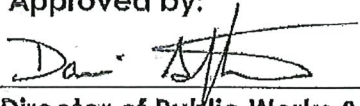





CITY OF MOOSE JAW

WINTER MAINTENANCE POLICY

POLICY: Winter Maintenance Policy	Responsibility: Department of Public Works & Utilities
Effective Date: Oct. 15, 2019	Last Review: September 29, 2020 Next Review: September 1, 2021
Approved by:  Director of Public Works & Utilities	Approved by:  City Manager

The Department of Public Works & Utilities is responsible for the maintenance of public road rights-of-way within the geographical boundaries of the City. The Winter Maintenance programs establish safe traffic flows and clears a network of roadways for access from all areas as quickly and efficiently as possible on a priority basis.

OBJECTIVES:

The objectives of this policy are:

1. Attempt to reduce hazardous roadway conditions caused by weather, acknowledging that weather conditions are beyond the City's control and dangerous conditions may result despite the City's efforts.
2. To provide for the operation of emergency services.
3. To provide vehicular traffic with adequate mobility under prevailing winter conditions within the City's financial resources.
4. To minimize economic loss to the community resulting from restricted transportation routes.
5. To set the level of service for snow and ice control.

POLICY:

1. Definitions:

- a. Extreme Weather Event: When the immediate demand for snow and ice control services exceeds the available City resources to the extent that emergency vehicle and citizen mobility is compromised;
- b. Extreme Weather Response: A graduated response to restore vehicular mobility within the City based on severity of conditions;
- c. Arterial Roads: Major roadways that carry the highest traffic volumes;
- d. Collector Roads: Roadways that carry moderate volumes of traffic; this type of roadway carries vehicles between major and residential roadways; and
- e. Residential Roads: An undivided roadway that provides direct access and collects traffic from abutting residential properties and distributes this traffic to higher standard roadways.
- f. Parking Stall: The equivalent length to contain one standard personal vehicle.

Responsibilities

2. City Council shall:
 - a. Set the Winter Maintenance budgets; and
 - b. Set the policy and levels of service.
3. The Department of Public Works & Utilities, Transportation Division, is responsible for:
 - a. Implementing the Winter Maintenance Policy, managing and carrying out snow and ice control in accordance with the Policy.
 - b. Recommend budgets to City Council.

Roadway Priorities and Standards

4. The City operates with an approved budget. In establishing the Winter Maintenance Policy, the City must take into consideration its resources; fiscal, equipment, and its personnel to determine the budget required to meet the level of service in the Winter Maintenance Policy.
5. Winter Maintenance priorities are established to provide the greatest benefit to the majority of the traveling public. In setting priorities, consideration is given to criteria such as traffic volume, road classification, road geometrics, terrain, emergency services, drift exposure, and potential drainage issues.
6. PW & Utilities has set four (4) priority ratings for roads plus two (2)

categories as follows:

Priority 1: Arterial Roads and Emergency Services facilities as laid out on the map in Appendix 1, City Snow Clear & Haul Map – Priority 1.

Roads shall be plowed and have snow and ice control operations concluded twenty-four (24) hours after the end of a storm event. Roads will be plowed to remove snow as close to the road surface as possible.

Snow removal will be initiated when windrows exceed one (1) metre in height. Windrows maintained in medians or centers of roads within 15 metres of any intersection will be cleared prior to end of shift. Windrows maintained in parking areas shall be removed prior to end of shift, if snow haul cannot be completed, no more than 50% of parking stalls may be blocked.

Priority 2: Bus Routes, as laid out on the map in Appendix 2, City Snow Clear & Haul Map – Priority 2.

Roads will be plowed and have snow and ice control operations concluded forty-eight (48) hours after the end of a storm event. Roads will be plowed to remove snow as close to the road surface as possible.

Windrows will not extend beyond one-half (1/2) metre onto any sidewalk. One parking stall will be maintained in front of private residences.

Priority 3: Collector Roads and areas with potential drainage issues, as laid out on the map in Appendix 3, City Snow Clear & Haul Map – Priority 3.

Roads will be plowed and have snow and ice control operations concluded seventy-two (72) hours after the end of a storm event. Roads will be plowed to remove snow as close to the road surface as possible.

Windrows will not extend beyond one-half (1/2) metre onto any sidewalk. One parking stall will be maintained in front of private residences.

Priority 4: Local Collectors, as laid out on the map in Appendix 4, City Snow Clear & Haul Map – Priority 4.

Roads will be plowed and have snow and ice control operations concluded ninety-six (96) hours after the end of a storm event. Roads will be plowed to remove snow as close to the road surface as possible.

Windrows will not extend beyond one-half (1/2) metre onto any sidewalk. One parking stall will be maintained in front of private residences.

Category 1: All remaining roads and walkways.

Roads and Walkways will be left hard packed.

