

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.2
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	May 7, 2018
Council Resolution # and Date:	Council Resolution No. 0222 dated May 7, 2018	Page:	1 of 10
		Replaces:	8.1
Issued by:	Mohammad Kraishan, Operations Manager	Dated:	January 12, 2010
Approved by:	Amjad Khan, 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:

- To provide for the operation of emergency services and transit.
- To provide vehicular traffic with adequate mobility under prevailing winter conditions within the City's financial resources.
- To prevent or reduce accidents or injuries due to winter conditions.
- To minimize economic loss to the community resulting from restricted transportation routes.
- To ensure that City owned parking lots do not become impassable.

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.

4.02 The business owner is responsible for ensuring that accumulated snow is stored and contained within his/her property and removing any accumulation of snow or ice from the property prior to snow melting if it is affecting adjacent properties.

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5 DEFINITIONS

5.01 In this policy:

- **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 snow ploughs.
 - **DE-ICER** - means the chemical agent that the City of Prince Albert uses to mix with sand to control ice, usually Road Salt.
 - **DIRECTOR OF PUBLIC WORKS** – means the Director of Public Works or Designate.
 - **ICE CONTROL** - The control or 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 de-icer or treated sand to improve traction.
 - **SNOW DUMP** - Approved location for the dumping and storage of hauled snow.
 - **SNOW RIDGES** – Ruts occurring in driving lanes from wheel path traffic
 - **SNOW STORAGE AREA** – Delineated as the area from the curb into the parking lane, as required, due to volume of snowfall.
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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.

Priority 3: Central Business Districts and around other business areas.

Priority 4: Resident Streets and than rear lanes if needed

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7.03 Standards

- 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.
- Priority 3: The roads shall be opened, ploughed and have Ice Control operations concluded as determined by the Director of Public Works or designate.
- Priority 4: The roads shall be opened, ploughed and have Ice Control operations concluded as determined by the Director of Public Works or designate.

7.04 Commencement of Operations

Snow Plowing Operations will commence in priority order upon a packed snow accumulation of 4 inches, or will be based on an assessment of need by the Director of Public Works or designate. 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.
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- 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 either have snow blown off of the roadway surface or will have snow lifted to a designated snow dump.
- Priority 3 roads will be bladed to maintain a Compacted Snow Surface.
- Priority 4 roads will be completed after all other Priority Streets are ploughed, and will only be completed as required to ensure that they are passable. Residential streets will be plowed according to the areas outlined in Schedule B. The order of residential street clearing will be at the discretion of the Public Works Director or designate 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.
- Lanes are considered to be the lowest priority and will be conducted based on feasibility.

7.05 Chase Loaders

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 affected individual, company or corporation.

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If a motor grader with a snow gate attachment is used, attempts will be made to keep driveways clear, but any spillage shall be the responsibility of the property owner or affected individual, company or corporation.

The clearing of windrows, left by Snow Plowing equipment at intersections, lane entrances and bus stops, will be the responsibility of the City and will be cleared as soon as is practical.

The Director of Public Works will have the discretion to assess complaints, regarding windrows left due to errors made while utilizing gating equipment. If deemed that the windrow was deposited due to operator error and is nominally assessed as being greater than 12 inches in height, the Director or Designate has the authority to utilize a Chase Loader for the removal of the windrow.

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 Priority 3 roads at the discretion of the Director of Public Works or designate.
 - Parking lots and lanes as required providing for Ice Control.
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- Adjacent to water main breaks and other similar emergency areas at the discretion of the Director of Public Works or designate.

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

Snow ruts will be dealt with on a complaint driven process and will be conducted on 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 limited to unloading 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.

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7.09 Snow Dumps

All snow hauled by City forces, shall be hauled to an approved City Snow Dump, as defined in Schedule A.

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. 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 could be ticketed and towed and the owner of the vehicle shall be responsible for all towing 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 priority two, three and four streets will be implemented as required by operations. Streets will be signed at least

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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 towed and the 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.

