

Town of Castor

Snow Removal Policy

V2019

Purpose

The purpose of this policy is to establish and outline snow removal criteria for the Town of Castor. The Town of Castor maintains approximately 30 kilometers of streets, all which require attention. The Town will use this policy to ensure efficient, cost effective and organized maintenance of all town owned streets. The Town believes it is in the best interest of Town residents to assume the responsibility for basic snow removal and ice control on all town owned streets. This is necessary to ensure that emergency services and the residents can conduct normal day to day operations.

This policy supersedes all previously written and unwritten policies of the Town of Castor regarding snowplowing, snow removal, ice control, sanding, parking lot clearing and sidewalk snow maintenance. The CAO and the Public Works Department will review this policy from time to time and recommend changes and propose amendments.

Winter maintenance for the town will cover the following issues:

- Snow plowing/removal
- Sanding
- Snow hauling
- Snow storage site
- Sidewalk and pathway snow removal
- Parking lot clearing

Definitions

1. Accumulation refers to the total amount of snow that has fallen and remained on the roadway/lanes. Accumulation is measured from the roadway surface.

2. CAO refers to the Chief Administrative Officer for the Town of Castor and his/ her designate
3. Commercial Routes refers to routes used to access commercial businesses.
4. Emergency Services means the roadway used for the ambulance service, hospital, doctors, fire and police
5. Laneway, also known as the back alley, provides access to the back end of a property.
6. Land use Bylaw refers to the current Land use bylaw in effect.
7. Occupant means a person who occupies or has possession of, or the use of, any land within the Town
8. Owner means any person who has legal title to property, or who possesses property under a purchase agreement, or who has the control or management within the Town
9. Person includes any association, or body corporate, or company or partnership on any individual person.
10. Residential Property means any property, whether occupied or not, that is intended for use as a family residence, duplex, tri-plex or four-plex.
11. Roadway means that part of a street intended for use by vehicular traffic
12. Sanding is the application of an abrasive aggregate that will promote vehicle traction and allow for traffic to move safely .
13. Sidewalk means any hard-surfaced path or route intended for use by pedestrians.
14. Snow removal refers to the process where plowed and accumulated snow is removed
15. Town refers to the Town of Castor
16. Windrow is the ridge of snow created from snowplowing activity.

Priority

The priority order for clearing snow is in three categories:

1. Priority #1 is emergency access routes. These are highlighted in red on schedule "A"

2. Priority #2 covers the downtown area, commercial industrial areas, schools, airport, daycare and utility facilities. These are highlighted in yellow on schedule "A"
3. Priority #3 is the residential areas. These are highlighted in green on schedule "A"

Should another snowfall occur prior to all roadways being cleared, the operations will re-commence with Priority #1 roadways.

Back alleys shall be cleared at the discretion of the Public Works Supervisor in consultation with the CAO. Snow removal in alleys will only be prioritized to aid with garbage collection.

Equipment

The Town has the following pieces of equipment available for snow removal:

- Volvo G930 grader with a straight blade on front, a hydraulic gate on the right side of the mould board, and option of using smooth blade or serrated ice blades.
- John Deere 41J backhoe with an extension on the front bucket.
- John Deere 410L backhoe
- Bobcat A770 skid steer with a regular bucket and a snow blower attachment that also has an option to extend the discharge shoot.
- International 7400 tandem truck
- Ford Louisville tandem truck with extensions for the box.
- International 1900 single axle truck with a 5 yd. sander.
- John Deere 955 with a blade mounted on front.
- John Deere 1445 with a sweeper mounted on front.

Sidewalks Snow Clearing

All sidewalks adjacent to municipal owned and occupied buildings shall be cleared by the Town personnel and equipment where possible. Sidewalks will be cleared in a timely fashion (48 hours) in accordance with the street snow removal priorities. The sidewalks in schedule "B" shows the areas the town is responsible for highlighted in red.

