

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2026-32

**“A BY-LAW TO ADOPT A WINTER MAINTENANCE LEVEL OF SERVICE
POLICY”**

WHEREAS Ontario Regulation 239/02 made substantive changes to the Minimum Maintenance Standards for Municipal Highways; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to adopt a policy which establishes the service priority levels for winter snow clearing, ice control and snow removal operations for specified infrastructure within the Township boundaries; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to adopt a winter maintenance level of service policy;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That the Winter Maintenance Level of Service Policy, as described in Schedule “A” attached hereto and forming part of this by-law, is adopted.
2. That By-law 2019-65 and all previous by-laws and resolutions to establish the winter maintenance level of service are hereby repealed in their entirety.
4. That this by-law shall come into force and take effect on the date of passing.

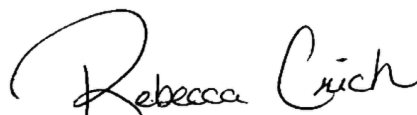
Read a first and second time in open Council this 25 day of May, 2026.

Read a third and final time, passed, signed and sealed in open Council this 25 day of May, 2026.



Tory Deschamps (May 28, 2026 10:03:00 EDT)

Mayor



Clerk

Winter Maintenance - Level of Service Policy

Purpose

To designate responsibility for, and to establish service priority levels for winter snow clearing, ice control and snow removal operations for specified infrastructure within the Township boundaries. This policy is to be read in conjunction with the applicable sections of Ontario Regulation 239/02, as amended, Minimum Maintenance Standards for Municipal Highways.

Policy Statement

The Winter Maintenance Level of Service Policy assumes that not all infrastructure needs to be maintained to the same level of service depending on its role in the transportation network and on other various services the Township provides, be they emergency or non-emergency. To simplify further, the various infrastructures listed below have been designated classes and/or priorities. These are explained in more detail later in this policy.

Responsibility

The responsibility for providing winter maintenance activities, such as, snow clearing, ice control and snow removal from the Township's infrastructure rests entirely with the Public Works Department. However, the Township may contract out any or all the components.

Snow and ice operations may be conducted on a 24-hour basis, 7 days a week. The Public Works Manager will coordinate the overall snow and ice control clearing and removal operations and determine the most effective operation to be undertaken from the procedures as developed by the Public Works Department. The Public Works Department is prepared to shift from normal work procedures any time it becomes necessary to institute snow and ice operations.

Parking Restriction By-Law

To facilitate winter maintenance operations, residents are reminded that By-Law 2018-29 as amended prohibits overnight winter parking on any roadway from November 1 to April 15 each day between 1:00 am and 7:00 am.

Property Damage

During operations through any given winter, a certain amount of damage to Township and private property may occur. If sod damage is sustained, it will be restored by the Public Works Department using topsoil and seed at the earliest availability of material and resources (typically April). The owner of the property is responsible for maintaining the repair area.

Mailboxes

It is the policy of the Township of Edwardsburgh/Cardinal that private mailboxes shall be subject to the following provisions.

Placement and Installation

No mail post shall be located closer to 5.0 metres to the centre of the road. On narrow roads this may require the mail post to be installed further from the edge of the road shoulder and the mailbox to be suspended from an overhead arm to allow plow to pass underneath safely. All mailboxes shall be installed in accordance with Canada Post guidelines regarding height and accessibility.

Structural Requirements

The mail post and box shall be sturdy enough to withstand the weight and pressure from normal snowplowing operations.

Exclusion of Liability

The Township is not responsible for:

- Damage caused by snow discharge from plowing operations.
- Deteriorated, improperly installed or non-standard mailboxes.
- Decorative structures, landscaping, posts or brick enclosures.

Conditions for Repair/Replacement:

The Township will only consider repair or replacement where:

- There is clear evidence of direct physical contact by Township equipment.
- The mailbox was installed in accordance with Canada Post guidelines.

Compensation

Replacement will be limited to:

- A standard rural mailbox and pressure-treated wood post, installed by Township staff.
- Mailboxes may be installed temporarily during winter season if damaged by Township equipment and installed permanently in the spring due to winter frost constraints.

Inspection and Maintenance

Residents are encouraged to proactively inspect mailbox posts and boxes prior to the first frost to ensure structural stability.

Driveway Entrance Clearing

It can be expected that snow will be plowed into driveways as a normal part of roadway and sidewalk snow clearing operations. Owners of properties serviced by driveways are responsible for removal of the snow deposited in their entrance by Township snow clearing operations.

