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**TO:** Committee of the Whole

**FROM:** Jennifer Taylor, Chief Administrative Officer  
Alyshia Neuman, Manager of Works & Operations

**DATE:** January 25, 2021

**RE:** **Snow Clearing, Removal and Ice Control Policy Draft**

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**ISSUE:**

Administration has prepared a draft Snow Clearing, Removal and Ice Control policy (attached).

**BACKGROUND:**

The Town has two policies that apply to snow removal: P2018-005 Snow Removal Policy and Bylaw No. 1/97. Following a major snow fall event in November, Administration recommended updating the current policy to provide better clarification to staff on Council's expectations and service standards with respect to snow removal at the Nov 24 committee of the whole meeting. Administration was directed to begin working on updates to the bylaw and policy and bring them back to committee of the whole.

**ALTERNATIVES:**

1. Committee of the Whole can recommend approval of TS-002 Snow Clearing, Removal and Ice Control Policy Draft as presented to replace P2018-005 Snow Removal Policy.
2. Committee of the Whole can provide feedback and direct changes to the draft Policy TS-002.

**FINANCIAL IMPLICATIONS:**

Financial implications on the annual operating budget depend on the level of service approved in the policy.

**ANALYSIS:**

The snow clearing priority map has been updated to add the blocks of 3<sup>rd</sup> St NE and 1<sup>st</sup> St NW that have Wadena and Area Health Foundation houses. Priority snow clearing routes have been associated with a timeframe and snow events have been defined which sets service standards. Confirmation or direction from the committee on the highlighted numbers in the report is necessary.

Sections 1.4 and 1.5 propose to address when outside contractors will be called. Further direction and confirmation is requested on this item.

For ice control and sanding, does the committee want to identify priority intersections or all intersection in Appendix B?



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Administration continues to work on an updated bylaw to replace Bylaw No. 1997-01 and reflect current practice. Once further direction is provided on the Snow Clearing, Removal and Ice Control Policy a revised bylaw will be brought forward.

**ADMINISTRATIVE RECOMMENDATION(S):**

Administration would like feedback and direction on the draft policy.

“THAT TS-002 Snow Clearing, Removal and Ice Control Policy be adopted as presented.”

**ATTACHMENT:**

TS-002 Snow Clearing, Removal and Ice Control Policy Draft

P2018-005 Snow Removal Policy



<b>POLICY NAME:</b> Snow Clearing, Removal and Ice Control		<b>LAST UPDATED:</b> XXX XX, 2021	
		<b>SUPERSEDES POLICY:</b> P2018-005	
<b>POLICY AREA:</b> Transportation Services TS	<b>POLICY NUMBER:</b> TS-002	<b>APPROVAL DATE:</b> XXX XX, 2021	<b>PAGE:</b> 1 of 6

## POLICY STATEMENT

The Town of Wadena desires to maintain the Town streets, lanes, sidewalks, and Town-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 Town of Wadena.

## PURPOSE

The policy describes the manner in which snow and ice control will be conducted by the Town of Wadena.

## SCOPE

This policy applies to snow and ice clearing and removal carried out by the Town of Wadena and private contractors on highways, streets, lanes, and sidewalks, within the boundaries of the Town of Wadena.

## DEFINITIONS

**Manager of Works and Operations** – means the Town of Wadena Department Head responsible for the Public Works and Parks and Recreation operations, or any person designated to act in his/her stead.

**Major Storm Event** — means snowfall accumulations greater than 25 cm.

**Storm Event** – means snowfall accumulation greater than 6 cm and less than 25 cm.

**Windrow** – refers to the snow ridge deposited along curb/edge of street by snow removal equipment during snow clearing operations.

## POLICY

### 1. Snow Clearing

- 1.1. Street Conditions are to be monitored by the Works and Operations Foreman and the Manager of Works and Operations or his designate, and plowing will be done in accordance with the provisions of this policy.
- 1.2. Clearing will commence after the conclusion of a Storm Event or when drifting impedes traffic movement.
- 1.3. The Works and Operations Department will implement snow clearing operations in accordance with priority routes defined in Appendix "A". The priorities for plowing as designated on Appendix "A" are as follows:

**1.3.1. First Priority – Highways and Emergency Services Routes**

1.3.1.1. Priority routes should be cleared within 36 hours of the Storm Event, depending on the storm severity and equipment reliability.

