



PUBLIC WORKS SNOW REMOVAL POLICY

Date of Approval by Council:

Next Review Date: September 2026

Last Review Date: December 17, 2024

References: n/a

Cross References: Bylaw 1-2020 Snow Removal Bylaw

Signature:

Resolution No: 493 /2024

Policy No: PW-001 Snow Removal

Replaces: Snow-001

Purpose

The purpose of this policy is to outline how the service of snow removal will be executed in the Town of Ituna.

Policy

- 1) Provided budget exists for snow clearing, the Town Foreman or the Administrator can initiate snow removal and decide on service levels required.
- 2) Snow Clearing levels will be defined as:
 - a) Clean - meaning the street has been cleaned including parking spots down to almost road level, excess snow has been piled onto the curbs or removed from the area.
 - b) Passable meaning there has been a path cleared for vehicles to drive whether by street traffic or with the Town's assistance, but the street is not clear of snow.

The Town of Ituna aims for the service level outlined in subsection (a) where budget allows but may need to downgrade to service levels described in subsection (b) for some snowfalls in years of excessive snow.

- 3) Snow clearing may be initiated for affected streets or the whole town once the snowfall has ended.
- 4) The Town intends to clean streets where the accumulation on a given street reaches 6 inches or where snow has created drifts due to a blizzard or blowing snow that are 4 inches or higher.
- 5) The Town is not obligated to clean streets where residents have blown or pushed snow from private properties onto the street falsely creating the 4-to-6-inch depth of snow on a given street.
- 6) Snow removal that includes the whole town starts in high traffic zones, school and emergency lanes deemed Zone 1 and ends in Zone 3 identified as areas of lowest traffic. (See Appendix "A") Once these zones are cleared, any remaining areas will be cleared as necessary and at the discretion of the Town Foreman or the Administrator.
- 7) Where snow removal for the whole Town has been initiated, Zone 1 is set to be cleared within 48 hours of the end of the snowfall and Zones 2 and 3, will be cleared within a week.



PUBLIC WORKS SNOW REMOVAL POLICY

- 8) The grader operator shall use the grader wing to clear out each driveway entrance while clearing the snow from the streets. Any snow ridges left behind from the grader will not be cleaned up by the bobcat.
- 9) The grader operator shall use the grader wing to clear in front of fire hydrants. Where necessary, the bobcat will be used for additional cleaning to ensure access to fire hydrants is passable.
- 10) To avoid a snow ridge between the sidewalks and Main Street North, the bobcat shall go ahead of the grader and clear the snow from the sidewalks along Main Street North onto the road so it can be cleared up by the following grader.
- 11) It is the responsibility of all residents and staff to remove vehicles from ungraded streets. The grader operator has the right to skip any street in zone 2 and 3 where cars are parked on the street. The street will be cleaned when the operators are in the area again or has time.
- 12) In Zone 1 the operator may move to another Zone 1 street if there are cars but will return to complete a Zone 1 street within 48 hours.
- 13) Vehicles or accessory vehicles such as boats or trailers left over the legal parking limit on any street may be removed in accordance with the Town's Traffic Bylaw.
- 14) Back Alleys not zoned for clearing will be opened at the end of March of each year if necessary.
- 15) After a storm, the following will be cleared with the bobcat, once the main sidewalks are cleared, in the order determined by accumulation and need:
 - a) Fire Hall Parking lot
 - b) Town office parking lot, access points including sidewalk leading to stairs and wheelchair parking ramp access
 - c) Ituna Parkland Library Parking lot
 - d) Sarcan Recycling Parking lot and loading dock.
 - e) Curling Rink
 - f) Skating Rink
 - g) Remainder of Sidewalks in accordance with Appendix "B"
- 16) The Town has designated services that have schedules such as daily maintenance, reporting and testing at the utility stations and picking up garbage that, depending on staffing levels, may require a break in snow clearing to attend to these duties.
- 17) Emergencies such as a water line break take precedence over snow clearing, the Town Foreman or Administrator will determine what constitutes an emergency that takes precedence on a case-by-case basis.
- 18) The Town does not remove snow from residential or commercial properties that are not owned by the Town of Ituna.



PUBLIC WORKS SNOW REMOVAL POLICY

- 19) Sand and Salting:
 - a) No sanding will be done during a snowfall or snowstorm.
 - b) Sand and salt will be applied on streets and avenues as needed.
 - c) At "Stop" and/or "Yield" intersections, sand and salt will be applied at least three vehicle lengths from the sign.

- 20) A tender will be advertised for assistance with snow removal for large and small jobs. The successful bidder will remain in place for the number of years indicated in the original tender which cannot exceed 4 years. The successful contractor must be able to mobilize within 24 hours of being called.

- 21) A contractor may be called in to assist with snow clearing by the Town Foreman or Administrator if:
 - a) The grader is down for more than 1 day.
 - b) The snow cannot be removed from zone 1 within 48 hours.
 - c) The snow cannot be removed from all zones within 1 week.
 - d) Snow requires to be hauled to alternate locations around town.
 - e) Snow requires to be hauled from streets.
 - f) Snow needs to be hauled to make room for the grader to push future snow.
 - g) Smaller jobs such as Town building parking lots need to be cleared.

