SNOW & ICE CONTROL POLICY

**Purpose**
To establish a standard practice for the timely and efficient clearing of snow and ice from Town streets, sidewalks and parking lots during and after winter storm events.

**Objectives**
The objectives of the Snow and Ice Control Policy will be to:
1. Reduce the hazards of snow and ice conditions to motorists and pedestrians.
2. Facilitate the handling of emergencies by Fire, Police and Ambulance services.
3. Maintain safe, passable school bus routes located within the Town.
4. Minimize economic losses to the business community and industries.
5. Identify the criteria to be used in prioritizing the sequence for snow and ice control measures for streets, sidewalks and parking lots in the Town.
6. Define the levels of service for snow and ice control measures.

**Policy**
It shall be the policy of the Town of Mahone Bay that snow and ice control measures (i.e. snow plowing, salting and/or sanding of streets, sidewalks, parking lots and other facilities) will take place when the weather has caused conditions to become hazardous as a result of a winter storm event (i.e. freezing rain, sleet, light or heavy snow).

Due to limited human, financial and equipment resources, it is not possible to implement snow and ice control measures concurrently. For this reason a policy on the priority and sequence of snow and ice control measures is required. Notwithstanding, it shall be the responsibility of the Director of Operations to manage all human and equipment resources to achieve the greatest level of efficiency and cost effectiveness in the delivery of snow and ice control measures.

The Director of Operations, or designate, may amend the priority of snow and ice control measures in response to specific conditions, circumstances or emergencies.

**Streets – Priority Criteria for Snow and Ice Control**
In determining the priority for snow and ice control measures during and after a winter storm event, all streets in the Town will be classified into one of three categories based on the following criteria:
1. Emergency Services Access (i.e. Police, Fire, Emergency Health Services)
2. High Volumes of Traffic
3. Commercial/Industrial Areas
4. Civic Facilities (School, Post Office, Town Hall, etc.)
5. Residential
6. Efficiency in Service Delivery (i.e. Some Residential streets may be plowed if adjacent to higher priority streets.)

A list of all streets in the Town and their classification (priority) are contained in Schedule A (attached).

**Streets – Levels of Service for Snow Plowing and Road Salting/Sanding**

Two levels of service for snow and ice control will be carried out for all streets in the Town. During a winter storm event, those streets included in Class I will be plowed first to full width; those streets included in Class II will be plowed secondly to full width; those streets included in Class III will be plowed thirdly to one vehicle width. Once all Class I and II streets are plowed to full width, Class III streets will be plowed to full width.

During a significant snowstorm where repeated plowing of streets is required, priority will be given to maintaining a plowed full width surface on Class I and II streets, and a one-vehicle width on Class III streets.

Upon the end of a snowfall event, an application of salt or sand will be made, if necessary, based on the same priority order as shown above.

Dependent on street and weather conditions, an application of salt may be made at the start of a snowfall event to help prevent the bonding of snow to asphalt surfaces.

The following streets and driveways, or sections thereof, are exempt from the use of salt to avoid potential negative impacts on private ground water wells, and the Town’s water supply;

- **Zwicker Lane** (This revision/deletion made December 2006.)
  - Fairmont Street: gravel section located southwest of 162 Fairmont Street
  - Driveway to Water Supply at Oakland Lake

**Sidewalks**

Snow and ice control measures for sidewalks will follow the same criteria as used for streets and will typically commence following the end of a snowfall event.

In cases of light snowfall events, snowplowing resources may be allocated to sidewalks simultaneously to the implementation of other snow and ice control priorities.

The priority order in which sidewalks are cleared of snow may be altered in cases where heavy equipment use is necessitated. The use of heavy equipment to clear sidewalks can create hazardous conditions for commuters, heavy equipment operators and pedestrians; thus, clearing operations may commence in lower traffic flow areas in advance of higher priority areas.
The application of salt or sand to sidewalks will be determined based on an assessment of surface conditions by the Director of Operations.

A list of all sidewalks in the Town and their classification (priority) are contained in Schedule B (attached).

**Parking Lots**

Town resources will be applied for snow and ice control measures for Town held parking lots in priority order, as shown below:

1. Fire Hall  
2. Town Hall  
3. Clairmont Street  
4. Lot located between Legion Hall and Post Office (Post Office property)  
   (Revision/deletion made November 2008, as property has been sold to private interests by Public Works Canada and no Town held maintenance agreement in place.)

The plowing of Lots 1, 2 and 3 above shall have higher priority than the plowing of sidewalks.

The plowing of Lot 4 shall be the Town’s lowest plowing priority and will be completed after all other priorities for snow plowing and removal are complete. (Revision/deletion made November 2008, as property has been sold to private interests by Public Works Canada and no Town held maintenance agreement in place.)

The maintenance and use agreement held by Town with Public Works Canada for Lot 4 expires March 21, 2005. As a result, Town maintenance and use of this lot will be discontinued following that date. (Revision/deletion made December 2006.)

The need for and timing of application for salt and/or sand to parking lots will be determined at the discretion of the Director of Operations.

**Priority Town Infrastructure Facilities**

Snow and ice control measures for access roads and entrances to the following Town infrastructure shall typically be completed after sidewalks, except if an emergency, in the following priority order:

1. Water Treatment Plant  
2. Water Supply at Oakland Lake  
3. Entrance to Electric Utility Sub-station (Pond St.)  
4. Mahone Bay Public Wharf (asphalt apron and access road to dry hydrant)  
5. Access Road and Parking Lot at Jubilee Park (Pond St. entrance adjacent to dry hydrant)  
6. Access Road and Town Storage Area (Kinburn St.)  
7. Sewage Treatment Plant (Snow plowing of road completed by contractor; Town forces responsible for plowing inside gate and salting/sanding of road, as necessary.)
8. 3 Sewage Lift Stations (Removal of snow from entrances, parking areas and access ports will be completed on an as needed basis.)

**Park Cemetery**

Other than snow and ice control measures for the Access Road to Park Cemetery (to a point 5 meters past 132 Kinburn St.), the Town will not plow snow or salt/sand roads associated with the cemetery. However, in the event a burial is required at the cemetery, and reasonable notice is provided by the management of a funeral home, Town resources will be applied to open up the necessary cemetery roads in order to accommodate the preparation of a grave site (by others) in order that a funeral can proceed.

**Turning Areas for Waste Collection Trucks**

Town resources will maintain adequate turn around areas for waste collection vehicles at the following locations, which are dead-end streets:
- Longhill Road (Revision/deletion made December 2006; NS DOT now plows cul-de-sac at end of road outside of Town boundary)
- Fairmont Street
- Hawthorn Street
- Orchard Street

Town resources will prepare and maintain these turn around areas while completing regular plowing and salting/sanding of streets, and will ensure that locations are in acceptable condition for vehicle turning on regular waste collection days.

Since there is no adequate space for a turn around area at the end of Old Edgewater Street and School Street, none will be maintained.

**Fire Hydrants**

Town resources will be applied for the purposes of flagging all fire hydrants, which may potentially become buried as a result of Town snow and ice control measures. Typically this task will be implemented in early December, and flagging devices will be removed and stored for re-use in late March.

At times when fire hydrants become excessively covered with snow, thus, rendering them in accessible by Fire Department personnel, the Town’s backhoe or skid steer will be utilized to dig out hydrants. The removal of snow from fire hydrants will be completed as required.

**Snow Removal Operations and Snow Dump Site**

At the discretion of the Director of Operations, excess snow that accumulates along Town streets and sidewalks shall be removed at the earliest possible opportunity to assist in public safety, parking and walking conditions.