Grading and snow clearing will be reviewed when the ruts exceed ten (10) centimetres. In general, roads will not be cleared until spring to prevent drainage issues.

Category 2: City Owned Parking Lots

Parking lots will be cleared when lots become compromised. Ice control and snow haul will be provided as required. See Appendix 5.

Ice control (sanding) will be provided on intersections, railway crossings, playground zones, school zones, bridges, and corners.

Grading or snow clearing operations may be initiated when snowpack or rutting exceeds ten (10) centimetres.

Extreme cold and extreme weather can cause safety issues and an increase in equipment fatigue and physical damage. In these conditions, operations may need to be modified or discontinued.

7. Snow plowing operations will commence in priority order upon a snow accumulation of five (5) centimeters. Consideration will be given to field conditions and the weather forecast. When storms are continuous or follow closely one after the other, operations may repeat or continue the highest priority until completed before moving on to the next priority, unless directed differently by the Director of Public Works & Utilities or their Designate.
8. Snow plowing may result in windrows on both sides of the road or to the center of the road. The clearing of windrows less than twenty (20) centimetres in height in front of driveways may be left for the property owner or affected individual, company or corporation. Windrows in excess of twenty (20) centimetres will be cleared by City Crews.
9. Where conditions or down equipment prevent the timely completion of the Priority Routes, the Director of Public Works & Utilities or their Designate may request a transfer of manpower and equipment from other departments and/or hire equipment to support the ongoing maintenance activities. Any deviation from the priority response will be detailed to the Public in a Public Service Announcement.

Blocked Areas

10. Immediately following a major storm event, crews shall be sent to make

all blocked roadways passable. See Appendix 6.

Lanes

11. Lanes will be allowed to maintain a packed surface through the winter. Lanes may be plowed through the winter where conditions are deemed warranted by the Director of Public Works & Utilities or their Designate. Sanding of lanes will be done, as requested, to support waste collection services.

Sidewalks

12. City forces will be mobilized following all storm events to clear snow and apply salt and sand adjacent to all City-owned properties, bridges, subways and at para-ramps at intersections in the downtown area in accordance with the applicable Bylaws.
13. Walkways connecting sidewalks to sidewalks, and, sidewalks to trails will generally be left hard packed; they will be cleared at the completion of Priorities and as time permits. See Appendix 7.

Catch Basins and Drains

14. As the City approaches the spring melt, City forces will be mobilized throughout the City based on the Priority Streets laid out in this Policy. All catch basins and culverts will have their inlets cleared and known problem areas will be graded to encourage drainage.
15. Steamers will be utilized to thaw open catch basins and culverts in streets and lanes.

Extreme Weather Event

16. During extreme weather events, additional resources may be required. The Director of Public Works & Utilities or their Designate may declare an Extreme Weather Event Emergency. In order to address the needs of public safety and restore vehicle mobility as quickly as possible, The Director of Public Works & Utilities or their Designate will authorize the Streets & Roads Supervisor in writing to respond to the Event in the manner deemed most appropriate. Costs associated with the response will be drawn directly from the City's Snow Maintenance Reserve.
17. The ability to implement an Extreme Weather Event response is subject to the availability of external resources. Where possible, the City will maintain a list of pre-qualified hired equipment along with rates.

Snow Maintenance Reserve

18. Annual Winter Maintenance budgets are based on responding to five (5) snow events per year.
19. Should the weather in any year result in the annual budget Winter Maintenance budget not being completely expended, the balance will be placed in the Snow Maintenance Reserve. The maximum balance of the Snow Maintenance Reserve is set at \$1,000,000.
20. Should the weather in any year result in the annual budget being exceeded, the Snow Maintenance Reserve will be accessed to continue to provide the program and response.
21. In the event of the declaration of an Extreme Weather Event Emergency, funds for the Extreme Weather Response will be drawn from the Snow Maintenance Reserve given that the Reserve balance is sufficient to cover the costs. Any shortfall in funds will be drawn from the General Operating Reserve.
22. City Council will be notified any time the Snow Maintenance Reserve must be accessed for operations and will be notified of any annual transfer.

Public Relations

23. Public Works & Utilities – Transportation and Communication branches shall handle all concerns and inquiries relating to snow and ice control.

Parking Bans

24. Parking bans may be implemented, as required, to provide for operations. The City will notify residents of upcoming parking bans with a Public Service Announcement and may also sign routes or deliver notices. Vehicles that do not adhere to the parking ban shall be towed and the owner of the vehicle shall be responsible for all towing and associated costs in accordance with the Traffic Bylaw.
25. Parking bans along signed snow routes will be activated based on Public Service Announcements and will be given 24 hours advanced notice. Where parking bans will go into effect on unsigned routes, 72 hours' notice will be provided and it will be posted on the City Website.

Guidelines

This Policy is to be read in conjunction with other City Bylaws and Policies.