



## **Policy No. GP 2021-01 Snow & Ice Removal Motion: 2021-397**

### ***Policy Purpose***

The purpose of this policy is to:

1. Reduce hazards and maintain reasonable conditions on roadways for vehicles that are properly equipped for winter driving.
2. Ensure safe access for emergency vehicles providing fire, police, and emergency medical services.
3. Provide guidelines to Town personnel for winter maintenance operations.
4. Outline the responsibilities of Town residents when it comes to snow and ice removal on private property.

### ***Policy Statement***

Raymond Town Council recognizes the importance of providing a consistent level of snow removal service on local roads and sidewalks. This policy establishes snow removal priorities, standards, and service levels for the Town.

### ***Definitions***

1. **ARTERIAL ROADS** means major roadways that carry high volumes of traffic.
2. **COLLECTOR ROADS** means roadways that carry vehicles between major and residential roadways.
3. **DOWNTOWN BUSINESS DISTRICT** means Broadway from 200N to Church/Park Avenue.
4. **EXTREME WINTER CONDITIONS** means conditions under which the demand for snow removal services exceeds available resources.
5. **HARD PACK SNOW CONDITIONS** means conditions under which snow is allowed to accumulate and be compacted on a road.
6. **PASSABLE ROADS** means roadways with less than twelve (12) centimeters of snow on them, or roads with ruts under twelve (12) centimeters in depth.
7. **PATHWAY** means a path used by pedestrians and other recreational users with an asphalt surface.
8. **RESIDENTIAL STREET** means a roadway that provides direct access to and receives traffic from abutting residential properties.

9. **SANDING** means the application of abrasive material mixed with road salt to roadways by mechanical spreaders to improve traction and road safety.
10. **SIDEWALK** means that portion of a roadway intended for pedestrian use which is either along side the road or separated from the road by a boulevard.
11. **SNOW DRIFT** means a pile of windblown snow that disrupts traffic flow.
12. **SNOW EMERGENCY** means a winter storm that overwhelms snow removal resources and, as a result, forces the closure of public buildings.
13. **SNOW PLOUGHING** means clearing accumulated snow on a given roadway by moving it to the sides or centre of that roadway.
14. **SNOW REMOVAL** means the removal of ploughed snow from a roadway to a nearby green space or snow dump.
15. **STREET STORAGE** means the on-street storage of ploughed snow.

### ***Policy Procedure***

All grader and snowplow operators, whether they are employed directly by the Town or contracted by the Town, shall remove snow in accordance with the following requirements.

1. Prioritize arterial roads.
2. Ensure that all roads – arterial, collector, and residential – are open and safe for travel within seventy-two (72) hours of the completion of any snowfall exceeding 10cm.
3. Plow at a depth sufficient to remove surface snow and prevent rutting without disturbing the surface of the road itself.
4. Plow in such a way as to prevent piles of snow from impairing sight lines at intersections.
5. Sand hills, roads, and intersections where ice has formed.

### ***Plowing and Sanding***

1. Plowing operations on arterial and collector roads shall begin within forty-eight (48) hours of a snowfall or if snow drifts have begun to disrupt traffic flow.
2. Plowing operations on residential roads shall begin within seventy-two (72) hours of a snowfall or if snow drifts have begun to disrupt traffic flow.
3. Sanding operations shall be initiated at the discretion of the Director of Operational Services and be based on recommendations from the RCMP and Peace Officers.
4. Sand shall be applied on snowfall amounts of less than five (5) centimeters.
5. Front-end loaders with snow blades shall be used to plow snow from parking lots.
6. Snow removal crews may adjust snow and ice control materials depending on the temperature and weather conditions.

### *Snow Removal and Storage*

1. Snow removal shall commence when plowed snow begins to impede traffic in the downtown business district.
2. Windrows shall be eliminated at the discretion of the Director of Operational Services.

### *General*

1. Sanding in cul-de-sacs will occur as time permits but will remain at the discretion of the Director of Operational Services.
2. Snow plowing will generally not occur in cul-de-sacs.
3. Hard pack snow conditions shall be the standard of winter maintenance for residential, non-priority streets.
4. While the Town recognizes that private residents and businesses may, at times, operate their own snow removal equipment or hire contractors for snow removal assistance on Town owned property, the Town does not authorize this practice and will not accept responsibility for damages to Town property or snow placed in undesignated areas by these operations. Private contractors are not permitted to dump snow in the Town snow dump, other Town property, or on a roadway.
5. The Director of Operational Services may cause moveable signs to be placed on or near a highway instructing persons in control of vehicles to move their vehicles to facilitate snow removal.
6. After signage is displayed, during snow removal or highway cleaning operations carried on by the Director of Operational Services and/or their contractors, the Town may tow or remove or impound vehicles from the highway being cleaned or from which snow is being removed, when such said vehicle impedes snow removal or cleaning operation.

