

**TOWN OF PORT McNEILL
WINTER SNOW AND ICE CONTROL POLICY**

OBJECTIVE

To perform winter snow and ice control operations to maintain vehicular and pedestrian mobility and safety in a cost effective and timely manner.

POLICY

To carry out snow removal and sanding on emergency facilities, high volume traffic roads, streets and hills on a first priority basis followed by snow removal and sanding on pedestrian routes.

1. During the winter months (approximately November to March) a schedule will be established to provide 7 day a week coverage to monitor and respond to weather conditions during regular working hours and standby for response after regular working hours and weekends.
 - 1.1 In order to plan the manpower for snow removal and sanding, after consultation with staff, personnel may be assigned to split shifts or adjusted working hours to mitigate overtime costs wherever possible.
2. Duties of workers scheduled to monitor and respond to weather conditions will include inspecting roads and sidewalks for snow buildup, ice buildup and rapid thaw conditions.
3. The Town will initiate full snow removal operations, including after hours callout of regular employees and contractors if required when:
 - 3.1 An accumulation of 75 mm (3 inches) has been reached from a single snow storm and snow is continuing to fall, except where available weather forecasts indicate that the storm is nearly over and/or changing weather conditions are imminent.

These measurements will normally be taken at the Public Works Yard, but may also be based on other locations if depths vary throughout the community.

4. Full snow removal operations include plowing all roads owned by the Town, plowing priority walkways, public parking lots and clearing snow for access to fire hydrants. Except in extraordinary circumstances, fire hydrant clearing will be performed during regular working hours only (Monday to Friday).

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Priority order for Snow Removal:

- 4.1 Access to Fire and Ambulance Station
 - 4.2 Main Roads
 - 4.3 Side Roads
 - 4.4 Sidewalks on main streets – as soon as the snow fall has ceased (Contractor)
 - 4.5 Storm drain clean-out – main areas of concern
5. Campbell Way and Broughton Boulevard (a one block portion between Campbell Way and McNeill Road), McNeill Road (one block portion between Broughton Blvd. and Beach Drive) and Beach Drive from McNeill Road to the Ferry terminal is part of the secondary arterial Highway system and is the responsibility of the Ministry of Transportation and Highways. Snow clearing by the Town will only be done on these roads when contacted by the Ministry of Transportation and Highways and requested to do so due to extreme weather conditions.

2. ICE CONTROL

Ice Control measures will be initiated when necessary primarily to provide improved traction for vehicular traffic. It is recognized that the Town of Port McNeill does not have the resources to keep roads, parking lots and walkways free of ice, snow piles, or other hazards for pedestrians. Ice control will be based on the following:

- 2.1 Main high traffic roads – on an as needed basis by means of sand & salt or salt application in proportions determined by the operator as instructed or by policy. Application will be made by following established routes unless extraordinary circumstances warrant immediate spot applications. Sander on trucks will not be turned off when meeting oncoming vehicular traffic.
- 2.2 Residential roads – Sand and salt will only be applied to roads and sidewalks where icing conditions frequently occur subject to weather and snow conditions. Sanding operations on hills may be carried out subject to weather conditions following snow plowing, as personnel and time permit.
- 2.3 Walkways and stairs – on an as needed basis as determined by the Public Works Foreman or his designate. Generally sand/salt application will not take place when further snow fall or a warming trend is anticipated. Complaints of slippery conditions from the public or others will be investigated on site as soon as practicable without affecting operations. Where remedial action is deemed necessary, it will be added to the list of current operations at a priority established in consideration of other works.
- 2.4 Parking lots – sand/salt application will be limited to main vehicle lanes when deemed necessary by Public Works Foreman or his designate, after snow removal operations are completed, when further snowfall or a warming trend is not anticipated.

3. WINTER SEASON PREPARATIONS

The following preparations will be undertaken each year:

- 3.1 Prior to October 1st, ensure sufficient stockpiles of sand are available for sanding operations.
- 3.2 Prior to October 15th, inspect and service all sanding/salting units.
- 3.3 Prior to October 31st, mount one sander, test, and place on reserve status.
- 3.4 Prior to October 31st, all plows will be serviced and checked for operational capability. Trucks will have plow mounts attached.
- 3.5 Prior to November 30th, create a work schedule for evening and weekend on-call personnel.

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Date of Approval by Council: December 15, 1998, Resolution #421/98

Amendment Dates: