

Snow and Ice Removal



Policy #	6.6
Procedure #	-
Replaces	5.10 & 5.10A
Revises	-
Date Approved	February 10, 2014
Method of Approval	Resolution #17

1. PRINCIPLES

The City of Dauphin desires to maintain the City streets, lanes, sidewalks, and City-owned parking lots in the winter months in a safe and functional condition, to reduce economic losses to the community and industry caused by restricted traffic conditions, to facilitate the movement of emergency vehicles throughout the winter months, and to provide an equitable level of service to all residents of the City of Dauphin.

The purpose of this policy is to establish guidelines for snow plowing/removal on streets, lanes, and sidewalks and ice control on streets and sidewalks. The policy will provide for the development of snow clearing procedures.

2. PREAMBLE

This policy operates in addition to other policies and bylaws of The City of Dauphin.

3. DEFINITIONS

Director of Public Works Operations – means the City of Dauphin Department Head responsible for the Public Works and Utility Departments operations, or any person designated to act in his/her stead

Employee — any person employed by The City of Dauphin, and includes the Chief Administrative Officer, designated officers, full-time, part-time, contract, or casual employees

Major Storm Event — Snowfall accumulations greater than 25 cm

Routine Maintenance — snow clearing procedures when accumulated snow pack exceeds 8 cm or when dangerous conditions exist

Snow Control Area — means an area containing highways, streets, and lanes that have been designated by the Director of Public Works and Operations to be cleared of snow or ice

Snow Event — means a declaration by the Director of Public Works and Operations that snowfall of 5 or more centimetres requires a street or snow control area to be cleared of snow or ice

Storm Event — Snowfall accumulation greater than 8 cm and less than 25 cm

4. SCOPE

This policy applies to snow and ice plowing and removal carried out by The City of Dauphin and private contractors on highways, streets, lanes, and sidewalks, within the boundaries of the City of Dauphin.

5. GENERAL GUIDELINES

- 1) Street Conditions are to be monitored by the Public Works Foreman and the Director of Public Works and Operations or his designate, and plowing will be done in accordance with the provisions of this policy.
- 1) Traffic movement will be monitored during snow storms and plowing may be delayed, preferably until the storm has subsided.
- 2) If traffic becomes stalled and the storm has not subsided, sufficient plowing will be done to keep the traffic moving.
- 3) Annually each fall the Public Works and Operations Department may tender snow removal proposals from local contractors. Snow removal equipment will be rented/leased as required from the proposals received.
- 4) Overtime and call back of seasonal employees will be at the discretion of the Director of Public Works and Operations.

6. PRIORITIES

The following order of priority is a guideline to be used for plowing:

- 1) Provincial Trunk Highways 5A, 10A, and 20A. (Main Street, 2nd Avenue NW, 1st Avenue NE & River Avenue)
- 2) Access to Police Station, Fire Hall , Hospital, and City Hall
- 3) Arterial Streets
- 4) Downtown Business Area
- 5) School Zones and Seniors' Housing Units
- 6) Garbage collection areas in advance of collection day
- 7) Streets and Avenues on fringe area that may be blown in.
- 8) Concrete or asphalt paved lanes
- 9) Sidewalks
- 10) Gravel lanes

7. MAJOR STORM EVENT

- 1) All snow clearing and removal will be done within 72 hours of the conclusion of a major storm event.
- 2) Preliminary snow clearing will be done on all streets to ensure streets are passable within 24 hours.
- 3) No Parking signage, parking bans, and enforcement may go into effect prior to snow clearing operations.
- 4) Plowing to ensure movement of traffic may be done on a continuous basis.
- 5) When a major storm event subsides, streets may be plowed deeper and wider, and all work will be done on regular shifted time.
- 6) Snow clearing will be done in advance of garbage collection where possible.

8. STORM EVENT

- 1) All snow clearing and removal will be done within 48 hours of the conclusion of the storm event.
- 2) No Parking signage, parking bans, and enforcement may go into effect prior to snow clearing operations.
- 3) All work may be done on regular shifted time; overtime is at the discretion of the Director of Public Works and Operations.
- 4) Snow clearing will be done in advance of garbage collection where possible.

9. ROUTINE MAINTENANCE

- 1) Routine maintenance snow clearing will be carried out when snow accumulations are greater than 8 cm in priority areas (1) through (4) as identified in Section 6 - Priorities.
- 2) Routine maintenance snow clearing may be carried out in areas other than listed in 1) above, when snow pack accumulations are greater than 12 cm or when rutting provides for dangerous driving conditions.
- 3) No Parking signage, parking bans, and enforcement may go into effect prior to snow clearing operations.
- 4) All work will be done on regular shifted time.
- 5) Snow clearing will be done in advance of garbage collection where possible.

10. LANES

- 1) Concrete and asphalt lanes and lanes utilized for garbage collection, will be cleared by City crews to the same standard as streets in the City.
- 2) Gravel lanes may be cleared when snow accumulations are greater than 20 cm

11. SIDEWALKS

- 1) Sidewalks are to be cleared in accordance with Section 31 of the City of Dauphin's Parking Bylaw, as described in Appendix "A" of this bylaw.
- 2) The City of Dauphin is responsible for the clearing of sidewalks fronting or flanking residential or recreational zoned properties.
- 3) Snow clearing on sidewalks may commence after a storm event or during routine maintenance when snow pack accumulations are greater than 8 cm.

12. PARKING LOTS

Parking lots that are the responsibility of the City will be cleared within 36 hours of the start of snow clearing operations.

13. DRIVEWAYS AND INTERSECTIONS

- 1) Driveways will be cleared after a storm event or routine maintenance if snow more than 30 cm in height is left in driveways after snow clearing has been completed.
- 2) Efforts will be made to use equipment on the snow plows to stop snow from piling in driveways during plowing operations.
- 3) Snow on boulevards at intersections will be cleared when snow accumulations become hazardous to motor vehicle operations.

14. SANDING

- 1) Sanding of intersections on streets as well as City owned facilities will generally be done with sand mixed with an agent designed to freeze proof the material when it is stockpiled.
- 2) Sanding will commence when snow/freezing conditions are present that result in slippery conditions.
- 3) Street sanding will generally be done 30 m in advance of any stop, yield, or traffic signal.
- 4) Street sanding will generally be done in accordance with the priorities in Section 6 of this policy.
- 5) Under severe icing conditions, the entire length of arterial and high traffic streets may be sanded

15. PUBLIC NOTICE

- 1) Temporary parking bans and enforcement will be done in accordance with Section 2 of the City of Dauphin Parking Bylaw, which states:
 - 1) The Director of Operations is authorized to designate any street in the City as part of a Snow Control Area.*
 - (2) The Director of Operations must keep a record of every Snow Control Area pursuant to subsection (1) and the record must be available for public inspection at the office of the Director of Operations during normal business hours.*
 - (3) The Director of Operations is authorized to declare a Snow Event at any time when, in the opinion of the Director of Operations, weather and snow conditions are sufficiently severe to require parking restrictions.*
 - (4) The Director of Operations must inform the general public of a Snow Event declaration using whatever means the Director of Operations deems advisable.*
 - (5) A declaration of a Snow Event pursuant to subsection (2) remains in effect for a period of 72 hours, commencing at the time specified in the declaration, unless sooner terminated or extended by further declaration of the Director of Operations.*
 - (6) A person must not park or permit the parking of a vehicle on a Snow Control Area while a Snow Event is in effect.*

- 2) During snow clearing operations, foremen should report to the Director of Public Works and Operations the following before 8:30 am:
 - (i) All streets/areas that have been cleared (including lanes and sidewalks),
 - (ii) The streets/areas scheduled to be cleared in the next 24 hours (including lanes and sidewalks),
 - (iii) Any conditions or information that Mayor and Council should be advised of, and
 - (iv) Any conditions or information that the Public should be advised of.

- 3) During snow clearing operations, the Director of Public Works and Operations will when possible email all reported snow clearing information to Mayor and Council prior to distributing information to the public.

- 4) During snow clearing operations, the Director of Public Works and Operations will when possible have all public snow clearing information posted on the website and sent to the media daily by 9:00 am.

DISTRIBUTION	
X	Master Policy Manual
X	Notice to Department Heads (Email)
X	Notice to All Staff (Email)
X	Intranet
X	Internet (Public Information)

Appendix "A"

SNOW, ICE OR DIRT - BUSINESS PREMISES

Every occupant, or in the event where there is no occupant, the owner, or person having charge or care of every business premise, shop, building, lot or parcel of land fronting or abutting on any Street highlighted in pink and marked as Zone 1 on Figure "1" hereto shall:

- 1) before 10:00 hours on each day (10 o'clock in the forenoon), following every fall of snow, hail or rain, which shall freeze on the sidewalk, or after falling of snow or ice from off any building, in those areas included within Zone 1 of Figure "1" hereto. cause the same to be removed entirely off the sidewalk fronting or abutting on such premise, shop, building, lot or parcel of land, provided always that in the event the ice or snow shall lie so frozen upon the surface, preventing it from being removed without damage to the sidewalks, every such person as aforesaid shall strew the same with ashes, sand, or some other suitable substance which will not damage the said sidewalk surface; further provided no person shall remove from any street, boulevard or sidewalk in such a manner that could create a hazardous condition for either vehicular or pedestrian traffic: or,
- 2) before 10:00 hours on each day, (10 o'clock in the forenoon) remove from the sidewalk fronting or abutting the aforesaid properties all dirt or other obstructions: and,
- 3) when the day for a clean-up under paragraphs (a) and/or (b) hereof falls on a holiday, then the clean up may be delayed until the day following the holiday, except when a business affected by this provision is open on any such holiday, then said provisions are to be met on the holiday: and,
- 4) where the provisions of paragraphs (a) and/or (b) hereof have not been met within twenty-four hours of the time specified in the said clauses, then the By-law Enforcement Officer shall notify the City Foreman who shall cause the snow, ice, dirt or other obstructions to be removed forthwith by his staff, the expense of such clean up to be recorded and charged to the owner or owners of the land in default; and,
- 5) the City Foreman shall monthly report all such expenditures to the City Administrator and the expenditures shall be charged against the adjacent lot or parcel of land on the tax roll for the calendar year of such clean up and collected in the same manner as ordinary municipal taxes.

2. SNOW OR ICE – ALL PROPERTIES

- 1) It shall be an offense for any person to remove from any private property, public property, street, boulevard or sidewalk excluding those areas included within Zone 1 on Figure “1” hereto, any snow or ice and deposit same on any street, boulevard or sidewalk in such a manner that could create a hazardous condition for either vehicular or pedestrian traffic.
- 2) Subsection (a) shall not apply to the City, the Department of Highways, their agents or employees who are actively engaged in snow removal from streets, boulevards or sidewalks in the course of their employment or fulfillment of contract.

Any person occupying a property where a building abuts the property line adjacent to a street in such a manner that snow cannot be cleared onto the property may pile the snow at the curb line of the street in such a manner that both vehicular and pedestrian traffic can pass only if a hazardous condition is not cleared when snow is piled in this manner.



Figure 1 – Downtown Sidewalk Snow Clearing- Zone 1 Business Area