### ***Priority Snow/Ice Removal Areas***

#### *Priority Plowing Routes (see Map 1 below)*

1. Arterial roads that provide access to downtown, the hospital, schools, and Town amenities/buildings.
2. Collector roads with high traffic flow.

#### *Priority Sanding Routes (see Map 2 below)*

1. Arterial roads that provide access to downtown, the hospital, schools, and Town amenities/building

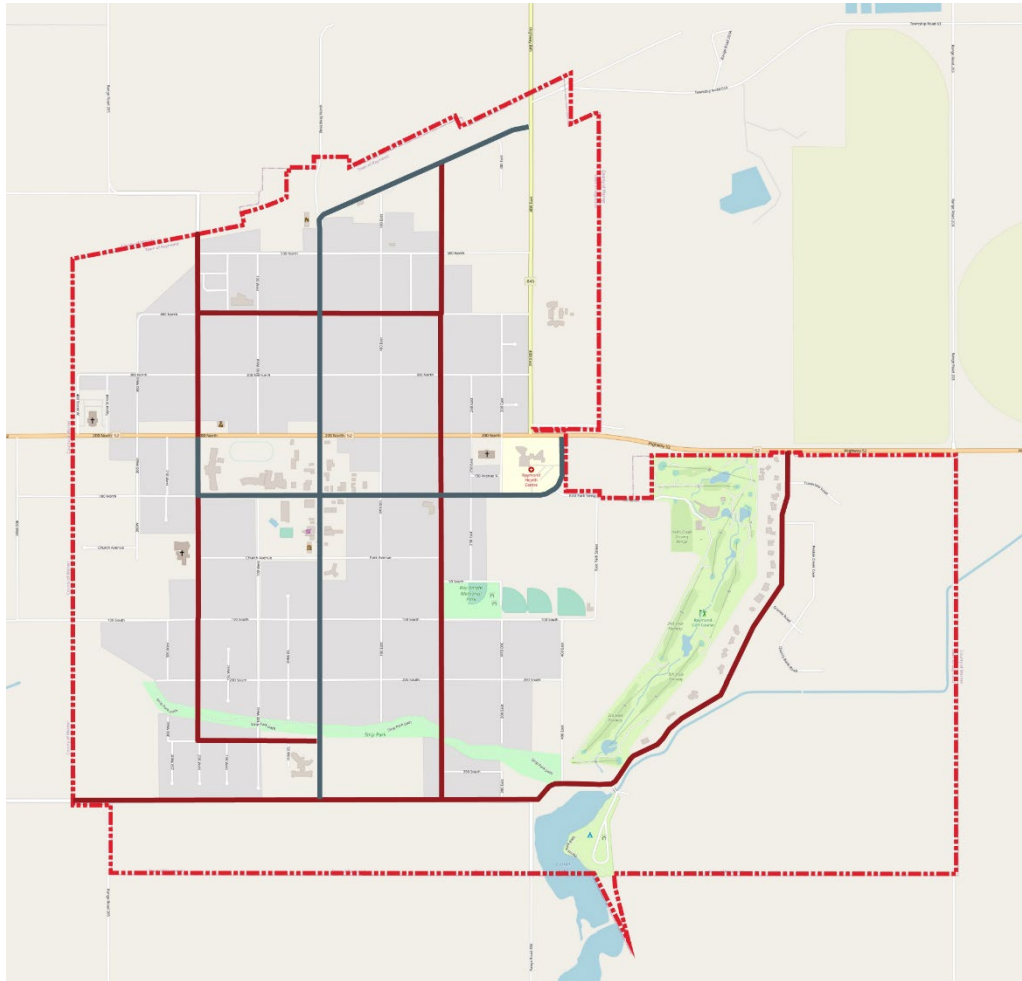
#### *Priority Sidewalks, Walkways and Pathways (see Map 3 below)*

