

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.3
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	1 of 11
		Replaces:	8.2
Issued by:	Jeff Da Silva, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks, Director of Public Works	Procedure Amendment	

1 POLICY

1.01 To describe the manner in which snow and ice control will be conducted.

2 PURPOSE

2.01 The purpose of this policy is to set clear snow and ice control service standards for City Operations in order to:

- To maintain the free movement of traffic, particularly emergency services and transit in a timely manner following winter weather events
- To reduce the risk of accidents and dangerous driving conditions caused by winter conditions
- To minimize the economic loss to the community resulting from changing winter weather conditions
- To provide timely access to City owned parking lots to patrons

3 SCOPE

3.01 This Statement of Policy and Procedure applies to the Public Works Department.

4 RESPONSIBILITY

4.01 The Director of Public works or designate is responsible for ensuring compliance with this Policy.

5 DEFINITIONS

5.01 In this policy:

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- **CENTRAL BUSINESS DISTRICT** - The downtown core as illustrated in Schedule A
 - **COMPACTED SNOW SURFACE** - Snow will be allowed to accumulate and be packed by traffic or leveled by maintenance equipment
 - **DE-ICER** - means the chemical agent that the City of Prince Albert uses to control ice, usually Road Salt.
 - **DIRECTOR OF PUBLIC WORKS** – means the Director of Public Works or Designate.
 - **ICE CONTROL** - The control of the build up of packed snow or ice through the use of equipment, Sanding and De-icing materials.
 - **OPENED** - means the plowing of snow from the driving lanes to the side.
 - **SANDING** - means the application of sand to improve traction on driving surfaces.
 - **SNOW DUMP** - Approved location for the dumping and storage of hauled snow.
 - **SNOW LIFT** – Removal of snow using a loader mounted snow blower or loader with bucket to lift snow off the roadway surface into trucks to be hauled to a snow dump location
 - **WINDROWS/SNOW RIDGES** – Snow pushed up from grading and plowing that is stored in the defined snow storage areas along the side of roadways.
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- **SNOW STORAGE AREA** – Area adjacent to the driving lane of a road (often the parking lane), including up to one third of an adjacent sidewalk, that is used to store snow cleared from the driving surface of a roadway. This does not apply within the Central Business District as winter maintenance downtown consists largely of completing snow lifts and does not include storing snow in windrows

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Bylaw No. 9 of 1992
- 6.02 Bylaw No. 16 of 2007
- 6.03 Bylaw No. 1 of 2013

7 PROCEDURE

7.01 Preamble

The City, in establishing the Snow and Ice Control Policy, sets priorities that provide the greatest benefit to the majority of the traveling public, while recognizing funding limitations.

7.02 Priorities

The City has set four priority ratings for roads, as illustrated in Schedule A.

Priority 1: Major Arterial roads and Emergency routes.

Priority 2: Collector roads, City bus routes and school zones.

Central Business Districts.

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Resident Streets and rear lanes if needed

7.03 Standards

The service standards outlined below are meant as targets to be achieved following snow events or as conditions change requiring winter maintenance. The timelines are to be targeted by winter maintenance operations but are dependent on the magnitude and timing of the winter weather events. 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.

- Priority 1: The Roads shall be opened in 24 hours have Ice Control operations concluded in 24 hours.
- Priority 2: The roads shall be opened in 48 hours, ploughed in 120 hours and have Ice Control operations concluded in 48 hours.
- Central Business District: The roads shall be opened, ploughed and have Ice Control operations concluded as determined by the Director of Public Works.
- Residential: The roads shall be opened, ploughed and have Ice Control operations concluded as determined by the Director of Public Works.

7.04 Commencement of Operations

Snow Plowing Operations will commence in priority order upon a snow accumulation of 4 inches (100mm), or will be based on an assessment of

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need by the Director of Public Works. Consideration of field conditions and the weather forecast will be evaluated by the Director of Public Works in determining when Snow Plowing Operations commence. Additionally, priorities may be shifted, based on the sole discretion of the Director of Public Works.

- Priority 1 roads will be ploughed to remove snow as close to the road surface as possible.
 - Priority 2 roads will be ploughed to remove snow, but snow of varying depths may be left on the road in accordance with what is required to minimize driving difficulty.
 - School Zones will have winter maintenance completed to improve accessibility to traffic while avoiding the creation of windrows to avoid blocking drop off zones. School zones will then have snow blown off of the roadway surface or will have snow lifted to a snow dump periodically, which will be completed over winter breaks, as needed, to avoid school traffic or as determined by the Director of Public Works.
 - Central Business District roads will be bladed to maintain a Compacted Snow Surface.
 - Residential roads will be completed after all other Priority Streets are ploughed, and will only be completed as required to ensure that they are passable. The order of residential street clearing will be at the discretion of the Public Works Director with consideration given to garbage and recycling pick-up schedules, existing conditions (snow drifts, new snowfall etc.) and what is most efficient given existing resources and time available.
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- Lanes are considered to be the lowest priority and will be conducted based on need.

7.05 Windrows and Chase Loaders

Snow plowing and grading results in windrows on the sides of City roadways, which has the potential to deposit snow and ice through intersections, lane entrances and in front of driveways and other crossings. City graders will make use of snow gates, when available and road grading crews will be accompanied by chase loaders in order to limit the amount of snow left at driveways and other crossings.