The Town will utilize its graveled parking lot area located adjacent to Mahone Bay Public Wharf as its primary snow dumpsite. In the event this site becomes filled, and no
further snow can be added, the Director of Operations will seek to identify and cause to have prepared another Town held or private property to be utilized for this purpose.

**Private Driveways**
In the clearing of snow from streets and sidewalks by the Town, private driveways may be filled with snow as a consequence of plowing, either before or after the property owner/occupant has cleared their driveway. The Town does not take responsibility for removing snow from private driveways when this occurs.

**Damage to Private Property**
At the discretion of the Director of Operations, the Town of Mahone Bay will repair or cause to be repaired any damage to private property which can be demonstrated to be a result of the Town’s clearing of snow and ice from streets and sidewalks. Property owners not satisfied with the course of action recommended by the Director of Operations may file an appeal in writing for consideration by Town Council.

The Town will encourage residents to not park vehicles on their property within 1.2 meters (4 feet) of the edge of the asphalt or concrete street or sidewalk to help ensure that vehicles may not be inadvertently struck by debris or snow plowing/removal equipment.

**Summary of Snow and Ice Control Priorities**
Generally, Town priorities for snow and ice control can be stated in ranked order as follows;
1. Class I Streets
2. Class II Streets
3. Class III Streets
4. Lot 1
5. Lot 2
6. Lot 3
7. Sidewalks
8. Priority Town Infrastructure Facilities
9. Snow Removal Operations
10. Lot 4

Unranked - Fire Hydrants – As Required
Unranked - Park Cemetery – As Required

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**Clerk’s Annotation For Official Policy Book**

Date of Notice to Council Members Of Intent to Consider [7 days minimum]: _______________________________
Date of Passage of Current Policy: _______________________________

I certify that this Policy was adopted by Council as indicated above.

_____________________________ ____________________________
Clerk/CAO Date
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Schedule A

Town Streets Classification (Priority Order)

Class I:
Main Street (i.e. West Main, Main and South Main streets)
Edgewater Street
Clairmont Street
Kinburn Street

Class II:
Pleasant Street
Fauxburg Road
Clearway Street
Clearland Road (a.k.a. Woodstock Road)

Class III:
Fairmont Street
Spruce Street
Pine Grove Street
Stovepipe Lane
Maple Street
School Street
Pond Street
Hedge Row
Orchard Street
Cherry Lane
Parish Street
Old Edgewater Street
Longhill Road
Wye Street/Welcome Street
Spur Street
Hyland Lane
Shady Lane
Garden Lane
Zwicker Lane
Hawthorn Road
Freeman Veinot Road (gravel loop section only)
Access Road to Jubilee Park (Clairmont St. entrance)
Access Road to Park Cemetery (to a point 5 meters past 132 Kinburn St.)
Aberdeen Lane
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Schedule B

Town Sidewalks Classification (Priority Order)

1. Main Street:
   Corner of Pleasant to Clearway (clear both sides of street excluding section located between entrance/exit of 593 Main St. {i.e. Save Easy Store})

2. Clearway Street:
   Corner of Main along Clearway to property line with Bayview School (excludes section of sidewalk located on west side of Clearway St.)

3. Main Street & West Main Street:
   Corner of Clearway to Freeman Veinot Road

4. Main Street:
   Corner of Pleasant to 804 Main St.

5. Pleasant Street:
   Corner of Main to Spruce St.

6. Fairmont Street:
   Corner of Main to Pleasant St.

7. Fairmont Street:
   Corner of Pleasant to Pine Grove St. (alternates sides of street @ Maple St.)

8. Maple Street:
   Corner of Fairmont to School St.

9. School Street:
   Corner of Pond to Pleasant St.

10. Edgewater Street/Old Edgewater Street:
    Corner of Main to 121 Old Edgewater St. (clear sidewalk sections located on both sides of street excluding section located in front of 33 Edgewater St.)

11. Clairmont Street:
    Corner of Main to 89 Clairmont St.