1. Town crews shall clear snow from sidewalks and walkways adjacent to town properties, within park areas, and on Town pathways including the Town's walking trail.
2. Town crews shall sand and salt icy sidewalks and walkways adjacent to town properties, within park areas, and on Town pathways including the Town's walking trail.
3. Walkways adjacent to town properties shall be cleared, sanded, and salted within forty-eight (48) hours after the completion of a snowfall that exceeds 5cm.
4. Town crews will use a combination of plowing, snow blowing, sweeping, and sanding and/or salting to clear ice and snow from sidewalks, walkways, and pathways.
5. Town residents are responsible for clearing snow and ice from all sidewalks and walkways, including access ramps, adjacent to their properties within forty-eight (48) hours of the completion of a snowfall.
6. In accordance with Bylaw No. 990-12, the Town's "Traffic Bylaw", the Town may—after the expiration of the aforementioned forty-eight (48) hours—remove and clear away all snow and ice and charge the expenses thereof to the owner or occupant of the property. In the event of non-payment within thirty days (30) of the expenses, such expenses shall be charged against the property as a special assessment to be recovered in a like manner as other taxes.

#### *Priority Parking Lots*

1. Town recreational facility parking lots.
2. Town and public parking lots.

## MAP 1: Priority Plowing Routes



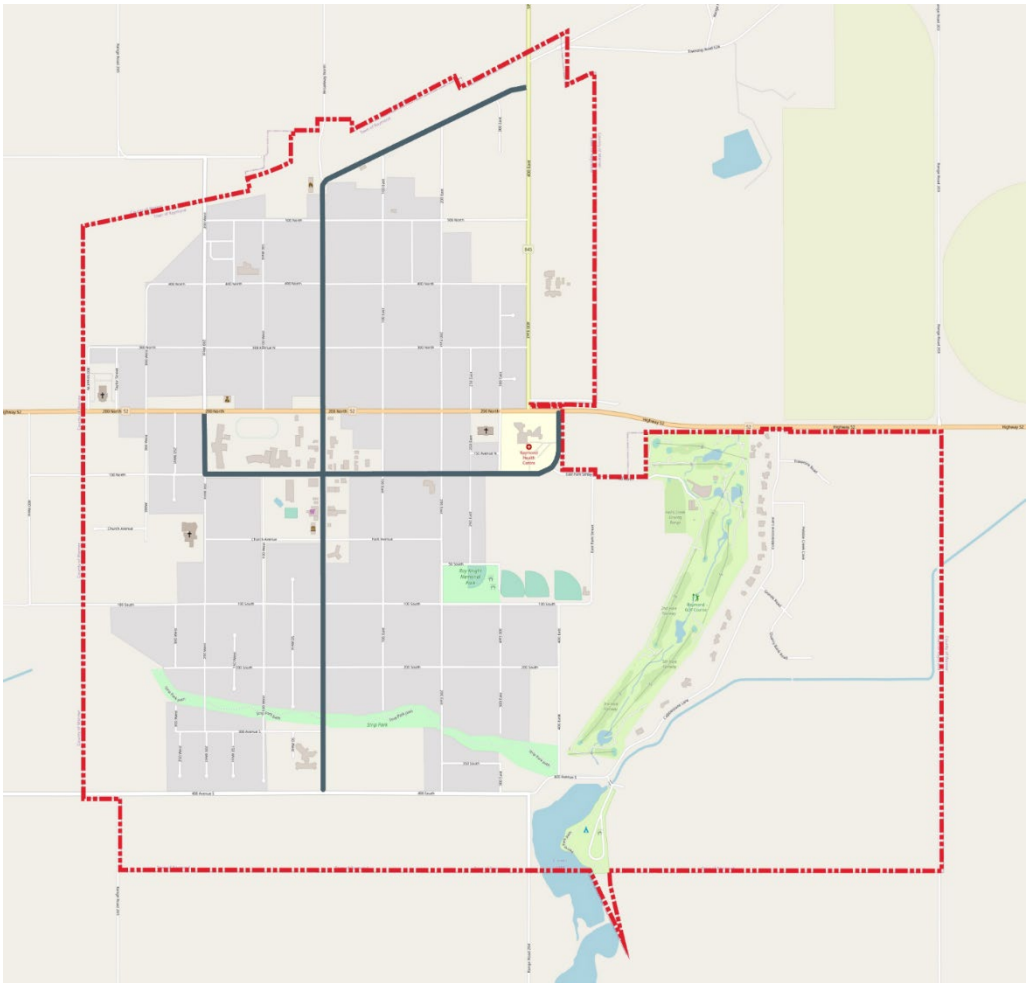
## Roadways

Broadway Street  
Railway Avenue  
100N between 200W and 400E  
200W between 100N and 200N  
400E between 200N and 100N  
200W between 300S and 500N  
200E between Railway Avenue and 400S  
300S between 200W and Broadway Street  
400S – Cobblestone Lane  
400N between 200W and 200E