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

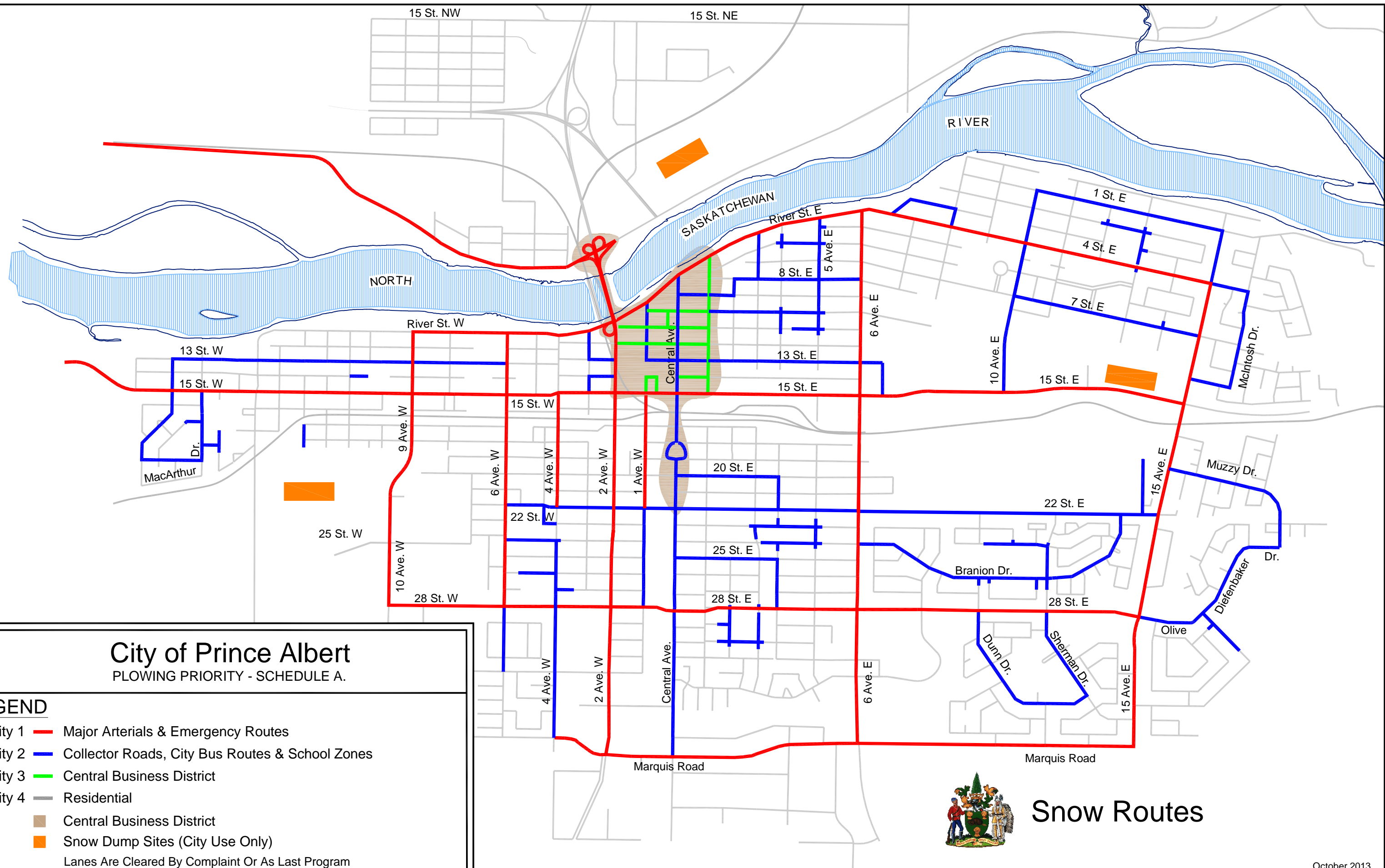
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spring thaw, then it is the responsibility of the business or property owner to remove and haul the snow to an adequate snow disposal area to eliminate impacts on other properties. In case of a complaint submitted to the City of Prince Albert regarding snow containment issues, the City will notify the business or property owner of the issue and request the snow containment issue be resolved.

