewed.	2016	2017	2018	2019	2020
Salt Management Plan updated.	2016				
Salt Management information sent (According to Environment Canada's Code of Practice for the Environmental Management of Road Salts).	N/A				

SALT MANAGEMENT PLAN

The following areas will be included in the annual analysis and review:

- Management Practices
 - Level of service
- Equipment
 - Fleet Allocation/Optimization
 - Fleet Upgrading
 - Equipment Maintenance and Calibration
 - Equipment Washing
- Materials
 - Material Ordering and Delivery
 - Material Application Rates
 - Sand/Salt Blends
 - Material Storage / Handling
 - Good Housekeeping Practices for Maintenance Yards
- Storm Response Summary
 - Weather Forecasting
 - Decision Making Support Technology
 - Storm Response Approaches
 - Winter Road Patrol
 - Drift Control

5.4 Snow and Ice Control Training

- Snow Removal and Disposal Guideline
- Technology Transfer Review
- Communications

5.4 Salt Vulnerable Areas

5.4 Record Keeping

- Monitoring Program

4.4 Emergency Response Program

The following summaries can contribute to future management reviews of the implementation of the Salt Management Plan.

For the purposes of using the measuring matrices below, the charts are designed to review practices on a five year rolling average. As such year one will be assumed to be starting from ~~2016~~2025 (as identified in 5.2.1, 5.3.1, and 5.3.2) and ending at column 5 as ~~2020~~2029. The following column will be ~~2024~~2030 with ~~2016~~2025 dropping from the matrix.

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SALT MANAGEMENT PLAN

5.2 Management Practices

5.2.1 Level of Service

Progress	Level of Service				
	Year				
	1	2	3	4	5
LOS has been endorsed by Council Reviewed	2015				
Compliance with the LOS throughout the organization.	2015-16				

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5.3 Equipment

5.3.0 Fleet Allocation/Optimization

Progress	Fleet Allocation/Optimization				
	Year				
	1	2	3	4	5
Route reviews completed.	Fall of 2015-16				
Achieved the stipulated LOS for each class of road.	Fall of 2015-16				

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Fleet Upgrading

5.3.1

Progress	Electronic Spreader Controls				
	Year				
	1	2	3	4	5
Percentage of spreaders with electronic ground-speed controllers with a feedback system.	2016 100%				

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SALT MANAGEMENT PLAN

<u>Percentage of salt placed by spreaders with electronic controllers.</u>					
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SALT MANAGEMENT PLAN

Percentage of salt placed by spreaders with electronic controllers.	2016 100%				
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Pre-wetting and Anti-Icing Equipment					
Progress	Year				
	1	2	3	4	5
Percentage of spreaders with pre-wetting capabilities.	4%				
Percentage of spreaders with anti-icing capabilities.	0%				
Number of kilometres subjected to anti-icing.	Approx. 30 L/Km				
Pre-wetting guidelines developed or updated.	Not at This Time				
Percentage of staff trained in pre-wetting and liquid use and handling.	4%				
Number of FAST-systems installed.	N/A				

Equipment Maintenance and Calibration

Spreader Calibration					
Progress	Year				
	1	2	3	4	5
Percentage of units calibrated.	100%				
<u>Number of in-season re-calibrations.</u>					

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SALT MANAGEMENT PLAN

Equipment Washing					
Progress	Year				
<u>File:2015 Salt Management Plan CKL.doc</u>	<u>Revision No:</u> 11	<u>Last Revision Date:</u> October 2012	3	Page 5	4
<u>Facility construction or upgrade projects with wash water systems incorporated into them.</u>					5
<u>Percentage of audits where equipment washing is in line with SOP.</u>					

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SALT MANAGEMENT PLAN

Number of in-season re-calibrations.	15%				
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5.20.0— Equipment Washing

Equipment Washing					
Progress	Year				
	1	2	3	4	5
Wash water management guideline developed or updated.	No				
Percentage of sites with wash water management facilities consistent with guideline.	3 Facilities No guideline				

5.4 Materials

4.4— Materials

5.4.0 Material Ordering, and Delivery

Material Ordering and Delivery					
Progress	Year				
	1	2	3	4	5
Summary of quality tests received.	Yes				
Percentage of deliveries and production that did not meet specifications.	0%				

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SALT MANAGEMENT PLAN

Number of salt deliveries that were stored outside for more than 12 hours.					
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Material Application Rates					
Progress	Year				
File:2015 Salt Management Plan CKL.doc	Revision No: 1	Last Revision Date: October-2012	3	4	Page 5 5
Material application rates reviewed or updated.					
Percentage of audits where material application is consistent across the City.					