Under no circumstances shall a property owner or a property owner's hired contractor push, blow or otherwise deposit any snow, dirt or any other debris on or across any Township roadway, sidewalk or road allowance. Further regulations and fines are outlined in By-law 2018-29, as amended.

Municipal Fire Hydrant Snow Clearing

Ontario Regulation 213/07: Fire Code, as amended, states: Hydrants shall be maintained free of snow and ice accumulation and always be readily available and unobstructed for use.

To ensure fire hydrants remain accessible for emergency response, the Township will conduct snow removal operations around municipally owned fire hydrants during the winter maintenance season.

Snow cleared from roadways, sidewalks and parking lots shall not be deposited in such a manner or location that restricts access to a fire hydrant.

Timing and Deployment

Following the completion of roadway and sidewalk snow clearing operations after a snow event, Public Works will begin fire hydrant snow removal. Snow removal around fire hydrants will be completed within 72 hours after the end of the snow event or sooner, subject to the following conditions being met:

- Roadway and sidewalk snow clearing obligations have been met.
- No Significant Weather Event has been declared.
- Available staff and equipment to complete the work.
- If staffing limitations exist, Environmental Services, the Fire Department or contractor may be requested to assist.
- The sidewalk plow or loader may clean around fire hydrants during normal route operations to increase operational efficiency.

Standard

Snow removal will consist of clearing a path from the street, minimum of 1-meter radius around each fire hydrant and ensuring all hydrant caps and operating nut are free of snow and ice.

Priority

Fire Hydrants will be cleared in the following order of priority:

1. Fire hydrants located in higher density residential and Industrial areas including County Road 2, Shanly Road, Walker Street, Dundas Street East, Dundas Street West, Commerce Drive and New Wexford.
2. Fire hydrants located on side streets outside the core areas identified above.
3. All remaining fire hydrants that haven't been completed.

Significant Weather Events

During a declared Significant Weather Event, fire hydrant clearing timelines are suspended. Operations will resume and timelines will restart once the declaration has ended.

Property Owners

Property owners are encouraged to assist by keeping fire hydrants adjacent to their property reasonably clear of snow and ice where possible. The Township may issue public reminders regarding hydrant accessibility during the winter season.

Mapping

Appendix D includes a water atlas for Cardinal, New Wexford and the Industrial Park that identifies the approximate location of fire hydrants.

Assistance to Private Property

Under no circumstances will a Township employee be allowed to use a Township owned vehicle to push, pull, or tow a stranded private vehicle from a roadway or parking lot. Likewise, under no circumstances will a Township employee use a Township owned vehicle to perform any snow removal or ice control operation on private or commercial property and employees are not allowed to use personal equipment during working hours.

Winter Maintenance Priorities

This policy pertains to winter maintenance activities for Township Infrastructure. The priorities set out in this policy are governed by Ontario Regulation 239/02, as amended and by policy set by Council. For the purpose of setting infrastructure priorities for this policy and in conjunction with Ontario Regulation 239/02, as amended, the following will apply:

1. Roads,
2. Winter Maintained Sidewalks,
3. Parking Lots that are maintained by the Township.
4. Fire hydrants
5. Snow Removal.

Significant Weather Event

Ontario Regulation 239/02, as amended, defines a significant weather event as "an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality". The Director of Operations or designate has the authority to declare and end a Significant Weather Event. Significant Weather Events that are declared during and outside of normal business hours will be communicated to the Emergency Information Officer or designate to notify the public through Township communication channels. The criteria for declaring this type of event are outlined in Appendix B of this policy.

Snow Clearing and Ice Operations- Roads

Class Designation

Every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in accordance with Regulation 239/02, as amended, as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on speed limit and average daily traffic.

The roadway sections within this Township are classified as Class 4, 5 or 6.

No roadway section will be classified at a lower classification than specified in the Classification Table of O. Reg. 239/02, as amended.

Road Inspection and Patrolling

The frequency of routine patrolling is determined by the Class of Highway. The Township adheres to the minimum patrol frequencies established in Ontario Regulation 239/02. Operational practices, including enhanced winter monitoring and additional patrols during forecasted weather events, may exceed the minimum standards where resources permit.

