



City of Yorkton

POLICY TITLE SNOW AND ICE CONTROL AND REMOVAL POLICY		ADOPTED BY City Council	POLICY NO. 10.80
ORIGIN/AUTHORITY City Council	JURISDICTION Public Works Department	EFFECTIVE DATE December 16, 2013	PAGE # 1 of 9

1) **PURPOSE:**

- a) The goal of the Snow and Ice Control and Removal Program is to maintain the City of Yorkton’s (City) roadways, back lanes, sidewalks, parking lots, bus stops and trails in such a way as to facilitate vehicle and pedestrian traffic flow as safely and effectively as environmental conditions allow. The purpose of the Snow and Ice Control and Removal Policy is to provide guidelines for the operation of the Snow and Ice Control and Removal Program.

2) **DEFINITIONS:**

- a) Winter Storm Event – a combination of snow or wind resulting in accumulation on driving and walking surfaces
- b) Windrow – refers to the snow ridge deposited along curb/edge of street by graders during snow clearing operations.
- c) Lanes – refers to alley in the rear of a property.
- d) Right-of-way – is a type of easement granted or reserved over land for transportation purposes.

3) **POLICY:**

a) **Snow Plowing**

- i) Roads and Streets Division will implement snow plowing operations in accordance to priorities defined in Appendix “A” (Attached map).
- ii) The priorities for plowing as designated on Appendix “A” (Attached map) are as follows:
 - (1) First Priority – Highways, arterial thoroughfares, and emergency routes.
 - (a) Plowing on First Priority routes will commence after five centimeters (two inches) of snow has accumulated or when drifting impedes traffic movement. First Priority routes should be cleared within 36 hours (downtown snow hauling included) of the abatement of the storm event depending on the severity of the event and equipment reliability.
 - (2) Second Priority – Collectors
 - (a) Plowing on Second Priority routes will commence after five centimeters (two inches) of snow has accumulated or when drifting impedes traffic movement. Second Priority routes should be cleared within 72 hours of the abatement of the storm event depending on the severity of the event and equipment reliability.
 - (3) Residential
 - (a) Plowing on Residential routes will commence after ten centimeters (four inches) of snow has accumulated or when drifting impedes traffic movement. Residential routes should be cleared within 108 hours of the abatement of the storm event depending on the severity of the event and equipment reliability.

POLICY TITLE	POLICY NO.	PAGE #
SNOW AND ICE CONTROL AND REMOVAL POLICY	10.80	2 of 9

- (4) Spot plowing as needed – there are known drifting areas that will be addressed as needed.
- iii) Plowing operations are governed by current weather conditions and by the priorities assigned to individual roadways.
- iv) Road right-of-ways and public sidewalks (combined curb and sidewalk) will be utilized for snow storage. This is to accommodate on-street parking as much as possible.
- v) Complaints and requests received will be investigated and appropriate action will be taken. Windrows left in private driveways taller than three hundred millimeters (twelve inches) at the lowest point after the grader has passed will be removed by City crews. Windrows left in private driveways shorter than three hundred millimeters (twelve inches) at the lowest point after the grader has passed will be the responsibility of the home owner regardless of the homeowner’s age, gender, or physical condition.
- vi) In the case of roadways with accesses on one side of the street only, snow will be plowed to the side of the roadway with no accesses. This will be accomplished on a case by case basis.
- vii) The Roadways Manager may authorize the usage of additional private contractor’s equipment if deemed necessary.

b) Snow Removal

- i) Roads and Streets Division will implement snow removal operations when accumulation of snow significantly impedes traffic flow and on-street parking.
- ii) Priorities for snow removal on designated roadways are as follows:
 - (1) Downtown core
 - (2) Hospital area
 - (3) School zones/Bus Stops
 - (4) Bays
 - (5) Rodney Ridge (Roslyn Avenue)
- iii) The downtown core snow removal will be restricted to the hours of 10:00 p.m. to 8:00 a.m. to mitigate the effects on traffic and business.
- iv) Snow removal in areas not designated as per Section 2.2 will only be initiated where street snow storage has been exceeded or where windrows are impeding storm water runoff.
- v) The Roadways Manager may authorize the usage of additional private contractor’s equipment if deemed necessary.