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SALT MANAGEMENT PLAN

Number of salt deliveries that were stored outside for more than 1 day. Winter Sand/Salt Blends
Progress

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5.4.0 Material Application Rates

Material Application Rates					
Progress	Year				
	1	2	3	4	5
Material application rates reviewed or updated. Percentage of salt in winter sand/salt blends.	Yes				
Tonnes of salt applied through spreading operations winter sand placed.	TBD				

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5.4.0 Sand/Salt Blends

Sand/Salt Blends					
Progress	Year				
	1	2	3	4	5
Percentage of salt in sand/salt blends.	3-5%, 50%				
Tonnes of sand used.	TBD				

5.4.0 Material Storage / Handling

Salt Storage / Handling	
	Year

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SALT MANAGEMENT PLAN

Progress	1	2	3	4	5
Percentage of salt stored undercover.	100%				
<u>Number of new storage facilities designed in accordance with TAC's Syntheses of Best Practices.</u>					
<u>Percentage of salt storages with drainage water management systems.</u>					

Blended Winter sand Storage / Handling

Progress	Year				
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<u>Percentage of winter sand/salt blends stored indoors.</u>					
<u>Number of new storage facilities designed in accordance with TAC's Syntheses of Best Practices.</u>					

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SALT MANAGEMENT PLAN

<u>Percentage of blended winter sand/saltstorages with drainage water management systems.</u>					
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SALT MANAGEMENT PLAN

Good Housekeeping Practices Number of new storages designed in accordance with TAC's Syntheses of Best Practices,

Blended Sand Storage / Handling					
Progress	Year				
	1	2	3	4	5
Percentage of sand/salt blends stored indoors. A Good Housekeeping guideline developed or updated.	100%				
Number of new storages designed in accordance sites to be audited for compliance with TAC's Syntheses of Best Practices-housekeeping guideline	TBD				
Percentage of blended sand/salt storages with drainage water management systems.	8%				

5.4.0 Good Housekeeping Practices for Maintenance Yards

5.5 Storm Response

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SALT MANAGEMENT PLAN

<u>Weather Forecasting Good- Housekeeping Practices</u>					
Progress	Year				
	1	2	3	4	5
<u>A Good- Housekeeping guideline developed or updated. Weather forecast delivered in a timely manner.</u>	NO				
<u>Accuracy of weather forecasts.</u>					

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SALT MANAGEMENT PLAN

Number of sites to be audited for compliance with housekeeping guideline	No-Guideline Developed				
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5.4 Storm Response

5.4.0 Weather Forecasting

Weather Forecasting					
Progress	Year				
	1	2	3	4	5
Weather forecast delivered in a timely manner.	Yes				
Accuracy of weather forecasts.	High-Degree Of Confidence				

5.4.0 Decision-Making Support Technology

Road Weather Information Systems (RWIS)					
Progress	Year				
	1	2	3	4	5
Number of RWIS sites accessed.	None				
RWIS forecasts delivered in a timely manner.	NA				

Infrared Thermometers (IRT's)					
Progress	Year				

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<u>Percentage of patrol vehicles with IRT's.</u>					
<u>Percentage of Supervisor Vehicles with IRT's.</u>					

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SALT MANAGEMENT PLAN

Storm Response Approaches					
Progress	Year				
	1	2	3	4	5
<u>Percentage of patrol vehicles with IRT's Standard Operating Guidelines Reviewed/Updated</u>	100%				
<u>Percentage of Supervisor Vehicles with IRT's:</u>	100%				

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5.4.11 Storm Response Approaches

Storm Response Approaches Winter Road Patrol					
Progress	Year				
	1	2	3	4	5
<u>Standard Operating Guidelines Winter Road Patrol SOP reviewed or updated.</u>	2015 Via LOS				
<u>Documented road patrolling during winter conditions.</u>					

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5.4.11 Winter Road Patrol

Winter Road Patrol					
Progress	Year				
	1	2	3	4	5

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SALT MANAGEMENT PLAN

Winter Road Patrol Guidelines developed or updated.	2016				
Documented road patrolling during winter conditions.	Yes-Ongoing				

5.4.28 Drift Control

Progress	Drift Control				
	Year				
	1	2	3	4	5
An inventory of drifting snow problem areas developed or updated.	Ongoing				
Drift Control Guidelines developed or updated.	N/A				

5.6 Snow and Ice Control Training

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4.4 Snow and Ice Control Training

Progress	Training				
	Year				
	1	2	3	4	5
Percentage of Union Exempt staff trained.	100%				
Percentage of Road Patrollers Crew Leaders trained.	100%				
Percentage of Lead hands, operators trained.	100%				
Percentage of contractor staff trained.	100%				

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5.65.7 Snow Removal and Disposal Guideline

Progress	Snow Removal and Disposal Guideline				
	Year				
	1	2	3	4	5
Snow Removal and Disposal Guidelines developed or updated.	Requires updating				
<u>Snow removal LOS achieved.</u>					

5.8 Technology Transfer Review

Progress	Technology Transfer Review				
	Year				
	1	2	3	4	5

SALT MANAGEMENT PLAN

<u>New winter maintenance or salt management technologies trialed or implemented.</u>					
---	--	--	--	--	--