The clearing of windrows left by winter maintenance equipment at intersections, lane entrances and bus stops is the responsibility of the City.

The clearing of windrows in front of driveways into private properties is the responsibility of the property owner or occupant, unless the windrow left by City crews exceeds 6 inches (150mm) in height on average across the width of the driveway. If it is discovered that City crews leave a windrow greater than 6 inches (150mm) in height, a chase loader will return to clear the windrow.

The Director of Public Works will have the discretion to assess complaints, regarding windrows left by winter maintenance activities.

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7.06 Ice Control For Roads, City Owned Parking Lots

The City will provide Ice Control on City roads, parking lots and lanes in accordance with the identified Priorities, and more specifically, in accordance with the following sub-priorities:

- Intersections with traffic lights, roads with steep grades.
- Intersections, railway crossings and corners on Priority 1 roadways.
- Intersections and corners on Priority 2 roads.
- Intersections and corners on Central Business District roads at the discretion of the Director of Public Works.
- Parking lots and lanes as required providing for Ice Control.
- Adjacent to water main breaks and other similar emergency areas at the discretion of the Director of Public Works.

Ice Control will not normally be undertaken mid block except at the discretion of the Director of Public Works.

De-icer or sand with a high concentration of de-icer shall be used only in emergency situations.

Snow Plowing should normally precede sanding operations, except under extreme conditions.

7.07 SNOW RUTS

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Snow ruts will be assessed throughout the winter maintenance season and will also be dealt with on a service request driven basis. Snow rut maintenance activities will be conducted at the discretion of the Director of Public Works. Snow ruts will be evaluated on impassibility, nominally evaluated as 6 inches accumulated ice depth.

7.08 Snow Loading, Hauling and Blowing From Roads, City – Owned Parking Lots, and Lanes (Snow Lifts)

Snow Loading and Hauling Operations on roadways designated Priority 1 and 2 will be initiated in priority order when snow on the roadway or in storage areas is of sufficient width and depth to impede the flow of traffic.

Snow Loading and Hauling Operations on School zones will be limited to defined school zones, as deemed necessary by the Director of Public Works. Operations will not take place in school zones between the hours of 0800 to 0930, 1130 to 1330 and 1500 to 1630, when school is in session.

7.09 Snow Dumps

The City has two approved public snow dump locations, as defined in Schedule A. These are public snow dumping sites that are accessible to local snow hauling contractors but maintenance to clear areas for dumping is only completed for City snow lifting and not to accommodate dumping by private snow haulers.

Alternate locations for City snow hauling may be opened as needed on City owned land but are not accessible to private haulers.

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7.10 Snow Routes and Snow Route Parking Bans

Snow Routes are identified as Priority 1 roads as identified in Schedule A. Parking is prohibited on snow routes when a Snow Route Parking Ban is declared. The Snow Route system allows the City to open arterial and emergency routes quickly after a major winter storm, to ensure safe travel within the city.

Parking Bans on Priority One roads will be declared at either 9:00 a.m. or 4:00 p.m. When a Snow Route Parking Ban is declared, vehicles must be removed from a designated road immediately. The ban will be in effect for 48 hours, but may be re-declared at the discretion of the Director of Public Works.

If a Snow Route Parking Ban is declared notices will be sent to local media and will be posted on the City of Prince Albert website as well as social media accounts. However, residents are ultimately responsible for monitoring snowfall and watching out for bans before parking on a Snow Route. Vehicles that do not adhere to the parking ban will be in violation of the City of Prince Albert Traffic Bylaw, and may be ticketed or towed and the owner of the vehicle shall be responsible for all towing and impound costs. The City will provide notice when a Snow Route Parking Ban has been lifted.

7.11 Other Temporary Parking Bans

Other Temporary Parking bans on roadways be implemented as required by operations. Streets will be signed at least 12 hours in advance to notify motorists of the temporary parking ban. Areas where parking is to be banned will be signed in advance, unless the Director of Public Works determines that emergent conditions exist. Vehicles that do not adhere to the parking ban shall be ticketed and/or towed and the

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owner of the vehicle shall be responsible for all towing costs as per the City of Prince Albert Traffic Bylaw.

7.12 Sidewalk Snow Clearing

The removal of snow from sidewalks designated within the Central Business District is subject to Bylaw No 9 of 1992.

The removal of snow from sidewalks outside of Bylaw No 9 of 1992 are the responsibility of the owner. Removal of snow from sidewalks outside of the jurisdiction of Bylaw No 9 of 1992 is required within 48 hours. Property owners are responsible for removing all snow 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 or roadway.

Under certain conditions, where there is a greater volume of snow accumulation over the course of the season one third of the sidewalk may be used for snow plowing operations. In these cases, property owners would be responsible for clearing the remaining two-thirds of the sidewalk.

7.13 Snow Containment

Business or property owners who pile and store snow on their properties should ensure that accumulated snow is contained on their own property and not affecting any adjacent properties. If the accumulated snow causes drainage and flooding issues, to the surrounding properties, during the spring thaw, then it is the responsibility of the business or property owner to remove and haul the snow to an adequate snow disposal area to eliminate impacts on other properties. In case of a complaint submitted to the City of Prince Albert regarding snow containment issues, the City will

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notify the business or property owner of the issue and request the snow containment issue be resolved.