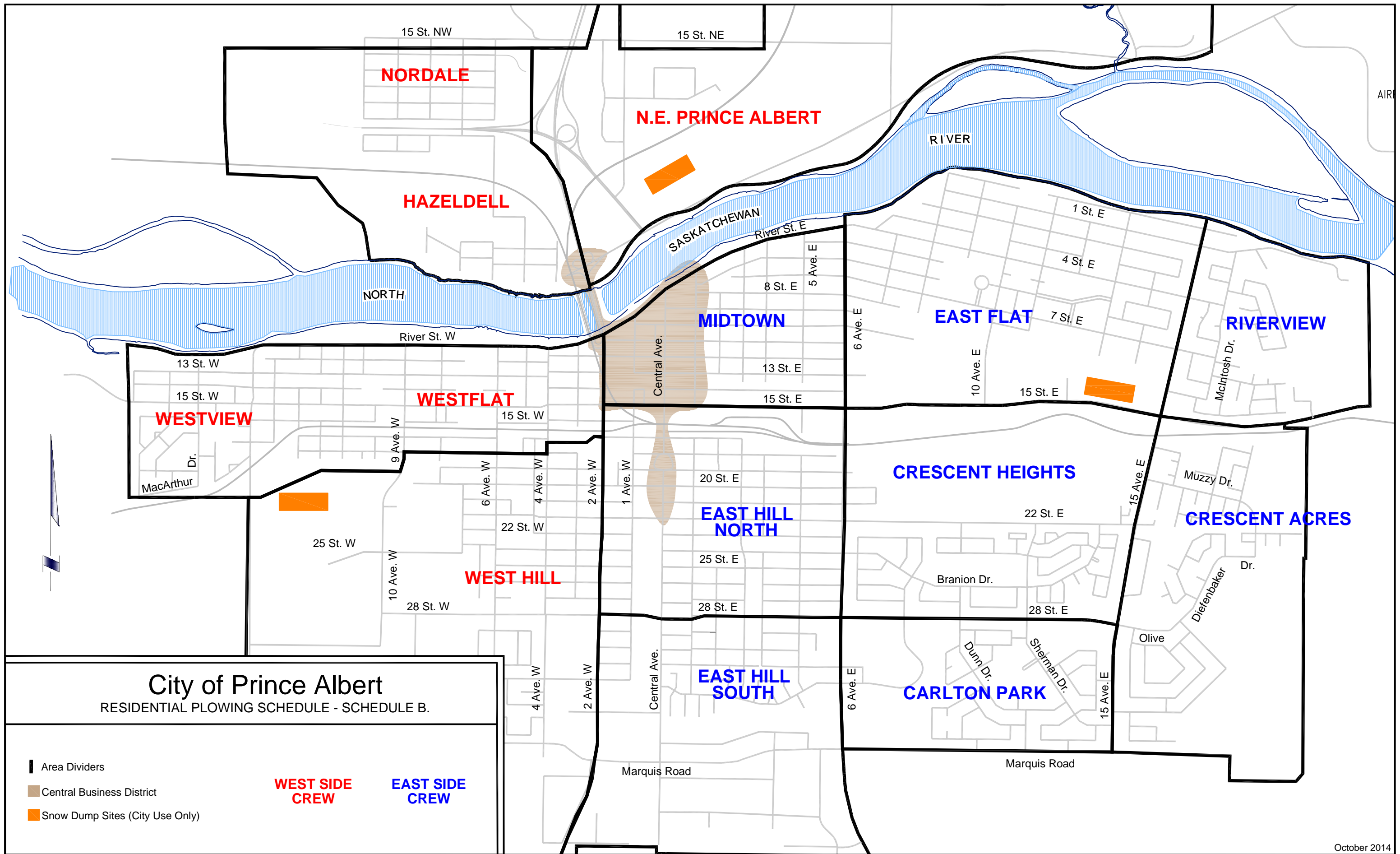
City of Prince Albert PLOWING PRIORITY - SCHEDULE A.

LEGEND

- Priority 1 — Major Arterials & Emergency Routes
- Priority 2 — Collector Roads, City Bus Routes & School Zones
- Priority 3 — Central Business District
- Priority 4 — Residential
- Central Business District
- Snow Dump Sites (City Use Only)
- Lanes Are Cleared By Complaint Or As Last Program



Snow Routes



City of Prince Albert
RESIDENTIAL PLOWING SCHEDULE - SCHEDULE B.

- Area Dividers
- Central Business District
- Snow Dump Sites (City Use Only)

**WEST SIDE
CREW**

**EAST SIDE
CREW**