Table 1

<u>Class</u>	<u>Patrol Frequency</u>
4	Once every 14 days
5	Once every 30 days
6	As needed

Enhanced Winter Patrolling

In addition to routine patrolling, the Township performs weather monitoring and enhanced winter patrolling between October 1st and April 30th:

- 1) Weather Monitoring: Public Works monitors current and forecasted weather at least once per shift to anticipate snow accumulation or ice formation.
- 2) Pre-emptive Patrolling: If weather monitoring indicates a substantial probability of a weather event, additional patrols are deployed to monitor road surface conditions and trigger the deployment of clearing and sanding/salting equipment.

Level of Service

Snow Accumulation

- 1) a) While the snow continues to accumulate, Public Works will deploy resources to clear the snow as soon as practical after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table below; and
 - b) After the snow accumulation has ended and after becoming aware that the snow accumulation is greater than the depth set out in the Table 1, Public Works will clear the snow accumulation in accordance with subsections (2) and (3) within the time set out in the table.
- 2) The snow accumulation must be cleared to a depth less than or equal to the depth set out in the table.
- 3) The snow accumulation must be cleared from the roadway to provide a total width of at least five (5) metres.
- 4) This section does not apply to that portion of the roadway designated for parking and only applies during the season when winter highway maintenance is performed (Nov. 1 to April 15).
- 5) In this section, the depth of snow accumulation means the natural accumulation of new fallen snow, wind-blown snow or slush that covers more than half a lane width of a roadway.

Table 2
Snow Accumulation

<u>Class of Highway</u>	<u>Snow Depth</u>	<u>Completion Time</u>
4	8cm	16 hours
5	10 cm	24 hours
6	15 cm	48 hours

Icy Roadways

- 1) If it is determined per the Regulation that there is a substantial probability of ice forming on roadways and it is practical to prevent ice formation, Public Works will deploy resources for that purpose.
- 2) Public Works will deploy resources to treat an Icy Roadway as soon as practical after becoming aware that the roadway is icy; and
- 3) Public Works will treat the Icy Roadway within the time set out in Table 2 after becoming aware that the roadway is icy.

Table 3
Icy Roadways - Treatment

<u>Class of Highway</u>	<u>Completion Time</u>
4	12 hours
5	16 hours
6	24 hours

Sidewalks

For winter maintenance operations, the Township sidewalks have been divided into two tiers.

Primary sidewalks: the snow accumulation after accumulation has ended will be reduced to a depth less than or equal to 8 centimeters within 48 hours and provide a minimum sidewalk width of 1 meter. These sidewalks are highlighted in green on the Spencerville and Cardinal Sidewalk Maps found in Appendix C.

Icy Sidewalks: If it is determined per the regulation there is a substantial probability of ice forming on sidewalks and it is practical to prevent ice formation, Public Works will deploy resources for that purpose.

If ice forms on a sidewalk and the municipality becomes aware of the condition, the standard is to treat icy sidewalks within 48 hours. Treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk.

Secondary sidewalks: These sidewalks do not receive snow clearing and ice control operations during the winter maintenance season. Reasons include sidewalk widths are too narrow, permanent obstructions like hydro poles and fire hydrants restrict the safe passage of the sidewalk plow. These sidewalks are highlighted in red on the Spencerville and Cardinal Sidewalk Maps found in Appendix C.

Parking Lots

Table 5 below lists parking lots servicing municipally operated buildings and facilities that receive snow clearing and ice control operations. During a storm, access to these lots will be restricted to the driving lanes between the parking rows and/or to the front of the facility. Final snow clearing and ice control will be completed by next day by facility opening hours either by Public Works, Recreation staff or by contractor.

Below is a summary table of locations:

Table 4

<u>Category</u>	<u>Location</u>
Fire Stations	Spencerville & Cardinal
Waste Water Treatment Plant	Cardinal
Water Treatment Plant	Cardinal
Lagoons	Spencerville
Pumping Stations	Cardinal and Spencerville
Ingredion Centre	Cardinal
Municipal Office	Spencerville
Spencerville Arena	Spencerville
Library Parking Lots	Spencerville & Cardinal
Legion Parking Lot	Cardinal
South Edwardsburgh Community Centre	Johnstown
Road Allowance	South Street, North of Sloan Street
Road Allowance	11 Spencer St, South Side of Building only
Road Allowance	Lennox Rd, North of County Rd 21

Snow Removal Operations

Snow removal on roadways and parking lots will be carried out when required, by the Public Works Department and by a private contractor. Depending on the area and number of locations to be cleared, a decision will be made to implement a specific operation to carry out the removal process. The Public Works Manager will determine if removal is required, and if so, which type of removal process will be utilized.