5.9 Communications

Communications					
Progress	Year				
	1	2	3	4	5
<u>Communication plan developed or updated.</u>					
<u>Appropriate stakeholders informed.</u>					

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5.10 Salt Vulnerable Areas

Salt Vulnerable Areas

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4.4 Technology Transfer Review

Technology Transfer Review					
Progress	Year				
	1	2	3	4	5
<u>Report on new technologies and practices prepared. Number of salt vulnerable areas identified.</u>	N/A				
<u>Number of winter maintenance plans developed in response to salt vulnerable areas.</u>					

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<u>Relative change in impact indicators.</u>					
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5.11 Record Keeping

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Communications

Communications					
Progress	Year				
	1	2	3	4	5
Communication plan developed or updated.	Currently being updated				
Appropriate stakeholders informed.	Yes				

5.84.4 Salt Vulnerable Areas

Salt Vulnerable Areas					
Progress	Year				
	1	2	3	4	5
Number of salt vulnerable areas identified.	Yes				
Number of winter maintenance prescription developed in response to salt vulnerable areas.	N/A				
Relative change in impact indicators.	N/A				

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SALT MANAGEMENT PLAN

5.8 Record Keeping

Material Usage Record Keeping					
Progress	Year				
	1	2	3	4	5
Record Keeping Guideline developed or updated.	Yes				
Tonnes of salt applied through sanding/spreading operations (Jan 1 – Apr 30)	TBD				
Tonnes of salt applied through spreading operations (Nov 1 – Dec 31)					
Tonnes of salt used per lane km (urban/arterial routes)	TBD				
Tonnes of winter sand used (Jan 1 – Apr 30)	TBD				
Tonnes of winter sand used (Nov 1 – Dec 31)					
Tonnes of winter sand used per lane km (rural routes)					
End of season material reconciliation completed.	Yes				

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Storm Response Record Keeping					
Progress	Year				
	1	2	3	4	5

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Accurate and complete record of storm responses.	2015 Yes				
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5.12 Works Yards Source Water Monitoring Program

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<u>Progress Surface Water Intake Protection Zones</u>	Monitoring Program				
	Year				
	1	2	3	4	5
Maintenance yards properly assessed	Yes- Partially				
Site 1 — Lindsay					
Site 2 — Oakwood					
Site 3 — Eldon					
Site 4 — Fenelon					
Site 5 — Cobocenk					
Site 6 — Carden					
Site 7 — Manvers					
Site 8 — Emily					
Site 9 — Bobcaygeon					
Site 10 — Burnt River					

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Site 11—Sturgeon Point					
Site 12—Downeyville					
Site 13—Ops					

**5.12 Source Water Monitoring Program
(Identified Vulnerable Areas)**

Progress	Monitoring Program				
	Year				
	1	2	3	4	5
Surface Water Intake Protection Zones					
Site 1— Lindsay Intake					
Site 2- Bobcaygeon Intake	▲				
Site 3— Norland Intake	▲				
Site 4— Fenelon Falls Intake	▲				
Site 5- Kinmount Intake	▲				
Site 6- Southview Estates Intake	▲				

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5.125.13 Emergency Response Program

Progress	Emergency Response Program				
	Year				
	1	2	3	4	5
Maintenance Yard Response Plan developed Spills response SOP reviewed or updated.	To be developed				
Staff is are aware of potential hazards and the Response Plan.	N/A				

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Appendix "A"

Level of Service for Winter Operations – Roads

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*Please make reference to 124 EPW 010 Roadway Level of Service Policy
—Winter Maintenance*

*Kawartha Lakes staff have created an updated (and Council adopted)
L.O.S that requires it to be a stand alone document for its position within
the context of the Municipalities Winter Maintenance Programs and
Activities.*

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Appendix "B"

Application Rate Tables

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The following tables are a summary of The City's snow and ice control material application rates and are used in conjunction with the City's Levels of Service for Winter Maintenance Operations.

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TABLE B.1 – TYPICAL APPLICATION RATES – SALT³ (kg / 2 L km SALT (kilogram per two lane kilometer))

	Light	Normal	Heavy
Condition	Frost or Road (Black) ice	Typical storm with snow accumulation	Curves, steep grades, Non-typical storm or extreme conditions
Dry Salt	130	130	130 150
Pre-wetted Salt*	110	110	110

*As liquids are introduced the application rates for pre-wetted salt will be set from guidelines identified in Table B.3, a summary of the corresponding pre-wetting liquid application rates.

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TABLE B.2 – TYPICAL APPLICATION RATES – ABRASIVES⁴ (kg / 2 L km WINTER SAND (kilogram per two lane kilometer))

	Light	Normal	Heavy
Condition	Frost or Black ice	Typical storm with snow accumulation	Curves, steep grades, Non-typical storm or extreme conditions
Winter Sand / Salt Blend	570	570	570 750
Pre-wetted Abrasives*	N/A	N/A	N/A

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