- 22) Town owned buildings in need of services must use the appointed contractors if service is required. The Town Foreman or Administrator will authorize use of a contractor if the Town has had to decline due to other service delivery needs. Failure to contact the Town first or to use contractors not provided by the Town could result in the organization who contacted the snow removal, to pay for the services out of their own budget.

- 23) The Foreman and Administrator are to monitor the budget for snow clearing. If the budget nears the limits set for snow clearing, the matter must be taken to council to authorize how snow removal will proceed going forward.

- 24) If no further expenditures are authorized and snow removal is required, council shall authorize snow removal and the level of snow removal on a case-by-case basis.

- 25) To provide snow removal, the public works team will time shift from Monday to Friday daily hours to early and late shifts for each operator while still maintaining individual daily hours.

- 26) Where weekend work is required, staff will shift hours so that time is taken during the week for time spent working on the weekend to clear snow.

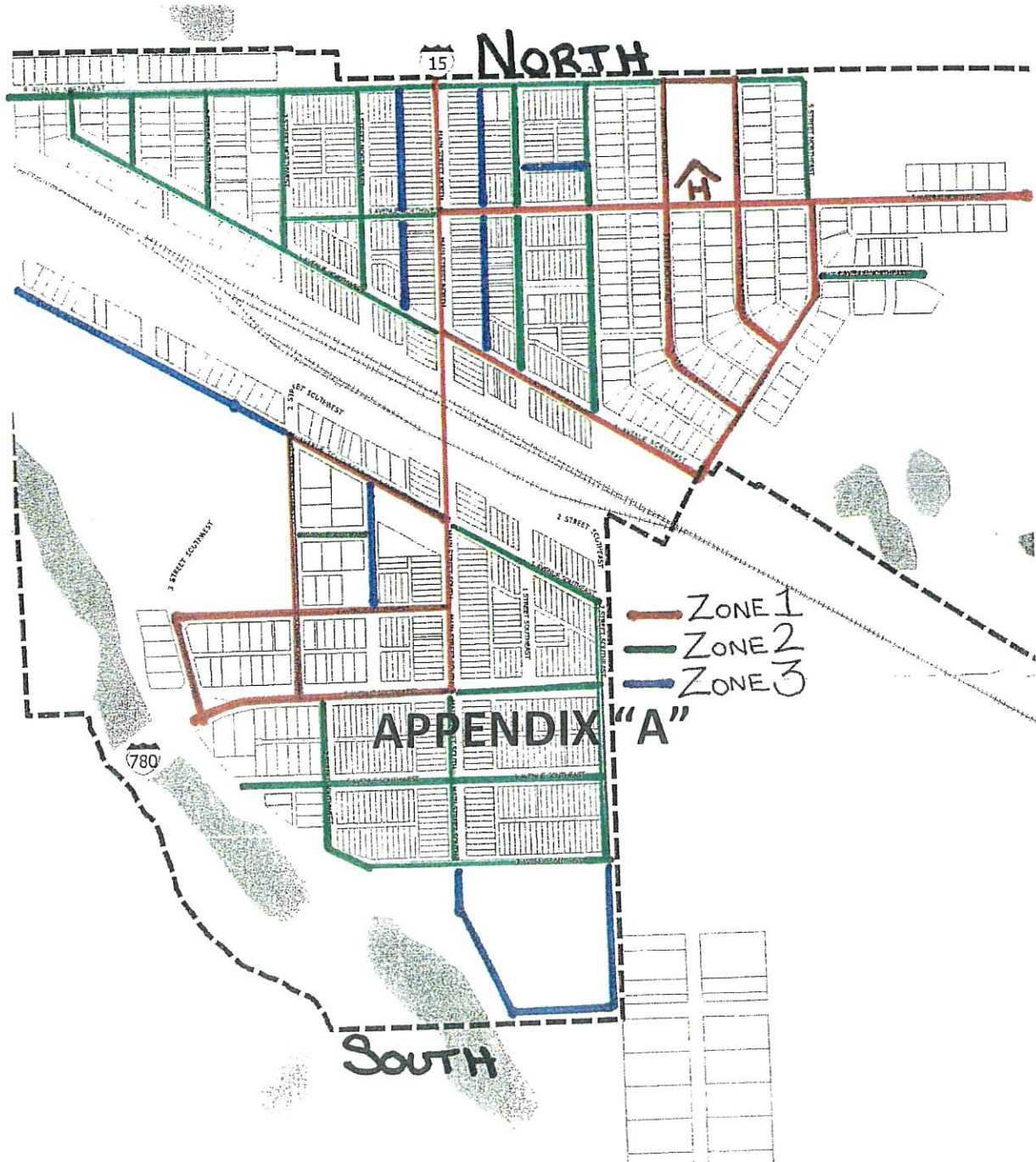
- 27) Where weekend work is required, the Town Foreman will arrange alternate days off within the same week to ensure each individual team member maintains a 40 hour work week while ensuring expected service levels still exist.



PUBLIC WORKS
SNOW REMOVAL POLICY

APPENDIX "A"

Town of Ituna





PUBLIC WORKS
SNOW REMOVAL POLICY

APPENDIX "B"

Town of Ituna