## Priority

High  
High  
High  
High  
High  
Medium  
Medium  
Medium  
Medium  
Medium

MAP 2: Priority Sanding Routes



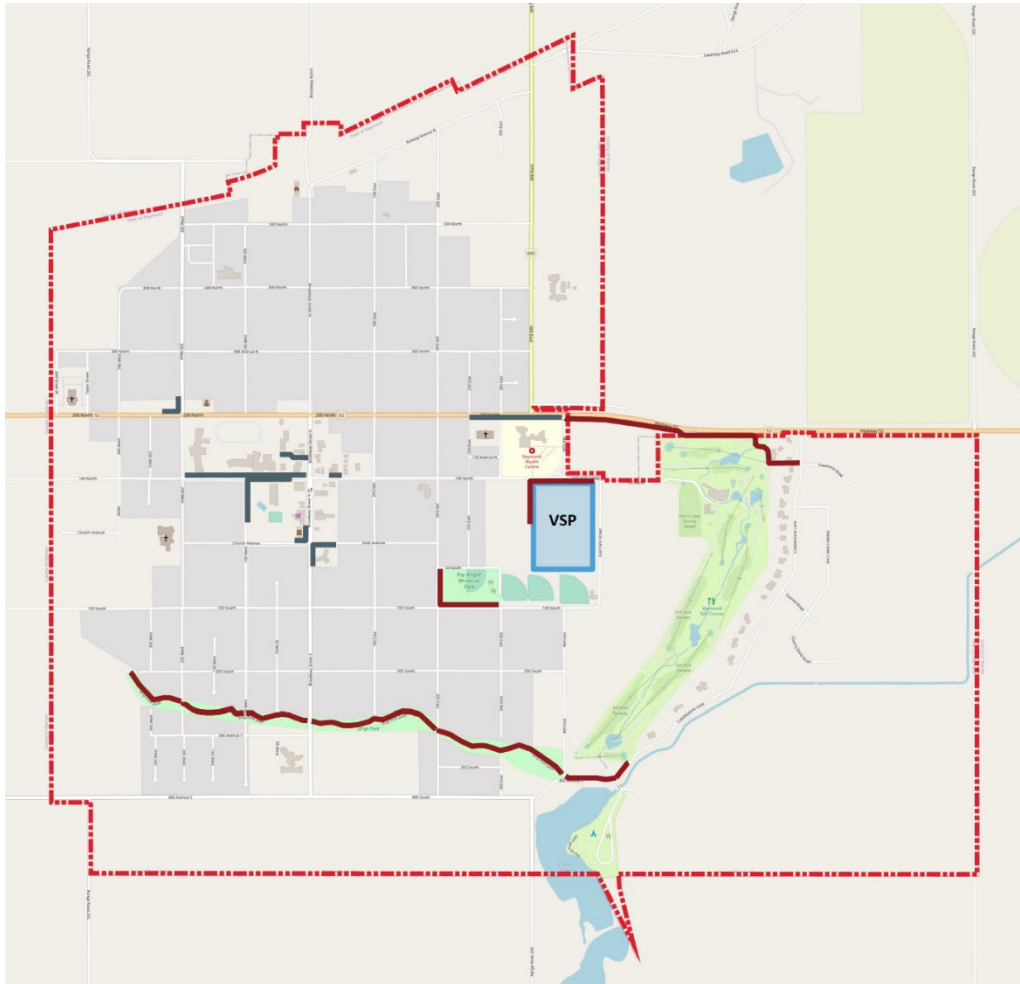
Roadways

Broadway Street  
Railway Avenue  
100N between 200W and 400E  
200W between 100N and 200N  
400E between 200N and 100N

Priority

High  
High  
High  
High  
High

### MAP 3: Priority Sidewalks, Walkways, and Pathways



#### Sidewalks, Walkways, and Pathways

- Sidewalks in front of schools
- Sidewalks in front of the Raymond Ice Arena and Pool
- Sidewalks in front of the Town Office
- Sidewalks in front of the Raymond Community Centre
- Sidewalks in front of the Raymond Pioneer Museum
- Sidewalks in front of the Raymond Seniors Centre
- Sidewalks in front of Hospital
- Walkway next to Raymond Motors
- Raymond Walking Trail
- Sidewalk at Victoria Sports Park
- Sidewalk at Ray Knight Memorial Park

#### Priority

- High
- High
- High
- High
- High
- High
- High
- High
- Medium
- Medium
- Medium