**1.3.2. Second Priority**

1.3.2.1. Second Priority routes should be cleared within **48 hours** of the Storm Event, depending on storm severity and equipment reliability.

**1.3.3. Third Priority**

1.3.3.1. Third priority routes should be cleared within **72 hours** of the Storm Event, depending on storm severity and equipment reliability.

1.3.3.2. Third priority routes include back lanes, parking lots, storage compound and sportsground dog park.

1.3.3.3. Windrows left in private driveways on the front or rear of the property greater than **16 cm (8 inches)** at the lowest point after the snow removal equipment has passed will be removed by Town staff. Windrows left in private driveways less than **16 cm (8 inches)** is the responsibility of the property owner or occupant.

1.3.3.4. Complaints and requests received will be investigated and appropriate action will be taken.

**1.4.** At the discretion of the Manager of Works and Operations, one contractor for clearing priority routes will commence if the snow fall is greater than Town staff can clear alone, and aid is needed for quick and efficient clearing.

**1.5.** At the discretion of the Manager of Works and Operations, two contractors for clearing priority routes will commence after a Major Storm Event.

**1.6.** Town-owned right-of-way between the curb and the property line will be utilized for snow storage to prevent the narrowing of streets and accommodate on-street parking.

**1.7.** Only back lanes that are used for primary access to property will be cleared.

**2. Snow Removal**

**2.1.** The Works and Operations Department will implement snow removal operations when accumulation of snow significantly impedes traffic flow and on-street parking.

**2.2.** Snow removal will follow the same priority list as Snow Clearing found in “Appendix A”.

**2.3.** Snow removal in the Main Street business area will occur before 7:00 am to mitigate effects on traffic flow and businesses.

**2.4.** Fire hydrants will be assessed at the end of snow removal and snow accumulated around fire hydrants will be removed when deemed necessary by the Manager of Works and Operations.

**2.5.** Snow removed from Town streets, sidewalks and parking lots will be disposed of at the Snow Dump site on Frontier Trail or on Town-owned property, where appropriate.

2.5.1. The Works and Operation Department will manage the Snow Dump.

2.5.2. Commercial and public snow haulers must have permission from the Manager of Works and Operations to utilize the snow storage site.

**3. Ice Control**

- 3.1. Sanding and/or salting of streets will be undertaken in designated areas to ensure a reasonable level of safety to motorists and pedestrians as surface conditions exist.
- 3.2. The priorities for sanding and/or salting intersections as designated on Appendix "B" are as follows:
  - 3.2.1. First Priority – Highways, Hospital Route, School Zones, and Intersections.
  - 3.2.2. Second Priority – Parking Lots, Contracts and Custom Work Orders.
- 3.3. Designated roadways will be spot sanded in intervals of 30 m if deemed necessary by the Manager of Works and Operations.

**4. Sidewalks**

- 4.1. The Works and Operations Department will implement snow clearing operations on sidewalks as designated on Appendix "C".
- 4.2. The Works and Operations Department is responsible for all snow removal at Town-owned facilities and to ensure all emergency exits are free of all accumulation of snow or ice.