All persons owning or occupying premises in the Town of Castor shall remove and clear away all snow, ice and obstructions from the sidewalk situated on land adjoining the property owned or occupied by them within 48 hours of a snowfall. Please note, snow and other materials should not be deposited onto the roadway, other than businesses located in the downtown core. If the property owner neglects to

remove the snow and/or ice from the sidewalk within the 48 hours, they will be subject to a fine. The Town may clear the sidewalk and all costs associated will be added to the tax roll.

Pathways Snow Clearing

The Town will endeavor to maintain a clear pathway through the walking trails in Town. They will be done following the clearing of the sidewalks. As accumulations increase or heavy/wet snow is encountered, the broom will become inadequate and we will use a blade in front of the utility tractor. These areas are highlighted in green on schedule " B".

Parking Lot Clearing

Parking lots in Town will be cleared as needed. One along the truck route will be windrowed to the south enough to accommodate three rows wide for trucks to park. A second parking lot is on the corner of 50th avenue and 49th street, which will be windrowed to the center. Another parking lot that requires some attention is at the community hall. The level of service at the hall will be dictated by the functions and activities at the hall. These will be done after other priorities are finished. The sander will be used on a case-by-case basis and at the discretion of the Director of Public Works.

Sanding

Sanding of the roadways shall be undertaken in areas to ensure a reasonable level of safety to motorists and pedestrians as the surface condition dictates. Sanding shall be completed with Town equipment and personnel where possible. The material used by the Town is a sandy gravel mix that contains aggregate size of 3/8-1/2 inch; there is no salt in the mixture. There is no set route for sanding as it will be applied on an as needed and where needed basis. Where conditions warrant, sanding will commence on weekend and holidays by the person on call if they have time remaining in their allotted time frame. A light application will be applied to the street when the snow packs after a snowfall of up to 5 cm. The Town has been requested in the past to sand non-town owned property. The Town will do the sanding, but not until a request is made and a request will be required for each time the Town is to sand non-town property. The request is subject to workload and administrative approval.

Snow Storage Site

When snow is removed by means of hauling, it is taken to one of two places.

- Lots between north side of highway 12 and the railway bed
- Lots north of Pals Park along 48th street

- These lots are highlighted in red on schedule "C"

Snow Hauling

Snow removal shall be completed with Town equipment and personnel where possible. Snow removal in roadways are identified in red on schedule "D". These sites were chosen for hauling because the roadway has sidewalks on both sides of the streets. Snow and ice are plowed from the roadway with the grader and placed into windrows. The backhoe with the bucket extension is used mainly as the method of loading the trucks. The trucks then haul away the snow to the nearest snow storage site.

Snow Plowing/Removal

Snowplowing shall be completed with Town equipment and personnel where possible. Plowing will be initiated after an accumulation of 7.5 centimeters has accumulated on the roadway. Snow shall be removed as required during normal work hours. During storm conditions or when deemed necessary by the CAO and Public Works Supervisor, plowing will take place on top priority routes to ensure safe driving with a minimum of inconvenience to motorists. All other areas will generally be left until the snowfall has subsided and during regular working hours.

In the event of a significant snowfall (15 centimeters or more) prior or during a weekend or holiday, such that emergency vehicle travel is hampered, the Public Works staff will open main arteries as weather and safety conditions permits. Snow removal in the downtown commercial area shall be performed in the early morning, when possible, to minimize conflict with traffic and pedestrians. For street plowing and removing snow, work will commence immediately after a target snowfall and shall be completed within a reasonable time.

Priority 1 and 2 routes shall be started within 24 hours. The exception due to medical emergencies is the airport, which will be cleared within 48 hours after the snowfall has ceased. Plowing operations using the grader may result in windrows in the middle of the roadway or on one or both sides of the street. Reasonable attempts will be made to avoid blocking driveways with various plowing techniques including the use of a gate which momentarily blocks the flow of a windrow. The Town will not be responsible for shoveling driveways or other areas impeded by windrows during the regular course of snow removal.

Signed and approved this 16th day of December 2019

__"Original Signed"__

Mayor

__"Original Signed"__

CAO