

# Council Policy

Policy Name: Urban Snow and Ice Control Policy  
Department Name: Public Works  
Policy No.: PRL-150  
Effective Date: January 12, 2016      Review Date: January 12, 2019

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## **STATEMENT:**

The Municipality will manage Municipal roads, lanes, parking lots, sidewalks and trails in accordance with Roads and Transportation Bylaw 02/079 and the Municipal Government Act.

## **PURPOSE AND OBJECTIVE:**

The objective of the Snow and Ice Control Policy is to establish priorities and standards of the Snow and Ice Control Program based on Municipal winter conditions and available resources.

The purpose of this Policy is to:

1. Set winter snow and ice control standards for urban area roads and sidewalks.
2. Ensure municipal roads and sidewalks are maintained in order to reduce hazards and economic loss.
3. Prioritize safe access to emergency vehicles and transit.
4. Provide guidelines for management and operating personnel in the handling of winter maintenance operations.

## **1. Responsibilities**

### 1.1. Council:

- 1.1.1. Approve any amendments to this Policy.

### 1.2. CAO / DCAO / Executive Director:

- 1.2.1. Support the implementation of this Policy.
- 1.2.2. Support and recommend any amendments to this Policy.

### 1.3. Director (Public Works):

- 1.3.1. Ensure that all winter maintenance is carried out in accordance with the Urban Snow and Ice Control Policy and Urban Snow and Ice Control Administrative Directive.
- 1.3.2. Ensure proper financial management and internal controls are implemented.

## 2. General Procedures

### 2.1. Primary, Secondary and Tertiary Routes

- 2.1.1. Primary Routes are heavy usage roadways and are the highest priority routes for the Snow and Ice Control Program. These include arterial roads, and other roadways that provide emergency services access (i.e. police department, fire department, etc.).
- 2.1.2. Secondary Routes are second highest priority for the Snow and Ice Control Program. Secondary routes include school zones, urban service area transit routes, and main accesses to neighborhoods.
- 2.1.3. Tertiary Routes are the third highest priority for the Snow and Ice Control Program. These roads have geometric or alignment features that require occasional service to improve road user safety such as roads with steep narrow hills.

### 2.2. Service Level Guidelines

- 2.2.1. Level I– Plowing  
During a snow event, Primary and Secondary Routes will be plowed continuously with the emphasis on Primary Routes. De-icing/Sanding materials will be applied as required.
- 2.2.2. Level II - Snow Event Clean Up  
All centerline snow on Primary and Secondary Routes will be pushed to the curb sides and/or center median to widen the roadway. This includes left and right turn lanes and urban service area transit lanes. Snow in transit lane areas is to be hauled to allow safe access by buses and pedestrians. De-icing/Sanding materials will be applied as required.
- 2.2.3. Level III – Snow Removal  
Snow Removal from Primary and Secondary Routes will be performed to increase the driving width of the roadway, or if there is a need to increase snow storage capacity of the roadway. Snow may also be hauled to mitigate sightline hazards.

### 2.3 Residential Streets Snow Plowing/Removal

- 2.3.1 Snow Plowing/Removal service will take place weekly on scheduled days in accordance with the Urban Snow and Ice Control Administrative Directive.
- 2.3.2 Permanent “No Parking” signs will be placed on residential streets indicating the scheduled day and time of Snow Plowing. Vehicles contravening the “No Parking” sign postings may be ticketed and towed at the owner’s expense to allow for efficient operations.

2.4 Sidewalk Snow Plowing

2.4.1 Sidewalk Snow Plowing will occur based on the following priorities:

- Sidewalks that are major routes for students.
- All sidewalks along Primary and Secondary Routes with the exception of sidewalks adjacent to businesses and homes will be plowed in accordance with the by law 02/079, Section 13.26 and 13.27.

**MANAGEMENT, REFERENCES AND APPROVAL:**

This Policy will be reviewed in three years from its effective date to determine its effectiveness and appropriateness. This Policy may be assessed before that time as necessary to reflect organizational change.


Approving Authority: Council  
Approval Date: January 12, 2016

Revision Approval Dates:  
Review Due: January 12, 2019

Policy Manager: Director, Public Works  
Department Contact: Manager, Roads Maintenance

Legal References: Roads and Transportation Bylaw 02/079

Cross References: Urban Snow and Ice Control Administrative Directive ADM-180

  
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Melissa Blake, Mayor

  
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Chief Legislative Officer

*January 12, 2016*  
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Date