



## **Corporate Policy**

### **Municipal Roadway and Parking Lot Snow Clearing Policy - Infrastructure Services**

**Policy for level of service for winter control operations (snow ploughing, sanding/salting and snow removal) for municipal roads and parking lots**

**Department:** Infrastructure Services

**Approved** **By Council:**

#### **1. Policy Statement**

None.

#### **2. Purpose**

The purpose of this policy is to establish and outline a standard approach when it comes to the clearing of snow on municipal roadways and Town owned parking lots. By setting out this policy we establish a clear and consistent approach on the level of services provided by the Town when it comes to the clearing of snow on municipal roadways and municipal owned parking lots within the Town of Orangeville, always keeping safety, and best interest of taxpayers in mind.

A comprehensive roadway and parking lot snow clearing policy ensures that the Town stays in compliance with: Ontario Regulation 239/02. Minimum Maintenance Standards for Municipal Highways.

This policy establishes guidelines and general direction for staff with respect to winter control operations for roadways and parking lots, as well as outlines a systematic approach to providing winter control. This policy also provides direction to staff when dealing with inquiries brought forward by the public and others.

#### **3. Definitions**

None.

#### **4. Scope**

This policy sets out the level of service that has been adopted by Council for winter control operations for municipal roadways and Town owned or leased parking lots to provide an adequate level of service. It further establishes the discretion that is necessary and appropriate to enable the Manager, Public Works and Supervisor, Operations or their designate to address abnormal winter storm events. It is recognized that operational decisions will need to be made based on local conditions, in the field depending upon the extent and severity of a winter storm event, as no two storms are the same. Operational and weather conditions may necessitate reasonable deviations from this policy on a case-by-case basis.

Despite what is stated in this policy, the Town will adhere to the Minimum Maintenance Standards for Municipal Highways (hereinafter referred to as MMS) as prescribed by the Ontario Ministry of Transportation under Regulation 239/02 of the Ontario Municipal Act, as amended from time to time. For greater clarity, the MMS will have precedence over this policy. All other regulatory requirements will also need to be met, including the Highway Traffic Act. The Manager, Public Works can provide additional plowing or removal.

Equipment, full-time personnel and the need for contract forces may be reviewed annually through the budget process and/or as approved by Council.

#### **5. Policy**

This policy acknowledges that winter conditions may vary and sometimes require actions outside of the Towns' standard procedures. In such cases, discretion will be exercised by Public Works staff and supporting forces to accommodate the needs of the Town to address the snow removal on Municipal roadways.

Although parking lots are not covered under the Minimum Maintenance Standards for Municipal Highways, the Town will ensure that the parking lots receive snow removal measures similar to roadways under this policy.

#### **General Prioritization Criteria**

The following is the general priority for snow plowing and salting/sanding operations:

- Arterial Roads
- Collector roads
- Municipal parking lots, Municipal offices and facilities
- Local roads

The Arterial and Collector roads will receive first priority during plowing operations as per Ontario Regulation 239/02. Some roads included in this road classification include, but are not limited to: Broadway, Townline, and C Line.

Following the snow clearing on the Towns' Arterial and Collector roads, the Town will ensure snow is cleared at the following: Municipal parking lots, GO Transit parking lot, and the Transit Hub. These locations will receive priority attention. Public Works Staff may also provide a response to requests from the Ontario Provincial Police or the Fire Department when it is appropriate and reasonable to do so.

Local Municipal Roads which include all roads and laneways not included under the Arterial and Collector roads will receive winter maintenance in accordance with Ontario Regulation 239/02 during a winter event.

**Specific to snow removal operations:**

Public Works will arrange for snow to be removed in the following areas when the depth of the snowbank that result from road and sidewalk plowing reaches an average depth greater than 90 cm.

- Broadway between Faulkner and Wellington Streets
- Mill Street between Broadway and Armstrong Street
- First Street between Broadway and First Avenue
- Second Street between Broadway and First Avenue

This does not include banks that are greater than 90cm in height as a result of merchants shoveling snow to clear a path from the sidewalk to the parking lane. Removal is typically completed within 5 business days of the average depth exceeding 90 cm.

When required, snow removal operations may begin at 2:00 a.m.

There may be no snow removal operations on Fridays, Saturdays, and Sundays, unless approved by the Manager, Public Works, due to a significant weather or other winter event.

In the event of a significant weather or other winter event, at the discretion of the Manager of Public Works, snow removal operations may be delayed.

**Level of Service:**

The following is the Municipal Roadway and Parking Lot Snow Clearing Policy guiding the Town's and any contract forces. Weather, road conditions and health and safety considerations may require actions other than those outlined in this policy. Some discretion may be exercised by operations Staff as weather conditions and local circumstances dictate to protect the health and safety of the employees, the public and the infrastructure.

Four (4) Public Works employees will be assigned to work outside of normal business hours, as determined by the Manager, Public Works or designate, during which time they will patrol the streets and conduct winter control operations such as plowing, and sanding and salting, as required in accordance with the Ontario Regulation 239/02. When weather conditions are such that they are not required to patrol the Town's streets, they will maintain equipment and perform other duties as assigned by the Supervisor, Operations or designate.

