



POLICY: **SNOW & ICE CONTROL POLICY**

SECTION: Works and Operations

POLICY #: OPS-006

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 Director of Works and Operations

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EFFECTIVE DATE: July 9, 2002

SUPERSEDES: PW # 01-001: Snow & Ice Control Policy

AUTHORIZED:

Cress Farrow
Mayor

Deborah Sargent
Chief Administrative Officer

PURPOSE:

The Town of Smithers shall set policy to ensure that snow and ice control is undertaken to provide for vehicular and pedestrian passage on roads and sidewalks on a priority basis. The Works and Operations Department shall make every effort to operate within budget as winter conditions dictate.

POLICY:

OBJECTIVES:

- To provide the vehicular and pedestrian traffic, on a priority basis, with adequate mobility under prevailing winter conditions within the Town's financial resources.
- To prevent or reduce accidents or injuries due to winter conditions.
- To provide for operation of emergency services and transit.
- To ensure that Town owned parking lots do not become impassable.

DEFINITIONS:

- “Downtown Core” means the following downtown streets:
 - The sections of King Street, Main Street and Queen Street from Highway 16 to Railway Avenue. The sections of First Avenue, Second Avenue, Third Avenue, Fourth Avenue, Broadway Avenue, Alfred Avenue and Railway Avenue running between King and Queen Streets. Also Aldous Street and Murray Street.
- “Drainage Problem” means problems caused by accumulated or running snow melt water.
- “Ice Control” means the control of the build up of packed snow or ice through the use of equipment and sanding materials.
- “Director of Works and Operations” means the Director of Works and Operations or approved designate.
- “Opened” means the plowing of snow from the driving lanes to the side.
- “Sanding” means the application by mechanical spreaders, of treated sand or small granular material to improve traction.
- “Snow Blowing” means the removal of windrows from Town roads, parking lots, lanes and sidewalks by using the snow blower to blow the windrows off to the side of the roadway, parking lots, lane, sidewalks, or into trucks.
- “Snow Dump” means a pre-approved location for the dumping and storage of hauled snow.
- “Snow Loading and Hauling” means the removal of snow from Town roads, parking lots, lanes and sidewalks by loading the snow from windrows onto trucks and hauling the snow to Snow Dump sites.
- “Snow Plowing” means plowing of snow into windrows in storage areas on Town roads, lanes and sidewalks. Storage areas can be on center medians, boulevards, adjacent to the curb or sidewalks and at the edge of back lanes or Town owned parking lots.
- “Snow and Ice Control” means all operations associated with Snow Plowing, Snow Loading, Snow Hauling, Snow Blowing and Ice Control.

RESPONSIBILITIES OF THE TOWN OF SMITHERS:

COUNCIL SHALL:

- Set and adopt the Snow Removal Budget; AND
- Set policy on the levels of service from time to time.

THE DIRECTOR OF WORKS AND OPERATIONS SHALL ENSURE THE IMPLEMENTATION OF THE SNOW AND ICE CONTROL POLICY BY:

- Determining when and how to initiate and perform Snow and Ice Control operations.
- Allocating and scheduling Works and Operations resources.
- Obtaining, allocating and scheduling privately held resources.
- Addressing Public concerns.
- Managing the Budget.

The Works and Operations employees shall operate the Town of Smithers owned equipment to carry out Snow and Ice Control in accordance with the Snow and Ice Control Policy and in accordance with the instructions of the Director of Works and Operations or designate whenever possible.

ROADWAY PRIORITIES AND STANDARDS:

- The Town of Smithers operates with a budgeted amount of funds, which are required for a number of purposes. The Town in establishing the Snow and Ice Control Policy must take into consideration its financial resources and its personnel. Priorities are established to provide the greatest benefit to the majority of the traveling public. In setting priorities, consideration is given to criteria such as: Traffic Volume, Road Classification, Road Geometrics, Terrain, Bus Routes, Emergency Services, Drift Exposure, and Drainage Problems.
- The Town of Smithers has set four priority ratings as follows and as illustrated in Appendix A:
 - **PRIORITY #1:** Downtown core, major roads, emergency routes, school routes, bus routes, roads with steep grades, and during the spring melt; areas with known Drainage Problems.
 - **PRIORITY #2:** Remaining residential roads.
 - **PRIORITY #3:** Developed lanes and Town of Smithers owned parking lots. Lanes are prioritized in the following order: Downtown core, lanes providing primary access, rest of developed lanes.
- The Town of Smithers has set the following standards for Snow and Ice Control:
 - The maintenance of the standards is to be done in accordance with approved Budgets.
 - When 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.