POLICY TITLE	POLICY NO.	PAGE #
SNOW AND ICE CONTROL AND REMOVAL POLICY	10.80	3 of 9

c) Sanding and Salting

- i) Sanding and/or salting of streets and sidewalks will be undertaken in designated areas to ensure a reasonable level of safety to motorists and pedestrians as surface conditions exist.
- ii) The priorities for sanding and salting intersections as designated on Appendix “A” (Attached map) are as follows:
 - (1) First Priority – Highways and arterial thoroughfares.
 - (2) Second Priority – Collectors
- iii) Designated roadways will be spot sanded in intervals of thirty meters apart if deemed necessary by the Roads and Streets Manager.
- iv) The Roadways Manager may authorize the usage of additional private contractor’s equipment if deemed necessary.

d) Back Lanes

- i) Roads and Streets Division will implement snow clearing operations from back lanes after one hundred and fifty millimeters of snow has accumulation.
- ii) Priorities for snow removal on designated back lanes are as follows:
 - (1) Priority lanes
 - (2) Residential lanes
- iii) Only back lanes that are used for primary access to property will be cleared.
- iv) The Roads and Streets Manager will maintain a list of back lanes to be cleared. This list will be modified as necessary (see map Appendix “B”).
- v) Back lanes will be cleared to a width of nine feet with snow to be stored within the City right-of-way.
- vi) Any windrows left in backyard accesses after the snow clearing is completed are the responsibility of the home owner regardless of the homeowner’s age, gender, or physical condition.
- vii) Snow will not be cleared from a back lane unless trees have been pruned sufficiently as to cause no damage to City snow removal equipment or hinder snow removal effort. All trees must be pruned as per urban Forestry Bylaw No. 15/2007.
- viii) The Roadways Manager may authorize the usage of additional private contractor’s equipment if deemed necessary.

e) Sidewalk/Pathway Snow Clearing

- i) Roads and Streets Division will implement snow clearing operations on sidewalks and pathways as designated on Appendix “C” (Attached map) to ensure a reasonable level of safety to pedestrians is maintained.

POLICY TITLE	POLICY NO.	PAGE #
SNOW AND ICE CONTROL AND REMOVAL POLICY	10.80	4 of 9

ii) City owned parking lots to be cleared by the Roads and Streets Division with use of equipment are as follows as per Appendix “D” (Attached map)(not listed in prioritized manner):

- (1) Godfrey Dean Cultural Centre – North side parking lot to be cleared and hauled away.
- (2) Tourism Yorkton/Chamber of Commerce – Parking lot around the building to be cleared and piled.
- (3) Gloria Hayden Community Centre – Parking lot to be cleared and piled.
- (4) Yorkton Public Library – Main parking lot and north parking lot to be cleared and hauled away.
- (5) Deer Park Municipal Golf Course – Parking lot to be cleared and piled (upon request only).
- (6) City Hall – East side parking lot to be cleared and hauled away before 7:00 a.m.
- (7) Fire Hall – Parking lot to be cleared and piled.
- (8) City Hall – West parking lot (across 3rd Street) to be cleared and hauled away.

iii) City owned buildings to be checked daily and cleared by the Roads and Streets Division manually are as follows (see map Appendix “E”) (not listed in prioritized manner):

- (1) Godfrey Dean Cultural Centre – Entrances on the east, west and north sides; sidewalks on the west and south sides, and the Sports Hall of Fame staircase.
- (2) City Hall (three times per day) – Front sidewalk, north sidewalk, R.C.M.P. side; front, north and east entrances; south side park.

f) Bus Stops and Fire Hydrants

- i) Bus stops throughout the City will be cleared in conjunction with snow removal efforts in school zones.
- ii) Snow accumulated around fire hydrants will be removed when deemed necessary by the Water and Sewer Systems Manager.

g) Snow Storage Site

- i) Snow removed from city streets, sidewalks and parking lots will be disposed of at the snow storage site on Fourth Avenue North (north of York Road East).
- ii) The Roads and Streets Division will manage the snow storage site.
- iii) Commercial and general public snow haulers will be granted permission to utilize the snow storage site based on a permit/fee system. The fees and procedure of the permit system will be established through a bylaw of the City of Yorkton.