During regular business hours, Public Works staff will patrol the streets and conduct winter control operations such as plowing, and sanding and salting, as required in accordance with Ontario Regulation 239/02. When weather conditions are such that they are not required to patrol the Town's streets, they will maintain equipment and perform other duties as assigned by the Supervisor, Operations or designate.

Road conditions will be documented on the forms provided by the Supervisor, Operations or designate to ensure compliance with Ontario Regulation 239/02. Existing road patrols may also document conditions of municipal transit routes and report back to the Supervisor, Operations or designate on their findings.

Daily weather reports maybe used to plan for and schedule an appropriate response to a winter storm event. Weather will be monitored and documented by Public Works staff daily from October 1<sup>st</sup> to April 30<sup>th</sup> at necessary intervals outlined in Ontario Regulation 239/02.

The Town will use reasonable measures to ensure snow plowing equipment complete with qualified and experienced operators are available. The Town may use a combination of Town and contract forces and equipment to provide winter control operations.

Public Works Staff will begin winter control operations in the general priority sequence set out in this policy or as directed by the Manager, Public Works or their designate, considering the start and expected duration of a winter storm event, available resources, or such other criteria. Contract services may be deployed to assist Staff in winter control operations.

In the event of an extreme snowstorm, which puts the public, staff, or equipment at risk, a "Significant Weather Event" may be declared by the Manager, Public Works or their designate. If a significant weather event is called, the Town is given extended timelines to reach the level of service requirements laid out in Ontario Regulation 239/02. The Town has 48 hours after the Significant Weather Event ends to ensure the levels of service have been met in accordance with Ontario Regulation 239/02.

Property owners are responsible for the clearing of windrows left behind due to roadway and/or sidewalk plowing. The Town will not clear windrows.

## Considerations

Depending on the time of a winter storm event (i.e. start and expected duration), winter maintenance activities may be delayed. It is recognized that this requirement may be amended under abnormal weather conditions (e.g., wet snow, icy conditions, etc.). Public Works Staff may continue to focus on the collector and arterial roads and only begin winter control operations on local roads after collector and arterial roads have been cleared at the end of the winter storm event.

For small duration storms with minimal snow accumulation expected, sand and salting operations may be considered adequate.

Public Works Staff will make reasonable attempts to apply sufficient sand and salt on roads to provide adequate traction. It is not an objective of this policy to provide bare pavement conditions on all roads.

Fire hydrants will be cleared to provide adequate access to all ports when snow on the boulevard accumulates to a height that may interfere with accessibility to the fire hydrant. Markers will be used to identify the fire hydrants. Markers will remain on fire hydrants year-round, with an exception for the fire hydrants on Broadway and First St.

Snow removal operations may be undertaken when the snowbanks reach a height of 1.5m between driveways and when the snowbanks encroach onto the roadway in such a way that two-way traffic and sightlines are impeded. Some areas may receive additional snow removal operations due to blowing or drifting snow conditions. This does not include banks that are greater than 1.5m in height as a result of snow piled by the property owner. Snow removal operations may be suspended at any time after March 1<sup>st</sup> due to anticipated melt, at the discretion of the Manager, Public Works or designate. Snow removal operations that continue beyond March 1<sup>st</sup> will be done for the purposes of clearing snow from storm water management catch basins, inlets, and outlets, and snowbanks that are not adversely affecting the stormwater management system may not be addressed.

Snow from snow removal operations will only be dumped at snow dump sites authorized by the Manager, Public Works or designate.

Winter control operations may be suspended, at the discretion of the Manager, Public Works or designate, when it is unsafe for the public, the employees and the equipment to be on the road due to weather conditions such as, but not limited to, drifting snow or freezing rain. Such situations may include conditions when vehicles or other obstructions make snow ploughing operations ineffective or difficult. Staff are encouraged to refer parking issues to the By-law Enforcement Division.

Public Works Staff can refuse to provide winter control operation on road sections when health and safety or other dangerous situations (e.g., vehicles parked on the road or undue interference by a resident) unless otherwise directed by the Manager, Public

Works or their designate. If health and safety issues preclude winter control operations, then these operations will be suspended until appropriate conditions exist. When practical, the license plate number of a vehicle obstructing the winter control operations shall be recorded and reported to the By-Law Enforcement Division.

When it is observed that residents are pushing snow from private property onto the municipal right-of-way, the property address may be recorded, and the resident may be advised in writing that they were in contravention of the Highway Traffic Act and any applicable by-laws. These situations may be referred to the Ontario Provincial Police and the By-Law Enforcement Division for follow-up.

Complaints may be referred to the Supervisor, Operations or designate for appropriate follow-up.

During times of emergency or equipment breakdowns, the Supervisor, Operations or designate may amend the above requirements with appropriate reasons.

Wherever possible, incidents of damage to public and private property will be documented and reported to the Manager, Public Works or designate who shall ensure that the incident details are forwarded to the Town's insurance adjuster.

## **Summary and Conclusion**

This policy outlines the Town's approach to winter control operations for municipal roadways and Town-owned parking lots, ensuring a balanced level of service while allowing for flexibility in response to abnormal winter conditions. The policy emphasizes that operational decisions will be based on weather and field conditions, and discretion is given to the Operations Manager or designate for managing winter storm events.

The policy aligns with the Minimum Maintenance Standards for Municipal Highways (MMS) as prescribed by the Ontario Ministry of Transportation, ensuring that all operations meet or exceed legal requirements.