Roadways

Roadway intersection sight line requirements and snow storage conditions will be assessed by the Public Works Manager following the completion of the post storm snow clearing operations.

Qualifying factors for consideration for removal will be:

- 1) If snow storage at intersections restricts required visibility sight lines
- 2) If snow storage at the sides of the roadway impedes normal traffic flow
- 3) If snow storage significantly hampers occupants of the vehicle from safely accessing the sidewalks in the downtown core or school zone areas.
- 4) If additional snow storage is required for sidewalk clearing operations or in cul-de-sac and no exit locations.

Types of removal

All intersections will be eligible for removal if qualifying factors are met (sightlines).

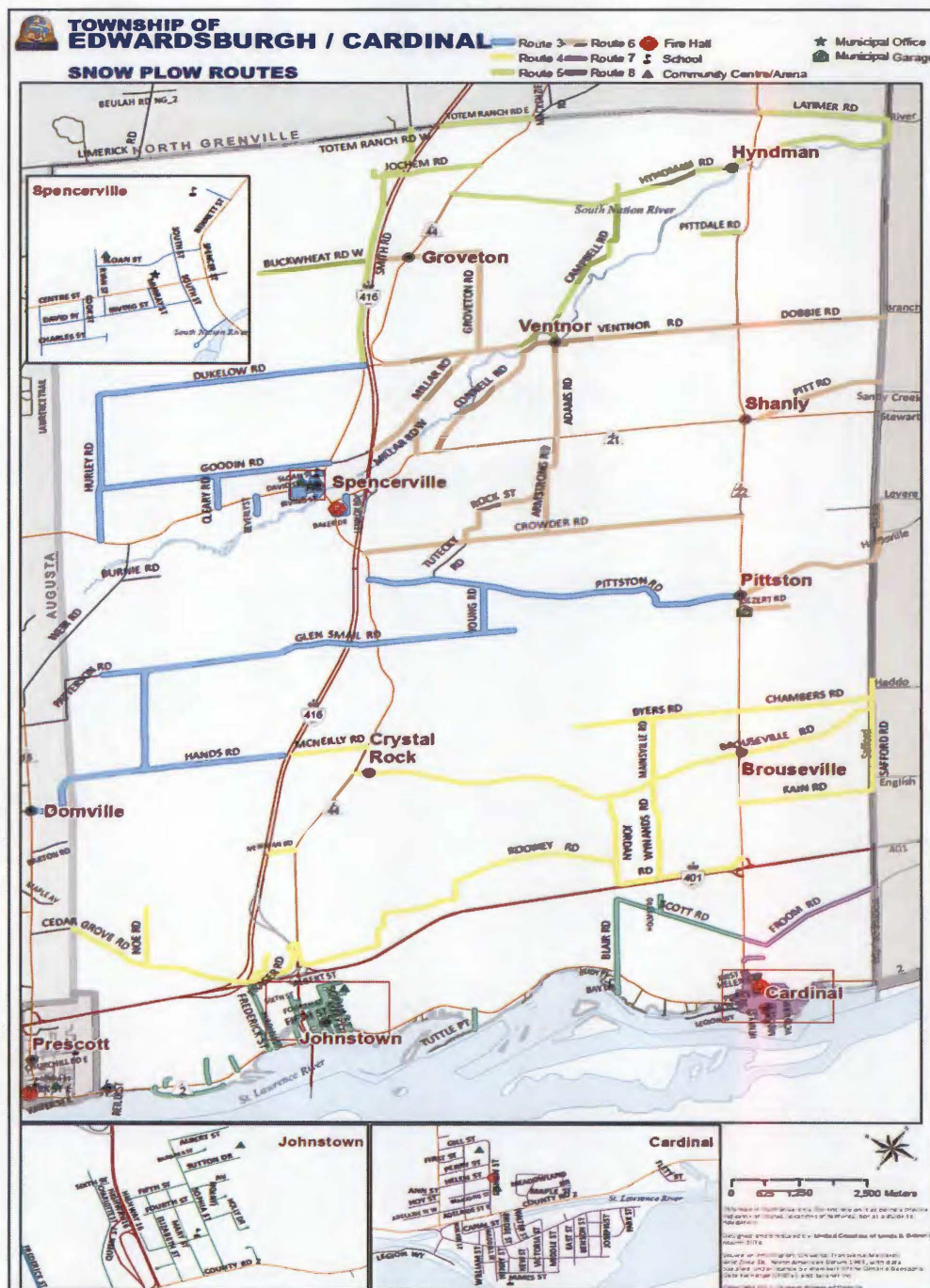
- 1) Full length removal in downtown business core and school zones in Cardinal and Spencerville.
- 2) Rural areas will have snow winged back to provide additional snow storage capacity
- 3) Cul-de-sac, dead ends and parking lots will be eligible for removal if additional snow storage capacity is determined to be required.
- 4) Urban residential streets in extreme circumstances where safe motor vehicle travel is impeded.