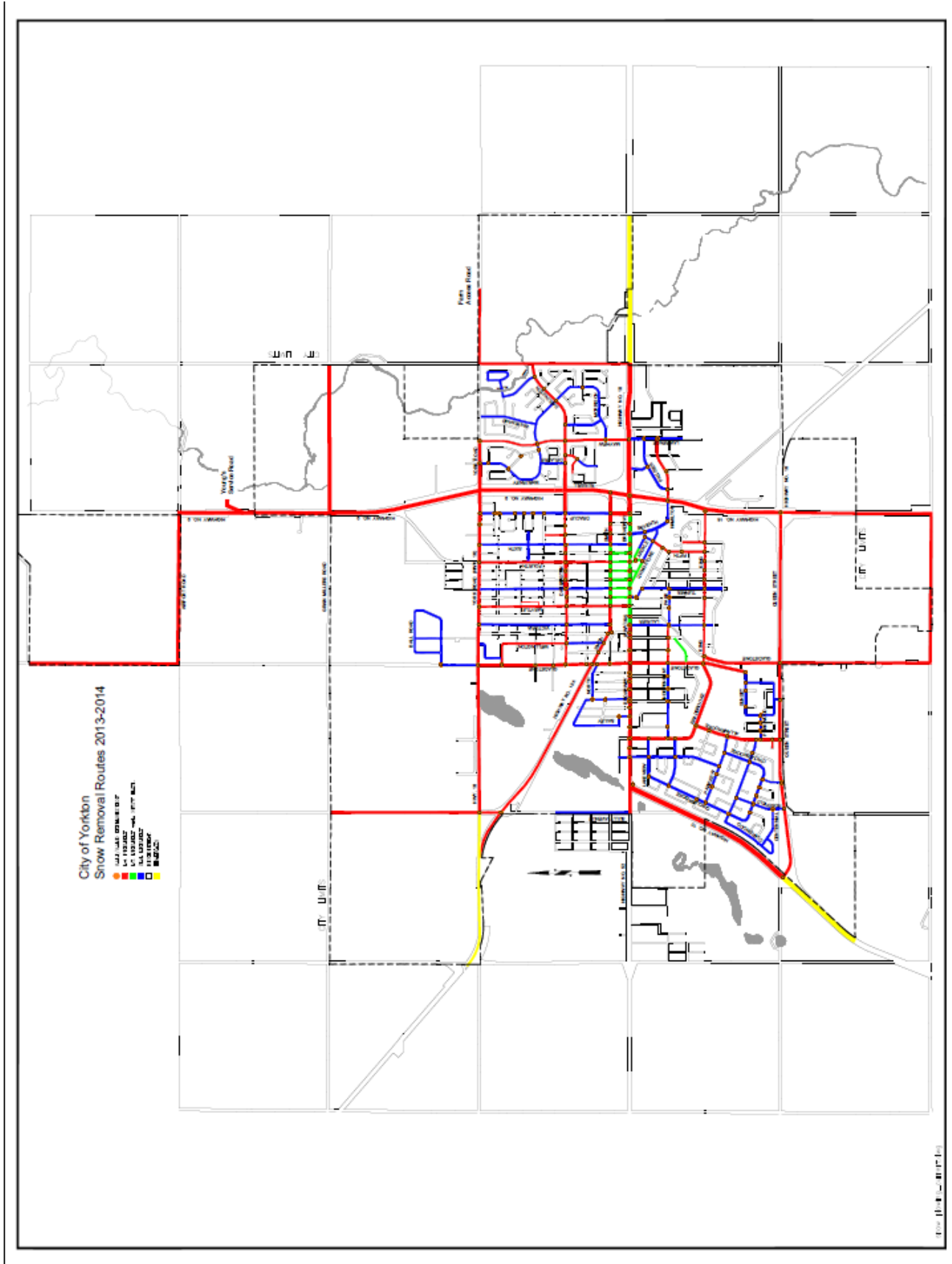
h) Snow Fence

- i) Snow fence will be installed in known areas where drifting causes problems on roadways and sidewalks and snow fencing has been helpful to alleviate problems in the past. Where possible a natural snow break will be used instead of fencing (snow windrow, trees, etc.). The Roadways Manager will decide which locations require snow fencing.

