

SNOW AND ICE CONTROL PROCEDURE

The Town shall undertake a Snow & Ice Control Program on Town streets, lanes, sidewalks, pathways and parking lots.

Purpose:

- Maintain reasonable conditions on roadways and sidewalks so as to minimize hazards and economic loss to the community taking into consideration motorists who operate vehicles in a manner consistent with good winter driving habits.
- Provide guidelines for management and operating personnel in the handling of winter maintenance- to set the level of service for the Snow and Ice Control program.
- Outline citizens responsibilities regarding sidewalk snow and ice control

Responsibility:

Operational Services are responsible for the Snow and Ice Control program. Crews will be available to respond to storm events from mid October to the end of March.

Prioritization of work is based on:

- Emergency routes
- Traffic counts on road
- Type of road- physical characteristics
- Economic impact to residents

Prioritization classification of snow routes (see Priority Snow Route map):

1. Priority #1 Route:
 - Major roadways that carry high volumes of traffic
 - Roads providing access to emergency response facilities (i.e. Fire, Hospital, RCMP).
2. Priority #2 Route:
 - Initiated after Priority Route #1 is satisfactory:
 - Collector roads which carry vehicles between major and residential roadways
 - Central Business District (i.e. downtown)
 - Roads accessing schools
 - Problematic areas such as hills, sharp curves and bridges.
3. Priority #3 Route:
 - Initiated after Priority Route #2 is satisfactory
 - All other residential streets
 - Some industrial/commercial areas.
 - Lanes (alleys)

Pathways, sidewalks, and parking lots that the town is responsible for will typically coincide with Priority #1 and #2 Routes.

Other factors that come into play in prioritizing resources:

- Temperatures before, during and after a storm

- The duration of the storm
- The amount of accumulated snow
- The road surface temperature
- Wind speed and direction (i.e. drifting)
- The weather forecast the following days
- Equipment and manpower availability

Level of Service for Priority Snow Routes:

- Priority #1 includes:
 - Snow plowing to commence after an accumulation of 4 cm or as deemed necessary by the Manager of Operational Services. Expected to have this route cleared within 36 hours following the end of a storm and will be plowed to remove snow as close to the road surface as possible.
 - Sanding and salting as necessary
 - Snow Removal (i.e. hauling away of snow) will commence when the driving width or parking area restricts safe vehicular movement and once other Priority Routes have been plowed and sanded and are satisfactory.
- Priority #2 includes:
 - Snow plowing to commence after an accumulation of 4 cm or as deemed necessary by the Manager of Operational Services. Department is expected to have this route cleared within 48 hours following the end of a storm and will be plowed to remove the snow as close to the road surface as possible.
 - Sanding and salting as necessary
 - Snow removal is at the discretion of the Manager of Operational Services. Typically will occur once the driving width or parking area restricts safe vehicular movement and other Priority Routes have been plowed and sanded to the satisfaction of the department.
- Priority #3 includes:
 - Spot sanding and salting as required on roads and parking lots. Department to key on problematic areas which include intersections, corners, playground and school zones and other problematic areas.
 - Snow plowing when required at the discretion of the department. Typically after 8 cm of accumulated snow. When extenuating circumstances exist these roads will be plowed flat and maintained as close to the road surface as possible. Plowing will be considered for lanes (alleys) once they are inaccessible by garbage or recycling trucks. Generally, when lanes are plowed a windrow will be left on both sides of the lane. It will be the residents' responsibility to clear out any access required.
 - When significant rutting or snow drifting occurs priority#3 route will be bladed to maintain a level snow pack condition (if feasible and resources available).
 - Snow removal is not required and will typically not occur. Any significant snow removal in this area will commence with council approval. The Town Manager may also approve this work if sufficient funds are available within the existing operating budget or a dedicated operating reserve for snow and ice control is available.

General level of service provided:

- Snow plowing- traffic lanes are the priority and will be cleared (plowed) according to the Snow Priority Route map. Parking lanes are not the priority. Windrows at driveways and accesses to private property from the plows will not be removed. Windrows left behind blocking driveways or private accesses will be the responsibility of the adjacent property owner. Vehicles left on the street will be plowed in. It is recommend that residents park off street. Snow plowing should precede ice control operations.
- Plowing, sanding, and/or snow removal requests will be evaluated by the department and be at the soul discretion of the department.
- Sanding and salting (ice control) will typically occur at intersections and problematic areas. Ice Control will not normally be undertaken mid block.
- Parking bans may be implemented as required to provide for operations. Areas where parking is to be banned will be notified in advance. Vehicles that do not adhere to the parking ban shall be towed and the owner of the vehicle shall be responsible for all towing and associated costs. Parking ban notification to residents may be in the form of the media or signage.
- The level of services is to be done in accordance with approved budgets.
- When storms are continuous or follow closely one after the other, snow and ice control will be repeated or continued on the highest priority until completed before moving on to the next priority
- When abnormal winter weather or road conditions exist as caused by severe or repetitive storms or emergency situations, additional town equipment and contract services may be mobilized at the discretion of the Manager of Operational Services.
- Proper disposal of snow from private sites shall be the responsibility of the owner.
- Residents shall not pile snow from their site on town property.

Sidewalks and Pathways (Happy Trails):

- Residents are responsible to clear all sidewalks adjacent to their property within 24 hours of a storm event. Snow Removal Bylaw 3622/89 specifies:
 - *(a) Every occupier or owner shall be required to remove and clear all snow, ice, dirt and other foreign material from the sidewalks situated on land adjoining the property owned and occupied by him... within 24 hours after the depositing or accumulation thereof...*
 - *(b) that the before mentioned 24 hours shall mean all days except Sunday.*
- Pathways snow removal will commence the first normal workday after a snowstorm, dependent on manpower and equipment available. The town does not normally perform ice control on town pathways.

Spring clean-up:

- Annual road sweeping will commence in the spring and will include sweeping of all town owned paved roadways.