Review

This policy will be reviewed and updated at a minimum of every two years or when there are significant changes to Ontario Regulation 239/02.

Appendix A:

Plow Route Map



Appendix B:

Significant Weather Event Form

Township of Edwardsburgh Cardinal (Significant Weather Event Criteria Form)

Date & Time:

1. Did Environment Canada issue a weather hazard under their public weather alerting program. YES or NO

If yes, list the weather hazard: _____

Forecasted Start of Storm: _____

2. Does the weather hazard pose a significant danger to the users of the road: YES or NO:

Forecasted Accumulation: _____/hr, _____ **Total, Duration:** _____ hrs.

3. Do we have adequate municipal staffing to respond to the weather hazard: YES or NO. If no, explain: (ex. employee illness)

4. Do we have adequate resources to respond to the weather hazard: YES or NO If no, explain: (ex. vehicle breakdown)

5. Is the road system capable of handling the weather hazard: YES or NO

If no, explain: (ex. Roadside ditches at full capacity); **Accumulation amounts will make it difficult to maintain roads to the standard and visibility will make it difficult for staff to see the roads**

If you answered Yes to Question 1 and 2 and answered No to either Question 3, 4 or 5. Declare a significant weather event.

Significant Weather Event Declaration Issued

Date: _____

Notification Method: _____

Time: _____

Authorized By: _____

Significant Weather Event Declaration Ended

Date: _____

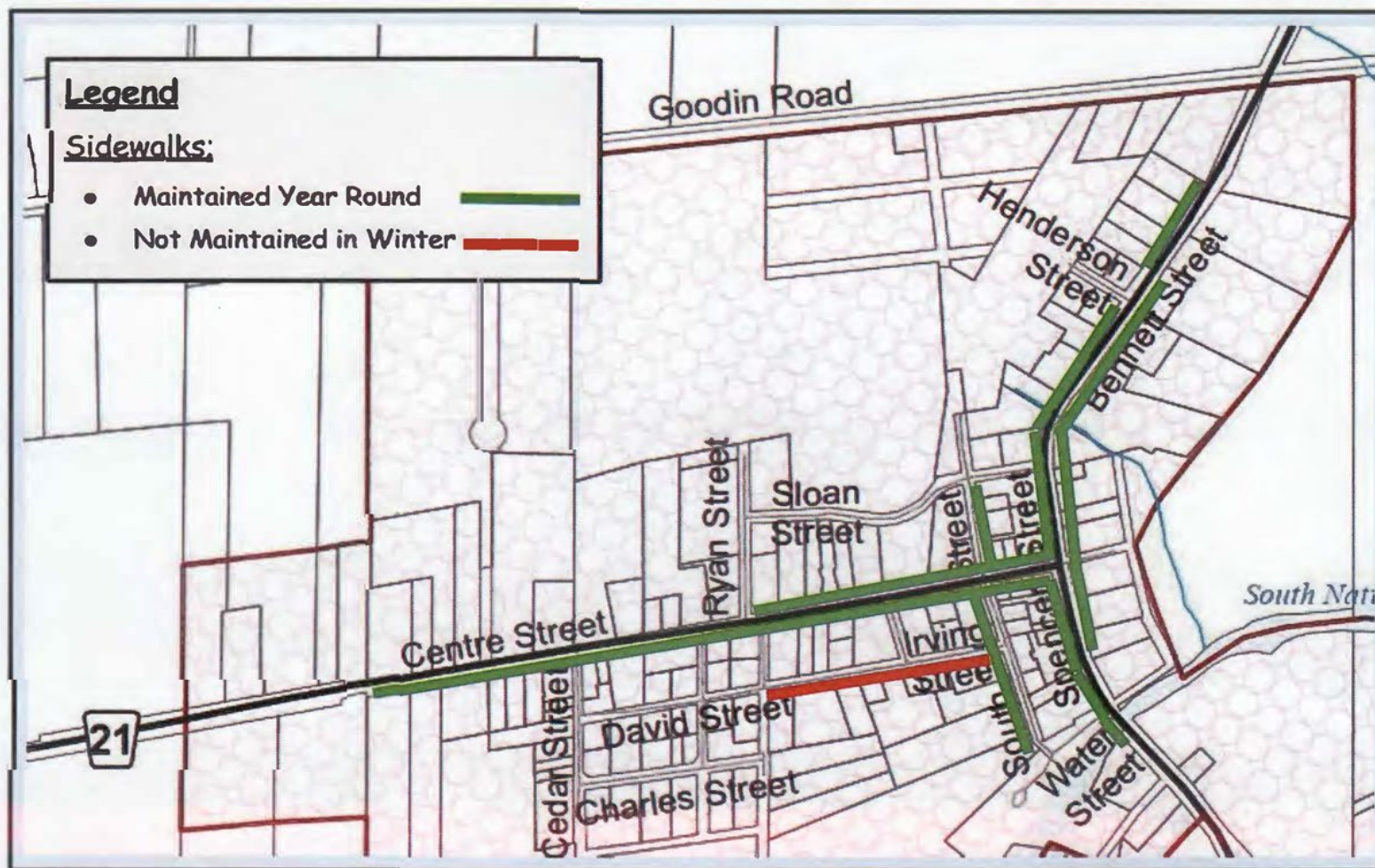
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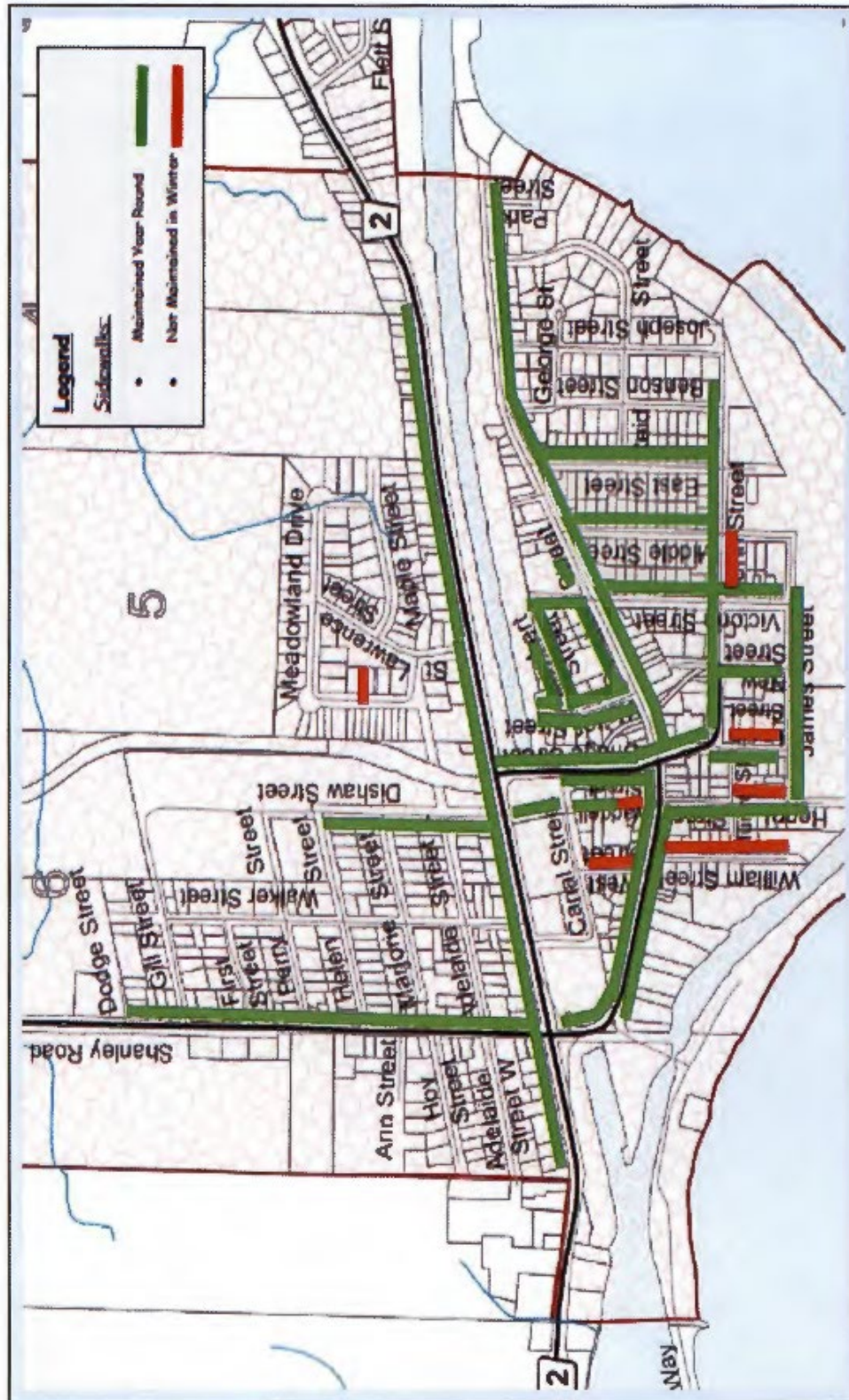
Time: _____