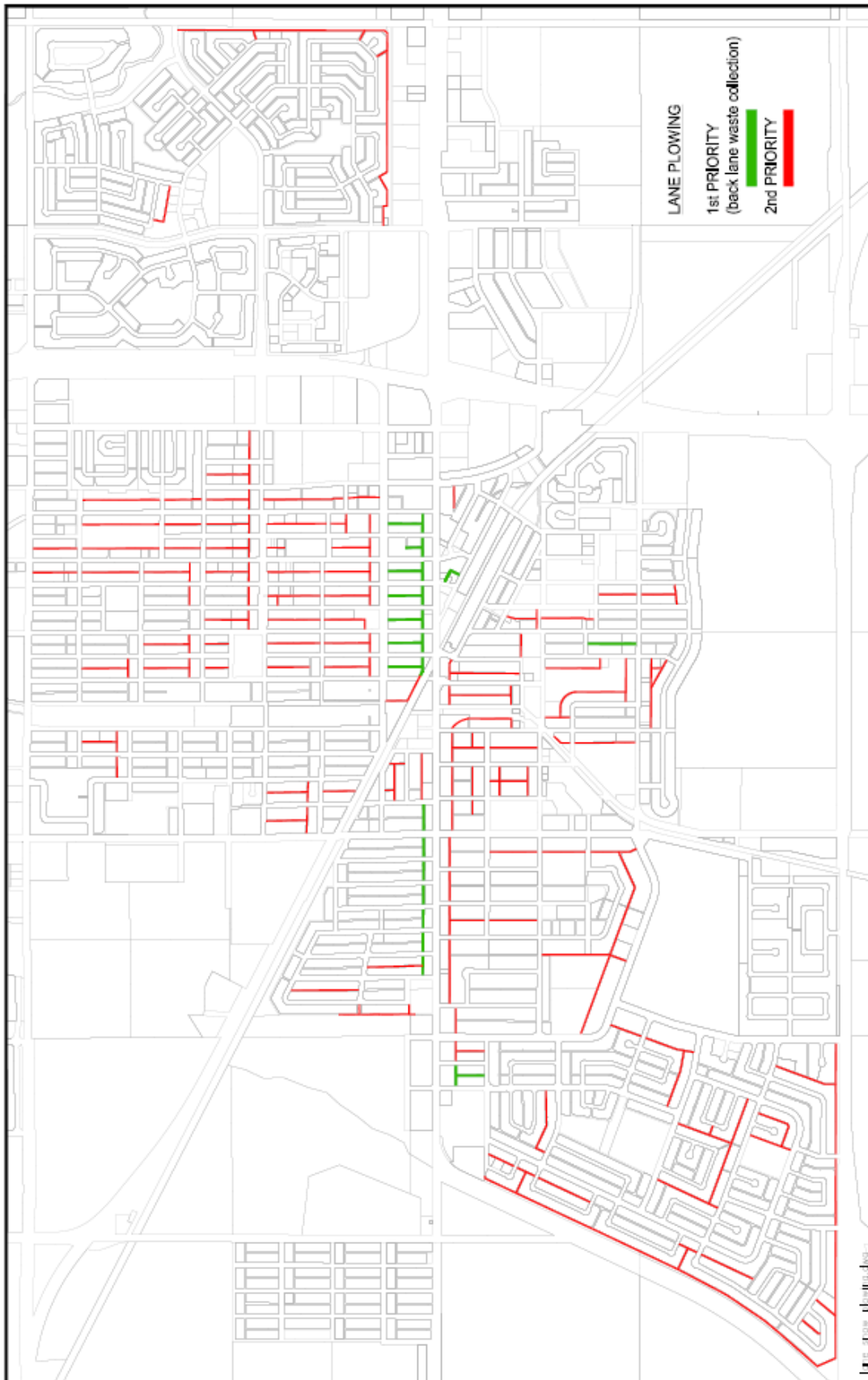
4) RESPONSIBILITY:

The Director of Public Works is responsible for the review and update of this policy.