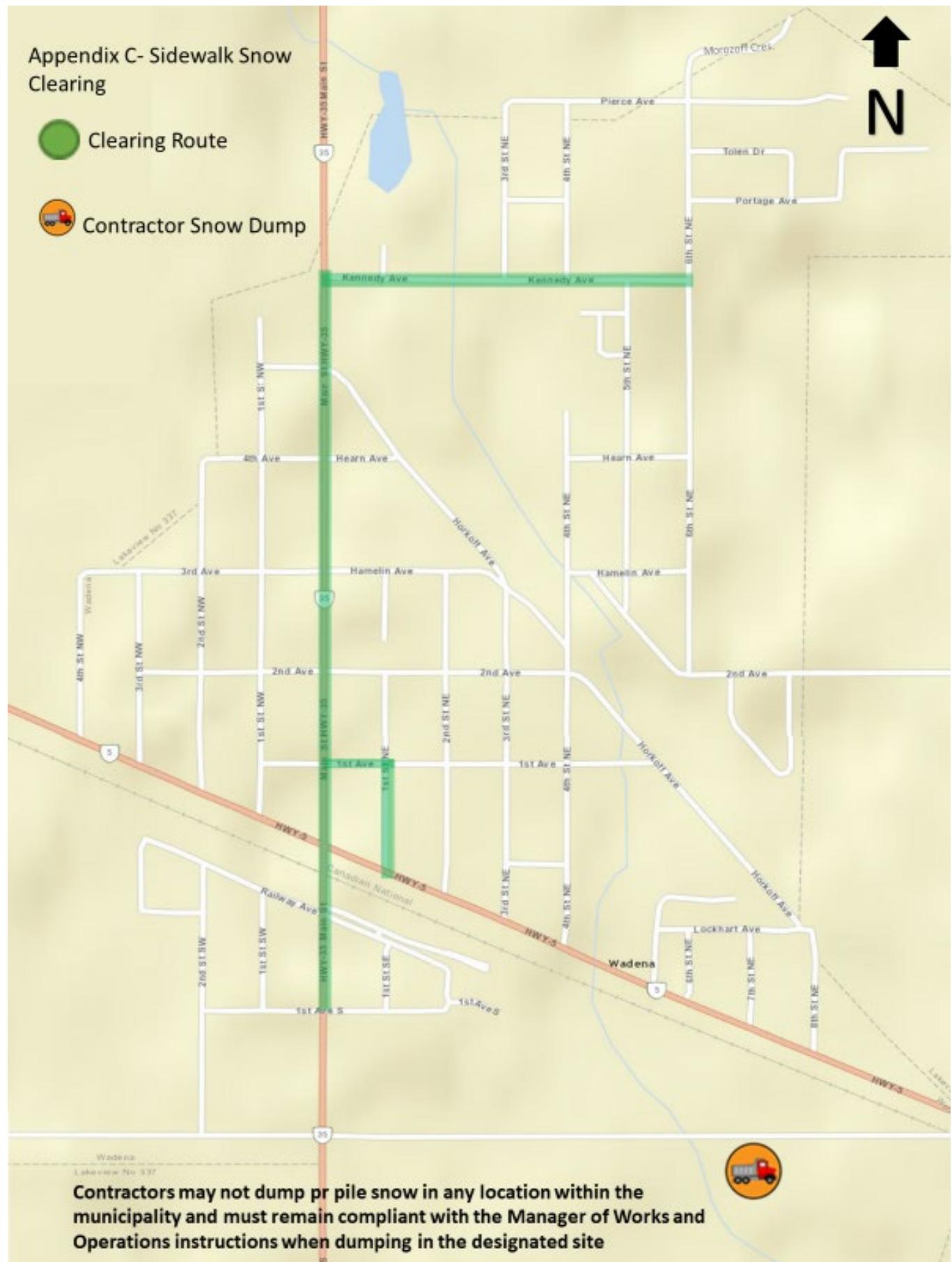
## APPENDIX A



## APPENDIX B



## APPENDIX C



# TOWN OF WADENA

<b>POLICY:</b> Snow Removal Policy		<b>COUNCIL RESOLUTION:</b> Resolution # 110-18 March 20, 2018
<b>DEPARTMENT:</b> Public Works	<b>POLICY NUMBER:</b> # P2018-005	<b>Amended Date:</b> <i>Resolution # 455-18, November 20, 2018</i>

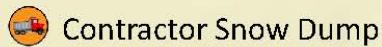
## PURPOSE

This Snow Removal Policy describes the manner in which snow and ice control will be conducted by the Town of Wadena. The purpose of the policy is to outline the process that the Public Works Department will utilize:

- To provide for the operation of emergency services and transit;
- To provide vehicular traffic with adequate mobility under prevailing winter conditions within the Town's financial resources;
- To prevent or reduce accidents or injuries due to winter conditions;
- To minimize economic loss to the community resulting from restricted transportation routes and;
- To ensure that city owned parking lots do not become impassible.

## PRIORITIES:

- Green – 1<sup>st</sup> Priority
- Pink – 2<sup>nd</sup> Priority
- Blue – 3<sup>rd</sup> Priority



Route subject to change pending emergencies and traffic