Authorized By: _____

Appendix C:

Sidewalk Maps





TWP
EC
.ca

**Township of
Edwardsburgh Cardinal**

Cardinal Sidewalks

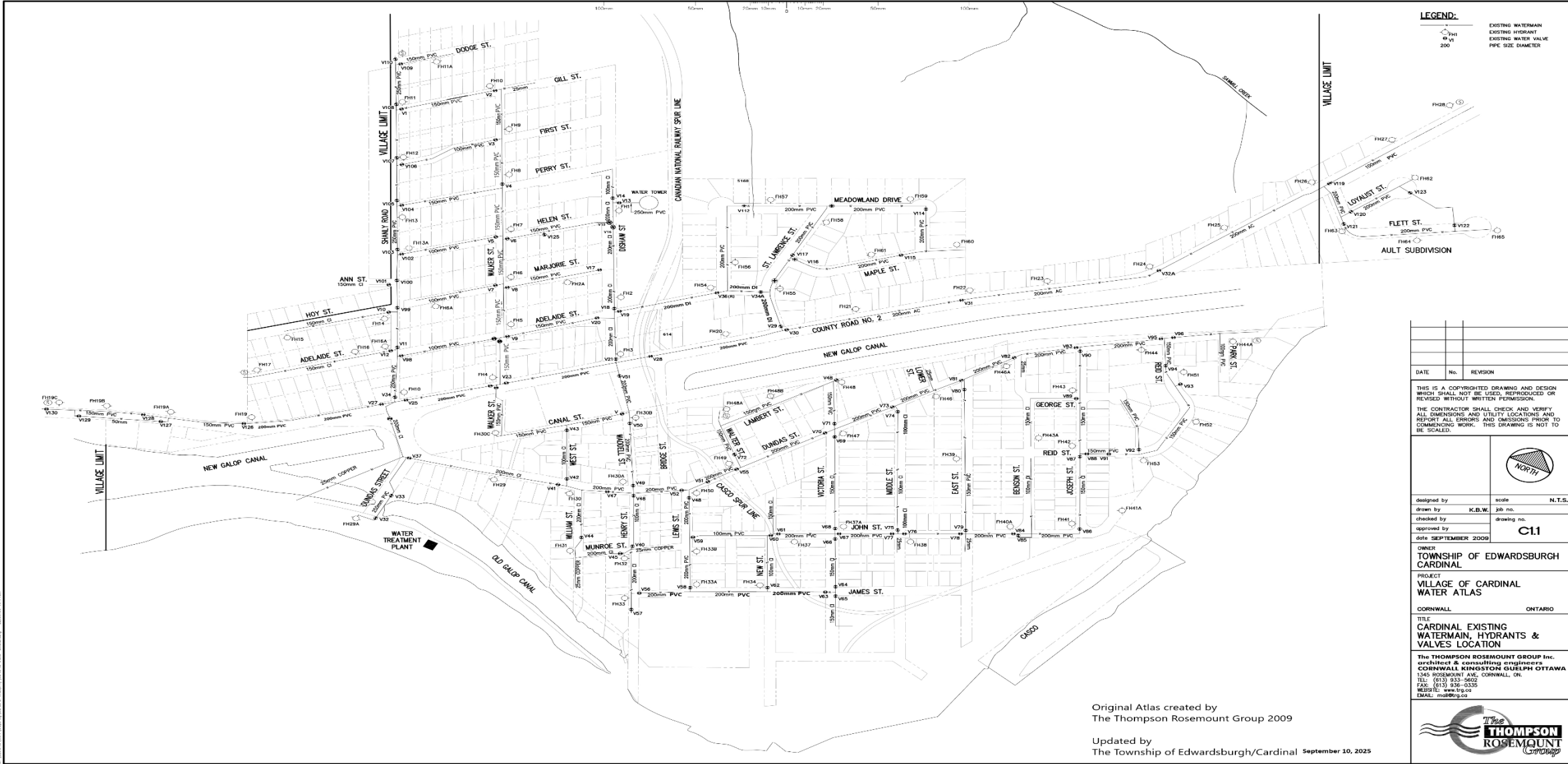
Dwg No.: 19-SW-1

Date: September 16, 2019

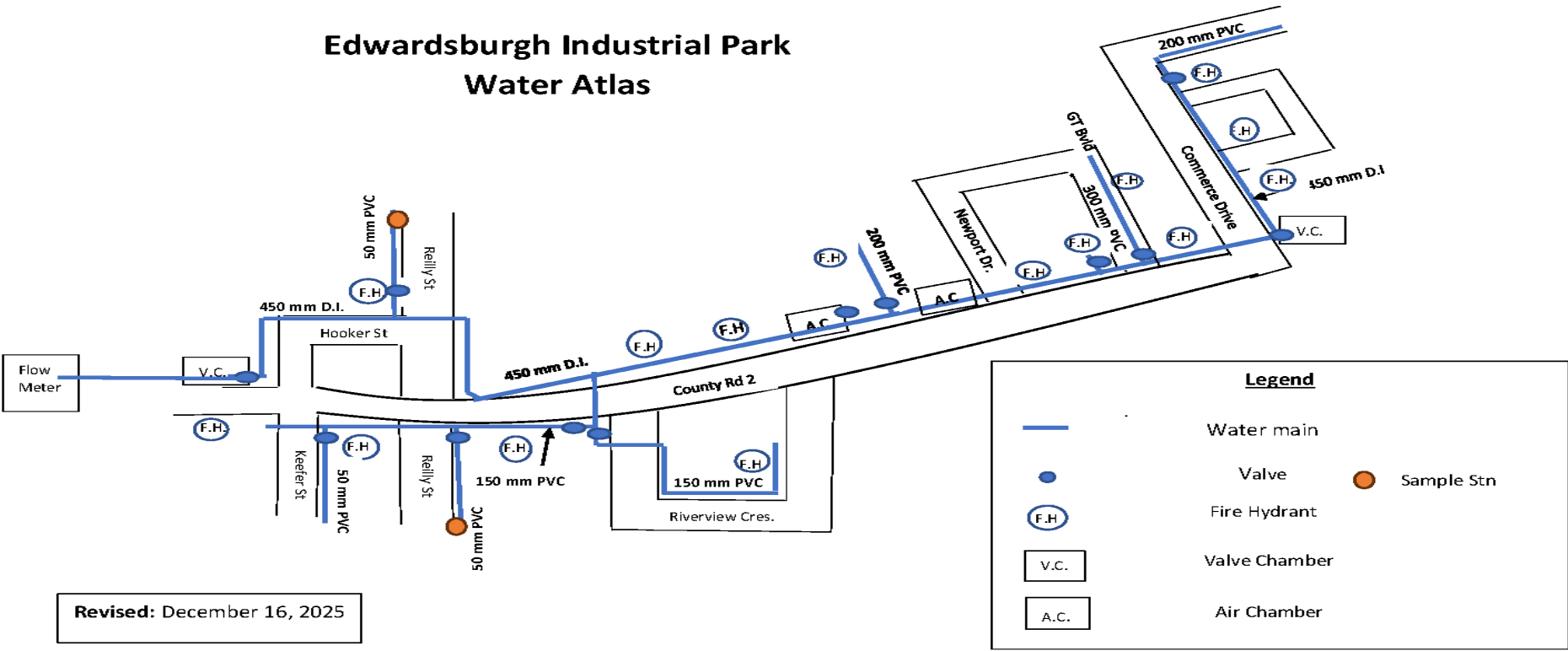
Appendix D

Cardinal and Industrial Park Water System Atlas

Fire Hydrant Locations



Edwardsburgh Industrial Park Water Atlas



2026-32 - Winter Maintenance Level of Service Bylaw

Final Audit Report

2026-05-28

Created:	2026-05-26
By:	Natalie Charette (ncharette@twpec.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAs5mZYBJZ0Et2P2QDVGbFIGs5zGbso1hA

"2026-32 - Winter Maintenance Level of Service Bylaw" History

-  Document created by Natalie Charette (ncharette@twpec.ca)
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