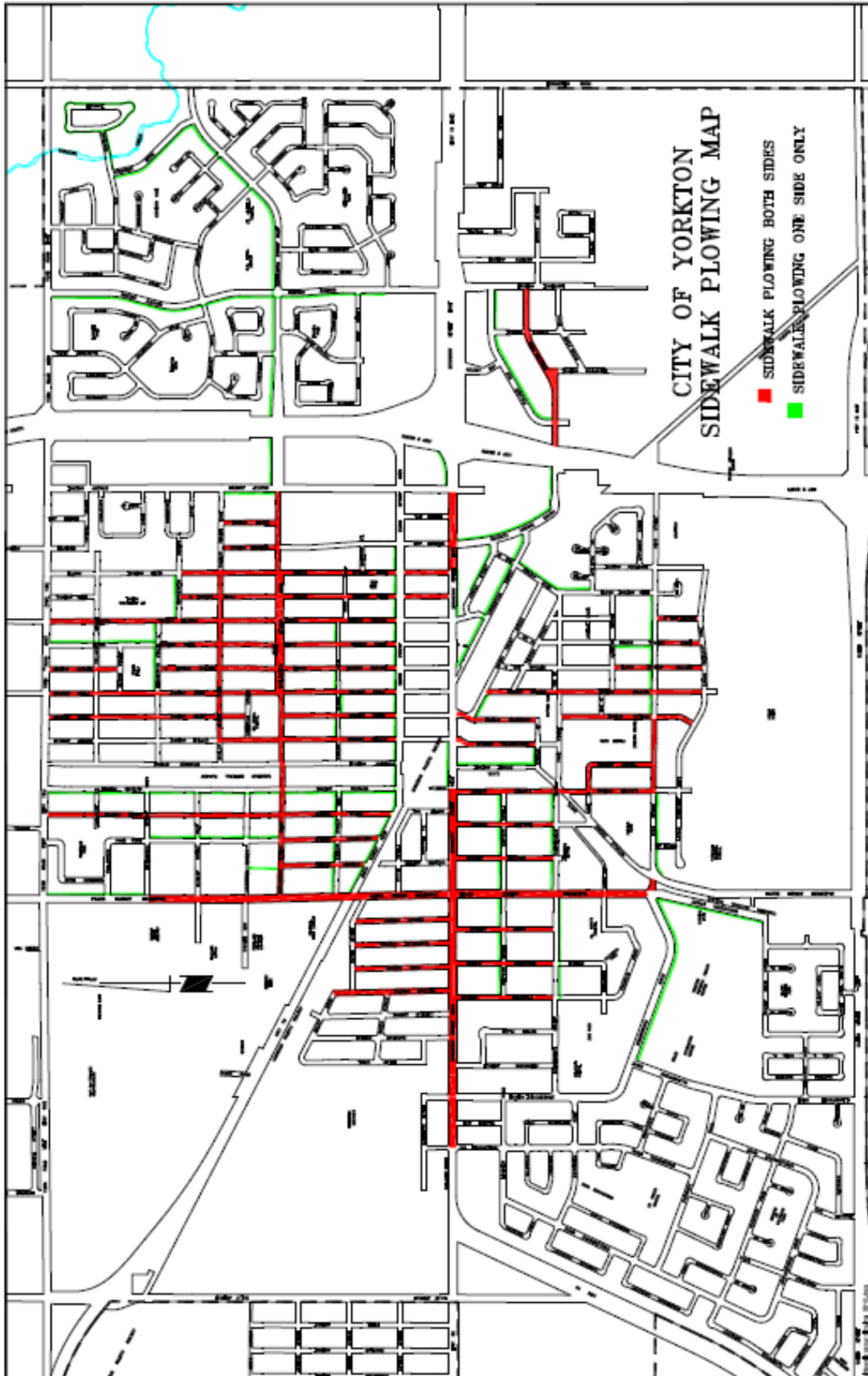
Appendix "A"



Appendix "B"



Appendix "C"



Appendix "D"

