



<b>Policy Title:</b>	Snow and Ice Control	<b>Policy Number:</b>	02-1105-16
<b>Department:</b>	Public Works	<b>Approval/Effective Date:</b>	March 14, 2016

**Purpose**

The purpose of this policy is to establish the effective and efficient provision of snow and ice control operations to allow the municipality to function under normal winter weather conditions. A policy is necessary to make a clear statement of the intent of Municipal Snow and Ice Control Operations and to establish a framework for the priorities within which resources will be applied.

**Policy**

1. The intent of Snow and Ice Control Operations is to maintain municipal streets and sidewalks in a safe and passable condition. Snow and Ice Control services are not intended to eliminate all hazardous conditions on municipal streets or sidewalks at all times. They are intended to assist vehicles which are properly equipped for winter driving and being operated in a manner consistent with good winter driving habits and to maintain safe and passable walking conditions (which may not always be on sidewalks) for pedestrians in winter footwear.
2. The Town is responsible for Snow and Ice Control Operations on municipally owned streets and sidewalks. Snow and Ice Control on Province of Prince Edward Island owned streets, including Broadway Street North, Broadway Street South, Victoria Street East, Victoria Street West, Garden Drive, Barrett Street and Woodleigh Drive, is the responsibility of the Provincial Department of Transportation, Infrastructure and Energy.

**Operational Procedures**

1. Snow and Ice Control Operations, including sanding and/or the application of de-icing materials, on Town owned streets will be undertaken by the Town through contracted services with the Provincial Department of Transportation, Infrastructure and Energy. The level of service shall be as stipulated from time to time by the Department and forms Schedule A to this policy.
2. Snow and Ice Control Operations for sidewalks, walkways and Municipal Facilities will be undertaken by Town owned or leased equipment supplemented if necessary by Private Sector Equipment.
3. Snow and Ice Control Priorities are subject to change based on circumstances surrounding a particular snow event. The timing of a snow event will in some instances, and based on

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management's discretion; dictate that priorities should be modified to meet certain requirements, i.e. a snow event on a weekend will lower the priority of clearing the sidewalk to the schools and increase the priority of providing access to churches. Snow and Ice Control priorities following the end of a typical snow event for sidewalks and walkways shall be as follows:

1. Core Area (Includes Post Office Sidewalks and Main Intersection)
  2. Broadway Street North (East side from Intersection to Pleasants Street)
  3. Broadway Street North (West Side from Pleasant Street to Bells Irving)
  4. Commercial Street (Including Library)
  5. Town Hall Area (including steps and walkways)
  6. Woodleigh Drive (From Commercial Street to Victoria Street East)
  7. Victoria Street East to School Cross Walk
  8. Victoria Street East (South side to Co-op)
  9. Broadway Street South from Barrett Street to Victoria Street
  10. Victoria Street West from Bells Irving to Sunset Drive
  11. Woodleigh Drive (From MBCU to Davison)
  12. Davison Street
  13. Pleasant Street (From Broadway Street North to Woodleigh Drive)
  14. Garden Drive from Victoria Street West to Barrett Street
  15. Barrett Street from Garden Drive to Rosewood Drive
  16. School Street (From Woodleigh Drive to Broadway Street North)
  17. Broadway Street North (From Pleasant to Boundary)
  18. Imperial Street to Francis to Broadway Street North
  19. Remainder of School Street to Sunset Drive
  20. Sunset Drive
  21. Woodleigh Drive (from Davison to Watershed)
  22. Boardwalk at Railyards
4. The Town does not normally utilize overtime for clearing sidewalks and walkways.
  5. Fire Hydrant locations will be cleared of accumulated snow following sidewalk clearing to maintain Fire Department access. Clearing of Fire Hydrants may be supplemented through the Adopt-a-Hydrant program wherever possible.
  6. Vehicles will be prohibited from parking on any roadway from November 15 to April 15 between the hours of 12:01 AM and 7:00 AM. Vehicles failing to comply with the above restrictions may be removed at the vehicle owners cost.
  7. It is the Town's intent that Snow and Ice Control Operations shall be carried out in a manner so as to minimize impact on the Environment. The use of salt and other de-icing chemicals will be minimized whenever possible. It is recognized that under certain conditions it is necessary to apply salt and de-icing chemicals to municipal sidewalks to maintain safe and passable conditions.

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8. Snow placed on municipal streets, lanes or sidewalks or in a manner so as to create a hazard by private individuals or companies will not be permitted. Removal costs for such snow or ice incurred by the Town maybe charged to the property owner/tenant.

Date of Passage: March 14, 2016

I certify that this policy was adopted by Town Council as indicated above.

  
\_\_\_\_\_  
Chief Administrative Officer

March 15, 2016  
\_\_\_\_\_  
Date



**SCHEDULE "A"**

Department of Transportation and Public Works Province of Prince Edward Island					
SALT AND WINTER SAND APPLICATION STORM RESPONSE GUIDE					
					Application Guidelines for Class Service Level
Temp.		Pavement Condition	Precipitation	Instructions	C
0°C and warmer	1	Wet	Snow	Plow, then salt or sand	Sand hills, curves, intersections, slippery spots.
	2		Freezing Rain	Sand or salt	Sand hills, curves, intersections, slippery spots.
-4° to 0°	3	Wet	Snow	Plow, then salt or sand Repeat if necessary at 50%	Sand hills, curves, intersections, slippery spots.
	4		Freezing Rain	Sand or salt Repeat if necessary at 50%	Sand hills, curves, intersections, slippery spots.
-4°C to -12°C	5	Wet	Snow	Plow, then salt or sand Repeat if necessary at 50%	Sand hills, curves, intersections, slippery spots.
	6		Freezing Rain	Sand or salt	Sand hills, curves, intersections, slippery spots.
Below -12°C	7	Snow packed	Nil	Sand or salt 250 kg only, some sections	Sand hills, curves, intersections, slippery spots.
	8	Dry	Snow	Plow, then sand	Sand hills, curves, intersections, slippery spots.

Note: Class C Roads -- Low Traffic Collectors and Local roads

**SNOW REMOVAL RESPONSE GUIDE**

Primary Objective is to be met within 24 hours after end of snowfall, whenever possible.

Class "C" Roads - Primary Objective: Centre bare pavement to snow covered.

This level of service requires that plowing will commence when snow accumulations reach a depth of 6.0 cm. Plowing is to continue with travel lanes maintained to a maximum depth accumulation of 10.0 cm. Plowing on this class road will continue at night until such time as majority of traffic is off road. The Department will be the sole determining factor of when plows will be pulled off roads. Weather permitting, plowing operations will resume in morning as to allow plows time to complete one return trip of entire run prior to normal morning traffic patterns.