



Town of Creston
COUNCIL POLICY

POLICY: SER-007-020

Snow Removal and Ice Control Policy

PURPOSE To establish the level of service for snow and ice control on roads, trails and sidewalks for which the municipality is responsible for maintaining.

The policy objectives are to:

- (a) Provide vehicular and pedestrian traffic with adequate mobility under prevailing winter conditions within the Town's financial resources;
- (b) Reduce the hazards of ice and snow conditions to motorists and pedestrians;
- (c) Facilitate the handling of emergencies by fire, hospital and police officials;
- (d) Facilitate the operation of public transit; and,
- (e) Minimize economic losses to the community and industry.

SCOPE Town of Creston Employees responsible for or assigned to snow removal and ice control and municipal residents.

POLICY Subject to equipment, personnel and the annual budget allocation, the Town of Creston undertakes snow and ice control on a priority basis to accommodate vehicle and pedestrian access on:

- (a) Road rights-of-way within the geographical boundaries of the Town of Creston excluding those roads under the control of the Ministry of Transportation;
- (b) Town owned and maintained building entry-ways and sidewalks; and
- (c) Paved trails.

DEFINITIONS

“Cleared” means snow removal and/or application of de-icer as defined in Section 20.0

“Compacted Snow Standard” means snow accumulated and packed by traffic or levelled by snow clearing equipment.

“De-Icer” means the ice melting product the Town of Creston uses or mixes with sand to control ice.

“Ice Control” means the control of the build-up of packed snow or ice through the use of equipment, sanding and de-icing materials.

“Works Superintendent” means the supervisor or his/her designate appointed by the Town of Creston to direct, control and manage the Public Works Department.

“Opened” means the removal of snow, as defined in Section 20, from the driving lanes to the side.

“Regular Hours of Operation” means Town of Creston Public Works Department regular hours of operation of 7:00 a.m. to 3:30 p.m., Monday to Friday, with the exception of Statutory Holidays.

“Sanding” means the application, either manually or mechanically, of sand or de-icer treated sand.

“Snow Plowing” means the pushing of snow into windrows in storage areas on Town roads, lanes, sidewalks and trails; storage areas may include centre medians, boulevards, adjacent to the curb or sidewalk or edge of back lanes or Town owned parking lots.

“Snow and Ice Control” means all operations associated with snow plowing, snow loading, snow hauling and ice control.

RESPONSIBILITIES

- 1.0 Town of Creston Council shall:
 - 1.1 Establish the level of service for snow and ice control through an adopted policy;
 - 1.2 Regularly schedule a review of the Priority Street Map, Sidewalk, Walkway and Trails Clearing and Parking Lot Clearing;
 - 1.3 Establish an annual budget for snow and ice control to reasonably address the adopted Snow and Ice Control Policy.

- 2.0 The Works Superintendent shall:
 - 2.1 Determine when and how to initiate and implement snow and ice control measures;
 - 2.2 Assign and schedule Public Works resources;
 - 2.3 Address public concerns;
 - 2.4 Manage the snow and ice control budget; and,
 - 2.5 Make recommendations to the Priority Street Map, Sidewalk, Walkway and Trails Clearing, Parking Lot Clearing on a regularly scheduled basis.

GENERAL

- 3.0 The Public Works Department shall operate the Town owned equipment to carry out Snow and Ice Control on public rights of way in accordance with the Snow and Ice Control Policy and direction from the Director of Infrastructure Services or Works Superintendent.
- 4.0 In the event of inoperable equipment required for snow and ice control or an unusual snow / ice event, and at the discretion of the Director of Infrastructure Services with consideration towards the annual budget allocation, additional snow clearing or ice control equipment may be acquired through a short-term leasing agreement to be operated by the Public Works Department.
- 5.0 Priorities are established to provide the greatest benefit to the majority of the travelling public. When setting the priorities, consideration is given to traffic volumes, road classification, emergency services, road geometrics, terrain, transit and access to amenities.

ROADWAY PRIORITIES AND STANDARDS

- 6.0 The Town has set three priority ratings for roads as shown on the Snow Route Map (attached as Appendix 'A').
- 7.0 The Town has set the following standards for Snow and Ice Control subject to budget restraints and availability of personnel and equipment.
 - 7.1 Snow and ice control is to be completed in accordance with the approved annual budget allocation.
 - 7.2 When winter storms are continuous, or follow closely one after the other, snow and ice control activities will be repeated or continued on the highest priorities until completed prior to moving on to the next lower priority.

Priority 1

- 8.0 Priority 1 (marked in red on attached map in Appendix 'A') routes include:
 - 8.1 Major Collectors – main routes service as connectors/collectors between areas and routes;
 - 8.2 Roads serving as emergency routes to hospitals and fire equipment;
 - 8.3 Public transit routes;
 - 8.4 School Zones.
- 9.0 Roads identified in Priority 1 will be opened within 24 hours of the end of the storm event.

Priority 2

- 10.0 Priority 2 routes (marked in blue on attached map in Appendix 'A') include:
 - 10.1 Remainder of collector roads.
- 11.0 Roads identified in Priority 2 will be opened within 48 hours of the end of the storm event.

Priority 3

- 12.0 Priority 3 routes (marked in green on attached map in Appendix 'A') include:
 - 12.1 Remainder of roads in the municipality;
 - 12.2 Municipal owned parking lots;
 - 12.3 Paved recreation trails.
- 13.0 Roads identified in Priority 3 will be opened within 72 hours of the end of the storm event with the exception of weekends and Statutory Holidays, which will not be included in the 72 hours. Priority 3 roads will not be cleared on weekends or Statutory Holidays.

Sidewalks

- 14.0 Sidewalks that are cleared by the Town consistent to the requirements of Town of Creston Traffic Bylaw 1546, Section 31A.

Parking Bans

15.0 Parking bans may be implemented, as required, to provide for operations. Areas where parking is to be banned will be signed in advance. Vehicles that do not adhere to the parking ban shall be towed and the owner of the vehicle may be responsible for all towing costs.

SNOW PLOWING OPERATIONS

16.0 Snow plowing operations will commence in accordance with the priorities discussed in Sections 6 to 13, Roadway Priorities and Standards, of this Policy, upon a snow accumulation of 5 cm and in consideration of field conditions and weather forecast.

17.0 Snow plowing may result in windrows on both sides of the road. The clearing of windrows in front of driveways left by snow plowing equipment shall be the responsibility of the property owner or occupant.

18.0 The clearing of windrows crossing lane entrances shall be the responsibility of the Town and will be cleared as required as soon as practical following completion of Priority 3 roadways.

19.0 The clearing of snow between the edge of the street and all fire hydrants is the responsibility of the Town. The work shall commence when the snow depth exceeds 450mm or when the hydrant ports are hidden from view.

20.0 The snow and ice control services are not intended to eliminate all hazardous conditions, but more to assist vehicles that are properly equipped for winter driving conditions and operated in a manner consistent with good winter driving habits and also to assist pedestrians walking with care and attention to winter conditions.

21.0 Traffic Bylaw 1546, Section 31A, stipulates that every property owner or occupier shall remove and clear away ice and snow from the sidewalk fronting or abutting the same before the hour of 12:00 Noon on every day excepting Sundays and Statutory Holidays.

POLICY RECORD

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Next Review Date:	February 2023	Policy No:	SER-007-020
Last Review Date:	January 2021	Replaces:	N/A
Administrative Review:	Annually		

Appendix "A"