PUBLIC RELATIONS:

All concerns and enquiries, Monday to Friday 0830 to 1630, may be handled by the Town of Smithers' receptionist at 847-1600. At all other times, emergency concerns and inquiries shall be directed to the After Hours / Emergency Cell at 877-1562, and routine concerns and enquiries may be directed to the Director of Works and Operations or designate at 847-1646.

HOURS OF OPERATION AND STAFF DEPLOYMENT:

- The Town of Smithers will provide Snow Plowing, Snow Loading, Snow Hauling and Snow Blowing operations within the geographical boundary of the Town of Smithers.
- When warranted the Town of Smithers will provide Snow and Ice Control between the hours of 5:00am and 3:30pm per day seven days per week.

When abnormal winter weather or road conditions exist as caused by severe or repetitive storms or emergency situations, the Town of Smithers will mobilize additional work forces and equipment outside of regular working hours.

SNOW PLOWING OF ROADS, TOWN OWNED PARKING LOTS AND LANES:

- Snow Plowing Operations will commence in priority order upon a snow accumulation of 7.6 centimetres (3 inches), and in consideration of field conditions and the weather forecast.
- Roads will be plowed to remove snow as close to the road surface as possible.
- Snow Plowing may result in windrows on both sides of the road. The clearing of windrows in front of private driveways or sidewalk access left by Snow Plowing equipment shall be the responsibility of the property owner or affected individual, company or corporation.
- The clearing of windrows where they cross lane entrances shall be the responsibility of the Town of Smithers and will be cleared as soon as possible.
- The clearing of snow between the edge of the street and all fire hydrants is the responsibility of the Town of Smithers. The work shall be completed when the snow depth impedes hydrant access and/or hides it from clear view.

SNOW LOADING, HAULING AND BLOWING FROM ROADS, TOWN OF SMITHERS OWNED PARKING LOTS AND LANES:

- Snow Loading and Hauling Operations on roadways will be initiated in priority order when snow on the roadway or in storage areas is of sufficient width and height to impede the flow of traffic, intersection sight lines, or block parking lanes and sidewalks.
- Snow Blowing operations will be limited to areas where the snow can be blown into an undeveloped area adjacent to the roadway or where it can be blown, in a safe manner into trucks.

ICE CONTROL FOR ROADS, TOWN OF SMITHERS OWNED PARKING LOTS AND LANES:

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- The Town of Smithers will provide Ice Control on Town roads, parking lots and lanes in accordance with the priorities discussed in Section 4.2 and more specifically, in accordance with the following sub-priorities:
 - Intersections with traffic lights, roads with steep grades.
 - Intersections, railway crossings and corners.
 - Parking lots and lanes as required to provide for Ice Control.
 - Adjacent to water main breaks and other similar emergency areas.
 - Ice Control will NOT normally be undertaken mid block.
 - Snow Plowing shall precede Sanding operations.

SNOW PLOWING, SNOW BLOWING AND ICE CONTROL SIDEWALKS:

- The Town of Smithers will provide Snow Plowing, Snow Blowing and Ice Control on all Municipal sidewalks in accordance with priorities #1 and #2 discussed in the “Roadway Priorities and Standards”.
- Snow Plowing of sidewalks will result in windrows on either side of the sidewalk.
- Snow Blowing operations will be limited to areas where the snow can be blown into undeveloped areas adjacent to the sidewalk.
- Access to streets will be provided every 15 metres in the downtown core where businesses are developed.

SNOW LOADING AND HAULING FROM SIDEWALKS:

- The Town of Smithers will provide Snow Loading and Hauling from sidewalks when required to ensure unimpeded pedestrian travel.
- Snow shall be hauled to Town of Smithers Snow Dump areas.