



POLICY & PROCEDURE

Title: SNOW AND ICE CONTROL POLICY

Category: Maintenance

Date: March 20, 2019

Amended: January 25, 2025

Authority: Public Works Foreman

Policy No.: 009

POLICY STATEMENT

The Snow and Ice Control Policy is to set winter snow and ice control service levels to provide for a safe and reliable roadway network.

PURPOSE

- To facilitate management of emergencies by Police, Fire and Ambulance Services during the winter,
- To reduce the hazards of ice conditions to motorists and pedestrians under prevailing winter conditions within the Towns' financial resources,
- To prevent or reduce the number of accidents or injuries due to winter conditions,
- To minimize economic loss to the community resulting from unsatisfactory winter driving and pedestrian activities.
- Use overtime as necessary to meet the meet the policy.
- To encourage residents to stay off the streets until snow event has passed and move vehicles and garbage cans off the streets to expediate snow removal operations

Jurisdiction

The Public Works Foreman or designate shall be responsible for determining the level of response and initiating snow removal activities as contained in this policy.

Definitions

Winter Storm Event – refers to adverse conditions where wind, or a combination of wind and precipitation, results in snow accumulation on street and sidewalk surfaces usually accompanied by reduced visibility, cold temperatures and wind chill.

Freezing Rain Event – refers to incidence of freezing rain causing ice accumulation on street and sidewalk surfaces.

Priority Street Route – refers to major arterial streets (see appendix).

Secondary Street Route – refers to minor arterial and major collector streets (see appendix).



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Street Sanding – refers to the application of granular material and/or salt to improve traction at, and along, approaches to street intersections.

Windrow – refers to the snow ridge deposited along the curb/edge of street by the graders during snow clearing operation.

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Snow Clearing Priority System

Snow clearing is conducted according to a priority system, starting with major roadways and emergency streets. When storms are continuous, or closely follow one another, operations will be repeated or continued on the routes of highest priority until all such roads are completed before moving onto streets of a lesser priority. Please see the Plowing Priority Map.

Snow clearing operations are exempt from restricted hours per Bylaw 39-2016.

Continuous Snowfall

If snow storms are continuous, or follow closely one after the other, operations will be repeated or continued on the highest priority until completed before moving on to the next priority. As an example, crews will leave the priority two streets, even if not complete, to return to priority one and start over.

Process

I. During a Winter Storm Event

During a storm event snow clearing operations will be limited to ensuring emergency vehicles such as Ambulance and Fire can respond to emergency calls. *Very minimal snow clearing or other winter maintenance will be conducted at this time and in the event of limited or near zero visibility all operations will cease until conditions improve to safeguard both the public and staff.*

Residents will be urged to stay off the streets until the snow event has passed and move vehicles and garbage cans off the streets to expediate snow removal operations

II. Upon Conclusion of a Winter Storm Event

Upon the conclusion of a storm event or when conditions improve to allow work to be conducted; crews will be organized and dispatched to commence snow clearing operations.



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a) Priority Street Route

As the term indicates these roads and streets will be graded first; as soon as possible after the abatement of a major storm event. Every effort will be made to maintain priority routes as close to bare pavement as is practicable; though during initial clearing after a major storm, a compacted drivable surface will be the accepted standard. A second grading of these routes will be conducted once major clearing operations are complete. Between winter storm events the route will be maintained according to the standard as required. If, as the winter progresses, windrows become too large or extend into driving lanes, a windrow removal operation may be scheduled. Typically this would only be required after repeated heavy snowfalls.

*Every effort will be made to complete initial clearing on primary routes within twenty-four (24) hours of the abatement of a storm event **so that the streets are passable. This is a guideline only. It will be highly dependent upon the severity of the event and equipment reliability (breakdown).***

b) Secondary Street Route

Streets along this route will be cleared after completion of the priority route. Every effort will be made to maintain secondary routes as close to bare pavement as is practicable; though during initial clearing after a major storm, a compacted drivable surface will be the accepted standard. A second grading of these routes will be conducted once major clearing operations are complete. Where secondary routes pass through residential areas with combined curb and sidewalk, an effort will be made to deposit the windrow to one side to keep sidewalks clear on the opposite side as per the sidewalk snow removal route.

Between winter storm events the route will be maintained according to the standard as required. If, as the winter progresses, windrows become too large or extend into driving lanes a windrow removal operation may be scheduled. Typically this would only be required after repeated heavy snowfalls.

*Every effort will be made to complete initial clearing on secondary routes within forty-eight (48) hours of the abatement of a storm event. **This is a guideline only. It will be highly dependent upon the severity of the event and equipment reliability (breakdown).***

Road graders are equipped with a retractable wing which is lowered to pull snow past residential driveways to avoid heavy windrows blocking access. It is unavoidable that some snow will trickle off the edge of this wing, especially in heavy snow conditions. **Any snow ridge less than 30 centimeters is considered acceptable. Staff will not return to clear any such snow ridge** regardless of complaints received. If it is apparent a driveway is missed completely the operator will be instructed to return and clear the windrow.

c) Arena and Town Facilities

Parking areas at the Arena, Heritage Common, and other Town facilities will be cleared as time and circumstance permit. These areas will not be given priority over streets and roads, other than clearing a pathway through the Parking lots of Heritage Common and the Hepburn



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& District Arena as snow removal operations are on 2nd Street East and with Priority 1 Streets. Consideration will be given to the schedule and major events as to additional snow clearing.

d) Sidewalk Snow Removal

Property owners are responsible for removing all snow and ice from sidewalks adjacent to their property, within 48 hours of the snow being deposited. It is illegal to remove snow from public or private property and place it on other public property.

Sidewalk snow clearing to facilitate pedestrian passage will only occur where adjacent property owners have not already cleared the snow. This will be completed in priority sequence when time permits.

e) Lane Clearing

With exception of the Main Street business area, lane clearing is not performed at any time during winter months. All requests for this service will be denied. Requests for custom work to clear lanes may be completed as time permits.

h) Street Sanding

Street sanding typically occurs after the abatement of a storm event and after graders and other equipment have cleared the roads of snow. It will also occur after any freezing rain event. A mixture of salt and sand are utilized during sanding operations with the relative proportion of each dependent on the outside temperature. In colder temperatures salt is less effective. Street sanding also occurs regularly throughout the winter including evenings and weekends. Streets are monitored and staff dispatched as required. Following freezing rain events crews will apply ice melt to sidewalks in the City Centre where business owners have not already done so.

LEVEL OF SERVICE

The Town will provide normal winter maintenance at the following levels of service:

<u>Roadway Classification</u>	<u>Time</u>	<u>Frequency</u>
Priority One Arterials/ Collectors	Day or Night to ensure streets are passable	To commence after a major snowfall (> 10cm) and is to be completed within 24 hours
Priority Two Residential	Day	To commence after a major snowfall (> 10cm) and is to be completed within 72 hours
Priority Three Sidewalks – Priority One	Day	As Required; Adjacent to Town-owned properties



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Priority Four

Sanding

Day

To commence after Priority One and Two streets are cleared

Priority Five

Arena and Town-owned facilities

Day

As Required

Priority Six

Back Lanes

Day

Main Street Only – will consider custom work requests from residential property owners as time permits